

# iSafePro 360 VISOR software – Importing User List Database

Create and save an excel file in which each column represents a desired value to import, for example:

Column A = Name

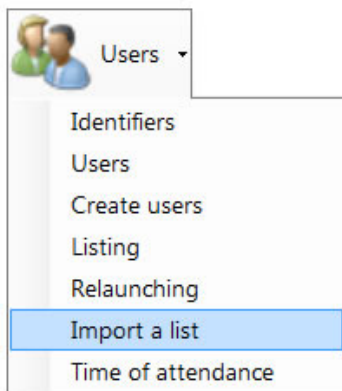
Column B = Last name

Column C = Group (make sure the group names are the same as in Visor 360 software)

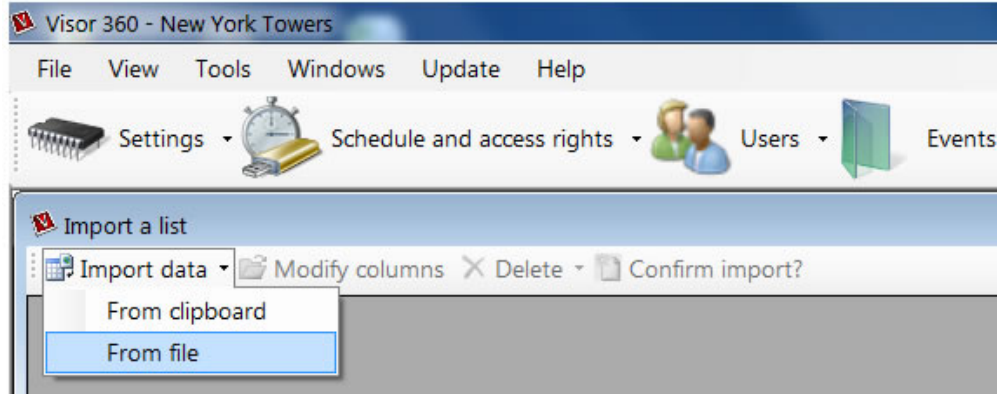
Column D = Identifier (must be decimal ID card numbers)

	A	B	C	D	E	F	G
1	Name 1	Last 1	Managers	67588445			
2	Name 2	Last 2	Managers	67556701			
3	Name 3	Last 3	Managers	67626093			
4	Name 4	Last 4	Managers	67524349			
5	Name 5	Last 5	Managers	67707581			
6	Name 6	Last 6	Managers	67605533			
7							
8							
9							
10							

Open iSafe Pro Visor 360 software and press on “Users” and then “Import a list”

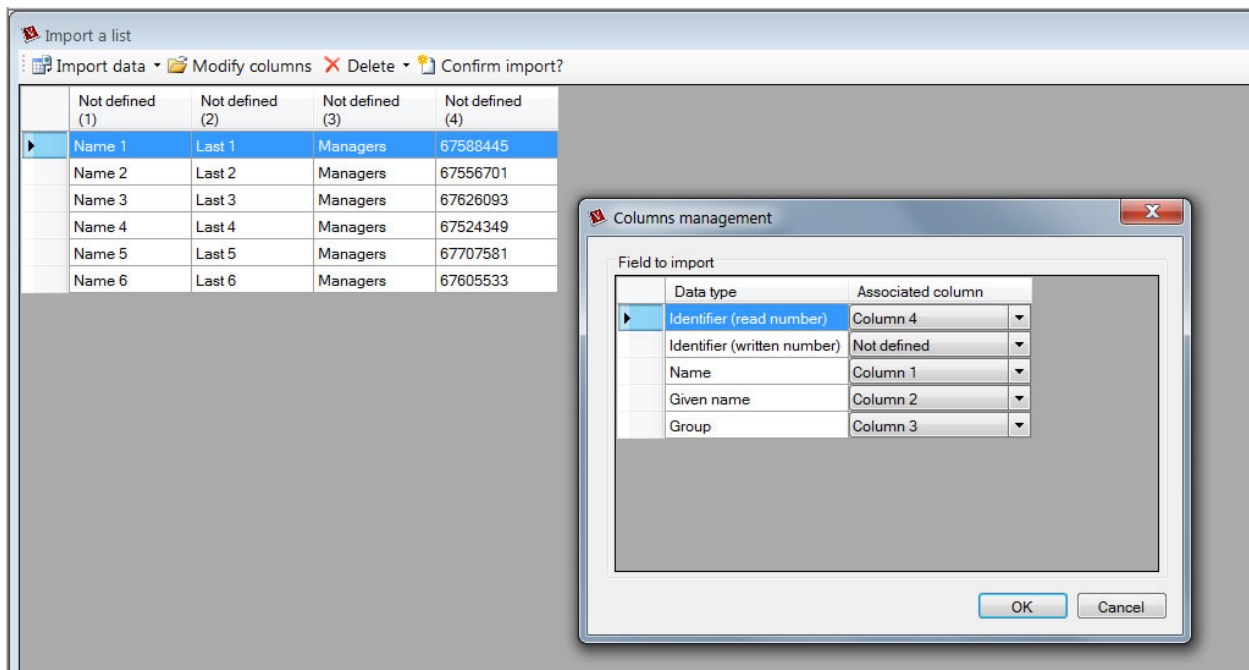


Press on "Import data" and then "From file"

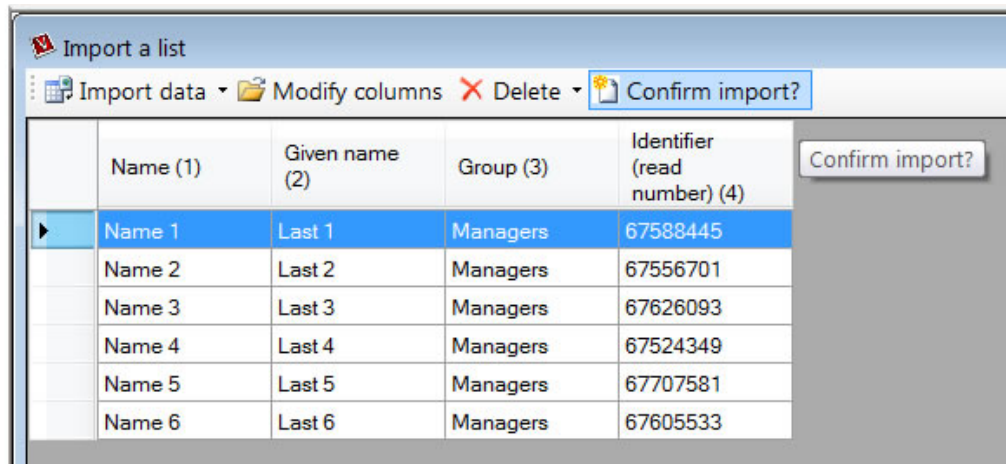


Change the "File name:" search button to "Excel file" and Point to the Excel file created and press open.

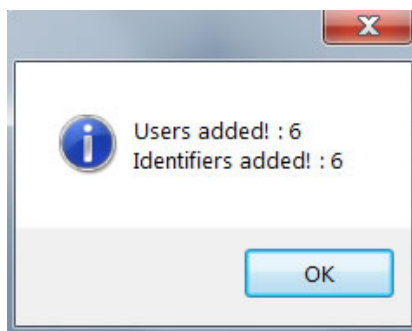
Visor 360 will present the data from the Excel file and the "Columns management" window will open, in this window you would need to associate each column to the "Data type" information imported and press ok.



The “Date type” will be associated with your columns, verify the information is correct and press on “Confirm import”



Finally, you will receive a confirmation message that the users have been imported to Visor 360.



---

In case you need to add “Data type” fields to the Visor 360 default “Data type” list in the “Columns management”, such as, employee position, address etc... Use the “Tools” menu then “Favorites”, tab “More information” and add your customized fields, once you have created these fields they will be added to the “Data type” section when going through the “Import a list” procedure.

