



Using Import/Export to batch correct resident files

HOW TO EASILY MAKE BATCH CORRECTIONS TO THE RESIDENT DATABASE

DoorKing Remote Account Management Software has an Import – Export function that allows the Resident Database to be “Exported” in a file format that can be edited using Excel or other spreadsheet programs. This allows you to make changes to the Resident Database, then import the database back into the DoorKing Software

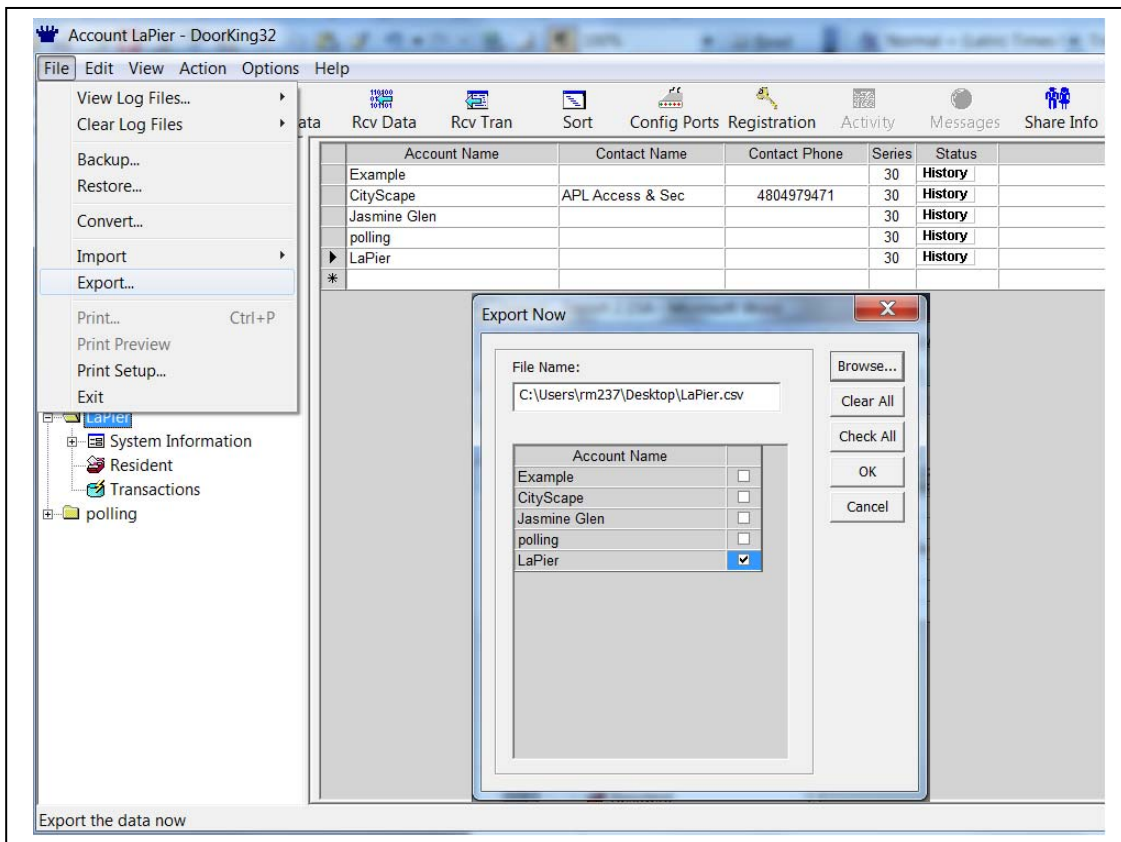
AREA CODE CHANGES: For example, if your area changes over to “10-Digit Dialing” where you need to dial 1+Area Code+Phone #, you can export the Resident Database, add the 1+Area Code to all residents, then import it back into your software.

CHANGING SECURITY LEVELS: Another example is if your system was set up with the default “Security Level 01”, which provides 24/7 access to all controlled entry points. If you want to change to set up restricted access you will need to change everyone’s Security Level. This can be done one at a time in the DoorKing software, or you can “Export” the Database, make the change in Excel, then Import back into the DoorKing software.

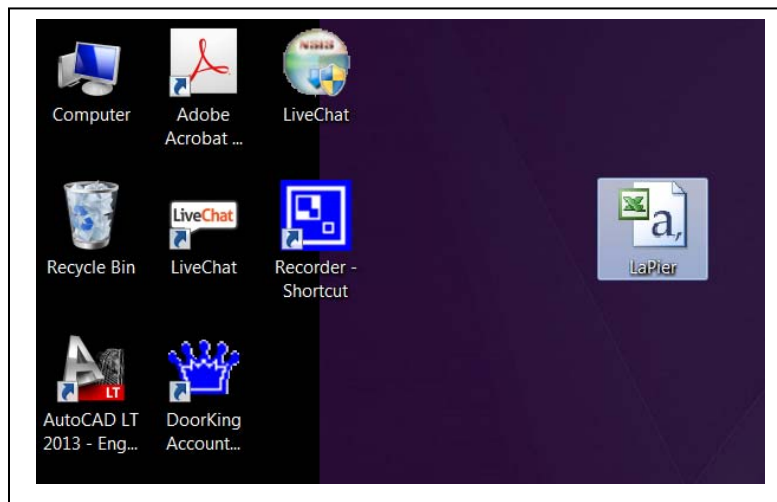
The following pages provide some simple guidelines on how to use these functions.

Product Bulletin

- 1) From the main screen, use the “File” menu to select “Export”. This will open the “Export Now” window.
- 2) Check the account that you wish to “Export” the Resident Database from. Then use “Browse” to set where you wish to export the file. Common locations would be your Desktop or your Documents folder. When you select a name for the file make sure you save it in a “.csv” format. Click “OK” to export the file.



- 3) Open the file this created.



Product Bulletin

4) This will open a .csv file in Excel or your spreadsheet program. From here you can make batch changes to the Resident File, such as adding area codes to all phone numbers.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ACCOUNT	Resident	H	AAC	PHONE	DIR	ENT	SL	DEVICE#	FL	ER	NOTES	VENDOR
2	LaPier		Y				200		1	32164		1	N
3	LaPier		Y				22	5678	1			8	N
4	LaPier	12-200	N				91		1			1	N
5	LaPier	AJ	Y		1310	685-7392	89	7392	15	100	14	1	N
6	LaPier	ALEC N	N		1310	568-9234	72	1793	2	12	1	1	N
7	LaPier	ALEX	N		1310	231-1569	59	9654	2	7698	1	2	N
8	LaPier	ALEXA	N	##		10	1	3210	11	39338	10	1	N
9	LaPier	ALLEN	N			842-7111	25	7755	3		2	1	N
10	LaPier	BILL	N		1310	420-1936	5	7777	4	20299	3	2	N
11	LaPier	BILLY	N		1805	432-0196	32		1	1168		1	N
12	LaPier	CARRIE	N			830-9523	2	5864	9	20298	8	1	N
13	LaPier	DIALME	N	##		10	48		1			1	N
14	LaPier	DON	N			872-0594	45	9632	4	7696	3	1	N
15	LaPier	ERIC	N			530-2684	15	3971	5	3971	4	2	N
16	LaPier	JAC	N		1480	388-1519	50	1519	15	35347	14	1	N
17	LaPier	JESSE	N			555-1212	52	1234	12	7896	11	1	N
18	LaPier	JIM	N			123-4587	55	1235	6	7694	5	1	N
19	LaPier	JOE	N		1714	697-0484	87	3316	2	9999	1	1	N
20	LaPier	JOHN K	N			845-6230	13	9523	7	7778	6	1	N
21	LaPier	KEVIN	N			789-4500	4	5689	8	5689	7	1	N

5) Once the changes have been made, “Save” the file. Make sure you “Save As” a .csv file, not an Excel file. A warning will appear regarding saving as a CSV file. Click “YES” to keep this .CSV file format.

Save As

Save in: Desktop

Name Size Item type Date modified

My Rec... Libraries Ron Miller Computer Network DK Doc's - Shortcut DRAWINGS G (Hal2003) LaPier

File name: LaPier

Save as type: CSV (Comma delimited)

Microsoft Excel

LaPier.csv may contain features that are not compatible with CSV (Comma delimited). Do you want to keep the workbook in this format?

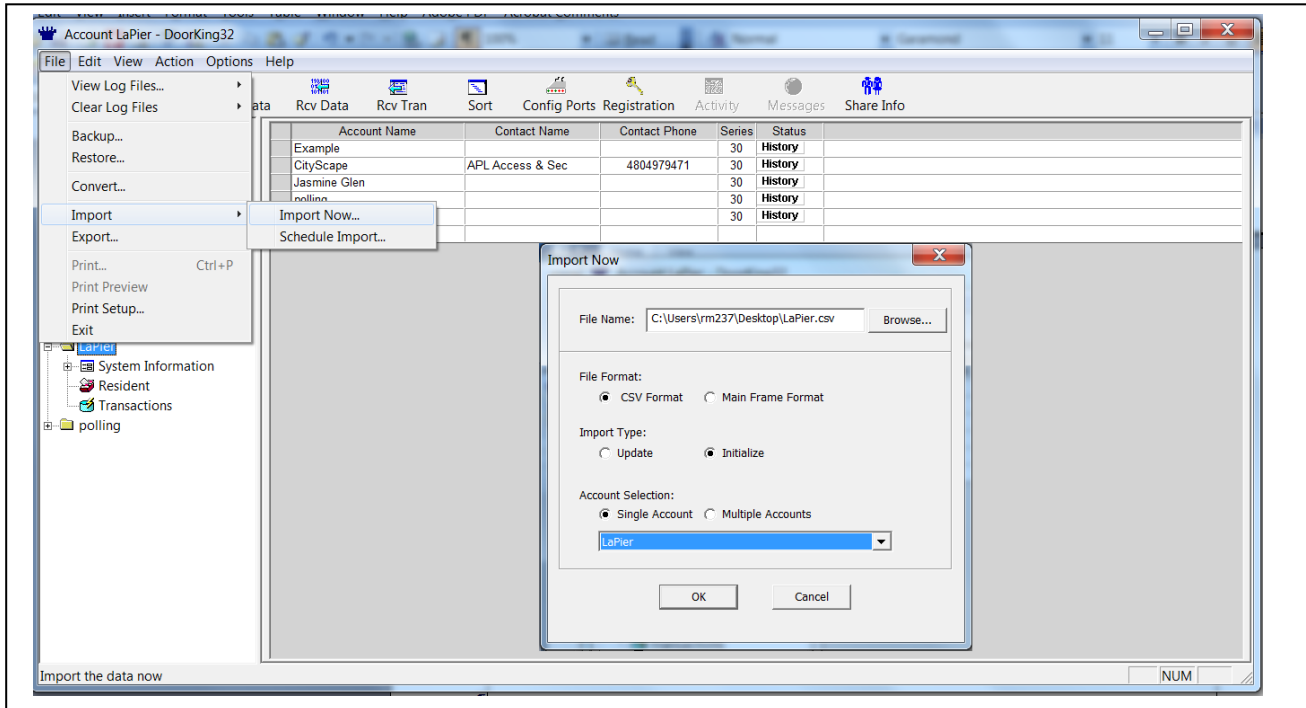
- To keep this format, which leaves out any incompatible features, click Yes.
- To preserve the features, click No. Then save a copy in the latest Excel format.
- To see what might be lost, click Help.

Yes No Help

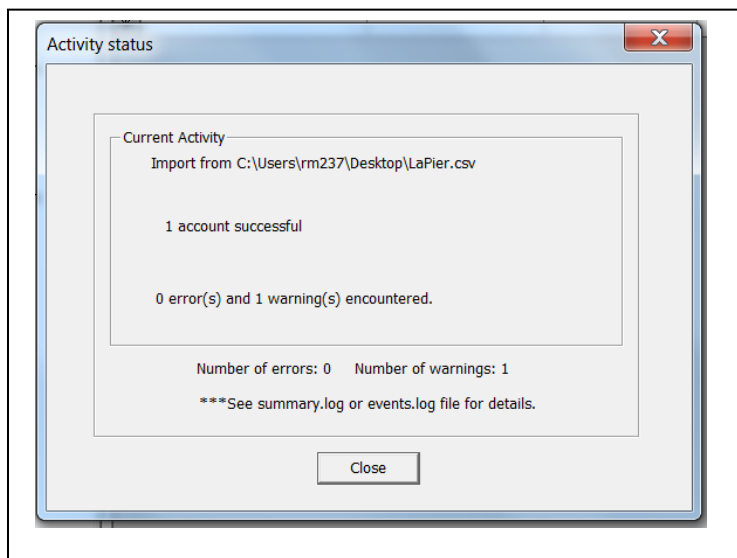
Product Bulletin

6) In the DoorKing software, use the “File” menu to select “Import Now”. This opens the Import Now window. Browse to the file you saved, select “CSV Format”, Initialize or Update, and “Single” or “Multiple” accounts (if your spreadsheet has resident databases from multiple entry systems). If you select “Single Account” make sure you select the proper account name from the drop down menu.

Click OK

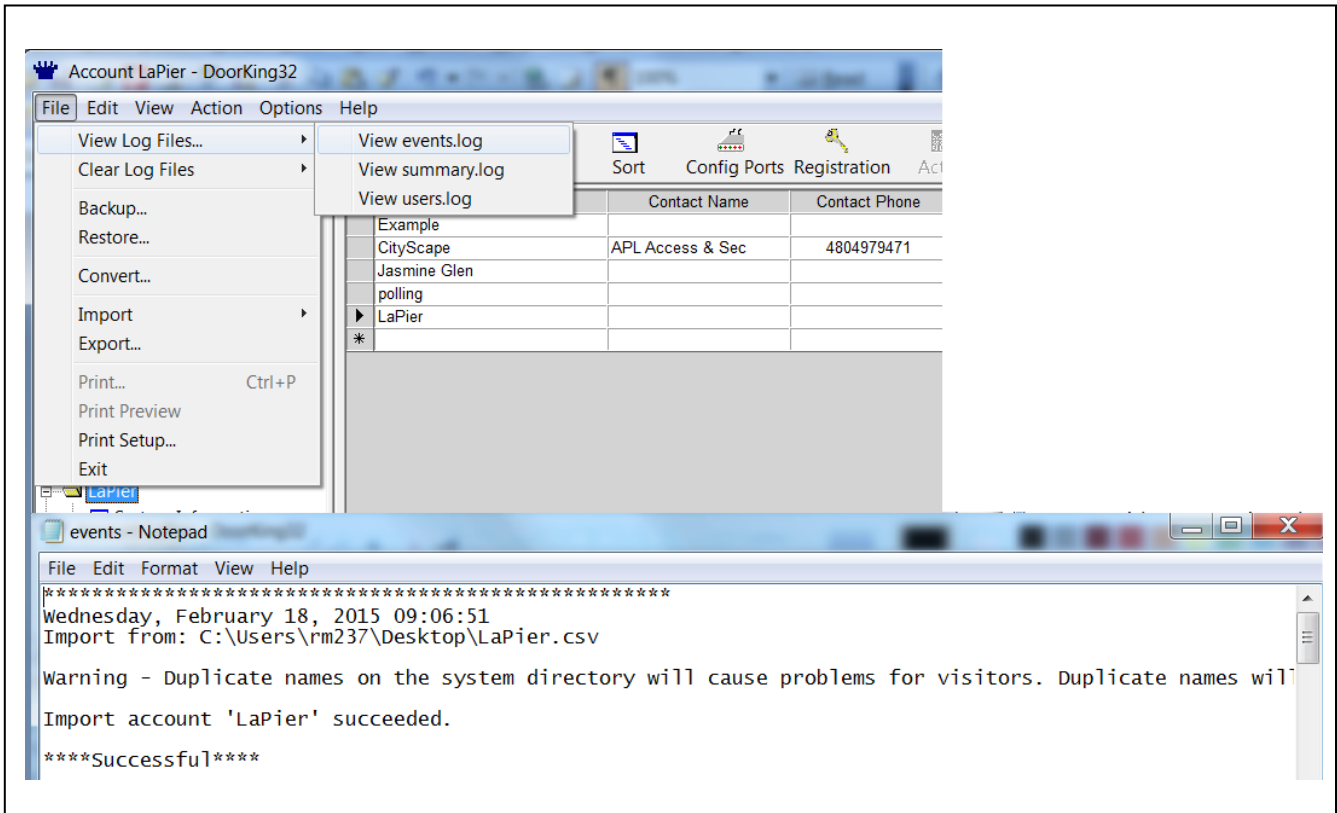


You will get a message saying that the existing Database will be overwritten. Click YES to proceed. An Activity box will open saying “Successful” or “Unsuccessful”.



Product Bulletin

If Unsuccessful, or you get Error or Warning messages, you can open the Events.log file to see details



Please contact DoorKing Technical Support for more information on these functions.