

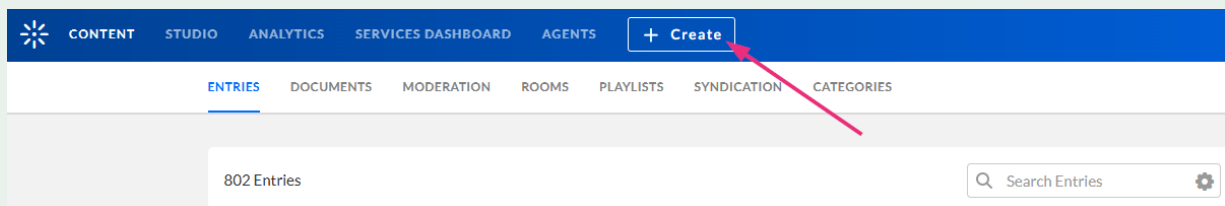


- Each line in the CSV should contain values separated by commas, and these values should follow the order set in the fields' definition line.
- Each line for processing within the CSV will apply an action on a single Kaltura object (a single end-user).
- The CSV can be submitted from the Rich Media CMS (through the Upload menu) or via a script by utilizing Kaltura's API.
- Prior to processing the CSV file, its format is validated. If a mandatory field is missing, the bulk job will fail and processing will not start.
- Bulk job tracking as well as downloading bulk job-related files (the original CSV and log files) are done through the Rich Media CMS using the **Bulk Upload Log** feature under the **Upload Control** page.
- Email notifications on the completion of bulk upload processing, including completion status and a direct link to the log file, can be configured by Kaltura per request.
- There is no limitation on the supported number of lines within each CSV. The overall processing time of each CSV file is affected by the number of lines included in it.
- The following special characters can be populated within text fields via the CSV file:

- \_ % ? . : ; & > @ ! \$ ^ ~ = [ ] { } | | <



An example CSV file can be found [here](#) or downloaded from the **+Create** menu in the Rich Media CMS:



## Schema description for the end-users CSV

Parameter Name	Description	Type and Restrictions

Parameter Name	Description	Type and Restrictions
action (optional)	<p>Kaltura’s numeric value for the action to apply on a specific user account.</p> <p>CSV lines with different actions can be combined into a single CSV file. Only fields that are relevant to the CSV action will be used. The supported action types and their numeric values are:</p> <p>1=Add - to add a new user account</p> <p>2=Update - to update an existing user account</p> <p>3=Delete - to delete an existing user account</p> <p>6=Add or Update - to add a new user account or update an existing account when the provided user ID is already available in Kaltura. User accounts can be automatically created in Kaltura for different cases, so it's recommended to use option 6 when adding new user accounts.</p>	<p><a href="#">Add end-users in bulk using a CSV file</a></p>
userId (mandatory)	<p>The user’s unique identifier.</p>	<p>Text Field; min 3 characters, max 100 characters</p> <p>Only the following special characters are supported as part of the userId:</p> <p>. _ @ -</p>
firstName (optional)	<p>The user’s first name.</p>	<p>Text field; max 40 characters</p>

Parameter Name	Description	Type and Restrictions
lastName (optional)	The user's last name.	Text field; max 40 characters
screenName (optional)	The user's Screen Name as it will appear in the Rich Media CMS.	Text field; max 100 characters
email (optional)	The user's email address.	Text field; max 100 characters
tags (optional)	<p>The tags are to be added to the user account. Multiple tags can be separated by commas, while the entire field should be wrapped with double quotation marks (for example: "tag1, tag2"). When the CSV is created in a simple text editor or by a script, the wrapping quotation marks should be added explicitly. When CSV is created with a spreadsheet editor (for example MS Excel), this wrapping is automatically generated when saving to a CSV format with no need for manual editing.</p> <p>Note: The tag values can't include commas.</p>	Text field
gender (optional)	<p>Kaltura's numeric value for gender:</p> <p>1=Male</p> <p>2=Female</p>	KalturaGender
country (optional)	A free text field for populating a user's country.	Text field; no format validation, max 16 characters

<b>Parameter Name</b>	<b>Description</b>	<b>Type and Restrictions</b>
state (optional)	A free text field for populating a user's state.	Text field; no format validation, max 2 characters
city (optional)	A free text field for populating a user's city.	Text field; no format validation, max 30 characters
zip (optional)	A free text field for populating a user's zip code.	Text field; no format validation, max10 characters
dateOfBirth (optional)	The user's date of birth.	YYYY-MM-DD
partnerData (optional)	The partnerData user attribute is managed only via API.	Text field

Parameter Name	Description	Type and Restrictions
Custom Data (optional)	<p>Custom data fields that are set to extend the Kaltura user object can be populated via the CSV by defining the fields in the following formats:</p> <p><i>metadata::the-schema-system-name::the-schema-field-name</i></p> <p>Multiple custom data schemas and fields can be populated via the CSV.</p> <p>Values of custom data fields that have multiple values should be separated with a the following delimiter: <code> , </code></p> <p>Note: When updating custom data fields to an existing user account, a new metadata XML is automatically created. To prevent overriding existing values, all custom data fields that are set for the user should be provided in the CSV as part of the update action.</p> <p>Custom data schemas and fields that apply to the Kaltura user object are managed only via the Kaltura API.</p>	

### legacy Video Portal specific user values

Parameter Name	Description
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<p>legacy Video Portal user role (MediaSpace 5.0)  (optional)</p>	<p>This field is applicable only when a user is authorized to a specific legacy Video Portal role through Kaltura and not through SSO/authentication integration.</p> <p>The user role is managed as user custom data in a standard custom data schema created automatically when Kaltura's legacy Video Portal is installed.</p> <p>The system name of the Video Portal custom data schema is :</p> <p><i>KMS_USERSCHEMA1_Your Video Portal InstanceId</i></p> <p>(InstanceId is found in the specific instance of Management Configuration in the Application field.)</p> <p>The name of the role field within this schema is: <i>role</i></p> <p>The populated values should be the same as defined in the MediaSpace configuration. For example, when the MediaSpace InstanceId is set to: <i>MyVideoPortal</i> and one of the standard MediaSpace roles was named: <i>viewerRole</i>, the custom data field name in the CSV should be:</p> <p><i>metadata::KMS_USERSCHEMA1_MyVideoPortal::role</i></p> <p>and the populated value for view-only MediaSpace users should be set to <i>viewerRole</i></p>
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legacy Video Portal user password  (optional)	<p>This field is applicable only when user authentication is handled by Kaltura and not through SSO/authentication integration.</p> <p>For setting a user password as part of the bulk creation of Video Portal user accounts, a <a href="#">sha1</a> hashed password should be populated as part of the partnerData field.</p> <p>The password should include at least 6 characters, for example, to set a user's password to <i>MyPass123%</i>, the following value should be populated into the partnerData field within the CSV for the user's record:  <code>pw=ecc94cd2e13ec3ae3ea30bda01e4fe715f9f9d20</code></p> <p>You can also set the password manually from the User Management page in the Video Portal configuration panel.</p>
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## Examples of end-users CSV

Bulk provisioning/updating of Video Portal user accounts with a role\*

	A	B	C	D	E	F
1	*action	userId	First Name	last Name	screen Name	metadata::KMS_USERSCHEMA1_your-instance-id:role
2	6	Johns123	John	Smith	John Smith	ViewOnly
3	6	Dang123	Dan	Green	Dan Green	ViewOnly
4	6	Mikeb436	Mike	Black	Mike Black	AdminRole

Users are authenticated through SSO integration. Kaltura manages authorization to access the Video Portal for a specific role. The role's metadata field name and possible values are specific per Video Portal configuration.



To find your **instance Id**, open your Configuration Management console, go to the [Application module](#), and look at the first field at the top of the page.

[MANAGE CONFIGURATION](#) | 
 [MANAGE USERS](#) | 
 [MANAGE GROUPS](#) | 
 [KNOWLEDGE BASE](#) | 
 [CLEAR THE CACHE](#) | 
 [GO TO SITE](#)

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### Configuration Management

Server Tools

- Backup Configuration
- Player replacement tool

Global

- [Application](#)
- AddNew
- Auth
- Categories
- Channels
- Client
- Debug

#### Application

instanceId	<input type="text" value="KnowledgeCenter"/>	Unique string to identify that installation of mediaspace. This value can be set during installation only.
privacyContext	<input type="text" value="MediaSpace"/>	String used to be set as privacy context on root category. This value can be set during installation only.
userRoleProfile	<input type="text" value="19233402"/>	Metadata Profile ID for user's role per KMS installation instance
virtualEventId	<input type="text" value="1078052"/>	The event ID for this site, used for analytics and prerequisite for Application Registry feature set.

## Bulk deletion of specific user accounts

	A	B	C
1	*action	userId	
2	3	Johns123	
3	3	Dang123	
4	3	Mikeb436	

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