



DAMSTRA

CONNECT + PROTECT YOUR WORLD



How to Log In

How to Set Up and Use Finger Scan

How to Log Off

PRODUCT: Damstra Hardware

VERSION:

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APPROVED BY:

How to Log In

Swipe your TWMS Access card over the card icon.
 OR, punch in your number if you do not have your card.

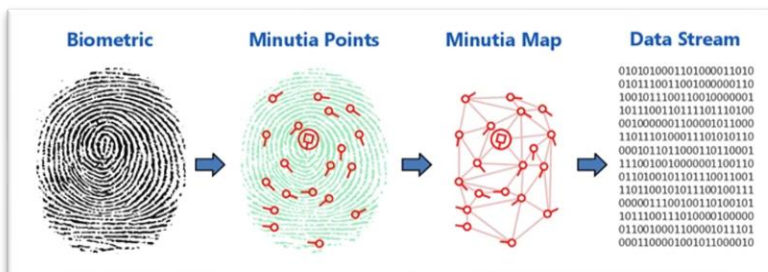


How to Set Up and Use Finger Scan

BIOMETRICS: FINGER SCANNING

Finger scanning ensures an individual's attendance and eliminates the possibility of someone logging in for another.

The biometric technology also ensures the privacy of employee information, encrypting the data as seen below.



- Easy-to-use, accurate technology
- Increased security options
- Protects employees' privacy.

Set up the finger scanning function

When you first log onto a TWMS terminal, you will need to set up the finger scanning function. Follow the steps below:

1. On the Touch Screen select the “Manage” icon on the top RHS of the screen (see image 1).
2. Select a Manager from the drop-down list.
3. You will be asked for a Managers password to continue (see image 2).
4. Once a Supervisor password is entered, the screen will show multiple options (see image 3).



Image 1 – Home Screen

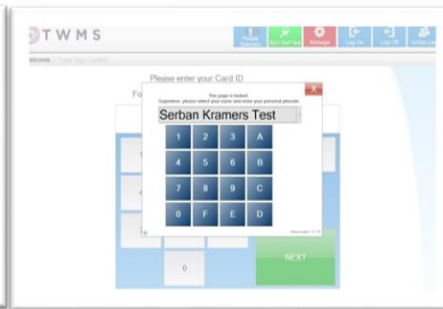


Image 2 – Supervisor Password Screen



Image 3 – Option screen

5. Select “Enroll Person” on the Options screen (see image 4).
6. Select the person you wish to enroll by entering their TWMS Access card number.
7. A confirmation screen will show. Select “Yes” to proceed to finger scanning (see image 5).

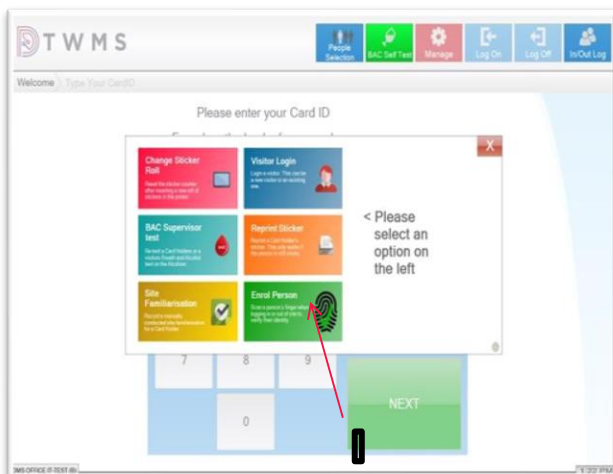


Image 4 – Options Screen
Select “ENROLL PERSON”

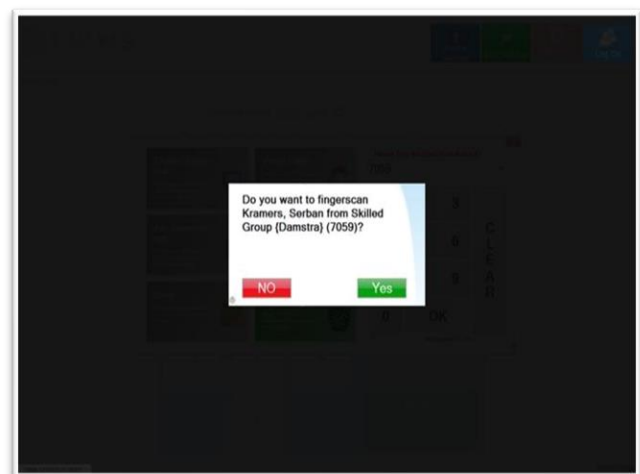


Image 5 – Confirmation Screen
Select “Yes” or “No”

8. On the touch screen, select the finger you wish to scan (see image 6).
9. A blue circle around the finger that has been selected will be visible (see image 7).
10. You will be asked to scan the selected finger three (3) times.



Image 6



Image 7



11. If the scanning process has been successful, you will be asked if you would like to scan any other fingers.
12. If you choose not to, it will then ask if you would like to scan anyone else (see image 8).

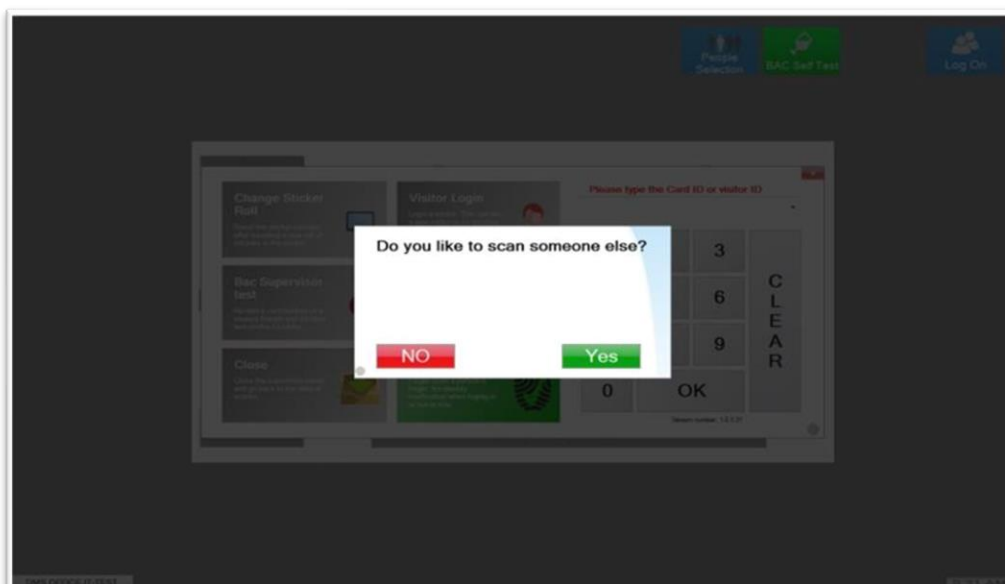


Image 8

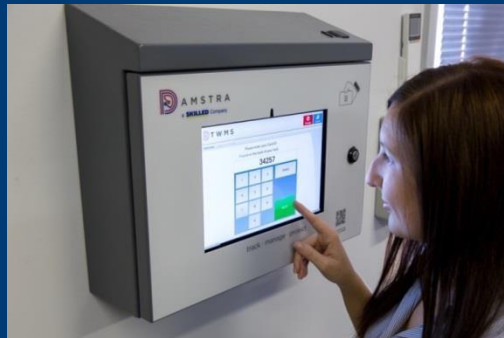
13. Once the finger scan and enrolment has been successfully completed, select "Close on the Options screen.

How to Log Out

Simply scan your card or type your TWMS number, then scan your finger.



1



2



3

The system will say goodbye and you are now complete.

----- *End of Document* -----