



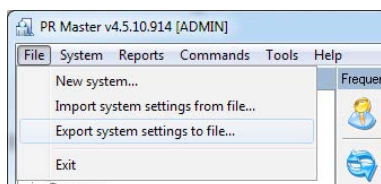
QUICK START GUIDE

Export data and events to T&A

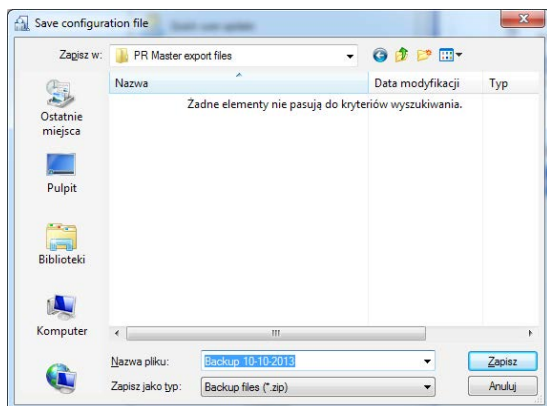
To export data (eg. new employees) and T&A events follow the steps below:

I. DATA EXPORT TO FILE (*.zip)

1. To export data to file (*.zip) choose „File -> Export system settings to file...” from menu.



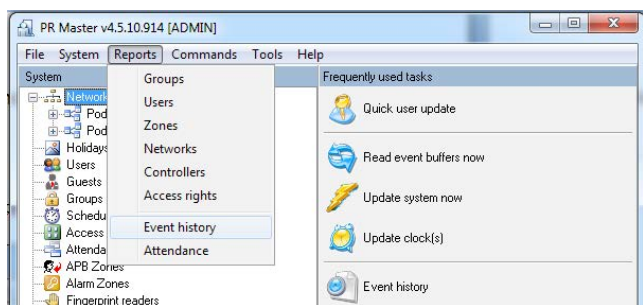
2. New window will appear Save configuration file
3. In a new window show the catalogue, where you want to save the file
4. In a File name field enter the file name you want to save it
5. Do not change Save as field, leave Backup files (*.zip)



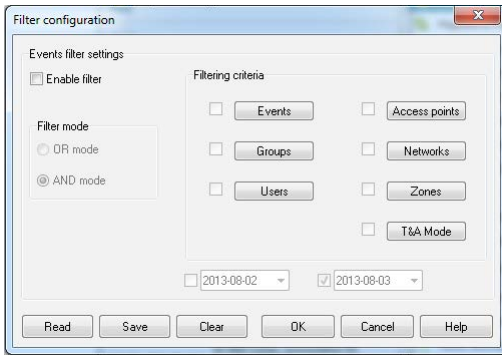
6. Click Save to create file

I. T&A EVENTS EXPORT TO FILE (*.RCP)

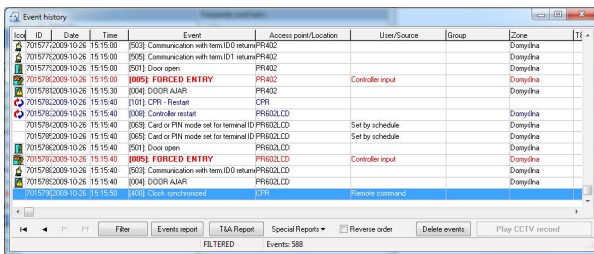
1. Choose Reports -> Event history from menu



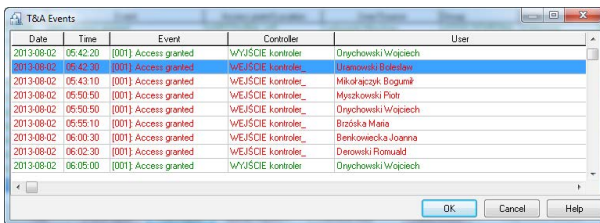
2. Choose the proper time range in Filter configuration window and click OK



3. In a window Event history choose T&A Report



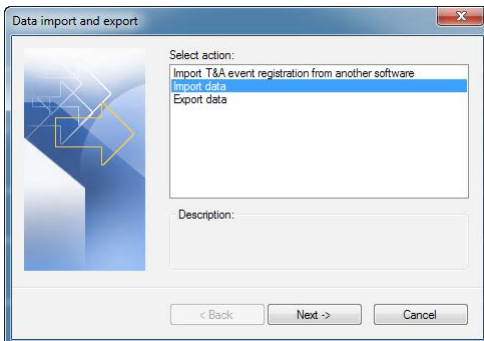
4. You will see T&A events window containing events related to T&A only (regular access control events will be removed). Click OK and save your file.



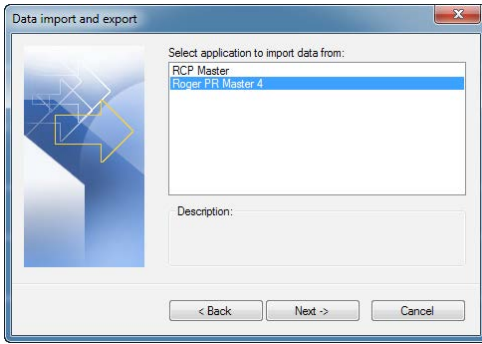
To import new data (eg. new employees) and T&A events list to RCP Master proceed with the following steps:

I. IMPORTING DATA

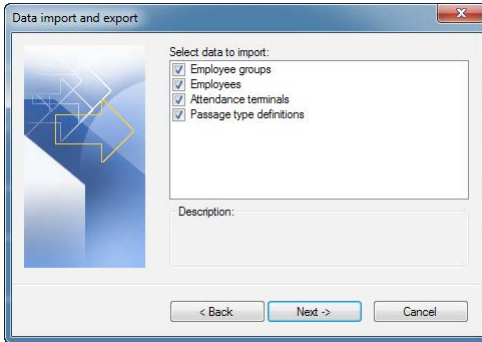
1. From menu File choose Import and export...
2. Choose Import data and click Next ->



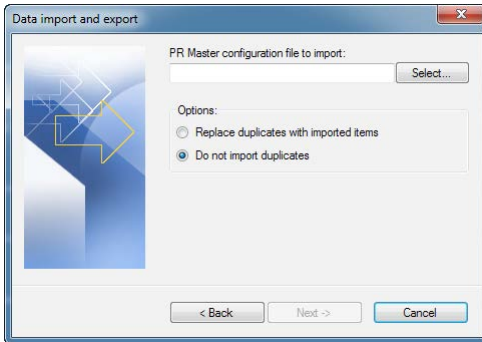
3. Select Roger PR Master 4 and click Next ->



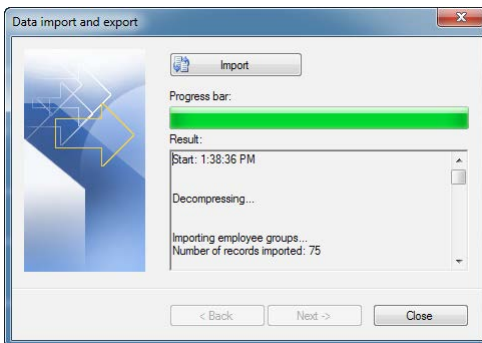
4. In the next window select all data you wish to import and click Next ->



5. Select configuration file (*.zip) created in PR Master and click Next ->



6. Click Import to start importing required data ->

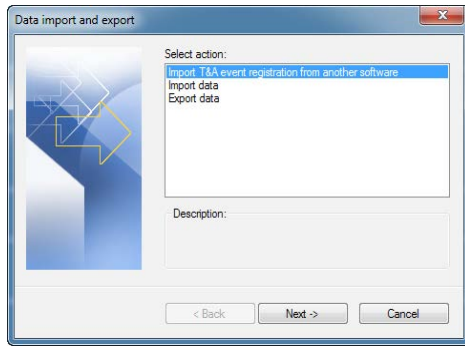


7. After the end of the import procedure click Close to exit ->

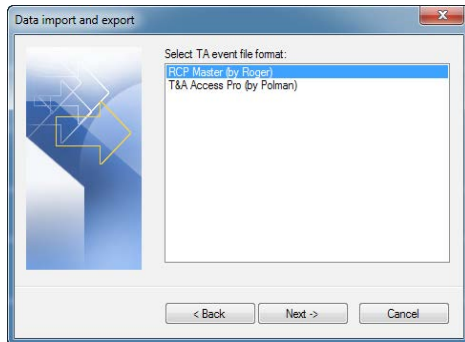
II. IMPORTING EVENTS

1. From menu File choose Import and export...

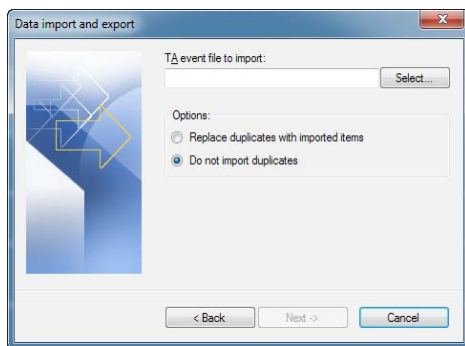
2. Choose Import T&A event registration from another software and click Next ->



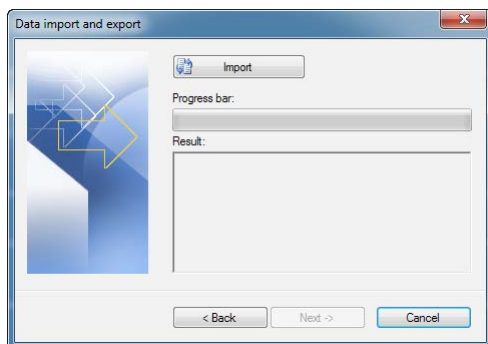
3. In the next window select RCP Master (by Roger) and click Next ->



4. Select file with T&A events (*.rcp) and click Next ->



5. Click Import to start importing T&A events.



6. After the end of the import procedure click Close to exit.

Technical support is available in weekdays:

- from 8:00 am to 4:00 pm at PSTN number +48 55 267 01 26
- from 4:00 pm to 8:00 pm at GSM number +48 664 294 087

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This document is not intended to be a technical specification of the product and has informative character only. The Manufactures of product reserves right to change its characteristic without notice. The product features listed in this document refer to the entire series and depends on particular product version, configuration and additional equipment.

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ROGER sp. z o.o. sp. k.
Gościszewo 59
82-400 Sztum
Poland

T. +48 55 272 0132
F. +48 55 272 0133
E. roger@roger.pl
I. www.roger.pl

roger[®]