

# Exporting and updating users

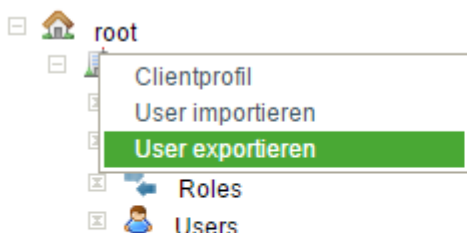
A variety of [users](#) may be easily exported as an Excel-file using the [Admin-Client](#). Then, the [group assignments](#) as well as [roles and rights](#) of the users may be modified. Additionally, new groups and roles may be created.

## The Excel-file

The Excel-file is the key to exporting or modifying [users](#). The Excel file can be either self-produced or be downloaded in the [Admin-Client](#) using the [client profile](#). This is done by opening the context menu from the client-profile-icon via right-click and selecting the menu item **Export user** (see. [Screenshot](#)).



Verwaltung Context-Rollen Timer Email Queue Regel Matrix Kostenstellen



As seen in the linked [Screenshot](#), the [users](#) are listed in **column A**. The additional columns contain the roles (i.e. member and process manager) as well as the created groups. An **x** in the appropriate column is used to denote if a [user](#) has assumed a [role](#), or similarly is a member of a [group](#).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	username	role adminis	role deploye	role guest	role membe	role process	role process	role rulesad	role starter	member	pm	Produktion	sys.administ	wiki
2	admin	x			x								x	
3	Participant1				x					x				
4	Participant2				x					x		x		
5	Participant3				x					x				
6	sys.starter								x					
7	sys.support	x	x		x	x	x		x				x	
8	sys.timer								x					
9	test				x									
10	wiki	x	x		x	x	x	x	x					
11														
12														

## Updating role- and group assignments

In order to assign a [role](#) or a [group](#) to a [user](#), an **x** is places in the appropriate column. Similarly, by removing the **x** from he column, the role or membership of a [user](#) within a [group](#) is removed. Should the Excel file then be integrated into TIM, the user data will be updated accordingly.

## Creating Groups

The excel file can be used to create new [groups](#) in TIM. In order to do this, create a column wit the desired group name in the Excel table. (s. [Screenshot](#)).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	username	role adminis	role deploye	role guest	role membe	role processi	role processi	role rulesadr	role starter	member	pm	Produktion	sys.administ	wiki	Vertrieb
2	admin	x			x								x		
3	Participant1				x					x					x
4	Participant2				x					x		x			
5	Participant3				x					x					
6	sys.starter								x						
7	sys.support	x	x		x	x	x		x				x		
8	sys.timer								x						
9	test				x										
10	wiki	x	x		x	x	x	x	x						

## Importing Excel files

By right-clicking on the client icon in the [Admin-Client](#), the Excel file will once again be imported. The menu option **import user** opens the **import pop-up**, which then gives the user the option to **test document** and **upload document**. Testing the Excel file illuminates what changes have been made to the user name. This may be used to avoid unwanted updates.



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