

FINGERTEC



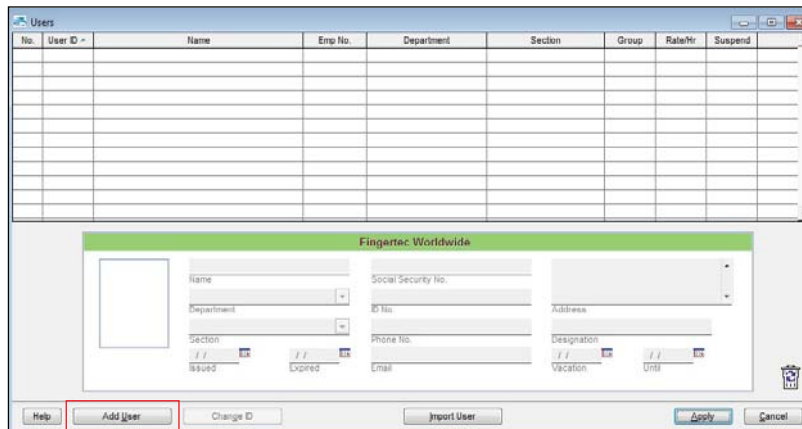
ADD NEW USERS

Using RFID card or password Without
Fingerprint Enrollment

In TCMS V2.1.2 version M, administrator can enroll a new user with password or RFID card directly. Administrator does not need to request user to enroll his/her password or RFID card at the reader. Administrator can input his/her information including password or RFID card number into TCMS V2, before uploading the data into the readers.

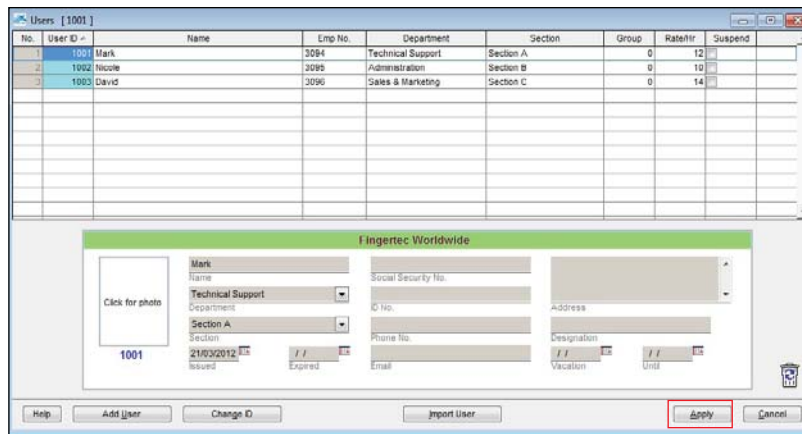
Step 1

Click "Add User" in User Records.



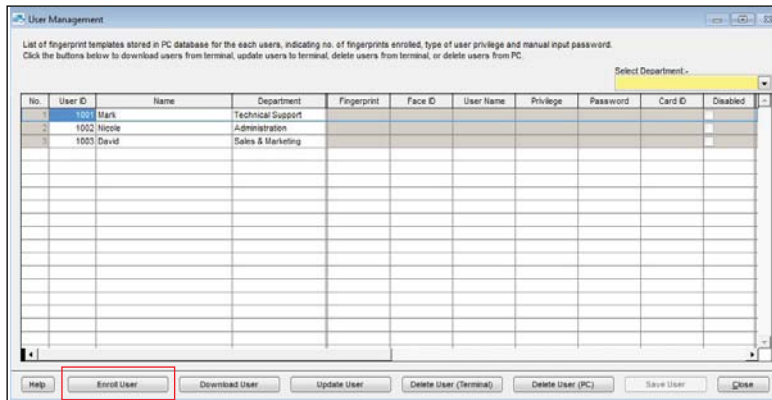
Step 2

Insert user ID, name, employee number, department etc. Click "Apply" to save settings.



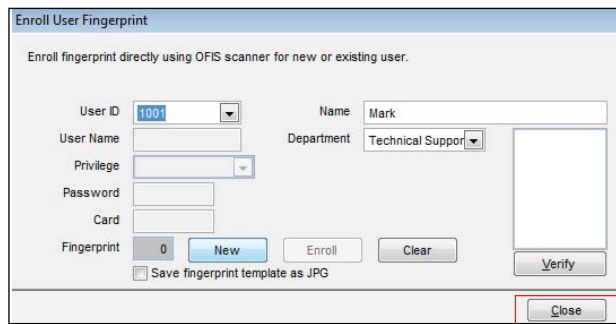
Step 3

In Fingerprint Management page, the added user will be displayed without any additional information. Choose the user ID and click “Enroll User” to input his/her relevant information.



Step 4

At the new pop up window, click “New” to start.



Step 5

Administrator can now insert his/her password, or Card (for RFID card ID) into the corresponding column. Click "Close" to save settings.

The screenshot shows a dialog box titled "Enroll User Fingerprint". It contains the following fields and controls:

- User ID: 1001
- Name: Mark
- Department: Technical Support
- Privilege: User
- Password: ****
- Card: 12585157
- Fingerprint: 0
- Buttons: New, Enroll, Clear, Verify, Close (highlighted with a red box)
- Checkbox: Save fingerprint template as JPG

Step 6

The user information is now in light green color, to indicate a new enrollment has updated. Click "Save User" to save settings. Administrator can select "Update User" to send he/she to the reader, so he/she can verify by using password or RFID card.

The screenshot shows a "User Management" window with a table of users. The first row is highlighted in light green. The table has the following columns:

No.	User ID	Name	Department	Fingerprint	Face ID	User Name	Privilege	Password	Card ID	Disabled
1	1001	Mark	Technical Support			User	User	****	12585157	<input type="checkbox"/>
2	1002	Nicole	Admin			User	User	****	10540504	<input type="checkbox"/>
3	1003	David	Sales & Marketing			User	User	****	10051906	<input type="checkbox"/>

Buttons at the bottom: Help, Enroll User, Download User, Update User, Delete User (Terminal), Delete User (PC), Save User (highlighted with a red box), Close.

