



eDocs Aero

Users Management

Description

eDocs Aero Users Management System allows Company Admin to sync and control Users with other systems, by importing a CSV file.

Admin can

- **Add Users**
- **Change Users status**
- **Control Passwords**
- **Control Groups & Roles**

for unlimited number of Users in one place.

Follow carefully this presentation and after a short while you will master the process.

eDocs Aero System



Users CSV file

Company Human Resource System



Users CSV file

Adjust to Aero structure



Single User control (the traditional way)

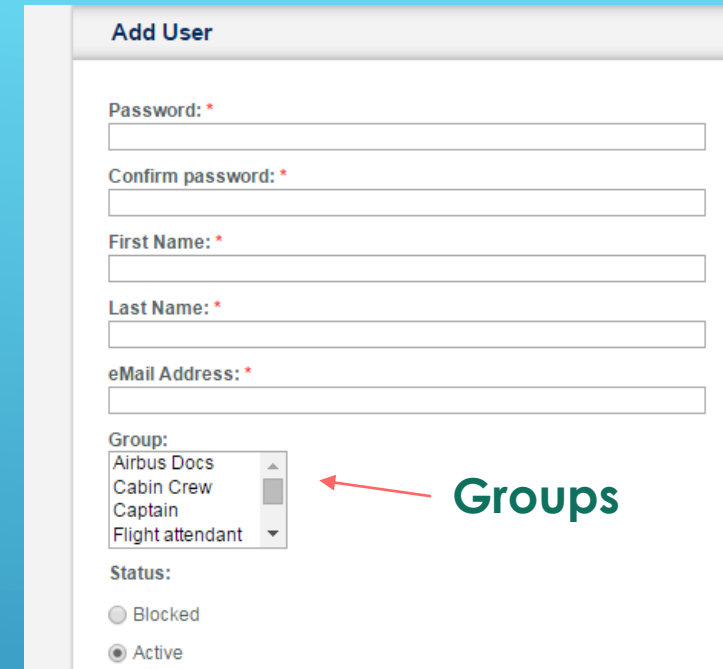
When Company Admin creates Custom **Roles**, **Groups** are created with the same name.

When adding a User, in the **Add User** page, you will assign the User to one or more **Groups** and one or more **Roles**.

Groups are used for dividing Users into groups, when working or searching.

Roles are used for Document reading or editing permissions

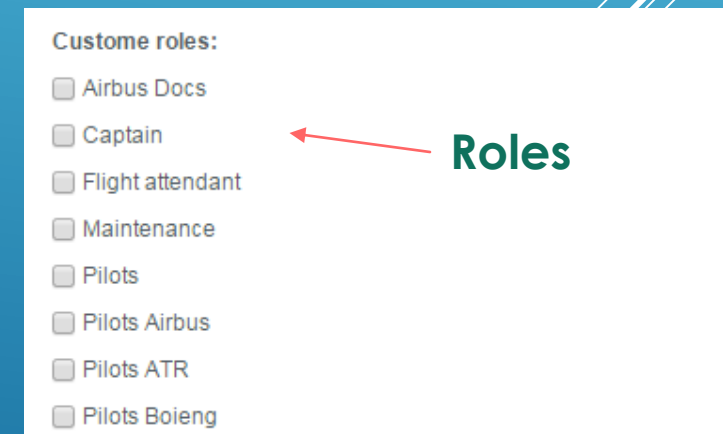
Note: Normally User belongs to one or two **Groups**, and one or more **Roles**, and they do not need to be the same.



The screenshot shows the 'Add User' form with the following fields and options:

- Password: *
- Confirm password: *
- First Name: *
- Last Name: *
- eMail Address: *
- Group: A dropdown menu with options: Airbus Docs, Cabin Crew, Captain, Flight attendant.
- Status: Radio buttons for Blocked and Active (Active is selected).

A red arrow points from the text 'Groups' to the Group dropdown menu.

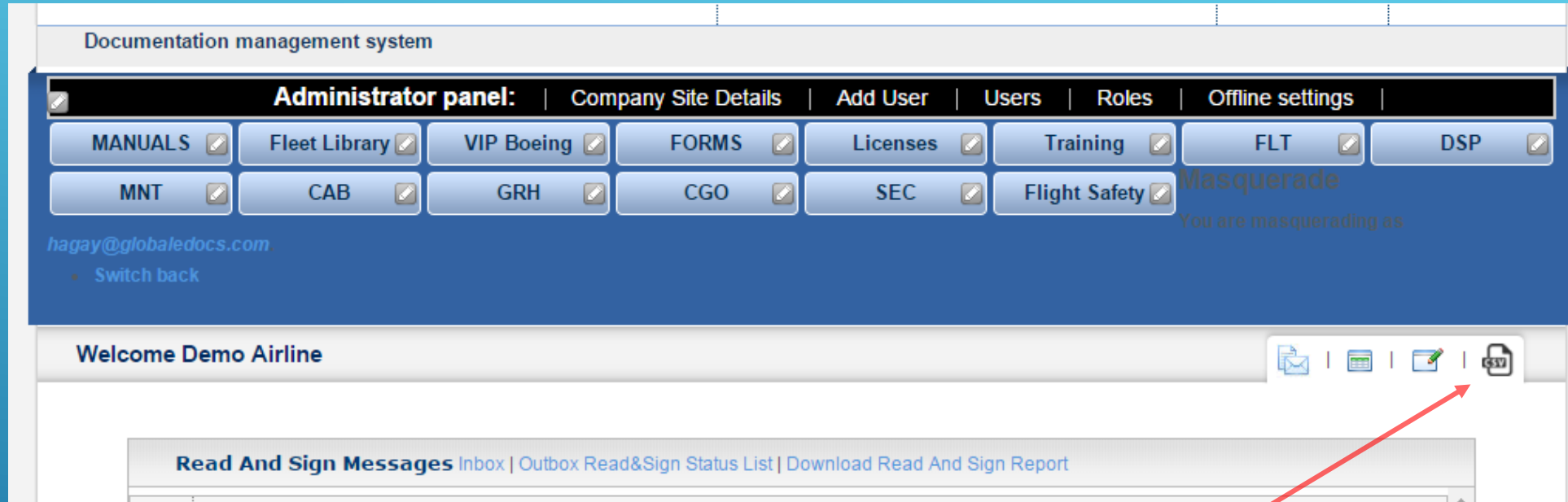


The screenshot shows the 'Custom roles' section with the following roles and checkboxes:

- Airbus Docs
- Captain
- Flight attendant
- Maintenance
- Pilots
- Pilots Airbus
- Pilots ATR
- Pilots Boieng

A red arrow points from the text 'Roles' to the list of roles.

Multiple Users control (the new way)



Multiple Users Control button – for Admin only

Multiple Users control (the new way)

Synchronization Page overview

Upload CSV file

Brief explanation

Download sample CSV file

Available Groups

Synchronization

Upload a CSV-file for a Synchronization: *

No file selected.

The CSV-file should have next format:

```
FirstName;LastName;Password;e-mail@mail.com;Group1,Group2;status
```

, where:

- **FirstName** - firstname of user (text box - only uppercase and lowercase letters)
- **LastName** - lastname of user (text box - only uppercase and lowercase letters)
- **Password** - password of user (any characters)
- **e-mail@mail.com** - e-mail of user
- **Group1,Group2** - list of groups to which the user belongs. The list is enclosed in quotation marks, groups are separated by commas
- **status** - status of user. Valid values: 1 or 0. 1 - user is activated, 0 - user is deactivated.

[Download example CSV-file](#)

Spaces are allowed at the beginning and end of an element. During synchronization spaces are deleted
All files are saved in the directory `sync_files` in the root of the site

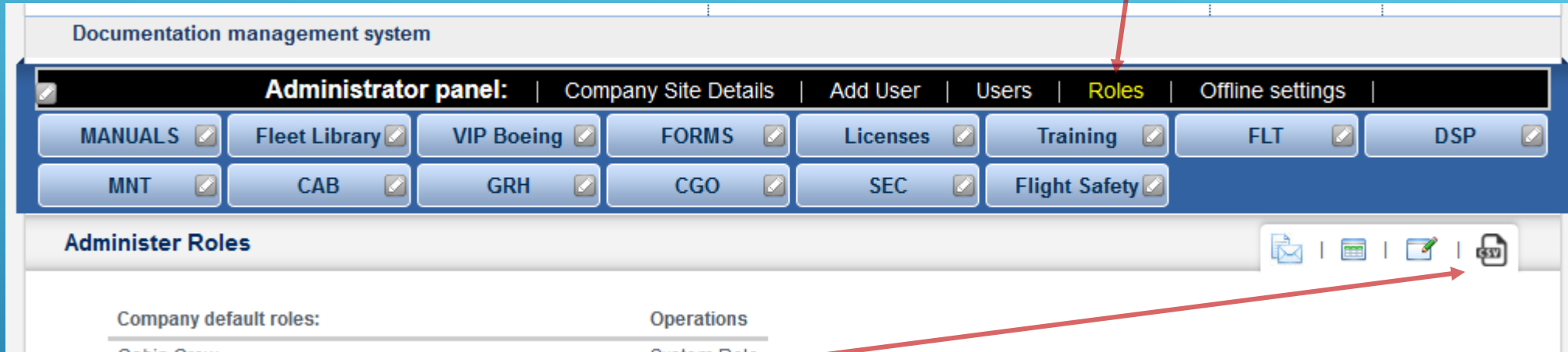
Available group names:

- Airbus Docs
- Cabin Crew
- Captain
- Flight attendant
- Flight Crew
- Maintenance
- Pilots
- Pilots Airbus
- Pilots ATR
- Pilots Boieng
- test
- View Flight Plans

How to do it

Step 1

Make sure that you have all Custom Roles you need, in the **Roles** Page



Open the CSV page and look at the bottom for the “Available Group names”

(The Custom Roles list and the Group list is the same because the **Groups** are created by the **Roles**)

How to do it

Step 2 – Prepare CSV file

From the CSV page, download the CSV example file:

The screenshot shows an Excel spreadsheet with the following headers in row 1:

	A	B	C	D	E	F	G	H
1	First name	lastName	Password	Email	Group	Status		
2								
3								
4								
5								
6								
7	Letters only	8 Digits, At list one letter	e-mail Prefer valid	Group or Groups Group1,Group2,etc. According to Groups names As seen on page 6	Use 1 or 0 1 – user active 0 – user blocked			
8								
9								
10								

Red arrows point from the validation boxes to the corresponding columns in the spreadsheet.

Note!
Insert Password **only to New Users**.
Leave Password "blank" for **existing** Users – otherwise the Password will be changed.

Note!
Copy paste Group name from the "Available group names" on "Synchronization" page. It is mandatory to have the **exact name** (Uppercase lowercase sensitive).
Groups must be assigned.

How to do it

Step 2.1

Prepare your CSV file using the example below:

	A	B	C	D	E	F
1	First name	lastName	Password	Email	Group	Status
2	gosi	Afir	t1234567	Egalg@demoair.co.il	ATR Pilots,Instructor	1
3	Ami	Afir	sd23456y	adiz@demoair.co.il	ATR Pilots	1
4	Adi	Afir	df34567u	adibs@demoair.co.il	ATR Pilots	1
5	Adi	Levit	ure456fg	adida.levg@demoair.com	ATR Pilots	1
6	Adi	Naftt	e345ty67	adin@demoair.co.il	Airbus Pilots,Instructor	1
7	Alla	Levit	12werg56	allakrot@demoair.com	Airbus Pilots	1
8	Afir	Tgsshenko	we345rt6	amirt@demoair.co.il	Airbus Pilots	0
9	Afir	Damari	cd45ty67	amird@demoair.co.il	Airbus Pilots,Instructor	1
10	Afir	Nort	v546frty	amirl@demoair.co.il	Airbus Pilots,Instructor	1
11	Afills	Afills	zaw23er5	amirr@demoair.co.il	Airbus Pilots	1
12	Afills	gaakovi	cde45tyu	amirg@demoair.co.il	Airbus Pilots	1
13	Afir	Sharon	cder5673	amits@demoair.co.il	Airbus Pilots	1
14	Amit	Tgsshenko	asdf4567	amitbarilan01@demoair.com	Airbus Pilots	1
15	Anastasia	Afills	vfgt4567	stasroi@demoair.co.il	Airbus Pilots	1
16	Andreg	Tgsshenko	vdfr3456	andreg-shtarz@demoair.com	Airbus Pilots	0
17	Ariel	Malul	vbn6w234	malulit23@demoair.com	Airbus Pilots,Instructor	0
18	Afills	Kadmi	nht62345	arigek@demoair.co.il	ATR Pilots	0
19	Tgsshenko	Vardi	m765ert6	rondo05@demoair.net.il	ATR Pilots	1
20	Tgsshenko	Stein	bder4537	asi100@demoair.com	ATR Pilots	1
21	Avi	yup	cart4567	aviidi@demoair.com	Cabin Crew	1
22	Avichai	Tgsshenko	muyd3456	avichaimi5@demoair.co.il	Cabin Crew	1
23	Agala	Tgsshenko	iout2345	agalabar10@demoair.com	Cabin Crew	1
24	Tgsshenko	Tabak	utrx45sq	benng@demoair.co.il	Cabin Crew,Cabin inflight Manager	1
25						

Save as CSV (Comma delimited)
Choose any name.



Multiple Users control (the new way)

Step 3

Upload CSV file

Press Send
wait until the
synchronization ends

It can take some time,
when uploading many
users, wait till the process is
accomplished.

If you prepared more then
one CSV file, wait for the
completion of the upload
and repeat the process
again – see note at the
end of the presentation.

Synchronization

Upload a CSV-file for a Synchronization: *

No file selected.

The CSV-file should have next format:

```
FirstName;LastName;Password;e-mail@mail.com;Group1,Group2;status
```

, where:

- **FirstName** - firstname of user (text box - only uppercase and lowercase letters)
- **LastName** - lastname of user (text box - only uppercase and lowercase letters)
- **Password** - password of user (any characters)
- **e-mail@mail.com** - e-mail of user
- **Group1,Group2** - list of groups to which the user belongs. The list is enclosed in quotation marks, groups are separated by commas
- **status** - status of user. Valid values: 1 or 0. 1 - user is activated, 0 - user is deactivated.

[Download exapmle CSV-file](#)

Spaces are allowed at the beginning and end of an element. During synchronization spaces are deleted
All files are saved in the directory `sync_files` in the root of the site

Available group names:

- Airbus Docs
- Cabin Crew
- Captain
- Flight attendant
- Flight Crew
- Maintenance
- Pilots
- Pilots Airbus
- Pilots ATR
- Pilots Boieng
- test
- View Flight Plans

How to do it

Step 4 - Complete & Error messages

When Sync is achieved, you will get a result of your action.

Do not leave the result page – look for Errors, and fix them in the CSV file.

Then, upload the CSV file again!

Error messages can be:

Invalid First and Last name (if it contains numbers).

Invalid Group name (not matching existing group).

Invalid email.

Invalid Status no.

Note!

Line 1 will always show Error - this is normal!

Synchronization is complete

Error! Invalid Group Name in line 1

Error! Invalid Group Name in line 2

Error! Invalid Group Name in line 3

Error! Invalid Group Name in line 4

Error! Invalid Group Name in line 5

The User adin@demoair.co.il has been Added

The User allakrot@demoair.com has been Added

The User amit@demoair.co.il has been Added

The User amird@demoair.co.il has been Added

The User amir@demoair.co.il has been Added

The User amirr@demoair.co.il has been Added

The User amirg@demoair.co.il has been Added

The User amits@demoair.co.il has been Added

The User amitbarilan01@demoair.com has been Added

The User stasroi@demoair.co.il has been Added

The User andreg-shtarz@demoair.com has been Added

The User malulit23@demoair.com has been Added

Error! Invalid Group Name in line 18

Error! Invalid Group Name in line 19

Error! Invalid Group Name in line 20

The User aviidi@demoair.com has been Added

The User avichaimi5@demoair.co.il has been Added

The User agalabar10@demoair.com has been Added

The User benng@demoair.co.il has been Added

Error! Invalid Group Name in line 25

How to do it

Step 5 – Setting Roles to Users

Enter the **Users** Page (button on administrator black panel)

At this stage, users have no roles

To set Roles, press “Set Permissions” button

Documentation management system

Administrator panel: | Company Site Details | Add User | Users | Roles | Offline settings

MANUALS | Fleet Library | VIP Boeing | FORMS | Licenses | Training | FLT | DSP

MNT | CAB | GRH | CGO | SEC | Flight Safety

hagay@globaledocs.com
Switch back

Masquerade
You are masquerading as

Users

Set Permissions

Users CSV

Active: Yes
First Name: _____ Last Name: _____
Group: <Any> [Apply] [Reset]

User Group	First Name	Last Name	E-mail	Roles	
Airbus Pilots	Adi	Naftt	adin@demoair.co.il		Edit
Airbus Pilots	Afills	Afills	amirr@demoair.co.il		Edit
Airbus Pilots	Afills	gaakovi	amirg@demoair.co.il		Edit
Airbus Pilots	Afir	Damari	amird@demoair.co.il		Edit
Airbus Pilots	Afir	Nort	amirl@demoair.co.il		Edit
Airbus Pilots	Afir	Sharon	amits@demoair.co.il		Edit
Cabin Crew	Agala	Tgsshenko	agalabar10@demoair.com		Edit
Airbus Pilots test	Alla	Levit	allakrot@demoair.com		Edit
Airbus Pilots	Amit	Tgsshenko	amitbarilan01@demoair.com		Edit
Airbus Pilots	Anastasia	Afills	stasroi@demoair.co.il		Edit

How to do it

Step 5.1

Select desired Group and press “Apply”

All Users in that Group will appear.

To set **Roles** to all Users in the Group, hold Ctrl and click on the desired Role.

Wait for the “Done” response.

Continue to the next Group.

Do not forget to push “Reset” button, after you are done with all the Groups, because the system remembers your selection, and will wake up on that selection next time you will enter this page.

Set users permissions

First Name: Last Name: Group: Airbus Pilots [Apply] [Reset]

User Group	First Name	Last Name	Roles (Click Ctrl to apply to a full column - wait for "Done" response)								Edit	
Airbus Pilots	Adi	Naftt	<input checked="" type="checkbox"/> Airbus Pilots	<input type="checkbox"/> atr pilots	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Flight Crew	<input type="checkbox"/> maintenains	<input type="checkbox"/> Olga Role	<input type="checkbox"/> Pilots	<input type="checkbox"/> test	Edit
Airbus Pilots	Afills	Afills	<input checked="" type="checkbox"/> Airbus Pilots	<input type="checkbox"/> atr pilots	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Flight Crew	<input type="checkbox"/> maintenains	<input type="checkbox"/> Olga Role	<input type="checkbox"/> Pilots	<input type="checkbox"/> test	Edit
Airbus Pilots	Afills	gaakovi	<input checked="" type="checkbox"/> Airbus Pilots	<input type="checkbox"/> atr pilots	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Flight Crew	<input type="checkbox"/> maintenains	<input type="checkbox"/> Olga Role	<input type="checkbox"/> Pilots	<input type="checkbox"/> test	Edit
Airbus Pilots	Afir	Tgsshenko	<input checked="" type="checkbox"/> Airbus Pilots	<input type="checkbox"/> atr pilots	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Flight Crew	<input type="checkbox"/> maintenains	<input type="checkbox"/> Olga Role	<input type="checkbox"/> Pilots	<input type="checkbox"/> test	Edit
Airbus Pilots	Afir	Damari	<input checked="" type="checkbox"/> Airbus Pilots	<input type="checkbox"/> atr pilots	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Flight Crew	<input type="checkbox"/> maintenains	<input type="checkbox"/> Olga Role	<input type="checkbox"/> Pilots	<input type="checkbox"/> test	Edit
Airbus Pilots	Afir	Nort	<input checked="" type="checkbox"/> Airbus Pilots	<input type="checkbox"/> atr pilots	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Cabin Crew	<input type="checkbox"/> Flight Crew	<input type="checkbox"/> maintenains	<input type="checkbox"/> Olga Role	<input type="checkbox"/> Pilots	<input type="checkbox"/> test	Edit

How to do it

Step 5.2

Back to the Users Page – now you can see that the Users have Roles

Note!

Administrative Roles for Users with Administrative positions will be given by entering each User page in Edit mode.

User Group	First Name	Last Name	E-mail	Roles	Edit
Airbus Pilots	Adi	Naft	adin@demoair.co.il	Airbus Pilots	Edit
Airbus Pilots	Afills	Afills	amirr@demoair.co.il	Airbus Pilots	Edit
Airbus Pilots	Afills	gaakovi	amirg@demoair.co.il	Airbus Pilots	Edit
Airbus Pilots	Afir	Damari	amird@demoair.co.il	Airbus Pilots	Edit
Airbus Pilots	Afir	Nort	amirl@demoair.co.il	Airbus Pilots	Edit
Airbus Pilots	Afir	Sharon	amits@demoair.co.il	Airbus Pilots	Edit
Cabin Crew	Agala	Tgsshenko	agalabar10@demoair.com		Edit
Airbus Pilots test	Alla	Levit	allakrot@demoair.com	Airbus Pilots	Edit
Airbus Pilots	Amit	Tgsshenko	amitbarilan01@demoair.com	Airbus Pilots	Edit
Airbus Pilots	Anastasia	Afills	stasroi@demoair.co.il	Airbus Pilots	Edit
Airbus Pilots	asdf	asd	a@e.com	Airbus Pilots	Edit
Cabin Crew	Avi	vup	aviidi@demoair.com		Edit

Notice

Users Management System is designed to **Add** or **Block** Users. This is done in order to avoid deleting Users by mistake.

When Adding or changing small amount of Users, prepare small CSV file just for them – other Users will not be affected.

Uploading more than 50 Users in one time is a very long process for the System – although it can be done – we recommend to divide the CSV file so that each file will contain no more than 50 Users and upload them one after another.