



YouTestMe

How to Upload a Large Number of Users in the Group

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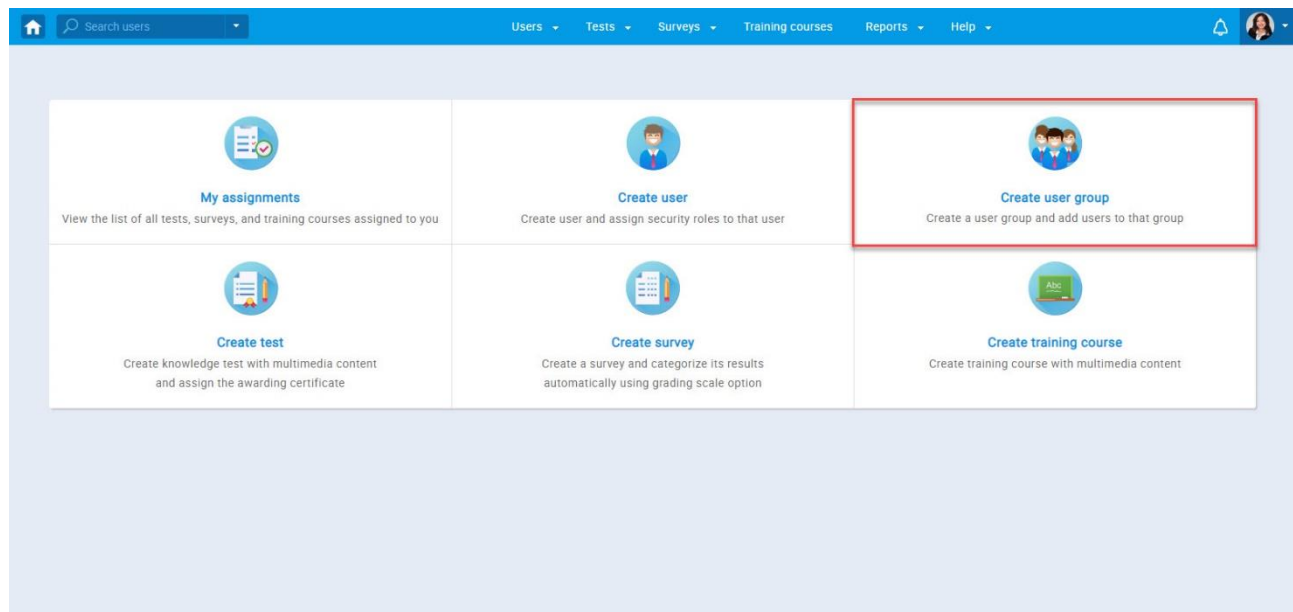
1 Introduction

This document's purpose is to explain how to load a large number of users and assign them to the user groups.

2 Steps

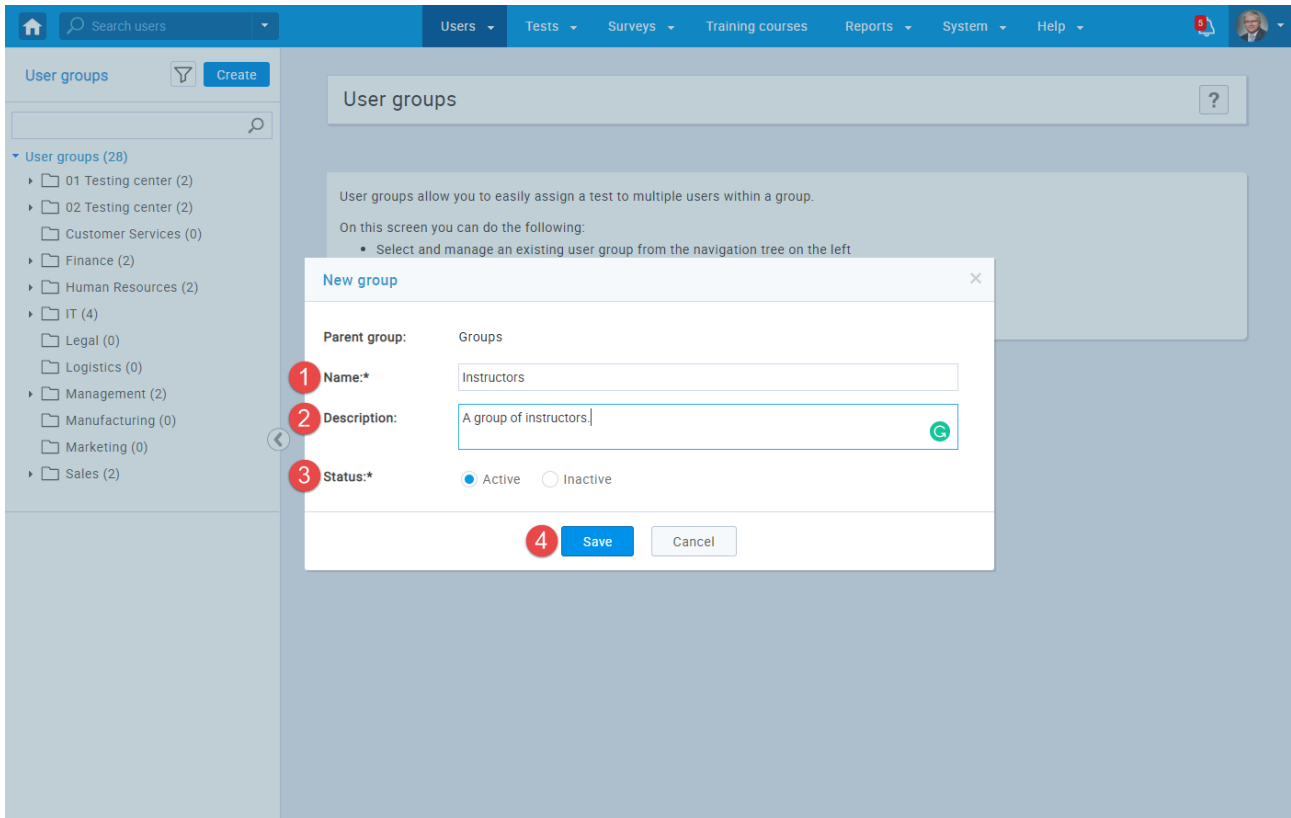
2.1 Creating a user group

To create a new group of users, select the “Create user group” option on the home page.



A new popup window will show up:

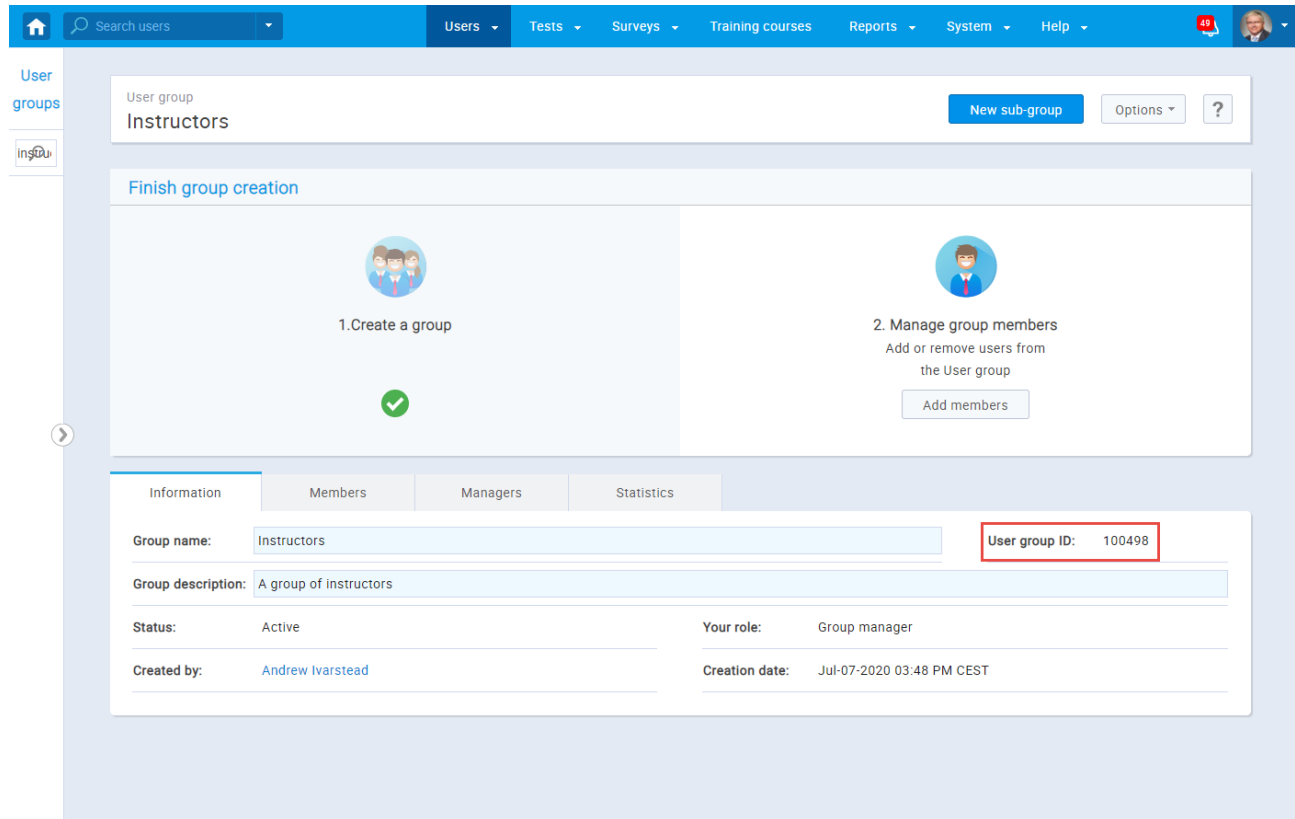
1. Set the “Name” of the group
2. Fill the “Description” field
3. Set “Status” to “Active”
4. Click on the “Save” button to create a group.



2.2 Load a large number of users in the group

Once a group is created, the system automatically creates a group ID that serves as an indicator joining users to that specific group.

You can find the group ID under the information tab of that specific group.

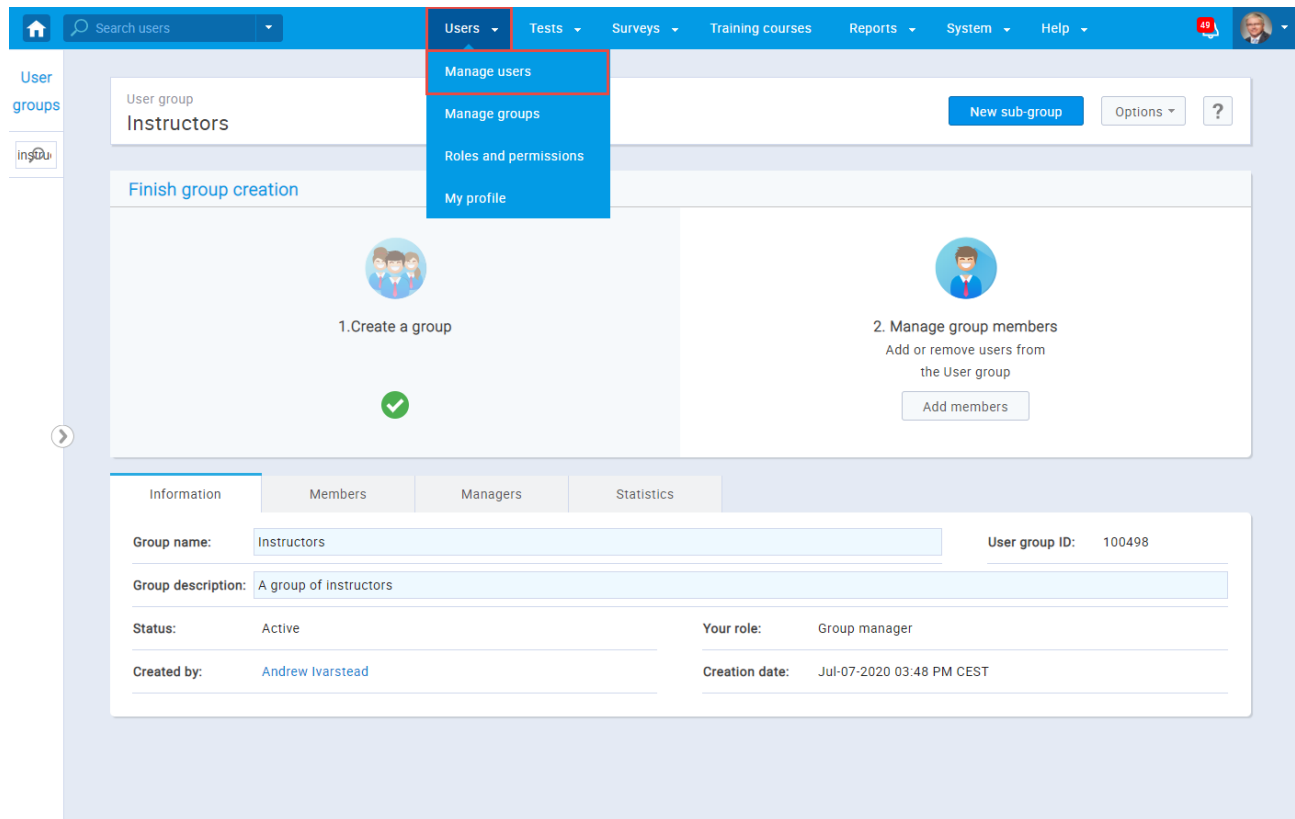


The screenshot displays the 'User group' interface for 'Instructors'. At the top, there is a navigation bar with 'Users', 'Tests', 'Surveys', 'Training courses', 'Reports', 'System', and 'Help'. The main content area is titled 'Finish group creation' and shows two steps: '1. Create a group' (completed with a green checkmark) and '2. Manage group members' (with an 'Add members' button). Below this is an 'Information' tab with the following details:

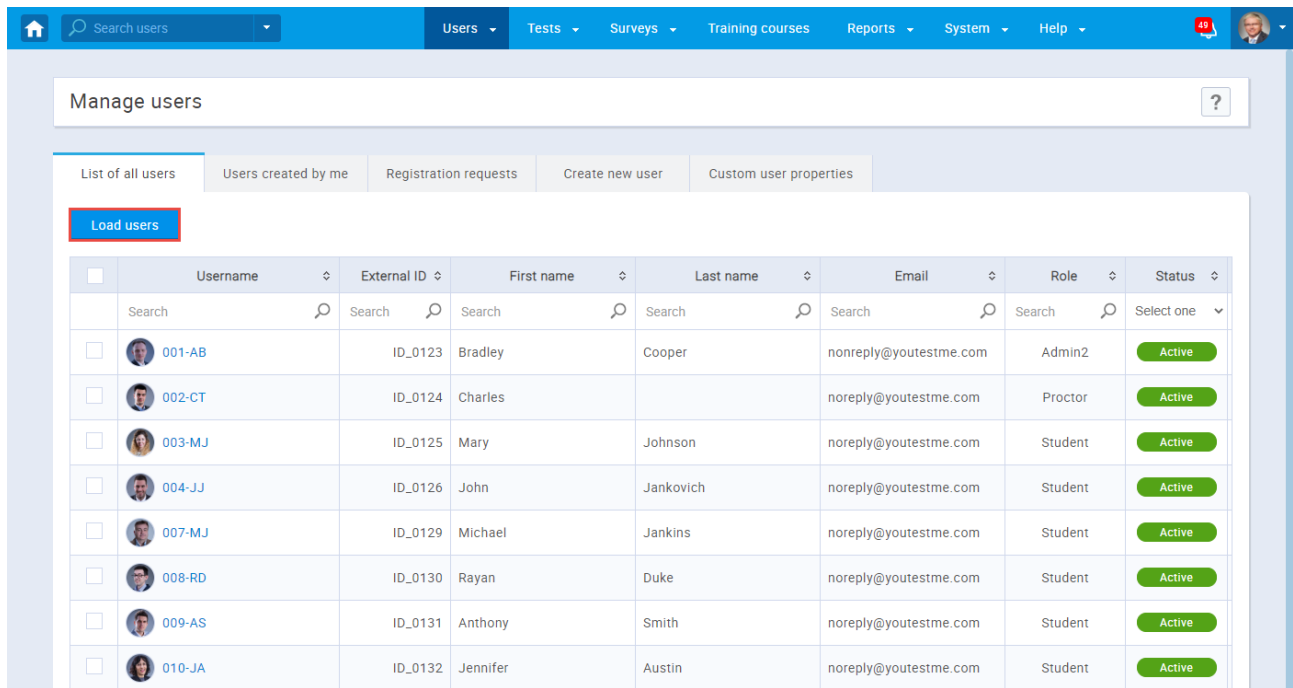
Group name:	Instructors	User group ID:	100498
Group description:	A group of instructors		
Status:	Active	Your role:	Group manager
Created by:	Andrew Ivarstead	Creation date:	Jul-07-2020 03:48 PM CEST

2.3 Uploading users

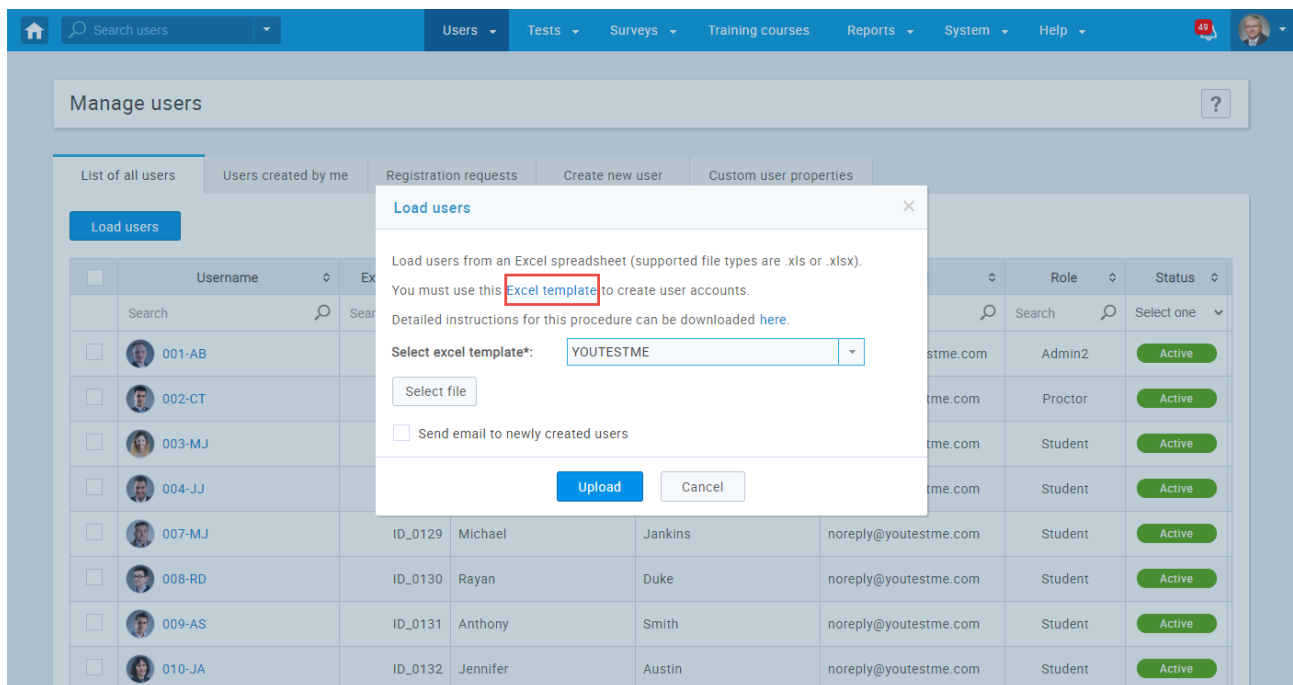
Navigate to the Users and choose “Manage users” from the main menu.



Click on the “Load users” button



Click on the blue, linked text “Excel template” to download an empty excel template for uploading users



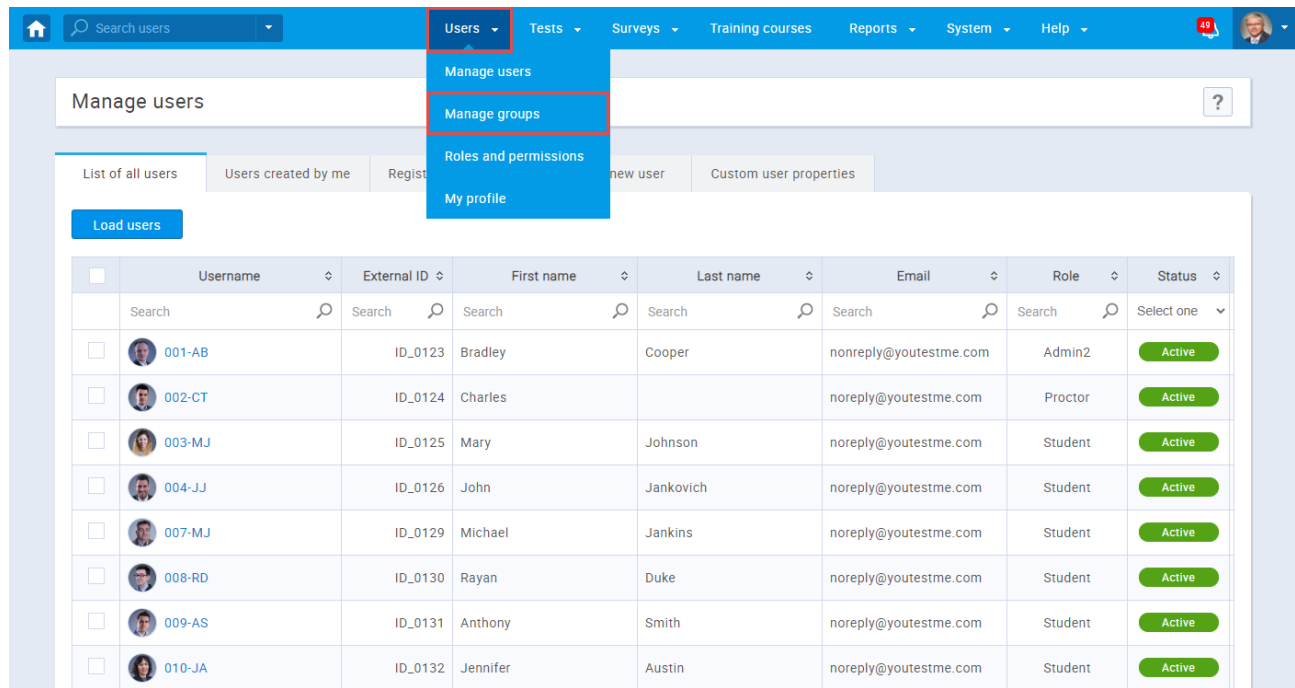
Fulfill the template with the necessary information, in the Groups column, enter the ID of a group

	A	B	C	D	E	F	G	H	I	J	K	L
1	Username	Password	Role Code	User status	First name	Last name	Email	Gender code (optional)	Date of birth (optional)	Groups (optional)	Phone (optional)	Street address (optional)
2	liam.young	L-dUBX2i3Y	ATT	ACT	Liam	Young	noreply@youtestme.com	M	13/02/1975	100498	202-555-0101	5723 Morgan Ave Los Angeles, California (CA), 90011
3	noah.jarmusch	Q-4*"D>cB"	ATT	ACT	Noah	Jarmusch	noreply@youtestme.com	M	12/08/1964	100498	202-555-0102	7609 Mckinley Ave Los Angeles, California (CA), 90001
4	olivia.dylan	wf6nhzvJZ]	ATT	ACT	Olivia	Dylan	noreply@youtestme.com	F	05/11/1986	100498	202-555-0103	4622 Brynhurst Ave Los Angeles, California (CA), 90043
5	lucas.nolan	8h*9?>9(L5b	INS	ACT	Lucas	Nolan	noreply@youtestme.com	F	06/06/1966	100498	202-555-0104	6166 Hillandale Dr Los Angeles, California (CA), 90042
6	mason.waits	-Pg 3KXXH	INS	ACT	Mason	Waits	noreply@youtestme.com	F	19/01/1963	100498	202-555-0105	4950 W 59th St Los Angeles, California (CA), 90056
7	sophia.simone	6-HkIRZC]	ATT	ACT	Sophia	Simone	noreply@youtestme.com	O	18/03/1963	100498	202-555-0106	909-122 E 49th St Los Angeles, California (CA), 90011
8	james.scott	WdR:~3ahg	INS	ACT	James	Scott	noreply@youtestme.com	F	23/04/1970	100498	202-555-0107	9400 S Normandie Ave #14 Los Angeles, California (CA), 90044
9	mark.lanegan	&lv42u5?*"	ATT	ACT	Mark	Lanegan	noreply@youtestme.com	O	22/08/1981	100498	202-555-0108	6736 S Sherbourne Dr Los Angeles, California (CA), 90056
10	bob.franzen	T_>fnd*4ap	ATT	ACT	Bob	Franzen	noreply@youtestme.com	M	11/10/1958	100498	202-555-0109	5723 Morgan Ave Los Angeles, California (CA), 90011
11												
12												

Click on the "Select file" button, to find a location of the document and then click "Upload" to load users.

The screenshot shows the 'Manage users' interface in the Youtestme system. A 'Load users' dialog box is open, providing instructions for uploading an Excel spreadsheet. The dialog includes a search for the 'Excel template' dropdown menu, which is currently set to 'YOUTESTME'. A red box highlights the 'Select file' button, and another red box highlights the 'Upload' button. The background shows a list of users with columns for Username, ID, First Name, Last Name, Email, Role, and Status.

Navigate to the Users and choose “Manage groups” option from the main menu



1. Use the search bar to find the group
2. Click on the group name
3. Go to the “Members” tab where you should see a list of uploaded users

