Biometric Technology Provider

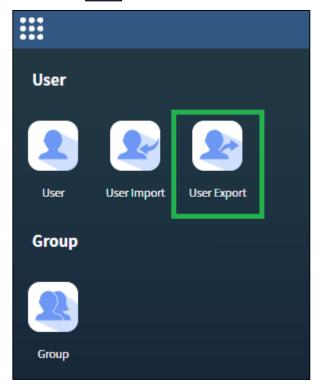# How to export the user information by excel format in Alpeta

ACCESS CONTROL
TIME ATTENDANCE
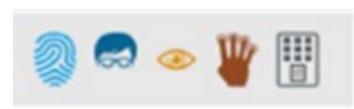MANAGEMENT
SOLUTIONS

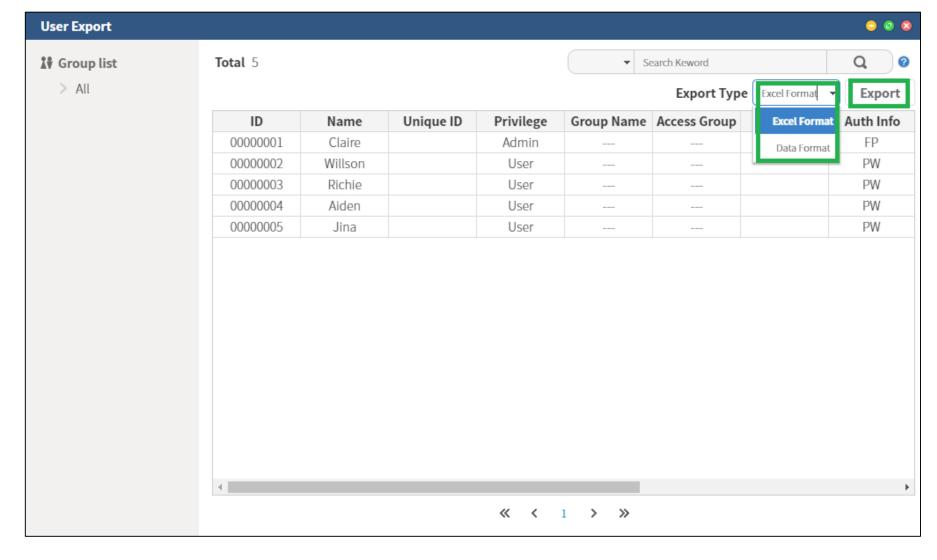# How to export the user information by excel format in Alpeta

① Select ⠿ in the left upper side of the screen and [**User Export**].

How to export the user information by excel format in Alpeta
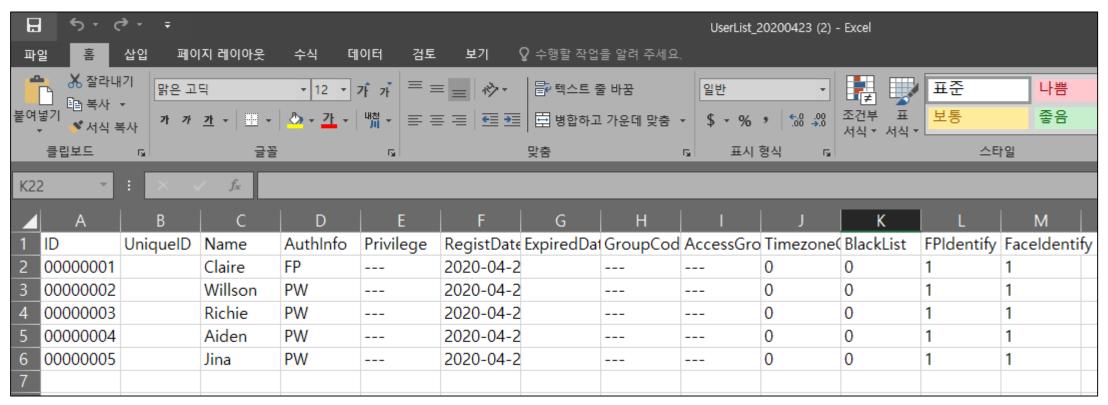

② Select the Export Type as '**Excel Format**' and then click [**Export**].

How to export the user information by excel format in Alpeta

③ You can find all user information has been exported as excel format.

Biometric Technology Provider

How to import the user information exported by excel format in Alpeta

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How to import the user information exported by excel format in Alpeta
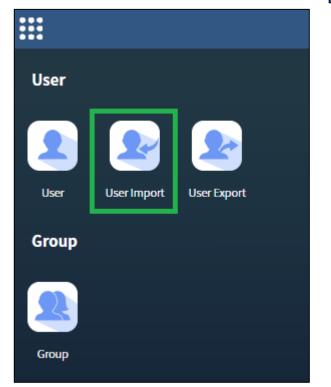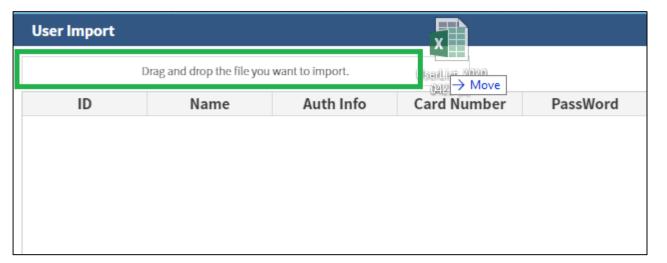
① From the main screen, select icon and click [**User Import**].

How to import the user information exported by excel format in Alpeta
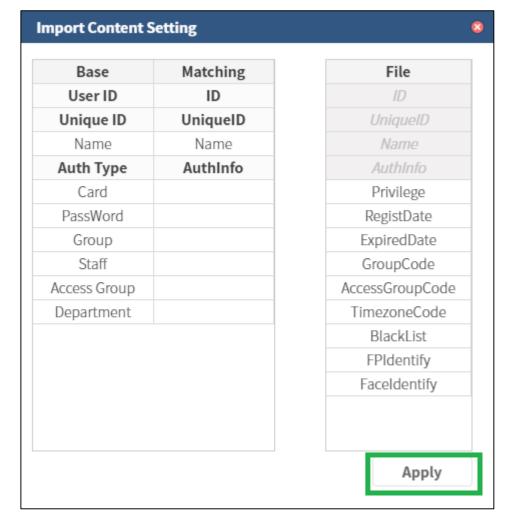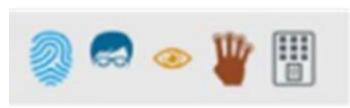
② Drag the exported user information by excel format into the green-highlighted box.

How to import the user information exported by excel format in Alpeta
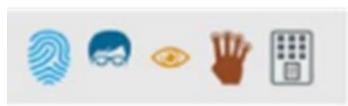
③ Select and arrange the categories and click [**Apply**].

Base	Matching		File
User ID	ID		ID
Unique ID	UniqueID		UniqueID
Name	Name		Name
Auth Type	AuthInfo		AuthInfo
Card			Privilege
PassWord			RegistDate
Group			ExpiredDate
Staff			GroupCode
Access Group			AccessGroupCode
Department			TimezoneCode
			BlackList
			FPIdentify
			FaceIdentify

Import Content Setting

Apply

How to import the user information exported by excel format in Alpeta

④ You can find all the user information has been imported.
If you checked, click [**Apply**].

User Import

Drag and drop the file you want to import.   Apply

ID	Name	Auth Info	Card Number	PassWord	Group	Staff	Access Group Nam
00000001	Claire	FP					
00000002	Willson	PW					
00000003	Richie	PW					
00000004	Aiden	PW					
00000005	Jina	PW					

How to import the user information exported by excel format in Alpeta

⑤ If you go to [**User**], you can find all the user information has been successfully imported.

User						
Group list						
> All		ID	Name	Unique ID	Privilege	Group Name	Access G
	☐	00000001	Claire		User	---	---
	☐	00000002	Willson		User	---	---
	☐	00000003	Richie		User	---	---
	☐	00000004	Aiden		User	---	---
	☐	00000005	Jina		User	---	---