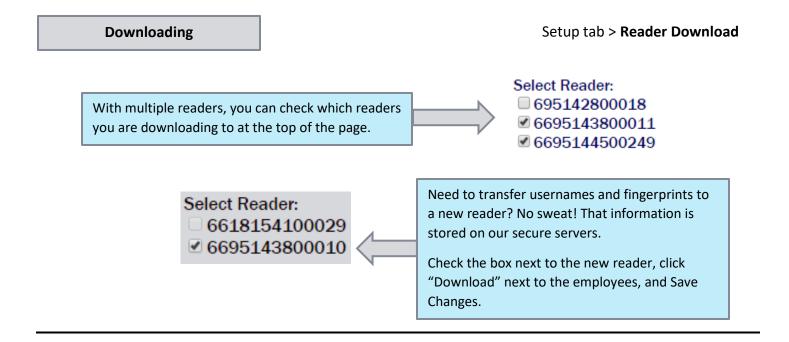
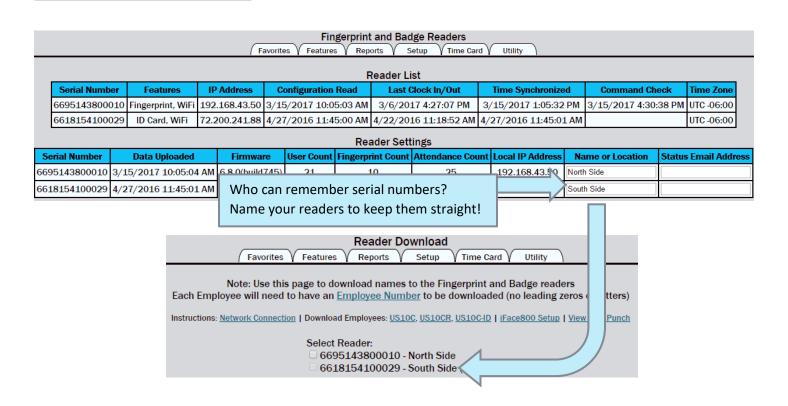


Have you purchased multiple ETC readers? Follow these helpful hints to manage your devices!



Managing Readers

Setup tab > Fingerprint and Badge Readers





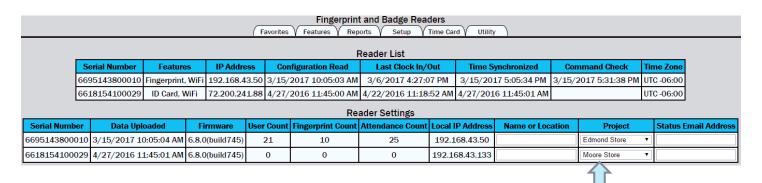
Track Locations

Features tab > Projects

To track time worked at certain locations with the readers, start out by creating projects for each location.

Full Name for Reports and Clock in Button	Abbreviated Name	Internal Note	Overtime Hours Export Code	Double Time Hours Export Code	Button Width	Pay Type	Pay Rate	Button Status	Remove
Edmond Store	Edmond		N/A	N/A	Auto ▼	Regular Rate ▼	N/A	ActiveDisabled	
Moore Store	Moore		N/A	N/A	Auto ▼	Regular Rate ▼	N/A	ActiveDisabled	

Setup tab > Fingerprint and Badge Readers



Then assign each reader to a project.

Now you can track locations in reports!

Employee	Date	ln	Out	Hours	Туре	Day
Bathory, Elizabeth	Tue 3/14/2017	8:03 AM	4:57 PM	8 h 54 m	Moore Store	8h 0m Moore RR 0h 54m Moore 0T 8h 54m Total
Bathory, Elizabeth	Wed 3/15/2017	8:16 AM	4:35 PM	8 h 19 m	Moore Store	8h 0m Moore RR 0h 19m Moore 0T 8h 19m Total
Bathory, Elizabeth	Thu 3/16/2017	(E) 8:09 AM	5:03 PM	8 h 54 m	Edmond Store	8h 0m Edmond RR 0h 54m Edmond OT 8h 54m Total