

## How to Use the Imagine CentralReach to ADP Interface

### About the Interface

The interface can be found on the internet at <https://pi.embassylc.com/>

This interface has been designed to accept a CSV file directly from Imagine CentralReach and produce two CSV files formatted for entry into ADP. The two CSV files created are for regular work hours and travel hours.

There are a number of data validations performed such as checking for empty fields, ill-formatted dates, overlapping times, and duplicate entries. Entries like this are not added to the CSV files, but are shown in lists on-screen so they can be manually handled.

Salaried employees are ignored. Billing codes for specific employees are modified.

### How to Use the Interface

Open a web browser such as Chrome or Internet Explorer and browse to <https://pi.embassylc.com/>

Click on the Imagine CentralReach to ADP button.

Step 1: Click the “Choose File” or “Browse” button. Select the CSV file from Imagine CentralReach and click Open/Ok.

Step 2: Click the “Process” button. There may be a few seconds of delay as the file is processed.

Step 3: Your browser will automatically try to download the two resulting CSV files. It may ask you for permission to download more than one file, or it may present a dialog asking you where to save the files.

Check your download folder for the CSV files. They should have a similar naming scheme that ends with a date.

If there is any overlapping, duplicate, or invalid data it will be displayed on-screen.

### Questions and Issues

All questions and issues should be submitted as a trouble ticket at <http://ticket.embassylc.com>. Please provide a copy of the “Debug Information” that can be found by clicking the “Show Debug Information” button at the bottom of the page.

Show Debug Information >