

OperationsCommander - <https://opscom.wiki>

## Preparing to Import Your User Data

Many customers wish to port over existing data when they purchase the OperationsCommander system. Data imports can be complicated but they start with a clear understanding of what is needed and clean data. A Data Import may have been included with your system purchase or it may incur additional costs. You can also make use of our Data Importer (BETA). Contact your Account Executive or email [support@ops-com.com](mailto:support@ops-com.com) to find out.

## Preparing your User Data

### Clean Data

After exporting your data from your current system, you must clean the data. This includes removing duplicate entries, correcting typos, and ensuring consistent data formatting (e.g., date formats, capitalization).

### Data Strategy

You must decide on your User Management strategy:

- What will you use for a User Unique ID? Will it be email address, username, student/staff number? In order for you to stack data in the system, you must start by importing your users and populating a unique ID. This will then allow you to bring in more data and tag it to the correct users.
- Whatever you choose for Unique ID must not be duplicated.
- Will your users be setting up for SSO? If so you need to determine the login source for this.

- What details will you consider mandatory for a user profile?

Your OPSCOM system must be setup and some configuration done before importing your data. The following must be configured:

- User Types
- Lots
- Vehicle types, colors and makes
- Login sources
- User profile settings for mandatory fields.

## Data Mapping

Any field that is allowed to be imported into OPSCOM is outlined in the **Request Object Attributes** section for each API document. For example if you are pushing in Users, you would review the Request Object Attributes section for the [User Create/Update API](#) to find out what the name is for each column header you wish to import (Possible Names) and if there are any limits to what that field accepts in OPSCOM (Limits). Below is an example. If you are importing users, the column in the CSV file must be labeled unique\_id and it must not have more than 50 alphanumeric characters including any dashes.

Unique ID	String	50-character alphanumeric including dashes.	unique_id	<b>(Required)</b> An unique identification number of the user.
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Build out your CSV file with the column headers that match the data you are bringing into OPSCOM and follow the steps in the [Data Importer documentation](#) to begin importing.

## Building on your Data

Once you have imported your users, you should now have a user record with a Unique ID that you can now add vehicle or permits to. You will reference the Unique ID for the user in each new CSV file you create so that the vehicle or permit gets associated to the correct user in the system.

## Post-Import Actions

- **Verification:** Perform a spot-check of the imported data to ensure it's correct. You should check a few user profiles and vehicle records to confirm that the information has been imported accurately.
- **Error Log Review:** You will get an email with a post-import error log. This will explain which records failed and why. This is a critical step for troubleshooting and fixing issues.