

DN2144-1015

How to Import Cards in EntraPass Special, Corporate and Global Editions

The purpose of this application note is to *demonstrate* how to import new cards with an access level.

Requirements:

- EntraPass Special, Corporate or Global Edition installed
- Microsoft Excel

Steps:

1) Create a Card Access Group:

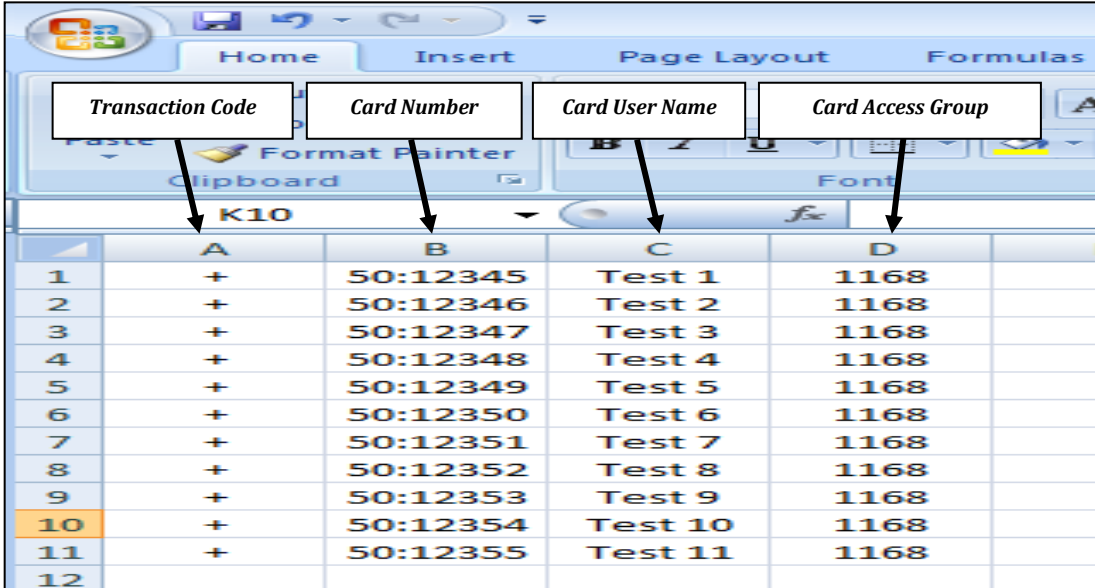
To import the access levels you must first create a Card Access Group, or as many Card Access Groups as Access Levels that you want to assign to the cards. After you save the Card Access Group, the reference number will be displayed as shown below.

Site	Access level
KT-100 + KTES	None
KT-200 *2 controllers	None
KT-300 * 2 controllers	KT-300 - Always valid, all doors
KT-400 51-04-33	KT-400 - Always valid, all doors
kt-400 54-36-7c	None

2) Create a CSV file:

To do a batch load of cards, you can create a CSV file using Microsoft Excel. In the spreadsheet, you can include Card Numbers, Card User Names, and Card Access Groups. You can add other fields if required.

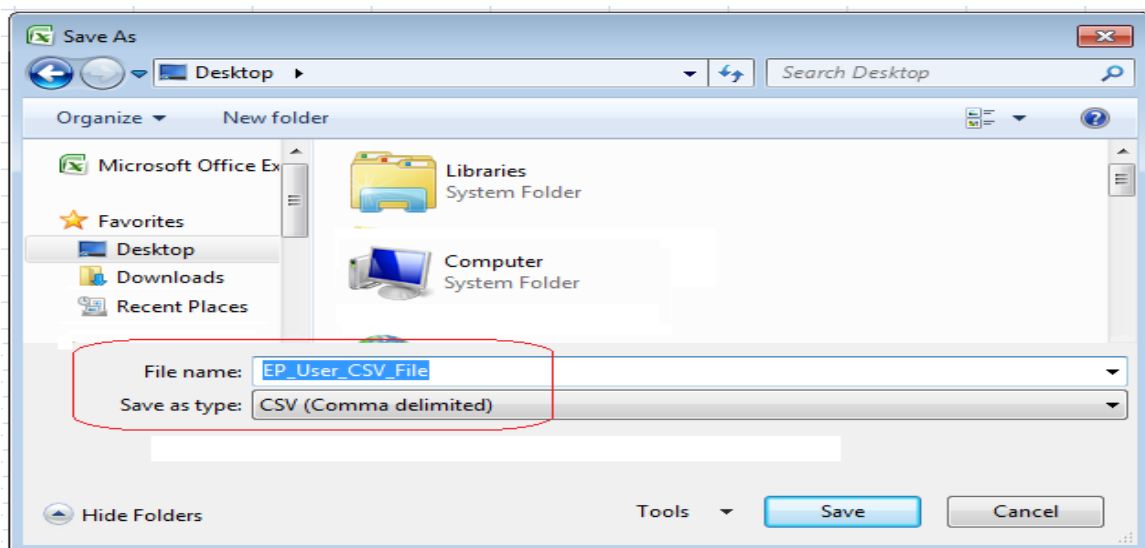
Create a CSV file as shown in the following example:




	Transaction Code	Card Number	Card User Name	Card Access Group
1	+	50:12345	Test 1	1168
2	+	50:12346	Test 2	1168
3	+	50:12347	Test 3	1168
4	+	50:12348	Test 4	1168
5	+	50:12349	Test 5	1168
6	+	50:12350	Test 6	1168
7	+	50:12351	Test 7	1168
8	+	50:12352	Test 8	1168
9	+	50:12353	Test 9	1168
10	+	50:12354	Test 10	1168
11	+	50:12355	Test 11	1168

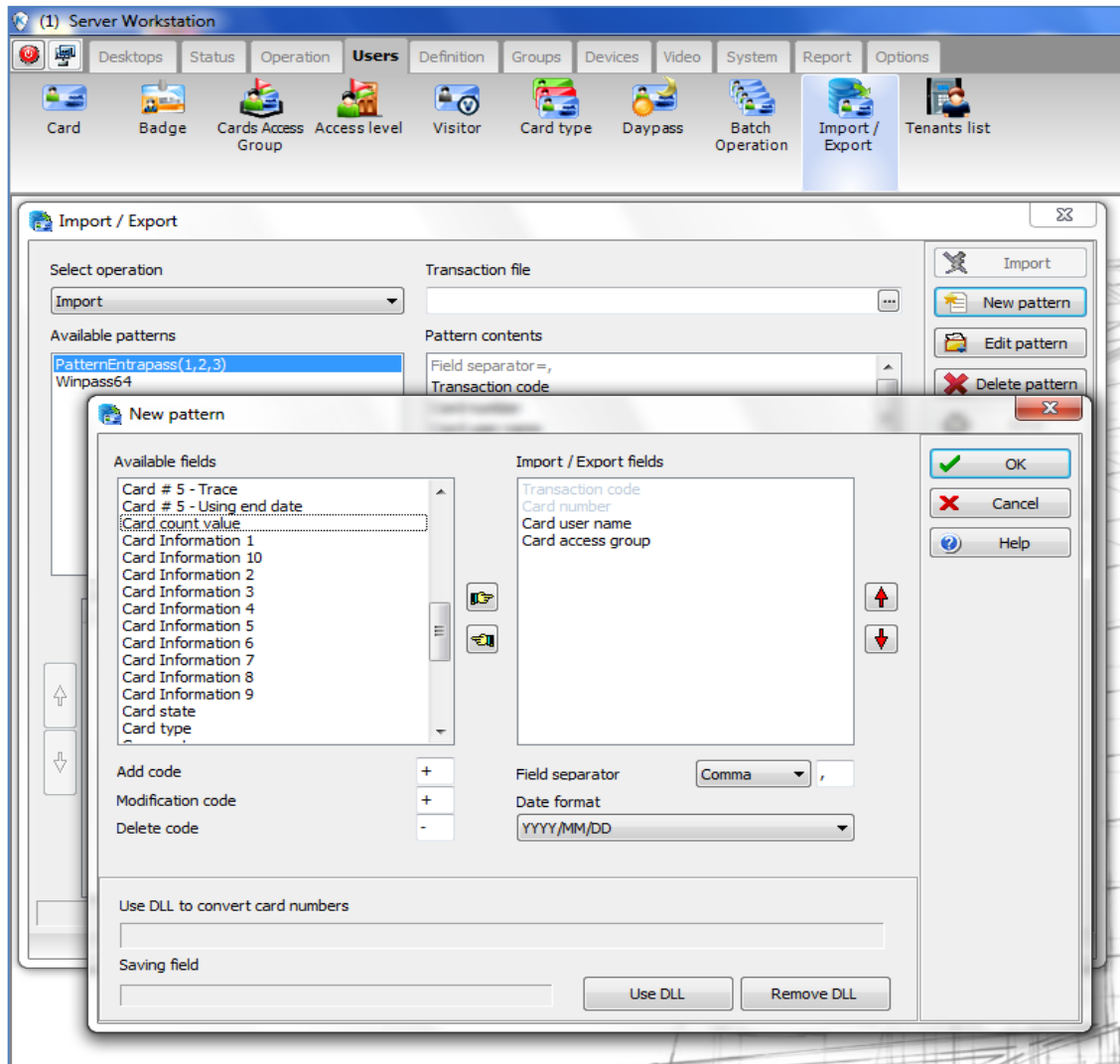
Note: To delete a User from the software database, simply replace the **Transaction Code (+)** by the negative sign (-).

To save the file on the File menu, click Save as. Enter the file name and in the Save as type list, click "CSV (Comma delimited) (*.csv)".



3) Import a CSV file:

To import the CSV file, click the Users Tab and select Import/Export. Click the New pattern button:  ... In the new pattern window add the Card user name, the Card access group and click OK. Assign the new pattern a name.

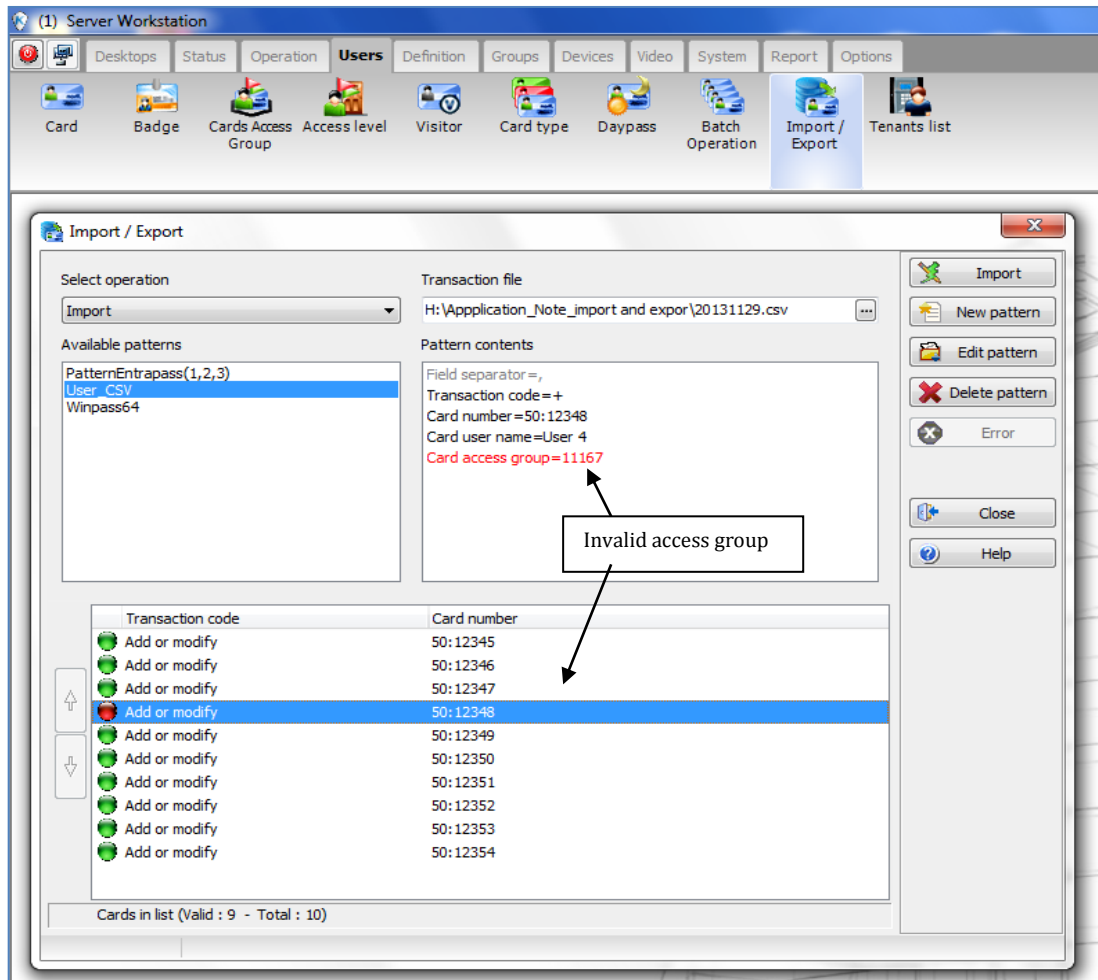


To import the file complete the following steps:

1. Return to the import/export window.
2. In the Select operation list, click Import.
3. Under Available patterns, select the pattern.
4. Under Transaction file, browse to the CSV file that you created on the computer.

At the bottom of the screen all valid cards with a green circle will be imported successfully. If you have a different color you may have an invalid entry. Select the

item and check the pattern content for an error. In the following example, there is an invalid access group. Click import to import the information and verify in the Card that you have the new cards.



Click the Card tab and verify that the user cards are present and have the correct access levels.

4) How to delete all cards:

WARNING: This procedure will delete only all cards in the database!

Before you begin, backup the Kantech software in case you make a mistake. Create an export pattern by using the card number only and export all your cards. Open the file with a text editor or Microsoft Excel. For any card that you want to delete, change the positive character "+" to a negative character "-". Save the file and import it into EntraPass again.