YouTestMe
GetCertified

Users Excel Upload

1   Importing user information from Excel files

YouTestMe – Get Certified application has a feature that enables users with corresponding privileges to import user information by using a predefined YTM Excel format quickly and efficiently. The procedure consists of entering user information into an Excel file first and then importing it and processing within the application. In this manner, it is possible to import substantial number of users into the system. In order to import the data properly, it is necessary to fill in the Excel template in right manner, as it will be explained later.

The Excel template consists of a sheet that carries all relevant user information, such as usernames, email addresses, roles in the system, etc. Within the template, there is also an auxiliary page sheet 2: Legend, which serves as a small reminder for users, when they need to fill in those fields that require a predefined code such as, user roles in the system, status, address type and gender.

Note: In order to make this feature easier, we have predicted following behavior: The system does not allow for two users to have an exact same username, so if there is a user whose username is already in the system at the time of importing, he will be ignored and his account will not be created. This restriction greatly simplifies things, since all user information can be kept inside a single file, by system administrators for example, and when there is a need to add a new user, it is necessary only to add that new user's information at the end of the saved file and import it again into the system. That way, it is guaranteed that the system will create an account only for the new user, while skipping all previously created ones. In this manner, it is possible to keep all user information inside one file, using it when needed.

2   Excel template

User information is kept on page one of the Excel template, sheet 1: Users. Some of the fields are mandatory and need to be filled in. In case they are skipped, the system pops an error. Here are the parameters that need to be entered:

- **User ID**: A mandatory numeric value, which is not processed by the system, but serves as a user counter, or a value that can be used to sort data easily. This field may possess any numeric value.
- **Username:** A mandatory textual value that represents a user's username. This value has to be unique for each user, and if there are at least two entries in a table that have the same value in this field, the system will report an error.
- **Password**: A mandatory textual value that represents a user's password needed to enter the system.
- **Role code**: A mandatory textual value that consists of three predefined characters representing a user's role in the system. This value can be viewed when clicked on the "Roles" button on the Profiles page at the field: Role code. The system has four predefined user roles:
  1. ATT – "Attendant" role is only able to view personal profile and participate in tests.
  2. INS – "Instructor" role is able to create content and send it to other users.
  3. PRC – "Proctor" role is able to view tests where it is assigned as proctor and candidate progress on these tests.
  4. ADM – "Administrator" role possesses all of the privileges available in the system.
- **User status**: A mandatory textual value consisted of three predefined characters. This value represents a user account's current status in the system, and can have one of the following values:
  1. ACT – Active
  2. SUS – Suspended
  3. LOC – Locked
  4. DEL – Deleted
  5. PEN – Pending for registration
- **First name**: A mandatory textual value that represents a user's first name.
- **Last name**: A mandatory textual value that represents a user's last name.
- **Gender code**: A mandatory textual value, one character in size that represents a user's gender.
  1. M – Male
  2. F – Female
- **Date of birth**: An optional value in the form of a date that represents a user's birthdate.
- **Affiliation**: An optional value where you can enter affiliation within the organization. E.g. Military, Government, etc.
- **External ID:** An optional field that represents the user ID that is used for integration with external systems.
- **Email**: A mandatory textual value that represents a user's email address.
- **Phone**: An optional textual value that represents a user's phone number.
- **Address fields (optional)**: Street, City, Country, Zip.
- **Groups (optional)**: List of group IDs where the newly created user will be automatically added as a member.