



# Tech Info Library

## At Ease 2.0 for Workgroups: Importing User Names (8/95)

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TOPIC -----

This article describes how to import a database file with a list of users into At Ease.

DISCUSSION -----

You do not have to add users to At Ease individually if their names already exist in a separate database file. For instance, a list of employees or class members could serve as your source of At Ease user names.

Multiple fields that identify the users may make the import and setup process easier. For instance, if the database file you wish to use has employees' first and last names, identification numbers, and departments, you can convert these respectively into Setup fields like user, password, and Setup.

As you import the list of users, you can also tailor the list by grouping the names into particular Setups as you go.

To Import A List Of Users  
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Step 1  
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Open the At Ease Setup program on the administrator's Macintosh.

Step 2  
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Click Users.

Step 3  
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Click Import to add a list of users to At Ease.

Step 4  
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Select the name of the file that you want to import.

Step 5

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Choose the fields from the original file that you want to import into At Ease.

- At least one name field will become the user name (for instance, the last name).
- You may use another available field for the password (for instance, a student or employee ID number).
- You may use another field to become the Setup (for instance, the employee's department).

Step 6

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In the order of the fields in your database, click each label in the available fields list that defines what you want the fields in your database to become in At Ease. Click <Ignore> for any field in the database that you don't want to import. Click Add after each field label selection to make it appear in the Imported Fields list. (Select any item in Imported Fields you decide to remove, and click Remove.)

Step 7

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After you have made your choices, click Sample Import to check them.

Step 8

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Click OK if the sample is correct.

Step 9

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Click OK to import the list.

Step 10

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A window will identify how many users and Setups were added. Click OK.

Step 11

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Click Done when you are finished importing users. If you have imported a Setup, its name appears in the list of Setups in the main window of At Ease Setup.

Article Change History:

14 Aug 1995 - Corrected minor typo.

08 Aug 1995 - Added keyword and reviewed for technical accuracy.

Support Information Services

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