

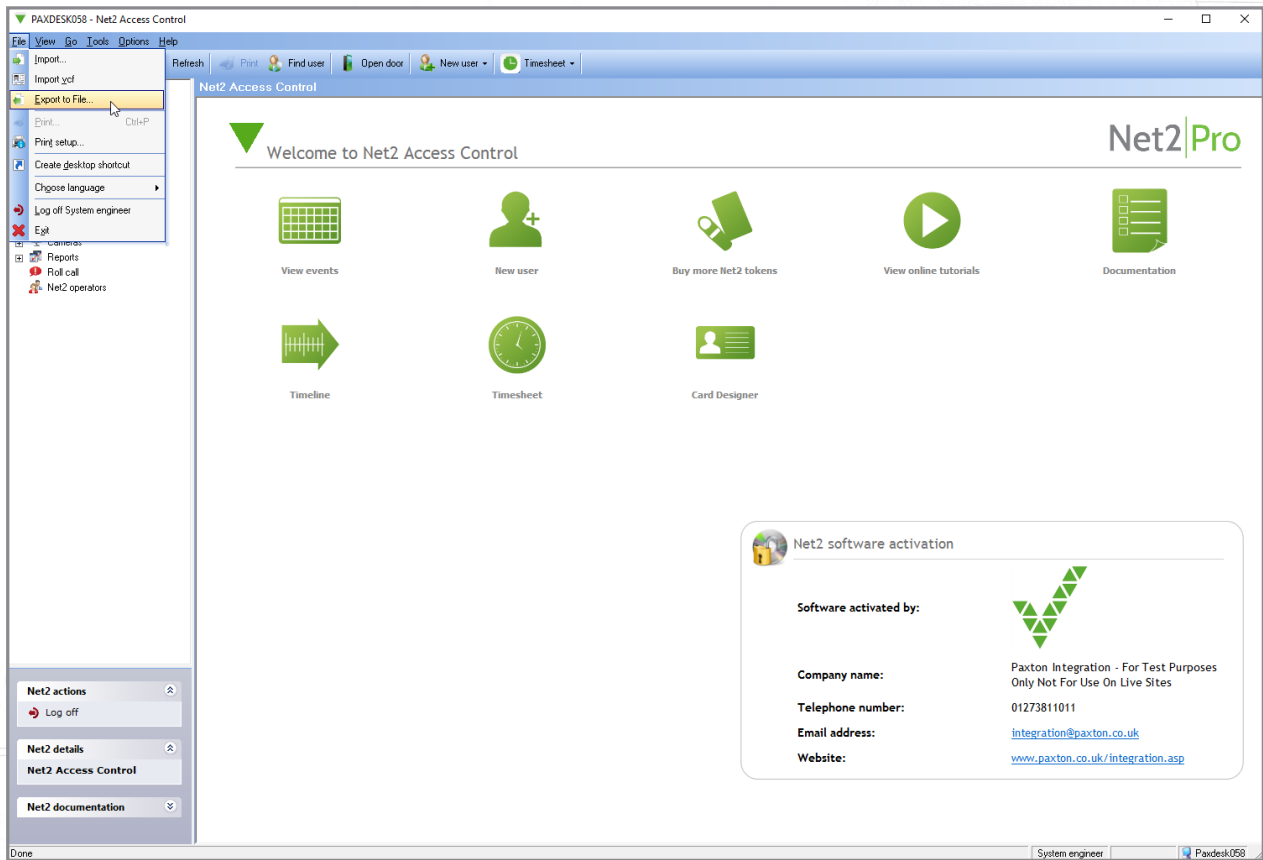
Merging User Databases Via .CSV file

Exporting the user database

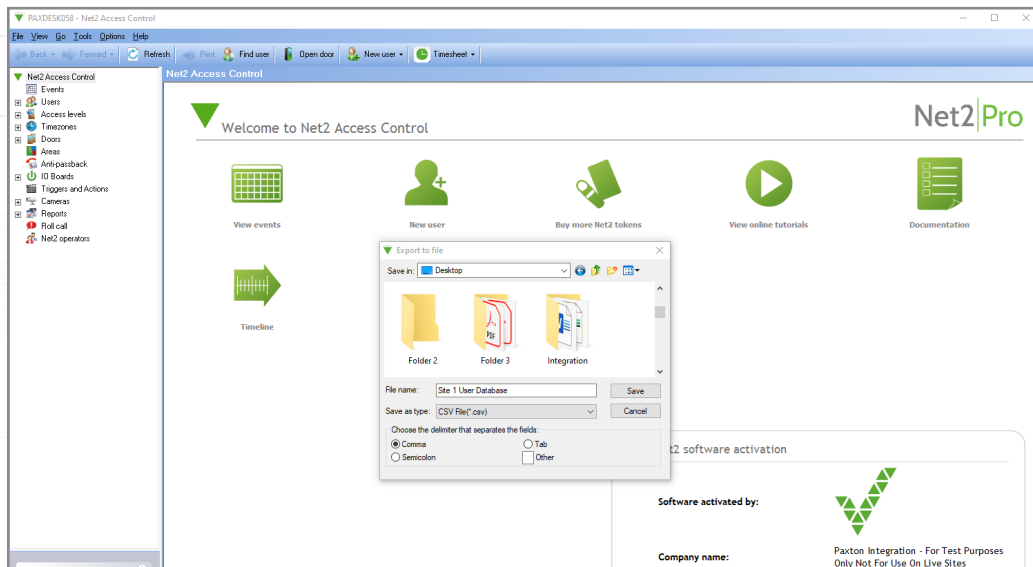
The first step is to export the user database via the net 2 software.

On the Net2 software

Go to File > export to file



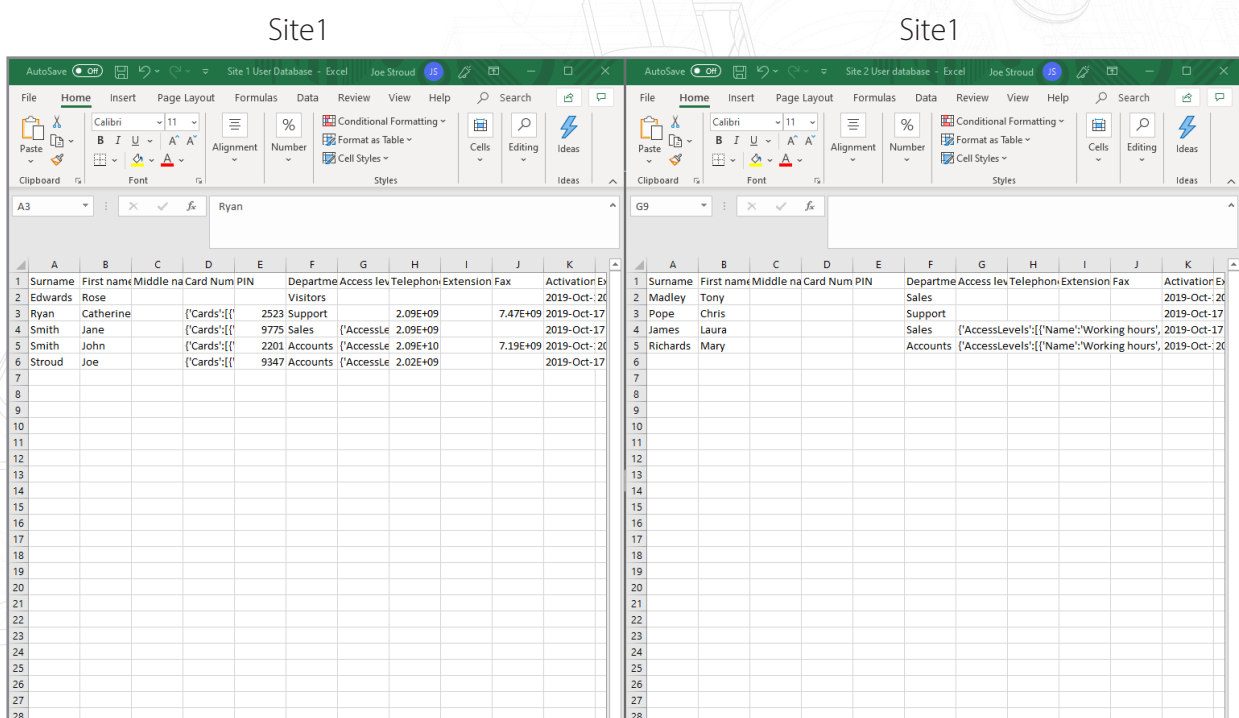
Save the file to your desktop



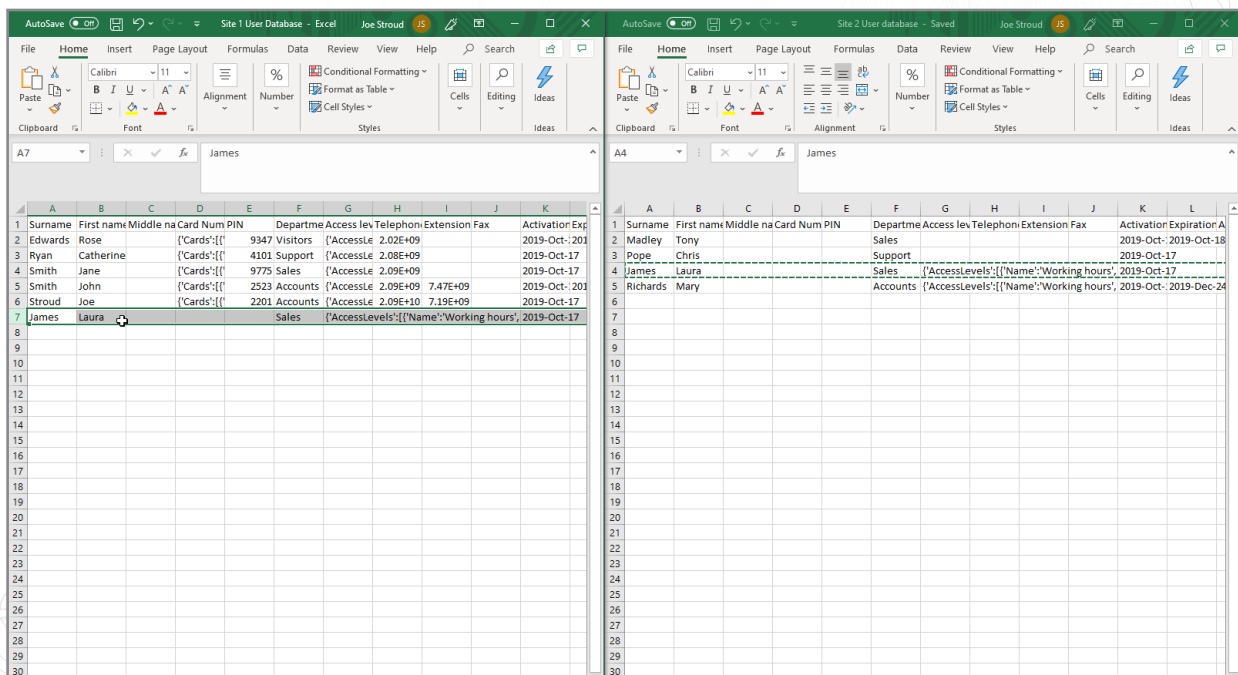
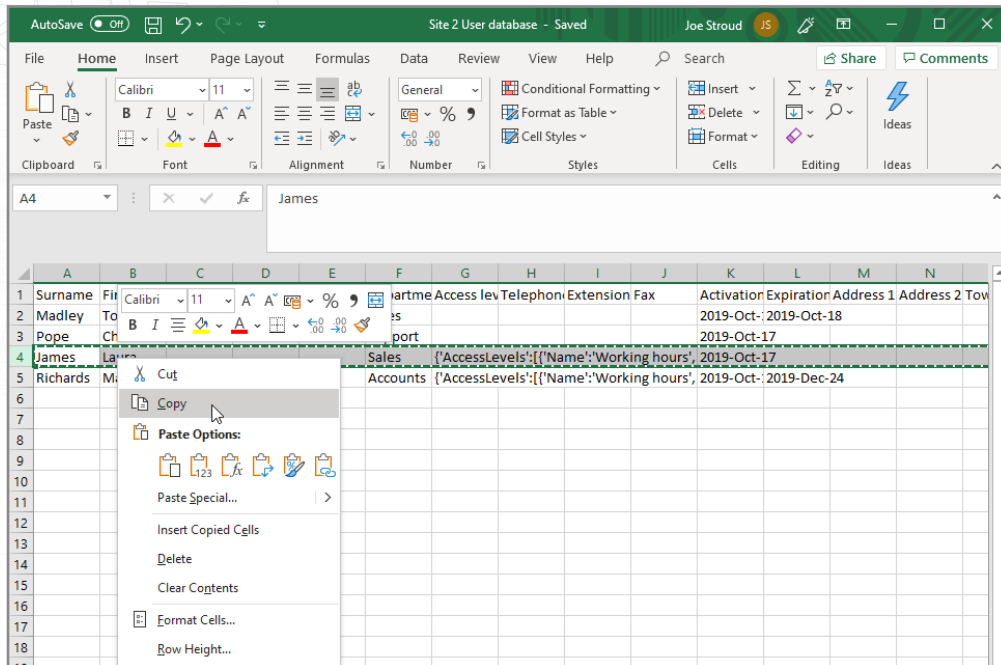
Complete this step for site 1 and 2, making sure the files are named appropriately to avoid confusion.

Merging the CSV files

Open both files side by side in Excel



Copy and paste the user data across from site 2 into the other database by right clicking on the users you wish to copy.



Once the user data has been copied across, the user ID's will need to be checked to make sure none have matching user ID's.

For example- here Row 2 and row 6 have the same user id.

This will need to be changed before the final file is imported.

	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
	Address 1	Address 2	Town	County	Post code	Home tele	Home Fax	Mobile	Email	Position	Start date	Car registr	Notes	Personnel	User ID	
1																
2	88 Vancouver Way		Brighton		BN6 BN3				Rose.Edwards@email.com						2	
3	21 Toronto Terrace		Brighton		BN2 BN3				catherine.ryan@email.com						3	
4	10 Gloucester road		Gloucester		GL1 GL2				jane.smith@email.com						4	
5	46 New Street		Oldtown		123453				john.smith@email.com						5	
6	Paxton Technology C	Brighton	East Susse	BN1 BN1					joe.stroud@paxton.co.uk						2	
7				BN45HY				4.47E+09	Engineer	26/02/2016					7	
8																
9																
10																
11																
12																
13																
14																
15																

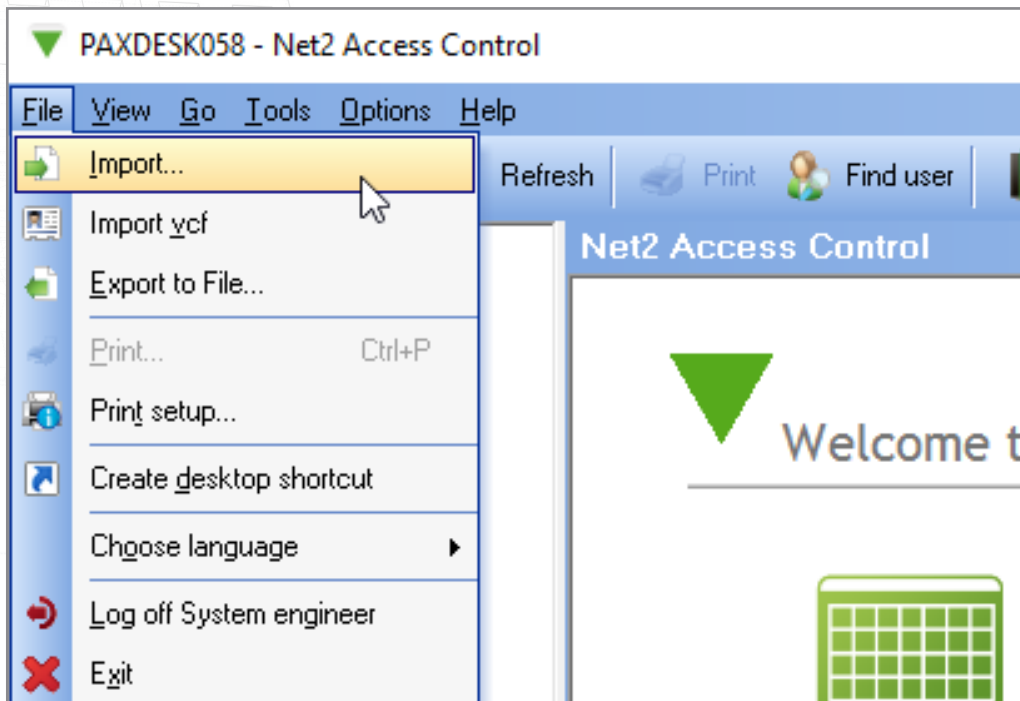
	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
	Address 1	Address 2	Town	County	Post code	Home tele	Home Fax	Mobile	Email	Position	Start date	Car registr	Notes	Personnel	User ID	
1																
2	88 Vancouver Way		Brighton		BN6 BN3				Rose.Edwards@email.com						2	
3	21 Toronto Terrace		Brighton		BN2 BN3				catherine.ryan@email.com						3	
4	10 Gloucester road		Gloucester		GL1 GL2				jane.smith@email.com						4	
5	46 New Street		Oldtown		123453				john.smith@email.com						5	
6	Paxton Technology C	Brighton	East Susse	BN1 BN1					joe.stroud@paxton.co.uk						6	
7				BN45HY				4.47E+09	Engineer	26/02/2016					7	
8																
9																
10																
11																
12																
13																

Repeat this step for all users with a matching field in the user id column.

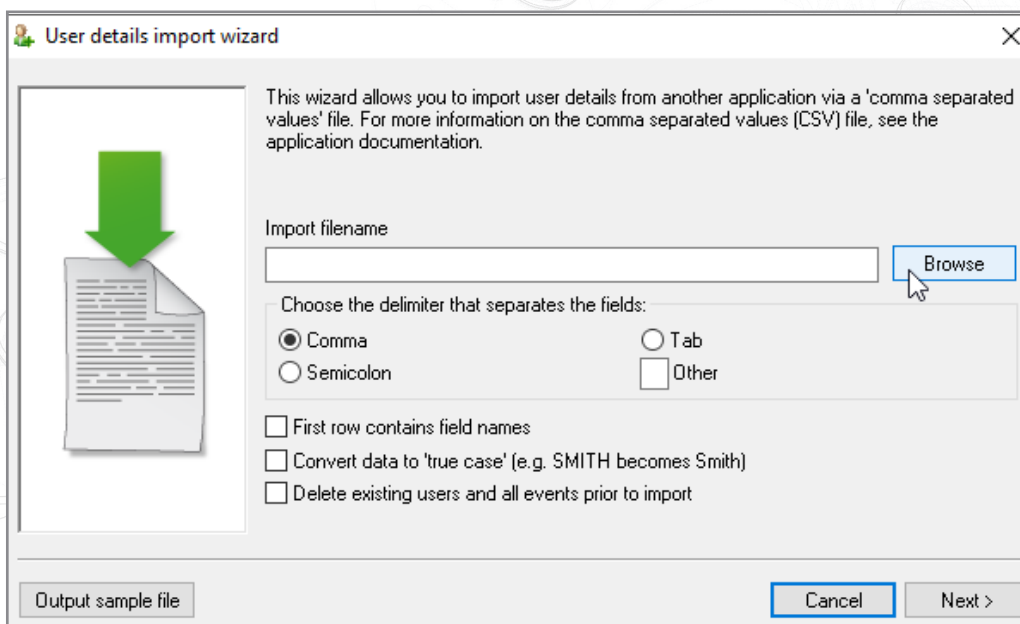
Now you can save the final user file to your desktop.

Importing the final user database via .csv file

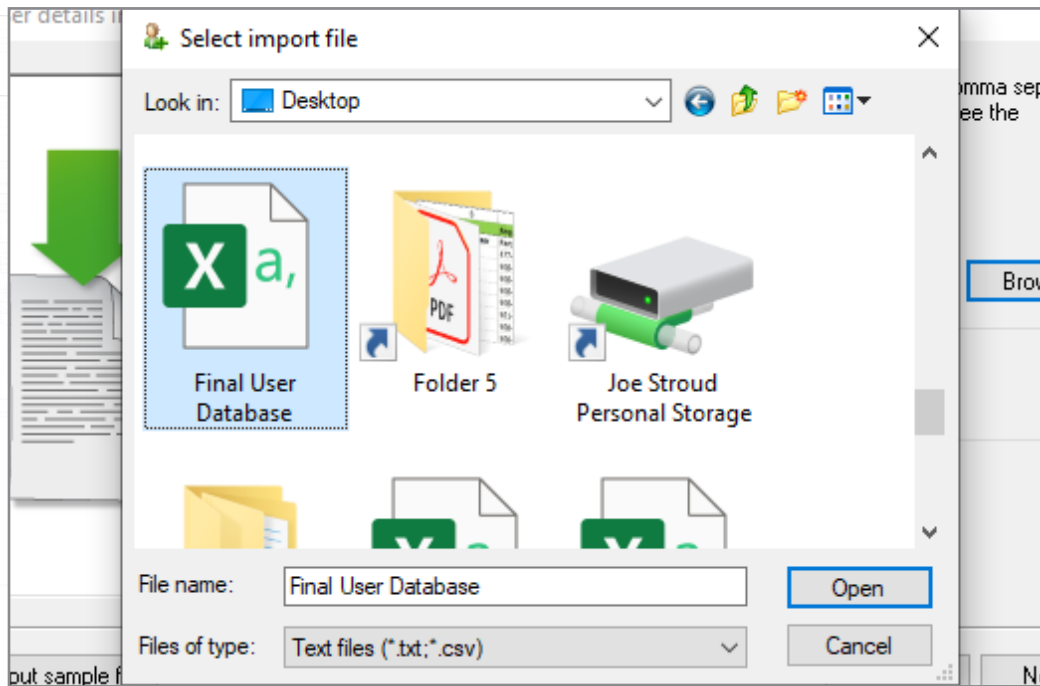
Go to File > Import



Click 'browse'

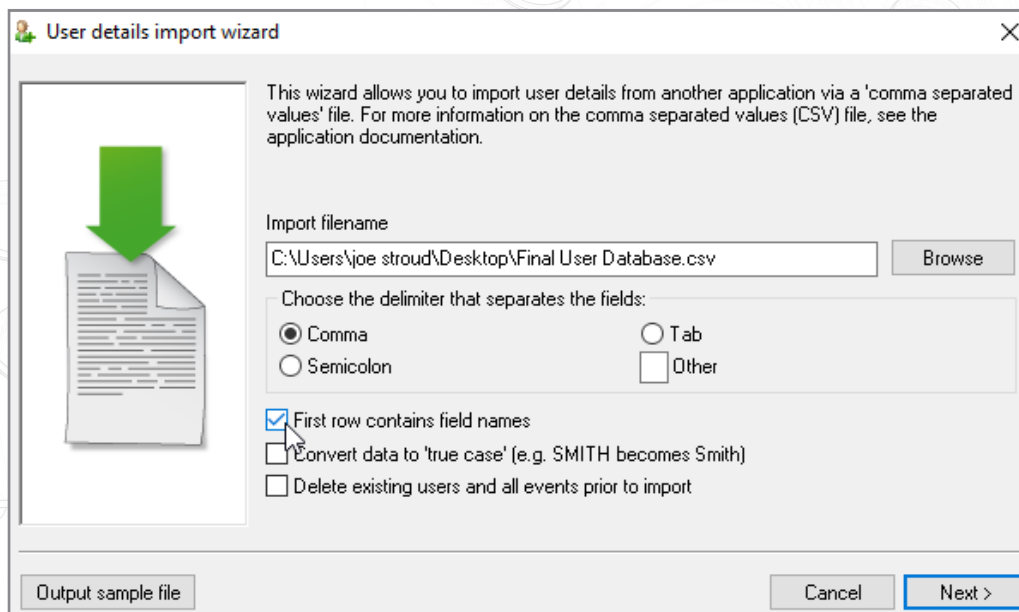


Select the final database file you have made and saved to your desktop

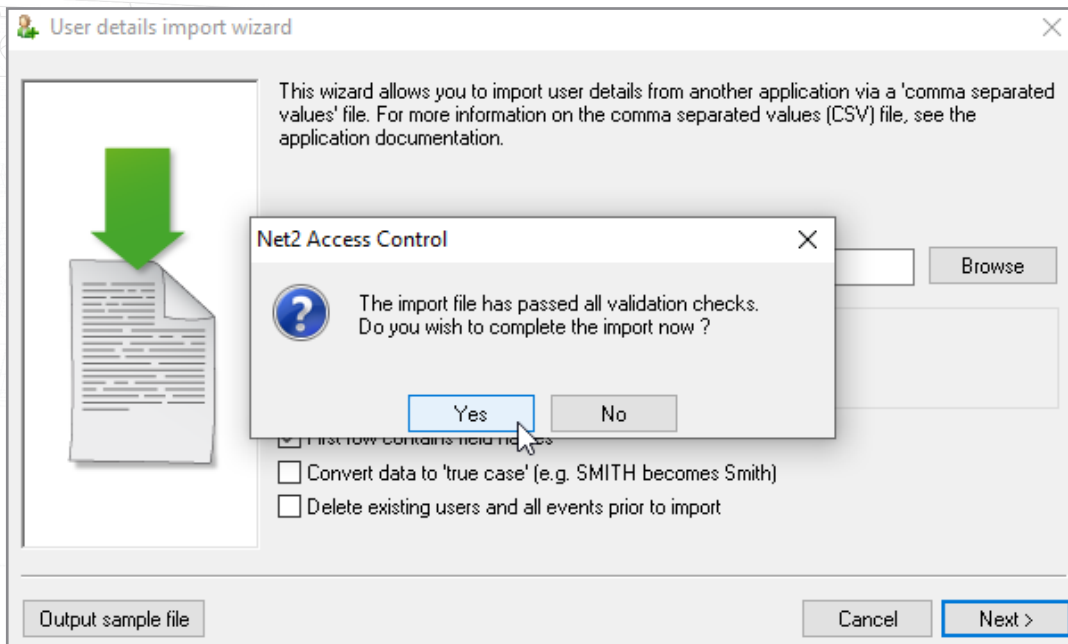


Open this file

Select the tick box that says "first row contains field names"



Click 'next' then click 'yes'



The import will now complete and your final database will appear in Net2.