

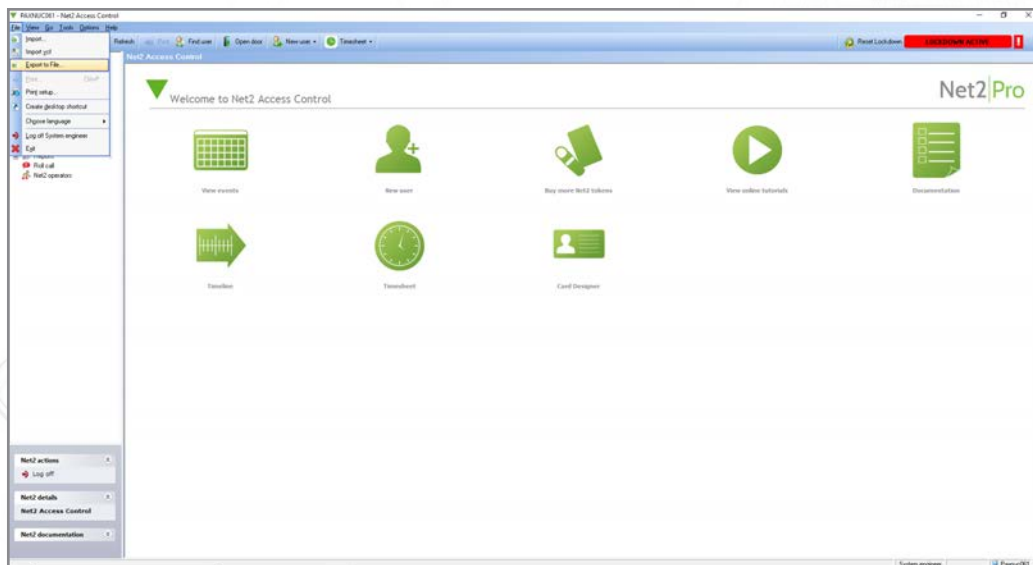
# Merging User Databases Via .CSV file

## Exporting the user database

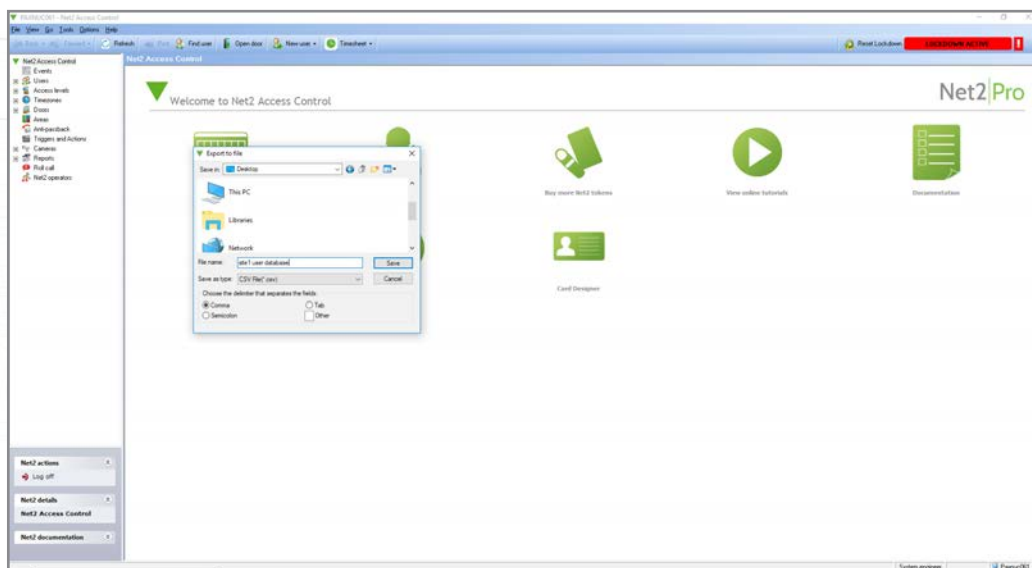
The first step is to export the user database via the net 2 software.

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

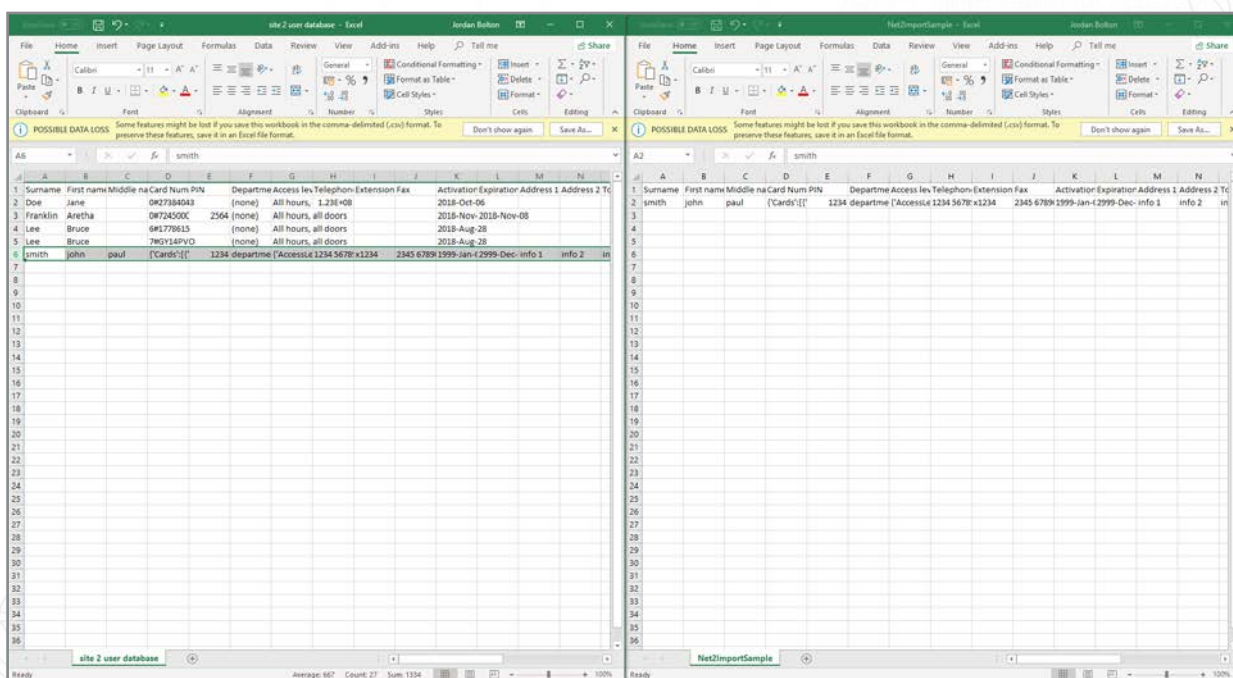
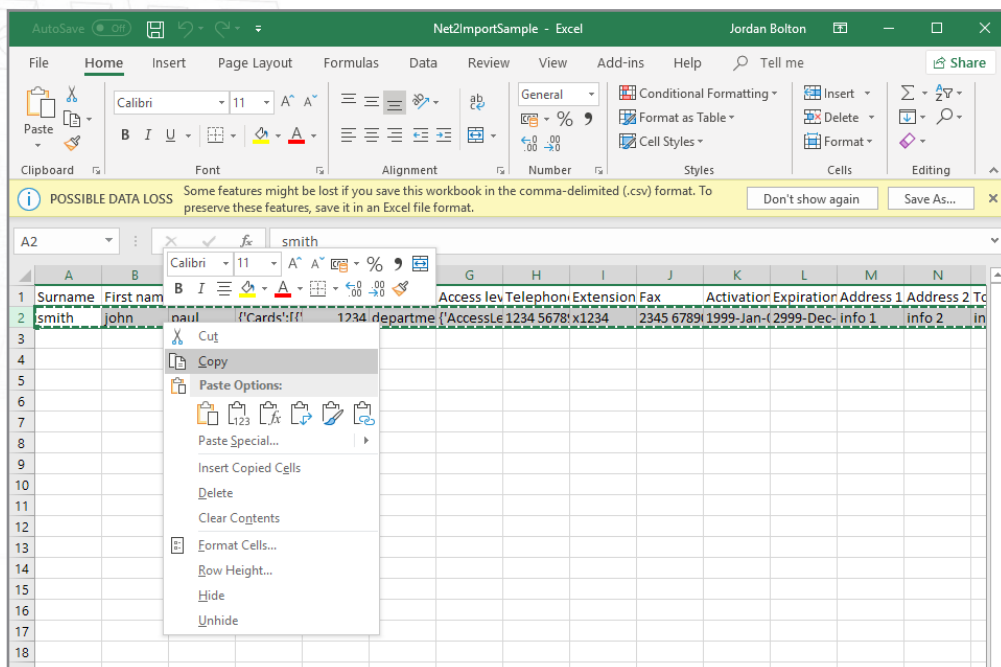
Site1

1	Surname	First name	Middle name	Card Num	PIN	Departme	Access lev	Telephone	Extension	Fax	Activation	Expiration	Address 1	Address 2	Tc
2	Doe	Jane		0K27384043		(none)	All hours	1.23E+08			2018-Oct-06				
3	Franklin	Aretha		0W72450X	2564	(none)	All hours	all doors			2018-Nov-2018-Nov-08				
4	Lee	Bruce		6K1779613		(none)	All hours	all doors			2018-Aug-28				
5	Lee	Bruce		7N0Y14PVO		(none)	All hours	all doors			2018-Aug-28				

1	Surname	First name	Middle name	Card Num	PIN	Departme	Access lev	Telephone	Extension	Fax	Activation	Expiration	Address 1	Address 2	Tc
2	Smith	John	Paul	[Cards: [		1234	departme	[Access: [	1234	3678	x1234	2345	6789	1999-Jan-1	2999-Dec- info 1 info 2 in

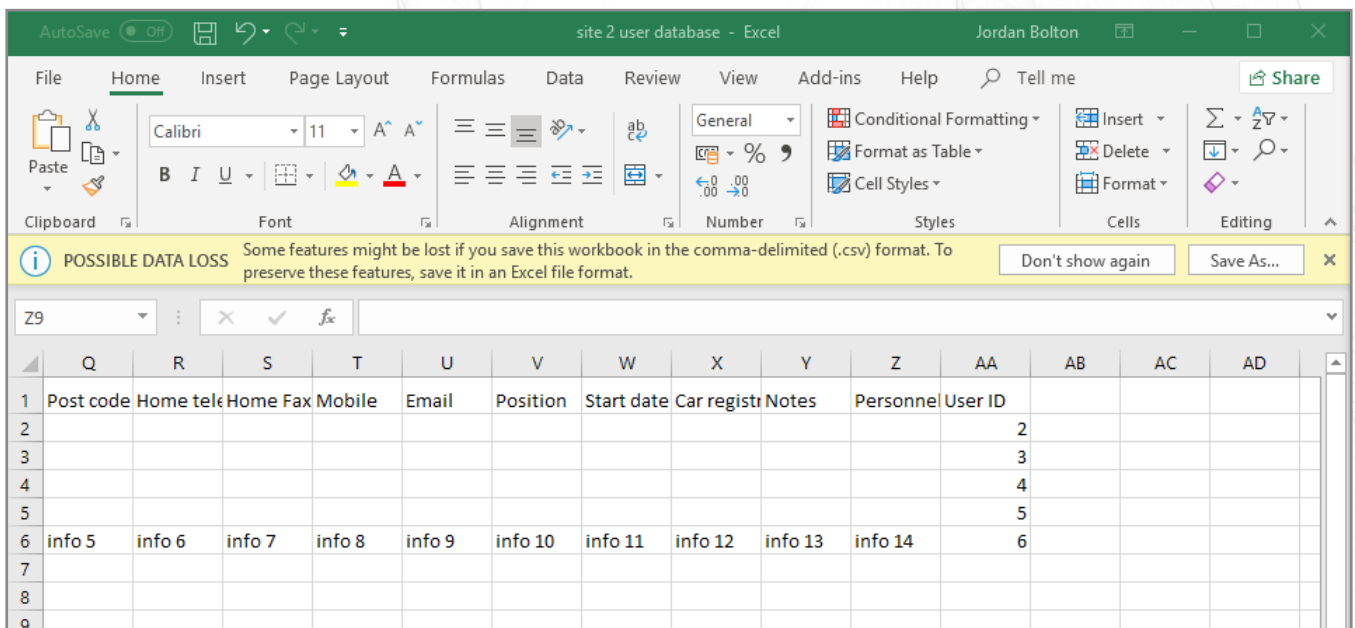
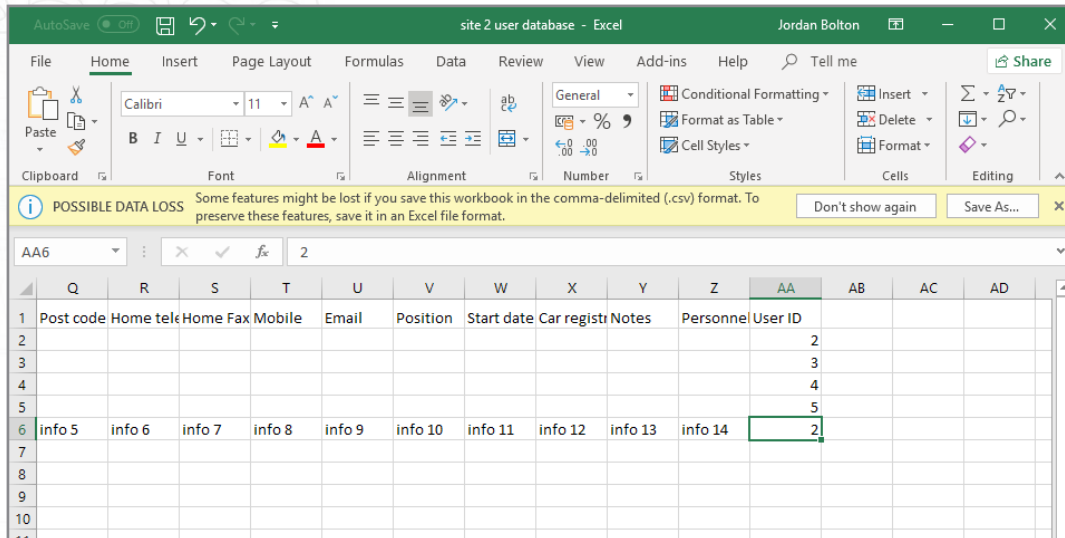
Copy and paste the user data across from site 2 into the other database by right clicking on the users you wish to copy.



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.



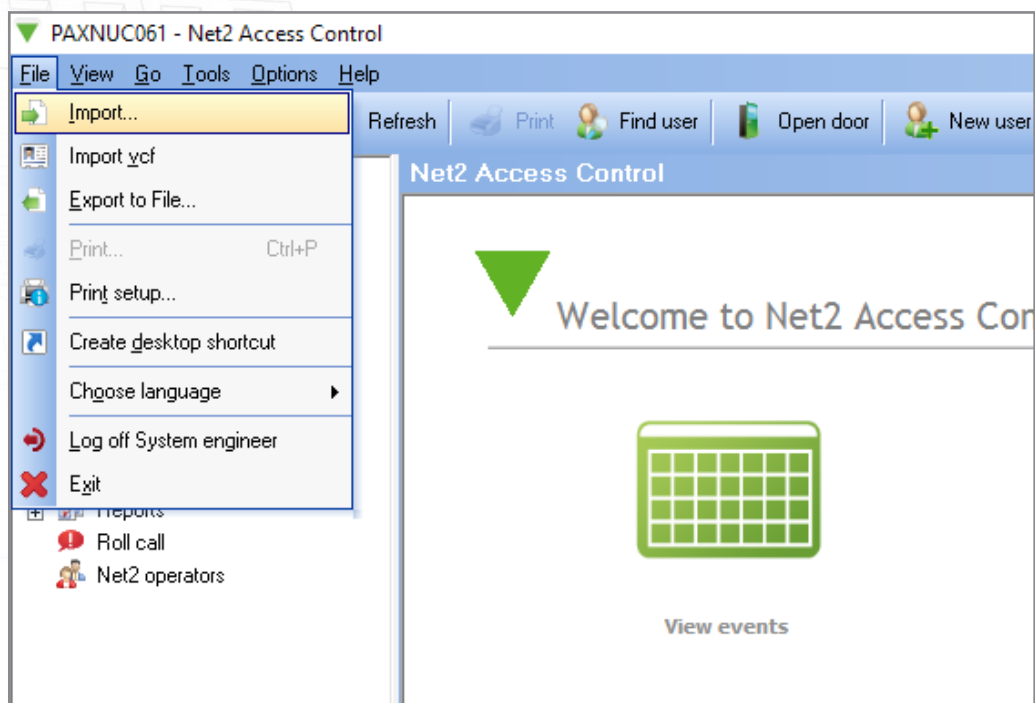
Repeat this step for all users with a matching field in the user id column.

Now you can save the final user file to your desktop

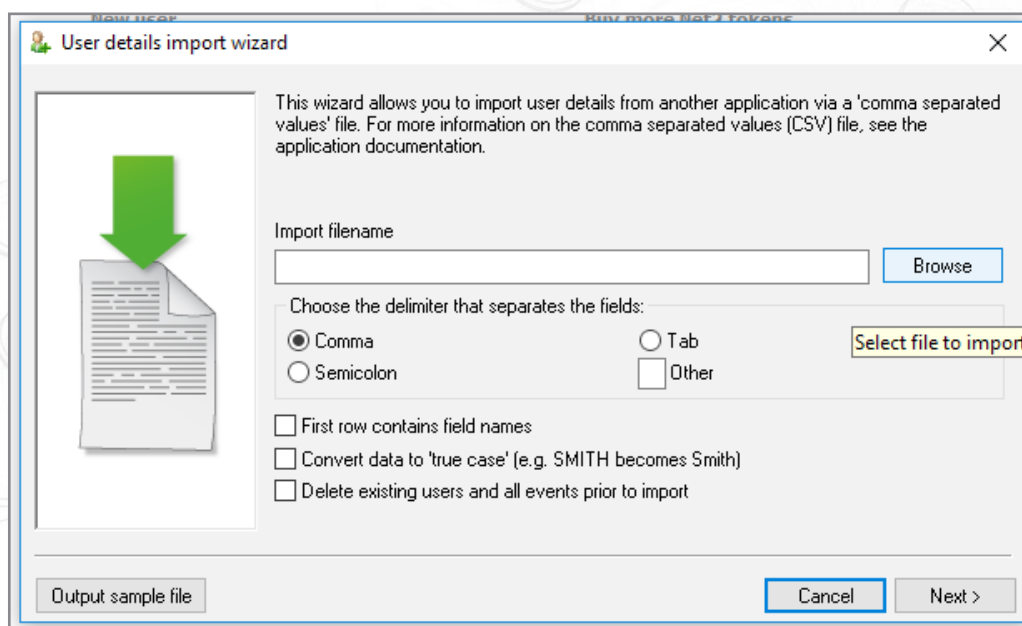


## Importing the final user database via .csv file

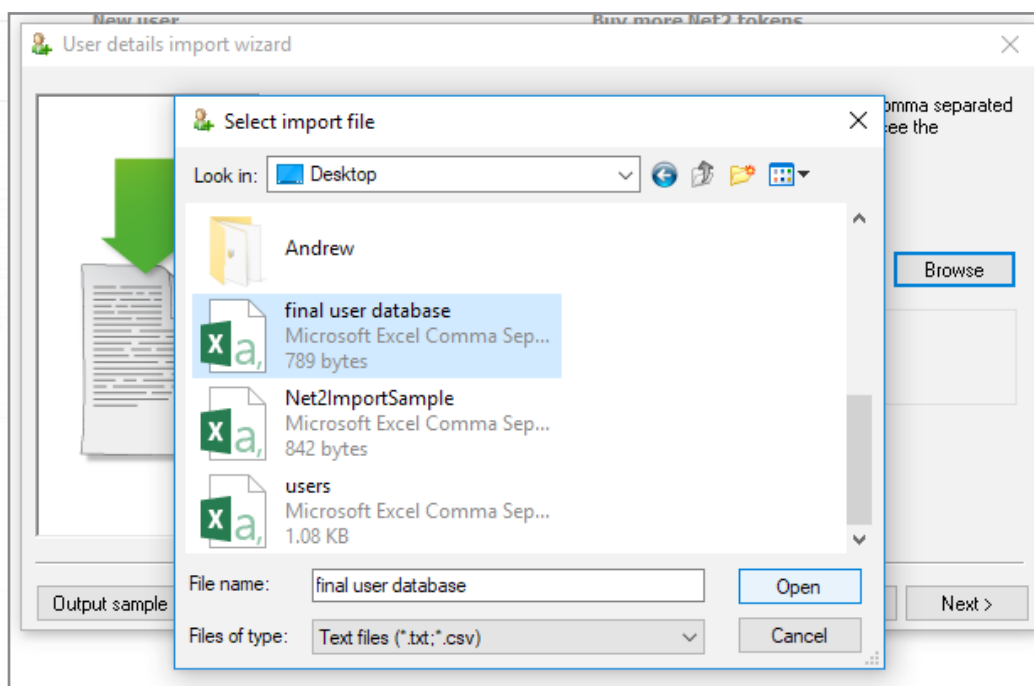
Go to File>Import



Click 'browse'

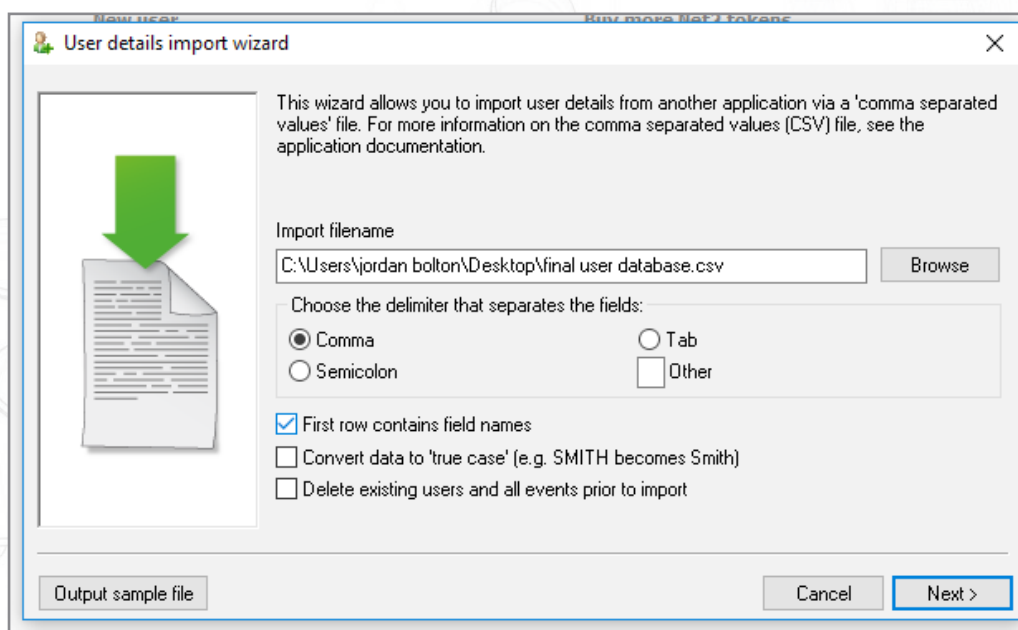


Select the final database file you have made and saved to your desktop

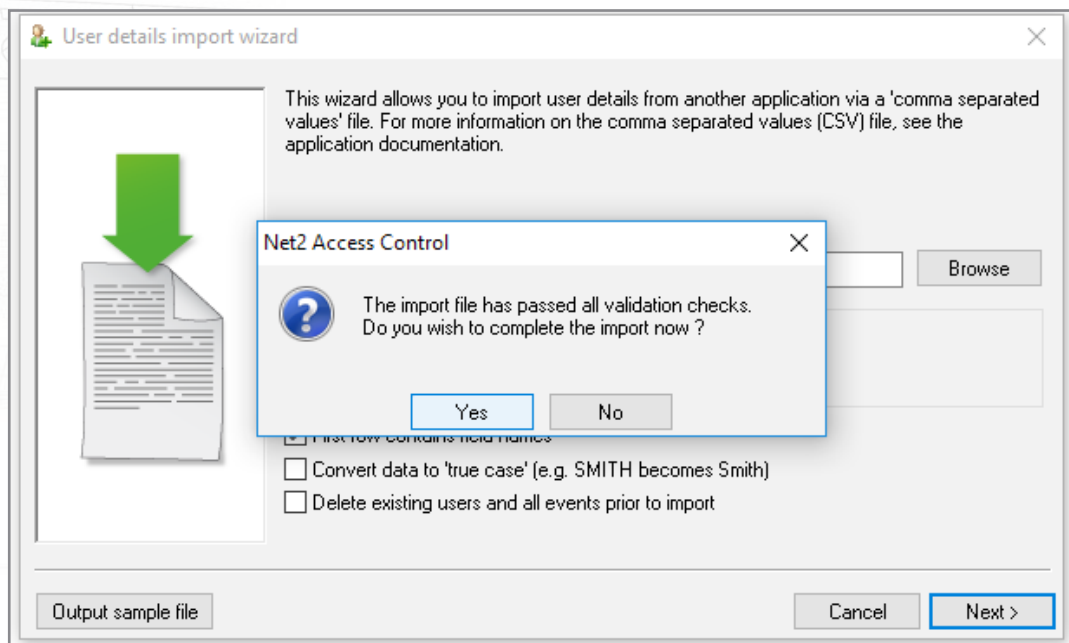


Open this file

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.