WaspTime: Importing Punches from timeclock via USB drive

Sicaro - 2021-11-18 - Time Clocks

This article refers to WaspTime v7 and timeclock models B2000, BC100, RF200, HD300, and B1000/B1100.

Importing Punches

If you do not have network connectivity where you want to mount your timeclock, you will need to load the punches from the clock to a USB memory stick, save the punch file to your computer, then download the file to the software via the Unprocessed Punches screen.

B2000, BC100, RF200, HD300 models:

1. Insert the USB memory stick into the USB port on the side of the clock.

2. On the clock main menu, highlight the **PenDrive** icon and press the **M** key.

The USBDrive screen appears:

3. Use arrow keys to highlight the desired option.

4. Highlight **Download** and press the **M** key.

5. Select **Download Attlog** and press the **M** key.

The following files are copied to the USB memory stick:

- **X_attlog.dat** (attendance log)
- **X_oplog.dat** (management log)
- **X_user** (User information including templates.)

Note: The X represents the machine number from which the data file(s) originated.

6. Remove the USB memory stick from the clock, and insert it into the WaspTime PC.

7. In WaspTime: Tools menu, **Unprocessed Punches**. In the toolbar, click **Import**.

8. Navigate to the **X_attlog.dat** file on the USB memory stick, then click **Open**. The punches will download to WaspTime.

9. In the **Unprocessed Punches** screen's toolbar, click **Re-Process All Punches**. Or in the **Tools** menu of the **Clock Setup** screen, clock **Process Punches**. The punches you just added will be processed and inserted into the timecards.

10. Verify that the punches are appearing correctly on the timecards, then delete the punches from the clock. The steps to delete the punches from your clock are:

11. On the clock, navigate to **Menu > System >Data Mng >Delete AttLog**.

Note: Make sure no employee punches in or out at this clock until the punches have been transferred to the PC and imported successfully. If someone does punch at this clock, then after the punches are deleted in the last step of this procedure, any punches between download and deletion will be lost. If someone does need to punch, use pen and paper as a workaround, and record the employees and the time of the punch (as displayed on the

clock). Later a WaspTime manager or admin will need to manually add that punch time to the employee's timecard.

B1000/B1100 models:

1. Insert the USB memory stick into the USB port on the side of the clock.

2. Log into the clock menu as an **Admin** or **Supervisor** and choose **PenDriveMng > Download AttLog > OK**.

3. **ESC** out of the clock menu.

4. Remove the USB memory stick from the clock, and insert it into the WaspTime PC.

5. In WaspTime: Tools menu, **Unprocessed Punches**. In the toolbar, click **Import**.

6. Navigate to the **X_attlog.dat** file on USB memory stick, then click **Open**. The punches will download to WaspTime.

7. In the **Unprocessed Punches** screen's toolbar, click **Re-Process All Punches**. Or in the **Tools** menu of the **Clock Setup** screen, clock **Process Punches**. The punches you just added will be processed and inserted into the timecards.

8. Verify that the punches are appearing correctly on the timecards, then delete the punches from the clock. The steps to delete the punches from your clock are:

9. On the clock, navigate to **Menu - Options - System Options - Advanced Options - Del AttLogs - OK**, then hit **ESC** to exit.

Note: Make sure no employee punches in or out at this clock until the punches have been transferred to the PC and imported successfully. If someone does punch at this clock, then after the punches are deleted in the last step of this procedure, any punches between download and deletion will be lost. If someone does need to punch, use pen and paper as a workaround, and record the employees and the time of the punch (as displayed on the clock). Later a WaspTime manager or admin will need to manually add that punch time to the employee's timecard.

If you need additional help deleting punches from the clock, please refer to your clock's user manual.

Related Content

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