

User2 Smart

User guide

What is User2Smart?

With User2Smart you can to create and update users in SmartRecruiters using a CSV file. It is available at <https://rhaegal.app>.

Getting started

First, you need to get your Rhaegal key available by contacting us at sales@rhaegal.com. It is used to connect you to User2Smart.

Your data

No data from your files will be stored by Rhaegal. Only your parameters are locally stored in your navigator in plain text, as well as your Rhaegal key (optional).

Send

Send - Reference - Scheduler - Keys

Logged as: Gloria Alyn

Header present

Quotation character

Delimiter

Create Update Create or update

No file chosen

Header present: check if the header is present in your CSV file. The header must respect the formality of SmartRecruiters. See [The header](#) below.

Quotation character: it is used to delimit a character string.

Delimiter: this character is used to separate the fields in your CSV file.

The modes

Three modes are available: *Create*, *Update* and *Create or update*. Choose one of these modes according to what you want.

Create

When *Create* is selected, User2Smart will add new users to SmartRecruiters, 1 for every record in your CSV file.

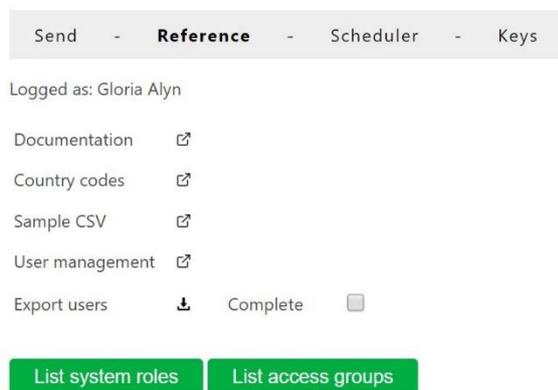
Update

When *Update* is selected, User2Smart will update all the users in your CSV file. The users are identified by their email. To change the email of a user, see [Update the email](#) below.

Create or update

When *Create or update* is selected, User2Smart will first try to add users, and if the user already exists, it will be updated.

Reference



Documentation: Link to the documentation of User2Smart.

Country codes: List of all the codes you can use in your CSV file.

User Management: Link to the user management of SmartRecruiters.

Export users: Export all the users of your company in a CSV file. If *Complete* is checked, their location details are added. You can choose the delimiter in the *Send* page.

List system roles: List all the system roles of your company including custom roles.

List access groups: List all the access groups of your company.

Lists

For each system roles or access groups, the first line is the name, and the second line is the id.

Keys

Send - Reference - Scheduler - **Keys**

You are disconnected

Rhaegal key

Remember key

Login

Rhaegal key: Paste your Rhaegal key to access to User2Smart.

Remember key: Save your Rhaegal key in your browser in plain text.

Login: Open SmartRecruiters login page to connect your account to User2Smart.

When you are connected, you can see *Logged as: first name last name* instead of *You are disconnected*.

The CSV file

Each record must have **19 fields**. Some fields can be left empty. Default header is explained below.

The header

The header is optional in your CSV file:

email*

firstName*

lastName*

systemRoleId* → See [Lists](#).

externalData

languageCode* → See [Language codes](#).

ssolIdentifier → Used for Single Sign-On.

password

active* → Use true/false to activate/deactivate the user.

enabled* → If false, the user must enter his/her credentials for the first time to enable the account. If true, the account is enabled. Once enabled, it cannot be undone.

countryCode → See *country codes* in [Reference](#). Required if any part of the location data is specified. If specified, then city is required.

regionCode

region

city Required if any part of the location data is specified.

address

postalCode

accessGroupId → See [Lists](#)

sendEmail

oldEmail → See [Update the email](#)

Required fields are marked with a *.

Language codes

Below, the list of the available codes:

de, en, es, es-MX, fr, fr-CA, hu, ja, lt, pl, pt-BR, pt, ru, sk, sv, zh-CN, zh-TW

Update the email

To change the email of a user, enter the new email in *email*, and the old email in *oldEmail* as it is used as the unique identifier.

Errors and logs

Send - Reference - Scheduler - Keys

Logged as: Gloria Alyn

Header present

Quotation character

Delimiter Create Update Create or update

users.csv

9 / 10

Gloria Alyn: 1 error

Once the file is processed, the system will show whether it was successful or not:

✓ : There are no errors.

✗ : There is at least one error.

📄 : Click here to download the logs

Example of an error:

Gloria Alyn: Selected role is not existing in company configuration.

Scheduler

Scheduler 1	▼	Edit	Delete	Scheduler 1	▼	Cancel	Submit
Cron (?)	0 0 * ? * * *	Cron (?)	<input type="text" value="0 0 * ? * * *"/>				
Email	alexandre+rockstar@rhaegal.fr	Email	<input type="text" value="alexandre+rockstar@rhaegal.fr"/>				
Mode	update	Mode	<input type="text" value="Update"/>				
host	home661815126.1and1-data.host	host	<input type="text" value="home661815126.1and1-data.host"/>				
port	22	port	<input type="text" value="22"/>				
Login	u87664397-alexandre	Login	<input type="text" value="u87664397-alexandre"/>				
Password		Password	<input type="text"/>				
pathnamefile	/Docs/file2.csv	pathnamefile	<input type="text" value="/Docs/file2.csv"/>				
pathnamelog	/Docs/	pathnamelog	<input type="text" value="/Docs/"/>				
namelog	log	namelog	<input type="text" value="log"/>				
Header present	true	Header present	<input checked="" type="checkbox"/>				
Delimiter	;	Delimiter	<input type="text" value=";"/>				
Quotation character	"	Quotation character	<input type="text" value=""/>				

The parameters

- Cron → See [Cron expression](#)
- Email → Email used for the import (must be an administrator)
- Mode → Create / update / create or update
- Host → example.com
- Port → The port of your server
- Login → Login to connect to your server
- Password → Password to connect to your server
- File path → URI of your file
- Log directory → Choose a folder where logs will be saved
- Log prefix → Choose the prefix of the name file: **myLog**-20190506060001.log

Header present → See [Header present](#)

Delimiter → See [Delimiter](#)

Quotation character → See [Quotation character](#)

Cron expression

A cron expression represents a set of times. It used to define when your action will be executed. To generate a cron expression, click on the (?) to open the cron generator. After you configured your cron, copy the generated expression in **Resulting Cron Expression**, paste it in User2Smart, in the *Cron* input.

Seconds Minutes Hours Day Month Year

Every second

Every second(s) starting at second

Specific second (choose one or many)

00	<input checked="" type="checkbox"/>	01	<input type="checkbox"/>	02	<input type="checkbox"/>	03	<input type="checkbox"/>	04	<input type="checkbox"/>	05	<input type="checkbox"/>	06	<input type="checkbox"/>	07	<input type="checkbox"/>	08	<input type="checkbox"/>	09	<input type="checkbox"/>
10	<input type="checkbox"/>	11	<input type="checkbox"/>	12	<input type="checkbox"/>	13	<input type="checkbox"/>	14	<input type="checkbox"/>	15	<input type="checkbox"/>	16	<input type="checkbox"/>	17	<input type="checkbox"/>	18	<input type="checkbox"/>	19	<input type="checkbox"/>
20	<input type="checkbox"/>	21	<input type="checkbox"/>	22	<input type="checkbox"/>	23	<input type="checkbox"/>	24	<input type="checkbox"/>	25	<input type="checkbox"/>	26	<input type="checkbox"/>	27	<input type="checkbox"/>	28	<input type="checkbox"/>	29	<input type="checkbox"/>
30	<input type="checkbox"/>	31	<input type="checkbox"/>	32	<input type="checkbox"/>	33	<input type="checkbox"/>	34	<input type="checkbox"/>	35	<input type="checkbox"/>	36	<input type="checkbox"/>	37	<input type="checkbox"/>	38	<input type="checkbox"/>	39	<input type="checkbox"/>
40	<input type="checkbox"/>	41	<input type="checkbox"/>	42	<input type="checkbox"/>	43	<input type="checkbox"/>	44	<input type="checkbox"/>	45	<input type="checkbox"/>	46	<input type="checkbox"/>	47	<input type="checkbox"/>	48	<input type="checkbox"/>	49	<input type="checkbox"/>
50	<input type="checkbox"/>	51	<input type="checkbox"/>	52	<input type="checkbox"/>	53	<input type="checkbox"/>	54	<input type="checkbox"/>	55	<input type="checkbox"/>	56	<input type="checkbox"/>	57	<input type="checkbox"/>	58	<input type="checkbox"/>	59	<input type="checkbox"/>

Every second between second and second

Resulting Cron Expression: 0 0 0 ? * * *

Seconds	Minutes	Hours	Day Of Month	Month	Day Of Week	Year
0	0	0	?	*	*	*

See [CRON expression](#) on Wikipedia.