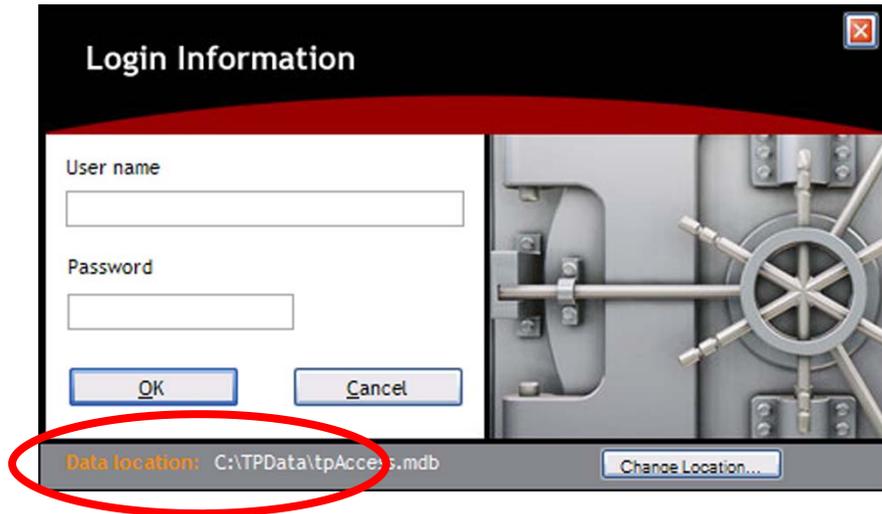


Importing lock data from iKeypad Software into AccessPilot

Moving your lock and user settings from your old iKeypad software into the new AccessPilot software is a simple process. First, you'll export the data in spreadsheet format; then you'll import the data into AccessPilot. Before you start, you should know where on your hard drive you're storing your AccessPilot data. How do you determine that? Start the AccessPilot software. The location is listed at the bottom of the login screen. In the screenshot below, the data is on the C: drive, in a folder called TPData.

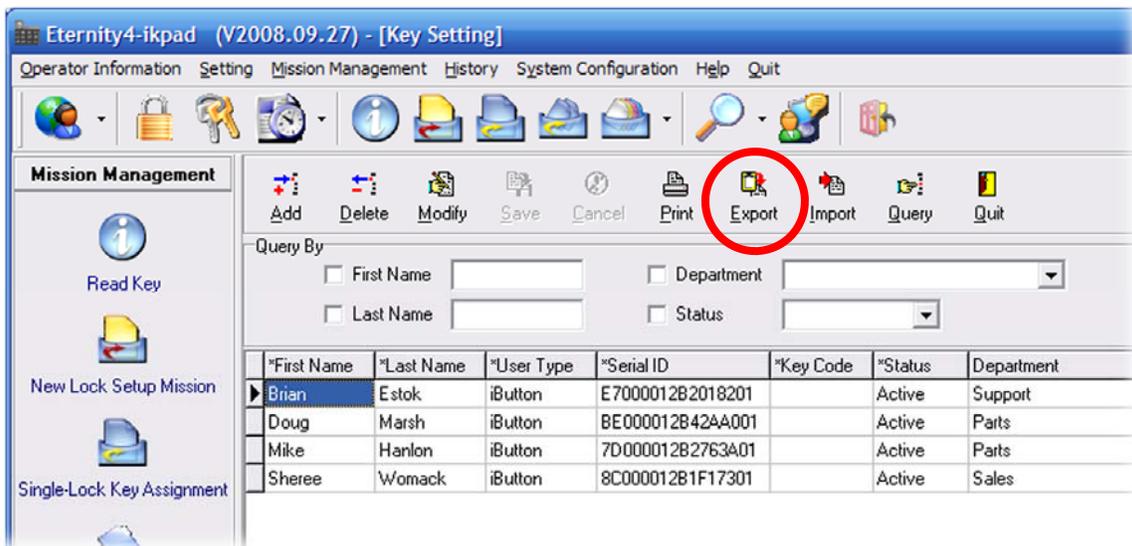


Here's how to start the export process:

1. Start the iKeypad software and log in.
2. Click the Key Setting icon (shown at right).



3. When the list of users appears (see screenshot below), click the "Export" button.
4. Microsoft Excel will open with the data in spreadsheet format.



Sheet1 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Styles

A1 Key List Report

1	A	B	C	D	E	F	G	H	I	J	K
1	Key List Report										
2	Print Time #####										
3	Serial ID	First Name	Last Name	Department	Title	Address	Contact In	Status	User Type	Key Code	
4	E7000012E	Brian	Estok	Support				Active	iButton		
5	BE000012E	Doug	Marsh	Parts				Active	iButton		
6	7D000012E	Mike	Hanlon	Parts				Active	iButton		
7	8C000012E	Sheree	Womack	Sales				Active	iButton		
8											
9											

5. Name the spreadsheet Users.xlsx (or Users.xls if you have an older version of Excel) and save it to the "Import-Export" folder that is in the folder that holds your AccessPilot data. (See the opening paragraphs of this section to determine its location.)

Now you'll go through the same process with your locks.

1. Click the Lock icon at the top of the iKeypad software screen to display screenshot at right)



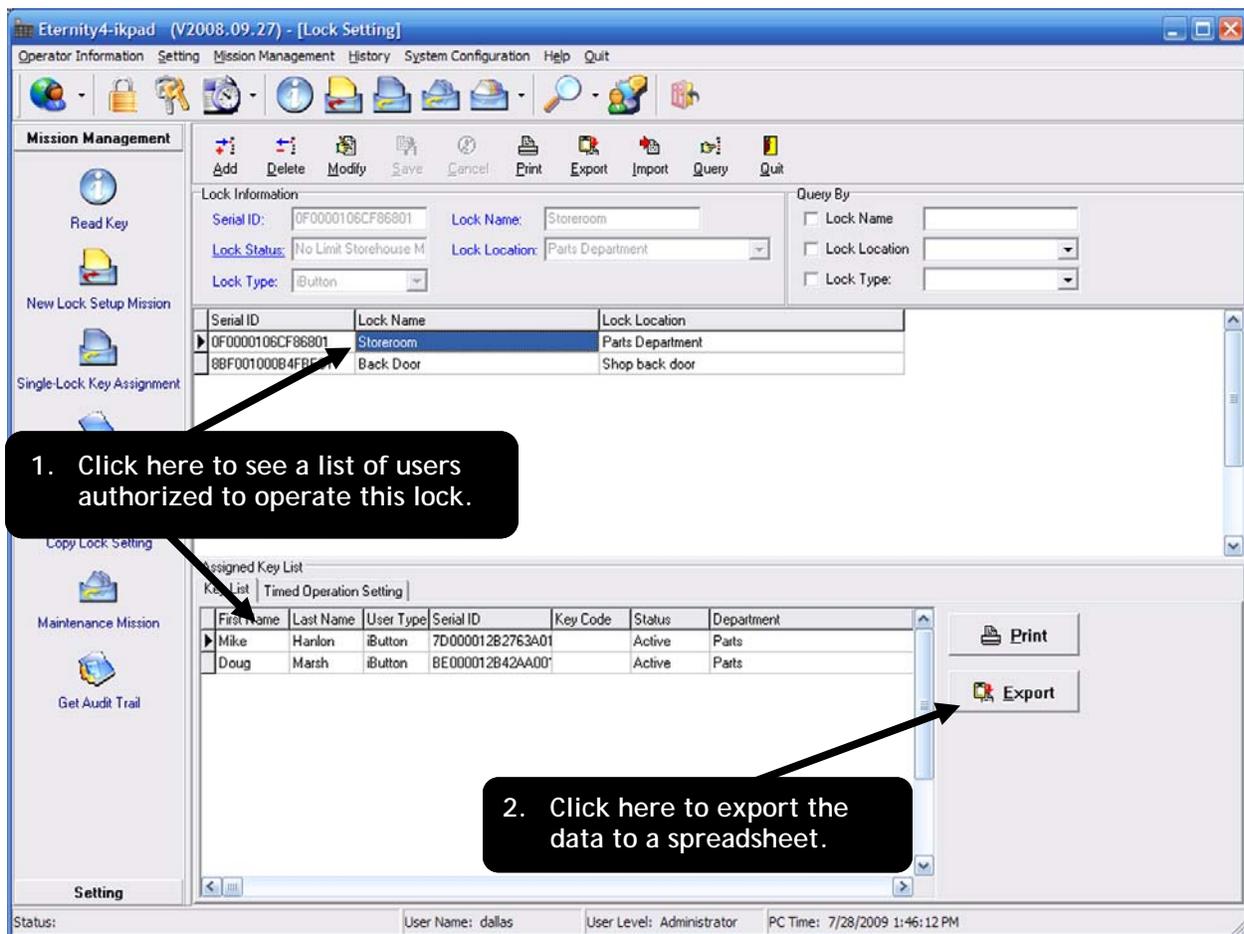
2. When the list of locks appears (see screenshot below), click the "Export" button.



3. Name the spreadsheet Locks.xlsx (or Locks.xls if you have an older version of Excel) and save it to the "Import-Export" folder that is in the folder that holds your AccessPilot data.

Finally, you'll create a spreadsheet for each lock that lists its authorized users.

1. Still at the list of locks, click on the name of the first lock. The list of authorized users will appear at the bottom of the screen. (See screenshot above.)
2. Click the Export button to the right of the Key List.



3. Name the spreadsheet Authorized-XXXX.xlsx (where XXXX is the name of the lock) and save it to the "Import-Export" folder that is in the folder that holds your AccessPilot data.
4. Repeat Steps 1-3 for each lock in your list.

Now you should have a spreadsheet listing users, a spreadsheet listing locks and spreadsheets for each lock listing its users in the Import-Export folder.

All that remains is to tell the AccessPilot software to import that information. Here's how:

1. Start the AccessPilot software and log in.
2. From the File Menu, click "Import Keypad Data."
3. The box at right will pop up. Check to make sure the import location is correct, then click the "Import" button.
4. A box will pop up when the importation process is complete. Click OK to clear the box, then the "Close" button to clear the Import Keypad Data box. Your locks and users will appear, verifying that your data has been imported and the process is complete.

