

# Collision Repair and Refinish Job Sheet Skill Tracking

## Multiple Account Creation Option

In order to access the Collision Repair and Refinish Job Sheet Skill Tracking site a user account needs to be created. The CRR Administrator or staff member can complete this process.

### **Upload users – Multiple account creation - manually by CRR Admin or staff**

If you want to create multiple user accounts in one process, use the **Upload users** functionality. You will need to create a text file with specific information about each new user. You need to format your text file as follows:

- The first record of the file is special and contains a list of fieldnames. This defines the format of the rest of the file.
- Each line of the file contains one record.
- Each record is a series of data separated by commas.

**Required fieldnames:** these fields must be included in the first record (row of data), and defined for each user

**username, firstname, lastname, password, email**

An example of a CSV file to be uploaded is shown below:

username	firstname	lastname	password	email	city
ricka	Rick	Abrahms	IMS*crr10	rickabrahms@internet.com	Hometown
ianb	Ian	Bates	IMS*crr1	ianbates@internet.com	Hometown
tedd	Ted	Dalton	IMS*crr2	teddalton@internet.com	Hometown
jillj	Jill	James	IMS*crr3	jilljames@internet.com	Hometown
thomask	Thomas	Kirk	IMS*crr4	thomaskirk@internet.com	Hometown
elizabethp	Elizabeth	Miller	IMS*crr5	elizabethmiller@internet.com	Hometown
janeto	Janet	Owens	IMS*crr9	janetowens@internet.com	Hometown
zarahp	Zarah	Perkins	IMS*crr6	zarahperkins@internet.com	Hometown
kathyr	Kathy	Rogers	IMS*crr7	kathyrogers@internet.com	Hometown
donalds	Donald	Smith	IMS*crr8	donaldsmith@internet.com	Hometown

**Default fieldnames:** these are optional - if they are not included then the values are taken from the primary admin

**institution, department, city, country, lang, auth, timezone**

Create your file of student information. If you create it in Excel or a Word table make sure that you save the information as a **.csv** file.

## Multiple Account Creation Option

Log in to the CRR site.

From the front page, open the Administration block if it is not already open. Within the Administration block open the **Site administration** block, and then:

select **Users**,  
then **Accounts**,  
then **Upload users**.

A screen shot of the path is displayed below:

Dashboard ▶ Site administration

**NAVIGATION** ☰ 🔍

- Dashboard
- 🏠 Site home
- ▶ Site pages
- ▶ Courses

**ADMINISTRATION** ☰ 🔍

- ▼ Site administration
  - ▼ Users
    - ▼ Accounts
      - ⚙️ Browse list of users
      - ⚙️ Bulk user actions
      - ⚙️ Add a new user
      - ⚙️ Cohorts
      - ⚙️ **Upload users**

When you click on **Upload users** link the following information will display on the right side of the screen:


# Multiple Account Creation Option

## Upload users ?

Upload

File \*

Choose a file... Maximum size for new files: 128MB



You can drag and drop files here to add them.

CSV delimiter

Encoding

Preview rows

Upload users

You should be able to drag and drop the csv file you created from your hard drive to the box with the downward blue arrow. If you are unable to drag and drop the file, find alternative process documentation here: [Choose a file process.](#)

## Multiple Account Creation Option

Results of the drag and drop action:

### Upload users ?

▼ Upload

File \*

Choose a file... Maximum size for new files: 128MB

UAP - 3.5 Student List for upload Demo.csv

CSV delimiter

, ▼

Encoding

UTF-8 ▼

Preview rows

10 ▼

Upload users

Note the file title in the box below the **Choose a file ...** button. The file has been successfully added.

Click the **Upload users** button.

An **Upload users preview** screen will appear. Double check the data. There are many options below the data for you to choose from. The most important is the first one **Upload type**.

## Multiple Account Creation Option

There are four options:

- Add new only, skip existing users**
- Add all; append number to username if needed**
- Add new and update existing users**
- Update existing users only**

For this example, we are going to choose **Add new only, skip existing users**. All of these students should be new. If by chance you have used an existing username in your new list, the existing username will display in blue on this screen. That way you may cancel this process, correct your data, and upload your corrected file.

**NAVIGATION**

- Dashboard
- Site home
- Site pages
- Courses

**ADMINISTRATION**

- Site administration
  - Users
    - Accounts
      - Browse list of users
      - Bulk user actions
      - Add a new user
      - Cohorts
      - Upload users**
      - Upload user pictures
    - Permissions
  - Courses
  - Grades
  - Analytics
  - Competencies
  - Badges
  - Language
  - Plugins
  - Appearance
  - Front page
  - Reports

### Upload users preview

CSV line	username	firstname	lastname	password	email	city	Status
2	ricka	Rick	Abrahms	IMS*uap10	rickabrahms@internet.com	Hometown	
3	ianb	Ian	Bates	IMS*uap1	ianbates@internet.com	Hometown	
4	tedd	Ted	Dalton	IMS*uap2	teddalton@internet.com	Hometown	
5	jillj	Jill	James	IMS*uap3	jilljames@internet.com	Hometown	
6	thomask	Thomas	Kirk	IMS*uap4	thomaskirk@internet.com	Hometown	
7	elizabethp	Elizabeth	Miller	IMS*uap5	elizabethmiller@internet.com	Hometown	
8	janeto	Janet	Owens	IMS*uap9	janetowens@internet.com	Hometown	
9	zarahp	Zarah	Perkins	IMS*uap6	zarahperkins@internet.com	Hometown	
10	kathyr	Kathy	Rogers	IMS*uap7	kathyrogers@internet.com	Hometown	
11	donalds	Donald	Smith	IMS*uap8	donaldsmith@internet.com	Hometown	

[Collapse all](#)

### Settings

**Upload type**

Add new only, skip existing users

**New user password**

Create password if needed and send via email

Select **Add new only, skip existing users** and scroll to the bottom of the screen and select **Upload users**.

The following screen will appear:

# Multiple Account Creation Option

**NAVIGATION**

- Dashboard
- Site home
- Site pages
- Courses

**ADMINISTRATION**

- Site administration
  - Users
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      - Upload user pictures
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**ADMIN BOOKMARKS**

- Bookmark this page

### Upload users results

Status	CSV line	ID	Username	First name	Last name	Email address	Password	Authentication	Enrollments	Suspended account
New user	2	43	ricka	Rick	Abrahms	rickabrahms@internet.com	IMS*uap10	manual		No
New user	3	44	ianb	Ian	Bates	ianbates@internet.com	IMS*uap1	manual		No
New user	4	45	tedd	Ted	Dalton	teddalton@internet.com	IMS*uap2	manual		No
New user	5	46	jillj	Jill	James	jilljames@internet.com	IMS*uap3	manual		No
New user	6	47	thomask	Thomas	Kirk	thomaskirk@internet.com	IMS*uap4	manual		No
New user	7	48	elizabethp	Elizabeth	Miller	elizabethmiller@internet.com	IMS*uap5	manual		No
New user	8	49	janeto	Janet	Owens	janetowens@internet.com	IMS*uap9	manual		No
New user	9	50	zarahp	Zarah	Perkins	zarahperkins@internet.com	IMS*uap6	manual		No
New user	10	51	kathyr	Kathy	Rogers	kathyrogers@internet.com	IMS*uap7	manual		No
New user	11	52	donalds	Donald	Smith	donaldsmith@internet.com	IMS*uap8	manual		No

Users created: 10  
Users having a weak password: 0  
Errors: 0

Continue

You will note the analysis of the upload that is centered at the bottom of the screen. Ten users were created. All of the new users' names are in blue. No students have weak passwords and there were no errors. If you click on a student's user name it will take you to their profile page. To return to this screen use your browser back button.

Select the **Continue** button.

You are taken back to the Upload users screen and you are ready to upload another file. If you are finished uploading students use the breadcrumbs at the top of the site and return home.

To review the uploaded information:  
from within the Administration block:

- select **Site administration**,
- select **Users**,
- select **Accounts**,
- select **Browse list of users**.

The list of all users in the site will display. A filter has been added to the list below so only the new accounts display. Adding the filter @internet.com, the unique email for this group, allows only these new students to display.

# Multiple Account Creation Option

The screenshot shows a user management interface. On the left is a sidebar with an 'ADMINISTRATION' menu. A blue arrow points to 'Browse list of users' under the 'Users' > 'Accounts' section. The main content area has a search bar with 'contains' selected and an 'Add filter' button. Below that is an 'Active filters' section with a checkbox for 'Email address contains "@internet.com"'. A blue arrow points to the 'Remove all filters' button. Below the filters is a table of users.

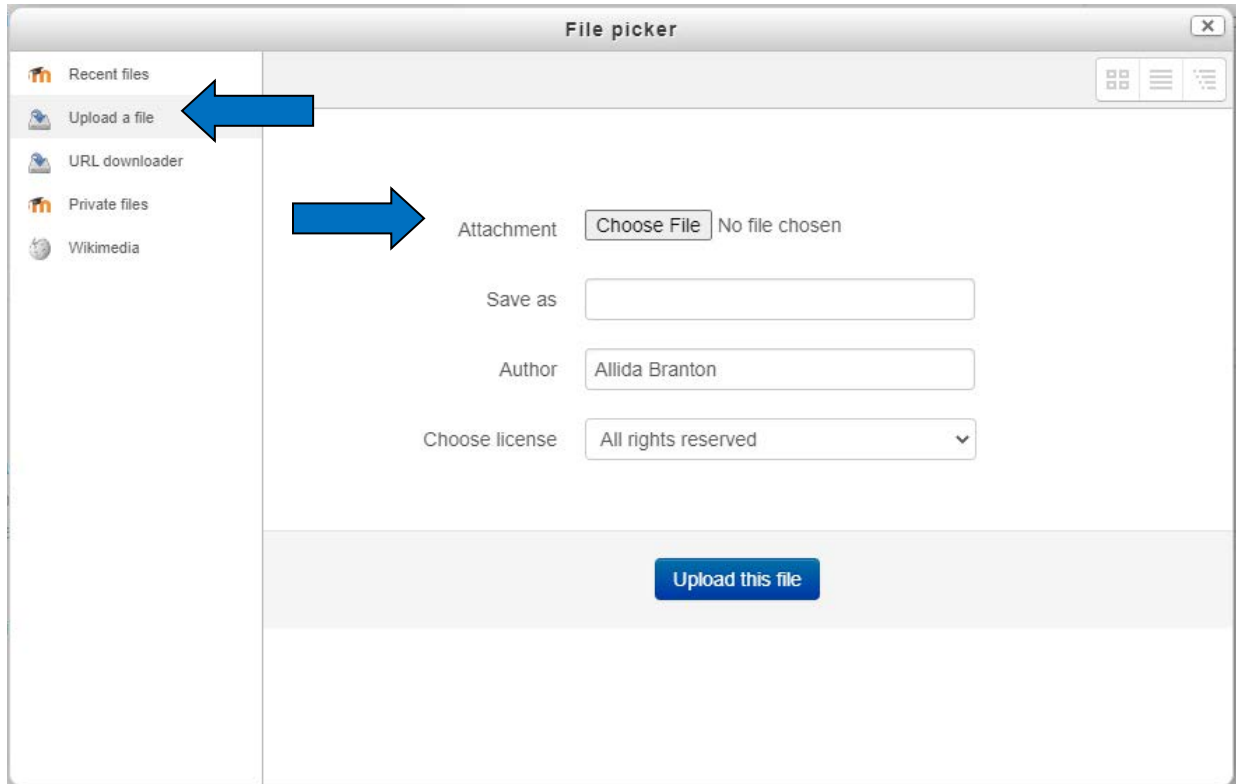
First name / Last name	Email address	City/town	Country	Last access	Edit
Donald Smith	donaldsmith@internet.com	Hometown	United States	Never	X [eye] [gear]
Elizabeth Miller	elizabethmiller@internet.com	Hometown	United States	Never	X [eye] [gear]
Ian Bates	ianbates@internet.com	Hometown	United States	Never	X [eye] [gear]
Janet Owens	janetowens@internet.com	Hometown	United States	Never	X [eye] [gear]
Jill James	jilljames@internet.com	Hometown	United States	Never	X [eye] [gear]
Kathy Rogers	kathyrogers@internet.com	Hometown	United States	Never	X [eye] [gear]
Rick Abrahms	rickabrahms@internet.com	Hometown	United States	Never	X [eye] [gear]
Ted Dalton	teddalton@internet.com	Hometown	United States	Never	X [eye] [gear]
Thomas Kirk	thomaskirk@internet.com	Hometown	United States	Never	X [eye] [gear]
Zarah Perkins	zarahperkins@internet.com	Hometown	United States	Never	X [eye] [gear]

When you remove this filter all of the accounts in the site will display.

## Multiple Account Creation Option

### Choose a file process: (Alternative process)

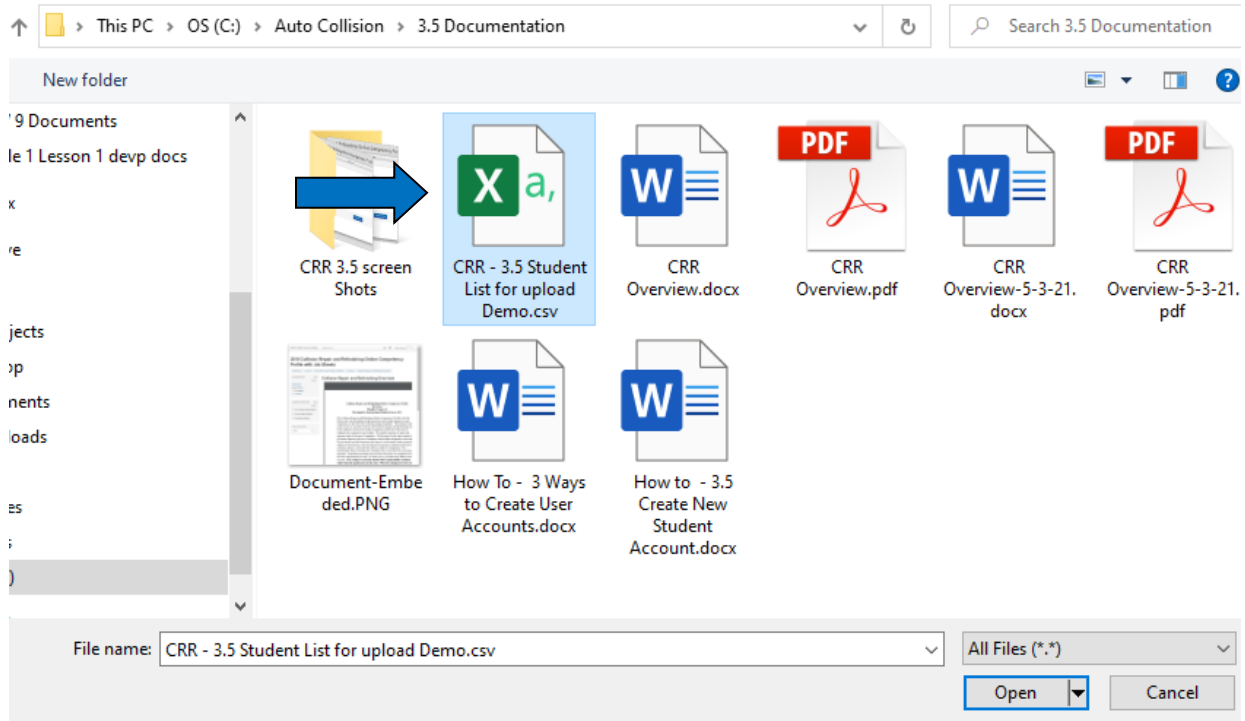
If you are unable to drag and drop your user file then select the **Choose a file** button located above the Drag and Drop area. The file picker screen will display. Choose **Upload a file** from the left menu. Next to the Attachment title select the **Choose File** button.



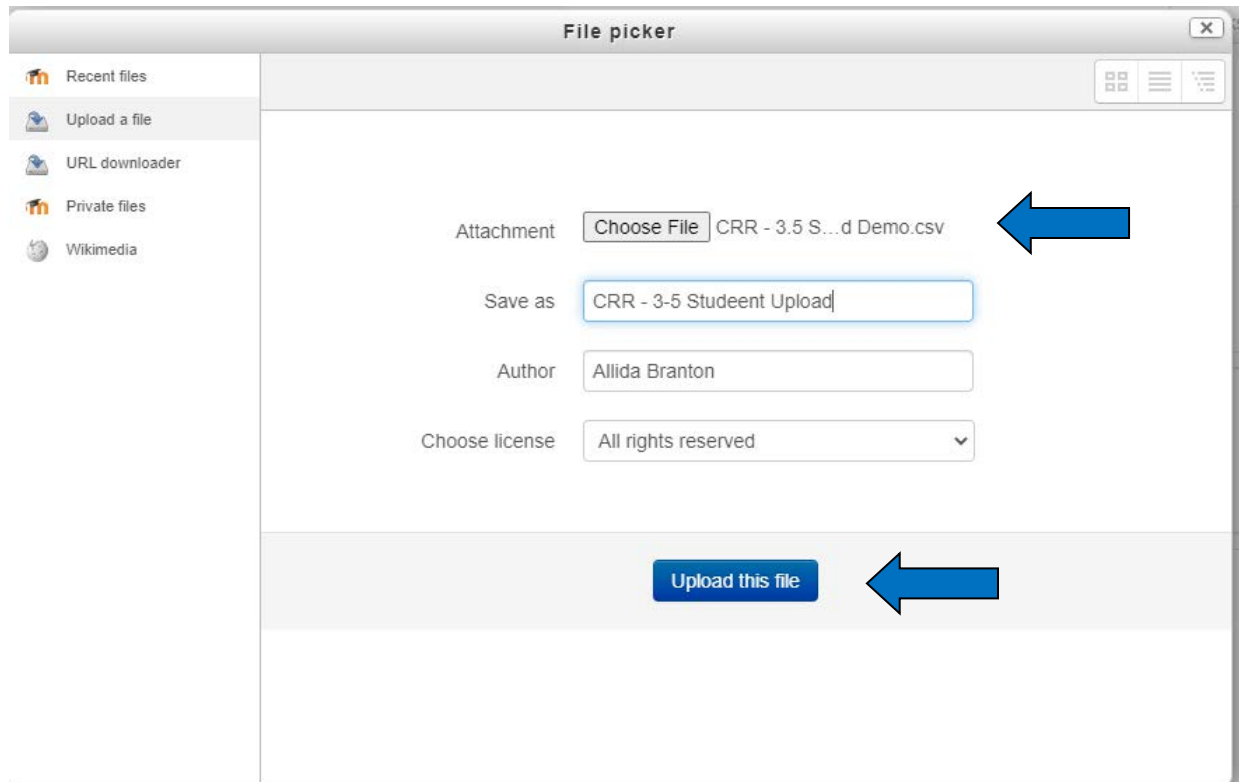
You will be returned to your hard drive. You will need to search for the csv document, select it, and then select the **Open** button.



## Multiple Account Creation Option



You will be returned to the File Picker and the name of the file will be located next to the **Choose File** button. Add a Save as description for screen readers. The screen will look like this:



## Multiple Account Creation Option

Select the **Upload this file** button and the file will be uploaded to the site. The screen will look the same as if you used the drag and drop process.

Follow the directions above to complete the bulk user upload process.