ZKAccess
Advanced Solutions, Total Security

Importing and Exporting ZKAccess Personnel Data

Personnel data is all the information ZKAccess holds about an individual cardholder. Often this information may already exist in other databases owned by the user. It is possible and convenient to import this existing data into ZKAcccess. This can save a lot of time when registering a large number of personnel for the first time. ZKAccess can import the information from an xls, txt and csv files. These standard file formats are supported universally by most database software like Microsoft Office Excel and Notepad.
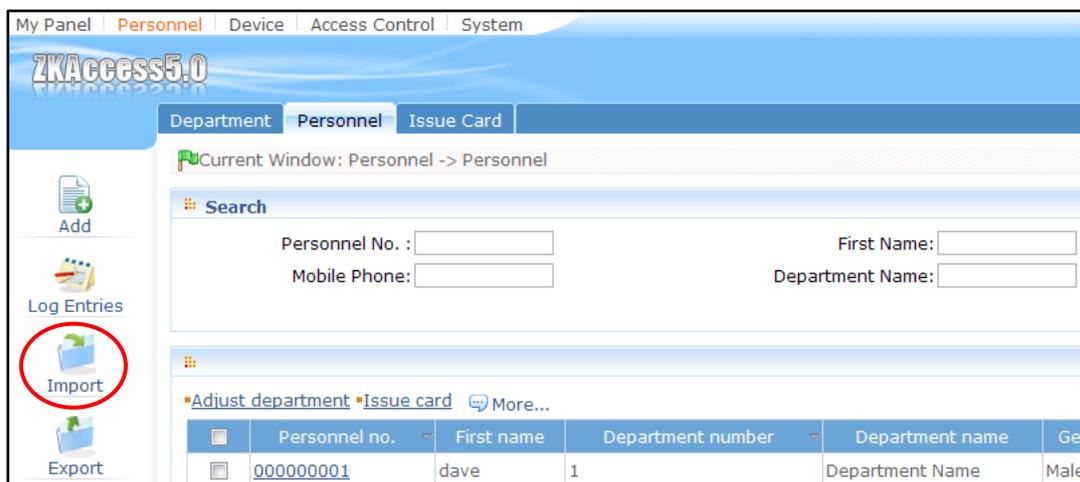
Producing a file for import

When producing a file for importing into ZKAccess, the data fields must be arranged in the correct order and cannot exceed the maximum length as shown in the User data field order below (Page 3).

The screenshot below shows how the file is arranged in Microsoft Excel.

	A	B	C	D	E	F	G
1	Personnel no.	First name	Department number	Card number			
2	000000001	dave	1	26754			
3	000000002	lori	1	26755			
4	000000003	dall	1	31253			
5	000000004	ell	1	31254			
6	000000005	rokk	1	31255			
7	000000006	wupp	1	31256			
8	000000007	qagg	1	31257			
9							
10							
11							
12							
13							
14							

Importing the file

To import the .xls or .txt file, click the [Import] option on the left of the [Personnel-Personnel] interface.

My Panel | Personnel | Device | Access Control | System

ZKAccess5.0

Department | Personnel | Issue Card

Current Window: Personnel -> Personnel

Search

Personnel No. : [   ]   First Name: [   ]
Mobile Phone: [   ]   Department Name: [   ]

Add

Log Entries

Import

Export

▪Adjust department ▪Issue card 😊 More...

	Personnel no.	First name	Department number	Department name	Gen
☐	000000001	dave	1	Department Name	Male

The import wizard will appear. The filename of the .xls file should be entered or browsed to in the [Import File]. Select the delimiter [Smart Search] or [Others] (","or others used in .txt and .csv files). As the file was arranged in the example format, choose [There is a title in the No.1 row] and start [From No.2 row].

Click [Upload]. **Remember to adjust the information which corresponds between entries and table fields, or errors will likely happen.**

Import

	A	B	C	D	E	F	G
1	Person No.	Name	Gender	Dept Code	Dept Name	ID	Mobile
2	1	Jack	M	00001	General Headquarters	44010820101024096X	13874874833
3	2	Rose	F	00002	Example No. 1	420108201010240961	13874874844
4	3	Tom	M	00003	Example No. 2	430108201010240962	13874874855
5	4	Killy	F	00004	Example No. 3	410108201010240963	13874874866

Example

Select Import Table: Personnel

Import File: C:\Documents and S... 浏览...

File Format: ● XLS file ○ TXT file, CSV file

Delimiter: ● Smart Search ○ Others ,

Title: ○ Untitled ● There is a title, which is in the No. 1 row

Start row: From No. 2 row

File Code: Simplified

Upload

Correspondence between entries and table fields

	☑	☑	☑	
file header	Personnel no.	First name	Department number	
file record	000000001	dave	1	
table filed	Personnel No.	Gender	Department.Department Number	Dep

Data Error Processing Way: ● Skip the erroneous row, and continue to import ○ Interrupt import and clear exported entries

Associated Entries Processing: ● Auto add to association table ○ Skip the current entry without adding associated entry

Import   Exit

Import

	A	B	C	D	E	F	G
1	Person No.	Name	Gender	Dept Code	Dept Name	ID	Mobile
2	1	Jack	M	00001	General Headquarters	44010820101024096X	13874874833
3	2	Rose	F	00002	Example No. 1	420108201010240961	13874874844
4	3	Tom	M	00003	Example No. 2	430108201010240962	13874874855
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Example

Select Import Table: Personnel

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Correspondence between entries and table fields

	☑	☑	☑	
file header	Personnel no.	First name	Department number	
file record	000000001	dave	1	
table filed	Personnel No.	First Name	Department.Department Number	Dep

Adjusted

Data Error Processing Way: ● Skip the erroneous row, and continue to import ○ Interrupt import and clear exported entries

Associated Entries Processing: ● Auto add to association table ○ Skip the current entry without adding associated entry

Import   Exit

Then click [Import]. Once the file import is complete, the information imported will appear in the personnel section as below. The undefined information such as Number of Fingerprints can be add after the importing. The information can also be amended by clicking [Edit] on the right side.

Personnel no.	First name	Department number	Department name	Gender	Number of Fingerprints	Card number	Related operation
000000001	dave	1	Department Name	Male	0	26754	Edit Delete
000000002	lori	1	Department Name	Male	0	26755	Edit Delete
000000003	dall	1	Department Name	Female	0	31253	Edit Delete
000000004	ell	1	Department Name	Female	0	31254	Edit Delete
000000005	rokk	1	Department Name	Male	0	31255	Edit Delete
000000006	wupp	1	Department Name	Female	0	31256	Edit Delete
000000007	qagg	1	Department Name	Female	0	31257	Edit Delete

▪Adjust department ▪Issue card More...   Total 26 Entry/1 Page   1

Additional Imports

If further imports are required, the same process can be followed again. It is important however, not to include any duplicate records in the new import file as ZKAccess will reject these.

User data field order

Field Number	Field Name	Notes
1	Personnel No.	20 figures
2	First Name	24 characters
3	Card No.	20 figures
4	Dept. Name	100 characters
5	Dept. No.	100 figures
6	Card Number	20 figures

Export

The Export function can be accessed at the left of the [Personnel-Personnel] interface. The number of personnel to be exported and the format of the information file are needed. Click [Export] to send the information to the determined destination.
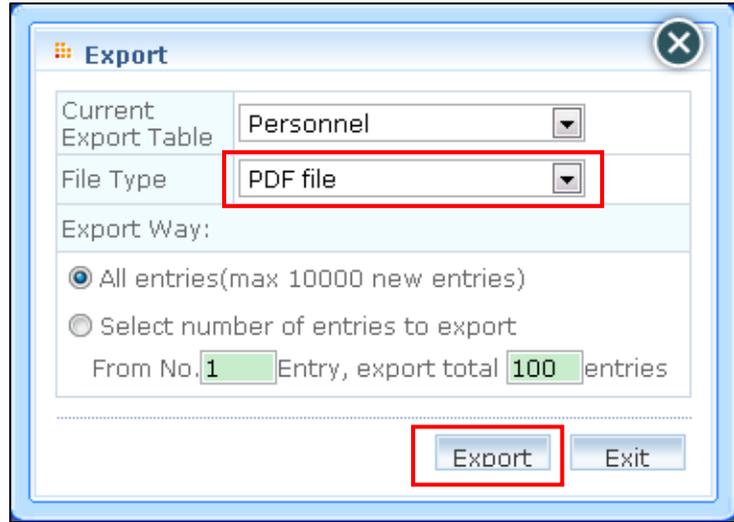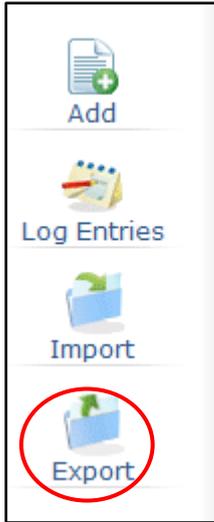
This allows all user details to be exported in .xls, .pdf, .txt and .csv format to any specified destination. The layout of the file is the same as that detailed in the personnel section shown above.