

Batch Adding Users and Import Export User List

1. Enter User list via Access → Users

The screenshot shows the DEFENDAS web interface. The top navigation bar includes 'Home', 'Monitor', 'Access', 'Config', and 'Admin'. The 'Access' menu is open, and the 'Users' option is highlighted with a red box and a '2'. Below the menu, there is a table with columns: 'User', 'Source', 'Controller', 'Location', and 'Photo'. The table contains several rows of user activity logs.

User	Source	Controller	Location	Photo
Admin Admin (admin)	Sentinel Series	Sentinel Series		
Admin Admin (admin)	Sentinel Series	Sentinel Series		
	Door 2	Sentinel Series		
	Door 1	Sentinel Series		
	Sentinel Series - I/O	Sentinel Series		

2. Click "Export All to CSV" to export the entire user list.

The screenshot shows the DEFENDAS web interface with the 'Users' list. The 'Export All to CSV' button is highlighted with a red box. The table below shows the user list with columns: 'Name' and 'Personnel ID'. The table contains two rows: 'Admin Admin' and 'Edward Bang'. The 'Personnel ID' column is currently empty.

Name	Personnel ID
Admin Admin	
Edward Bang	

Attention: If the "Access Levels" are not created inside the controller beforehand, the import will fail. As an example, only one user is imported successfully while the other is skipped because there is no Access Level called "Test" within the controller.

The image shows a spreadsheet application window at the top and a web application interface at the bottom. The spreadsheet has columns labeled R through AF and rows 1 through 26. The data in the spreadsheet is as follows:

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF
1	live (1)	Card Number (2)	Card Active (2)	Card Number (3)	Card Active (3)	Card Number (4)	Card Active (4)	Card Number (5)	Card Active (5)	Access Level (1)	Access Level (2)	Access Level (3)	Access Level (4)	Access Level (5)	PIN
2	JE								9-6 Work Access						
3	JE								9-6 Work Access	Test					
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
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18															
19															
20															
21															
22															
23															
24															
25															
26															

The web application interface shows a "Users" table with the following data:

Name	Personnel ID
Admin Admin	
Edward Bang	

An "Import Users" dialog box is open, displaying the message "1 Users imported successfully." A red arrow points from the "Test" cell in the spreadsheet to the "Import Users" dialog box. Another red arrow points from the "Import Users" dialog box to the "Edward Bang" row in the "Users" table.