Objective

This document outlines how to export cardholder and various module data out of PSD Logistics.

Recommendations

PSD recommends upgrading to the latest version (V14.10.7) to perform this process.
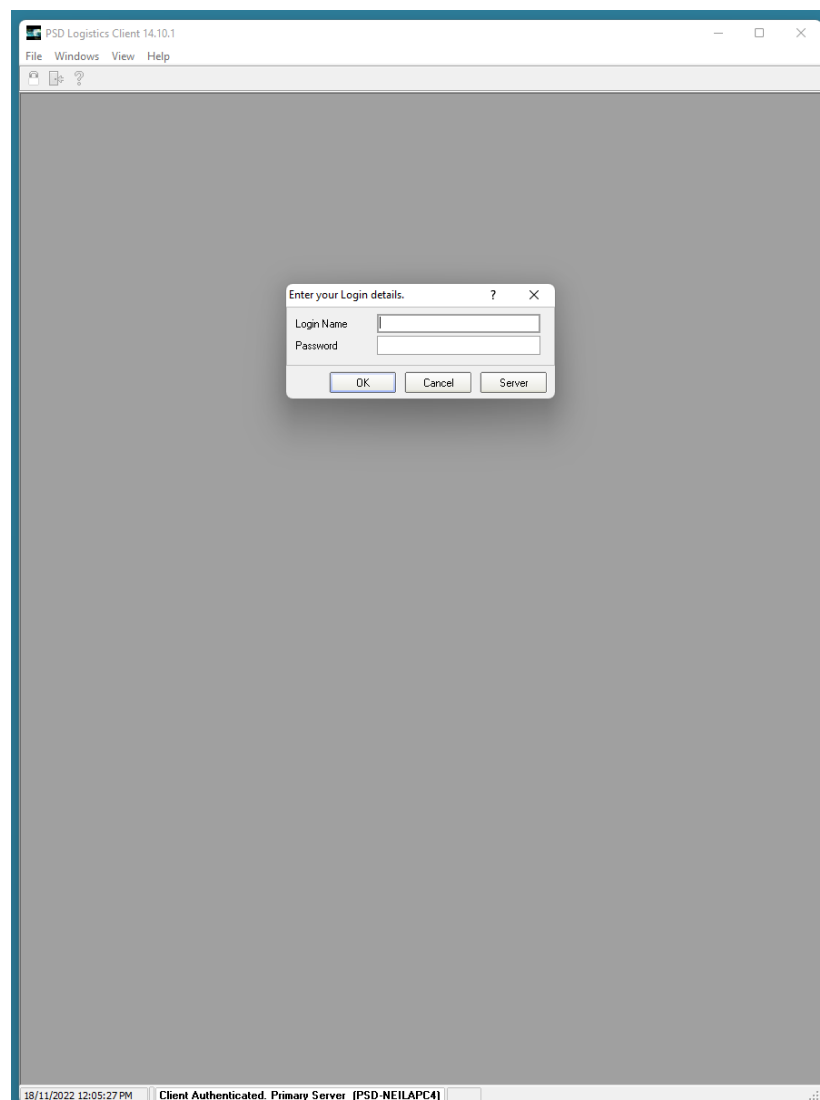
Step 1

Create the folder C:\DataExports\. All reports are configured to save data into this folder by default.

Download the PSD Logistics data export RTM files (DataExportRTMFiles.zip) using this link: www.psdlogistics.com/support/
Save DataExportRTMFiles.zip in the C:\DataExports\ folder. Extract all RTM files from DataExportRTMFiles.zip into the C:\DataExports\ folder.

Step 2

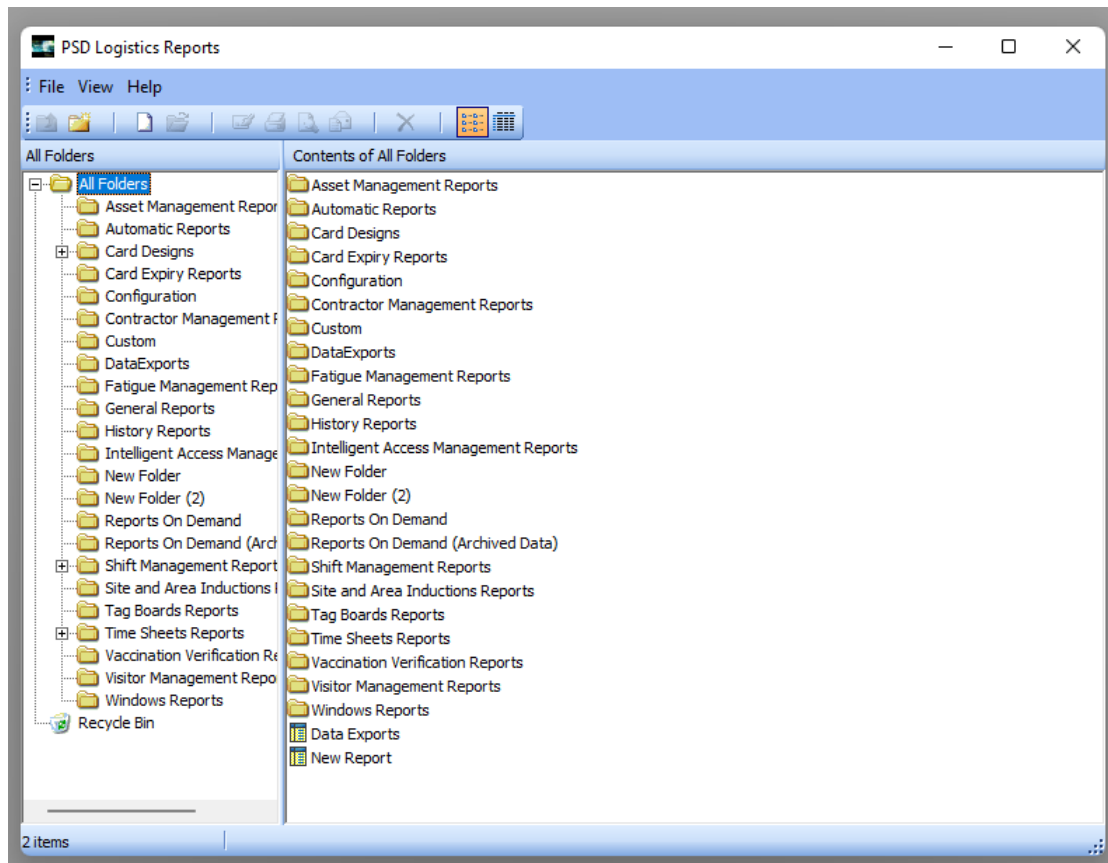Log into a PSD Logistics client as an operator with Administrative privileges.

Step 3

Select "Admin" -> "Logon as Administrator" then re-enter your password.

Step 4

Select "Setup" -> "Reports" -> "Reports". This will display the PSD Logistics Reports window displayed below.
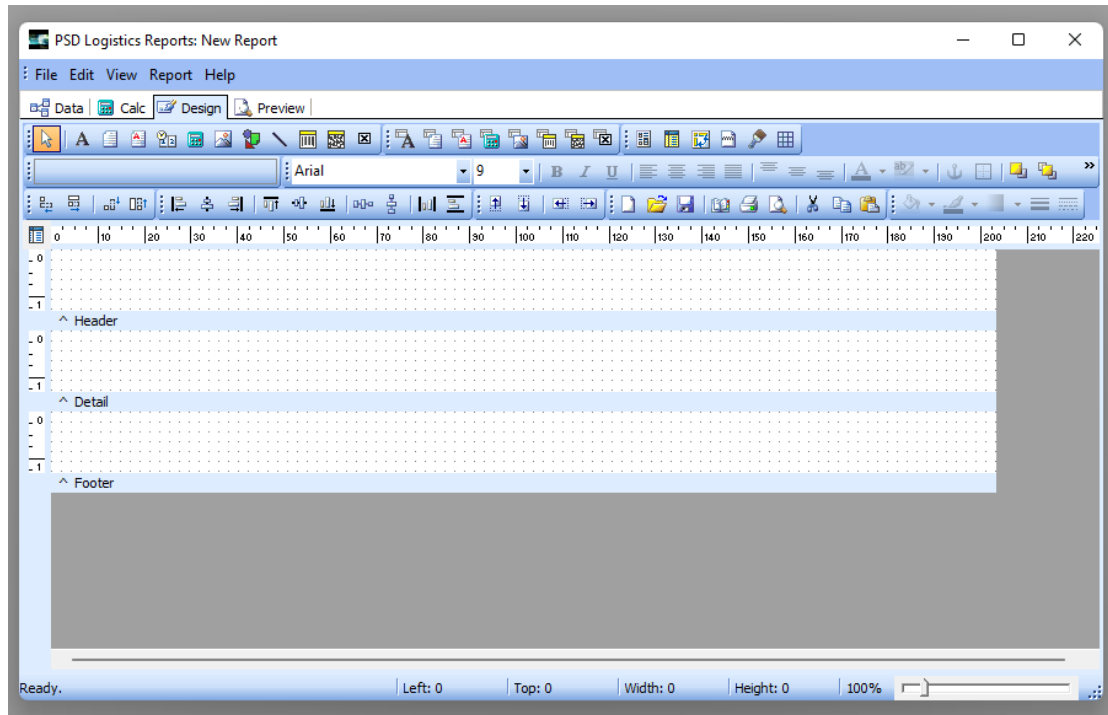

Step 5

Click the "New Folder" tool button, and create a folder called DataExports.

Step 6

Select the DataExports folder, and click the "New Report" tool button.

This will display the PSD Logistics Reports: New Report window

Step 7

Select "File" -> "Load From File" and select the RTM file for the data you want to export from the C:\DataExports\ folder. The currently available export files are:

AccessCardsDataExport.rtm	Access Card Data
AccessTypesDataExport.rtm	Access Card Data
CAEDataExport.rtm	Card Access Events
FFWTestDataExport.rtm	Fitness For Work Test Data
FMDataExport.rtm	Fatigue Violations Data
HistoryDataExport.rtm	History Data
IAMDataExport.rtm	Intelligent Access Management Data
OperatorsDataExport.rtm	Operator Account Data
PeopleDataExport.rtm	People Data
SAIDataExport.rtm	Site Inductions Data
TSDDataExport.rtm	Time Sheets Data
VMDataExport.rtm	Visitor Management Data

Step 8

Select "File" -> "Save As" and save the file with an applicable name.
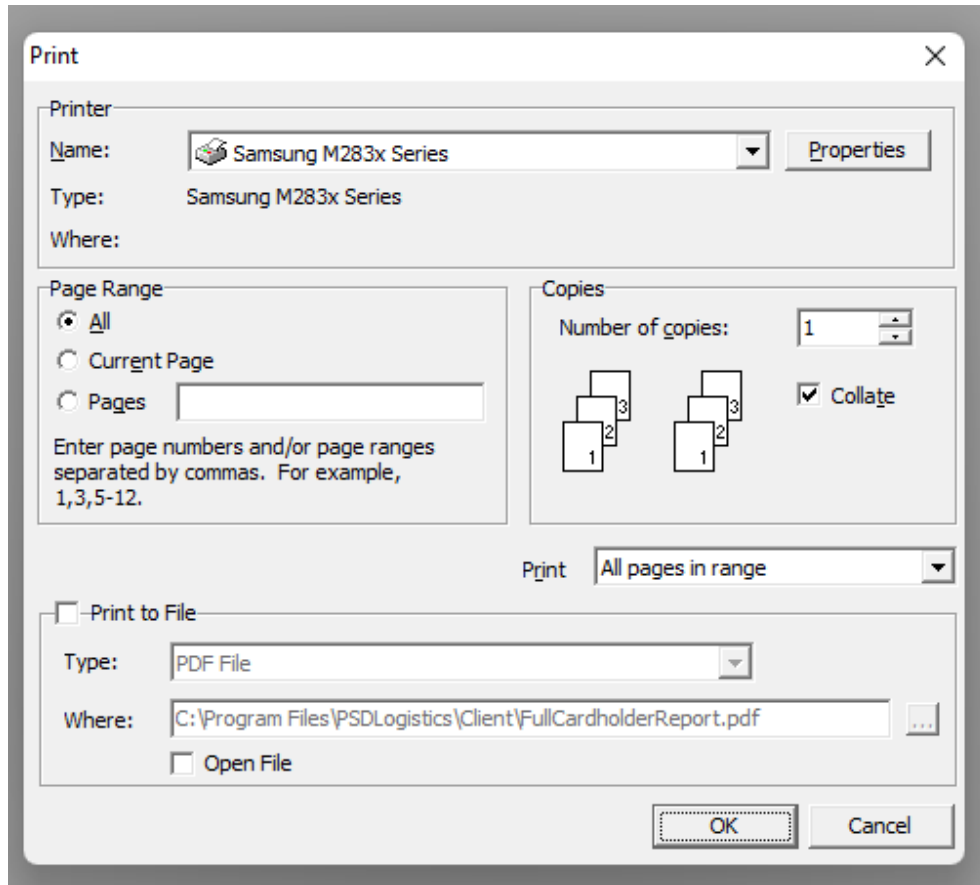
Step 9

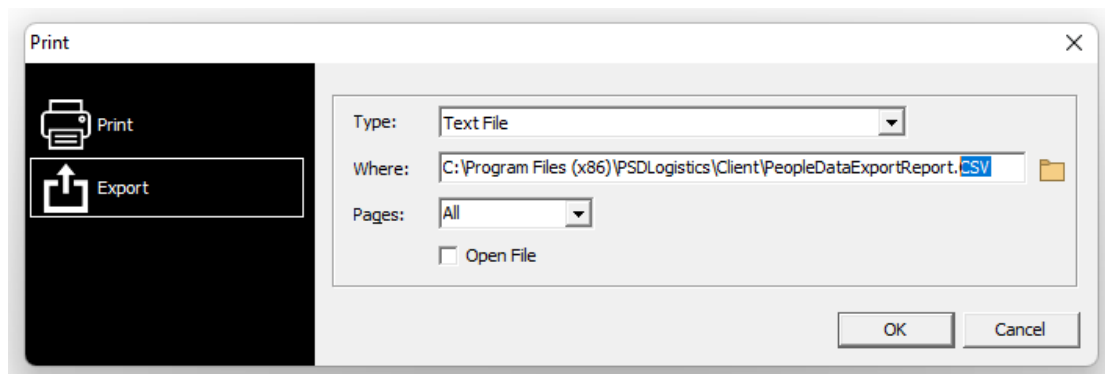Click the Preview tab sheet to generate the report,

Step 10

Once the report has been generated, click the "Print" tool button.

Depending upon which version of PSD Logistics you are running, one of the following two print windows will be displayed.

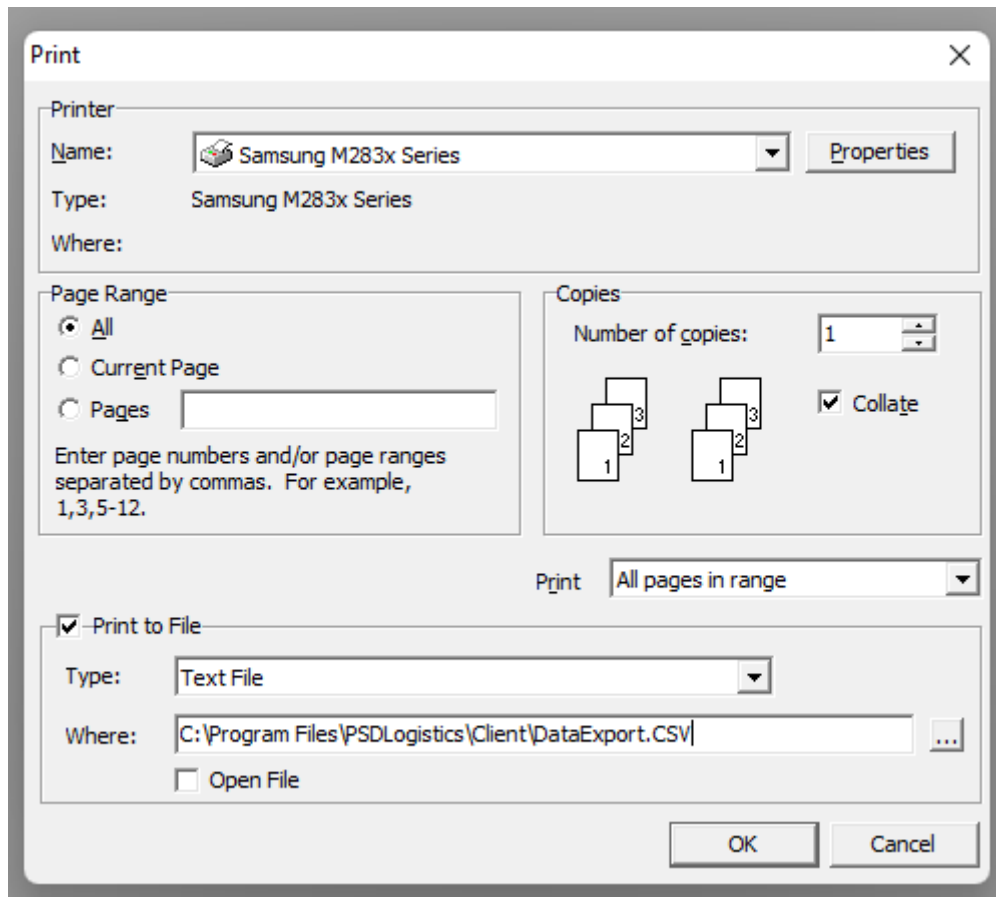If this window is displayed, proceed to Step 11

If this window is displayed, process to Step 13

Step 11

Tick the "Print To File" tick box, set the Type to "Text File" and set the Where option to the data export name plus .CSV.

e.g. C:\Program Files\PSDLogistics\Client\PeopleDataExport.CSV

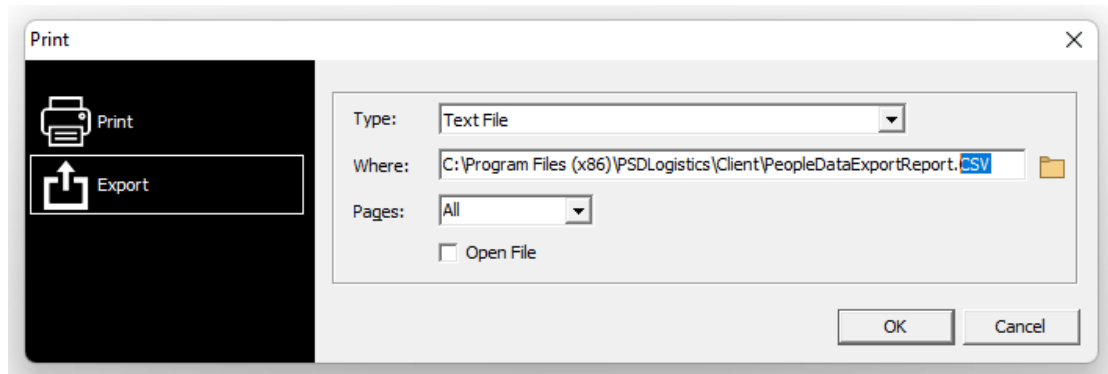
Click the OK button.

Step 12

Open a Microsoft Windows browser, and browse to the folder where you saved the CSV file.

This CSV file should be able to be opened by any spreadsheet or database tool.

Step 13

Tick the "Export" option, set the Type to "Text File" and set the Where option to the data export name plus .CSV.

e.g. C:\Program Files\PSDLogistics\Client\PeopleDataExport.CSV

Click the OK button.

Step 14

Open a Microsoft Windows browser, and browse to the folder where you saved the CSV file.

This CSV file should be able to be opened by any spreadsheet or database tool.