

The Import option enables you to import clocking information from other access and time management systems into CS Time without the loss of information or having to manually input this information.

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<u>Field</u>	<u>Name</u>	<u>Max Length (Chars)</u>	<u>Description</u>
6	Time	8	<i>Optional.</i> <b>hh:mm:ss</b> or <b>hh:mm</b> - If empty then the clocking will apply from 0:00.
7	Direction	1	Either <b>I</b> for in or <b>O</b> for out. Required if the clocking is a payroll clocking but not required if it's just a change of classification.
8	Device	8	<i>Optional.</i> Usually a reference to the clock being used. In the case of an import you may want to use this field to identify imported clockings.
9	Authorised	1	<b>Y</b> if the clocking is valid, or <b>N</b> , or <b>D</b> , if it still requires further authorisation. If omitted then <b>Y</b> is assumed.
10	Company	30	<i>Optional.</i> Places the employee in a particular company, from the time/date entered above. You can use either the company number, or the company name (as set in the TNA Configuration module.) If the company does not exist then it will be created on the fly in the TNA system.
11	Branch	30	<i>Optional.</i> Places the employee in a particular branch, from the time/date entered above. You can use either the branch number, or the branch name (as set in the TNA Configuration module.) If the branch does not exist then it will be created on the fly in the TNA system.
12	Department	30	<i>Optional.</i> Places the employee in a particular department, from the time/date entered above. You can use either the department number, or the department name (as set in the TNA Configuration module.) If the department does not exist then it will be created on the fly in the TNA system.
13	Cost Centre	30	<i>Optional.</i> Places the employee in a particular cost centre, from the time/date entered above. You can use either the cost centre number, or the cost centre name (as set in the TNA Configuration module.) If the cost

<b><u>Field</u></b>	<b><u>Name</u></b>	<b><u>Max Length (Chars)</u></b>	<b><u>Description</u></b>
			centre does not exist then it will be created on the fly in the TNA system.
14	Category	30	<i>Optional.</i> Places the employee in a particular category, from the time/date entered above. You can use either the category number, or the category name (as set in the TNA Configuration module.) If the category does not exist then it will be created on the fly in the TNA system.
15	Scale	30	<i>Optional.</i> Places the employee in a particular scale, from the time/date entered above. You can use either the scale number, or the scale name (as set in the TNA Configuration module.) If the scale does not exist then it will be created on the fly in the TNA system.
16	Type	30	<i>Optional.</i> Places the employee in a particular type, from the time/date entered above. You can use either the type number, or the type name (as set in the TNA Configuration module.) If the type does not exist then it will be created on the fly in the TNA system.
17	Workgroup	30	<i>Optional.</i> Places the employee in a particular workgroup, from the time/date entered above. You can use either the workgroup number, or the workgroup name (as set in the TNA Configuration module.) If the workgroup does not exist then it will be created on the fly in the TNA system.
18	Job	30	<i>Optional.</i> Places the employee in a particular job, from the time/date entered above. You can use either the job number, or the job name (as set in the TNA Configuration module.) If the job does not exist then it will be created on the fly in the TNA system.
19	Customer	10	<i>Optional.</i> Use this only if you are creating a new Job, via field 18 (above). If the job already exists (and is assigned to a customer) then this field is ignored.

<u>Field</u>	<u>Name</u>	<u>Max Length (Chars)</u>	<u>Description</u>
20	Quantity	10	<i>Optional.</i> The quantity of items completed.
21	Reference	10	<i>Optional.</i> Anything you want. Not used by the TNA system, but can be included on reports.
22	Comment	250	<i>Optional.</i> Anything you want. Not used by the TNA system, but can be included on reports.
23	Clocking Type	1	<i>Optional.</i> The type of clocking imported e.g. use <b>A</b> for TNA clockings. The clocking types are: <b>A</b> - TNA <b>B</b> - Access <b>C</b> - TNA, Access <b>D</b> - Job <b>E</b> - TNA, Job <b>F</b> - Job, Access <b>G</b> - TNA, Job, Access <b>H</b> - Info <b>I</b> - Info, TNA <b>J</b> - Info, Access <b>K</b> - TNA, Info, Access <b>L</b> - Info, Job <b>M</b> - TNA, Info, Job <b>O</b> - TNA, Info, Job, Access

- All fields can be entered with trailing spaces clipped, or with trailing spaces included.
- Commas are not allowed in any fields.
- Duplicate clockings are not imported. A clocking is a duplicate if it has the same Site, Employee Number (or Card Number), Date, Time and Direction as an existing clocking. In other words only one In, Out and Job clocking is allowed at the same time.
- If the first column is blank, i.e. if the line starts with a , then the line is ignored. This allows for comment records in the file.

### Data.txt Format

This option is used to import clocking information from ASCII text files with each line representing one clocking and can be up to 33 characters long. The fields are in “fixed positions”, in other words each field starts at a set character position and has a set maximum number of characters with a comma between each field. Below is an example of an ASCII text file (Data.txt) showing clocking information.

```

1,06,2600003 00, 1/03/02, 8:00,I
1,06,2600003 00, 1/03/02,18:00,O
1,06,2600003 00, 4/03/02, 8:00,I
1,06,2600003 00, 4/03/02,18:00,O
1,06,2600003 00, 5/03/02, 8:00,I
1,06,2600003 00, 5/03/02,18:00,O
1,06,2600003 00, 6/03/02, 8:00,I
1,06,2600003 00, 6/03/02,18:00,O

```

The information in the text file is laid out as follows:

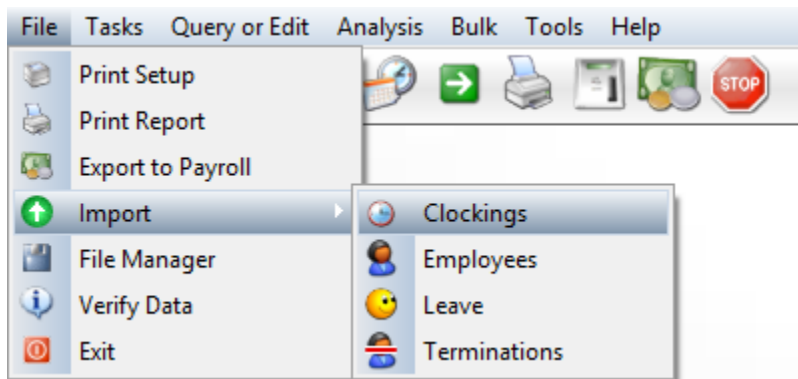
<u>Clocking Information</u>	<u>Start Character</u>	<u>Length</u>
Clock Number	3	2
Site Number	6	2
Card Number	10	4
Date (yy/mm/dd)	17	8
Time (hh:mm)	26	5
Direction ( O or I )	32	1

- The gap between the Site Number and the Card Number field is currently not used.
- If the clocking already exists then the imported clocking record is ignored, i.e. same employee at same device at the same time and date and also in the same direction.

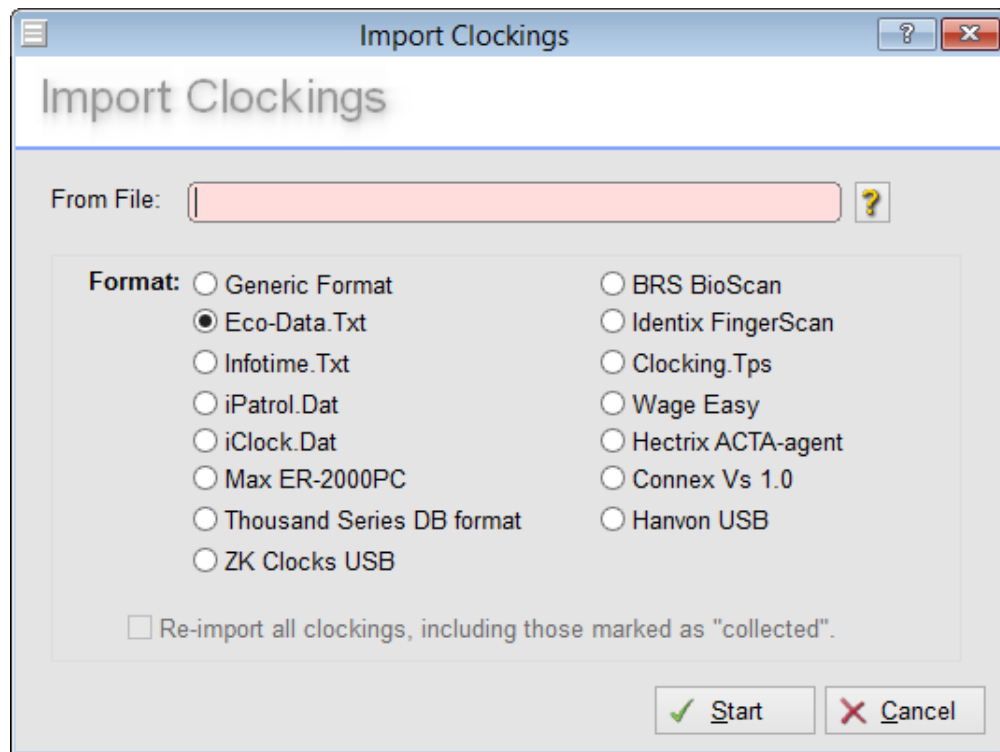
### Importing Clocking Information

To import clocking information from an ASCII text file, proceed as follows:

1. Select the **Clockings** option from the **File / Import** dropdown menu and the *Import Clockings* window will be displayed.



2. Use the **From File** select button and select the path and ASCII file from which the clocking information is to be imported.



3. Use the **Format** radial buttons and select the type of clocking file format that is to be imported. The types of clocking information formats that can be imported are:
  - a. **Generic Format**– this is a CS TimeGeneric Import format.
  - b. **Eco-Data.txt**– this is a general CS Time clocking information file format (Data.txt).
  - c. **Infotime.txt**– this is an Infotime clock format.
  - d. **iPatrol.dat**– this is a Guard Log system clocking information file format.
  - e. **iClock.dat**– this is an Ideal Timelog Clock format.
  - f. **Max ER-2000PC** – this is a Max product file format.
  - g. **Thousand Series DB format** - this is a database from a CS TimeClock.
  - h. **ZK Clocks USB** - this is a ZK Clock (Attlog) file format.

- i. **BRS BioScan** – this is a BioScan file format.
  - j. **Identix FingerScan** - this is a Identix file format.
  - k. **Clockings.Tps**- this is the standard file format used by CS Time to save clockings.
  - l. **Wage Easy** - this is a Wage Easy format.
  - m. **Hectrix ACTA-agent** - this is a Hectrix (ACTATEK) format.
  - n. **Connex Vs 1.0** - this is the Connex file format.
  - o. Hanvon USB - this is a Hanvon file format.
4. If you are importing a CS TimeClock database you have the option to **Re-import all clockings, including those marked as "collected"**.
  5. Click on the **Start** button to start the clocking import operation. A progress window will be displayed while the system imports the clocking information.

Permalink: <http://tinyurl.com/6rpgag2>