



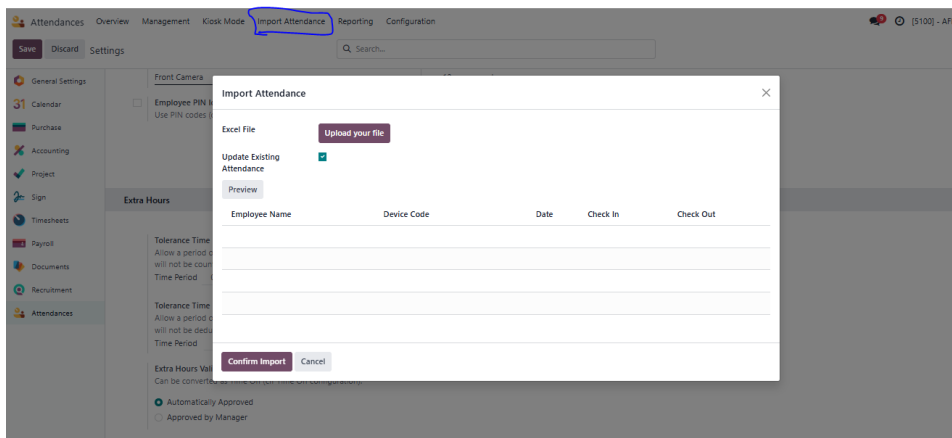
## Bulk Attendance Import Process

### 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

282.47 Kb

Update Existing Attendance

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Preview

1-40 / 1581

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

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Preview

81-120 / 1581

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.