

User File upload - Retailer

ItemOptix portal provides the option to download the required file template (CSV or Excel) with a predefined set of columns which can be used to create users in bulk.

	A	B	C	D	E	F	G
1	userId	role	firstName	lastName	LocationHierarchyKey	LocationHierarchyValue	Status
2							

The mandatory columns are “userId”, “role”, “LocationHierarchyKey”, “LocationHierarchyValue”.

Description of each columns available in the template:

- **userId** :- ID required for login and uniquely identifying the user. Should be a valid email or alphanumeric id, supported special characters - (“@”, “.”). Eg: user@email.com, uid@retailer, retaileruid, etc.
- **role** :- The role required to set access permission for using portal and its features. Should be a valid role type available for specific retailers. Eg: RIA, RSM, RSO, etc.
- **LocationHierarchyKey** :- The key required to identify hierarchies configured for a retailer. Should be a valid retailer specific configured location hierarchy keys. Eg: Country, Zone, etc./gln.
- **LocationHierarchyValue** :- The value required to specify access to sites within a hierarchy. Should be a valid retailer specific configured location hierarchy values or gln. Eg: US, East, etc/’12345.1111.0’.
- **Status** :- Required to restrict user access to portal. Can contain only text ‘Active’ or ‘Inactive’ as status.

Note: For allowing access to specific intermediate hierarchy levels for any user, the corresponding hierarchy path should be mentioned in the file.

Examples for LocationHierarchyKey & LocationHierarchyValue:

Note: Hierarchy keys & values vary for every retailer based on the configuration.

1. User with access to all the sites
 - LocationHierarchyKey = gln
 - LocationHierarchyValue = *

	A	B	C	D	E	F	G
1	userId	role	firstName	lastName	LocationHierarchyKey	LocationHierarchyValue	Status
2					gln	*	

2. User with access to multiple specified glns
 - For multiple gln values separation character is - ‘||’ (double pipe)
 - LocationHierarchyKey = gln
 - LocationHierarchyValue = 1234567.11111.0||1234567.11111.1||...

	A	B	C	D	E	F	G
1	userId	role	firstName	lastName	LocationHierarchyKey	LocationHierarchyValue	Status
2					gln	1234567.11111.0 1234567.11111.1	

3. User with access to single hierarchy level

- LocationHierarchyKey = *Country*
- LocationHierarchyValue = *USA*

	A	B	C	D	E	F	G
1	userId	role	firstName	lastName	LocationHierarchyKey	LocationHierarchyValue	Status
2					Country	USA	

4. User with access to multiple hierarchy levels (access to intermediate level within single hierarchy)

- For multiple levels separation character is - '|' (*double pipe*)
- LocationHierarchyKey = *Country||Zone||State*
- LocationHierarchyValue = *USA||East||Texas*

	A	B	C	D	E	F	G
1	userId	role	firstName	lastName	LocationHierarchyKey	LocationHierarchyValue	Status
2					Country Zone State	USA East Texas	

5. User with access to multiple hierarchy levels (access to intermediate level within more than one same or different hierarchy)

- For multiple levels separation character is - '|' (*double pipe*)
- For separating hierarchy, character is - ';' (*semicolon*)
- LocationHierarchyKey = *Country||Zone;Country||Zone||State*
- LocationHierarchyValue = *USA||East;USA||West||Texas*

	A	B	C	D	E	F	G
1	userId	role	firstName	lastName	LocationHierarchyKey	LocationHierarchyValue	Status
2					Country Zone;Country Zone State	USA East;USA West Texas	