



User Import Module Settings Guide

1. Introduction into User Import Module Settings Guide	3
2. Licensing policy for User Import	3
3. Activation of the User Import software module	3
4. Working with User Import Module	3
4.1 Select a data source	3
4.1.1 Select a data source for users importing from external database	4
4.1.2 Select a data source for users importing from Excel file	5
4.1.3 Select a data source for users importing from CSV file	5
4.2 Select data for importing	6
4.3 Specify rules of department importing	6
4.4 Specify rules of user importing	7
4.5 Start of user importing process	8

Introduction into User Import Module Settings Guide

On the page:

- Purpose of document
- General information about the User Import module

Purpose of document

The *User Import Module Settings Guide* is a reference manual designed for *User Import* configuration technicians and operators. This manual is part of the *ACFA Intellect* software system.

This Guide presents the following materials:

1. General information about the *User Import* module.
2. Activation of the *User Import* module.
3. Working with the *User Import* module.

General information about the User Import module

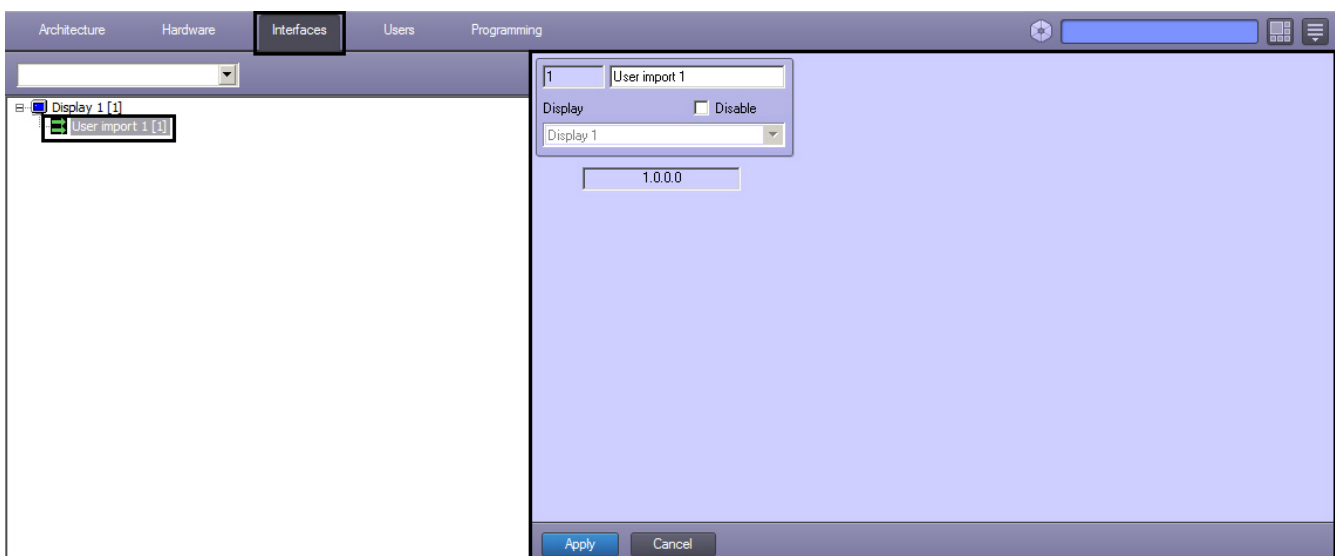
The *User Import* software module is a component of the *ACFA Intellect* software package and allows importing users from table of the MS SQL database, Excel and CSV files to the database of the *ACFA Intellect* software package.

Licensing policy for User Import

The module is licensed per 1 object.

Activation of the User Import software module

To activate the *User Import* software module create the **User Import** object on the basis of the **Display** object on the **Interface** tab of the **System settings** dialog window.



Version of the *User Import* software module is displayed on the settings panel of the **User Import** object.

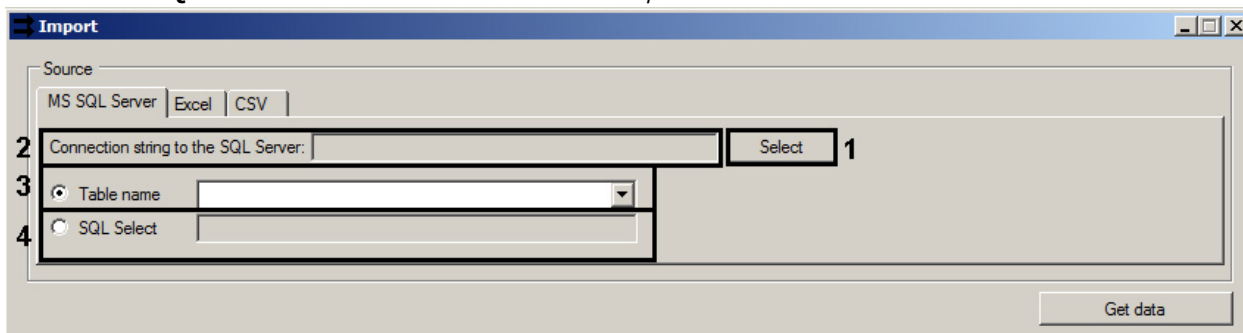
Working with User Import Module

Select a data source

Select a data source for users importing from external database

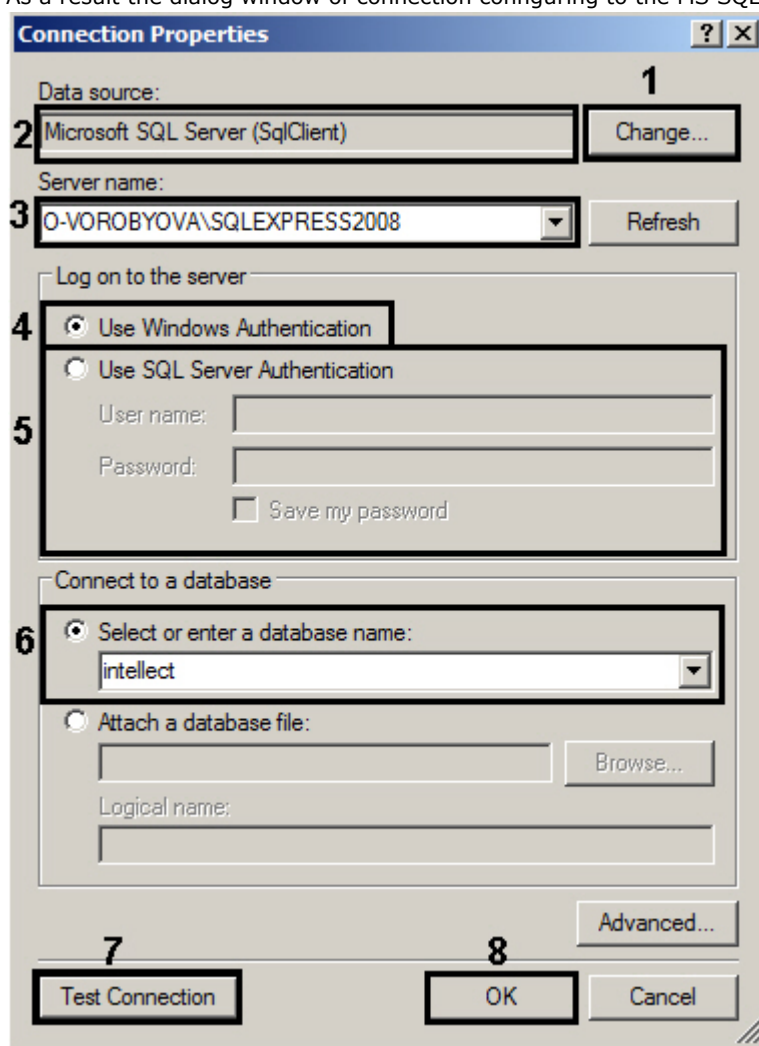
To select a data source for users importing from external database, do the following:

1. Go to the **MS SQL Server** tab in the window of the *User Import* software module.



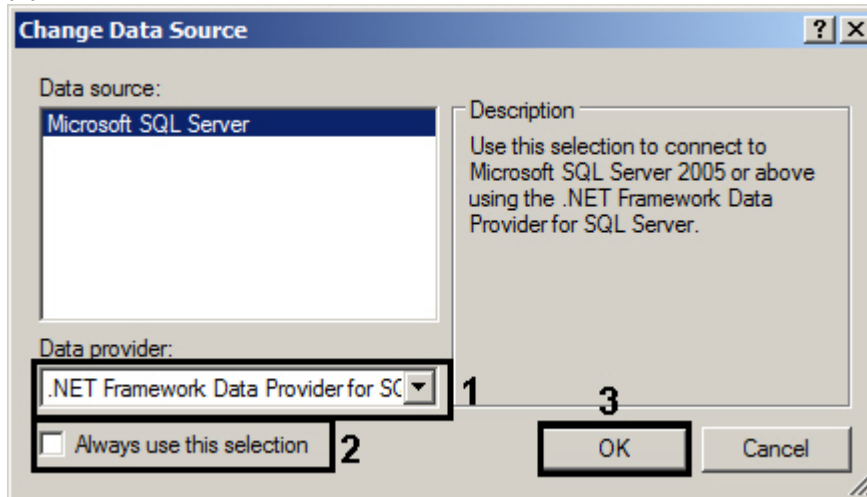
2. Click the **Select** button.

As a result the dialog window of connection configuring to the MS SQL Server will be displayed.



1. Click the **Change** button (1).

1. In the opened window from the **Data provider** drop-down list select the provider of connected data (1).



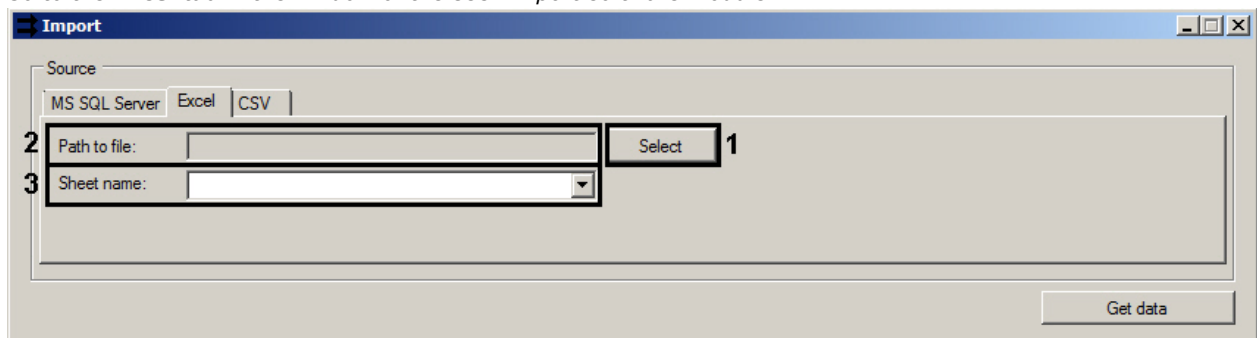
2. Set the **Always use this selection** checkbox if it's required to use the selected value permanently (2).
 3. Click **OK** button to confirm (3).
2. As a result the selected data source will be displayed in the **Data source** field (2). From the **Server name:** drop-down list select the name of server (3).
 3. To connect to local server set the switch to the **Use Windows Authentication** position if this authentication type is allowed in the SQL database settings (4).
 4. While configuring connection to database stored on another server, set the switch to the **Use SQL Server Authentication** position and specify user name and password in the corresponding fields (5).
 5. From the **Select or enter a database name** drop-down list select the required database (6).
 6. Click the **Test connection** button to test the connection (7).
 7. In case of successful test click **OK** button (8).
3. As a result of these operations selected data will be displayed in the **Connection string to the SQL Server** field (2).
 4. Set the switch to the **Table name** position to import data from the specified table of the database (3).
 5. To get data by SQL request set the switch to the **SQL Select** position and enter the corresponding request (4).

Selecting a data source for users importing from external database is completed.

Select a data source for users importing from Excel file

To select a data source for users importing from Excel file, do the following:

1. Go to the **Excel** tab in the window of the *User Import* software module.



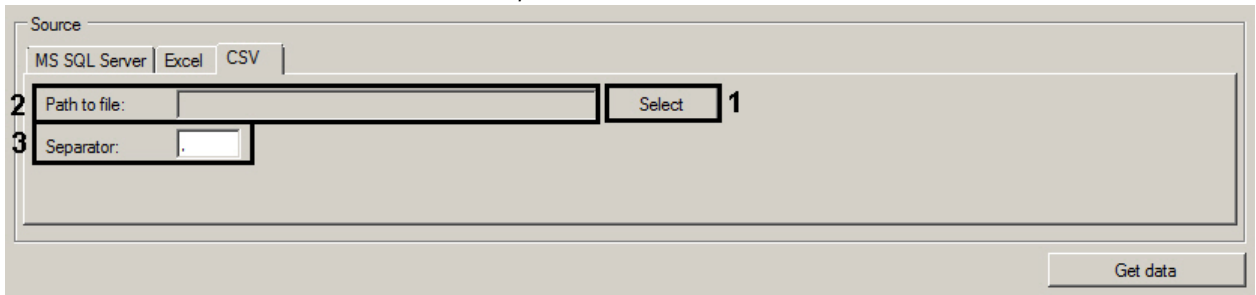
2. Click the **Select** button (1).
As a result the standard dialog window for a file selection will display. Select a file in the .xlsx format from which import is to be performed.
3. As a result path to the selected file will display in the **Path to file** field (2).
4. From the **Sheet name** drop-down list select name of sheet from which data is to be imported (3).

Selecting a data source for users importing from Excel file is completed.

Select a data source for users importing from CSV file

To select a data source for users importing from CSV file, do the following:

1. Go to the **CSV** tab in the window of the *User Import* software module.



2. Click the **Select** button (1).
As a result the standard dialog window for a file selection will display. Select a file in the .csv format from which import is to be performed.
3. As a result path to the selected file will display in the **Path to file** field (2).
4. Specify delimiter in the corresponding field (3). On default the "," sign is a delimiter.

Attention!

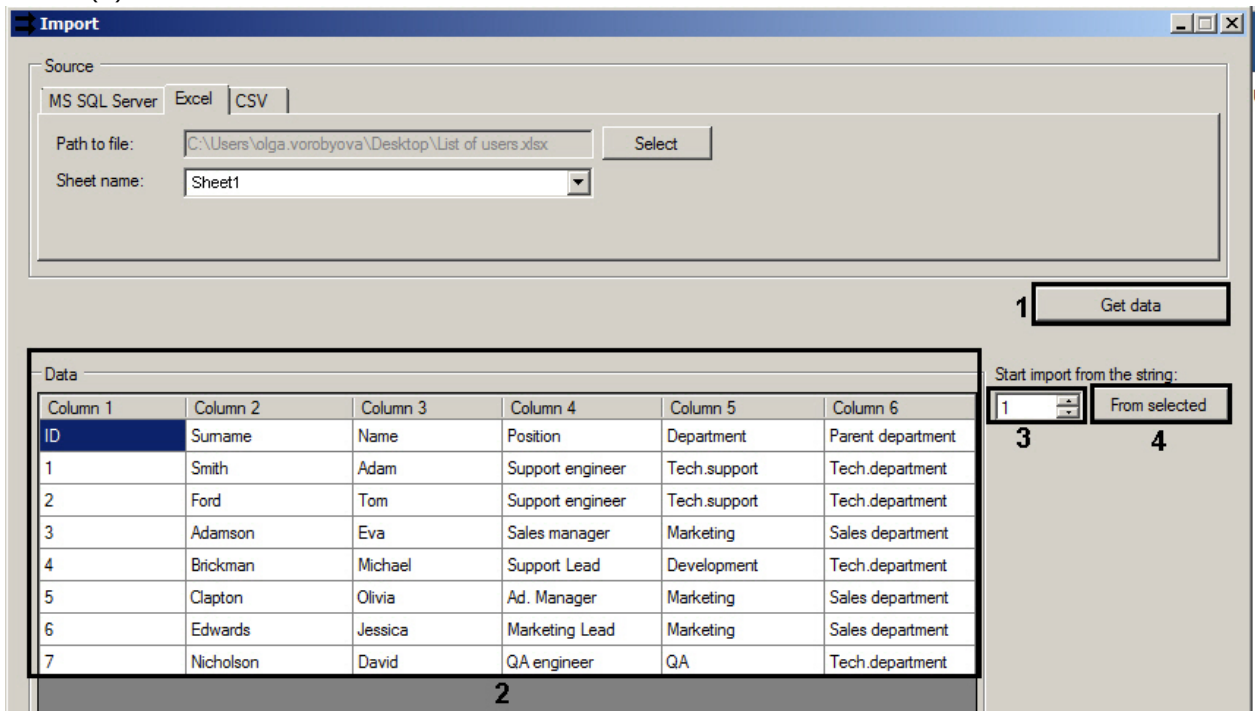
Data in CSV file is to be in UTF-16 coding for correct data importing.

Selecting a data source for users importing from CSV file is completed.

Select data for importing

To select data for importing in the *User Import* software module, do the following:

1. When the corresponding data source is selected click the **Get data** in the window of the *User Import* software module (1). How to select data source see [here](#).



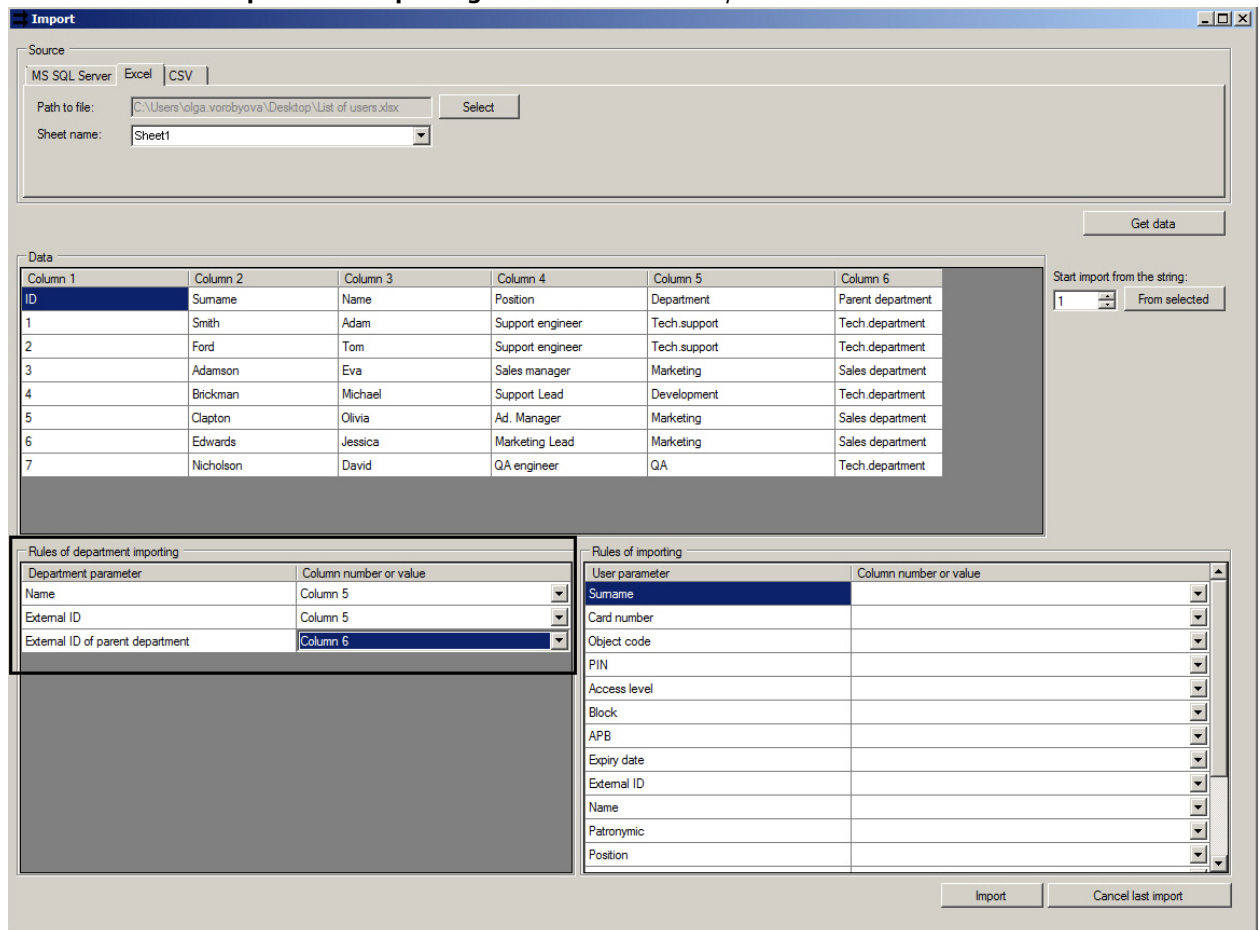
2. As a result data from the corresponding data source will be read and displayed in the **Data** table (2).
3. In the **Start import from the string:** field specify number of line from which import is to be started (3).
4. Number of selected line in the **Data** table will be displayed in the **Start import from the string** field while clicking the **From selected** button (4).

Selecting data for importing is completed.

Specify rules of department importing

To specify rules for department importing, do the following:

1. Go to the **Rules of department importing** section in the *User Import* software module.



2. Parameters of department in the *ACFA Intellect* software package are specified in the **Department parameter** column.
3. From the **Column number or value** drop-down list select the corresponding column from the **Data** table for each parameter of department.

Attention!

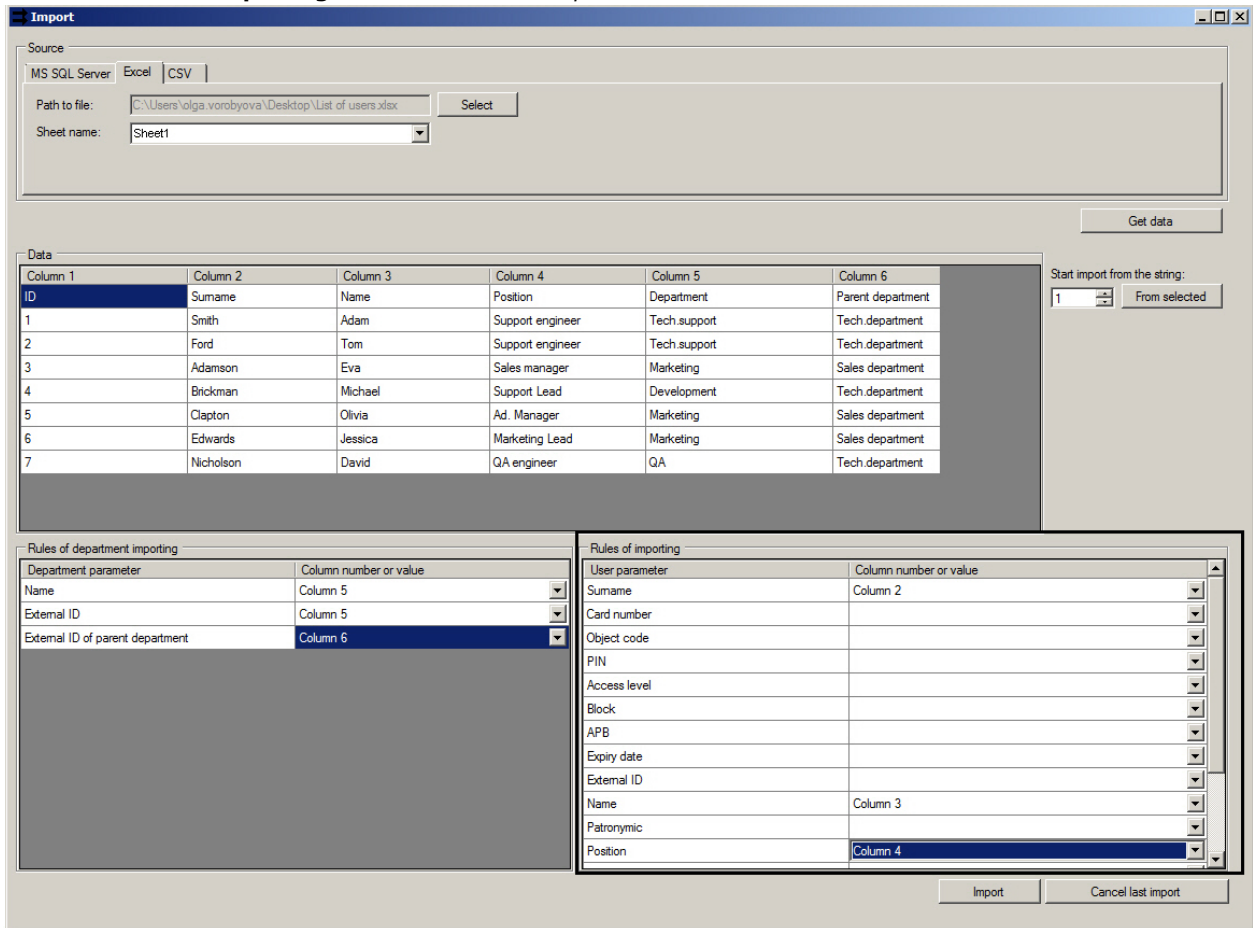
Name and **External ID** fields are required.

Specifying rules for department importing is completed.

Specify rules of user importing

To specify rules for user importing, do the following:

1. Go to the **Rules of importing** section in the *User Import* software module.



2. Parameters of user in the *ACFA Intellect* software package are specified in the **User parameter** column.
3. From the **Column number or value** drop-down list select the corresponding column from the **Data** table for each parameter of user.

Attention!

Surname field is required.

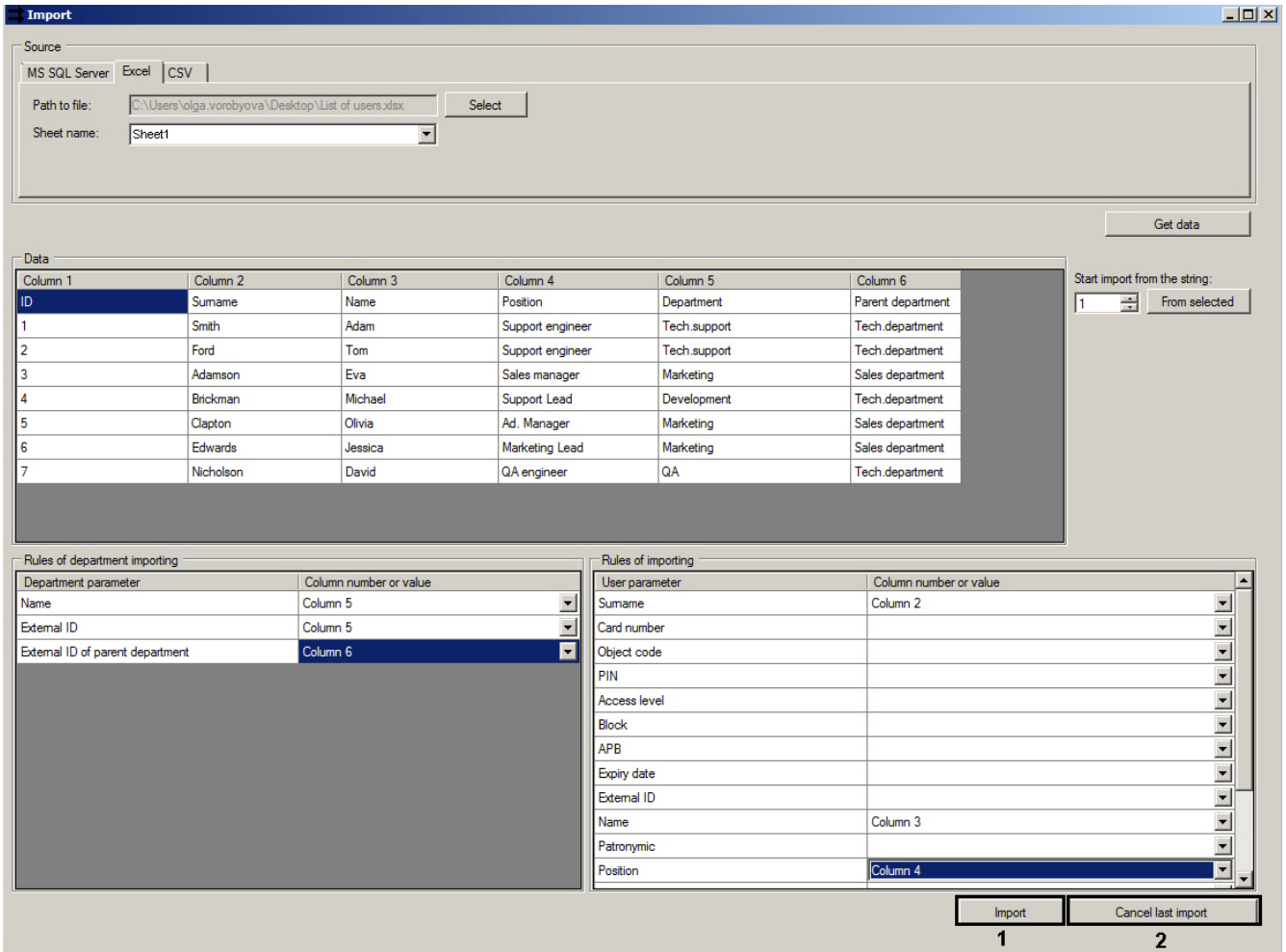
Attention!

Columns of the BLOB type from the **Data** table are specified for the **Photo** parameter. Import of photos is not supported if data source is not MS SQL Server.

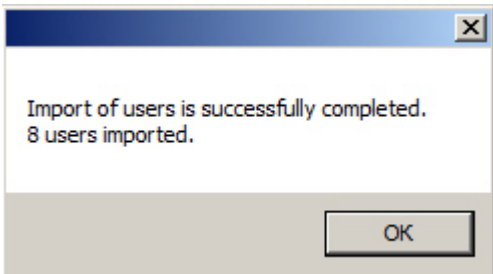
Specifying rules for user importing is completed.

Start of user importing process

After setting parameters it's required to start user importing process. To start the import process click the **Import** button (:



In case of successful importing the confirmation message with number of imported users will display.



As a result the departments tree including parent and subsidiary departments with users assigned to them will be imported to the ACFA Intellect software package.

To remove users imported by last successful import click the **Cancel last import** button.

