

The logo for Hedsam X, featuring a stylized 'H' icon followed by the text 'HEDSAM X' in a bold, sans-serif font. The logo is centered within a semi-transparent white rectangular box.

HEDSAM X

The new-generation
access control system

Hedsam X

User manual, KV13



Person data from a CSV file




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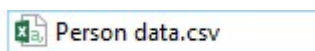
KV13_HEDSAM X-WEB MANUAL_v1.2_FI.

Person data from a CSV file

Click on the main menu Icon. Click "Settings".		Settings
In the window that opens click "Import external data"		 Import external data

In the window that opens click "Person data from CSV file"	 Person data from CSV file
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Locate the map that contains the CSV (in txt format).



If the file is done correctly the window that opens will look like this: Click "Save".

Import external data

☐ Delete all persons before import

#	operation	id	firstname	lastname	accesscards
1	+	h1	Timo	Testaja	100.1
2	+	h2	Kaisa	Kokeilija	123.456

Dokumentissa on muutoksia

Peruuta

Tallenna

If saving is successful the following window opens.	<div> <div>Import external data</div> <div> <div>Saving succeeded</div> <div> New persons: 2 Updated persons: 0 </div> </div> </div>
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Person data from CSV file.

The first row in a CSV file defines the columns, allowed column names are:

- **id**
- **operation** Function what is to be done to this row + for adding or updating or or activating an access level. – for deactivating an access level.
- **firstname**
- **lastname**
- **fullname** f.g 'Ville Veijo Virtanen', NOTE if this is in use firstname & lastname columns are not to be used
- **company**
- **group**
- **department**
- **accesscards** List of access card numbers on the form of facility.cardnumber or a UID.
- **phonenumbers**
- **extra** for free text
- **pin** code number for acces control

The order of the columns dont matter and all the columns dont have to be used either.

If the **id** column is in use it is for identifying persons data. If data with a same **id** that is in the system is imported it will overwrite the the other **id** instead of creating a new one.

If **accesscards** or **phonenumbers** colmunns have several values they are to be separated by "" marks. See example file below.

Example of a CSV file:

```
operation,id,firstname,lastname,accesscards
+,h1,Timo,Testaaja,"100.1,100.2"
+,h2,Kaisa,Kokeilija,123.456
```

When imported to the system:

If the row is green, the ID is not in the the database and will be imported as new data.

If the row is grey, the ID exists and the data will be updated.

If there a values in RED it means that there is data allready with the same unic value and information where the data exists.

The file has to be compliant with RFC4180 and use UTF-8 character set (more information <https://tools.ietf.org/html/rfc4180>).