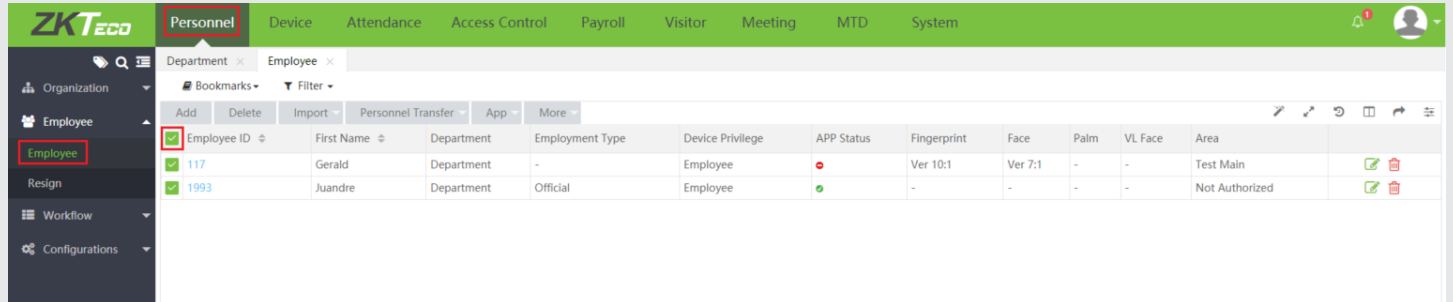



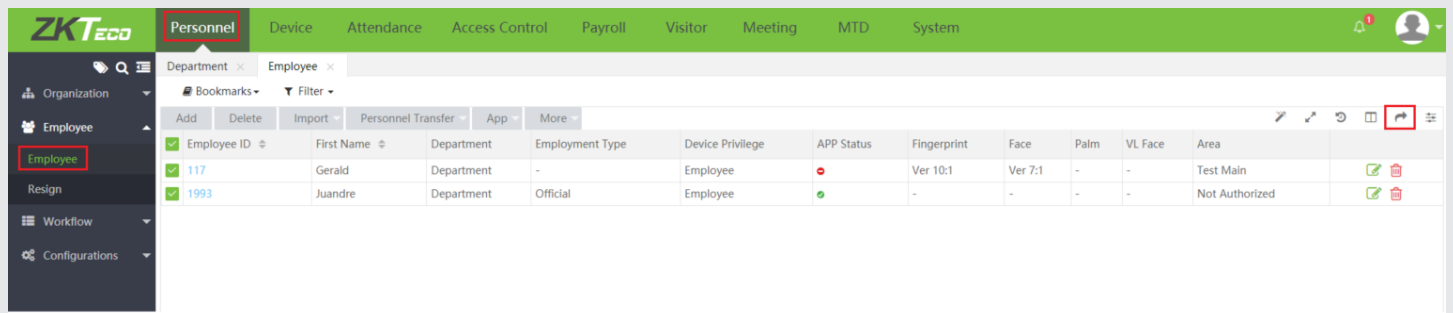
Biotime 8 – How to export personnel list

Personnel > Employee > Employee

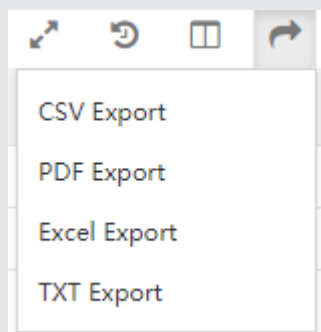
Select all the users by ticking the tick box.



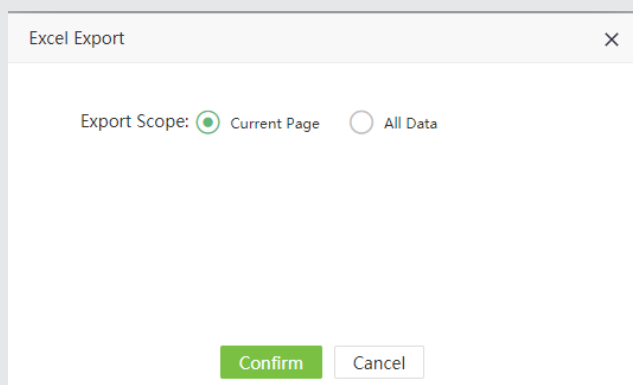
Select the export arrow button  to export the users



You can choose how you want to export the list



For example, I will use excel export



You can choose between the current page or all data



Select Confirm

The file will be downloaded to your download folder.

The screenshot shows an Excel spreadsheet with the following data:

Employee											
Employee ID	First Name	Department	Employment Type	Device Privilege	APP Status	Fingerprint	Face	Palm	VL Face	Area	
117	Gerald	Department		Employee	Disable	Ver 10:1	Ver 7:1	-	-	-	Test
1993	Juandre	Department	Official	Employee	Enable	-	-	-	-	-	Not