

FINGERTEC



IMPORT AND EXPORT

ATTENDANCE DATA INTO TCMS V2
SUGGESTIONS & SOLUTIONS FOR TCMS V2

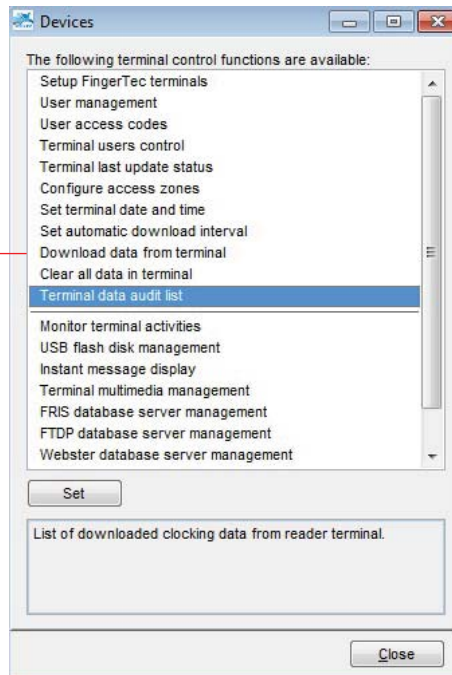
You can extract all attendance data from branches and send them back to the head quarter. The process of attendance data transferring can be summarized as below:

1. Extracting attendance data from branches.
2. Send data to head quarter by email, or other portable media storage.
3. Importing attendance data into the TCMS V2 at head quarter.

You may follow the steps below to export and import attendance data.

Step 1

Exporting attendance data from TCMS V2.



Double click the Export Attendance records.

Step 2

Configuring the range of data.

The screenshot shows the 'Export Attendance Records' dialog box. It contains a section for selecting the range of records by user ID, with radio buttons for 'All', 'None', and 'Some'. A table lists three users: 1001 (Mark), 1002 (Nicole), and 1003 (David). Below the table are date fields for 'Date' (26/03/2012 to 28/03/2012) and an 'Export to file:' field with a browse button. At the bottom are 'Apply' and 'Cancel' buttons. Red callout boxes provide instructions: 'Click here to select all users.' points to the 'All' radio button; 'Specify the date range of the data to be exported.' points to the date fields; 'Specify a location to save the exported data. Click here to browse for a location to save the file.' points to the browse button; and 'Select only certain users by selecting here. Please hold down the CTRL key during selection.' points to the checkboxes in the user table.

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

Step 3

Data exported successfully.

The screenshot shows the 'Export Attendance Records' dialog box with a 'Process completed!' message box overlaid. The message box has a yellow warning icon and an 'Ok' button. The 'Export to file:' field in the background dialog now shows '100%' and the 'Apply' button is highlighted. A red callout box points to the 'Ok' button with the text 'Click the OK button to proceed.'

Step 4

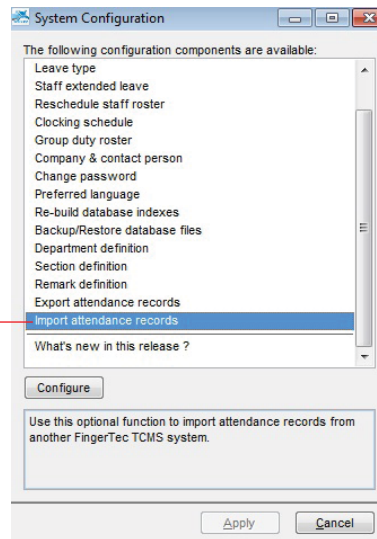
Check the file with exported data.



The exported file should be valid in the selected location. This is a .ZIP file, it could only be access when it is imported into TCMS v2. Therefore the attendance data will be protected during transferring.

Step 5

Importing data into TCMS v2.



Double click the Import Attendance records.

Step 6
Selecting the data range.

The screenshot shows the 'Import Attendance Records' dialog box. It contains the following elements:

- Instructions:** "Please specify the file location you want to import from. Note: Existing records will be overwritten by this import function."
- Selection Options:** "You may select the range of records by:" with radio buttons for "All", "None", and "Some".
- User List:** A table with columns for User ID, Name, and checkboxes. The first three rows are selected.

User ID	Name	Selected
1001	Mark	<input checked="" type="checkbox"/>
1002	Nicole	<input checked="" type="checkbox"/>
1003	David	<input checked="" type="checkbox"/>
- Date Range:** "Date" field with values "26/03/2012" and "28/03/2012".
- File Location:** "Import from file:" field with a "Browse" button.
- Buttons:** "Apply" and "Cancel".

Callouts provide the following instructions:

- "Click here to select all users." (points to the 'All' radio button)
- "Specify the date range of the data to be exported." (points to the date range)
- "Specify a location to save the import data. Click here to browse for a location to import the file." (points to the 'Browse' button)
- "Select only certain users by selecting here. Please hold down the CTRL key during selection." (points to the checkboxes in the user list)

Step 7
Data import into TCMS V2.

The screenshot shows the 'System Configuration' window with a list of configuration components. A smaller dialog box titled "168 : Import Attendance Rec..." is overlaid on top, displaying a yellow warning icon and the text "Process completed!". The "OK" button in this dialog box is highlighted with a red callout box containing the text "Click the OK button to proceed."