

Attendance Planner – Import Employee Data

In order to avoid having to enter employee data manually, it is possible to import the employee data from a CSV-File into the Attendance Planner.

Import Employee Data

- Create CSV-File with employee data

Employee data can be copied into the prepared Excel Spreadsheet and this can be saved as a *CSV (Comma delimited) (*.csv)* file under *File - Save As*. Should you wish to create the CSV-File another way, make sure that you use the same columns as in the Excel Spreadsheet.

If you are using the stand-alone version of the Attendance Planner, then the column Windows-User Name has no meaning and can remain empty. The column can also remain empty in the Network Version if the employees have no Windows User Names, or it is not planned that the employees can make entries for themselves in the Attendance Planner.

Should you require that temporary staff only be shown in the Attendance Planner during the months of their employment, you need to enter dates for the commencement and end of employment. Where the employment is indefinite the field can remain blank.

Should you wish to use the Vacation Overview, you can enter the employees' vacation entitlements. Read the last paragraph in the chapter *Vacation Overview* in the manual.

- Start ImportEmployeeData.exe

Start *ImportEmployeeData.exe* and carry out the following steps. The Attendance Planner should already be installed.

- Step 1: Select Data Folder

If the data folder is detected automatically, you can proceed to step 2.

If not, start the Attendance Planner and keep the program open while you import the employee data. Then press F5 in the Attendance Planner to display the imported data. You can select the data folder yourself. Where the data folder is located, you can see in the Attendance Planner by pressing CTRL + F5.

- Step 2: Select Import File

Select the CSV-File which you have created.

- Step 3: Check Import Data

Using this step you can check whether the employee data can be imported without errors. Should errors be identified, correct the CSV-File and carry out the checking process again. You can leave *ImportEmployeeData.exe* open.

- Step 4: Import Employee Data

Questions and Problems

- Send an e-mail to support@attendance-planner.com.