

EN - Procedure batch user import

i General context: Users are imported in batch via a **csv file** (comma separator) and with a **maximum weight of 1 MB**. The file contains 1 line per user. If the user's mail does not exist, then the user will be added, if it does the user will be modified. For a given user, one or more application roles can be listed (on the same line).

The file to be imported must contain the following headers (=column headings) :

- **FIRSTNAME** : *(required)* contains the user's first name
- **LASTNAME** : *(required)* contains the user's last name
- **EMAIL** : *(required)* contains the user's email. This value is the uniqueness key, there can not be 2 users with the same email.
- **FORCE_CONNECTION_BY_SSO** : *(optional)* It indicates whether the user must log in via SSO. By default, if the value is not set, it will be disabled. To enable SSO, the value must be **Y**.
- +application roles columns (detail in the following paragraph)

Application roles columns [↗](#)

i To create or update a user, a row must contain at least one organization/role column pair (1 column for the organization and one column for the role). A same user can have several roles: if necessary, you must enter values in several pairs of columns organization/ role.
If for all the rows present in the file, one or more couple of columns are unnecessary (completely empty) then it is not necessary to include the columns.

1. Account level role

Columns to fill if the user has an **account manager role or an account analyst role** :

- **ROOT_ORGANIZATION_NAME** : fill with the account name
- **ROOT_ROLE**, fill with one of the following value :
 - **root_management_unit_manager** for account managers
 - **root_management_unit_analyst** for account analysts

2. Store level role


Columns to fill if the user has a **store manager role, seller role** :

- **STORE_ORGANIZATION_NAME** : fill with the store name as appropriate.
- **STORE_ROLE**, fill with one of the following value :
 - **store_manager** for store managers
 - **store_seller** for sellers

3. Warehouse level role

Columns to fill if the user has a **warehouse manager role or warehouse operator role** :

- WAREHOUSE_ORGANIZATION_NAME : fill with the warehouse name
- WAREHOUSE_ROLE, fill with one of the following value :
 - **warehouse_manager** for warehouse managers
 - **operator** for warehouse operators
- STATUS : (optional) It indicates if the user is active. By default, if the value is not filled in, it will be active. Otherwise you must indicate **active** or **inactive**.


 If your account is not configured to administer stores or workshops, it will not be possible to create/ modify users attached to these entities (only take into account the columns that concern the account)

The administration in batch of the following roles is not possible : regional manager, regional analyst, buyer manager.

Special case of the status update [↗](#)

In the case where all users to be administered in a given batch corresponds just to an update of status (go in active to inactive or vice versa) then the import format can be simplified. It is possible to leave only the following columns :

- email
- status (value "active" ou "inactive")

 This only works for existing users. there is no possible mix between rows of a full import (with the columns seen above) and a partial import (just the email and status columns)