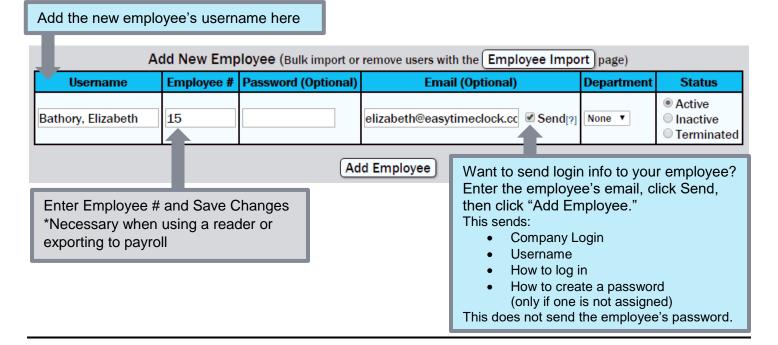


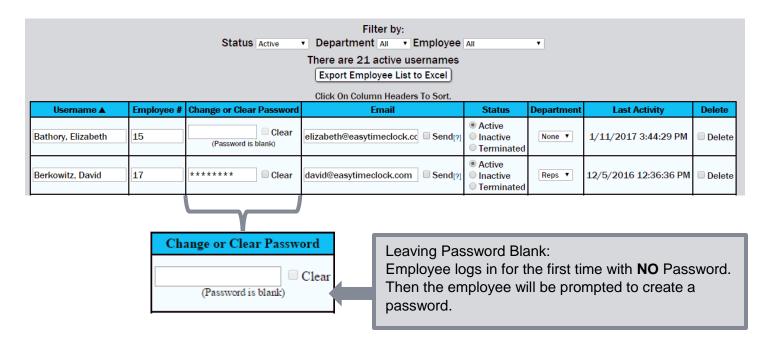
Step One:

Adding Employees

Setup tab, Employee Setup



After saving, the new Username will drop down into the list of employees.





Step Two:

Downloading Employees to Reader

Setup tab, Reader Download

Select Reader:

- 695134200151 (offline)
- 6618154100029 (offline)
- 6695143800010

Multiple readers? Make sure to choose one or more at the top of the page!

Employee	Employee #	ID Card	Download Check All	Disable Web Clock In Check All	Reader Clock In Password (Optional)	Reader Access
Admin	99999	8165963	Download		Set	Admin ▼
Bathory, Elizabeth	13	8236166	Download	Reader Only	Set	User ▼

Click the <u>Download</u> box and <u>Save Changes</u>. This will send the information to your reader.

To block employees from clocking in and out on any other device, check this box.

When adding employees, you may need to visit these additional pages.

