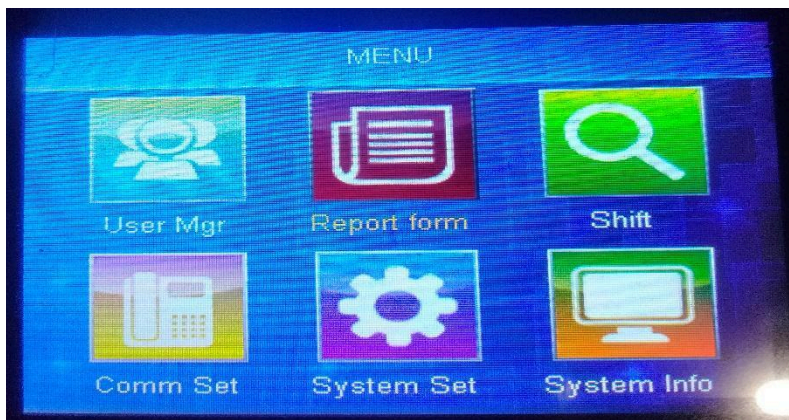


How to Export All Report

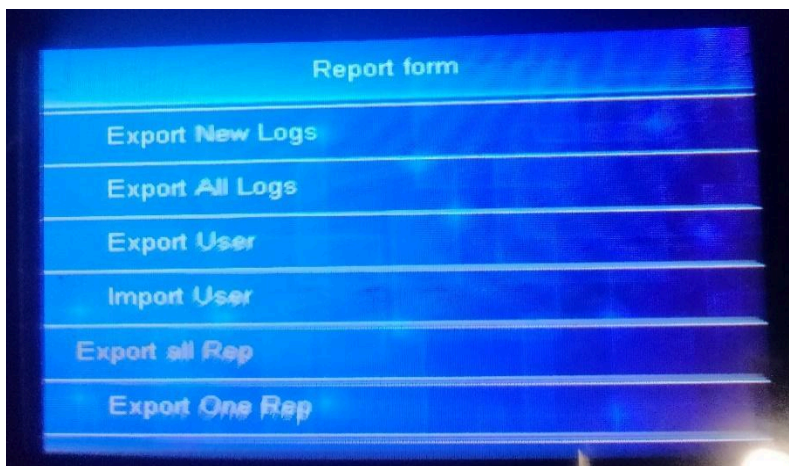
1. On the main menu, select Report Form and press [OK].



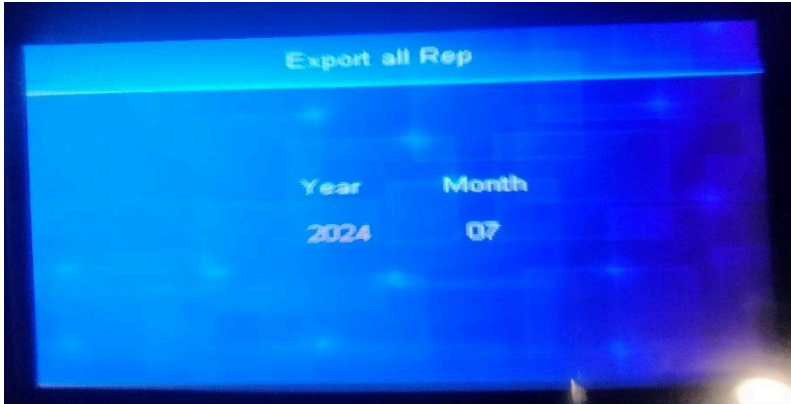
2. Insert the USB drive into the biometric device's USB slot.



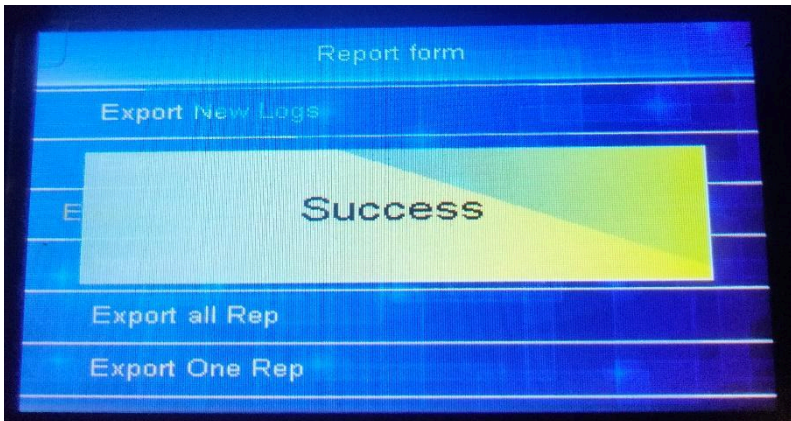
3. Choose Export User and press OK.



- Input the month and year you want to see in the user's report. To modify, press OK, and to cancel, press ESC.



- Wait a second for a successful transfer to your USB disk.



- Insert the USB drive into your PC's USB slots. View the user list by opening the Excel file.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
4	Dept	LARVA			Name	JAY			ID	00001			Date	24.07.01-24.07.31			
5	Plan	23(D)	actual	3(D)	Late	0(T)	Early	0(T)	lock	20(D)	OT	0.00(H)	Sick	(H)	matter:	(H)	
6	Allowance	OT	Other	Subtract	Salary	Shift2	(14.50-14.52:14.53-14.54:14.55-14.56)										
7			Morning	Afternoon	Evening								Morning	Afternoon	Evening		
8	Date	Week	IN	OUT	IN	OUT	IN	OUT	Date	Week	IN	OUT	IN	OUT	IN	OUT	
9	07.01	MON							07.17	WED			12.45*				
10	07.02	TUE							07.18	THU			14.50				
11	07.03	WED							07.19	FRI			14.52	14.52	15.17*	14.54	
12	07.04	THU							07.20	SAT							
13	07.05	FRI							07.21	SUN							
14	07.06	SAT							07.22	MON							
15	07.07	SUN							07.23	TUE							
16	07.08	MON							07.24	WED							
17	07.09	TUE							07.25	THU							
18	07.10	WED							07.26	FRI							
19	07.11	THU							07.27	SAT							
20	07.12	FRI							07.28	SUN							
21	07.13	SAT							07.29	MON							
22	07.14	SUN							07.30	TUE							
23	07.15	MON							07.31	WED							
24	07.16	TUE					20.33*										
25																	
26																	
27																	
28																	
29	Dept	LARVA			Name	MARK			ID	00002			Date	24.07.01-24.07.31			
30	Plan	23(D)	actual	3(D)	Late	0(T)	Early	0(T)	lock	20(D)	OT	0.00(H)	Sick	(H)	matter:	(H)	
31	Allowance	OT	Other	Subtract	Salary	Shift2	(14.50-14.52:14.53-14.54:14.55-14.56)										
32			Morning	Afternoon	Evening								Morning	Afternoon	Evening		
33	Date	Week	IN	OUT	IN	OUT	IN	OUT	Date	Week	IN	OUT	IN	OUT	IN	OUT	
34	07.01	MON							07.17	WED			12.45*				
35	07.02	TUE							07.18	THU			14.50				
36	07.03	WED							07.19	FRI			14.52	14.52	15.01*	14.54	
37	07.04	THU							07.20	SAT							
38	07.05	FRI							07.21	SUN							
39	07.06	SAT							07.22	MON							
40	07.07	SUN							07.23	TUE							
41	07.08	MON							07.24	WED							
42	07.09	TUE							07.25	THU							
43	07.10	WED							07.26	FRI							
44	07.11	THU							07.27	SAT							
45	07.12	FRI							07.28	SUN							
46	07.13	SAT							07.29	MON							
47	07.14	SUN							07.30	TUE							
48	07.15	MON							07.31	WED							
49	07.16	TUE					21.20*										
50																	
51																	
52																	
53																	
54	Dept	LARVA			Name	JAMES			ID	00003			Date	24.07.01-24.07.31			
55	Plan	23(D)	actual	3(D)	Late	1(T)	Early	0(T)	lock	20(D)	OT	0.00(H)	Sick	(H)	matter:	(H)	
56	Allowance	OT	Other	Subtract	Salary	Shift2	(14.50-14.52:14.53-14.54:14.55-14.56)										
57			Morning	Afternoon	Evening								Morning	Afternoon	Evening		
58	Date	Week	IN	OUT	IN	OUT	IN	OUT	Date	Week	IN	OUT	IN	OUT	IN	OUT	
59	07.01	MON							07.17	WED			12.45*				
60	07.02	TUE							07.18	THU			14.50	14.55	14.52	15.01*	14.54
61	07.03	WED							07.19	FRI			14.52	14.52	15.01*	14.54	