

Guide: How to easily add Visma Connect e-mail addresses for multiple employees at once

Do you need to update several employees with their e-mail address for Visma Connect? By exporting a list, editing it, and then importing it again, you save a lot of time compared to doing it manually.

Important to know before you start! 💡 If an employee already has a verified e-mail address connected to Visma Connect, the import will not overwrite it. The system keeps the already verified address to ensure security and prevent errors.

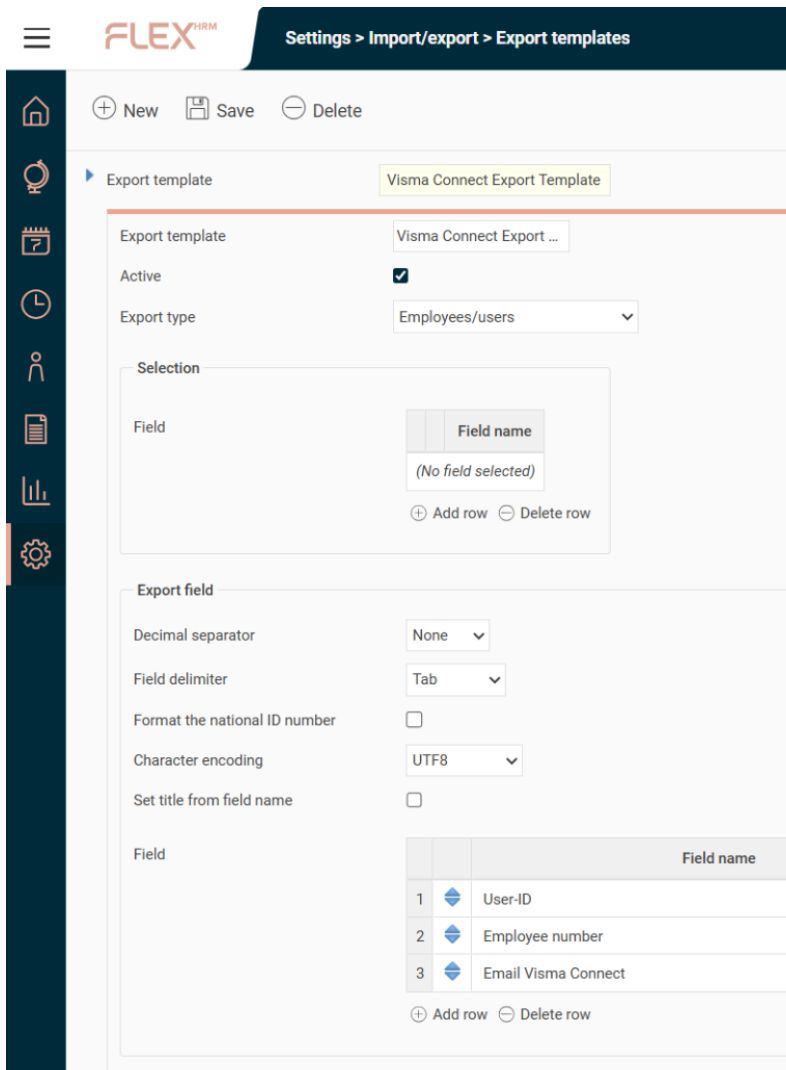
Also, keep in mind the setting for **"Allowed domains for connection to Visma Connect"**, which you can find under **General > Security**. A "domain" is the part of the e-mail address that comes after the @ sign (for example, company.com). If you have added one or more domains to that list, the import will only accept e-mail addresses that end with one of them. If you haven't configured anything in the list, all domains are allowed.

Let's get started! Just follow the steps below, and you'll be done in no time.

Step 1: Create an export template

First, we need to create a template that tells the system what information you want to retrieve.

1. Go to **Settings > Import/export > Export templates**.
2. Create a new template and give it a clear name, for example, "Visma Connect E-mail".
3. Select **Export type: Employees/users**.
4. At the bottom, choose which fields to include. For this to work, you must select at least:
 - **User ID**
 - **Employment number**
 - **Visma Connect E-mail**
5. Save the template.



Settings > Import/export > Export templates

Export template: Visma Connect Export Template

Export template: Visma Connect Export ...

Active: ☒

Export type: Employees/users

Selection

Field	Field name
(No field selected)	

+ Add row - Delete row

Export field

Decimal separator: None

Field delimiter: Tab

Format the national ID number: ☐

Character encoding: UTF8

Set title from field name: ☐

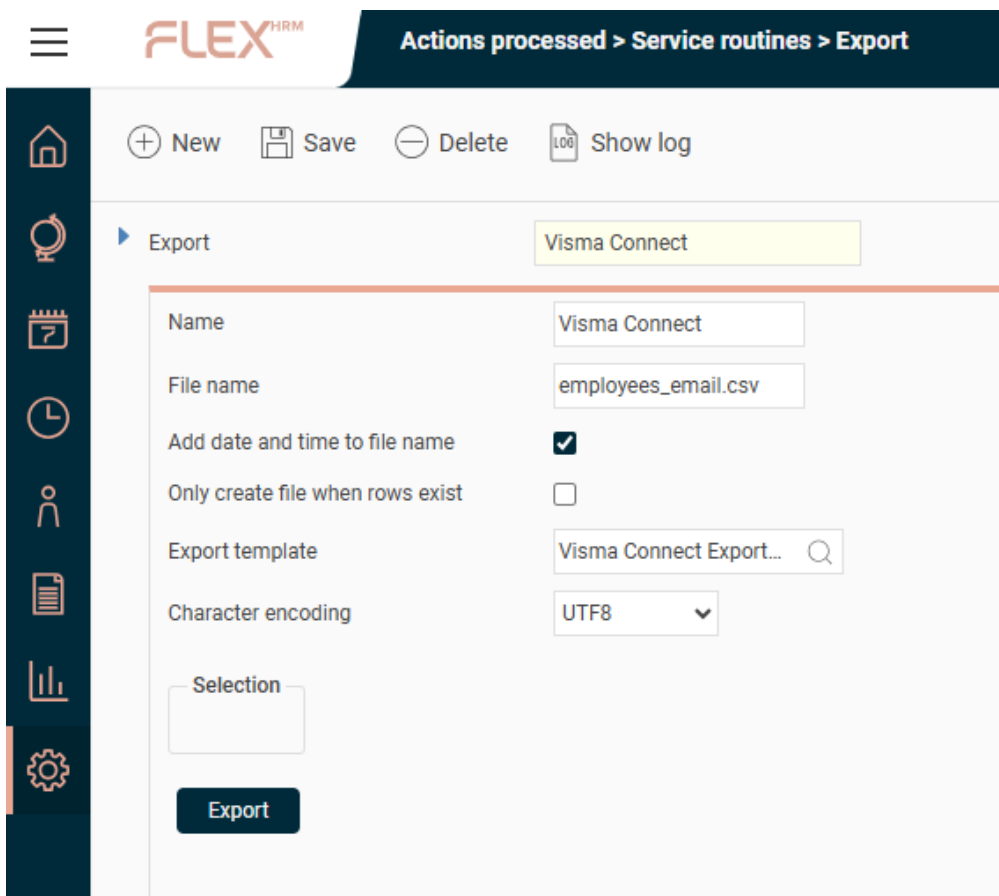
Field	Field name
1	User-ID
2	Employee number
3	Email Visma Connect

+ Add row - Delete row

Step 2: Export the list of employees

Now it's time to use your new template to export a file with the employees you want to update.

1. Go to **Actions processed > Service routines > Export**.
2. Create a new export and give it a name.
3. Under **File name**, enter what you want to name the file and add **.csv** at the end (for example, employees_email.csv). This makes the file easy to open in programs like Excel or Google Sheets.
4. Select the export template you created in the first step.
5. Press the **Export** button. After a moment, a notification will appear in the top right corner of the screen. Press the notification to download the file.



Actions processed > Service routines > Export

+ New Save Delete Show log

Export Visma Connect

Name Visma Connect

File name employees_email.csv

Add date and time to file name ☒

Only create file when rows exist ☐

Export template Visma Connect Export... 

Character encoding UTF8 

Selection

Export

Step 3: Add the e-mail addresses to the file

This step takes place outside of Flex HRM. Open the exported file in your preferred spreadsheet program, such as Excel or Google Sheets. You will now see the columns you selected in your export template.

A couple of tips while editing:

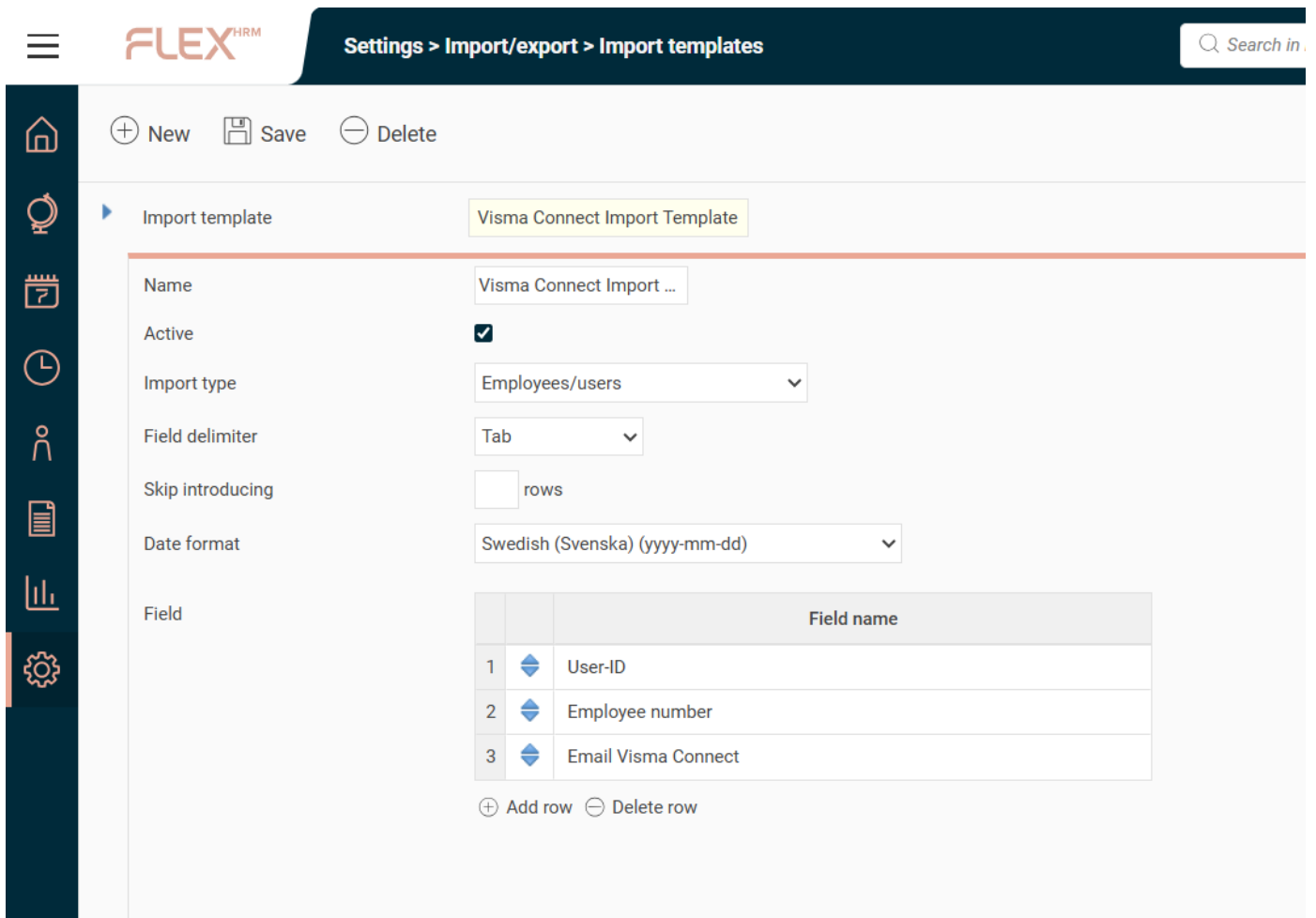
- Focus on only filling in the **Visma Connect E-mail** column. Be careful not to accidentally change the **User ID** and **Employment number** columns, as the system needs them to match the correct person during the import.
- It's a good idea to double-check the spelling of the e-mail addresses one extra time to reduce the risk of errors.

Save the file to your computer once you have added all the addresses. Now it's time to go back to Flex HRM to import your updated list!

Step 4: Create an import template

Almost there! Just like with the export, we need a template to import the file correctly.

1. Go to **Settings > Import/export > Import templates**.
2. Create a new template and give it a suitable name, for example, "Import Visma Connect E-mail".
3. Select **Import type: Employees/users**.
4. Make sure you select the same **field delimiter** (usually Tab) and the exact same **fields in the same order** as in your export template. This is crucial for the system to read the file correctly.
5. Save the template.



Settings > Import/export > Import templates

Search in

+ New Save - Delete

Import template Visma Connect Import Template

Name Visma Connect Import ...

Active ☒

Import type Employees/users

Field delimiter Tab

Skip introducing rows

Date format Swedish (Svenska) (yyyy-mm-dd)

Field

		Field name
1		User-ID
2		Employee number
3		Email Visma Connect

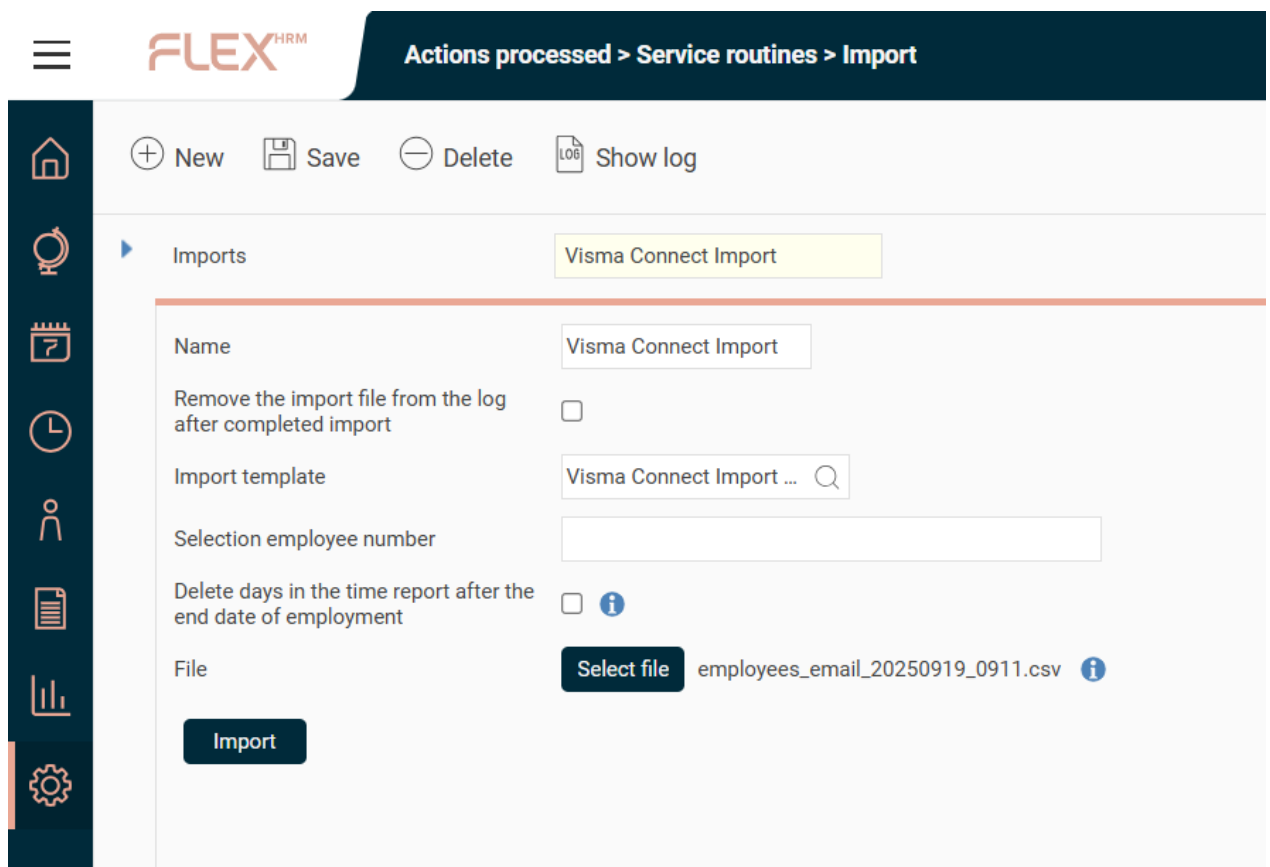
+ Add row - Delete row

Step 5: Import the updated file

The final step! Now we will import your edited file to update all the employees.

1. Go to **Actions processed > Service routines > Import**.
2. Create a new import and give it a name.
3. Select your new import template that you created in the previous step.
4. Select the file that you edited and saved in step three.
5. Start the import.

When the import is finished, a notification will appear in the top right corner confirming the result. The notification will show if the import was successful and if any rows could not be imported. If you want to see more detailed information about the result, for example, which specific rows could not be imported, you can click the **View log** button in the toolbar.



Actions processed > Service routines > Import

Imports

Visma Connect Import

Name: Visma Connect Import

Remove the import file from the log after completed import: ☐

Import template: Visma Connect Import ...

Selection employee number:

Delete days in the time report after the end date of employment: ☐ 

File: **Select file** employees_email_20250919_0911.csv 

Import

Next step: Make sure the addresses are verified

Nicely done! You have now entered all the e-mail addresses into the system.

The final, crucial step is for the users to verify their addresses. Depending on whether you are in the preparation phase or have already migrated to Visma Connect, there are two main ways forward:

- **If you already use Visma Connect for login**, you as an administrator can send a mass mailing of verification links from the **User** view.
- **If you are preparing to switch to Visma Connect**, each user needs to log in to Flex HRM themselves to request a verification code.

Once the users have verified their e-mail, the connection to Visma Connect is active!