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Using the Generic Import/Export

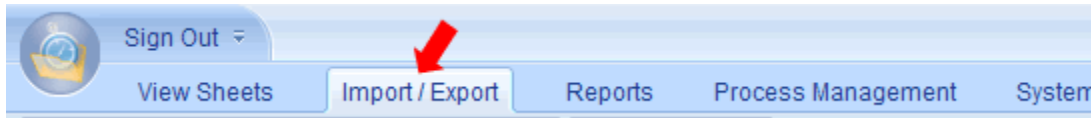
Table of Contents

Import/Export Tab Overview	3
Using Generic Import/Export Functions	4
Import and Export Data Categories	4
Import/Export Templates	5
Creating and running Import/Export Templates	5
Saving import/export templates.....	15
Retrieving import/export templates.....	15
Copying import/export templates	16
Deleting import/export templates.....	17
Fields Names and Descriptions by Import/Export Category.....	18
Employees (Import/Export)	18
Elements (Import/Export)	19
Expenses (Import/Export)	19
Groups (Import/Export)	20
Tasks (Import/Export)	20
Time Entries (Import/Export).....	21
Expense Entries (Import/Export)	22
Importing data into Office Timesheets	23
How Office Timesheets links data types during import.....	24
Groups.....	24
Employees	24
Elements	24
Expenses.....	24
Tasks, Time Entries, Expense Entries	25

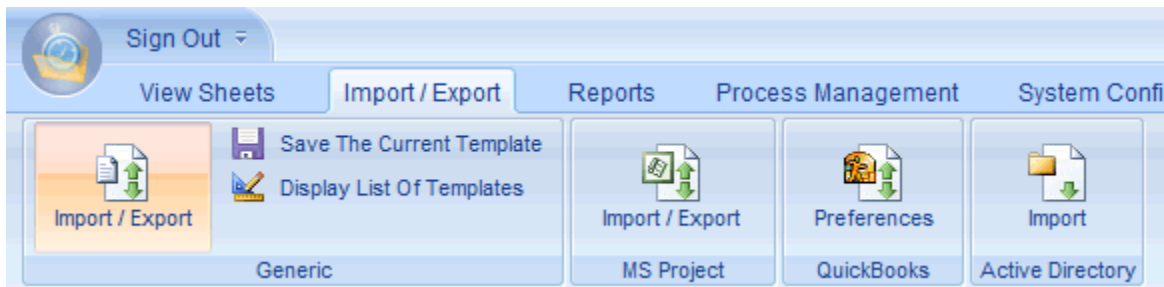
Import/Export Tab Overview

The Office Timesheets Import/Export tab contains functions and/or modules designed to transfer data between Office Timesheets and other applications and/or files.

To access Office Timesheets Import/Export tab click on the **Import/Export** tab (shown in the illustration below).



There are currently four ribbon groups found within Office Timesheets' Import/Export tab: **Generic**, **MS Project**, **QuickBooks** and **Active Directory**.



- **Generic Import/Export** - the **Generic** ribbon group houses all the functions and features within Office Timesheets for importing and/or exporting data from and/or to other applications using comma separated value (CSV) text files. Office Timesheets imports and exports CSV file types because almost all data driven applications can export and/or import this file type as it has long become an industry standard, and this file type is standardized across almost all computer platforms.
- **MS Project** - the **MS Project** ribbon group houses all the functions and features within Office Timesheets for bi-directional integration with Microsoft® Project. This set of features and functions are designed to import employee (resource) task assignments from Microsoft Project plans into employee timesheets within Office Timesheets; and export actual hours back to the project plan as often as an update to the project plan is needed.
- **QuickBooks** – the **QuickBooks** ribbon group houses the data mapping preferences for users wanting two-way integration with Intuit's QuickBooks® (QuickBooks Professional or higher is required).

Note: you must also download the Office Timesheets QBLink application in order to perform bi-directional integration between Office Timesheets and QuickBooks.

- **Active Directory** – the Active Directory ribbon group contains the functions necessary for connecting to a Microsoft Windows Domain Controller in order to import name and login information from Active Directory.

Note: This ribbon group is only visible within the Office Timesheets self-install edition. This feature is not available with Office Timesheets On Demand (Hosted) edition.

Using Generic Import/Export Functions

The Office Timesheets Generic Import and Export ribbon group contains features and functions that allow you to import data from and export data to virtually any database or spreadsheet application. The Office Timesheets Generic Import/Export utilizes the CSV (Comma Separated Value) file format, long an industry standard for importing and exporting data to and from database applications, spreadsheets, etc.

Office Timesheets uses templates for each data import and/or export you perform. Each import/export template can be saved, which allows for a great deal of functionality as each import/export template can be saved and re-used without re-entering import/export options and field mappings.

Each import/export template you create contains the name of the template, setup options, field mappings, and other options related to the importing or exporting data.

Import and Export Data Categories

Importing and exporting data from and to Office Timesheets is broken down into seven (7) separate categories or data types:

- Employees
- Elements
- Expenses
- Groups
- Tasks
- Time Entries
- Expense Entries

To ensure that data is properly imported and/or exported, data is separated into logical categories. It is also important to note that before certain types of data can be imported into Office Timesheets and properly linked with other relational data elements, you must import one type one data category before another (covered in topics below).

Import/Export Templates

Each data import or export for Office Timesheets starts with an import/export template. Thus, in order to import and/or export data into or from Office Timesheets you first create a template or open an existing import/export template.

Creating and running Import/Export Templates

To create an import/export template:

1. Click on the **Import/Export** tab; then click on the **Import/Export** icon in the **Generic** ribbon group.
2. From the **Generic Text Import/Export** form enter a name for your import/export template in the **Name** field.
3. From the **Setup** form group

If importing time entries...

- a. Choose the format in which your time entries are stored in the file you are importing: **Minutes** or **Hours**. *This selection only applies if you are importing time entries.*
- b. Choose a row you wish to skip. For example, enter **1** if row 1 of your file contains column headers. If your file does not contain column headers, and you do not wish to skip a particular row within your import file, simply leave this field set as **0**.

If exporting time entries...

- a. Choose the format in which your entries to be stored in the file you are exporting: **Minutes** or **Hours**. *This selection only applies if you are exporting time entries.*
- b. Select the **Show titles** check box if you wish to show the field names (column headers) for each column of the file that is being exported.

4. From the Connection form group

If importing...

Choose the data **Section** you wish to import or export and enter the path to, and the name and extension of the file you wish to import. Optionally, you may click the **Browse** button to select the path and file to be applied in the **File** field.

Import	
Section	File
Employee:	C:\employees.csv Browse...
Element:	<input type="text"/> Browse...
Expense:	<input type="text"/> Browse...
Group:	<input type="text"/> Browse...

If exporting...

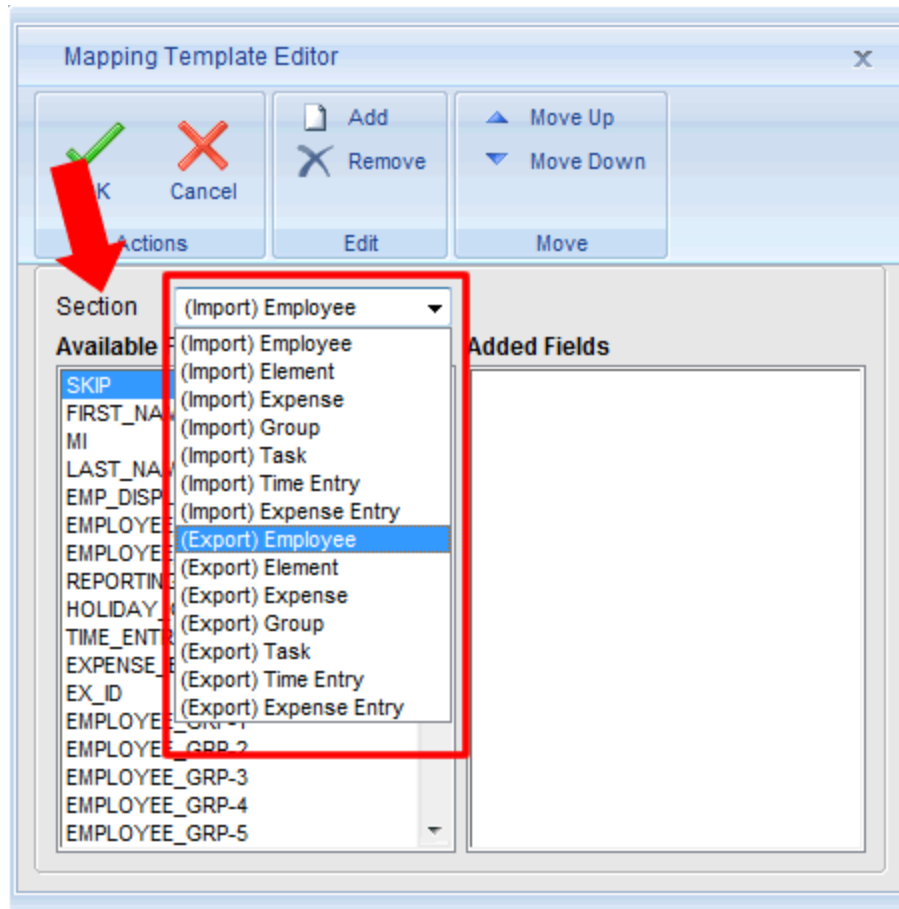
Enter the path and full name of the file (with .csv extension) you wish to export in the **File** field of the corresponding **Section**.

Export	
Section	File
Employee:	<input type="text"/>
Element:	<input type="text"/>
Expense:	<input type="text"/>
Group:	<input type="text"/>
Task:	<input type="text"/>
Time Entry:	C:\time_entries.csv
Expense Entry:	<input type="text"/>

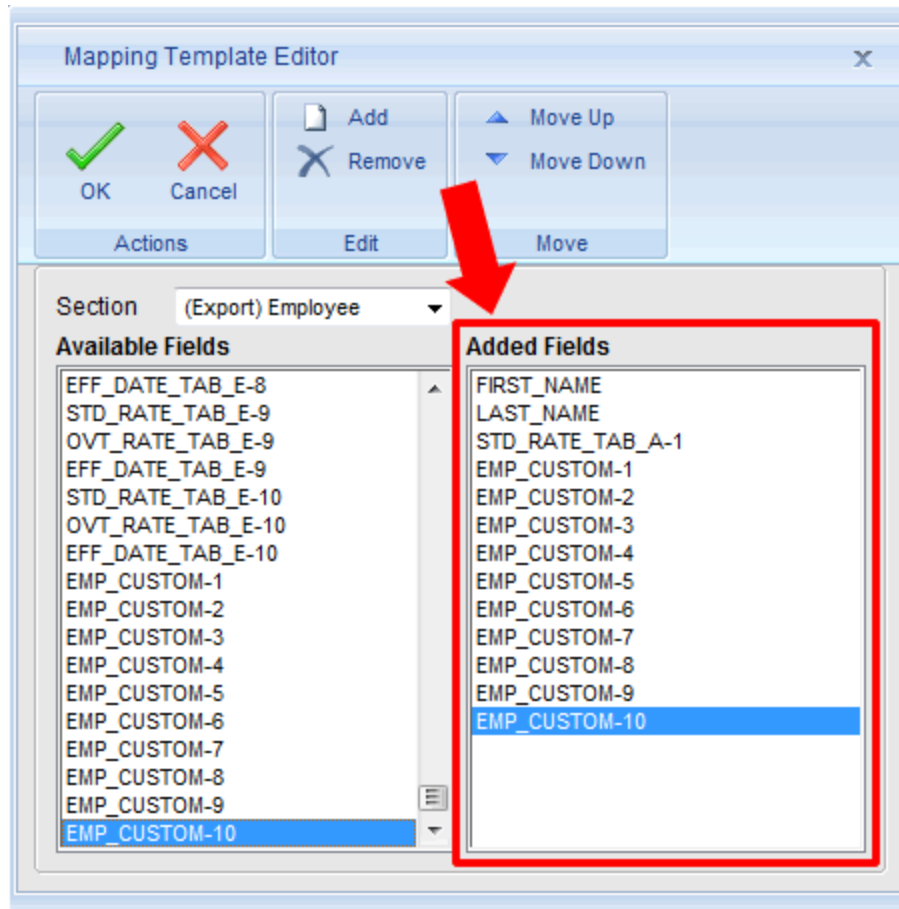
5. Click on the template button to open the **Mapping Template Editor** dialog box.

****For a list of field names and field descriptions please refer to the *Field Names and Descriptions by Import/Export Category* topic below.**

- a. Choose the corresponding data **Section** in which you are importing or exporting...



- b. Double-click on fields in the **Available Fields** column to select the fields in which you wish to import or export. The fields you have selected will appear in the **Added Fields** column.

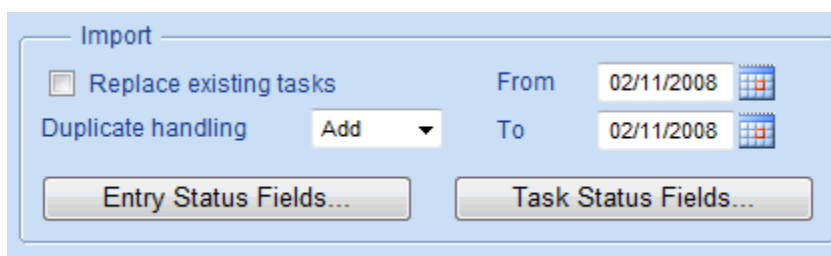


Use the **Move Up/Move Down** button in the **Move** ribbon group if you wish to change the order of fields in which you've added. This is done simply by selecting the field you wish to move up or move down and then clicking on the **Move Up** or **Move Down** button the number of times you wish to move the field up or down.

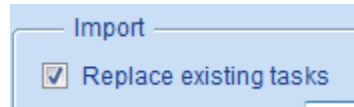
Use the **Remove** button in the **Edit** ribbon group to remove a field from the **Added Fields** column by highlighting the field you wish to remove, and selecting **Remove**.

6. Choose and/or select import/export options

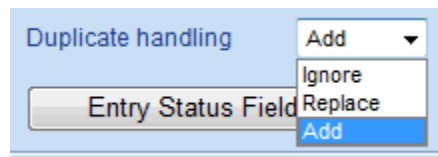
*If importing data refer to the **Import** form group...*



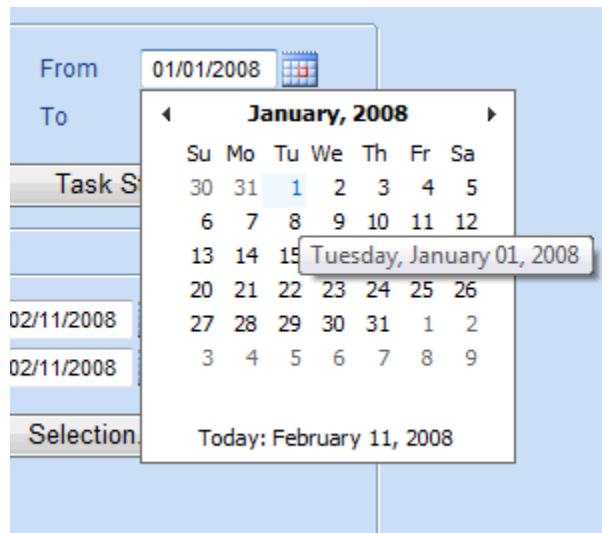
- **Replace existing tasks** – this option replaces an existing task within Office Timesheets when the same task is imported. For example, you import the same task, but with updated task information such as new task start and end dates, etc. In this case, the task in Office Timesheets will be replaced with the new task in which you are importing. If you do not select this option, then a task with identical element item selections will be ignored upon import.



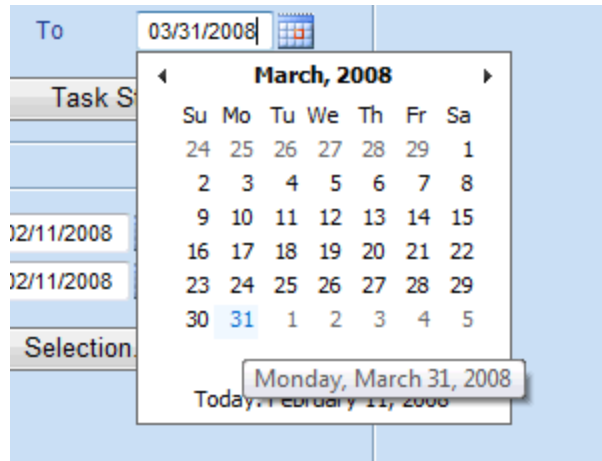
- **Duplicate Handling (Add, Ignore, Replace)** – if duplicates items are imported this selection tells Office Timesheets what to do with the duplicate item on import. If you select **Add**, Office Timesheets will add the record as a duplicate item. If **Ignore** is selected Office Timesheets will ignore or skip the duplicate record on import. If **Replace** is selected, Office Timesheets will replace the existing record within Office Timesheets when importing the record.



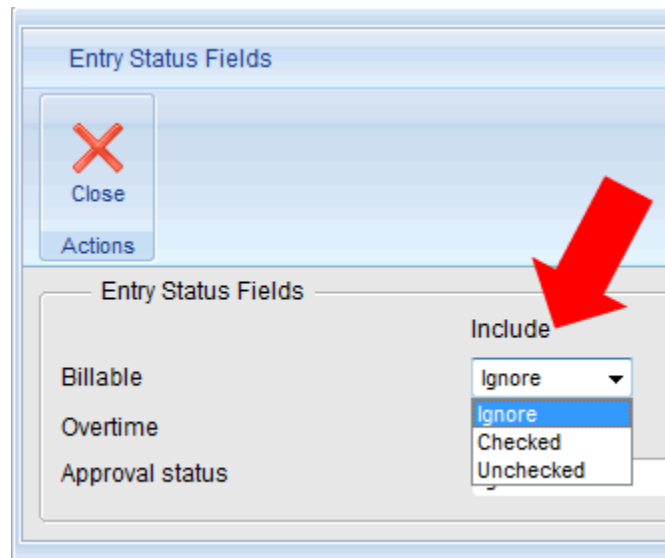
- **From** – if importing time and expense entries, you can select a **From** and **To** date in which to import entries.



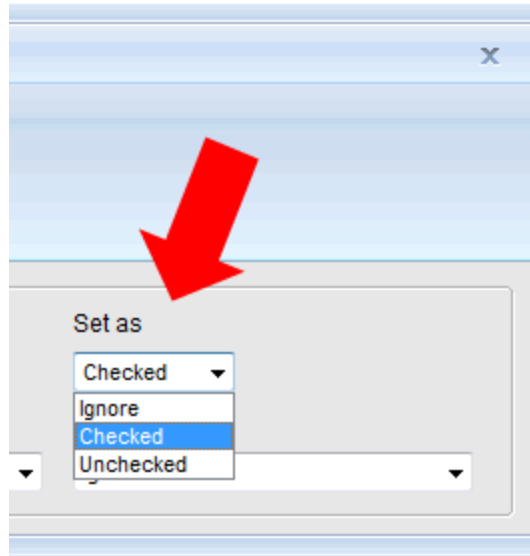
- **To** - if importing time and expense entries, you can select a **From** and **To** date in which to import entries.



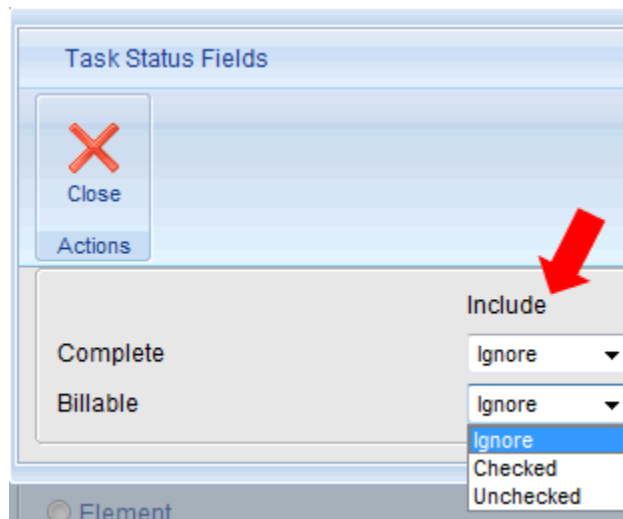
- **Entry Status Fields** – this button opens the Entry Status Fields selection dialog box. From this dialog you can choose to import time and/or expense entries that contain your selected settings by using the **Include** column settings. You may also choose to set the status of entries upon import by using the **Set as** column settings.
 - **Include** – will only import entries with included entry status selections.



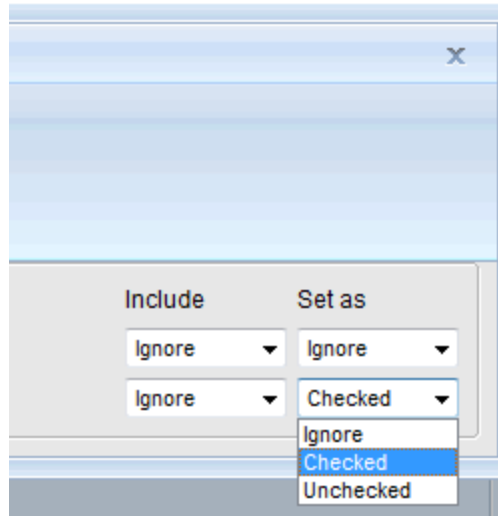
- **Set As** – will set the entry status to the selected settings upon import.



- **Task Status Fields** - this button opens the **Task Status Fields** selection dialog box. From this dialog you can choose to import tasks that contain your selected settings by using the **Include** column settings. You may also choose to set the status of tasks upon import by using the **Set as** column settings.
 - **Include** - will only import tasks with included task status selections.



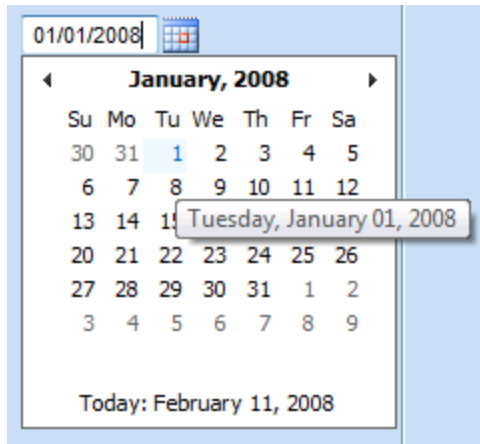
- **Set As** - will set the task status to the selected settings upon import.



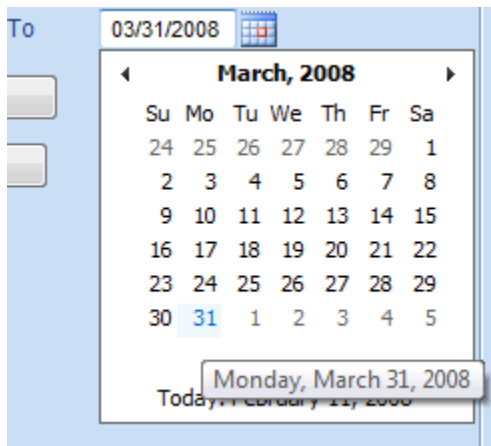
If importing data refer to the **Export** form group (shown below)...

- **Delete data after export** – check this box if you wish to delete the selected data after export. **Use extreme caution with this selection setting as it deletes the selected data permanently from the Office Timesheets database.**

- **From** - if exporting time and expense entries, you can select a **From** and **To** date in which to export entries.

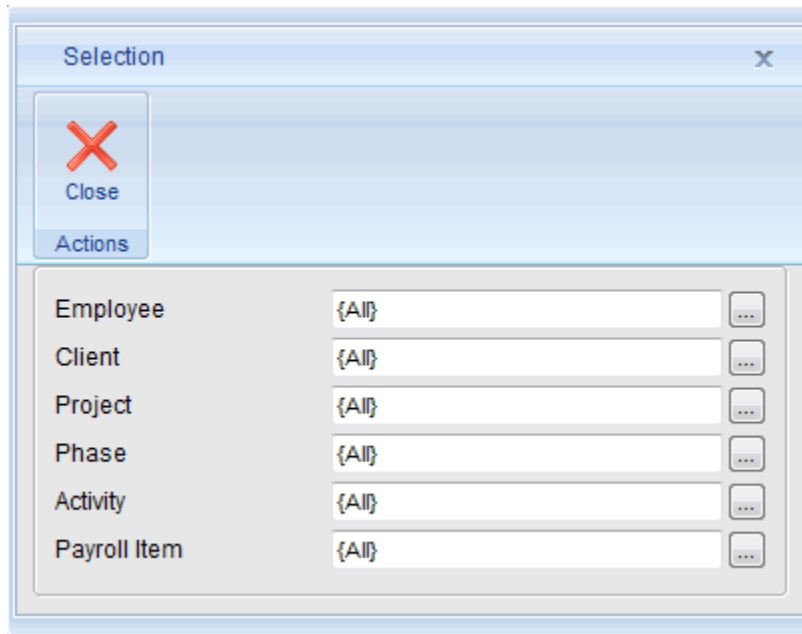


- **To** - if exporting time and expense entries, you can select a **From** and **To** date in which to export entries.

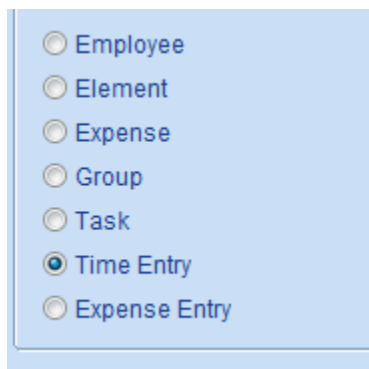


- **Entry Status Fields** - this button opens the **Entry Status Fields** selection dialog box. From this dialog you can choose to export time and/or expense entries that contain your selected settings by using the **Include** column settings. You may also choose to set the status of entries upon export by using the **Set as** column settings.
 - **Include** - will only export tasks with included task status selections.
 - **Set As** - will set the task status to the selected settings upon export.
- **Task Status Fields** - this button opens the **Task Status Fields** selection dialog box. From this dialog you can choose to export tasks that contain your selected settings by using the **Include** column settings. You may also choose to set the status of tasks upon export by using the **Set as** column settings.

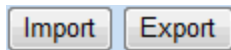
- **Include** - will only export tasks with selected task status selections.
 - **Set As** - will set the task status (of selected tasks) to the selected settings upon export.
- **Selection (Level Selections)** – this button opens the **Selection** dialog box. From this dialog you can choose to export tasks that contain your selected level settings.



- **Category Selection (Employee, Element, Expense, Group, Task, Time Entry, Expense Entry)** – here you must choose the data category for which you are exporting.



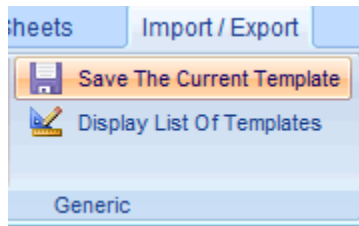
7. Click **Import** or **Export** to initiate the process of importing and/or exporting data using the template in which you've created.



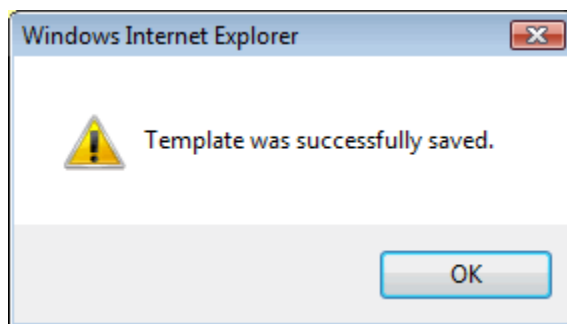
Saving import/export templates

Once you've created an import or export template you can save it for re-use at another date. To save your import/export template:

1. Click on the **Save The Current Template** icon in the **Generic** ribbon group.



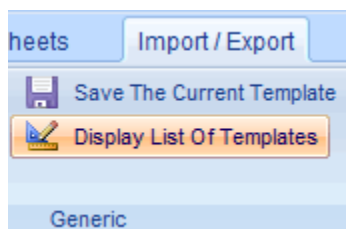
2. A message will appear that the template was successfully saved; click **OK**.



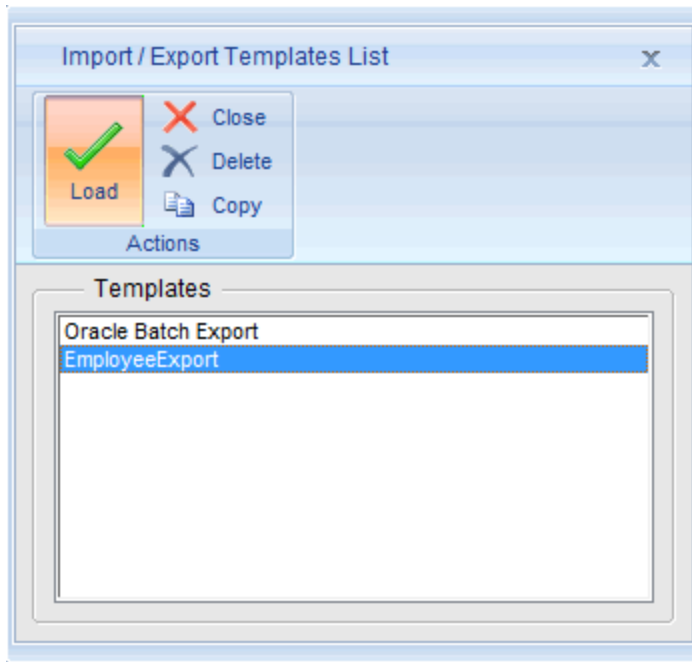
Retrieving import/export templates

To retrieve an import and/or export template you previously created and saved:

1. From the **Import/Export** tab, click on the **Display list of templates** icon in the **Generic** ribbon group.



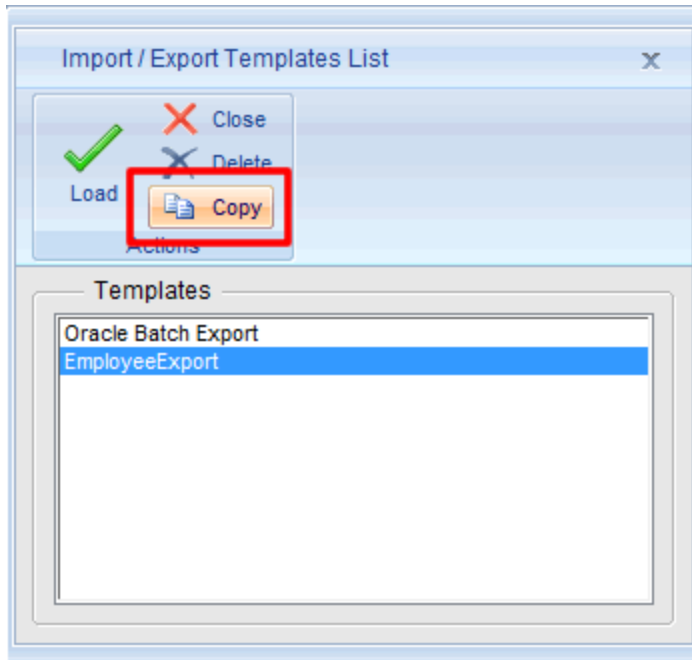
2. From the **Import/Export templates** list dialog, select the template in which you wish to retrieve, and click the **Load** icon.



Copying import/export templates

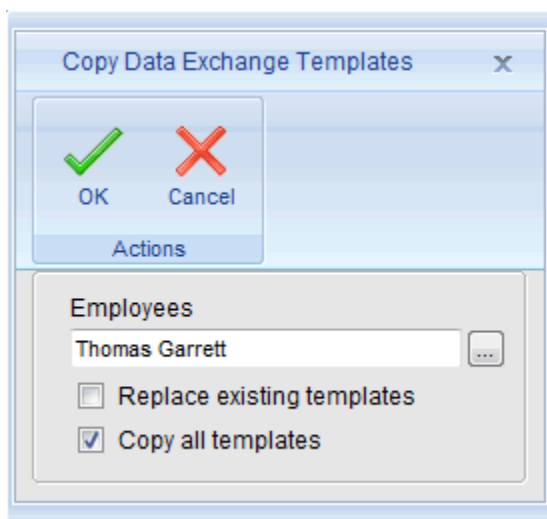
The **Copy** function allows you to copy existing import/export templates to another Office Timesheet user's Import/Export template list. To copy import/export templates to another Office Timesheets user's template list:

1. From the **Import/Export** tab, click on the **Display list of templates** icon in the **Generic** ribbon group.
2. From the **Import/Export templates** list dialog, select the template in which you wish to copy, and click the **Copy** icon.



The **Copy Import/Export Templates** dialog box will appear...

- From the **Copy Import/Export Templates** dialog box, select the **Employees** for which you will copy the template/s to, and choose one or both options replacing and/or copying templates; and select **OK**.



Deleting import/export templates

To delete an existing import/export template:

1. From the **Import/Export** tab, click on the **Display list of templates** icon in the **Generic** ribbon group.
2. From the **Import/Export templates** list dialog, select the template in which you wish to delete, and click the **Delete** icon.

Fields Names and Descriptions by Import/Export Category

Below is a list of fields and a description of each field, by import/export category, that is available for import and/or export with Office Timesheets.

Employees (Import/Export)

Field Name	Description
FIRST_NAME	Employee's First Name
MI	Employee's Middle Initial
LAST_NAME	Employee's Last Name
EMP_DISPLAY_NAME	Employee's Display Name
EMPLOYEE_EMAIL	Employee's Email Address
EMPLOYEE_STATUS	Employee's Status
REPORTING_PERIOD	Employee's Reporting Period
HOLIDAY_GRP	Employee's Holiday Group
TIME_ENTRY_LOCK_DATE	Employee Time Entry Lock Date
EXPENSE_ENTRY_LOCK_DATE	Employee's Expense Entry Lock Date
EX_ID	ID Number for the Employee that was generated by an external program
EMPLOYEE_GRP-1	Employee's Group 1
through	
EMPLOYEE_GRP-25	Employee's Group 25
EX_GRP_ID-1	ID Number for Employee's Group 1 that was generated by an external program
through	
EX_GRP_ID-25	ID Number for Employee's Group 1 that was generated by an external program
STD_RATE_TAB_A-1	Employee's Standard Rate for Tab A
OVT_RATE_TAB_A-1	Employee's Overtime Rate for Tab A
EFF_DATE_TAB_A-1	Employee's Effective Date for Standard and Overtime Rates for Tab A
THROUGH	
STD_RATE_TAB_E-10	Employee's Standard Rate for Tab E
OVT_RATE_TAB_E-10	Employee's Overtime Rate for Tab E
EFF_DATE_TAB_E-10	Employee's Effective Date for Standard and Overtime Rates for Tab E
EMP_CUSTOM-1	Employee Custom Field 1

Through	
EMP_CUSTOM-10	Employee Custom Field 10
SKIP	Skips the selected column

Elements (Import/Export)

Field Name	Description
ELEMENT_LEVEL	Element's level number
ELEMENT_NAME	Element's level name
ELEMENT_ABBR	Element's abbreviation
ELEMENT_STATUS	Element's status
EX_ID	ID number of the element generated from an external program
ELEMENT_GRP-1	Employee's group 1
through	
ELEMENT_GRP-25	Employee's group 25
EX_GRP_ID-1	ID number of the element's group 1 generated from an external program
through	
EX_GRP_ID-25	ID number of the element's group 25 generated from an external program
ELM_CUSTOM-1	Element's custom field 1
through	
ELM_CUSTOM-10	Element's custom field 10
SKIP	Skips the selected column

Expenses (Import/Export)

Field Name	Description
EXPENSE_NAME	Expense item's name
EXPENSE_DESCR	Expense item's description
EXPENSE_STATUS	Expense item's status
EX_ID	ID number of expense item generated by an external program
PRICE	Expense item's price
QUANTITY	Expense item's quantity
MARK_PERCENT	Expense item's mark up or mark down percentage
TAX_PERCENT	Expense item's tax percentage
EXPENSE_GRP-1	Expense item's group 1
through	
EXPENSE_GRP-25	Expense item's group 25
EX_GRP_ID-1	ID number of expense item group 1 generated by an external program
through	

EX_GRP_ID-25	ID number of expense item group 25 generated by an external program
EXP_CUSTOM-1	Expense item's custom field 1
through	
EXP_CUSTOM-10	Expense item's custom field 10
SKIP	Skips the selected column

Groups (Import/Export)

Field Name	Description
ELEMENT_LEVEL	Group's element level
GRP_NAME	Group's name
EX_ID	ID number of group generated by external program
GROUP_MANAGER	Display of group manager (Employee Groups Only)
SKIP	Skips the selected column

Tasks (Import/Export)

Field Name	Description
EMP_ID	Employee ID
EMP_EX_ID	Employee ID generated by an external program
EMP_DISPLAY_NAME	Employee's display name
ELEMENT_ID-1	ID number for element level 1
Through	
ELEMENT_ID-10	ID number for element level 10
ELEMENT_EX_ID-1	ID number for element level 1 generated by an external program
Through	
ELEMENT_EX_ID-10	ID number for element level 10 generated by an external program
ELEMENT_NAME_LVL-1	Element level 1 name
Through	
ELEMENT_NAME_LVL-10	Element level 10 name
ELEMENT_ABB_LVL-1	Element level 1 abbreviation
Through	
ELEMENT_ABB_LVL-10	Element level 10 abbreviation
TASK_RATE	Task rate
TASK_STATUS-1	Task status 1
Through	

TASK_STATUS-15	Task status 15
START_DATE	Task start date
END_DATE	Task end date
TRACK_RATE-1	Task tracking rate 1
Through	
TRACK_RATE-3	Task tracking rate 3
TRACK_HOURS-1	Task tracking hours 1
Through	
TRACK_HOURS-3	Task tracking hours 3
TASK_NOTES	Task notes
SKIP	Skips the selected column

Time Entries (Import/Export)

Field Name	Description
ENTRY_DATE	Date of time entry
START_TIME	Start time of time entry
STOP_TIME	Stop time of time entry
TIME_SPENT	Calculated time spent (calculated from start time and stop time)
TIME_SPENT_ONLY	Time spent (if no start time and no stop time)
APPROVAL_STATUS	Entries approval status
EMP_ID	ID number of employee
EMP_EX_ID	ID number of employee generated from an external program
EMP_DISPLAY_NAME	Display name of employee
ELEMENT_ID-1	ID number of element level 1
Through	
ELEMENT_ID-10	ID number of element level 10
ELEMENT_EX_ID-1	ID number of element level 1 generated from external program
Through	
ELEMENT_EX_ID-10	ID number of element level 10 generated from external program
ELEMENT_NAME_LVL-1	Element level 1 name
Through	
ELEMENT_NAME_LVL-10	Element level 10 name
ELEMENT_ABB_LVL-1	Element abbreviation for level 1
Through	
ELEMENT_ABB_LVL-10	Element abbreviation for level 10
ENTRY_STATUS-1	Status 1 of time entry
Through	

ENTRY_STATUS-15	Status 15 of time entry
ENTRY_NOTES	Notes for time entry
TRACK_RATE-1	Task's tracking rate 1
Through	
TRACK_RATE-3	Task's tracking rate 3
TRACK_HOURS-1	Task's tracking hours 1
Through	
TRACK_HOURS-3	Task's tracking hours 3
TASK_NOTES	Notes for task
SKIP	Skips the selected column

Expense Entries (Import/Export)

Field Name	Description
ENTRY_DATE	Date of expense entry
APPROVAL_STATUS	Expense entry approval status
EMP_ID	ID number of employee
EMP_EX_ID	ID number of employee generated by an external program
EMP_DISPLAY_NAME	Employee's display name
ELEMENT_ID-1	ID number for element level 1
Through	
ELEMENT_ID-10	ID number for element level 10
ELEMENT_EX_ID-1	ID number for element level 1 generated by external program
Through	
ELEMENT_EX_ID-10	ID number for element level 10 generated by external program
ELEMENT_NAME_LVL-1	Name for element level 1
Through	
ELEMENT_NAME_LVL-10	Name for element level 10
ELEMENT_ABB_LVL-1	Abbreviation for element level 1
Through	
ELEMENT_ABB_LVL-10	Abbreviation for element level 10
EXPENSE_ID	ID number of expense entry
EXPENSE_EX_ID	ID number of expense entry generated by an external program
EXPENSE_NAME	Expense item name
ENTRY_STATUS-1	Expense entry status 1
Through	
ENTRY_STATUS-15	Expense entry status 15
ENTRY_NOTES	Expense entry notes

DESCRIPTION	Expense description
PRICE	Expense price
QUANTITY	Expense quantity
TOTAL	Expense total (expense price multiplied by expense quantity)
MARK_PERCENT	Expense markup or markdown percentage
MARK_TOTAL	Total of expense markup or markdown
TAX_PERCENT	Tax percentage
TAX_TOTAL	Total tax
APPLY_TAX	Apply tax setting
ENTRY_TOTAL	Total for entry (including markup/markdown and tax)
TRACK_RATE-1	Task tracking rate 1
Through	
TRACK_RATE-3	Task tracking rate 3
TRACK_HOURS-1	Task tracking hours 1
Through	
TRACK_HOURS-3	Task tracking hours 3
TASK_NOTES	Task notes
SKIP	Skips the selected column

Importing data into Office Timesheets

Data can be imported into Office Timesheets in any order. However, you will find that a particular piece of data may be needed first as another record type may require a relational link to other data records first. For example, if importing employees records with the employee's group settings, employee groups must exist in order for the two data elements to link together.

When importing data into Office Timesheets, logically, you should consider importing data into Office Timesheets in the following order:

1. Employee Groups (a group must first exist if importing Employees with one or more group associations)
2. Employees
3. Element Groups (a group must first exist if importing Elements with one or more group associations)
4. Elements Items
5. Expenses (Expense Code Items)
6. Tasks (Employee Names and Element Item Names must exists before a task is created as each task is comprised of a combination of Employee and Element Item Selections)
7. Time Entries & Expense Entries

How Office Timesheets links data types during import

The rules in which Office Timesheets uses to link data types for each import/export data category is as follows...

Groups

- a. If the External ID of an imported group is not empty, then Office Timesheets looks to find the group in the database (with this External ID). If the group is found, then Office Timesheets links the imported group to the matching group, else go to point “b”.
- b. Office Timesheets looks to find a group in its database with the same Name of the imported group. If a group with the same name is found, then Office Timesheets links the imported group to the group with the same name, else go to point “c”.
- c. Office Timesheets add the imported group to its database as a new group.

Employees

- a. If the External ID of an imported employee is not empty, then Office Timesheets looks to find the employee in the database with this External ID. If employee is found, then Office Timesheets links the imported employee to the matching employee, else go to point “b”.
- b. Office Timesheets looks to find an employee in its database with the same name of imported employee. If an employee with the same name is found, then Office Timesheets links the imported employee to the employee with the same name, else go to point “c”.
- c. Office Timesheets adds the employee to its database as a new employee.

Elements

- a. If the External ID of an imported element is not empty, then Office Timesheets looks to find an element in its database with this External ID. If the element is found, then Office Timesheets links the imported element to the matching element, else go to point “b”.
- b. Office Timesheets looks to find an element in its database with the same Name of the imported element. If element is found, then Office Timesheets links the imported element to matching element, else go to point “c”.
- c. Office Timesheets adds the element to its database as a new element.

Expenses

- a. If the External ID of an imported expense is not empty, then Office Timesheets looks to find an expense in its database with this External ID. If the expense is found, then Office Timesheets links the imported expense to the matching expense, else go to point “b”.
- b. Office Timesheets looks to find an expense in its database with the same Name of the imported expense. If the expense is found, then Office Timesheets links the imported expense to the matching expense, else go to point “c”.

- c. Office Timesheets adds the expense to its database as a new expense.

Tasks, Time Entries, Expense Entries

- a. If Employee ID of imported object (task/time entry/expense entry) is not empty, then find employee in DB with this Employee ID. If employee was found, then link Employee of imported object to found employee, else go to point “b”.
- b. If Employee External ID of imported object is not empty, then find employee in DB with this Employee External ID. If employee was found, then link Employee of imported object to found employee, else go to point “c”.
- c. Find employee in DB with Display Name of employee of imported object. If employee was found, then link Employee of imported object to found employee, else imported object will be without Employee.
- d. If Element-X (element with level X) ID of imported object is not empty, then find Element-X in DB with this Element-X ID. If Element-X was found, then link Element-X of imported object to found Element-X, else go to point “e”.
- e. If Element-X External ID of imported object is not empty, then find Element-X in DB with this Element-X External ID. If Element-X was found, then link Element-X of imported object to found Element-X, else go to point “f”.
- f. Find Element-X in DB with Name of imported Element-X. If Element-X was found, then link Element-X of imported object to found Element-X, else go to point “g”.
- g. Find Element-X in DB with Display Name of Element-X of imported object. If Element-X was found, then link Element-X of imported object to found Element-X, else imported object will be without Element-X.
- h. If Expense ID of imported object is not empty, then find expense in DB with this Expense ID. If expense was found, then link Expense of imported object to found expense, else go to point “i”.
- i. If Expense External ID of imported object is not empty, then find expense in DB with this Expense External ID. If expense was found, then link Expense of imported object to found expense, else go to point “j”.
- j. Find expense in DB with Name of expense of imported object. If expense was found, then link Expense of imported object to found expense, else imported object will be without Expense.

Note: points “h”-“j” only apply to Expense Entries.