# 7.2.11 Batch registration

## [Function explanation]

### [Function outline]

Registers two or more organizations, users or processes in logon user's company at the same time.



[Overview]

\*This overview indicates the following process: Nanaro, a Company administrator registers Kuro and Zero in the same company at the same time.

#### [Main functions]

#### (1) Batch registration

Organization, user and process within the company that logon user belongs can be registered (created, modified, deleted) at the same time.

#### (2) Config file

Specifies organization, user or process for the config file. This file can be registered at the same time by uploading to u-DIEX.

#### [Operating explanation with the screens]

Explains the procedure for batch registration in the overview by using Web-EDI screen.

- -Download the batch registration config file.
- (1) Click on "Batch Registration" for Co. Admin.



- (2) Select Download Config File type.
- (3) Click "Download" button.



(4) Click "OK" button to download the config file for user information.

< Download (Config File) of Browser >

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	diex.csv from d-front01.u-diex.jp	
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	Save this file to disk.	
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- (5) Specify the Download destination for the config file.
- (6) Click "Save" button.

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#### -Editing the batch registration config file.

(1) Edit the config file for user information.

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2		8888888	hachiro		JAPAN	A	ICHI	471	0565-99-9999	0565-99-9999	hayashi031@d	-cruise.co	o.jp	20	020201	20101231	
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(1) Edit the batch registration config file.

(See online manual for the method of editing the config file.)

# -Upload the batch registration config file.

(1) Click "Browse" button for "Upload File".

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- (2) Select the config file being uploaded.
- (3) Click "Open" button.

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- (4) Select "User Information" for Upload Config File type.
- (5) Click "Upload" button.

< (User-Manager) Batch Registration>

Your Information) Display User Information	<b>Batch Registration</b>			
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User Information	Config File Typ	e User Information	<b>_</b>	Download
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Your Company's Information)	Upload File	C:\tmp\demo\diex.csv	Br	owse Upload
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(6) Click "OK" button to upload the config file.



#### -Registration confirmation of the batch registration config file.

- (1) After registration of the config file for user information has been accepted, the results are displayed in "Registration Results List".
- (2) Click on "Complete Date".

< (User-Manager) Re	gistrati	on Results List	>	
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u-DIEX User-Ma	nager	Logon Informatio	User ID : 7777777 Name : nanaro	u-of-C3000
For Common Users				
(Your Information)	Batch	Registration		
Display User Information	Downlo	ad		
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Display Process Information	Upload			
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(3) Confirm that registration has been completed normally by the downloaded registration results file.

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2		8888888	hachiro	JAPAN	AICHI	471	0565-99-9999	0565-99-9999	hayashi031@d-cruise.co.jp	200202	01 20101231		
3		88888888	hatirou	Japan	nagoya	3	5	5	5@3	200212	11 20051212		
4	A	0	zero	Japan	nagoya	471	0565-99-9999	0565-99-9999	zero@zero.com	200307	14 20091231		
5	A	999999	kuro	Japan	nagoya	471	0565-99-9999	0565-99-9999	kuro@kuro.com	200307	14 20091231		_
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See online manual for the method of confirming normal completion, error etc.