Task: Editing an employee

1. To edit an employee, a registrar or admin must access the main menu. When the '**M/OK**' button is pressed on the keypad, an Admin Affirm screen (fig.1) will prompt for credentials. Admin can enter their finger print or manually enter their ID (fig.2).
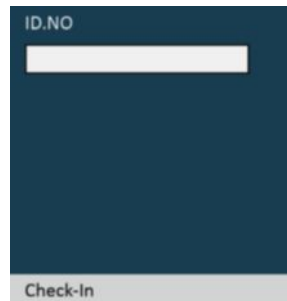

fig.1 Admin Affirm screen   fig.2 input ID.No   fig.3 enter password

If using '**ID.NO**' to access the system, Enter '**ID.NO.**' on the keypad (pressing any number will bring up the **ID.NO** input), then press '**M/OK**' on the keypad to move selection to the '**PWD**' input, enter your password then press '**M/OK**'.

3. Select the '**User Mng**' option from the main menu (fig.4) and press the '**M/OK**' button on the keypad.
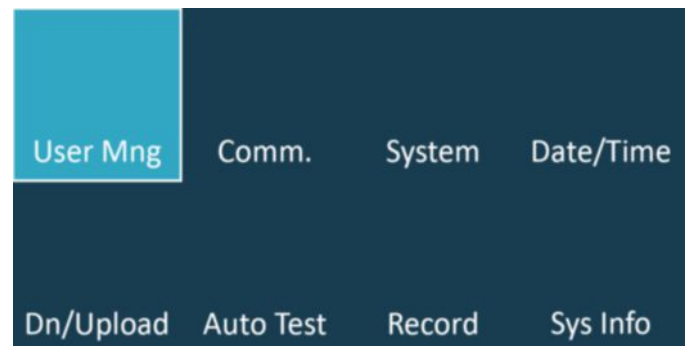

fig.4 main menu

3. Select the '**Manage**' option from the user management menu (fig.5) and press the **OK** button on the keypad.

fig.5 user management menu

4. Select the employee by pressing the arrows on the keypad. Selected employee will be highlighted like in the example below (fig.6)

ID.NO	Name	FP	PWD	Card
1	Sandy Jones	1		
2	Neil Cohen	2		
3	Shayna Galliard	3		
4	Joe Smith	4		
5	Larry Goldman	5		
6	Mark Brown	6		

PageUp: ◀ PageDown: ▶   Func: M/OK

fig.6 select employee

5. From the menu select the '**Edit**' option (fig.7).

		FP	PWD	Card
Search User	Jones	1		
Record	ohen	2		
	a Galliard	3		
Edit	ith	4		
Del User	Goldman	5		
	Brown	6		
New User				
User Access	own: ▶		Func: M/OK	

fig.7 edit option

6. Select the field that you need to edit (fig.8) and press the '**M/OK**' on the keypad. If something has not been added, like a fingerprint or card, you will have the option to enroll it, otherwise select and edit the field that you need changed.

Edit

ID. NO: 4
FP   Enroll FP   FP Num: 0
PWD   Change PWD
Card   Enroll Card
Purview ◀   ▶

OK(M/<-)
Back(ESC)

fig.8 options will show to enroll or change