

Export Staff & Import Staff Configuration Guide

Version: 1.00

Last Updated: 10-10-2019



Notes:

Import Staff:

1. Manual

- supported file format: CSV, MS. Excel (xls – preferable), MS. Access & D Base
- supported date format: dd/mm/yyyy

2. Auto

- supported file format: text file only
- file name prefix must set as 'P1Imp_'

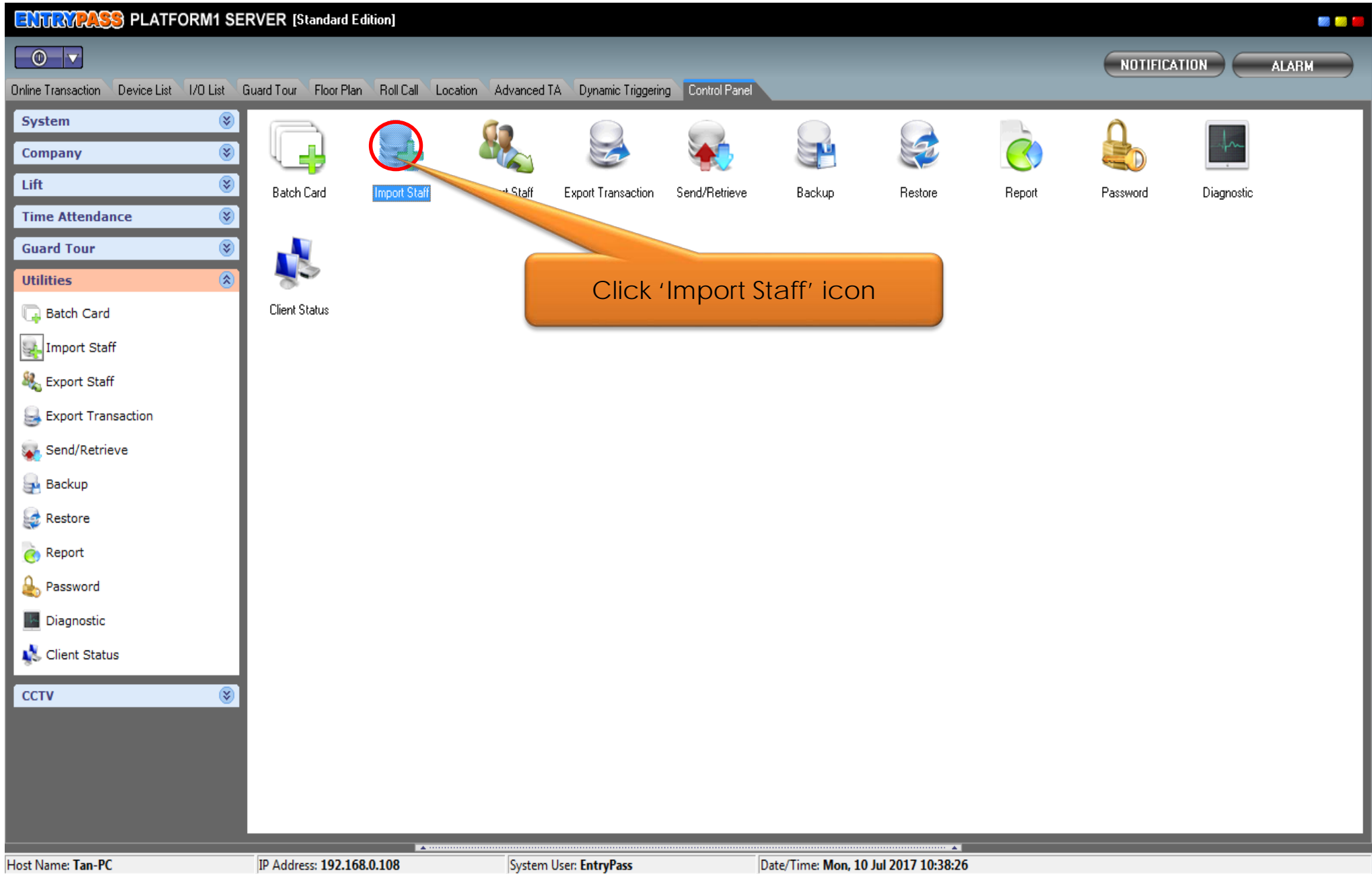
Export Staff:

- Supported file format: Text, MS. Excel (xls) & CSV



Import Staff Configuration





Import Staff

Manual Auto

File Name Select

Parameters Load

Access Group Delimiter

General Photo

Table Fields	Column No.
Staff No.	
Staff Name	
Card No.	
IC No	
Department	
Job	

Import Start Row selected row

End Row selected row
(0 for last row)

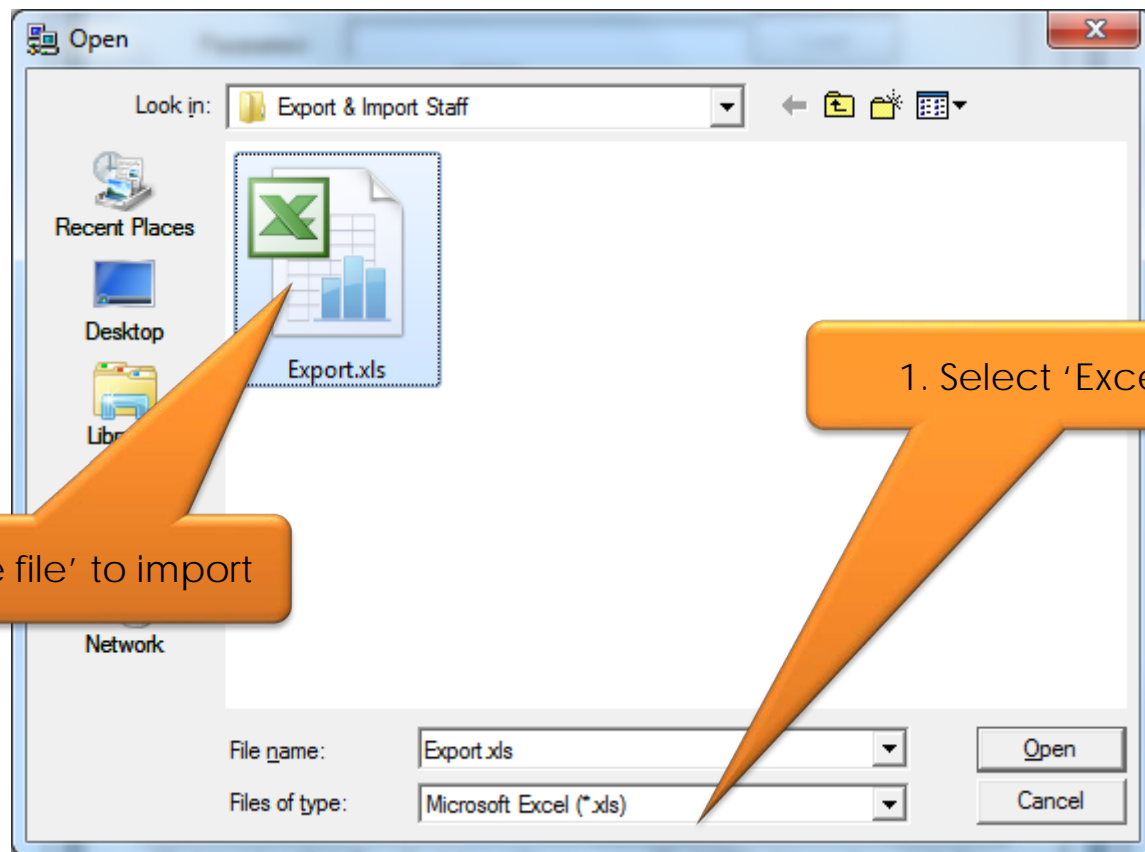
Notes:
Date must be in dd/mm/yyyy format.

Import from EntryPass Evolution software Add/Update cards to controllers

Import Save Cancel

Click 'Select' button





Import Staff

Manual | Auto

File Name: C:\Users\Tan\Desktop\Export & Import S [Select]

Sheet Name: [Load]

Access Group Delimiter: :

Col 0 ▲	Col 1	Col 2	Col 3	Col 4	Col 5
Staff No	Staff Name	Date of Birth	Date of Join	Card No	Card Access
111	TEST	10/07/2017	10/07/2017	0000000123	1

General | Photo

Table Fields	Column No.
Staff No.	
Staff Name	
Card No.	
IC No	
Department	
Job	

Import Start Row: 1 [selected row]

End Row: 0 [selected row]
(0 for last row)

Notes:
Date must be in dd/mm/yyyy format.

Import from EntryPass Evolution software Add/Update cards to controllers

Import Save Cancel

1. Click 'Load' button

2. Excel file contents will be loaded into the listing



Import Staff

Manual | Auto

File Name: C:\Users\Tan\Desktop\Export & Import S [Select]

Sheet Name: [Load]

Access Group Delimiter: :

Col 0 ▲	Col 1	Col 2	Col 3	Col 4	Col 5
Staff No	Staff Name	Date of Birth	Date of Join	Card No	Card Access
111	TEST	10/07/2017	10/07/2017	0000000123	1

1. Enter 'Column No.' according to the above listing

General | Photo

Table Fields	Column No.
Staff No.	0
Staff Name	1
Card No.	4
IC No	
Department	
Job	

Import Start Row: 2 [selected row]

End Row: 0 (0 for last row)

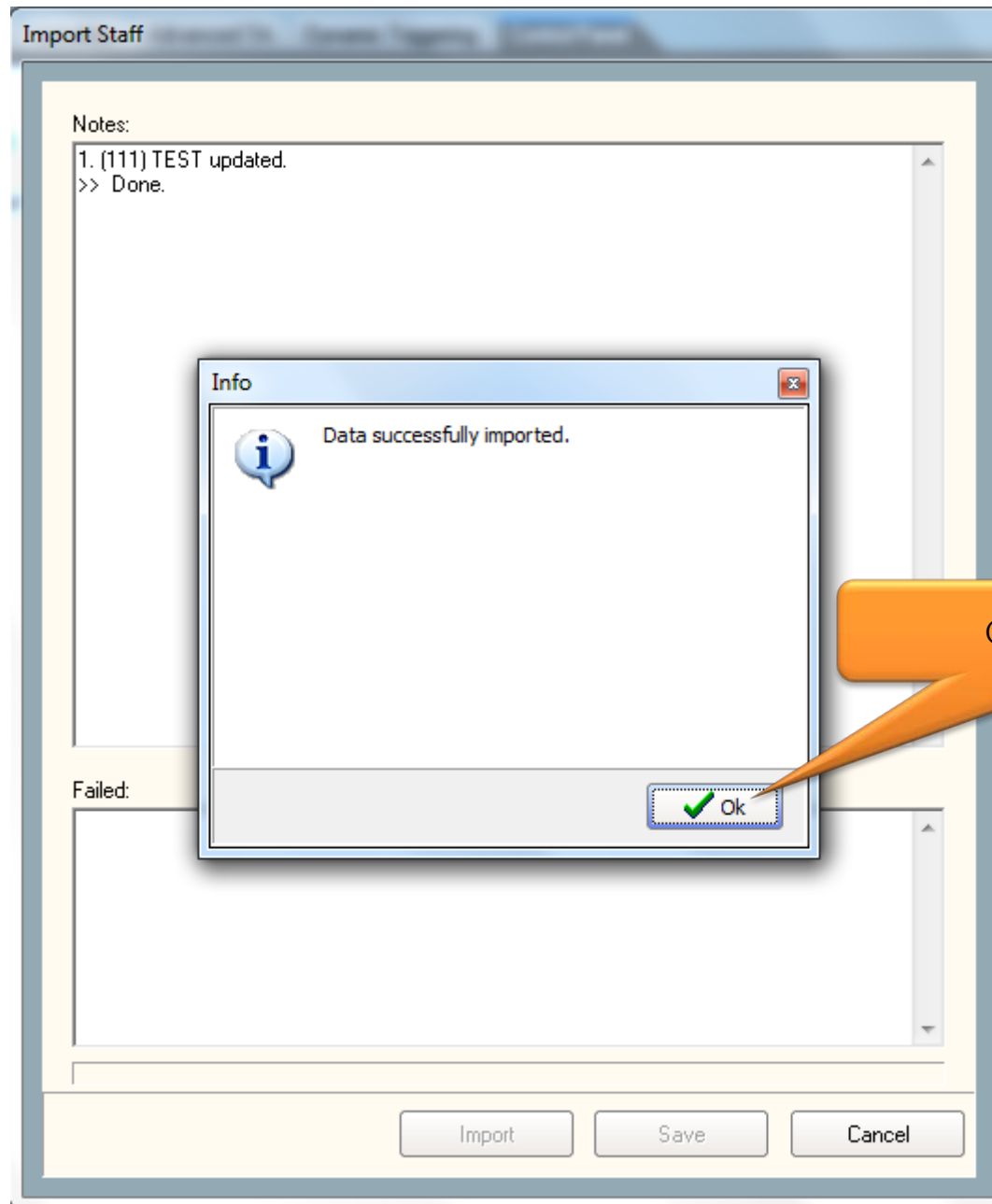
Notes: Date must be in dd/mm/yyyy format.

Import from EntryPass Evolution software Add/Up

3. Click 'Import' button

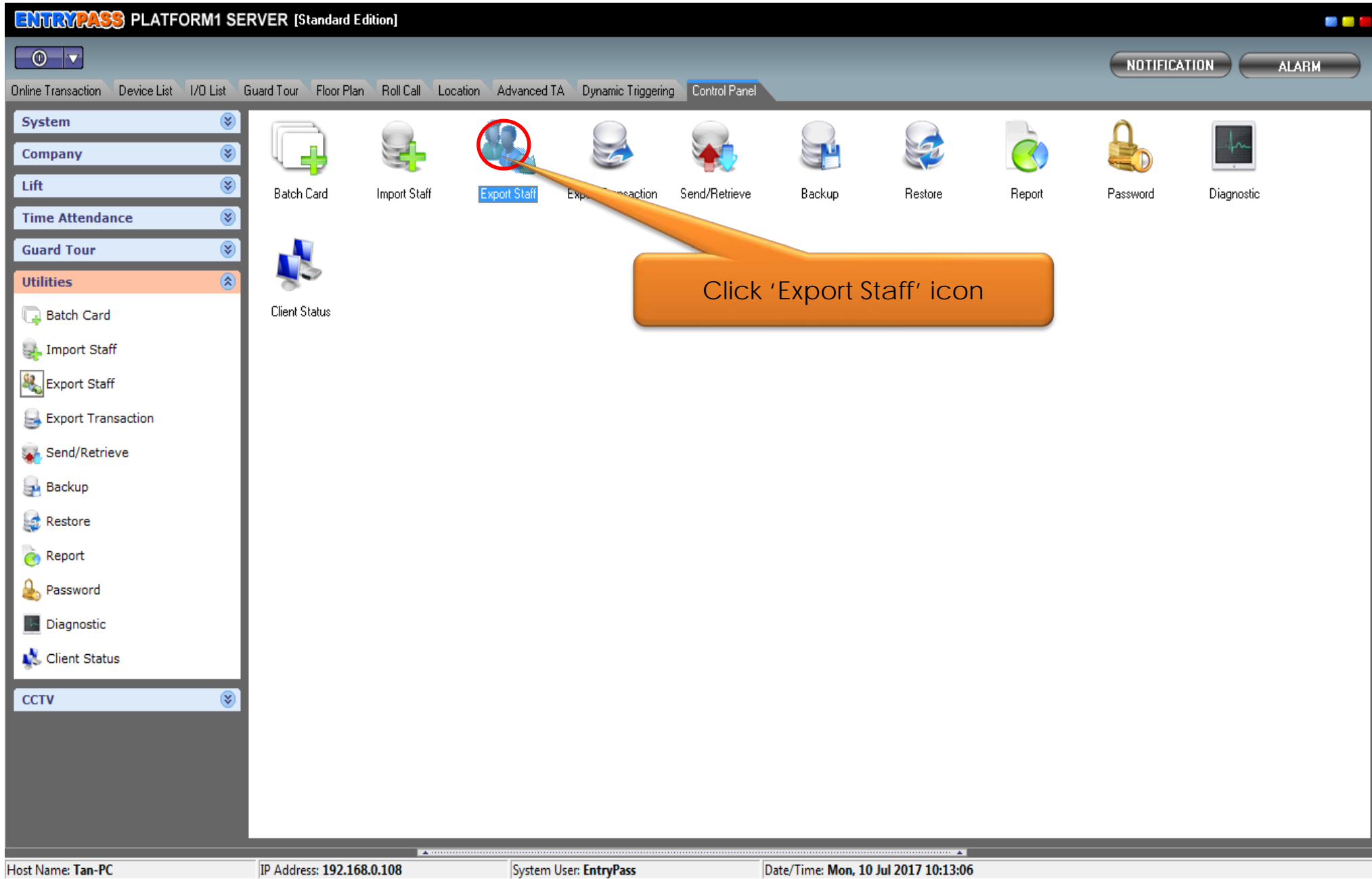
Import Save Cancel

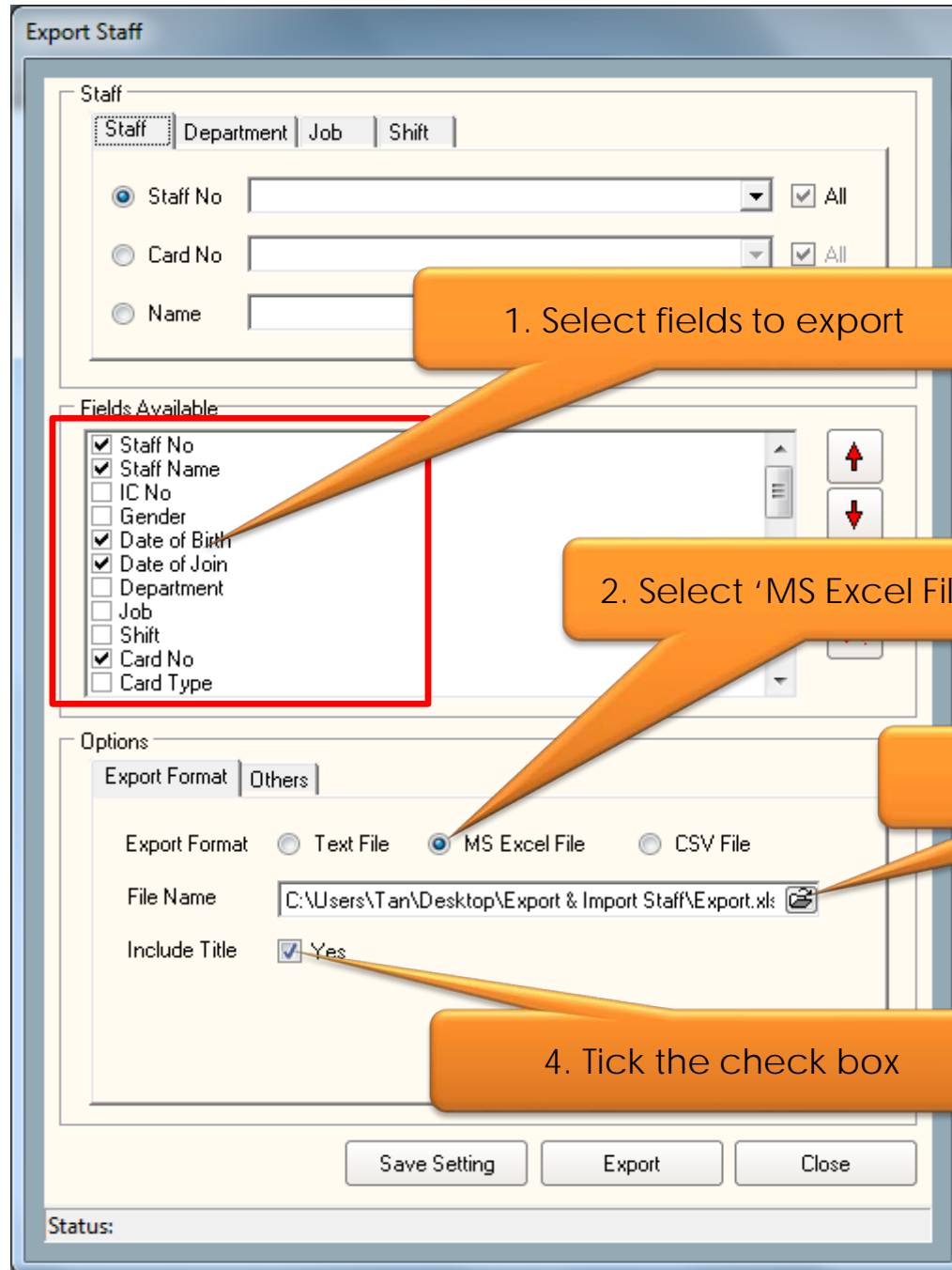




Export Staff Configuration







The screenshot shows the 'Export Staff' dialog box with the following sections and elements:

- Staff:** Tabs for Staff, Department, Job, and Shift. Three radio buttons for 'Staff No', 'Card No', and 'Name', each with a dropdown menu and an 'All' checkbox.
- Fields Available:** A list of fields with checkboxes: Staff No (checked), Staff Name (checked), IC No (unchecked), Gender (unchecked), Date of Birth (checked), Date of Join (checked), Department (unchecked), Job (unchecked), Shift (unchecked), Card No (checked), and Card Type (unchecked).
- Options:** A section with a red box around the 'Others' tab. Below it, a 'Date Format' dropdown menu is set to 'ddmmyyyy'. Other options include 'Date Separator', 'Include extension for export field Photo File Name.' (checked), 'Copy photo file to' (unchecked), 'Use Staff No as photo file name.' (unchecked), and 'Access Group Delimiter'.
- Buttons:** 'Save Setting', 'Export', and 'Close' buttons at the bottom.
- Status:** A label at the bottom left.

Four orange callout boxes provide instructions:

1. Click 'Others' tab
2. Select 'ddmmyyyy' format
3. Click 'Save Setting' button
4. Click 'Export' button



THANK YOU

