

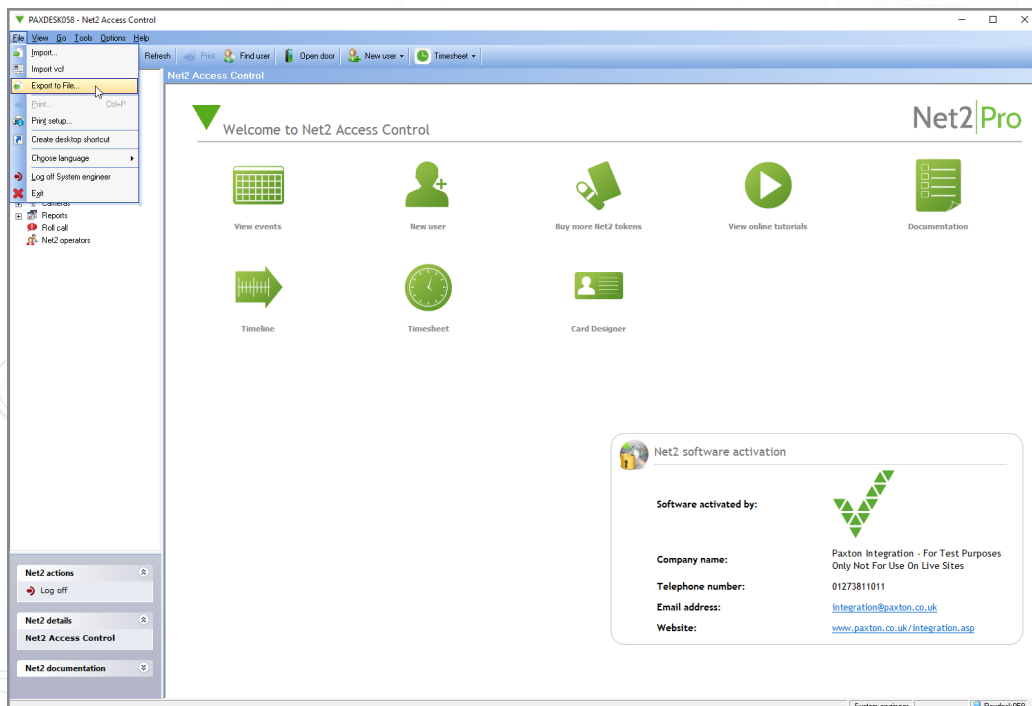
## Merging User Databases Via .CSV file

### Exporting the user database

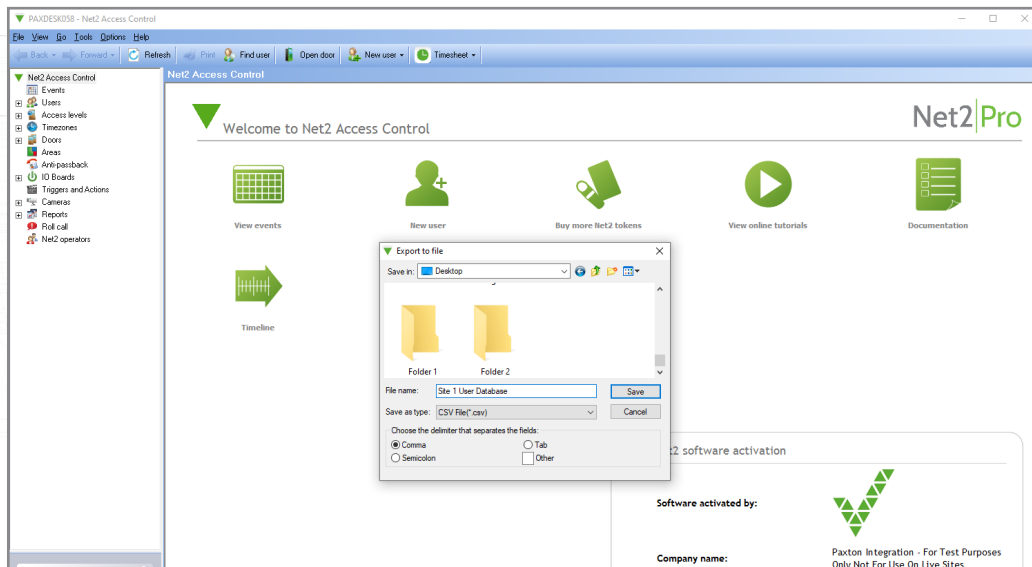
The first step is to export the user database via the net 2 software.

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

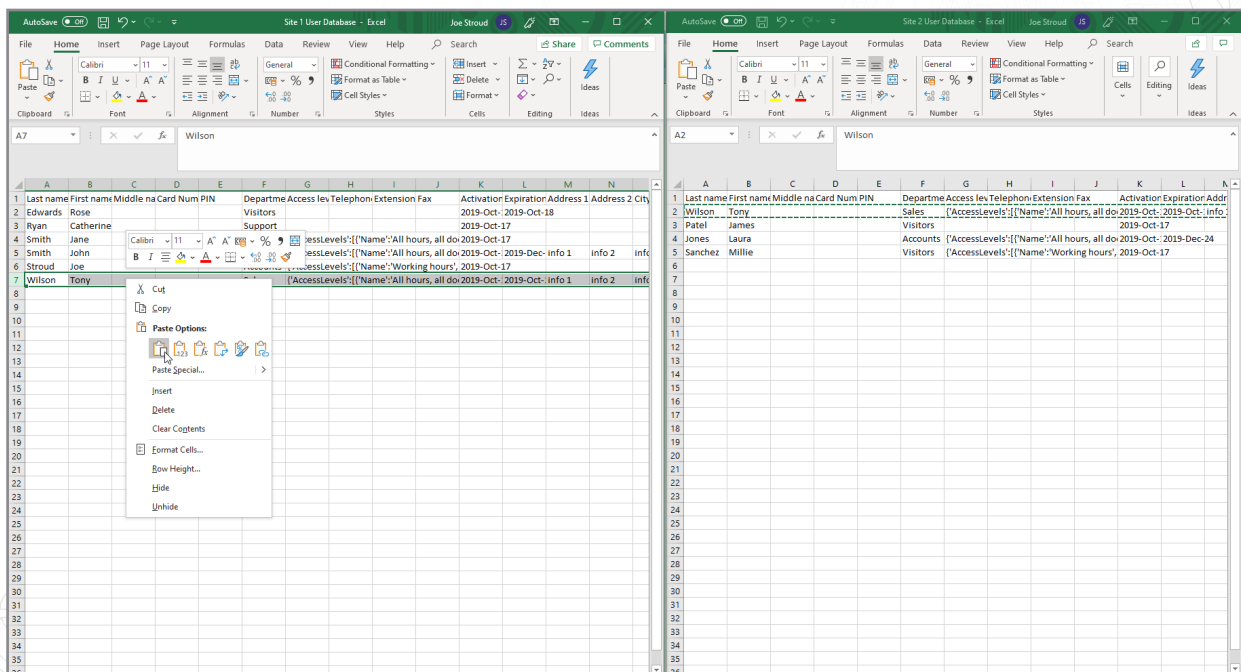
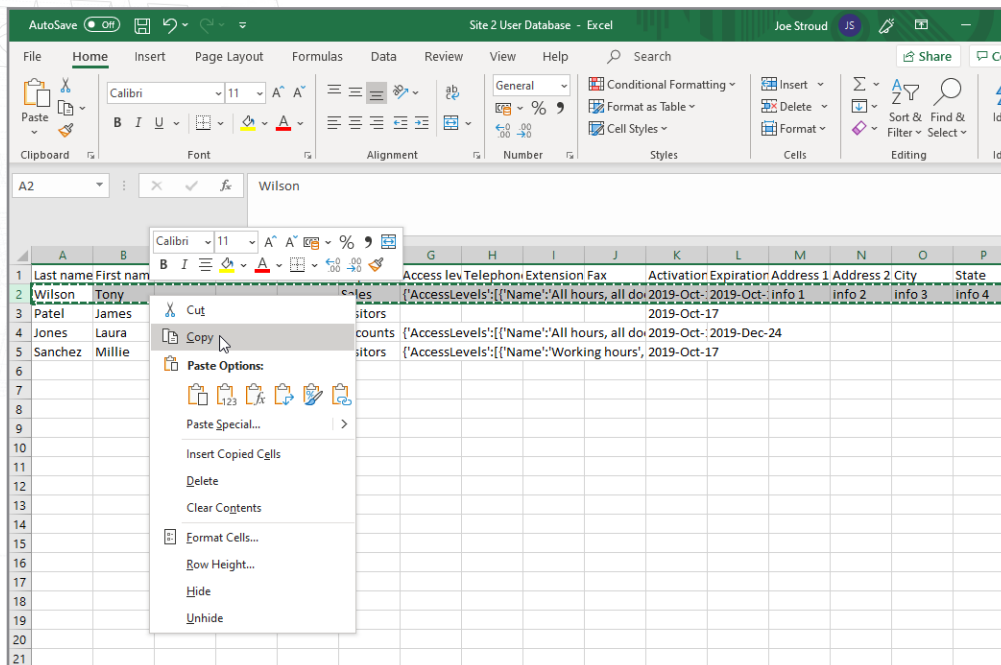
Site1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last name	First name	Middle name	Card Num	PIN	Department	Access level	Telephone	Extension	Fax	Activation	Expiration	Address 1	Address 2
2	Edwards	Rose				Visitors					2019-Oct-17	2019-Oct-18		
3	Ryan	Catherine				Support					2019-Oct-17			
4	Smith	Jane				Sales	{AccessLevels:{"Name":All hours, all do				2019-Oct-17			
5	Smith	John				Accounts	{AccessLevels:{"Name":All hours, all do				2019-Oct-17	2019-Dec-24		
6	Stroud	Joe				Accounts	{AccessLevels:{"Name":Working hours, 2019-Oct-17							

Site1

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Last name	First name	Middle name	Card Num	PIN	Department	Access level	Telephone	Extension	Fax	Activation	Expiration	Address 1	Address 2
2	Wilson	Tony				Sales	{AccessLevels:{"Name":All hours, all do				2019-Oct-17	2019-Oct-18		
3	Patel	James				Visitors					2019-Oct-17			
4	Jones	Laura				Accounts	{AccessLevels:{"Name":All hours, all do				2019-Oct-17	2019-Dec-24		
5	Sanchez	Millie				Visitors	{AccessLevels:{"Name":Working hours, 2019-Oct-17							

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.

	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Zip code	Home tel	Home Fax	Mobile 2	Email	Position	Start date	Car registr	Notes	Personnel	User ID		
2											2		
3	BN2 BN3				catherine.ryan@email.com						3		
4	123453				john.smith@email.com						4		
5	GL1 GL2				jane.smith@email.com						5		
6	BN1 BN1				joe.stroud@paxton.co.uk						2		
7	BN6 BN3				TonyWilson@email.com						7		
8													

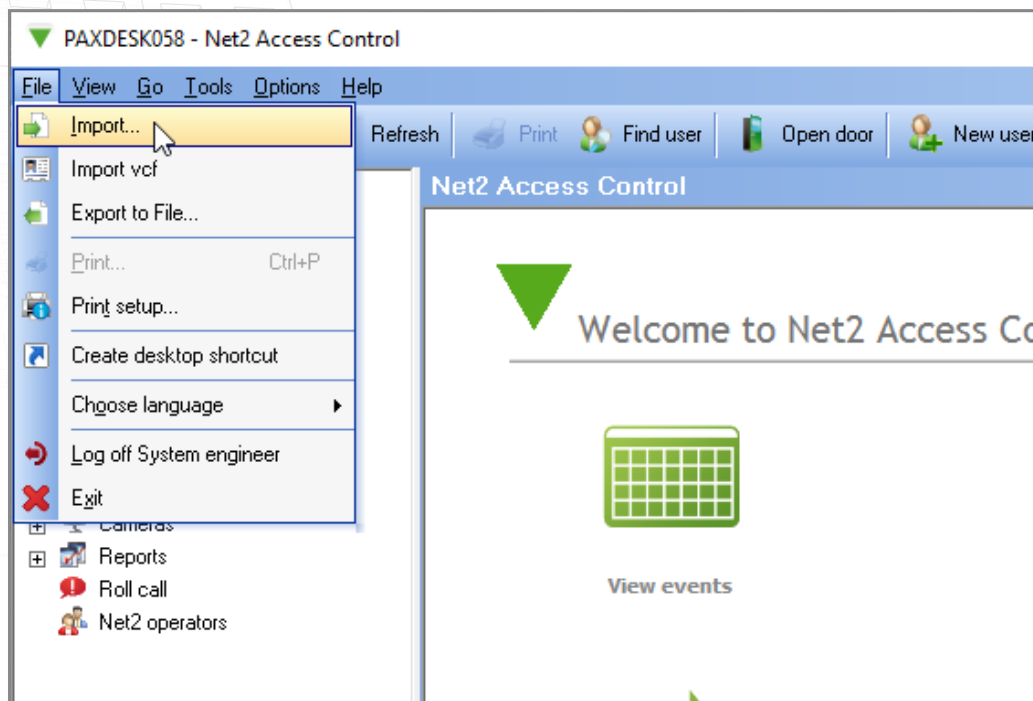
	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE
1	Zip code	Home tel	Home Fax	Mobile 2	Email	Position	Start date	Car registr	Notes	Personnel	User ID				
2											2				
3	BN2 BN3				catherine.ryan@email.com						3				
4	123453				john.smith@email.com						4				
5	GL1 GL2				jane.smith@email.com						5				
6	BN1 BN1				joe.stroud@paxton.co.uk						6				
7	BN6 BN3				TonyWilson@email.com						7				
8															
9															

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

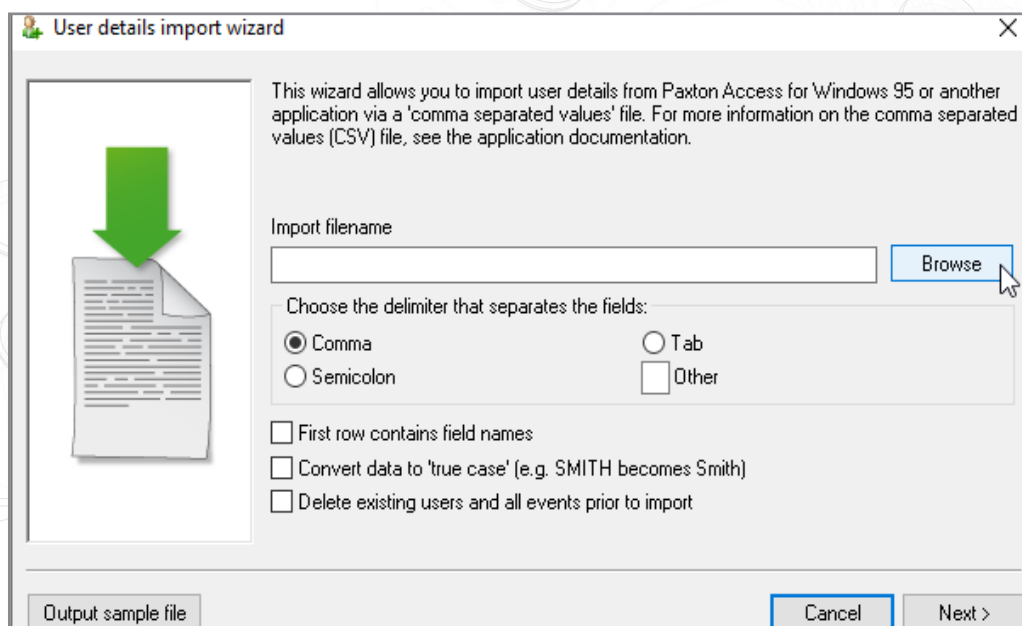
Now you can save the final user file to your desktop

## Importing the final user database via .csv file

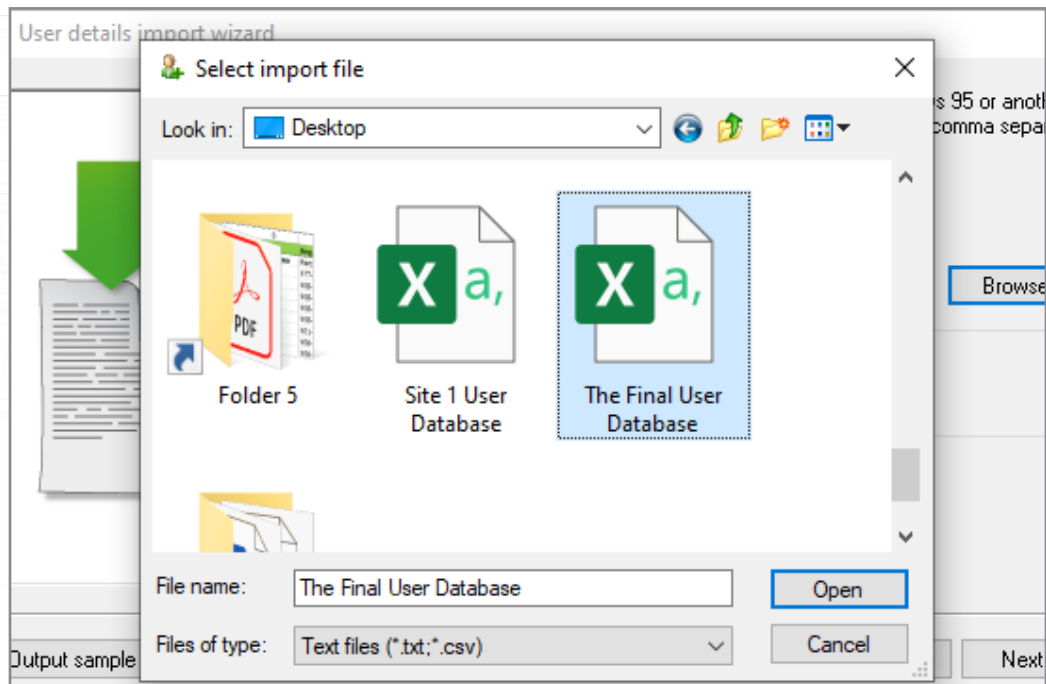
Go to File>Import



Click 'browse'

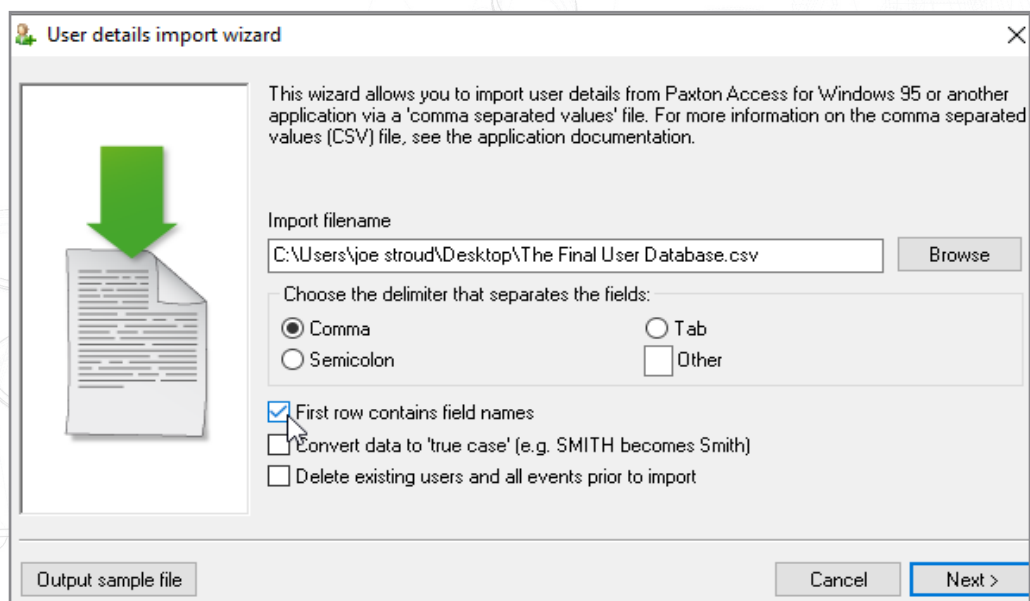


Select the final database file you have made and saved to your desktop

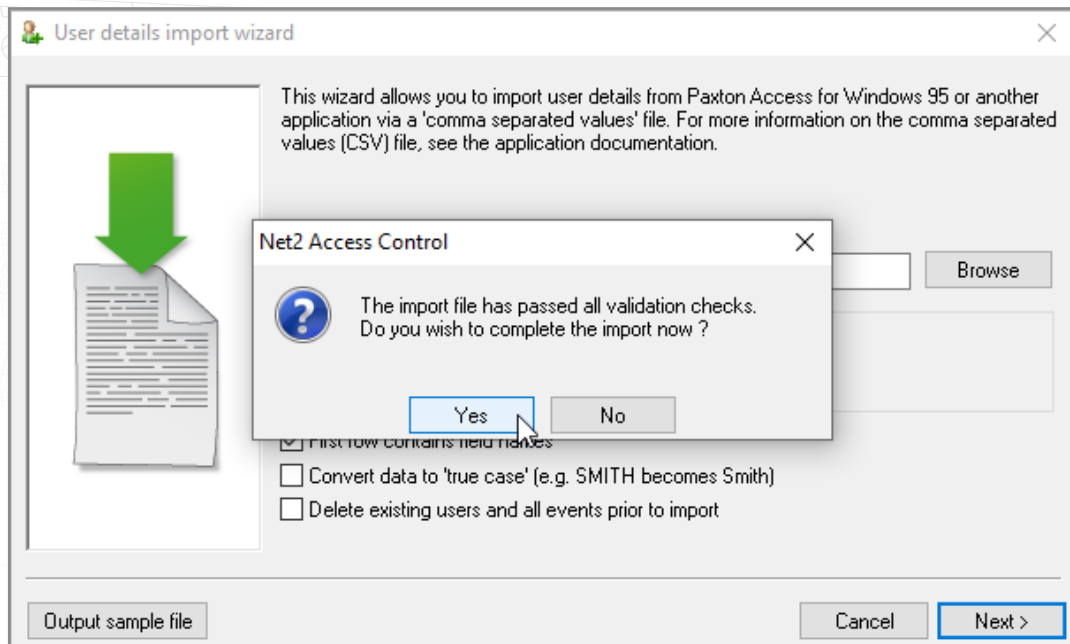


Open this file

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.