



How to Import Data into SIMS III

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About This Guide

This guide is a functional overview (living document) and provides conceptual and summary operational information. This guide does not define all fields within the application; the application provides some definitions while other field names are familiar terms to those in the security industry. The assumption is that the reader is familiar with central station automation systems, as well as web services technology and terminology.

Why utilize this option?

If user needs to bring a large portion of data into the existing database (i.e. data from another software platform).

If user wishes to enter a large amount of data (zones, contacts) to make data entry more user friendly.

Accessing the Import menu

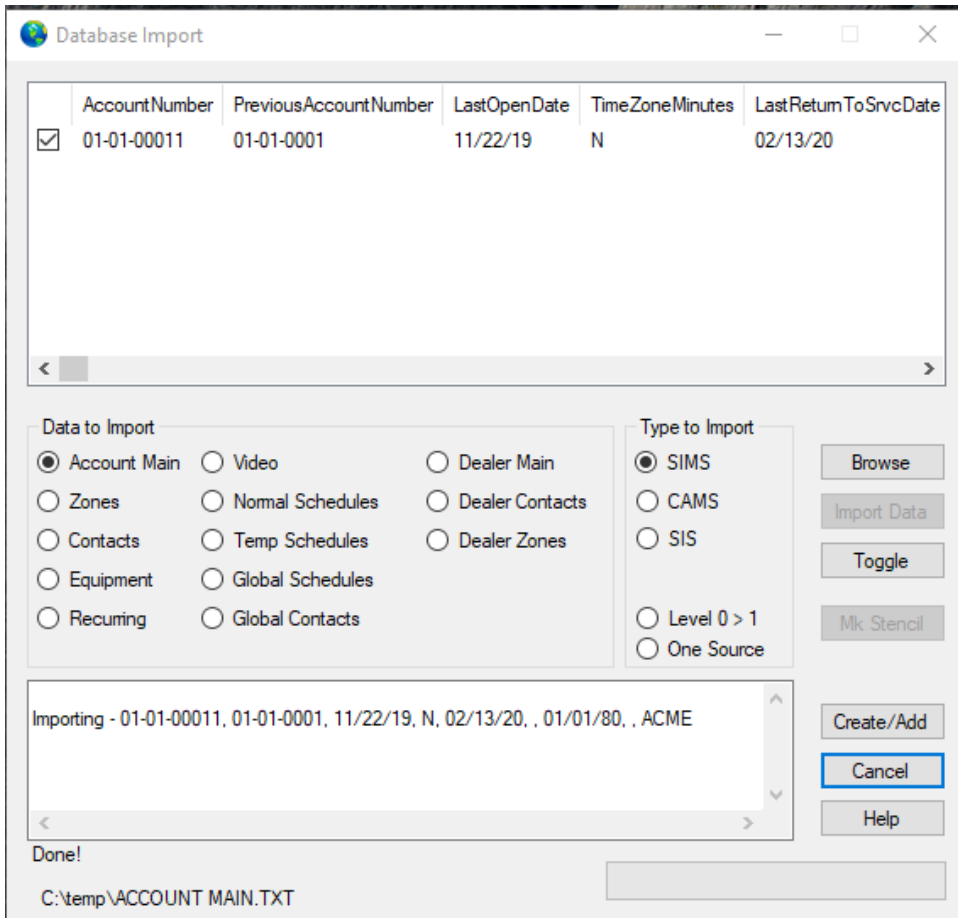
1. ****Do a database backup before making updates to the database**** (for more information see SIMS – SIMS III for Windows – QR – Database Backup).
2. Data to import will need to be in .txt or .csv format.
3. From within SIMS III for Windows, go to System>Import Data.
4. The Database Import table will load. User will choose the Data to Import.

If the accounts do not exist in the database, then Account Main will need to be loaded into the database before loading any other data.

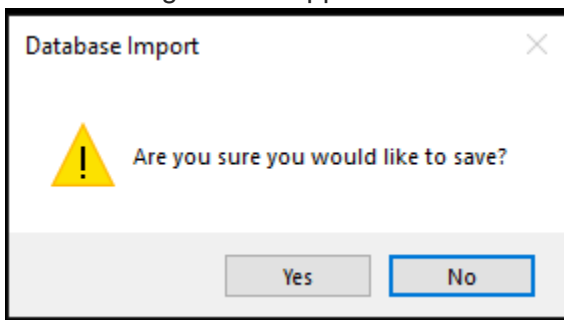
If user is loading an updated list of zones, contacts, etc., that can be done without loading the Account Main first.

The screenshot shows a dialog box for importing data. It has two main sections: 'Data to Import' and 'Type to Import'. In 'Data to Import', 'Account Main' is selected. In 'Type to Import', 'SIMS' is selected. There are several buttons on the right: 'Browse', 'Import Data', 'Toggle', 'Mk Stencil', 'Create/Add', 'Cancel', and 'Help'. At the bottom, there is a large empty text area and a small input field.

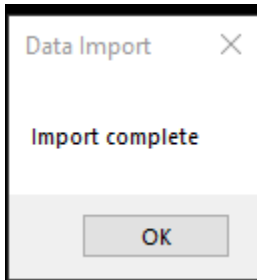
- To import Account Main, select Account Main, click on Browse (which will pull up the Restore Data Files (File Explorer)), navigate to the Account Main file (.csv or .txt format), select the file and click on Open.
- Import Data will now be available (as it was grayed out previously). Once the file to import is chosen, then click on Import Data. When the data imports, then it will load into the table.



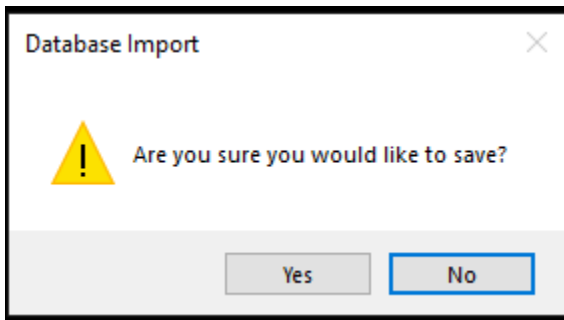
- The Toggle option will allow user to uncheck or check all that is on the list, if user is only wanting to load specific information.
- Once the data is chosen, then user will click on the Click/Add button.
- The following box will appear once Create/Add is clicked on.



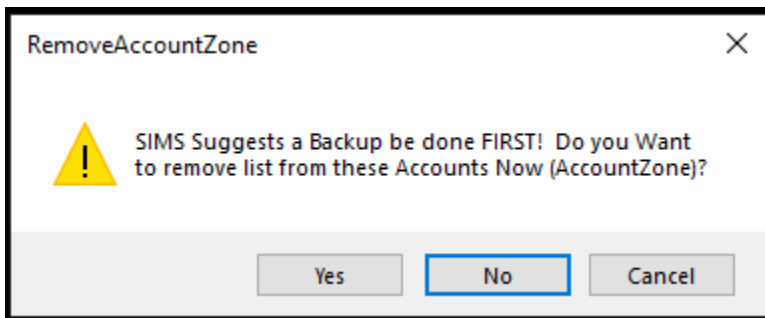
10. If user chooses Yes, then the Account Main will be imported and the following box will load.



11. If user is loading Zones, Contacts, etc., the Steps 4-8 will need to be followed. After user clicks on Create/Add, then this box will appear.



12. Once Yes is clicked, then the following box will appear. If user chooses Yes, then any existing list will be removed from the Account and replaced with the data being imported. If user chooses No, then the information will be added to the bottom of the existing list ** If data being imported is being added to the bottom of the list, then user needs to make sure that the list order numbers are correct**



13. Once the information has been imported, then the Database Import complete box will load.

14. If user needs a template for any of the Data options, click on the Data to Import type and click Mk Stencil. This will load up the template into the Report Viewer where it can be saved to Text or Export to CSV.