Import Essentials

Import data by uploading a data file

What type of data would you like to import? Employee Information

Choose a file   Browse

Optional: Load Saved Import Settings

Load   No settings loaded

File Delimiting	File Data Options
○ Fixed Length ASCII Text	Records to skip 0
● Delimited ASCII Text	☐ Use the first line in the file as the header to automatically map the fields
Field Delimiter COMMA	
☐ Treat consecutive delimiters as one	

The **Import** function allows you to import CSV (comma separated value), fixed length, or another type of delimited text filecontaining information into **TimeClock Plus**. This allows you to quickly integrate information from another program into your database, preventing the need to double-key employee information.

Preparing a CSV file

```
1,Mark,Ramos,8454 Matthews,Smallville,TX,13445,
2,Bill,Barthow,8124 Ave B,Smallville,TX,32070,
3,Joe,Williams,3504 Ave B,Smallville,TX,13041,
4,Len,Smith,7157 Amberwood,Smallville,TX,43604,
5,Tommy,Jackson,9523 Ave A,Smallville,TX,70220,
6,Len,Karnes,9031 Loop 40,Smallville,TX,43274,
7,Connie,Jacobson,867 Ave B,Smallville,TX,41373,
8,Jim,Jacobs,3175 Hampton,Smallville,TX,50703,
9,Bill,Kelly,1293 Harper,Smallville,TX,25373,
10,Mike,Jackson,4479 Harper,Smallville,TX,06440,
```
a sample comma separated value file

1. If you are importing information from another program, check the documentation for exporting information.
2. If you are entering in the information yourself, create a plain text file.

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3. With one line for each piece of information, enter in the relevant field separated by a comma. Once you have entered in the fields you wish to import, hit enter to create a line break.
4. Repeat this process for each piece of information you'd like to import.

Importing Information

1. From the drop down menu, select the type of data you'd like to import.
2. To import information from a file, choose the file in the **Import** menu (**Tools** > **Import**) by clicking on the **Browse** button.
3. If the file uses fixed length fields, select **Fixed Length ASCII Text**.
4. If the file uses a delimiter, select **Delimited ASCII Text**. By default, the delimiter will be set to comma, but you can also select from other common delimiters.

If the document has multiple delimiters between fields you wish to import, select **Treat consecutive delimiters as one**. If you are importing information where some of the fields might be blank, it is recommended you do **not** use this option.

5. If you wish to skip the first records in the file, select the rows you'd like to leave out in the **Records to skip** field.
6. If the first line of the file are headers for the rest of the file, check **"Use the first line in the file as the header to automatically map the fields"**
7. Once you have configured the import, click **Next** to map the fields.
8. On the **Map data** screen, you will see the different fields within the file along with the first imported field. Next to the field, there is a **Mapped as** drop down. This is where the fields will be matched in **TimeClock Plus**.
9. If the field has characters at the beginning that shouldn't be imported, select the number of characters to **Offset**.
10. Once you map the fields you'd like to import, click **Next**.
11. If the required fields have been mapped, you are taken to the **Review** screen.
12. Once you have verified the import, click **Import**.

For assistance please call Customer Support at: (325) 223-9300
M-F, 9AM to 5PM CST, Excluding Holidays

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