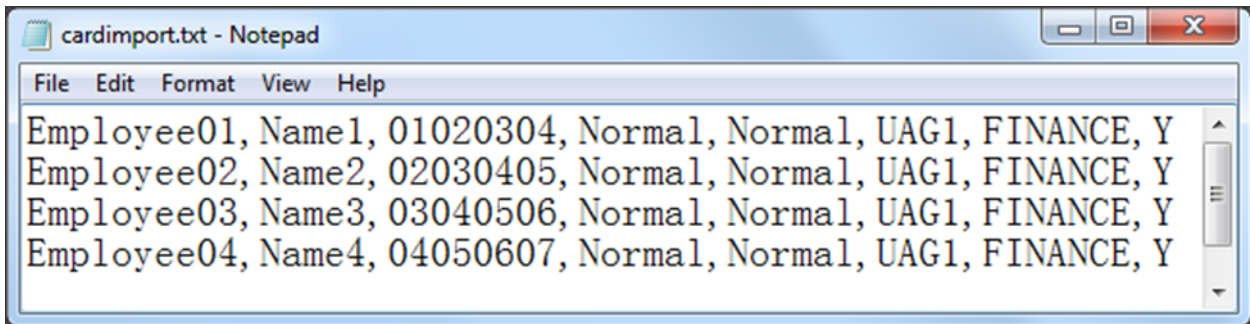


# Import Cardholder into IBSS2000

## Overview

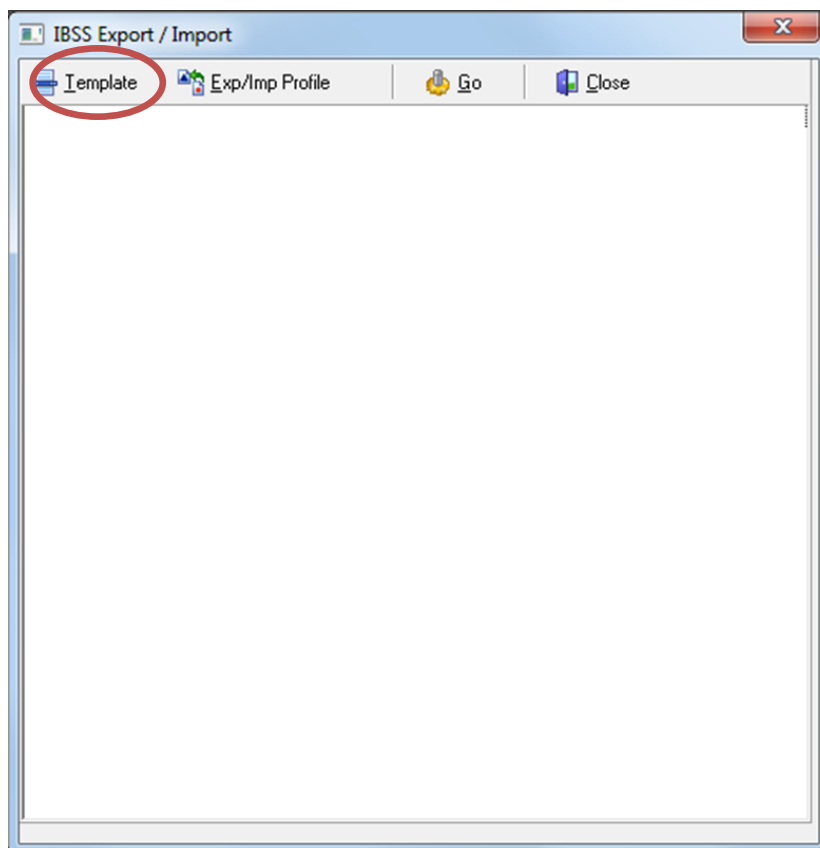
Prepare a text file in the same format below. All fields are mandatory except Name, Department, Cardholder ID, Name, CardID, FMode, Status, User Access Group, Department, ISACCESS.



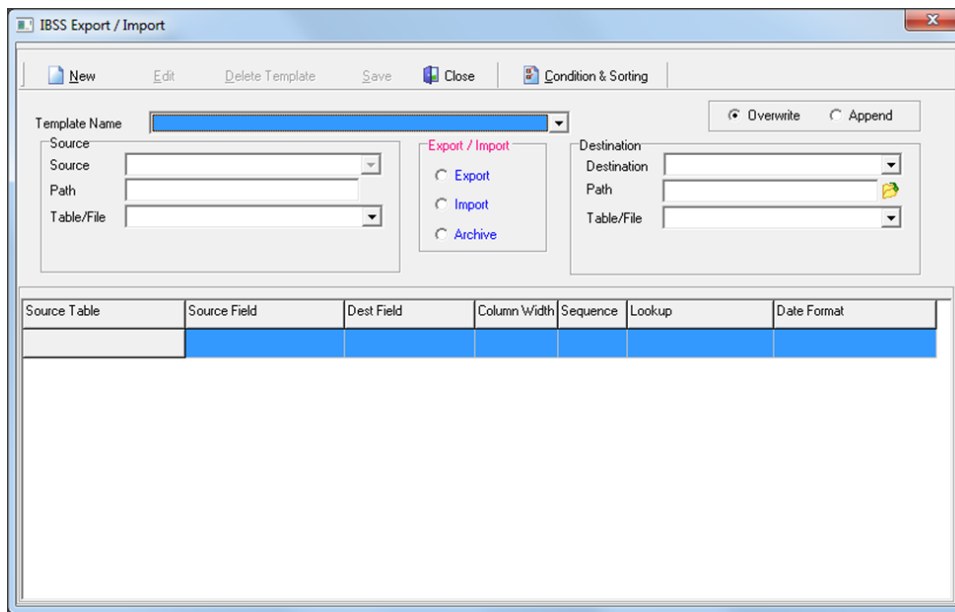
Field data for Cardholder ID and Card ID must be unique.

ISACCESS field must all be set to 'Y'

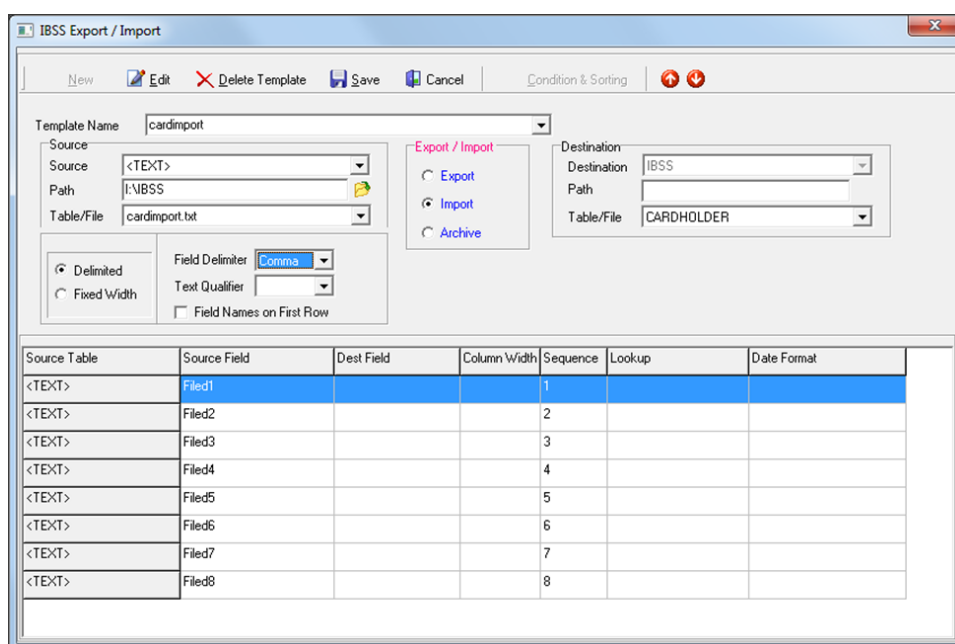
In IBSS2000 System Tab click on Archive Export Import.



Click Template button.



Click New,  
 Under Export / Import Radio button select Import  
 and key in  
 Template Name – *key in a name for this template creation*  
 Select Source as TEXT  
 Select Path as location of the text file.  
 Key in to field Table/File the name of the file  
 Field Delimiter set as Comma  
 Text Qualifier set as None



Double click on 1<sup>st</sup> field, and select CardholderID.

The 'Edit Template' dialog box is shown with the following settings:

- TemplatID : cardimport
- Table Name: <TEXT>
- Field Name: Filed1
- Destination Field: **CARDHOLDERID** (highlighted in blue)
- Column Width: [Empty text box]
- Date/Time Format: [Empty dropdown menu]

Then click Ok  
Double Click on 2<sup>nd</sup> field, and select Name

The 'Edit Template' dialog box is shown with the following settings:

- TemplatID : cardimport
- Table Name: <TEXT>
- Field Name: Filed2
- Destination Field: **NAME** (highlighted in blue)
- Column Width: [Empty text box]
- Date/Time Format: [Empty dropdown menu]

Then Click Ok  
Double Click on 3<sup>rd</sup> field, and select CARDID

The 'Edit Template' dialog box is shown with the following settings:

- TemplatID : cardimport
- Table Name: <TEXT>
- Field Name: Filed3
- Destination Field: **CARDID** (highlighted in blue)
- Column Width: [Empty text box]
- Date/Time Format: [Empty dropdown menu]

Then click Ok  
Double Click on 4th field, and select FMODE

The screenshot shows the 'Edit Template' dialog box for the 4th field. The 'TemplatelD' is 'cardimport'. The 'Table Name' is '<TEXT>'. The 'Field Name' is 'Filed4'. The 'Destination Field' is 'FMODE', which is highlighted in blue. The 'Column Width' is an empty text box. The 'Date/Time Format' is an empty dropdown menu. The dialog box has a toolbar with 'Insert New Field', 'Insert LookUp Field', 'Delete', 'Ok', and 'Close' buttons.

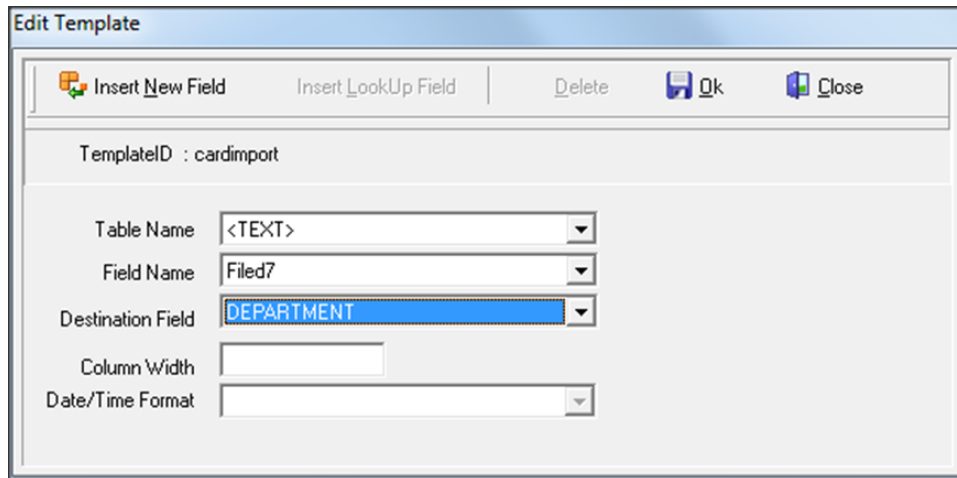
Then click Ok  
Double Click on 5th field, and select FMODE

The screenshot shows the 'Edit Template' dialog box for the 5th field. The 'TemplatelD' is 'cardimport'. The 'Table Name' is '<TEXT>'. The 'Field Name' is 'Filed5'. The 'Destination Field' is 'STATUS', which is highlighted in blue. The 'Column Width' is an empty text box. The 'Date/Time Format' is an empty dropdown menu. The dialog box has a toolbar with 'Insert New Field', 'Insert LookUp Field', 'Delete', 'Ok', and 'Close' buttons.

Then click Ok  
Double Click on 6th field, and select USERACCESSGROUP

The screenshot shows the 'Edit Template' dialog box for the 6th field. The 'TemplatelD' is 'cardimport'. The 'Table Name' is '<TEXT>'. The 'Field Name' is 'Filed6'. The 'Destination Field' is 'USERACCESSGROUP', which is highlighted in blue. The 'Column Width' is an empty text box. The 'Date/Time Format' is an empty dropdown menu. The dialog box has a toolbar with 'Insert New Field', 'Insert LookUp Field', 'Delete', 'Ok', and 'Close' buttons.

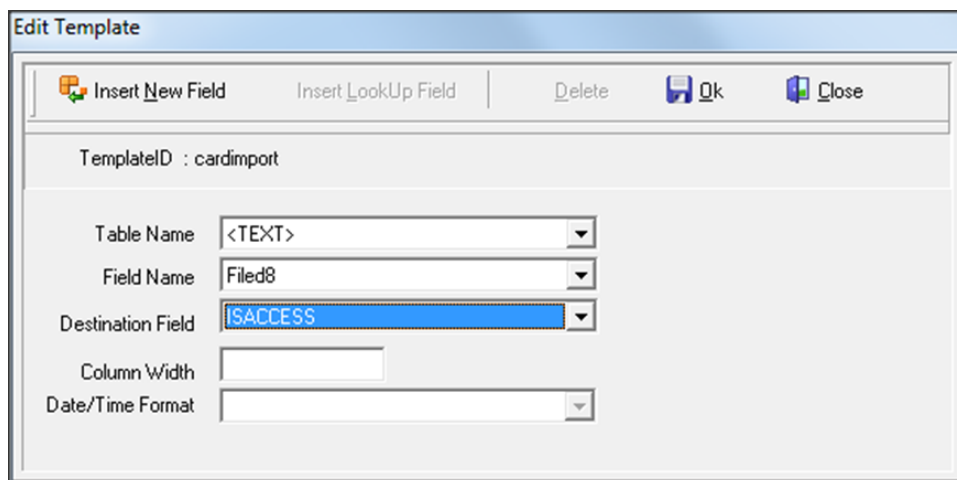
Then click Ok  
Double Click on 7th field, and select DEPARTMENT



The screenshot shows the 'Edit Template' dialog box with the following configuration:

- TemplatelD : cardimport
- Table Name: <TEXT>
- Field Name: Filed7
- Destination Field: DEPARTMENT (highlighted in blue)
- Column Width: [Empty text box]
- Date/Time Format: [Empty dropdown menu]

Then click Ok  
Double Click on 8th field, and select ISACCESS



The screenshot shows the 'Edit Template' dialog box with the following configuration:

- TemplatelD : cardimport
- Table Name: <TEXT>
- Field Name: Filed8
- Destination Field: ISACCESS (highlighted in blue)
- Column Width: [Empty text box]
- Date/Time Format: [Empty dropdown menu]



Click New and key in Exp/Imp a Import Name

Condition & Sorting

New Delete Edit Save Cancel Exp / Imp

Template: cardimport  
Exp / Imp: Import1 Reset

**Condition** | **Sorting**

	Field :	Comparison :	Compare To :
▼	▼	▼	▼
▼	▼	▼	▼
▼	▼	▼	▼
▼	▼	▼	▼
▼	▼	▼	▼
▼	▼	▼	▼
▼	▼	▼	▼
▼	▼	▼	▼

Click Save and click Close

IBSS Export / Import

Template Exp/Imp Profile Go Close

Import1

Double Click on Import1



The "Card Holder Configuration" window displays a table with the following data:

Cardholder	Name	IC/PP No	CardID/CSN#	Department	Mobile Number	User Access G	Use
Employee01	Name1		01020304	FINANCE		UAG1	
Employee02	Name2		02030405	FINANCE		UAG1	
Employee03	Name3		03040506	FINANCE		UAG1	
Employee04	Name4		04050607	FINANCE		UAG1	

Below the table, there is a search bar with a left arrow, and a status bar showing "Total Records(s) : 4", "Mode : Browse", "Filter : None", and "Progress :".