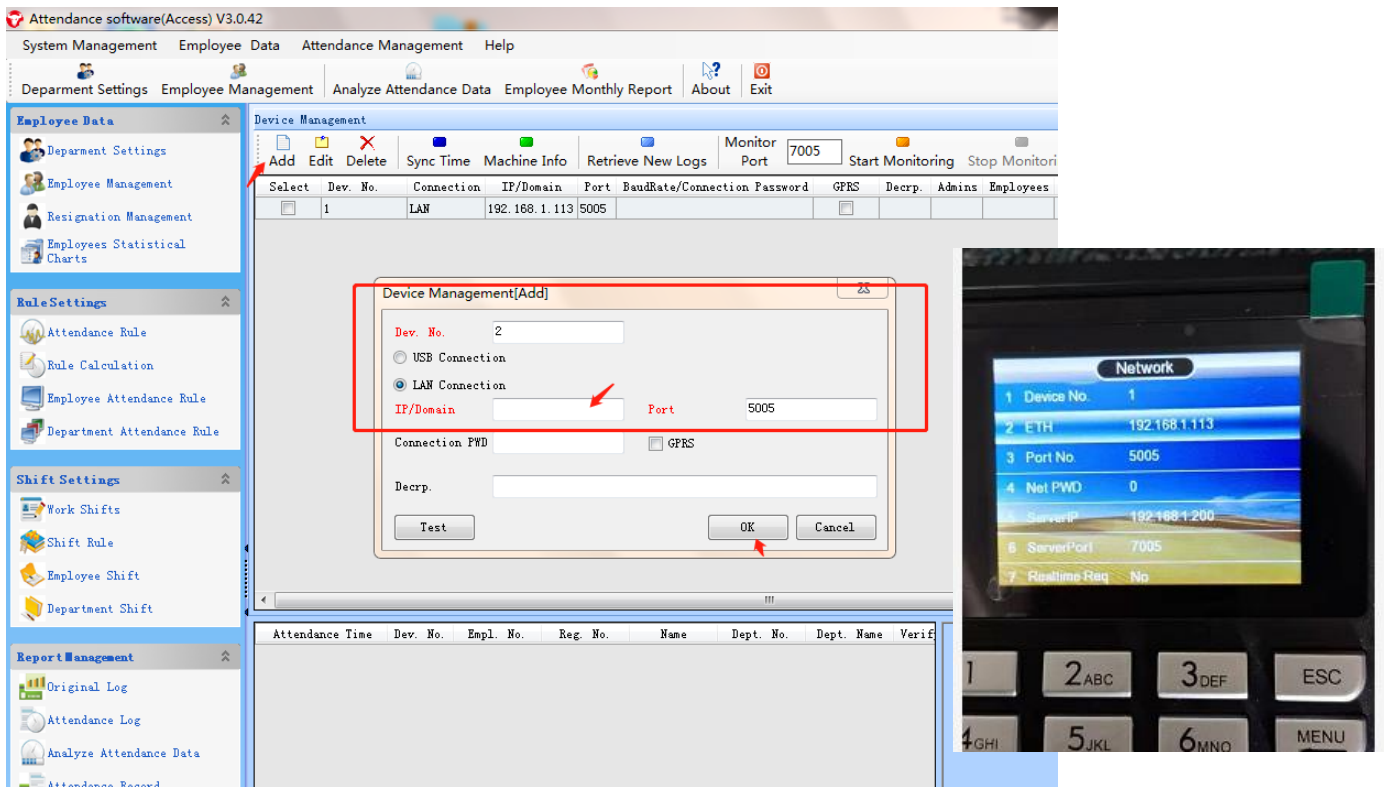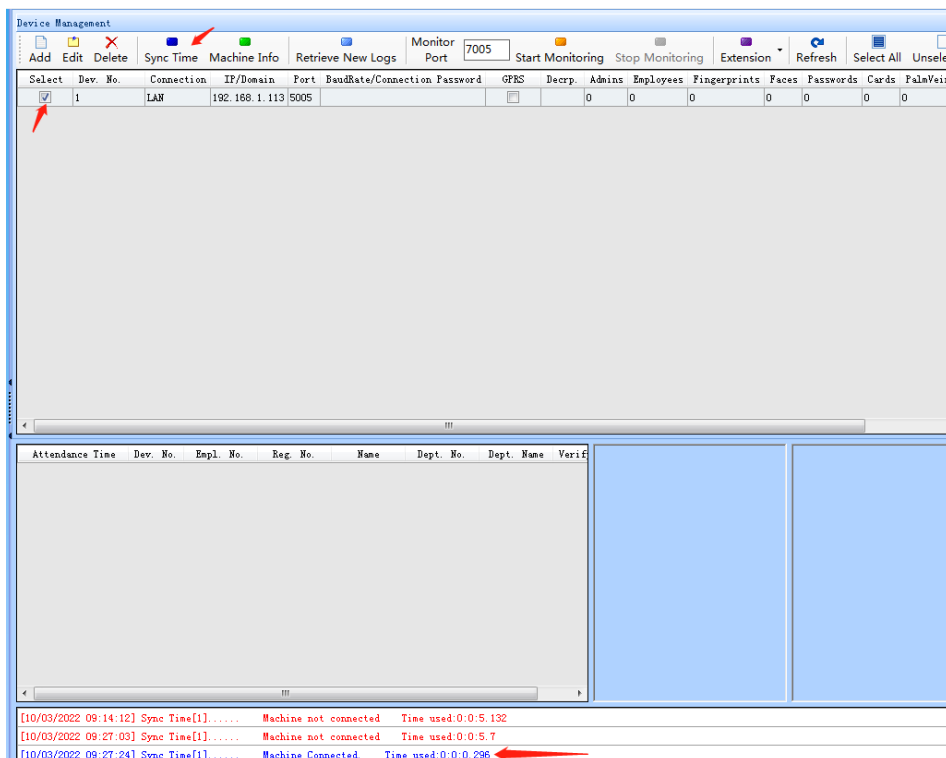1. **Add device**

   Click "Add", Following is the operation screen.
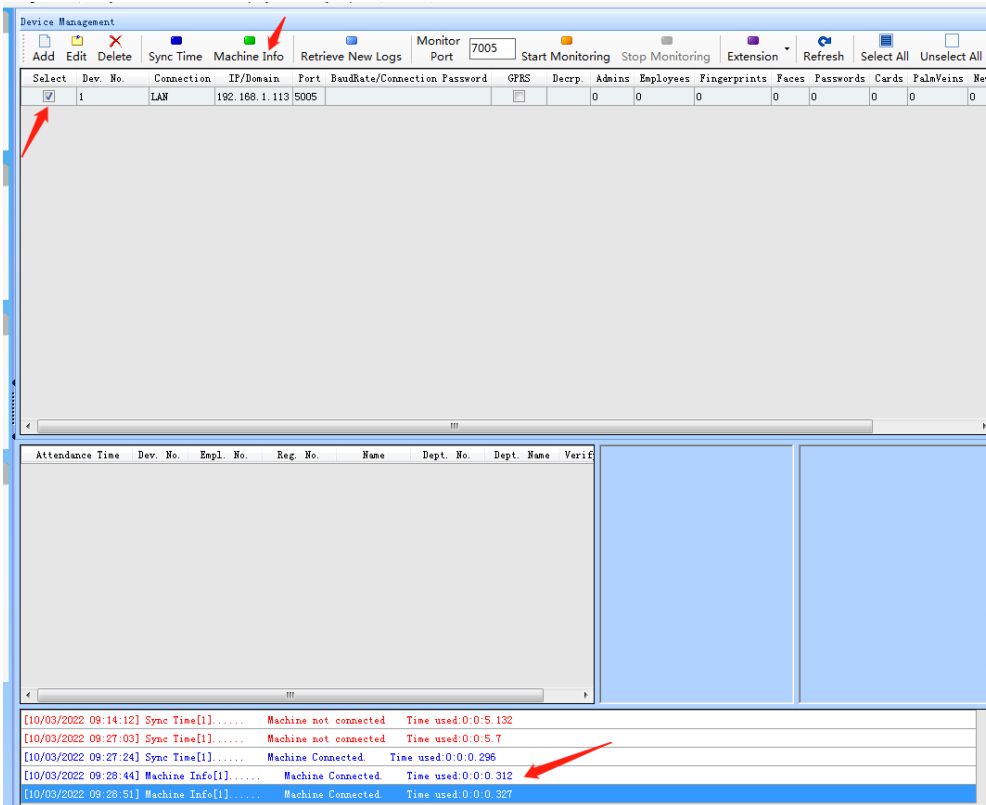

2. **synch Time**

   Select device, Click on the "Synch Time", you can make computer and the device at same time.
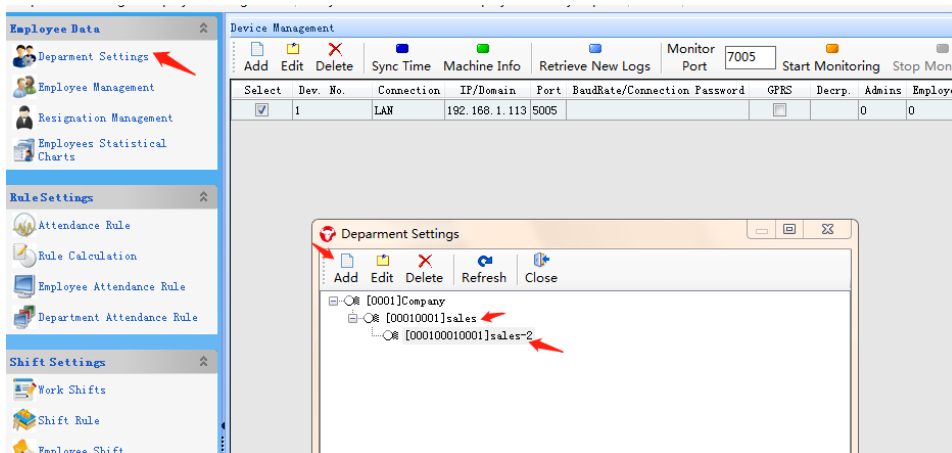

3. **Machine Information**

   Select the device, Click the "Machine Information", you can get the data in machine
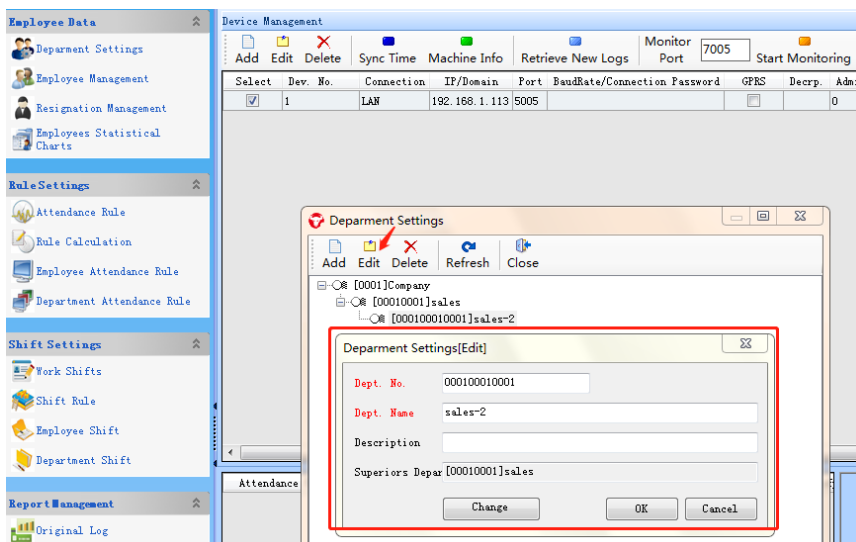
4. Department Setting

Click "Add", you can add a department. The new department is sub-departments, if you select the department.

Edit department

5. Add Employee

Click "Add", Input the details, click "OK" to save employee information.

Notice: Red font is mandatory input

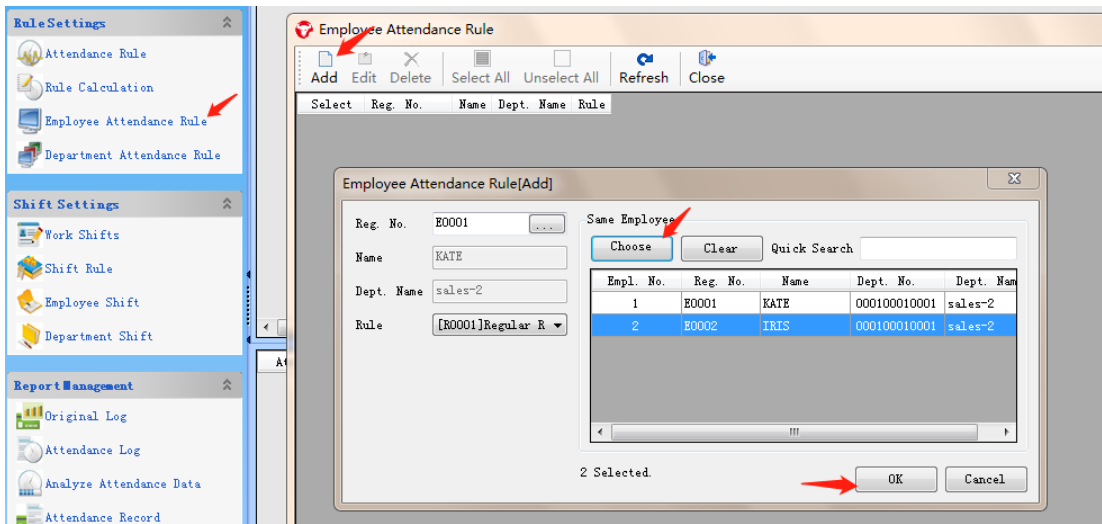Registration No. : it must be digital and do not start with a number 0

6. Set Attendance Rule

Click "Attendance Rule", Set the Rule, Click "Add" to add a new rule, enter "Rules No." and "Rules name".

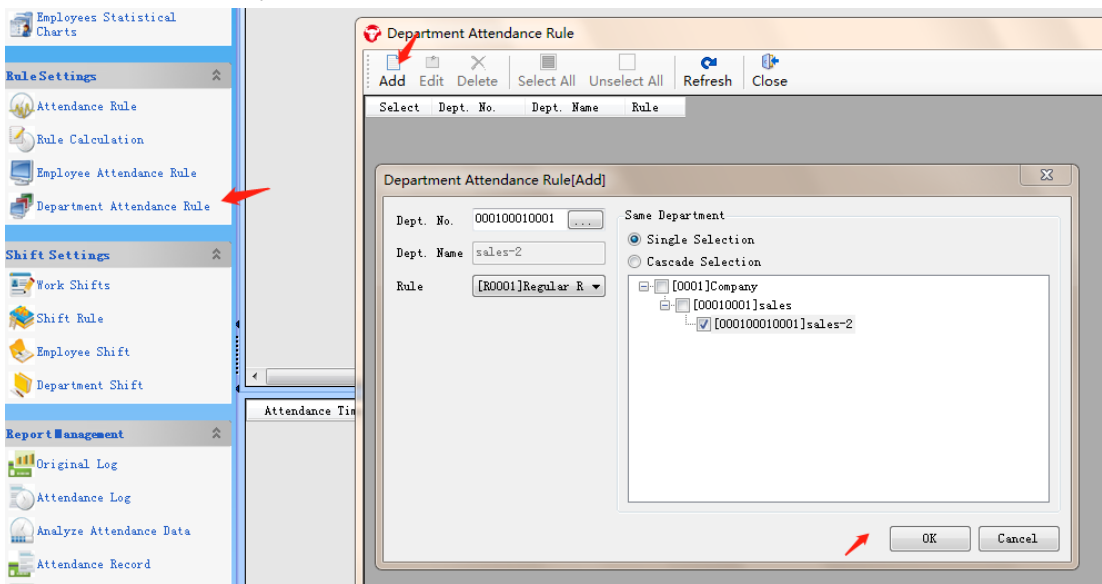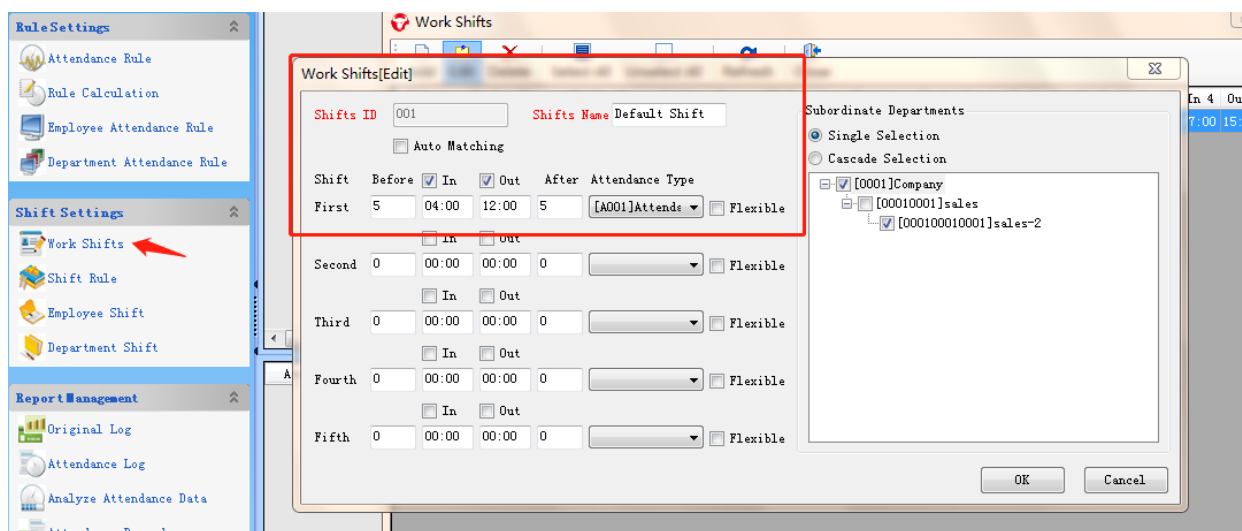Attendance Rule of Employee
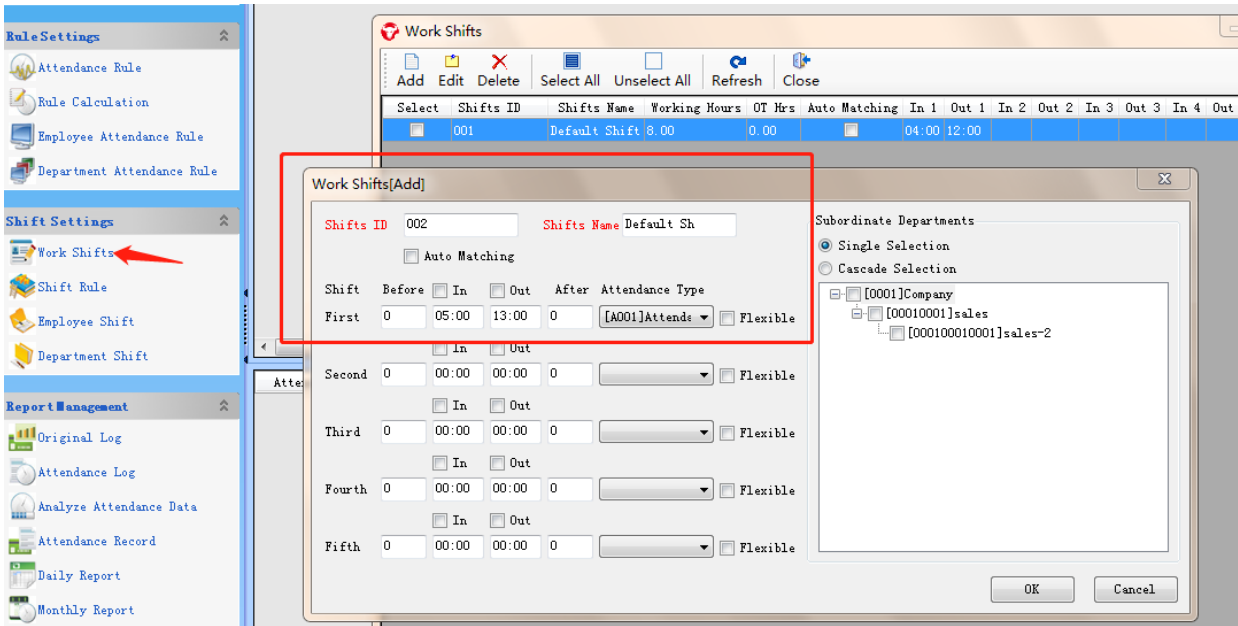
Attendance Rule of Department

7. Set Work Shifts

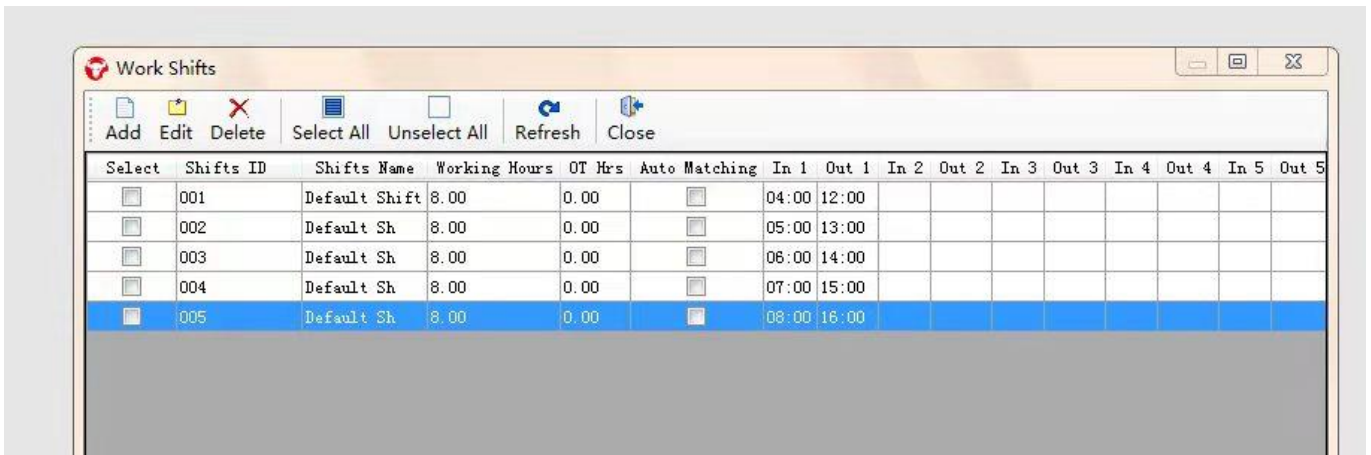Click "Work Shift" of "Shift Setting", Click "Add" to start adding a new shift.
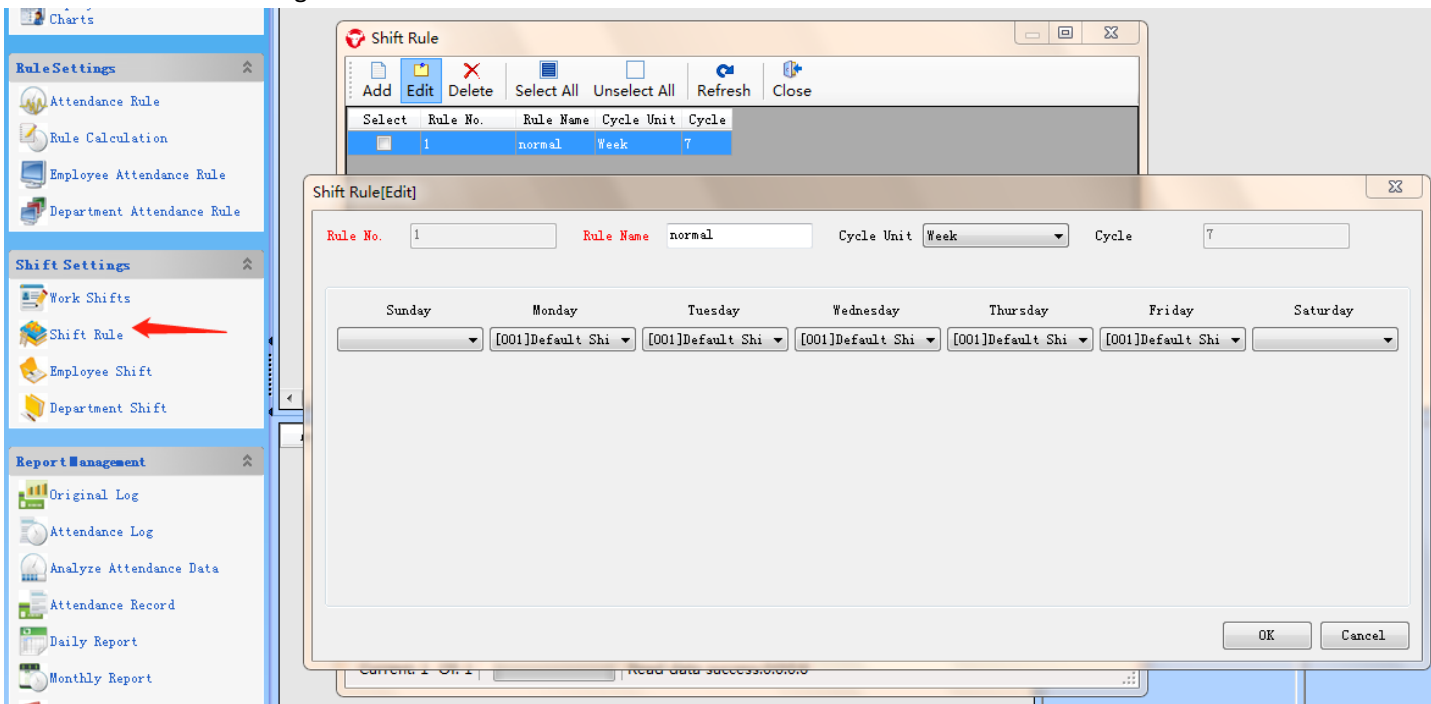
1.

2.

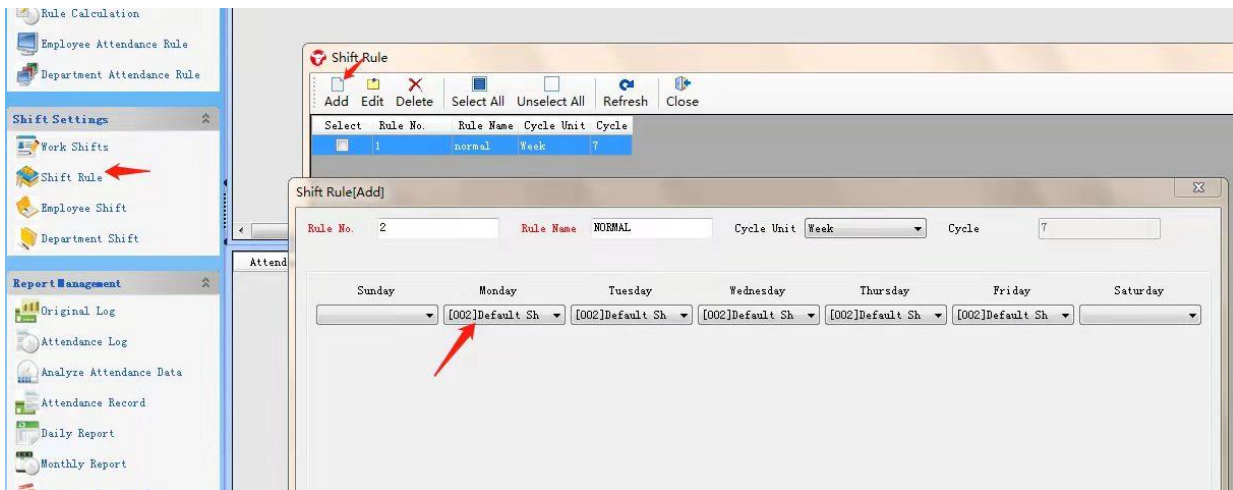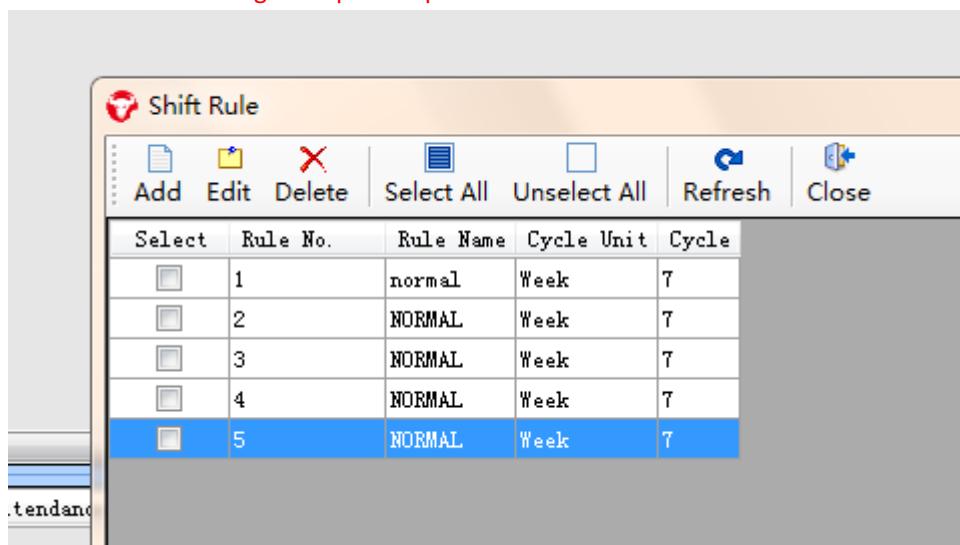...set 5 times according to requested period

8. **Shift Rule**

Click "Shift Rule" to manage the rule.
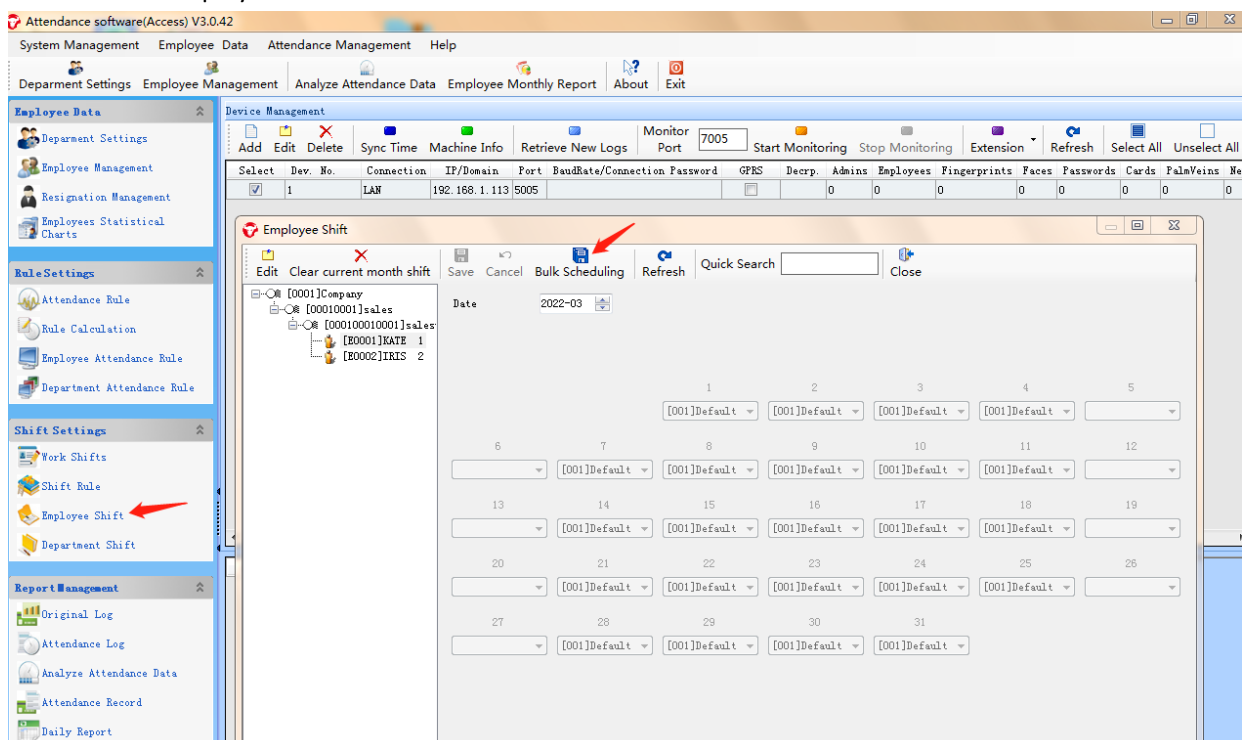
…set 5 times according to requested period
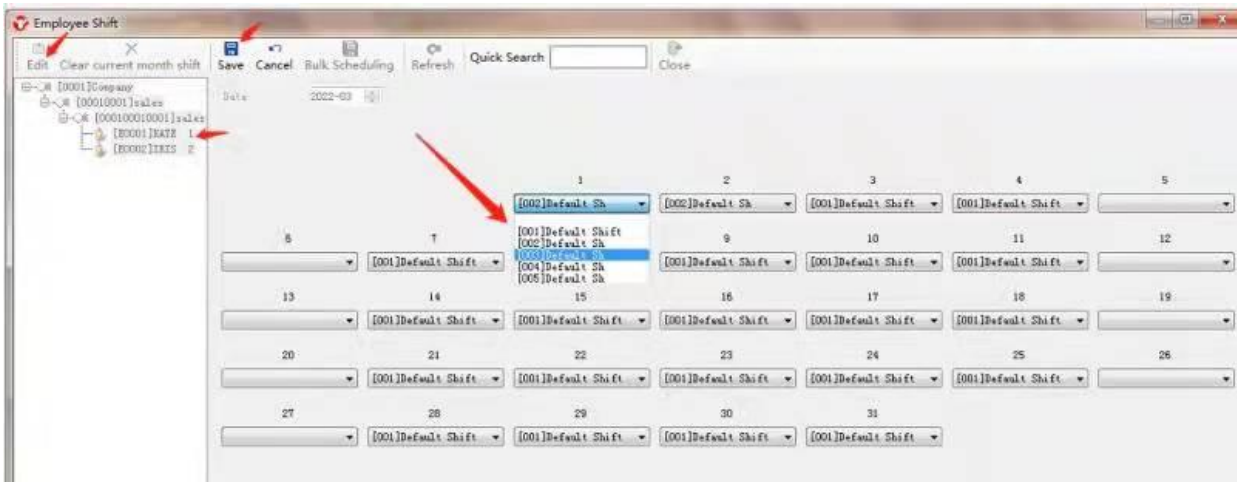

Remark：Item 9 &10, select employee shift or department shift, employee shift rank higher than department shift.

9. Set Employee Shift
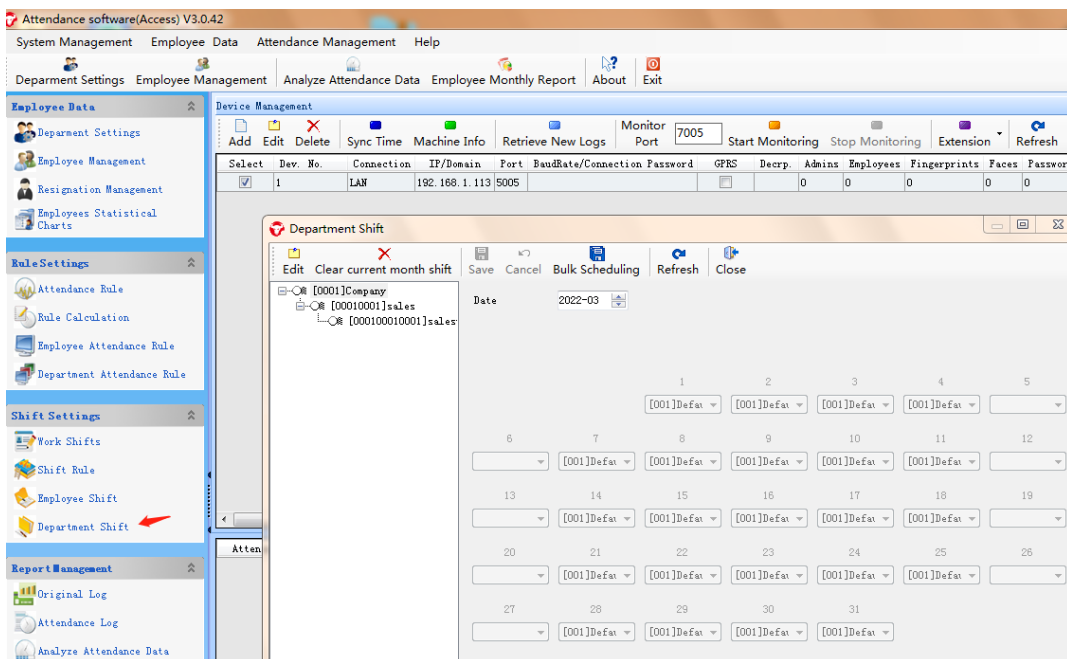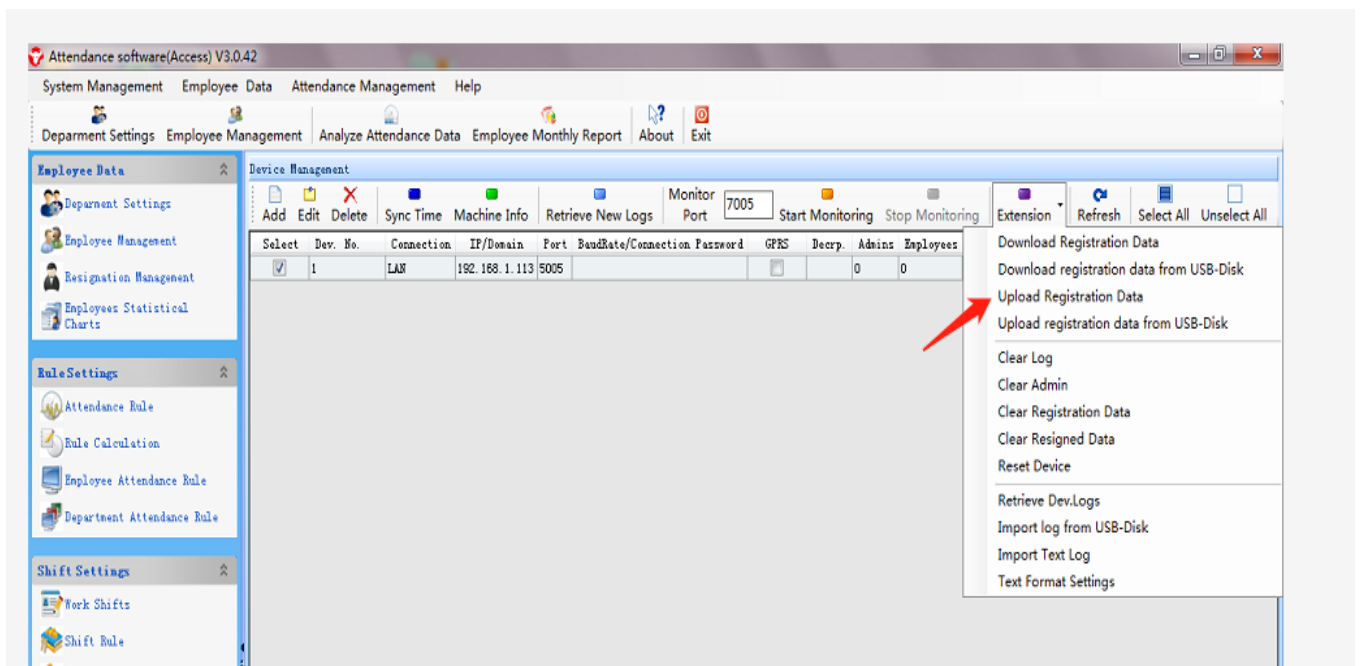
Click "Shift of Employee" into the shift.

Above picture, according to actual situation to select who in which shift.

10. Set Department Shift

11. Extension (Upload registration data to machine.）

12. Report management

Analyze attendance data first before downloading data