



Allday FacePrint Attendance unit enrolment of employee guide



1. Tap the  keypad symbol on the bottom right hand corner of the screen
2. If you see the Message: “Verify Admin Show Face” then an Administrator user is required & you will need to present your systems administrators Face.
3. When in the Main Menu Tap the  Users Icon
4. Tap the  +User icon on the bottom middle of the screen
5. Input your new employees ID number using the keypad & select **✓**
*** Note this should match this employees ID number in the attendance software**
6. Input Name using the Keypad & select **✓**
7. Tap the  Faces Image
8. Line your face up with the inside of the outline shown on screen & follow the prompt
9. Tap the enrol face button when complete to save this face as this employee.
10. Tap the  Home icon