The TimePilot system:
Setting up your own export

Export Definition   ✕

| General | Data Fields | File Location |

Export Definition Name: [   ]

☐ Include Headers

Delimiter
  ◉ Comma   ○ Tab

Time Format

Select how time values are to be represented when exported. All examples below are based on 42 Hours and 15 Minutes.

○ Hours and Minutes   Example: 42:15

◉ Hours and Hundredths of an Hour   Example: 42.25

○ Minutes Only   Example: 2535

[OK]   [Cancel]   [Help]

To set up TimePilot for a basic export function into Microsoft Excel, start Transaction Manager, the click the "File" menu and choose "User Defined Export File." Click the "Add Export Definition" button, and the box above will appear. Complete your choices (in the "Delimiter" area, choose either Comma or Tab; Excel can handle either one), then click the "Data Fields" tab at the top of the page.

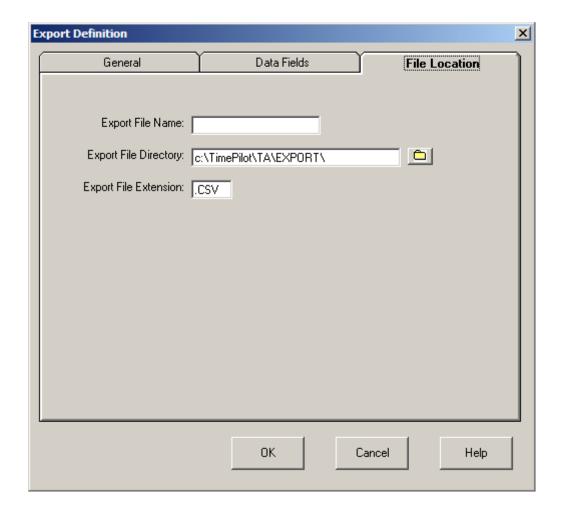# The TimePilot system:
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Here you'll choose the source of your data—from the TimePilot-generated Summary Report or the Employee Transaction Report—and tell TimePilot what information you want to appear in the spreadsheet. There are a total of 82 available fields available in the Summary report data and ; you can have 1 field or all 82 or any number in between. There's a list of all 82 available fields on page 4 of this document.
After you've completed this screen, click the "File Location" tab.

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By the time you get to this screen, all three fields will be filled out with choices you made earlier. If the fields are what you want, click OK; otherwise, click on the appropriate tab to make changes.

Available Summary Report fields

User ID	Personal Total	Day18
Display Name	Unexcused	Day19
Long Name	Absent Total	Day20
Address1	OT1 Total	Day21
Address2	OT2 Total	Day22
City	Gross Pay Total	Day23
State	Week0	Day24
Zip	Week1	Day25
Social Security	Week2	Day26
Phone	Week3	Day27
DOB	Week4	Day28
Date Hired	Week5	Day29
Title	Day0	Day30
Company	Day1	Day31
Department	Day2	In Early Count
Pay Type	Day3	In Early Time
Alt ID	Day4	In Late Count
Button Number	Day5	In Late Time
Pin Number	Day6	Out Early Count
Shift	Day7	Out Early Time
Auto Lunch	Day8	Out Late Count
Forced In/Out	Day9	Out Late Time
Holiday	Day10	
Active	Day11	
Pay Rate 1	Day12	
PR1 Subtotal	Day13	
PR1 Total	Day14	
Vac Total	Day15	
Sic Total	Day16	
Hol Total	Day17	

Available Employee Transaction Report fields

User Name	OUT DOW
User ID	Calc IN Date
IN Date	Calc IN Time
IN Time	IN Snap To
IN Type	Out Snap To
OUT Date	IN OnTime
OUT Time	Out OnTime
OUT Type	Calc OUT Date
Total Time	Calc OUT Time
IN DOW	