YouTestMe

Importing users by manually uploading Excel files

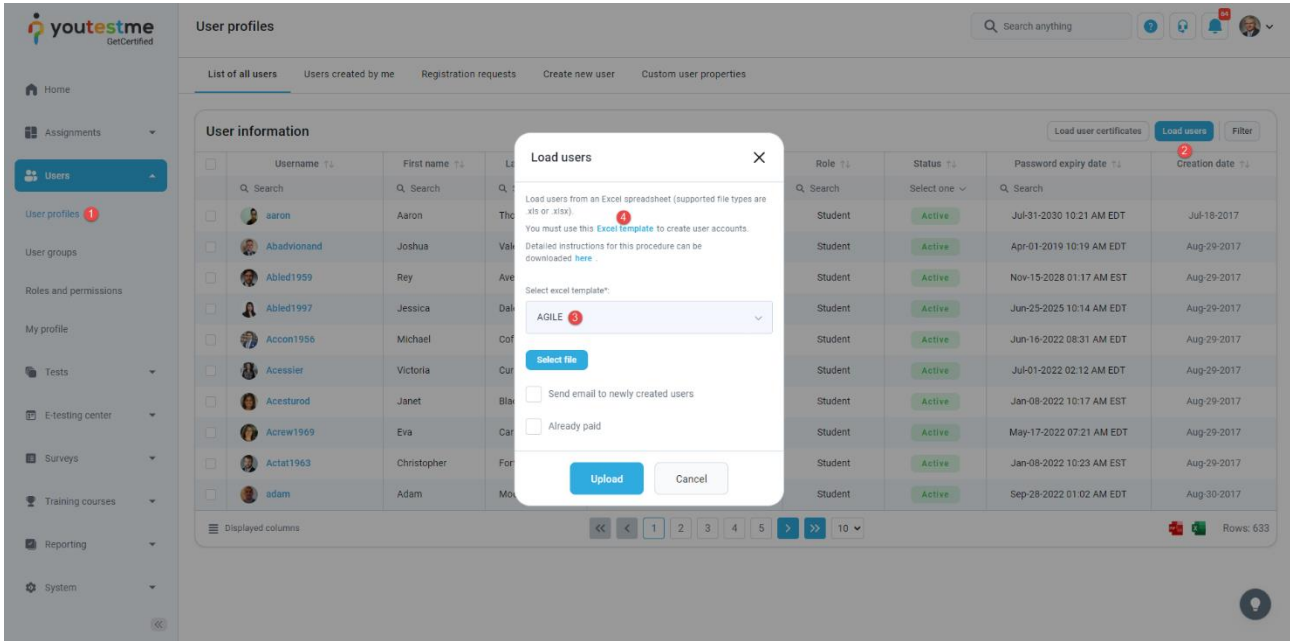| File name	Importing users by manually uploading Excel files
Author	YouTestMe
Confidentiality	Internal or Public
Last save date	Monday, October-24-2022 at 4:40:00 PM

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1   Introduction

This document's purpose is to explain how to Import users by manually uploading Excel files.

2   Importing users

To import users, please do the following:

1. Click on the **User profiles** tab in the main menu.
2. Click on the button **Load users.**
3. Choose the Excel template for **Agile**.
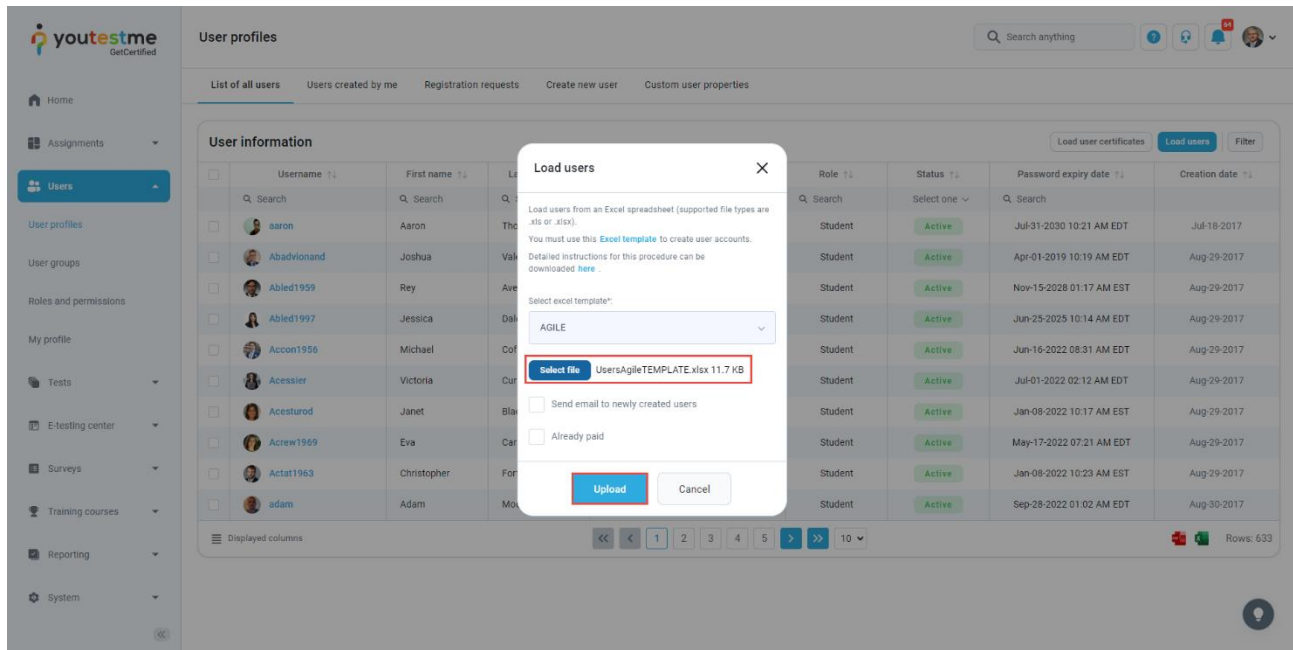4. Click on the **Download** button to download the template.

After downloading the file, fill in the required fields with information:

A	B	C	D	E	F	G	H	I	J	K	L
AGILE User ID	User PKI	Employee ID	First name	Last Name	Middle Name	User Primary Email Address	User Role	AGILE DOMAIN the user is in	Affiliation	Phone number	Source providing information
12347	Tester0001	54323	Shawn	Tester	T	noreplay@youtestme.com	student		Government	123-456-7890	AGILE

M	N	O	P	Q
User Availability	**ALT PKI 1**	**ALT PKI 2**	**ALT PKI 3**	
Yes	Test1	Test2	Test3	

After filling in the Excel template with information, import it and upload it to the system:

If we search the user using one of the parameters we inserted, we can see that the user is imported to the system.