

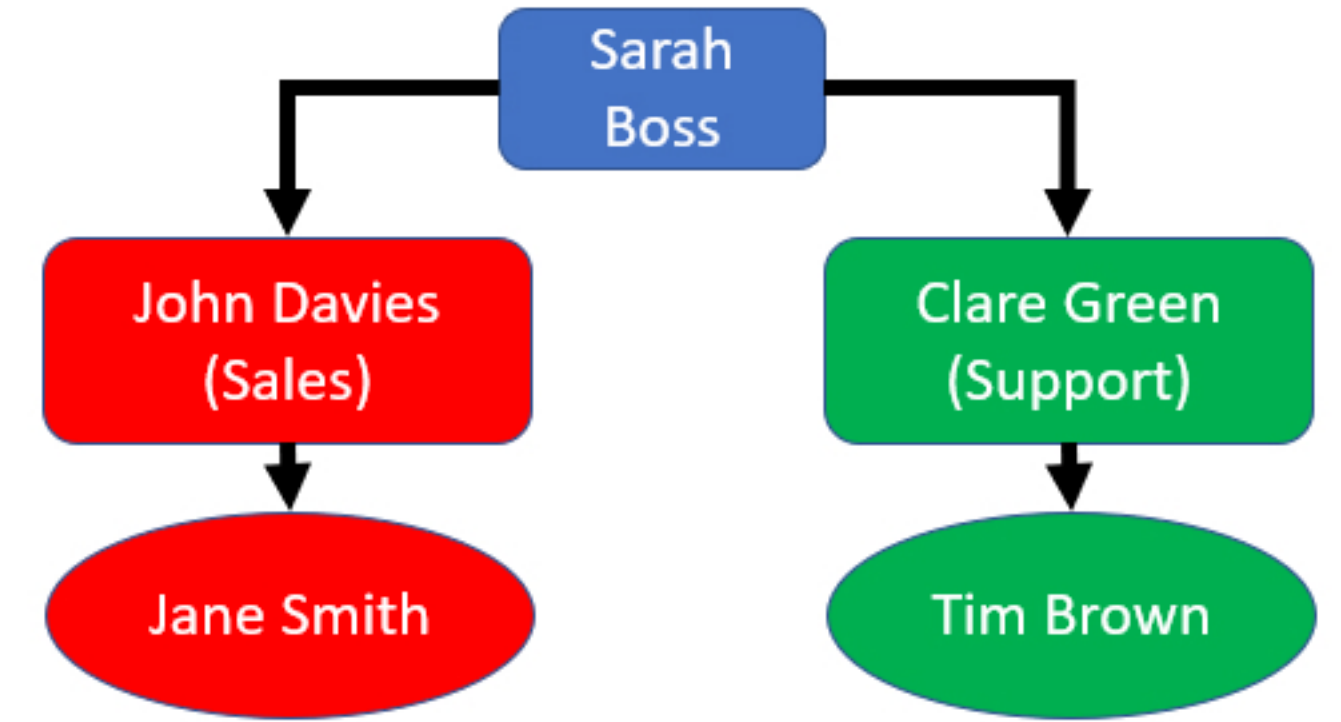
## Example


In this example:

- Sarah Boss is the company MD.
- John Davies and Clare Brown report directly to her. Frog uses the Line Manager's username to make that connection.
- Jane Smith and Tim Brown have different line managers, but Sarah can also run reports on them.
- Clare Green has a second account as an Admin, this allows her to create and publish content and manage users. Clare's Learner account will be used for her own learning.

**Note:**

Admin accounts can see all Modules and Sites and can run reports on all learners.



- The Organisation column denotes internal organisation groups within the company. These need to be created **before** you attempt to import users.
- Users can be in multiple groups, use the | (pipe) symbol to list them in your spreadsheet. John is in the Managers and Sales group.
- Organisation Groups can be created using the Groups & Policies application 
- The Organisation column can be used not only for reports, but also to limit access to specific areas within Frog.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
1	UUID	Username	Title	Forename	Middle	Surname	Profile	Email	Gender	DOB	Organisation	Account Status	Authentication	Password	Force Password	Start Date	Leave Date	Date user	Line Manager Username	Job Title	Contr	
2		sarah.boss	Ms	Sarah		Boss	Learner	sarah.boss@exa	male		Managers	Active	Frog	Frog21	Y						MD	
3		john.davies	Mr	John		Davies	Learner	john.davies@exa	male		Managers Sales	Active	Frog	Frog22	Y	01/04/21			sarah.boss	Sales Director		
4		jane.smith	Ms	Jane		Smith	Learner	jane.smith@exa	female		Sales	Active	Frog	Frog23	Y	01/04/22			john.davies	Sales Associate		
5		clare.green	Mrs	Clare		Green	Learner	clare.green@exa	female		Managers Support	Active	Frog	Frog24	Y	01/01/22			sarah.boss	Operations Manager		
6		clare.admin	Mrs	Clare		Green	Admin	clare.admin@exa	female		Managers	Active	Frog	Frog24	Y	01/01/22						
7		tim.brown	Mr	Tim		Brown	Learner	tim.brown@exa	male		Support	Active	Frog	Frog25	Y	01/04/22			?	Support Technician		