

## **Chapter 6: Capturing Fingerprints**

In this chapter of the Attendance Manager Cloud Tutorials, we will discuss how to capture student fingerprints. It should be noted that the Attendance Terminal is required to be setup and communicating with the Attendance Manager Cloud server before you can proceed with this chapter.

Before students can begin using the Attendance Terminal to clock-in and clock-out, the terminal needs to “learn” each student’s fingerprint. This is done one student at a time. You can initiate this process from the student screen by selecting a student and then going to the fingerprint page or from the class screen. We are going to start this from the class screen. In the student list for this class, you will see a fingerprint icon in a column on the right. Click on that icon for the first student. This will take you to the fingerprint capture screen.

Start by selecting the attendance terminal you are using for this and then select the finger that this student wants to use for clocking in. Any of 6 fingers can be selected. Then click Capture. The next steps are at the terminal.

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At the Attendance Terminal, wait for the capture process to begin. This may take up to 60 seconds. Once it starts the student will be prompted to scan their finger 3 times. After the 3<sup>rd</sup> scan, the terminal will return to its idle clock-in state.

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Back at your computer you will see that the fingerprint was accepted. From here we highly recommend a second finger be scanned for this same student to serve as a backup. That way if ever there is a cut, or a band aid, or any blemish on one finger, the other can be used. The process here is exactly like the first...select a finger and click capture and the process at the terminal renews.

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Scan three times and all done.

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This concludes the process of capturing student fingerprints. Please refer to additional chapters of training on our website.