Advanced Card Import Procedure - SG Import Utility (CSV)

This procedure describes how to use the **SG Import Utility App** when the system is licensed for the ***Card Import Feature***, which supports the continual/repeated process of importing card/cardholder data into the System Galaxy database from an external data source such as a *comma-separated data file* (*.csv/*.txt) or source database.

This guide includes steps for the import process …

- Introduction and Requirements
- Obtaining the CSV file
- Create an ODBC Data Source for the SG Import
- Open the Import Utility and Connect to SysGal (Import Utility)
- Create an Import Profile & Run the Import (Import Utility)
- Verifying the Imported Data
- Additional Import Utility Options (Appendix)
- Update Indicator Feature - AMDI (Appendix)
- Importing Additional Cards (Appendix)
- Card Table Field Mapping (Appendix)

	See System Galaxy User Guide for more about data formats and import capabilities not covered in this QRS
	See Import Prerequisites in this procedure about creating the CSV *Source Data File*.
	Before you execute an import, perform a backup of SysGal databases to preserve data & programming.

INTRODUCTION TO THE IMPORT UTILITY

The ***Card Import Utility*** allows the operator to configure the import settings (import profile) and **map the data columns** from the CSV File (or external MSSQL database) to the SysGal database columns (i.e. the Cardholders & Card table).

Scope of Features

The ***Import Utility screen*** allows the Galaxy operator to configure the following …

1. specify the ***Look Up Column*** – that is designated to store the unique identifier for the repeated imports i.e., the Common_ID field (or the data field designated to store the *unique identifier*). The unique identifier is required the repeated imports.. If the value in the lookup column already exists in the database, then the data will be updated. *Note: For security and auditing purposes, Galaxy does not delete cardholders, but you can deactivate a cardholder or card, based on the field mapping and which value is passed.*
2. specify the *default settings* for the records being imported …
    - specify the default **access privileges** will be assigned to the cardholders
    - specify the default **card technology format** (Wiegand, Corp 1000, ABA, or an array of special formats)
    - specify the default **facility code/company code** *for Wiegand cards*.
    - The ***Import Utility*** can specify how the access privileges will be set for imported cardholders and
3. The ***Import Utility*** can be configured to clean up the *source table* after the import is finished so that the next import will only include the changes that have occurred since the last execution.

Import Prerequisites

These requirements are based on using a comma-delimited CSV Data File for importing new users in a new System Galaxy database that has minimal programming. *Contact authorized technical support as needed.*

1. System Galaxy software must be registered/licensed for ***Card Data Import*** to use the continuous import process.
2. You must use a valid SG Operator Login to connect the ***SG Import Utility*** to the SysGal database (gcs_client).
3. The ***Card Import Utility*** will not import records that have duplicate card codes, or duplicate *unique id's*.
4. Any individual column (field) that contains invalid data (e.g., out of range, etc.) might not be imported during the *Card Import Process,* even if the primary data is imported and a cardholder and/or card record is created in System Galaxy. This situation could result in data being dropped or the corresponding field being unset in System Galaxy. *Results will be in the import Log File.*
5. Test data set – it is a good idea to make a small file with a couple of records that test your data. This way you only need to clean up a couple of records if you need to make corrections to your data file.
6. The *data file* must use valid, SQL-Compliant formatting …
    a) The data file must include a *header row* that is comma-delimited.
    b) The *column_names* in the header row must be *SQL-compliant*
        - cannot include spaces
        - cannot include special/reserved characters (quotes, tickmarks, hyphens, etc.).
        - column names can use an underscore
    c) Relational data must already be created in System Galaxy before you can set it through the import.
        - Access Profile name, Customer name, Department name, Badge Designs (templates), Dossiers, etc.
        - These entities must already exist/be created in System Galaxy before you import the data.
    d) The data being imported must use valid *values*, *data types*, *data formatting*; for example: dates, time, phone, integers, checkboxes, etc).
        - In certain cases, you must set/send the *Record ID* (a **non-zero integer)**, instead of the entity name.
          Example: to assign a Department, you must pass Department Number (*integer*), not Department Name. This is also true for Customer ID, Cardholder Type ID, Badge ID, Dossier ID, etc.
        - Checkbox fields, such as *Trace Enabled*, must be passed as a 1 (checked) or 0 (unchecked).
        - Date, time, phone, zip, must be correct data format – example: *there is no such thing as 24:00 hours*.
        - Cardholder *data fields* and *select fields* can be configured to function as a droplist in SG. This can affect how you import data to those fields.
    e) The data being imported must use the correct separators – such as dates or date/time –
    For example: a solidus (/) is not a valid date separator in SQL data types or formatting.
        - **YYYY-MM-DD** (use hyphens for date separators; no spaces; no quotes/no tickmarks;)
        - **YYYY-MM-DD hh:mm:ss** (use hyphens for date separators; use colons for time separators; one space between the date and time; no tics or quotes;)
        - Phone and zip may also be affected.

Obtaining the CSV File (CSV - Comma-Separated)

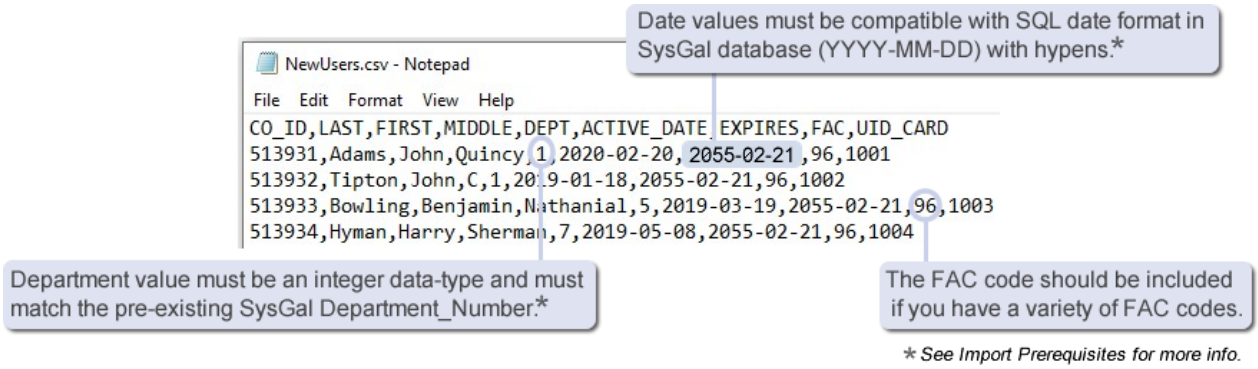
You must create a compatible *CSV file* unless you are linking directly to an external database. The data in the CSV file needs to be prepped before importing it into System Galaxy.

- The CSV File must also contain a ***comma-separated header row***. The column names cannot contain spaces or hyphens or special characters. A column name can contain an underscore instead of a space.
- The CSV File must contain a ***unique identifier field*** such as *Common_ID*. This field is used as a "lookup field" in the import process when additional imports are done on a periodic basis.

1. You must create a folder in the *System Galaxy directory* to store your CSV data file.
   C:\\GCS\System Galaxy\SG_Imports

2. Obtain a comma-delimited *Source Data File* (.CSV format) from the DBA or end-user's existing system.
   ✱ (recommended) the *Data File* must have a *valid header row* to prevent dropping data and a unique identifier.

   Example of a comma-delimited CSV data file.



3. Open the CSV File in Notepad and inspect it for correctness.
4. Copy the *Data File* (CSV) into an appropriate SG folder location.
   ✱ (recommended) Create a folder where you will have access when you start the import – such as C:\\GCS\System Galaxy**SG_Imports\SG_Import.csv** (*or other local/network folder*).

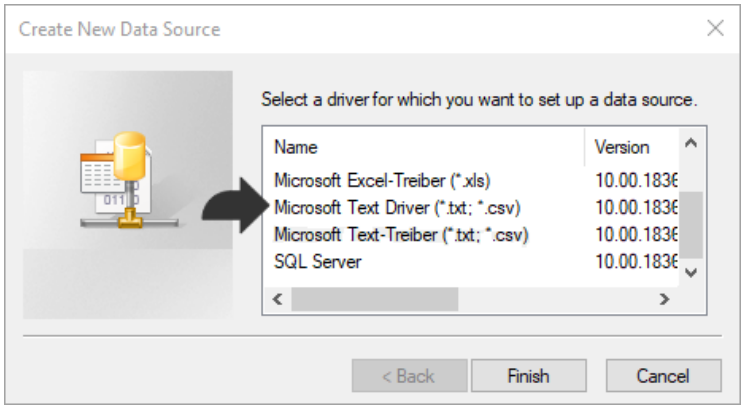
Create an ODBC Data Source for the SG Import

This describes how to create an Import ODBC DSN Name and attach the appropriate Microsoft text driver.

1. Open the ***ODBC Data Source Administrator*** (32bit required).
   (You can find it by typing *Administrative Tools* into the Windows Taskbar search field.)

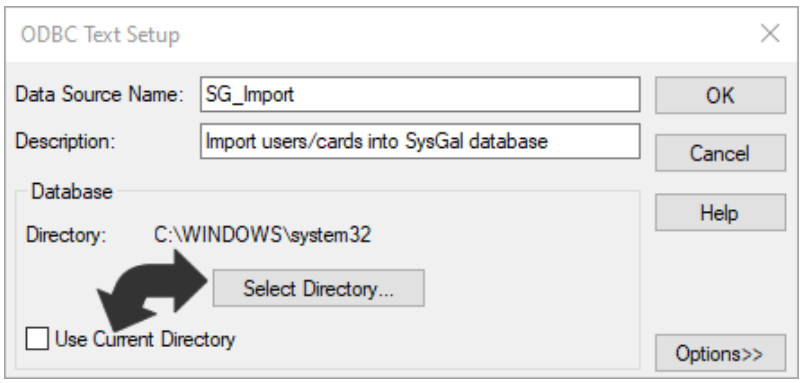
2. Select the **System DSN tab** and click the **Add button** to open the *Create New Data Source* dialog.
   (You should see your existing SysGal ODBC DSNs already listed.)

3. Select (highlight) the "**Microsoft Text Driver**" in the listview.

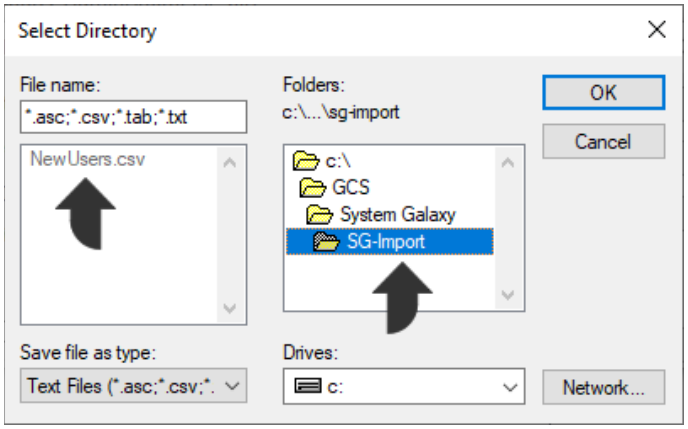


4. Click the **Finish** button. (This will open the *ODBC Text Setup* dialog).

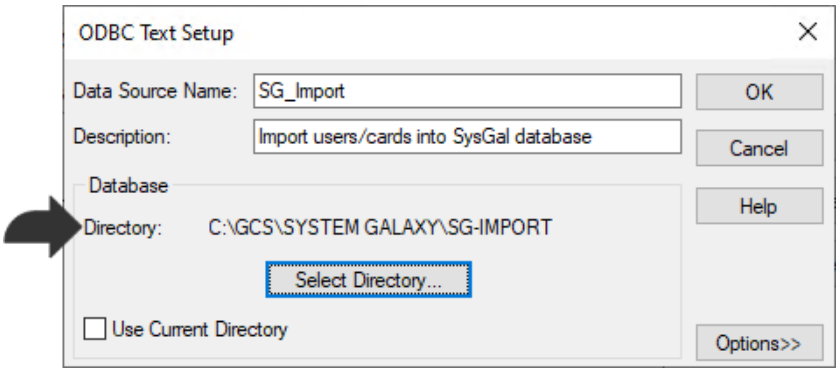
5. Type a **Name** and **Description.** Uncheck '**Use Current Directory**' and click **[Select Directory]** button.



6. **Select the directory** where the *Data File* is stored and click **OK button** to save the path. (the *Data File name* should display in the leftmost listview when you choose the folder.)

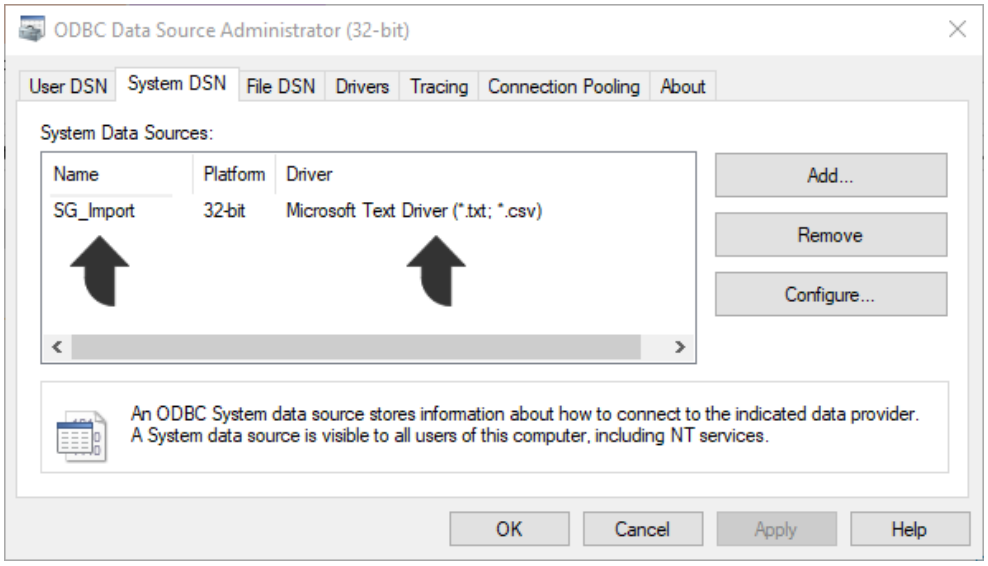


7. When you return to the *ODBC Text Setup* screen, the new directory path will display.)



8. Click the **OK button** to exit the *ODBC Text Setup* screen.

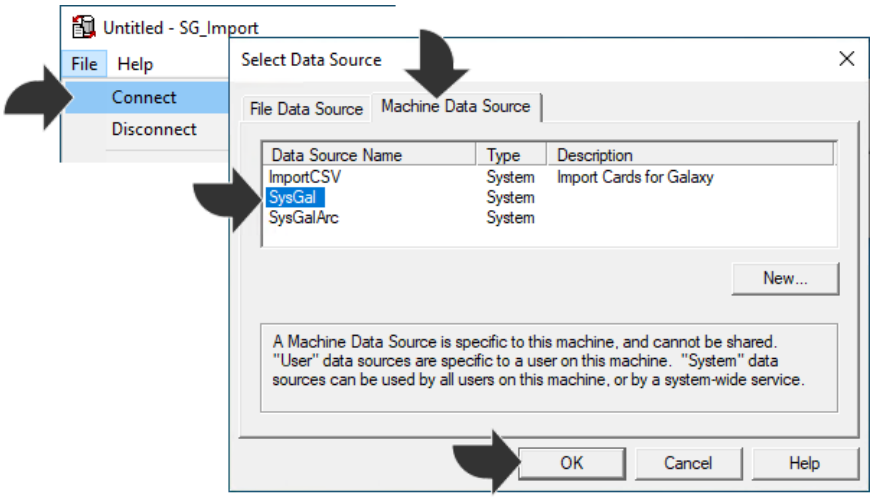
9. You should see the ***SG_Import ODBC Data Source*** listed with the *Microsoft Text Driver* attached. Click **OK button** to exit.



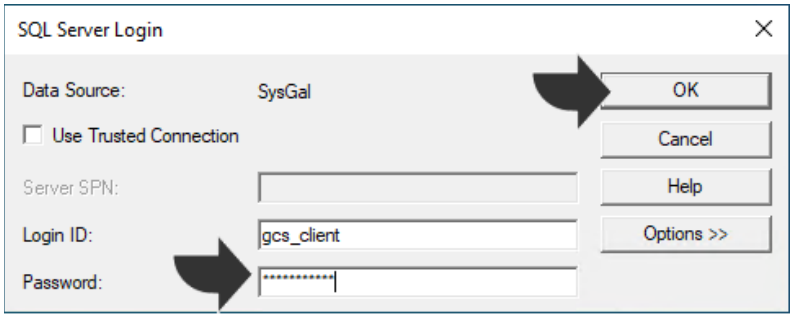
Open the SG Import Utility and Connect to the SysGal Database.

The Card Import Utility must be connected to the *SysGal Data Source* before you can import users/cards.

1. Launch the **SG Import Utility** by double-clicking the SG-Import.exe file (located in the **C:\GCS\System Galaxy\Utilities** folder)
   a. select **File** > **Connect** from the SG Import menu.
   b. select the **Machine Data Source tab** (you should see the SysGal DSN listed)
   c. Select (highlight) the **SysGal DSN name** and click **OK button** (opens SQL Server Login window).



2. Enter the ***valid password*** for the SysGal database login and click **OK button**.



3. Now you are logged into the SysGal database and ready to create the *Import Card Profile*.

Create the *Import Profile* (*.imp)

This covers the sequential steps of how to create an *import profile* including mapping the database columns to the CSV File.

PREREQUISITES:

- You must have created your ODBC DSN Connection file using the Microsoft Text Driver as shown in prior section.
- You must obtain the *source data set* in a compatible CSV (comma-separated) file format from the source database – which is known as your CSV File.
- You must have placed your CSV File into the appropriate folder (described in prior section)
- The CSV file should have a comma-separated header row. The *column names* must meet SQL formatting standards – i.e., no spaces, no special characters, no hyphens: only the underscore character is acceptable.
- The actual data must also meet the correct data type and formatting requirements of the database column it is mapped to. For example, alpha-numeric, numeric, Boolean (0 or 1).
- If you are doing the **first import** you do not need an *Update Indicator Column* IF all rows are new records that need to be added/inserted. If you are doing subsequent imports, you will probably want to include an update Indicator for Cardholders or cards that must be deactivated/disabled populated with the appropriate update indicator (A/M/D/I).

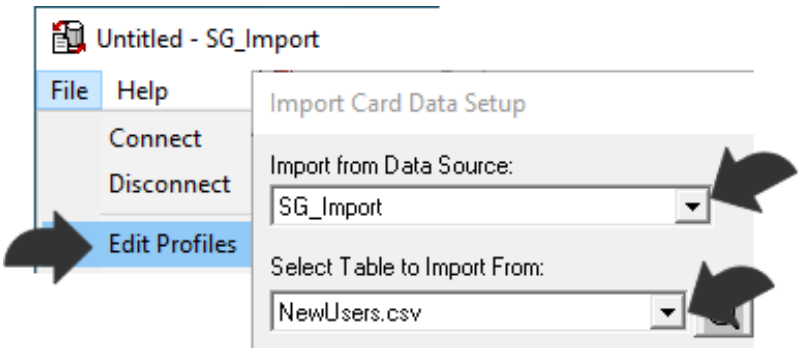
CONNECTING TO THE TARGET DATABASE (sysgal database)

1. In the Utilities folder, launch the *Card Import Program* by right-clicking the SG_Import.exe and choosing to 'Run as Administrator' – and acknowledge the Windows UAC popup message.

2. Select **File** > **Connect** and select the sysgal ODBC data source. Then log-in with the gcs_client password.

CONNECTING TO THE ODBC DATA SOURCE & CSV FILE

3. Open the **Import Card Data screen** from the menu …
   a) Select **File** > **Edit Profile** to open the *Import Card Data* screen.
   b) In the **[Import from Data Source] droplist**, choose your **Import ODBC Data Source**.
   c) In the **[Select Table to Import From] droplist**, select your *CSV File*.



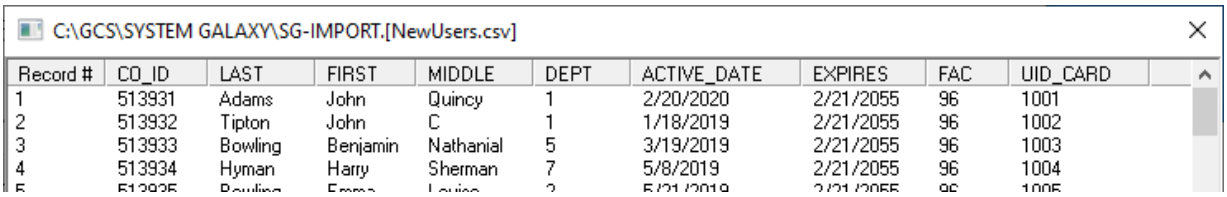
PREVIEW HEADER ROWS AND DATA SET (CSV File)

4. Click the **[Magnifying Glass] button** to open a *preview pane* of the first few rows of the data file.

   This preview will show you the header row and how the columns are organized in the CSV file.

   In the example image, you can see that there is a *CO_ID column* (Company ID) that holds the 3rd Party unique identifier from the source database. You will want to map this 3rd Party unique identifier field to the Galaxy [Common_ID] field.

   NOTE: The purpose of the Galaxy [Common_ID] field is to store the 3rd Party unique identifier from the Source Data. Galaxy does not recommend mapping the 3rd Party identifier to the Galaxy Employee Number field. The Employee ID is System Galaxy's unique identifier in the sysgal database.


C:\GCS\SYSTEM GALAXY\SG-IMPORT.[NewUsers.csv]

Record #	CO_ID	LAST	FIRST	MIDDLE	DEPT	ACTIVE_DATE	EXPIRES	FAC	UID_CARD
1	513931	Adams	John	Quincy	1	2/20/2020	2/21/2055	96	1001
2	513932	Tipton	John	C	1	1/18/2019	2/21/2055	96	1002
3	513933	Bowling	Benjamin	Nathanial	5	3/19/2019	2/21/2055	96	1003
4	513934	Hyman	Harry	Sherman	7	5/8/2019	2/21/2055	96	1004

NOTE: You can view your entire source data set by opening the CSV file in Notepad.

MAPPING THE LOOKUP COLUMN & UPDATE INDICATOR COLUMN

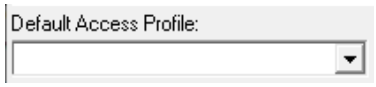
5. **Select the Lookup Column**: In the **Lookup Records droplist,** choose the *column* that holds the unique value identifying each cardholder. This is usually the ***Common_ID field***.


If the number you will use does not match one of the pre-labeled columns, select a Data column (DATA_1, DATA_10, etc.) to store this number.

CONFIGURING DEFAULT FORMAT AND DATA COLUMNS

- These fields take precedence over file data
- The default entities must have already been programmed in System Galaxy to be able to set these in the target database.

6. (optional) In the **[Default Access Profile] droplist,** select the *Access Profile Name* that you already added in System Galaxy – see the SG Software User Guide for instructions on creating Access Profiles.

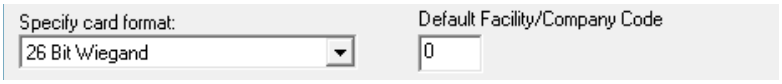


TIP: This access profile will be assigned to all the cardholders in your import. You can change them later through the System Galaxy software.

7. (mandatory) In the **[Specify Card Format] droplist,** select the type of card format – such as '26-Bit Wiegand'.

Whatever is set here (default=ABA), will take precedence over the *card data* in the CSV file.
Failure to set this correctly will cause cards to not work. The *Card Format / card data* must be re-imported.

8. (optional) Set the **[Default Facility/Company Code]** if it is applicable to the *card format* (i.e., Wiegand/Corp 1000, etc).

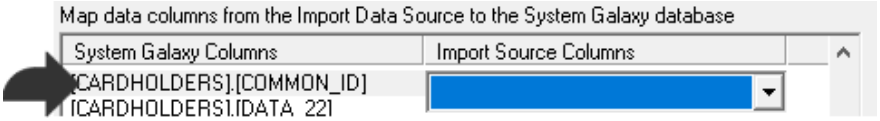


MAPPING THE SG COLUMNS TO SOURCE DATA COLUMNS

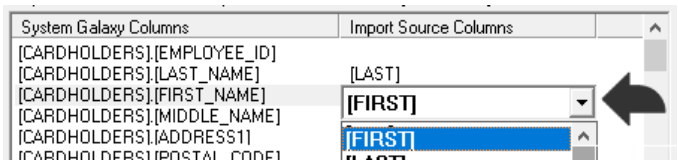
9. The ***Data Mapping*** **Listview** shows 2 columns – i.e., **System Galaxy Columns** (left) and **Import Source Columns**(right)).

Carefully map each column correctly. Incorrect mapping can cause a total or partial failure to import. Incorrect mapping could also cause data to be misplaced and overwrite other data if the data-types and formats just happen to match.

a) In the ***System Galaxy Column,*** click on the **Column_Name** that you want to map.
(An empty droplist will appear in the Import Source Column).



b) In the ***Import Source Column***, select the corresponding **Column_Name** from your Data File that you want to map to the System Galaxy column_name that you selected in step-a.



TIP: Press <*Tab*> *keyboard key* to escape each droplist without disturbing your selection. This prevents unintentionally changing a setting in the droplist while you scroll the list to find the next column.

c) **Continue mapping each Import Source Column to the appropriate SG Column**.

10. The Default Card ID is set to '1' (by default). This means that when the import process runs, the Card Data in the CSV File will insert the first card record (card-1). On subsequent imports, this means any card data in the CSV file will be applied (updated) on the existing card-1.

    See the Appendix for instructions on how to add additional cards if multiple credentials are needed.

SAVING THE IMPORT PROFILE (*.IMP FILE)

11. Click the **Save** button.

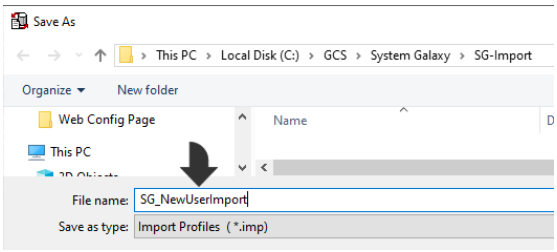
    RESULT: The *Save file* window will open to allow user to *name* and *save* the import profile (*.imp).
    NOTE ABOUT LOADING A SAVED PROFILE: The user can save a profile for later use. When the user is ready to run a profile that was previously saved, user can simply click the LOAD button to load the saved import profile.

12. Enter a **File Name** for your Import profile (*.imp file) and click **SAVE button** to save the import file

    RESULTS: the Import Profile File will be saved to the SG-Import folder

    NOTE: Clicking the Cancel button will return user to the *Profile Editor* without saving the Import Profile.

    NOTICE: the import file will always show the *field mapping*, which is useful for troubleshooting if your import didn't go correctly. If you made a database backup before you ran the import (recommended), you can roll back to the previous database and redo your import after correcting your mapping or data set.



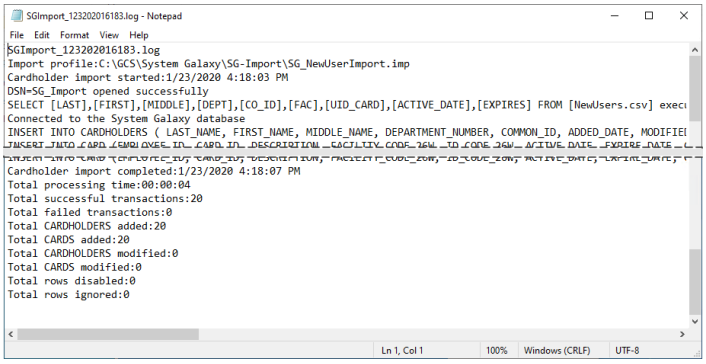
RUNNING THE DATA IMPORT PROCESS

13. Click the **Import Now** button to run the data import.

    NOTE: If the profile settings are not saved, the system will prompt the operator to *save* the import profile (*.imp).

    RESULTS: the SGImport Log File will open and display the import results, including how many successful transactions, as well as how many cardholders and cards were inserted in the SysGal database.

14. Save your Results Log file in the Import folder or other appropriate location. *Print this file as needed*.



Verify the *Imported Cardholders* for a CSV Data File

This section covers how to verify the Cardholder/Card Data was correctly imported.

See the *Software User Guide* for information.

1. Launch the *System Galaxy* software and sign-in using an Administrative Login/Password that has the rights to view all cardholders for all customers/departments (SG Operator login profile must have no filters).

2. Open the Cardholder screen from the Toolbar (person) button. Or SG Menu Configure > Cards > Cardholders

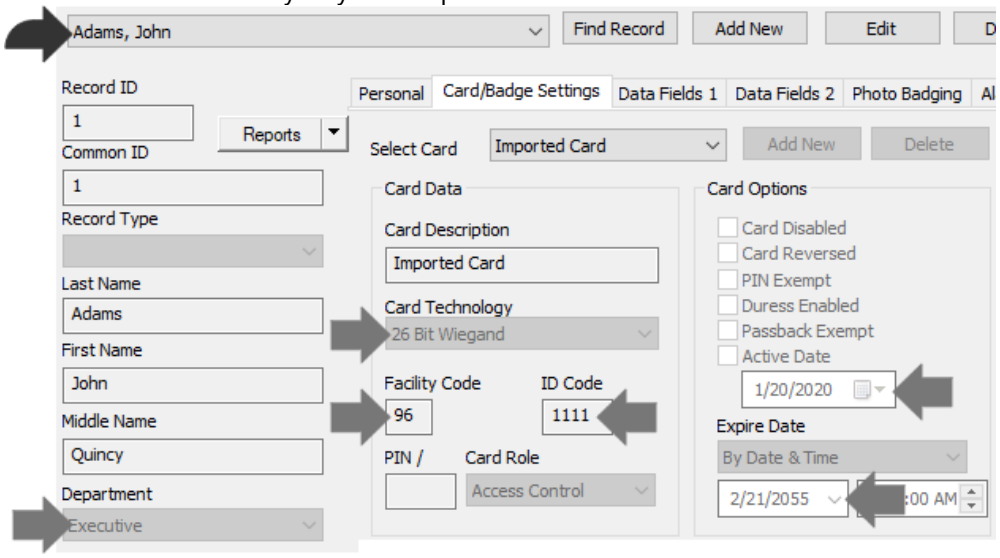
3. View the new cardholders by using the **Find Record** button to search by Recently Added (enter date/time).

4. Confirm new Cardholder records appear in the *Cardholder* screen with all the expected imported data shown.

   IF CARD INFORMATION WAS IMPORTED …
   - Customer & Department (if used)
   - First, Last and Middle Names
   - Personal Data (such as home Address, Phone, Badge Photo, DOB, etc.)

   IF CARD & ACCESS INFORMATION WAS IMPORTED …
   - Card Technology (if imported card information)
   - Facility or Company Code (if applicable)
   - ID Code
   - Card Active Date & Expiration Date (if applicable)
   - Access Privileges (Access Profile or Access Groups if imported)

   TIP: You can compare the data shown in System Galaxy with the *data file* you imported. Using Excel to open the CSV file data is an easy way to compare the Cardholder data.



5. See the *SG User Guide* for information on how to enroll …
   - Enroll **user names** (if import file imported cards only without user names).
   - Enroll **access cards** (if import file did not assign card codes).
   - Add **access privileges** (if import file did not assign access rules)

APPENDIX

This section contains details about specific features in the Utility that the user may need to operate.

The following Topics are covered…

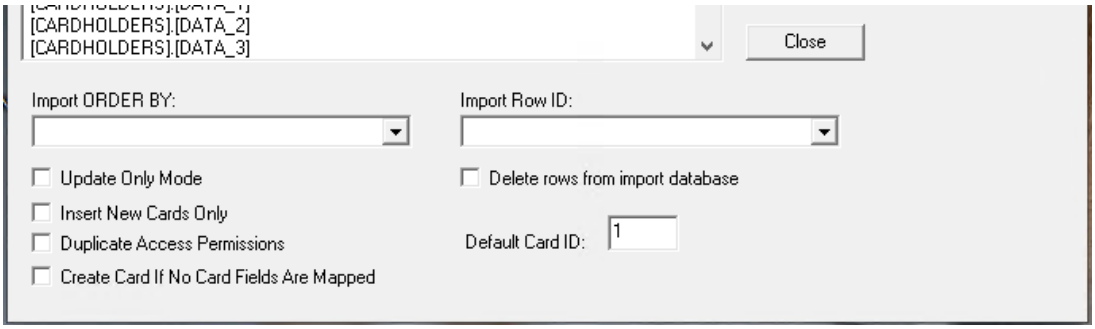
How to use Additional Import Options
How to Use the Update Indicators
How to Import Additional Cards on existing Cardholders
How to Map the Alternate Card Technology fields

How to use Additional Import Options

At the bottom of the *Import Utility Screen* there are several additional options. The table below describes each option and when you would use it.

- All checkboxes are unchecked (off) by default
- The Default Card ID is set to '1' (by default).

IMPORTANT: the **Default Card ID** you are using for the import profile must be a unique and unused ID number if you want to add a new card (or additional card/credential). If the Card ID you are using already exists, then the system will update the existing card data with the card data in your source CSV file..



	OPTION	FUNCTIONALITY
	Import Order By	User can choose a field for the Import Utility to use to sequence the import records
	Import Row ID	User can choose to import the Row ID (or not).
☑	**Update Only Mode**	When checked, the import process will only update existing records based on your Lookup Column. It will also prevent new cards from being added/inserted into the sysgal database.
☑	**Insert New Cards Only**	When checked, the import will only insert new Card records; and prevent existing card record from being updated.
☑	**Duplicate Access Permissions**	When checked, the import will copy/duplicate the loop access privileges of the prior card record.
☑	**Create Card if No Card Fields are Mapped**	When checked, the import will create a card record for every Cardholder, even when you have *no card data mapped* in the Import Profile. If card data exists in the Source Data Set (CSV File) but you did not map the data fields in the Import Utility, a blank Card Record will still be added. The operator must add the card data later (either through the manual enrollment or a subsequent import).
☑	**Delete Rows from Import Database**	When checked, this import will delete or clean up rows from
	Default Card ID (numeric value)	This Field (value) controls which *Card Record* the import utility will add or update with the card data from the CSV file/source data. See the Appendix for Managing Multiple Cards.

How to Use the Update Indicator Feature

In the Import Utility, the **Update Indicator Command column** and **Update Indicator Values** work together to specify how to treat each record in the CSV File (data set).

(recommended) The 3rd Party data set (CSV *file*), should include an **Update Indicator Column** and use valid ***update indicator values*** for each row of data. The column and values must meet SQL Standards and must match the Update Indicator Values in the Import Utility screen (configurable). See below for details.

REQUIREMENTS

The *column name* and the *indicator value* must meet SQL standards and data type/formatting.

- **Column Names** = no hyphens, no spaces, no special characters (except underscore is valid)
- **Update Indicator (Data Type & Format)** = single character, alpha-numeric format, AMDI are SG default.

STEPS

1. Always Run a database backup *before* you import data – this backup copy provides a rollback.
2. Log in and choose your CSV file.
3. (mandatory) Select the **Look-Up Column** (e.g., Common ID is recommended)
4. Select the **Update Command Column** (this is the field that holds the update indicator values)
5. (conditional) Configure the **Update Indicator Values:** as needed. If the CSV file uses different values than A/M/D/I, the operator must change these values to match the values used in the CSV file.

   Default Update Indicator Values –

   A = **Add** a new record (this inserts a new cardholder)

   M = **Modify** an existing record (this updates existing cardholder)

   D = **Delete** an existing record (this will deactivate the cardholder; for audit purposes, cardholders are not deleted from the access security system, but all cards will become unauthorized for inactive cardholders)

   I = **Ignores** the row/record (the data will be skipped, will not be imported or updated)

6. Set or map any other columns/fields as needed for this import (like activation date, expiration date, or any card, badging, access, or options that are included in the import or in the CSV file.
7. Save the **Import Profile** (*.imp file)
8. Run the import by clicking the [Import Now] button.
9. Review your *Results Report* for success and errors.
10. Review your Cardholder Records to ensure the inserts and updates occurred as expected.

IMPORTANT UPDATE INDICATOR VALUES: The source data set (CSV file) should include ***Update Indicator Values***.
If the source data (CSV file) uses different ***indicator values*** (not AMDI), the SG Operator must change the *Indicator Values* in the ***Import Utility screen*** (step 5 above) to match the values used in the CSV file. *These new values must be saved in the import profile before running the import*.

CAUTION: If an *Update Indicator* is not included in the CSV file, then the operator should not select an *Indicator Command Column* in the Import Screen. However, the operator should still select the **Lookup Column** (Common ID/unique identifier) for the import profile. This way system will import the *CSV file* based on the ***Lookup Value*** (Common ID) – in this case the Import Utility will treat all records as *new insert/new record* unless the Lookup Value (Common ID) already exists in the sysgal database. If the Lookup Value in the CSV file matches an existing record in the database, the import utility will treat the record as an update. *Note: the Lookup Column must be saved in the import profile before the import is executed.*

Importing Additional Cards

This section covers how to import an additional card on existing cardholders that have an existing card (card 1).

Galaxy supports having multiple cards on the same cardholder – and therefore the Import Utility supports adding a new card on an existing cardholder without disturbing *card-1 data* and without making a new cardholder record.

DATA INTEGRITY: Galaxy recommends you map the *3rd party unique identifier* to the Common_ID field (or choose an unused *DATA field* that can be permanently reserved for the unique identifier for imports– such as a DATA_# field). Noting that both the Common_ID and DATA fields are available in the Import Utility mapping columns. Whichever field you use, you must still map it in the Import Columns. You must stick with this so that all subsequent imports maintain data integrity.

REQUIREMENTS:

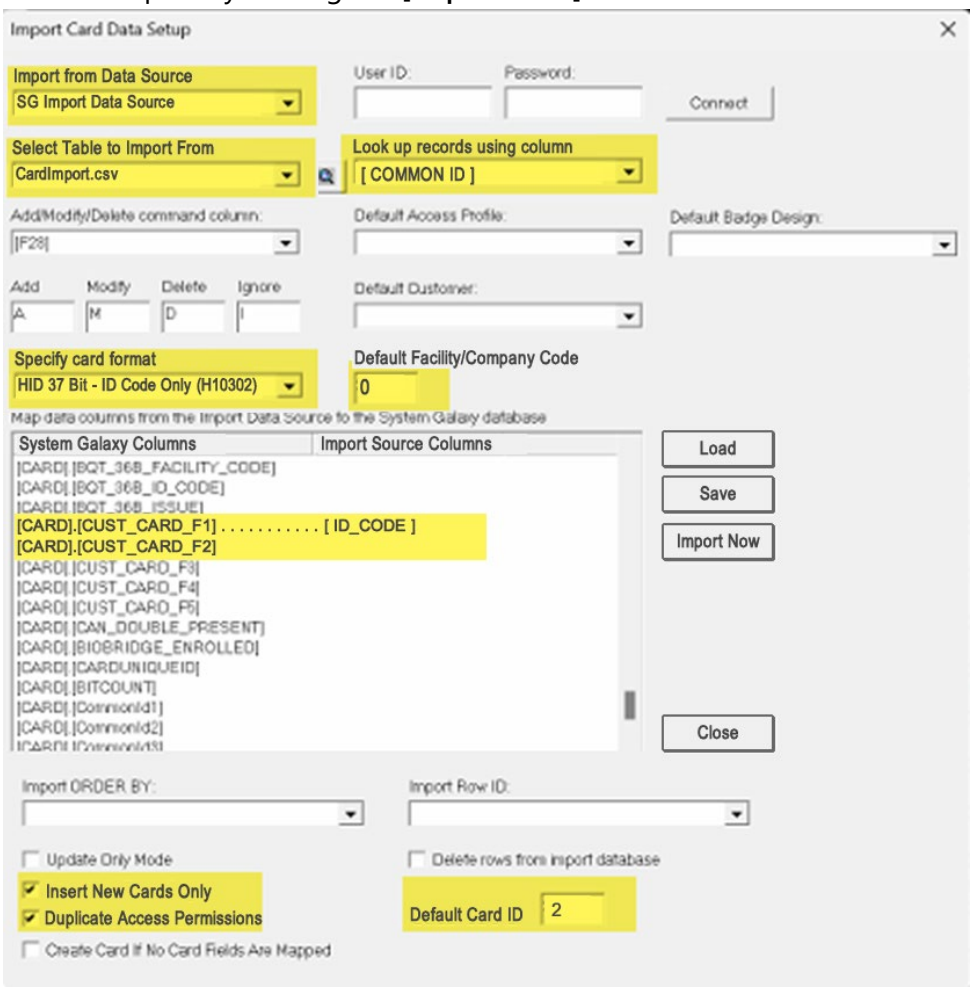
- You must have already imported the cardholder(s) along with their unique identifier from the 3rd Party Database (recommend using the Common_ID field). Remember you must map and save the unique identifier in the import profile before you run the first import.
- When you create and save the *import profile* for the second card, you must set the ***Look Up Column*** (i.e., Common_ID or the same field you mapped as your *unique identifier* when you ran the first import).
- The *CSV File(s)* for importing additional cards must use the same ***Unique Identifier field*** that was used in the first CSV file (Common_ID). This field must be mapped in the mapping columns and saved in the import profile before running the second import.
- The *column names* and *data* in the *CSV File* must be properly formatted and meet SQL datatype requirements for its specific field. For example: *times* and *dates* must use colons and hyphens for formatting - i.e., **time is hh:mm:ss;** and ***shortdate* is mm-dd-yyyy** in numeric expression, meaning January 31 is "01-31-2025" Solidus (/) is not a valid formatting character for shortdate.
- The *import profile* must set the **Card ID number** to the correct value (2 or higher) and include other checkbox options that force the card into the second (or higher) slot and prevent it from updating the first card.
- The *import profile* must set the **Card Technology** and must map the card data fields correctly or the card will not be added.

See instructions on next page …

STEPS:

1. Always Run a database backup *before* you import data – this backup copy provides a rollback,
2. Log in and choose your CSV file.
3. (mandatory) Select the **Look-Up Column** (e.g., Common ID is recommended)
4. Make sure you **Specify the Card Format** (this must be the correct format or you card data could be dropped in the import process).
5. (conditional) Do not include a Facility Code unless the card is HID 26b Wiegand.
6. Enable (check) **Insert New Cards Only** checkbox option.
7. (optional) Enable (check) **Duplicate Access Permissions** checkbox option if that is acceptable.
8. Set the **Default Card ID** to a value to 2 (or higher than the last known value used).

   For example: if cardholders already have 1 Card, then you would enter "2". New imported cards will be card-2. Use a high enough number that you know will avoid overwriting existing cards.
9. Map all the data fields and card codes so the data will be imported.
10. configure any other fields or options as needed for this card import (i.e., activation date, expiration date, or card, badging, access, or options that are included in the import profile or the CSV file.
11. Save the **Import Profile** (*.imp file)
12. Run the import by clicking the **[Import Now] button**.



13. Review your ***Results Report*** for success and errors.
14. Review your **Cardholder Records** in System Galaxy to ensure the inserts & updates occurred as expected.

Card Table Field Mapping

1. In the Import Utility Profile screen, you must always set the following fields
   a) Select the ***Look Up Column droplist:*** to **Common_ID** column (recommended)
   (or whichever Data_# field that is permanently/exclusively designated to store the 3rd Party unique identifier).
   b) always set the ***Card Technology*** (card format) droplist to the type you are importing.
   c) (conditional) Only set the *Facility Code* if it is applicable – (i.e., for 26b Wiegand format)
2. (optional) In the Import Profile screen, you can select the following default values for all cardholders …
   a) Department (must be pre-programmed and will be assigned to all new records)
   b) Access Profile (must be pre-programmed and will be assigned to all new records)
   c) Badge Design (must be pre-programmed and will be assigned to all new records)
3. In the Import Utility/Data Mapping area, you must always map your data columns:
   (NOTE: Unmapped fields will not transfer their data.)
   a) (mandatory) Map your CSV File *unique identifier* to the Galaxy [Cardholders].[Common_ID] field (or to the exclusively designated DATA_# field if Common_ID is not available).
   IMPORTANT: every subsequent import must use the same lookup column (unique identifier) as the first import.
   b) (mandatory) Map your Cardholder *First, Last, Middle names*
   c) (mandatory) Map any other columns like phone, email, address, DOB, etc.
4. You must correctly map the Card_ID Code fields as appropriate for your card format – see table below

CSV FILE COLUMN	SYSGAL DATABASE COLUMN NAME	VALID VALUE/RANGE
26-Bit Wiegand Standard		
Facility code	[Card].[FACILITY_CODE_26W]	(0-255)
Card Code	[Card].[ID_CODE_26W]	(0-65535)
HID Corp 1000 (35-Bit)		
C1K Company Code	[Card].[HID_CORP1K_COMP]	(0-4096)
C1K Card Code	[Card].[HID_CORP1K_ID]	(0-1048575)
HID 37-Bit Standard		
Facility Code	[Card].[CUST_CARD_F1]	(0-65535)
Card Code	[Card].[CUST_CARD_F2]	(0-524287)
HID 37-Bit Card Code Only		
Card Code ONLY	[Card].[CUST_CARD_F1]	(0-34359738367)
HID Corp1000 48-Bit		
Company Code	[Card].[CUST_CARD_F1]	(0-4194303)
Card Code	[Card].[CUST_CARD_F2]	(0-8388607)
ABA/Magnetic Swipe		
Card Code	[Card].[FULL_CARD_CODE]	
Any Keypad Reader		
PIN Code	[Card].[PIN]	5-digit max; (0-65535)