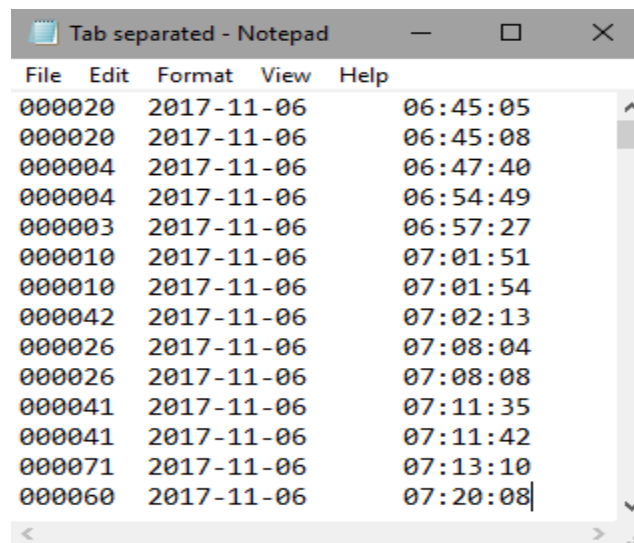




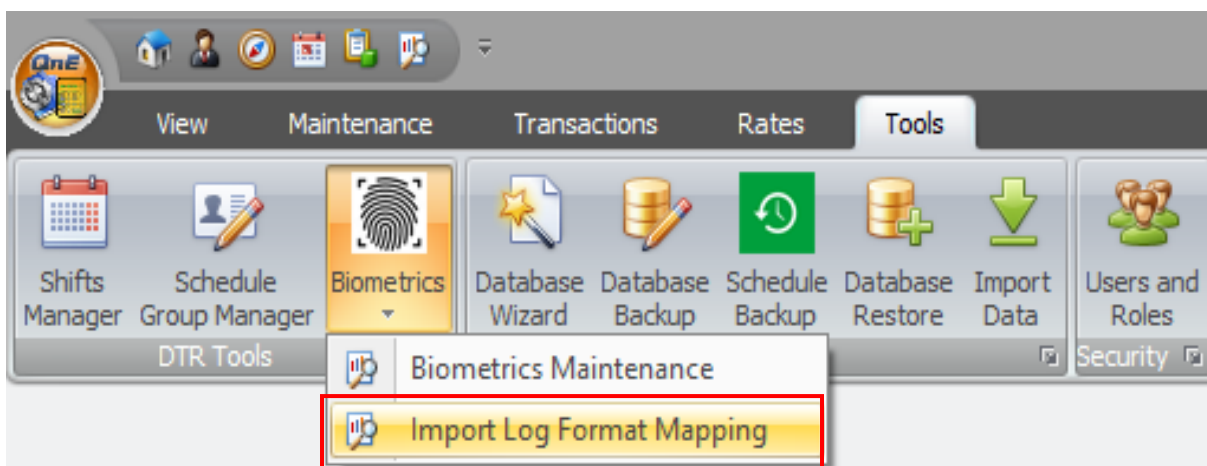
HOW TO IMPORT BIOMETRICS LOG FILE

Import the log file from the **Biometric Machine**. The log file look like the screenshot below. Every log file should be saved in a folder. The folder where the log file is located should not contain any other file or log file from the previous month. Also take note of the folder location because you are going to need it later on. The log file format must be **.txt**.

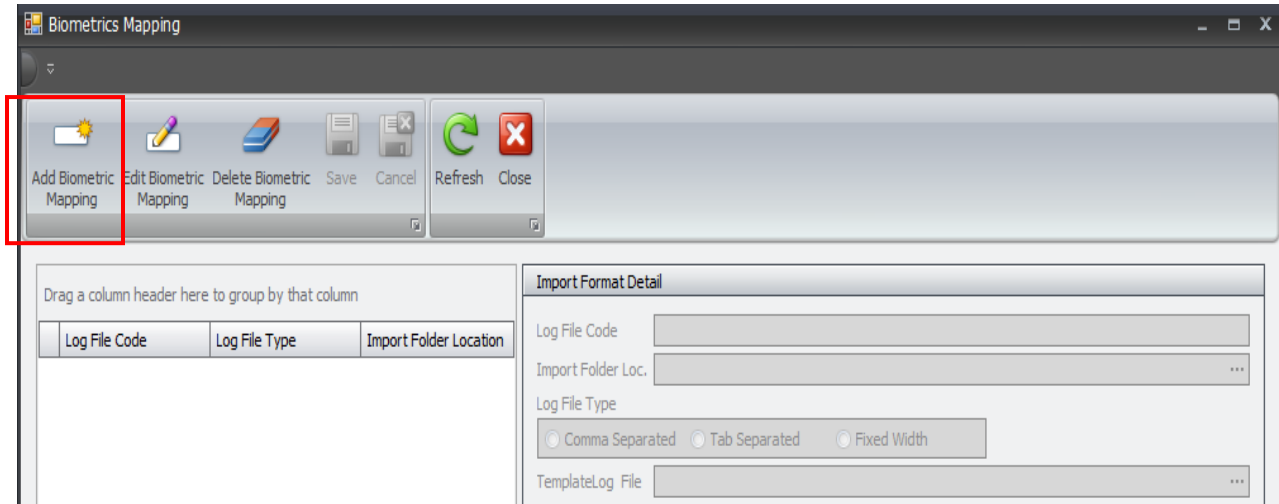


File	Edit	Format	View	Help
000020	2017-11-06	06:45:05		
000020	2017-11-06	06:45:08		
000004	2017-11-06	06:47:40		
000004	2017-11-06	06:54:49		
000003	2017-11-06	06:57:27		
000010	2017-11-06	07:01:51		
000010	2017-11-06	07:01:54		
000042	2017-11-06	07:02:13		
000026	2017-11-06	07:08:04		
000026	2017-11-06	07:08:08		
000041	2017-11-06	07:11:35		
000041	2017-11-06	07:11:42		
000071	2017-11-06	07:13:10		
000060	2017-11-06	07:20:08		

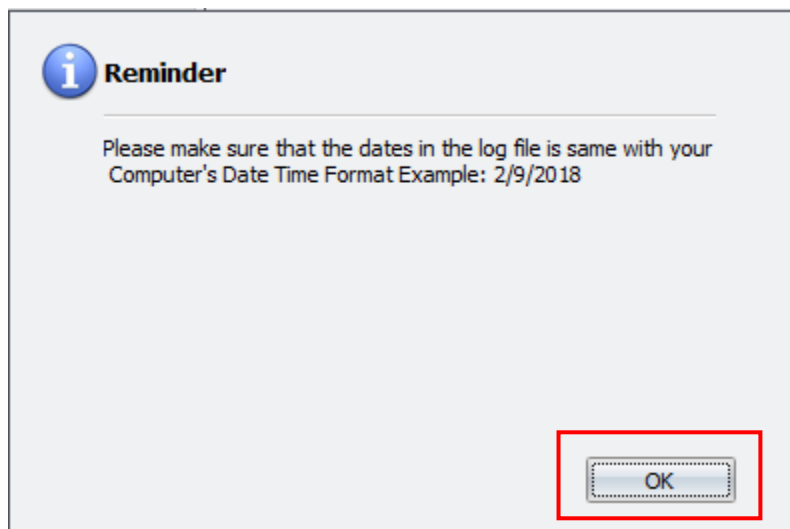
Go to Payroll Menu Bar > **Tools** > click the **down arrow** below the **Biometrics** then **Import Log Format Mapping**



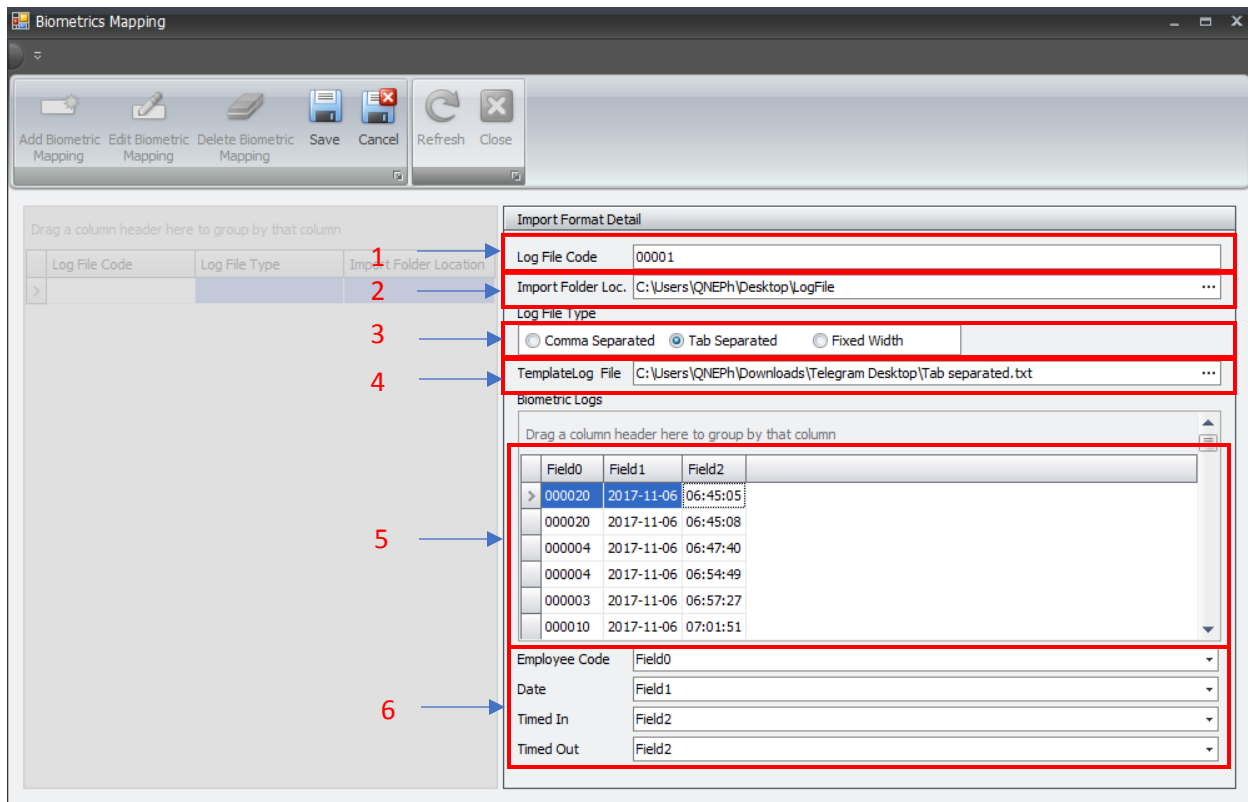
Biometrics Mapping window will appear then click **Add Biometric Mapping**



Then a prompt will appear. Double check the date format of your log, make sure that it's the same with your computer's date format. E.g. if your computer has "dd/mm/yyyy" date format, it must be the same with the log file. Then click **OK**.

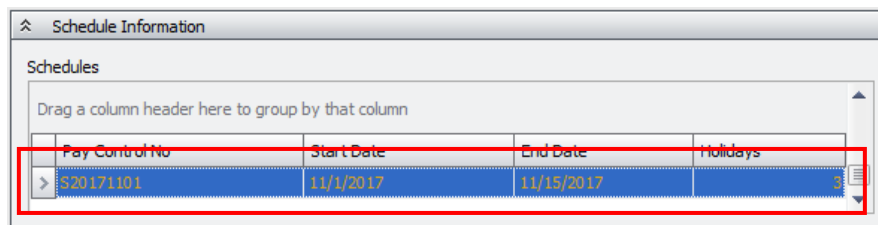


Then fill in the **required details** then click **Save** then **Close**.

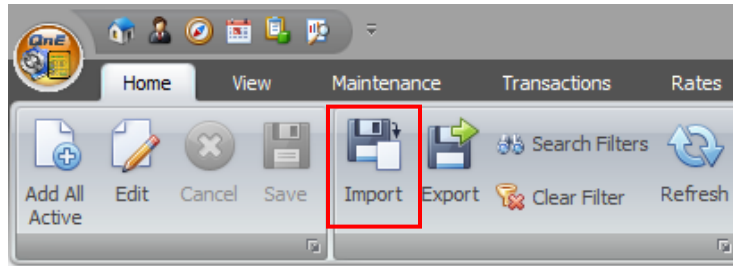


1. Input the **Log File Code**. E.g. 00001
2. Locate the **Log File Folder**.
3. Identify the **Log File Type**. (In this case, tab separated)
4. Locate the **Log file**.
5. The data inside the **Log File** is displayed here.
6. Choose the appropriate field (based on no. 5) for each detail (**Employee Code, Date, Time in and Time out**).

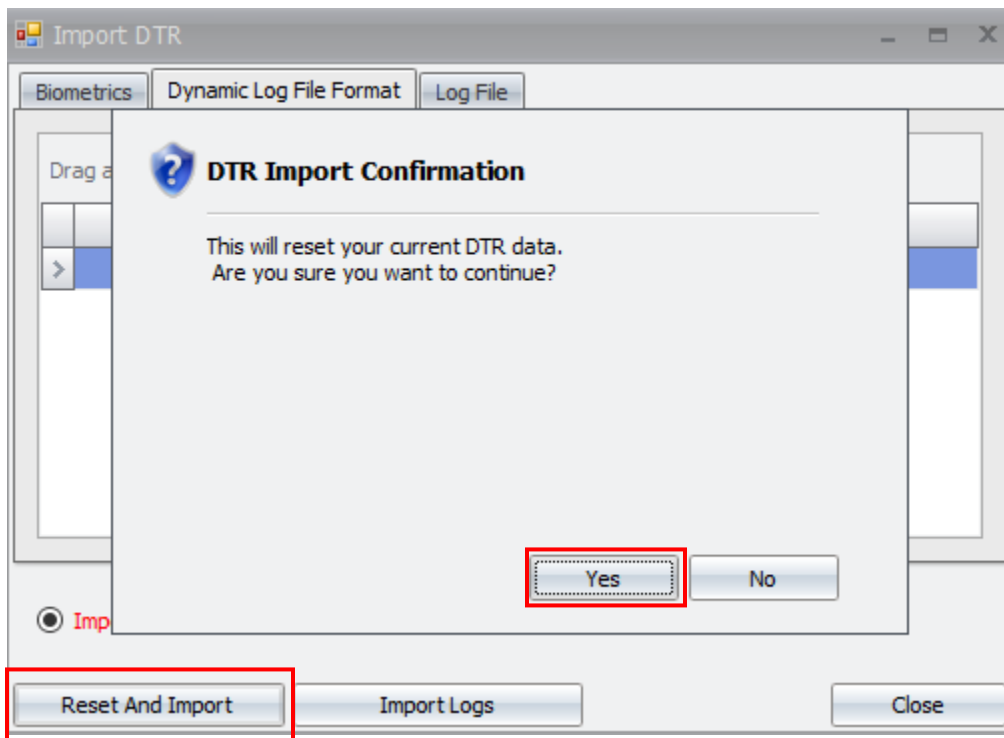
Then, go to **Payroll Menu Bar > View > Daily Time Record**. Then under the **Schedule Information**, Choose the **Schedule** related to the **Biometrics Log File**.



Then, go to Payroll Menu Bar > View > Daily Time Record > Import



Import DTR window will appear, choose the log file you imported then click **Reset And Import** then **Yes**



After successful importation, the data in the **Biometric Log File** is now reflected on the **Daily Time Record** like the screenshot below.

Period	Time IN	Time OUT	Lates	UT	OT	Day Type	Work Place
Date: 01/29/2017 Sunday							
1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restday	
2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restday	
Date: 01/30/2017 Monday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 01/31/2017 Tuesday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 02/01/2017 Wednesday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 02/02/2017 Thursday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 02/03/2017 Friday							
1st	09:00	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
2nd	13:00	18:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Worked	
Date: 02/04/2017 Saturday							
1st			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restday	
2nd			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restday	