

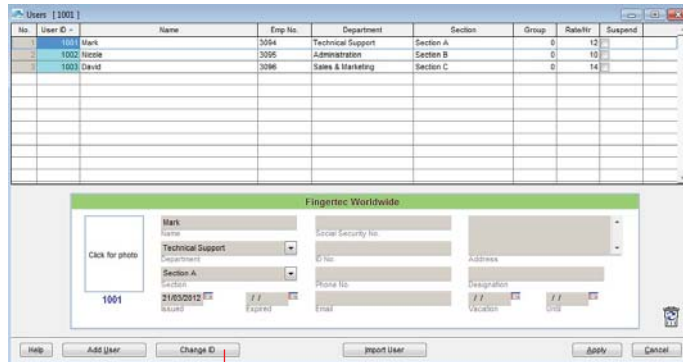
**FINGERTEC**



# CHANGING USER ID

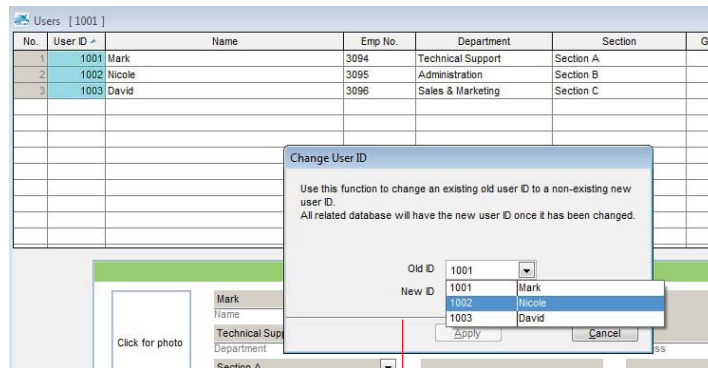
SUGGESTIONS & SOLUTIONS FOR TCMS V2

**Step 1**  
User Records interface



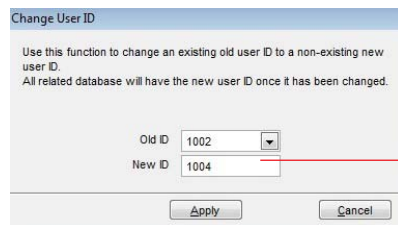
Click the Change ID button to proceed.

**Step 2**  
Choose user



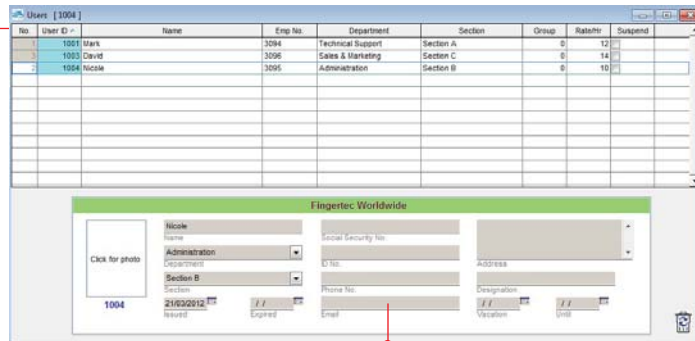
Please choose the user ID to change.

**Step 3**  
Enter new users ID



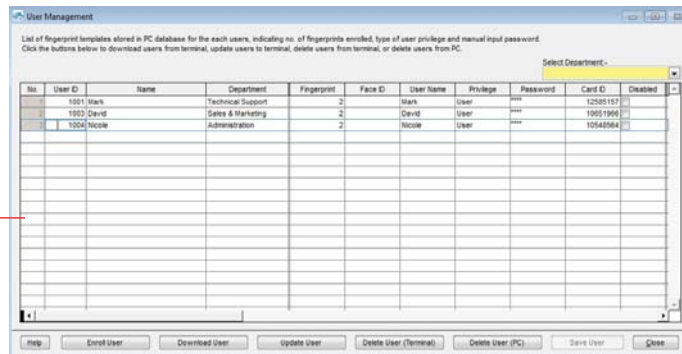
Please enter the new user ID and click Apply button to proceed.

**Step 4**  
Checking the user information



You may change or edit the user information after user ID changing. You can click Apply to proceed after edit is done.

**Step 5**  
Upload new user ID to reader



Please choose to update this new user ID with fingerprints, to the reader connected to TCMS V2.

You must choose to delete the previous user ID in reader, by choosing this option. User will have problem when user is clock in or out, because user's fingerprint templates are duplicated in the reader. Therefore please kindly take note in this.