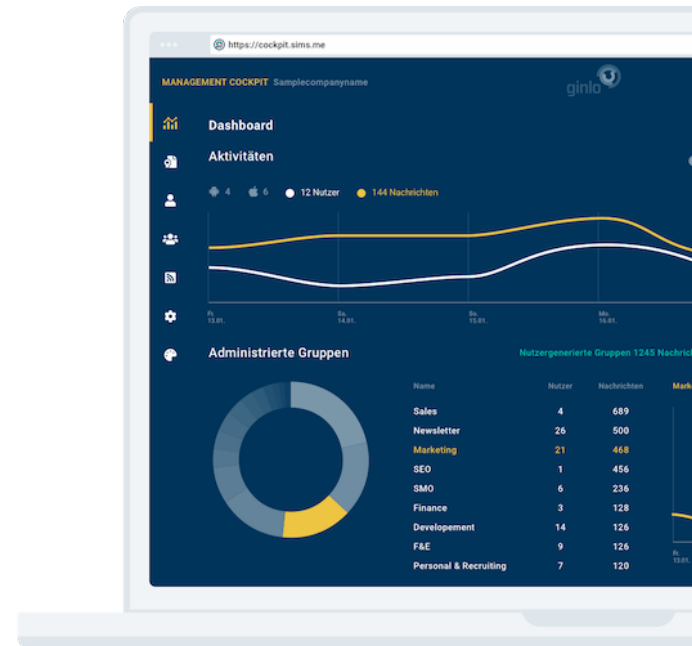




Importing LDAP Data into ginlo Management Cockpit

Adding LDAP data is a 2-step process, consisting of an LDAP export and an import into ginlo Management Cockpit. This guide focuses on the import. For detailed information about the LDAP export, please refer to the document "Management Cockpit - LDAP Interface" (currently available in German only) at <https://www.ginlo.net/en/business/support/downloads/>



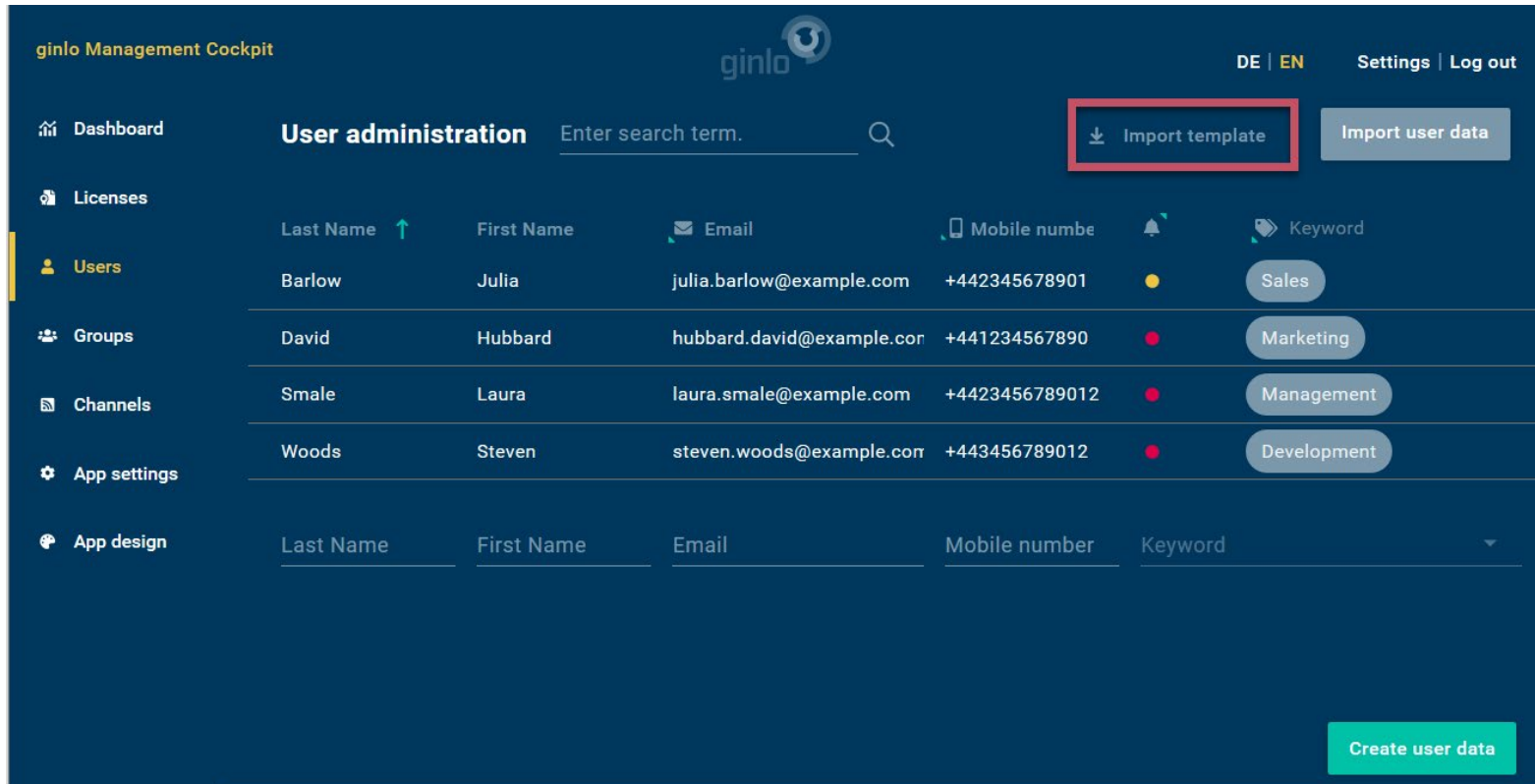
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Technology

1

In the *Users* tab, click *Import template* in the upper right.

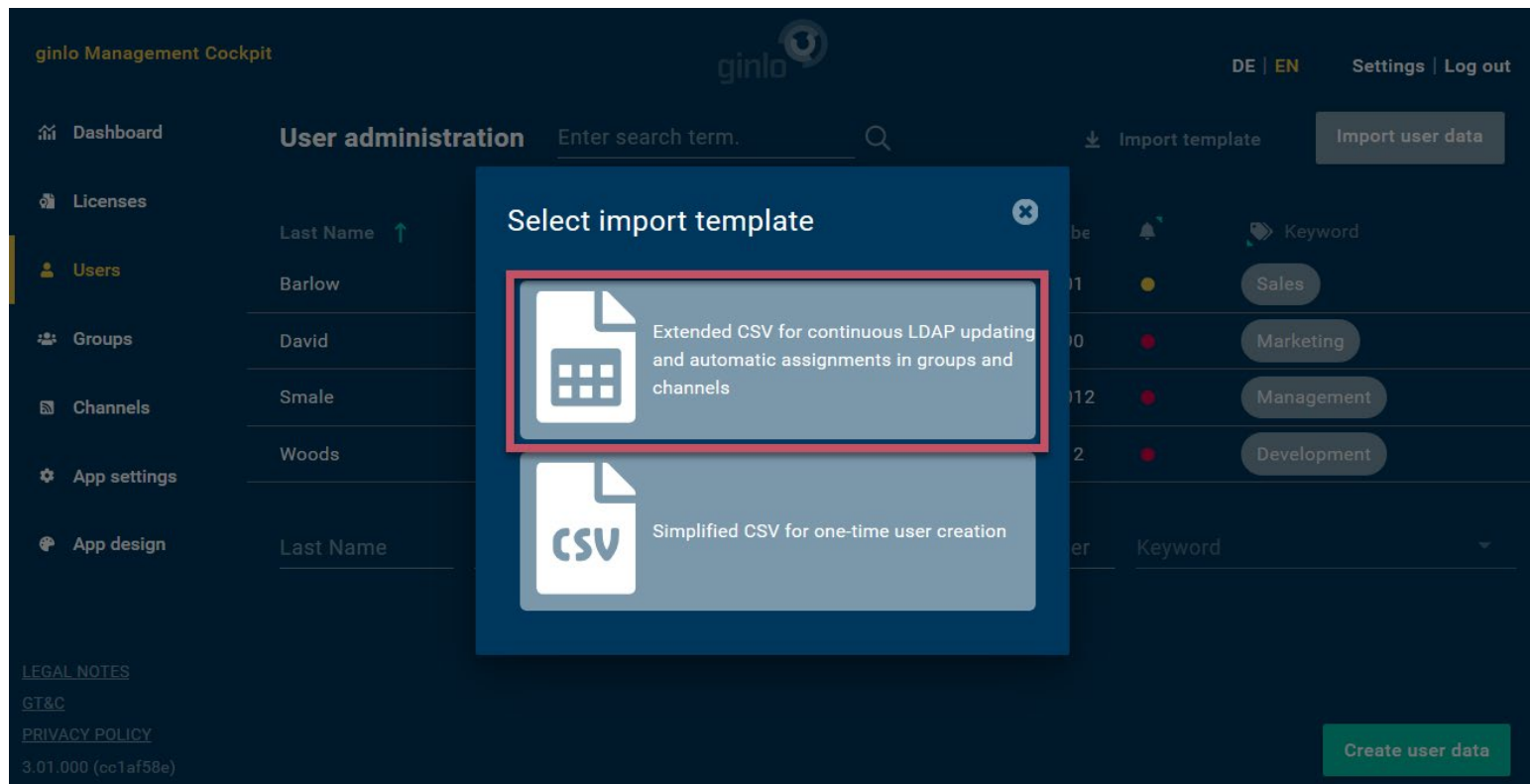


The screenshot shows the 'ginlo Management Cockpit' interface. The top navigation bar includes the 'ginlo' logo, language options 'DE | EN', and links for 'Settings' and 'Log out'. A sidebar on the left contains menu items: 'Dashboard', 'Licenses', 'Users' (highlighted), 'Groups', 'Channels', 'App settings', and 'App design'. The main content area is titled 'User administration' and features a search bar with the placeholder 'Enter search term.' and a magnifying glass icon. In the upper right of this area, there are two buttons: 'Import template' (highlighted with a red box) and 'Import user data'. Below these is a table of users with columns for 'Last Name', 'First Name', 'Email', 'Mobile number', a status indicator (yellow or red dot), and 'Keyword'. The table contains four rows of user data. At the bottom right, there is a 'Create user data' button.

Last Name	First Name	Email	Mobile number	Status	Keyword
Barlow	Julia	julia.barlow@example.com	+442345678901	●	Sales
David	Hubbard	hubbard.david@example.cor	+441234567890	●	Marketing
Smale	Laura	laura.smale@example.com	+4423456789012	●	Management
Woods	Steven	steven.woods@example.com	+443456789012	●	Development

2

Select *Extended CSV*, and fill it with your LDAP data as described in the document "Management Cockpit - LDAP Interface" (currently available in German only) at <https://www.ginlo.net/de/business/support/downloads/>



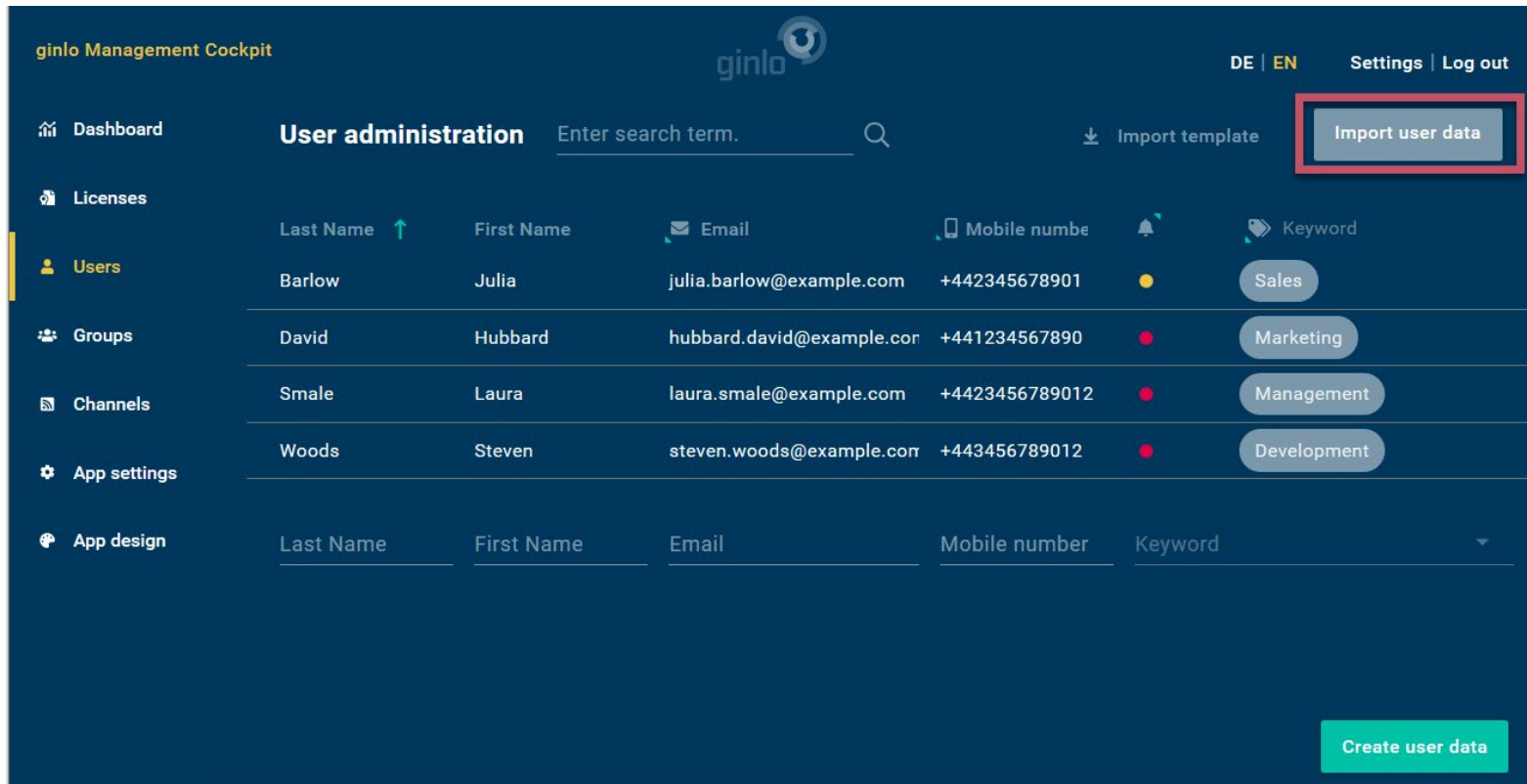
The screenshot shows the 'ginlo Management Cockpit' interface. The main content area is titled 'User administration' and features a search bar and an 'Import user data' button. A modal dialog box titled 'Select import template' is open in the center, displaying two options:

- Extended CSV for continuous LDAP updating and automatic assignments in groups and channels** (highlighted with a red box)
- Simplified CSV for one-time user creation**

The background interface includes a sidebar with navigation items like 'Dashboard', 'Licenses', 'Users', 'Groups', 'Channels', 'App settings', and 'App design'. At the bottom left, there are links for 'LEGAL NOTES', 'GT&C', and 'PRIVACY POLICY', along with the version number '3.01.000 (cc1af58e)'. A 'Create user data' button is visible at the bottom right.

3

Import the filled CSV. Your data is first being checked and then prepared for import.



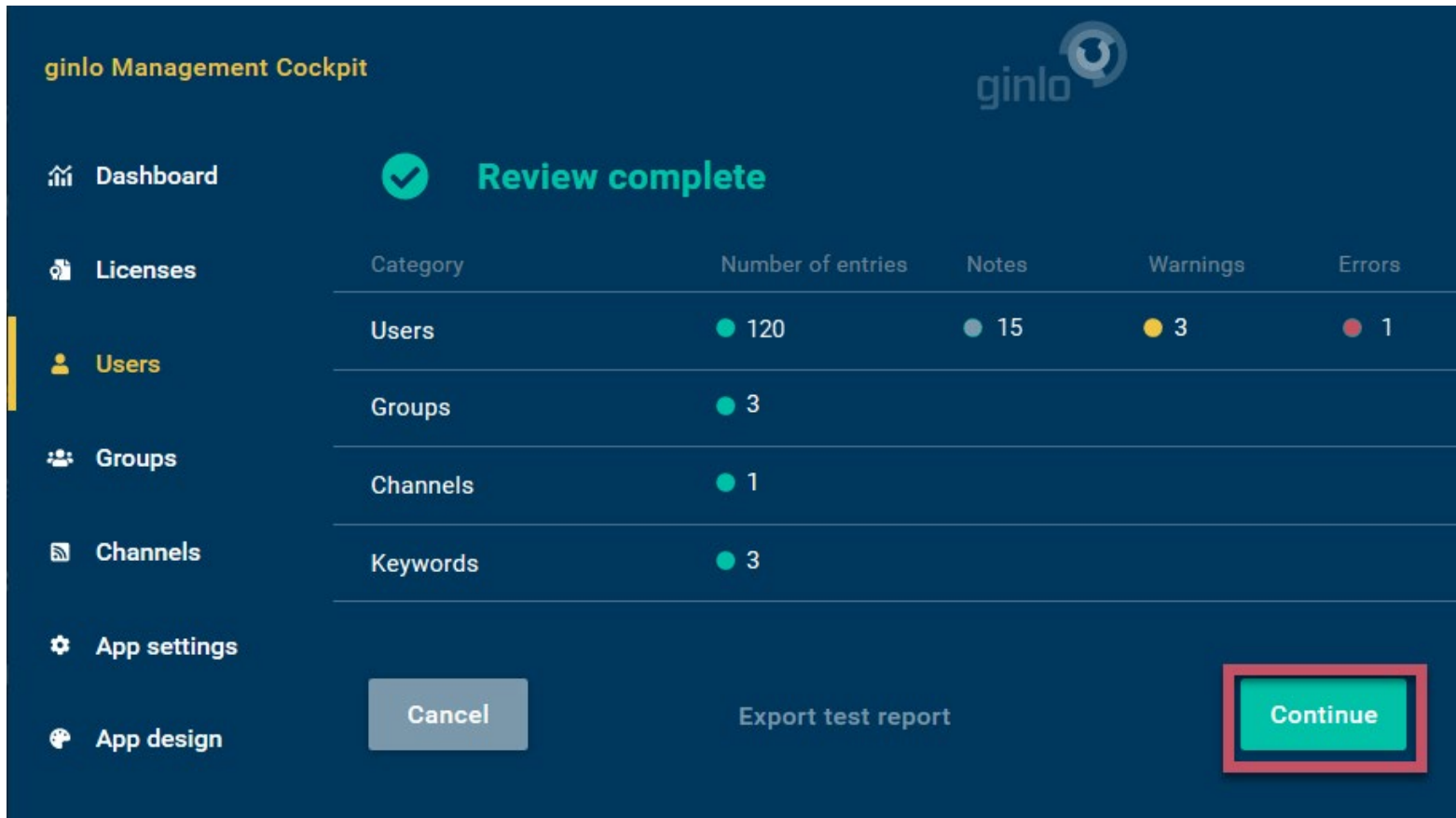
The screenshot shows the 'ginlo Management Cockpit' interface. The top navigation bar includes the ginlo logo, language options (DE | EN), and links for Settings and Log out. The main content area is titled 'User administration' and features a search bar with the placeholder 'Enter search term.' and an 'Import template' button. A red box highlights the 'Import user data' button. Below this is a table of users with columns for Last Name, First Name, Email, Mobile number, and Keyword. The 'Users' menu item in the left sidebar is highlighted.

Last Name	First Name	Email	Mobile number	Keyword
Barlow	Julia	julia.barlow@example.com	+442345678901	Sales
David	Hubbard	hubbard.david@example.com	+441234567890	Marketing
Smale	Laura	laura.smale@example.com	+4423456789012	Management
Woods	Steven	steven.woods@example.com	+443456789012	Development

Buttons: Import user data, Create user data

4

You can export the test report for details on notes, warnings, and errors from the import, or you can continue the import.



ginlo Management Cockpit

Dashboard

Licenses

Users

Groups

Channels

App settings

App design

Review complete

Category	Number of entries	Notes	Warnings	Errors
Users	120	15	3	1
Groups	3			
Channels	1			
Keywords	3			

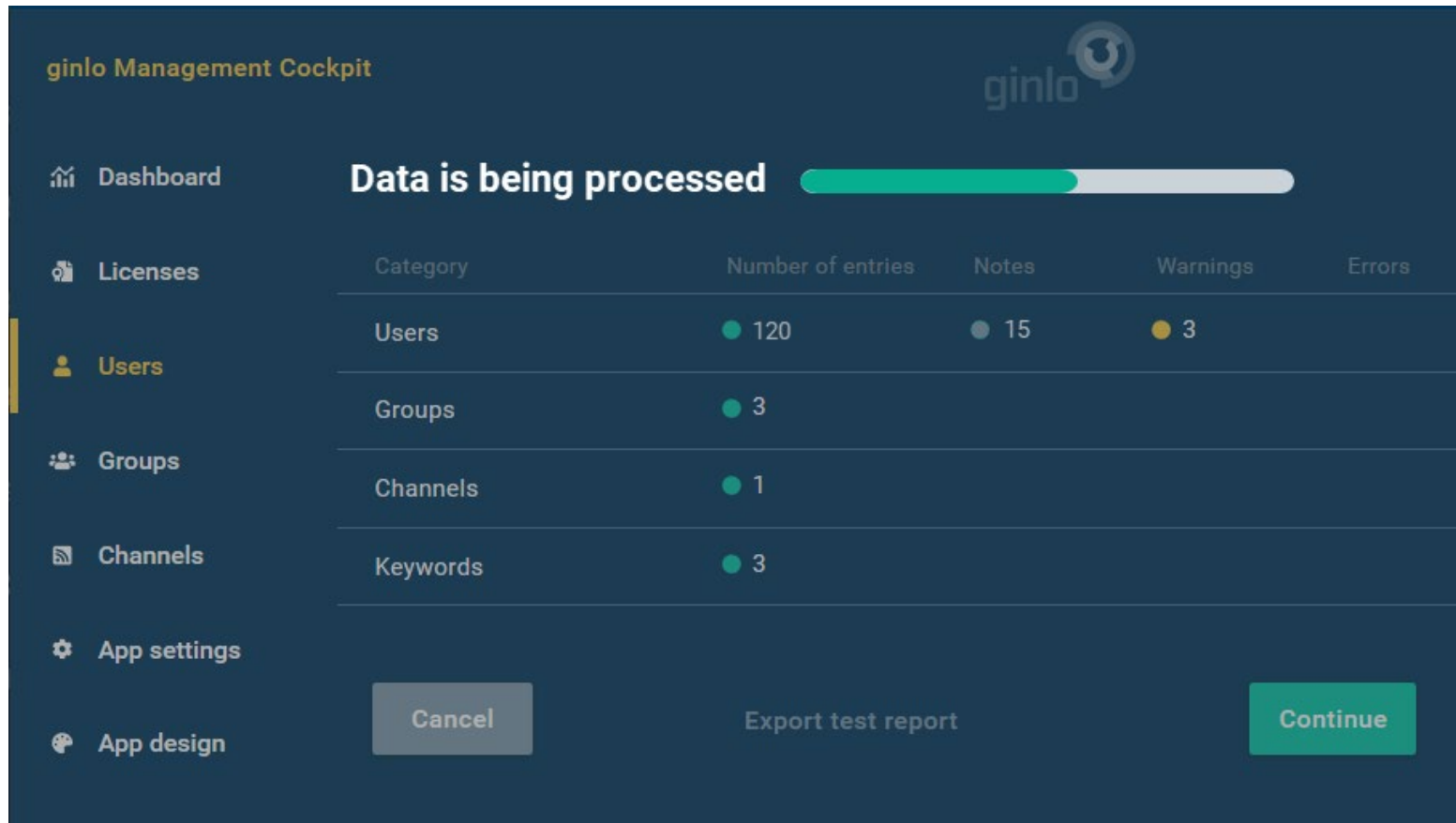
Cancel

Export test report

Continue

5

Depending on the file size, the import may take a moment. The bar at the top indicates the progress.



The screenshot shows the 'ginlo Management Cockpit' interface. At the top, the title 'ginlo Management Cockpit' is on the left and the 'ginlo' logo is on the right. Below the title, there is a navigation menu on the left with items: Dashboard, Licenses, Users (highlighted), Groups, Channels, App settings, and App design. The main content area is titled 'Data is being processed' and features a green progress bar that is approximately 70% full. Below this, there is a table with the following data:

Category	Number of entries	Notes	Warnings	Errors
Users	120	15	3	
Groups	3			
Channels	1			
Keywords	3			

At the bottom of the interface, there are three buttons: 'Cancel' (grey), 'Export test report' (text), and 'Continue' (green).

6 Once all changes are adopted, you can export a detailed import report or close the view.



The screenshot displays the 'ginlo Management Cockpit' interface. A sidebar on the left contains navigation items: Dashboard, Licenses, Users (highlighted), Groups, Channels, App settings, and App design. The main content area features a green checkmark icon and the text 'Changes adopted'. Below this is a table with the following data:

Category	Number of entries	Notes	Warnings	Errors
Users	120	15	3	
Groups	3			
Channels	1			
Keywords	3			

At the bottom of the main area, there is a link for 'Export test report' and a prominent green 'Close' button highlighted with a red border.