



WatchNET Access Integrated Security Management Software

Importing Card Holder information from Excel



351 Ferrier Street • Markham, ON • L3R 5Z2 PHONE: 416-410-6865 TOLL FREE: 1-866-331-3341 • FAX: 905-752-0186 www.watchnetaccess.com / info@watchnetinc.com



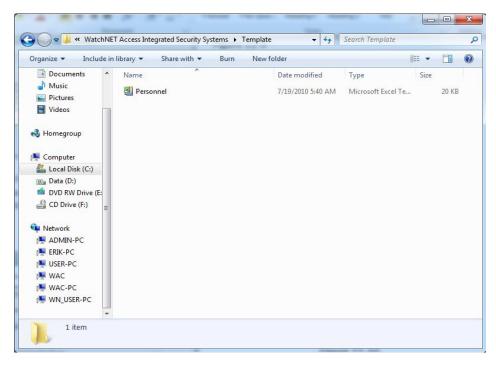
Revision History

Revision	Date	Author	Description of Changes
1.0	10/28/2013	Pradeep Kumaran	Manual Created.
1.1	11/30/2013	Octavio Colantonio	Updated Screen shoots.
1.2	02/24/2014	Octavio Colantonio	Added instructions for adding Site Code.

WatchNET Access Software allows the user to import data from an Excel file. The data can be taken from 3rd party software like TIME AND ATTENDANCE, Human Resources or any list of data.

The data which can be imported are *Personnel ID*, *First Name*, *Last Name*, *Identity*, *Gender*, *Card Number* and *Departments*. Before proceeding with importing, it is highly recommended that you back up the current *WatchNET Access Software Database*.

Inside the WatchNET Access Software folder there is a folder named "*Template*" which has a MS-Excel Template file named *Personnel.xlt*.



Open the file and enter the information you would like to import to the WatchNET Access Software. Save the file as *Excel 97-2003 Workbook*.



4	B I U G	Font B		lignment D	E	Numbe	er 50 200 Forma	Hitional Format Co atting + as Table + Style Styles	P Delete * es * Error Cells	Σ · Sort & Find & 2 · Editing J Department2
	E3 -	Font B	G A	lignment D	G E	Numbe	er G	Styles H	Cells	J
	A	В							I Department 1	J Department2
									I Department 1	J Department2
	son Code	FirstName	LastName	Identity	Sex	Card No.	Card Sector	Card Offset	Department 1	Department2
)										
)										
)										
)								1		+
)				1						
)										
2										
3										
;										
5										
r										
3										
9										
)										L
										L
2										<u> </u>
3										<u> </u>

Note: "Card Sector" is the Site Code and "Card Offset" is the card number. For example is the card number is 226 ,03138 then in the "Card Sector" column input 226 and in the "Card Offset" input 03138.

To start importing select *Tools -> Import from Excel*.

	<u>T</u> ools		<u>W</u> indow	<u>H</u> elp	<u>L</u> anguage		
		External Tools					
E	Import From Excel						
		Export Events Automatically					
		Capture Tool					
		Ca	ard Printer				

The *Import Wizard* window will be displayed.



Import Wizard
Sector Welcome to use Import Wizard
Mentions: This feature is only for importing some information as promissory/fixed format. Please backup database before you import data! If card information is included in this Excel file, please exit Watchnet before you import it. This application should be in the same folder with Watchnet .
< Back(B) Next > Cancel

Click Next to continue.

Import Wi	zard						
	Select a Excel file						
	Please select the Excel file with promissory/fixed format, if format is not correct the importing will be failed.						
	Please select the Excel file you want to import from						
	C\Program Files (x86)\WatchNET\WatchnetAccess Inte						
The requirements for Importing Excel: 1. The name of Excel Sheet should be "Personnel"; 2. The sequence should be "Person Code","FistName","LastName","Ident 3. The "FistName" and "Department1" can not be blank. 4. You can input one of card formats, "Card No." or "Card Sector"+"Card Off							
	<back(<u>B) <u>N</u>ext > Cancel</back(<u>						

Read the instructions carefully and then click *Next* to continue.

Click OK to start the import.



Import Wiza	ard
-	Import
	In order to ensure your data security, please backup database before you import data!
	Start to import by clicking the "Start" button!
	Importing Procedure
	< Back(<u>B</u>) OK Cancel

Click *OK* and *Cancel* to exit the *Import Wizard*. Verify that WatchNET Access Software has all of the imported the data.

Import Wizard		X	
	ImportExcel 1.0		X
Sta		e, please	
Be Im		OK	
-			_
	< Back(<u>B</u>) OK	Cancel	