

Understanding the end-users CSV format and schema

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 This article is designated for administrators.

About

The **end-users CSV** lets you create, update, or delete multiple Kaltura user accounts. It's also used to manage Video Portal / LMS Video roles and to keep Kaltura-managed users in sync with your organization's directory.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U																			
1	#	Detailed information on the End-Users CSV, including relevant use cases, complete schema description and examples,																																						
2	#	is available in: http://knowledge.kaltura.com/end-users-csv-usage-and-schema-description																																						
3	#	Note: The submission of end-users CSV enabled only when your account is set to support end-user management																																						
4	#	The CSV should have the following fields for each user record, separated by comma:																																						
5	#	--	action	-	Optional	-	Kaltura's	numeric	value	for	the	action	to	apply	on	a	specific	user	account.	Supported	action	types	and	their	numeric	values:	values:	1-	add,	2-	update,	3-	delete,	6-	add	or	update.	Default	=	add
6	#	--	userId	-	Mandatory	-	The	user's	unique	identifier.																														
7	#	--	firstName	-	Optional	-	(required	for	MediaSpace)	The	user's	first	name																											
8	#	--	lastName	-	Optional	-	(required	for	MediaSpace)	The	user's	last	name																											
9	#	--	screenName	-	Optional	-	(required	for	MediaSpace)	The	user's	Screen	Name	as	will	appear	in	the	KMC.																					
10	#	--	email	-	Optional	-	The	user's	email	address.																														
11	#	--	tags	-	Optional	-	The	tags	to	be	added	to	the	user	account																									
12	#	--	gender	-	Optional	-	Kaltura's	numeric	value	for	gender.	Supported	values:	0-	unknown	(default),	1-	male,	2-	female.																				
13	#	--	city	-	Optional	-	a	free	text	field	for	populating	a	user's	city																									
14	#	--	state	-	Optional	-	a	free	text	field	for	populating	a	user's	state																									
15	#	--	country	-	Optional	-	a	free	text	field	for	populating	a	user's	country																									
16	#	--	zip	-	Optional	-	a	free	text	field	for	populating	a	user's	zip	code																								
17	#	--	dateOfBirth	-	Optional	-	The	user's	date	of	birth																													
18	#	--	partnerData	-	Optional	-	a	free	text	field	used	in	the	account	for	applicative	use.																							
19	#	--	Custom	metadata	(User	object)	-	Optional	-	field	name	should	be	set	according	to	the	following	format:	metadata::[metadataProfileSystemName]:[metadataProfileFieldSystemName]																				
20	#																																							
21	*	action	userId	firstName	lastName	screenName																																		
22	1	su1xyz	Sample	User1	Sample User1																																			
23	1	su2xyz	Sample	User2	Sample User2																																			
24	1	su3xyz	Sample	User3	Sample User2																																			

Example of end-users CVS downloaded from Rich Media CMS



For an efficient, ongoing CSV-based synchronization process, include only new user accounts and those needing updating or deletion in the CSV.



For any bulk actions that will create more than 5,000 entries (e.g., users), including categories bulk uploads, please contact your Kaltura representative to coordinate the upload.

General guidelines

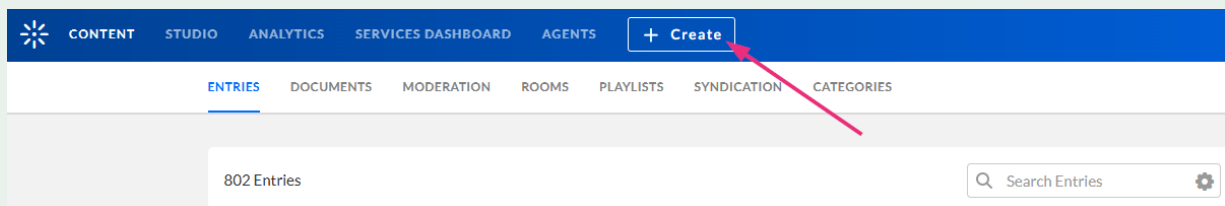
- Lines that begin with a # character will not be processed.
- The first line for processing (fields' definition line) should start with an * sign and should include the field names to be populated via the CSV, according to the defined schema of each CSV format. Make sure to include all mandatory fields. You can arrange the fields in any order you prefer.

- 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
action (optional)	Kaltura's numeric value for the action to apply on a specific user account. CSV lines with different actions can be	Add end-users in bulk using a CSV file

Parameter Name	Description	Type and Restrictions
	<p>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>	
userId (mandatory)	The user's unique identifier.	Text Field; min 3 characters, max 100 characters Only the following special characters are supported as part of the userId: . _ @ -
firstName (optional)	The user's first name.	Text field; max 40 characters
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

Parameter Name	Description	Type and Restrictions
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
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

Parameter Name	Description	Type and Restrictions
dateOfBirth (optional)	The user's date of birth.	YYYY-MM-DD
partnerData (optional)	The partnerData user attribute is managed only via API.	Text field
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>	

Video Portal specific user values

Parameter Name	Description
Video Portal user role (MediaSpace 5.0) (optional)	This field is applicable only when a user is authorized to a specific Video Portal role through Kaltura and not through SSO/authentication integration.

<p>(optional)</p>	<p>The user role is managed as user custom data in a standard custom data schema created automatically when Kaltura's Video Portal is installed.</p> <p>The system name of the video portal custom data schema is :</p> <p><code>KMS_USERSCHEMA1_Your video portal InstanceId</code></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: <code>role</code></p> <p>The populated values should be the same as defined in the MediaSpace configuration. For example, when the MediaSpace InstanceId is set to: <code>MyVideoPortal</code> and one of the standard MediaSpace roles was named: <code>viewerRole</code>, the custom data field name in the CSV should be:</p> <p><code>metadata::KMS_USERSCHEMA1_MyVideoPortal::role</code></p> <p>and the populated value for view-only MediaSpace users should be set to <code>viewerRole</code></p>
<p>Video Portal user password</p> <p>(optional)</p>	<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 <code>sha1</code> hashed password should be populated as part of the <code>partnerData</code> field.</p> <p>The password should include at least 6 characters, for example, to set a user's password to <code>MyPass123%</code>, the following value should be populated into the <code>partnerData</code> field within the CSV for the user's record:</p> <p><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>

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_<u>your-instance-id</u>: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

Configuration Management

Server Tools

- Backup Configuration
- Player replacement tool

Global

- Application**
- AddNew
- Auth
- Categories
- Channels
- Client
- Debug

instanceId	KnowledgeCenter	Unique string to identify that installation of mediaspace. This value can be set during installation only.
privacyContext	MediaSpace	String used to be set as privacy context on root category. This value can be set during installation only.
userRoleProfile	19233402	Metadata Profile ID for user's role per KMS installation instance
virtualEventId	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	