

# Importing and exporting Net2 user data

## User data

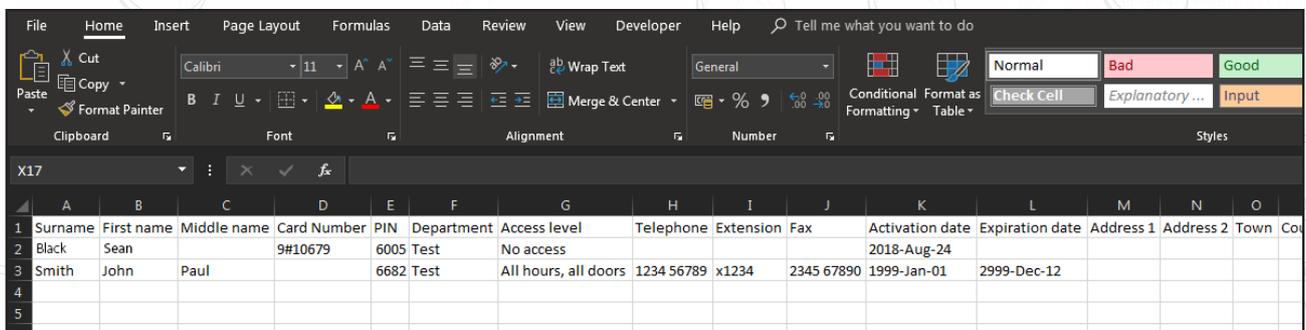
User data is defined as all the information Net2 holds about an individual cardholder. Often most of this information already exists in other databases owned by the end user. It is possible to import this existing data into Net2. This can save many hours of administration time when a large system is first being installed. Net2 will accept information in the form of a Text (TXT) file or a comma separated values (CSV) file. These standard file formats are supported by most database software packages including Microsoft Access and Excel.



## Producing a file for import

When producing a file for import into Net2 it is important that the data fields are arranged in the correct order and do NOT exceed the maximum length as shown in the 'User data field' table. Only the first two fields are required to define the user and all other fields can be left blank.

The screenshot below shows how a CSV file can be produced in Microsoft Excel. The first line can contain the field names as the import can ignore them. Any field that is to be left blank is still included so that the rest of the fields remain in their correct locations. Export from Net2 first to get all the column headers for the import.



|   | A       | B          | C           | D           | E    | F          | G                    | H          | I         | J          | K               | L               | M         | N         | O       |
|---|---------|------------|-------------|-------------|------|------------|----------------------|------------|-----------|------------|-----------------|-----------------|-----------|-----------|---------|
| 1 | Surname | First name | Middle name | Card Number | PIN  | Department | Access level         | Telephone  | Extension | Fax        | Activation date | Expiration date | Address 1 | Address 2 | Town Co |
| 2 | Black   | Sean       |             | 9#10679     | 6005 | Test       | No access            |            |           |            | 2018-Aug-24     |                 |           |           |         |
| 3 | Smith   | John       | Paul        |             | 6682 | Test       | All hours, all doors | 1234 56789 | x1234     | 2345 67890 | 1999-Jan-01     | 2999-Dec-12     |           |           |         |
| 4 |         |            |             |             |      |            |                      |            |           |            |                 |                 |           |           |         |
| 5 |         |            |             |             |      |            |                      |            |           |            |                 |                 |           |           |         |

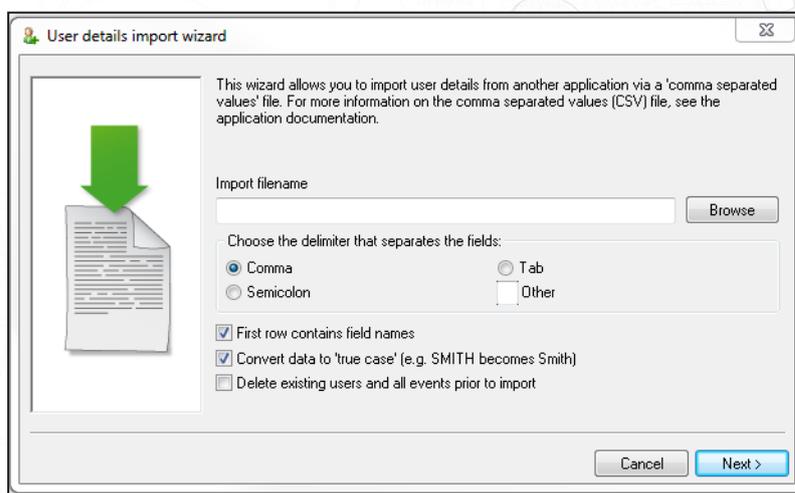
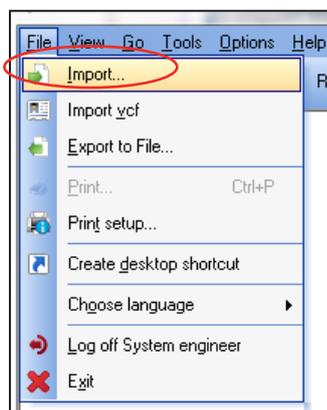
The file must be saved in the .csv format and can then be viewed, as below, in a text format, which shows the comma separators. Note how the blank fields display as two commas with nothing in between them.

```
Surname,First name,Middle name,Card Number,PIN,Department
Scott,Mike , ,1599967,9856,Managers
Jones,Sarah, ,7185567,4562,SALES
BROWN,Caroline, ,6711829,4257,SALES
SMITH,James, ,2742189,9677,Production
O'Brien,John, ,4911767,1254,Production
```

## Importing the file

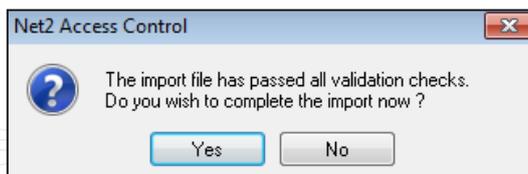
To import the TXT or CSV file, select the import option from the File menu. The import wizard will appear. The filename of the CSV file should be entered or browsed to in the Import filename window. Select the delimiter used in the file, comma, semi-colon or tab. If the field names have been included on the first line of the file, as shown in our example, the 'first row contains field names' box must be checked.

A useful feature of the import wizard is the ability to convert data entries to true text (e.g. SMITH becomes Smith). Fields marked in the 'User data fields' table with an asterisk (\*) will be converted if the 'Convert data to true case' option is active. Check the tick box to use this function.

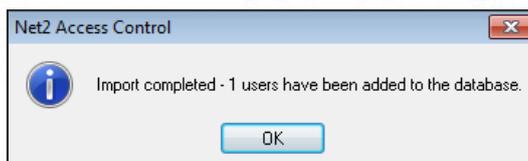


After pressing Next, the data will be checked and will display any validation errors in a table allowing you to correct them. It is important at this stage to check the information through to ensure each field is correctly located. Only when this is correct can the file be imported.

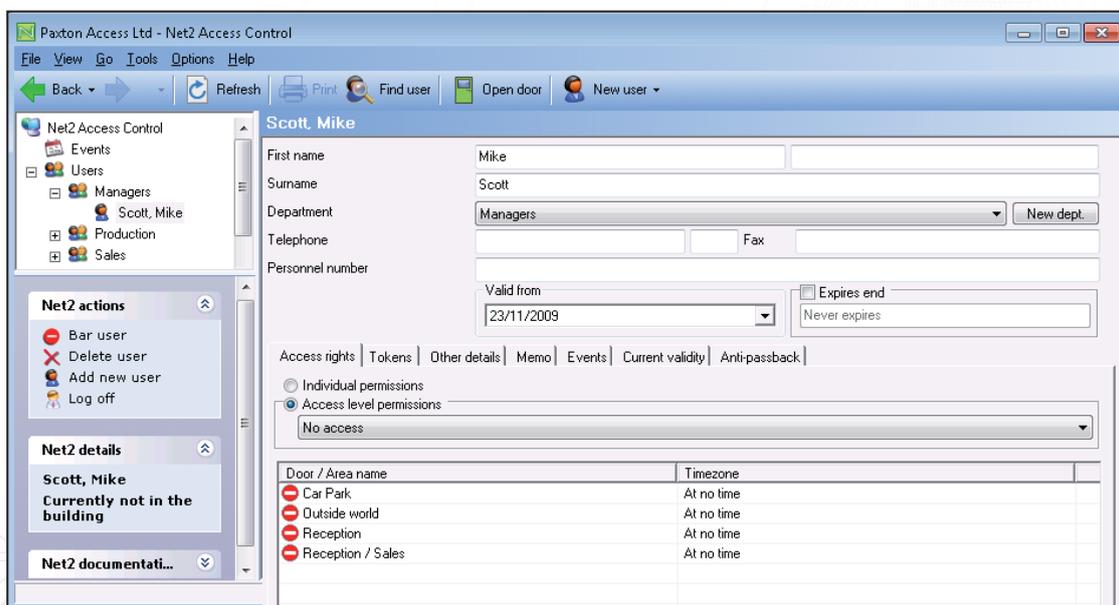
Note that SMITH has changed to Smith, but unfortunately, O'Brien has now changed to O'brien. Names that are changed incorrectly in this way must be manually changed in the individual user record within the Net2 software.



Once the file preparation has been completed, you will be shown how many users will be imported. Click Finish to import the data into the Net2 database.



Once the file import is complete the information will appear under the Users section in the Net2 software. Users will be grouped by Department if so indicated within the CSV file, otherwise they will be added to the root of the users folder.



## User data fields

| Field number | Field name                    | Notes   |
|--------------|-------------------------------|---|
| 1 *          | Surname                       | Required - Text up to 50 characters                                 |
| 2 *          | First name                    | Required - Text up to 50 characters                                 |
| 3 *          | Middle name                   | Text up to 50 characters  |
| 4            | Card No                       | Number 1 to 99999999  |
| 5            | PIN                           | Number 0001 to 9999   |
| 6 *          | Department                    | Text up to 50 characters  |
| 7 *          | Access Level                  | Text up to 50 characters  |
| 8            | Telephone                     | Text up to 30 characters  |
| 9            | Extension                     | Text up to 10 characters  |
| 10           | Fax                           | Text up to 30 characters  |
| 11           | Active date                   | Date in the default language format e.g. in the UK it is dd/mm/yyyy |
| 12           | Expiry date                   | Date in the default language format e.g. in the UK it is dd/mm/yyyy |
| 13 *         | Field1_100 (Address 1)        | Default field name shown in brackets. Text up to 100 characters     |
| 14 *         | Field2_100 (Address 2)        | Text up to 100 characters   |
| 15 *         | Field3_50 (Town)              | Text up to 50 characters  |
| 16 *         | Field4_50 (County)            | Text up to 50 characters  |
| 17           | Field5_50 (Post code)         | Text up to 50 characters  |
| 18           | Field6_50 (Home telephone)    | Text up to 50 characters  |
| 19           | Field7_50 (Home fax)          | Text up to 50 characters  |
| 20           | Field8_50 (Mobile)            | Text up to 50 characters  |
| 21           | Field9_50 (Email)             | Text up to 50 characters  |
| 22 *         | Field10_50 (Position)         | Text up to 50 characters  |
| 23           | Field11_50 (Start date)       | Text up to 50 characters  |
| 24           | Field12_50 (Car registration) | Text up to 50 characters  |
| 25 *         | Field13_Memo (Notes)          | Text up to 4096 characters (cannot contain field separator).        |
| 26           | Field14_50 (Personnel number) | Text up to 50 characters  |
| 27           | UserID                        | Number 1 to 999999  |

Fields marked with an asterisk (\*) are affected by the 'Convert data to true case' option during the import.

## Token type

During the export process, the token type is added as a prefix to the token number with a # as a field separator. (0#12345678)

The type is defined as follows:

- 0 - Unspecified
- 1 - Proximity only (Clamshell)
- 2 - Proximity ISO card
- 3 - Keyfob
- 4 - Hands free keyfob
- 5 - Watchprox
- 6 - Proximity ISO card (no magstripe)
- 7 - Car Registration
- 8 - Hands free keycard
- 9 - Fingerprint
- 10 - Telephone number

## Additional Imports

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If further imports are required, the same process can be followed again, it is important however, not to include any duplicate records in the new import file, as Net2 will reject these.

## Export

The Export feature can be accessed from the drop-down File menu at the top of the screen. This allows all user details to be exported in a .csv format to any destination that you specify. The layout of the file is the same as that detailed in the table above.

If exporting user data from one Net2 system to another Net2 database, be careful not to overwrite any existing users with duplicate User IDs. The simplest way to ensure this is to delete the User ID column in the .csv file (Column AA) before the import and new IDs will be created for these users in the new database.

## Advanced Permissions

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Advanced Permissions is a feature in Net2 that allows users to have multiple Access Levels and/or Individual Permissions to doors. This provides a wider range of access rights for users but also affects the way in which user information is imported and exported.

When exporting the users from a Net2 system that has Advanced Permissions enabled, the .CSV file will display the permissions in the following format:

```
{'AccessLevels': [{'Name': 'Shift A', 'Ordinal': '1'}], 'IndividualPermissions': [{'Area': 'Outside world', 'TimeZone': 'All day, every day'}, {'Area': 'On Site', 'TimeZone': 'All day, every day'}]}
```

Each permission is separated with two brackets '[]' whether this is an access level or Individual Permission. Each permission is also captured within apostrophes (') for each entry.

There is a similar format for tokens (in this case one token, one vehicle reg):

```
{'Cards': [{'Number': '12345678', 'Type': '0', 'Lost': '0'}, {'Number': 'A123XYZ', 'Type': '7'}]}
```

This then allows the use of only a single row for each user.

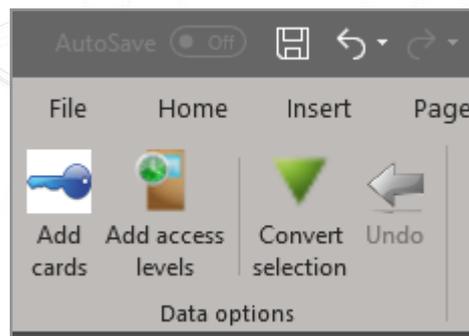
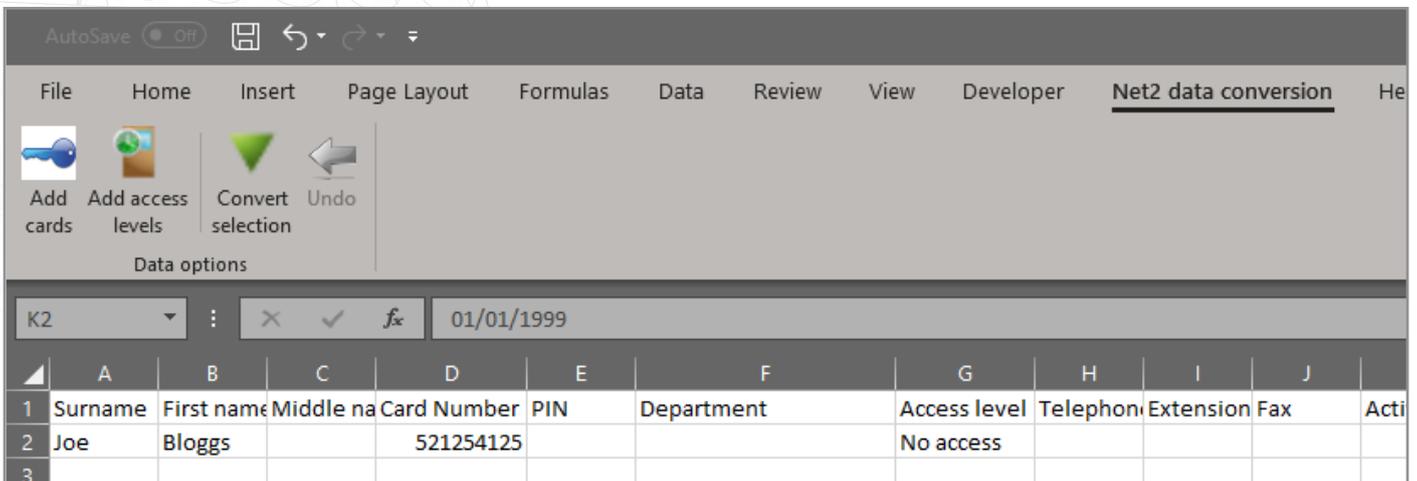
The format used is a standard data format known as JSON (**Javascript Object Notation**) a lightweight data-interchange format.

Paxton's Software Development Kit (SDK) has been updated to allow users with Advanced Permissions to be imported into Net2.

The changes to the .CSV format are backward compatible and will still allow users to be added using .CSV files from previous versions of Net2.

When creating .CSV files to import into Net2, it is important to understand the format in which the Access Levels and Individual Permissions need to be entered for the import to work correctly.

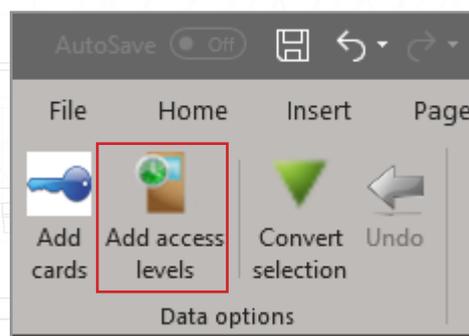
A tool is available here: [paxton.info/4958](http://paxton.info/4958) which allows you to convert .CSV files to the new format. This is an Excel add-on, you simply run the .exe and say 'Ok' to all dialogues that popup. When you open Excel, you will find a new menu item header called 'Net2 data conversion'.

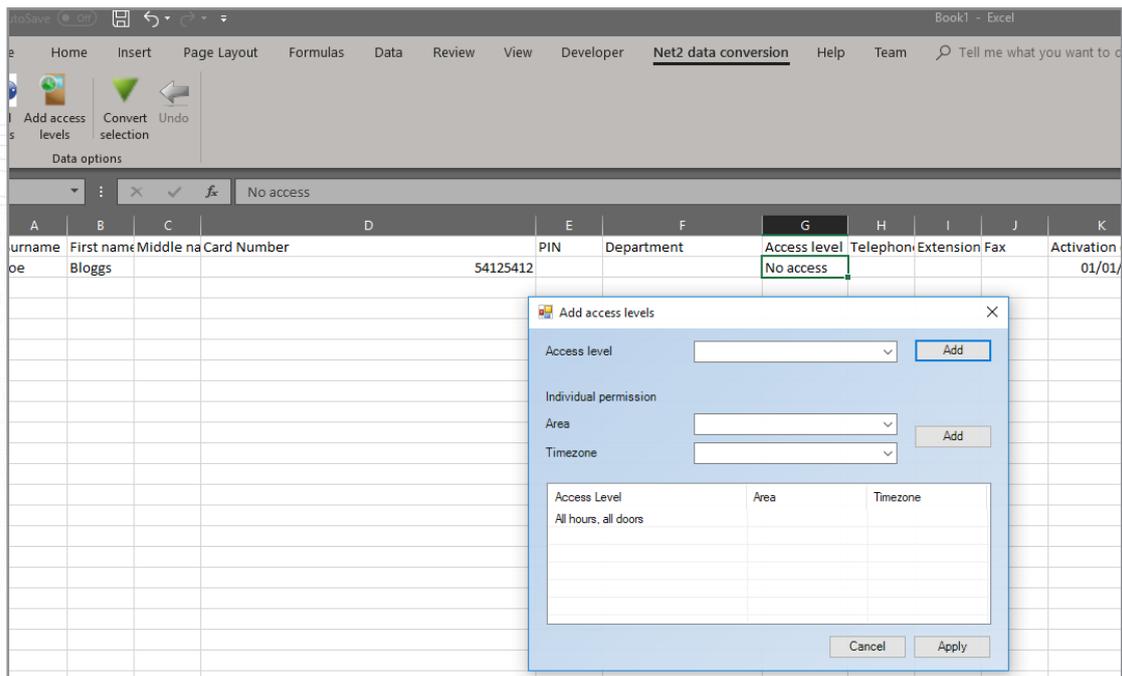


The tool will allow you to perform several tasks with ease.

## Access Levels

To apply an existing Access Level or create Individual Permissions, select the access level cell associated to the user, then using the Net2 Data Conversion tool, click 'Add Access Levels'.

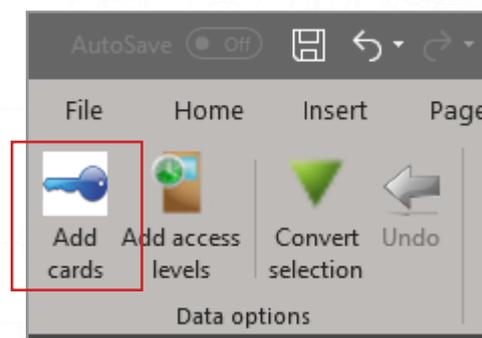




Using the drop-down menus, select the Access Level or configure the Individual Permission for the user. Once selected, click 'Add' to add this to the table then click 'Apply' to add this to the user.

## Add Cards

Clicking 'Add Cards' will allow you to add card numbers and card types. Select the Card Number cell associated to the user, then using the Net2 Data Conversion tool, click 'Add Cards'.



Enter the card number; this must be known, or you can use a desktop reader with keyboard output (please ensure the cursor is within the card number field in the wizard) then select the card type (if required). Click 'Add Card' to add this to the table, then click 'Apply' to add it to the user.

## Convert Selection

This will convert .CSV files into the required JSON format needed for use with advanced permissions. If a .CSV file has been created from either a 3rd party system, or an earlier version of Net2, individual fields or the entire sheet can use the Convert Selection tool to convert this into the JSON format.

