BULK USER CREATION AND LICENSE ASSIGNMENT LICENSE MANAGEMENT
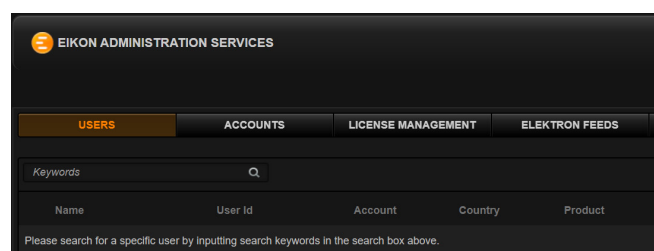
Bulk user creation and license assignment is now available on Eikon Administration Services
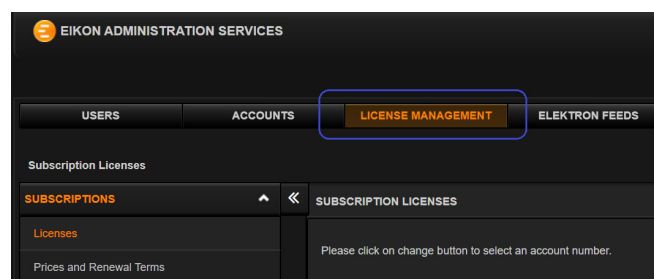
Features

- **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.
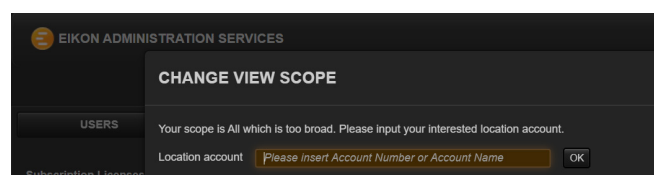
Getting started

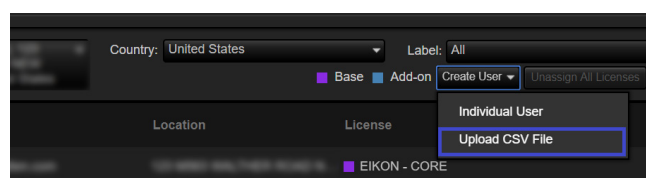Log in to Eikon Administration Services.

Navigate to License Management.

Select the location account.

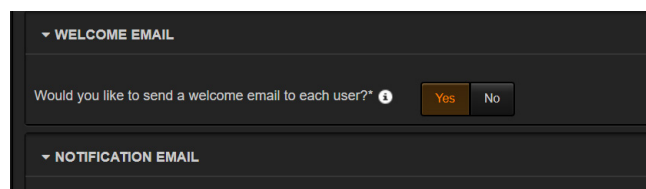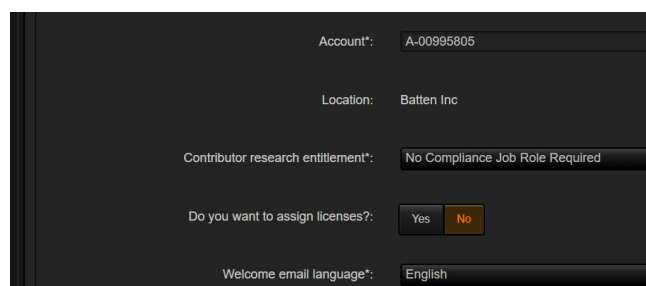Navigate to Users and select the option **Upload CSV File** from create user drop-down.

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.

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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.

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

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.

Click on **Upload File**.

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

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

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

The notification message is shown when the upload is completed.

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

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

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