

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,xlxs) -Note: if using excel you must have excel installed on the VP computer

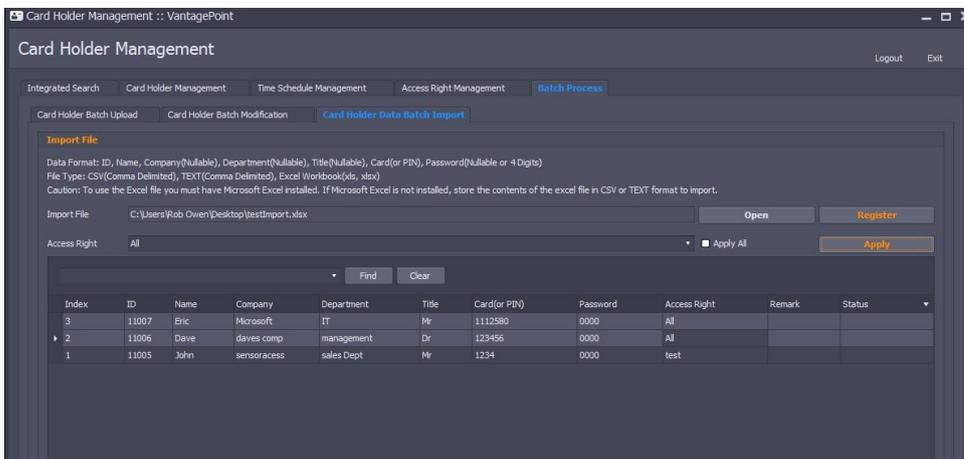
The structure/format of your list must be in the following:

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.
```

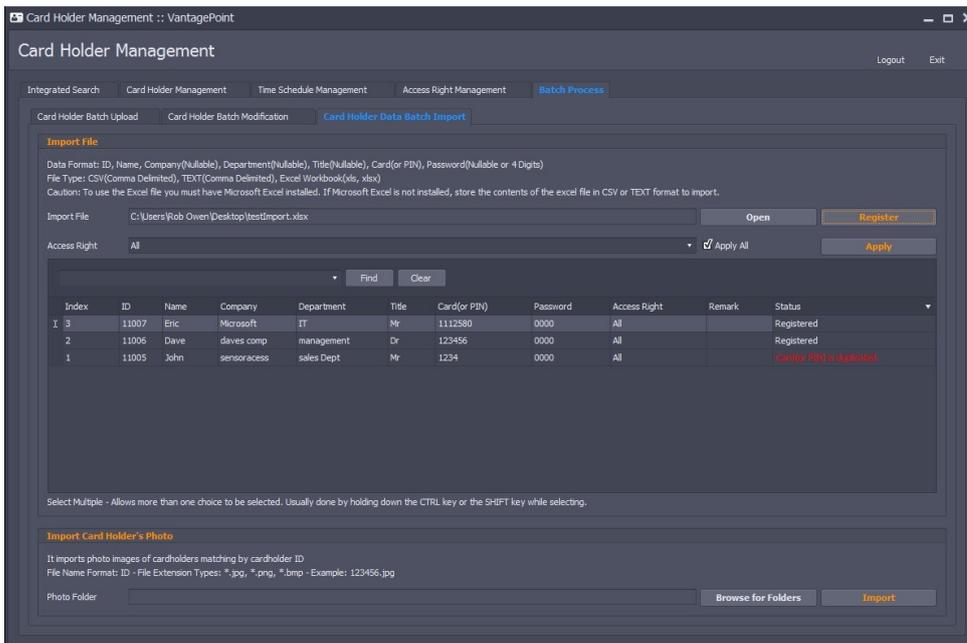
Once you have opened your import file you will see its contents displayed:



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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



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