YouTestMe

Assign eTest user qualifications automatically (SWISS Active Directory list)





File name	Assign eTest user qualifications automatically		
Author	YouTestMe		
Confidentiality Internal or Public			
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1 Introduction

This article explains how to assign eTest user qualifications automatically by using the SWISS **Active Directory** list.



2 Defining custom properties

Before importing the CSV file, custom user properties need to be created.

To create custom user properties, do the following:

- 1. Navigate to the **System** tab in the left side menu.
- 2. Select the System and customization tab.
- 3. Select the **Custom properties** tab.
- 4. Select the **Custom user properties** tab.
- 5. Select the **New** button.
- 6. Name the custom properties **Company** and **Employee type**.

	Settings and customization				Q Seal	ch anything	0 Q 📮 🚷 -
A Home	System preferences Theme and lang	uage N	otifications Job scheduler Support	Attachments library	Custom properties	Certificate templates	
	Custom data types				0		
Assignments 👻	Custom question properties	Custo	New property	×		The number of available prop	erties left: 13 Create new 5
👪 Users 👻	Custom user properties		Title:*		Description	Туре	Status
🍯 Tests 👻	Ustom user properties	• 6	Employee type			Text	Enabled 🛩
Tests 👻	Question categories	:	Description:			Text	Enabled 🛩
🖻 E-testing center 👻		≣ Dis			> >> 10 ~		Rows: 2
Surveys							
			Type:*				
Training courses		6	Text	~			
Reporting							
			Save Cancel				
🗘 System 🔺 🌘							
Settings and customization							
Integrations							
Maintenance							

UserGroupsTestSampleV2 - Copy.csv - Notepad

File Edit View

External ID;Email;First name;Last name;Company;Employee ID;Employment type;Fleet;Rank
1000;alice.smith@noreplay.com;Alice;Smith;Chilla;fr432;Cabin;A330;MC,CMD
2000;marco.robbinson@noreplay.com;Marco;Robbinson;Chilla;sd125s;A340;CMD
3000;shawn.petters@noreplay.com;Shawn;Petters;Chilla;bcd45k;A330,A340;MC



3 Creating user groups

To create a user group, do the following:

- 1. Navigate to the Users tab.
- 2. Select the User groups tab.
- 3. Select the **Create new** button.
- 4. Enter the group name and external ID. The external ID must be the same as the one in the CSV file.

	User groups		🔍 Search anything 💿 😥 🚅 🌒 🗸
A Home	Create new My groups	New group X	
Assignments -	Q Search user groups	Parent group: Groups	
User profiles	Fleet	Group name* Groups can be hierarchically of to multiple user groups. une tests effectively by adding	
Roles and permissions My profile		Description:	
🐞 Tests 👻		Stiff enrolment:	
 E-testing center Surveys 		EdenailD: manage group members, use groups use groups use groups use groups use groups assigned to this group.	
Training courses		Save	
Reporting -			

For example: the group can be called **CMD** and have an external ID MC. Then the users from the CSV file belonging to MC rank will be assigned to the group **CMD** based on external ID MC.





	User groups			
A Home	Information Members Ma	nagers Statistics		
Assignments 👻	Group name:			
🔐 Users 🔺	User group ID:	Group path:		
User profiles	100005	Rank > CMD		
User groups	Group description:			
Roles and permissions	Self-enrollment: ① O Play.vidao			
My profile	External ID:			
Sector Tests Tests	Your role in group:			
E-testing center	Group manager			
Surveys 👻	Created by: Jack Smith	Creation date: Nov-04-2022 10:28 AM CET		
Training courses	Updated by:	Update time:		
Reporting 👻	Jack Smith	Nov-04-2022 11:47 AM CET		
System 🔍				

5. Enter the sub-group name.

	ed ed	Elect User groups			Delete + New sub-group	Q Search anything	0 0 📮 🚺 -
A Home		Information Members Man	agers Statistics				
	Ţ	Group name:		New group	\sim		
- Kaaigimenta		Fleet		Parent group:			
🔐 Users	•	User group ID:	Group path:	Fleet			
User profiles		100002	Fleet	Group name:*	-		
User groups		Group description:		A330			
Roles and permissions				Description:			
		Self-enrollment: ③ O Play video					
My profile		External ID:					
🐚 Tests	¥	Fleet		Self-enrollment: ③			
-		Your role in group:					
E-testing center	*	Group manager		External ID:			
Surveys	*	Created by:	Creation date:				
Training courses	×	Jack Smith	Nov-04-2022 10:27 AM CET	Save Cancel			
-		Updated by:	Update time:				
Reporting	Ť	Jack Smith	Nov-04-2022 11:48 AM CET				Windows
🔯 System	~						as to activate Windows 💽
	a						

4 How to create testing sessions

Before executing the **Assign authorization automatically** job, create a testing session and enable the **Candidate self enrollment** option. Also, enable the **Authorization required** option.

	All tests (116) / Demo test Manage tests	New testing session	×	ns 🔹 🔍 Q. Search anything 🕘 😥 📲 🛞 🗸
A Home	Overview Settings Testing sessions Candidates	Testing session name.* YTM testing session		ary report Managers Proctors Authorizations Comme < >
Assignments 👻	New testing session	Location (optional setting): Select one	3	
🐮 Users 👻		Avalability:*	0	
Tests		Nov-06-2022 16:10 Nov-30-2022 16:11 Assign to group (optional setting):	0	
 E-testing center Surveys 		Select group	~	
🝷 Training courses 👻		Assign to training (optional setting): Select training	© ~	
Reporting 👻		Candidate self enrollment: (3)		
🟚 System 👻		Booking deadline: O Cancellation deadline:	0	
		Cspacity: ① Authorization required: ① Unlimited Set limit		
×		Sesion room:	0	0

Note: Every time when the CSV file is changed, execute the job again to update the information from the file to the system. In this way, only users for which you created the authorization (fulfill the desired conditions) will be able to take the test.



5 How to configure test conditions

After creating a testing session, define the conditions in the **Authorizations** tab in the test settings. This functionality provides a possibility to take the test only for users who fulfill all conditions previously created within a test.

- 1. Optionally select the number of authorized attempts.
- 2. Optionally select the authorization expiration date.
- 3. Set desired conditions.
- 4. Click on the **Save** button to save the changes.

	Al tests (116) / Demo test Manage tests	Options • Q Search anything O Q 👰 🌒 •
f Home	Settings Testing sessions Candidates Monitoring Questions Grading configuration Report builder Summary report Managers Proctors Asthetizations Con-	omments
Assignments 🔹	Authorization condition configuration	
😻 Users 👻	Assergt init	
n Tests	Expiration time:	
New test		
Manage tests	Conditions	
Manage certificates		
Test question pools	Not Group V Selectitem V A330 V Options V	
Grading scales	Not Group V contains V A340 V Contains I	
E-testing center	Not Group V contains V CMD V Cytions V	
🖽 Surveys 👻	A Not AND V Options V	
Training courses	Not DR v Cycloss v	
Reporting -	Not Employee type equal Calon Options V	
System •	Not Employee type equal Crev Crev 🕴	
	Save Cancel	•
-		0

<u>Note:</u> The above condition will include every user in group A330 **AND** group A340, **AND** in group CMD, **AND** with an employment type cabin **OR** crew.

Apart from setting conditions, options for attempt limit and authorization expiration time can be configured.



6 Creating jobs

Before importing the CSV file, firstly, jobs need to be created. One for SWISS import of users and Assign authorization automatically.

For **Import SWISS users** job, in the pop-up dialog, enter the path to the file and the name of the file that will be imported. After executing the job, the users will be automatically created and added to the user groups (previously created) that are defined in the CSV file.

Edit job	×
Туре:	
Import Swiss users	~
Name:*	
Swiss import users	
Description:	
Start time:*	0
Nov-04-2022 23:00	
✓ Repeat ⑦	
Repeat forever ①	
End time:	0
Repeat interval:	0
Days: 1 🗘 Hours: 0 🔷 Minut	es: 0
Resource:	0
Swiss users	~
Save Cancel	

For the **Assign authorization automatically** job, in the pop-up dialog, define the repeat interval. Executing the job will affect the tests with the defined authorization settings.

Edit job	×
Туре:	
Assign authorizations automatically	~
Name:*	
Assign authorizations automatically - testing Nov	
Description:	
Start time:*	?
Nov-04-2022 23:00	
Repeat ③	
Repeat forever ⑦	
End time:	0
Repeat interval:	0
Days: 1 🗘 Hours: 0 🔷 Minutes: 30	\$
Save Cancel	

For more information on how to create jobs, visit <u>How to create and schedule jobs</u>.



6.1 Executing the job

After creating a job, select the **Execute job** option to impot the users in the application.



After navigating to the **Execution history and logs** tab and clicking on the **Preview** option, in the pop-up dialog can be found information about the user import.

	Settings and customization	Log INF0: Username: alice smith@noreplay.com	×	Q Search anything		• 0 -
A Home	System preferences Theme and language	INFO: Last name: Smith	erties Certifica	ate templates		
	Jobs	INFO: Role code: ATT INFO: Status: ACT INFO: Group ids. [100003, 100004, 100005]				
Assignments 👻	Execution history and logs	Xecu INFO: Custom columns; (custom_column_13=Cabin_Crew, custom_column_15=Chilla) INFO: User saved. INFO: J. line processed.				
😁 Users 👻		INFO: 1. Interprocessed. INFO: Processing 2. Inter [2000, marco.robbinson@noreplay.com, Marco, Robbinson, Cf sd1255, A340, CMD] INFO: Importing user:	Started at 🚮	Finished at 14	Errors 11	Actions
🐐 Tests 🔹		INFC: External Id: 2000 INFC: Email: marco:robbinson@noreplay.com INFC: Username: marco:robbinson@noreplay.com	/-08-2022 02:44 P	Nov-08-2022 02:44 P	0 0	Preview
F E-testing center		INFO: Employee Id: sd125s INFO: First name: Marco	/-08-2022 02:44 P	NOV-08-2022 02:44 P	0 10	Preview
		INFO: Last name: Robbinson INFO: Role code: ATT INFO: Status: ACT	/-08-2022 02:44 P	Nov-08-2022 02:44 P	0 10	Preview
Surveys		INFO: Group lds: [100005] INFO: Custom columns: (custom_column_13-A340, custom_column_15-Chilla) INFO: User saved.	/-08-2022 02:43 P	Nov-08-2022 02:43 P	1 1	Preview
Training courses		INFC: 2. line processed. INFC: Processing 3. line: [3000, shawn petters@noreplay.com, Shawn, Petters, Chilla, b A30(A340, MC)	cd45k, P-08-2022 02:42 P	Nov-08-2022 02:42 P	11 @	Preview
Reporting 👻		INFC: Importing user: INFC: External 1d: 3000 INFC: Email: tawn, petters@noreplay.com	/-08-2022 02:39 P	Nov-08-2022 02:39 P	0 1	Preview
System		INFO: Username; shawn.petters@noreplay.com INFO: Employee Id: bcd45k	/-08-2022 02:39 P	Nov-08-2022 02:39 P	0 48	Preview
		INFO: First name: Shawn INFO: Last name: Petters INFO: Role code: ATT	/-08-2022 02:34 P	Nov-08-2022 02:34 P	0 10	Preview
Settings and customization		INFO: Status: ACT INFO: Group ids: [100006] INFO: Custom columns: (custom, column_13-A330,A340, custom, column_15-Chilla)	/-08-2022 02:34 P	Nov-08-2022 02:34 P	0 10	Preview
Integrations		INFO: User saved. INFO: 3. line processed. INFO: File processed. UserStroupsTestSampleV2 - Copy.csv	/-08-2022 02:32 P	Nov-08-2022 02:32 P	11 @	Preview
Maintenance	1	INFO. Job Tinished.	5 🔊 🔊	10 ~		Rows: 1963
(%)		Cancel				0



	1e fied	= A3	ser groups		Delete + New sub-grou	ap Q Search anything 2 R 💭 🖓 🗸
A Home		Informatio	on Members Managers Statistics			
Assignments	-	Assign	ed members			Remove selected Assign to test Add members
🔐 Users			Username †	First name 斗	Last name $\uparrow\downarrow$	Email 👈
			Q. Search	Q. Search	Q. Search	Q, Search
User profiles			alice.smith@noreplay.com	Alice	Smith	alice.smith@noreplay.com
User groups				« < 1	> >> 8 ~	💼 🚺 Rows: 1
Roles and permissions						
My profile						
Tests	*					
E-testing center	*					
Surveys	•					
Training courses	*					
Reporting	*					Activate Windows
🕸 System	~					0

After importing the users, navigate to the **User groups** tab to see if the execution was success.

After defining the conditions, navigate back to the **Job scheduler** tab to execute the job for user authorization.

	Settings and customization					ything 👔 😧 📮	. 🚺 📮 🤢 🤉	
A Home	System preferences Theme an	d language Notifications Jo	ob scheduler Support Attachments library Cu	istom properties Certifica	ite templates			
Assignments	Jobs	Jobs		Newj				
Assignments •	Execution history and logs	Name †↓	Description 1	Last executed 1	Туре	Status Next run time	new job	
Users 🗸		Q Search	Q. Search		.,,,,,,			
Tests		Import questions fr	Question pool ID: 104741	Jun-28-2022 11:17	Import ques	Finished	Ju	
E-testing center		Import questions fr	Question pool ID: 104908	Jun-28-2022 11:18	Import ques	Finished	Ju	
E-testing center 👻		Import questions fr	Question pool ID: 105058	Jun-28-2022 11:19	Import ques	Finished	Ju	
Surveys 🔻		Import questions fr	Question pool ID: 105192	Jun-28-2022 11:26	Import ques	Finished	Ju	
Training courses		Import questions fr	Question pool ID: 105273	Jun-28-2022 11:28	Import ques	Finished	Ju	
_		Execute job	5496	Jun-28-2022 11:30	Import ques	Finished	Ji	
Reporting •		Preview complete executio Edit job	n history and logs of a job)5537	Jun-28-2022 11:47	Import ques	Finished	J	
🕽 System 🔺		Copy job)5578	Jul-13-2022 11:25 A	Import ques	Finished	Ju	
ettings and customization		Delete job)5801	Jul-13-2022 11:32 A	Import ques	Finished	Ju	
Itegrations		Assign authorizatio		Nov-07-2022 04:12	Assign auth	Started Nov-07-2022 04:22	No	
Aaintenance		Displayed columns	<< 3 4	5 6 7 > >>	10 🛩		Rows:	
annenande						Activate Windows Go to Settings to activate Window		
~							10.	

After navigating to the **Execution history and logs** tab and clicking on the **Preview** option, in the pop-up dialog can be found information about authorizations.



	Settings and customization	Log X		Q Search anything	0		
GetCertined	System preferences Theme and language	INFO: Conditions for test Novi test (?:text = any(string_to_array(group_ids,;;))) AND ((UPPER(USERNAME) LIKE "%TEST%)) INFO: Number of users that satisfy the condition: 2 INFO: Adding authorization to user with ID: 100077	rties Certificate templates				
Assignments 👻	Jobs	ERROR. Active authorization for user of the username test user@noreply.com of the test with ID 100142 aready exists. INFO: Adding authorization to user with ID: 100080					
Assignments	Execution history and logs	ID 100142 already exists. INFO: Conditions for test November test Req34 (UPPER(USERNAME) LIKE '%@%') AND ((?::text =	Started at 📑	Finished at 👈	Errors 1	Actions	
Users 👻		any(string.to_array(group_ids;")))) INFO: Number of users that satisfy the condition: 3 INFO: Adding authorization to user with ID: 100077	Started at a	Thistica at 15		Actions	
Tests 👻		ERROR: Active authorization for user of the username test userginoreply.com of the test with ID 100147 already exists. INFD: Adding authorization to user with ID: 100080	/·08·2022 02:46 P	Nov-08-2022 02:46 P	11	Preview	
E-testing center		ERROR-Active authorization for user of the username tester.one@noreplay.coml of the test with ID 100147 aiready exists. INFO: Adding authorization to user with ID: 100082	/-08-2022 02:44 P	Nov-08-2022 02:44 P	0	Preview	
		ERROR: Active authorization for user of the username alice.smith@noreplay.com of the test with ID 100147 already exists.	/-08-2022 02:44 P	Nov-08-2022 02:44 P	0	Preview	
Surveys 👻		INFO: Conditions for test November demo test (CUSTON_COLUMN_15 = 'XYZ') INFO: Number of users that satisfy the condition: 4 INFO: Adding authorization to user with ID: 100078	/-08-2022 02:44 P	Nov-08-2022 02:44 P	0	Preview	
Training courses 🔹 👻		ERROR: Active authorization for user of the username ulrich.nilsen@noreply.com of the test with ID 100145 already exists. INFC: Adding authorization to user with ID: 100079	/-08-2022 02:43 P	Nov-08-2022 02:43 P	1	Preview	
Reporting 👻		ERROR: Active authorization for user of the username michael.elsward@noreply.com of the test with ID 100145 aiready exists. INFO: Adding authorization to user with ID: 100080	/-08-2022 02:42 P	Nov-08-2022 02:42 P	11	Treview	
System		ERROR: Active authorization for user of the username tester.one@noreplay.comi of the test with ID 100145 aiready exists. INFO: Adding authorization to user with ID: 100081	/·08·2022 02:39 P	Nov-08-2022 02:39 P	0	Preview	
tings and customization		ERROR: Active authorization for user of the username test.two@noreplay.com of the test with ID 100145 already exists. INFO: Conditions for test Demo test (FIRST_NAME = 'Allog') AND (7::text =	/-08-2022 02:39 P	Nov-08-2022 02:39 P	0	Preview	
		mm-C. Soundinoiri and rear Uendrid's (mm Linding - white y num Linding -	/-08-2022 02:34 P	Nov-08-2022 02:34 P	0	Preview	
legrations		ERROR: Active authorization for user of the username alice.smith@noreplay.com of the test with ID 100148 already exists.	/-08-2022 02:34 P	Nov-08-2022 02:34 P	0	Preview	
aintenance		INFO: Job finished.	5 > » 10 ~	•		Rows: 196	
~		Cancel				Q	

The job includes the information of the number of users that satisfy the condition of the specific test.

Note: The error will occur if a specific user has an active authorization.

Going back to the **Authorizations** tab, in the table will appear a user that satisfies the condition below and will have an active authorization.

	ID ↑↓	Active ↑↓	Test name ↑↓	Test external ID ↑↓	Username ↑↓	Expiration time ↑↓	Attempts limit ↑↓	Attempts left ↑↓	Used attempts ↑↓
	Q Search	Select one $ \sim$	Q. Search	Q. Search	Q. Search				
:	100045	Yes	Demo test		alice.smith@noreplay.com	Nov-09-2022 12:00 PM CET	3	3	0
Di:	splayed columns	Save displayed columns			« < 1 >	» 10 v			🚾 💶 Ro



7 User's view

The user with the authorization for the specific test will be able to take it. In this case, the test will automatically appear on the **My tests** page.

