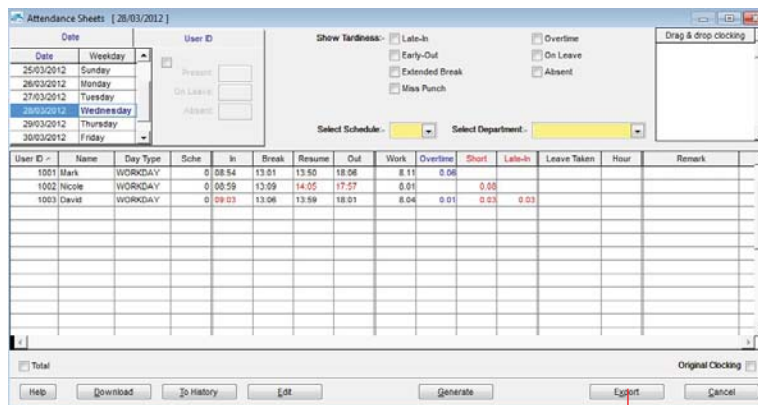# FING⊘RTEC®

SUGGESTIONS & SOLUTIONS FOR TCMS V2

You can export the summary of attendance data from TCMS V2 into your payroll system. This will help reducing the manual work of inputting the attendance records of each user.
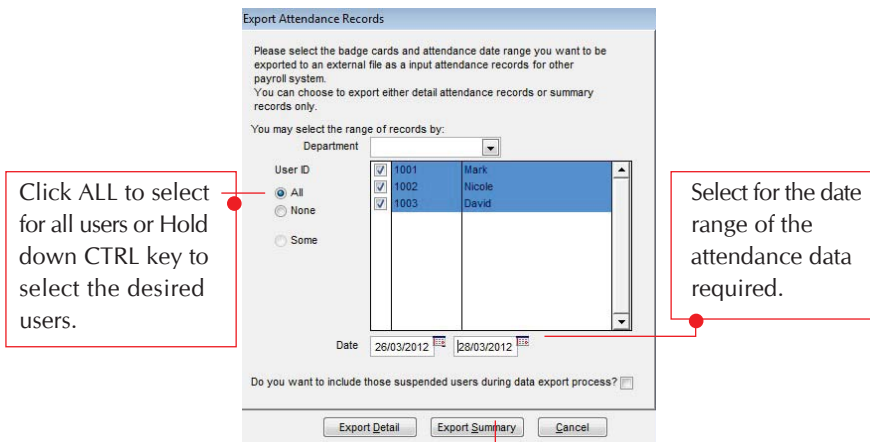
## Step 1

Open Attendance Sheet.



Click the Export button to start the export process.

## Step 2

Select users and date range.



Click ALL to select for all users or Hold down CTRL key to select the desired users.

Select for the date range of the attendance data required.

Click the Export Summary to proceed to next step

## Step 3

Select the required attendance data.

You can adjust the length of the character by input numbers.



You can arrange the order of the attendance data by input number, 1 mean first column, 2 means second column etc.

Click APPPLY to save the arrangement of attendance data.

## Step 4

Select the required attendance data.



You can select the format of the file to be saved.
EXCEL mean MS Excel, ASCII mean test file and ODBC means ODBC Manager.
Double click to select the file format and the path where the file will be save.

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## Step 5
Start the Exporting Process.



Click the Export Summary button to start the exporting process.

## Step 6
Completion.
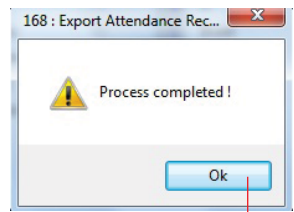


Click OK to end the process.