

The below is a guide to Add Users to Boost. If you see an option that is not available to you, but you are interested in, please contact your account manager to upgrade.

**To add yourself to Boost to see offers, simply follow one of the methods outlined below. You will need to register your Boost card or App.**

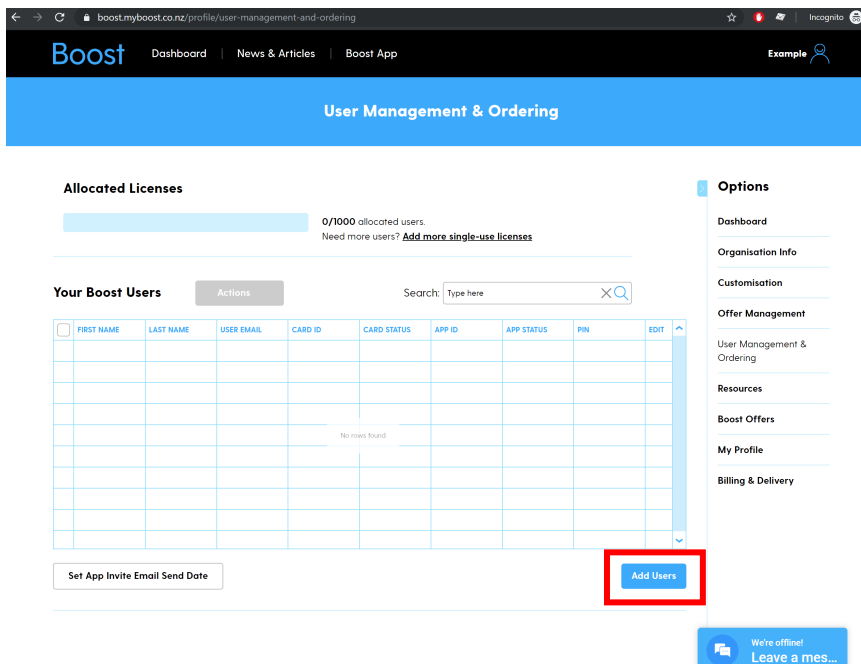
**App invites are sent daily at 10 am. You need to set the 'App Email Send Date' for the initial invite email otherwise no invites will be sent.**

## How to add your employees/team

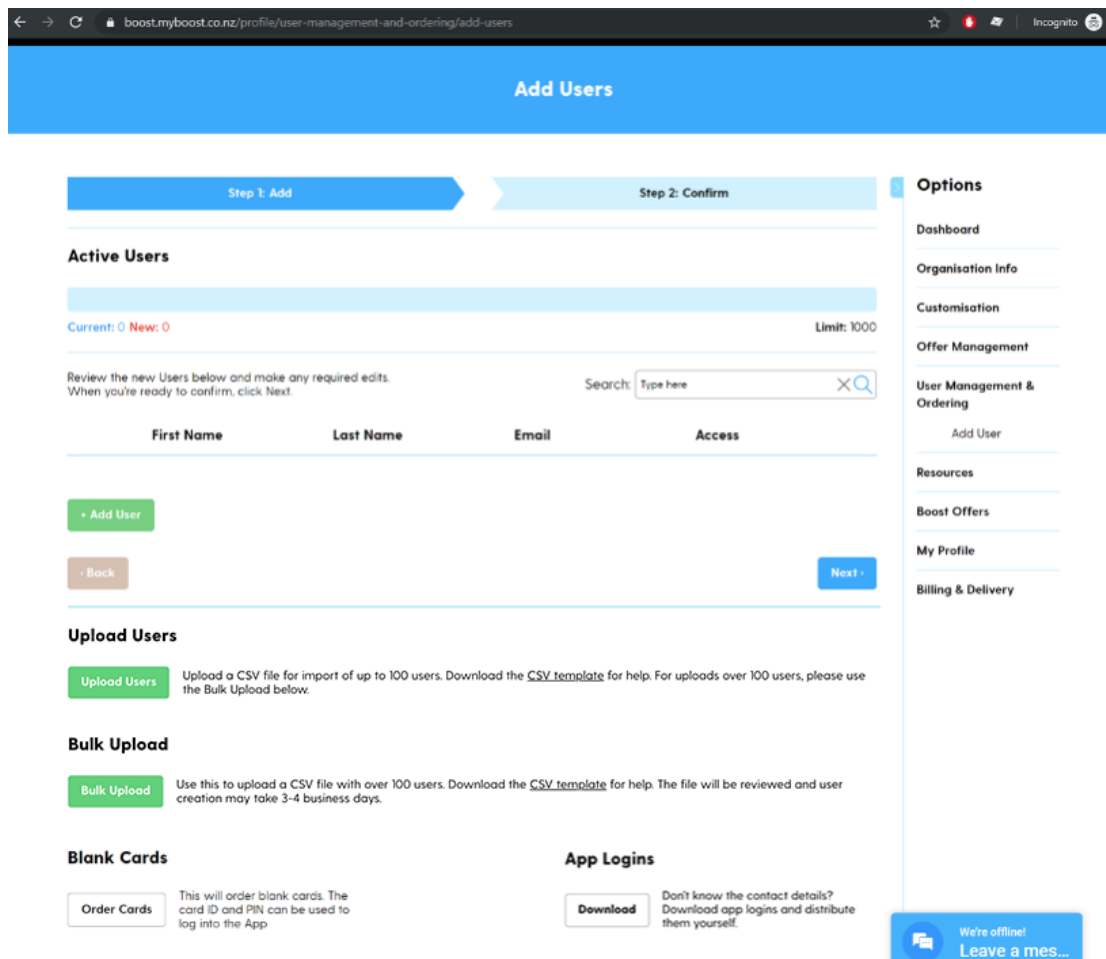
1. Login to myboost.co.nz
2. From the Dashboard, click through to the "User Management & Ordering" tab

The screenshot shows the Boost dashboard interface. At the top, there's a navigation bar with 'Boost', 'Dashboard', 'News & Articles', and 'Boost App'. Below this is a blue header with 'Dashboard'. The main content area is divided into several sections: 'Boost status' with a circular progress indicator for 'Licenses allocated' (0/1000) and a large green '39' for 'Offers enabled'; 'Options' sidebar with 'User Management & Ordering' highlighted in a red box; 'Roll-out Checklist' with three items to be completed; and 'Resources for Success' with five items to be completed. A 'We're offline! Leave a mes...' notification is visible at the bottom right.

3. Click on the "Add User" button.

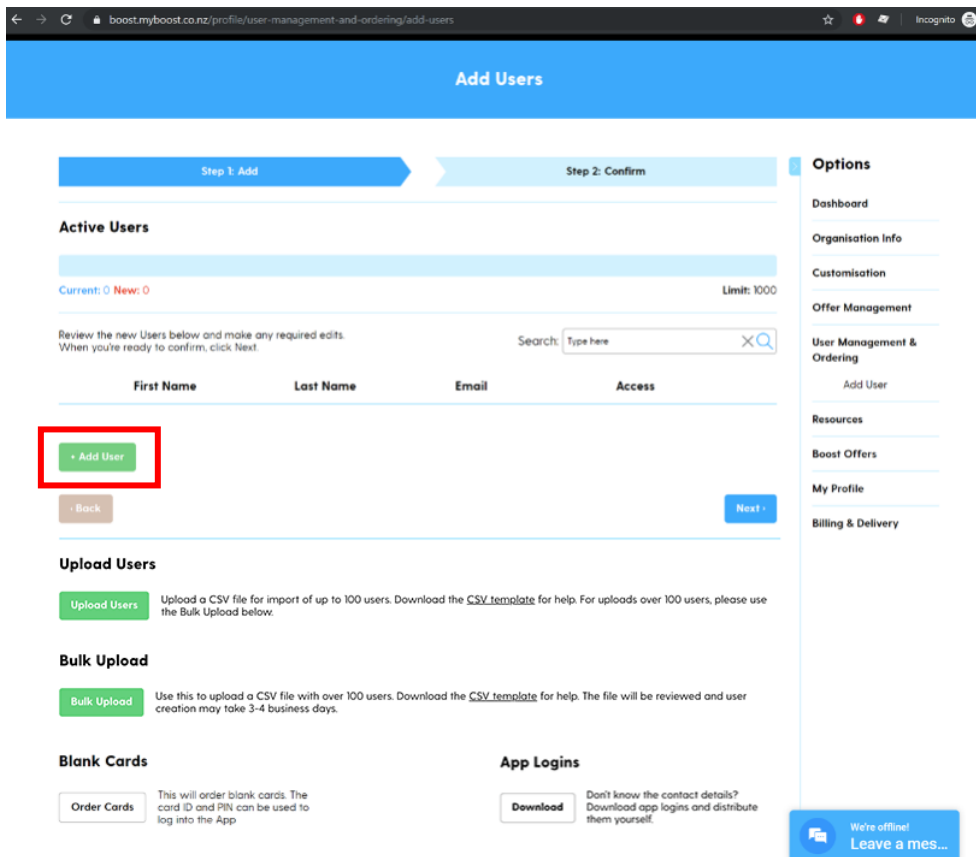


4. On this page, you can:
  - a. Individually Add Users
  - b. Upload Users from a CSV file – you can upload up to 100 at a time. If you have more than that, please split the file into sizes under 100, or use Bulk Upload.
  - c. Bulk Upload
  - d. Order Blank Cards
  - e. Download App logins

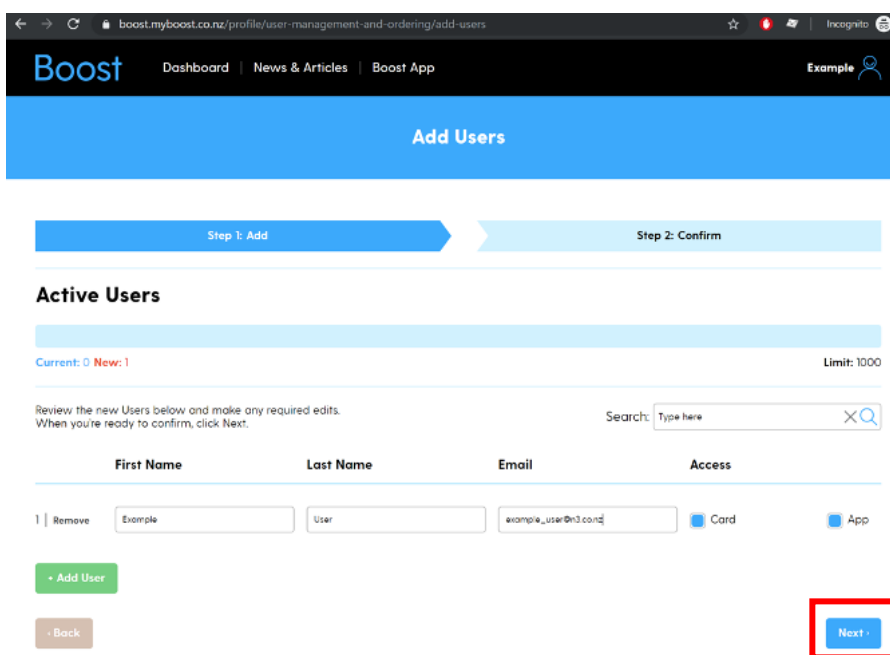


## Add Users individually

1. Click the Add User Button



2. Input the First and Last names of the person you want to add, as well as their email address. Select the type of access you want the person to have. You can then click the "Add User" button again if you're going to add another user. Once complete, click Next.



3. Check that you have the right details, then click confirm

The screenshot shows the 'Add Users' page in the Boost dashboard. The page is divided into two main sections: a main content area and a right-hand sidebar. The main content area has a progress bar at the top with 'Step 1: Add' and 'Step 2: Confirm'. Below the progress bar, there is a text instruction: 'Review the new Users below and make any required edits. When you're ready, click Confirm.' Below this is a table with the following columns: First Name, Last Name, Email, Access, and Actions. The table contains one row with the following data: First Name: Example, Last Name: User, Email: example\_user@n3.co.nz, Access: Card and App (both selected), and Actions: Remove. Below the table, there are two buttons: 'Edit' and 'Confirm'. The 'Confirm' button is highlighted with a red box. The right-hand sidebar contains a list of navigation options: Dashboard, Organisation Info, Customisation, Offer Management, User Management & Ordering, Add User, Resources, Boost Offers, My Profile, and Billing & Delivery.

4. Your users will be added, and then a success page will show. You will receive an email once the process is complete, and the users will appear in the User Management and Ordering table. **This process may take a few minutes.**

The screenshot shows the 'Add User' page in the Boost dashboard. The page is divided into two main sections: a main content area and a right-hand sidebar. The main content area has a green checkmark icon and a message: 'We are working on it! Your request is underway, it may take a few minutes. Once complete, you will receive a confirmation email from us. If you do not receive this email please contact your Account Manager.' Below the message, there are two links: 'Back to User Management and Ordering' and 'Dashboard'. The right-hand sidebar contains a list of navigation options: Dashboard, Organisation Info, Customisation, Offer Management, User Management & Ordering, Resources, Boost Offers, My Profile, Upgrade Plan, and Billing & Delivery.

- Once the process has been completed the users you added will appear on the User Management and Ordering table.

FIRST NAME	LAST NAME	USER EMAIL	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT
Example	User	example_user@n3...	BT000025591	Requested	BT000025596	Invited	W8J259	Edit

## Upload Users CSV file

- Download and open the CSV template file

**Upload Users**

Upload a CSV file for import of up to 100 users. Download the **CSV template** for help. For uploads over 100 users, please use the Bulk Upload below.

**Bulk Upload**

Use this to upload a CSV file with over 100 users. Download the **CSV template** for help. The file will be reviewed and user creation may take 3-4 business days.

**App Logins**

Don't know the contact details? Download app logins and distribute them yourself.

- Remove the example information and fill in the first and last names of your employees/team as well as their email addresses. There is a limit of 100 at a time. Make sure you save as a CSV.

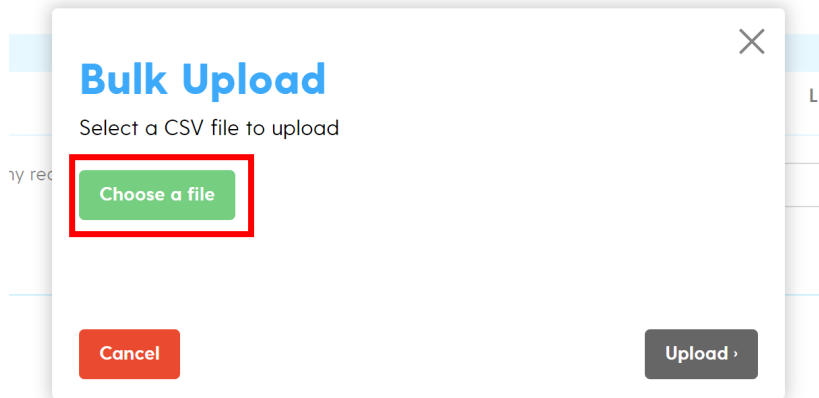
	A	B	C	D	E
1	First Name	Last Name	User Email		
2	example1	user1	example1user1@n3.co.nz		
3	example2	user2	example2user2@n3.co.nz		
4	example3	user3	example3user3@n3.co.nz		
5	example4	user4	example4user4@n3.co.nz		
6	example5	user5	example5user5@n3.co.nz		
7	example6	user6	example6user6@n3.co.nz		
8	example7	user7	example7user7@n3.co.nz		
9	example8	user8	example8user8@n3.co.nz		
10	example9	user9	example9user9@n3.co.nz		
11	example10	user10	example10user10@n3.co.nz		
12	example11	user11	example11user11@n3.co.nz		
13	example12	user12	example12user12@n3.co.nz		
14	example13	user13	example13user13@n3.co.nz		
15	example14	user14	example14user14@n3.co.nz		
16	example15	user15	example15user15@n3.co.nz		
17	example16	user16	example16user16@n3.co.nz		
18	example17	user17	example17user17@n3.co.nz		
19	example18	user18	example18user18@n3.co.nz		
20	example19	user19	example19user19@n3.co.nz		
21	example20	user20	example20user20@n3.co.nz		
22	example21	user21	example21user21@n3.co.nz		

csv-template

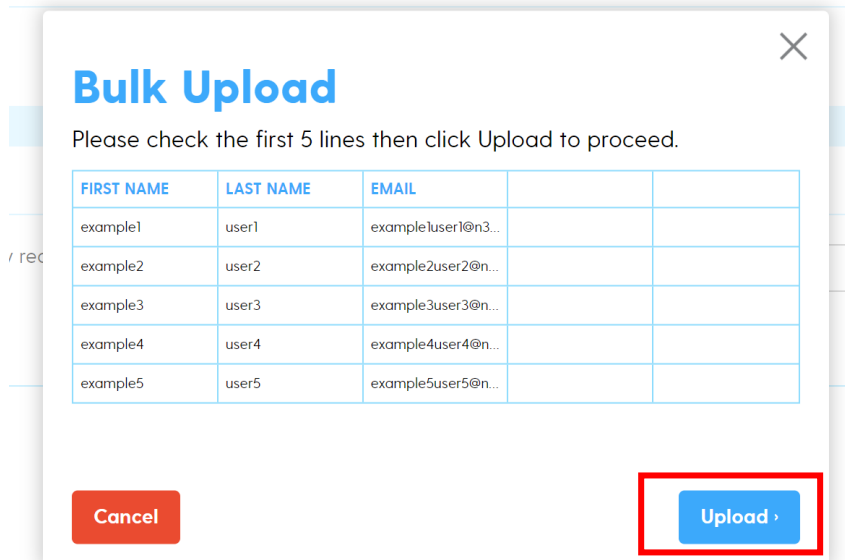
- Click the "Upload Users" button

The screenshot shows the 'Add Users' page in the Boost system. At the top, there's a blue header with 'Add Users'. Below it, a progress bar indicates 'Step 1: Add' is active. The main content area is divided into sections: 'Active Users' (with a table and search bar), 'Upload Users' (where the 'Upload Users' button is highlighted), 'Bulk Upload', 'Blank Cards', and 'App Logins'. A sidebar on the right contains navigation links for various system features.

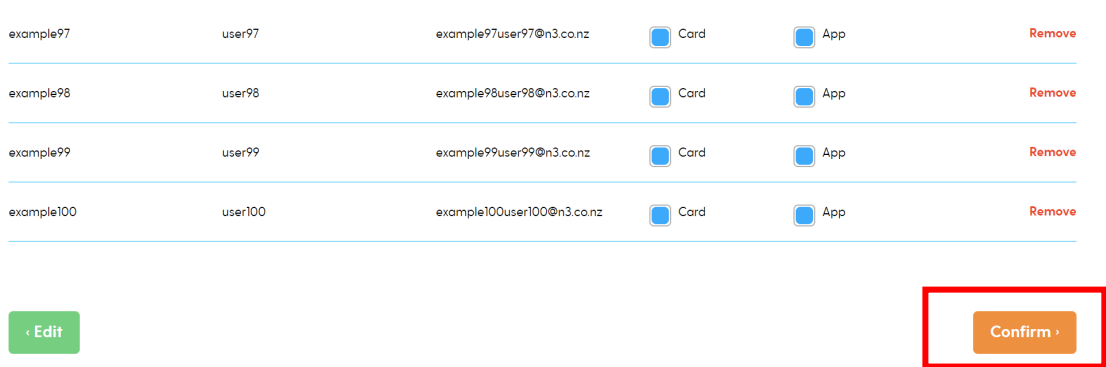
4. Click "Choose a file" and select the file you saved earlier



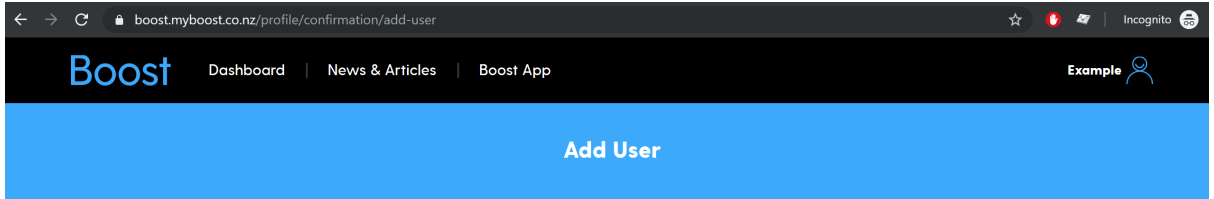
5. A preview will show. Click "Upload" if you are happy with the preview, or "Cancel" if you want to change the file



6. Please review all the user's details, if you are happy, click "Confirm"



- Your users will be added, and then a success page will show. You will receive an email once the process is complete, and the users will appear in the User Management and Ordering table. **This process may take a few minutes.**



**We are working on it!**

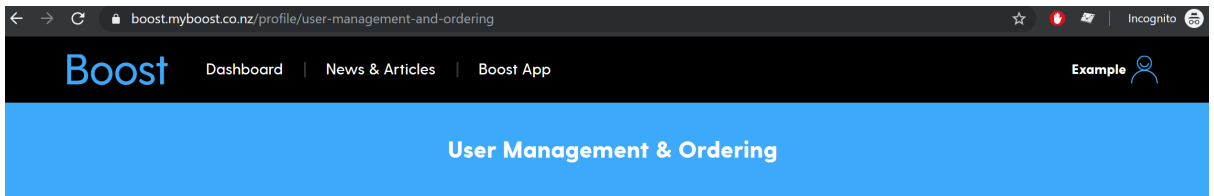
Your request is underway, it may take a few minutes. Once complete, you will receive a confirmation email from us. If you do not receive this email please contact your Account Manager.

[Back to User Management and Ordering](#) > [Dashboard](#) >

**Options**

- [Dashboard](#)
- [Organisation Info](#)
- [Customisation](#)
- [Offer Management](#)
- [User Management & Ordering](#)
- [Resources](#)
- [Boost Offers](#)
- [My Profile](#)
- [Upgrade Plan](#)
- [Billing & Delivery](#)

- Once the process has been completed, the users you added will appear on the User Management and Ordering table.



**Allocated Licenses**

101/1000 allocated users.  
Need more users? [Add more single-use licenses](#)

**Your Boost Users**

Actions

Search:  X Q

<input type="checkbox"/>	FIRST NAME	LAST NAME	USER EMAIL	CARD ID	CARD STATUS	APP ID	APP STATUS	PIN	EDIT
<input type="checkbox"/>	example66	user66	example66user66@...	BT000026017	Requested	BT000026012	Invited	B2N6T2	Edit
<input type="checkbox"/>	example2	user2	example2user2@n3...	BT000025973	Requested	BT000025978	Invited	G3K3S4	Edit
<input type="checkbox"/>	example55	user55	example55user55@...	BT000026376	Requested	BT000026371	Invited	F1C9Y8	Edit
<input type="checkbox"/>	example62	user62	example62user62@...	BT000025713	Requested	BT000025718	Invited	H1Z4Y0	Edit
<input type="checkbox"/>	example42	user42	example42user42...	BT000026147	Requested	BT000026142	Invited	H6V4G8	Edit
<input type="checkbox"/>	example36	user36	example36user36@...	BT000025720	Requested	BT000025725	Invited	G1R0R0	Edit
<input type="checkbox"/>	example30	user30	example30user30...	BT000026406	Requested	BT000026401	Invited	K0Q5J7	Edit
<input type="checkbox"/>	example5	user5	example5user5@n3...	BT000026284	Requested	BT000026289	Invited	R5K6W6	Edit
<input type="checkbox"/>	example77	user77	example77user77@...	BT000026130	Requested	BT000026135	Invited	D7G3G9	Edit

[Download Active Users](#)

[Set App Invite Email Send Date](#)

[Add Users](#)

Pages: 1 2 3 4 5 6

**Options**

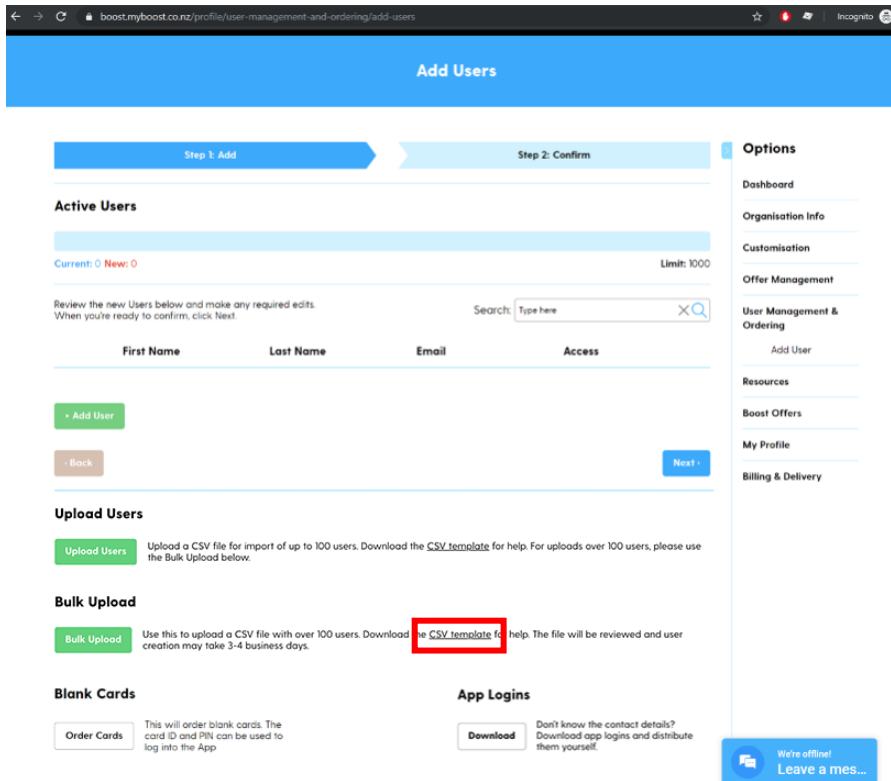
- [Dashboard](#)
- [Organisation Info](#)
- [Customisation](#)
- [Offer Management](#)
- [User Management & Ordering](#)
- [Resources](#)
- [Boost Offers](#)
- [My Profile](#)
- [Billing & Delivery](#)

We're offline!  
[Leave a mes...](#)



## Bulk Upload CSV file

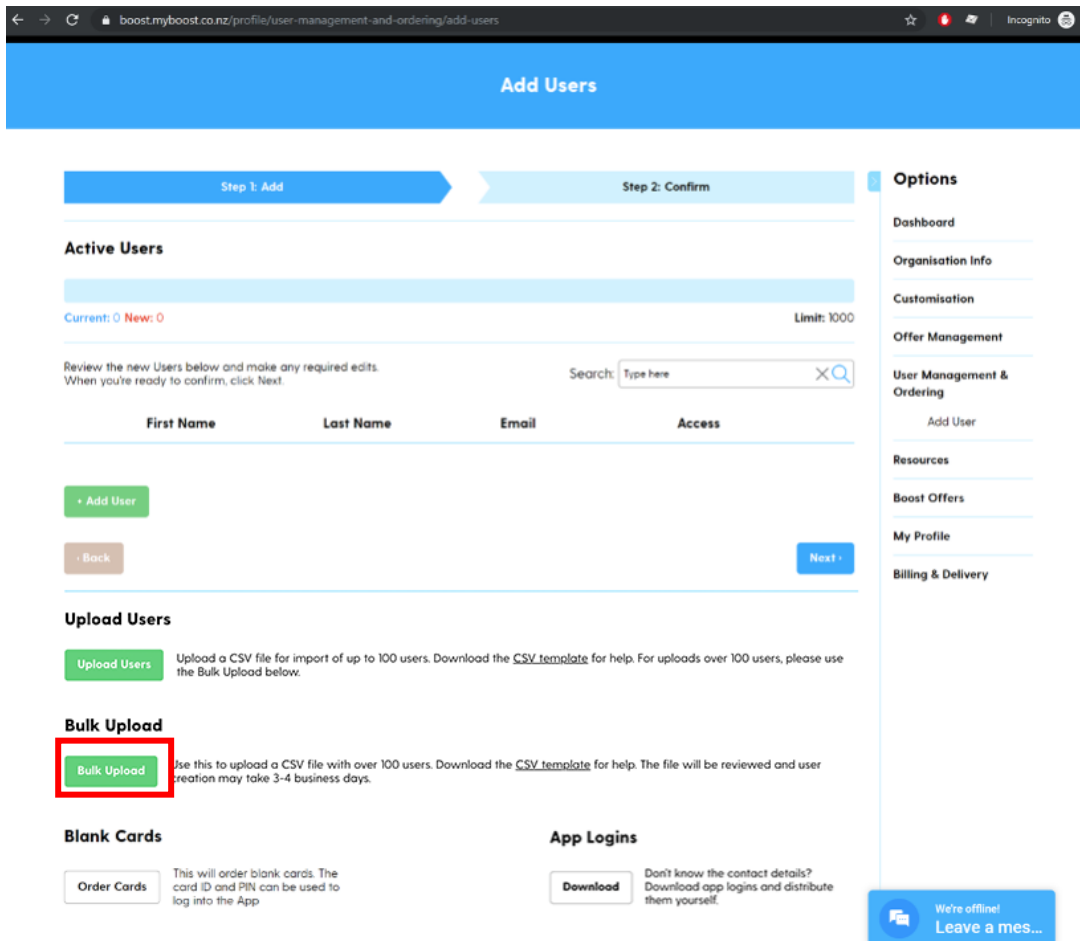
1. Download and open the CSV template file



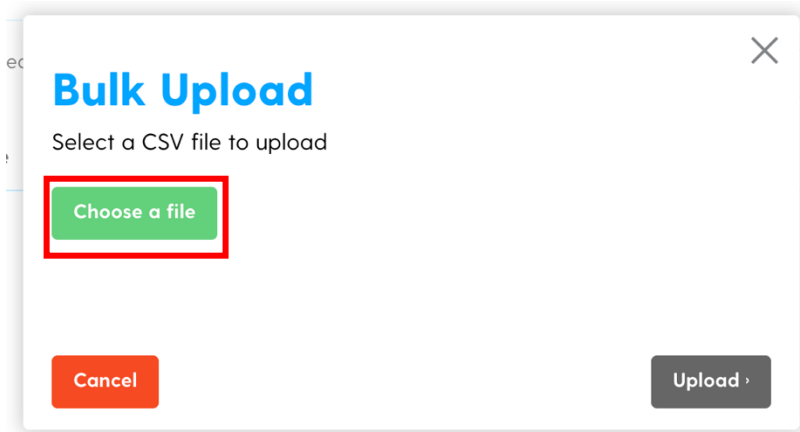
Remove the example information and fill in the first and last names of your employees/team as well as their email addresses. Make sure you save as a CSV.

	A	B	C	D	E
1	First Name	Last Name	User Email		
2	example1	user1	example1user1@n3.co.nz		
3	example2	user2	example2user2@n3.co.nz		
4	example3	user3	example3user3@n3.co.nz		
5	example4	user4	example4user4@n3.co.nz		
6	example5	user5	example5user5@n3.co.nz		
7	example6	user6	example6user6@n3.co.nz		
8	example7	user7	example7user7@n3.co.nz		
9	example8	user8	example8user8@n3.co.nz		
10	example9	user9	example9user9@n3.co.nz		
11	example10	user10	example10user10@n3.co.nz		
12	example11	user11	example11user11@n3.co.nz		
13	example12	user12	example12user12@n3.co.nz		
14	example13	user13	example13user13@n3.co.nz		
15	example14	user14	example14user14@n3.co.nz		
16	example15	user15	example15user15@n3.co.nz		
17	example16	user16	example16user16@n3.co.nz		
18	example17	user17	example17user17@n3.co.nz		
19	example18	user18	example18user18@n3.co.nz		
20	example19	user19	example19user19@n3.co.nz		
21	example20	user20	example20user20@n3.co.nz		
22	example21	user21	example21user21@n3.co.nz		

2. Click the "Bulk Upload" button



3. Click "Choose a file" and select the file you saved earlier



A preview will show. Click "Upload" if you are happy with the preview, or "Cancel" if you want to change the file

## Bulk Upload

Please check the first 5 lines then click Upload to proceed.

FIRST NAME	LAST NAME	EMAIL		
Password	31	Password31@n3.c...		
Password	18	Password18@n3.c...		
used	used	Password41@n3.c...		
Password	71	Password71@n3.c...		
theworld	howcan	theworld@n3.co.nz		

Please review all the user's details, if you are happy, click "Upload"

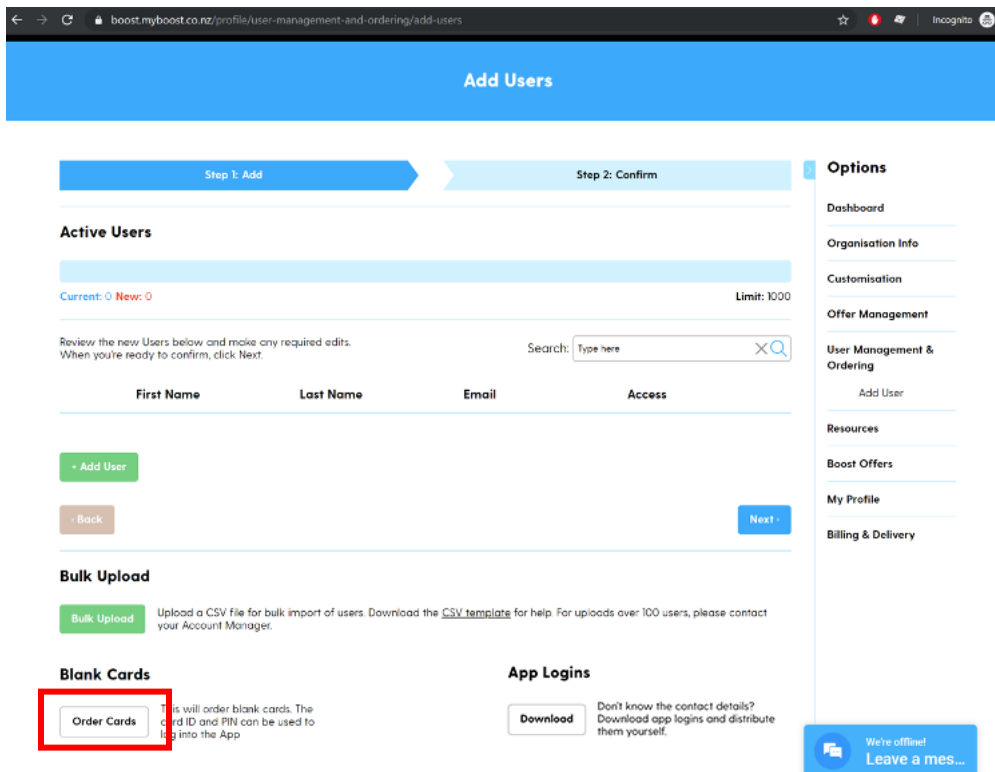
## Bulk Upload

Upload complete. We will email you once your users have been added.

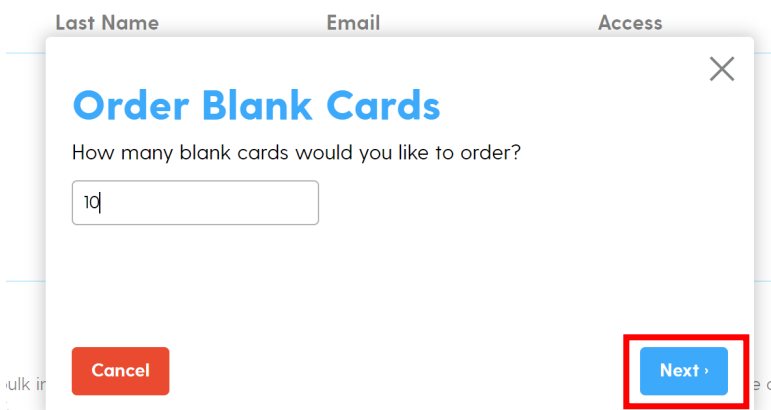
Once complete, the above will show. We will upload the users and email you once this is complete.

## Order Blank Cards

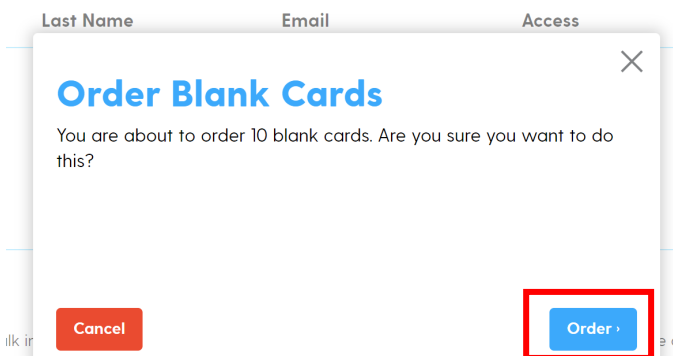
1. Click on the "Order Cards" button



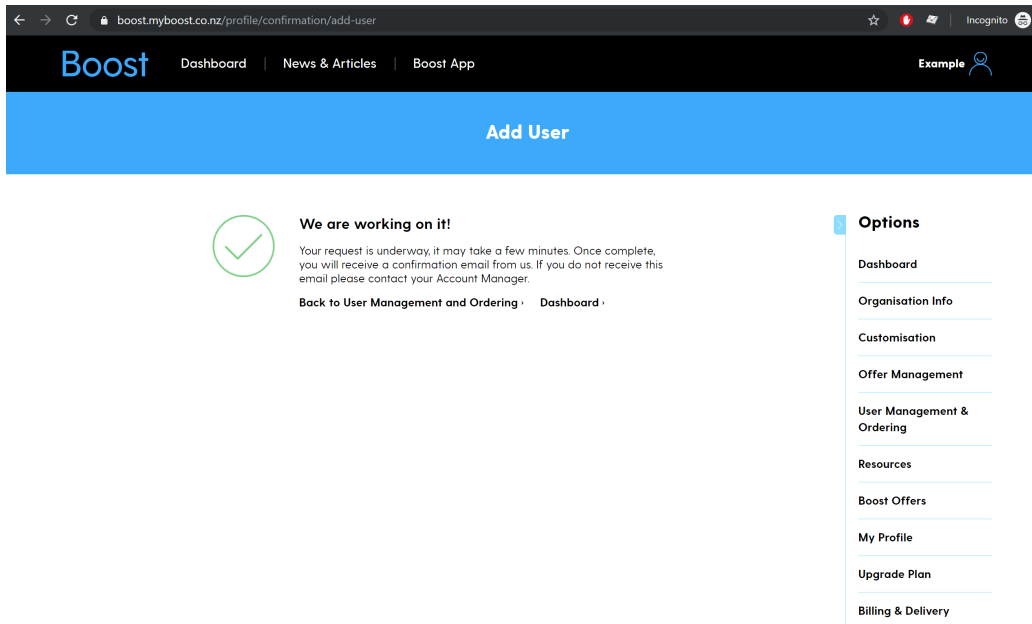
2. Add in the quantity of blank cards you wish to order and click "Next"



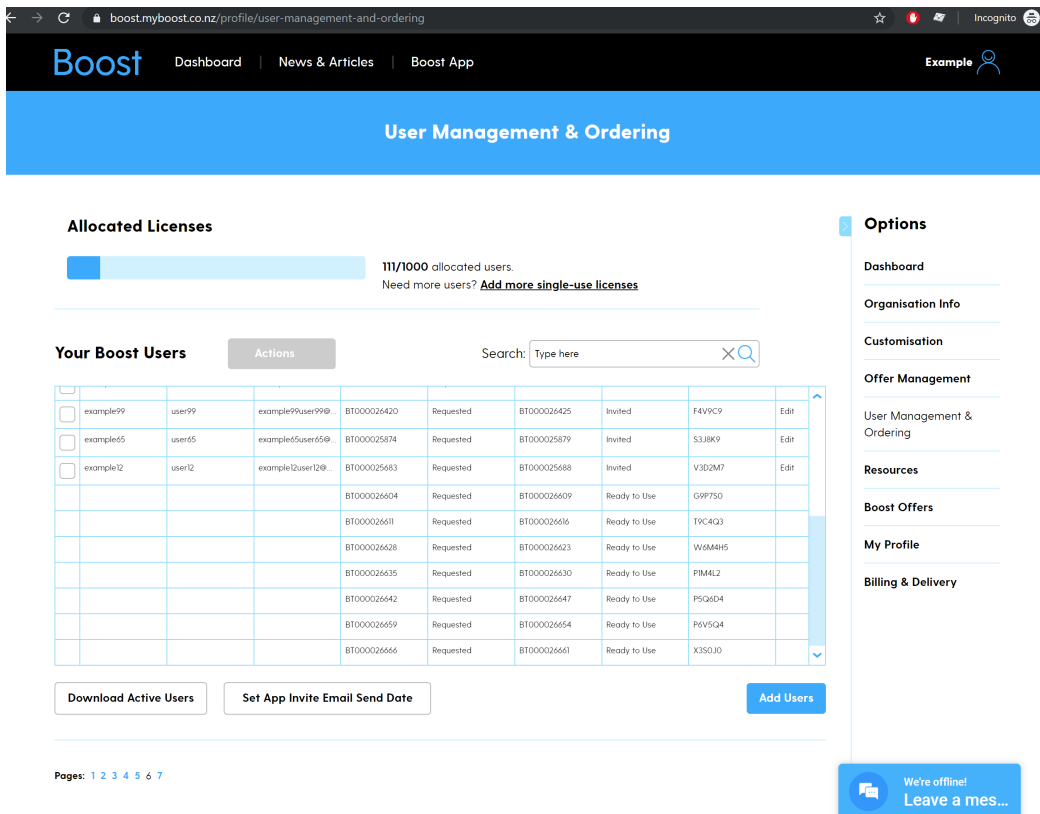
3. Are you sure you want to order that many cards? If yes, click "Order", if no, click "Cancel"



- Your blank cards will be added, then a success page will show. You will receive an email once the process is complete, and the blank cards will appear in the User Management and Ordering table. **This process may take a few minutes.**

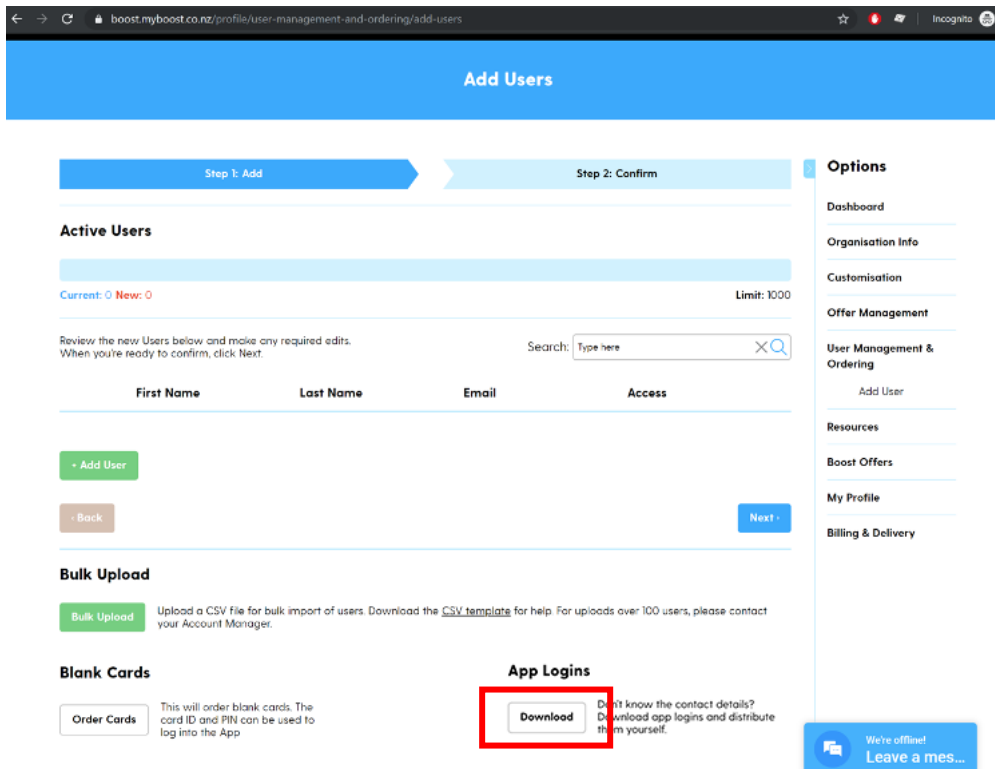


- Once the process has been completed, the blank cards you added will appear on the User Management and Ordering table.

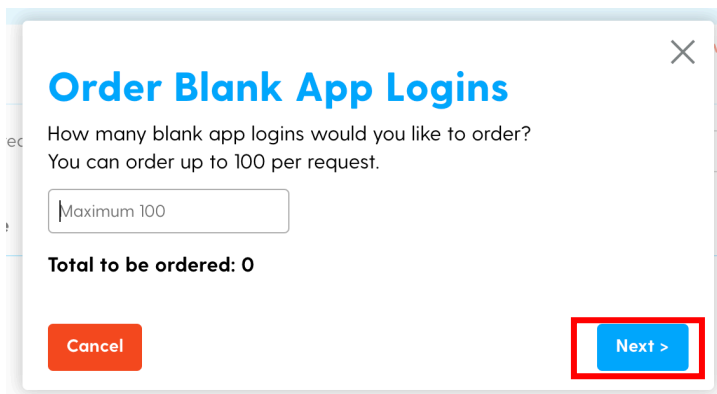


## Download Blank Apps

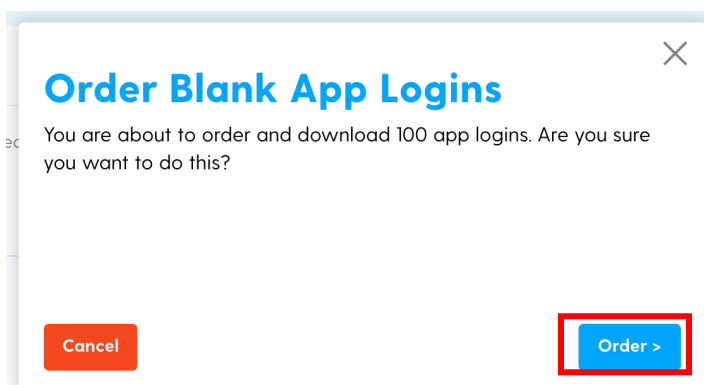
1. Click on the "Download" button under 'Blank Apps'



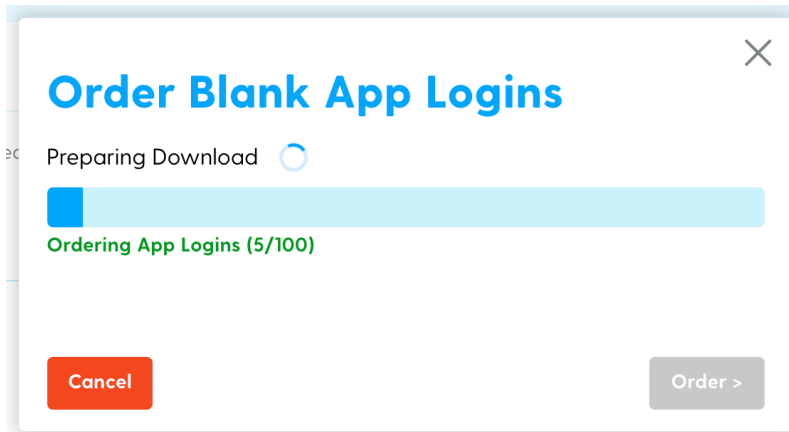
2. Add in the quantity of blank apps you wish to order and click "Next"



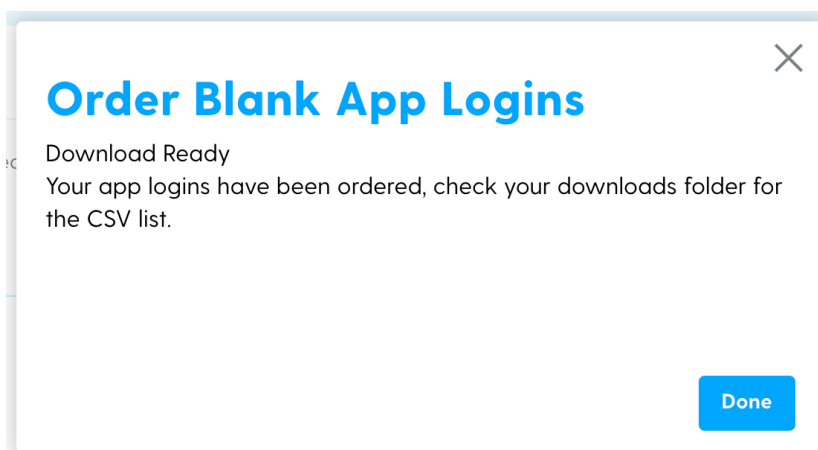
3. Are you sure you want to order that many apps? If yes, click "Order", if no, click "Cancel"



- The app logins will then be created and downloaded. Do not leave this page.



- The csv file with the app ID and PIN will be downloaded to your device and this message will show.



Well done you have completed the 'How to Add Users' guide!