

How to Export Shift and Departments

1. On the main menu, choose shift, then put the flash drive into the biometric device and export the shift and department.



2. Once the download is complete, remove the flash drive from the biometric device, plug it into your computer, and open the file.

Shift&Dept - Excel

No.	Dept.	Shift	Shifts	IN	OUT	IN	OUT	IN	OUT	Late	Early	Rest	OT Enable	OT Start	OT invalid
1	BIR	1	Shift 1	7:00	12:00	13:00	17:00			0	0	2 days	Enable	60	30
2	DOH	2	Shift 2	14:50	14:52	14:53	14:54	14:55	14:56	2	2	2 days	Close	60	30
3	SSS	2	Shift 3	8:00	10:00	13:00	16:00			0	0	2 days	Enable	60	30
4	Dept4	1	Shift 4												
5	Dept5	1	Shift 5												
6	Dept6	1	Shift 6												
7	Dept7	1	Shift 7												
8	Dept8	1	Shift 8												
9	Dept9	1	Shift 9												
10	Dept10	1	Shift 10												

Date: 19/07/2024

Tips:
 The input format "h: mm" is "8:30", and the time that does not need to be set is blank. Overtime Start: refers to the time interval after work when overtime is calculated. Overtime Effective: it means that the overtime duration is greater than or equal to the set time.

How to Import Shift and Departments

1. Add the shift and department to the Excel file and save.

No.	Dept.	Shift	Shifts	IN	OUT	IN	OUT	IN	OUT	Late	Early	Rest	OT Enable	OT Start	OT Invalid
1	BIR	1	Shift 1	7:00	12:00	13:00	17:00			0	0	2 days	Enable	60	30
2	DOH	2	Shift 2	14:50	14:52	14:53	14:54	14:55	14:56	2	2	2 days	Close	60	30
3	SSS	2	Shift 3	8:00	10:00	13:00	16:00		14:56	0	0	2 days	Enable	60	30
4	CHED	1	Shift 4	7:00	12:00	13:00	17:00			0	0	2 days	Enable	10	10
5	Dept5	1	Shift 5												
6	Dept6	1	Shift 6												
7	Dept7	1	Shift 7												
8	Dept8	1	Shift 8												
9	Dept9	1	Shift 9												
10	Dept10	1	Shift 10												

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 17 work when overtime is calculated. Overtime Effective: it means that the overtime duration is greater than or equal to the set time.
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2. On the main menu, choose shift, import shift, or department.



3. There's a prompt message on the screen once the import has been successful.

