

**FINGERTEC**



# EXPORTED ATTENDANCE DATA

FROM TCMS V2 IN EXCEL WORKSHEET

SUGGESTIONS & SOLUTIONS FOR TCMS V2

The exported data from TCMS V2 in Excel worksheet is different from the data in TCMS V2. Notice the column F1 that is labeled with overtime. Excel file will display general number format such as, 123.568. For time display, it will display in time format, which is hh:mm in and for the OT display, the format should be in mm:ss. Therefore, you might find the OT is displayed differently in TCMS V2. To get the correct format,

Please follow the steps below:

### Step 1

Insert a new column and label it as OT (mm:ss). If you have exported the Different OT data also, you have to add another column labeled as Different OT (mm:ss).

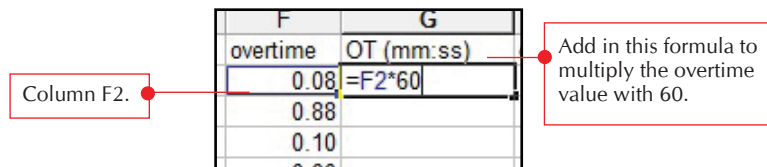
	A	B	C	D	E	F	G	H	I
1	badgeno	badgename	date	in	out	overtime	OT (mm:ss)	diffot	Diff OT (mm:ss)
2	1001	Mark	26/03/2012	08:59	18:05	0.08		0.00	
3	1001	Mark	27/03/2012	08:56	18:53	0.88		0.00	
4	1001	Mark	28/03/2012	08:54	18:06	0.10		0.00	
5	1001	Mark	29/03/2012	08:54		0.00		0.00	
6	1002	Nicole	26/03/2012	08:52	18:09	0.15		0.00	
7	1002	Nicole	27/03/2012	08:56	18:03	0.05		0.00	
8	1002	Nicole	28/03/2012	08:59	17:57	0.00		0.00	
9	1002	Nicole	29/03/2012	08:58	18:45	0.75		0.00	
10	1003	David	26/03/2012	08:41	17:59	0.00		0.00	
11	1003	David	27/03/2012	08:56	17:52	0.00		0.00	
12	1003	David	28/03/2012	09:03	18:01	0.02		0.00	
13	1003	David	29/03/2012	09:10	20:34	2.57		0.00	

Figure 1.1

### Step 2

To change the value in the overtime column, please key-in the formula below on the new overtime column.

$$OT (mm:ss) = \text{ColumnRow} * 60$$

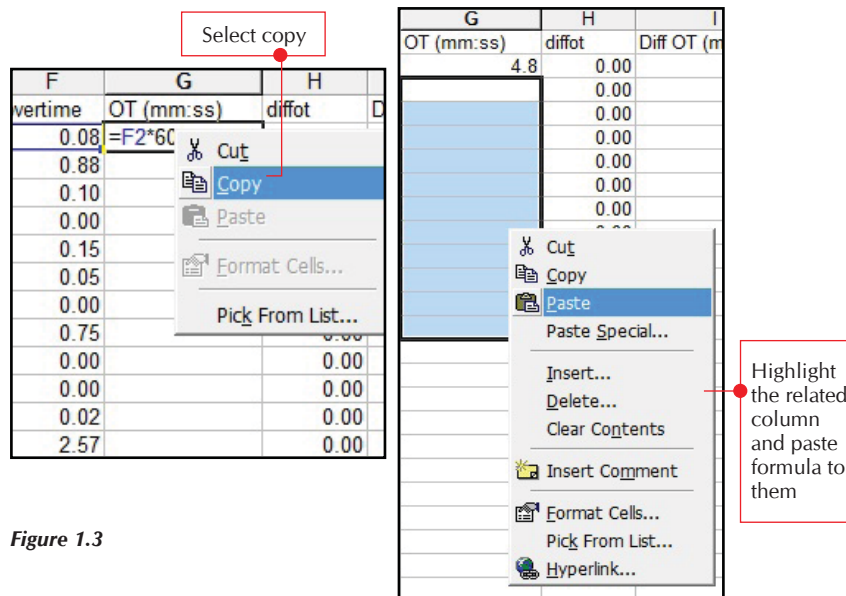


F	G
overtime	OT (mm:ss)
0.08	=F2*60
0.88	
0.10	

Figure 1.2

### Step 3

Now, copy this formula and paste it to the below cells.



F	G	H
overtime	OT (mm:ss)	diffot
0.08	=F2*60	
0.88		
0.10		
0.00		
0.15		
0.05		
0.00		
0.75		
0.00		0.00
0.00		0.00
0.02		0.00
2.57		0.00

Figure 1.3

Figure 1.4

### Step 4

Now, you can repeat the whole steps above to solve the different value in the different column.