Template Management and Replacing

Contents

1. Principles

Templates for fingers and faces are stored in the clocking terminals. These are created when you enrol an employee on a clocking terminal.

Follow the instructions provided to create the templates, especially the finger templates with respect to pressure on the platen and making sure you get at least a score of 80 for each finger read. Dry fingers don't give good contrast, rub your temple before enrolling and clocking if necessary.

Once templates have been created on the terminal they can be collected in the system and sent to other clocking terminals. This should done automatically so long as you have selected the correct terminals on the Employee/Clock tab as shown below, but can be carried out manually as well if required or if an employee needs to be re-enrolled.

2. Assigning Employees to a Clocking Terminal

You can either do this per employee using the Clock tab in the employee record by clicking on the tick boxes next to the clocks you want the employee to be able to use, or you can use the Group Actions option by right clicking on a group in the employee tree and selecting Assign to Terminal as shown here. You can select single clocks and assign them one at a time or all of them at once.
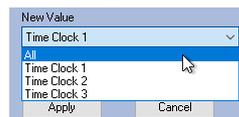
Alternatively for new employees you can select the appropriate Default employee with pre-selected terminals selected.
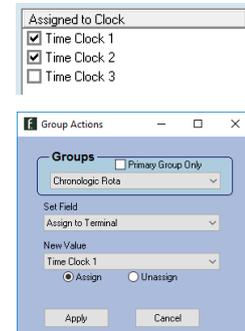
See your Initial Run Through document or download the latest version here for more details.

3. Automatic Template Management

Once you have selected the terminals that employees will be able to clock on, enrol them on one of those clocking terminals following the procedure provided.

Once a clocking is received from an enrolled employee and so long as this tick box is ticked on the System/System Setup/General tab, that template will be stored in the database and sent to the other terminals that employee is assigned to. The employees name will then show on all but the terminal that they were enrolled on. You will need to send the templates back to the terminals where employees have been enrolled if you want their names to show. See Manual Template Management below.
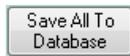
4. Manual Template Management

Saving the Templates to the Database

To download the templates from a clocking terminal go to the System/Clock Utilities screen and select the appropriate terminal at the top of the screen.
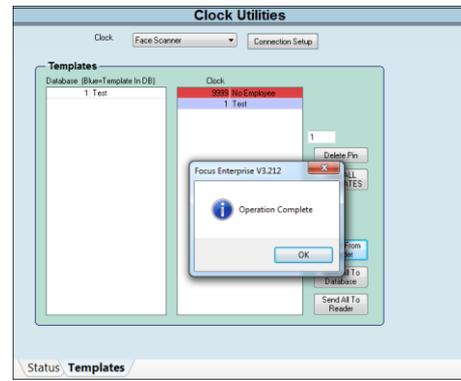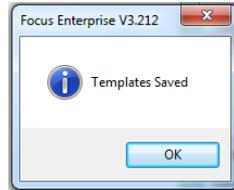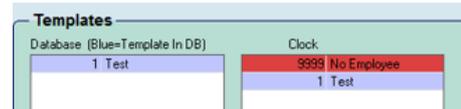
Click on **Get All From Reader**

Click OK

Click on **Save All To Database**

You should see the names on the left change to a blue background once they have a saved record in the database.

Sending Names to the Terminal

If you have enrolled users on a terminal then their names will only show once the system has collected and sent the templates back to the terminal. It is at that point that the names are stored and become visible.

If you don't have the automatic transfer turned on then after you have carried out the above Saving the Templates to the Database procedure, click on the Send All To Reader to populate it with names as well as templates.

Send All To Reader
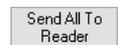
Do this for all the terminals you need to if you have more than one using the drop down selector at the top of the screen and sending all again for each one.
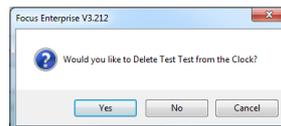
5. How to replace Face or Finger Templates for Employees.

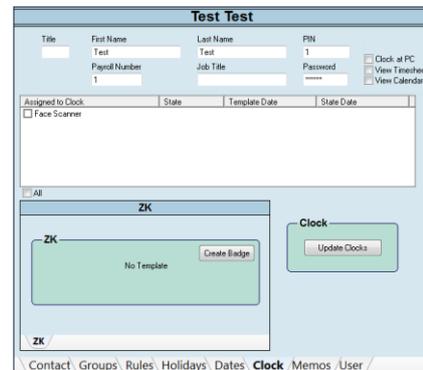Untick all the clocks on the employee record and click on save.

Click on Update Clocks.

You will be asked if you want to delete the templates from the clocks, click on Yes.

Alternatively you can right click on each terminal in turn and choose Delete from Terminal.

Enrol the employee on a terminal.

Tick the terminal you enrolled the employee on and click Save.

Right click on that terminal on the employee clock tab and choose Get Template. If you don't have this option please contact Support or use section 4 above to save all the templates from the terminal again to the database including the new one for this employee.
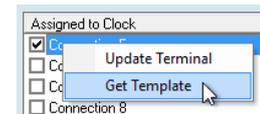
Select another employee in the Employee Tree and then reselect this employee again to refresh the screen to check that the State says Saved To DB.

Tick the other clocks that you want the employee to be able to clock on, click Save and click on Update Clocks.

Version Control
1.1
Wrong word updated in the principles paragraph.
Updated Sending Names to the Terminal when automation turned on, no need to send all to reader.