

## VP-Importing a batch of cardholders

Cardholder information can be imported into VantagePoint as a batch.  
This can be particularly useful if you are swapping from a previous system.

The batch import window is located in the cardholder management window under the batch process tab.

your cardholder list must be stored in one of these formats:

CSV(comma delimited)

TEXT (comma delimited)

Excel (xls,xlsx) -Note: if using excel you must have excel installed on the VP computer

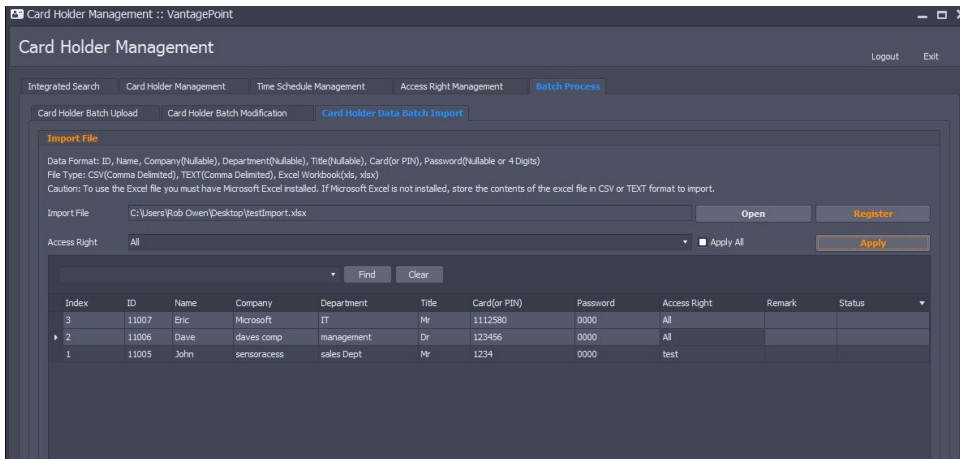
The structure/format of your list must be in the following:

ID, Name, Company, Department, Title, Card number, Password

for example: (also see attached file testImport.xlsx at the bottom of the page)

```
11005      John sensoraccess      sales Dept Mr 1234
11006      Dave daves comp      management Dr 123456
11007      Eric Microsoft IT Mr 1112580
ID,Name and card number are compulsory.
```

Once you have opened your import file you will see its contents displayed:



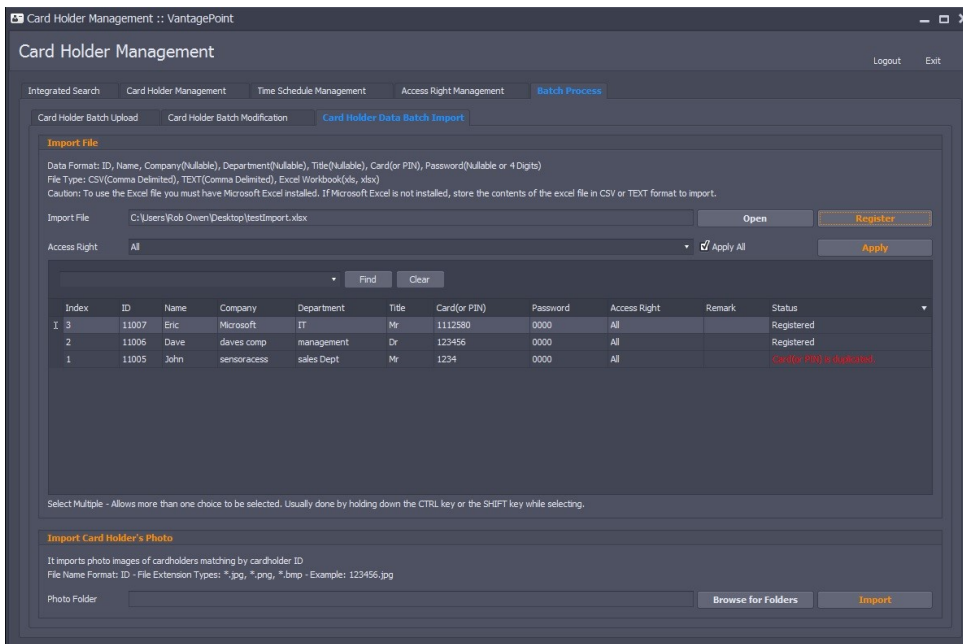
The screenshot shows the 'Card Holder Management' window with the 'Batch Process' tab selected. The 'Card Holder Data Batch Import' sub-tab is active, displaying an 'Import File' section with a text box containing the file path 'C:\Users\Rob Owen\Desktop\testImport.xlsx'. Below this, there are 'Open', 'Register', and 'Apply' buttons. The 'Access Right' is set to 'All'. A table below shows the imported data:

Index	ID	Name	Company	Department	Title	Card(or PIN)	Password	Access Right	Remark	Status
3	11007	Eric	Microsoft	IT	Mr	1112580	0000	All		
2	11006	Dave	daves comp	management	Dr	123456	0000	All		
1	11005	John	sensoraccess	sales Dept	Mr	1234	0000	test		

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By holding the shift key you can select multiple cardholders and choose the desired access groups for them by using the access right drop down menu and apply button above.  
you may also edit fields in this window as well.

Once you are happy with the data to be imported you can then click "Register" and this will begin the import process



**Card Holder Management :: VantagePoint**

Card Holder Management | Time Schedule Management | Access Right Management | **Batch Process**

Card Holder Batch Upload | Card Holder Batch Modification | **Card Holder Data Batch Import**

**Import File**

Data Format: ID, Name, Company(Nullable), Department(Nullable), Title(Nullable), Card(or PIN), Password(Nullable or 4 Digits)  
File Types: CSV(Comma Delimited), TEXT(Comma Delimited), Excel Workbook(xls, xlsx)  
Caution: To use the Excel file you must have Microsoft Excel installed. If Microsoft Excel is not installed, store the contents of the excel file in CSV or TEXT format to import.

Import File: C:\Users\Rob Owen\Desktop\testImport.xlsx **Open** **Register**

Access Right: All **Apply All** **Apply**

Index	ID	Name	Company	Department	Title	Card(or PIN)	Password	Access Right	Remark	Status
3	11007	Eric	Microsoft	IT	Mr	1112580	0000	All		Registered
2	11006	Dave	daves comp	management	Dr	123456	0000	All		Registered
1	11005	John	sensoraccess	sales Dept	Mr	1234	0000	All		Card(or PIN) is duplicated.

Select Multiple - Allows more than one choice to be selected. Usually done by holding down the CTRL key or the SHIFT key while selecting.

**Import Card Holder's Photo**

It imports photo images of cardholders matching by cardholder ID  
File Name Format: ID + File Extension Types: \*.jpg, \*.png, \*.bmp - Example: 123456.jpg

Photo Folder:  **Browse for Folders** **Import**

if there are any problems with the import they will appear in red in the status field. for example in the screen shot above the card number 1234 already exists in the current system.

you may also import card holder photos. the name of the photo must match the cardholder ID and be of the format jpg, png, bmp