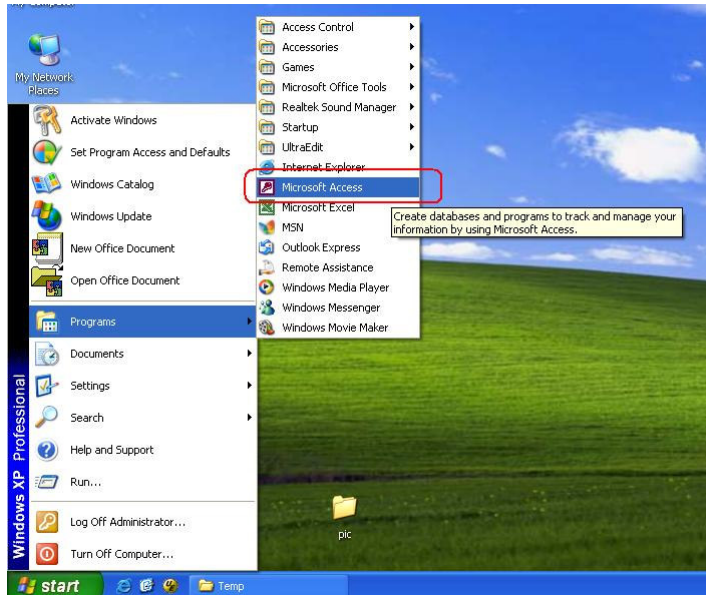# How to import database to ASManager!!!

1. How to transfer format from xls to mdb：
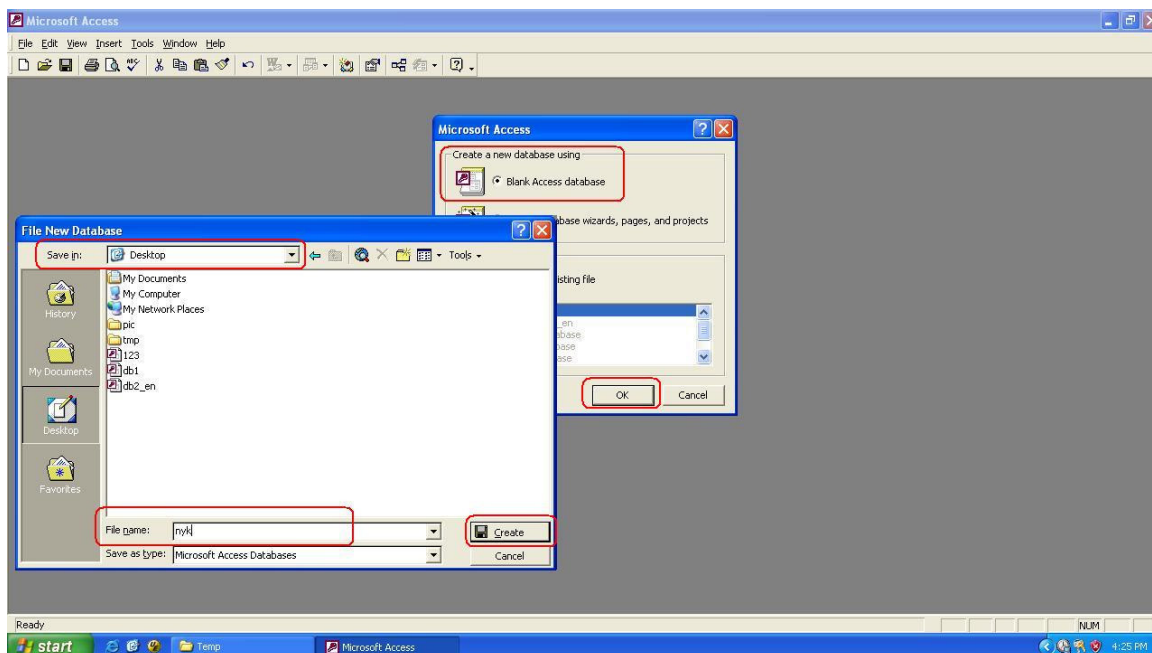
Step1-1. Open up Microsoft Access.

Start -> Programs -> Microsoft Access

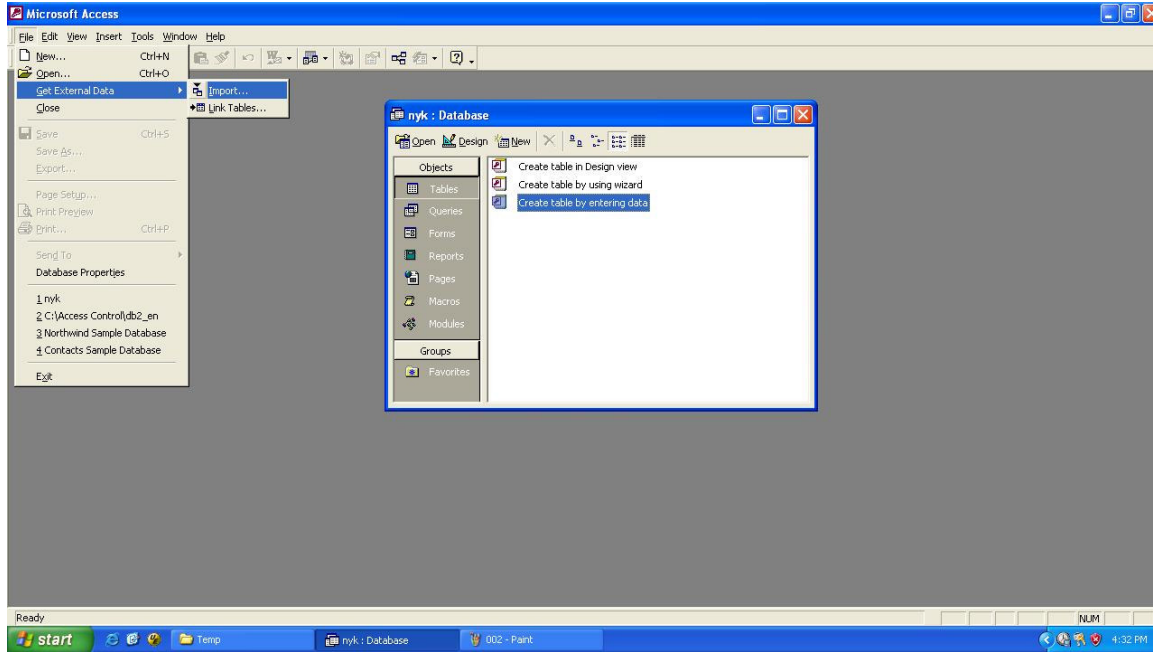**Step1-2. Create a new mdb file(此步驟會因 Microsoft Access 版本不同有出入，以下以 Microsoft Acce2000 為例)**

Select "Black Access database" -> OK -> Save(select save path) -> File Name -> Create

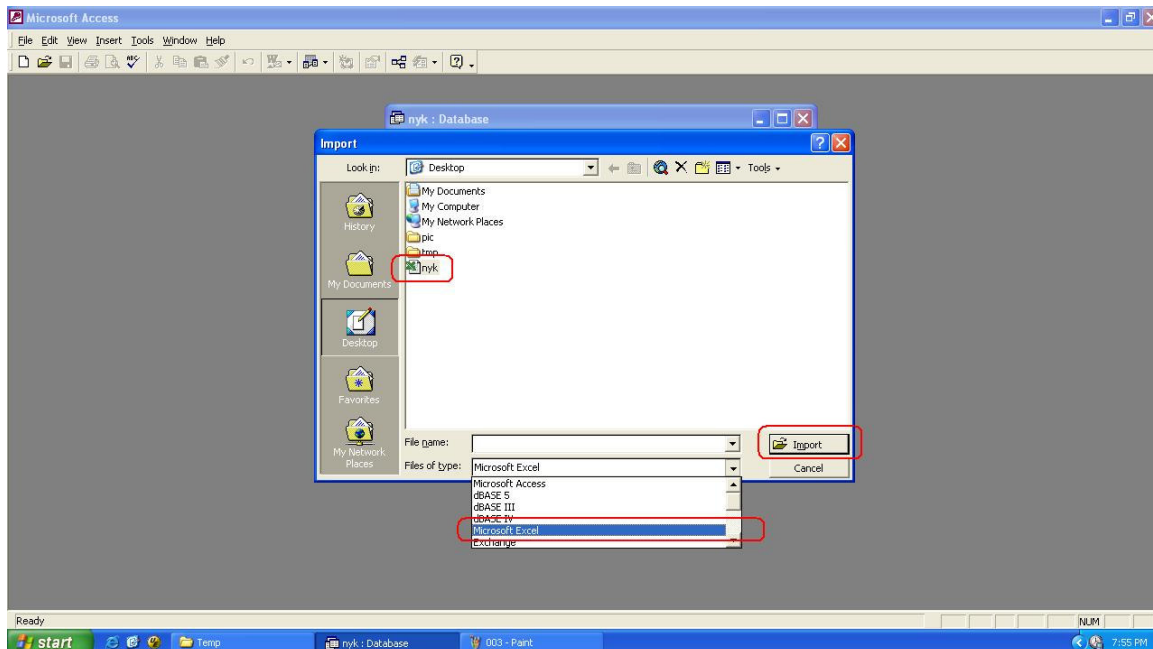## 2. How to import database(mdb) to ASManager：

Step2-1. Import Excel Data to Access

Select "File" -> Get External Data -> Import

Step2-2. Import Excel Data to Access

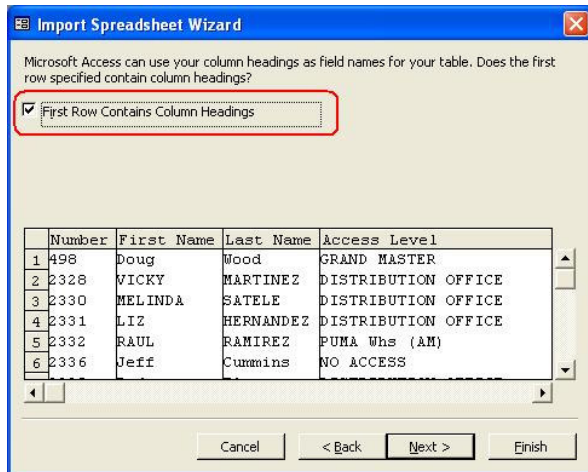Select "Files of type" -> Microsoft Excel -> Select Excel file (Customer's database) -> Import

Step2-3. Import Excel Data to Access

With the default option "Show Worksheets" selected, press "Next" button

Step2-4. Import Excel Data to Access

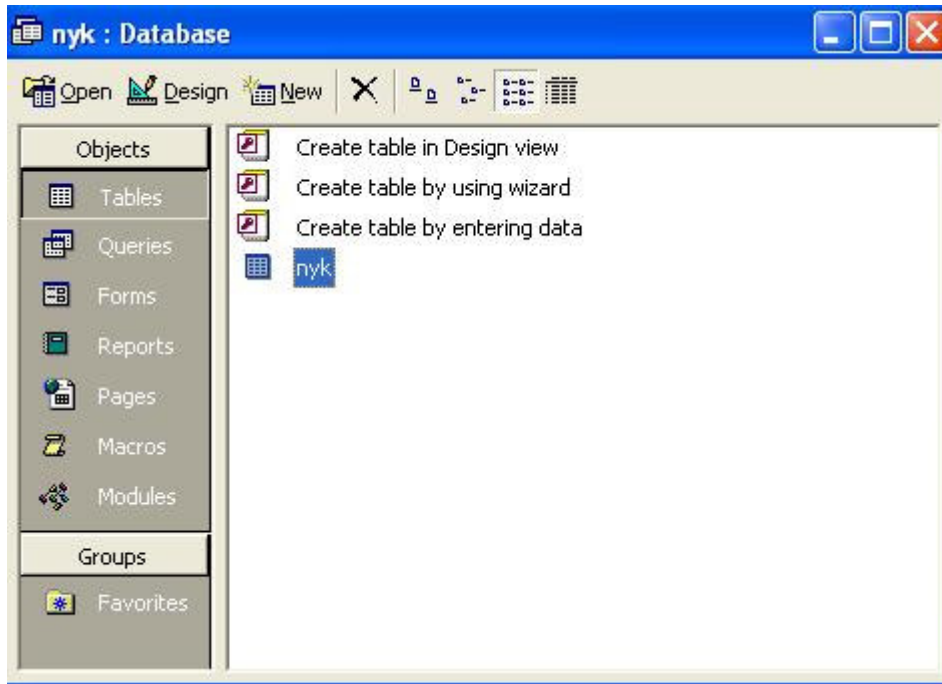Press "Next (*Please make sure "First Row Contains Column Headings" is checked)" button

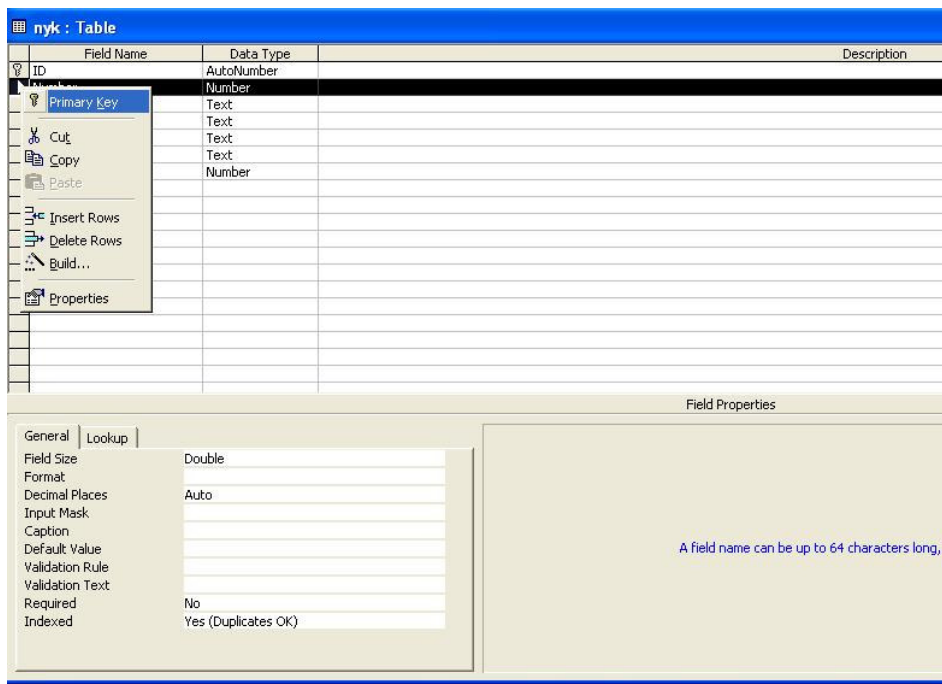**Step2-5. Import Excel Data to Access**

Press "Finish" button
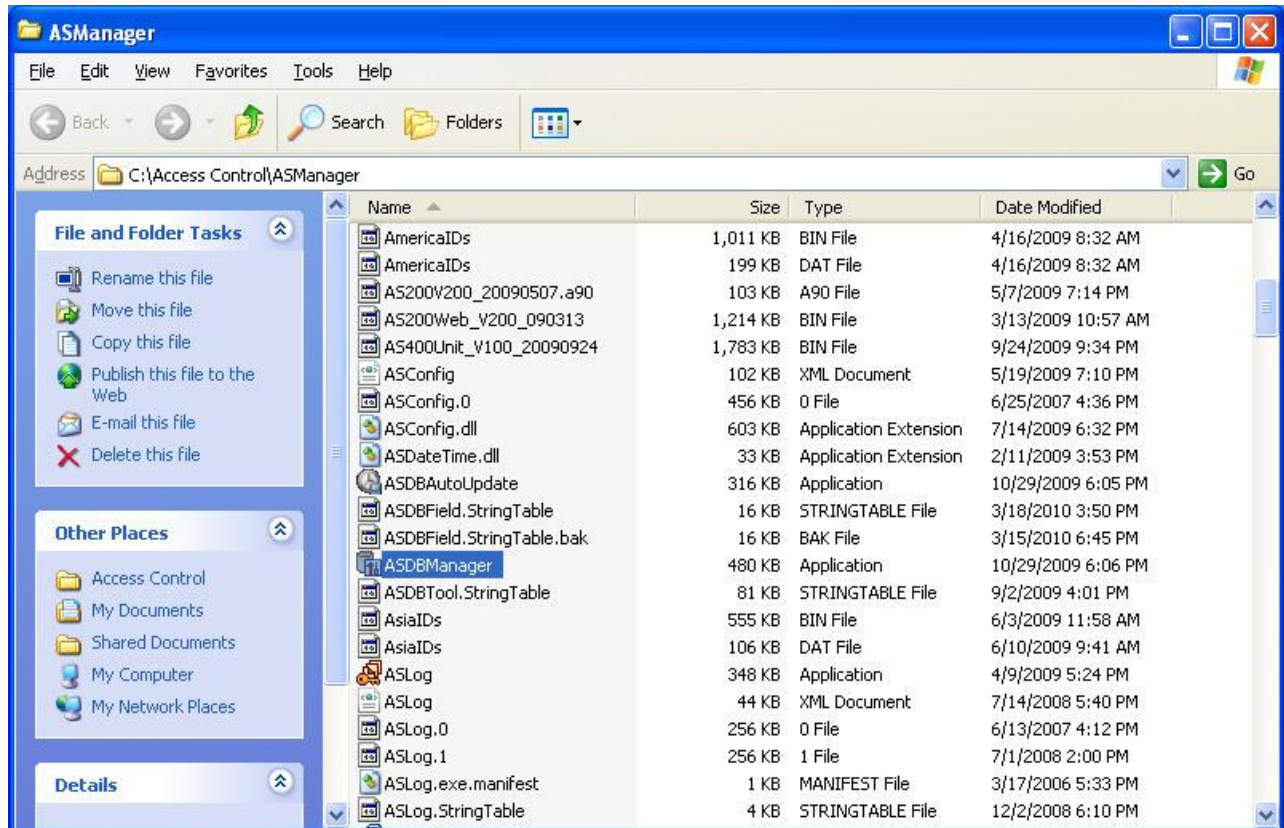
Step2-6. Set Primary key

Press "Design" button

Step2-7. Set Primary key

Right click on the "Number" Row -> Primary Key -> Save & Exit file (The Field Name "Number" represents the
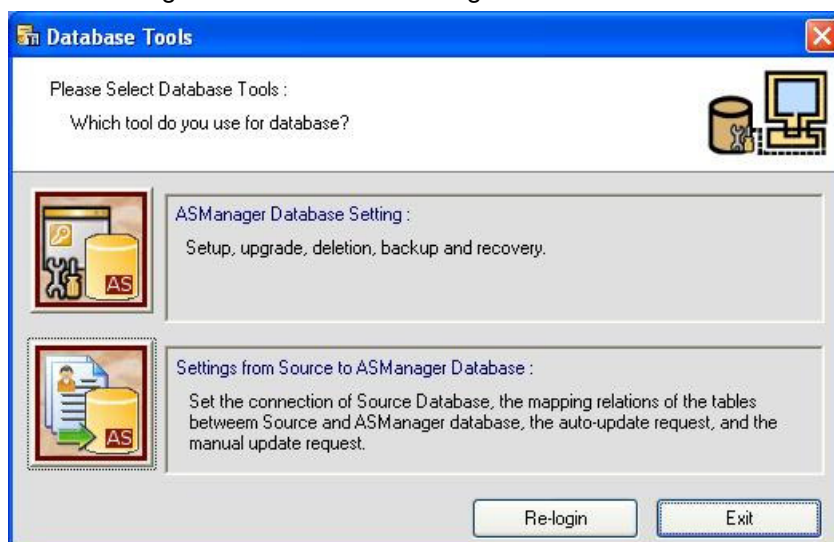
employee ID and not the card number.)

Step2-8. Open ASDManager.exe

Double click ASDManager.exe at c:\Access Control\ASManager

Step2-9. Set connection

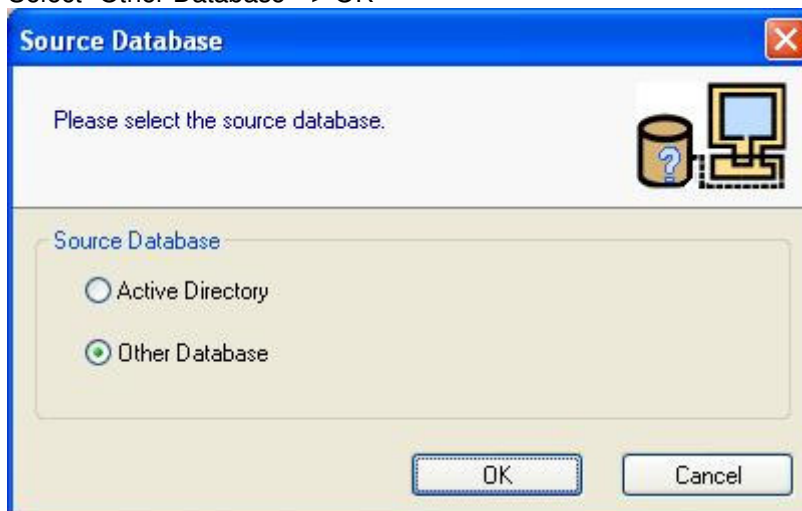Press "Setting from Source to ASManager Database" button

Step2-10. Set Connection
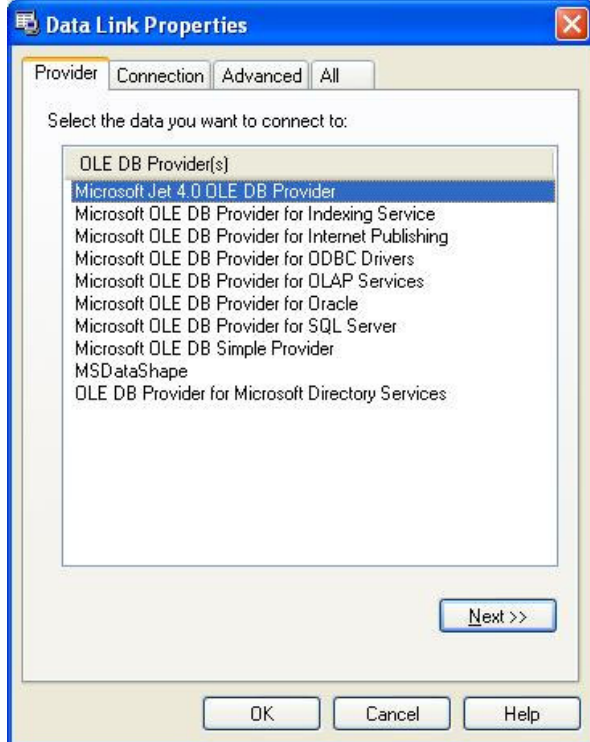
Press "Set Connection" button

Step2-11. Set Connection
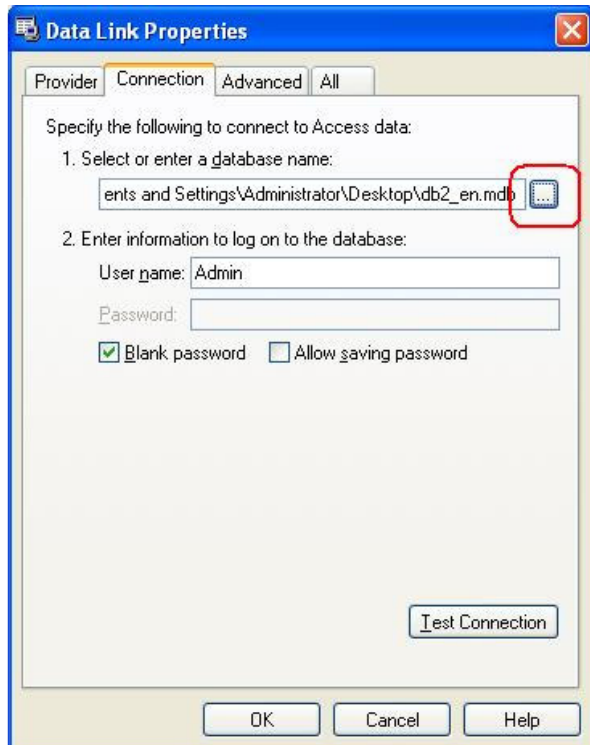
Select "Other Database" -> OK

Step2-12. Set Connection

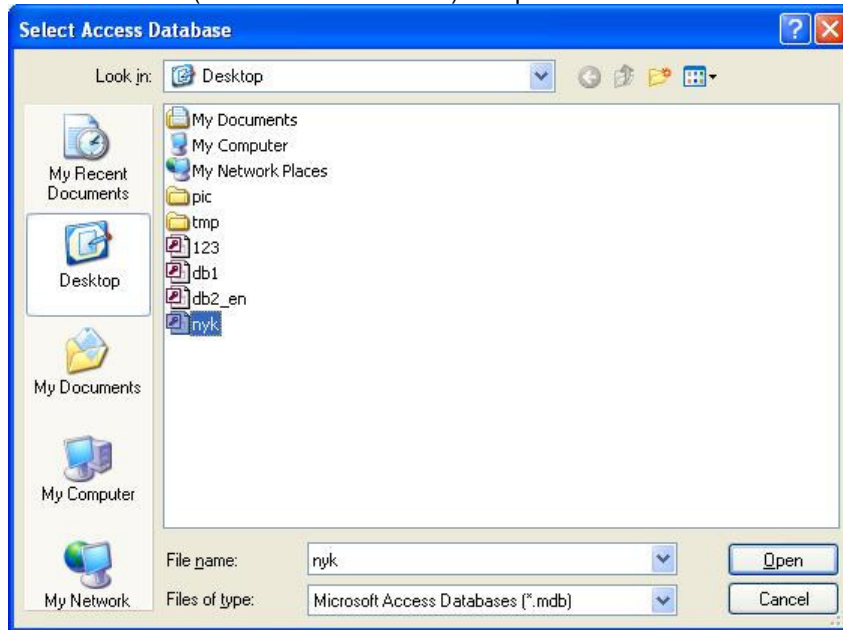Select "Microsoft Jet 4.0 OLEDB Provider" -> Next

Step2-13. Set Connection

Press ☐ button

Step2-14. Set Connection

Select mdb file (Customer's database) -> open

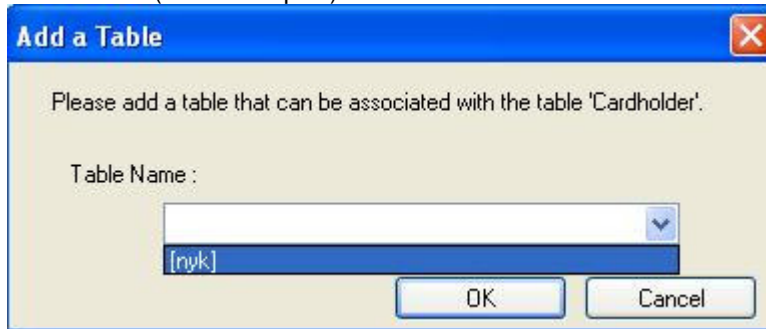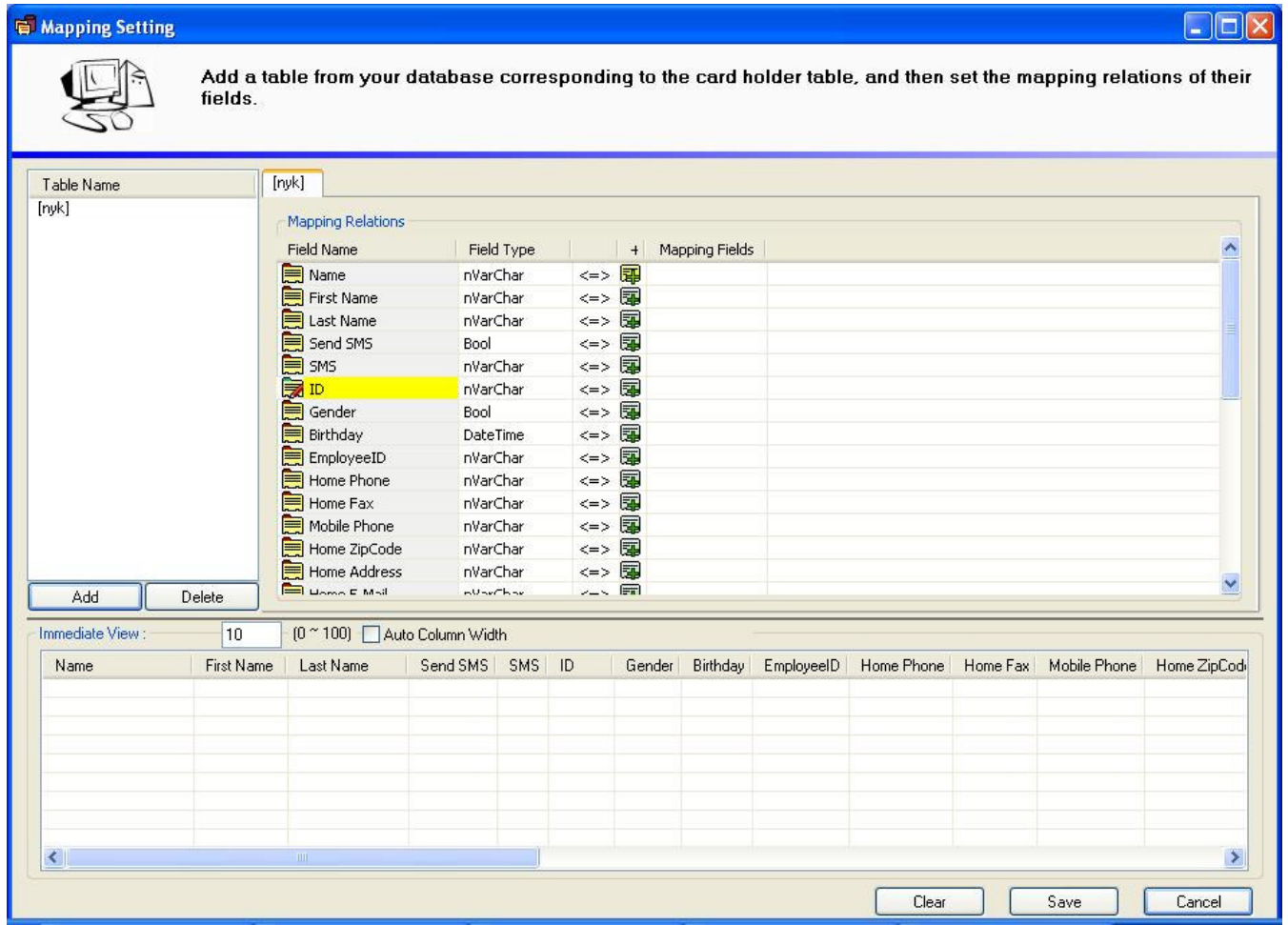**Step2-15. Set Connection**

Press "OK" button

Step2-16. Set Mapping : Card Holder

Press "Set Mapping(Set the mapping relations for cardholder)" button

Step2-17. Set Mapping : Card Holder

Press "Add" button

Step2-18. Set Mapping : Card Holder
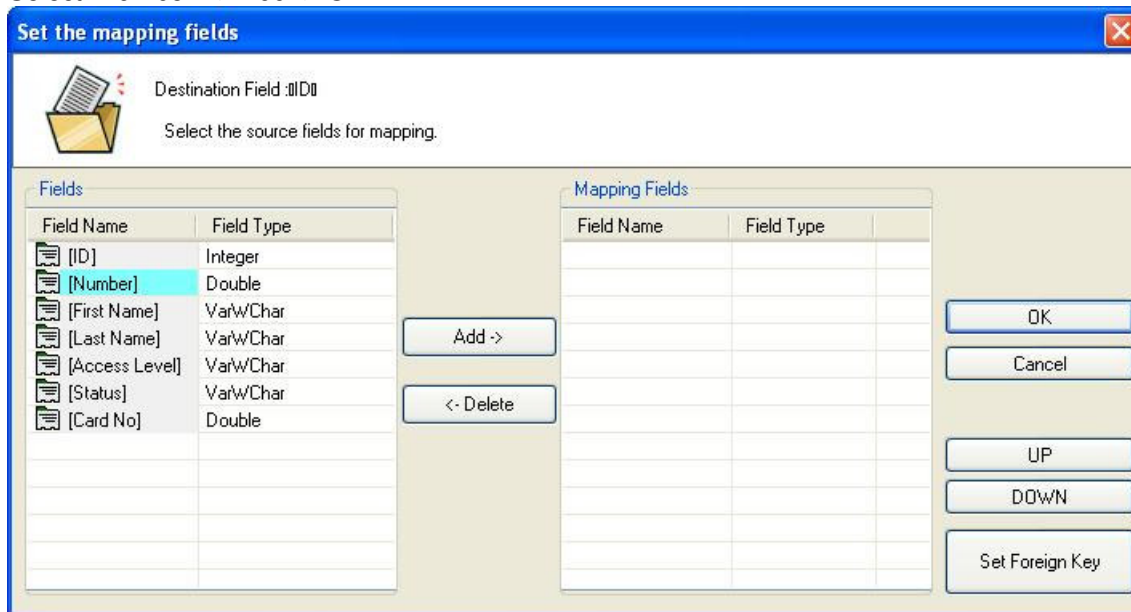
Select Table(want to import) -> OK

Step2-19. Set Mapping : Card Holder
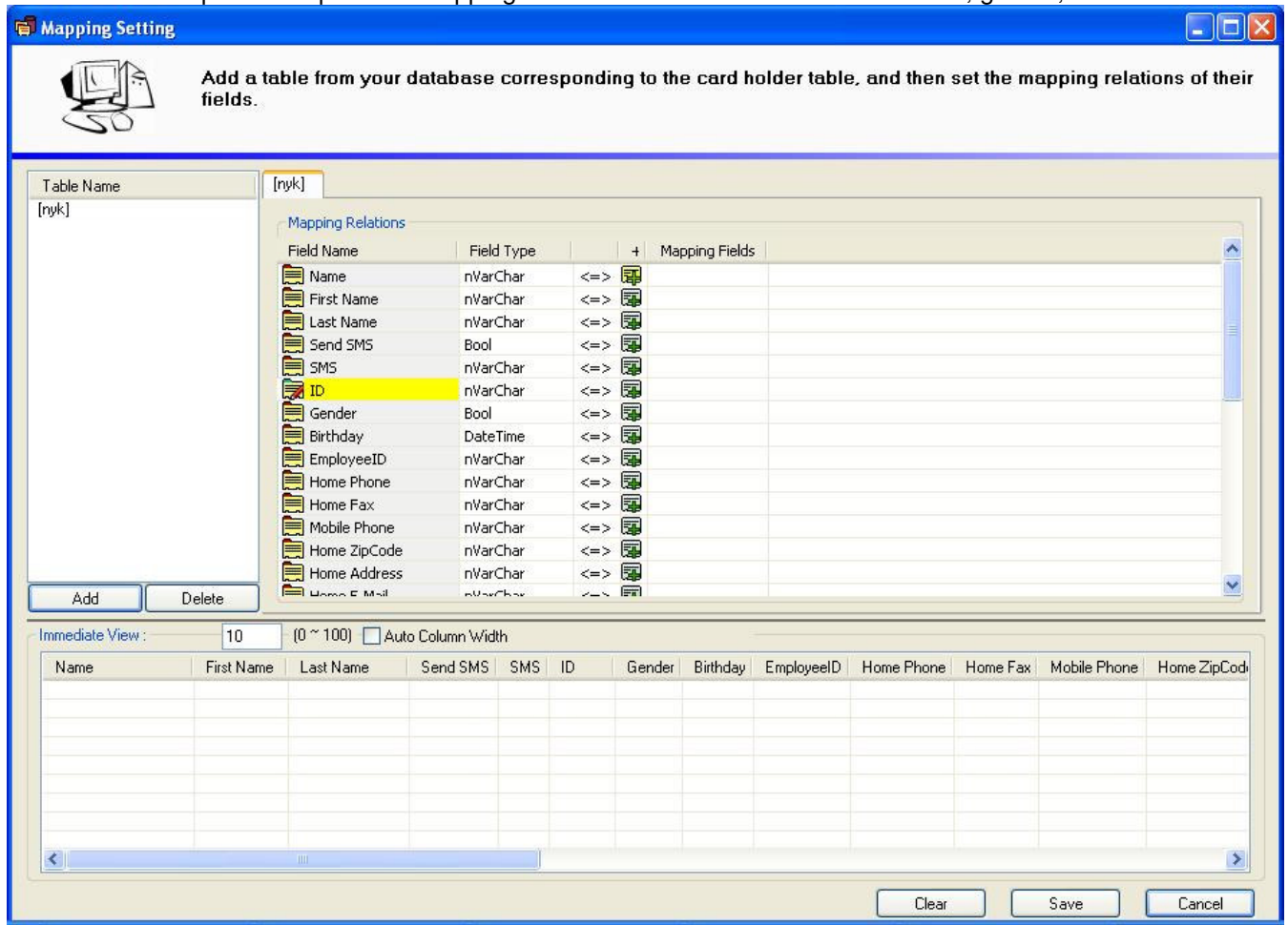
Press 📇 button on "ID" Row.

Step2-20. Set Mapping : Card Holder

Select "Number" -> Add -> OK

Step2-21. Set Mapping : Card Holder

Please follow Step2-19~Step2-20 to mapping database for other fields such as Name, gender, etc -> Save
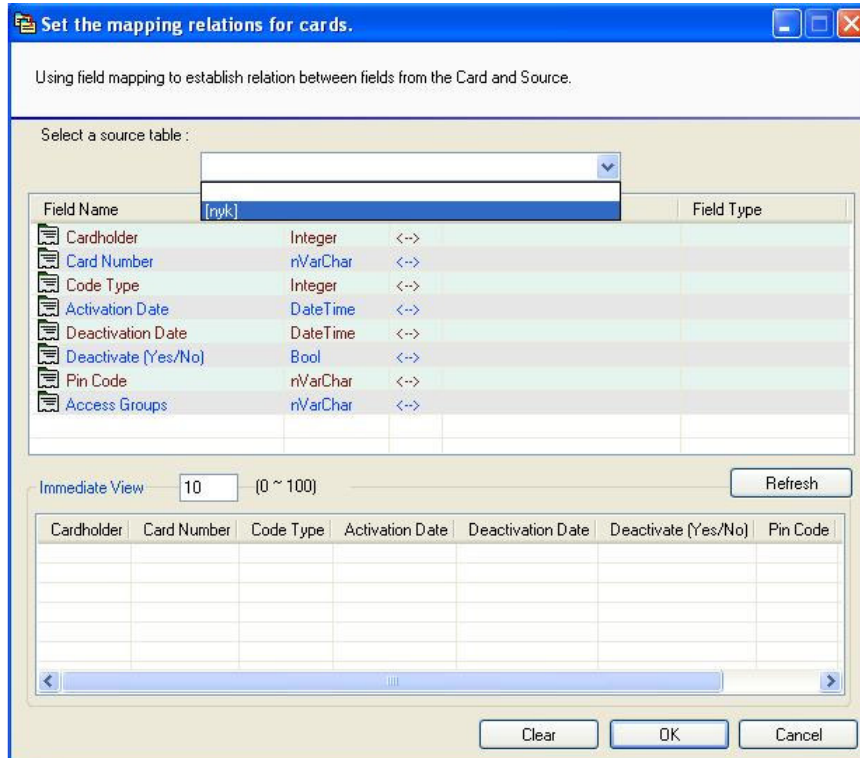
Step2-22. Set Mapping : Card

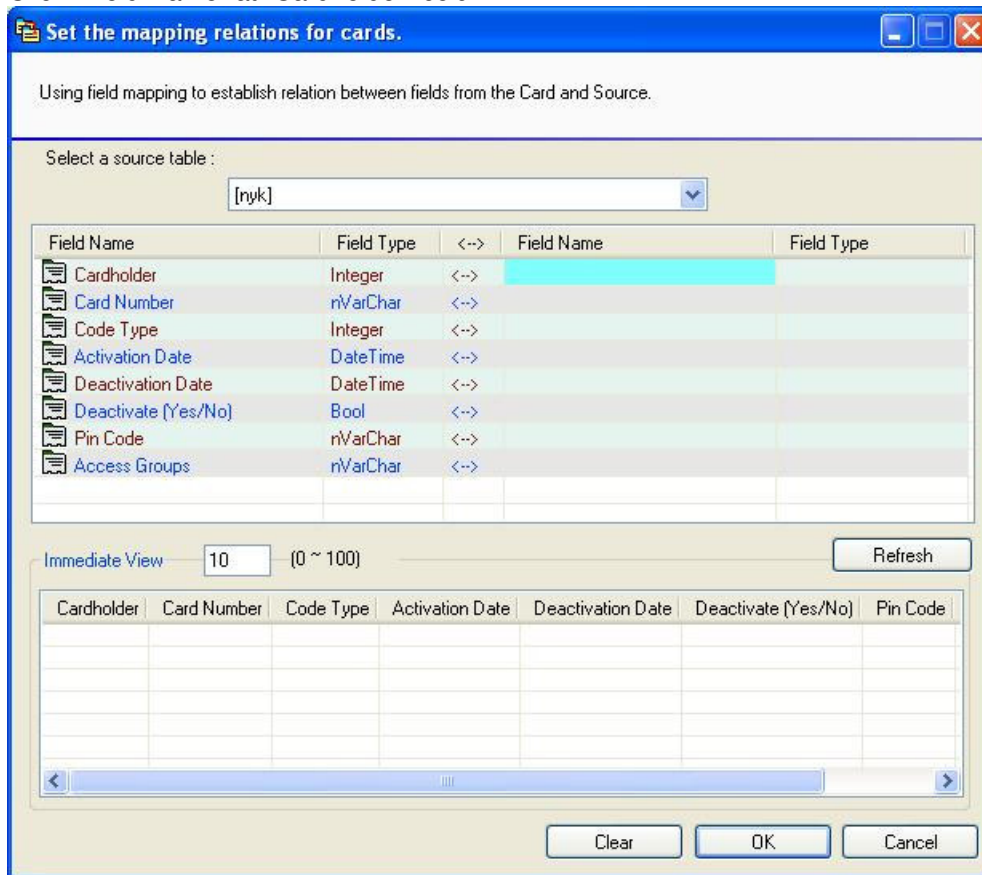Press "Set Mapping (Set the mapping relations for cards)" button

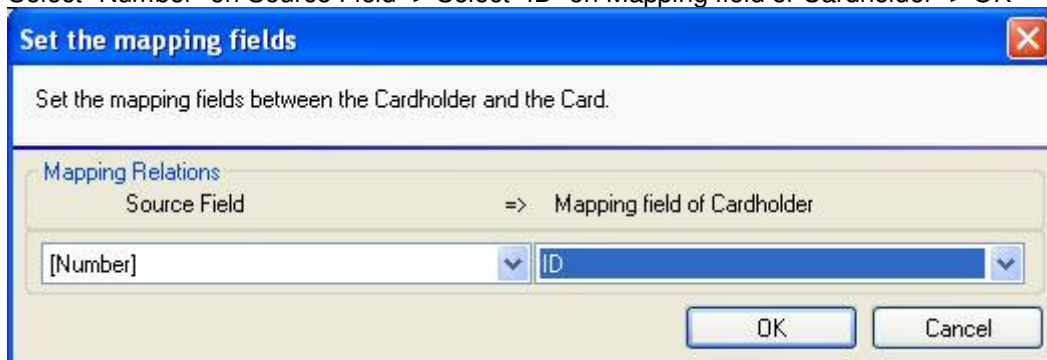**Step2-23. Set Mapping : Card**

Select a source table

Step2-24. Set Mapping : Card

Click "Field Name" at "Cardholder" column

Step2-25. Set Mapping : Card

Select "Number" on Source Field -> Select "ID" on Mapping field of Cardholder -> OK

Step2-26. Set Mapping : Card

Please follow Step2-24~Step2-25 to finish database mapping for card number, code type, Access Group -> OK

Step2-27. Update Cardholder & Card Data

Press "Update Cardholders Data manually" button -> Press "Update Card Data manually" button -> Finished