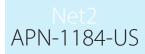


### Net2 APN-1184-US

# Merging User Databases Via .CSV file





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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 Site1 Paste 🖋 ∑ • 27 • ⊡ • ,0 • ♦ • 4 Ideas Calibri B I U ~ ⊞ ~ ⊘ ~ Fon ₿. 2019-Oct- 20 2019-Oct-17 2019-Oct-17 2019-Oct-17 Tony James Laura Millie Patel Jones 2019-Oct-1 23 24 25 26 27 28 29 30 31 32 33 34 35 Site 1 User Da e (+) Sheet1 (+) 用目門



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

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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.

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

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

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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

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## Importing the final user database via .csv file

### Go to File>Import

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User details import wizard  $\times$ 🍇 Select import file s 95 or anoti comma sepa 🖂 🧿 🎓 📴 🔽 Look in: 📃 Desktop Browse а 7 Folder 5 Site 1 User The Final User Database Database File name: The Final User Database Open Files of type: Text files (\*.txt;\*.csv)  $\sim$ Cancel Dutput sample Next

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"

Import filename       C:\Users\joe stroud\Desktop\The Final User Database.csv       Browse         Choose the delimiter that separates the fields:       Comma       Tab         Comma       Dther         First row contains field names       Convert data to 'true case' (e.g. SMITH becomes Smith)         Delete existing users and all events prior to import		This wizard allows you to import user details from Paxton Acce application via a 'comma separated values' file. For more infor values (CSV) file, see the application documentation.	ess for Windows mation on the co	95 or another mma separated	1
Output sample file     Cancel     Next >		C:\Users\joe stroud\Desktop\The Final User Database.csv Choose the delimiter that separates the fields: Comma Tab Semicolon Dther First row contains field names		Browse	
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### Click 'next' then click 'yes'

Luser details import	wizard This wizard allows you to import user details from Paxton Ac application via a 'comma separated values' file. For more inf values (CSV) file, see the application documentation.	
	Net2 Access Control         Image: Control in the import file has passed all validation checks. Do you wish to complete the import now ?         Yes       No         Yes       No         Image: Convert data to 'true case' (e.g. SMITH becomes Smith)         Delete existing users and all events prior to import	X Browse
Output sample file		Cancel Next >

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

