

APPLICATION NOTE

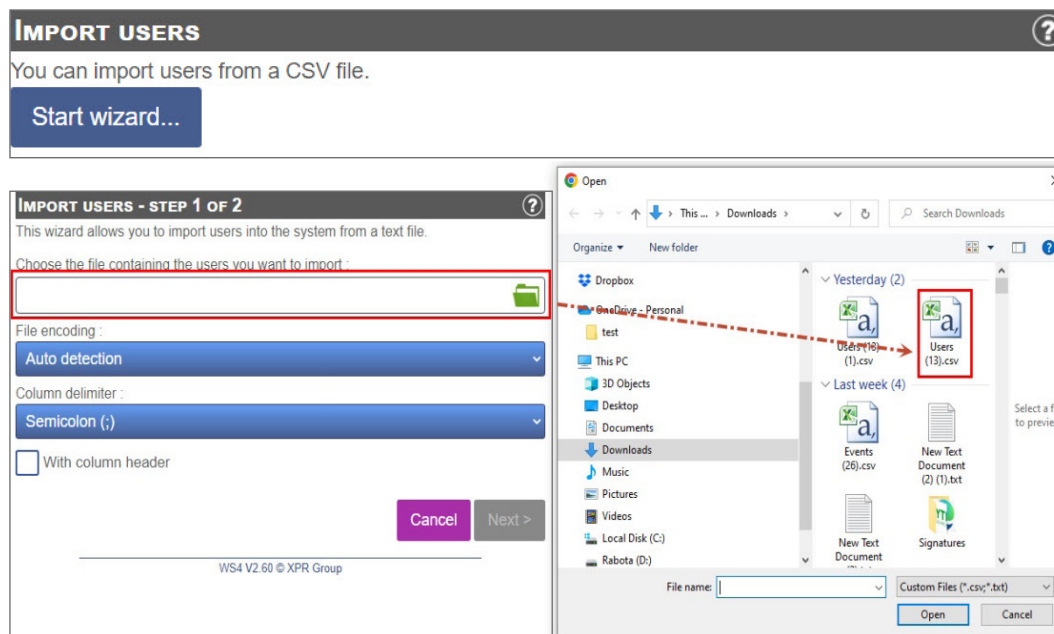
Web Access

How to import the list of users from CSV file to the WS4 Controller

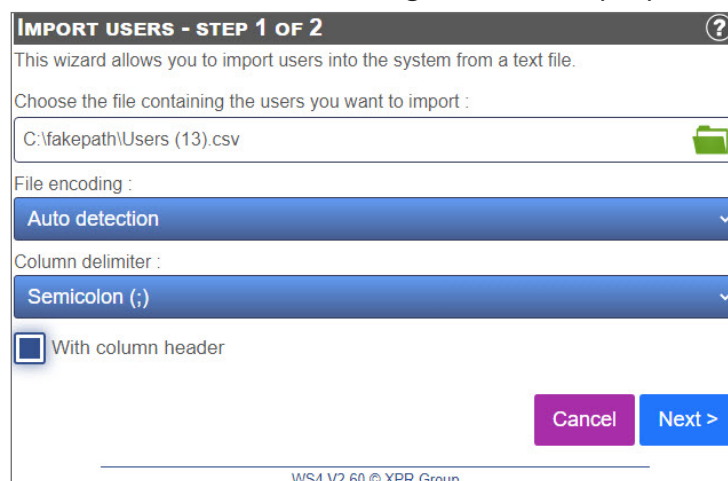
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1. IMPORT USERS - STEP 1

- To facilitate encoding, you have the option of importing users from a CSV type text file.
- Click on **"Start wizard"** tab and select the file containing the list of users you want to import.



- To be supported by the WS4, this file must either use the Unicode (UTF8) character set or the Western Europe (Latin1, ISO8859-1). Normally, you can leave the **"File encoding"** option on Automatic detection.
- Then you must choose from the drop-down list the **"Column delimiter"** that is used in the file. You can choose between tab, comma or semicolon.
- To complete this first step, you must specify whether the first line of the file contains the column names. If the **"Column header"** option is checked, the WS4 will not import the first line.
- By clicking on the **"Next"** button, the file is sent to the WS4 to analyze it. If the content of the file is correct and matches what you selected, you will then proceed to step 2 below. Otherwise, an error message will be displayed.



2. IMPORT USERS - STEP 2

IMPORT USERS - STEP 2 OF 2

The file contains 3 records.

Select the columns to import :
(You must at least import the name of the user)

Name ▶ Name ▼

Disabled ▶ Not used ▼

ValidFrom ▶ Not used ▼

ValidTo ▶ Not used ▼

Badge1 ▶ Card 1 ▼

Badge2 ▶ Card 2 ▼

PIN ▶ PIN code ▼

Categ1 ▶ Not used ▼

Categ2 ▶ Not used ▼

Categ3 ▶ Not used ▼

Last access ▶ Not used ▼

Import method :
Add to existing users ▼

Cancel IMPORT

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• The WS4 has scanned the file and tells you how many records it contains. Attention, all records will be imported and it is not possible to make a selection at this stage (if necessary, you must make the selection in the original file).

You must now choose which columns you want to import. For each column of the file (left), select the corresponding field of the user profile of the WS4 (right drop-down menu).

If the first line of the file contains the name of the columns, this name is displayed and the selection of the fields to be imported is easy to do, but if it is not, the column number is displayed.

Be careful to assign the right one!

You do not need to import all the columns in the file, the only field that is required is the user name.

• The last option, Import method, changes assistant's behavior:

- If you choose Add to existing users, new users will be added to existing ones in your installation. You must ensure that you do not import duplicates.

- If you choose Replace all current users, there is no risk of duplicates, but all users will be deleted before importing!

Import method :

Add to existing users ▼

Add to existing users

Replace all current users

• When all of your choices are made, click the **“Import”** button to start the import. If successful, a summary window shows you the number of users imported.

END OF WIZARD

The import was successful !

3 users have been imported.

Back to the list of users

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