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XLS Multi Participant Upload -INSTRUCTION MANUAL- BY MINDMARKER



Document title XLS Multi Participant Upload Instruction Manual
Version 2.1
Created by Mindmarker Support
Last update 09-22-2017

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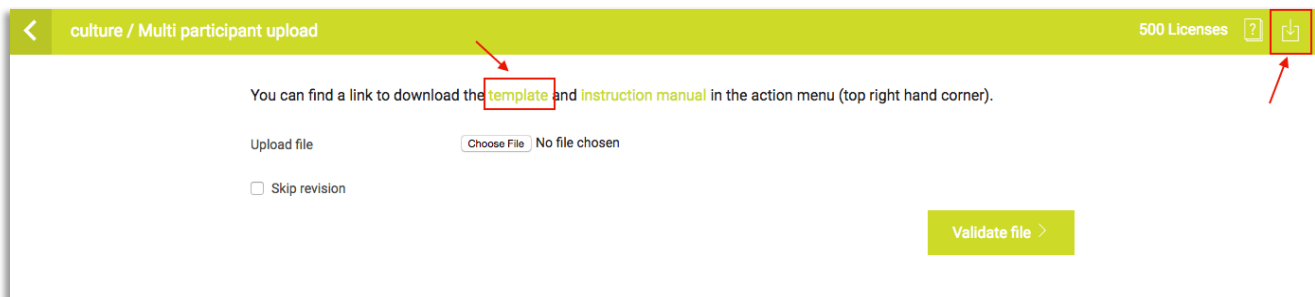
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WORKING WITH THE XLS PARTICIPANT UPLOAD FORM

DOWNLOADING THE TEMPLATE FILE

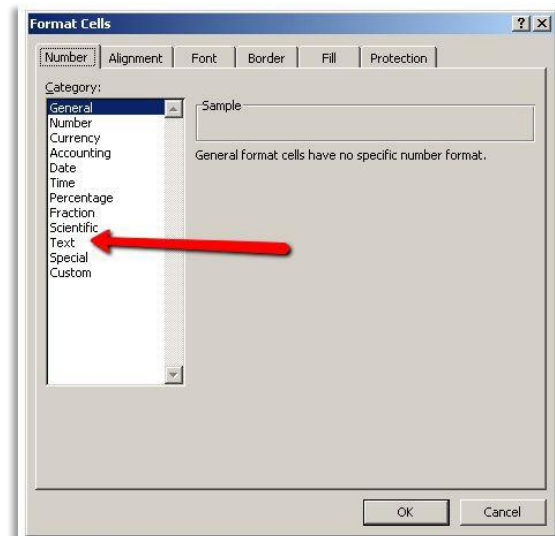
You will need to download the template XLS file in the participant module of Mindmarker.

The red arrows in the screenshot below indicate where you can download the template.



TEXT ONLY

The cell format in the template is set to "text". Do not change this as the system will only read cells that are formatted to "text".



NOTATION RULES AND LIMITATIONS

Changing Values in the Revision Phase

Once you have populated the template with your participants' data and uploaded the template file, the system will do a check of all fields (**Validate File**). The system will check for possible errors and/or missing data and guide you to correct data or add additional data if necessary. One of the great features of the system is the bulk change feature, which allows you to change a value for all participants at one time.

FIELDS AND VALID VALUES

Email address

Enter the email addresses of the participants you wish to upload in the email address field. This field only accepts valid email addresses e.g. "john.smith@example.com".

Names (First Name and Last Name)

Enter the name of the participants you wish to upload in the first name and last name field.

Country

Please choose the appropriate country from the list included in the template. The application will not accept abbreviations e.g. USA for United States. A list of valid country names is included in the Appendix.

Region, Department and Job Type

These fields are specific for the company for which you are inviting participants and have been set up when the company's account was created. If you do not know what values have been set up for these fields, please contact your program manager. Another option is to leave these blank; once you have selected "validate file" the system will show you what values are available. You can then select these values per participant or use the bulk change feature to assign a specific value to all participants. If you do not want to add attributes, simply leave as **not defined**.

Invitation day, month and year

Enter the day, month and year on which an automated invitation to the participant(s) will be sent.

For example, the date “March 9, 2017” should be filled out as follows:

Invitation day	Invitation month	Invitation year
9	3	2017
09	03	2017

Please note that you can use “0” in both the invitation day and month fields.

Invitation Time

Invitation time is the exact time that the invitation will be sent out. Please make sure to use US time notations based on a **12-hour clock** accompanied by AM or PM. Only use whole hours.

Some examples are shown below:

Value	Output
5 PM	Valid
05 PM	Valid
17:30	Invalid
05:30 PM	Invalid
05:23	Invalid

Time Zone

The time zone field ensures the invitation will be sent to the participant(s) on the specified time in the correct time zone of the participant(s).

The time zone value must be entered according to geographically valid time zone values. Please choose the appropriate time zone from the list included in the template. You can also find the list of valid time zones in the Appendix.

Note that this only influences the timing of the invitation email. After the participant has activated his/her account the application captures the time zone of the participant’s device, and sends out the Mindmarkers based on this new (updated) time zone value.

APPENDIX

A. LIST OF COUNTRY VALUES

Afghanistan	Albania	Algeria
American Samoa	Andorra	Angola
Anguilla	Antarctica	Antigua and Barbuda
Argentina	Armenia	Aruba
Australia	Austria	Azerbaijan
Bahamas	Bahrain	Bangladesh
Barbados	Belarus	Belgium
Belize	Benin	Bermuda
Bhutan	Bolivia	Bosnia and Herzegovina
Botswana	Bouvet Island	Brazil
British Antarctic Territory	British Indian Ocean Territory	British Virgin Islands
Brunei	Bulgaria	Burkina Faso
Burundi	Cambodia	Cameroon
Canada	Canton and Enderbury Islands	Cape Verde
Cayman Islands	Central African Republic	Chad
Chile	China	Christmas Island
Cocos [Keeling] Islands	Colombia	Comoros
Congo - Brazzaville	Congo - Kinshasa	Cook Islands
Costa Rica	Croatia	Cuba
Cyprus	Czech Republic	Côte d'Ivoire
Denmark	Djibouti	Dominica
Dominican Republic	Dronning Maud Land	East Germany
Ecuador	Egypt	El Salvador
Equatorial Guinea	Eritrea	Estonia
Ethiopia	Falkland Islands	Faroe Islands
Fiji	Finland	France
French Guiana	French Polynesia	French Southern Territories
French Southern and Antarctic Territories	Gabon	Gambia
Georgia	Germany	Ghana
Gibraltar	Greece	Greenland
Grenada	Guadeloupe	Guam
Guatemala	Guernsey	Guinea
Guinea-Bissau	Guyana	Haiti
Heard Island and McDonald Islands	Honduras	Hong Kong SAR China
Hungary	Iceland	India
Indonesia	Iran	Iraq
Ireland	Isle of Man	Israel
Italy	Jamaica	Japan
Jersey	Johnston Island	Jordan
Kazakhstan	Kenya	Kiribati
Kuwait	Kyrgyzstan	Laos
Latvia	Lebanon	Lesotho
Liberia	Libya	Liechtenstein
Lithuania	Luxembourg	Macau SAR China

Macedonia	Madagascar	Malawi
Malaysia	Maldives	Mali
Malta	Marshall Islands	Martinique
Mauritania	Mauritius	Mayotte
Metropolitan France	Mexico	Micronesia
Midway Islands	Moldova	Monaco
Mongolia	Montenegro	Montserrat
Morocco	Mozambique	Myanmar [Burma]
Namibia	Nauru	Nepal
Netherlands	Netherlands Antilles	Neutral Zone
New Caledonia	New Zealand	Nicaragua
Niger	Nigeria	Niue
Norfolk Island	North Korea	North Vietnam
Northern Mariana Islands	Norway	Oman
Pacific Islands Trust Territory	Pakistan	Palau
Palestinian Territories	Panama	Panama Canal Zone
Papua New Guinea	Paraguay	People's Democratic Republic of Yemen
Peru	Philippines	Pitcairn Islands
Poland	Portugal	Puerto Rico
Qatar	Romania	Russia
Rwanda	Réunion	Saint Barthélemy
Saint Helena	Saint Kitts and Nevis	Saint Lucia
Saint Martin	Saint Pierre and Miquelon	Saint Vincent and the Grenadines
Samoa	San Marino	Saudi Arabia
Senegal	Serbia	Serbia and Montenegro
Seychelles	Sierra Leone	Singapore
Slovakia	Slovenia	Solomon Islands
Somalia	South Africa	South Georgia and the South Sandwich Islands
South Korea	Spain	Sri Lanka
Sudan	Suriname	Svalbard and Jan Mayen
Swaziland	Sweden	Switzerland
Syria	São Tomé and Príncipe	Taiwan
Tajikistan	Tanzania	Thailand
Timor-Leste	Togo	Tokelau
Tonga	Trinidad and Tobago	Tunisia
Turkey	Turkmenistan	Turks and Caicos Islands
Tuvalu	U.S. Minor Outlying Islands	U.S. Miscellaneous Pacific Islands
U.S. Virgin Islands	Uganda	Ukraine
Union of Soviet Socialist Republics	United Arab Emirates	United Kingdom
United States	Unknown or Invalid Region	Uruguay
Uzbekistan	Vanuatu	Vatican City
Venezuela	Vietnam	Wake Island
Wallis and Futuna	Western Sahara	Yemen
Zambia	Zimbabwe	Åland Islands

B. LIST OF TIME ZONE VALUES

Africa/Cairo	Africa/Casablanca
Africa/Harare	Africa/Johannesburg
Africa/Lagos	Africa/Monrovia
Africa/Nairobi	America/Argentina/Buenos_Aires
America/Bogota	America/Caracas
America/Chihuahua	America/Godthab
America/La_Paz	America/Lima
America/Los_Angeles	America/Managua
America/Mazatlan	America/Mexico_City
America/Monterrey	America/Noronha
America/Santiago	America/Sao_Paulo
America/Tijuana	Asia/Almaty
Asia/Baghdad	Asia/Baku
Asia/Bangkok	Asia/Calcutta
Asia/Chongqing	Asia/Dhaka
Asia/Hong_Kong	Asia/Irkutsk
Asia/Jakarta	Asia/Jerusalem
Asia/Kabul	Asia/Kamchatka
Asia/Karachi	Asia/Katmandu
Asia/Kolkata	Asia/Krasnoyarsk
Asia/Kuala_Lumpur	Asia/Kuwait
Asia/Magadan	Asia/Muscat
Asia/Novosibirsk	Asia/Rangoon
Asia/Riyadh	Asia/Seoul
Asia/Singapore	Asia/Taipei
Asia/Tashkent	Asia/Tbilisi
Asia/Tehran	Asia/Tokyo
Asia/Ulan_Bator	Asia/Urumqi
Asia/Vladivostok	Asia/Yakutsk
Asia/Yekaterinburg	Asia/Yerevan
Atlantic/Azores	Atlantic/Cape_Verde
Australia/Adelaide	Australia/Brisbane
Australia/Canberra	Australia/Darwin
Australia/Hobart	Australia/Melbourne
Australia/Perth	Australia/Sydney
Canada/Atlantic	Canada/Newfoundland
Canada/Saskatchewan	Etc/Greenwich
Europe/Amsterdam	Europe/Athens
Europe/Belgrade	Europe/Berlin
Europe/Bratislava	Europe/Brussels
Europe/Bucharest	Europe/Budapest
Europe/Copenhagen	Europe/Helsinki
Europe/Istanbul	Europe/Kiev
Europe/Lisbon	Europe/Ljubljana
Europe/London	Europe/Madrid
Europe/Minsk	Europe/Moscow

Europe/Paris	Europe/Prague
Europe/Riga	Europe/Rome
Europe/Sarajevo	Europe/Skopje
Europe/Sofia	Europe/Stockholm
Europe/Tallinn	Europe/Vienna
Europe/Vilnius	Europe/Volgograd
Europe/Warsaw	Europe/Zagreb
Pacific/Auckland	Pacific/Fiji
Pacific/Guam	Pacific/Honolulu
Pacific/Kwajalein	Pacific/Midway
Pacific/Port_Moresby	Pacific/Samoa
Pacific/Tongatapu	US/Alaska
US/Arizona	US/Central
US/Eastern	US/East-Indiana
US/Mountain	UTC