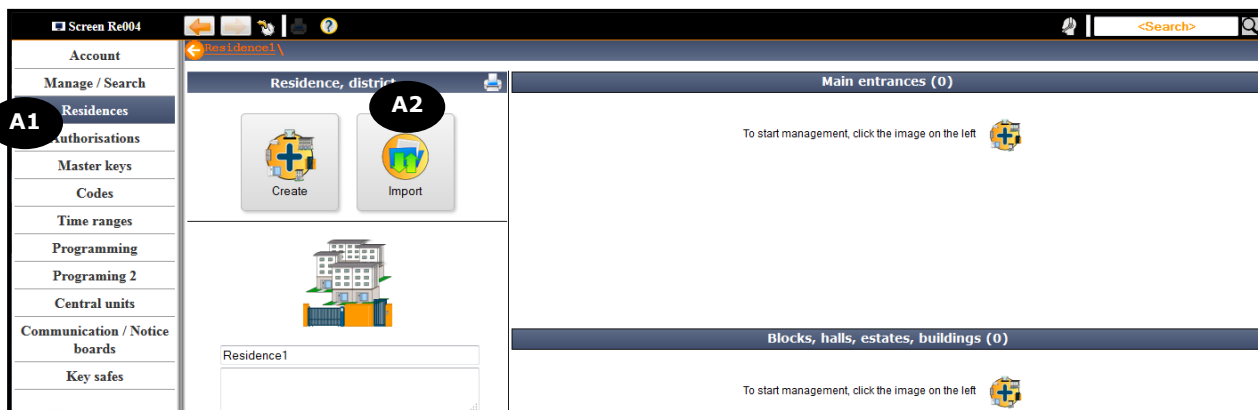
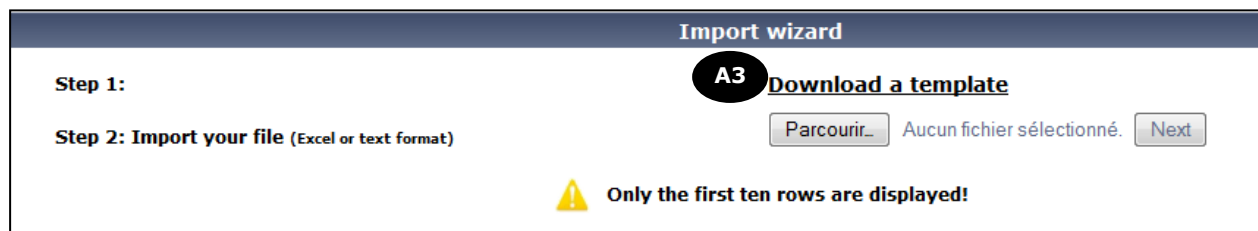


IMPORT AN EXCEL FILE (1/4)

Import names / telephone numbers and keyfobs / remotes from a template excel file.



- A1** Click on the **<Résidences>** button on the left bar, then select your residence.
- A2** Click on the button to import datas in the residence.



- A3** Click on the link **<Download a template>** to download the template and save it on your computer(you will need to know the directory of the file to import it).
- A4** Complete the template file following the title of the columns

IMPORT AN EXCEL FILE (2/4)

INTITULÉ DES COLONNES		REMARQUES	STATUS
Name of complex building		Create / link to a complex building	Optional
Name of block		Create / link to a block	Required
Name of flat		Create / link to a flat	Required
Name		Fill the field <Name> of a record	If the field <Name> is filled, the field <Primary phone > must also be filled
Identifier		Fill the field <Identifier> of a record	Optional
Primary phone		Fill the field <Principal telephone number> of a record	If the field < Primary phone > is filled, the field < Name > must also be filled
Secondary phone		Fill the field <Secondary telephone number> of a record	Optional
Speed dial		Fill the field <Speed dial> of a record	Optional
Display group		Define the <Display> type of a record	0: First 1: Normal (By default if the cell is not filled) 2: Last 3: Hidden
Visio calls		To tick the <Visio call> box for the principal telephone number	0 : Option disabled (By default if the cell is not filled) 1 : Option enabled
nb fob by apartment		Define the number of keyfob per flat in the "Fast Programming" menu.	Optional, can be up to 9.
nb remote by apartment		Define the number of remote per flat in the "Fast Programming" menu.	Optional, can be up to 9.
apartment comment		Fill the field <Comment> of the flat	Optional

EX : Import of 2 Records in the same flat of the same block :

Name of flat	Name	identifier	Primary Phone	Secondary Phone	Speed Dial	Display Group	Visio calls	Nb fob by apartment	Nb remote by apartment	Appartment comment
FLAT 07	Smith		0723456789	0101010101		71	1			
FLAT 07	Jones		9876543210	0202020202		72	0			

EX : Importation de 2 fiches dans 2 appartements différents dans 2 bâtiments :

Name of complex building	Name of block	Name of flat	Name	identifier	Primary Phone	Secondary Phone	Speed Dial	Display Group	Visio calls	Nb fob by apartment	Nb remote by apartment	Appartment comment
	Block 1-12	FLAT 03	Smith		0123456789	0101010101	3	1	1	2	1	3rd Floor
	Block 13-24	FLAT 17	Jones		9876543210	0202020202	17	1	1	2	1	2 nd Floor

Warning :

- Do not modify the name of the templates' columns.
- Do not use special characters in any cell of the excel file.

IMPORT AN EXCEL FILE (3/4)

Import wizard

Step 1: **Download a template**

Step 2: Import your file (Excel or text format)

Aucun fichier sélectionné.

⚠ Only the first ten rows are displayed!

- A4** Click on **<Browse>** to search the excel file to import.
- A5** Click on the **<Next>** button to load the 10 first lines of the excel file (as a preview).

Import wizard

Step 1: **Download a template**

Step 2: Import your file (Excel or text format)
 importdemostandardGB.xlsx

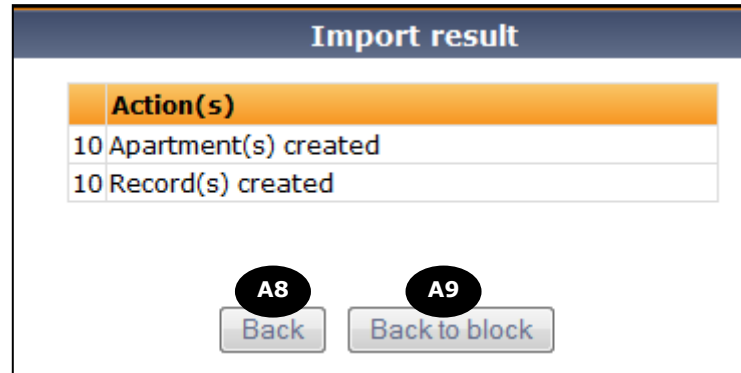
⚠ Only the first ten rows are displayed!

Step 3: **Check that columns and data match**

Apartment name	Name	Primary phone	Speed dial numt
FLAT 01	FLAT 01	0000000000	1
FLAT 02	FLAT 02	0000000000	2
FLAT 03	FLAT 03	0000000000	3
FLAT 04	FLAT 04	0000000000	4
FLAT 05	FLAT 05	0000000000	5
FLAT 06	FLAT 06	0000000000	6
FLAT 07	FLAT 07	0000000000	7
FLAT 08	FLAT 08	0000000000	8
FLAT 09	FLAT 09	0000000000	9

- A6** Check (and modify if needed) if the columns' titles or corresponding to the charts' information.
- A7** Click on the **<Import>** to load the whole excel file on the website.

IMPORT AN EXCEL FILE (4/4)



- | | |
|-----------|---|
| A8 | Click on the <Back> button to return to the page of the import and make an other import. |
| A9 | Click on the <Back to block> button to return to the building with the data imported. |

Note :

- If an error is occurred during the import, the line number corresponds to the line (n+1) of the excel file.