Worksheet	Column Name	Download Details	Upload Details	Input Data Expected	Remarks
Users_MetaData_Template	UserId	Will contain list of the User Ids of all the users that are present in the current instance	If Authentication mode for logging into OvalEdge is not through an SSO, then User ID is a mandatory field. If it is left empty, the template will not add a user into OvalEdge and will not update/delete any existing user. If Authentication mode for logging into OvalEdge is setup as an SSO, **User ID should be kept empty**. And Email ID will automatically be considered as User ID.	Username should be unique in the current existing instance. Username should contain atleast 3 characters, and 1 should be alphabet. Alphanumeric format is supported. No spaces allowed	
Users_MetaData_Template	FirstName	Will contain list of the First names of all the users that are present in the current instance	It is a mandatory field. If it is left empty, the template will not add a user into OvalEdge and will not update/delete any existing user	Corresponding Firstname should be entered. Should be a minimum of 2 characters. Can include, special characters and spaces	
Users_MetaData_Template	LastName	Will contain list of the Last names of all the users that are present in the current instance	It is a mandatory field. If it is left empty, the template will not add a user into OvalEdge and will not update/delete any existing user	Corresponding Last name should be entered. Should be a minimum of 1 character. Can include, special characters and spaces	
Users_MetaData_Template	Email	Will contain list of the Email address of all the users that are present in the current instance	It is a mandatory field. If it is left empty, the template will not add a user into OvalEdge and will not update/delete any existing user	Corresponding email address of the user should be entered. Should be a max of 50 characters. And appropriate email convention should be followed (i.e., @ followed by domain)	
Users_MetaData_Template	Password	Passwords field of all the users in the current instance, will be shown as [SECRET]	If Authentication mode for logging into OvalEdge is not through an SSO, then Password is a mandatory field. If it is left empty, the template will not add a user into OvalEdge and will not update/delete any existing user. If Authentication mode for logging into OvalEdge is setup as an SSO, **Password should be kept empty**. As SSO configured, will handle the authentication	Corresponding password that has to be associated to the user has to be input. The Password should contain at least one UpperCase, LowerCase, Number(0-9), and Special Character(@,#,$,%,^,&,-,+,=,(,),!,*) with a minimum of 12 and a maximum of 16 characters.	

Users_MetaData_Template	Reset Password on Login	On the list of all users present in the current instance, if password has to be reset feature upon login, has been enabled or not	It is an optional field. If it is left empty, the template will not prompt the corresponding user to reset password upon login	If specifed Yes, then for the corresponding user, password has to be reset, upon first time login. If specified No, password need not to be reset, upon first time login	
Users_MetaData_Template	LicenseType	Will contain the license type of all the current users in the instance	It is a mandatory field. If it is left empty, the template will not add a user into OvalEdge and will not update/delete any existing user	Corresponding License type that has to be associated with the user has to be selected, which is 'Author' or a 'Viewer'	
Users_MetaData_Template	Role	Will contain the default roles, associated to all the users in the current instance	It is a mandatory field. If it is left empty, the template will not add a user into OvalEdge and will not update/delete any existing user	Corresponding default role, from the existing roles, that has to be associated with the user has to be mentioned	
Users_MetaData_Template	Personal Phone	Will contain the personal phone number, if specified to all the users in the current instance	It is an optional field. If it is left empty, the template will not associate any personal phone number with the corresponding user	Appropriate count of numbers, depending on the country code should be entered	
Users_MetaData_Template	title	Will contain the title, if specified, to all the users in the current instance	It is an optional field. If it is left empty, the template will not associate any title with the corresponding user	Title, which states the responsibility of the corresponding user like QA or Developer, or CSM should be mentioned, if necessary	
Users_MetaData_Template	Address	Will contain the address, if specified, to all the users in the current instance	It is an optional field. If it is left empty, the template will not associate any address with the corresponding user	Address of the corresponding user, if any, can be mentioned	
Users_MetaData_Template	Team	Will list the Team names, to which, the current user is associated with (if any)	It is an optional field. If it is left empty, the template will not associate the corresponding user with any existing Teams in the instance	The corresponding OvalEdge Teams, existing in the current instance, to which the user can be a part of, can be mentioned	
Users_MetaData_Template	TeamId	Will list the Team Ids, to which, the current user is associated with (if any)	It is an optional field. If it is left empty, the template will not associate the corresponding user with any Team's Ids	Not required	
Users_MetaData_Template	Manager	Will list the respective manager of the all the the respective users, in the current instance, if specied	It is an optional field. If it is left empty, the template will not associate the corresponding user with any manager	The corresponding manager associated to the user, if any, can be mentioned	

Users_MetaDat a_Template	Data Governance Manager	Will list the respective data governance manager of the all the the respective users, in the current instance, if specied	It is an optional field. If it is left empty, the template will not associate the corresponding user with any data governance manager	The corresponding data governance manager associated to the user, if any, can be mentioned	
Users_MetaDat a_Template	Data Control Manager	Will list the respective data control manager of the all the the respective users, in the current instance, if specied	It is an optional field. If it is left empty, the template will not associate the corresponding user with any data control manager	The corresponding data control manager associated to the user, if any, can be mentioned	
Users_MetaDat a_Template	SlackId	Will list the respective Slack Ids, to which, the current user is associated with (if any)	It is an optional field. If it is left empty, the template will not associate the corresponding user with any Slack Ids	The corresponding Slack Id, if any associated to the user, can be mentioned	
Users_MetaDat a_Template	Source	Will list the source through which, all the current users in the instance were added	It is optional field. If left empty, the source will be shown as OvalEdge	Not required	
Users_MetaDat a_Template	ToUser	Not required	Not required	Not required	
Users_MetaDat a_Template	Action	Will display No Action by default on all the users of the current instance, which can be modified, if the user wants to make any changes	It is a mandatory field. If it is left empty, the template will not add a role into OvalEdge and will not update/delete any existing role	Either Add/Modify/Delete/No Action that should take place on this role should be input here	

Users_MetaData_Template	Action Status	If users are downloading the template to upload metadata, the field will appear empty. However, if they are downloading the same template provided by the application immediately after uploading, it will display the input that was entered during the upload process.	It can be empty. Even if it is not empty, it is ignored during upload.	Not required	
Users_MetaData_Template	Action Success Message	If users are downloading the template to upload metadata, the field will appear empty. However, if they are downloading the same template provided by the application immediately after uploading, it will display as Success or Failure, depending on the execution status of the action.	It can be empty. Even if it is not empty, it is ignored during upload.	Not required	
Users_MetaData_Template	Action Failure Message	If users are downloading the template to upload metadata, the field will appear empty. However, if they are downloading the same template provided by the application immediately after uploading, it will display the Success messages of all actions that have been executed successfully.	It can be empty. Even if it is not empty, it is ignored during upload.	Not required	