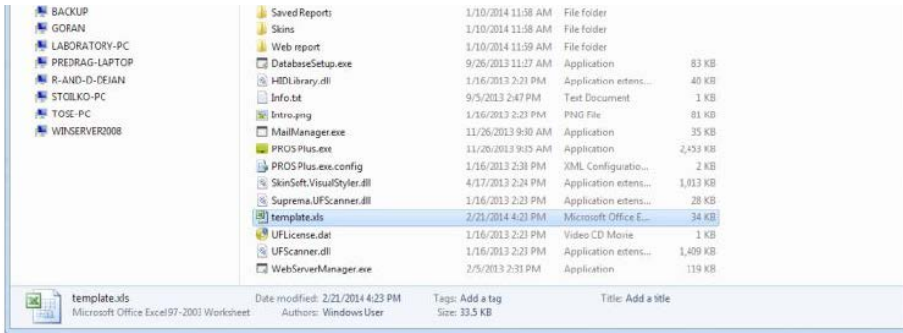**xpr**

APPLICATION NOTE

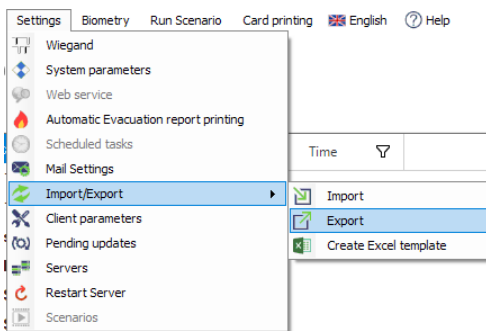ONLine Access

This application note explains how to import/ export users from/ to Ecxel file

A013

1. Open the folder where the PROS Plus is installed and find the file template.xls. Open it.

or you can export the same file from Settings/Import_Export

2. Put data in at least 3 columns: **User, ID** and **Access Level**.
Under column "User" put "Name1" and drag down. Under column 'ID' put the first and the second number of the card block and drag down until the last number.
In the column "Access level" put "Unlimited" for all users. Save file.

|	A	B	C	D	E	F	G	H	
1	User	ID	Site Code	User Code	Key Code	Department	Access Level	Workgroup	Valic
3	Name1	5338940					Unlimited		
4	Name2	5338941					Unlimited		
5	Name3	5338942					Unlimited		
6	Name4	5338943					Unlimited		
7	Name5	5338944					Unlimited		
8	Name6	5338945					Unlimited		
9	Name7	5338946					Unlimited		
10	Name8	5338947					Unlimited		
11	Name9	5338948					Unlimited		
12	Name10	5338949					Unlimited		
13	Name11	5338950					Unlimited		
14	Name12	5338951					Unlimited		
15	Name13	5338952					Unlimited		
16	Name14	5338953					Unlimited		
17	Name15	5338954					Unlimited		
18	Name16	5338955					Unlimited		
19	Name17	5338956					Unlimited		
20	Name18	5338957					Unlimited		
21	Name19	5338958					Unlimited		
22	Name20	5338959					Unlimited		
23	Name21	5338960					Unlimited		
24	Name22	5338961					Unlimited		
25	Name23	5338962					Unlimited		
26	Name24	5338963					Unlimited		
27	Name25	5338964					Unlimited		
28	Name26	5338965					Unlimited		
29	Name27	5338966					Unlimited		
30	Name28	5338967					Unlimited		
31	Name29	5338968					Unlimited		
32	Name30	5338969					Unlimited		
33	Name31	5338970					Unlimited		
34	Name32	5338971					Unlimited		
35	Name33	5338972					Unlimited		
36	Name34	5338973					Unlimited		
37	Name35	5338974					Unlimited		
38	Name36	5338975					Unlimited		
39	Name37	5338976					Unlimited		
40	Name38	5338977					Unlimited		

3. Go to Settings/Import

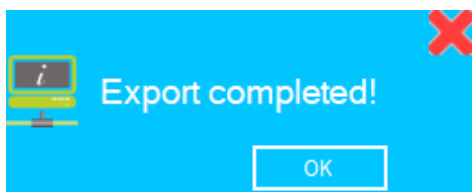and select the file that needs to be imported.
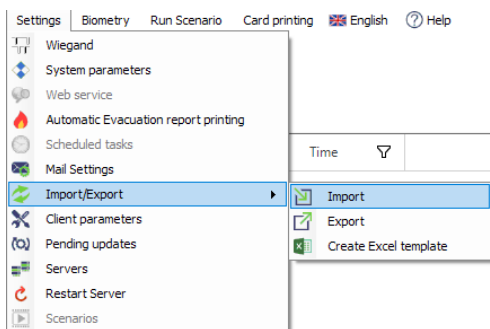
Select: User, ID and Access Level. Import from Excel.
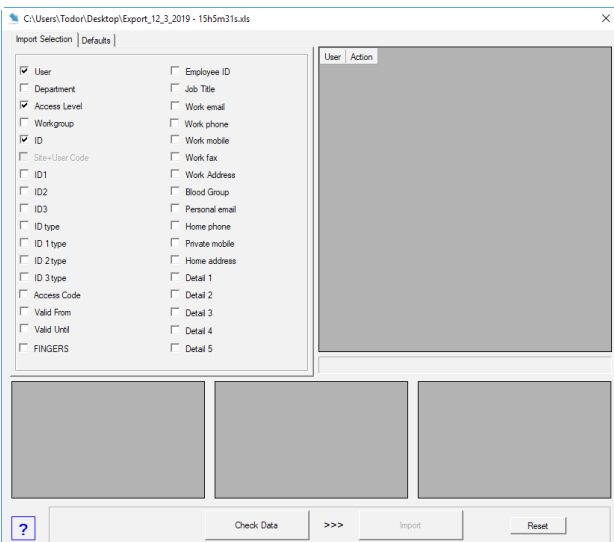
Click on Check Data
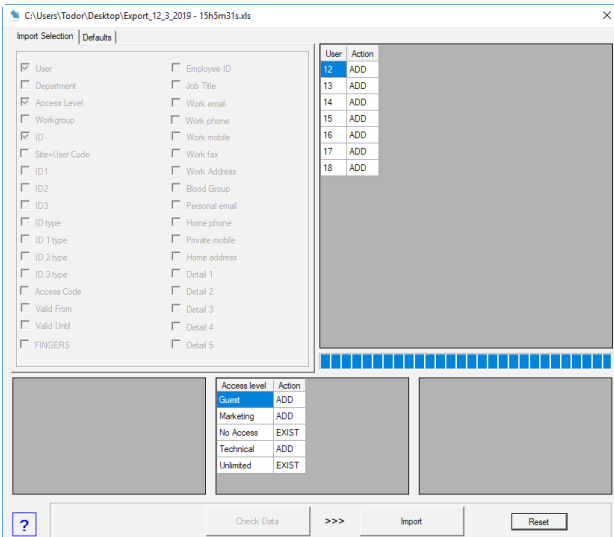
The users can be added, modified or skipped. The same applies for the Access Levels, Workgroups...You can select if the data will be added, skipped or modified. Wait for "Export completed" to be sure that all the users are added.

User	Action
12	SKIP
13	SKIP
14	MODIFY
15	SKIP
16	SKIP
17	SKIP
18	SKIP