

KB LEVEL: STSA	KB ARTICLE	KB NUMBER: 01
	<i>How to download biometric logs on jeonsoft server</i>	

KB Category:	Internal		
Author:	Jeremiah Nantona	Date:	

Problem Description:	N/a
Symptoms and Cause of the issue:	N/a

1. Press windows key + R

Type Mstsc

172.17.0.8

Credentials: Administrator

C*****g

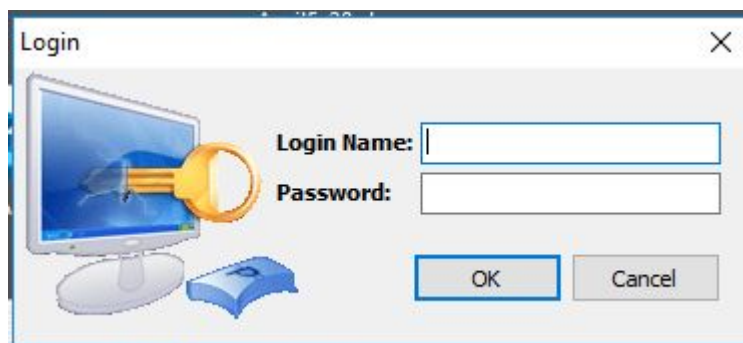
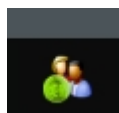


2. Click this icon

Input credentials

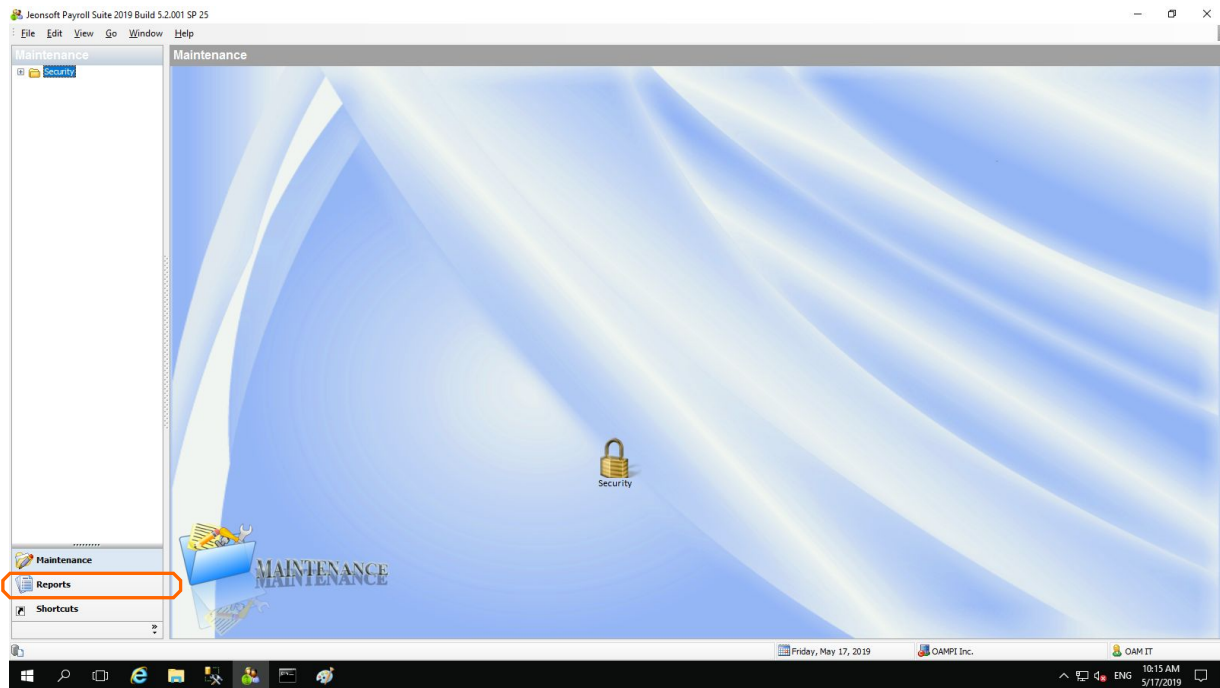
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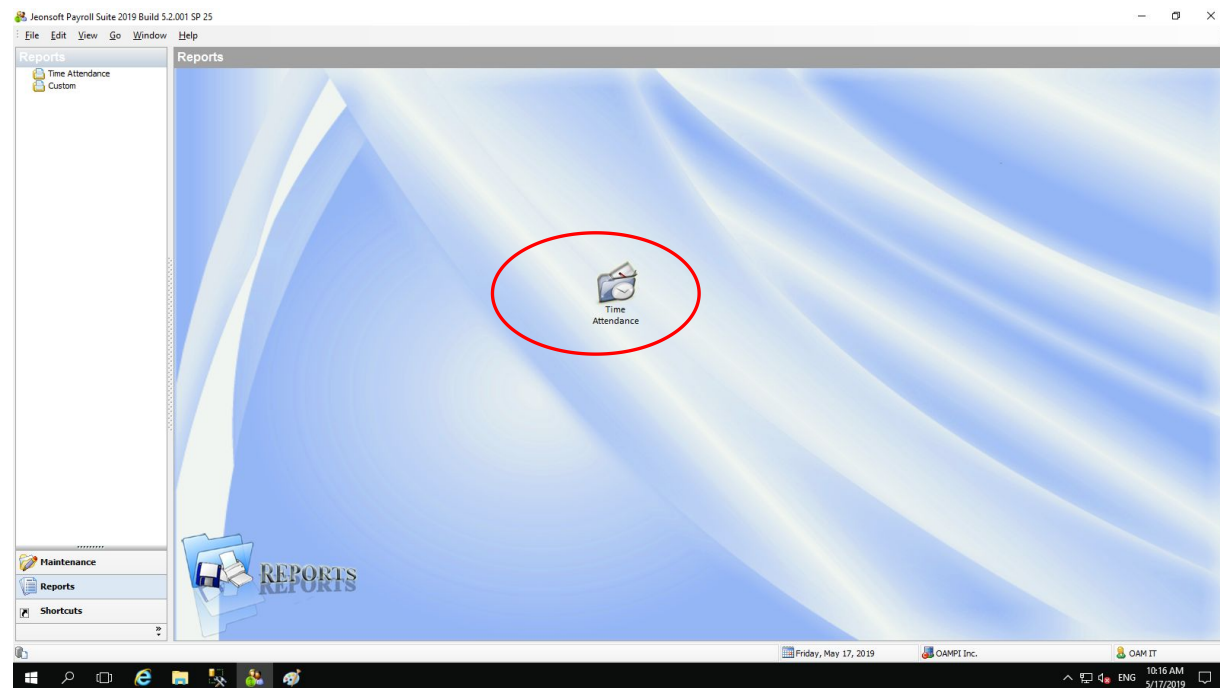


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3: Go to reports

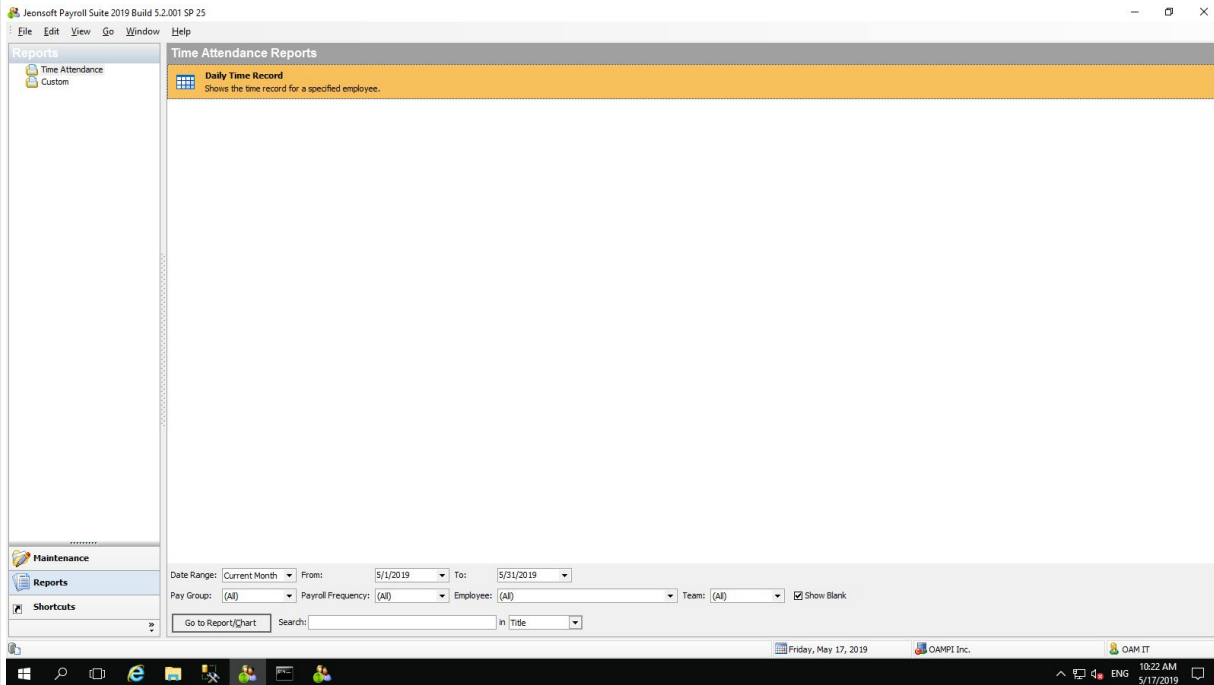


4: Click the Time Attendance

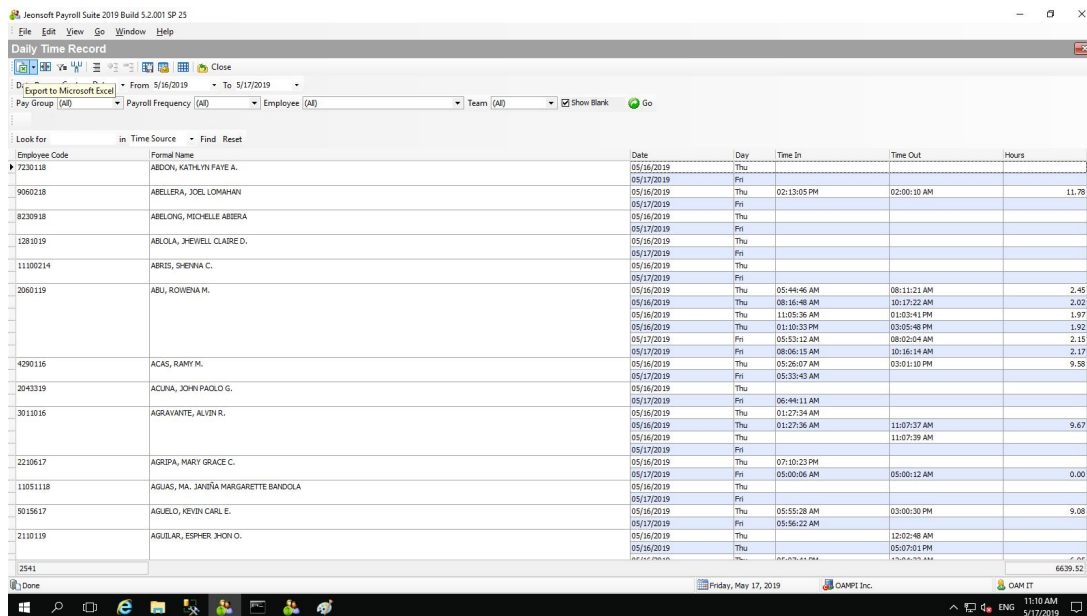


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5: Edit the date prior on what is requested then go to Report/chart.



6: Click the export to Microsoft Excel. Copy the file and send to the requestor



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