LIVEREGISTER

User Manager App
Getting Started

Access to staff, student and visitor lists

Search by name

Apply a filter to show a shorter list

View and edit user fields

For all functions first navigate to and select a user record.

1.   Select the appropriate tab either Students, Staff or Visitors (top left).
       Students are shown by default when the app is opened.

2.   Optionally, filter the list using the options top right or quickly locate a user by entering the first few characters of the first or last name in the search box (far top right).

3.   Click the user so it is highlighted blue.

Enrolling a biometric

If the Enrol finger (pink icon) is not disabled you can scan a new template by clicking that toolbar icon. Follow the instructions in a panel at the bottom of the window. If successfully enrolled the finger icon will turn pink.

If the Enrol toolbar icon is disabled then check the consent options on the Access Details panel on the right panel as they are blocking use of the biometric.

Verifying a biometric

This toolbar icon will be enabled if a user has a biometric template saved. Follow the instructions on the screen to capture one image and compare it with the saved template.

Identifying a biometric

To confirm a biometric is enrolled against the right user. This will take one scan and compare it with all records to show any matches.

Identifying a card

Looks up a card number to see which user it belongs to.

Capturing a photo

This is scheduled for implementation in a future release.

Add a new user

To manually add a record for a user who will not be entered into the MIS system. You will need to have sufficient permissions to access this function.

Delete a user

If you create a user by mistake possibly realising it will be entered into the MIS you can delete it. There a limitations as to which users can be deleted and we strongly advise caution when doing this as there is no undo!

Revised: 28th August 2022 15:28