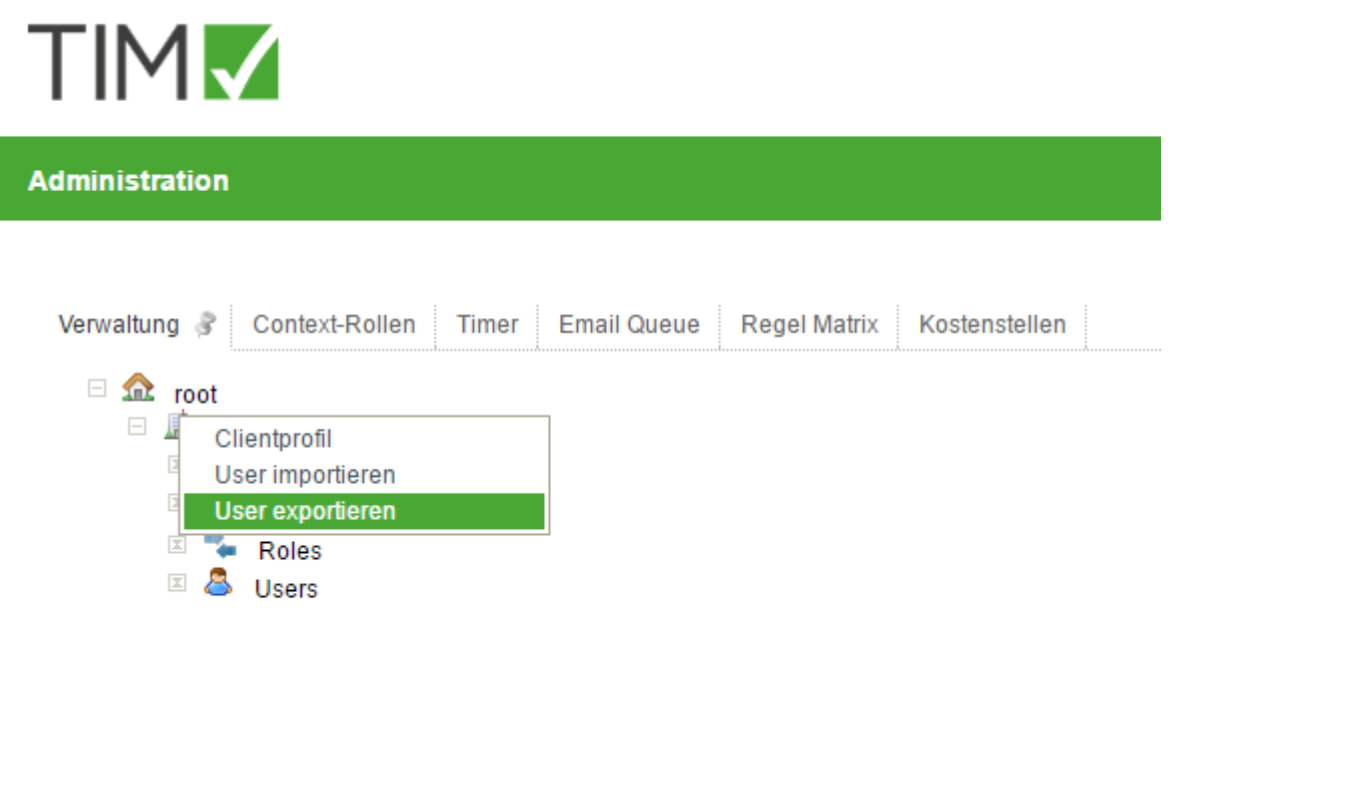


## Exporting and updating users

A variety of [users](#) may be easily exported as an .csv 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 .csv file

The .csv file is the key to exporting or modifying [users](#). The .csv 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](#)).



As seen in the linked [Screenshot](#), the [users](#) are listed in 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 if he is a member of a [group](#).

|    | A            | B          | C            | D          | E          | F            | G            | H            | I            | J      | K  | L          | M            | N    |
|----|--------------|------------|--------------|------------|------------|--------------|--------------|--------------|--------------|--------|----|------------|--------------|------|
| 1  | username     | role admin | 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](#)).

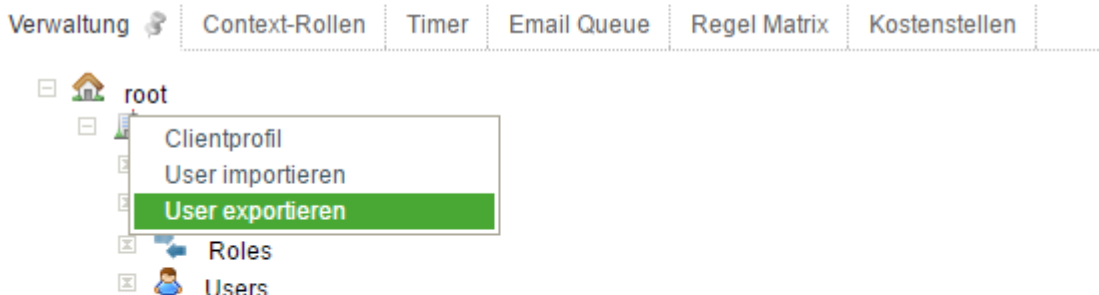
|    | A            | B            | C            | D          | E          | F             | G             | H            | I            | J      | K  | L          | M            | N    | O        |
|----|--------------|--------------|--------------|------------|------------|---------------|---------------|--------------|--------------|--------|----|------------|--------------|------|----------|
| 1  | username     | role adminis | role deploye | role guest | role membe | role processi | role processi | role rulesad | 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            |        |    |            |              |      |          |

## 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](#)).



### Administration



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 if he 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 process | role process | role rulesad | 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 Users

By right-clicking on the client icon in the [Admin-Client](#), the .csv 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 .csv file shows which changes will be made. This may be used to avoid unwanted updates.

×

File  Keine ausgewählt

Zu erstellende Gruppen: Vertrieb

Zu vergebende Mitgliedschaften: 1

Zu entfernende Mitgliedschaften: Keine

Test

Dokument hochladen

From:  
<https://wiki.tim-solutions.de/> - **TIM Wiki** / [NEW TIM 6 Documentation](#)

Permanent link:  
[https://wiki.tim-solutions.de/doku.php?id=software:tim:import\\_export\\_users&rev=1504862392](https://wiki.tim-solutions.de/doku.php?id=software:tim:import_export_users&rev=1504862392)

Last update: **2021/07/01 09:57**

