wurxa

SETUP CHECKLIST

Connect a terminal to Wurxa in about ten minutes

For the installer, with the customer's owner or IT admin signed in to Wurxa. Tick each box as you go.

BEFORE YOU GO

- [ ] The customer has a Wurxa workspace (free trial at wurxa.com, or **Add company** in your partner account)
- [ ] Their sites are added in Wurxa, one per address
- [ ] The terminal model is on the compatibility note
- [ ] The terminal has internet at the wall where it is fitted
- [ ] You have the serial number
- [ ] The owner or IT admin can sign in during the visit

AFTER SETUP

- [ ] The terminal shows Online on the Devices page
- [ ] A test punch appeared on the time board
- [ ] Past punches pulled in with Pull data (up to 400 days)
- [ ] Staff on the terminal matched to people in Wurxa
- [ ] Shifts set, so lateness and overtime are worked out
- [ ] Your partner code is on the customer's account

AT THE TERMINAL

1. In Wurxa, open **Devices** and click **Add device**. Pick the brand, then the model.
2. Enter the serial number, or scan it, and click **Continue**.
3. On the terminal, open the menu Wurxa shows and type in the server settings it lists.
4. Back in Wurxa, click **I've entered the settings, test connection**, then **Start test**. If nothing arrives, check the settings and the network cable, then try again.
5. Name the device and choose its **Site**: the site decides whose punches it accepts and whose working hours they are measured against.
6. Tap the terminal when asked. **Device setup complete** means it is live.
7. Open **Pull data**, choose the dates and the terminal, and click **Pull** to bring in the punches it already stored.

Stuck? Message us while you are on site.
WhatsApp wa.me/971521237065 or Telegram t.me/wurxahq. For your first customer we join the install with you.