

Task: Deleting an employee

1. To delete 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 (fig.1) will prompt for credentials. Admin can enter their finger print or manually enter their ID (fig.2).

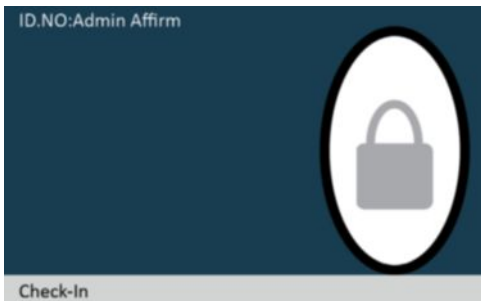


fig.1 Admin Affirm screen



fig.2 input ID.No



fig.3 enter password

If using **ID.NO** to access the system, Enter **ID.NO** on the keypad (pressing any number will bring up the **ID.NO** input), then press **M/OK** on the keypad to move selection to the **PWD** input, enter your password then press **M/OK**.

3. Select the **User Mng** option from the main menu (fig.4) and press the **M/OK** button on the keypad.

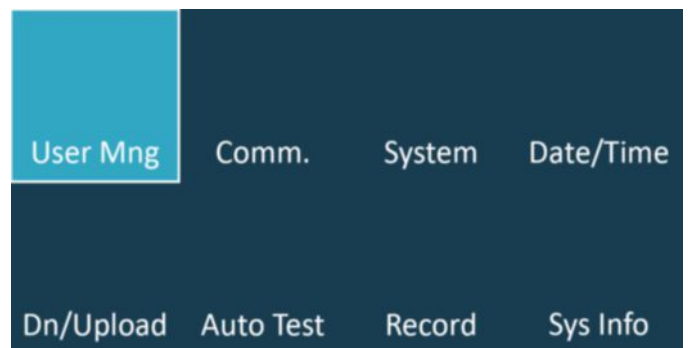


fig.4 main menu

3. Select the **Manage** option from the user management menu (fig.5) and press the **OK** button on the keypad.



fig.5 user management menu

4. Select the employee by pressing the arrows on the keypad. Selected employee will be highlighted like in the example below (fig.6)

ID.NO	Name	FP	PWD	Card
1	Sandy Jones	1		
2	Neil Cohen	2		
3	Shayna Galliard	3		
4	Joe Smith	4		
5	Larry Goldman	5		
6	Mark Brown	6		

PageUp: ◀ PageDown: ▶ Func: M/OK

fig.6 select employee

5. From the menu select the 'Del User' option (fig.7) and press 'M/OK' on the keypad.

ID.NO	Name	FP	PWD	Card
1	Jones	1		
2	phen	2		
3	a Galliard	3		
4	Smith	4		
5	Goldman	5		
6	Brown	6		

Search User
Record
Edit
Del User
New User
User Access

DOWN: ▶ Func: M/OK

fig.7 select Del User

6. Select 'Delete User' (fig.8) option and press the 'M/OK' on the keypad.

Del User

ID.NO: 4

Delete User
Delete Fingerprint
Delete Password
Delete ID Card Only
Back(ESC)

fig.8 Press Delete User

6. Confirm the removal(fig.9) by pressing 'M/OK' on the keypad.

Del User

ID.NO: 4

System

Delete User?

OK Cancel

fig.9 confirm