

# Tellus EVV Training Update


## Bulletin #1 Importing users into the Tellus EVV

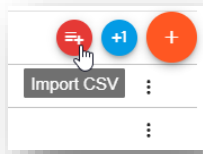
<b>Procedure:</b>	Importing users into the Tellus EVV Dashboard using a CSV File	<b>Date:</b>	December 12, 2017
<b>Additional Materials:</b>	Excel CSV Template available at the training portal: <a href="http://ahcaevv.4tellus.com/index.php/documents">http://ahcaevv.4tellus.com/index.php/documents</a>	<b>Application:</b>	Tellus Electronic Visit Verification Dashboard
<b>Target User:</b>	Administrator using the Tellus Dashboard		

**Description:**

The import feature allows administrators to import Users into the Tellus EVV system through the dashboard application. The import will accept a user list in a predefined CSV file format. Once imported, the user type will be blank. Administrators and monitors will need to be updated. The import process will fail if:

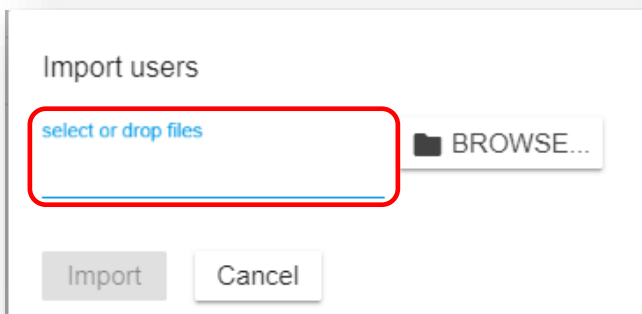
- a. The CSV file does not comply with the requirements as outlined in *Table 1*.
- b. There are duplicate user names in the import file.
- c. A user name in the import file already exists in the system.

1. In the AHCA EVV application, from the <Menu> select User. Hover over the add button and click the  Import CSV button as in *Figure 1*.



**Figure 1:** Import User CSV Button

2. The <Import users> window will open, see *Figure 2*. Click the <Browse> button to select the CSV file to be imported.




**Figure 2:** Import Recipients Window

3. *Table 1* depicts the structure of the CSV file and the list of required fields. The fields must be

included in the exact order, including the header line, for the import to be successful.

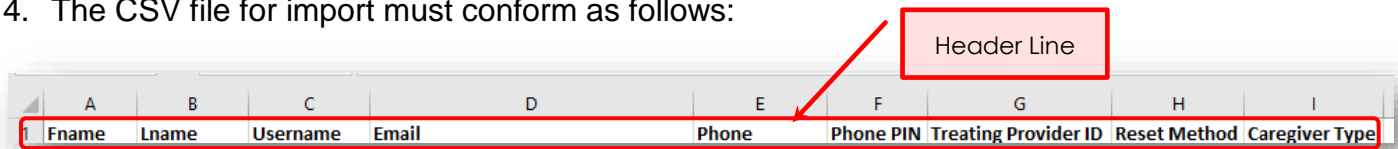
**Table 1: CSV Import File Field Layout and Requirements**

Field Name	Sample Data	Restriction	Size	Type
First Name	Jose	Required	40	Alphanumeric
Last Name	Ortiz	Required	40	Alphanumeric
Username	jortiz	Required	40	Alphanumeric
Email	<a href="mailto:jortiz@4tellus.com">jortiz@4tellus.com</a>	Required as email format.	40	Alphanumeric
Phone	305-555-1212	Required as phone number format	10	Numeric
Phone PIN	0000	None	4	Numeric
Treating Provider ID	778123	Numeric or blank	10	Numeric
Reset Method	PHONE	Required as PHONE, EMAIL	5	ALPHA (Uppercase)
Caregiver Type	RN	Required as CNA, LPN, OTHER, RN	5	ALPHA (Uppercase)



**Caution: Each field must follow the exact order and specifications as those listed in *Table 1*.**

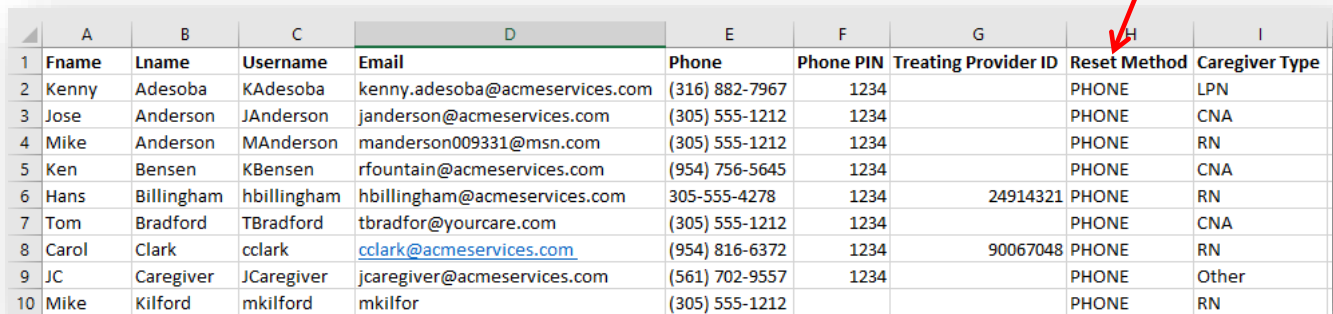
4. The CSV file for import must conform as follows:



1	A	B	C	D	E	F	G	H	I
	Fname	Lname	Username	Email	Phone	Phone PIN	Treating Provider ID	Reset Method	Caregiver Type


*Figure 3: CSV File Header*

5. An example of an import file is shown in *Figure 4*.



	A	B	C	D	E	F	G	H	I
1	Fname	Lname	Username	Email	Phone	Phone PIN	Treating Provider ID	Reset Method	Caregiver Type
2	Kenny	Adesoba	KAdesoba	kenny.adesoba@acmeservices.com	(316) 882-7967	1234		PHONE	LPN
3	Jose	Anderson	JAnderson	janderson@acmeservices.com	(305) 555-1212	1234		PHONE	CNA
4	Mike	Anderson	MAnderson	manderson009331@msn.com	(305) 555-1212	1234		PHONE	RN
5	Ken	Bensen	KBensen	rfountain@acmeservices.com	(954) 756-5645	1234		PHONE	CNA
6	Hans	Billingham	hbillingham	hbillingham@acmeservices.com	305-555-4278	1234	24914321	PHONE	RN
7	Tom	Bradford	TBradford	tbradfor@yourcare.com	(305) 555-1212	1234		PHONE	CNA
8	Carol	Clark	cclark	<a href="mailto:cclark@acmeservices.com">cclark@acmeservices.com</a>	(954) 816-6372	1234	90067048	PHONE	RN
9	JC	Caregiver	JCaregiver	jcargiver@acmeservices.com	(561) 702-9557	1234		PHONE	Other
10	Mike	Kilford	mkilford	mkilfor	(305) 555-1212			PHONE	RN

*Figure 4: Example of CSV Import File*



**Note:** A random password will be generated automatically by the AHCA EVV System and emailed to the address provided for each user.