

State of Indiana Import Interface To ScanNet® User's Guide



Indiana

Created by:



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State of Indiana Import To ScanNet Interface 02-28-2013

State of Indiana Import Interface To ScanNet

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State of Indiana Import Interface To ScanNet

Prerequisites

The system requires that ScanNet from 3M has been purchased and is installed. It is also necessary that all ScanNet package codes being used in the import file have been created.

All card IDs provided in the import file must be compatible with ScanNet. The import file must be a CSV (comma separated value) format. All records that are marked as active, deleted, or inactive from the import file are added, deleted or modified in ScanNet.

It is necessary to configure the interface application. This requires that the operator enter the folder paths for the import files, archive files and log files. The application will subsequently remember these settings on a user basis. The user must also setup the access package to package codes translation records. This is required so ScanNet assigns the correct package code for access in ScanNet.

The program allows the user to schedule the import function of the application for unattended operation. In order to make the import application run unattended the user needs to first make sure they have defined the path to look for the import .csv file on the import form. Then they need to schedule the program "StateofIndianaImportProgram.exe" and specifying the word "auto" as the command line argument to run at the scheduled time. When the user runs the application in an unattended mode the application will load, perform the importing of the file, log the processing performed, and close appropriately. Any error encountered connecting to the ScanNet server will be documented in a log file ("YYYYMMDD.log") in the log directory. Errors and results of the processing will be logged as well. These can be viewed and printed in the application by selecting view logs when running the application in attended mode.

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Installation

Double click the setup.exe file. The following screen will appear:



Click 'Next'

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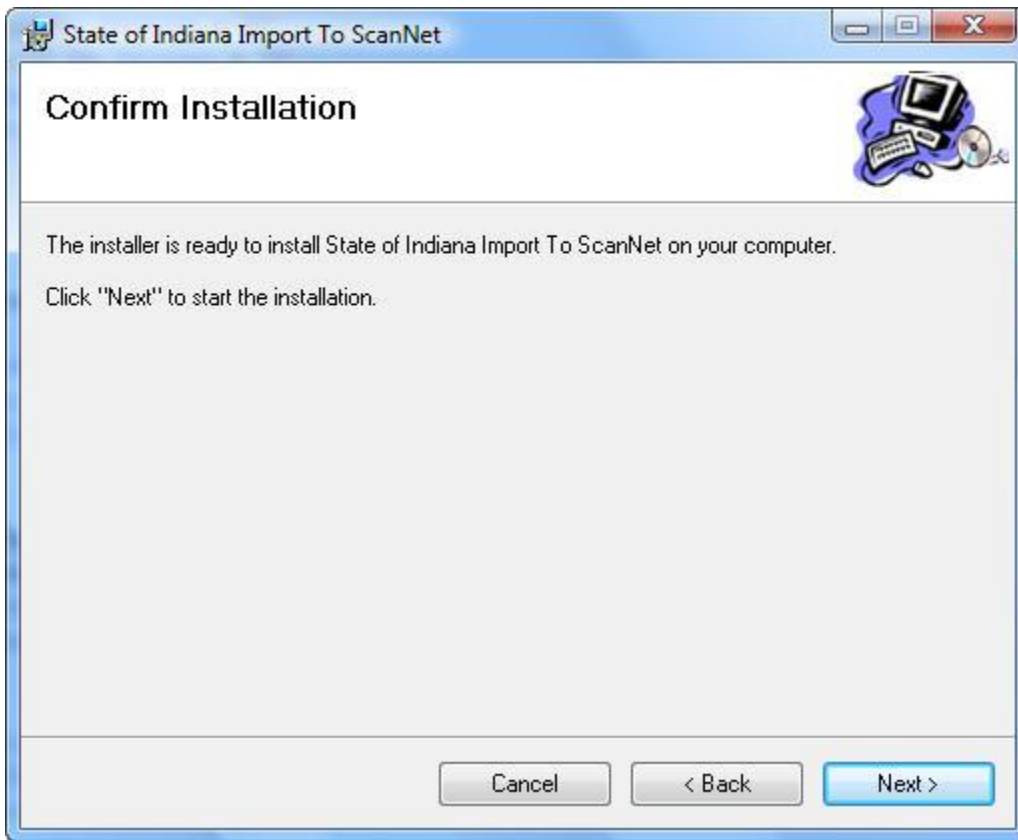
The following screen will appear:



The user can determine where the application will install by clicking 'Browse', then selecting a folder. The user can also specify who can use this specific interface by clicking one of the two options, 'everyone' or 'just me'. After the necessary changes are made, click 'next'.

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The following screen will appear:

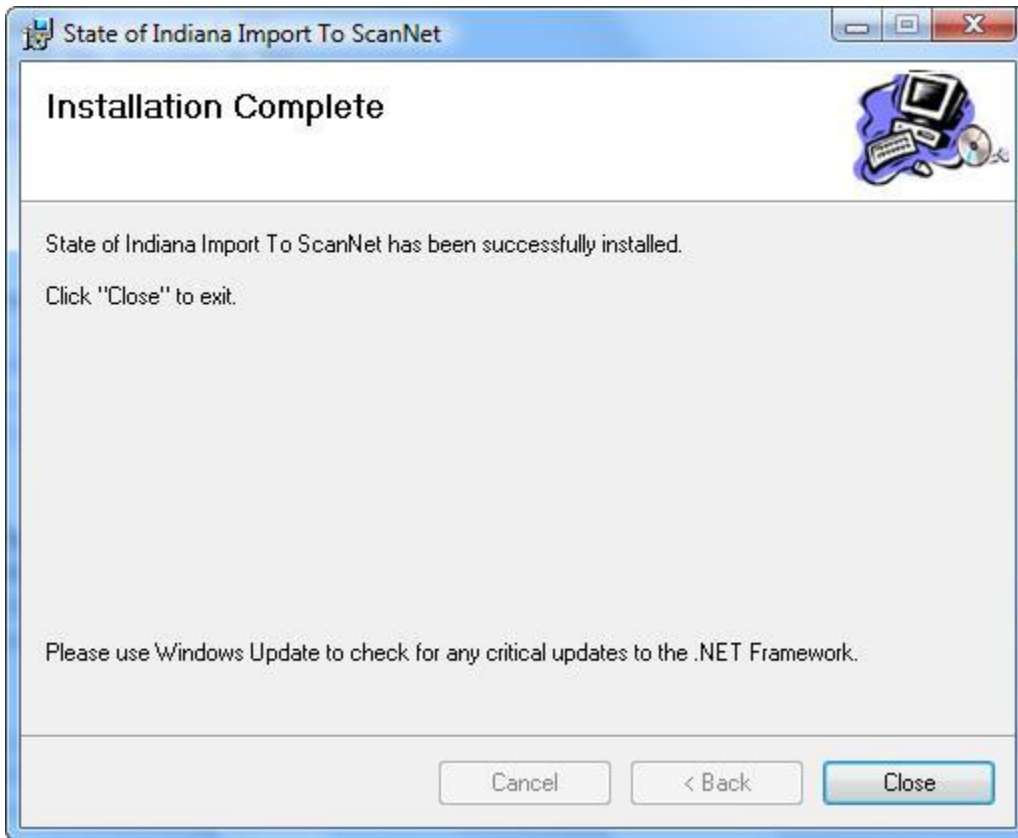


To continue with the installation, click 'next'. (If changes need to be made for the installation destination or who can use the interface, press the 'back' button.)

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The application setup will take a few moments to install. Progress of the installation will be shown in the rectangular bar with the message of 'please wait'.

When completed the next screen will automatically be displayed, as shown below:



Click 'close' to exit the installation program. State of Indiana Import To ScanNet Interface is now installed.

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One icon will appear on the desktop, as shown below:

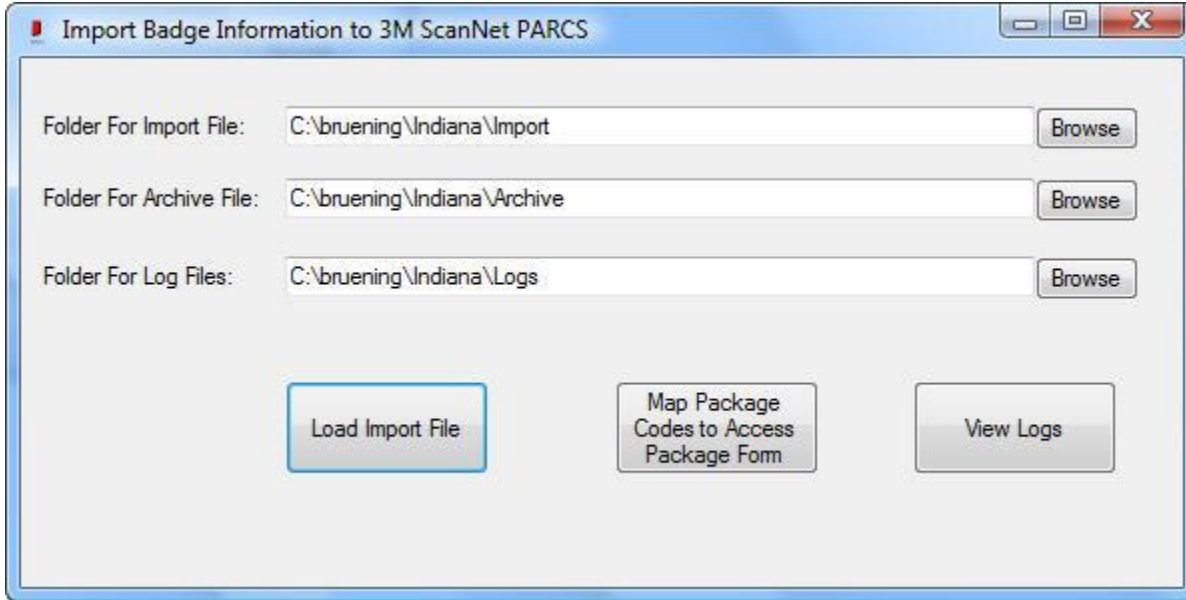


State of Indiana Import To ScanNet Function:

Check for new State of Indiana import file and create/update appropriate ACS Credential records in the ScanNet database

State of Indiana Import To ScanNet Interface

To use the State of Indiana Import To ScanNet Interface Software, the user must first open the application by finding the shortcut 'State of Indiana Import To ScanNet Interface' (shown on the previous page) and double clicking on it. The following screen appears:



The operator must enter the import folder path, archive folder path, and log file folder path. The application will subsequently remember these settings on a user basis. Instructions for how to designate a folder path are explain below in the 'Import Processing' section.

Map Package Codes to Access Package Form

The user must setup the map package codes to access package form before importing any badge information. The user must use a map package_code to Access Package utility to map all of the expect values to be received in the CSV file to ScanNet Access packages. This requires that the ScanNet package name is already established in ScanNet. To set this up, the user must click the 'Map Package Codes to Access Package Form' button on the Import Badge Information to 3M ScanNet PARCS window (shown on the previous page). The following screen will appear:

Access Package	ScanNet Pkg Name
24/5	Employees-001
24/7	OTHER

To add a record, the user must click the yellow 'plus' icon on the bottom of the screen, then type in the access package description, and select the preexisting ScanNet Package Name from the pull down tab. Once the information has been entered, the user needs to save the record by clicking the blue square disk at the bottom of the screen. The record will then be displayed to the right under 'Existing Records'. Once all the records have be entered, the user can close this window by clicking the red 'x' at the top right of the screen. This will bring the user back to the Import Badge Information to 3M ScanNet PARCS screen.

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Import Processing

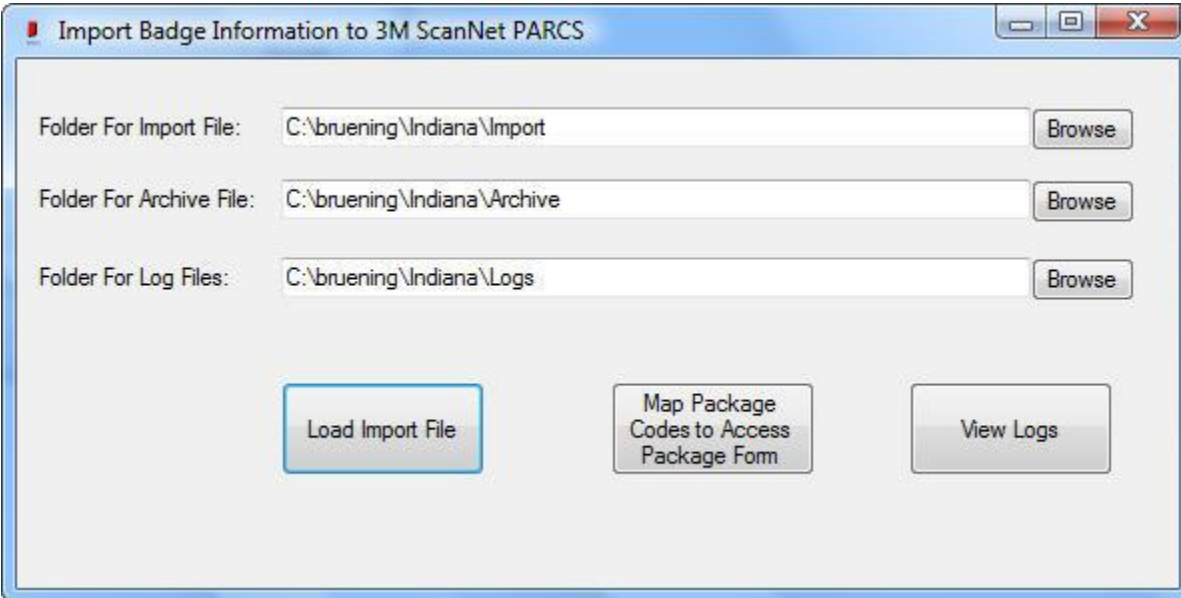
The user must specify a folder path for the location of the import file(s) by either manually typing the folder path or by clicking the 'Browse' button and selecting the folder. Any CSV (.csv) file in the import folder will be processed. The application will only import files (.csv) which are located in the import folder path. All other files will be ignored. The user must also specify the folder path for the location of the archive file(s) and log files, using the same method stated above for the import folder.

The application will save the import, archive folder path, and log file folder path after the first file has been imported. It will use the folder paths unless the operator changes the path. This is user specific so it is based upon who is logged into the computer the application has been installed on.

To import the State of Indiana interface file(s) the user either needs to run the import application manually or schedule the application to run unattended in the ScanNet event control system or Windows Scheduler. The program will immediately run the application when the user clicks on the 'Load Import File' button on the form (shown below) or automatically when it is scheduled to run unattended.

When the application is done processing it will move the .csv file to the archive folder. It will also close if the program is scheduled to run automatically. If there are multiple files present, then the application will process oldest to newest to ensure that the data is processed in the proper order.

The State of Indiana Import into ScanNet form is shown below:



The screenshot shows a Windows-style application window titled "Import Badge Information to 3M ScanNet PARCS". The window contains three text input fields, each followed by a "Browse" button. The first field is labeled "Folder For Import File:" and contains the path "C:\bruening\Indiana\Import". The second field is labeled "Folder For Archive File:" and contains "C:\bruening\Indiana\Archive". The third field is labeled "Folder For Log Files:" and contains "C:\bruening\Indiana\Logs". Below these fields are three buttons: "Load Import File", "Map Package Codes to Access Package Form", and "View Logs".

A status bar will appear on the form after the .csv file(s) have been imported. If the import function is run automatically and the import file(s) are small, the status bar may just simply flash and close upon completion.

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An import file example:

Sample Data:

Badge_Number	Last_Name	First_Name	Agency	Badge_Status	Package_Code
65529	XXXXXXXXXXXX	XXXXXXXXXXXX	SEN	I	24/7
65541	XXXXXXXXXXXX	XXXXXXXXXXXX	SEN	I	24/7
11607	XXXXXXXXXXXX	XXXXXXXXXXXX	TENANT	I	24/7
14044	XXXXXXXXXXXX	XXXXXXXXXXXX	IDOA	I	24/7
37604	XXXXXXXXXXXX	XXXXXXXXXXXX	IDOA	A	24/5
38202	XXXXXXXXXXXX	XXXXXXXXXXXX	SEN	I	24/7
7078	XXXXXXXXXXXX	XXXXXXXXXXXX	DWD	I	24/7

The following configuration variables must be set:

- Folder location for the State of Indiana import files
- Proper Access Packages To ScanNet Package codes has been created for all records passed in import file.

Please Note: The 'File Layouts' section of this document references the record formats.

Confirm data

As each row is read from the import file, data validity is confirmed. If any key field does not pass this check, the data in that row will be declared in error, the error will be logged and the row skipped.

Data validity process:

- Badge ID – Confirm value is numeric
- Agency – Confirm value is not blank
- First Name – Confirm value is not blank
- Last Name – Confirm value is not blank
- Parking Access Package – Must match value in translation table to cross reference to Package Code record in ScanNet
- Badge Status – Confirm value is either A, I, or D (Active, Inactive, or Delete, respectively)

Records that will be included in the State of Indiana import file will have the associated status code of either active, inactive, or delete. Please note that an import file may contain any combination of the three types described below.

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Active Record

Process will look in the ScanNet database to see if the Credential ID record already exists.

If the Credential ID is found:

- Record is updated with card status and record is logged

If the Credential ID is not found:

- a new Credential record will be written to the ScanNet database
 - Status code will be set to 'Issued' to denote a new available credential
 - Patron record will be added with last name and first name from the import file
- Addition will be logged

Inactive Record

Process will look in the ScanNet database for credential and patron information for badge number from import file to determine if the record exists.

If the Credential ID is NOT found:

- Missing ID error is logged
- Row is not processed

If the Credential ID is found:

- Status is changed to invalid
- Change is logged

Delete Record

Process will look in the ScanNet database to determine if the Credential ID exists.

If the Credential ID is NOT found:

- Missing ID error is logged
- Row is not processed

If the Credential ID is found

- Credential record and any patrons assigned to credential are removed
- Deletion is logged

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Activity Log

The activity log contains the information on the files processed and tracks any data errors that are encountered.

As each import file is processed, the information is recorded in the PARCS Interface Activity Log. Each day, a singular log file is created which contains the details of the day's activity. The file resides in the logs folder specified on the import form of the application.

The file is named "YYYYMMDD.log"

YYYY = year

MM = month

DD = day

The log file contains the following fields:

Field Name	Type	Size	Sample Data	Comments
Transaction Date and Time	DT		2013-01-25 14:30:21	Date and time the log entry was written
Source	C	50	Program FileName	Program Originating message
Description	C	250	Processed file 'XYZABC.txt'	Contains the name of the file processed or the text of the error
Additional Info	C	250	records processed, cards added, cards deleted, changed	Supplemental information for error or processing

Sample Data:

Log Time and Date, Originating Program Name, Message, Add Info

03:05:54 PM 02/26/2013 , StateofIndianaImportProgram , Badge ID is not found for a status change , Badge ID: 65529 Badge Status: I - Row: 2

03:05:54 PM 02/26/2013 , StateofIndianaImportProgram , Badge ID is not found for a status change , Badge ID: 65541 Badge Status: I - Row: 3

03:05:54 PM 02/26/2013 , StateofIndianaImportProgram , Badge ID is not found for a status change , Badge ID: 11607 Badge Status: I - Row: 4

03:05:54 PM 02/26/2013 , StateofIndianaImportProgram , Badge ID is not found for a status change , Badge ID: 14044 Badge Status: I - Row: 5

03:05:54 PM 02/26/2013 , StateofIndianaImportProgram , New Credential record added to file , Badge ID: 37604 - Row: 6

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View Log

The daily logs can be viewed and printed from the Import processing form by clicking on the 'View Logs' button. When this button is clicked, the following screen will appear.

The screenshot shows a window titled "LogForm" with a "Log File For:" field containing "02-26-2013" and a "PRINT" button. Below is a table with the following data:

Log Time and Date	Originating Program Name	Message	Add Info
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 65529 Badge Status: I - Row: 2
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 65541 Badge Status: I - Row: 3
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 11607 Badge Status: I - Row: 4
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 14044 Badge Status: I - Row: 5
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37604 - Row: 6
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 38202 Badge Status: I - Row: 7
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 7078 Badge Status: I - Row: 8
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 6844 Badge Status: I - Row: 9
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 18828 Badge Status: I - Row: 10
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 69899 - Row: 11
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 11606 Badge Status: I - Row: 12
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 69951 - Row: 13
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 36256 Badge Status: I - Row: 14
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 65535 Badge Status: I - Row: 15

At the bottom of the window are three buttons: "Previous Day", "Today", and "Next Day".

The user may click the 'Previous Day' button to review prior day's logs. To see today's log records the user may click the 'Today' button and to move ahead a day click the 'Next Day' button. To print the day's log records click the 'Print' button at the top of the form. This will automatically output the records in the grid to the default printer.

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Log Report

Log File Report For: 02-26-2013

<u>Log Time and Date</u>	<u>Originating Program</u>	<u>Message</u>	<u>Additional Information</u>
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 37626 Badge Status: I - Row: 49
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 52640 Badge Status: I - Row: 34
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 69898 - Row: 35
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 53803 Badge Status: I - Row: 36
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 8938 Badge Status: I - Row: 37
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 69953 - Row: 38
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 39001 Badge Status: I - Row: 39
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 19032 Badge Status: I - Row: 40
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 22554 Badge Status: I - Row: 41
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 18583 Badge Status: I - Row: 42
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 47496 Badge Status: I - Row: 43
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 57474 - Row: 44
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37615 - Row: 45
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37622 - Row: 46
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 69896 - Row: 33
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 51707 - Row: 57
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 65529 Badge Status: I - Row: 2
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 64780 Badge Status: I - Row: 63
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 48552 - Row: 62
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 43602 - Row: 61
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37641 - Row: 60
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37624 - Row: 47
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 37637 Badge Status: I - Row: 58
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 69402 - Row: 48
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37634 - Row: 56
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	Badge ID is not found for a status change	Badge ID: 37633 Badge Status: I - Row: 55
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 64837 - Row: 54
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37630 - Row: 52
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37626 - Row: 50
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37629 - Row: 51
03:05:54 PM 02/26/2013	StateofIndianaImportProgram	New Credential record added to file	Badge ID: 37639 - Row: 59

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File Layout

Import File

All records within the State of Indiana file will be the same format. The card status field determines the type of data the row contains.

Record formats are defined below. All fields will be surrounded by double quotes and delimited by a vertical bar. Each row will be terminated with crlf.

Field Name	Mandatory	Type	Length	Sample Data	Description
Badge Number	Y	N	10	14258796	ID of the Person
Last Name	Y	C	20	Smith	Patron Last Name
First Name	Y	C	15	Mark	Patron First Name
Agency	Y	C	10	SEN	Description of the agency to be assigned
Badge Status	Y	C	10	Active	Active = Issued Inactive = Invalid Delete = Remove
Package Code	Y	C	50	24/7	Access Package To Match to proper ScanNet package code