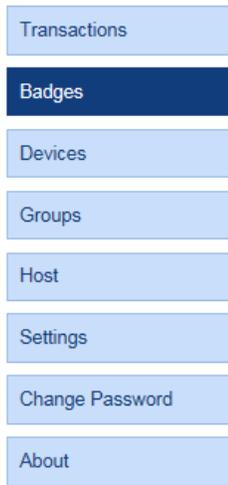




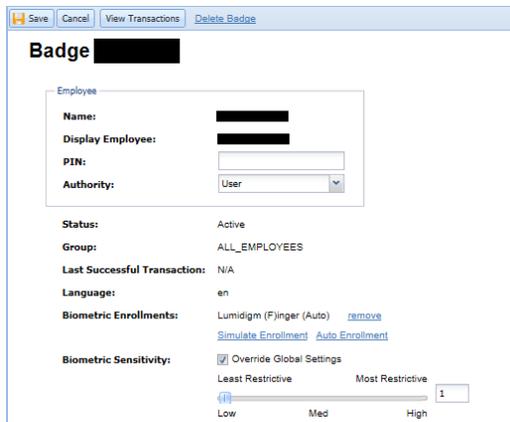
Job Aid/Work Instruction: Clock Manager

Assigning Lower Biometric Sensitivity

1. Login to Clock Manager
2. Click on **Badges** on the left hand side

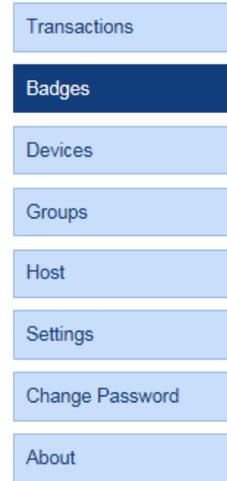


3. Enter the Employee ID or Badge ID of the Employee in the **Filter** field at the top right of the page
4. Select the Employee record you want to change by double clicking on the row
5. Click the **Override Global Settings** check box
6. Change the Sensitivity to 1
7. Click the **Save** button

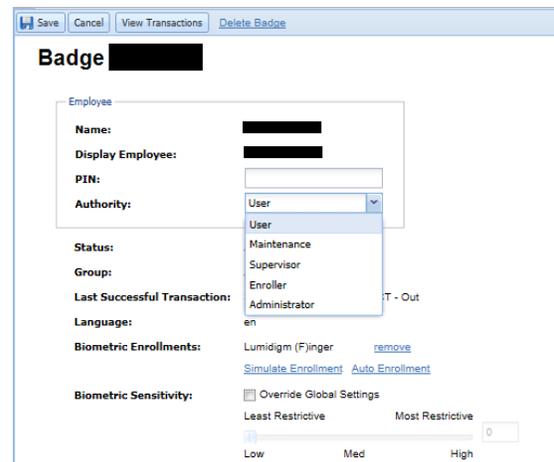


Assigning Roles within Clock Manager

1. Login to Clock Manager
2. Click on **Badges** on the left hand side



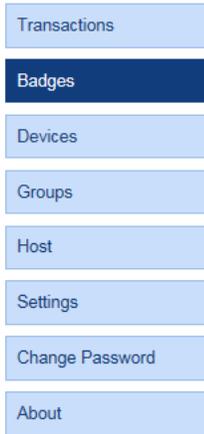
3. Enter the Employee ID or Badge ID of the Employee in the **Filter** field at the top right of the page
4. Select the Employee record you want to change by double clicking on the row
5. Click the **Authority** drop down box
6. Select either the Enroller or Administrator role
 - Enroller: May enroll others in biometrics
 - Administrator: May access the terminal settings menu
7. Click the **Save** button





Assigning Employee to Auto-Enrollment

1. Login to Clock Manager
2. Click on **Badges** on the left hand side



3. Enter the Employee ID or Badge ID of the Employee in the **Filter** field at the top right of the page
4. Select the Employee record you want to change by double clicking on the row
5. Click the **Auto Enrollment** link

Badge [REDACTED]

Employee

Name: [REDACTED]
 Display Employee: [REDACTED]
 PIN: [REDACTED]
 Authority: User

Status: Active
 Group: ALL_BADGES
 Last Successful Transaction: Mar 23, 2016 3:25:52 pm CT - Out
 Language: en

Biometric Enrollments: Lumidigm (F)inger [remove](#)
[Simulate Enrollment](#) [Auto Enrollment](#) ←

Biometric Sensitivity: Override Global Settings
 Least Restrictive Most Restrictive
 Low Med High 0

6. Check the **Lumidigm (F)inger** Check back and click **Save**

Auto Enrollments

Which enrollment should be changed to auto?

Lumidigm (F)inger
 (C)ogent Finger
 (H)and Geometry

Auto Enrollment Cancel

7. The Badge will now show for auto-enrollment under the **Biometrics Enrollments:** section

Badge [REDACTED]

Employee

Name: [REDACTED]
 Display Employee: [REDACTED]
 PIN: [REDACTED]
 Authority: User

Status: Active
 Group: ALL_BADGES
 Last Successful Transaction: Mar 23, 2016 3:25:52 pm CT - Out
 Language: en

Biometric Enrollments: **Lumidigm (F)inger (Auto)** [remove](#)
[Simulate Enrollment](#) [Auto Enrollment](#)

Biometric Sensitivity: Override Global Settings
 Least Restrictive Most Restrictive
 Low Med High 0

8. Click the **Save** button in the upper left-hand corner