FING@RTEC.

IMPORT AND EXPORT
ATTENDANCE DATA INTO TCMS V2
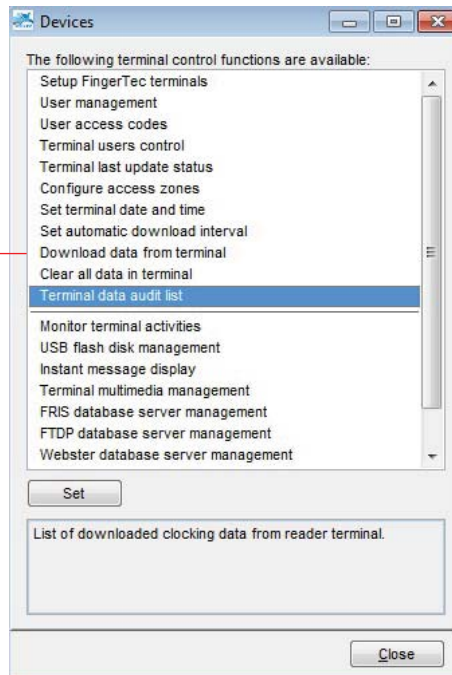### SUGGESTIONS & SOLUTIONS FOR TCMS V2

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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.

Click here to select all users.

Specify the date range of the data to be exported.

Specify a location to save the exported data. Click here to browse for a location to save the file.

Select only certain users by selecting here. Please hold down the CTRL key during selection.

Step 3
Data exported successfully.

Click the OK button to proceed.
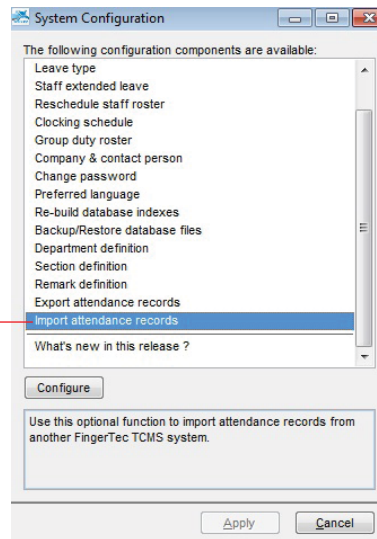
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Step 4
Check the file with exported data.

EXPORTED
ATTENDANCE
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.

Click here to select all users.

Specify the date range of the data to be exported.

Specify a location to save the import data. Click here to browse for a location to import the file.

Select only certain users by selecting here. Please hold down the CTRL key during selection.

Step 7
Data import into TCMS V2.

Click the OK button to proceed.