



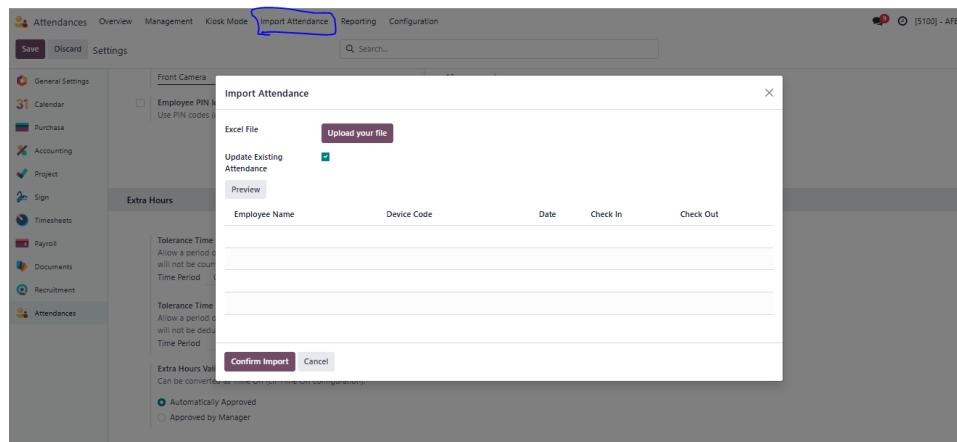
Bulk Attendance Import Process

Step 1: Log in and Access Attendance Module

Log in to your Odoo ERP system. After logging in, navigate to the ****Attendance Module****.

Step 2: Click on "Import Attendance"

Click the ****Import Attendance**** button located at the top of the Attendance module. This will allow you to import the Excel file exported from the attendance machine.



Step 3: Upload Excel File

After clicking ****Import Attendance****, an upload window will appear. Click the ****Upload your file**** button, and select the exported Excel file from your attendance machine.

Step 4: Preview Data

The system will show a preview of the data. The ****unmatched employees**** will be listed first, and they will be highlighted in ****red**** under the 'Employee Name' column. These 'Not Found' entries indicate that the system could not find a match for those employees.

After the unmatched employees, the ****matched employees**** will be displayed. These employees have been successfully matched with records in the system, and they will not be highlighted in red.

Unmatched employees

Odoo

Excel File 262.47 Kb

Update Existing Attendance

Preview

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Employee Name	Device Code	Date	Check In	Check Out
Not Found	70887	11/02/2025	11/02/2025 10:47:00	11/02/2025 10:47:00
Not Found	3736	11/02/2025	11/02/2025 10:55:00	11/02/2025 18:56:00
Not Found	3740	11/02/2025	11/02/2025 11:19:00	11/02/2025 18:55:00
Not Found	3742	11/02/2025	11/02/2025 17:03:00	11/02/2025 23:57:00
Not Found	3816	11/02/2025	11/02/2025 11:56:00	11/02/2025 11:56:00
Not Found	3825	11/02/2025	11/02/2025 10:18:00	11/02/2025 18:02:00
Not Found	70589	11/02/2025	11/02/2025 11:02:00	11/02/2025 11:02:00
Not Found	70884	11/02/2025	11/02/2025 10:33:00	11/02/2025 10:33:00
Not Found	70885	11/02/2025	11/02/2025 11:26:00	11/02/2025 11:26:00

Confirm Import Cancel

Matched employees

Odoo

Excel File 282.47 Kb

Update Existing Attendance

Preview

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Employee Name	Device Code	Date	Check In	Check Out
Youssef Mohamed Khamis Saleh	70742	05/03/2025	05/03/2025 10:53:00	05/03/2025 17:09:00
Youssef Mohamed Khamis Saleh	70742	06/03/2025	06/03/2025 10:41:00	06/03/2025 18:02:00
Youssef Mohamed Khamis Saleh	70742	08/03/2025	08/03/2025 11:30:00	08/03/2025 17:18:00
Youssef Mohamed Khamis Saleh	70742	09/03/2025	09/03/2025 10:42:00	09/03/2025 17:07:00
Youssef Mohamed Khamis Saleh	70742	10/03/2025	10/03/2025 11:42:00	10/03/2025 11:42:00
Youssef El Melegy Thabet Abdel Monaim	3700	11/02/2025	11/02/2025 11:17:00	11/02/2025 11:17:00
Yasser Osman Khattab Ahmed	70231	11/02/2025	11/02/2025 10:52:00	11/02/2025 15:47:00
Yasser Osman Khattab Ahmed	70231	12/02/2025	12/02/2025 11:04:00	12/02/2025 17:34:00
Yasser Osman Khattab Ahmed	70231	13/02/2025	13/02/2025 10:58:00	13/02/2025 10:58:00

Confirm Import Cancel

Step 5: Use the Import Button to Add Records

After reviewing the preview and confirming that the data is correct, click the ****Import**** button to add the records to the system.

Once the ****Import**** button is clicked, the attendance records from the uploaded file will be added to the Odoo system.

Employee Matching Information:

The system will automatically match employees based on their **Bimoric ID**. If an employee is not found in the system, their details will be highlighted in **red** under the 'Employee Name' column as **'Not Found'**.

To resolve this, you may need to correct the employee information in the Excel file or check the **Bimoric ID** in the system to ensure its correctly recorded.

Update Existing Attendance (Optional):

If you are importing attendance records for employees who already have existing data, you have the option to overwrite those records. To do so, make sure to check the **Update Existing Attendance** box. This will update the existing records with the new data from your file.