

ALM Add Users Utility

(ALM 12.x, ALM 15.x)

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Introduction

Problem

Often it is helpful to be able to import users to ALM, add them to project(s) and project group(s).

Solution

The ALM Add Users utility can be used to import users from Excel to ALM, to Project(s), and to Group(s) within a project

System Requirements

- 1) Only Windows OS will run the utility and must meet the same requirements as the ALM client as documented in the ALM Installation Guide
- 2) The Site Administration client must be registered
To register the Site Administration client on use the URL...
http://<server_name>:<port>/qcbn/SiteAdmin.jsp?common=true
For Example...
<http://localhost:8080/qcbn/SiteAdmin.jsp?common=true>

Instructions

- 1) Extract the AddUsers.zip and keep all the utility files contained within the same folder
- 2) Execute the “AddUsers.exe” to launch the utility

- 3) In the “QC/ALM server URL:” fields specify the ALM url, for example:
http://myALMhost:8080/qcbin



- 4) In the “Login Name” supply an ALM Site Admin user name
5) In the “Password” supply the password for the user
6) Click Authenticate to sign in
7) Click the “...” to select the Excel file to import
8) Click Execute to import the users
 a. New users will be added to ALM if “Add” option is used
 b. Existing users will be updated in ALM>Projects if the “Add” option is used. User details updated are Full Name Email, Phone, Description
 c. Messages will appear in the main view
9) Use Disconnect to disconnect from ALM
10) Click Exit to close the utility

Preparing the Excel to add users

- 1) Within the utility folder is the file “AddALMUsersExample.xlsx” which is an example of the user data that must be supplied in the format required
- a. USER_ID (Column A - Required) – This is the user ID
 - b. USER_FULLNAME (Column B – Optional) - The full name of the user
 - c. USER_EMAIL (Column C – Optional but suggested) – The email of the user to be added
 - d. USER_PHONE (Column D – Optional) – the phone number of the user

- e. USER_DESCRIPTION (Column E – Option) – a description for the user
- f. USER_PASSWORD (Column F – Optional) – the password for the user. This is the password for ALM (internal authentication). This is not used for LDAP/SSO
- g. DOMAIN (Column G – Required) – The ALM Domain the user is to be added. Parent of the Project which is next
- h. PROJECT (Column H – Required) – The ALM Project the user is to be added. The project must reside in the domain specified in column G
- i. GROUP (Column I – Required) – The existing Group name within the Domain:Project specified
- j. Add/Remove (Column J – Required) – the value “Add” will add the user to the project, “Remove” will remove the user from the project and all groups within the same project

Functionality

- For new users who are not in the list of users in ALM the uses(s) will be added to the list of Site Users, the Project, and the Group(s)
- For existing users who are in the list of users in ALM only the user details will be updated (Full Name, Email, Phone Password)
- When using Remove users will be removed from Project(s). The user will not be removed from the list of users in ALM
- The utility will iterate through the rows in Excel until it reach as empty cell in column A. Once an empty cell in column A is encountered the utility will no proceed beyond the empty cell