

Cytric: Sync Umbrella Faces to Cytric

Step 1: Request the interface setup to be done at your agency level so that you can choose to activate Cytric on the company

Step 2: Profiles must either be done manually or imported via csv file

Step 3: Create one profile manually in the company so you can then export a traveller csv file and see the columns required to be filled in for all others to be imported

Example of extract/download traveler csv for the company:

sortedTravelGroups0.groupId	sortedTravelGroups0.role	sortedTravelGroups0.targetSystem	sortedTravelGroups0.targetSystemLabel	sortedPublishStates1.id.agencyInterface.label	sortedPublishStates1.id.agencyInterface.targetSystem
Travel groups / Main travel group	Travel groups / Role	Travel groups	Travel groups targetsystem	targetsystem / Label	targetsystem / Target system
	TRAVELER		TRAVELER CSX		
2364831639	TRAVELER		TRAVELER CSX	Cytric	CYTRIC
	TRAVELER		TRAVELER CSX		
	TRAVELER		TRAVELER CSX		

*The above is an example only and your download may look slightly different

Step 4: Fill in the Travel groups and targetsystem columns to match that of your download for the remainder of the travelers

Step 5: Upload the file and the profiles will be synched to Cytric