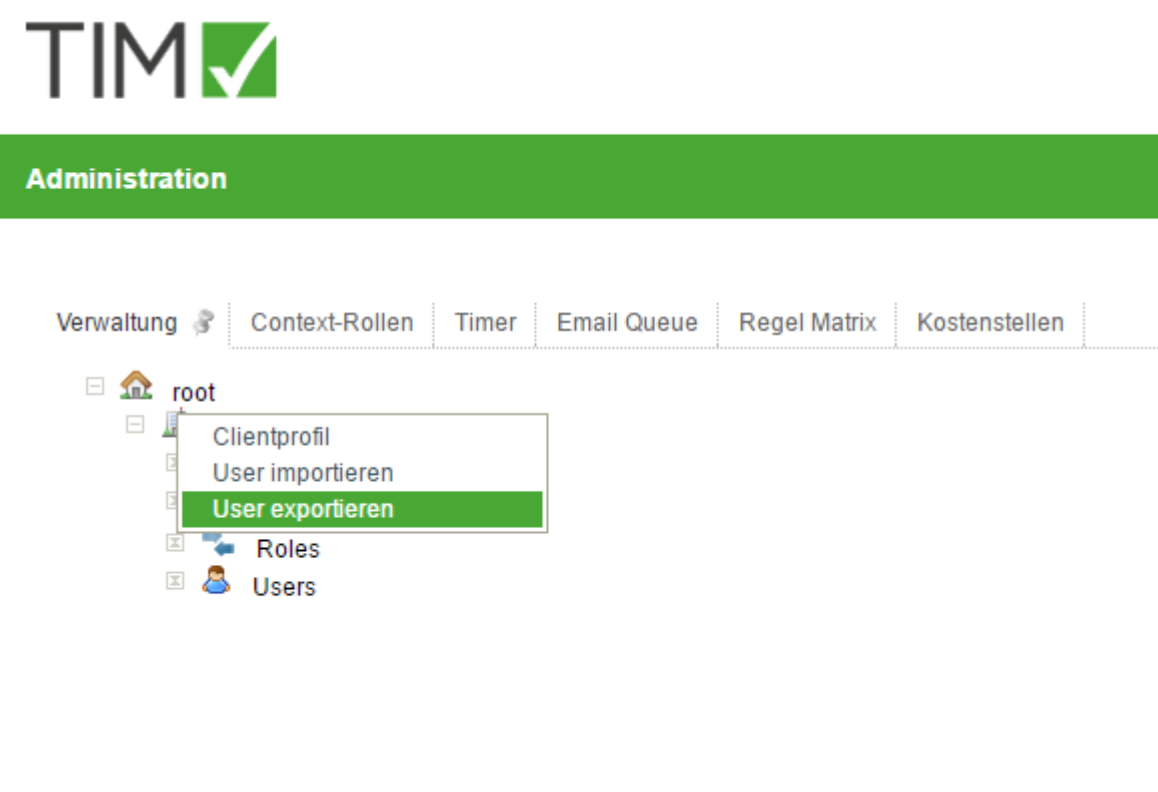


Exporting and updating users

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 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](#)).

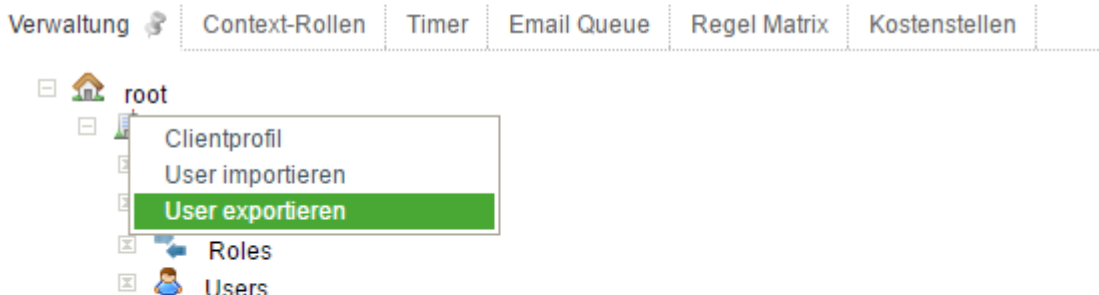
| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O |
|----|--------------|--------------|--------------|------------|------------|---------------|---------------|--------------|--------------|--------|----|------------|--------------|------|----------|
| 1 | username | role adminis | role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

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.



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