

tenfold

tenfold Import Plugin



BENEFITS

The entry of user data by the IT department is usually a redundant task. Commonly, information on employees who are about to join the company or information on existing employees who are going to leave the company is already available in the human resources department, who then record it into a personnel management system. Then, complex and often unreliable processes are used to supply the IT department with this information and allow them to implement the changes in the IT unit.

Conducting these processes twice causes unnecessary and avoidable manual and financial efforts and hold a very high potential for errors.

The **tenfold Import Plugin** eliminates these issues. It automatically uses the data from the personnel management system to recognize all changes made by the personnel department and to respond to them appropriately.

BENEFITS AT A GLANCE

- No duplicate entry of staff data by HR and IT departments.
- No missing information when new employees join the company.
- Conflicts in the procedures between HR and IT departments are prevented.
- If an employee leaves the company, the system reliably recognizes and processes the event.
- Increases the level of security by preventing orphaned accounts.
- Name changes are processed automatically.
- Permissions are adjusted accordingly when a staff members switches to a new department or office.

FEATURES

Technical import functions

- Import from CSV files
- Import from fixed-length files
- Easy mapping between columns in the file and person fields in tenfold

Organization data

- Automatic import of departments (including department hierarchy)
- Automatic import of offices
- Departments and offices can exist in separate import files

Workflows for personal data

- Identification of new staff members
- Identification of data changes (such as last name)
- Detection of transitions to other departments or offices
- Processing of inactive (e.g. retired) staff members

SYSTEM REQUIREMENTS

- The import files can be accessed locally or via UNC path.

REQUIRED LICENSE

tenfold
Enterprise Edition



tenfold

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