

How to Import Users

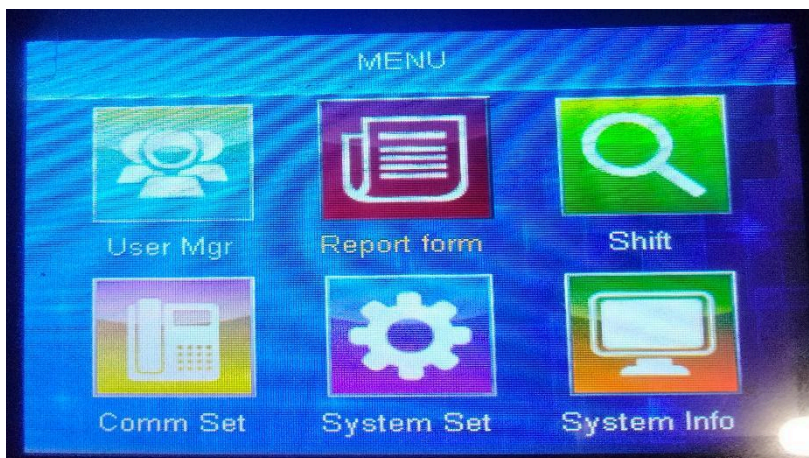
1. Insert the USB disk into the PC, open the user file, name it in Excel, and then click Ctrl+S or Save.

USER				
Category	Total	Dept	quantity	Tips
User	4	BIR	0	Data in rows 1 to 14 cannot be modified. The maximum number of department names is 16 bytes, and the maximum number of names is 8 bytes!
FP	4	DOH	4	
PWD	0	SSS	0	
CARD	0	Dept4	0	
		Dept5	0	
		Dept6	0	
		Dept7	0	
		Dept8	0	
		Dept9	0	
		Dept10	0	
Tabulation 2024-07-19 13:36				
No.	ID	Name	Dept	Remarks
1		1 JAY	DOH	
2		2 MARK	DOH	
3		3 JAMES	DOH	
4		4 JOY	DOH	

2. Insert the USB disk into the USB slot of the Biometric device



3. On the biometric device, go to the main menu and select Report Form, then press OK..



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

