



Feature Description Document

How to Import/Export Users

XAD-FDD-547-02G



Purpose

This document outlines the process of Importing and Exporting User features.

Applies to

TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices					

Description

"Export" and "Import" features will allow users to take a backup from the database and restore the same. Users will be exported to a ".csv" format file. The biometric templates are encrypted due to privacy and security reasons.



Export Users

1. From **HOME** >> Click the **Employees** tab on the top >> The user list will be visible.

Dashboard Devices	Employees	IXM Time		
List Groups T Q a UD: 169 Sainath Mahadik	ID : 189 Sainath Ma	ihadik / Edit Idate Gender Templates S Male 2	Status Suspend Employee Tá Active No Y	M Employee
Dhiraj Hakke	Information IXM Time Acc	ess Control Biometric data		-
• ID: 110 Test 110 Master 110	Employment details			
• ID: 222 Test 109 Master 109	Designation -	Section -	Department -	Branch -
• ID: 136 Test 136 Master 136	Location -	Company -	Office Phone -	
• ID: 168 Test 168 Master 168	Address			
• ID: 108 Test 108 Master 108	Address 1	Address 2	City -	State
• ID: 137 Test 137 Master 137	Country -	Home Phone	Mobile -	
• ID: 106 Test 106 Master 106				
• ID: 116 Test 116 Master 116				

2. Click **Export** on the right side of the screen to get the user database. A progress bar window will be displayed.

Da	shboard Devices	Employees	IXM Time			
List	Groups T Q	ID : 169				
۲	• ID: 169 Sainath Mahadik	Email	Birthdate Gender Templates	Status Suspend Employee T&A	Employee	+ <u>S</u> Add Employee
0	• ID: 1060 Dhiraj Hakke	Information IXM Time	Access Control Biometric date			7
0	• ID: 110 Test 110 Master 110	Employment details				Transfer
0	• ID: 222 Test 109 Master 109	Designation -	Section	Department -	Branch -	₫ Export
9	• ID: 136 Test 136 Master 136	Location -	Company -	Office Phone -		
9	• ID: 168 Tost 168 Mastor 168	Address				Import
9	ID: 108 Test 108 Master 108	Address 1	Address 2	City -	State	
9	• ID: 137 Test 137 Master 137	Country	Home Phone	Mobile -		

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IXM Time	Access Control	Biometric data	
nt details			
	In Progr Ca	ress34 % Incel	Departi -
	Compo –		Office F -

3. Upon completion, save the exported users into a ".csv" file and click **OK**.

Opening Employees	s01-09-2020_06-44-42.csv	\times
You have chosen to	o open:	
🖬 Employees0	1-09-2020_06-44-42.csv	
which is: Mie	crosoft Excel Comma Separated Values File (1.0 MB)	
from: http://	(192.168.1.60:9108	
What should Firef	ox do with this file?	
○ <u>O</u> pen with	Microsoft Excel (default) \checkmark	
Save File		
Do this <u>a</u> uto	matically for files like this from now on.	
	OK Cancel	



Import Users

- 1. From **HOME** >> Click the **Employees** tab on the top >> The user list will be visible.
- 2. Click **Import** on the right side of the screen to upload the users to IXM WEB.

Do	ishboard Devices	Employees	IXM Time			
List	Groups T Q 🗍	ID : 169 Sainath M	abadik di tala			
(ID: 169 Sainath Mahadik	Email Birth	hdate Gender Templates	Status Suspend Employee	T&A Employee	+ <u>°</u> Add Employee
0	• ID: 1060 Dhiraj Hakke	Information IXM Time Acc	cess Control Biometric data		103	
9	• ID: 110 Test 110 Master 110	Employment details				Transfer
9	• ID: 222 Test 109 Master 109	Designation	Section	Department	Branch -	ے Export
9	• ID: 136 Test 136 Master 136	Location -	Company -	Office Phone	•	
9	• ID: 168 Test 168 Master 168	Address				Import
0	• ID: 108 Test 108 Master 108	Address 1	Address 2	City	State	
9	• ID: 137 Test 137 Master 137	Country -	Home Phone -	Mobile -		

 Click either Overwrite (this will overwrite the user list on the IXM WEB database if it already exists and all old information will be lost) or Skip Overwrite (This will skip the user list already on the IXM WEB database and existing information will not be lost) as per requirement.





4. Once the selection is done it will redirect to the Select Import File window.





5. Select the file which was previously exported from the IXM WEB database and click **Open**. A progress bar will be displayed.



6. Upon completion, logs will be displayed based on the selection done in "Step 2":a. If the selection was "Overwrite" then below Application logs will be displayed.

Application Logs											>
▲ Export											
Details	T	Status	T	DeviceName	T	Date	T	Reason	T	INVIXIU	T
Test 32 : Employee(s) imported		Success				1/9/2020 6:57:03 PM				admin	
Test 78 : Employee(s) imported		Success				1/9/2020 6:56:56 PM				admin	
Test 165 : Employee(s) imported		Success				1/9/2020 6:57:00 PM				admin	
Test 137 : Employee(s) imported		Success				1/9/2020 6:56:54 PM				admin	
Kaushik : Employee(s) imported		Success				1/9/2020 6:57:09 PM				admin	
Test 88 : Employee(s) imported		Success				1/9/2020 6:56:59 PM				admin	
Test 154 : Employee(s) imported		Success				1/9/2020 6:56:54 PM				admin	
Test 8 : Employee(s) imported		Success				1/9/2020 6:57:05 PM				admin	
Test 16 : Employee(s) imported		Success				1/9/2020 6:57:06 PM				admin	
Test 155 : Employee(s) imported		Success				1/9/2020 6:56:55 PM				admin	
₩ 4 1 2 3 4 5 6 7 8 9 10) ►	M							1 to	10 of 273 I	tems



b. If the selection was "Skip Overwrite" and if users already exist on the IXM WEB database, then the log will show failed status for that user.

Details T	Status	T	DeviceName	T	Date	T	Reason	T	INVIXIU	1
TestT4 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:25 PM				admin	
Failed to import Employee Record for Employee ID:2230	Fail				1/9/2020 7:27:30 PM		SmartCard ID: Use hex (0-9 A-F)	Э,	admin	
TestT249 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:30 PM				admin	
TestT34 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:26 PM				admin	
TestT136 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:28 PM				admin	
TestT137 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:28 PM				admin	
TestT255 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:30 PM				admin	
TestT135 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:28 PM				admin	
TestT183 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:29 PM				admin	
Test179 : Cannot overwrite, so skipping employee	Success				1/9/2020 7:27:27 PM				admin	



FAQ

1. Who can use the Import and Export feature? All IXM WEB users who have access to the Employees tab can use the Import/Export feature.

- 2. Does the Export functionality export users' data with their biometric record? Yes, Export functionality exports users' information including biometric data available on IXM WEB Database. However, the biometric templates are encrypted.
- **3. Does Export functionality export users' data with their photos?** No, Export functionality does not export users' data with their photos.



Support

For more information relating to this Feature Description document, please contact us at support@invixium.com

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