

Instructions for User List Completion

1. When filling out the *User_List_template.xlsx* spreadsheet, please remove any spaces from the beginning/end of the **First Name**, **Last Name**, and **Email Address** columns.
2. Please standardize the names used within the **Department** column. This will help ensure consistency in Training and Phishing reporting results. Suggested names are as follows:
 - *Municipality (General)* = All municipality staff, including HR, Courts, and Technical
 - *First Responders (General)* = Police, Fire, First-Aid, and Ambulatory staff
 - *Municipality (HR)* = All municipal HR staff
 - *Municipality (Courts)* = All municipal Court staff
 - *Municipality (Technical)* = All municipal IT/Engineering staff
 - *First Responders (Police)* = All Police Station staff
 - *First Responders (Fire)* = All Fire Station staff
 - *First Responder (First-Aid)* = all First-Aid and Ambulatory staff

Note: The User_List_template.xlsx spreadsheet includes a drop-down list of department names to assist with consistent name selection.
3. To simplify the inputting process, D2 recommends the use of *Municipality (General)* or *First-Responders (General)* as minimal default selection.
4. Upload the *User_List_template.xlsx* spreadsheet to the Insight portal (<https://insight.d2cybersecurity.com>).

If you have any questions, please contact support@d2cybersecurity.com.