1. **How to connect device in software and generate report.**

**Ans.** Steps to connect machine are as follows:-

* Go to file ->Machine Setup.
* Add the machine details in machine setup and save the details.
* Go to Data Transfer, Select machine number and click on connect.
* To generate report click on download all data.
* Then click on transaction tab -> generate shift.
* Then go to Data Processing select and date and click on process.
* Go to monthly report and click on performance.

1. **How to create shift in software.**

**Ans.** Steps tocreate shift in software are as follows:-

* Go to File -> Shift Master.
* Click on Add.
* Add shift name, Shift Code( Max 3 letters) and shift timings(in 24 Hour format).
* Go to break settings and add the lunch break timings.
* Click on save.

1. **Upload Enrollment from one device to another.**

**Ans.** Steps toUpload Enrollment from one device to another device are as follows:-

* Connect First machine from the Software.
* Select the machine number and connect machine.
* Click on Download User.
* Click on Select All.
* Now select other device and connect.
* Click on Upload user.

**Please note that to transfer data of machine from one device to another the model of both the devices must be same**

1. **Upload Name in Device.**

**Ans.** Steps to Upload Name in Device are as follows:-

* Go to file -> Hardware Setup (password is admin).
* Select the machine number and connect machine.
* Click on Load Database.
* Click on Select All.
* Select Upload name in Device and click on Upload name.

1. **How to Create and Upload employees detail excel file to software.**

**Ans.** Steps to Create and Upload employees detail excel file to software are as follows:-

* Click on Employee Master.
* Click on Import CSV
* Click on Download template
* Fill Employee Name, CardNo(8 Digit), Shift Code(3-Digit) and all other as per the software.
* Save the CSV file.
* Now go to Employee Master -> import CSV.
* Click on Choose File and Select the CSV file.
* Click on Create Master and your CSV file will be uploaded.

1. **How to enroll face/finger/card in device.**

**Ans.** Steps to enroll face/finger/card in device are as follows:-

* Go to Menu
* Go to User
* Click on Enroll
* Enter the Enrollment Id and click OK.
* Then select finger/face/card.
* Verify the finger/face/card three times.
* Then press OK

1. **How to make salary setup in software.**

**Ans.** Steps to make salary setup in software as follows:-

* Go to transaction -> Salary setup
* Select the employee
* Add the percentage of OT, ESI and PF in percentage.
* Go to heads
* Enter the basic salary of the employee
* Select the type of basic salary   
  (i.e. monthly, hourly etc.)
* Click on save.

1. **How to define Time Zone in software and biometrics device.**

**Ans.** Steps to define Time Zone in software and biometrics device is as follows:-

* Go to Access Control.
* Click on Upload Time Zone.
* Select machine Id and connect the machine.
* Click on Get.
* Add the shift timings.
* Click on save.
* Click on upload.
* Go to Employee master -> select the employee you want to give Time-zone.
* Select the code in validity date setting.
* Click on Save.
* Go to Access Control and click on upload User.
* Go to machine and click menu -> Setting -> Advance -> Time-zone.
* Select user and apply the similar settings and click on save.

1. **How to connect EM lock, Push button and external card reader with device.**

**Ans.** Steps to connect EM lock, Push button and external card reader with device are as follows:-

* Attach the connectors provided with the machine.
* Firstly attach the EM lock as per the connection manual.
* A red light will turn on in EM lock when it is properly connected.
* Then, attach the Push button.
* Finally attach the external card reader.
* Connect the power supply or give power with the adapter.

Note- please short the GND and COM of machine before connecting the wire to the push button/EM Lock.

