Quick Setup Guide

Setup is easy and can be completed by a business user in a few steps. Provide the Oracle Fusion credentials, create the Excel template file with six columns, place the files in a folder, select folder, and click start.

DOWNLOADING THE TOOL AND INSTALLATION

1. Click here to download the tool (JAR file)
2. Click here to download the Java SE Development Kit 8 (JDK 1.8) or above and install it

ADMINISTRATION

1. Double-click on the tool (JAR file) and navigate to *Administration* on the left-hand navigation pane
2. Enter the Oracle Fusion username and password along with the Oracle Fusion HCM Cloud URL

* Please note: The user performing the upload should have the Oracle Fusion role Implementation Specialist

SIMPLE DATA FILE PREPARATION STEPS

1. Create a new folder in your system
2. Copy all the files that needs to be uploaded into the folder
3. Download this template into the folder. Retain the same file name template.xlsx
4. Open template.xlsx in Excel and populate all six fields. Rows should be populated only after the header row (after Line 15). Do not modify anything on or above this row. From Line 16, populate the data that needs to be uploaded manually or through a program in case of data migrations. Line 16 and 17 in the downloaded template are sample values and should be removed
5. Explanation of 6 fields
   a. DocumentType: This could be any supported value as per the drop down
   b. PersonNumber: This is person number from Oracle Fusion
   c. DocumentName: This could be any meaningful text such as 'Passport' or 'Driving License'
   d. DateFrom: 'Effective from' date(YYYY/MM/DD) to be included in Fusion for the person document
   e. Title: Similar to the document name — US Passport, New York license etc.
   f. File_PK: The exact file name that is being uploaded for the PersonNumber specified in the row
6. Place template.xlsx in the same folder containing the documents that are to be uploaded

RUN IT

1. Click on *Auto Cloud Upload*
2. Click *Browse* and select the folder containing the template file and docs to be uploaded
3. Click on *Start* on the right side
4. That's it. Sit back and relax. It gives you a visual of how it is progressing.
5. Click on *Results* to view statistics on the run

A detailed User Guide is available on the product overview page in Oracle Marketplace.

For support queries, additional features or customizations, please drop an email to oracleteam@qburst.com with subject 'DoQ Integrator Support Query-Oracle Cloud Marketplace'.