

Import schedule

1. in Excel using the biometric device's format. Insert the flash drive into the PC. Open the file, import the new schedule into Excel, and save.

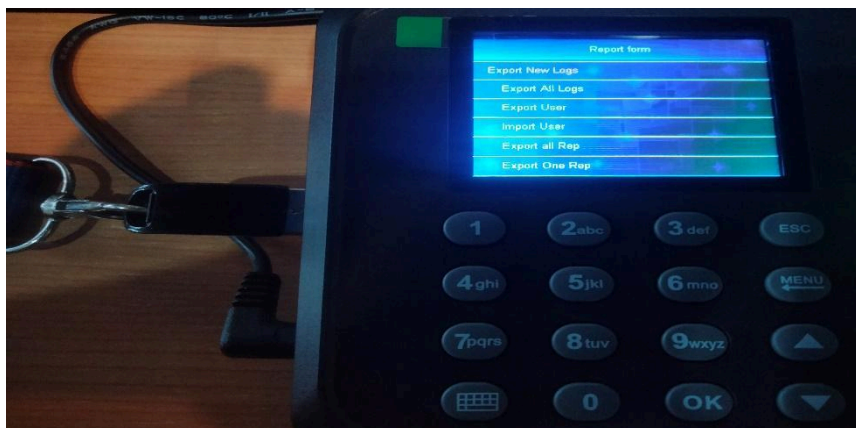
A10 : X ✓ f 5

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH			
1	Schedule																																				
2																																					
3	Date: 2024.07.01~2024.07.31			Tabulation: 2024.07.19										Tip: Only modify the shift, 0 means no shift, 1 means shift.																							
4	ID	Name	Dept	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED			
5																																					
6	1	JAY	DOH	2	2	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	2	2	2	0	0	2	2	2	2	2	2	2	0	0	2	2	
7	2	MARK	DOH	2	2	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	2	2	2	0	0	2	2	2	2	2	2	2	2	0	0	2	2
8	3	JAMES	DOH	2	2	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	2	2	2	0	0	2	2	2	2	2	2	2	2	0	0	2	2
9	4	JOY	DOH	2	2	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	2	2	2	0	0	2	2	2	2	2	2	2	2	0	0	2	2
10	5	MICHEAL	DOH	2	2	2	2	2	0	0	2	2	2	2	2	0	0	2	2	2	2	2	2	0	0	2	2	2	2	2	2	2	2	0	0	2	2
11																																					
12																																					

2. Choose Shift from the main menu, followed by Export Schedule..



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



4. Insert your PC's USB drive into the USB slots. Open the desired file (for example, Schedule)

