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.

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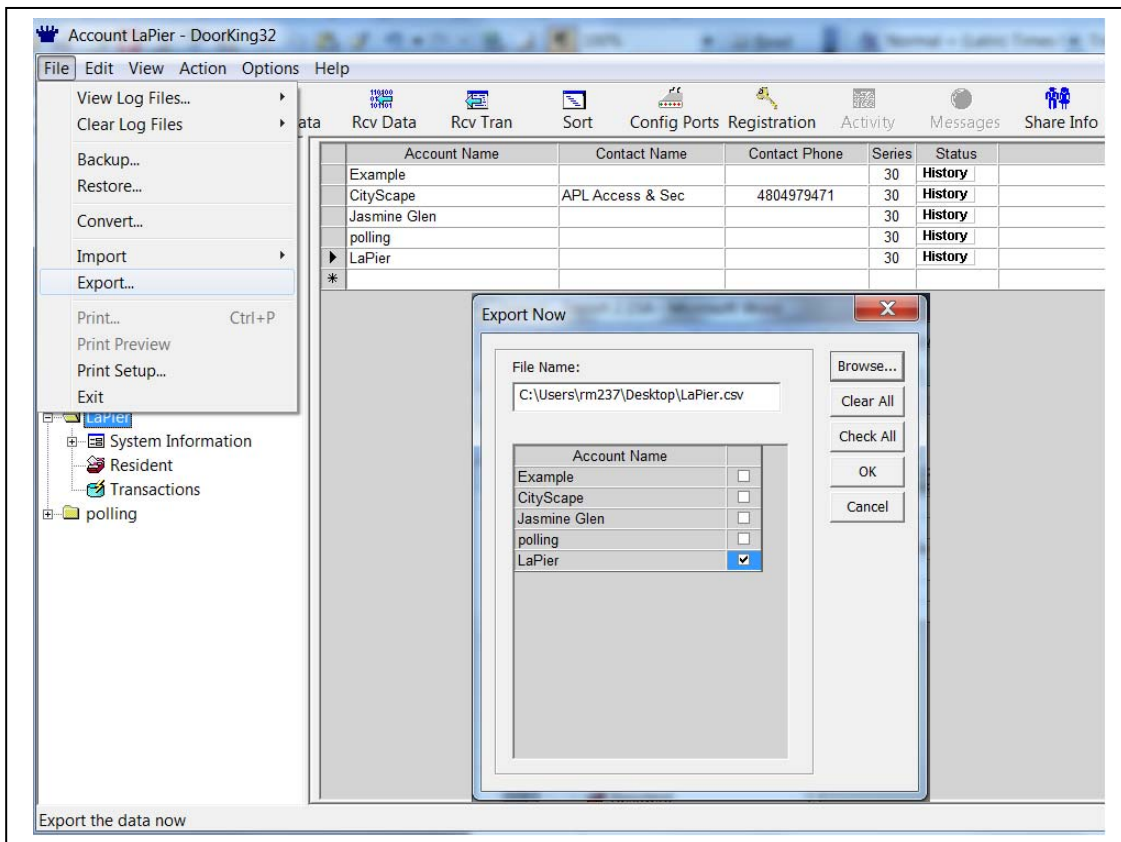
3) Open the file this created.
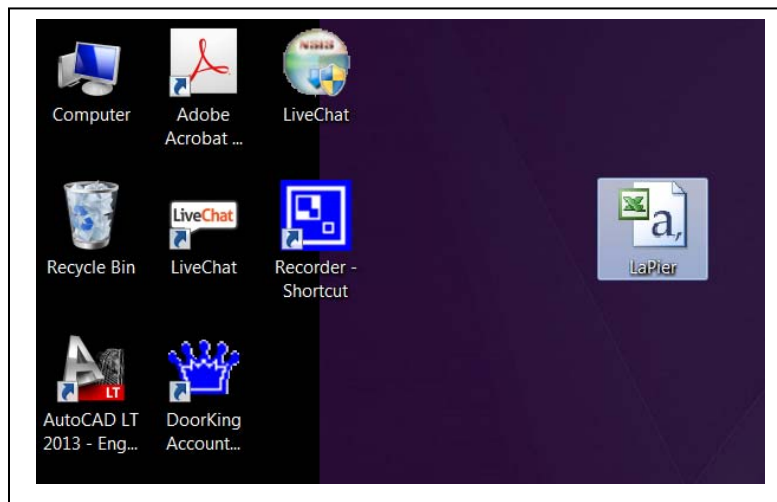
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4) This will open a .csv file in Excel or your spreadsheet program. From here you can make batch changes to the Resident File, such as adding area codes to all phone numbers.

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.

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.
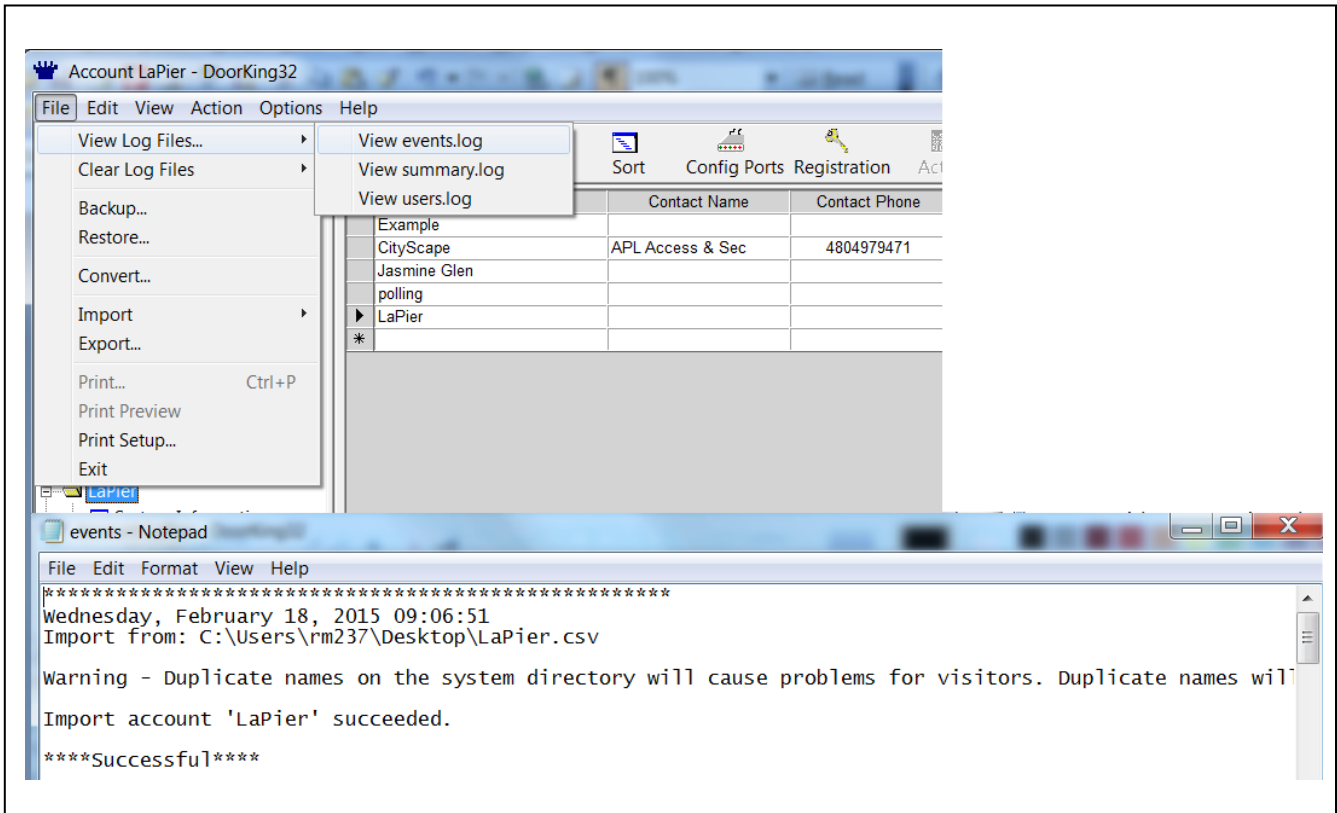
Click OK
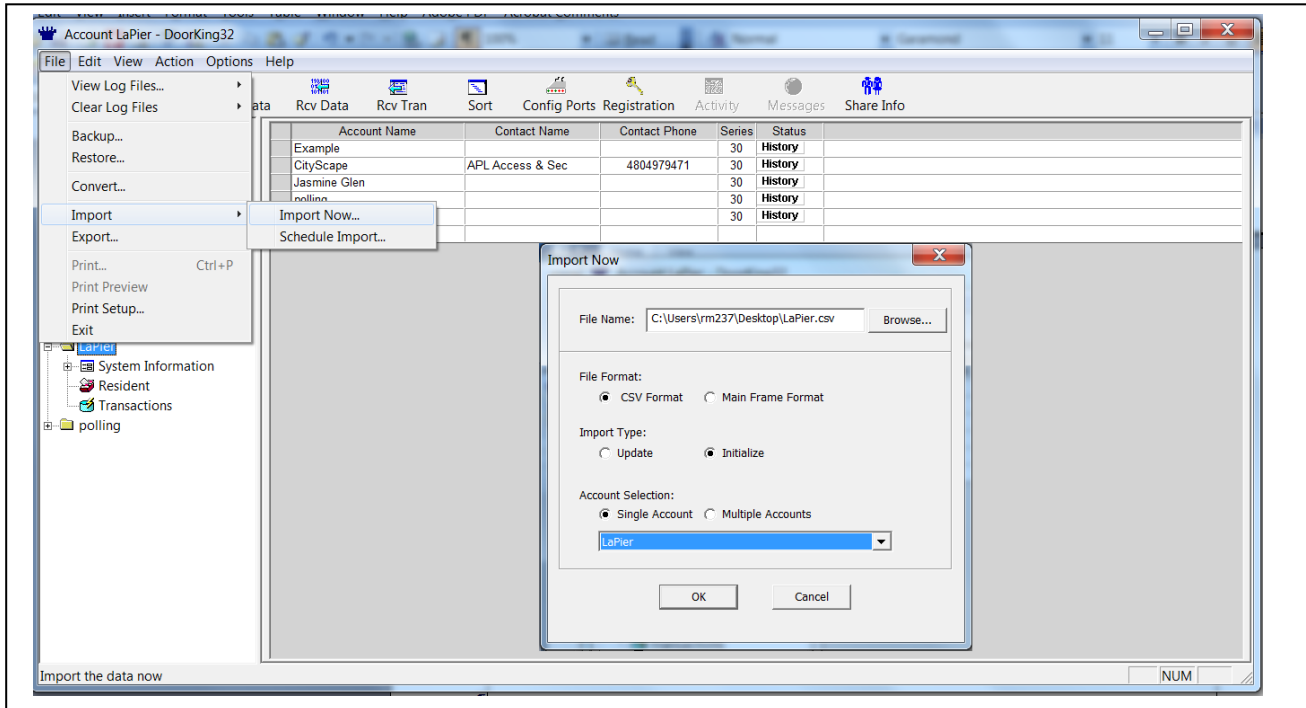
You will get a message saying that the existing Database will be overwritten. Click YES to proceed.

An Activity box will open saying "Successful" or "Unsuccessful".
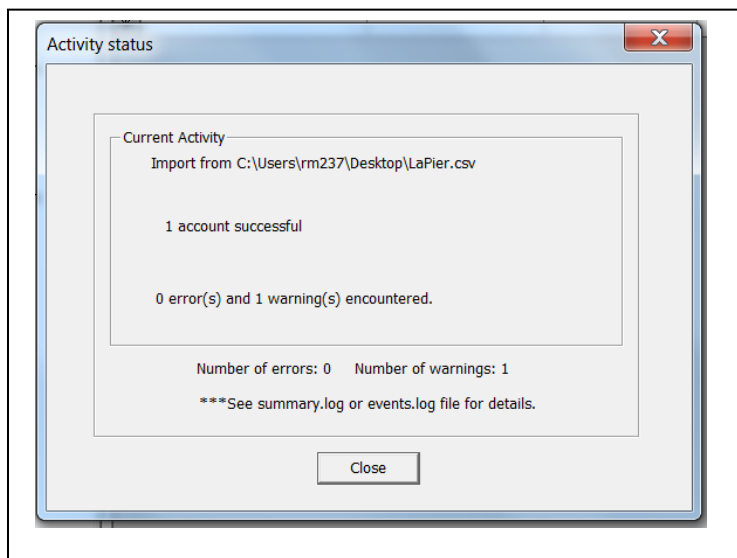
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If Unsuccessful, or you get Error or Warning messages, you can open the Events.log file to see details

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