Bulk upload procedure (provisional)
Twice per year, we are required to upload complimentary subscriptions in bulk, for delegates at certain conferences (such as ISICHEM). This document is a step by step guide for anyone interested in the process. The work will normally be carried out by me, but on the off-chance I'm on holiday, here's what we need to do:

1. Customer Services send **BMCWorkflowSupport@biomedcentral.com** a spreadsheet containing names and email addresses of the delegates who have provided their details so they may receive a complimentary 1 year subscription to a particular journal.

2. From this list, we need to determine who is on our database already. So, we need to find out:

   - Who is in THINK already, then remove these users from our list
   - Who is in ISM and then remove these users from the list.
   - We are left with a remainder of users who are not in THINK and who are not in ISM at all.
   - This remainder, we need to create them in the USR table as PROSPECTIVE users.
   - The result is that all delegates are now in our system. This completed list is handed to customer services who will then bulk upload subscriptions for those users.

This is completed in stages as follows:
1. Check for users in THINK:

```sql
select lower(a.email), c.customer_id
from think_customer c, think_customer_address a
where c.customer_id = a.customer_id (+)
and  lower(a.email) in ('iabamonga@hotmail.com',
'shannon_abbaterusso@hotmail.com',
'rachid.aboulhamid@umontreal.ca',
...
)
```

2. Check for users in ISM:

```sql
select usr_email usr_to_exclude, usr_id from usr where
upper(usr_email) in ('MARCO.TRANCHINO@GMAIL.COM','BEN.WESTON@BIOMEDCENTRAL.COM') and usr_status in ('USER','ADMIN', 'PROSPECTIVE' );
```

3. Insert into ISM:

```sql
insert into
usr(USR_ID,USR_FNAME,USR_LNAME,USR_EMAIL,USR_STATUS,USR_REGISTERED,USR_XML_REBUILD)values ((select bmc_gen_unique_key_function('BMC_USER') from dual),:fname,:lname,:email,'PROSPECTIVE',sysdate,1);
```