

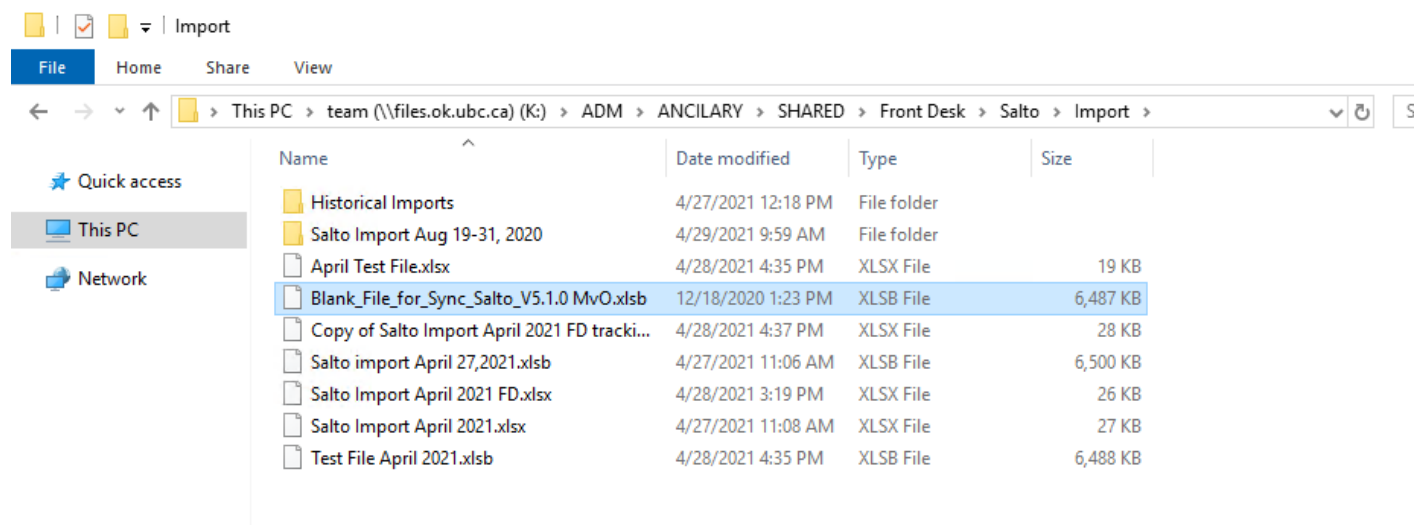
## How To Import Users in Salto for Housing

Article Number: 1143 | Last Updated: Wed, Jun 30, 2021 at 3:15 PM

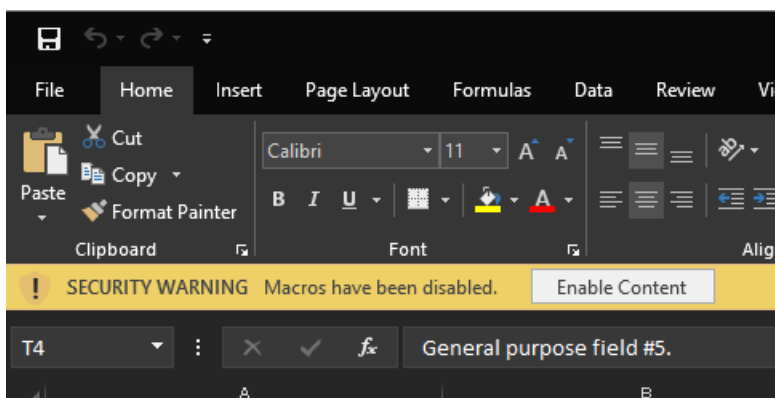
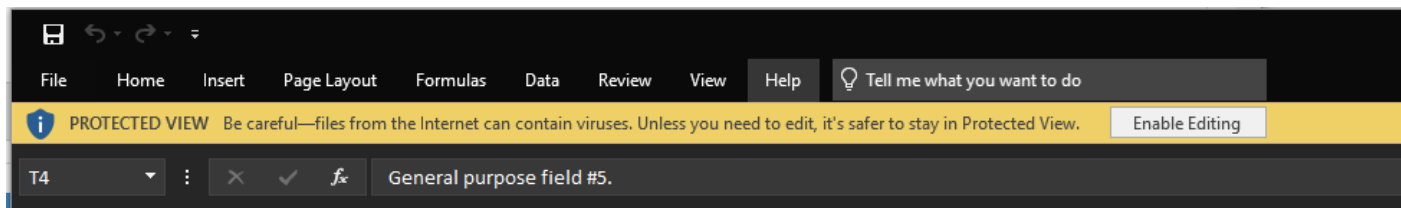
### Salto Import Instructions for Housing

**Requirements for IT** - User doing the Import must be a Member of the Administrators Group on the Salto Server


1) Browse to K:\ADM\Ancillary\Shared\Front Desk\Salto\Import and open Blank\_File\_for\_Sync\_Salto\_V5.1.0 MvO.xlsb with Excel.



2) In Excel, ensure you Enable Editing and Enable Content to allow for the Macro's to function correctly.




3) Choose Fast Select Options

 <p>Description  <b>Please, only enter data in the columns that you need..</b>  <b>Max 5000 entries</b></p>	<p>1 = Create new record.          2 = Update existing record.          3 = Update record if exists, create new one.          4 = Delete existing record.          8 = Cancel key          9 = Ban User          10 = UnBan User</p>	<p>REQUIRED / UNIQUE  <b>All users need to have a unique number or identifier.</b>  <b>This can be a selection of your choice.</b>  <b>! REQUIRED !</b>  <b>To fill-in colum B</b></p> <p><input type="button" value="Random numbers"/></p>	<p>Fit:</p>																																																															
<p>Default (on insert)</p>	<p>If Action is not used, Then software always use action = 3</p>	<p>REQUIRED = (Needs to be unique)</p>																																																																
<p><b>Nullable</b> (YES = Empty / NO = Value Required)</p>	<p>YES</p>	<p>No</p>																																																																
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Press to Save Save Selected Items to CSV Location: C:\SALTO</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Show all Columns</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Clear all Cells</p> </div> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Manual PDF</p> </div> <p><a href="#">Direct LINK to saved folder: C:\SALTO</a></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Fast Select Options User</p> </div>	<table border="1"> <tr><td>1</td><td>123</td><td>Text</td></tr> <tr><td>1</td><td>124</td><td>Text</td></tr> <tr><td>1</td><td>125</td><td>Text</td></tr> <tr><td>1</td><td>126</td><td>Text</td></tr> <tr><td>1</td><td>127</td><td>Text</td></tr> <tr><td>1</td><td>128</td><td>Text</td></tr> <tr><td>1</td><td>129</td><td>Text</td></tr> <tr><td>1</td><td>130</td><td>Text</td></tr> <tr><td>1</td><td>131</td><td>Text</td></tr> <tr><td>1</td><td>132</td><td>Text</td></tr> <tr><td>1</td><td>133</td><td>Text</td></tr> <tr><td>1</td><td>134</td><td>Text</td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td></tr> </table>	1	123	Text	1	124	Text	1	125	Text	1	126	Text	1	127	Text	1	128	Text	1	129	Text	1	130	Text	1	131	Text	1	132	Text	1	133	Text	1	134	Text																													
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4) Select the 15 Options below....Housing can pick and choose as they see fit, but we know this layout works.

UserForm1

ACCESS POINTS  
 USER ACCESS LEVELS  
 ZONES  
 OUTPUTS  
 LOCATIONS/FUNCTIONS



Title	First name	Last name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ext ID	
<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

RDM code (Automatic assignment)	Wiegand code
<input type="checkbox"/>	<input type="checkbox"/>

Authorization code
<input type="checkbox"/>

PARTITION

General

KEY OPTIONS

- Use extended opening time
- Override privacy
- Override lockdown
- Set lockdown
- Office
- Use antipassback
- Audit openings in the key

USER AND KEY EXPIRATION

User activation

2017-02-13 11:28

User expiration

2017-03-15 11:28

Calendar

Calendar001

Enable revalidation of key expiration

Update period  days  hours

PIN CODE

PIN code disabled

Super user

PIN code enabled

PIN code

MOBILE PHONE DATA

International phone number

- e.g. +34123456789

Mobile app

None

5) Fill out the spreadsheet completely

ACTION	ExtUserID	FirstName	LastName	Title	Privacy	AuditOpenings	CalendarID	GP2
Numeric	Alphanumeric (32)	Alphanumeric(50)	Alphanumeric(50)	Alphanumeric(10)	Boolean	Boolean	Integer	Alphanumeric
1 = Create new record. 2 = Update existing record. 3 = Update record if exists, create new one. 4 = Delete existing record. 8 = Cancel key 9 = Ban User 10 = UnBan User	<b>REQUIRED / UNIQUE</b>  <b>All users need to have a unique number or identifier.</b> <b>This can be a selection of your choice.</b> <b>! REQUIRED !</b> <b>To fill-in column B</b> <input type="text" value="Random numbers"/>	First name of the staff user.	Last name of the staff user.	Title of the staff user.	Override door's privacy (hotel).	All the openings are registered within the user's key.  <b>SALTO STRONGLY RECOMMENDS = 1</b>	In case the calendar stored within the user's card is to be used (i.e., "UserLock.Calendar"= 0), this field indicates the ID of the calendar whose information is to be written on the card. <b>MAX = 255</b>	General purpose #2.
If Action is not used, Then software always use action = 3	<b>REQUIRED = (Needs to be unique)</b>	Null = Any value allowed	Null = Any value allowed	Null = Any value allowed	0 = (OFF) 1 = (ON)	0 = (OFF) 1 = (ON)	0	Null = Any value allowed
YES	No	Yes	Yes	Yes	No	No	Yes	Yes
1	123	Test	Test1	123	1	1		MONA-302
1	124	Test	Test2	124	1	1		MONA-303
1	125	Test	Test3	125	1	1		MONA-304
1	126	Test	Test4	126	1	1		MONA-309
1	127	Test	Test5	127	1	1		MONA-317
1	128	Test	Test6	128	1	1		MONA-319
1	129	Test	Test7	129	1	1		MONA-322

6) Once complete, hit the Save button to create the sync.csv file in C:\Salto. If there are issues saving, please browse to C:\Salto and make sure you delete any old/existing sync.csv files.

7) Open up "This PC" and browse through to C:\Salto and you should see the sync.csv that you just created.

8) Open up a 2nd Computer Browser window and in the address bar type in \\salto.ok.ubc.ca\c\$\Temp and hit Enter. Copy the sync.csv from your computer above to the Salto.ok.ubc.ca location below.

9) Log into the Salto website at <http://salto.ok.ubc.ca:8100> and go into Tools --> Synchronization and choose CSV File synchronization

10) Change the Partition to Housing And Conferences....in the Select File to Import/Synchronize, type in C:\Temp\sync.csv and hit Verify. Make sure it succeeds, then hit Next Step in the bottom right.

11) Using the sync.csv as your guide, match the source fields in the Mapping Configuration with the Excel csv file. Hit Next and then Finish. It should import successfully.

The screenshot shows the 'CSV file synchronization' interface. At the top, there are three steps: '01 Job configuration', '02 Mapping configuration' (which is the active step), and '03 Confirmation'. Below the steps, the 'MAPPING CONFIGURATION' section is visible. It contains the instruction: 'Specify the mapping between fields in the source and those in the SALTO DB'. A table with two columns, 'SOURCE FIELDS' and 'DESTINATION FIELDS', is shown. The table has 16 rows, each with a source field number and a destination field name. The first row is highlighted in green.

SOURCE FIELDS	DESTINATION FIELDS
1	Action [Action]
2	Ext ID [ExtID]
3	First name [FirstName]
4	Last name [LastName]
5	Title [Title]
6	Override privacy [Privacy]
7	Audit openings in the key [AuditOpenings]
8	Calendar [CalendarID]
9	General purpose field 2 [GPF2]
10	General purpose field 3 [GPF3]
11	Access level ID list [ExtAccessLevelIDList]
12	Access point ID list [ExtDoorIDList]
13	User expiration [UserExpiration.ExpDate]
14	Period for short term key expiration [ShortTermKeyExpiration.Period]
15	Period unit for short term key expiration [ShortTermKeyExpiration.UnitOfPeriod]
16	PIN [PIN.Code]

12) Browse into Cardholders - Users and make sure you can find the Imported Users.

Posted by: Warren Pineau - Wed, Jun 30, 2021 at 2:33 PM. This article has been viewed 666 times.

Online URL: <https://knowit.ok.ubc.ca/article/how-to-import-users-in-salto-for-housing-1143.html>