

## Users import template Rules and Sample

**Rules.** (*Required fields are marked with a Red background colour*)

Field Name	Description	Rules	Exception Handling	Values to be placed	Default Values	Field Type
Name	This field contains the full name of the user.	Alphanumeric value	N/A	N/A	N/A	Variable Character (100)
UserName	This field contains the username, which the user will use to log into PIPware.	Usernames must be unique. This field is used to determine whether to update an existing user or create a new user.	If the username already exists, the existing user/person will be updated rather than creating a new user.	N/A	N/A	Variable Character (100)
Password	This field contains the password for the user.	If no password is specified, a "Create Password" email will be sent out to the user to allow them to choose an initial password.	N/A	N/A	N/A	Variable Character (100)
EmailAddress	This field contains the email address for the user.	Must be a valid email address.	N/A	N/A	N/A	Variable Character (250)
PhoneNumber	This field contains the phone number for the user.	Alphanumeric value	N/A	N/A	N/A	Variable Character (30)
MobileNumber	This field contains the mobile number for the user.	Alphanumeric value	N/A	N/A	N/A	Variable Character (30)
Language	This field contains the primary Language for the user.	This value must be valid from the system. The language selected must match up with the name of a Language saved on the system.	If there is a spelling mistake, or the language selected on the import does not meet the Languages saved on the system, the record will still be allowed to be imported onto the system. However the Language field will be empty.	N/A	N/A	Lookup (Language)
Department	This field contains the Department that the user belongs to.	This value must be valid from the system. The Department selected must match up with the name of a Department saved on the system.	If there is a spelling mistake, or the Department selected on the import does not meet the Departments saved on the system, the record will still be allowed to be imported onto the system. However the Department field will be empty.	N/A	N/A	Lookup (Department)
Sub Department	This field contains the Sub Department that the user belongs to.	This value must be valid from the system. The Sub Department selected must match up with the name of a	If there is a spelling mistake, or the Sub Department selected on the import does not meet the Sub Departments saved on the system, the	N/A	N/A	Lookup (Sub Department)

		Sub Department saved on the system.	record will still be allowed to be imported onto the system. However the Sub Department field will be empty.			
Team	This field contains the Team that the user belongs to.	This value must be valid from the system. The Team selected must match up with the name of a Team saved on the system.	If there is a spelling mistake, or the Team selected on the import does not meet the Teams saved on the system, the record will still be allowed to be imported onto the system. However the Team field will be empty.	N/A	N/A	Lookup (Team)
PersonPosition	This field contains the Person Position assigned to the user.	This value must be valid from the system. The Person Position selected must match up with the name of a Person Position saved on the system.	If there is a spelling mistake, or the Person Position selected on the import does not meet the Person Positions saved on the system, the record will NOT to be imported onto the system.	N/A	N/A	Lookup (Person Position)
Role	This field contains the Role assigned to the user.	This value must be valid from the system. The Role selected must match up with the name of a Role saved on the system.	If there is a spelling mistake, or the Role selected on the import does not meet the Roles saved on the system, the record will NOT to be imported onto the system.	N/A	N/A	Lookup (Role)

**Sample.**

Name	UserName	Password	Email Address	PhoneNumber	Mobile Number	Language	Department	Sub Department	Team	Person Position	Role
Zuri Mathe	Zuri	<a href="#">Pip@123</a>	<a href="#">Kmath e@digiquill.co.za</a>	+27 11 586 5822	+27 01 225 3659	English	Business Performance			SP Administrator	Administrator