


Doors User Data File Export/Import

The *Doors* User Data File Export/Import feature allows a systems integration expert to import selected and limited user information from an external application (such as Excel™ or some similar spreadsheet or database program). This is done by first exporting a user data file template, entering information into that template, and then importing the template back into *Doors*.

Before beginning the user data file export/import process it is strongly recommended that you have user slots enrolled for everyone for which you will be importing data¹. User enrollment is a standard *Doors* function, please refer to the [Doors Users Guide](#) for information (P/N: 01914-100).

1.0 Enable User Data File Export/Import in *Doors*

The user data file export/import parameter in the System Options allows an operator to enable the export/import feature of the *Doors* program.

1. Click on the Setup ⇒ System pull-down menu or click the  button on the tool bar. The Setup System window appears (see Figure 1).

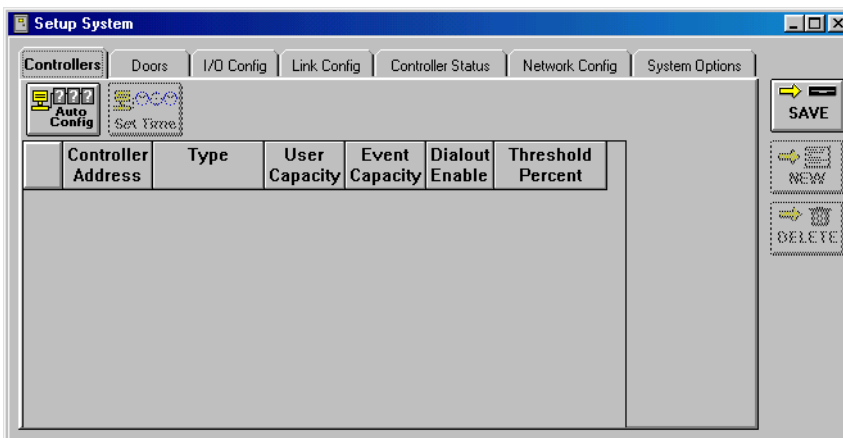
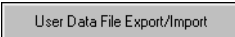


Figure 1: Setup System Window

2. Click on the **System Options** tab. The System Options window appears (see Figure 2 on page 2). Then click on the  button to bring up the user data file export/import field.

1. For information on how to initiate enrollment from a program other than *Doors*, contact Keri Systems Technical Support.

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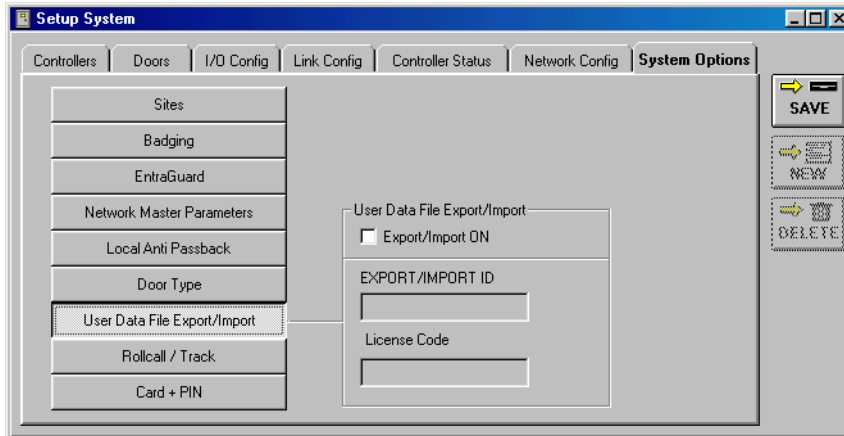


Figure 2: User Data File Export/Import Field

3. If you will **not** be performing user data file export/import, verify the Export/Import check box is clear (there is **not** a check mark in the box – this is the default value).
4. To enable user data file export/import, click in the check box beside the Export/Import ON option (see Figure 5 on page 3). When there is a check in the box, the feature is enabled. When the feature is enabled, the User Data File Export/Import Option Changed window appears (see Figure 3), verifying you want to make this change.

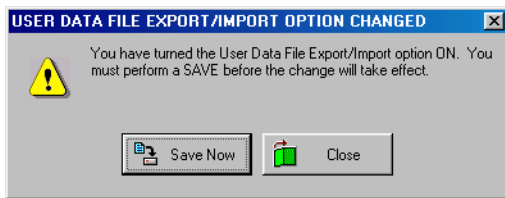


Figure 3: Enabling User Data File Export/Import Option Confirmation

NOTE: Mishandling the user data file export/import feature may damage your user file database. Only allow a systems integration expert with database experience to use this feature.

NOTE: A License Code must be entered to activate the user data file export/import feature. To receive a License Code you must call Keri Systems Customer Support at 1-800-260-5265 or 408-451-2520. They will need the PC ID number reported by the Doors program (see Figure 5 on page 3). With the PC ID number, Customer Support will give you a corresponding License Code. The License Code is assigned to the specific computer used for user data file export/import. Card File Import cannot be moved from one computer to another. If you attempt to do so, the License Code will be invalid.

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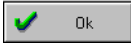
5. Click  to exit the user data file export/import option. If you exit, click on the  button to return the System Options tab to its original state.
6. If you choose to enable user data file export/import, click on , a User Data File Export/Import Acknowledgement window appears (see Figure 4). Click on the  button.



Figure 4: User Data File Export/Import Acknowledgment

7. The PC ID number should now be visible inside the PC ID box (see Figure 5). Have this number ready when you contact Keri Systems Customer Support to receive your License Code.
8. Enter the License Code received from Keri Systems in the “License Code” field. For example, type **9876543210** (see Figure 5).

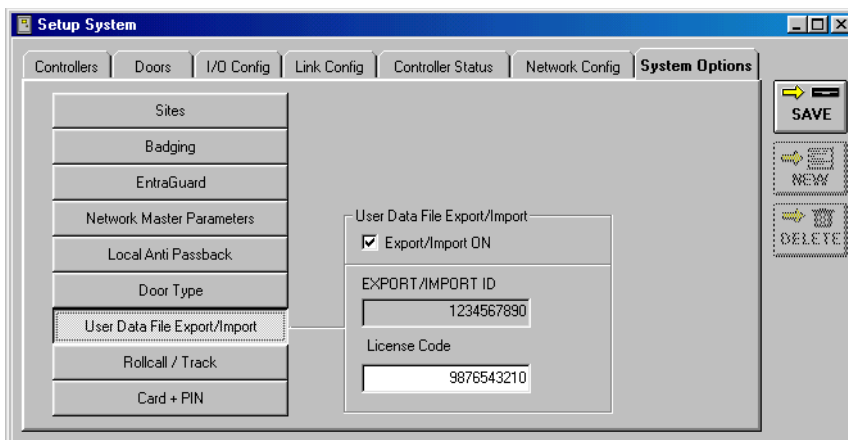


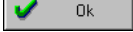
Figure 5: License Code Entered

9. Once you have entered the License Code, click on the  button.



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10. If you have entered an incorrect License Code, a User Data File Export/Import



Acknowledgement window appears (see Figure 4 on page 3). Click on the  button.

NOTE: If you believe this message appeared in error, reenter the License Code and click on the



button. If the Acknowledgment window reappears, contact Keri Systems Customer Support.

11. When the License Code is accepted, a number of database changes are now made to all the databases within the *Doors* program to support the user data file export/import feature. When these changes are complete, the *Doors* program adds two new buttons to the System ⇒ Setup ⇒

Users spreadsheet,  and , to support user data file export/import.

2.0 Performing User Data File Export/Import

There is a specific process to follow to properly perform User Data File Export/Import (see Figure 6 on page 5 for a flowchart of the complete process).

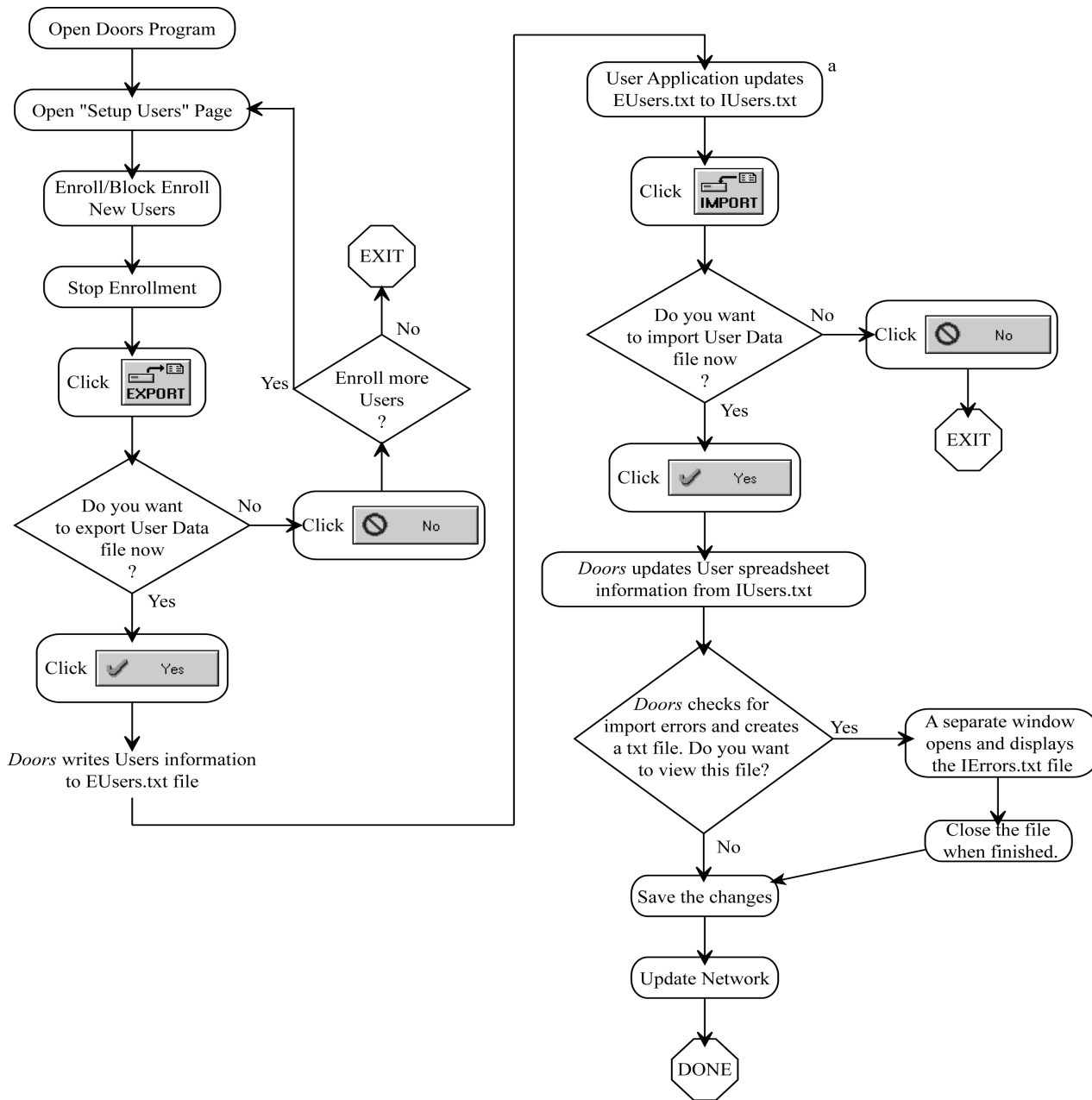


NOTE: Failure to follow this process correctly will create a corrupted user database, resulting in either unreliable Doors operation, or no Doors operation whatsoever.

To perform user data file export/import, it is recommended that you first export information from *Doors*' internal databases. This creates a file template, a text file named **EUsers.txt**, into which you will be entering your information. This text file is then edited and saved as **IUsers.txt**, and imported back into *Doors* internal databases.

NOTE: If you choose to import without first exporting information from Doors' internal databases, please contact Keri Systems Technical Support for help.

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a. It is following this step that the IUsers.txt file is modified using the conventions outlined in Section 2.3.

Figure 6: User Data File Export/Import Procedure Flowchart

Doors User Data File Export/Import

2.1 Export

1. Prior to making use of the import feature, the new users to be added must be enrolled/block enrolled into Doors. Depending upon the type of enrollment, certain columns in the users spreadsheet will have information specific to enrollment.

NOTE: If you choose to import without first exporting information from Doors' internal databases, please contact Keri Systems Technical Support for help.

2. Click on the  button. The Export window appears (see Figure 7).

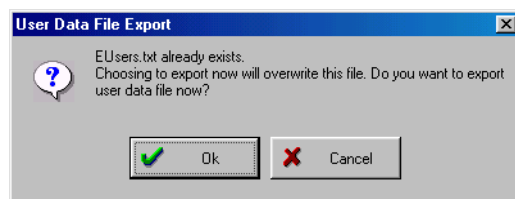


Figure 7: Export Window


3. Click on the  button. All existing records' information is written to a text file named **EUsers.txt** in the same directory as doors32.exe. A confirmation window appears.



Figure 8: Export Confirmation

4. Click on the  button.

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2.2 Saving EUsers.txt as IUsers.txt

1. Open the EUsers.txt file using any basic text editor (Notepad in the Windows™ operating system is an example of a text editing program). Figure 9 provides an example of an EUsers.txt file. In this figure, the first line is a header that identifies column contents, it is not a part of the EUsers.txt file.

| Operation | LName | FName | MName | IntNum | EgID | ExtNum | Format | AcGrp | DeptName | OnOff | Phone | TimeZone | F1 | F2 | F3 | F4 | F5 | F6 |
|-----------|---------|---------|-------|----------|------|--------|--------|--------------|----------|-------|---------|----------|----|----|----|----|----|----|
| O | Adams | John | Q. | 10484252 | 0623 | 1001 | K | total access | math | on | 5551212 | always | | | | | | |
| O | Lincoln | Abraham | | 30217198 | 1156 | 1003 | K | day time | tech | on | 5552323 | always | | | | | | |
| O | Polk | James | K. | 30217199 | 0306 | 1002 | K | total access | manu | on | 5553434 | never | | | | | | |
| O | Wilson | Woodrow | | 30425272 | 0312 | 1005 | K | total access | engineer | on | 5554545 | always | | | | | | |
| O | | | | 11420666 | 0426 | 1004 | K | unassigned | | off | 5555656 | always | | | | | | |
| O | | | | 10294252 | | 1000 | K | unassigned | | off | | always | | | | | | |

Figure 9: Exported EUsers.txt File

NOTE: The columns in the EUsers.txt file may not appear as distinct as shown in Figure 9.

NOTE: The EUsers.txt contains information of all the existing active and inactive cards including any newly enrolled cards (if there are any) in the order that they are listed in the user spreadsheet. See the following table for detailed information on these fields.

*NOTE: Do **not** use a word processor program (such as Microsoft Word) to open/edit the EUsers.txt file. Word processor programs enter invisible control code characters that provide page formatting. These control code characters affect the file's contents rendering it unreadable by Doors.*

2. In the program's File > Save As pull-down menu, save the EUsers.txt file as IUsers.txt. This protects the original EUsers.txt file, allowing you to start this process over again should a mistake be made when editing the file's contents.



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2.3 Editing IUsers.txt

1. Open the newly created IUsers.txt file using a text editor type program (such as Notepad). Open the file as tab delimited. This separates each individual field into rows. Each row represents an individual user record with spaces between each data field column (see Figure 9). Table 1 identifies each data field.
2. Enter the appropriate information for each cell in the spreadsheet that requires editing. You can directly enter the information or you can use a macro to merge existing information from another database. Section 2.3.1 provides detailed information for the contents of each database field.

NOTE: Each record (row of user information) is limited to 1,024 characters.

3. Once all information has been entered, save the IUsers.txt file in a tab delimited, text format and exit the spreadsheet program. You are now ready to import this file into Doors (see Section 2.4).
4. Figure 10 provides an example of a modified IUsers.txt. In this figure, the first line is a header that identifies column contents, it is not a part of the IUsers.txt file.

| Operation | LName | FName | MName | IntNum | EgID | ExtNum | Format | AcGrp | DeptName | OnOff | Phone | TimeZone | F1 | F2 | F3 | F4 | F5 | F6 |
|-----------|-----------|----------|--------|----------|------|--------|--------|--------------|----------|-------|---------|----------|----|----|----|----|----|----|
| M | Adams | John | Quincy | 10484252 | 0623 | 1001 | K | total access | math | off | 5551212 | always | | | | | | |
| O | Lincoln | Abraham | | 30217198 | 1156 | 1003 | K | day time | tech | on | 5552323 | always | | | | | | |
| V | Polk | James | K. | 30217199 | 0306 | 1002 | K | total access | manu | on | 5553434 | never | | | | | | |
| D | Wilson | Woodrow | | 30425272 | 0312 | 1005 | K | total access | engineer | on | 5554545 | always | | | | | | |
| M | Roosevelt | Theodore | | 11420666 | 0426 | 1004 | K | unassigned | manu | off | 5555656 | always | | | | | | |
| M | Madison | James | | 10294252 | 1104 | 1000 | K | day time | engineer | on | 5556767 | always | | | | | | |

Figure 10: Modified IUsers.txt File

NOTE: Each entry must be followed by a tab, including the last column (F6).

NOTE: The columns in the EUsers.txt file may not appear as distinct as shown in Figure 10.

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Table 1: User File Field Definitions

| Field | Field Name | Case Sensitive? | Alpha/Numeric? |
|-------|----------------------|-----------------|----------------|
| 1 | Operation | no | Alpha |
| 2 | Last Name | yes | Alpha |
| 3 | First Name | yes | Alpha |
| 4 | Middle Name | yes | Alpha |
| 5 | Internal Card Number | – | Numeric |
| 6 | EntraGuard ID | – | Numeric |
| 7 | External Card Number | – | Numeric |
| 8 | Card Format | no | Alpha |
| 9 | Access Group Text | yes | Alpha |
| 10 | Dept. Group Text | yes | Alpha |
| 11 | On/Off Flag | no | Alpha |
| 12 | Phone Number | – | Alpha |
| 13 | TimeZone | yes | Alpha |
| 14 | User Defined Field 1 | yes | Alpha |
| 15 | User Defined Field 2 | yes | Alpha |
| 16 | User Defined Field 3 | yes | Alpha |
| 17 | User Defined Field 4 | yes | Alpha |
| 18 | User Defined Field 5 | yes | Alpha |
| 19 | User Defined Field 6 | yes | Alpha |



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2.3.1 Specific Field Descriptions

This section provides descriptions of each field (the columns in the spreadsheet) found in the ECards.txt/ICards.txt files.

2.3.1.1 Operation

The Operation field identifies the nature of the individual records; it identifies how *Doors* should handle each record during the import process.

- O = original information
- M = modified information
- V = void this user
- D = delete this user

For 'O' records, nothing is done. No user database records are changed and *Doors* simply goes to the next record.


NOTE: For ECards.txt, all records are 'O' records as they are saved by Doors as their original information.

For 'M' records, *Doors* searches the user database, finds the record, and modifies the information on that row based on the information in the ICards.txt file. If the record is not in the spreadsheet, *Doors* adds a new row at the end of the spreadsheet and fills in information using the record. For a newly added record, if the external number is not valid, then a new external number is calculated and used based on the internal number and the access control format. For Wiegand access control, the facility code is calculated and entered based on the internal number and card format.

For 'V' records, *Doors* searches the user database, finds the record, and voids it. The void time is the time this process is performed.

For 'D' records, *Doors* opens the user database, finds the record, voids it (if necessary), and then deletes it and updates the spreadsheet. The delete time is the time this process is performed.

NOTE: If you want to add a new record, you must add "-enroll" to the Doors desktop shortcut

(see Figure 11 on page 11). To do this, right click on the  icon and select the "Properties" option. The Properties window opens. In the Target field, add a space followed by "-enroll" after the path for Doors (see Figure 11 on page 11). Failure to do this will result in an error.

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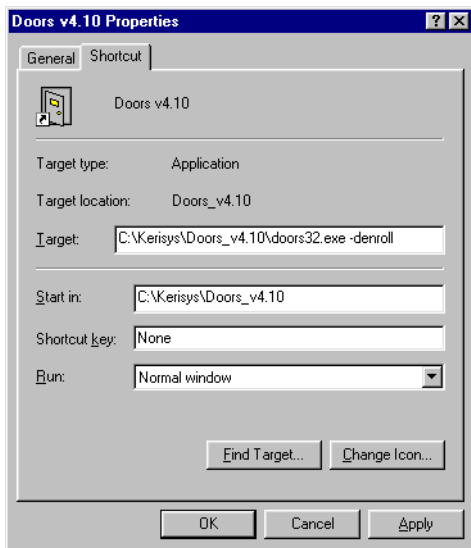


Figure 11: Doors Desktop Shortcut with Argument

2.3.1.2 Names

The three Name fields are simply case-sensitive, text fields for entering the user's last, first, and middle names.

2.3.1.3 Internal Number

The Internal Number applies to proximity or Wiegand cards. It is the internal identification number of the card. This number is automatically entered when the card is enrolled.

2.3.1.4 EntraGuard ID

The EntraGuard ID is a number assigned to each EntraGuard telephone entry user. Typically this number corresponds to an apartment number or building number.

2.3.1.5 External Number

The External Number is a user supplied number that allows you to create a separate method for tracking proximity or Wiegand cards. If you do not provide an external number, *Doors* can be instructed to assign one for you.

2.3.1.6 Format

The Format field identifies what type of access control is assigned to the user.

- K = Keri card
- W = Wiegand card
- N = No card number
- U = unknown format



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2.3.1.7 Access Group

The Access Group field identifies which access group is assigned to that user. The value entered must match an access group created in the *Doors* program (access groups are case-sensitive).

2.3.1.8 Department Group

The Department Group field identifies which department group is assigned to that user. The value entered must match a department group created in the *Doors* program (department groups are case-sensitive).

2.3.1.9 On/Off

The On/Off field identifies if a user's access control rights are ON (enabled) or OFF (disabled). This field is not case-sensitive.

2.3.1.10 Phone Number

The Phone Number field identifies the telephone number associated with an EntraGuard telephone entry user.

2.3.1.11 TimeZone


The TimeZone field identifies which time zone is assigned to that user. The value entered must match a time zone created in the *Doors* program (time zones are case-sensitive).

2.3.1.12 User Defined

The User Defined fields (1 through 6) provide space for entering information about users that is not required by the *Doors* program, but may be of use to a *Doors* operator. Examples of such information include an automobile license plate number, a work telephone number, a pager or cell phone number, etc. In *Doors*, these fields are displayed only when enabled in the Setup > Users > Personal Setup pull-down menu option.

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2.4 Import

1. When the IUsers.txt is ready for import, click on the  button. The import process is performed immediately and a confirmation window appears (see Figure 12).

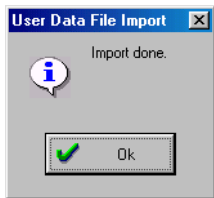



Figure 12: Import Confirmation Window

2. Click on the  button.
3. If any errors are found during importing, an error acknowledgement window is displayed (see Figure 13) and an error log is saved in a file called IErrors.txt under the same directory as doors32.exe.

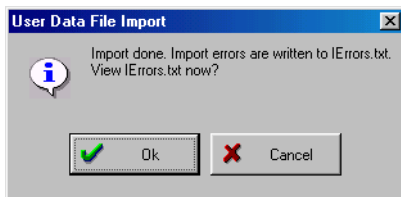
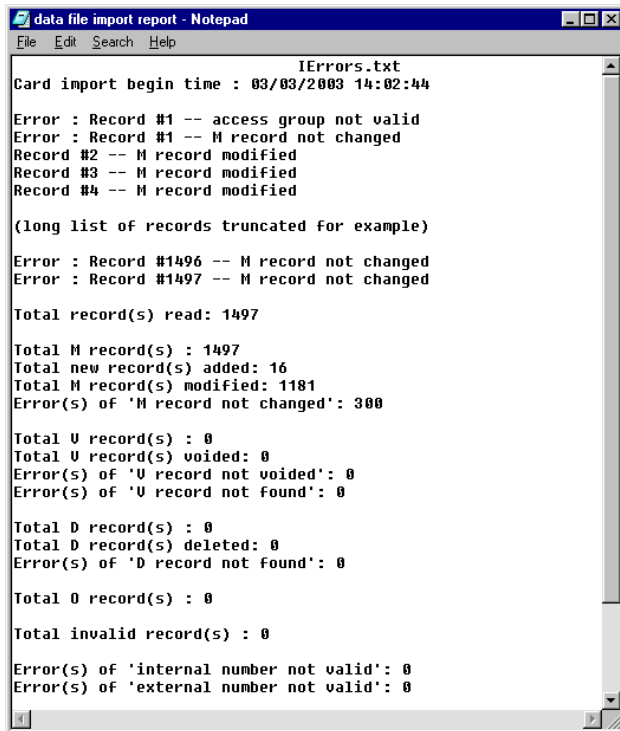


Figure 13: Errors Window

4. Click on the  button and the IErrors.txt file is opened via the computer's default text editor (see see Figure 14 on page 14).

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```
data file import report - Notepad
File Edit Search Help
IErrors.txt
Card import begin time : 03/03/2003 14:02:44
Error : Record #1 -- access group not valid
Error : Record #1 -- M record not changed
Record #2 -- M record modified
Record #3 -- M record modified
Record #4 -- M record modified
(long list of records truncated for example)
Error : Record #1496 -- M record not changed
Error : Record #1497 -- M record not changed
Total record(s) read: 1497
Total M record(s) : 1497
Total new record(s) added: 16
Total M record(s) modified: 1181
Error(s) of 'M record not changed': 300
Total U record(s) : 0
Total U record(s) voided: 0
Error(s) of 'U record not voided': 0
Error(s) of 'U record not found': 0
Total D record(s) : 0
Total D record(s) deleted: 0
Error(s) of 'D record not found': 0
Total 0 record(s) : 0
Total invalid record(s) : 0
Error(s) of 'internal number not valid': 0
Error(s) of 'external number not valid': 0
```



Figure 14: Data File Import Report

Possible errors are:

- M record not changed
- M record not allowed
- V record not found
- D record not found
- internal number not valid, could not add or modify the record
- internal number not valid, could not find and void the record
- internal number not valid, could not find and delete the record
- eg number not valid, could not add or modify the record
- eg number not valid, could not find and void the record
- eg number not valid, could not find and delete the record
- external number not valid
- access group not valid
- dept group not valid
- on off not valid
- dial time zone not valid
- operation not valid
- unexpected record reached (too long)/import operation cancelled, etc

Table 2 on page 16 provides possible reasons for the most common error types.

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5. After importing is finished, click on the  button. If the changes are not saved before clicking any other button or exiting the card setup window, the data entered is lost and must be re-entered.
6. Now update the access control network with the new information. Click on the  button on the tool bar (for details on the update process refer to the Doors User's Guide P/N 01821-002).



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2.5 Possible Reasons For Import Errors

Table 2: Error Table

| Field Name | Possible Errors |
|----------------------------|--|
| Operation | If an invalid code is entered, this column will not be read during import of the database. |
| Last Name | Any entry is accepted. ^a |
| First Name | Any entry is accepted. ^a |
| Middle Name | Any entry is accepted. ^a |
| Internal Card Number | If an invalid entry ^b is made, the entire record will not be modified, added, voided, or deleted. |
| EntraGuard ID Number | If an invalid entry ^c is made, the entire record will not be modified, added, voided, or deleted. |
| External Card Number | If an invalid entry ^b is made: <ul style="list-style-type: none"> for modification, the old number is kept for adding, a new number is automatically calculated |
| User Access Control Format | If an invalid entry is made: <ul style="list-style-type: none"> for modification, the old format will be kept for adding, 'U' for 'unknown' will be used. This will be treated in the Doors system as a Keri Card. |
| Access Group Text | If an invalid entry ^d is made: <ul style="list-style-type: none"> for modification, the old access group is kept for adding, 'unassigned' will be used |
| Department Group Text | If an invalid entry ^e is made: <ul style="list-style-type: none"> for modification, the old department group is kept for adding, the column will be blank |
| On/Off Flag | If an invalid entry ^f is made: <ul style="list-style-type: none"> for modification, the old state is kept for adding, the 'off' state will be used |
| Phone Number | Any entry is accepted. |
| TimeZone Text | If an invalid entry ^g is made: <ul style="list-style-type: none"> for modification, the old time zone is kept for adding, 'never' will be used |
| User Defined Field 1 | Any entry is accepted. ^a |
| User Defined Field 2 | Any entry is accepted. ^a |
| User Defined Field 3 | Any entry is accepted. ^a |
| User Defined Field 4 | Any entry is accepted. ^a |
| User Defined Field 5 | Any entry is accepted. ^a |
| User Defined Field 6 | Any entry is accepted. ^a |

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- a. Information may be truncated to fit in the field as designated by the current version of *Doors* operating on your system.
- b. A valid internal/external card number is defined as no space on left and with range of unsigned long (0 to 4,294,967,295).
- c. A valid internal/external card number is defined as no space on left and with range of unsigned long (0 to 4,294,967,295).
- d. An invalid entry is any entry that does not match an existing access group exactly (case-sensitive).
- e. An invalid entry is any entry that does not match an existing department group exactly (case-sensitive).
- f. A valid flag is defined as no space on the left with the caption 'ON' or 'OFF' in the space provided
- g. An invalid entry is any entry that does not match an existing time zone exactly (case-sensitive).

NOTE: Export and import routines work for both single sited and multiple sited applications. If the application is "SITE-ON" (multiple sited), when opening "Setup Cards" spreadsheet, choose "ALL SITES" mode if you want to do export and/or import.



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