

BIOMETRIC TABLET USER GUIDE

ISSUE REFERENCE:	SC DCI-0001	
Doc. No. SNTR-05	Issue No: 01	Issue Date: 01.06.19



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Setting up a user Fingerprint:

Must be done by a Device Admin, this right can be granted in the access rights in manage users on SPUD

- On the tablet tap on the **SPUD APP** > Tap on the **SPUD Logo** > Enter your Account Login details > You should now see a list of all employees who have access on your **set Project** > Tap the chosen **user** > Tap the **Press To Add Fingerprint** button > Have the user follow the on screen instructions to add their **fingerprint**
- The User should now be set-up and ready to clock in and clock out

Clocking in/ Clocking out:

- Tap the **SPUD APP** > Tap **Start** > Place finger on the **Scanner** > Provided correct details show, you can now **Clock in/ Clock out**

Changing set project:

- On the tablet tap on the **SPUD APP** > Tap on the **SPUD Logo** > Enter your Account Login details > You should now see the currently **set project** displayed at the top of the page > Select **the drop-down** next to the project name > Tap on project you would like to set > Then tap set