

	A	B	C	D	E	F	G	H	I
1	<b>Name</b>	<b>Email</b>	<b>Office</b>	<b>Is user a supervisor?</b>	<b>User's Supervisor</b>	<b>Supervisor Email</b>	<b>Welcome</b>	<b>Course</b>	<b>Due Date</b>
2	Jackson, Jake	jjackson@savjlaw.com	Washington DC	Yes			1037	4092	10/31/2019
3	Ames, Kaitlin L	kames@savjlaw.com	San Francisco	No	Super, Sammy	ssuper@savjlaw.com	1037	4092	10/31/2019

Note: The two data rows are for sample purposes only and can be deleted.

### Full Name (Col A)

Required. Each user's full name. Please enter in Last, First format.

### Email (Col B)

Required. User's complete email address. This is a unique identifier for the user in the system.

### Office (Col C)

Required. The name of each user's primary office. Consistent spelling and formatting is key (e.g. "Washington, DC" vs "Washington DC" vs "Washington, D.C.").

### Is user a supervisor? (Col D)

If this user is an attorney or other supervisor within the firm, enter "Yes" otherwise enter "No".

### User's Supervisor (Col E)

Optional. Include the name of the user's supervisor (where applicable). Include only if the user's supervisor is to be cc'd on any reminder email messages that may be sent out by the system. Otherwise, leave blank.

### Supervisor Email (Col F)

Optional. Include the email of the user's supervisor (where applicable). Include only if the user's supervisor is to be cc'd on any reminder email messages that may be sent out by the system. Otherwise, leave blank.

### Welcome (Col G)

Enter the code number for the associated Welcome Message you would like the user to receive. If no welcome message is desired, leave blank.

### Course (Col H)

Enter the code number for the associated Course you would like assigned to the user.

### Due Date (Col I)

Enter the date by which the user is to complete their assigned course. If due date is not applicable, leave blank. Please enter in mm/dd/yyyy format.