Repair and Import Process for Corrupt Raw Data

This process should be followed when an employee has missing punches that occurred at the clock but are not posted in the software.

1. Minimize the Pendulum software package.
2. Double click the **My Computer** icon or open **Windows Explorer**.
3. Locate your **C: drive** or **local drive** and double click to open and display the contents.
4. Locate the **Pendulum** software folder (e.g. – **Pendulum_v4_00b20**) and double click to open and display the contents.
5. Locate the **Raw Data** folder and double click to open and display the contents.
6. Locate the last file in the folder. *IMPORTANT: create a backup copy of this file.* In the event you run into difficulties working with the data file, this backup may be your only source to recover your data.
7. Once you have created a backup copy, double click the file to open it and display its contents. If Windows asks what application you'd like to use to open the file, select **Notepad** from the list of available programs. The file will look similar to this:

```
1,20041025
150948,4,20041025,&
150952,3,008502,*,48,40,40,40,40
151042,3,008544,#,48,40,40,40,40
151115,3,008531,*,48,40,40,40,40
151200,3,008513,#,48,40,40,40,40
000001,4,20041026,&
014328,3,008507,#,48,40,40,40,40
014433,3,008547,#,48,40,40,40,40
014531,3,012452,#,48,40,40,40,40
014558,  (Bad transaction preventing the rest of file from posting)
014613,3,008550,#,48,40,40,40,40
014621,3,008500,#,48,40,40,40,40
014627,3,008545,#,48,40,40,40,40
014634,1,008266,#,48,40,40,40,40
014642,1,008283,#,48,40,40,40,40
014648,3,008564,#,48,40,40,40,40
014800,3,008570,#,48,40,40,40,40
```

File format:

- `1` on first line = Terminal ID
- `20041025` on first line = date (YYYYMMDD)
- The first 6 digits on each following data line is the time stamp (HHMMSS). This is followed by a comma.

- The next number is the data entry source (how an employee clocks in/out)

  1 = Keypad
  2 = Magnetic Stripe
  3 = Barcode
  4 = Proximity

The definition of a "bad transaction" is one that only has a timestamp on the line and is followed by no other data.

Good transaction:
`014621,3,008500,#,48,40,40,40,40`

Bad transaction:
`014621,`

8. To correct the bad transaction, delete the entire line (the space between the previous line and the next good transaction) and save the file.
9. Open or maximize the ATR software.
10. Go to the **File** menu.
11. Go to the **Utilities** option.
12. Select **Transaction History**.
13. Select the **Inbox** button.
14. Select the **Browse** button (with the binoculars icon). This opens the ATR directory.
15. Select the **Raw Data** folder.
16. Double click on the corrected file (naming convention for files: `yyyymmdd`. Example – `20030529`).
17. Click the **green check mark** button to process.
18. When complete, exit the Transaction History screen.

Note: Repeat this process from Step 6 to correct and import multiple Raw Data files. If you encounter a message regarding unassigned transactions after the import process, select **Yes** to view the log. Any entries without all columns populated with valid info should be deleted.

To delete the entries, place the cursor in the first column (the column before Badge number column, narrow and empty) and left click one time to mark that row for deletion. The cell will be black-filled if successful. Once you have marked all the bad entries for deletion, select the **Delete** button (bottom button of the three buttons on the right) and answer **Yes** to the message requesting confirmation that you'd like to delete the transaction.

When the bad transactions have been deleted from table, "fix" the remaining transactions by selecting the middle button on the right (with the tools icon) and enter a date range that covers all the remaining transactions. **The end date should always be the present date.**

When you have finished and successfully processed your transactions, you may delete the file backup copy/copies you made in Step 6 above.