

## VMS Timesheet Import Tool

The screenshot displays the 'Import Timesheets' interface within the TargetRecruit application. The top navigation bar includes the TargetRecruit logo, a search bar, and a menu with options like 'Project Management', 'Home', 'Project Management', 'Holidays', 'Worksites', 'Holiday Schedules', 'All Work Management', and 'Import Timesheets'. The main content area is titled 'Import Timesheets' and features a progress bar with four steps: 'Choose Data', 'Additional Details', 'Edit Mapping', and 'Start Import'. Below the progress bar, the heading 'Import Your Timesheets into TargetRecruit' is followed by the text 'You can import upto 5,000 records at a time'. A question 'Where is your data located?' is posed, with a red circle '1' next to a 'Download Sample File' button. A large dashed box contains the instruction 'Upload or Drop a CSV file with time records', with a red circle '2' next to an 'Upload Files' button and the text 'Or drop files'. A red circle '3' is next to a 'Next' button. A 'Cancel' button is located at the bottom left of the main content area.

TARGETRECRUIT

Q Search...

Project Management Home Project Management Holidays Worksites Holiday Schedules All Work Management Import Timesheets

Import Timesheets

Choose Data Additional Details Edit Mapping Start Import

Import Your Timesheets into TargetRecruit

You can import upto 5,000 records at a time

Where is your data located?

1 Download Sample File

2 Upload Files Or drop files

3 Next

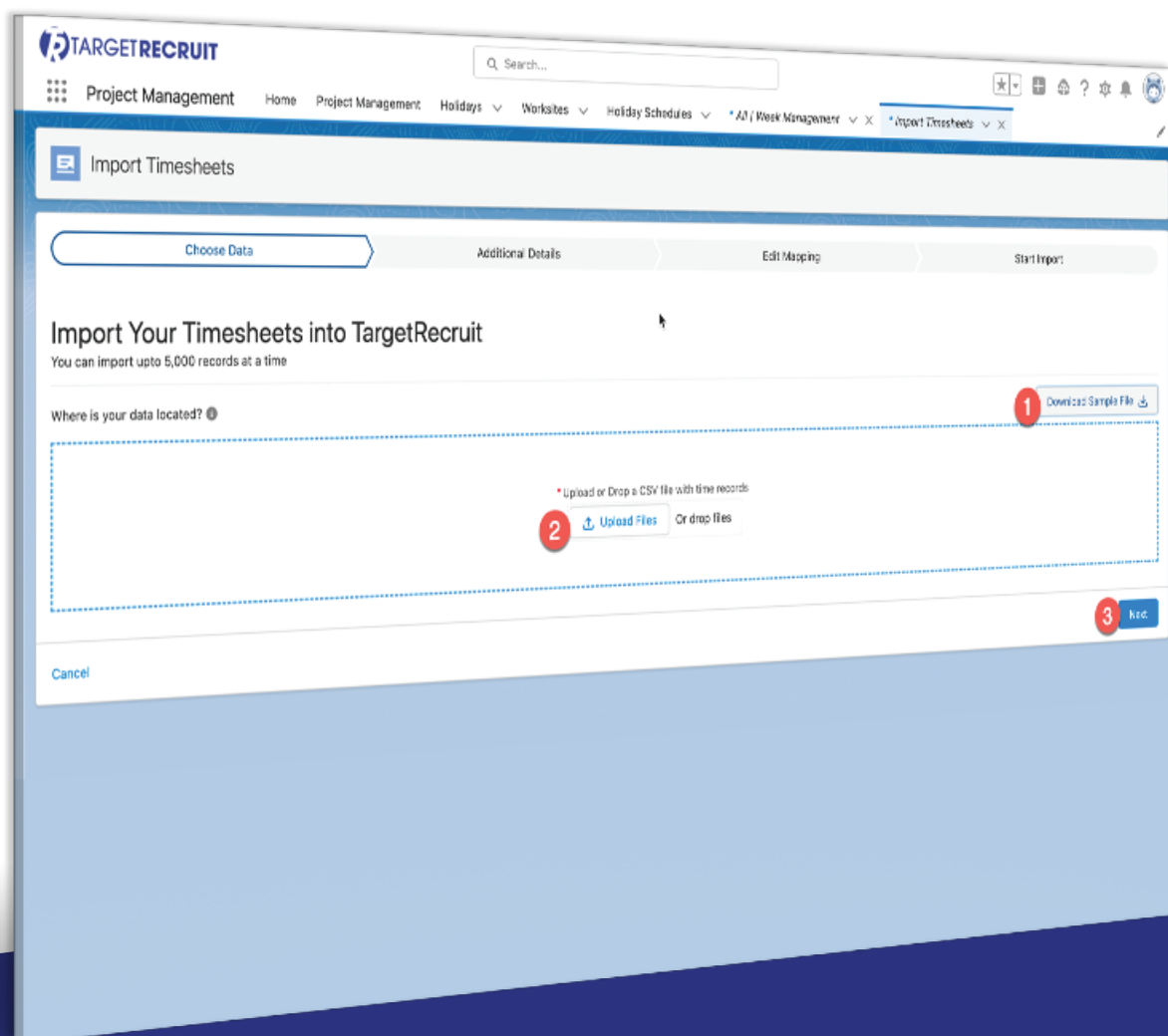
Cancel

# Timesheet Import Tool

The Timesheet Import Tool enables TargetRecruit users to upload .csv timesheet files generated from external timekeeping tools or those generated manually by managers/users. The tool also offers guidance in formatting .csv files so fields can be mapped to their equivalents in TargetRecruit.

The process begins by:

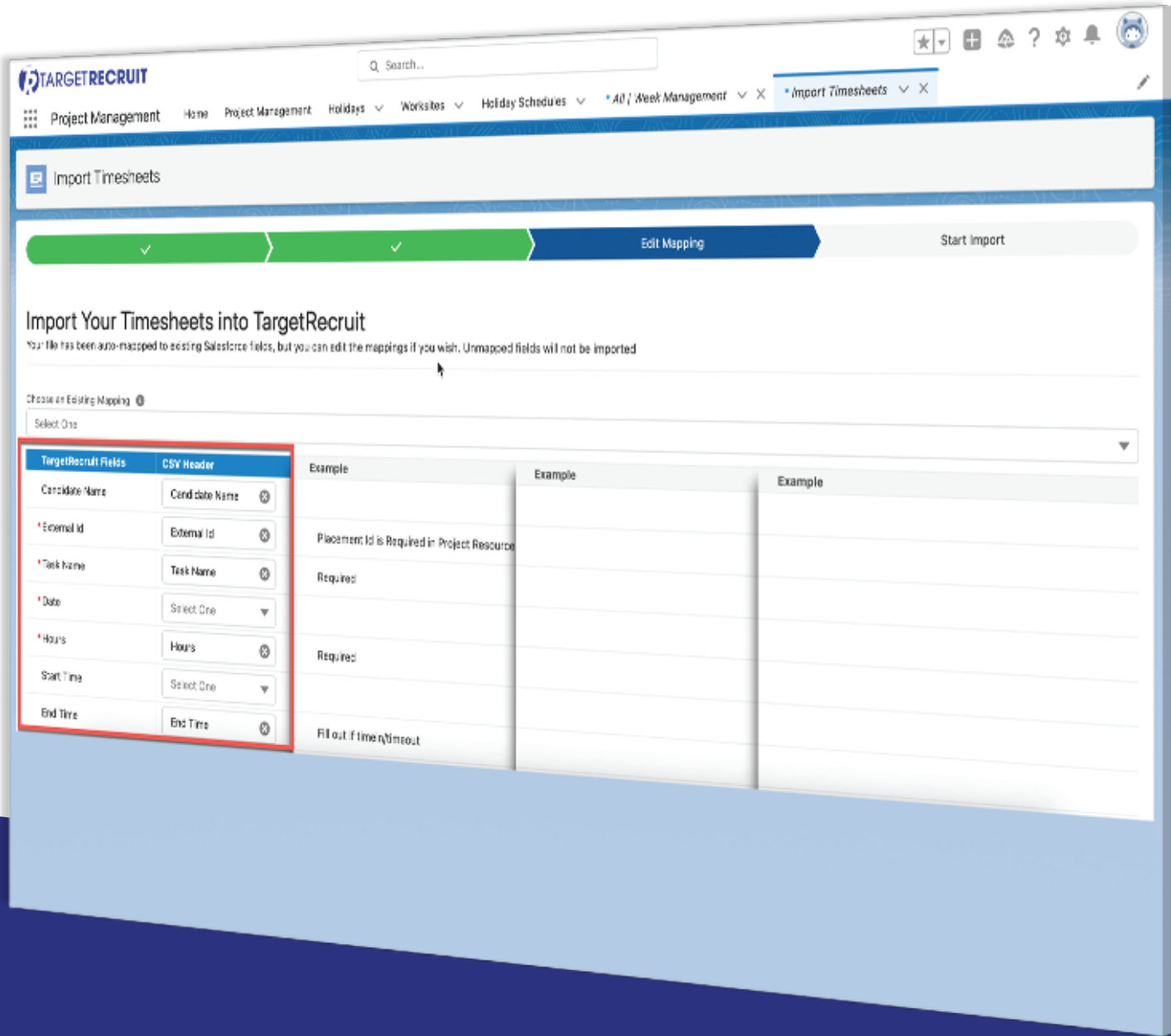
- Viewing a sample .csv file that demonstrates the fields and formatting needed for a successful upload.
- Selecting where the system can find your .csv file, or you can click and drag the file to the box.
- Clicking Next to proceed.



After specifying which external timekeeping tool was used to generate this timesheet (#1) and the date format used by your timesheet file, you can edit your data mapping format.

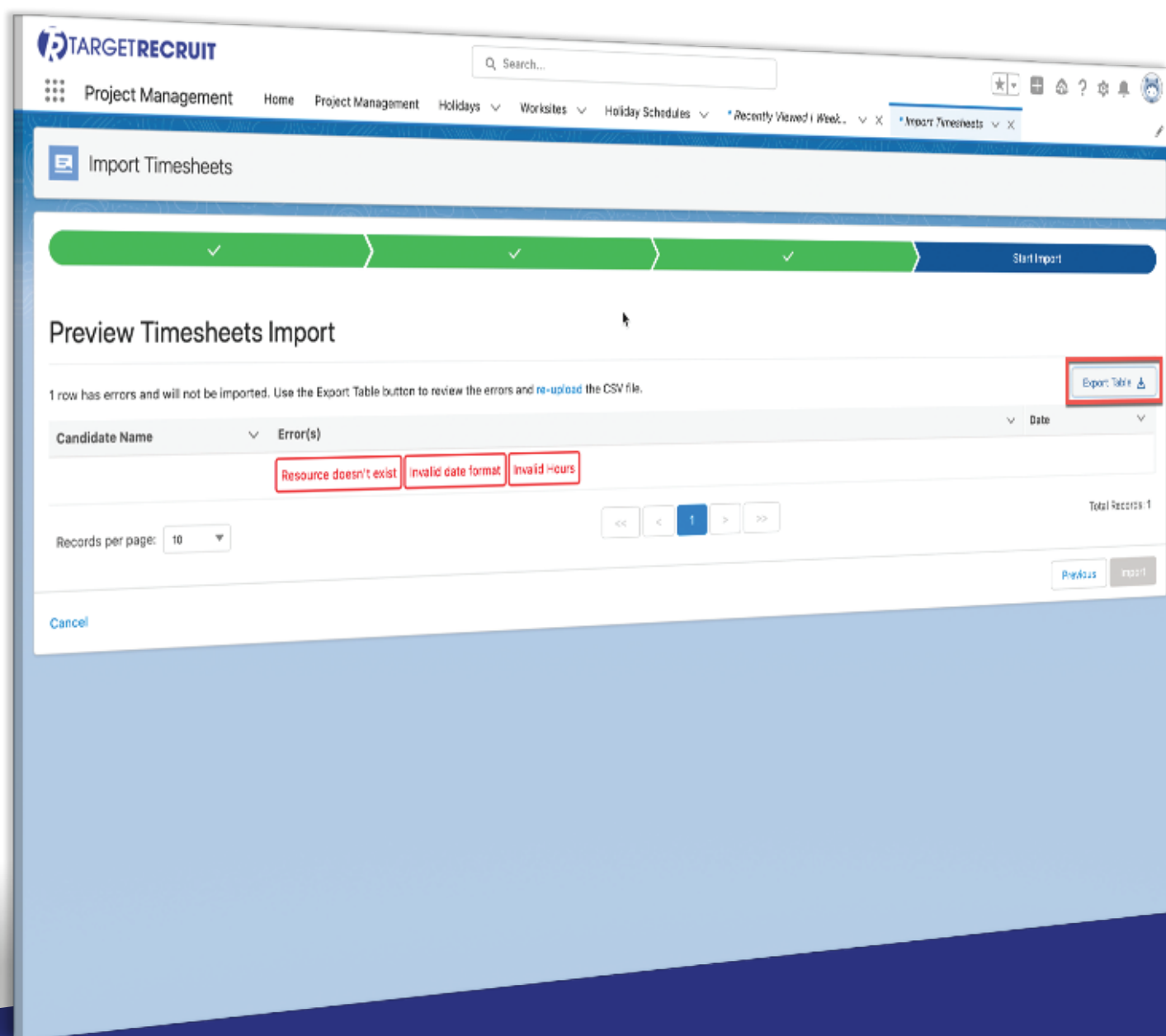
On Edit Mapping, you can specify the TargetRecruit fields that equate to the column headers provided by your .csv file. Some fields are required and are noted with a red asterisk. The tool will also show representative data from your file to validate the correct field mappings.

Mappings are saved, so there is no need to remap fields if you have used this .csv format in the past. Simply select a mapping under the Choose an Existing Mapping dropdown.

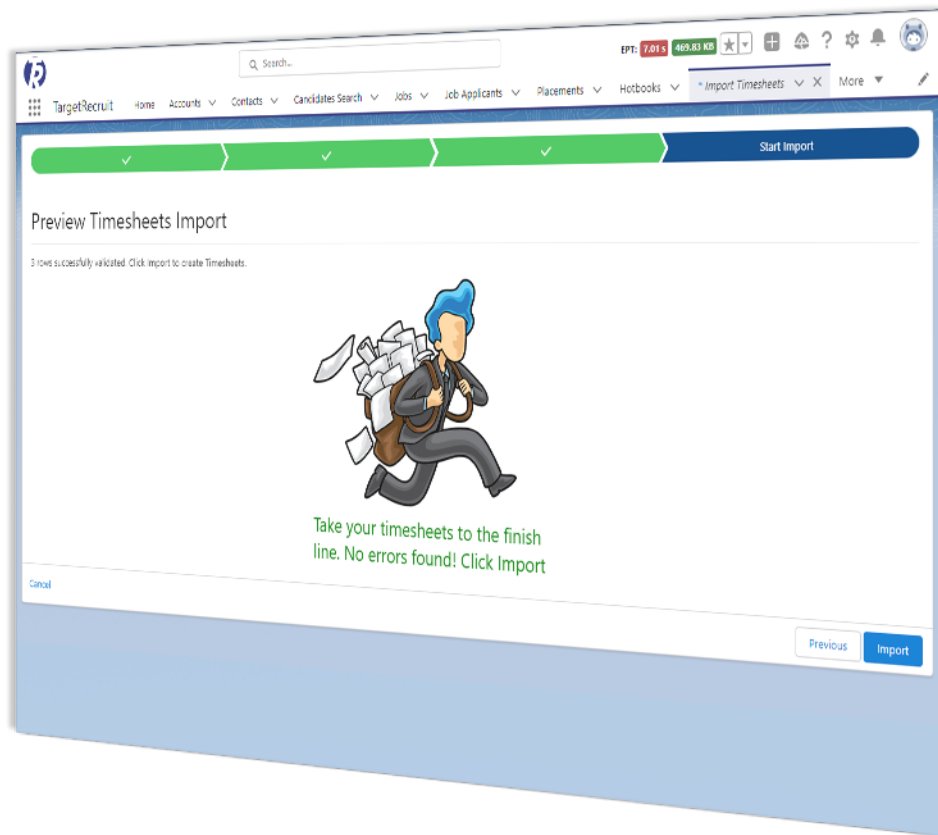


Finally, you can validate the data from your .csv file. If your data merges correctly with the mapped fields, you will receive a message of success and can begin the import process.

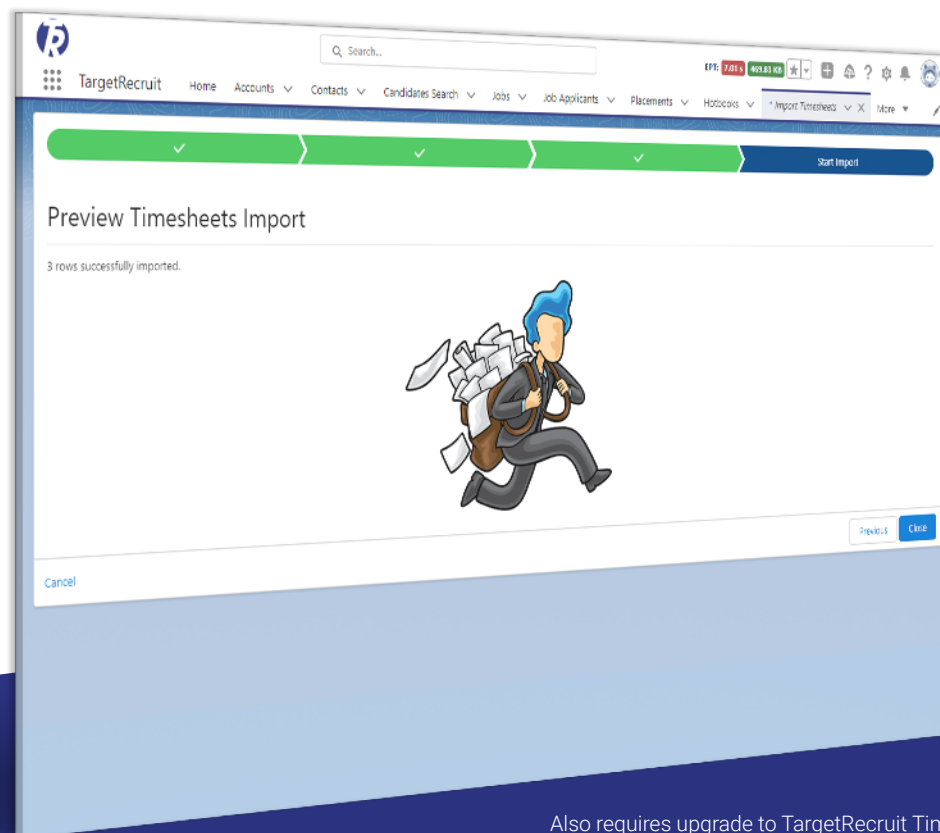
In the validation process, the system also highlights individual records that clash with your selected mapping. It will generate errors to demonstrate how those individual records did not fit the merge. You can receive a new .csv file to manually edit and reupload.



Once your data is clean, the system is prepared for your import and displays a final invitation message.



After the import, you are greeted with a success message and can close out of the Timesheet Import tool.



Also requires upgrade to TargetRecruit Timesheet (TMS) package 2.56.