## **How to Export One Report**

1. On the main menu, press Report Form.



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



3. Choose Export One Rep. Select a user that you want to export and press OK.



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



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



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

