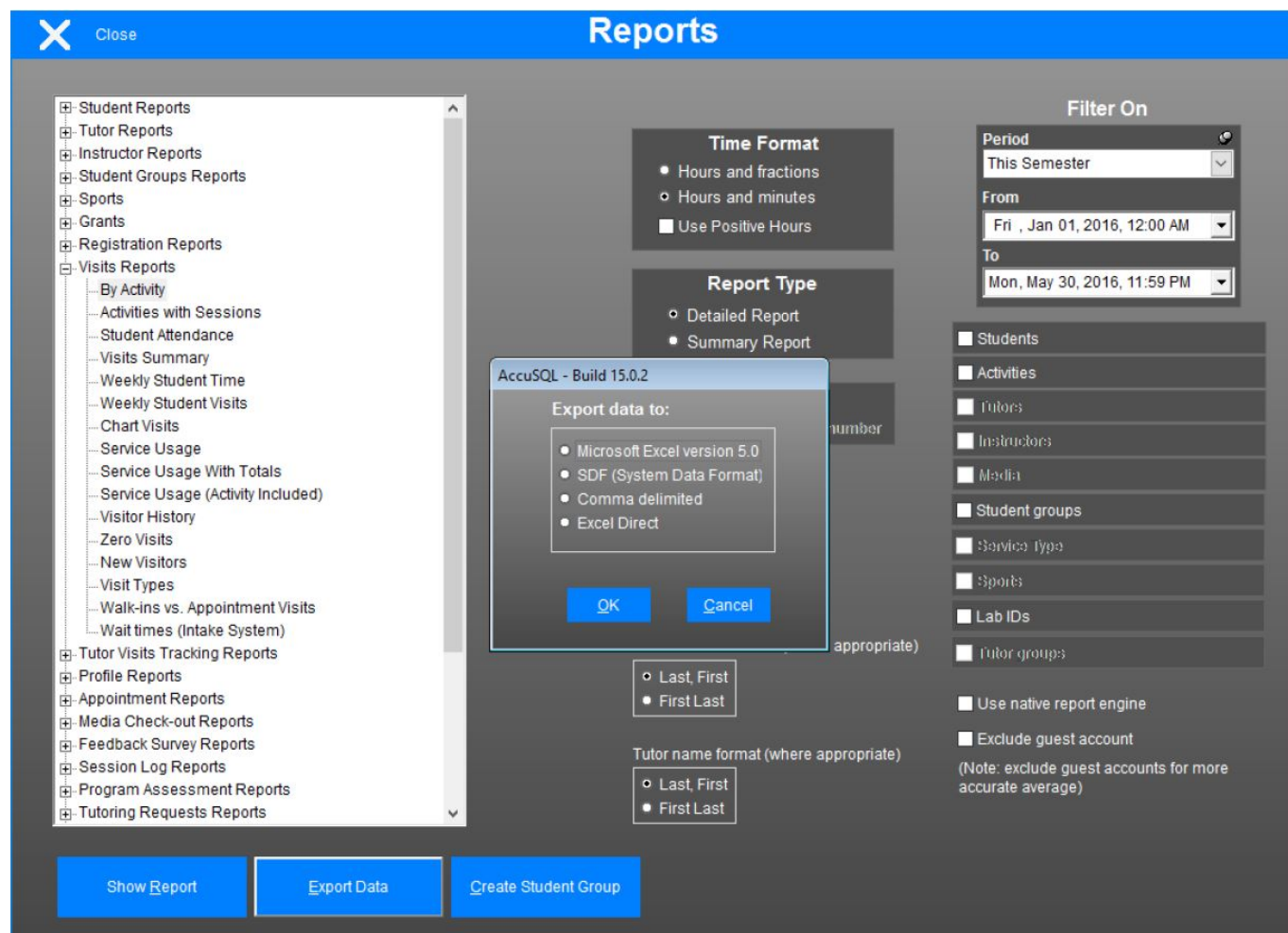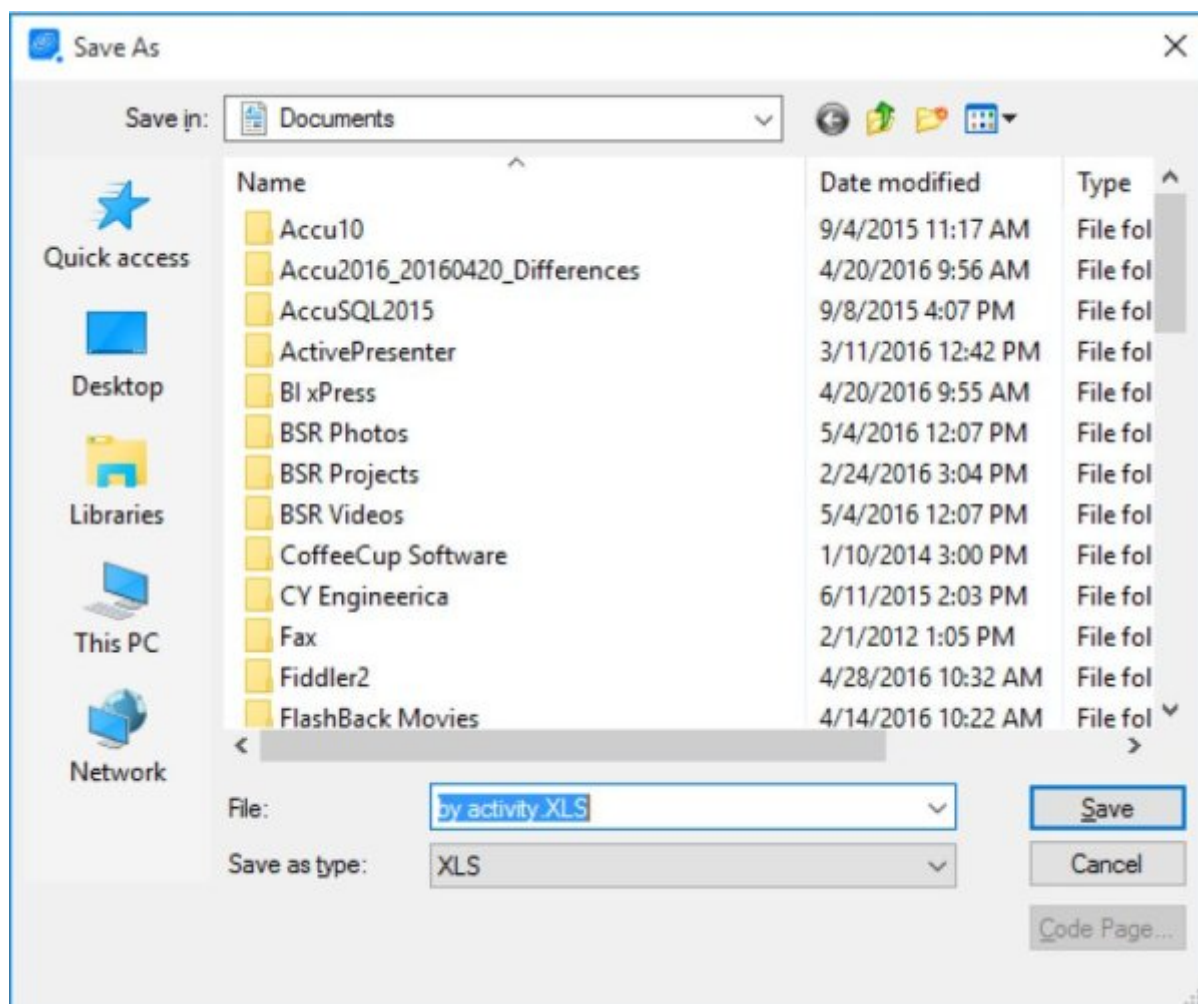# EXPORTING REPORT DATA

AccuSQL/AccuTrack allows you to export the data of any of its reports to other applications. This is useful for example if you want to manipulate the data in Microsoft Excel or other applications.

To export the data, use the Report's screen to select the reporting period and apply any desired filtering. When you are ready, click on the "**Export Data**" button. This will bring up the *Export Data* dialog box:

If you select one of the first three options, **AccuSQL/AccuTrack** will prompt you for a file name and location through the "Save As" dialog box. You can either keep the suggested name and path, or enter different ones. When you are ready to proceed, click on the "Save" button.

Note: The time format of the sign-in period in all the exported files is in seconds. Divide this by 3600 if you want the time in hours.

EXPORTING DATA TO AN EXCEL FILE

The first option button in the Export Data box creates a Microsoft Excel worksheet file.

Note: The default extension of the exported file is '.XLS'.

EXPORTING DATA TO AN SDF FILE

The second option in the Export Data box exports the data into an SDF file. An SDF file is an ASCII text file in which records have a fixed length and end with a carriage return and linefeed. For example, here is a sample exported from the student attendance report:

```
     7598            3         18109/20/2004 15:03:0009/20/2004 15:53:0022**
3000013207962        Abdullah, Ronica M                              Tutoring
Sociology
```

Note: The default extension of the exported file is '.TXT'

EXPORTING DATA TO AN COMMA-DELIMITED FILE

The third option will export the records to a comma-delimited file. This is an ASCII text file in which each record ends with a carriage return and linefeed. The field separator is a comma. For example, if you export the attendance data, you will get these fields:
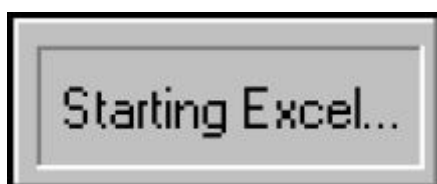
For example, here is a sample exported from the student attendance report:

```
7598,3,181,09/20/2004 15:03:00,09/20/2004
15:53:00,2,2,"*","*",3000,"013207962","Abdullah, Ronica
M","Tutoring","Sociology","",""
```

Note: The default extension of the exported file is '.TXT'

EXPORTING DATA DIRECTLY TO EXCEL

The last option (Excel Direct) allows you to export the data directly to Excel. When you select this option and click on the "OK" button, **AccuSQL/AccuTrack** will start Excel automatically, and you will see a notification message:

Starting Excel…

After a few seconds you will see an *Excel* sheet with the exported data. For example, if you export the attendance data, the spreadsheet will have columns showing the visitor's sign-in ID, last name, first name, middle name (if any), category of activities, activity, sign-in date and time, sign-out date and time, and the sign-in session length (in seconds).

Alias_id	Task_id	Sub_id	Logintime	Logouttime	In_source	Out_source	Inflag	Outflag	Period	Input_id	Student	Taskdesc	Subtask	Labid	Act_
9862	17	193	9/28/2012	9/28/2012	0	0			7	444444444	Arlington, Dan	Computer Use	Internet surfing	DEFAULT	
9862	17	193	9/28/2012	9/28/2012	8	6	*	*	3600	444444444	Arlington, Dan	Computer Use	Internet surfing	DEFAULT	
9862	17	193	9/28/2012	9/28/2012	8	6	*	*	3600	444444444	Arlington, Dan	Computer Use	Internet surfing	DEFAULT	
9862	3	139	10/10/2012	10/10/2012	0	0			1016	444444444	Arlington, Dan	Tutoring	Advanced College Read		READ
9862	3	102	10/10/2012	10/10/2012	0	6		*	3600	444444444	Arlington, Dan	Tutoring	Anatomy & Phys 2	DEFAULT	BIOL
9862	3	165	9/28/2012	9/28/2012	8	0	*		182	444444444	Arlington, Dan	Tutoring	Applied Psychology	DEFAULT	PSYC
9862	3	165	10/1/2012	10/1/2012	0	0			2692	444444444	Arlington, Dan	Tutoring	Applied Psychology	DEFAULT	PSYC

Tip: Excel understands the date-time format of the sign-in and sign-out fields. To do calculations on these two fields, format the columns as the date type "3/4/97 1:30 PM". This will enable you for example to subtract the sign-in time from the sign-out time. You can also format the result of the subtraction as the time type "13:30", which will show it in hours-minutes format.

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http://www.attendance-tracking.com/docs/ - **Engineerica Documentation**

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