# Basic Card Import (CSV) – SG Import Utility

This topic covers the basic steps to import new cards/cardholders from a CSV Conversion File into a blank SysGal database using the SG Import Utility.

١	See System Galaxy User Guide for more about data formats and import capabilities not covered in this QRS
Û	See prerequisites and stipulations on the back page for creating the CSV Source Data Conversion File*.
	Before you execute an import, perform a database backup of SysGal databases to preserve any programming.

#### Create the Conversion File

- 1. Obtain a Source Data Conversion File (.CSV format) from the end-user's existing system or DBA.
  - \* (recommended) the Conversion File should have a valid header row to prevent dropping data.

Example of a CSV conversion file in comma-delimited format.



- 2. Copy the Data Conversion File (CSV) into an appropriate folder location\*.
  - (recommended) Create a folder where you will have access when you start the import such as C:\\GCS\System Galaxy\SG-Import\SG\_Import.csv – or other local/network folder.

#### Create the ODBC Data Source for the Conversion File

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

- 1. Browse to/Open the **ODBC Data Source Administrator** (32bit required). (You can find it by typing *Administrative Tools* into the search field on Windows Taskbar.)
- 2. Select the **System DSN tab** and click the **Add button** to open the *Create New Data Source* dialog. (you should see your SysGal ODBC DSN's already listed.)

- Create New Data Source × Select a driver for which you want to set up a data source. ۸ Name Version Microsoft Excel-Treiber (\*.xls) 10.00.1836 Microsoft Text Driver (\*.txt; \*.csv) 10.00.1836 Microsoft Text-Treiber (\*.txt; \*.csv) 10.00.1836 10.00.1836 🗸 SQL Server < > < Back Finish Cancel
- 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.

ODBC Text Setup		$\times$
Data Source Name:	SG_Import	ОК
Description:	Import users/cards into SysGal database	Cancel
Database		Help
Directory: C:\W	/INDOWS\system32 Select Directory	Top
	ctory	Options>>

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

Select Directory			×
File name: *.asc;*.csv;*tab;*txt NewUsers.csv	Folders: c:\\sg-import c:\ GCS System Galaxy SG-Import	< <	OK Cancel
Save file as type: Text Files (*.asc;*.csv;*. ∨	Drives:	~	Network

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

	ODBC Text Setup		×
	Data Source Name:	SG_Import	OK
	Description:	Import users/cards into SysGal database	Cancel
	Database		Help
4	Directory: C:\G	CS\SYSTEM GALAXY\SG-IMPORT	
-		Select Directory	
	Use Current Dire	ctory	Options>>

- 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.

System Da	ata Sources:	V File L	DSN Drivers	Tracing	Connection Pooling	About	
Name	Pla	atform	Driver				Add
SG_Imp	ort 32	2-bit	Microsoft Text	Driver (*.t	d; *.csv)		Remove
J				T			Configure
<						>	
	An ODBC S	System d ata sour	ata source stor ce is visible to	res informa all users of	tion about how to co this computer, includ	nnect to f ling NT s	the indicated data provider. ervices.

### Launch 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.

- 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).

		Untitled - SG_Im	port		_				
	File	Help	Sel	ect Data Source					×
4		Connect Disconnect	Fi	e Data Source	Machine Data	Source			. 1
				Data Source Na ImportCSV SysGal SysGalArc	ame	Type System System System	Description Import Cards for Galaxy		
				A Machine Data	a Source is spe	cific to this	s machine, and cannot be	New	
				"User" data sou sources can be	urces are specif used by all use	ic to a use ers on this	er on this machine. "Syste machine, or by a system-w	em" data vide service.	
							OK Cancel	Help	

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

SQL Server Login		×
Data Source:	SysGal	ОК
Use Trusted Connection	•	Cancel
Server SPN:		Help
Login ID:	gcs_client	Options >>
Password:		

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

### Set up the Data Import Profile for the CSV file

These steps visit the basic fields for importing a CSV Conversion File. See the *Software User Guide* for more.

- 1. Open the Import Card Data screen from the menu after you have connected to the SysGal database
  - a) Select **File > Edit Profile** from the menu 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 Data Conversion File.

8	Untitled - SG_I	mport	
File	Help	Import Card Data Setup	
	Connect Disconnect	Import from Data Source:	
	Edit Profiles	Select Table to Import From:	
		NewUsers.csv	

2. Clicking the [Magnifying Glass] button (Que opens a preview pane of the first few rows of the data file.

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	С	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	
l E	E1000E	Poulina	Emmo	Louiso	2	E/01/0010	2721720EE	ac	1005	

3. (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.

Default Access Profile:	
	-

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

4. In the [Specify Card Format] droplist, select the type of card format – such as '26-Bit Wiegand'.

Specify card format:		Default Facility/Company Code
26 Bit Wiegand	•	0

- 5. The **Data Mapping Listview** shows 2 columns (i.e. **System Galaxy Columns** and **Import Source Columns**). Be careful to map each column correctly. Incorrect mapping can cause total or partial failure to import.
  - 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 Conversion File that you want to map to the System Galaxy column\_name that you selected in step-a.

	· ·	
System Galaxy Columns	Import Source Columns	<b>^</b>
[CARDHOLDERS].[EMPLOYEE_ID]		
[CARDHOLDERS].[LAST_NAME]	[LAST]	
[CARDHOLDERS].[FIRST_NAME]	IFIBSTI	
[CARDHOLDERS].[MIDDLE_NAME]	[: :::0:]	
[CARDHOLDERS].[ADDRESS1]	[FIRST]	
	0.407	

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 Column\_Name to the appropriate SG column.

- 6. Click Import Now button.
- 7. When prompted enter a File Name for the Import profile.



8. Click **SAVE button** to execute the import procedure.

(the Log File will display the import results, including how many successful transactions, as well as how many cardholders and cards were inserted into the SysGal database.)

Glmport_123202016183.log - Notepad			-		×
File Edit Format View Help					
SGImport_123202016183.log					^
<pre>Import profile:C:\GCS\System Galaxy\SG-Import\SG_NewUserImpor</pre>	t.imp				
Cardholder import started:1/23/2020 4:18:03 PM					
DSN=SG_Import opened successfully		Everneel cook for the			
SELECT [LAST],[FIRST],[MIDDLE],[DEPT],[CO_ID],[FAC],[DID_CARD	J,[ACTIVE_DATE],[	EXPIRES FROM [NewUs	ers.cs	vjexe	301
Connected to the System Galaxy database			DATE	MODIEI	
INSERT INTO CARD (EMDIOVEE TO CARD TO DESCRIPTION FACTURE)	CODE 26W TD COD	R, COMMON_ID, ADDED	DATE,		
Cardholder import completed:1/23/2020 4:18:07 PM	,	,		,	· · · ·
Total processing time:00:00:04					
Total successful transactions:20					
Total failed transactions:0					
Total CARDHOLDERS added:20					
Total CARDS added:20					
Total CARDHOLDERS modified:0					
Total CARDS modified:0					
Total rows disabled:0					
Total rows ignored:0					
¢					> <sup>×</sup>
	In 1 Col 1	100% Windows (CRLE)	UTE-8		-
		(ener)	011 0		

9. You can sign-in to *System Galaxy* and view the cardholders appear in the *Cardholder* screen with all data present that you imported.

Record ID		Personal Card	/Badge Settings	Data Fields 1	Data Fields 2	Photo Badgin
1 Common ID	Reports -	Select Card	Imported Card	~	Add New	Delete
1		Card Data		C	Card Options	
Last Name	~	Card Descrip	otion ard		Card Disabled	d ed
Adams First Name		26 Bit Wiega	and	$\sim$	Passback Exe	empt
John Middle Name		Facility Code	ID Code		1/20/2020 Expire Date	
Quincy		PIN / C	ard Role	•	By Date & Time	

## Import Prerequisites for the CSV file

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

- 1. System Galaxy has a 14-day grace period to import Cards and Cardholders before license registration.
- 2. You need a valid login to the SysGal database to connect the Import Utility.
- 3. The Card Import Utility will not import records that have duplicate card codes, or unique id's.
- 4. Any individual columns that contain invalid data (out of range, etc.) might not be imported during the *Card Import Process,* even if the primary data is imported and a cardholder or card is created; thereby leaving the offending field unset in System Galaxy. Results will be in the import Log File.
- 5. The conversion file must obey valid, SQL-compliant formatting ...
  - Must include a header row
  - Column\_Names must be SQL-compliant
    - » cannot include spaces
    - » cannot include special/reserved characters (quotes, tics, hyphens, etc.).
  - Must use the correct formatting for *data-types* and value separators such as integers, dates, or date/time. A solidus (/) is not a valid date separator in SQL.
    - » YYYY-MM-DD (no spaces; use hypens for date separators; no tics or quotes;)
    - » YYYY-MM-DD hh:mm:ss (use hypens for date separators; use colons for time separators; one space between the date and time; no tics or quotes;)