

# Preparing to Import Your User Data

Many customers wish to port over existing data when they purchase the OperationsCommander system. Data imports can be complicated but they start with a clear understanding of what is needed and clean data. A Data Import may have been included with your system purchase or it may incur additional costs. Contact your Account Executive or email [support@ops-com.com](mailto:support@ops-com.com) to find out.

## Preparing your User Data

Your OPS-COM system must be setup and some configuration done before we will import your data. This means the lots and user types in particular must be there. We have attached a sample file that will walk you through what data needs to be provided for a minimal import. If you do not have the information to fill out all columns certain assumptions can be made to enable us to create the profiles.

File

Please Remove before Saving

We need a consolidated sheet of all parkers from all lots. Each parker must have one line only. Use Column headers as below. Delete the yellow rows and save as a .csv file.

| LOT Name  | Permit Number | UserType  | UserName                                    | First Name | Last Name | Email    | Address                      | City     | ZIP/PC   | Phone    | Licence Plate 1 | Province/State   | Plate Type                             |
|---|---------------|---|---|------------|-----------|----------|------------------------------|----------|----------|----------|-----------------|--|--|
| This must correlate to the Lot Names in OPS-COM |               | This must correlate to the UserTypes in OPS-COM | If none supplied we will use User_1, User_2 | Required   | Required  | Required | Optional Street address only | Optional | Optional | Optional | Required        | If not provided then your home province/state will be used | If not provided Passenger will be used |

OPSCOM Data Import Template