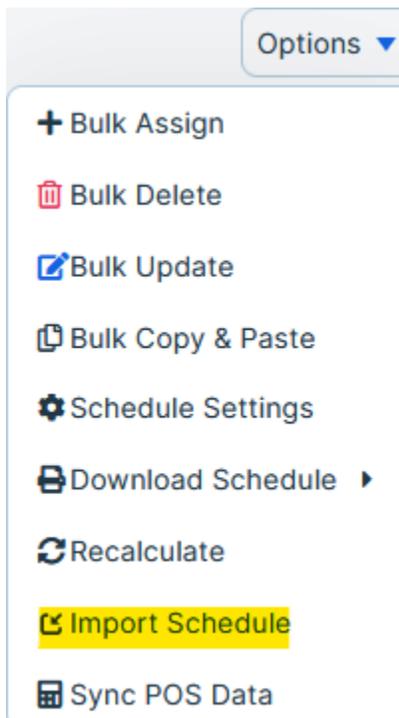


# Import Schedules

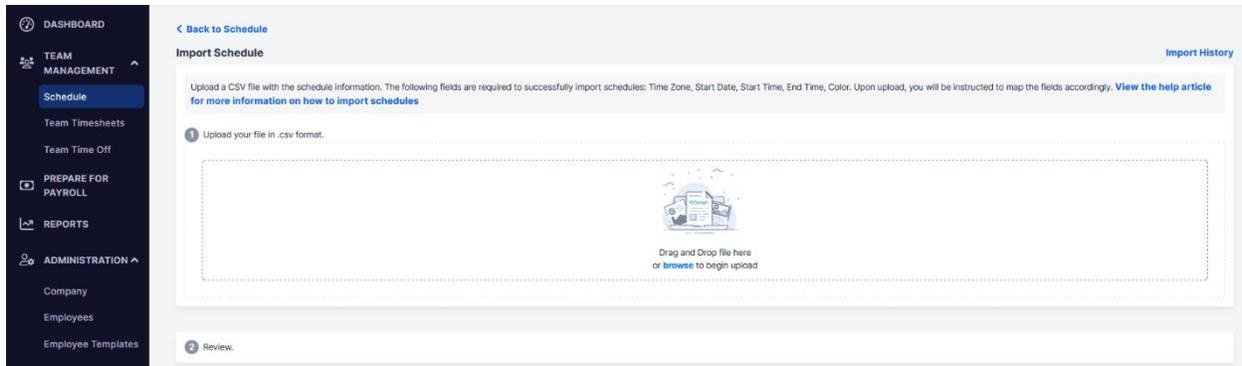
We have functionality to allow shift managers to be able to create schedules in a spreadsheet and then import them into the system.

To do this, navigate to **Team Management – Schedule**.

From the “Options” drop-down menu on the upper right, choose “Import Schedule”



On this page you may upload your schedule in CSV format, either by dragging the CSV onto the screen or by selecting “browse” and locating the file on your computer



Your CSV file should include a header row representing each data point, and which should match the fields in our system. When you upload the file, our system will automatically identify all of your headers. You need to either match these files with an existing template or create one manually.

The following fields are required:

- Time Zone
- Start Date
- Start Time
- End Time
- Color

There are several other optional fields that can also be included:

- Job
- Location
- Shift Notes
- Shift Number
- Break Type
- Break Start Time
- Break End Time

The column on the left will include the headers in your file. Choose the Time System field from the dropdowns on the right, to sync the file with our system.

## Import Data - Match System Fields



### **!** Please match each field to import your data correctly.

You need to match the fields in your file to the fields of the time & attendance system. The fields listed on the right side are the fields from the time & attendance system. The fields on the left side are the fields the system detected based on the uploaded file.

#### Imported File Fields

#### Time System Fields

Employee System ID



Employee System ID



Payroll Id

---



Employee Id

---



Operation

---



Date

---



Clock Time

---



Job

---



Break

---



Punch Comment

---



Cancel

Next

When you have mapped everything, select “Next”

On the next screen you will need to match the file fields with the Time Zone, Job, Location, Color, and Break Type, etc.

## Import Data - Match System Fields



### **!** Please match each field to import your data correctly.

You need to match the fields in your file to the fields of the time & attendance system. The fields listed on the right side are the fields from the time & attendance system. The fields on the left side are the fields the system detected based on the uploaded file.

#### Imported File Fields

#### Time System Fields

##### Time Zone

Eastern

(GMT-05:00) Eastern Time - New York



##### Color

Blue

Light Sky Blue



Cancel

Done

When you are finished, select **Done**. You will have the option of saving this template for future use, or you can skip saving, and just proceed with the import:

## Save as a template



Would you like to save this mapping for future use?

Template 1

Don't save template

Save

The system will validate the file, and then notify you whether it has any errors:

**Import Schedule** [Import History](#)

Upload a CSV file with the schedule information. The following fields are required to successfully import schedules: Time Zone, Start Date, Start Time, End Time, Color. Upon upload, you will be instructed to map the fields accordingly. [View the help article for more information on how to import schedules](#)

1. Now, that you finished filling the data in the template, please reupload here.

Testtime.csv [Reupload](#)

2. Review. ✔ Validation finished

❌ 1 error. Please correct the errors in your file. [Review](#)

If you have any errors, you will have the opportunity to fix them and then re-upload the file (if you saved your template, you can use it again to save yourself some time)

**Details** ✕

**Row index: 2**

- 1. Start Time : Invalid time format. (Acceptable format: 12 hour format with AM/PM [hh:mm AM/PM] or 24 hour format [hh:mm:ss].)
- 2. End Time : Invalid time format. (Acceptable format: 12 hour format with AM/PM [hh:mm AM/PM] or 24 hour format [hh:mm:ss].)
- 3. Cannot find an employee using provided Employee ID.

[Close](#)

Once all errors have been fixed you should get a screen that looks something like this:

**Import Schedule** [Import History](#)

1 Now, that you finished filling the data in the template, please reupload here.

ScheduleUpload.csv [Reupload](#)

2 Review. ✔ Validation finished

✔ All good. Proceed to the next step.

[Import](#)

When you're ready, select **Import** and your information should appear on the Schedule screen.