

FINGERTEC

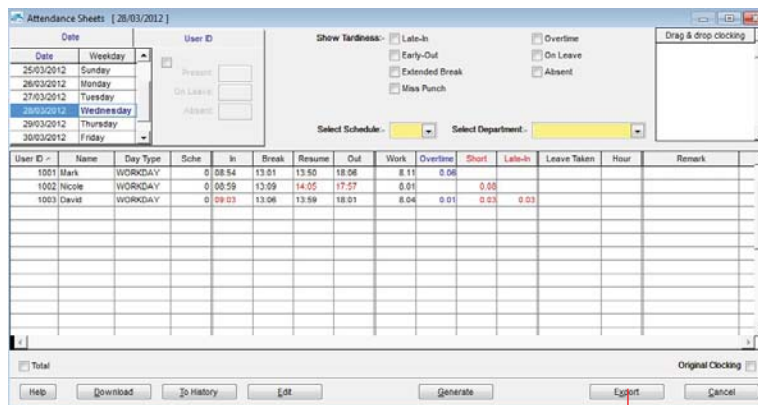


SUGGESTIONS & SOLUTIONS FOR TCMS V2

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

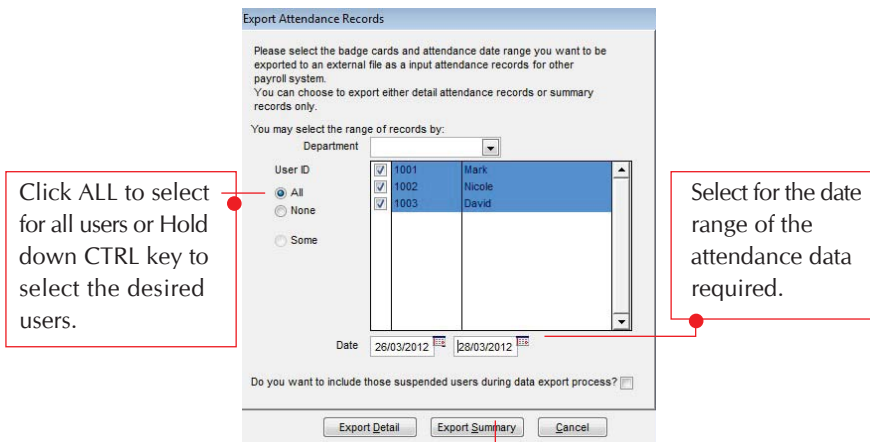
Open Attendance Sheet.



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.

The screenshot shows the 'Export Attendance Records' dialog box. It contains a table with columns: Position, Description, Size, Position, Description, Size, Position, Description, Size, Position, Description, Size. The table lists various data fields such as User ID, Name, Date, In, Break, Resume, Out, OT, Done, Work done in days, Work done in hours, Overtime, Diff.OT, Short, Total Hr, Total OT, Total Short, Leave Type, Leave in days, Leave in hours, and Remark. Below the table, there are checkboxes for 'Delimited with double quotation mark and separated with comma', 'Suppress hundredth decimal point', and 'Append data to existing output file'. There are also buttons for 'Apply', 'Undo', 'EXCEL', 'ASCII', 'ODBC', 'VFP', and a text box for 'Specify the output target file name:'. At the bottom, there are buttons for '< Back', 'Export Detail', and 'Cancel'.

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.

This screenshot is similar to the one in Step 3, but the 'ASCII' option is selected in the file format options. The 'Apply' button is highlighted with a red box. The rest of the dialog box, including the table and other options, is the same as in Step 3.

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.

Step 5

Start the Exporting Process.

Export Attendance Records

You can select which detail data fields you want to export by specifying their column positions with order of precedence. The length of each selected column is indicated by its field size.

Position	Description	Size	Position	Description	Size	Position	Description	Size	Position	Description	Size
1	User ID	9	3	Date	10	4	In	5		Work done in days	5
2	Name	40		Weekday	20	5	Break	5		Work done in hours	5
	Emp No.	14		Day Type	15	6	Resume	5		Overtime	5
	Department	30		Shift No.	1	7	Out	5		Diff.OT	5
	Section	30		Schedule	3		OT	5		Short	5
	Group	3					Done	5		Total Hr	6
	Social Security No.	20					<input type="checkbox"/> Terminal ID			Total OT	6
	ID No.	20					<input type="checkbox"/> Workcode			Total Short	6
										Leave Type	15
										Leave in days	5
										Leave in hours	5
										Remark	30

Specify the output target file name:

EXCEL ASCI ODBC VFP C:\USERS\FINGERTEC\DESKTOP\ATTENDANCE SHEET.XLS

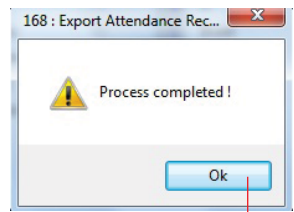
Delimited with double quotation mark and separated with comma
 Suppress hundredth decimal point
 Append data to existing output file

< Back Export Detail Cancel

Click the Export Summary button to start the exporting process.

Step 6

Completion.



Click OK to end the process.