





Import


Menu "Import"


 Users


 Profiles

 Roles

 Permissions

 Activities

 Export

 Import

Use menu **Import** to import data into your **Scheer PAS Administration**.

On this Page:

- Menu "Import"
 - Template
 - The Templates' Content
 - User Properties
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 - Role Properties
 - Permission Properties
 - Importing Data

Related Pages:

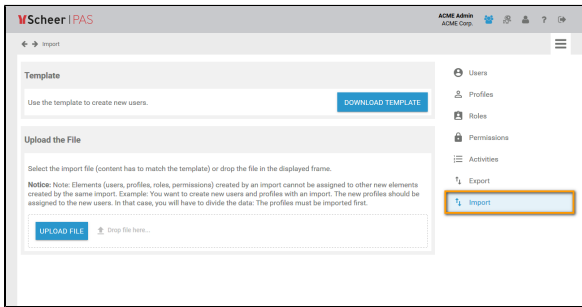
- Export
- Users
- Profiles
- Roles
- Permissions

You can import the following four elements and their properties:

- Users
- Profiles
- Roles
- Permissions

Menu **Import** consists of two sections:

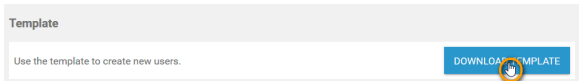
- Template
- Upload the File



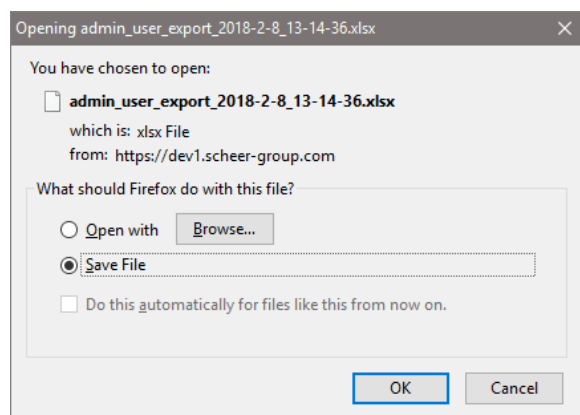
Template

The structure of the import file must correspond to the objects and their properties in the **Scheer PAS Administration**. Only correctly structured files can be imported. Therefore, we recommend to use the template provided in section **Template**. This Excel file is properly formatted and contains all necessary columns.

Use button **Download Template** to save the file to your computer:

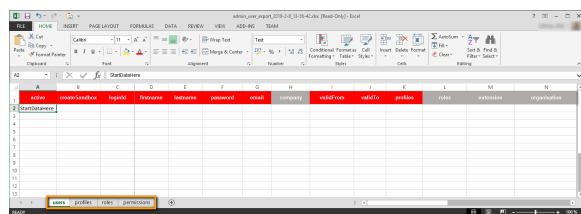


Confirm the download in the pop-up window to open or save the template:



The Templates' Content

For every uploadable element you can find a separate tab in the Excel template. Every tab contains the preconfigured columns needed for the properties of this specific element. Mandatory fields are marked red:



Import of Profiles or Roles

If you want to import profiles or roles, please note that you need to use the profile/role ID. The ID has to be inserted in the import file with double quotes:

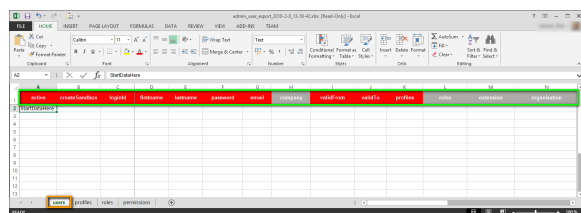
```
//Valid entry for a profile or role ID  
[ "947c5d80-d969-11e5-839d-d5dcd95d29f0" ]
```

Import of Boolean Values

The fields **active** and **create Sandbox** must contain boolean values. Please enter TRUE or FALSE in an english Microsoft Excel application and WAHR or FALSCH if you use Microsoft Excel in German.

User Properties

With the help of the template, you can create new users including master data and additional data. Open tab **users** in the Excel file to insert user data:



The following table shows all user properties that can be specified in the template file. You can search the table by:

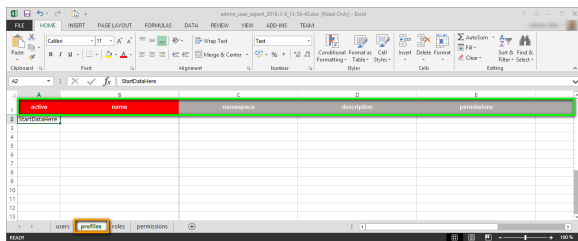
- **Technical Name:** Name of the column in the template
- **User Property:** Name of the field in the user data sheet

Enter your search terms into the fields:

Technical Name	User Property	Mandatory	Where to be found?
active	User active	✓	Menu "Users": Master Data
city	City	✗	Menu "Users": Additional Data
company	Company	✗	Menu "Users": Master Data
country	Country	✗	Menu "Users": Additional Data
create Sandbox	Create Sandbox	✓	Menu "Users": Master Data
department	Department	✗	Menu "Users": Additional Data
email	E-Mail	✓	Menu "Users": Master Data
extension	Technical Informations	✗	Menu "Users": Additional Data
fax	Fax	✗	Menu "Users": Additional Data
firstname	First Name	✓	Menu "Users": Master Data
lastname	Last Name	✓	Menu "Users": Master Data
loginId	Login	✓	Menu "Users": Master Data
mobile	Mobile	✗	Menu "Users": Additional Data
organisation	Organisation	✗	Menu "Users": Additional Data
password	Password	✓	Menu "User": Password
phone	Phone	✗	Menu "Users": Additional Data
profiles	Profiles	✓	Menu "Users": Profiles
roles	Roles	✗	Menu "Users": Roles
street	Street	✗	Menu "Users": Additional Data
validFrom	Valid from	✓	Menu "Users": Master Data
validTo	Valid until	✓	Menu "Users": Master Data
zip	ZIP	✗	Menu "Users": Additional Data

Profile Properties

Create new or update existing profiles by inserting their properties into the import file. To be able to do so, open tab **profiles** in the template file:



The following profile properties can be imported:

Technical Name	Profile Property	Mandatory	Where to be found?
active	Profile active	✓	Menu "Profiles": Master Data
name	Name	✓	Menu "Profiles": Master Data
namespace	Namespace	✗	Menu "Profiles": Master Data
description	Display Name	✗	Menu "Profiles": Master Data
permissions	Permissions	✗	Menu "Profiles": Permissions

Role Properties

The properties of roles can be found in tab **roles** of the Excel template:



Please note, that elements such as users, profiles, roles and permissions created by an import cannot be assigned to other new elements created by the same import.

Example: You want to create new users and new profiles by the same import. The new profiles should be assigned to the new users. In that case, you will have to divide the import: The profiles must be imported first, the users by a second import.

As soon as an import file has been uploaded, the content of the file will be analyzed.

In section **Result of the Analysis**, an overview will appear, showing the following information for all four elements:

- How many new objects will be created by the import?
- How many existing objects will be updated by the import?
- Does the import file contain erroneous data?

Result of the Analysis		
The following elements were found in the uploaded file:		
Users		
to add: 4	to update: 0	erroneous: 0
Profiles		
to add: 0	to update: 6	erroneous: 0
Roles		
to add: 0	to update: 3	erroneous: 0
Permissions		
to add: 0	to update: 9	erroneous: 0
<div>START IMPORT RESET</div>		



If the import file contains objects **to update**, the existing objects in the user administration portal will be overwritten.

Click **Start Import**, to import your file. If you want to stop the operation and cancel the import, click **Reset**.