

ECMC Pro-Watch Import Interface To Element® User's Guide



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ECMC Pro-Watch Import To Element Interface 02-26-2013

ECMC Pro-Watch Import Interface To Element

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ECMC Pro-Watch Import Interface To Element

Prerequisites

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

All card IDs provided in the import file must be compatible with Element. The import file must be in delimited text format. All records that are imported, deleted, or modified in Pro-Watch are also added, deleted or modified in Element.

It is necessary to configure the ECMC interface application. This requires that the operator enter the Element user login information into the login form. This includes the user name, password, server name, application key and communications port. The application will subsequently remember these settings along with the folder path for the import path on a user basis. The user name and password must already be created in element. The operator must also have a license key, as well as know the server name and port number in advance.

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 .txt file in the settings maintenance form. Then they need to schedule the program "LoginElementVBApplication.exe" 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 Pro-Watch file, log the processing performed, and close appropriately. Any error encountered connecting to the Element server will be documented in a log file ("YYYYMMDD.log") in the application 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 or by clicking on the desktop icon.

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Installation

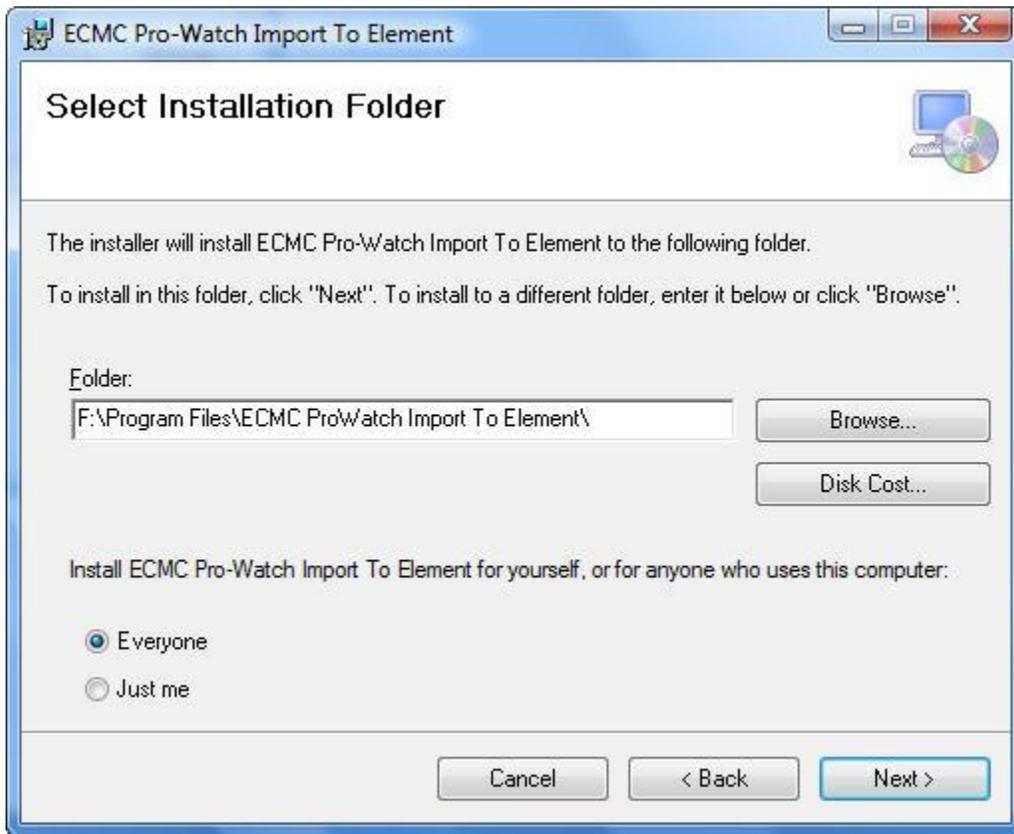
Double click the setup.exe file. The following screen will appear:



Click 'Next'

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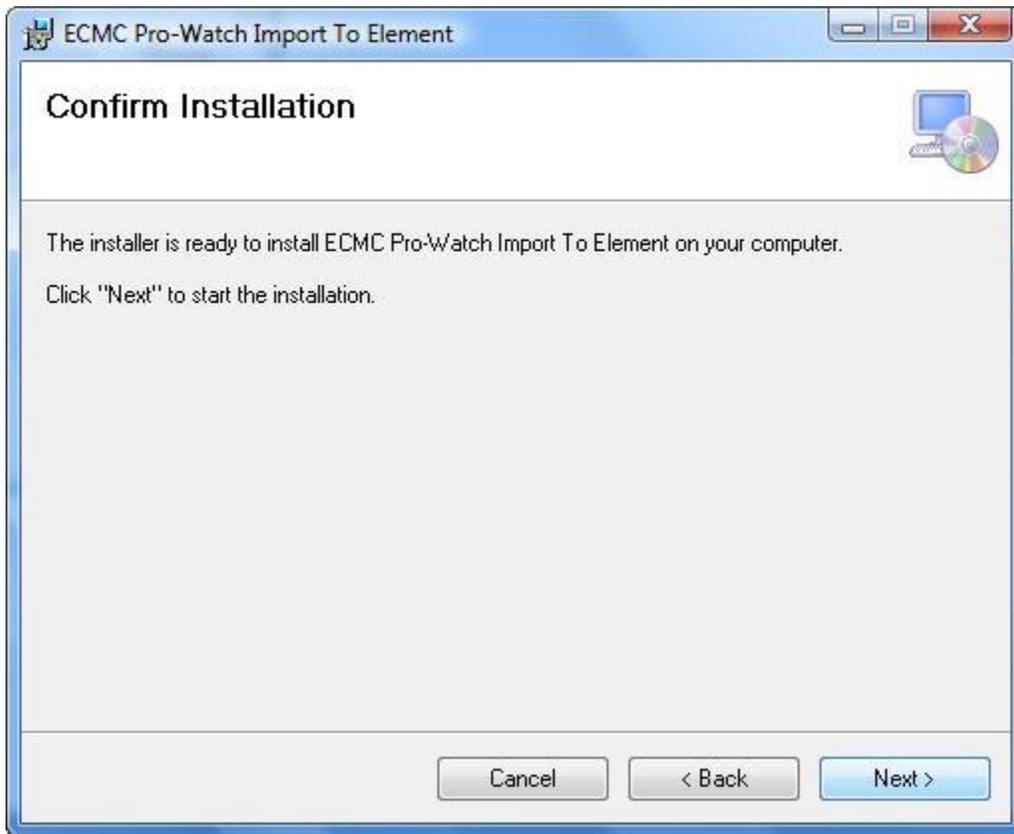
The following screen will appear:



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:

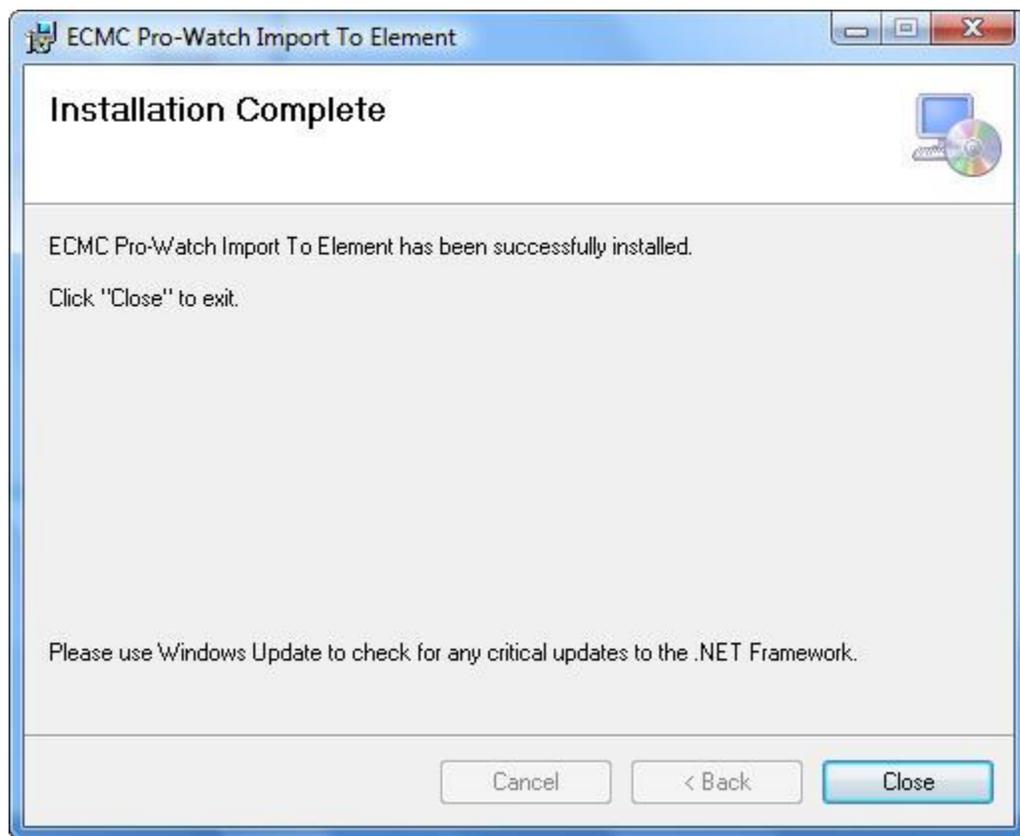


To continue with the installation, click 'next'. (If changes need to be made for the installation destination or who can use the interface, press the 'back' button.)

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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. ECMC Pro-Watch Import To Element Interface is now installed.

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



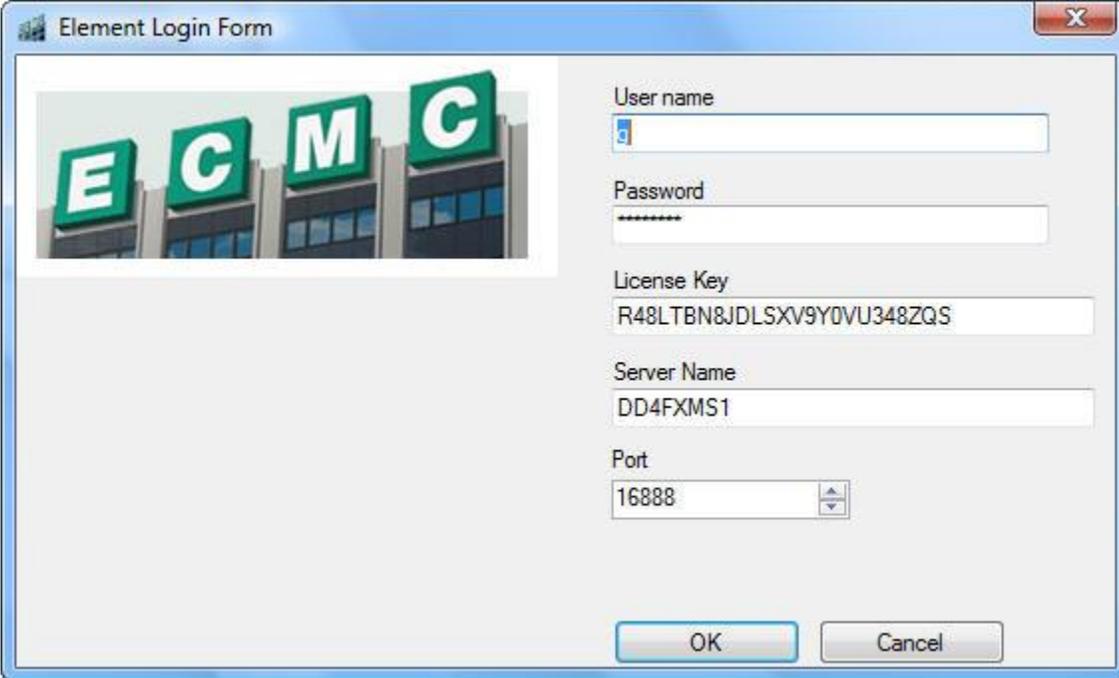
ECMC Pro-Watch Import Function:

Check for new Pro-Watch import file and create/update appropriate ACS Credential records in the Element database

ECMC Pro-Watch Import Interface To Element

ECMC Pro-Watch Import To Element Interface

To use the ECMC Pro-Watch Import To Element Interface Software, the user must first open the application by finding the shortcut 'ECMC Pro-Watch Import To Element Interface' (shown on the previous page) and double clicking on it. The following screen appears:



The screenshot shows a dialog box titled "Element Login Form". On the left side, there is a graphic of the ECMC logo. On the right side, there are several input fields and a dropdown menu:

- User name:** A text input field containing the letter "E".
- Password:** A text input field with masked characters (dots).
- License Key:** A text input field containing the alphanumeric string "R48LTBN8JDLSXV9Y0VU348ZQS".
- Server Name:** A text input field containing the alphanumeric string "DD4FXMS1".
- Port:** A dropdown menu showing the value "16888".

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

The operator must enter the Element user login information which includes the user name, password, license key, server name, and communications port. The application will subsequently remember these settings along with the folder path for the import path on a user basis.

The user needs to enter the appropriate information to connect to the Element Server. All of the above information has been provided from 3M to login into the Element Server with the Element Client.

ECMC Pro-Watch Import Processing

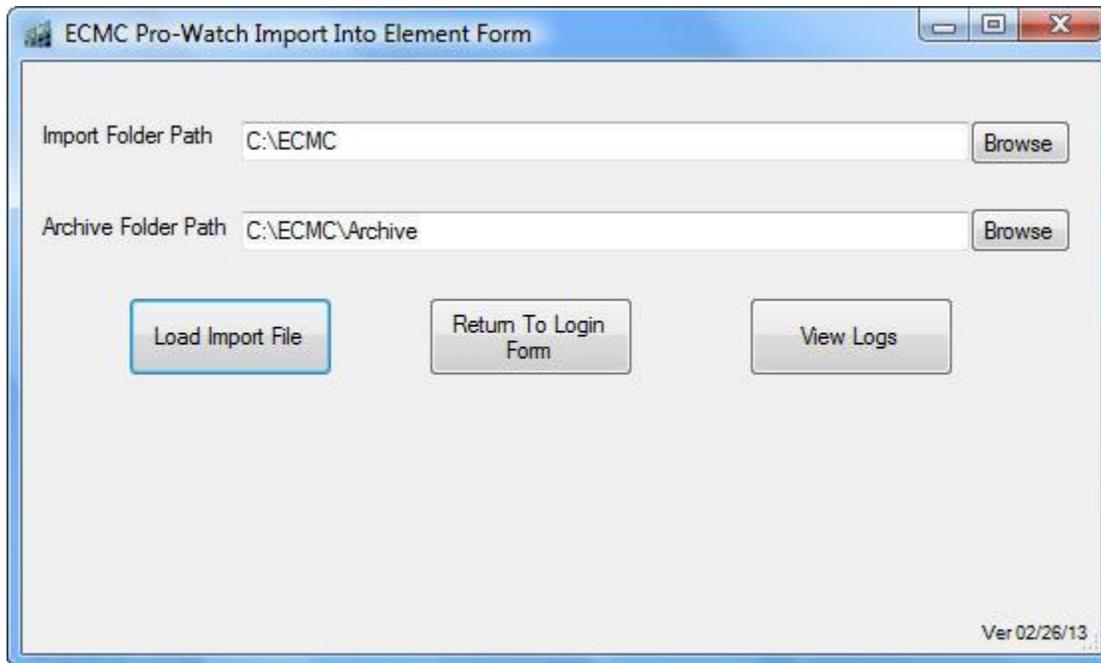
The user must specify a folder path for the location of the import file(s) by either manually typing the folder path or by clicking the 'Browse' button and selecting the folder. Any text (.txt) file in the import folder will be processed. The application will only import files (.txt) which are located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

The application will save the import and archive 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 change which user is logged in, click the 'Return to Login Form' button which will bring the user back to login form.

To import the Pro-Watch 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 .txt 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 ECMC Pro-Watch Import into Element form is shown below:



The screenshot shows a Windows-style application window titled "ECMC Pro-Watch Import Into Element Form". The window contains two text input fields. The first is labeled "Import Folder Path" and contains the text "C:\ECMC", with a "Browse" button to its right. The second is labeled "Archive Folder Path" and contains the text "C:\ECMC\Archive", also with a "Browse" button to its right. Below these fields are three buttons: "Load Import File", "Return To Login Form", and "View Logs". The "Load Import File" button is highlighted with a blue border. In the bottom right corner of the window, the text "Ver 02/26/13" is visible.

A status bar will appear on the form after the .txt 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:

```
"4"|"00401"|"Keith"|"Matot"|"Lot Group A"|"Active"
```

```
"0"|"01234"|"JAYSON"|"SCHUBBE"|"Employee - 1st Shift"|"Active"
```

```
"5"|"19728"|"Chuck"|"Poole"|"Lot Group A"|"Active"
```

```
"1"|"19727"|"Fire Department"|"KNOX BOX"|"Lot Group C"|"Inactive"
```

The following configuration variables must be set:

- Folder location for the Pro-Watch import files
- Proper Credential Group Control has been created for all records passed in Pro-Watch import file.

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

Confirm data

As each row is read from the Pro-Watch 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:

- Workforce ID – Confirm value is numeric
- Card# – Confirm value is numeric
- First Name – Optional value
- Last Name – Optional value
- Parking Access Package – Must match description for Credential Group Control record in Element
- Card Status – Confirm value is either Active, Inactive or Delete

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

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Active Record

Process will look in the Element 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 Element 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 Element database for credential and patron information for card 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 Element 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 CSV file is created which contains the details of the day's activity. The file resides in the install folder of the application.

The file is named "YYYY-MM-DD.csv"

YYYY = year

MM = month

DD = day

The log CSV file contains the following fields:

Field Name	Type	Size	Sample Data	Comments
Source	C	50	ECMC Interface	Program Originating message
Transaction Date and Time	DT		2013-01-25 14:30:21	Date and time the log entry was written
Transaction Type	C	20	PROCESSED or ERROR	
Description	C	250	Processed file 'XYZABC.txt'	Contains the name of the file processed or the text of the error
Additional Info	C	250	Ww records processed, xx cards added, yy cards deleted, zz changed	Supplemental information for error or processing

Sample Data:

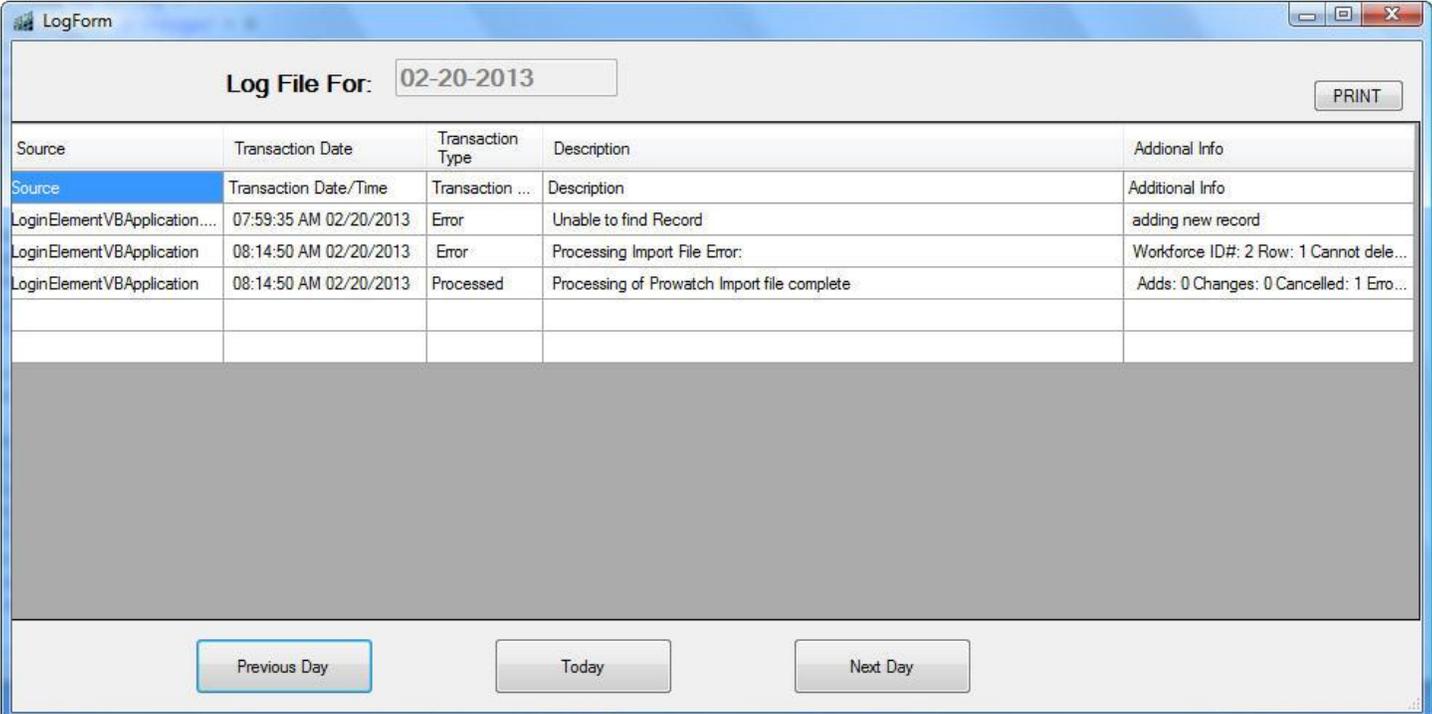
"ECMC Interface", #2013-01-03 12:58:40#, "ERROR", "Card Number not numeric", "1|"ABC123|"New|"Student|"Lot Group C|"Inactive"

"ECMC Interface", #2013-01-03 12:58:59#, "PROCESSED", "Processed file Prowatchexport.txt", "4 records processed, 1 record added, 0 records delted,2 records changed, 0 records ignored"

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View Log

The daily logs can be viewed and printed from the ECMC 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 set to "02-20-2013" and a "PRINT" button. Below is a table with columns: Source, Transaction Date, Transaction Type, Description, and Additional Info. The table contains three rows of log data.

Source	Transaction Date	Transaction Type	Description	Additional Info
Source	Transaction Date/Time	Transaction ...	Description	Additional Info
LoginElementVBApplication...	07:59:35 AM 02/20/2013	Error	Unable to find Record	adding new record
LoginElementVBApplication	08:14:50 AM 02/20/2013	Error	Processing Import File Error:	Workforce ID#: 2 Row: 1 Cannot dele...
LoginElementVBApplication	08:14:50 AM 02/20/2013	Processed	Processing of Prowatch Import file complete	Adds: 0 Changes: 0 Cancelled: 1 Ero...

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

Records that were processed will have a transaction type of PROCESSED. The records where an error situation occurred will have a transaction type of ERROR.

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 or view the day's log records in another format click the 'Print' button at the top of the form. This will initially show the records in the Crystal Viewer form. The user may then actually send the report to the printer by clicking the printer icon (example shown in the next section, 'Log Report'). From the Crystal Viewer the user also has the option to export the report in various formats, such as .pdf, .csv, .doc, .xml, .rtf various .xls(x) formats.

Log Report

LOG REPORT

Printed On: 02/22/2013

<u>Source</u>	<u>Transaction Date/Time</u>	<u>Transaction Type</u>	<u>Description</u>	<u>Additional Info</u>
LoginElementV5Applic:	07:59:35 AM 02/20/2013	Error	Unable to find Record	adding new record
LoginElementV5Applic:	08:14:50 AM 02/20/2013	Error	Processing Import File Error:	Workforce ID#: 2 Row: 1 Cannot delete Patron Eric Clapton because it is used by the credential : 1
LoginElementV5Applic:	08:14:50 AM 02/20/2013	Processed	Processing of Prowatch Import file complete	Adds: 0 Changes: 0 Cancelled: 1 Errors: 1

Current Page No.: 1 Total Page No.: 1 Zoom Factor: Page Width

File Layout

Import File

All records within the Pro-Watch 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
Workforce#	Y	N	10	14258796	ID of the Person
Card#	Y	N	10	123	Card ID – becomes Credential ID
First Name	N	C	50	Keith	Patron First Name
Last Name	N	C	50	Matok	Patron Last Name
Parking Access Package	Y	C	50	Central Group	Description of the parking access to be assigned
Card Status	Y	C	10	Active	Active = Issued Inactive = Invalid Delete = Remove