How to configure multi transfer to departments or jobs with MTX15 clock with single punch - Time Guardian Pro

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The below steps is how to configure multi transfer to departments or jobs with mtx15 clock with single punch. Applies to Time Guardian Pro.

Requirements: Departments or jobs must be setup first.

1. Go to daily activities
2. Click on Locations
3. Double click on the location to edit
4. Open the terminal tab (last tab)
5. Open the labor tab and edit the job1 line to have all boxes that apply checked, so it will just be the 1st line with boxes checked
6. Go to communications
7. Highlight the location
8. Select the download button, bottom right, from the left, third green box with blue down arrow

To punch at the clock:

1. Press last button on right
2. Swipe
3. Choose job1, depending on what's checked in clock labor tab in Time Guardian
4. Enter department number
5. Press enter