

**Q** Search

### Users

ROCHESTER Spaces • People Calendars

Creating Approval Workflows

• Events, Sessions, Rosters User Gu

• HTML Script for ILT Zoom Sessio

• Learning Assignment Tool (LA)

• New Employee Orientation (NEC

• Removing Trainings with the Trai

• On the Job Training Overview

• System Generated Emails

• <u>Uploading Online Courses</u>

Uploading Videos

> <u>Troubleshooting Procedures</u>

Test Reset

> Performance

Permissions

• <u>Useful Links</u>

Job Aids

Drafts

• File lists

Space tools

Learning Objects Overview

Mobile App Navigation

Creating a Test

Curriculums

Data Merge

• <u>Evaluations</u>

Creating Deep Links

CustomGuide Process

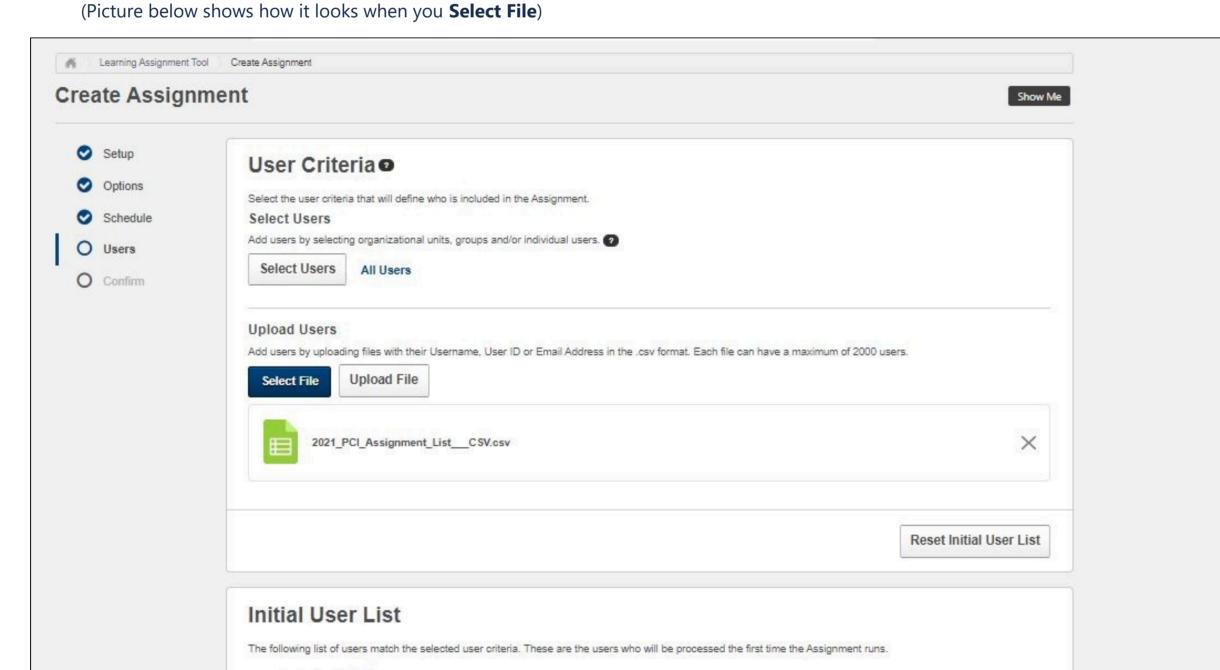
• Events and Sessions

Learning Job Aids

Mobile App Login

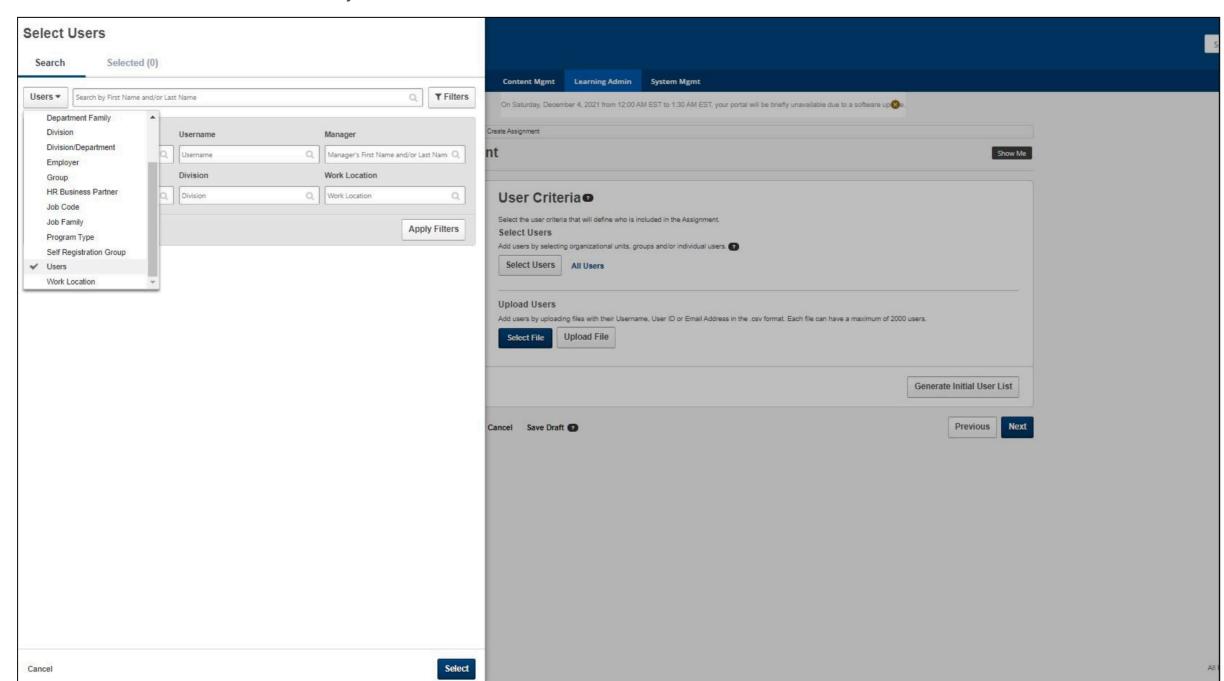
- 1. Under User Criteria, click Select Users (never select All Users), or under Upload Users click Select File which you can then upload an excel spreadsheet in .CSV format. You will need URID's to perform this task.
- 2. If you clicked **Select Users**, you can now choose the criteria that fit your needs and then click **Generate Initial User List**. 3. If you clicked Select File, you will select the .CSV file and click Upload File. You will then click Generate Initial User List. (when using a csv. file all that is required is a column of URID's. If there are inactive users, the system will process the file and a pop-up will indicate which URID's are inactive))

# 4. If everything looks good, click **Next**



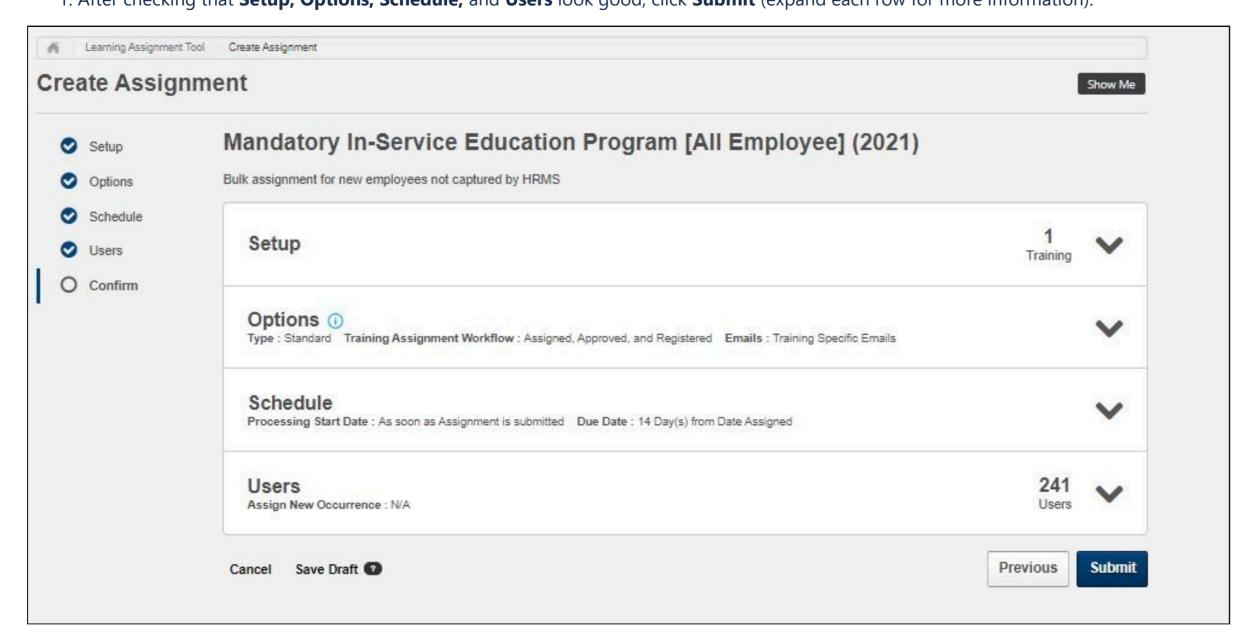
# (Picture below shows how it looks when you **Select Users**)

Included (241)



## Confirm

1. After checking that Setup, Options, Schedule, and Users look good, click Submit (expand each row for more information).



### Related articles

Creating Approval Workflows **E** Learning Objects Overview

Like Be the first to like this

**A** ATLASSIAN

reports reporting permissions kb-how-to-article