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)

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1	Name 1		Last 1	Ma	nagers		67588445				
2	Name 2		Last 2	Ma	nagers		67556701				
3	Name 3		Last 3	Ma	nagers		67626093				
4	Name 4		Last 4	Ma	nagers		67524349				
5	Name 5		Last 5	Ma	nagers		67707581				
6	Name 6		Last 6	Ma	nagers		67605533				
7											
8											
9											
10											

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



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

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	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.

)	(2)	(3)	Not defined (4)						
ame 1	Last 1	Managers	67588445						
ame 2	Last 2	Managers	67556701						
ame 3	Last 3	Managers	67626093	6			-		Y
ame 4	Last 4	Managers	67524349	2	Colum	ins management			
ame 5	Last 5	Managers	67707581		Field	to import			
ame 6	Last 6	Managers	67605533			Data type	Associated colum	n	
					Þ	Identifier (read number)	Column 4	-	
						Identifier (written number)	Not defined	-	
						Name	Column 1	-	
						Given name	Column 2	•	
						Group	Column 3	•	
								ОК	Cancel





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

P	Import data 🝷	旑 Modify colum	ns 🗡 Delete 🝷	省 Confirm impo	rt?
	Name (1)	Given name (2)	Group (3)	ldentifier (read number) (4)	Confirm import
•	Name 1	Last 1	Managers	67588445	
	Name 2	Last 2	Managers	67556701	
	Name 3	Last 3	Managers	67626093	
	Name 4	Last 4	Managers	67524349	
	Name 5	Last 5	Managers	67707581	
	Name 6	Last 6	Managers	67605533	

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

	X
0	Users added! : 6 Identifiers added! : 6
	ОК



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.

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More	inform	ation for users		
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				OK Cancel

Data type	Associated column		
Identifier (read number)	Not defined	-	
Identifier (written number)	Not defined	-	
Name	Not defined	-	
Given name	Not defined	-	
Group	Not defined	-	
Position	Not defined	-	