



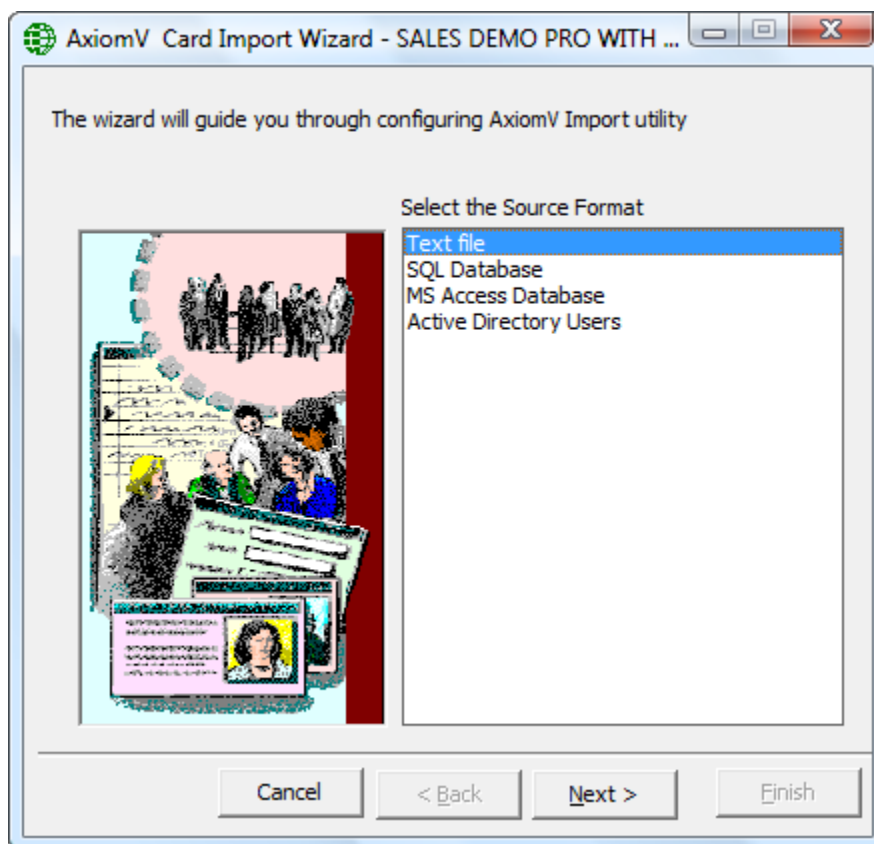
AxiomV™ Card Import Wizard

2 Automatic Road, Suite 108
Brampton, Ontario
Canada L6S 6K8

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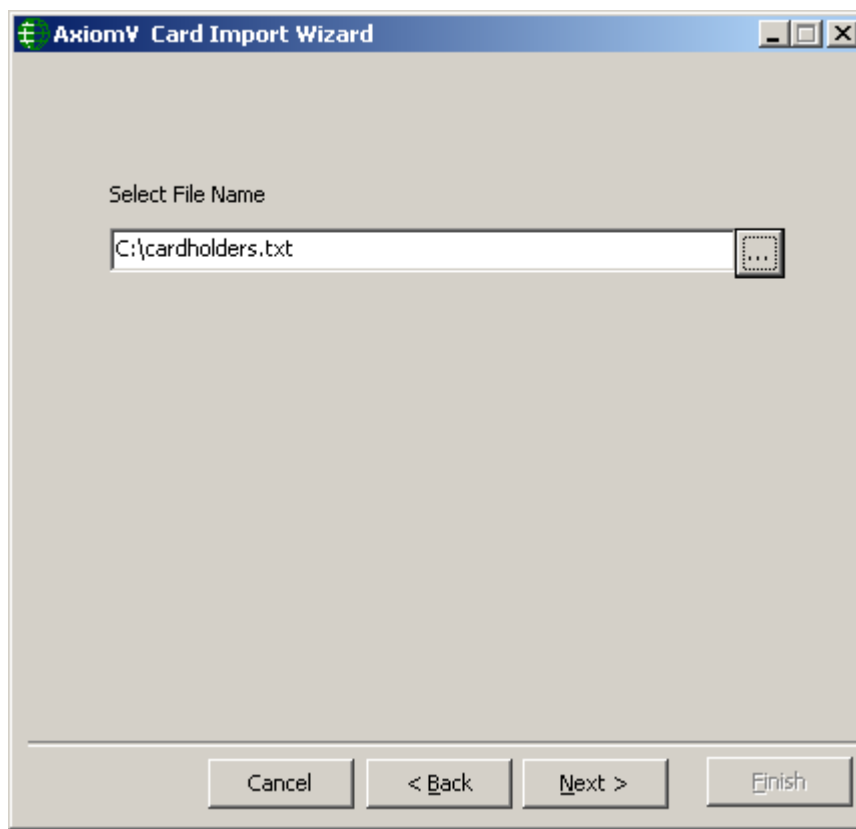
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AxiomV™ Card Import Wizard is used to import cardholder information from other sources into AxiomV™. A registered license is required for this utility to work.

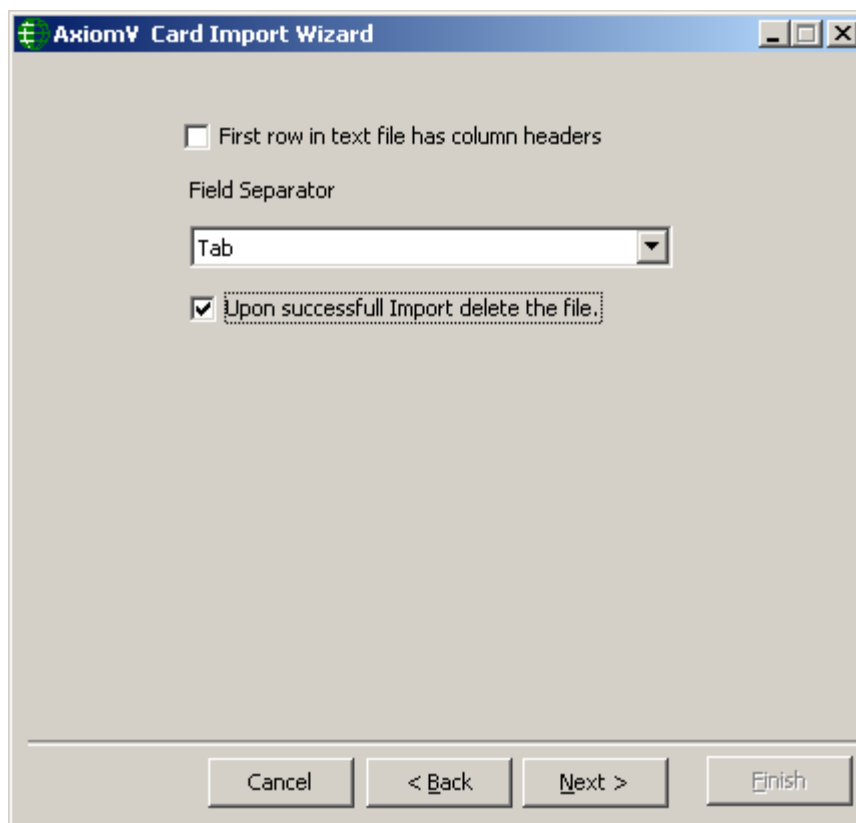


Select one of the four available *Source Formats* of the data to be imported (the location with the cardholder data) and then click the *Next* button.

Text Format



If you selected *Text File* as the *Source Format*, select the file to be imported from and click the *Next* button. You can use the browse button (...) to search for the path to the required file.



Select the type of *Field Separator* used in the source file and click the *Next* button.

Separators can be:

- Tab
- Comma (,)
- Semicolon (;)
- Pipeline (|)
- Colon (:

Check 'First row in text file has column headers' if it is applicable.

Check 'Upon successful Import delete the file' you want the text file deleted after the data has been imported.

Map the fields to be imported

Axiom Fields	Source Fields	Unique Field
Notes		<input type="checkbox"/>
Department	Field4	<input type="checkbox"/>
PictureData		<input type="checkbox"/>
SignatureData		<input type="checkbox"/>
FingerPrintData		<input type="checkbox"/>
CardNumber	Field2	<input type="checkbox"/>
Issue Level		<input type="checkbox"/>
Access Level	Field3	<input checked="" type="checkbox"/>
Activation Date	None	<input type="checkbox"/>
Expiry Date	Field0	<input type="checkbox"/>
Pin	Field1	<input type="checkbox"/>
DateE	Field2	<input type="checkbox"/>
TimeE	Field3	<input type="checkbox"/>
	Field4	<input type="checkbox"/>
	Field5	<input type="checkbox"/>

Warning! Mapping wrong fields will result in invalid cardholder data

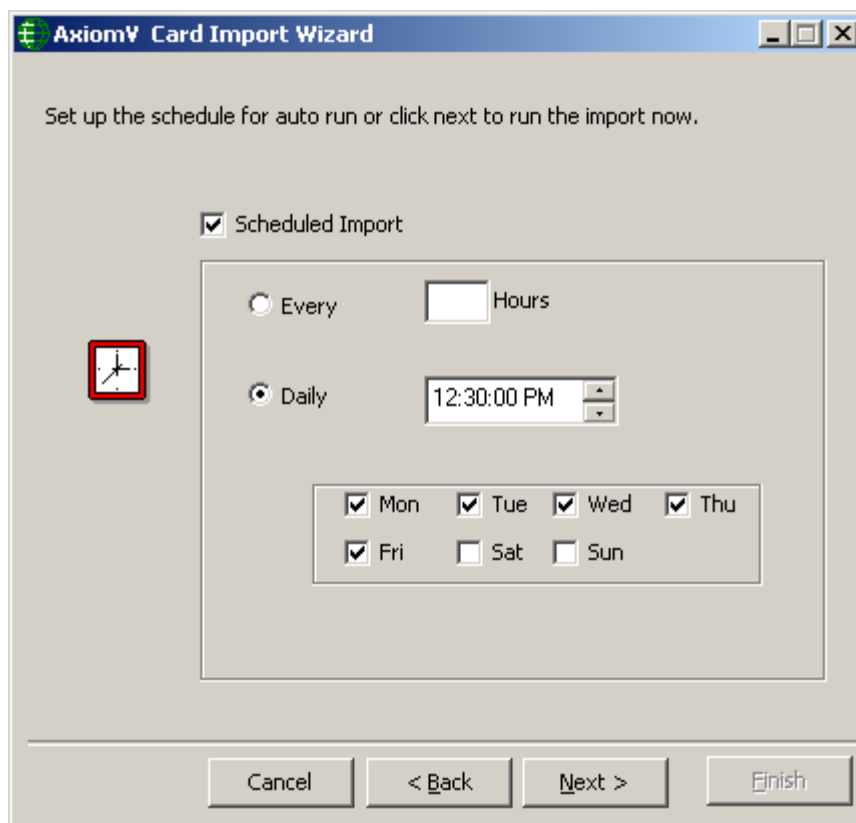
Enter Date Format in Source File

Cancel < Back Next > Finish

Map the source fields to AxiomV™ cardholder fields. Mapping the wrong fields may result in invalid cardholder data. Enter Date Format of the source file if you are importing date fields as well. Check in the Unique Field. If nothing is checked in, Card Number is taken to be the unique field by default.

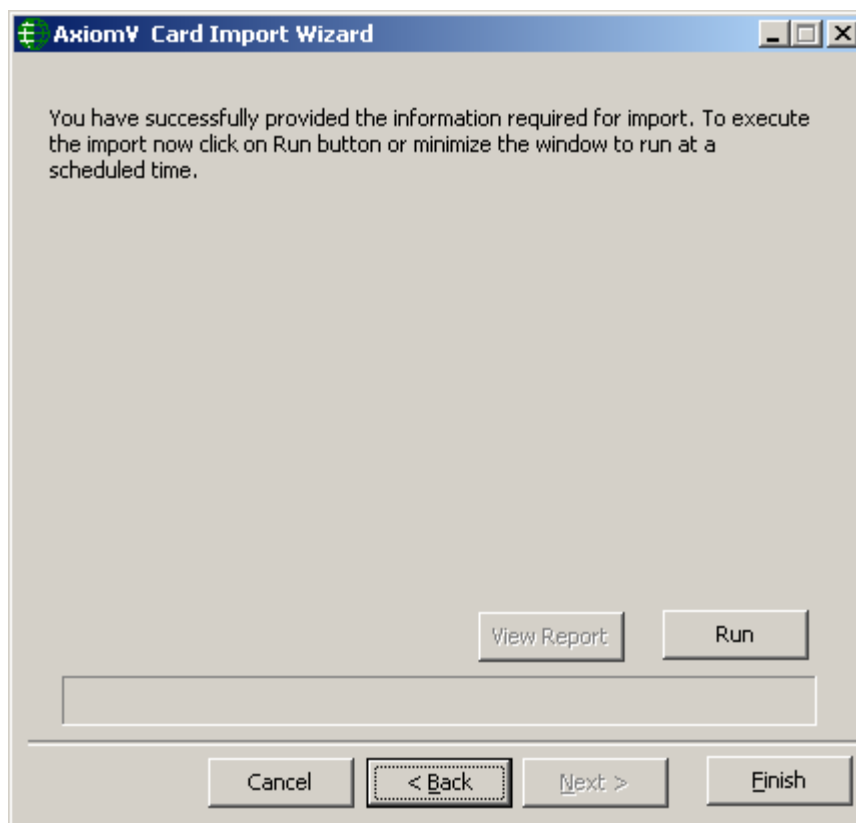
A multiple cards for a cardholder are now allowed if multiple credentials option is checked in system settings. This will only work if selected unique field belongs to cardholder instead of card. In case of multiple credentials different rules will apply for unique field for adding, deleting card or cardholders. For example, if unique field is initials(cardholder), then all the cards with same initials will be imported under same cardholder and all the cards with same initials will be deleted. In order to delete individual card, unique field must be card number. Selecting the wrong unique field may result in invalid cardholder data.

Click *Next* to launch the window to schedule the import.

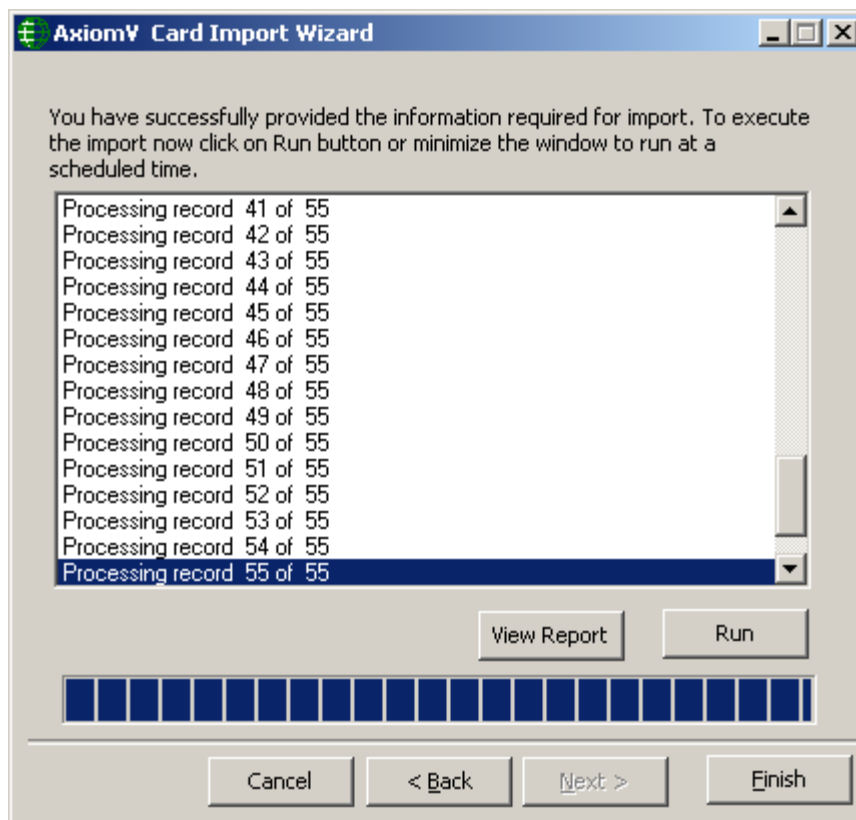


Configure the *Schedule* for importing cardholders' information. Click the *Next* button to have the option of selecting *Run* (to import the selected information right away) or minimize the Wizard to auto run the import at the scheduled time.

The import utility can be set to run at an interval set in hours (e.g. every two hours or every five), or it can be set to run on specific days at a specific time (e.g. 12:30pm).

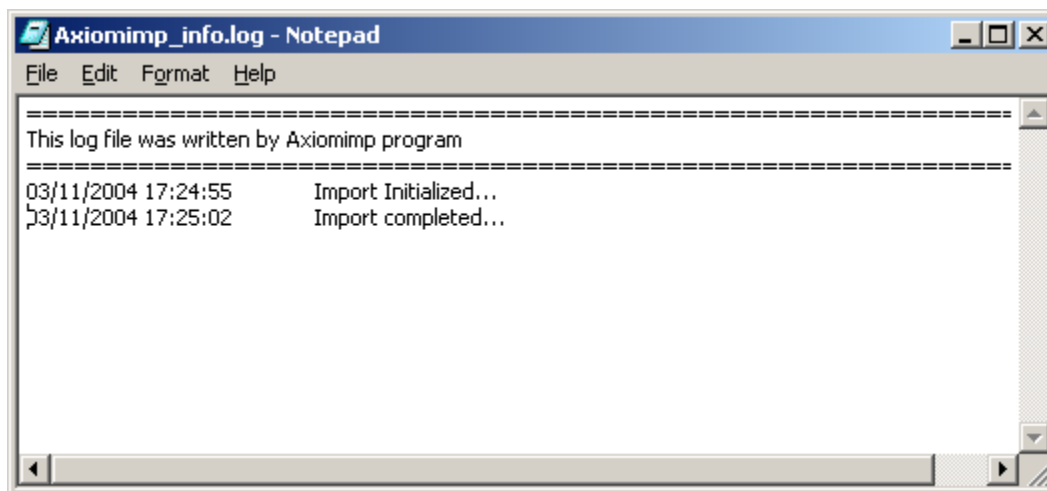


Click on *Run* button to start importing the selected fields from the source file to AxiomV™ cardholder.

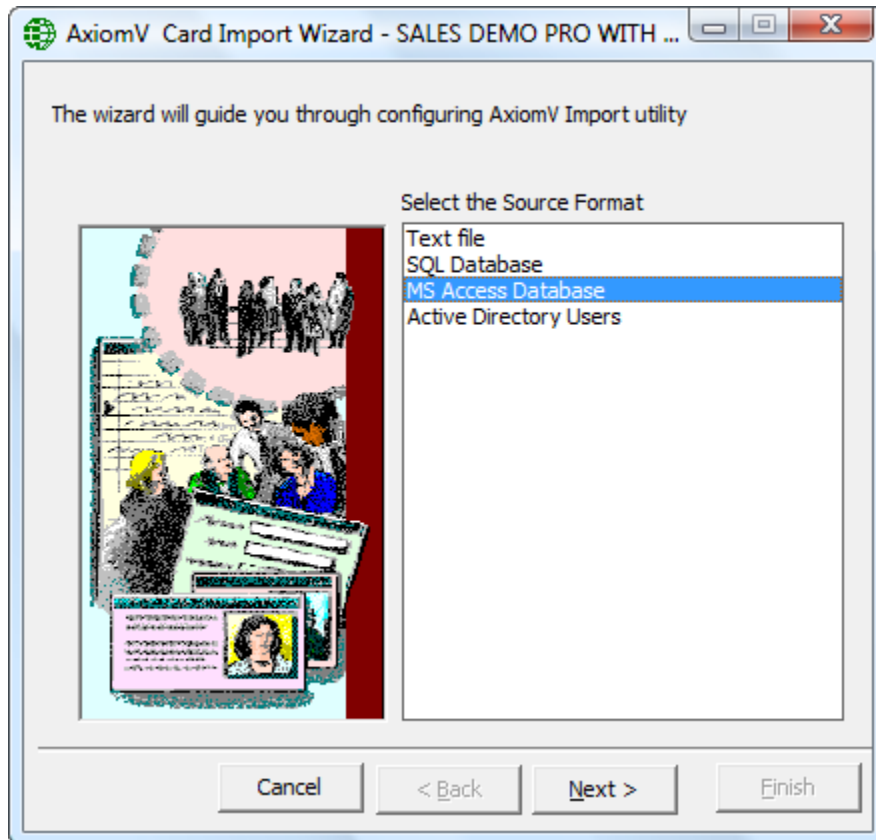


Minimize the Import Wizard to have in auto run mode. Clicking on the *Finish* button will shut down the AxiomV™ Card Import Utility.

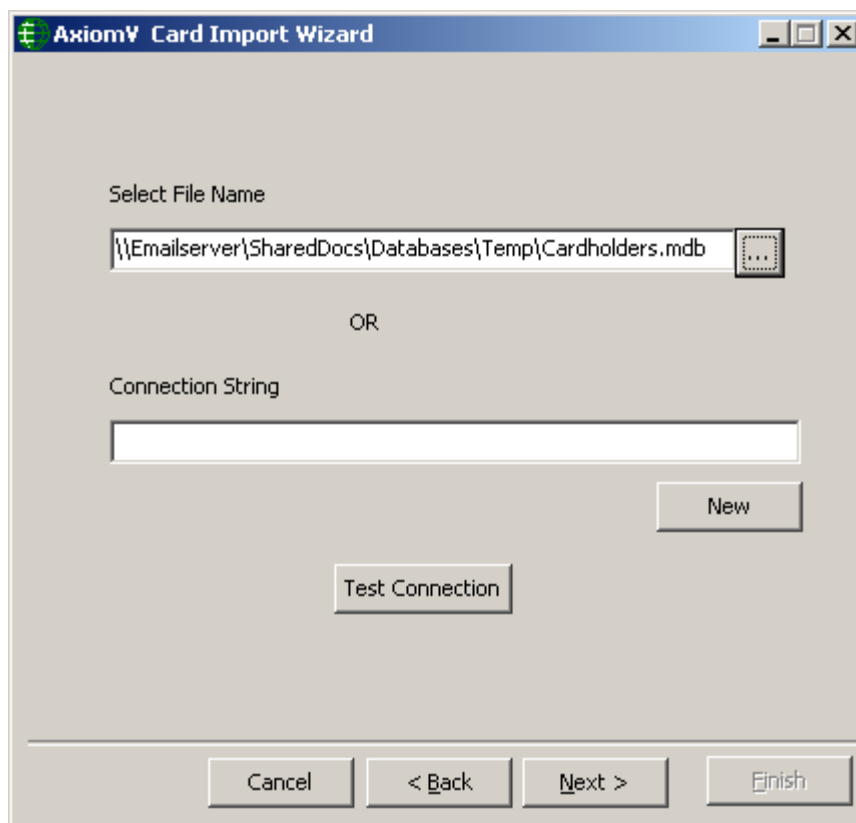
Click on *View Report* button to view Axiom Import Log information once the cardholder information is imported to AxiomV™ cardholder.



MS Access Database Format

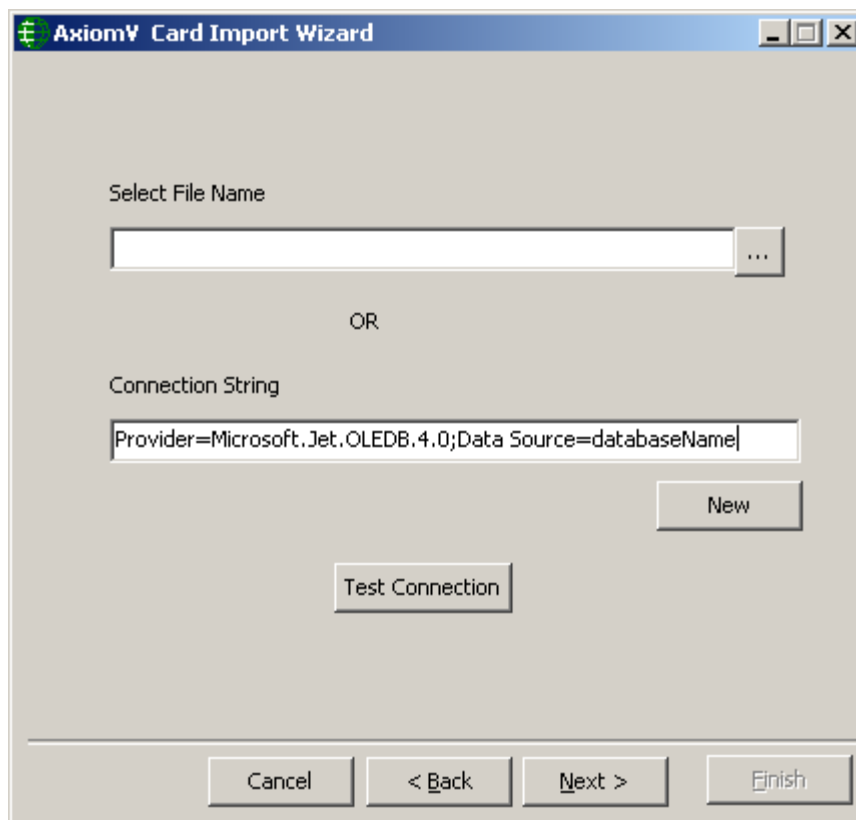


Select the *Source format* as *MS Access Database* and click on *Next* button.



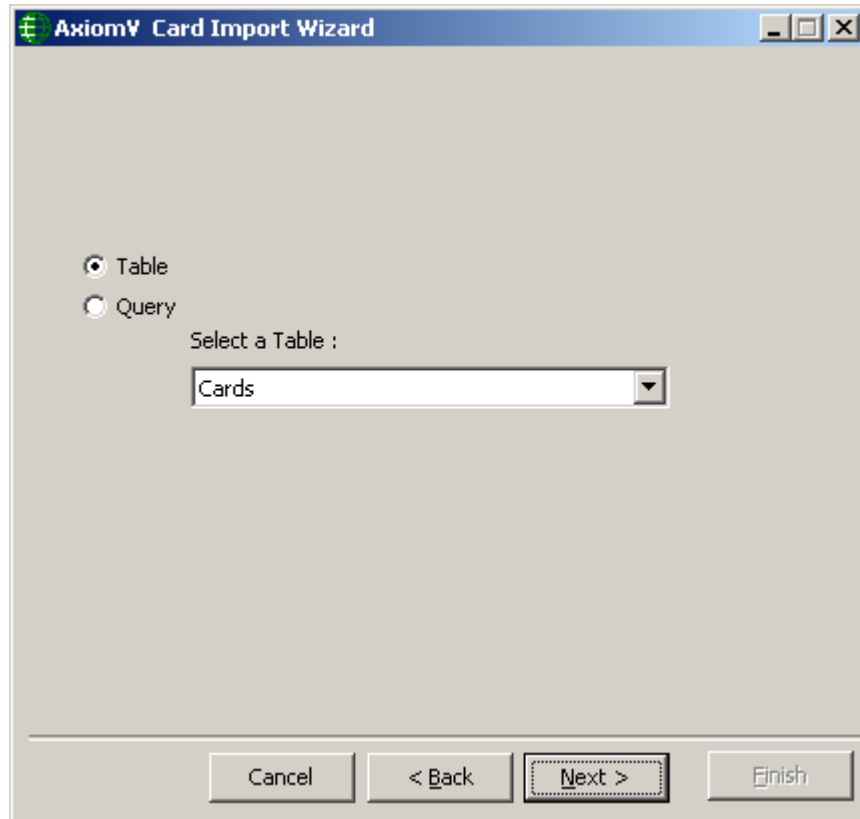
The image shows the 'AxiomV Card Import Wizard' dialog box. It has a title bar with the text 'AxiomV Card Import Wizard' and standard window controls. The main area contains two options for selecting the source file: 'Select File Name' with a text box containing '\\Emailserver\SharedDocs\Databases\Temp\Cardholders.mdb' and a browse button (...), and 'Connection String' with an empty text box. Between these two options is the word 'OR'. Below the 'Connection String' text box is a 'New' button. At the bottom of the main area is a 'Test Connection' button. The bottom of the dialog box features a row of four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Select the *File Name* or write in the *Connection String*, whichever way the source file from where the cardholder information to be imported, is available.



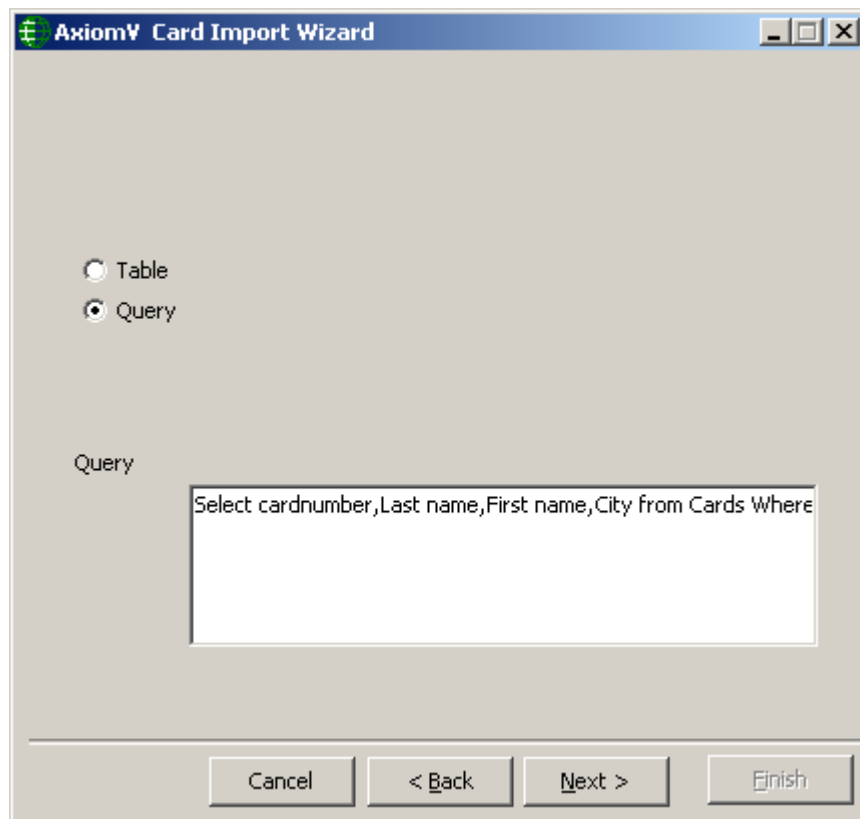
The image shows the 'AxiomV Card Import Wizard' dialog box again, but with different content. The 'Select File Name' text box is empty and has a browse button (...). The 'Connection String' text box contains the text 'Provider=Microsoft.Jet.OLEDB.4.0;Data Source=databaseName'. The 'New' button is still present. The 'Test Connection' button is also present. The bottom row of buttons remains the same: 'Cancel', '< Back', 'Next >', and 'Finish'.

Select *Table* or *Query* for importing Cardholder information.



The screenshot shows the 'AxiomV Card Import Wizard' window. It has a title bar with a green icon and standard window controls. The main area contains two radio buttons: 'Table' (selected) and 'Query'. Below the radio buttons is a label 'Select a Table :' followed by a dropdown menu showing 'Cards'. At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Or



The screenshot shows the 'AxiomV Card Import Wizard' window. It has a title bar with a green icon and standard window controls. The main area contains two radio buttons: 'Table' and 'Query' (selected). Below the radio buttons is a label 'Query' followed by a text input field containing the text 'Select cardnumber,Last name,First name,City from Cards Where'. At the bottom, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Click on *Next* button to Map the fields to be imported.

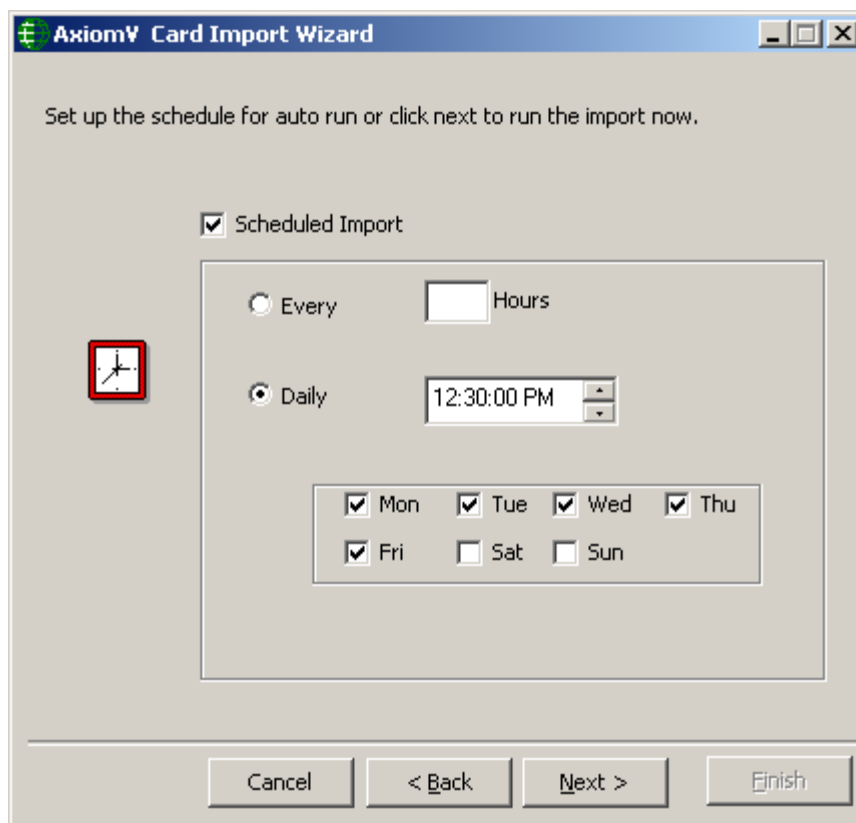
The dialog box is titled "AxiomV Card Import Wizard". It contains a section titled "Map the fields to be imported". Below this is a table with three columns: "Axiom Fields", a mapping dropdown, and "Unique Field".

Axiom Fields		Unique Field
Lastname		<input checked="" type="checkbox"/>
Firstname	None	<input type="checkbox"/>
Initials	CardholderID	<input type="checkbox"/>
Street	Lastname	<input type="checkbox"/>
City	Firstname	<input type="checkbox"/>
Postal	Initials	<input type="checkbox"/>
State	Street	<input type="checkbox"/>
Country	City	<input type="checkbox"/>
Phone	Postal	<input type="checkbox"/>
Email		<input type="checkbox"/>
Ext		<input type="checkbox"/>
Notes		<input type="checkbox"/>
Department		<input type="checkbox"/>

Below the table, there is a warning message: "Warning! Mapping wrong fields will result in invalid cardholder data" and a text input field labeled "Enter Date Format in Source File".

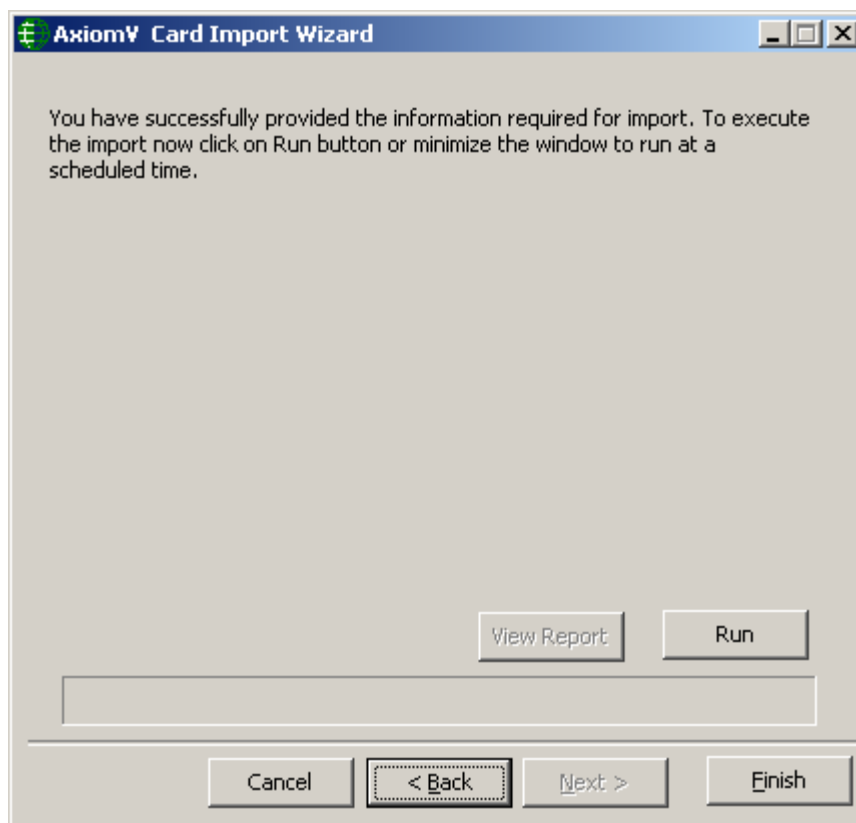
At the bottom, there are four buttons: "Cancel", "< Back", "Next >", and "Finish".

Map the source fields to AxiomV™ cardholder fields. Mapping the wrong fields may result in invalid cardholder data. Enter Date Format of the source file if you are importing date fields as well. Check in the Unique Field. If nothing is checked in, Card number is taken to be the unique field by default. Click *Next* to launch the window to schedule the import.

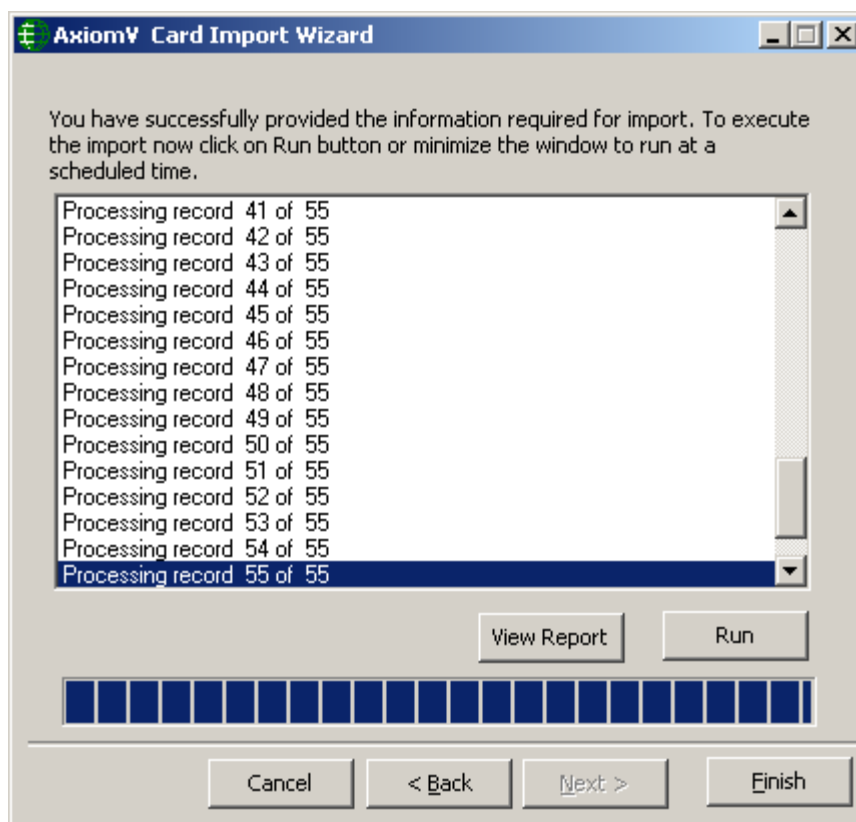


Configure the *Schedule* for importing cardholders' information. Click the *Next* button to have the option of selecting *Run* (to import the selected information right away) or minimize the Wizard to auto run the import at the scheduled time.

The import utility can be set to run at an interval set in hours (e.g. every two hours or every five), or it can be set to run every day at a specific time (e.g. 12:55pm).

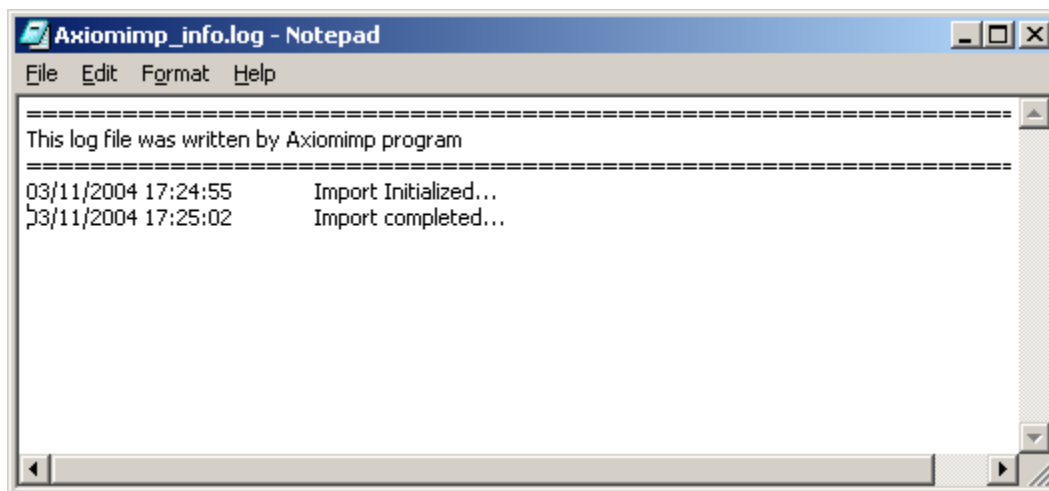


Click on *Run* button to start importing the selected fields from the source file to AxiomV™ cardholder.

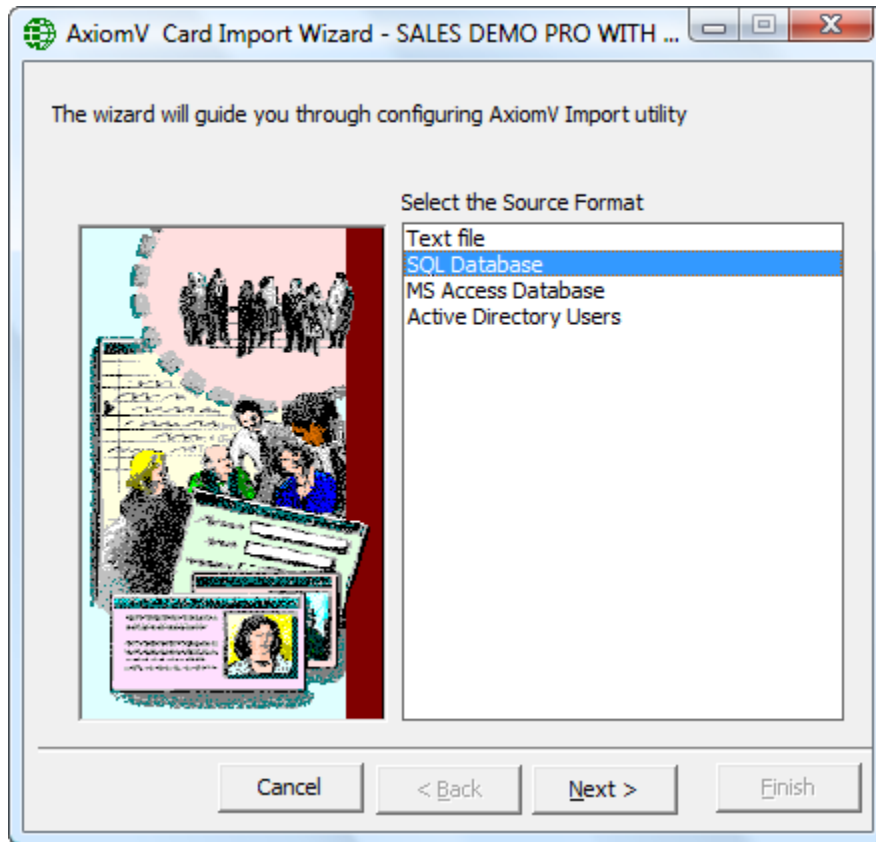


Minimize the Import Wizard to have in auto run mode. Clicking on the *Finish* button will shut down the AxiomV™ Card Import Utility.

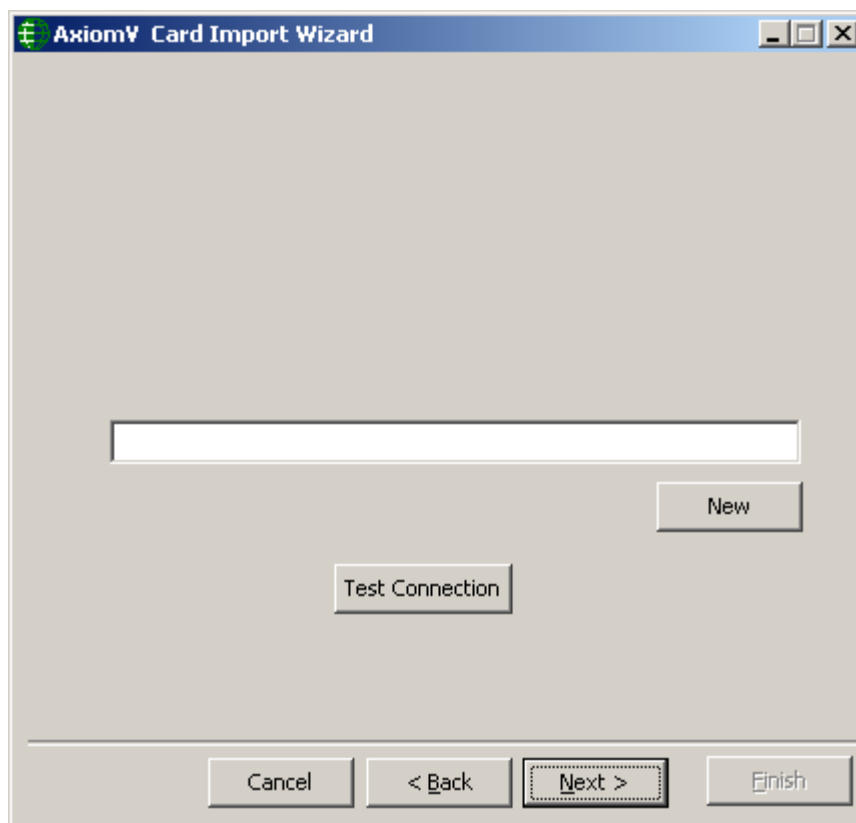
Click on *View Report* button to view Axiom Import Log information once the cardholder information is imported to AxiomV™ cardholder.



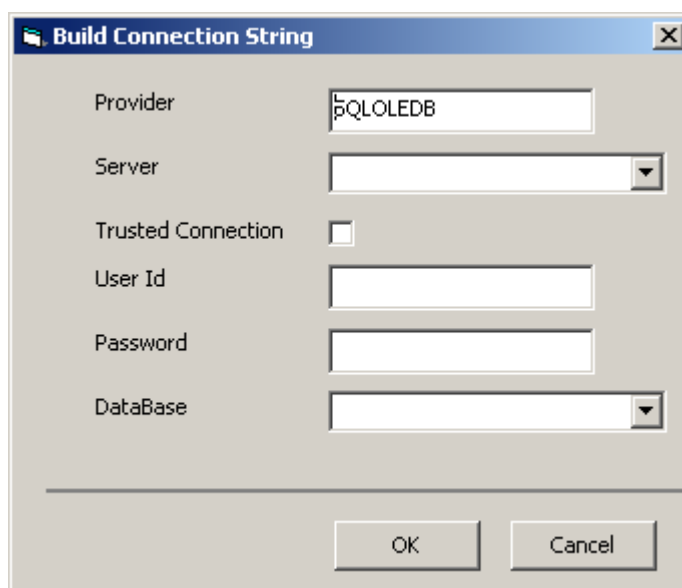
SQL Database Format



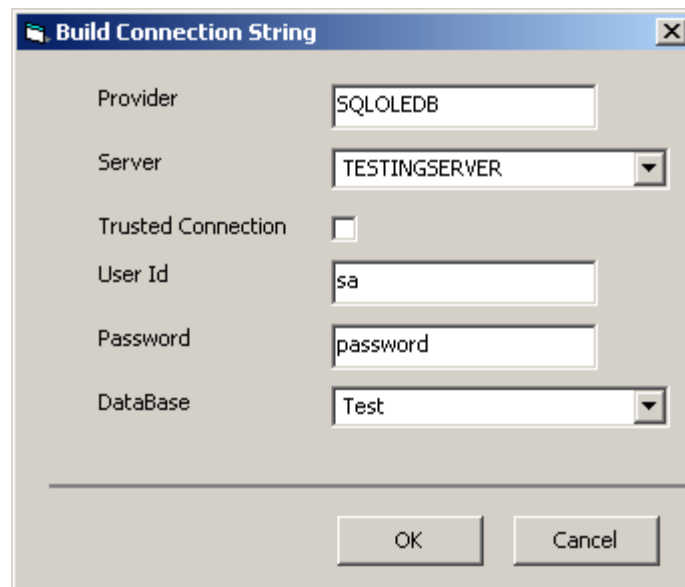
Select the *Source format* as *SQL Database* and click on *Next* button.



Click on *New* Button to provide the information about the connection string for the SQL database from where the cardholders' information is to be imported.



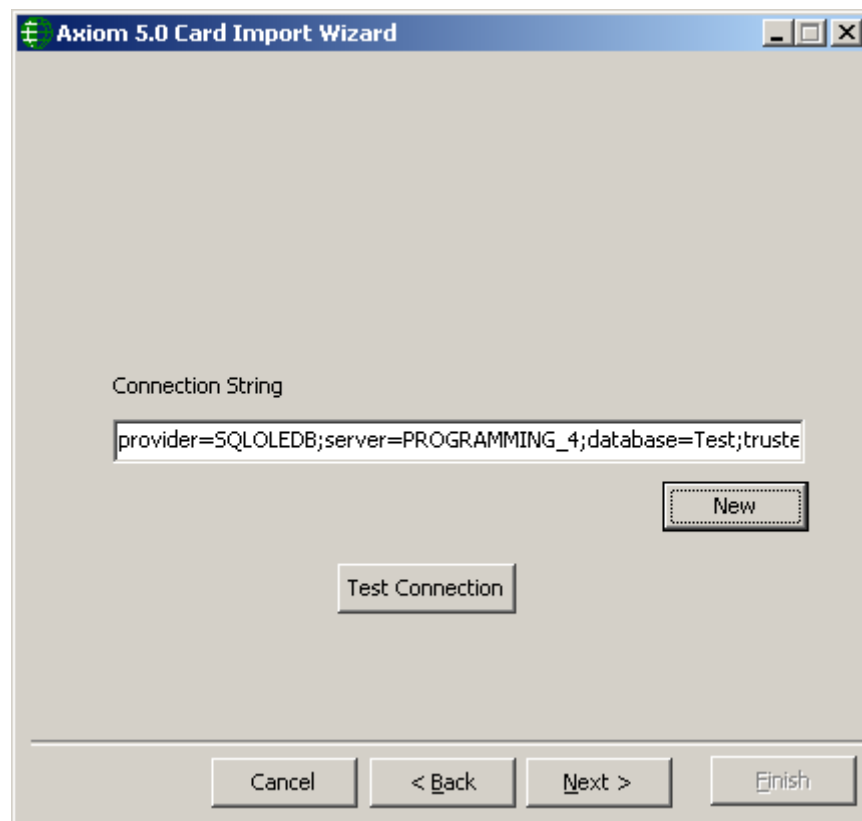
Provide the above information to build a valid connection string. Use 'sa' as the 'User Id' and 'password' for the 'password' if you haven't changed them.



The 'Build Connection String' dialog box contains the following fields and controls:

- Provider: SQLLEDB
- Server: TESTINGSERVER
- Trusted Connection: ☐
- User Id: sa
- Password: password
- DataBase: Test
- Buttons: OK, Cancel

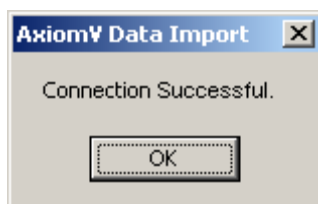
Click *OK* to get back to connection string window.



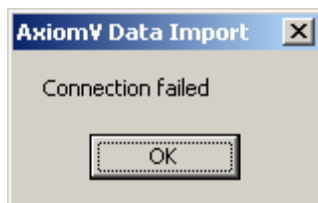
The 'Axiom 5.0 Card Import Wizard' window shows the 'Connection String' section with the following elements:

- Connection String text label
- Text box containing: `provider=SQLLEDB;server=PROGRAMMING_4;database=Test;truste`
- New button
- Test Connection button
- Navigation buttons at the bottom: Cancel, < Back, Next >, Finish

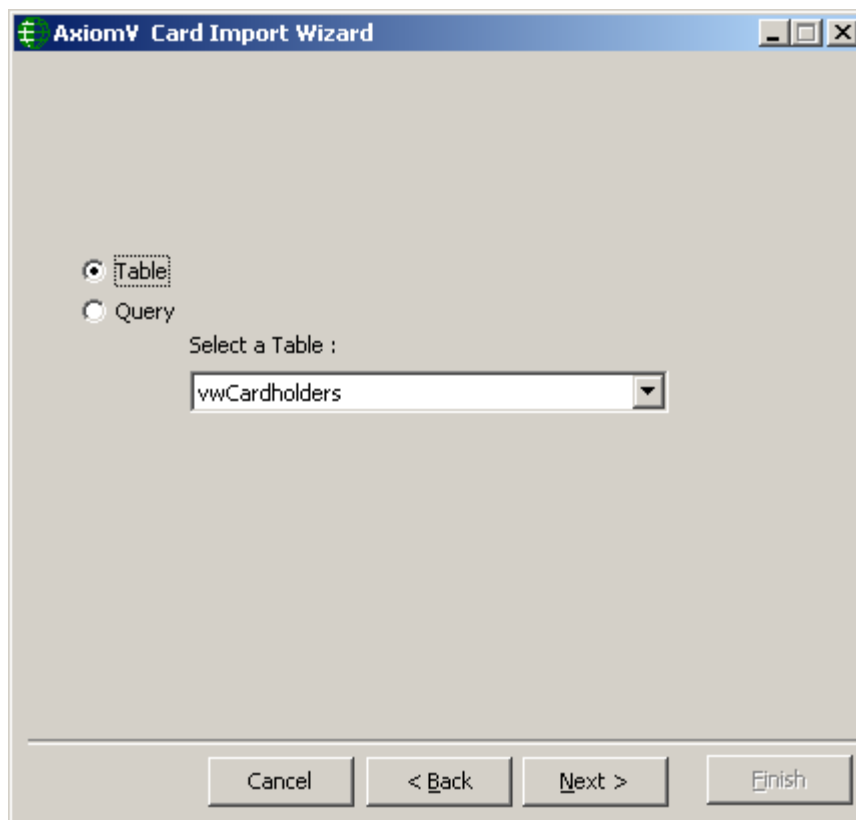
Click on *Test Connection* button to verify a valid connection string.



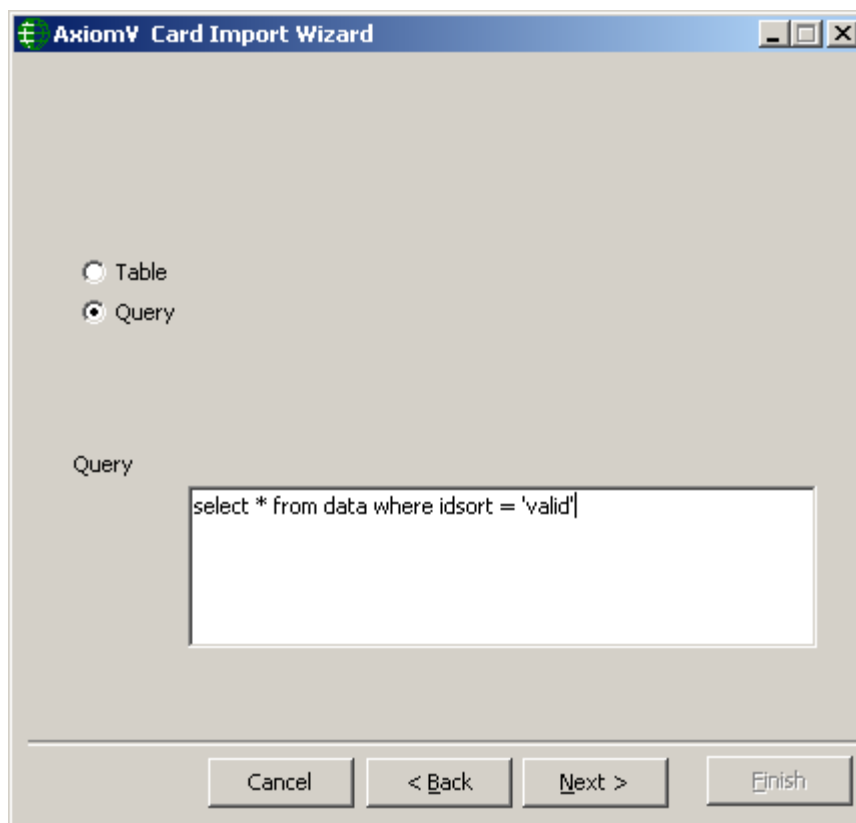
If the information provided is correct, you will get the message 'Connection Successful', otherwise



Click on *Next* button after providing a successful connection for importing cardholder SQL database.



Select *Table* or *Query* for importing Cardholder information. Select the name of the table if 'Table' option is selected or write the query if 'Query' option is selected.



The screenshot shows the 'AxiomV Card Import Wizard' window. It has a title bar with a green icon and the text 'AxiomV Card Import Wizard'. Inside the window, there are two radio buttons: 'Table' and 'Query'. The 'Query' radio button is selected. Below the radio buttons, there is a text box labeled 'Query' containing the SQL statement: 'select * from data where idsort = 'valid''. At the bottom of the window, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

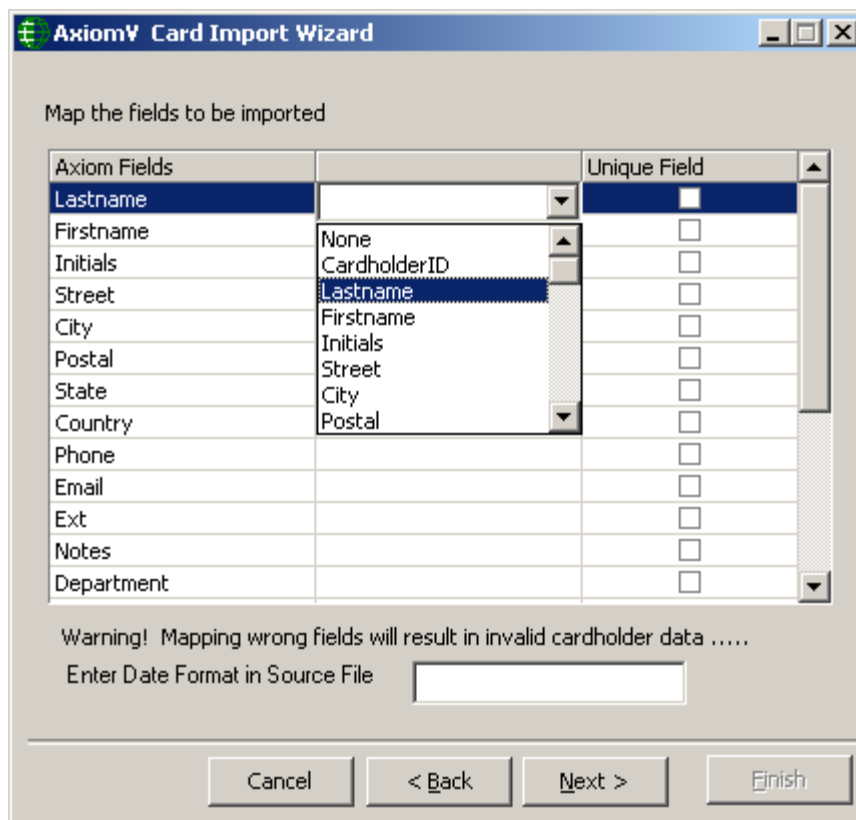
☐ Table
☒ Query

Query

```
select * from data where idsort = 'valid'
```

Cancel < Back Next > Finish

Click on *Next* button to Map the fields to be imported.



The screenshot shows the 'AxiomV Card Import Wizard' window at the 'Map the fields to be imported' step. It has a title bar with a green icon and the text 'AxiomV Card Import Wizard'. The main area is titled 'Map the fields to be imported'. It contains a table with three columns: 'Axiom Fields', a dropdown menu, and 'Unique Field'. The 'Axiom Fields' column lists various fields: Lastname, Firstname, Initials, Street, City, Postal, State, Country, Phone, Email, Ext, Notes, and Department. The dropdown menu is currently open, showing a list of options: None, CardholderID, Lastname, Firstname, Initials, Street, City, and Postal. The 'Unique Field' column has checkboxes next to each row. The 'Lastname' row has its checkbox checked. Below the table, there is a warning message: 'Warning! Mapping wrong fields will result in invalid cardholder data'. Below the warning, there is a text box labeled 'Enter Date Format in Source File'. At the bottom of the window, there are four buttons: 'Cancel', '< Back', 'Next >', and 'Finish'.

Map the fields to be imported

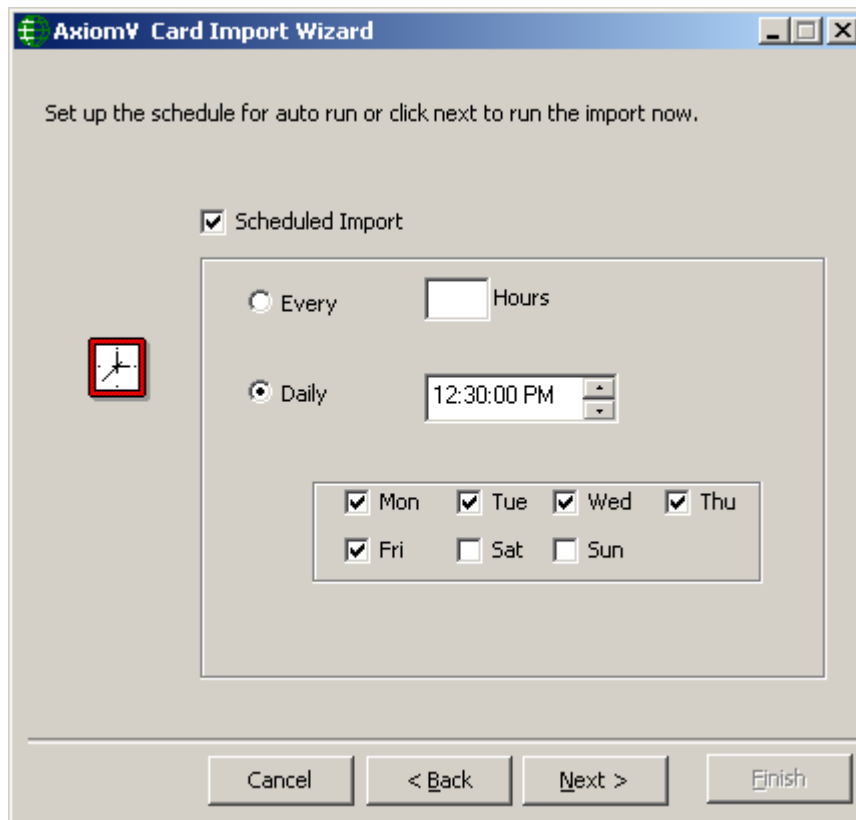
Axiom Fields		Unique Field
Lastname		<input checked="" type="checkbox"/>
Firstname	None	<input type="checkbox"/>
Initials	CardholderID	<input type="checkbox"/>
Street	Lastname	<input type="checkbox"/>
City	Firstname	<input type="checkbox"/>
Postal	Initials	<input type="checkbox"/>
State	Street	<input type="checkbox"/>
Country	City	<input type="checkbox"/>
Phone	Postal	<input type="checkbox"/>
Email		<input type="checkbox"/>
Ext		<input type="checkbox"/>
Notes		<input type="checkbox"/>
Department		<input type="checkbox"/>

Warning! Mapping wrong fields will result in invalid cardholder data

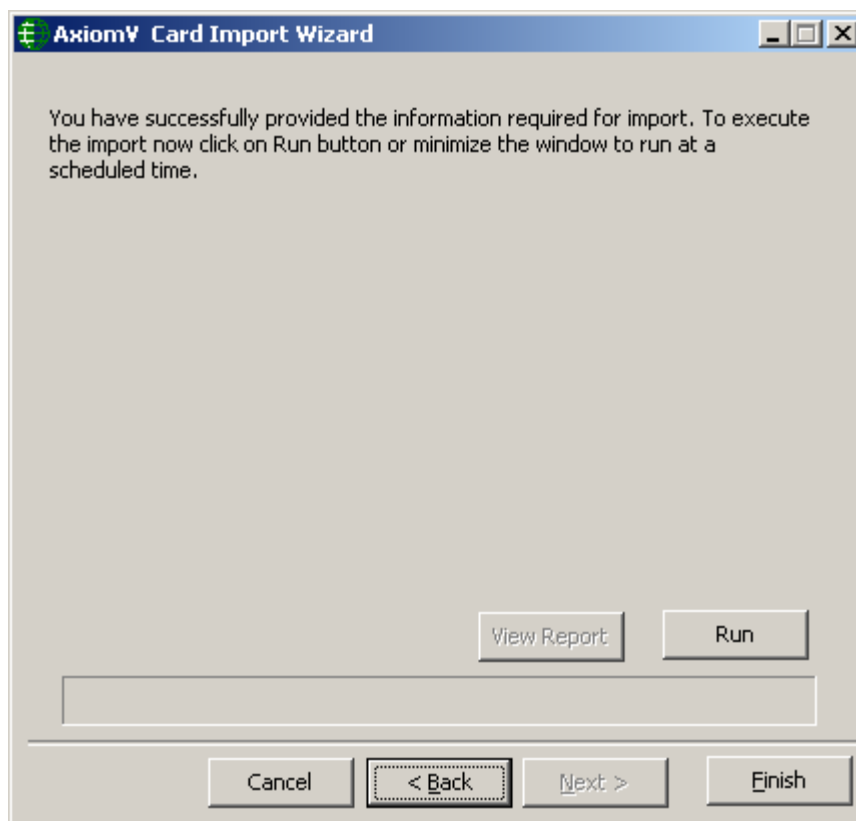
Enter Date Format in Source File

Cancel < Back Next > Finish

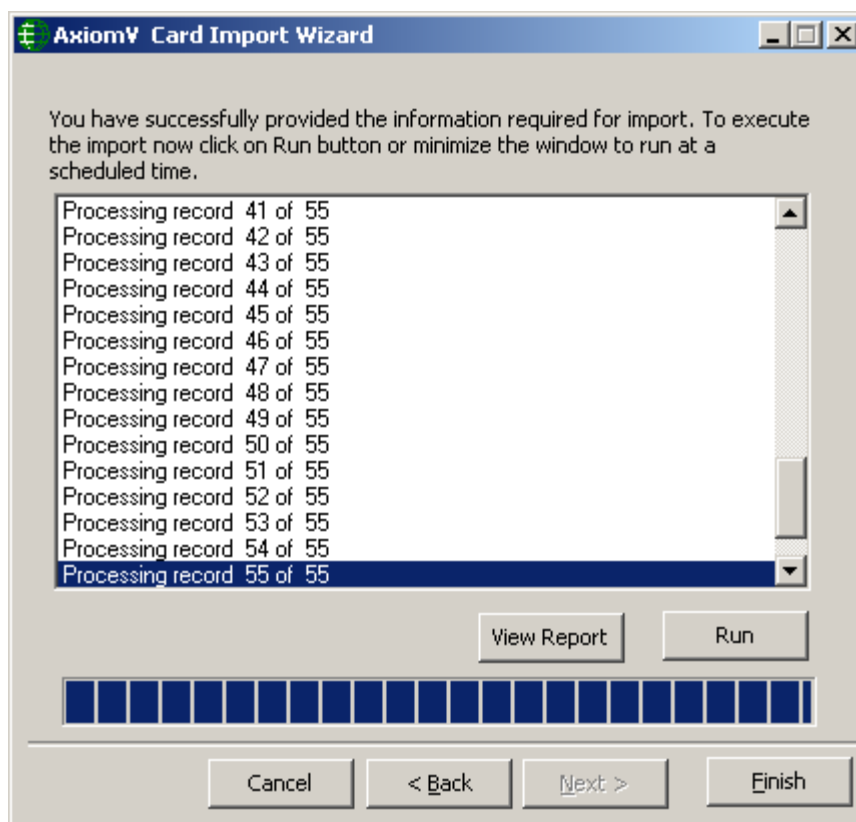
Map the source fields to AxiomV™ cardholder fields. Mapping the wrong fields may result in invalid cardholder data. Enter Date Format of the source file if you are importing date fields as well. Check in the Unique Field. If nothing is checked in, Card number is taken to be the unique field by default. Click *Next* to launch the window to schedule the import.



Set up the schedule for auto run at a later date/time or click *Next* to have the option of running import immediately.

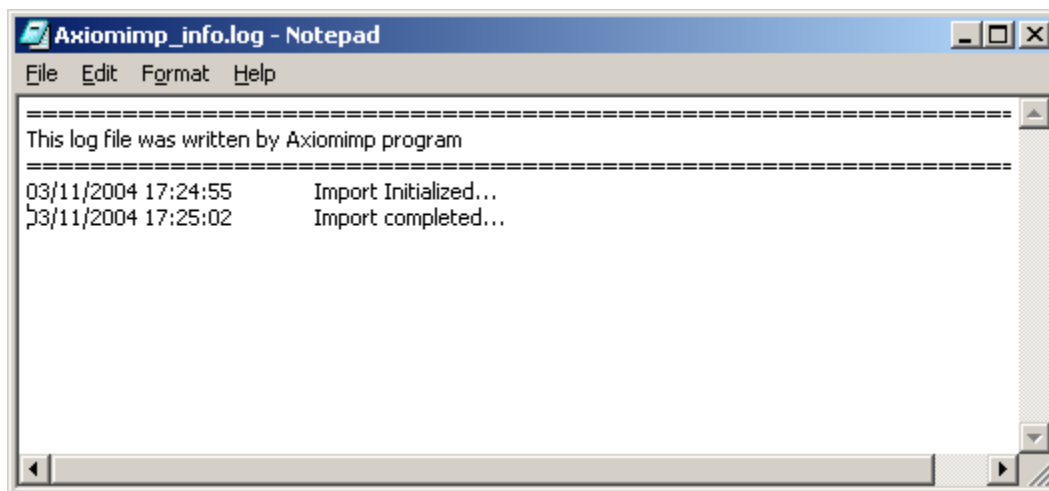


Click on *Run* button to start the import.



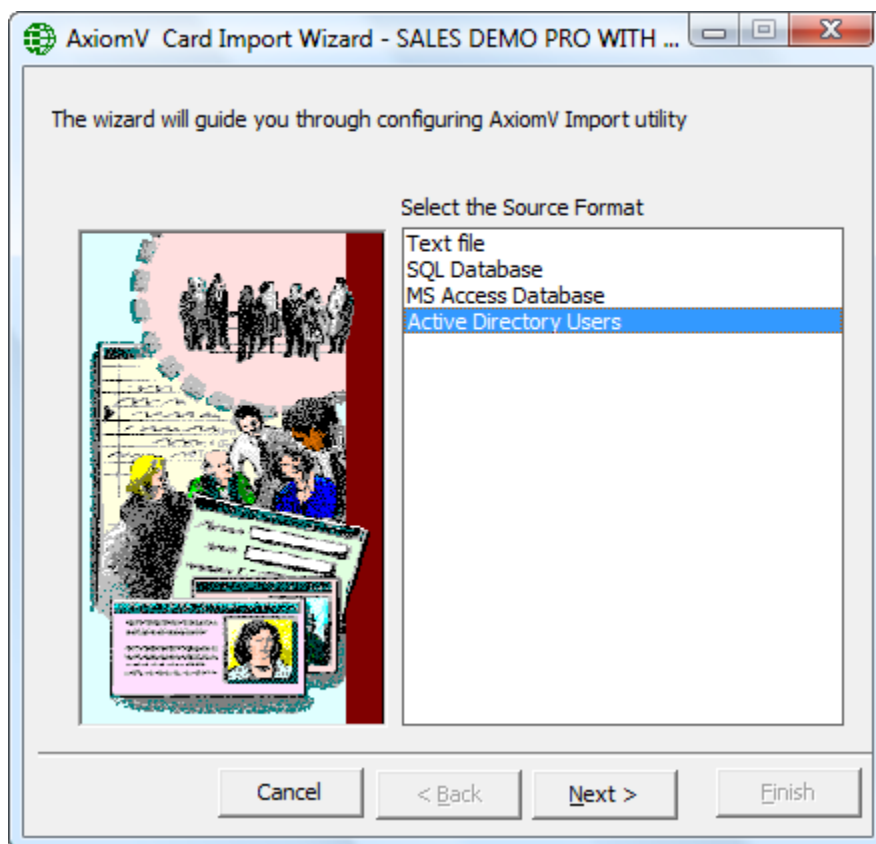
Minimize the Import Wizard to have in auto run mode. Clicking on the *Finish* button will shut down the AxiomV™ Card Import Utility.

Click on *View Report* button to view *Axiomimp_info.log* file to check the error messages for import, if any.

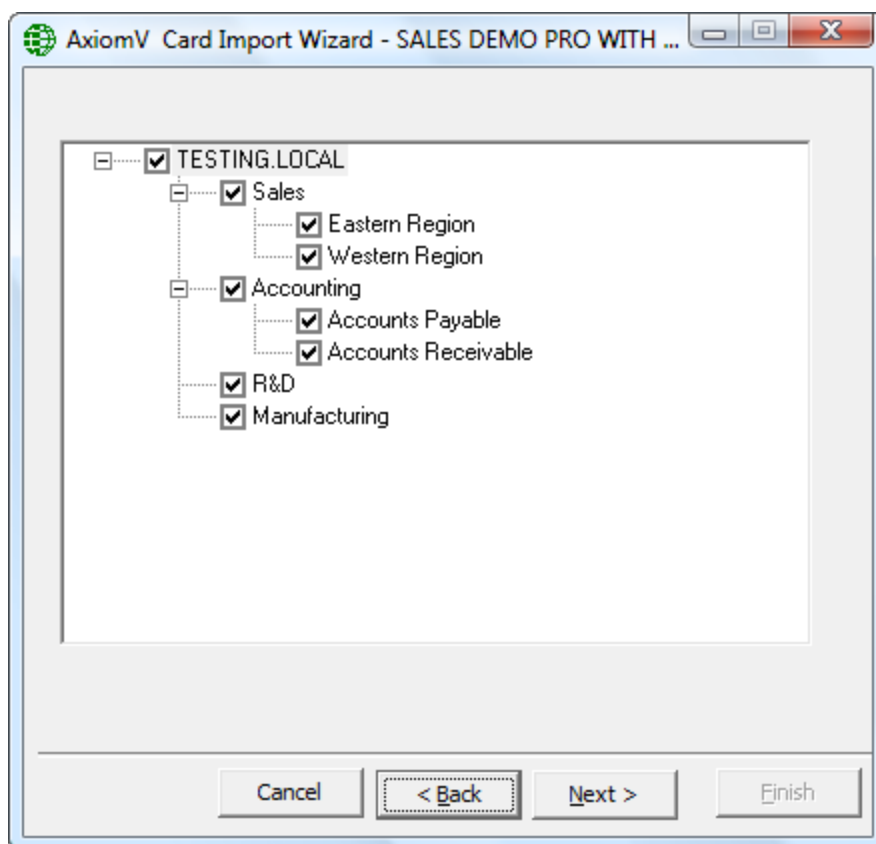


Active Directory Users

You **must** be logged on as a Domain User for this selection to work.



Select the *Source format* as *Active Directory Users* and click on *Next* button.



A view of the Domain's Organization Units will be displayed so that you may select which ones to import from. Click on the boxes to check or uncheck. Selected units will be used to update the AxiomV™ cardholders.

Click the *Next* button to continue.

Axiom Fields	Source Fields	Unique Field
Lastname	lastname	<input type="checkbox"/>
Firstname	firstname	<input type="checkbox"/>
Initials	firstname	<input type="checkbox"/>
Street	firstname	<input type="checkbox"/>
City	lastname	<input type="checkbox"/>
Postal	company	<input type="checkbox"/>
State	telephoneNumber	<input type="checkbox"/>
Country	mail	<input type="checkbox"/>
Phone	notes	<input type="checkbox"/>
Email	initials	<input type="checkbox"/>
Ext	address	<input type="checkbox"/>
Notes		<input type="checkbox"/>

Warning! Mapping wrong fields will result in invalid cardholder data

Enter Date Format in Source File

☐ Add card usage to existing count, if selected

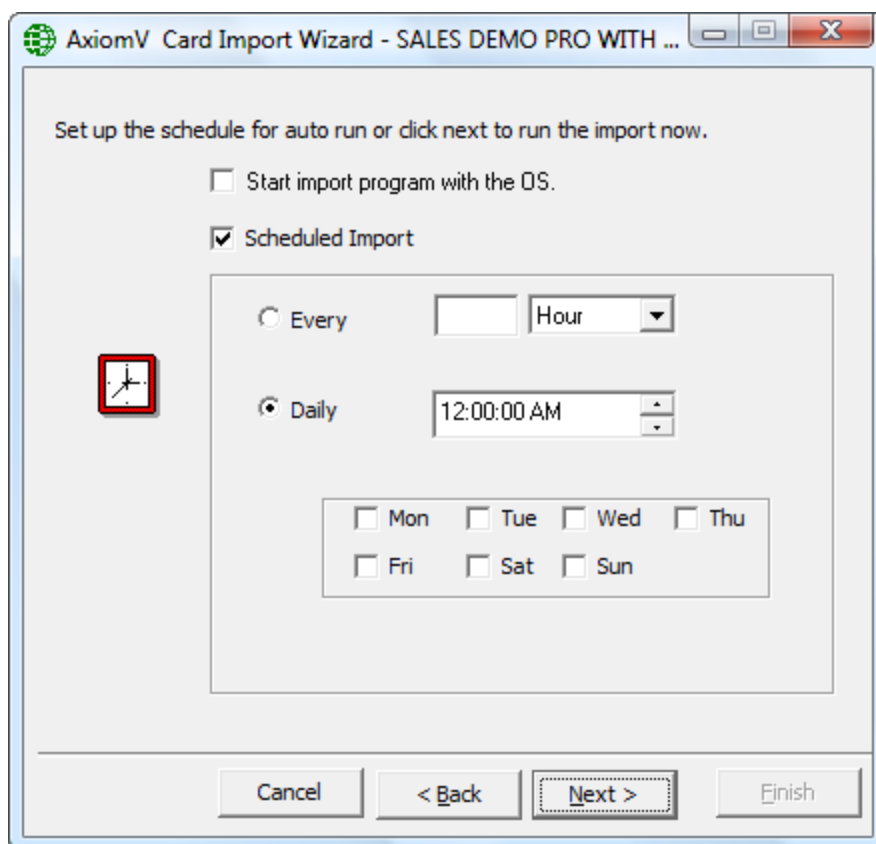
Cancel < Back Next > Finish

Choose source fields from the User's properties to be mapped to the desired Axiom fields. Source data from the User's properties will be used to create (or update, if the cardholder already exists) cardholders in the AxiomV™ system. Check *Unique Field* for fields where data is not to be duplicated (e.g. cardnumber).

If dates are to be imported then enter the format for the dates in *Enter Date Format in Source File*.

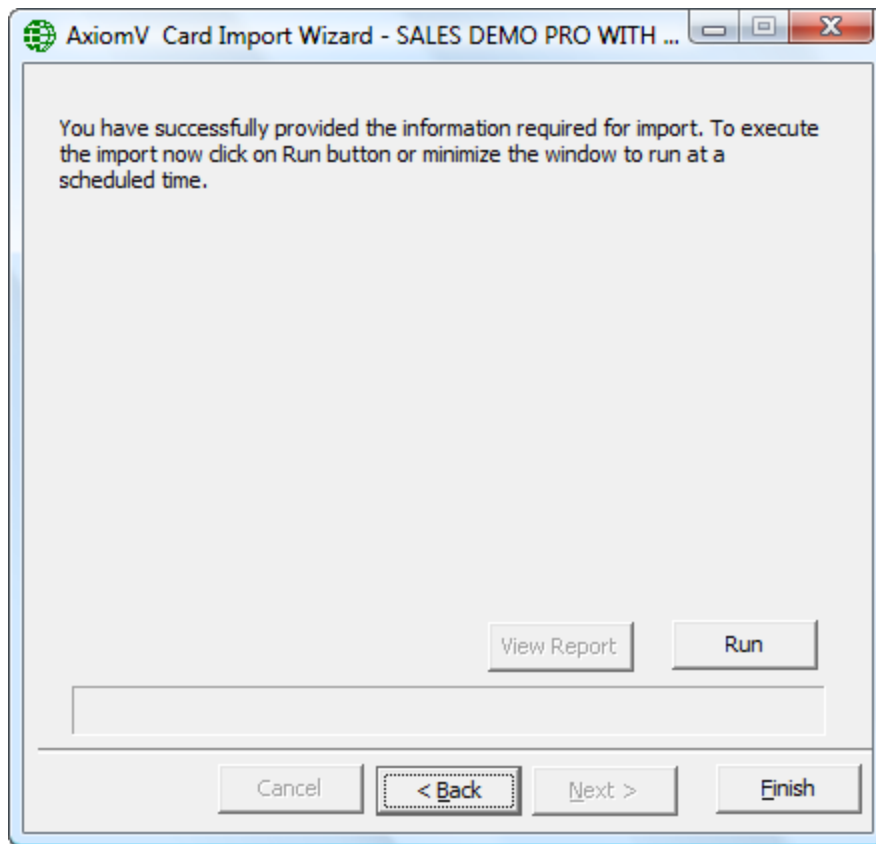
When *Usage Count* is selected the import will change the count during the import to the data provided in the source field, if the box is checked (*add card usage to existing count, if selected*), then the data in the source field will be added to the existing count value instead of overwriting it.

Click the *Next* button to continue.



You can set this utility to run whenever the operating system starts, to run on a schedule, or you can have it run now. A scheduled import can run periodically or on specified days at specified times.

Click the *Next* button to continue.



Click *Run* to run the import now or minimize the window to run at a scheduled time. Selecting *Finish* will close the utility and the schedule will **not** run the import.