

BULK USER CREATION AND LICENSE ASSIGNMENT

LICENSE MANAGEMENT

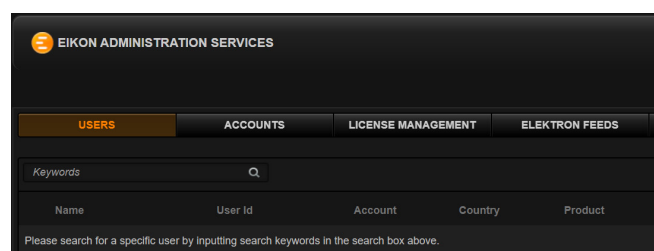
Bulk user creation and license assignment is now available on Eikon Administration Services

Features

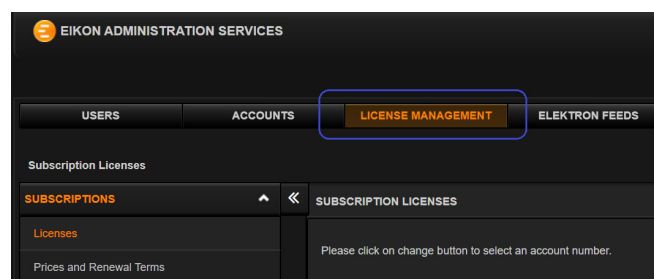
- **Bulk user creation:**
This functionality enables upload of up to 1,000 users via CSV file at one time.
- **Bulk license assignment:**
Bulk assignment is only available for base licenses.

Getting started

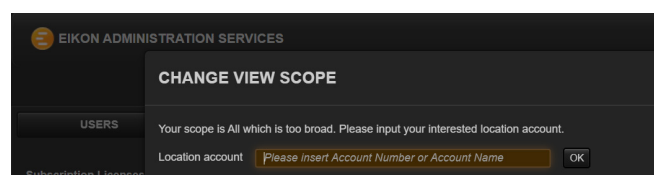
Log in to Eikon Administration Services.



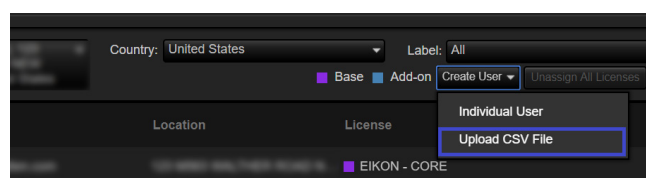
Navigate to License Management.



Select the location account.



Navigate to Users and select the option **Upload CSV File** from create user drop-down.

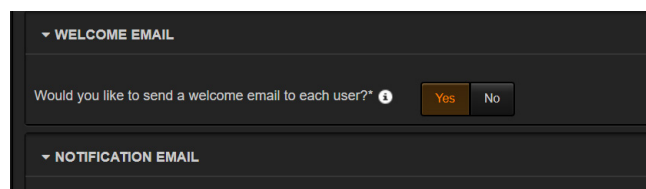
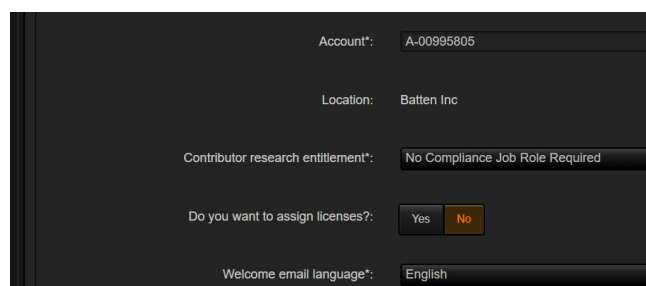


Choose the account and select the CJR.

Select **Yes** if you want to bulk assign the license and select **No** if you want to create the bulk users without licenses.

Choose the relevant options on Welcome email and Notification emails.

Note: Notification email recipient will receive information on the progress of the request.



If you choose to assign the bulk license, you will get the list of available base licenses for the respective account (screenshot below).

Note: The number of users on CSV file should not exceed the available licenses.

License List

Please be aware that a number of user in the CSV file should not exceed a quantity of license available. For license assignment, licenses are automatically assigned in the following order of priority: 1) Assign licenses with no end date first. 2) Assign licenses with longest end date.

License	Deployment Method	Subscriptions Available	Trials Available	To be Assigned
EIKON	Hosted-Internet	34	0	Subscription
EIKON	Customer Managed	0	0	Subscription
EIKON FOR COMMODITIES	Hosted-Internet	1	0	Subscription

Download the sample CSV file at the top-right corner of the bulk creation homepage.

Users > Bulk Create Users

BULK USER CREATION AND LICENSE ASSIGNMENT

Please be aware that prior to uploading the CSV file with user names and email addresses, the below ensure formatting is correct) can be downloaded here: [Sample CSV file](#)

Fill in the user first name, last name, company email ID and label.

Label is the reference linked to each user. This will help license managers or Admin to know why and when these users are created. They can filter using label (user section) if they want to assign licenses as per label.

	A	B	C	D
1	FIRSTNAME	LASTNAME	COMPANY_EMAIL	LABEL
2	FirstName01	LastName01	F01.L01@testuser.com	bulk01
3	FirstName02	LastName02	F02.L02@testuser.com	bulk01
4	FirstName03	LastName03	F03.L03@testuser.com	bulk01

Click on **Upload File**.

NOTIFICATION EMAIL

Notification email recipient(s) To:

Cc:

Upload File

File is uploaded, user details are populated and validation message is shown.

sample-bulk-create-users (1).csv

There is an issue with the information for one or more of the users in the uploaded file. The users with error messages will therefore not be created.

Last Name	Company Email	Label	Validation
LastName101	F01.L02@testuser.com	bulk02	PASS

If there is a duplicate entry found, the validation message will be shown.

There is an issue with the information for one or more of the users in the uploaded file. The users with error messages will therefore not be created.

Last Name	Company Email	Label	Validation
LastName01	F01.L01@testuser.com	bulk01	The user already exists.
LastName02	F02.L02@testuser.com	bulk01	The user already exists.

Note: You need not upload the file again. Click on **Create**.

bulk021 PASS

Create

The notification message is shown when the upload is completed.

BULK USER CREATION AND LICENSE ASSIGNMENT

Your request has been received.

You will receive a notification email once the transaction is complete.

You can also check the progress of your request in the audit trail screen.

OK


You can also check the status of user creation in the audit trail.

AUDIT TRAIL

Search for transactions

Name	Transaction ID	Status	Action
FirstNa1me101 LastNam...	BLK-US1-1355547	Completed	Create User

The notification email will also contain license creation status and license assignment status file.



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BULK USER MANAGEMENT

Your bulk user creation request has been completed. Please see more detail below.

COMPANY DETAILS

Location Account: ACCOUNT FOR GENESIS SMOKETEST - SMOKEACC-LE1 (RETRACT) (SMOKEACC-LE1)
 Address: 123 Coconut Street, Bangkok, Thailand
 Subscriber Number (CSLN): XX000000

UPLOAD DETAILS

Uploaded by: Missbenjawan pokasemmsong
 Company Email: baw.eyw@gmail.com
 Upload Date: 2019-04-03 09:48:09
 CSV File Name: GenerateBulkUserCreation-pass2.csv

SUMMARY

Action	Pass	Fail	Total
User Creation	2	0	2
License Assignment	2	0	2

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