



## Brivo® Online Access Control™ Uploading User and Credential Data for New Accounts

**Overview:** This service provides a means for new Brivo account holders to upload user names and card or PIN values, as well as images for badging purposes, from a legacy access control system.

**Applicability:** All Brivo control panels.

### Introduction

Brivo Online Access Control systems are often installed in situations where an existing population of users and credentials must quickly be added to the system, either to replace a previous access control system or to interoperate with other access control systems that may also be installed in the building.

In these cases, the quickest way to get everyone up and running is to add the existing cardholder population electronically, by uploading a data file from the customer site into the central database at Brivo. **Important Note:** These accounts must already exist or be created by a Brivo authorized dealer. Additionally, if selecting the option to import images, you must include an image archive in the form of a .zip file.

### Format of Data

The data to be uploaded must be submitted to Brivo in an Excel spreadsheet with the format shown below:

First Name	Last Name	Card Format	Facility Code*	Internal Card Number	External Card Number*	Group ID*	Image Name (if supplied)	Custom Fields* (1-50)
Frank	Smith	26 bit		11224	11224			
Bob	Frank	26 bit		11245	11245			
Andrew	Mellon	26 bit		3345	3345			
Bob	Jones	HID 37 Bit		112244				
Bart	Simpson	HID 37 Bit		22334				
Clay	Pigeon	HID 37 Bit		22334				

\* Indicates an optional data field. Please see text for explanation.

### Optional Fields

**Facility Code:** The facility code is optional for 26 bit Wiegand cards, in which case it will be ignored by the control panel when determining the validity of a credential. It must be supplied for all other card types.

**External Card Number:** Please note that in cases where the external card number is not supplied, it will default to the same value as the Internal Card Number.

**Group ID:** Also known as "Access Level" in other systems. If the customer has already segregated the user population into Groups or Access Levels, those mappings can be carried over to the Brivo system when data is uploaded. **If the**

**Group ID is not supplied, the users and cards will all be added to the system, but they will have no default permissions**, which will have to be added by the customer using the Web interface at a later time.

Custom Fields: Custom fields store optional information about a user, such as parking space assignment or cell phone number. You can create **up to sixty (60)** custom fields, and each can hold up to 40 alpha-numeric characters. The first ten custom fields display on the User details, New User and Edit User pages. **If the Custom Fields are not supplied; they can be added to the system.**

### **Constraints on Data**

The following constraints apply to all data (i.e., data must be “clean” prior to submission to Brivo or it will be returned to be corrected before it is loaded into the system; thus causing a delay in processing).

Names must be unique: If names are not unique in the original data, they should be made unique through the addition of middle initial, a suffix, etc.

Internal card numbers must be unique: The Brivo Online Access Control system currently requires all internal card values to be unique within an account.

External card numbers must be unique: The Brivo Online Access Control system currently requires all external card values to be unique from each other as well as from the internal numbers of other cards.

Images must not be larger than 1 million pixels: The Brivo Online Access Control system currently requires that all images not exceed one million pixels.

Images must be archived in a .zip file: The Brivo Online Access Control system currently requires all imported images to be archived in a .zip file.

Image format must be JPEG: The Brivo Online Access Control system currently requires all imported images to be in JPEG format.

Image filename cannot exceed 200 characters: The Brivo Online Access Control system currently requires that the filename of each image must be less than 200 characters.

Image filenames must be the same in Excel files as in the image archive: The Brivo Online Access Control system currently requires that all imported images from a .zip file match the name of the image listed in the Excel file.

### **Electronic Submission**

A sales order for the data upload needs to be submitted to Brivo through the normal sales order process accompanied by the Data Upload Form found on the next page. At the same time, an email of the Excel file (and .zip file if importing images) needs to be sent to [uploads@brivo.com](mailto:uploads@brivo.com). It will be processed within 2 business days.

Any questions regarding the Data Upload will be referred to the Contact for Questions listed on the next page.

### **Ordering & Pricing**

For a quotation and ordering information, please contact your Brivo sales representative or email to: [sales@brivo.com](mailto:sales@brivo.com).



Brivo Online Access Control  
Data Upload Form

Dealer Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PO # : \_\_\_\_\_

Customer Account/Name: \_\_\_\_\_

Contact for Questions: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

FOR BRIVO USE ONLY

PO RECEIVED \_\_\_\_\_

ACCOUNT ID \_\_\_\_\_

DATA RECEIVED \_\_\_\_\_

DATA IMPORTED \_\_\_\_\_