



Deltek

# Deltek Costpoint®

## 8.1

Import Active Directory ID  
Preprocessor

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## Import Active Directory ID

Use Import Active Directory ID to update the Active Directory or Certificate ID for multiple users at one time.

When executed, this process updates or assigns an Active Directory ID to individual Costpoint users. After the process is completed, you can check the updates for each user in the **Active Directory or Certificate ID** field on the Authentication tab in Manage Users (SYMUSR).

### Display the Import Active Directory ID Screen

You access the Import Active Directory ID screen from the Admin domain.

Click **Admin » System Administration » System Administration Utilities » Import Active Directory ID**.



### Contents of the Import Active Directory ID Screen

Use the fields and options to configure the Import Active Directory ID screen.

#### Import Active Directory ID

Use the fields in this block to create a new parameter ID or to retrieve a previously saved parameter ID. A parameter ID represents a set of screen selection parameters. After you have saved a parameter ID and its related parameters, you can retrieve them using **Query**.



You can use the retrieved parameters to produce reports and run processes more efficiently and with greater consistency. The saved parameters are also useful and necessary when you want to run the process as part of a batch job. Many users save a unique set of parameters for each different way they run a report or process. When you select a previously saved parameter ID or parameter description, the associated saved screen selection parameters automatically display as selection defaults. The page setup and print options, if there are any, are also included in the saved parameter ID. You can change any of the associated selection defaults as necessary.

Field	Description
<b>Parameter ID</b>	<p>Enter, or click  to select, a parameter ID of up to 15 alphanumeric characters. Choose characters for your parameter ID that help identify the type of selections you made on the screen, such as PERIOD or QUARTERLY.</p> <p>When you save your record, all the selections made on the screen are stored with the parameter ID. Later, you can retrieve the parameter using <b>Query</b>.</p> <p>You can use the parameter to run the process more efficiently because you can select the parameter ID with its previously defined screen selections. After the default selections display on the screen, you can override the defaults.</p>
<b>Description</b>	<p>Enter, or click  to select, a parameter description of up to 30 alphanumeric characters.</p>

## Options

### Input File

Use the fields in this group box to specify the location and name of the import file.

Field	Description
<b>File Location</b>	Enter, or click  to select, the location from where you want to download a file. You will be able to select the files in this location in the <b>File Name</b> field.
<b>File Name</b>	Enter, or click  to select, the name of the file you want to import.

### Processing Options

Use the options in this group box to configure the import process.

Field	Description
<b>Use Default System Settings</b>	Select this option to apply the company settings defined in Configure System Settings (SYMSETNG) to individual users during the import.
<b>Update ID Only</b>	Select this option to update the Active Directory ID only for each user.
<b>Import</b>	Click this button to begin the import process.

## Subtasks

Subtask	Description
<b>Active Directory Import History</b>	Click this link to open the Active Directory Import History subtask to view and manage a log of imported Active Directory IDs.

## Active Directory Import History Subtask

Use the Active Directory Import History subtask to view a log of all imports performed, or attempted, in the Import Active Directory ID application.

### Contents

Field	Description
<b>Costpoint ID</b>	This field displays the Costpoint ID of a user.
<b>Active Directory ID</b>	This field displays the Active Directory ID for the user specified in the <b>Costpoint ID</b> field.

Field	Description
<b>Status</b>	This field displays information that indicates whether the Active Directory ID for the user updated successfully or failed.
<b>Created</b>	This field displays the date and time on which the user started the data import.
<b>Created By</b>	This field displays the Costpoint ID of the user who created the data import.
<b>Comments</b>	This field displays more detailed information about the status of the data import. This field is blank if the Costpoint ID updated successfully during the import process.
<b>Delete History</b>	Click <b>Delete History</b> to remove the selected record from the import log.

## Table Information for the Import Active Directory ID Screen

Changes to the Import Active Directory ID screen update several tables.

Updated tables include:

- WUSER\_ADID\_IMPRT\_HIST
- W\_USER\_UGRP\_LIST

## Input File Format and Error Handling

When importing Active Directory IDs, you must provide an input file that follows the correct format.

The following are general instructions for using this template to create a .CSV or .TXT input file, which you can import to Costpoint using the Import Active Directory ID Preprocessor.

A record in the input file must contain two columns. One column must include the Costpoint ID for the user and the other column must include the Active Directory ID that you want to assign to the user.

**Example:** TESTID AG0023.Jane.Doe

**Table 1: Input File Format**

Column No.	Costpoint Table/Column	Type	Data Type	Data Length	Example
1	USER_ID	Costpoint ID	Character	20	TESTID
2	LDAP_USER_ID	Active Directory ID	VarChar	254	AG0023.Jane.Doe

**Note:** If you plan to create a .CSV file, do not enter commas in any of your data. If you need to separate characters in your records, use the pipe "|" or circumflex "^".

### Error Handling

On the Import Active Directory ID screen, the **Active Directory Import History** subtask displays the status and issues found during the import. This allows you to make adjustments to your input file and/or Costpoint and then execute the import process again. If you need to make corrections to a file after running the import process on the Import Active Directory ID screen, you will have to perform one of the following:

- Rename the input file after making corrections, then upload the corrected file.
- Go to **Admin » System Administration » File Management » File Download** and delete the input file, make corrections to your original input file, and then upload the corrected file.

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