This page is intended for administrator reference on the process of a bulk upload within the UniKey Admin Portal.

It is critical that the comma separated file (or CSV) that is imported matches the following criteria or an error will be returned:

- It must be a comma-delimited "CSV" file type.[1]

- If the file is opened in Excel (or a similar spreadsheet program), it must show only 3 columns: columns A, B, and C.

- Row 1 must have the exact text as shown; the values are case-sensitive:
  - Column A: EMAIL
  - Column B: FACILITY_CODE
  - Column C: CARD_NUMBER

- Column A will be used to send credentials to the users' email addresses and must be properly formatted (xxxx@yyy.xxx) as shown in figure 1.

- Column B and C should match the facility codes and card numbers on the control panel. Regardless as to whether or not a user has a physical proximity card issued to them within the portal, every user must have a facility code and card number assigned in the panel as if a physical proximity card was issued. This is necessary so the panel can properly control, track, and report user access via the panel. A facility code or card number not recognized by the panel will cause the reader to deny a user's attempt to access.

- Some organizations may not have email addresses included in the panel information. In this case, it may be necessary to export the list of existing users from the panel and match it against the list of email addresses by first and last name, using capabilities like Excel's "lookup" function.

	A	B	C
1	EMAIL	FACILITY_CODE	CARD_NUMBER
2	testname1@mycompany.com	302	21708
3	test.name2@mycompany.com	302	21621
4	my_test_name@mycompany.com	302	21847

Figure 1: Example of a properly formatted CSV file.

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[1] Please visit https://www.computerhope.com/issues/ch001356.htm for more information on CSV files.

Revision History

Revised By	Date	Version	Change Summary
PHV/EKC	10/4/2017	1.0	Initial Release