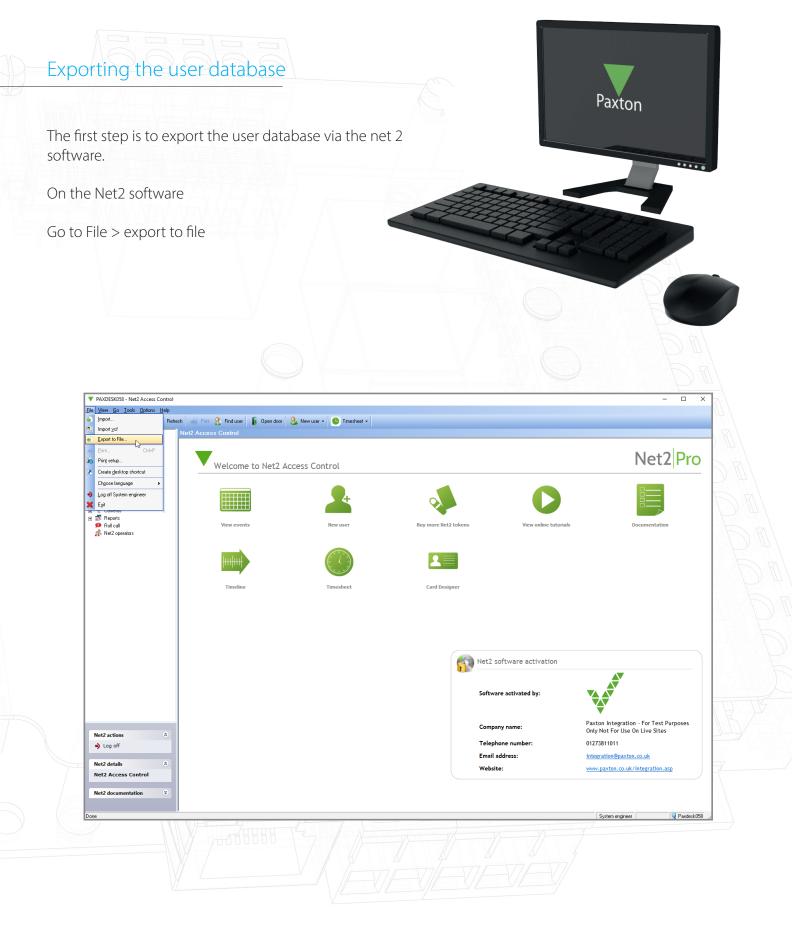


Net2 APN-1184

Merging User Databases Via .CSV file





Save the file to your desktop

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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

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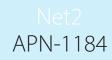
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Copy and paste the user data across from site 2 into the other database by right clicking on the users you wish to copy.

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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.

Net2 APN-1184

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.

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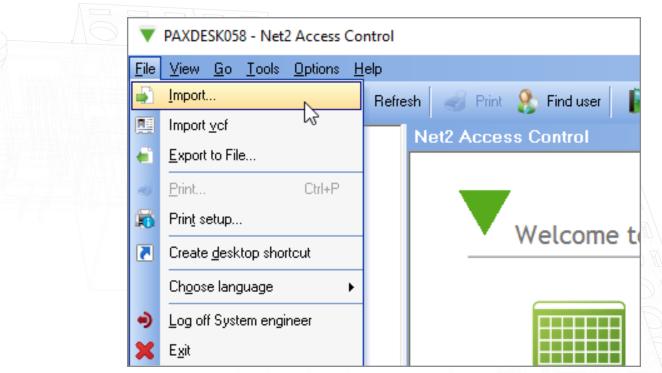
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Repeat this step for all users with a matching field in the user id column.

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

Importing the final user database via .csv file

Go to File > Import

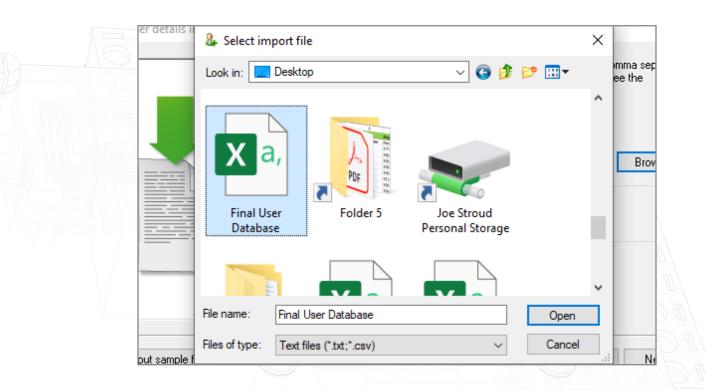


Click 'browse'

	& User details import v	This wizard allows you to import user details from another application via a 'comma separated values' file. For more information on the comma separated values (CSV) file, see the application documentation.
		Import filename
		Choose the delimiter that separates the fields:
		First row contains field names Convert data to 'true case' (e.g. SMITH becomes Smith) Delete existing users and all events prior to import
	Output sample file	Cancel Next >
<u>S</u>		



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"

Luser details import w	This wizard allows you to import user details from another application via a 'comma separated values' file. For more information on the comma separated values (CSV) file, see the application documentation.	
	Import filename C:\Users\joe stroud\Desktop\Final User Database.csv Browse Choose the delimiter that separates the fields: Comma Semicolon Dther	
	First row contains field names Econvert data to 'true case' (e.g. SMITH becomes Smith) Delete existing users and all events prior to import	
Output sample file	Cancel Next >	

Click 'next' then click 'yes'

	This wizard allows you to import user details from another app values' file. For more information on the comma separated va application documentation.	
	Net2 Access Control	×
	The import file has passed all validation checks. Do you wish to complete the import now ?	Browse
		_
·	Convert data to 'true case' (e.g. SMITH becomes Smith)	
	Delete existing users and all events prior to import	
Output sample file		Cancel Next >

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

