

FINGERTEC



DEPARTMENT PASSWORD

SUGGESTIONS & SOLUTIONS FOR TCMS V2

You can assign password to allow head of department to login to TCMS. Person with department password can view and manipulating attendance data and reports of users, who is assigned under this particular department. Person with department password will not able to view all users' data. Please see the steps below to setup and use of department password.

Step 1

Assigning department password

Department Name Definition

Below is a table consists of user-definable department names.

Department	Password	User ID
Administration	0000	1002
Sales & Marketing	0000	1003
Technical Support	0000	1001

To add a new record, press the down-arrow key when it is at the bottom of the list.
To remove a record, just erase the description.

Help Close

Password assigned,
Administration – 0
Production – 1
Human Resource – 2
IT – 3
Sales – 4

Step 2

Enter TCMS v2

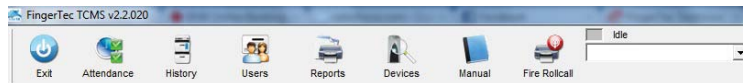
Enter FingerTec TCMS Password

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Abort

Please enter your department password,
example 0, for Administration.

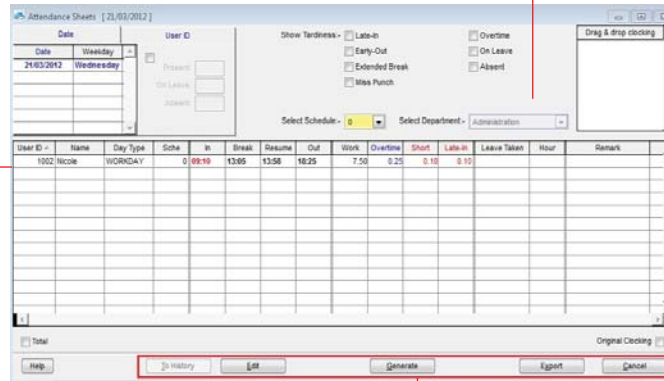
You will see the interface of TCMS become as below, with fewer functions. The option FingerTec Biometric Settings and System Configuration are not available. Only the Administrator of FingerTec system is authorized to have these 2 options, when Administrator login by an Administrator password.



Step 3

View and Manipulating attendance Data.

The attendance sheet is only showing users under Administration department.



You can choose to use these tools to adjust or modify users' attendance data.