

# IMPORT ATTENDANCE

## Dayhab/PCA/AFC

**\*If this option is not on your menu, reach out to [Etssupport@etime.net](mailto:Etssupport@etime.net).**

To use the Import feature for creating claims, it is imperative that you use the template provided by ETS. You can access the template in the link on our manual or you may request a copy of one by emailing ETS at **etssupport@etime.net**.

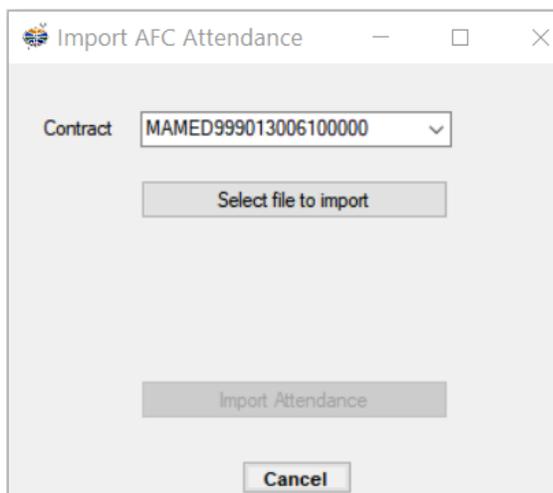
You may NOT change ANY of the headings on this template. Each column must remain in the same order.

**\*NOTE:** The number of units must match the date span. To bill day by day, each line will be 1 unit with the SAME from and to date.

After you have filled out your template, SAVE it to a location that is easily accessible.

Follow the steps below:

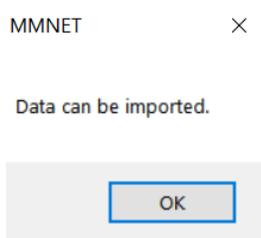
Select the contract that you wish to be creating claims for in the dropdown box and click on Select File to Import:



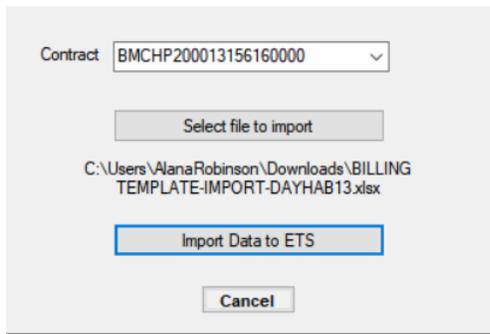
Once you have selected your file, the software will automatically scan it for any potential errors (ie: missing data, duplicate days, non-matching funding data, etc.).

If you do have any errors, a notepad box will produce the errors listed. Fix the error(s), save the file with the updates, and start the process again from step one.

If there are no errors in the file, a message will appear that the data can be imported:



Select Import Data to ETS:



Once the Import is complete, all claims are now in the temp file. If you need to make any changes to a claim, you can do so in Edit Attendance for a Period or Add/Edit Original Services.

Run an edit report to make sure dollar totals match and follow the Billing Output procedure as usual.

MMNET ×

Import Done

OK