

Adding a new employee always starts with logging in as Admin and adding the username into the account first. This process is easier than adding a user from the machine itself.

**Step 1:** Add the username to the system first

**Setup menu: Employee Setup**

Username	Employee #	Password (Optional)	Email (Optional)	Status
<input type="text" value="David Miller"/>	<input type="text" value="27"/>	<input type="text"/>	<input type="text"/> <input type="checkbox"/> Send [?]	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated
<input type="button" value="Add Employee"/>				

Create a Username with an Employee #, then click “Add Employee”

**Step 2:** Download to the Reader

**Setup menu: Reader Download**

Employee	Employee #	ID Card	Download	Disable Web Clock In	Fingerprints Enrolled	Reader PIN	Reader Access	Last Download
David Miller	27	<input type="text"/>	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	0	Set <input type="text"/>	User <input type="text"/>	
<input type="button" value="Save Changes"/> <span style="float: right;"><input type="button" value="Back"/></span>								

Download + Save Changes = Employee information is sent to the reader

*Optional:*

*ID Card – Proximity cards and key fobs have a number printed on them which can be added here*

*Reader Only – This will allow the employee to log in on the website to view their time card, but the ability to clock in and out will be disabled*

*Reader PIN – With a numeric PIN, an employee can use their Employee # and PIN to clock in and out on the reader*

*Reader Access*

- *Setting a username to “Admin” will lock the reader menu pages and grant this user access to the locked pages. When no one is set to “Admin,” the reader menu pages are unlocked by default. A PIN will need to be set before a user can be set to this access level.*
- *Setting a username to “Enroll” will unlock specific user manage pages on the reader for this user. Another user will need to be set to “Admin” before this user access can be set.*

Always make sure to check **Download** when a change is made to a user!