

Advanced Tracker Technologies Inc.

Record Export To Excel

Overview

The Record Export To Excel application allows for user-defined export of detailed or summarized Time and Attendance information. The application is designed to work with the version of Microsoft Excel currently installed on your computer.

This application is a companion product for Employee Tracker. The Record Export to Excel can exist on a computer which does not have Employee Tracker installed, but accessibility to the live Employee Tracker database is required.

This document covers the installation and initial setup requirements.

Requirements

The Record Export To Excel application requires the installation of Microsoft Excel version 8 or later.

Setup

Setup will be forced upon first run of the Record Export To Excel application. Once setup, these items can be changed by the 'Setup' menu on the applications' main window.

Access

Setup for Access databases requires browsing to the folder which contains the Employee Tracker .MDB files.

SQL Server

Setup for SQL Server requires entering a [RECEXPOR] block into the attidata.ini file which is used on client workstations to store server and user information.

Once the data setup is complete, the user must enter the path and filename to use for the exported information. If the file does not exist, it will get created. If the file does exist, subsequent exports will overwrite the previous information.

Operation

- Select your employees to export
- Select detailed or summary. Detailed will display every transaction while summary will group all transactions into one.
- Select which records you want exported
- Select which columns from Edit Time and Attendance you want exported.
- Enter your date range to export
- Click the Export button. You can choose to view the Excel spreadsheet once the export is complete