How to Set the Department

1. On the menu, select shift and press [OK].



2. Select Department Set and press [OK].

Shift		
Export Schedule		
Import schedule		
Export shift&Depat		
Import shift&Dept		
Shift set		
Dept set		

3. Select Dept. 1, press [OK] to edit, and press ESC to cancel.

	Dept set	
Dept1		
Dept2		
Dept3		
Dept4		
Dept5		
Dept6	Superior States	

4. Input the department name and select the shift option. A total of ten departments can be added. To edit, press [OK]. Use the arrow keys to enter a value or letters in uppercase or lowercase.

	Dept1	
Dept:	Dept1	
Shift	Shift 1	