

## APPLICATION NOTE

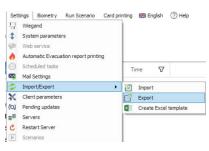
How to enroll block of cards in PROS CS software

ONLine Access

1. Open the folder where the PROS Plus is installed and find the file template.xls. Open it.

| Organize 🕶 💽 Open 💌 Print Bu | m New folder              |                    |                    |          |    | - | 13 | 1 |
|------------------------------|---------------------------|--------------------|--------------------|----------|----|---|----|---|
| 🔆 Favorites                  | Name                      | Date modified      | Туре               | Size     |    |   |    |   |
| Desktop                      | Blank Database            | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| Downloads                    | G CS                      | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| Uropbox                      | Database                  | 2/21/2014 4:25 PM  | File folder        |          |    |   |    |   |
| Secent Places                | Database - Copy           | 1/8/2014 6:58 PM   | File folder        |          |    |   |    |   |
|                              | de de                     | 1/10/2014 11:58 AM |                    |          |    |   |    |   |
| 词 Libraries                  | s                         | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| Documents                    | Firmwares                 | 2/12/2014 9:57 AM  | File folder        |          |    |   |    |   |
| A Music                      | 1 fr                      | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| Pictures                     | Help                      | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| Videos                       | A Ikoni                   | 1/10/2014 11:58 AM |                    |          |    |   |    |   |
|                              |                           | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| Somputer                     | A MailReports             | 12/19/2013 1:41 PM | File folder        |          |    |   |    |   |
| Local Disk (C:)              | 🕌 mk                      | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| RABOTA (D:)                  | la 🖌                      | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
|                              | a pl                      | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| 📭 Network                    | ) pt                      | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| 1 ALEK-PC                    | L Reports                 | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| MACKUP                       | 📕 Saved Reports           | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| 🐏 GORAN                      | Skins                     | 1/10/2014 11:58 AM | File folder        |          |    |   |    |   |
| IN LABORATORY-PC             | Web report                | 1/10/2014 11:59 AM | File folder        |          |    |   |    |   |
| PREDRAG-LAPTOP               | DatabaseSetup.exe         | 9/26/2013 11:27 AM | Application        | 83 K3    | 3  |   |    |   |
| 1 R-AND-D-DEJAN              | HIDLibrary.dll            | 1/16/2013 2:23 PM  | Application extens | 40 K3    | 3  |   |    |   |
| IN STORKO-PC                 | lnfo.txt                  | 9/5/2013 2:47 PM   | Text Document      | 1.63     | 3  |   |    |   |
| 1 TOSE-PC                    | 54 Intro.png              | 1/16/2013 2:23 PM  | PNG File           | 81 Ki    | 8  |   |    |   |
| IN WINSERVER2008             | MailManager.exe           | 11/26/2013 9:30 AM | Application        | 35 KI    | 2  |   |    |   |
|                              | PROS Plus.exe             | 11/25/2013 9:35 AM | Application        | 2,453 KI | ŝ  |   |    |   |
|                              | PROS Plus.exe.config      | 1/16/2013 2:38 PM  | XML Configuratio   | 2 KJ     | ă. |   |    |   |
|                              | SkinSoft.VisualStyler.dll | 4/17/2013 2:24 PM  | Application extens | 1,013 K  | 3  |   |    |   |
|                              | Suprema.UFScanner.dll     | 1/16/2013 2:23 PM  | Application extens | 28 KI    | 3  |   |    |   |
|                              | (a) template ais          | 2/21/2014 4:23 PM  | Microsoft Office E | 34 Ki    | в  |   |    |   |
|                              | 🥶 UFLicense.dat           | 1/16/2013 2:23 PM  | Video CD Movie     | 1 K)     | 3  |   |    |   |
|                              | G UFScanner.dll           | 1/16/2013 2:23 PM  | Application extens | 1,409 Ki | 3  |   |    |   |
|                              | WebServerManager.exe      | 2/5/2013 2:31 PM   | Application        | 119 K3   | 3  |   |    |   |

Or you can export the same file from Settings/Import\_Export



2. Put data in at least 3 columns: **User**, **ID** and **Access Level**.

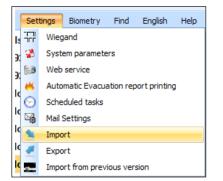
Under column "User" put "Name1" and drag down. Under column 'ID" put the first and the second number of the card block and drag down until the last number.

In the column "Access level" put "Unlimited" for all users. Save file.

|     | A      | В      | C         | D         | E        | F          | G            | н         |     |
|-----|--------|--------|-----------|-----------|----------|------------|--------------|-----------|-----|
| 1   | User   | ID     | Site Code | User Code | Key Code | Department | Access Level | Workgroup | Val |
| 3   | Name1  | 533894 | 0         |           |          |            | Unlimited    |           |     |
| 4   | Name2  | 533894 | 1         |           |          |            | Unlimited    |           |     |
| 5   | Name3  | 533894 | 2         |           |          |            | Unlimited    |           |     |
| 6   | Name4  | 533894 | 3         |           |          |            | Unlimited    |           |     |
| 7   | Name5  | 533894 | 4         |           |          |            | Unlimited    |           |     |
| 8   | Name6  | 533894 | 5         |           |          |            | Unlimited    |           |     |
| 9   | Name7  | 533894 | 6         |           |          |            | Unlimited    |           |     |
| 10  | Name8  | 533894 | 7         |           |          |            | Unlimited    |           |     |
| 11  | Name9  | 533894 | 8         |           |          |            | Unlimited    |           |     |
| 12  | Name10 | 533894 | 9         |           |          |            | Unlimited    |           |     |
| 13  | Name11 | 533895 | 0         |           |          |            | Unlimited    |           |     |
| 14  | Name12 | 533895 | 1         |           |          |            | Unlimited    |           |     |
| 15  | Name13 | 533895 | 2         |           |          |            | Unlimited    |           |     |
| 16  | Name14 | 533895 | 3         |           |          |            | Unlimited    |           |     |
| 17  | Name15 | 533895 | 4         |           |          |            | Unlimited    |           |     |
| 18  | Name16 | 533895 | 5         |           |          |            | Unlimited    |           |     |
| 19  | Name17 | 533895 | 6         |           |          |            | Unlimited    |           |     |
| 20  | Name18 | 533895 | 7         |           |          |            | Unlimited    |           |     |
| 21  | Name19 | 533895 | 8         |           |          |            | Unlimited    |           |     |
| 22  | Name20 | 533895 | 9         |           |          |            | Unlimited    |           |     |
| 23  | Name21 | 533896 | 0         |           |          |            | Unlimited    |           |     |
| 24  | Name22 | 533896 | 1         |           |          |            | Unlimited    |           |     |
| 25  | Name23 | 533896 | 2         |           |          |            | Unlimited    |           |     |
| 26  | Name24 | 533896 | 3         |           |          |            | Unlimited    |           |     |
| 27  | Name25 | 533896 | 4         |           |          |            | Unlimited    |           |     |
| 28  | Name26 | 533896 | 5         |           |          |            | Unlimited    |           |     |
| 29  | Name27 | 533896 | 6         |           |          |            | Unlimited    |           |     |
| 30  | Name28 | 533896 | 7         |           |          |            | Unlimited    |           |     |
| 31  | Name29 | 533896 | 8         |           |          |            | Unlimited    |           |     |
| 32  | Name30 | 533896 | 9         |           |          |            | Unlimited    |           |     |
| 33  | Name31 | 533897 | 0         |           |          |            | Unlimited    |           |     |
| 2.4 | Name32 | 533897 | 1         |           |          |            | Unlimited    |           |     |



## 3. Go to Settings/Import

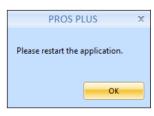


Select: User, ID and Access Level. Import from Excel.

| * |   |   | Import | - = X |
|---|---|---|--------|-------|
|   | Import Selection  Ulser Department Viccess Level Vorkgroup ID Ste+User Code Key Code Valid From Valid Until Employee ID Job Tile Work email | Work mobile Work fax Work Address Blood Group Personal email Home phone Private mobile Home address Detail 1 Detail 2 Detail 3 Detail 4 | Import |       |
|   | Work phone  | Detail 5  |        |       |
|   |   | Import from Excel   |        |       |

| Inpot         Selection         User         Action           User         User         Action         Name1         ADD           Department         Work mobile         Name2         ADD           Vacess         Work proble         Name2         ADD           Workgroup         Biod Group         Name3         ADD           D         Personal email         Name5         ADD           Ster-User Code         Home phrane         Name6         ADD           Key Code         Private mobile         Name7         ADD           Vaid From         Home address         Name8         ADD           Vaid Unail         Detail 1         Name9         ADD |   | Department   | Action<br>Action |
|--|---|--------------|------------------|
| Department     Work fax     Name1     ADD       V Access Level     Work Address     Name2     ADD       Workgroup     Blood Group     Name3     ADD       V ID     Personal email     Name5     ADD       Ster-User Code     Home pitene     Name5     ADD       Valid from     Home address     Name8     ADD       Valid shell     Detail 1     Name9     ADD  | = | Workgroup    | Action           |
| Access Level     Work Address     Work Address     Work group     Blood Group     D     Personal email     Name5 ADD     Name6 ADD     Name6 ADD     Vald From     Vald from     Vald fund     Detail 1     Name9 ADD  |   | Workgroup    | Action           |
| Workgroup         Blood Group         Name4         ADD           V ID         Personal email         Name5         ADD           Site+User Code         Home phrase         Name6         ADD           Key Code         Private moble         Name7         ADD           Valid From         Home address         Name8         ADD           Valid Until         Detail 1         Name9         ADD   |   | Workgroup    | Action           |
| ID         Personal email         Name5         ADD           Site+User Code         Home phane         Name6         ADD           Key Code         Fitwate mobile         Name7         ADD           Valid from         Home address         Name8         ADD           Valid Until         Detail 1         Name9         ADD   |   | Workgroup    | Action           |
| Key Code         Private mobile         Name 5         ADD           Valid From         Home address         Name 8         ADD           Valid Until         Detail 1         Name 9         ADD  |   | Hentgroop    | THEFOIL          |
| Vald From Home address Name8 ADD Vald Until Detail 1 Name9 ADD   |   |              |                  |
| Vald-Until Detail 1 Name9 ADD  |   |              |                  |
| Hullo Poo  |   |              |                  |
| Detail 2   |   |              |                  |
| Employee ID Detail 2 Name 10 ADD   |   | Access level | Action           |
| Job Title Detat 3 Name11 ADD   |   | Unlimited    | ADD              |
| Work email Detail ADD  |   | Grainated    | 100              |
| Work phone Detail 5 Name 13 ADD  |   |              |                  |
| FINGERS Name 14 ADD  |   |              |                  |
| 41 45 400  |   |              |                  |

Click on "Accept Changes".



All product specifications are subject to change without notice.

