



Instructions – Fingerprint Setup

This software is currently only supported on a PC platform.

Step 1: Download the iQ Tech Fingerprint Enrollment App

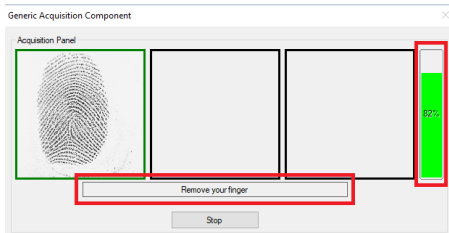
An email will be sent from an IDS employee containing a zipped file for the iQ Tech Fingerprint Enrollment App. Unzip the file and run the IQTechFingerPrintAppSetup.msi and setup.exe files. Follow the on screen steps to download the app to your computer. **You will use the same log in credentials as you use to log in to the website portal.**

Step 2: Setup Employee Fingerprints

1. Plug in the Fingerprint Registration Device (MorphoSmart Reader) into the computer you downloaded the app to – this will be sent with your machine
2. Open IQTech Enrollment app
3. Login using your iQ Tech credentials (User must have permissions enabled to View/Add/Edit Employees and to View Departments)
4. Select Department
5. Enter Employee Number

You will need to take a fingerprint reading of the employee's finger 3 times for it to enroll their fingerprint. If you are having issues getting it to detect their fingerprint using a lubricant such as Hand Sanitizer often helps.

6. Have employee place finger on reader, onscreen you will see a progress bar on the right, and instructions on the bottom (i.e. move finger, press harder, remove finger)



7. Repeat 2 more times
8. Once you have successfully completed 3 fingerprint readings you will be informed their fingerprint has been enrolled.



Contact us:

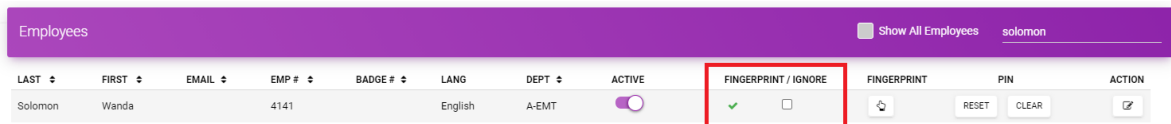
Website: <https://idsvending.com/> **E-mail:** support@iqtechportal.com **Phone:** 515-271-8510

- Repeat steps 8-11 until all employees have been fingerprinted

Step 3: Setup Fingerprint in iQ Tech Portal

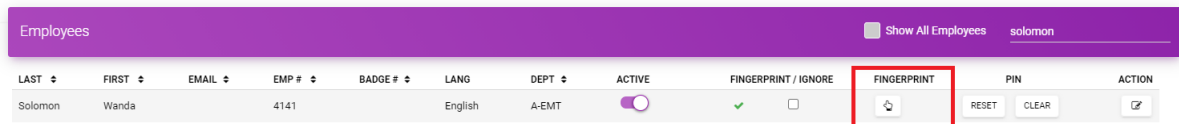
Once you have completed setting up your employee's fingerprints login to your iqtechportal.com account and set up your employee Fingerprint / Ignore options.

- Select the "Employee" menu and select Manage Employees
- If the employee has a fingerprint on file in the "Fingerprint / Ignore" column, it will show a green checkmark. If there is no fingerprint on file a red X will appear



LAST	FIRST	EMAIL	EMP #	BADGE #	LANG	DEPT	ACTIVE	FINGERPRINT / IGNORE	FINGERPRINT	PIN	ACTION	
Solomon	Wanda		4141		English	A-EMT	<input checked="" type="checkbox"/>	<input type="checkbox"/>		RESET	CLEAR	

- The checkbox in the "Fingerprint / Ignore" column will determine how the employee can access the machine
 - If left unchecked the employee can only use their fingerprint to access the machine
 - If checked this will allow employee to use either their employee/badge number or their fingerprint to access the machine
- If you need to reset the employee fingerprint, or delete their fingerprint from the system click on the fingerprint icon under the "Fingerprint" column



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