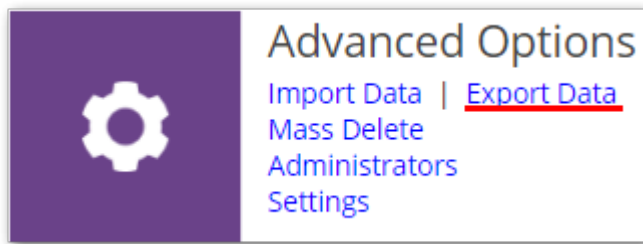


Export Data



To export your data go to the **Advanced Options** section and click **Export Data**. You can download your data by clicking the **Download** link in the corresponding column for the format you want the data to be exported. You are able to download your data as **CSV** , **HTML** and **Excel 2007/10** file. The data you can download is:

- **Students** - This export is needed if you manually added **Students** to the system and want a full export of all the **Students** in AccuClass.
- **Instructors** - This export is needed if you manually added **Instructors** to the system and want a full export of all the **Instructors** in AccuClass.
- **Enrollment** - This export is needed if you manually updated the **Student Enrollment** in the system and want a full export of all the **Student Enrollment** in AccuClass.
- **Classes** - This export is needed if you manually updated the **Classes** in the system and want a full export of all the **Classes** in AccuClass.
- **Raw Swipes** - This export is a complete log of all of the **Students' Raw Swipes** recorded either via a **Computer Sign-in Station**, a **Time-Clock**, or the **AccuClass App**.
- **Attendance Log** - This export is the complete **Attendance Logs** recorded either via a **Computer Sign-in Station**, a **Time-Clock**, the **AccuClass App**, or manually **Recorded by the Instructor** in the **Roll Call** screen.

Note: This is typically the most exported option because it captures all the attendance swipes and statuses reported by AccuClass.

Automated / Scheduled Exports

Optionally you can also use the **AccuClass Data eXchange (ADX)** windows application to automate or schedule exports from AccuClass.

AccuClass Data eXchange (ADX)

This Windows console utility will let you import/export information to/from your AccuClass account easily! With this you'll be able to run your scheduled import/export processes.

How to use it

In Windows go to **Start→Run→Type "cmd"** and press Enter. You'll get a window like this one:

```
Administrator: C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.2.9200]
(c) 2012 Microsoft Corporation. All rights reserved.
C:\Users\Administrator>
```

Next, go to the directory where you've downloaded your ADX utility. To do this, type `cd "path_to_adx"` where `path_to_adx` is the correct path (i.e. "`cd C:\Users\Administrator\Desktop\adx`")

```
Administrator: C:\Windows\system32\cmd.exe
C:\Users\Administrator>cd C:\Users\Administrator\Desktop\ADX
C:\Users\Administrator\Desktop\ADX>_
```

Once there, type `AccuClassDataExchange.exe` and Enter to get the utility's usage.

```
Administrator: C:\Windows\system32\cmd.exe
C:\Users\Administrator>cd C:\Users\Administrator\Desktop\ADX
C:\Users\Administrator\Desktop\ADX>AccuClassDataExchange.exe
Usage:
    <command> domain username password [arg1, arg2, ...]

commands:
    import <Imports a file into AccuClass>
        [Path of the csv file to import]

    export <Exports data from AccuClass>
        [Local path where the exported file must be saved, Type {attendance, cla
        sses, enrollment, instructors, students or swipes}, Format {csv {default}, html
        or xls}]
C:\Users\Administrator\Desktop\ADX>_
```

AccuClass Data Exchange (ADX) Usage

To export data you must type `AccuClassDataExchange.exe export domain username password path_to_the_file type format` and Enter, where:

- **domain** is the domain of your AccuClass account,
- **username** is the username of your AccuClass user account,
- **password** is the password of your AccuClass user account,
- **path_to_the_file** is a path in your local file system where the exported data will be saved,
- **type** specifies the type of the data to export. It must be one of the following: attendance, classes, enrollment, instructors, students, swipes.
- **format** specifies the format of the exported file. It must be one of the following: csv, html, xls.

Example:**Command Structure with Arguments:**

AccuClassDataExchange.exe export domain username password path_to_the_file swipes csv

Actual Export Command with Arguments

AccuClassDataExchange.exe export demo demo@demo.com 123
C:\Users\Public\Documents\MyDataExtract.csv swipes csv

You must create the file in the directory prior to exporting this the first time or it will fail to run.

Download it now

To download **AccuClass Data Exchange - ADX** please [click here](#).

Create a BAT file and set a Windows Scheduled Task**Create a BAT file to run the Export**

1. On your Windows-based computer right-click the desktop, select New > Text File.
2. Name it "Scheduled AccuClass Swipes Extract" or similar.
3. Now right-click the file you just created and select edit.
4. Copy and paste the text you used from above (AccuClassDataExchange.exe export demo demo@demo.com 123 C:\Users\Public\Documents\MyDataExtract.csv swipes csv).
5. Finally click File > Save and close the file.

Set a Windows Scheduled Task to run the BAT file

1. Click the Start menu and in the search type "Task Scheduler" and hit enter.
2. Now click on the task library in the top-left section.
3. On the far right navigation click "Create Task"
4. Setup the following information for each tab:
 - General

The 'Create Task' dialog box is shown with the 'General' tab selected. The task is named 'AccuClass Scheduled Extract'. The location is the root directory '\'. The author is 'GatewaySX2850\Engineerica Systems'. The description states: 'This task runs at 2 AM everynight to extract the latest collected swipes from AccuClass.net'. Under 'Security options', it specifies using the user account 'GatewaySX2850\Engineerica Systems' with a 'Change User or Group...' button. The task is configured to 'Run whether user is logged on or not' (selected), with an option to 'Do not store password' (unchecked). It is set to 'Run with highest privileges' (checked). The 'Hidden' checkbox is unchecked, and it is configured for 'Windows Vista™, Windows Server™ 2008'. 'OK' and 'Cancel' buttons are at the bottom right.

Create Task

General Triggers Actions Conditions Settings

Name: AccuClass Scheduled Extract

Location: \

Author: GatewaySX2850\Engineerica Systems

Description: This task runs at 2 AM everynight to extract the latest collected swipes from AccuClass.net

Security options

When running the task, use the following user account:

GatewaySX2850\Engineerica Systems Change User or Group...

☐ Run only when user is logged on

☒ Run whether user is logged on or not

☐ Do not store password. The task will only have access to local computer resources.

☒ Run with highest privileges

☐ Hidden Configure for: Windows Vista™, Windows Server™ 2008

OK Cancel

- Triggers

The 'Create Task' dialog box is shown with the 'Triggers' tab selected. It displays a table with one trigger: 'Daily' at 'At 2:00 AM every day' with a status of 'Enabled'. Below the table are buttons for 'New...', 'Edit...', and 'Delete'. 'OK' and 'Cancel' buttons are at the bottom right.

Create Task

General Triggers Actions Conditions Settings

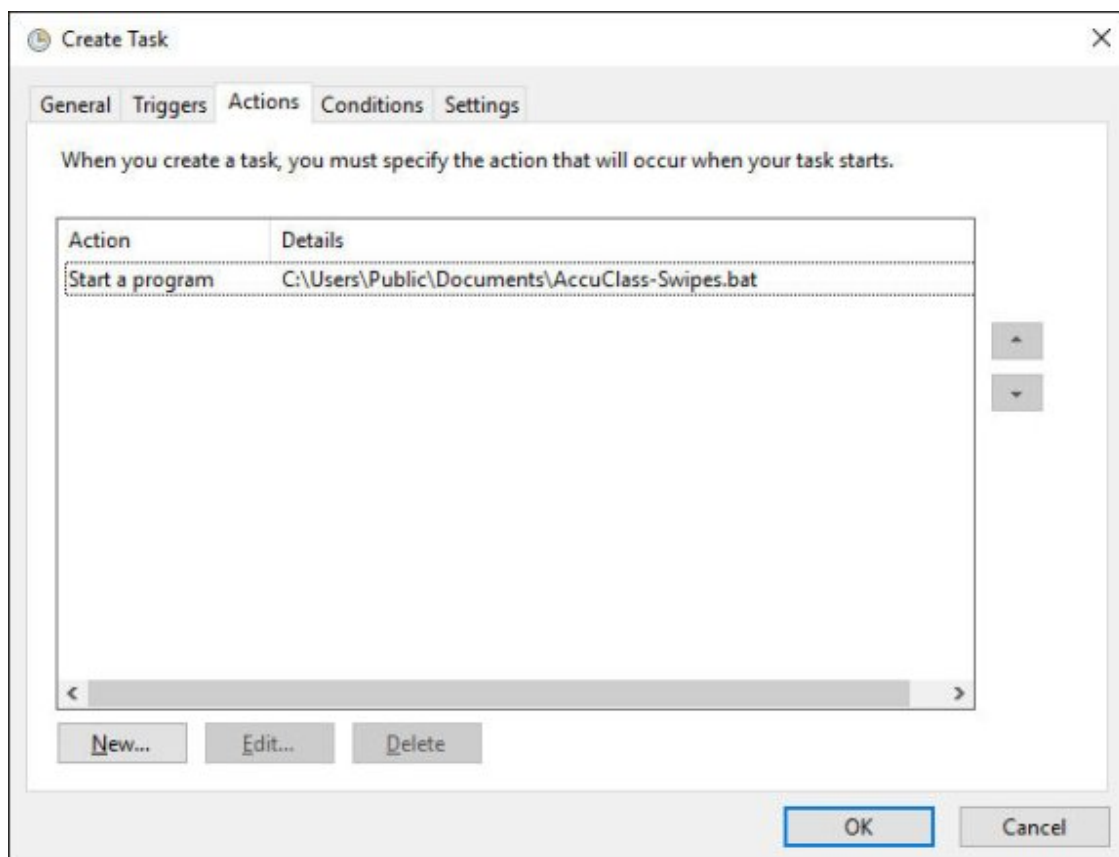
When you create a task, you can specify the conditions that will trigger the task.

Trigger	Details	Status
Daily	At 2:00 AM every day	Enabled

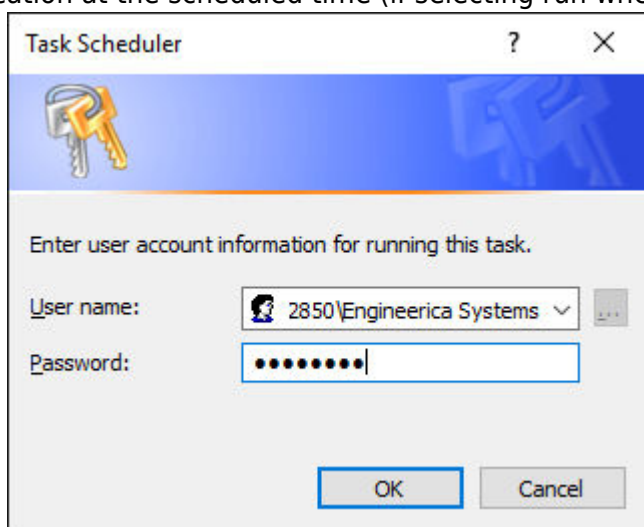
New... Edit... Delete

OK Cancel

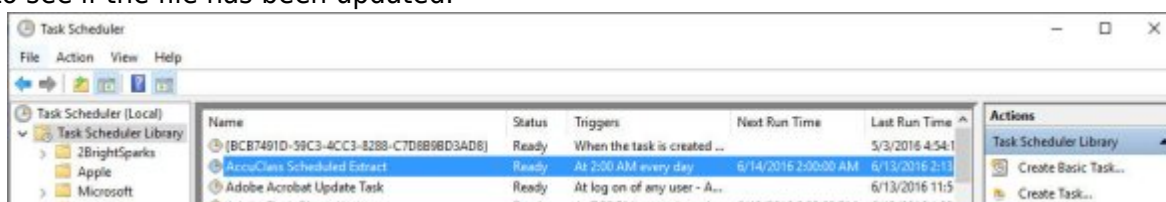
- Actions



5. You may be prompted to enter the Windows Login credentials of the user you want to run this application at the scheduled time (if selecting run whether user is logged in or not).



6. Once done it should be ready to go but you can right-click the newly created job and run the task to see if the file has been updated.



Back to Advanced Options

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<https://www.attendance-tracking.com/docs/> - **Engineerica Documentation**

Permanent link:
<https://www.attendance-tracking.com/docs/doku.php/accuclass/manual/advanced-options/exports>

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