



YouTestMe

Importing users by manually uploading Excel files

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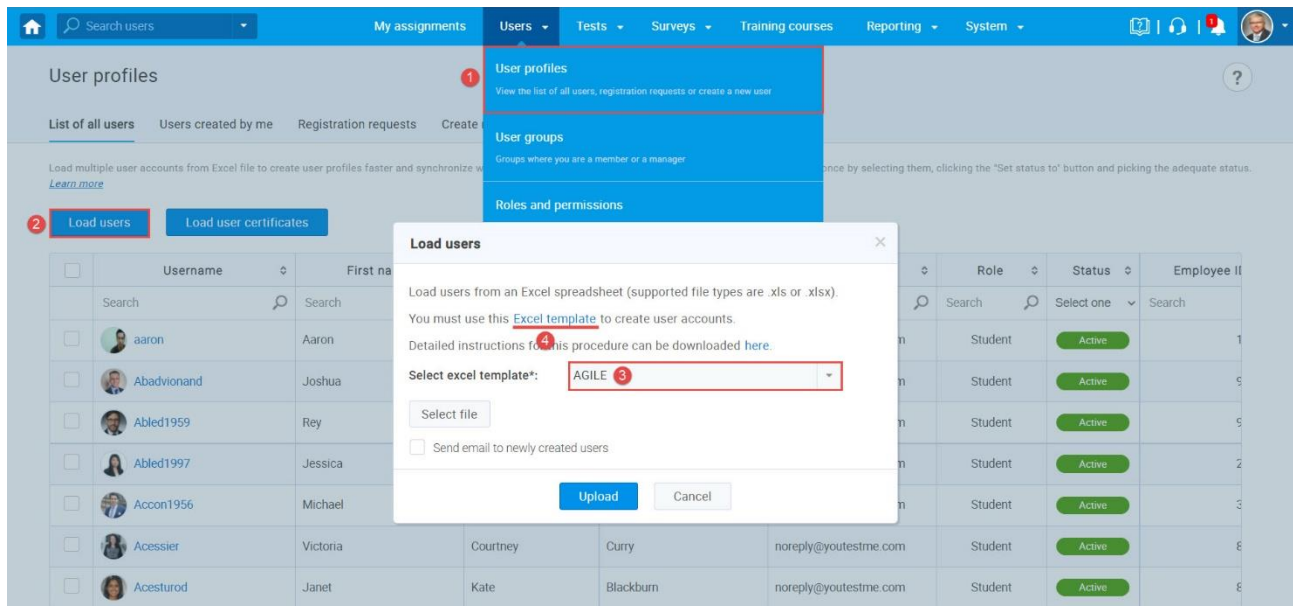
1 Introduction

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	Tester001	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:

Load users ✕

Load users from an Excel spreadsheet (supported file types are .xls or .xlsx).
 You must use this [Excel template](#) to create user accounts.
 Detailed instructions for this procedure can be downloaded [here](#).

Select excel template*:

Select file UsersAgileTEMPLATE.xlsx

Send email to newly created users

Upload

Cancel

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

Load users
Load user certificates

<input type="checkbox"/>	Username	First name	Middle name	Last name	Email	Role	Status	Employee ID
<input type="checkbox"/>	tester0001	Search	Search	Search	Search	Search	Select one	Search
<input type="checkbox"/>	Tester0001	Shawn	T	Tester	noreplay@youtestme.com	Student	Active	

Displayed columns: Rows: 1

Set status to
 Show inactive users