

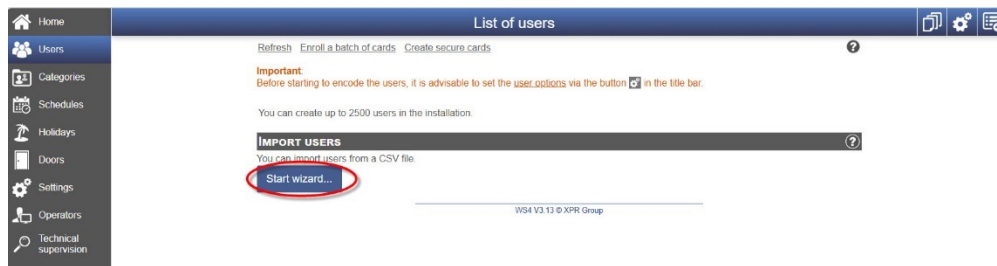
➤ How to add new user with PIN code and Card at the WS4 interface

APPLICATION NOTE

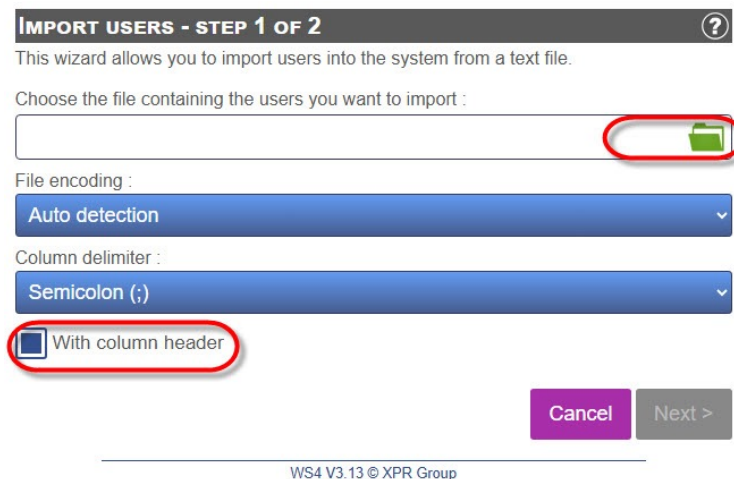
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This application note explain how to import users from the list of users in a CSV file at WS4

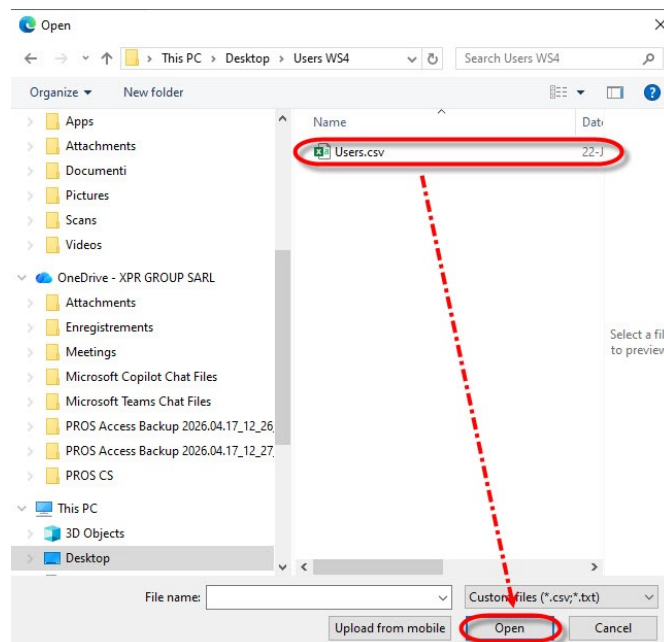
1. Go to section "Users" and select "Start wizard" at section "Import users"



2. Follow the instruction given on screen during Import user procedure.



3. Locate your backup file with users on your PC, and click on "Open" tab



4. After selecting your backup file for users, follow the screen and click on “Next” tab.

IMPORT USERS - STEP 1 OF 2 ?

This wizard allows you to import users into the system from a text file.

Choose the file containing the users you want to import :

C:\fakepath\Users.csv

File encoding :

Auto detection

Column delimiter :

Semicolon (;)

☐ With column header

Cancel Next >

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5. Select which information needs to be imported and select input method. Then click on “Import” tab.

IMPORT USERS - STEP 2 OF 2 ?

The file contains 10 records.

Select the columns to import :
(You must at least import the name of the user)

Name	Name
Disabled	Not used
ValidFrom	Not used
ValidTo	Not used
Card1	Card 1
Card2	Card 2
PIN	PIN code
Categ1	Not used
Categ2	Not used
Categ3	Not used
Car plate	Car plate
Last access	Not used
NUMERO DE EMPLEADO	Not used
EMAIL	Not used
TELEFONO	Not used
Garage	Not used

Import method :

Add to existing users

Add to existing users

Replace all current users

Cancel IMPORT

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6. Following message “The import was successful” is showing. Then click on “Back to the list of users”

END OF WIZARD

The import was successful !

10 users have been imported.

Back to the list of users

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7. Go to section “Users” and find



Home Users Categories Schedules Holidays Doors Settings Operators Technical supervision

List of users

Refresh Import a batch of cards Create secure cards

You can create up to 2500 users in the installation.

Name	ID	Validity	Last access	First name	Department	Position held	E-mail	Phone	Category 1	Category 2	Category 3	Card 1	Card 2	Finger-prints	Ev.
ANPR Camera	882	Always													
Custom Encryption User-12	876	Always										77885203			
EM4400 4254102-User-12	877	Always										0007473501			
LLRS SANCHEZ	880	Always										2698643379			
Nico	878	Always										123123132			
Nicolas	879	Always										1871587652			
Prova-GolProva	881	Always										76678999			
User-1	873	Always										1234567890			
XSecure-User 2	875	Always										9437467			
XSecure-User 3	874	Always										9437461			

IMPORT USERS

You can import users from a CSV file.

Start wizard

EXPORT USERS

You can export the list of users in a CSV file. The file is encoded in UTF-8 with BOM (Byte Order Mark).

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8. Click on “Multiple selection” tab.

Home Users Categories Schedules Holidays Doors Settings Operators Technical supervision

List of users

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Nico	878	Always										123123132			
Nicolas	879	Always										1871587652			
Prova-GolProva	881	Always										76678999			
User-1	873	Always										1234567890			
XSecure-User 2	875	Always										9437467			
XSecure-User 3	874	Always										9437461			

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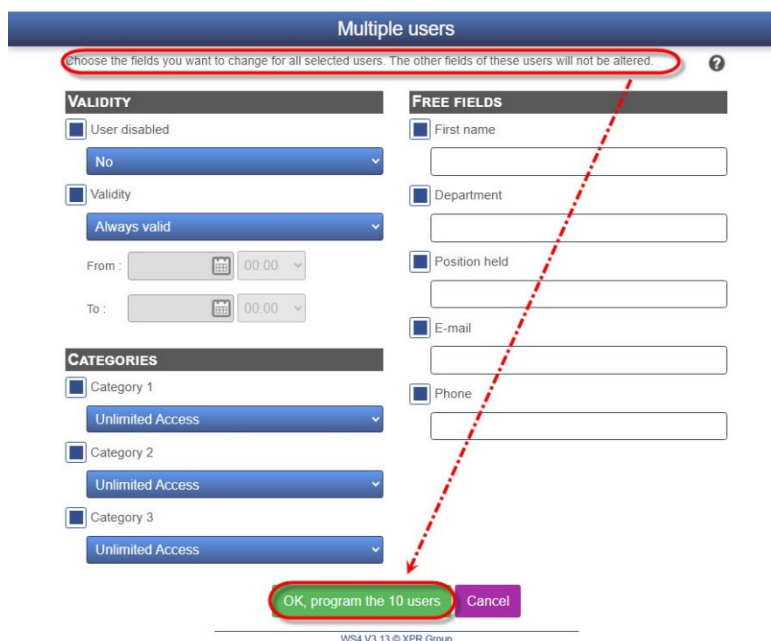
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9. Select all users and click on “Edit” tab.



10. Choose the field you want to changed for all selected users. The other fields of these users will not be alerted. Then click on “OK, program the XXX users” tab.



11. After these steps, all users are configured with Category, Card ID, Name, etc.

