



Feature Description Document

How to Import/Export Users



Purpose

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

Applies to

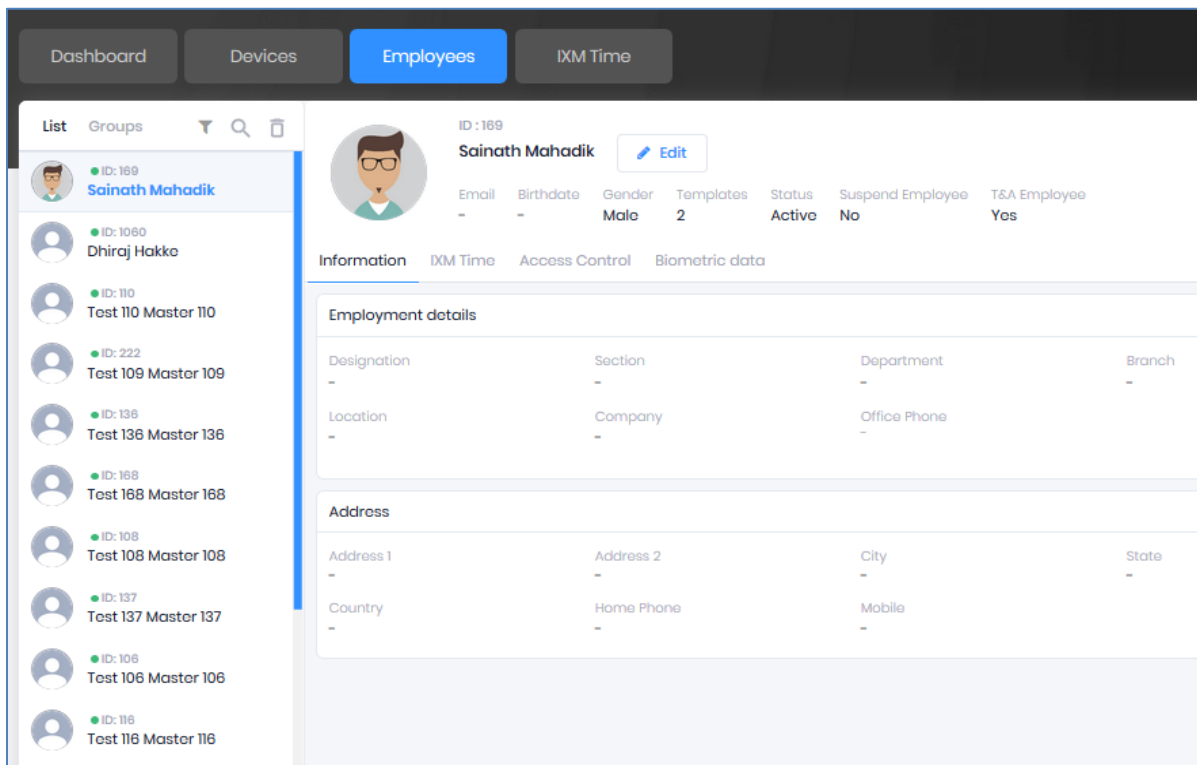
TITAN	TFACE	TOUCH 2	SENSE 2	MERGE 2	MYCRO
All Devices	All Devices	All Devices	All Devices	All Devices	All Devices

Description

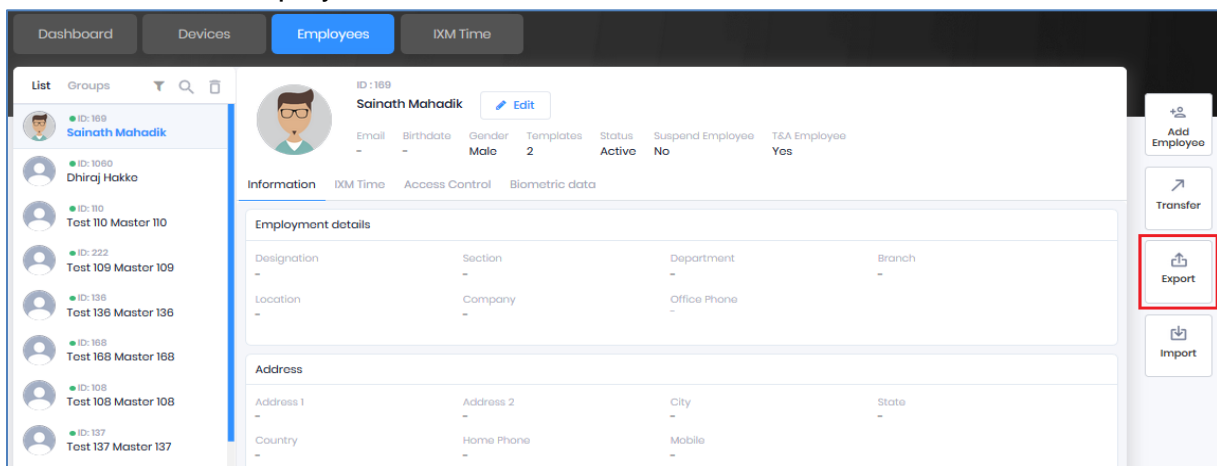
“Export” and “Import” features will allow users to take a backup from the database and restore the same. Users will be exported to a “.csv” format file. The biometric templates are encrypted due to privacy and security reasons.

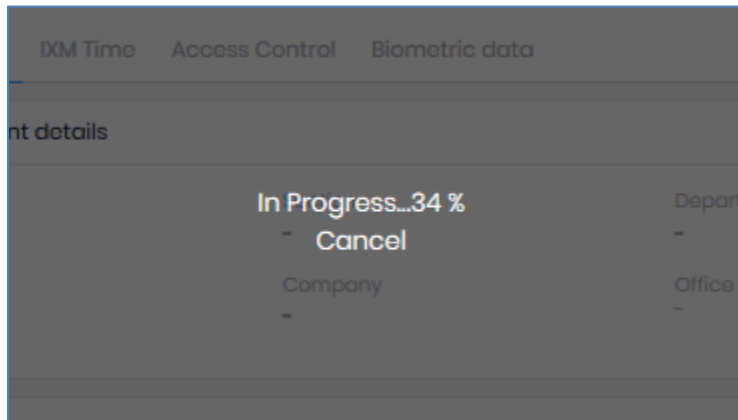
Export Users

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

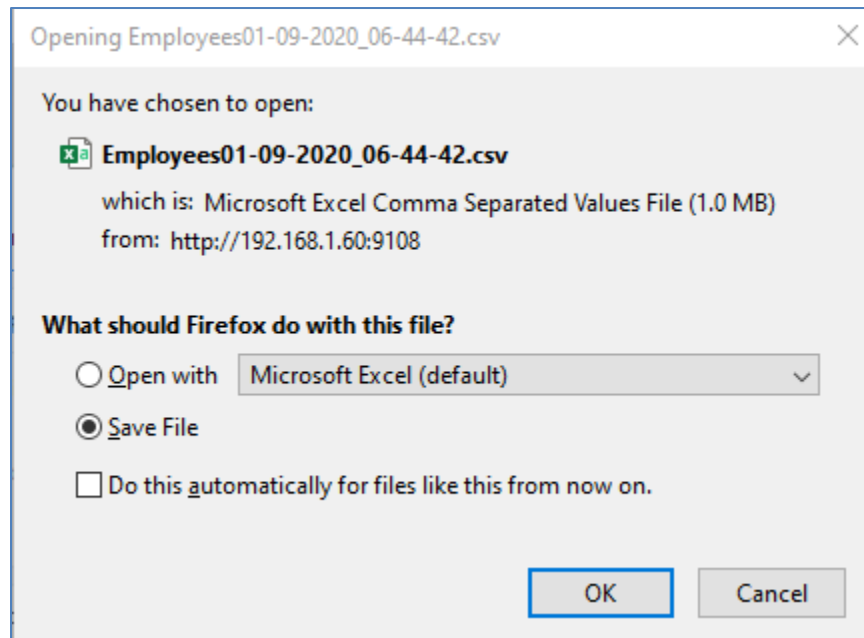


2. Click **Export** on the right side of the screen to get the user database. A progress bar window will be displayed.



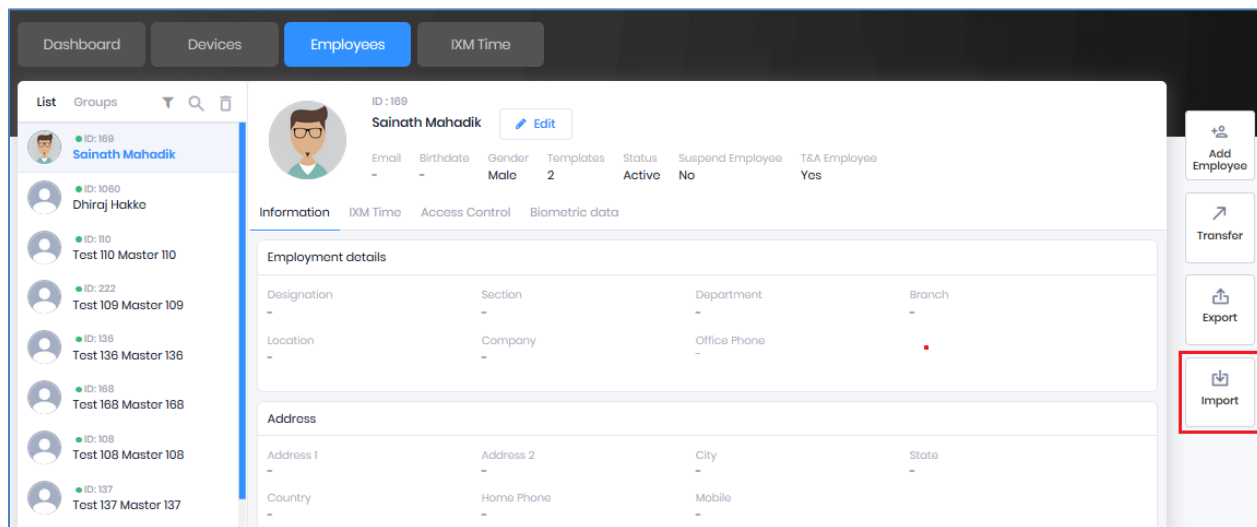


3. Upon completion, save the exported users into a “.csv” file and click **OK**.

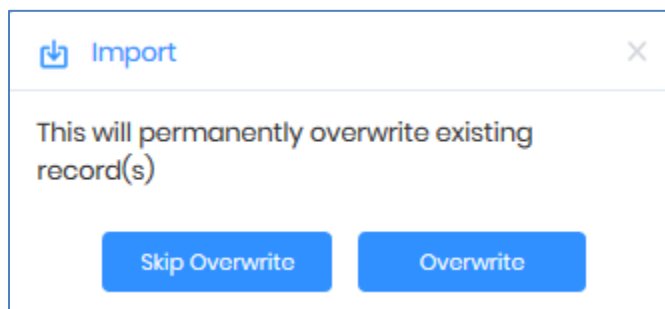


Import Users

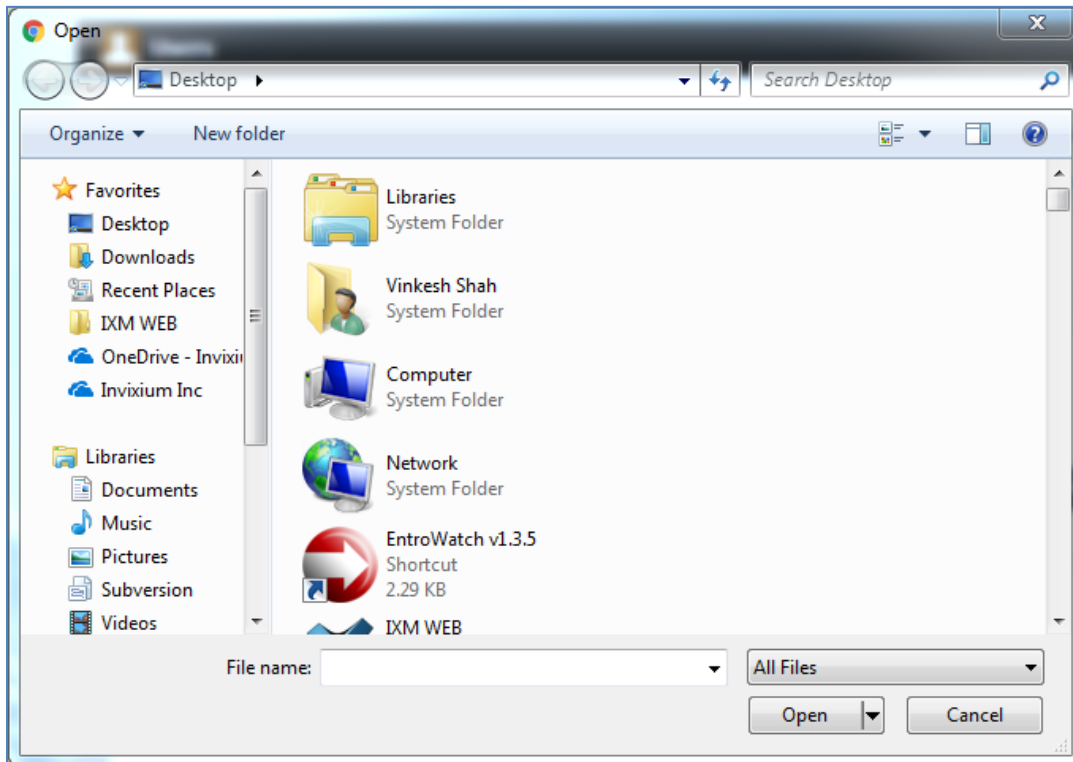
1. From **HOME** >> Click the **Employees** tab on the top >> The user list will be visible.
2. Click **Import** on the right side of the screen to upload the users to IXM WEB.



3. 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.

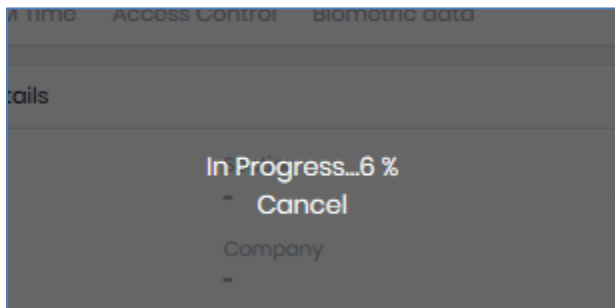


4. Once the selection is done it will redirect to the Select Import File window.





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.

Details	Status	DeviceName	Date	Reason	INVIXIU...
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



- 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.

Application Logs

Export

Details	Status	DeviceName	Date	Reason	INVIXIUM
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)	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
TestT179 : Cannot overwrite, so skipping employee	Success		1/9/2020 7:27:27 PM		admin

231 to 240 of 273 Items



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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