

## How to Manually Upload Biometric Logs

Uploading biometric logs from the extracted excel file from CrossChex / System has three parts:

- I. Extracting an excel file from CrossChex / System
- II. Formatting of the exported file
- III. Uploading

### I. Extracting an excel file from CrossChex / System

1. Under the Record tab, select the filter for the logs that will be fetched, the following fields below are the mandatory fields when fetching logs.


1. **Department** – Select the department registered in the crosschex.
2. Date Range (**Begin Date** and **End Date**) – select the date range, begin date and the end date of the logs that will be fetched.
3. **Search Records** – Once the filtering is set, select the button to fetch all the records. This will list down all the logs.
4. **Export Record** – Once okay with the fetched records. Click the icon for export record. Save the file to a known place.

2. Open the exported excel file. Take note of the following fields that will be used:

- **User No** – This field identifies the biometric ID of an employee that was enrolled in the biometric device.
- **Date/ Time** – This field identifies the date and time of the employee log.
- **Status** – This field identifies the status of the log whether the date and time is for Time In or Time Out.
  - 0 – Time In
  - 1 – Time Out
- (Optional) **Device Name** – This field helps to identify from what device did the log came from.

## II. Formatting of the exported file

- DATE
- X ✓ fx
- =TEXT(A2, "yyyy-mm-dd")
- A B
- TEXT(value, format\_text)
- 1 Column to Format Date Column to Format Time
- 2 2022-12-25 18:12:17 =TEXT(A2, "yyyy-mm-dd") 18:12:17
- 3 2022-12-25 05:00:54

- the time on the third column.
- 
- The screenshot shows the Excel interface. The formula bar at the top displays the formula `=TEXT(A2, "HH:mm:ss")`. Below the formula bar, a tooltip for the `TEXT` function is visible, showing the syntax `TEXT(value, format_text)`. The spreadsheet has three columns: Column A (labeled 'A'), Column B (labeled 'B'), and Column C (labeled 'C'). Column A contains dates and times, Column B contains dates, and Column C contains the result of the `TEXT` function. The data is as follows:
- |   | A                   | B                     | C                     |
|---|---------------------|-----------------------|-----------------------|
| 1 |                     | Column to Format Date | Column to Format Time |
| 2 | 2022-12-25 18:12:17 | 2022-12-25            | =TEXT(A2, "HH:mm:ss") |
| 3 | 2022-12-26 05:36:51 |                       |                       |

- 
- PEOPLE  
NAVEE

B2			=TEXT(A2, "yyyy-mm-dd")
	A	B	C
1		Column to Format Date	Column to Format Time
2	2022-12-25 18:12:17	2022-12-25	18:12:17
3	2022-12-26 05:36:51		
4	2022-12-26 05:36:53		
5	2022-12-20 06:34:08		
6	2022-12-20 06:34:10		
7	2022-12-20 18:11:15		
8	2022-12-20 18:11:15		
1340	2022-12-21 05:51:27	2022-12-21	05:51:27
1341	2022-12-21 18:40:49	2022-12-21	18:40:49
1342	2022-12-22 05:53:33	2022-12-22	05:53:33
1343	2022-12-22 18:20:46	2022-12-22	18:20:46
1344	2022-12-23 05:44:54	2022-12-23	05:44:54
1345	2022-12-23 18:14:44	2022-12-23	18:14:44
1346	2022-12-24 05:50:08	2022-12-24	05:50:08
1347	2022-12-24 15:01:31	2022-12-24	15:01:31

Validate if the values are equal to the values in the column A.

- After formatting get the template that is used to upload, in the People Navee access the Timekeeping, and select the Biometric Upload under the setup section.

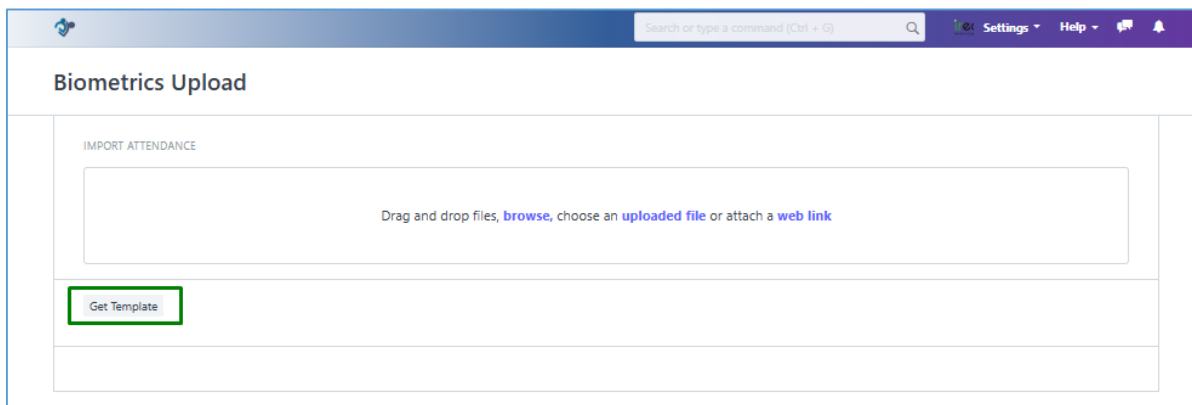
## Timekeeping

### Setup

- Timekeeping Settings
- Biometrics Device
- Biometrics Log
- Biometrics Upload**

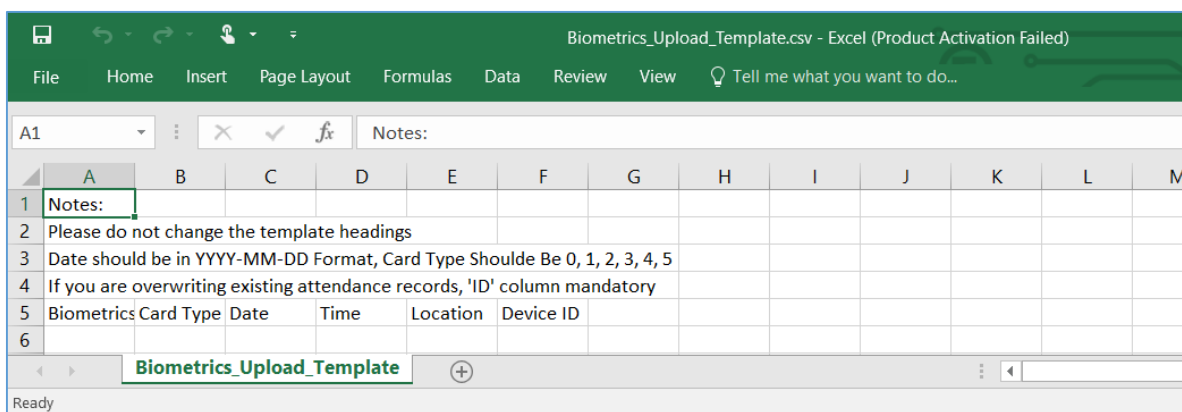
Upon clicking the Biometric upload, you will see the following fields.

- Browse Button – Click the browse if you will be attaching a file from your local computer.
- Weblink field – Fill the weblink field if the file you will be attaching is from a link.
- Attach Button – Click the button if you have already attached a file.
- Get Template Button – Click to download a blank template.



For this step, we need to download the blank template.

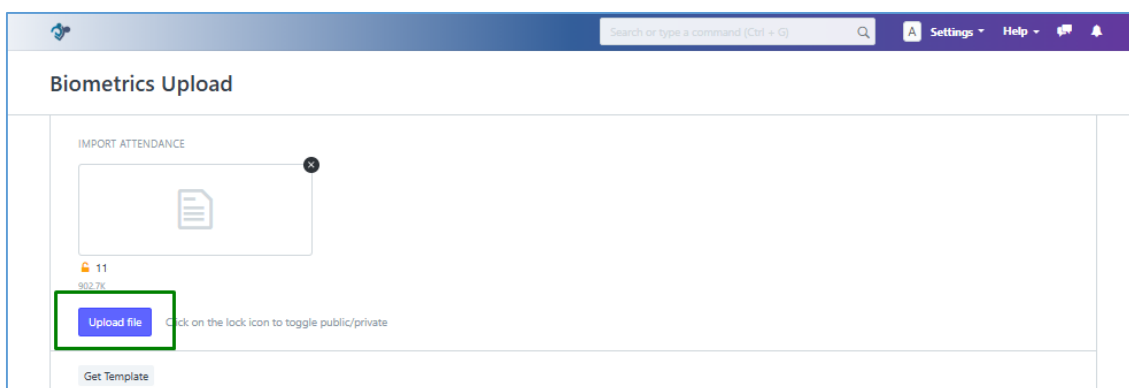
- After clicking the get template, open the downloaded csv file. The blank template will look like the excel file below.



- **Biometric ID** – Paste the biometric IDs in this column. Required.
- **Card Type** – Paste the formatted status as [0 or 1] in this column. Required.
- **Date** – Paste the formatted date as 'yyyy-mm-dd' in this column. Required.
- **Time** – Paste the formatted time as 'HH:mm:ss' in this column. Required.
- **Location** – Paste the location where the timelogs is extracted from. Optional.
- **Device ID** – Paste the Device ID where the timelogs is extracted from. Optional.

### III. Uploading

- In the Biometrics Upload, click the 'Browse' button then select the file that you will upload. Make sure that the file is saved as 'csv' file. Then click the attach button to upload.



Note: Make sure that the checkbox for public is checked.

- Wait for the confirmation that the import is successful.

### Biometrics Upload

IMPORT ATTENDANCE

Biomet...ate.csv

653

Get Template

**Import Successful!**

Inserted row (#6) 61b415e26fae27d8bd6d9a3191784e7d

Inserted row (#7) 7f597bb369e07e40b535a81fd02594e6

Inserted row (#8) f0fcdd81623e06df989e9180ca44530b

There are instances that the import is not successful because of the following errors:

- Wrong Format
- Duplicate Entry.

**Cause:** The record is already existing in Time Card.

**Action:** Delete the existing record in the csv file then try to upload again.

**Import Failed!**

Error for row (#5) 1 : ('Time Card', '61b415e26fae27d8bd6d9a3191784e7d', IntegrityError(1062, "Duplicate entry '61b415e26fae27d8bd6d9a3191784e7d' for key 'PRIMARY'"))

Valid row (#7) bd456544b152c6237cf2800898bfb8d3

**Note:** The valid row displays the actual row number while the row with error displays the row before, so add +1 when checking the error rows.