3 CSV Import

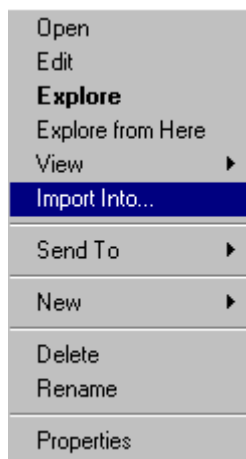**CONTINUUM**™

System Administration:

Objectives

After completing this chapter, you will be familiar with the following:

♦   Understanding the CSV import, specifically to Personnel class of object.

♦   Build a CSV file.

♦   Link the Personnel to Template Personnel

♦   Use the "Load" command and its switch's

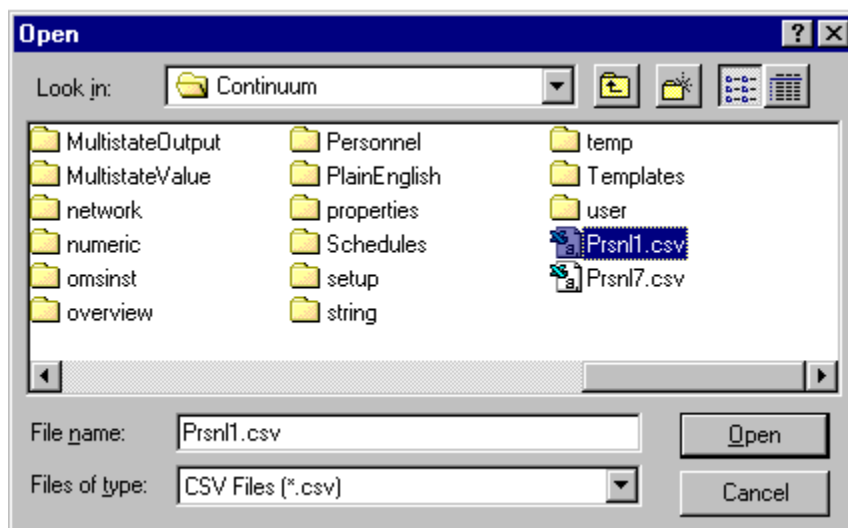# Comma Separated Variable File Import (or CSV import)

The CSV Import feature is available through the "Import into..." item from the Continuum Explorer context menu. This feature allows the creation or update of one or more objects from a text file containing an object class name and a list of object attributes, one row per object. All the attributes are comma separated. A first header line specifies the class name of the objects to be created. A second header line, called the Attribute Definition Line, defines the attributes to be imported, by name. For Access Control applications, a CSV file may include a list of Personnel records, each row containing, for example, Last Name, First Name, Middle Initial, a template object name (to derive areas from, and automatically assign them to personnel), photo file name (in jpg format), card number, etc.

To create objects from CSV files, open the Continuum Explorer. Next, open the container object (root, folder, device or controller) that will contain the object you are going to create. Right click the opened container object to display the context menu.
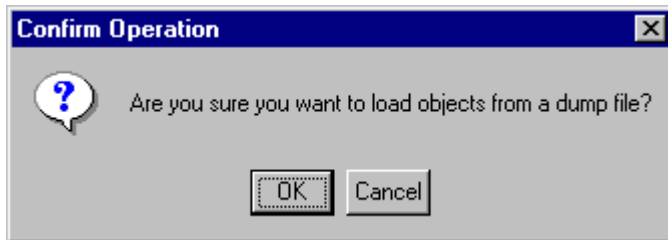

Continuum Explorer Pop-up Context Menu

Select **Import Into...** from the menu. This displays an Open dialog box like the one shown below:

The Open Dialog Box

Select CSV Files (*.csv) from the Files of type pull-down list. When you have located the CSV file that you want to use, double click it or click **Open**. You'll see the following confirmation dialog box:

Click **OK** to begin the operation. The picture below shows a portion of an example .csv file.

CSV Specification

CSV file format

ClassName

AutoNumber, CardType, SiteCode, BeginCardNumber | **AutoNumber**, CardType, BeginCardNumber

Key, attribute1, attribute2, …(**KDL**)

Option, **NoPhotoUpdate**

Attributes Definition Line(**ADL**)

Attributes Value Lines(**AVL**)

Bold words are keywords in CSV.

Key must not be an attribute in any class.

Special lines

AutoNumber Line: This is only for Personnel class. If this line is presented, CSV import will automatically assign CardType, SiteCode(For Non-ABA) and CardNumber for every personnel. User can overwrite this auto-assignment for particular personnel by including CardType, SiteCode(For Non_ABA), and CardNumber in **ADL** and put non-empty values in **AVL**.(If no value is specified for a personnel, auto-assignment will take place.) This overwrite feature is useful when you want to change a personnel's cardnumber with **Key** line presented and set to non-CardNumber.

Key Line (**KDL**): This is only for Personnel class. If this line is presented, CSV import will try to resolve each AVL (personnel or user) by using the key specified here. In Key Line, user can specify the attribute list that uniquely identifies personnel. For example:

key, firstname, lastname

key, socsecno

key, name

key, alias

key, cardnumber, sitecode, cardtype

key, name, socsecno

Notice that attributes in **Key** Line also must be in **ADL**.

If **Key** line is omitted, CSV import will construct key based on attributes in **ADL**, in following order:

1. alias

2. name

3. socsecno

4. firstname+lastname

5. cardnumber, sitecode, cardtype

Option Line (**ODL**): This is only for personnel class. Right now, there are 2 options:

. **NoPhotoUpdate –** don't update personnel photo file. CSV import will always check CardNumber duplication without this option.

. **NoCardNumberCheck –** don't check CardNumber duplication. This will speed up personnel CSV import. CSV import will always check CardNumber duplication without this option.

Special attributes

There are several special attributes CSV import needs to address:

RefTemplate : template attribute, CSV import will copy the template to current object and update respected attributes(area list for personnel)

How to use special lines and attributes

First you must know why you import the CSV file:

Create New objects: In this case, necessarily, you don't need any **key** line, but it's always a good idea to include any **potential** key attributes. So it's much easier when you will use the same file to do update. Don't include **NoCardNumberCheck** and **NoPhotoUpdate** in option line.

Update existing objects' normal attributes,include **NoCardNumberCheck** option, if you 100% sure there is no change in CardNumber.

Key line and respected attributes must be included to locate the existing object.

Update existing objects' special attributes, **Key** line other than the special attributes to be updated must be defined.

Create or Update objects, **Key** line must be properly defined.

Example

personnel

key,lastname, firstname

lastname, firstname, address, reftemplate, aaaa

joe2, doe2, jiji2, templates\jietemp, abab

personnel

key,lastname, firstname

option, NoPhotoUpdate

lastname, firstname, address, reftemplate, sitecode, cardtype, cardnumber, aaaa

joe2, doe2, jiji2, templates\jietemp, 1, infinity_37, 89, abab

Load Command

The Load command allows you to import an ASCII file into Continuum. It is sensitive to the extension of the specified file name.

To load an ASCII dump file, use this command:

Load "FileName.dmp" –o

To load a CSV file, use this command:

Load "FileName.csv" -o

Save and Dump Commands

The Save command allows you to save (or dump) one or more objects to an ASCII dump file.

To save an object to a .dmp file, use one of these commands:

Save ObjectName1, ObjectName2, … to "FileName.dmp"

Dump ObjectName1, ObjectName2, … to "FileName.dmp"

Note: There is no difference between the Save and Dump commands.

ASCII Import LOAD command now has a option, -x, to force the distribution of personnel (e.g., LOAD "personnel.dmp" -o -x) to the controllers.

When using the Importfile keyword or the Load command from the CyberStation command line you can now tailor the import operation using the following switches: "-a", "-u". The primary application for these switches is importing personnel records with template references. The "-o" switch works as it always has – it performs a complete overwrite of any existing object in the database with the same object name. The "-a" switch performs an append operation. It is often used to add/remove areas to a personnel record. The "-u" is used to update the areas and/or schedule in personnel records derived from a template. Areas that are added to the personnel object in this manner, after the personnel object was created by a template, do not break the template association. Additionally changes to area assignments using the -u switch will not affect the areas that were manually added.