

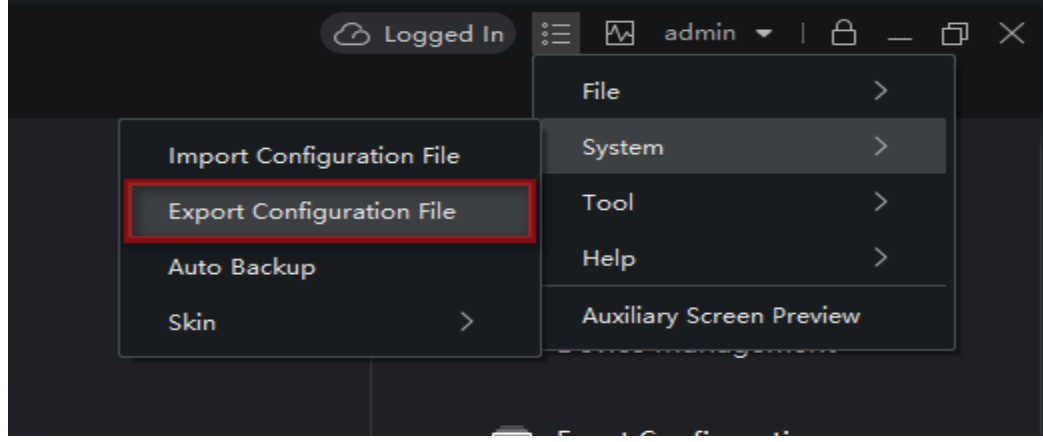
How to Modify Person ID on iVMS-4200

Once the person ID of Access Control device created , we can't modify it on iVMS-4200 directly, but we can follow below steps to modify it to match the real need, such as to match the HR employees list numbering style requirement.

Note: These steps only apply to person information and face picture, for fingerprint data, we can only enroll again with new person ID.

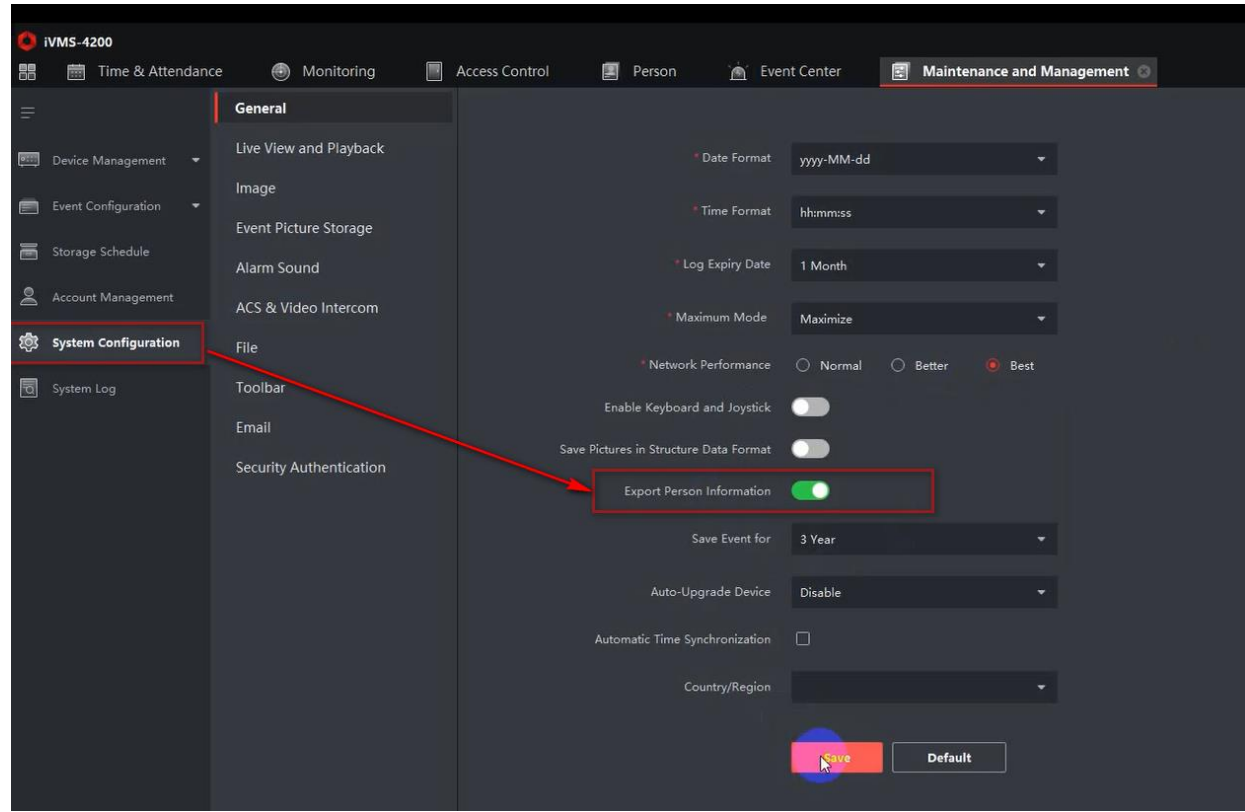
Step1 :Backup the iVMS-4200 configuration file to prevent data loss.

Run iVMS-4200 software, Click  , go to System –Export Configuration File.

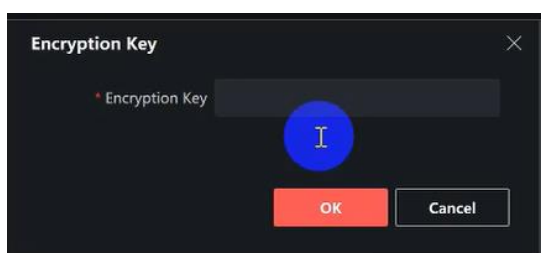
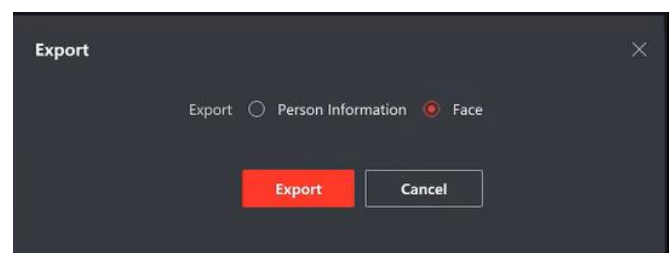
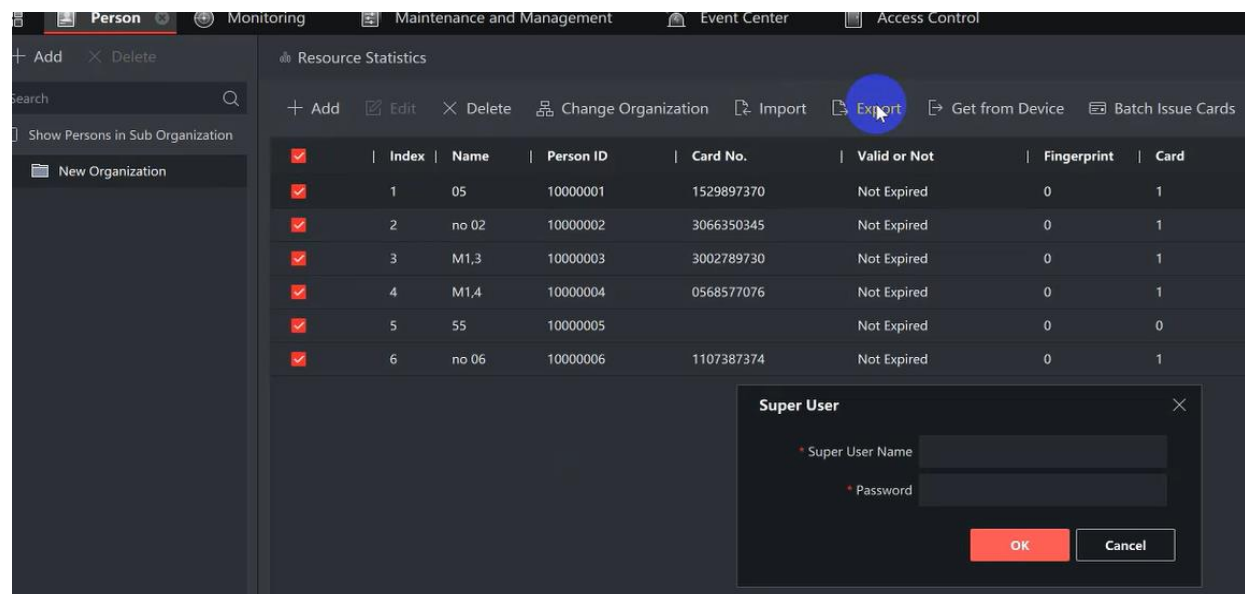


Step2 :Export Person Information.

Go to **Maintenance and Management** module –System Configuration-Enable Export Person Information Button.



Go to **Person** module –select person list , click Export button and input iVMS-4200 username and password to export person information and face picture. When export face picture, please set and remember the encryption key for the exported face picture.



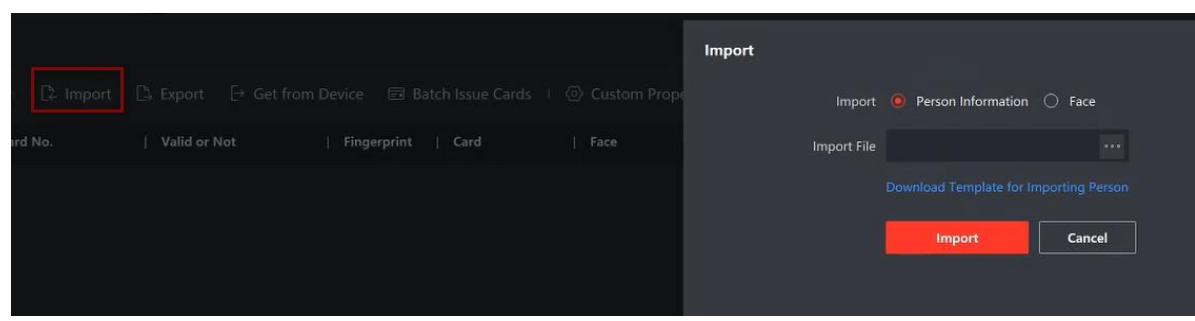
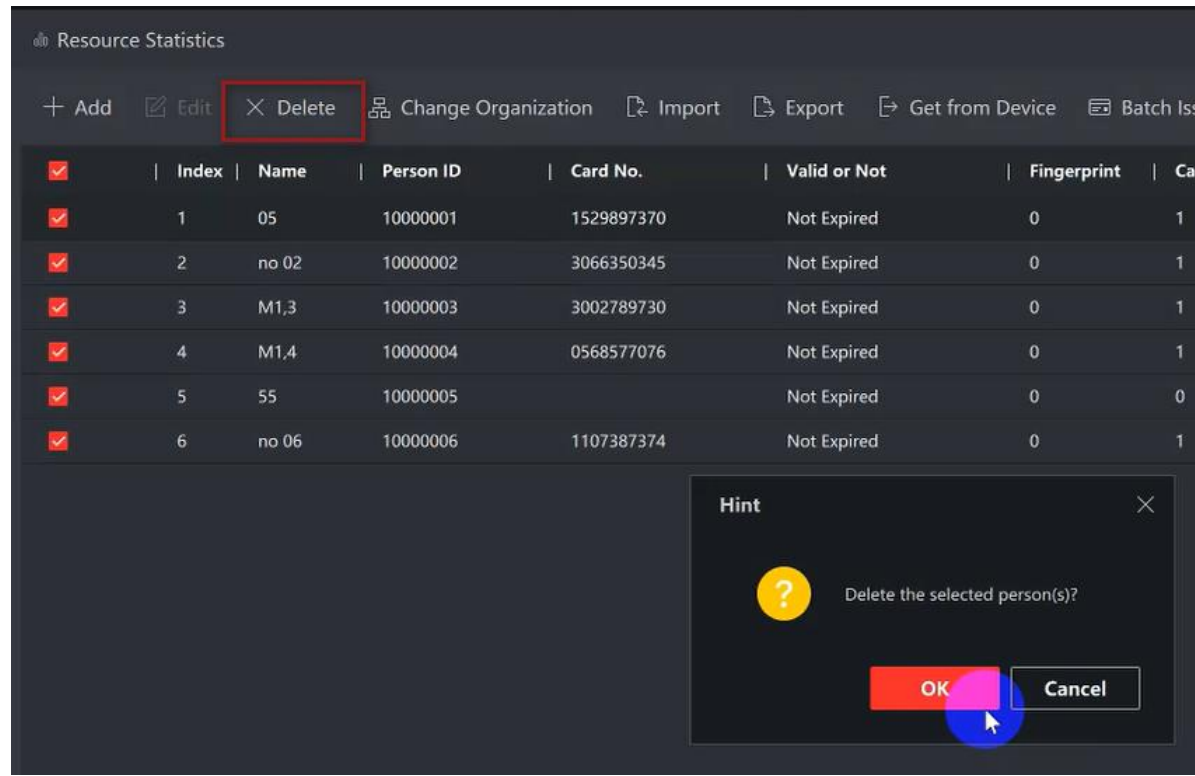
Step 3 : Modify Person Information.

- Modify person ID to new ID in the Personnel File and save the file.
- Input encryption password to unzip the exported face pictures.
- Rename the pictures and replace the old person ID with new ID.
- Zip all face pictures (must be.zip format file)

A	B	C
*Person ID	*Organization	*Person Name
10000001	New Organization 05	
10000002	New Organization no 02	
10000003	New Organization M1,3	
10000004	New Organization M1,4	
10000005	New Organization 55	
10000006	New Organization no 06	

10000015_55_0.jpg	2021/11/8 10:11
Face Pictures.zip	2021/11/8 10:11
Personnel File.xlsx	2021/11/8 10:12

Step 4: Delete old Person data from iVMS-4200 and Click Import button to import new person info and face picture.



Step 5: Go to Access Control Module- Click Add to add new person to device. Click Apply All to Device.

