![Millennium - Secure Your World logo]
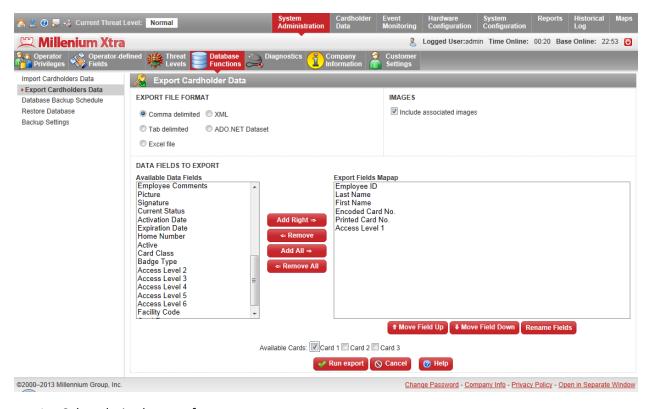
Millennium Xtra

Technical Bulletin

Title: **Exporting and Importing Cardholders in Xtra**
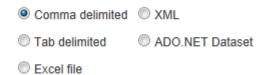
Contents:

Exporting cardholders and cards

To export cardholders go to **System Administration > Database Functions > Export Cardholders Data**.

1. Select desired export format

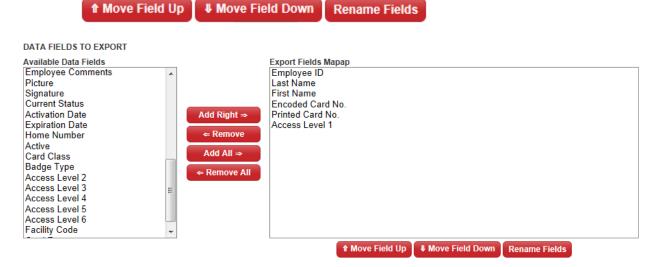2. If you need to export cardholders images check related option

IMAGES

☑ Include associated images

Note: when option **Include associated images** is turned on the export process may take more time than without this option.

3. Select cardholder fields to export. Use button **Add Right** to include field to export and use button **Remove** to remove field from export.
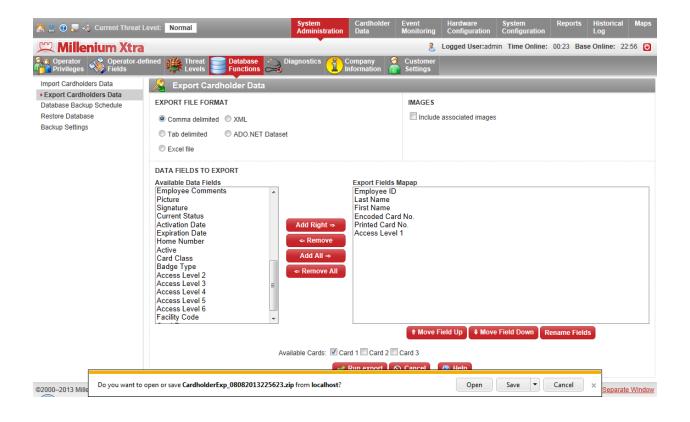   Also you can add or remove all fields using **Add All** or **Remove All** buttons.
   Arrange or rename fields using appropriate buttons:

   ⬆ Move Field Up   ⬇ Move Field Down   Rename Fields

DATA FIELDS TO EXPORT

Available Data Fields		Export Fields Mapap
Employee Comments		Employee ID
Picture		Last Name
Signature	**Add Right ⇒**	First Name
Current Status		Encoded Card No.
Activation Date	**⇐ Remove**	Printed Card No.
Expiration Date		Access Level 1
Home Number	**Add All ⇒**	
Active		
Card Class	**⇐ Remove All**	
Badge Type		
Access Level 2		
Access Level 3		
Access Level 4		
Access Level 5		
Access Level 6		
Facility Code		

⬆ Move Field Up   ⬇ Move Field Down   Rename Fields
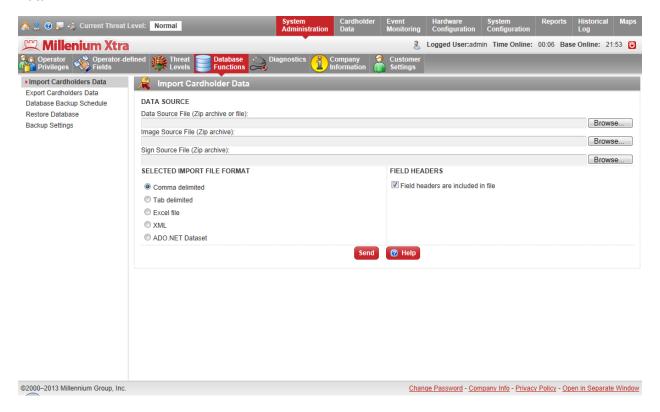
4. Select cards to export

   Available Cards: ☑ Card 1 ☐ Card 2 ☐ Card 3

5. Run export by clicking **Run export** button
6. After the export is complete your browser will prompts you to save the export file.

System Administration | Cardholder Data | Event Monitoring | Hardware Configuration | System Configuration | Reports | Historical Log | Maps

Millenium Xtra

Logged User:admin Time Online: 00:23 Base Online: 22:56

Operator Privileges | Operator-defined Fields | Threat Levels | Database Functions | Diagnostics | Company Information | Customer Settings

Import Cardholders Data
› Export Cardholders Data
Database Backup Schedule
Restore Database
Backup Settings

Export Cardholder Data

EXPORT FILE FORMAT

- ⦿ Comma delimited ○ XML
- ○ Tab delimited ○ ADO.NET Dataset
- ○ Excel file

IMAGES

☐ Include associated images

DATA FIELDS TO EXPORT

Available Data Fields

Employee Comments
Picture
Signature
Current Status
Activation Date
Expiration Date
Home Number
Active
Card Class
Badge Type
Access Level 2
Access Level 3
Access Level 4
Access Level 5
Access Level 6
Facility Code

- Add Right ⇒
- ⇐ Remove
- Add All ⇒
- ⇐ Remove All

Export Fields Mapap

Employee ID
Last Name
First Name
Encoded Card No.
Printed Card No.
Access Level 1

⬆ Move Field Up | ⬇ Move Field Down | Rename Fields

Available Cards: ☑ Card 1 ☐ Card 2 ☐ Card 3

Run export | Cancel | Help

Do you want to open or save **CardholderExp_08082013225623.zip** from **localhost**?   Open | Save ▾ | Cancel | ✕

©2000–2013 Mille...   Separate Window

Importing cardholders and cards

To import cardholders data go to **System Administration > Database Functions > Import Cardholders Data**

1. In field **Data Source File** select file containing cardholder data.
   Note1: Field **Data source File** is required.
   Note2: Data Source File must contain three required fields: **First Name**, **Last Name** and **Employee ID**.
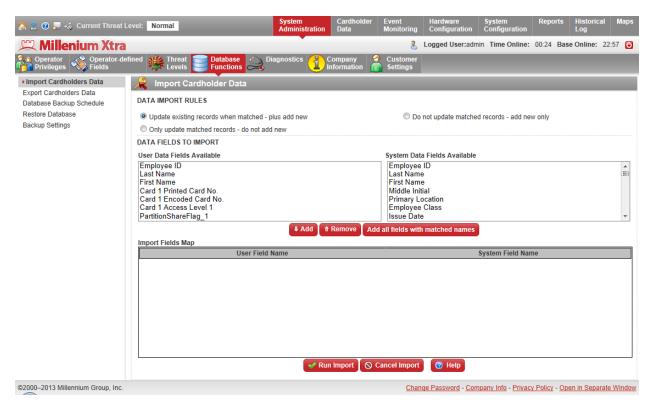   **Note3:** If Data Source File contains card information, it must contain field with **Encoded Card Number**.
2. In field **Image Source File** select archive with cardholders' images
3. In field **Sign Source File** select archive with cardholders' signatures images
4. Select format of Data Source File

5. If data source file contains field headers than check option **Field headers are included in file**

FIELD HEADERS

☑ Field headers are included in file

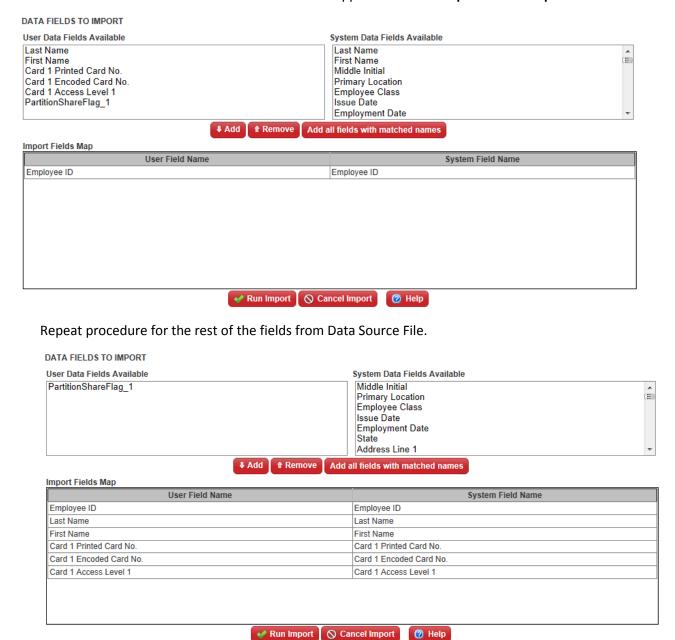6. When all options are set click **Send** button

7. Select **Data Import Rules**

DATA IMPORT RULES

◉ Update existing records when matched - plus add new   ○ Do not update matched records - add new only
○ Only update matched records - do not add new

8. In section **Data Fields To Import** you need to match fields from Data Source File with **System Data Fields**. Select field from Data Source File and select appropriate System Data field.
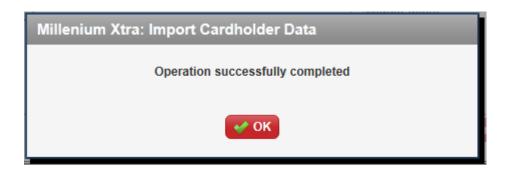
Then click **Add** button. Selected combination will appear in section **Import Fields Map**.

Repeat procedure for the rest of the fields from Data Source File.

Note: PartionSharedFlag_1 is a utility field; it shouldn't be matched with system data field.

9. When all fields matched click **Run import** button.
10. When import is finished system will prompt you with message

Millenium Xtra: Import Cardholder Data

Operation successfully completed

✔ OK

Important notes

- System determines cardholder by three fields: First Name, Last Name and Employee ID. In order to import cardholder's record the Data Source file must contain all these fields.
- If you want to update cardholder's information (Access Levels, Card Number, Address, etc.) in system then Data Source file must contain three required fields (First Name, Last Name and Employee ID) and data in these fields should match information in system.
- If you importing cardholders with Access Levels make sure you have these Access Levels in system. If you don't have these Access Levels then these records will be refused during import.