

**FINGERTEC**



# IMPORT AND EXPORT

ATTENDANCE DATA INTO TCMS V2

SUGGESTIONS & SOLUTIONS FOR TCMS V2

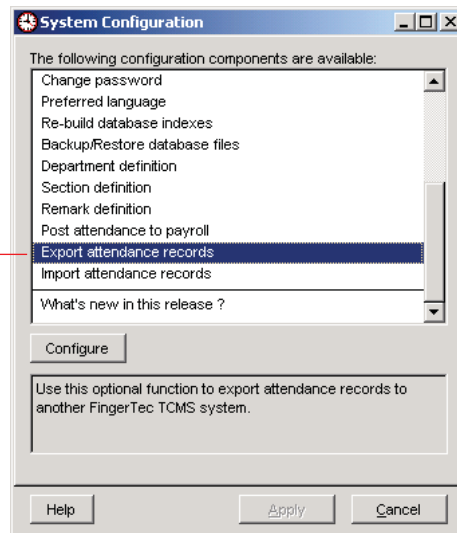
You can extract all attendance data from branches and send them back to the head quarter. The process of attendance data transferring can be summarized as below:

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.

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.

### Step 4

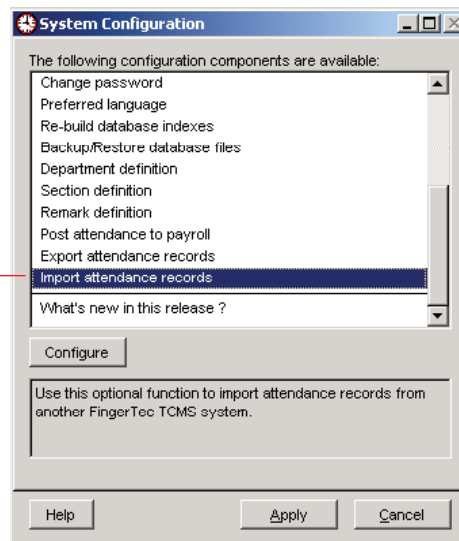
Check the file with exported data.



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 a list of users with their IDs and names. The 'All' radio button is selected. The 'Date' field is empty. The 'Import from' field is empty. 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' field; 'Specify a location to save the import data. Click here to browse for a location to import the file.' points to the 'Import from' field; and 'Select only certain users by selecting here. Please hold down the CTRL key during selection.' points to the 'None' radio button.

**Step 7**  
Data import into TCMS V2.

The screenshot shows the 'Export Attendance Records' dialog box. A message box titled '168 : Export Attendance Records' is overlaid on top, displaying a yellow warning icon and the text 'Process completed!' with an 'OK' button. The 'Date' field is set to '01/01/2006' to '07/04/2006'. The 'Export to file' field shows '100%'. A callout box points to the 'OK' button in the message box with the text 'Click the OK button to proceed.'