

FINGERTEC



EXPORTING DATA FROM THE TCMS V2 INTO
**THIRD PARTY
PAYROLL OR SYSTEM**
SUGGESTIONS & SOLUTIONS FOR TCMS V2

The TCMS V2.1.0 allows you to export the data in Text or Excel file format. The exported data can be imported into a payroll system for further calculation. You may adjust the format and priority of data you wish to export.

Step 1 • *Export button in Attendance Sheet.*



Figure 1.1

Click the Export button here to start exporting process.

Step 2 • *Selecting exporting data range for export.*

The screenshot shows a dialog box titled "Export Attendance Records" with the following content:

Please select the badge cards and attendance date range you want to be exported to an external file as a input attendance records for other payroll system.
You can choose to export either detail attendance records or summary records only.

You may select the range of records by:

Department: [Dropdown menu]

User ID selection options:

- All
- None
- Some

<input checked="" type="checkbox"/>	1001	Mark
<input checked="" type="checkbox"/>	1002	Nicole
<input checked="" type="checkbox"/>	1003	David

Date: [01/03/2012] - [31/03/2012]

Do you want to include those suspended users during data export process?

Buttons: Export Detail, Export Summary, Cancel

Callout boxes provide the following instructions:

- "Click here to select all users." (points to the 'All' radio button)
- "You can select certain users by making yours selection here. Please hold down the CTRL key during selection." (points to the user selection table)
- "Specify a range of date of data to export." (points to the date range fields)
- "Click here to proceed to next stage." (points to the 'Export Detail' button)

Figure 1.2

Step 3 • *Selecting the desired data according to export position and size.*

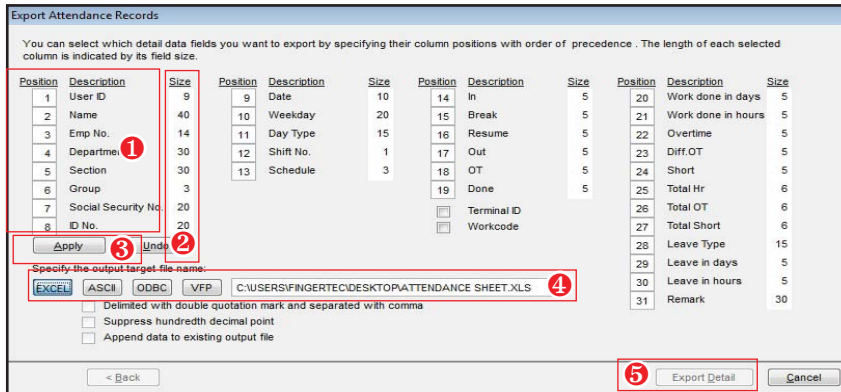


Figure 1.3

- ① Position refers to the sequence of exporting the data. 1 means first item in exported file, 2 mean second item etc.
- ② Size means the field length of the item to be exported.
- ③ Click the Apply button to save the settings in desired exported data.
- ④ Double click to select the exported format. EXCEL mean MS Excel format and ASCII means text file format.
- ⑤ Click the Export Detail button to start exporting data.

You may configure the desired data to be exported. The length of exported data can be adjusted.