

Task: Adding an employee

To add an employee, an admin or registrar must access the main menu. When the **M/OK** button is pressed on the keypad, an Admin Affirm screen will prompt for credentials. Admin can enter their finger print or manually enter their ID.

An employee can be added by a registrar or admin without the employee being present. In order to do this you just at the minimum enter their **ID. NO'** and assign them a password (remind them to change their password).

1. Open the main menu by pressing the **M/OK** button on the keypad (fig.1).



fig.1 keypad

2. Select the **User Mng** option from the main menu (fig.2) screen (will be selected by default) and press the **M/OK** button on the keypad.

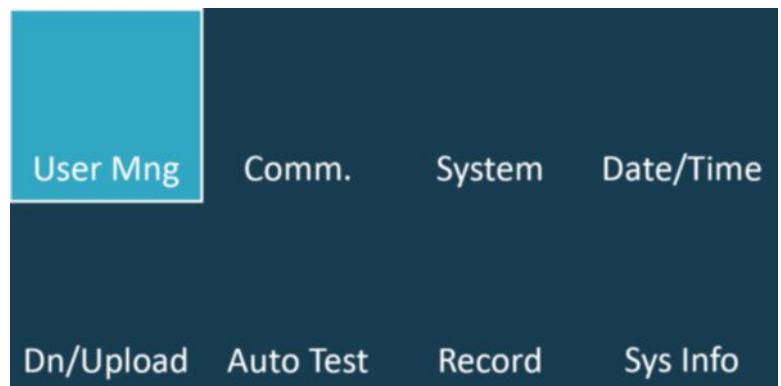


fig.2 main menu

3. Select the **New User** option from the user menu (fig.3) screen and press the **M/OK** button on the keypad.

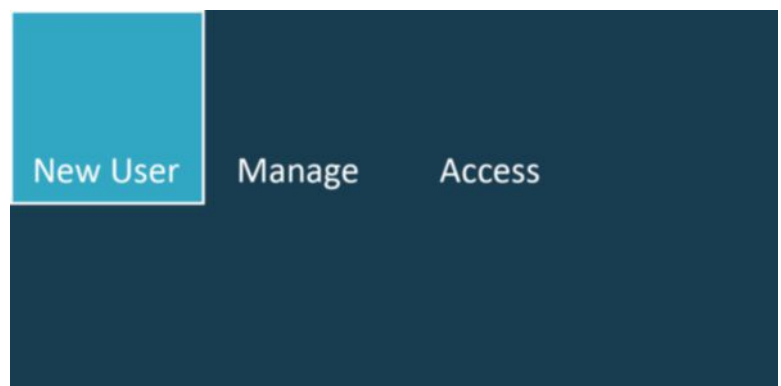


fig.3 user menu

4. Enter the data for the new user. Inputs include: 'ID. NO', 'FP' (fingerprint), 'PWD'(password), Card, and Purview.

Definitions of inputs on the New User menu

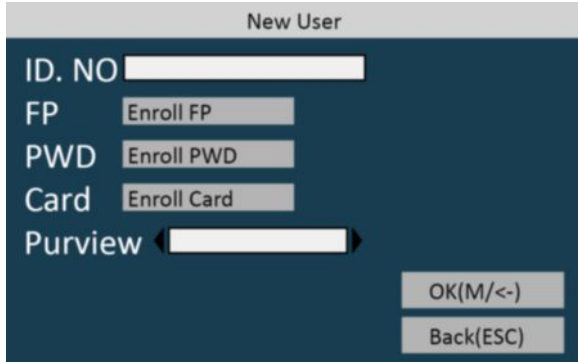


fig.4 new user menu

ID. NO

Identification number assigned by company to the employee.

FP

Finger print/s scanned from employee.

PWD

Password to be set by employee.

Card

Optionally, A card can be programmed to be linked to the employee.

Purview

Permission level of the user to this machine, assigned by company.

Use the arrows on the keypad to navigate through the options on the New User menu.



fig.5
down



fig.6
up



fig.7
delete

How-to enter User data

4a. ID. NO

Enter identification number assigned to the employee.

4b. FP

In the **New User** menu (fig.4) press arrow down (fig.5) on the keypad to select the **'FP'** field, press **'M/OK'** to go to the the finger print screen.

You will be prompted to press finger. Instruct the person being scanned to use the same finger and to press in a similar fashion the second (fig.9) and third time (fig.10).

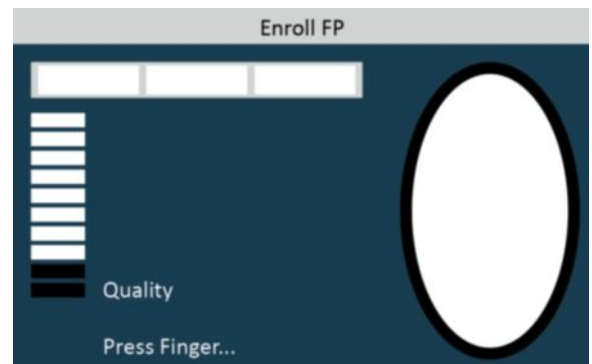


fig.8 Enroll FP
default screen
first press

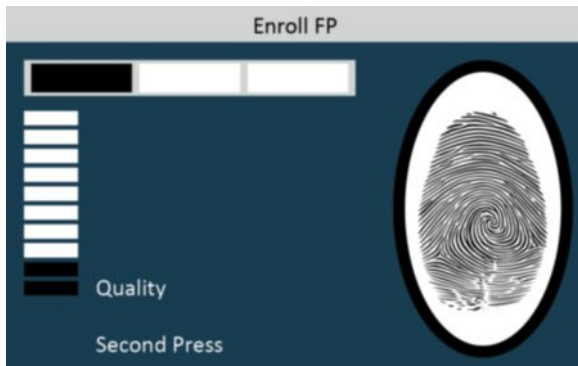


fig.9 second press

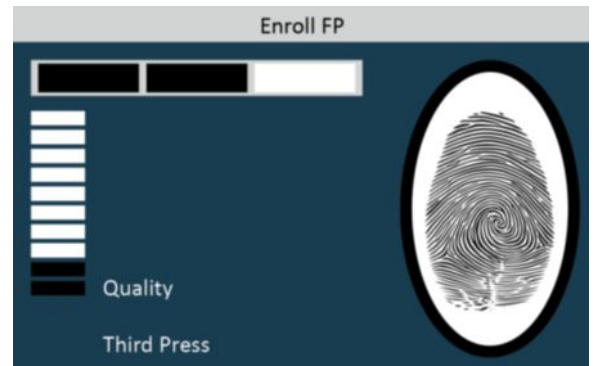


fig.10 third press

Input error



fig.11 input error

If there was an error with processing the fingerprints (fig.11), you will be prompted to input again. Take the following measures.

- * ensure that fingers have no dirt or oil
- * use the same finger
- * press in a similar way each time
- * hold finger steady in a similar position

Successful entry

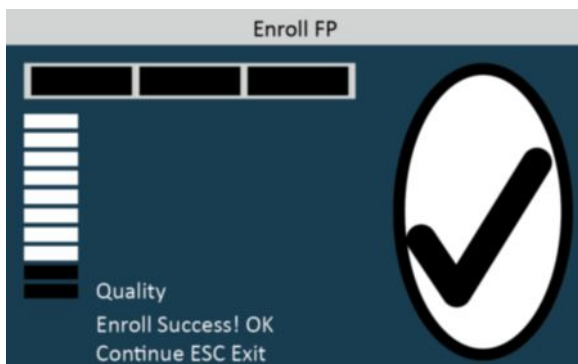


fig.12 success confirmation

If the fingerprints were processed successfully then you will get a confirmation screen.

You can save and go back to the main menu to continue by pressing **ESC** on the keypad.

ESC

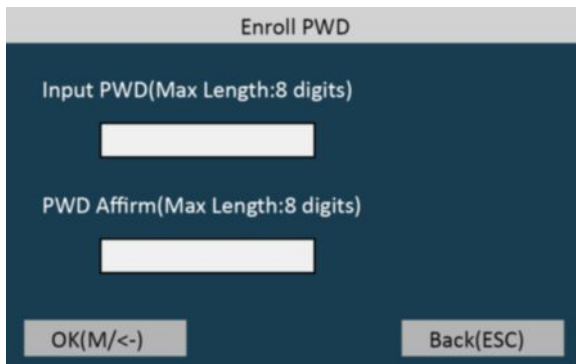
It is recommended to have at 2-3 fingerprints from each employee. An employee may have a cut or another issue on their finger which may cause an error when attempting to login. Having multiple prints on record allows them to use another finger to login.

To enter more fingerprints press the '**M/OK**' button on the keypad.

Repeat the process if you want a third or additional sets of prints.

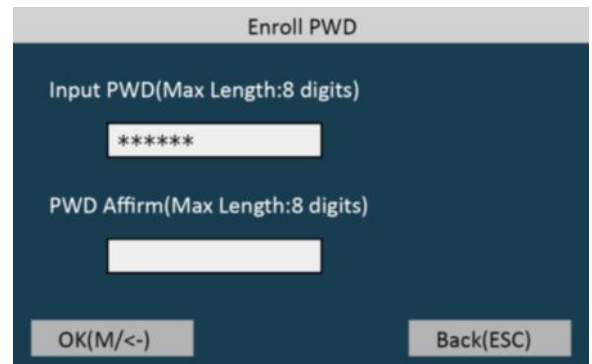
4c. PWD

Have the user enter a password (fig.13) and confirm (fig.14).



The screenshot shows a dark blue interface titled 'Enroll PWD'. It has two input fields: 'Input PWD(Max Length:8 digits)' and 'PWD Affirm(Max Length:8 digits)'. Both fields are currently empty. At the bottom, there are two buttons: 'OK(M/<-)' and 'Back(ESC)'.

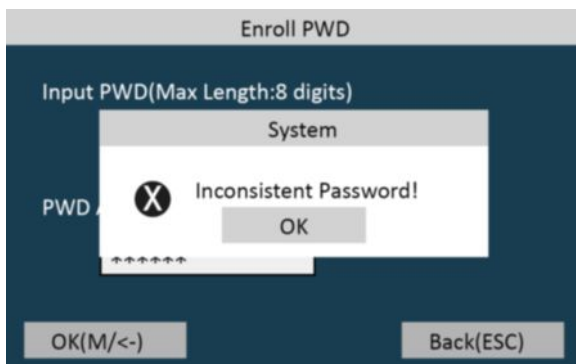
fig.13 Enroll PWD - create password



The screenshot shows the same 'Enroll PWD' interface. The 'Input PWD' field is now filled with seven asterisks (*****). The 'PWD Affirm' field remains empty. The 'OK(M/<-)' and 'Back(ESC)' buttons are still at the bottom.

fig.14 Enroll PWD - confirm password

If an inconsistent password was entered you will see an error (fig. 14). Press 'M/OK' on the keypad to re-enter. To delete an entry, press the back button.



The screenshot shows the 'Enroll PWD' interface with an error dialog box overlaid. The dialog box is titled 'System' and contains a red 'X' icon and the text 'Inconsistent Password!'. Below the text is an 'OK' button. The background interface is dimmed, showing the 'Input PWD' field with asterisks and the 'PWD Affirm' field empty.

fig.14 Password input error



When password is accepted, you will be returned to the menu and an key icon will appear next to the 'PWD' field.

4e. Purview

Select the assigned permission level. Options are **User**, **Registrar** and **Admin**. Regular employee can be registered as a 'User.' A 'Registrar' can have access to registering new users. An Admin can perform advanced functions on such as editing users and adjusting the settings of the machine .