

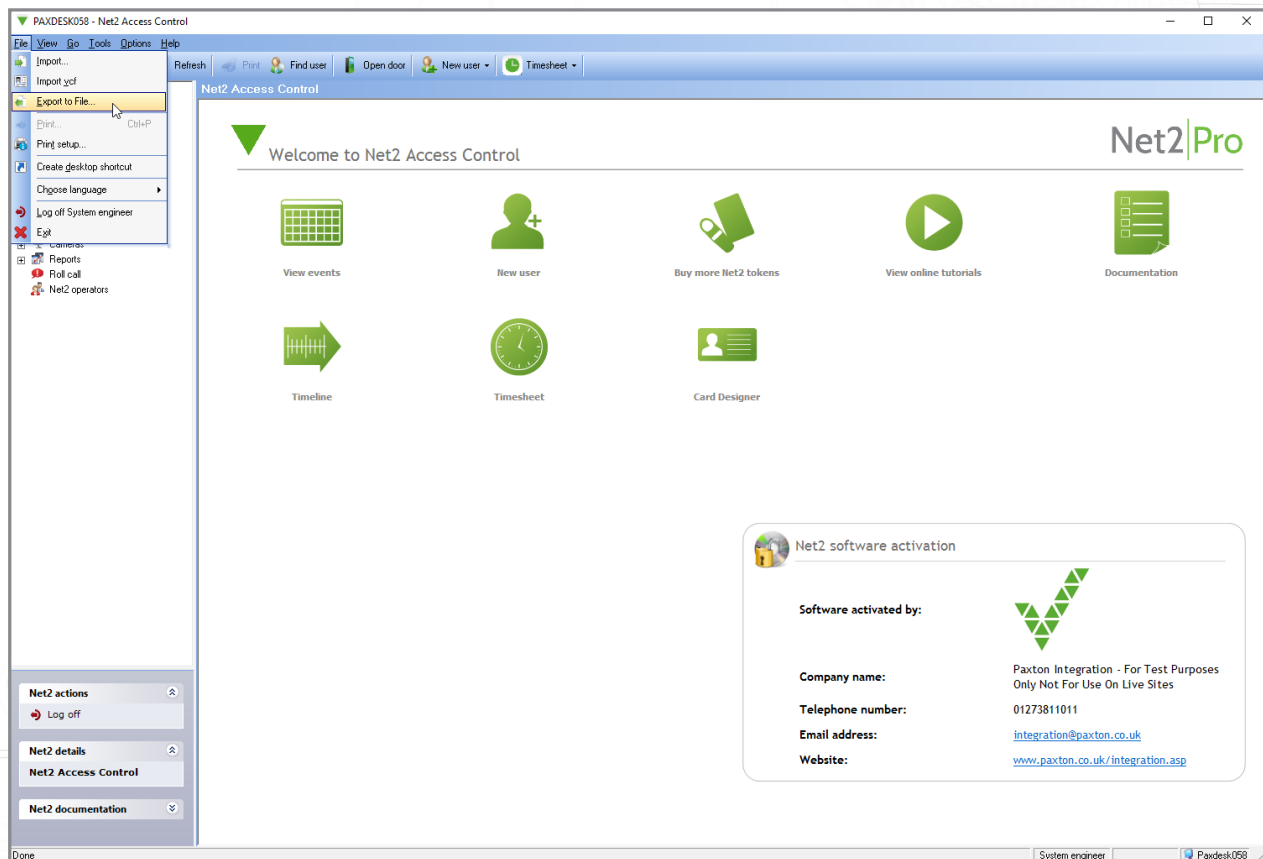
## Merging User Databases Via .CSV file

### Exporting the user database

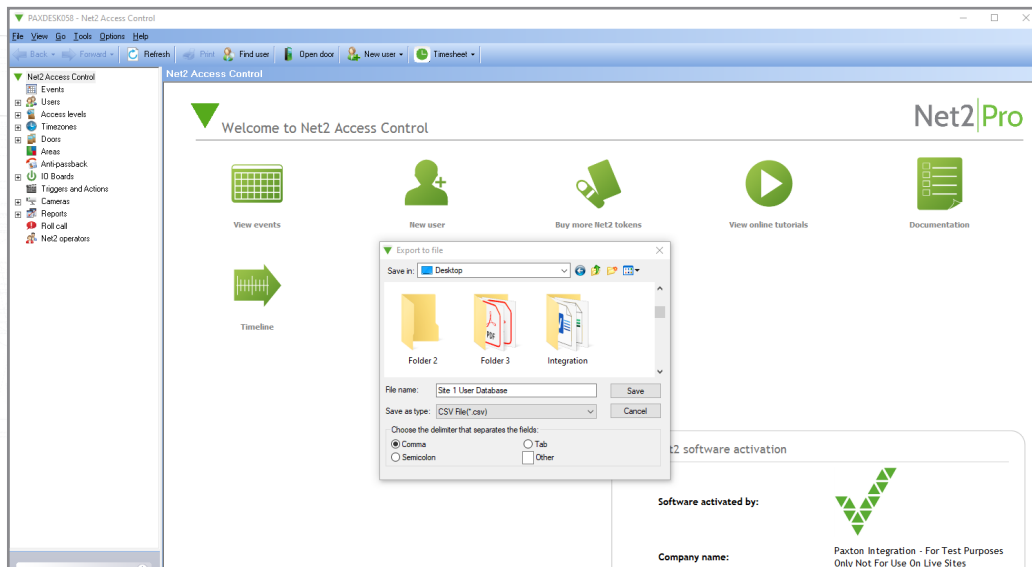
The first step is to export the user database via the net 2 software.

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

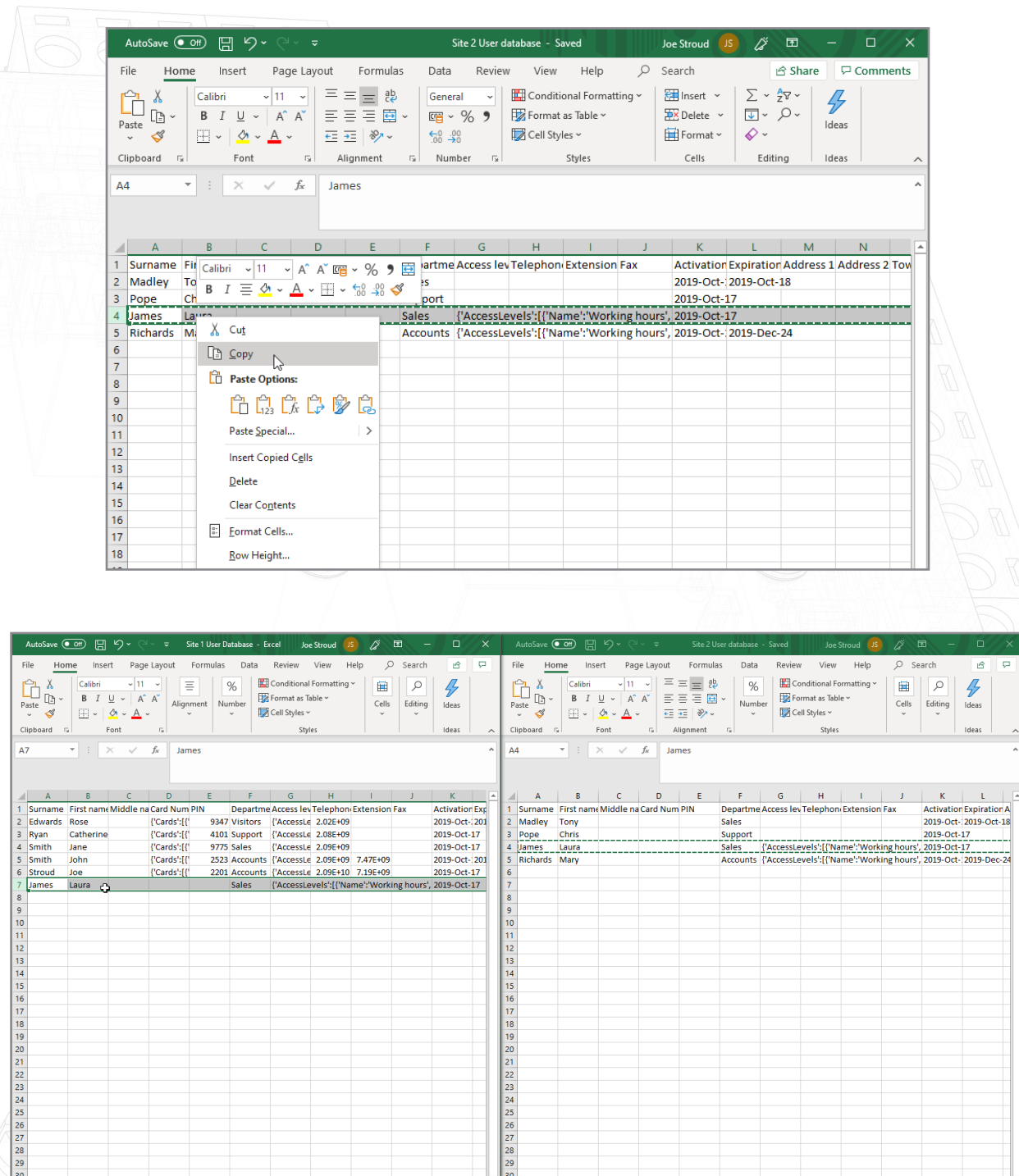
Site1

1	Surname	First name	Middle name	Card Num	PIN	Departme	Access lev	Telephon	Extension	Fax	ActivationEx
2	Edwards	Rose				Visitors					2019-Oct-20
3	Ryan	Catherine		{'Cards':{('	2523	Support		2.09E+09		7.47E+09	2019-Oct-17
4	Smith	Jane		{'Cards':{('	9775	Sales	{'AccessLe	2.09E+09			2019-Oct-17
5	Smith	John		{'Cards':{('	2201	Accounts	{'AccessLe	2.09E+10		7.19E+09	2019-Oct-20
6	Stroud	Joe		{'Cards':{('	9347	Accounts	{'AccessLe	2.02E+09			2019-Oct-17

Site1

1	Surname	First name	Middle name	Card Num	PIN	Departme	Access lev	Telephon	Extension	Fax	ActivationEx
2	Madley	Tony				Sales					2019-Oct-20
3	Pope	Chris				Support					2019-Oct-17
4	James	Laura				Sales	{'AccessLevels':{('Name':Working hours',				2019-Oct-17
5	Richards	Mary				Accounts	{'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.

The screenshot shows an Excel spreadsheet titled 'Site 1 User Database - Excel'. The 'User ID' column (column AA) contains the following values for rows 1 through 7:

Row	User ID
1	
2	2
3	3
4	4
5	5
6	2
7	7

The screenshot shows the same Excel spreadsheet after editing. The 'User ID' column (column AA) now contains the following values for rows 1 through 7:

Row	User ID
1	
2	2
3	3
4	4
5	5
6	6
7	7

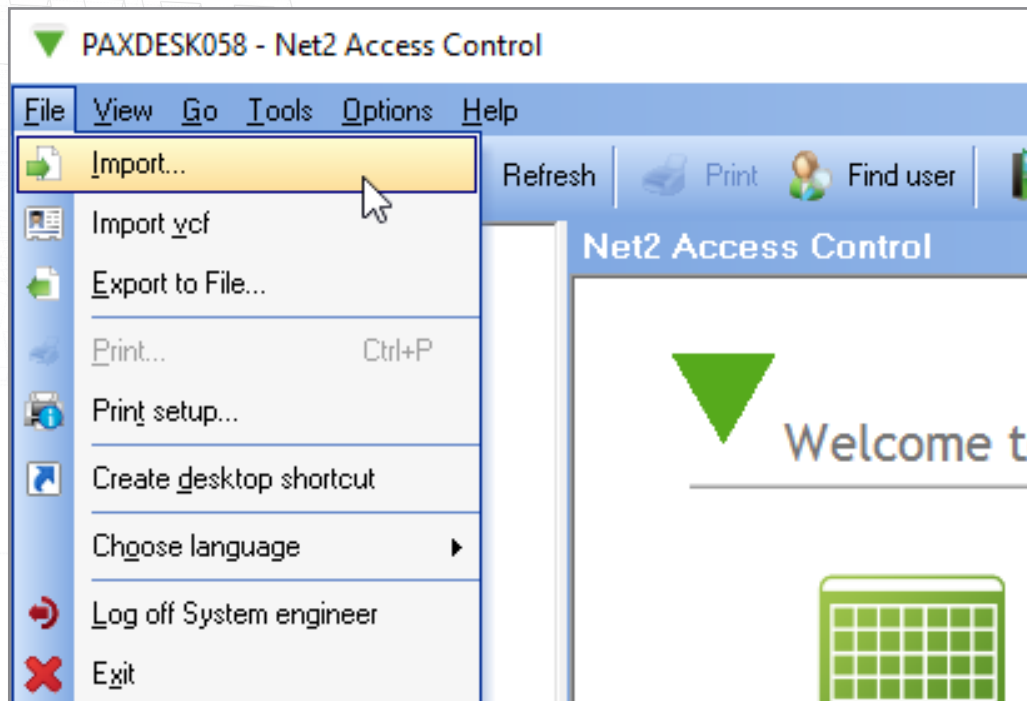
Repeat this step for all users with a matching field in the user id column.

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

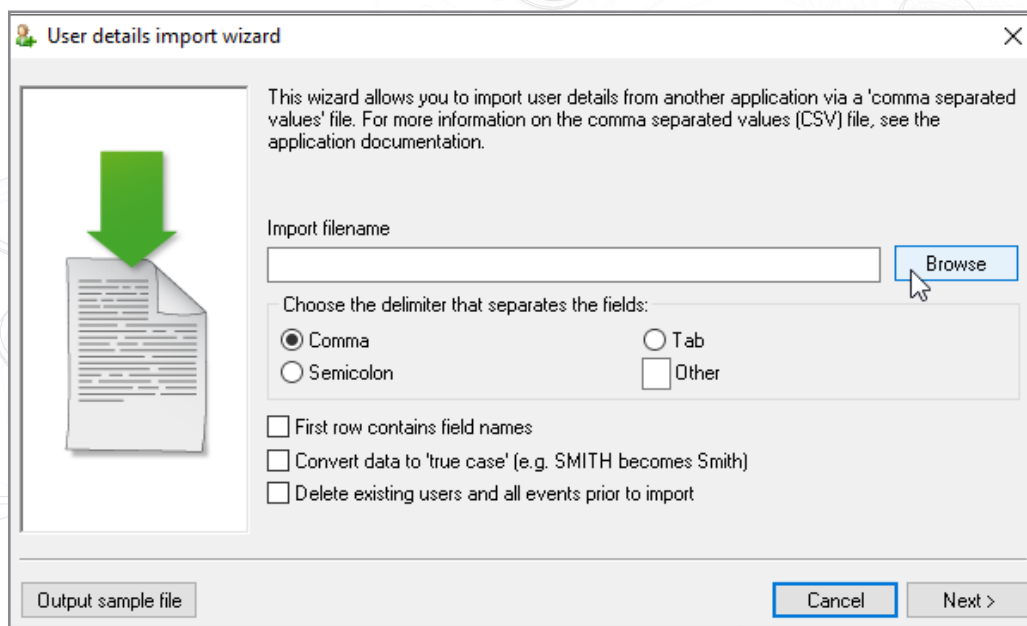


## Importing the final user database via .csv file

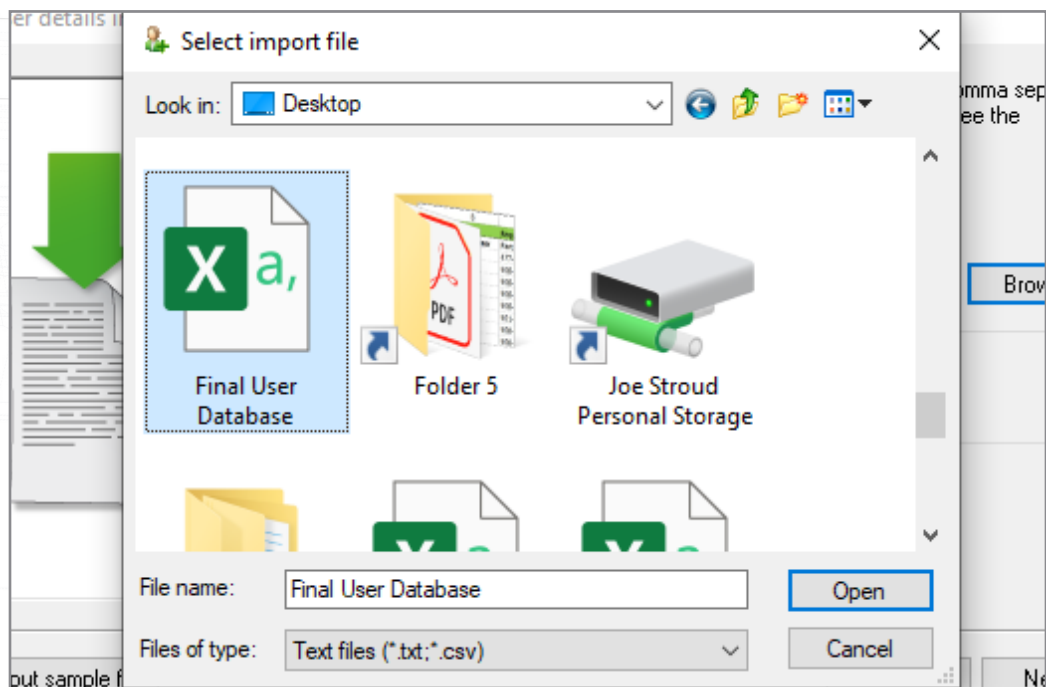
Go to File > Import



Click 'browse'

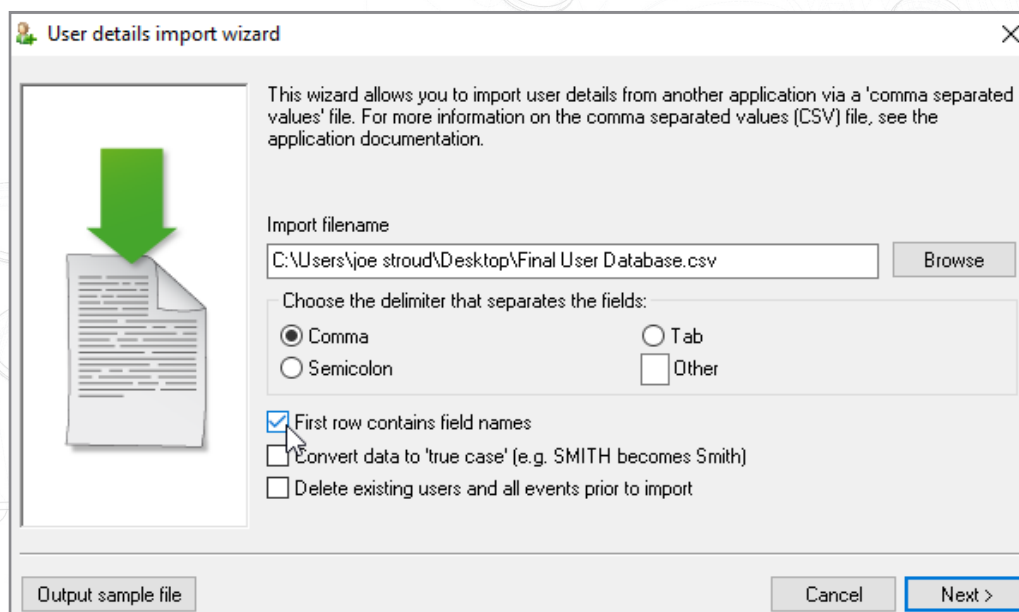


Select the final database file you have made and saved to your desktop

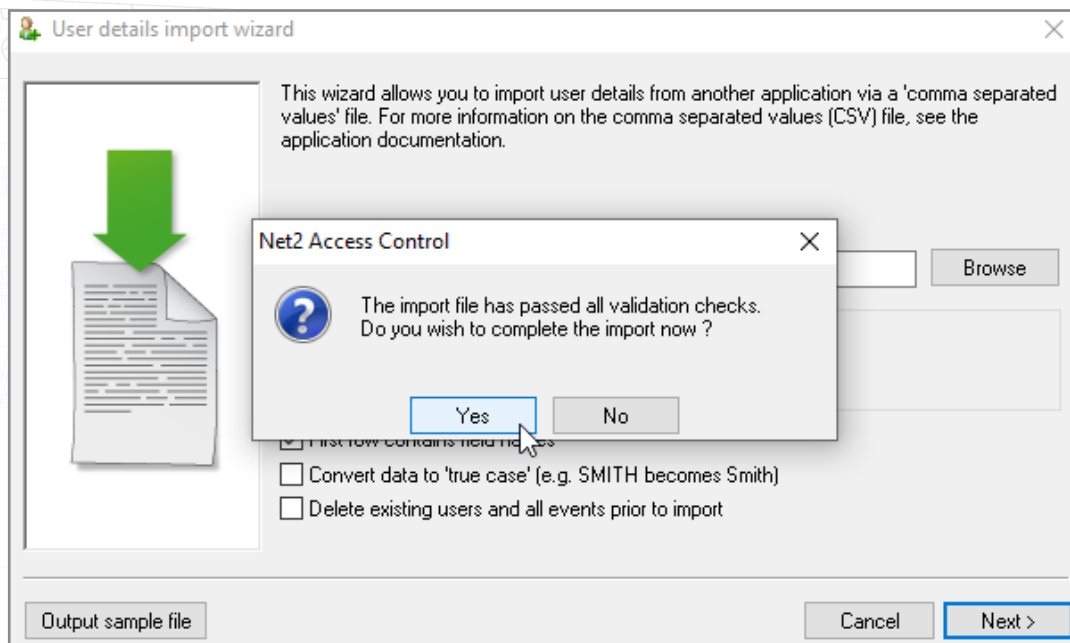


Open this file

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.