



Card Swiping Upload

AWARDS INSTRUCTION SHEET

The AWARDS Card Swiping Upload feature is an optional database enhancement that enables users to take data from a third-party card swipe system, export it to a .txt file, and upload it to AWARDS. This data can be:

- Day program reception desk
- Day program activity attendance
- Employee timesheets

Once uploaded, data is imported to AWARDS so that it can be viewed and worked with in the AWARDS database as needed.

Because the Card Swiping Upload feature is optional, it is not automatically available in all databases. When requested, it is turned on behind-the-scenes in AWARDS by Foothold Technology. (Contact your Foothold Client Services representative to make this functionality available in your AWARDS database.) In order to use this feature once it has been turned on, staff must have the following permissions:

- *DATA ENTRY / ACCESS – You must have the “Display Executive Administration Buttons” data entry / access permission AND either: a) be a member of the “Human Resources” or “Executive Officer” user groups, or b) have one of the “permissions data entry” exception override permissions.*

Additionally, staff should have access to the AWARDS DataBridge, also located in the System Setup module. Like the Card Swiping Upload, access to the DataBridge is turned on behind-the-scenes in AWARDS.

ABOUT THIS DOCUMENT

This document is intended to guide you through the process of using the Card Swiping Upload functionality to import reception desk, attendance, or timesheet data from your card swiping system. Specific topics covered are:

- [Preparing Your Card Swiping Data](#) – Learn about swipe data format and content requirements. Page **1**
- [Uploading and Importing Card Swiping Data](#) – Learn how to pull swiping data into AWARDS. Page **3**
- [Frequently Asked Questions](#) – Learn the answers to common Card Swiping Upload questions. Page **3**

PREPARING YOUR CARD SWIPING DATA

In order for a card swipe data file to be uploaded to AWARDS, it must meet specific file format and content requirements.

UPLOAD FILE FORMAT REQUIREMENTS

The basic format for the upload file is the same regardless of the type of information being worked with:

- **File Type** – The file begin uploaded must be a text file (with a .txt extension).
- **File Data** – Data in the text file will be broken into rows. Each row will have eight fields and will represent one record of data.

- **Data Delimiter** – Each field in each record row must be delimited (separated) by commas.

For details on what each of the eight row fields contain, continue with “Upload File Content Requirements” on page 2.

UPLOAD FILE CONTENT REQUIREMENTS

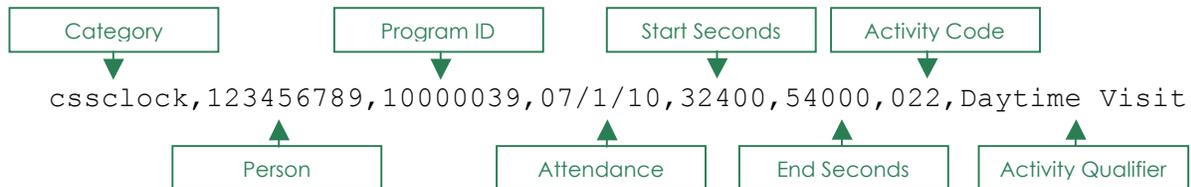
The table below details the eight fields of data that comprise each record in the card swipe upload files. For each field listed information is included on which values to insert, where to find the data in AWARDS (when applicable), and any requirements for the upload.

In some cases the fields will contain data that originates in AWARDS that the card swiping system must know. The descriptions for each field here detail where to find the appropriate value to enter into the card swipe software when recording attendance.

DATA FIELD	DESCRIPTION								
Category	A mandatory field that holds a value representing the type of data uploaded.								
	<table border="1"> <thead> <tr> <th>DATA TYPE</th> <th>FIELD VALUE</th> </tr> </thead> <tbody> <tr> <td>Reception Desk</td> <td>cssclock</td> </tr> <tr> <td>Activity Attendance</td> <td>cssclock</td> </tr> <tr> <td>Employee Timesheets</td> <td>timeclock</td> </tr> </tbody> </table>	DATA TYPE	FIELD VALUE	Reception Desk	cssclock	Activity Attendance	cssclock	Employee Timesheets	timeclock
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Activity Attendance	cssclock								
Employee Timesheets	timeclock								
Person	A mandatory field that holds the AWARDS ID number of the person whose record this is.								
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Program ID	Holds the AWARDS program ID number of the program corresponding to the record. Determine using the Prgm ID in the DataBridge's Programs file. Note that this field is only mandatory when the file contains reception desk or activity attendance data. It is not required when the file holds timesheets information.								
Attendance	A mandatory field that holds the date on which the attendance took place, in mm/dd/yy format.								
Start Seconds	A mandatory field that holds the time, in seconds, at which attendance began. Note that this field must contain a value that is less than the end seconds value.								
End Seconds	A mandatory field that holds the time, in seconds, at which attendance ended. Note that this field must contain a value that is more than the start seconds value.								

DATA FIELD	DESCRIPTION								
Activity Code	<p>A mandatory field that holds a value representing the type of activity being uploaded:</p> <table border="1"> <thead> <tr> <th>DATA TYPE</th> <th>FIELD VALUE</th> </tr> </thead> <tbody> <tr> <td>Reception Desk</td> <td>022</td> </tr> <tr> <td>Activity Attendance</td> <td>Determine using the Activity Code in the DataBridge's Activities/Groups file</td> </tr> <tr> <td>Employee Timesheets</td> <td>Determine using the Activity Codes component of the Human Resources module's Accruals / Time Off feature</td> </tr> </tbody> </table>	DATA TYPE	FIELD VALUE	Reception Desk	022	Activity Attendance	Determine using the Activity Code in the DataBridge's Activities/Groups file	Employee Timesheets	Determine using the Activity Codes component of the Human Resources module's Accruals / Time Off feature
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Activity Attendance	Determine using the Activity Code in the DataBridge's Activities/Groups file								
Employee Timesheets	Determine using the Activity Codes component of the Human Resources module's Accruals / Time Off feature								
Activity Qualifier	<p>This field holds an activity qualifier when reception desk data is being uploaded and that reception desk attendance is categorized. Examples of qualifiers include Evening Visit and Daytime Visit. These categories must match what is configured for the program in AWARDS. No data should be entered in this column when reception desk attendance is not categorized.</p>								

The following example record represents what field values the data file would contain for a client with a daytime reception desk visit on 7/1/10 from 9:00am to 3:00pm:



UPLOADING AND IMPORTING CARD SWIPING DATA

To upload your card swiping data, complete the following steps:

1. From the AWARDS *Opening Menu* page, click **System Setup**. The *System Setup Menu* page is displayed. →
2. Click **Card Swiping Upload**. The *Uploading Card Swiping Data Files for Import* page is displayed.
3. Click **Upload New Data File**. The *Uploading Card Swiping Data File* page is displayed.

If you have already uploaded the data file to be imported, skip ahead to step 8.

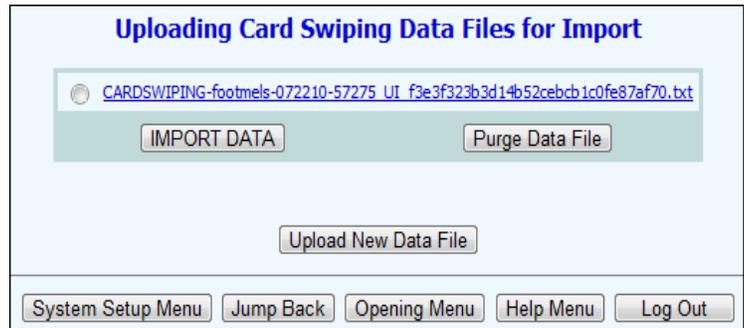
4. Click **Choose File**. The Open dialog box is displayed. →
5. Navigate to the location on your PC where the card swiping .txt file is located.
6. Select the appropriate file and click **Open**. The updated



Uploading Card Swiping Data File page is displayed.

- Click **CONTINUE**. The *Uploading Card Swiping Data Files for Import* page is re-displayed, and the file you have chosen is now listed there. ►

In the example shown here, the file "cardswiping.txt" was uploaded by user footmels on 7/22/2010.



- Click the radio button next to the upload file for which data is to be imported into AWARDS.
- Click **IMPORT DATA**. At this time the import data is evaluated for format and content. If there are errors found in the file, those errors are listed on the *Card Swiping Upload Data Status* page. If no errors are found, that page instead provides information on the number of valid records being imported.
- Click **CONTINUE IMPORTING DATA**. The data import is completed and the imported records are listed on the *Card Swiping Upload Completed* page.

*In the event that an error was found, you will be unable to proceed with the import at this time. Instead review which piece(s) of data have been flagged as missing or invalid, and click **Abort Data Import** to return to the previous page.*

- To delete the imported data file at this time, click **Card Swiping Upload Menu**. The *Uploading Card Swiping Data Files for Import* page is displayed.

Steps 11 through 13 are optional. It is recommended that you first verify in AWARDS that your reception desk, activity attendance, or timesheets data was imported successfully prior to deleting the data file.

- Click the radio button next to the file to be deleted.
- Click **Purge Data File**. The data file is deleted and the updated *Uploading Card Swiping Data Files for Import* page is displayed.

The process of uploading and importing card swiping data is now complete.

FREQUENTLY ASKED QUESTIONS

The following frequently asked questions regarding the Card Swiping Upload feature can be a useful reference when you have your own questions about the functionality.

WHAT HAPPENS IF I UPLOAD DATA FOR A CLIENT, DATE, AND ACTIVITY FOR WHICH DATA HAS ALREADY BEEN ENTERED IN AWARDS?

It is expected that there is no existing AWARDS data for the date, client, and activity for which data is being uploaded from the card swipe system; however, in the event that duplicate information is uploaded, the original AWARDS data will be overwritten by the data from the upload file.

WHAT IS THE PROCESS FOR GETTING NEW AWARDS CLIENTS INTO OUR CARD SWIPING SYSTEM?

It is expected that when a new client enters the program, he or she will be admitted in AWARDS. You will then look up that client's client ID in AWARDS, enter the ID in the card swipe system, and create a card for the client that has the AWARDS client ID on it.