

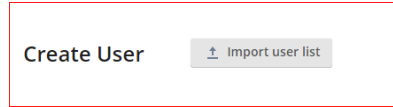
### IMPORT USERS TO LFDS

Users and their details can be imported into LFDS using a CSV file. This bulk import also contains the license type.  
CSV format:

Name,Display Name,First Name,Last Name>Password,Email,License,Forms authenticated participant,MFA Status  
jbrown,Joe Brown,Joe,Brown,j,user@mylaserfiche.com,Full License,No,Not Required  
jsmith,John Smith,John,Smith,j,user@mylaserfiche.com,Full License,No,Not Required  
jsprat,Jack Sprat,Jack,Sprat,j,user@mylaserfiche.com,Community users,No,Not Required

Go to LFDS

Users | +Users | Laserfiche Users | Import User List



To enable easy management of repository access, add and select a Group before import.

### Repository Access

Imported users will have access to any repository where the Group has been given access. You do not need to add the actual user to the Admin Console 'Laserfiche Directory Accounts' unless you want to assign individual rights and privileges.

To give access to an LFDS Group:

- Create the group in LFDS
- In Admin Console add the group as a Laserfiche Directory Account
- Assign Rights and Privileges (it looks like a user, but it is a group and members are assigned in LFDS).

Refer to: Laserfiche Administration Guide > Directory Server > Managing Accounts > Batch import of users

### IMPORT USERS TO REPOSITORY

The LFDS users don't automatically appear in the repository; they must be added individually using 'New Laserfiche Directory Account' or by importing an XML file. The XML file is generated in Excel from a user CSV and a Schema.

### Import users from XML

As the users are already in LFDS then the easiest way to make a user CSV file is to export it from LFDS Users.

In LFDS | Users select 'Export user list'

The CSV will contain 'Name', 'SID' and 'License'. We will only be using the Name and SID.

Open the CSV in Excel.

A	B	C	D
Name	SID	License	
Harry Jones	S-1-9-12246189-2621016272-1219667209-459542400-718679700-16	Community Users	
jblack	S-1-9-12246189-2621016272-1219667209-459542400-718679700-18	Community Users	
jbrown	S-1-9-12246189-2621016272-1219667209-459542400-718679700-14	Full license	
jsmith	S-1-9-12246189-2621016272-1219667209-459542400-718679700-13	Community Users	
jsprat	S-1-9-12246189-2621016272-1219667209-459542400-718679700-17	Community Users	
LFDSuser	S-1-9-12246189-2621016272-1219667209-459542400-718679700-9	Full license	

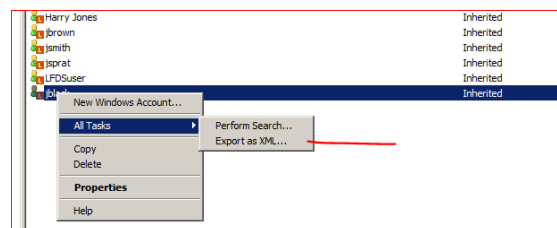
### Create a schema:

To get a schema with minimal data, go to Admin Console and add one of the LFDS users as a Laserfiche Directory Account.

Then export this user as XML:

As it is a new user that has not logged in yet, it will have multiple attributes that are just defaults.

We only need the line for the LFDS Account.



```
<lfdsaccount id="1" name="jblack" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-18" is_readonly="0" ></lfdsaccount>
```

We can trim this down to:

```
<lfdsaccount name="jblack" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-18" ></lfdsaccount>
```

The resulting XML should look like:

```
<?xml version="1.0" encoding="UTF-8"?>
<repository xmlns="http://laserfiche.com/namespaces/cr/" version="1.1" app="admin.10.2">
  <lfsaccountdefs xmlns="http://laserfiche.com/namespaces/cr/" version="1.1" app="admin.10.2">
    <lfsaccount name="jsprat" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-17" >
      </lfsaccount>
    </lfsaccountdefs>
  </repository>
```

As the final XML file has to contain multiple users, the schema must also have multiple entries:

```
<?xml version="1.0" encoding="UTF-8"?>
<repository xmlns="http://laserfiche.com/namespaces/cr/" version="1.1" app="admin.10.2">
  <lfsaccountdefs xmlns="http://laserfiche.com/namespaces/cr/" version="1.1" app="admin.10.2">
    <lfsaccount name="jsprat" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-17" >
      </lfsaccount>
    <lfsaccount name="jbrown" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-14" >
      </lfsaccount>
    </lfsaccountdefs>
  </repository>
```

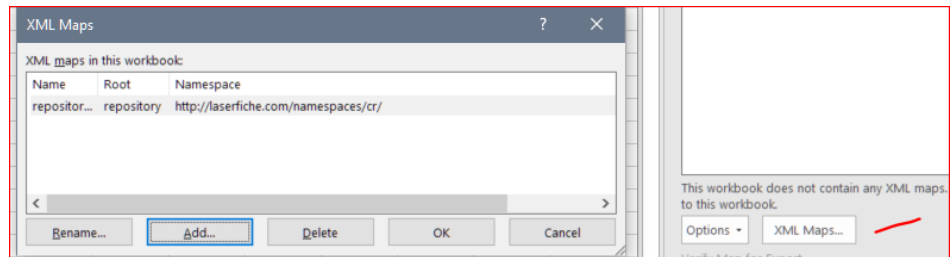
Save this as Schema.xml.

**Create XML export:**

In Excel with CSV file open:

- Go to Developer | XML Source
- Select 'XML Maps..'
- Add your Schema.xml

The XML will be converted into a schema.



You should end up with something like:

	A	B	C	D
1	Name	SID	License	
2	Harry Jones	S-1-9-12246189-2621016272-1219667209-459542400-718679700-16	Community Users	
3	jblack	S-1-9-12246189-2621016272-1219667209-459542400-718679700-18	Community Users	
4	jbrown	S-1-9-12246189-2621016272-1219667209-459542400-718679700-14	Full license	
5	jsmith	S-1-9-12246189-2621016272-1219667209-459542400-718679700-13	Community Users	
6	jsprat	S-1-9-12246189-2621016272-1219667209-459542400-718679700-17	Community Users	
7	LFDsuser	S-1-9-12246189-2621016272-1219667209-459542400-718679700-9	Full license	
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				

**XML Source**

XML maps in this workbook:

repository\_Map

- ns1:repository
  - version
  - app
- ns1:lfsaccountdefs
  - version
  - app
- ns1:lfsaccount
  - name
  - sid

To map elements, drag the elements from the tree onto your worksheet.

Map the two elements 'name' and 'sid' by dragging them from 'XML Source' to the appropriate column; or right-click and Map Element.

You should end up with:

	A	B	C	D
1	Name	SID	License	
2	Harry Jones	S-1-9-12246189-2621016272-1219667209-459542400-718679700-16	Community Users	
3	jblack	S-1-9-12246189-2621016272-1219667209-459542400-718679700-18	Community Users	
4	jbrown	S-1-9-12246189-2621016272-1219667209-459542400-718679700-14	Full license	
5	jsmith	S-1-9-12246189-2621016272-1219667209-459542400-718679700-13	Community Users	
6	jsprat	S-1-9-12246189-2621016272-1219667209-459542400-718679700-17	Community Users	
7	LFDsuser	S-1-9-12246189-2621016272-1219667209-459542400-718679700-9	Full license	
8				

Go to Developer | XML | Export and create a new XML file.

This is the result of the samples above:

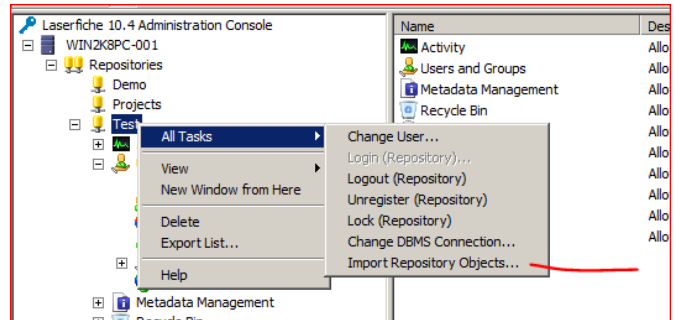
```
<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ns1:repository xmlns:ns1="http://laserfiche.com/namespaces/cr/">
  <ns1:lfdaccountdefs>
    <ns1:lfdaccount name="Harry Jones" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-16"/>
    <ns1:lfdaccount name="jbrown" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-14"/>
    <ns1:lfdaccount name="jsmith" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-13"/>
    <ns1:lfdaccount name="jsprat" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-17"/>
    <ns1:lfdaccount name="LFDSuser" sid="S-1-9-12246189-2621016272-1219667209-459542400-718679700-9"/>
  </ns1:lfdaccountdefs>
</ns1:repository>
```

### Import to Laserfiche:

On the repository node, right-click and select 'Import Repository Objects...'

The users will be imported as Laserfiche Directory Accounts.

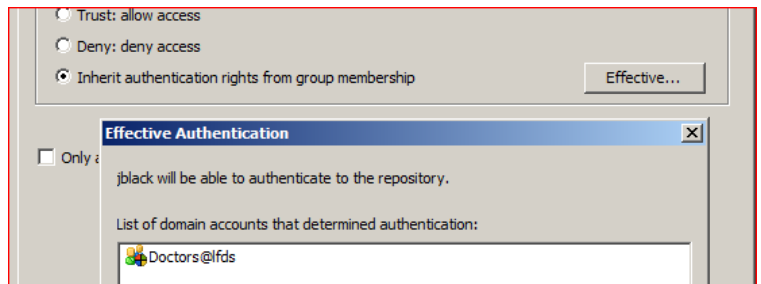
Go to users and refresh.



The users will be set to 'Inherit Authentication Rights...'

If you added a group in LFDS then that group should be showing under 'Effective'

You can now add individual Features and Rights etc if required.



Refer to: Laserfiche Administration Guide > Security > Administering Users and Groups > Importing and Exporting a Trustee

### ASSIGNING FOLDER ACCESS FOR LFDS USERS

LFDS users can be given individual folder rights using workflow.

Use the CSV file that was used to create the XML from Excel in a 'Query Data' activity, then use 'For Each Line' to select each user's name.

'Assign Rights' can then be used to add individual user rights to the repository.

#### Note:

- The LFDS users do not have to be added as Laserfiche Directory Accounts prior to the workflow.
- The activity 'Find User' can be used to find individual users from tokens, but other properties such as email are not returned for LFDS users.
- The activities 'Find Group' and 'For Each User' will not return any users for an LFDS group.