

Adding new users to the finger scanners:

Note: *Ensure that the unique number used to register a finger scan is created in ClockOn Employee Details in the Custom ID field.*

Fingerprint enrollment steps:

1. Run Veri Admin.
2. Click on template Manager.
3. Click on Quick Enroll.
4. Select YES.
5. Enter ID Number this will be the Custom ID Number from ClockOn.
6. Click on Enroll.
7. Advise employee to place finger on sensor, hold then remove when instructed.
8. If there are no other employees to finger scan, exit from Enroll Window.
9. Exit from Veri Admin.

Synchronising the hardware:

1. Find the ClockOn ISCS Configuration Utility

NOTE:

Look for a small icon in the bottom right hand corner of the screen (system tray) with an orange lightning bolt in it. It is normally located near the system time.



2. Double click to open the utility.
3. Go to tab 4 (Device Settings) >>Un-tick active polling
4. Go to tab 1 (ClockOn Settings) >> click on the Synchronise button.
5. Go back to tab 4 and click on tick for active polling again
6. Save & Close.

Transferring Finger Scan Templates:

1. Run Veri Admin.
2. Click on template Manager.
3. Highlight required templates for transfer.
4. Click on transfer button; From Unit->PC.
5. Select location for the transfer to the PC.
6. The selected templates will show in grey as their done.
7. Check template files which will consist of the ID number and extension of tms (e.g. 99_0.tms).
8. Exit from Veri Admin.