WatchNET Access Integrated Security Management Software

Importing Card Holder information from Excel

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*.
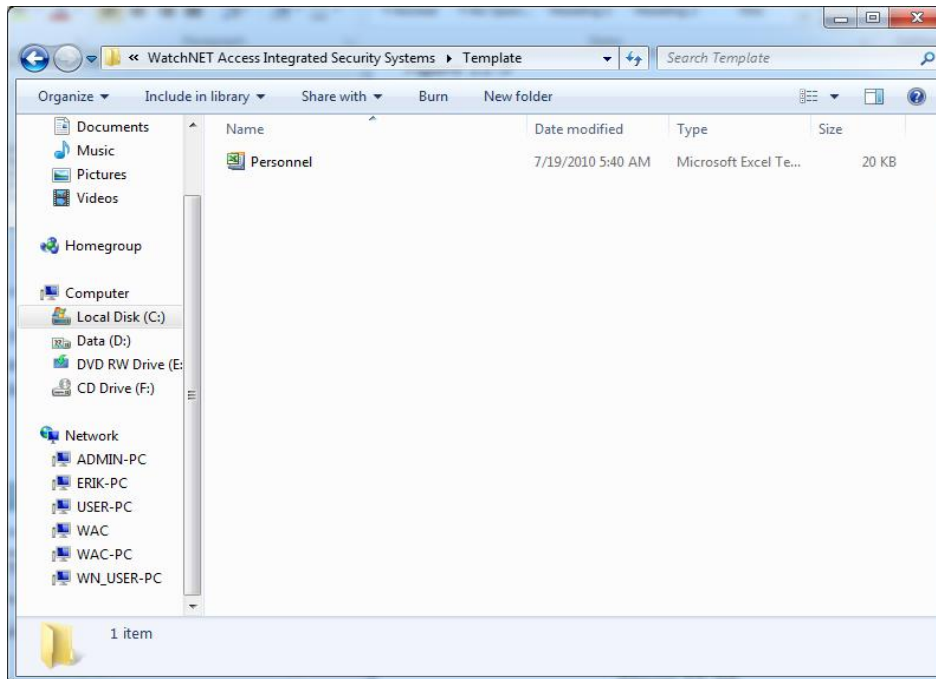

Open the file and enter the information you would like to import to the WatchNET Access Software. Save the file as *Excel 97-2003 Workbook*.
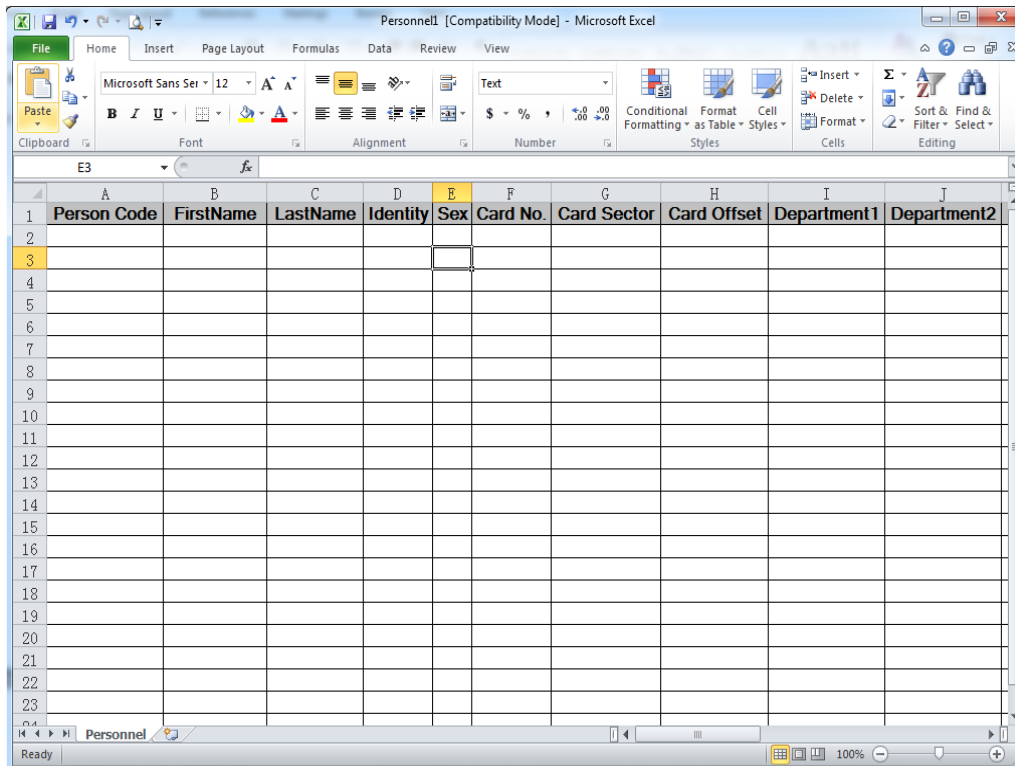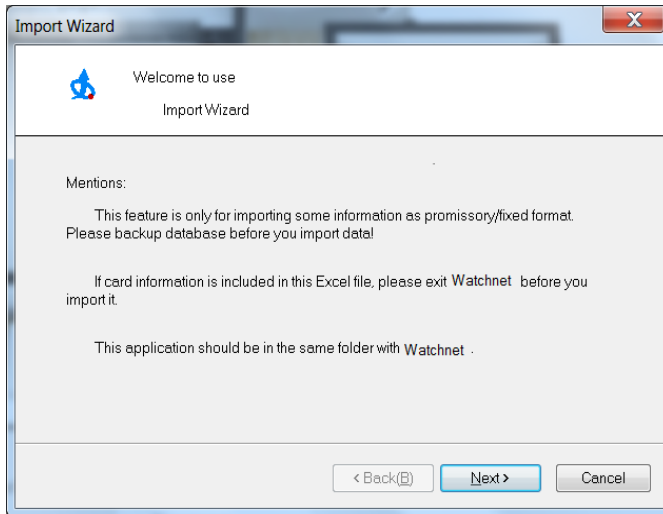
Note: "Card Sector" is the Site Code and "Card Offset" is the card number. For example is the card number is 226 ,03138 then in the "Card Sector" column input 226 and in the "Card Offset" input 03138.
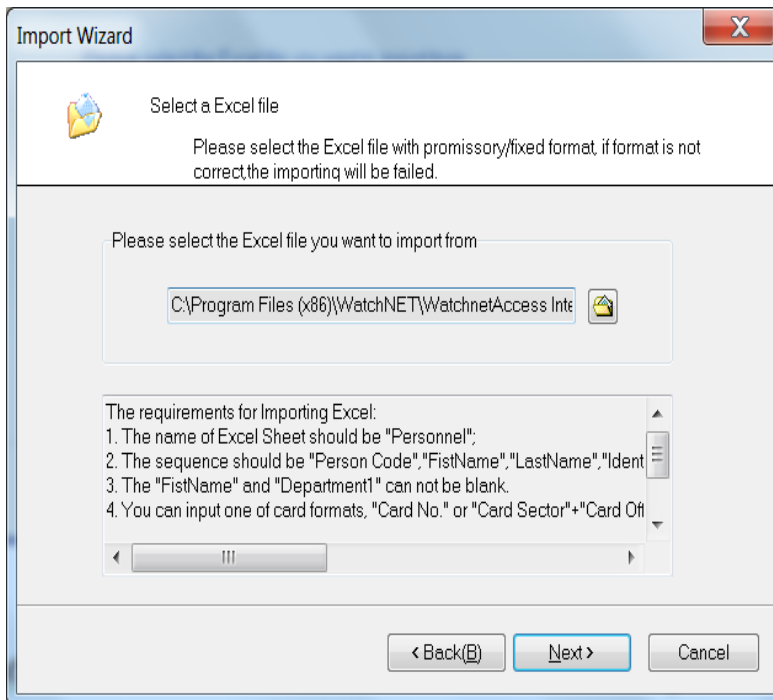
To start importing select *Tools -> Import from Excel*.
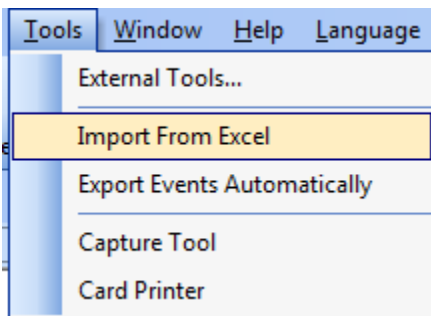
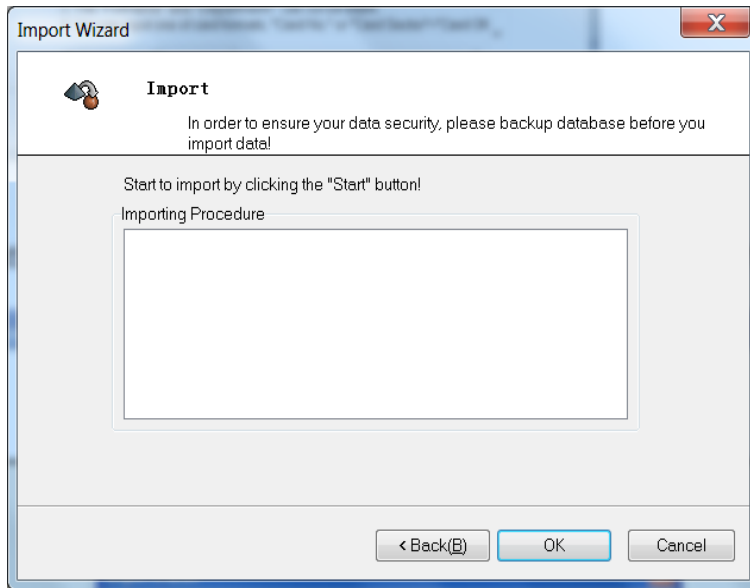

The *Import Wizard* window will be displayed.

Click *Next* to continue.

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

Click *OK* to start the import.

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