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.

How to Import Shift and Departments

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

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.