1. Save the Empinterface.exe file into C:\Program Files\Autocrib 5.1 or C:\Program Files\Autocrib 5.2 depending on the software version being used.
2. Double click on Empinterface.exe. An icon will appear in the task tray. Double click on this icon and locate the folder where the flat file containing the complete list of active jobs will be stored.
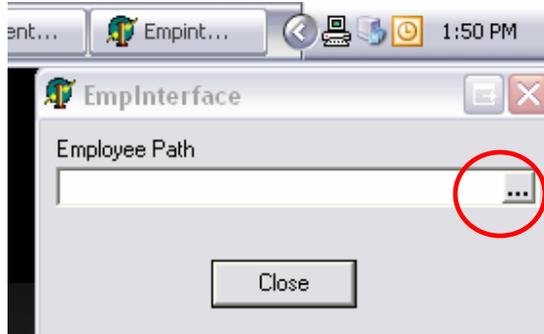
3. The Emp Interface should run at all times and will process the **bhchr102.txt** file as soon as the file has been stored into the specified location.

How the program works:

The customer will produce, on a scheduled basis, a flat file containing the complete list of active employee data, and deposit flat file into a designated shared folder. The interface application will monitor the designated folder for the presence of a new flat file. When one is deposited, the interface will read the flat file records and append new employee data to the Autocrib Employee databases, as well as disable employees not found on the new file. The interface will not create duplicates. The interface will not delete any Employee from the Autocrob Employee database. Once all records in the flat file are processed, the flat file will be renamed uniquely and saved in the designated folder.

Data Sources – Flat File Definition

The flat file must be named **bhchr102.txt**. The layout is as follows:

Field	Data Type	Length
Badge_number	Alpha	7
Emp_number	Alpha	5
Dept_number	Alpha	4
PIN_number	Apha	4

The flat file must include all active employee numbers. The fields must be separated using a comma delimeter. A sample flat file appears below.

A000071,00007,3101,3101