



Attend-ID[™]

Attend-ID[™]

User Manual – Day-Care Edition

Attend-ID[™] **Software Version 1.00 Build 10.**

June 2006

Copyright Ringdale, Inc.

Part number: 62-4000002

TABLE OF CONTENTS

SOFTWARE LICENSE AGREEMENT	3
INTRODUCTION TO ATTEND-ID, DAY-CARE CENTER EDITION	5
INSTALLATION PROCESS	5
License Registration	5
Database Settings.....	6
Microsoft Access Server Setup for Attend-ID.....	6
Microsoft Access Server Setup for Attend-ID, continued	7
Microsoft SQL Server Setup For Attend-ID	7
Microsoft SQL Server Setup For Attend-ID, continued	8
INTRODUCTION TO THE CONTROL CENTER	9
ADMINISTRATIVE SETUP	10
ATTEND-ID PREFERENCES	11
Station Preferences tab.....	11
ATTEND-ID PREFERENCES, continued	12
User Levels tab	12
VISUAL SETTINGS	13
VIDEO CAMERA SETTINGS	14
VIDEO CAMERA SETTINGS, continued	15
ENROLLING USERS	16
Security Questions.....	17
Association, Parent/Guardian to Child.....	17
Enrolling Finger Prints	18
Enrolling Finger Prints, Continued	19
Verify Fingerprints	19
Enrolling Cards.....	19
Photo ID	20
IDENTIFYING USERS	21
IDENTIFYING USERS, continued	22
IDENTIFYING USERS, continued	23
System response if the User has been designated status "Green".....	23
System response if the User has been designated status "Green", continued	24
System response if the User has been designated status "Amber".....	24
System response if the User has been designated status "Red".	24
IDENTIFYING USERS, continued	25
IDENTIFYING USERS; User Notes	26
DAILY ATTENDANCE	27
IDENTIFYING USERS, Important Caution	28
EDITING A USER	29
EDITING A USER, continued	30
EVACUATION REPORT	31
REPORT GENERATOR	32
REPORT GENERATOR, continued	33
CARD OPTIONS	34
DOOR / DRAWER OPTIONS	34
FUNCTION KEY DEFINITIONS:	35

Before installing this Ringdale product, please read the Software License Agreement below and the installation instructions carefully.

SOFTWARE LICENSE AGREEMENT

READ THE TERMS AND CONDITIONS OF THIS SOFTWARE LICENSE ("LICENSE") CAREFULLY BEFORE USING THIS SOFTWARE. BY USING THE ENCLOSED SOFTWARE ("SOFTWARE") YOU AGREE TO BE BOUND BY THESE TERMS AND CONDITIONS WHICH INCLUDES THE LICENSE TO USE AND THE LIMITED WARRANTY.

IF YOU DO NOT AGREE TO THESE TERMS, YOU MUST RETURN THE SOFTWARE UNUSED WITHIN TEN (10) DAYS OF LICENSING FOR A REFUND.

YOU MAY NOT USE, COPY, MODIFY OR TRANSFER THE SOFTWARE EXCEPT AS EXPRESSLY PROVIDED IN THIS LICENSE.

License to Use. The Software is licensed, not sold, to you under the terms of this License. Ringdale grants you ("Customer") a non-exclusive and non-transferable right to use one copy of the enclosed Software, together with the accompanying documentation, on the number of computers, and in the manner (Development, Run-Time or Evaluation), for which the corresponding fee has been paid.

- **Development License.** If you have paid a Development License Fee, you may develop, reproduce and distribute applications which use, incorporate or require the Software to execute, provided that you purchase a Run-Time license for, and distribute the Run-Time Software with, each copy of any such applications distributed. You may not distribute the Software in any form other than such applications and Run-Time Software for which you have paid a Run-Time License Fee.
- **Run-Time License.** If you have paid a Run-Time License Fee, you may use the software applications. A Run-Time License does not include the right to develop, reproduce or distribute the Software or any software applications which incorporate, use or require the software to execute.
- **Evaluation License.** If you are evaluating the Software and have not paid for either a Development or Run-Time License Fee, you may use the Software through the end of the evaluation period specified by the Authorization Key that accompanies the software. Use of the Software beyond the end date specified by the Authorization Key is prohibited. During the evaluation period, you may not reproduce or distribute the Software or any software applications which use, incorporate or require the Software to execute.

The Software is "in use" when it is loaded into a computer's temporary memory (RAM) or copied into permanent memory (e.g. a hard drive). You must have a separate license for each network server computer on which the Software is installed.

Limitations on Use. Except as expressly permitted, if you have a Development license, YOU MAY NOT:

- Make copies of the Software or the documentation, except for one (1) copy for backup or archival purposes.
- Lease, rent, sell, sub-license, transfer or distribute the Software or the accompanying documentation.
- Modify, disassemble, reverse engineer, decompile, translate or create derivative works from the Software.
- Remove any proprietary notices, labels or marks of Ringdale or its licensors on the Software.

Ownership. The Software and all copies of the Software are owned by Ringdale or its licensors and are protected by U.S. copyright laws and international treaties. Rights not expressly granted are reserved to Ringdale and its licensors. Unauthorized use or copying of the Software, or failure to comply with this License, will result in automatic termination of the License and will make other legal remedies available to Ringdale.

Limited Warranty. Ringdale warrants that the media on which the Software is furnished will be free of defects in materials and workmanship under normal use for a period of ninety (90) days from the date of licensing, as evidenced by a copy of your receipt. Otherwise, the Software is provided "AS IS," without warranty of any kind. This warranty extends only to you, the Customer, as the original licensee.

Customer Remedies. Ringdale's entire liability and Customer's exclusive remedy under this warranty will be the correction of defects in media or the replacement of media, or, if correction or replacement is not reasonably achievable by Ringdale, the refund to Customer of the License Fee paid, upon return of the Software and documentation.

Disclaimer of Other Warranties. EXCEPT AS SPECIFIED IN THIS LICENSE, ALL EXPRESS OR IMPLIED WARRANTIES, REPRESENTATION AND INCLUDING ANY IMPLIED WARRANTY OR, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR NON-INFRINGEMENT, ARE HEREBY EXCLUDED TO THE EXTENT ALLOWED BY APPLICABLE LAW. RINGDALE DOES NOT WARRANT THAT THE OPERATION OF THE SOFTWARE WILL UNINTERRUPTED OR ERROR FREE. THIS LIMITED WARRANTY GIVES YOU SPECIFIC LEGAL RIGHTS. YOU MAY HAVE OTHERS, WHICH VARY, FROM STATE TO STATE.

Limitation of Damages. IN NO EVENT WILL RINGDALE BE LIABLE FOR ANY LOST REVENUE, PROFIT, DATA OR SPECIAL, INDIRECT, CONSEQUENTIAL, INCIDENTAL OR PUNITIVE DAMAGES HOWEVER CAUSED AND REGARDLESS OF THEORY OF LIABILITY, ARISING OUT OF THE USE OF, OR INABILITY TO USE, THE SOFTWARE, EVEN IF RINGDALE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Confidentiality. The Software is the confidential and proprietary information of Ringdale and its licensors. You agree to take adequate steps to protect the Software from unauthorized disclosure or use.

Termination. This License is effective until terminated. You may terminate this Software License at any time by destroying all copies of the Software and documentation. This License will terminate immediately without notice from Ringdale if Customer fails to comply with any provision of this License. Upon termination, Customer must destroy all copies of Software and documentation.

Export. This Software is licensed for use in the U.S. and its territories, or any other country to which it is legally exported. You agree not to export or re-export, directly or indirectly, the Software and technical data in the Software, or any direct or derivative product of the Software, except upon compliance with applicable U.S. laws governing export, destination, ultimate end user and other matters.

US Government Restricted Rights. If you are acquiring this Software for any unit or agency of the United States Government, the software and documentation are provided only with "RESTRICTED RIGHTS" as set forth at subparagraph ©(1)(ii) of the Rights in Technical Data and Computer Software clause at DFARS 252.227-7013 or subparagraphs ©(1) and (2) of the Commercial Computer Software-Restricted Rights at 48 CFR 52.227-19, as applicable, Contractor/Manufacturer is: Ringdale Inc., 101 Halmar Cove, Georgetown, TX 78628.

Governing Law. This License is made under and will be governed by the laws of the State of Texas, USA, excluding any of its choice of law provisions.

Entire Agreement. This license is the entire agreement between Customer and Ringdale relating in any way to the Software. This License supersedes any proposal or prior agreement, oral or written, and any other communication relating to the subject matter of this License. No variation of the terms of this License or any different terms will be enforceable against Ringdale unless Ringdale gives its express written consent, including an express waiver of the terms of this License, signed in writing by an officer of Ringdale.

Severability. If any of the above provisions are held to be in violation of applicable law, void, or unenforceable in any jurisdiction, then such provisions are waived to the extent necessary for this License to be otherwise enforceable in such jurisdiction.

INTRODUCTION TO ATTEND-ID, DAY-CARE CENTER EDITION

Thank you for purchasing this Ringdale® software product. Ringdale® software runs on most Windows Platforms and has been tested to run under MS Windows® 2000 Professional, Windows® XP and Windows® XP Home editions of the Microsoft® operating system.

INSTALLATION PROCESS

BEFORE you start the Attend-ID software installation process, it is important that all hardware components like the Camera and Fingerprint Readers are first connected to the system and their relevant drivers have been installed.

To install the Attend-ID software, place the CD into your CD drive and run the installer file in the root directory. The installer will prompt you to accept the license agreement and for acceptance of any of the installation steps required to install the software.

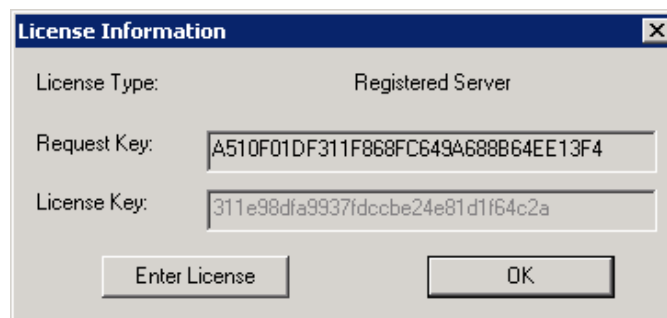
After you have successfully installed Attend-ID™ per the Installer, you should set up the system by following the instructions below.

License Registration

If you have newly installed the system on a specific computer, you must register the program and obtain a License Key within the 30-day evaluation period. To obtain the License Key please contact Ringdale at 1-888-288-9080 or email the request (as described below) to support@ringdale.com.

To enter the License Key, click on the **Help** button on the Toolbar of the program window. Then select **License Information**.

First copy the *Request Key* (example below) and email it to support@ringdale.com. Ringdale will then send you the License Key by return email. When you receive this return email, the easiest and most accurate way to input the Key is to perform a copy/paste function to the Clipboard of your PC. Then from the *License Information* panel, click **Enter License** and enter the Key, either manually or paste it from your Clipboard.



The screenshot shows a dialog box titled "License Information" with a close button (X) in the top right corner. It contains the following fields and buttons:

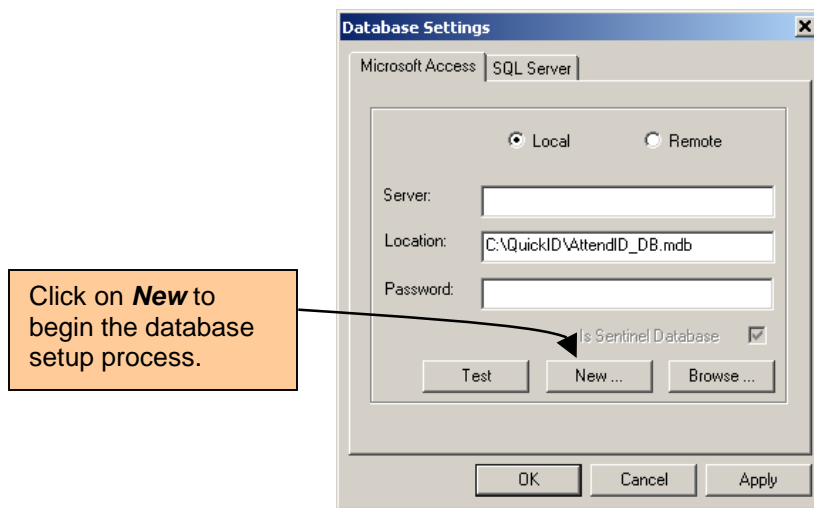
License Type:	Registered Server
Request Key:	A510F01DF311F868FC649A688B64EE13F4
License Key:	311e98dfa9937fdccbe24e81d1f64c2a

At the bottom of the dialog box, there are two buttons: "Enter License" and "OK".

Once you have entered the License Key, press the displayed **Activate License** button and the license for Attend-ID Day-Care Center Edition will be activated. You will now need to setup the database.

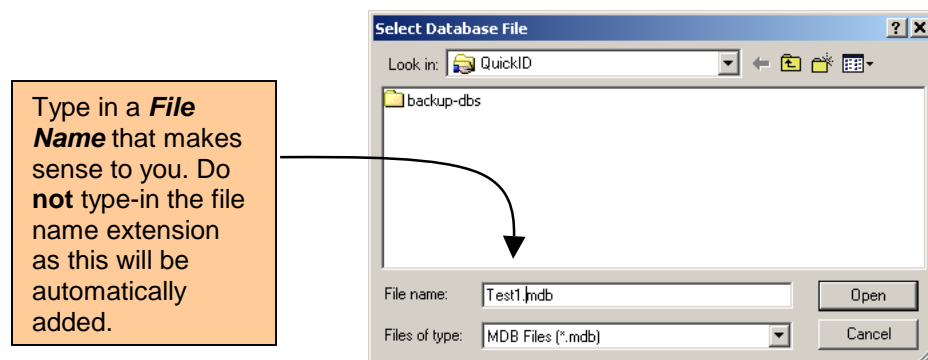
Database Settings

After you have completed the *License Activation* process, the *Database Settings* panel will be displayed. You must complete at least one of these settings before using Attend-ID. Attend-ID can interface to two database formats, Microsoft Access or Microsoft SQL Server, so from the following *Database Settings* window select the appropriate tab of the database format that you will be using for your system:



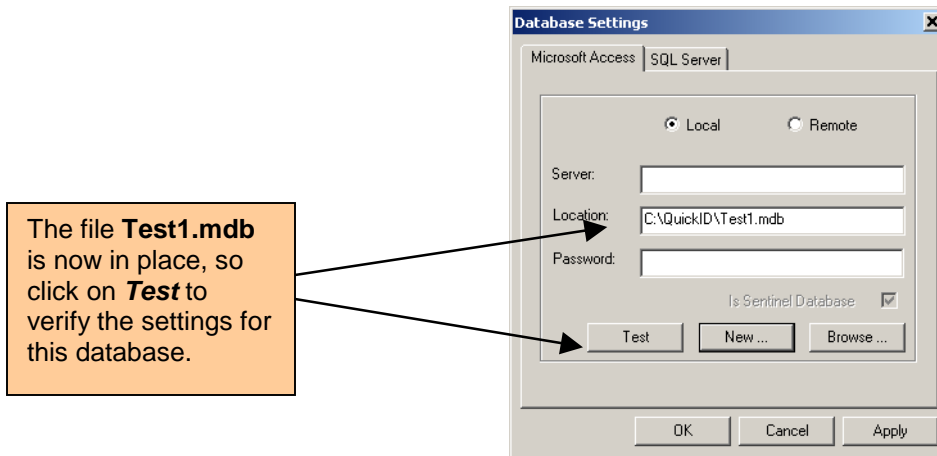
Microsoft Access Server Setup for Attend-ID

From the above panel select the Microsoft Access tab. Click on New and the following window is displayed:

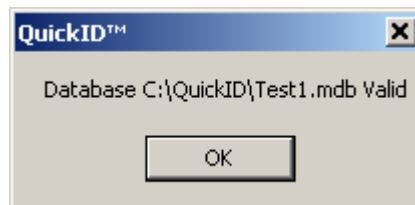


Type in a *File Name* that makes sense to you or your system. For the purposes of this example, we have used "Test1". Whatever name you choose, do **not** type-in the file extension (.mdb) as this will be added automatically by the system. Now click on **Open**. This is a little misleading, because the **Open** button actually creates the database ready for Attend-ID to use. The updated *Database Settings* panel will now be displayed with the **Test1.mdb** in place, see the next page.

Microsoft Access Server Setup for Attend-ID, continued



You now need to verify that this database has been set-up correctly by clicking on the **Test** button above. If the settings have been validated, the following panel will appear:



Click **OK** on this panel and the *Database Settings* panel will reappear. Now click on **OK** on this panel and you have successfully set-up the Microsoft Access database for Attend-ID!

Microsoft SQL Server Setup For Attend-ID

Clicking on the SQL Server tab will display the settings parameters for this version of Server. Your Systems Administrator or Database Administrator needs to create a blank database in Microsoft SQL Server. There is no need to create database tables, as that activity will be taken care of by Attend-ID Day-Care Center Edition.

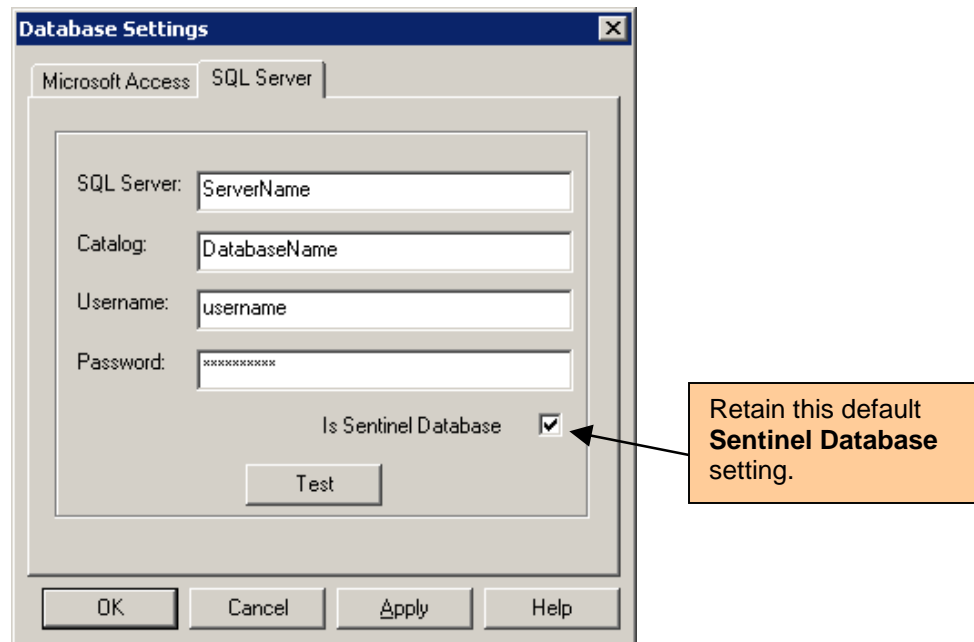
To setup SQL Server you will need four pieces of information, which can be obtained from your Systems Administrator or Database Administrator, as follows:

1. The name of the computer on which Microsoft SQL Server is installed.
2. The name of the database that was created for Attend-ID.
3. A valid username to access the database.
4. A valid password to access the database.

Again, whoever initially setup the database (Systems Administrator or Database Administrator) should be able to furnish you with these 4 pieces of information.

Microsoft SQL Server Setup For Attend-ID, continued

Once all four pieces of information have been gathered you can type them into the SQL Server window as per the example shown below.



The name of the computer is entered into the field marked *SQL Server*.
The name of the database is entered into the field marked *Catalog*.
The username and password are entered into the fields marked as *Username* and *Password*.
Also make sure that the ***Is Sentinel Database*** button is checked. Once all the information is entered click the ***Test*** button. A message box will alert you to whether the database is valid or not.

If the message box comes back with an invalid database, first double check to make sure that everything entered was spelled correctly. Also be sure that the username and password supplied have access to the Microsoft SQL Server on which the database resides. Contact your Systems Administrator or Database Administrator to determine if the information is correct. Also make sure that you have a network connection.

You can review or modify any of these database settings any time from the *Control Center* by selecting ***Tools, Database Settings***.

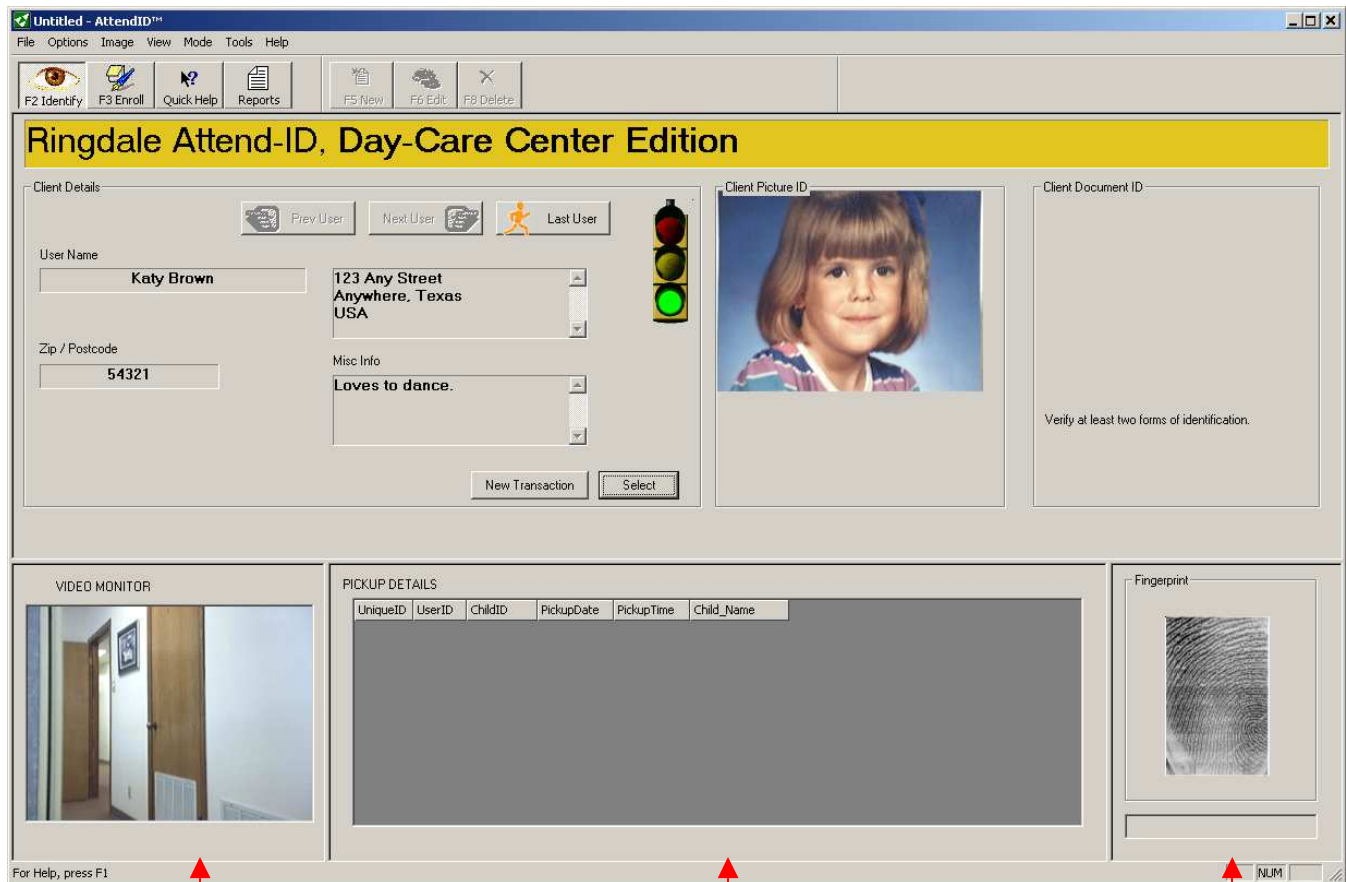
INTRODUCTION TO THE CONTROL CENTER

The Attend-ID Control Center is a multi-panel screen where you can both enroll and identify Users. In this context, Users can be considered as two categories:

- (a) Children that are enrolled in the Day-Care Center and,
- (b) Parents/Guardians that are allowed or disallowed from collecting enrolled children.

The Control Center is also used to configure the Station Preferences and the functionality will be explained in the relevant sections of this manual. If your screen does not look like the picture below, try maximizing your screen image and then you can re-size the panels by placing your mouse's cursor on the border-lines between the panels.

Control Center (Attend-ID Day-Care Center Edition)




The Video Monitor Panel allows you to aim the camera for a clear snapshot.

The Transaction Details panel displays all of the individual transactions for each enrolled User.

The Fingerprint Panel for displaying the fingerprint(s) of individual Users.

ADMINISTRATIVE SETUP

From the Control Center, click *Tools*, then *Change Password* and the *Change Password* window will open. The default/existing password on your shipped system is **password**. Enter your new password twice and then click **OK**. A window should open telling you **Password Update Successful**. If the password update was unsuccessful, you may have typed your new password in 2 different ways. If this was the case, then carefully retype your new password again 2 times and click **OK**. This will return you to the Control Center.



Change Password

Enter existing Password:

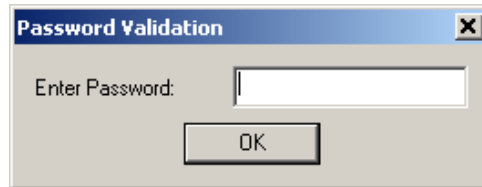
Enter new Password:

Confirm new Password:

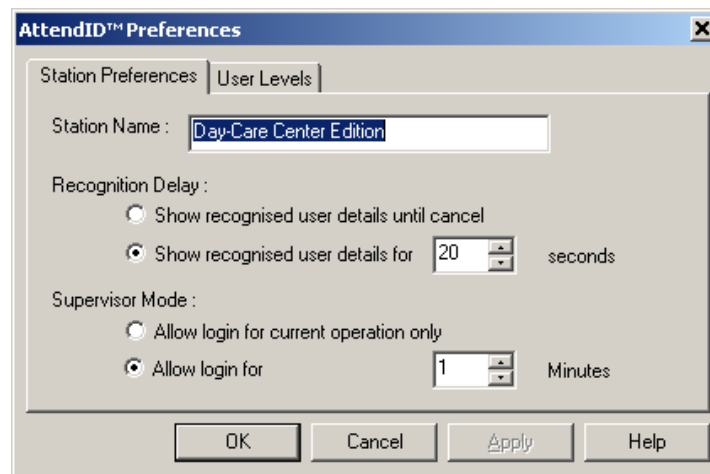
OK Cancel

ATTEND-ID PREFERENCES

From the Control Center, click **Tools**, then **Station Preferences**. The *Password Validation* window will open to allow you to enter your new password:



The *AttendID Preferences* will then open, with 2 tabs as follows: **Station Preferences** and **User Levels**. The defaults for this window are shown below.



Station Preferences tab

Station Name: Enter your company or business name here.

Recognition Delay: When a User (a customer) presents a fingerprint and is recognized, the system will either display that person's personal details until you choose to clear them from the screen or you can set a time limit that the details will be cleared (not displayed) after a designated number of seconds. Default is 20 seconds.

Supervisor Mode: Certain functions in the system require Supervisor status along with a password. The system will allow you to choose to allow a Supervisor to only perform one function at a time while logged in, or you can choose to select a number of minutes to allow the system to remain in Supervisor mode before Supervisor mode is cancelled. Default is 1 minute.

When you are finished with the **Station Preferences** settings, click the **User Levels** tab.

ATTEND-ID PREFERENCES, continued

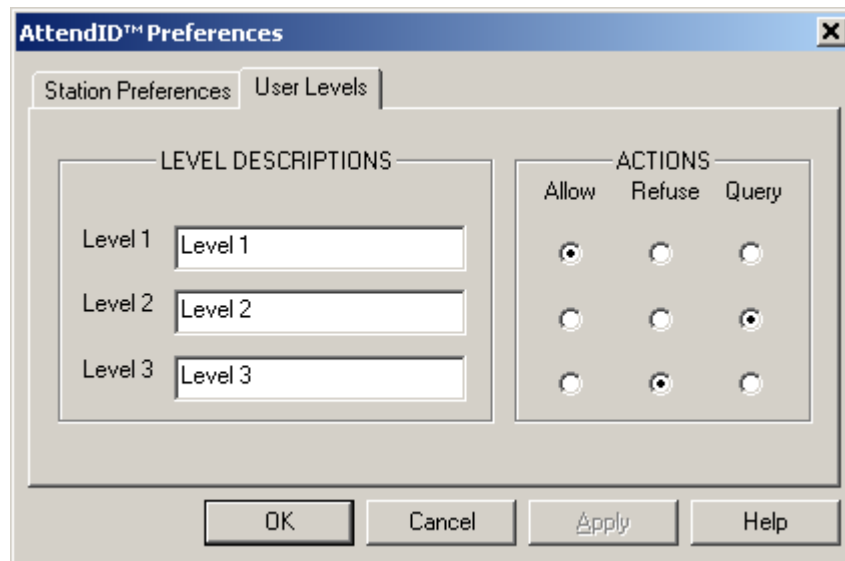
User Levels tab

In Attend-ID terms, *User Levels* means the person (parent, guardian, grandparent, family friend, etc) who is being identified by the system. The *User Levels* allows you to define three Action Levels for each User. Below are some examples of how the *User Levels* can be described in the input fields in this section (these are not the default values):

Level 1 (Green traffic light): **All Info OK**, or **Dues Paid Up**, or **Cash Any Check**.

Level 2 (Amber traffic light): **Need Info**, or **Dues Upcoming**, or **Cash Only Treasury Checks**.

Level 3 (Red traffic light): **Not Any Info**, or **Dues Not Paid**, or **Cash No Checks**.



LEVEL DESCRIPTIONS		ACTIONS		
		Allow	Refuse	Query
Level 1	Level 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Level 2	Level 2	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Level 3	Level 3	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Buttons: OK, Cancel, Apply, Help

From the above examples, please note the following conclusions:

Level 1 (green traffic light) would be assigned **Allow** as an action.

Level 2 (amber traffic light) would be assigned **Query** as an action.

Level 3 (red traffic light) would be assigned **Refuse** as an action.

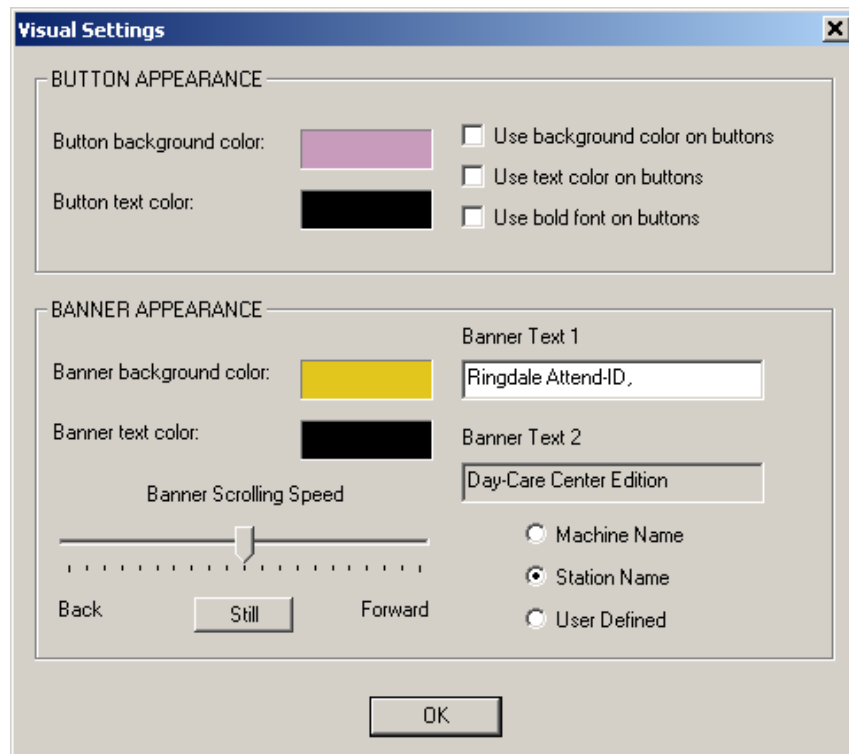
If you are going to use the **Traffic Light** feature, please make sure that you enroll each Parent / Guardian with the appropriate User Level, see the section headed *ENROLLING USERS* for more details.

When you are finished with your *User Level* settings, click on **OK** and then **F12** at the Control Center to exit Supervisor mode.

VISUAL SETTINGS

The next step is to set the Visual Settings. From the Control Center, Click **Image, Visual Settings**. Here you can choose colors for the screen display, background and foreground colors simply by clicking on the color samples in the relevant color swatch. For the *Banner Text 1*, you can choose to use your company name, and for *Banner Text 2*, you might use your specific location or other unique identifier, or you can choose to use the *Station Name* or *Machine Name* as the *Banner Text 2*. If you do change *Banner Text 2* text, be sure to fill the radio button for *User Defined*. If you prefer that the banner does not scroll, click on the *Still* button.

SPECIAL NOTE: Do Not choose RED as a color for any of your Banners. Red is reserved for the Supervisor access role and the Banner background color will automatically change to RED when you are in Supervisor access role.



If your facility has, or will have, more than one Attend-ID station installed, it is important to give each station a unique identification name under **Machine Name** in the above panel. This Machine Name is used to record the location from which each Attend-ID transaction has been executed. The default setting will use the name that your PC was originally given in the Microsoft Control Panel, System Settings. For the purposes of the Attend-ID report generator, you can leave this as-is, or give your PC a more meaningful name by clicking on **Machine Name**, deleting the default and keying-in the new name.

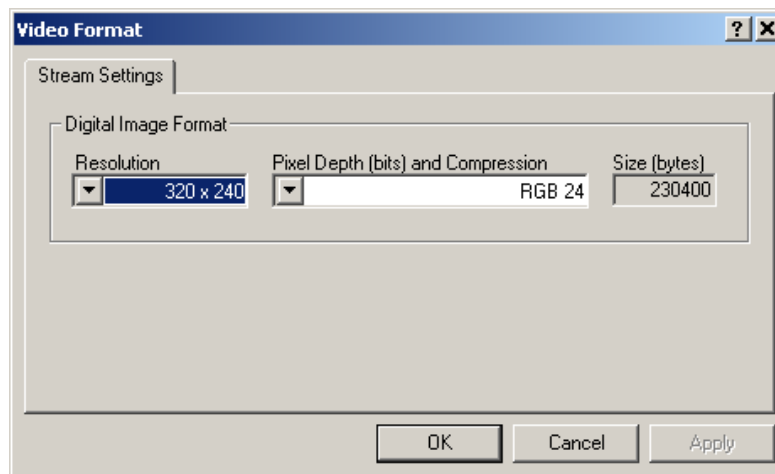
When you are finished with configuring your *Visual Settings*, click **OK**.

VIDEO CAMERA SETTINGS

This page deals with the settings for the Video Camera. From the Control Center, click **Image**, select **Camera Settings** and the following window will appear.



Now select **Format** and the following window will open;

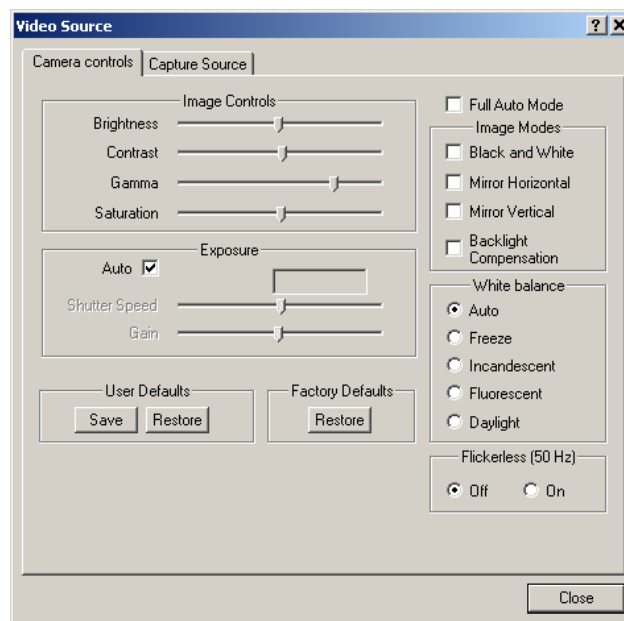


The Resolutions and Pixel Depths offered by this screen **may** differ, depending on which video camera you are using.

Note that 320 x 240 is a good choice for your picture resolution. With this resolution, 400 pictures will take up approximately 100 megabytes of disk storage. However, if you do not have adequate disk storage space, you may want to choose a smaller resolution, such as 160x120.

VIDEO CAMERA SETTINGS, continued

When you are finished with *Video Format*, select **OK** and the *Camera Settings* window will reappear. Now click on **Settings**:



At this point, there is no need to change any of these options, leave them at their default settings, although you can modify them and observe the changes real-time in the *Camera Settings* window above. The *Factory Defaults Restore* button is a great safety net for this panel. When you have finished, select **Close** and then select **OK** at *Camera Settings*, which will take you back to the Control Center.

You should now be ready to start using Attend-ID and begin enrolling Users (Children and Parents/Guardians). The following section entitled "Enrolling Users" takes you step by step through the enrollment process.

ENROLLING USERS

Note: You can practice Enrolling yourself and fellow employees and you can then delete these records after your practice session. Also note that the enrollment process will require at least one form of identification per child (Fingerprint, Security Question or ID Card)

To enroll a new User to the system, you must be in the **F3 Enroll** (F3 key) function. The **F5 New** button will be active (F5 key). Click the **F5 New** button (F5 key) and the password window will open. Enter your Supervisor password and the *New User Details* window will open. Remember, the enrollment default is children; so you will need to identify Parents or Guardians by selecting the appropriate *User Type*, see below.

Check this box if the User is a **Parent** or **Guardian**, otherwise by default the User is a **Child**.

Remember to enroll at least one of the following options when enrolling a child:
* **Fingerprint**
* **Sec. Question**
* **ID Card**.

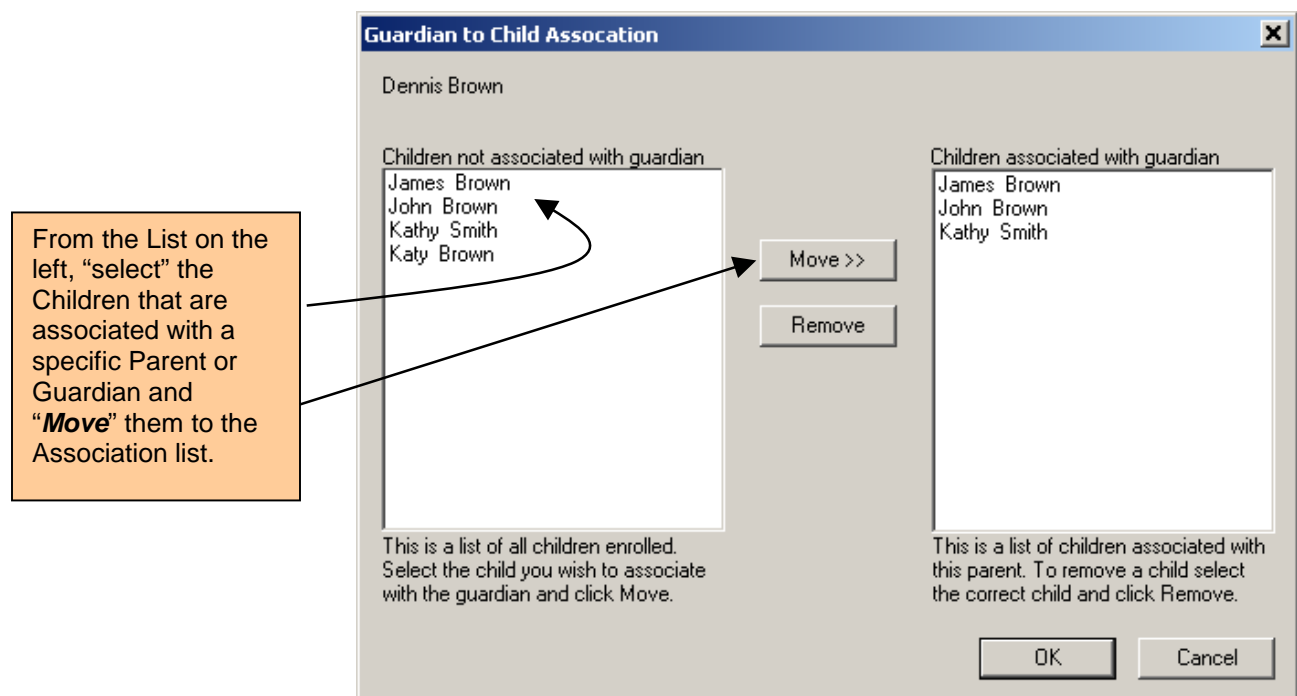
Input the name details of the New User (title; first, middle and last names) in the appropriate fields. Then complete the relevant address fields. You can also input any other pertinent data associated with this New User in the *Misc Info* field. This type of data might include the following User information; employer, driver's license number, membership number, privileges, etc. If your facility is using the Traffic Light indicator, select one of the three options to indicate this User's Level. The default User Type is assumed a child. Otherwise you must select **Parent or Guardian** if this is the correct description of this User. Please see the next page for more information on this panel.

Security Questions

Another level of security built into Attend-ID is the ability to record the answers to three User-specific security questions that can be referenced to verify the integrity of a User (*the name of your first pet* is a good example of a security question). Select **Sec Questions**, record the relevant answers from the User and click on **OK**.

Association, Parent/Guardian to Child

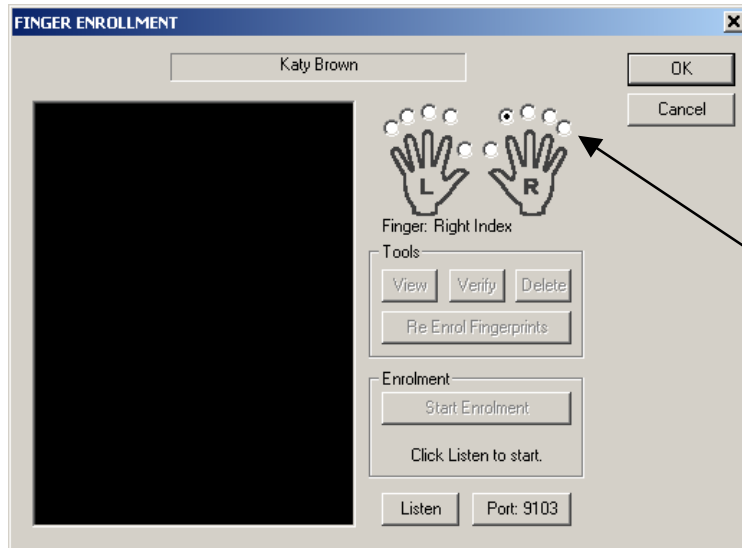
If the User is a Parent or Guardian, the **Association** option allows you to select, from the list of enrolled children, those that are associated with the Parent or Guardian being enrolled and **Move** them to the Associated list. This option is only available if the User has been flagged as a Parent or Guardian.



When the *Guardian to Child Association* has been completed, click **OK** and you will be returned to the *New User Details* enrollment panel, where you can now proceed with Finger Enrollment and Card Enrollment from this same panel, see the next page for those details.

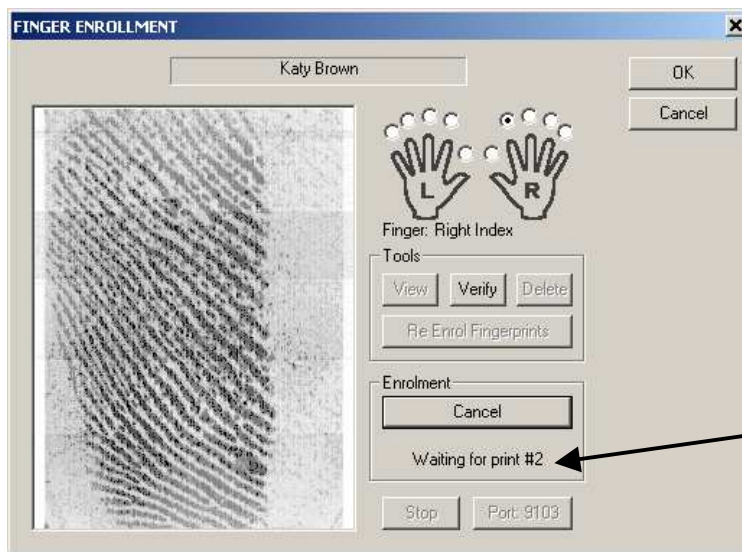
Enrolling Finger Prints

Now click on the *Enroll Finger* button and the *Finger Enrollment* panel will appear.



Select the appropriate radio button above the hand and finger that is to be enrolled

Choose a finger to enroll by selecting the radio button above the right hand fore finger (for example), and click **Listen**, which resets the reader. Now click **Start Enrolment** and ask the User to place the selected finger (right hand fore finger for example) on the reader



The "**Waiting for print #**" prompts you to perform the next finger scan.

The system will need 4 good images of the fingerprint to enroll it. The system will advise you if additional images will be needed, just follow the screen prompt "**Waiting for print #**". It is advisable that the User removes and replaces their finger on the reader after each image has been scanned. The system will advise you when the finger has been successfully enrolled. See the next page for the verification process.

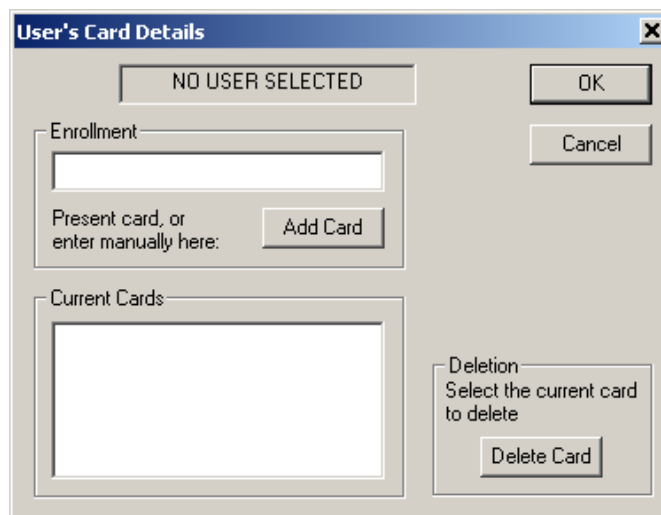
Enrolling Finger Prints, Continued

Verify Fingerprints

At this point in the fingerprint enrollment process, place the same finger on the reader one additional time and as soon as this fingerprint is displayed, click the **Verify** button to be certain that this fingerprint matches the image now on file and a score is given. If no match was found, you will need to repeat the *Enroll Finger* process for this User. You will also need to repeat this finger enrollment process for each additional finger for this User. We recommend that, at a minimum, you enroll one finger per hand per User. You will notice that each enrolled finger will have a small green check mark above the relevant finger on the hand diagram. Click **OK** on the Fingerprint Enrollment *User Details* screen when finished.

Enrolling Cards

An optional Card Reader (Magnetic Stripe, Proximity, Bar Code, etc) can be installed on your PC and can be used as another form of identification for a Child or Parent/Guardian. From the *New User Details* panel, click on the **Enroll Card** button and the following window will appear:

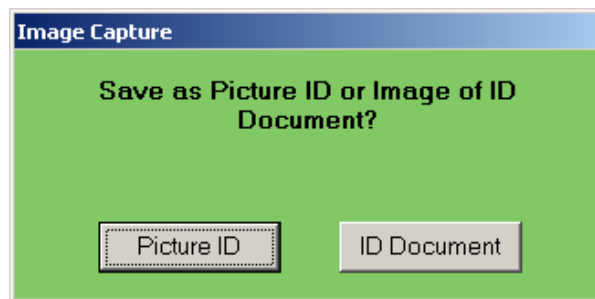


The screenshot shows a dialog box titled "User's Card Details". At the top, it says "NO USER SELECTED". There are "OK" and "Cancel" buttons. Below that is an "Enrollment" section with a text input field and an "Add Card" button. Below that is a "Current Cards" section with a list box and a "Delete Card" button. To the right of the list box is a "Deletion" section with the text "Select the current card to delete".

From this window you can Enroll, Edit or Delete card information. You can either "process" a User's card as a way to automatically enter data into the Enrollment field in the panel above or, if the data on the card is in a human-readable format, you can use your keyboard to key the relevant data directly into this field. After the card enrollment process is complete, click **OK** then click **OK** at the *New User Details* panel and you have now completed this portion of the *New User Details* section. You will be returned to the *Control Center*.

Photo ID

At this time, ask the user to stand on your camera spot and manually adjust the camera to accommodate the person's height. Ideally, you need to fill the image area just with the person's head and shoulders. When you are satisfied with the image of the User, click on the **Grab Image (Ctrl+Alt+Ent)** button (the button towards the center of the Control Center with a graphic of a camera on it). This will take a snapshot of the person, document or image that is in the *Video Monitor* panel of the Control Center. You will be asked to save this image as *Picture ID* or *ID Document* to be displayed in the relevant space at the Control Center.



Click on **Picture ID** or **ID Document** as appropriate. The *Password Validation* window will now appear for you to enter the Supervisor Password.

If the picture is not suitable, just reposition the person until you are satisfied with the image, press the **Grab Image (Ctrl+Alt+Ent)** button again and a new snapshot will be taken. If you do not want to use the captured image, hit **Esc** on your keyboard to cancel this selection and try a new camera image.

Note: An alternative to a snapshot of the person is a snapshot of the person's photo ID card, such as a driver's license. This will record the person's face, name, address, DL number, and even an image of their signature. Use a desktop business card display holder or other similar means to display the card in front of the camera and take a close-up snapshot of the ID card, using the camera focus ring to achieve a sharp, clear image.

After you have answered all the questions and enrolled a New User, you will need to complete the enrollment process by clicking on **OK** and exiting the Enrollment process. This will ensure that the User's data and fingerprints have been enrolled correctly and successfully saved in the database. This will also take you back to the Control Center.

After you have finished enrolling all of the Children, Parents and Guardians, you will be ready to start using Attend-ID Day-Care Center Edition. Using the system on a regular basis is covered in the next section, IDENTIFYING USERS.

IDENTIFYING USERS

Each time that a Parent or Guardian wishes to deliver or pick-up a child from the Day Care Center, Attend-ID will perform two important functions:

- (1) Provide information to help you correctly identify that User (Picture ID, Fingerprint verification, Document ID, Visual verification, Security question, etc).
- (2) Log all transactions for that User in the Pickup Details database.

To first identify a User, click on the **F2 Identify** button (F2 key) on the Control Center, at which point all panels on the Control Center will be grayed-out ready to start the identifying process and to process a transaction for this User.

If the next User in line has already been enrolled and is ready to be identified, ask him or her to place their previously-enrolled finger on the fingerprint sensor. If you hear a 2-tone beep and the *Unknown User* panel is displayed, this indicates that either the scanned fingerprint image could not be recognized and the User will need to try again, or the User is not enrolled in Attend-ID.

However, if you want to visually recognize this User as an alternative to the User rescanning their finger, from the displayed *Unknown User* panel you can select the **Guardian** or **Child** button (see below):



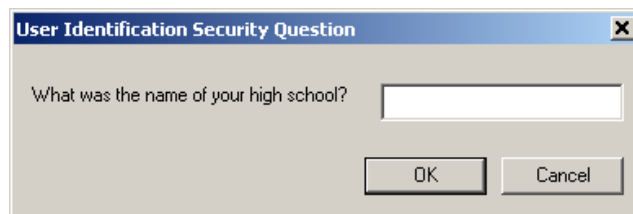
For example, click on **Child**, enter the requested *Supervisor Password* and a list of the enrolled children will be displayed in the *User Identification* panel. Double-clicking on the name of the relevant child will display his/her picture from file to aid the verification / recognition process and allow you to manually login or logout the selected child.

Alternatively, when you click on **Guardian** from the above panel and enter the *Supervisor Password*, the *User Identification* panel is displayed from where you can double-click on the name of the Parent or Guardian that you want to visually identify. Double-clicking on the name will display that User's Photo ID from the database to aid the verification process, see the next page.

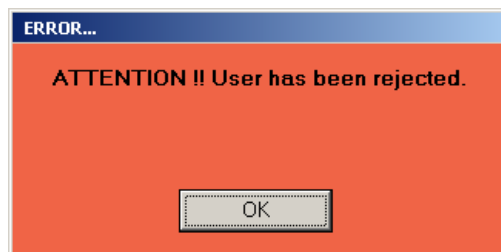
IDENTIFYING USERS, continued



Click on **Pickup** and the Security Question panel will be displayed.



Key-in the User-provided answer to this important security question and click on **OK**. If the answer to the security question is correct and if the User has a Green or Amber traffic light status, you can proceed with the pick-up transaction as described in the “Green, Amber, Red” section that follows. Conversely, if the security question was answered incorrectly, or if the User has a Red status in the traffic light system, then the following error message will be displayed:

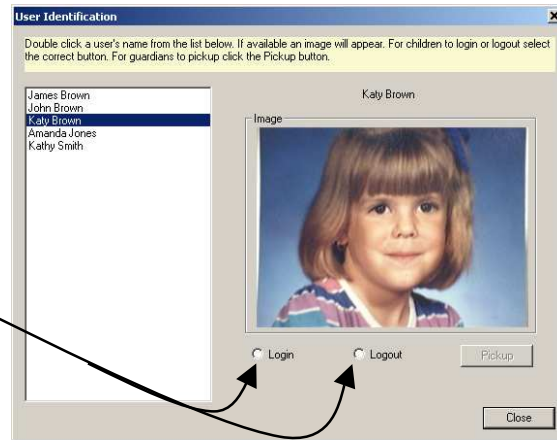


If this **Error** message is displayed, you must follow the security procedures that your facility has in place for this kind of situation (where a Parent or Guardian has a “Red” status on the traffic light system, or where the Parent/Guardian is unable to answer correctly their individual security question/questions).

IDENTIFYING USERS, continued

Another option for visually identifying a single user (Child) is to select **Options** from the Control Center and then select **Single User Login/Logout**. When the correct *Supervisor Password* is validated, the same *User Identification* panel as discussed in the above paragraph is displayed, allowing you to select the relevant Child for the login or logout process. Refer to the following panel for more details.

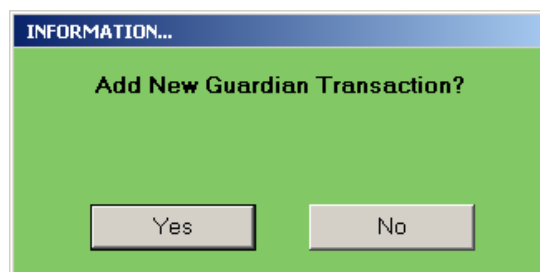
If this is the picture of the child that you want to login or logout, select the relevant button and a confirmation of that action will automatically be displayed below these buttons. Then click on *Close* to return to the Control Center



If in the scenario just described, the User in question is a Parent or Guardian and you have clicked the **Guardian** button, you will be asked for the Supervisor Password and thereafter the sequence of panels that are displayed for that Parent or Guardian are described in the following section (Green, Amber or Red).

When a User places their finger over the sensor and a 3-tone beep is heard, this usually means that the system has recognized the fingerprint and the User's data will be immediately displayed on the screen (Picture ID, Document ID, Fingerprint, etc). Depending on how the parent / guardian has been designated within the Traffic light system (Green, Amber or Red), one of 3 Windows will then open.

System response if the User has been designated status "Green".



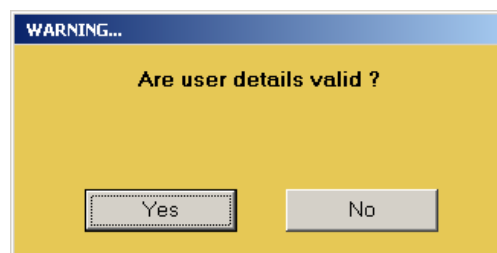
Click **Yes** quickly, as this window will only stay open a short time for security reasons (default is 20 seconds). A window will now appear that identifies the child or children that this particular Parent or Guardian is authorized to pickup. Continued on the next page.

System response if the User has been designated status “Green”, continued

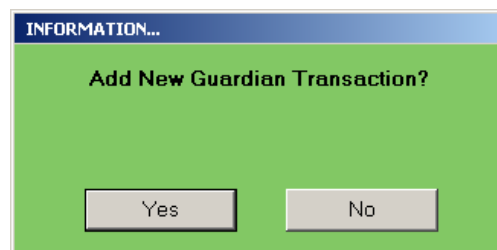
If for any reasons the Parent or Guardian is not collecting all of the listed children (illness, vacation, etc), then it is important that you uncheck the check-box next to the child’s image in this image view of the child who is not being picked-up. Since all transactions are recorded in the Pickup Details database, it is imperative that each pickup transaction is accurate.

System response if the User has been designated status “Amber”.

If a parent / guardian has been designated under the traffic light system as “Amber”, then the following window will appear when that User is identified:

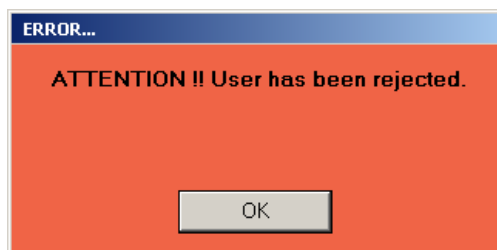


If you have verified that the User details are indeed valid, click on **OK** and the *Add New Guardian Transaction* window will appear, allowing you to process a transaction, as previously described in the “Green” section (see previous page).



System response if the User has been designated status “Red”.

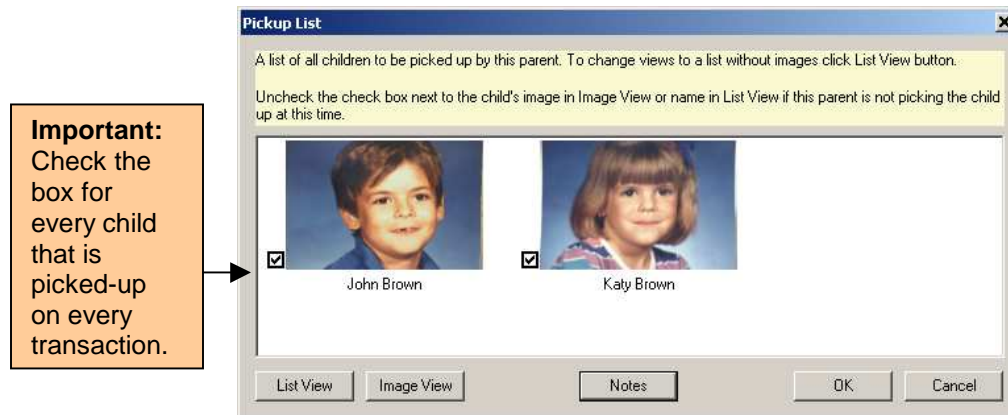
If a parent/guardian has been designated under the traffic light system as “Red”, then the following window will appear when that User is identified:



At this point in the **IDENTIFY USER** process, any User who is designated “Red” under the Attend-ID definitions will not be allowed to pick-up any children.

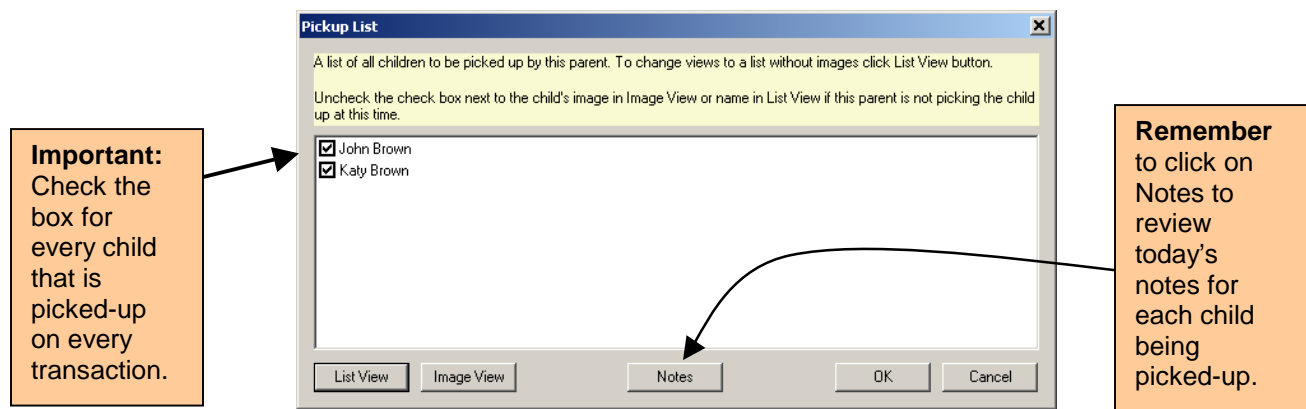
IDENTIFYING USERS, continued

If a User has been correctly identified by Attend-ID and you have selected to add a new User Transaction, the following *Pickup List* window is an example of what will appear each time a Parent / Guardian (who has been designated status "Green" or "Amber") identifies themselves to Attend-ID (via fingerprint scan, or some other form of identification) and is ready to pickup one or more children.



If the selection is more than three children, you can use the scroll bar at the bottom of the window to view all of the children available and approved to this User for collection. Each child's image includes a check box that will need to be verified via a check mark (✓) to signify that the User collected this child on this transaction.

If for any reason a child is not being collected by this User at this time (because they were absent from Day-Care today, for example), then their name needs to be un-checked in the above window. Alternatively, by clicking on the **List View** button in the above window, the following window displays the same information but as a list.

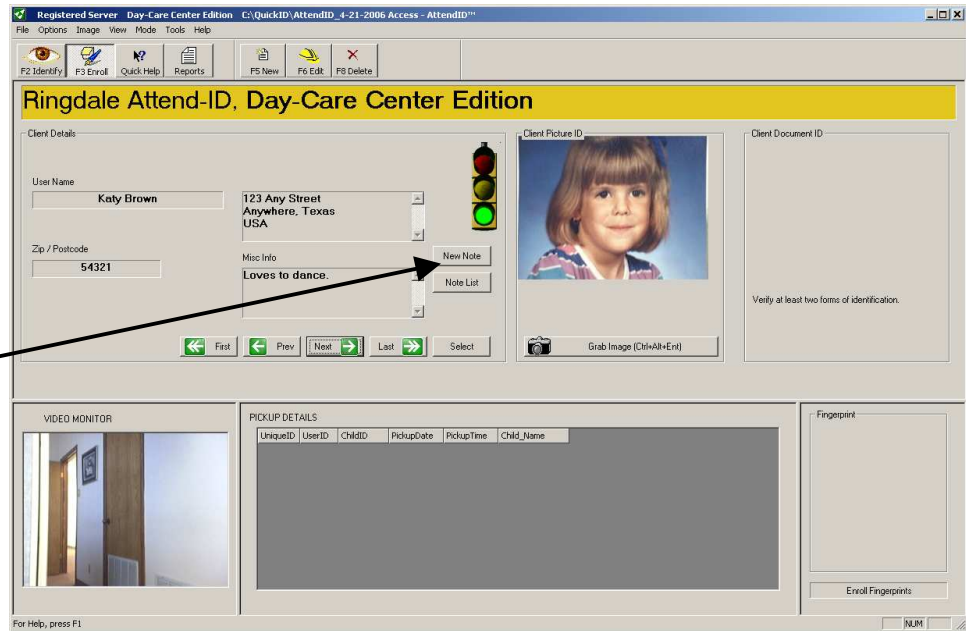


Remember to click the **Notes** button in either panel (*List View* or *Image View*) to review today's Notes. The button will be grayed-out if there are no Notes for today. When you are satisfied that the relevant boxes have been checked or unchecked, click on **OK** and you will be returned to the Control Center, ready to identify the next User and so repeat the process.

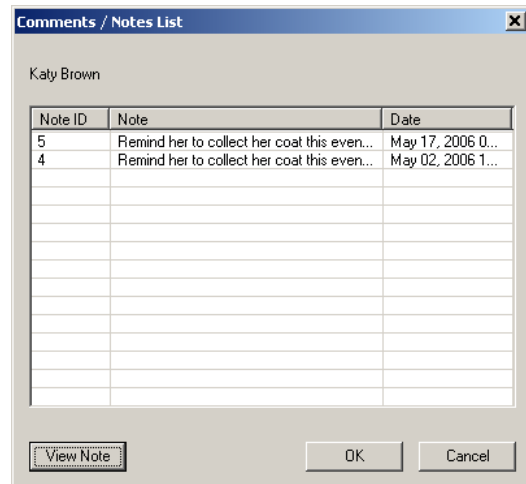
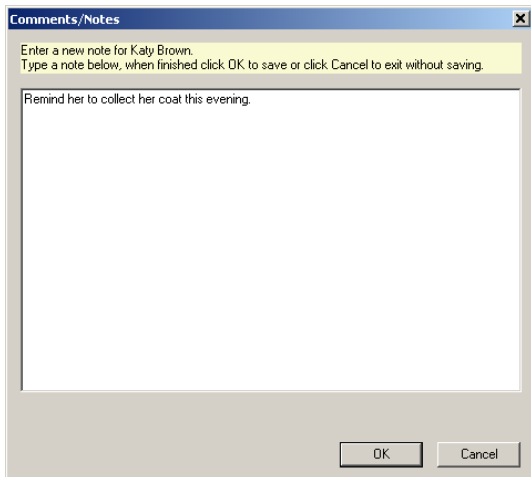
IDENTIFYING USERS; User Notes

Notes can be added to a User record for reviewing at the time of pickup, or as needed. From the *Control Center*, select **Enroll F3** (F3 Key) and then select the relevant child's record and the following panel will appear:

Selections for adding a new Note, or reviewing the Notes List for each child.



Select **New Note** from the center of the window and you will be asked for the Supervisor Password, after which the *Comments/Notes* panel will be displayed.



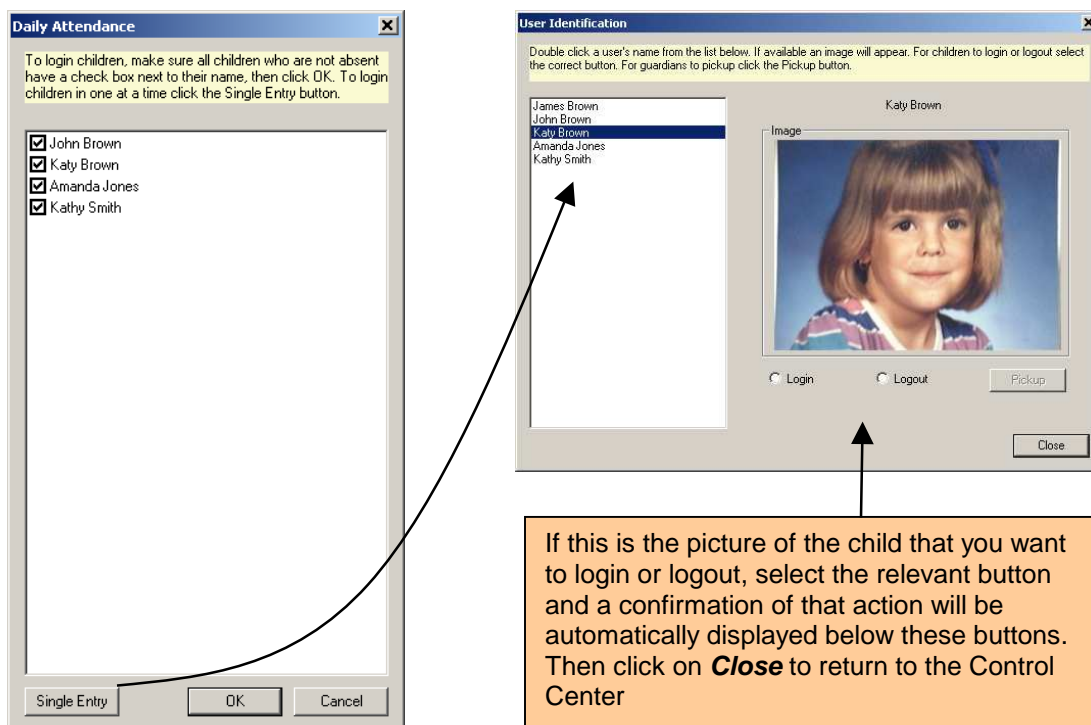
Type in the appropriate note for this child and click on **OK**. This note is now saved and will be displayed whenever the Child is picked-up by a parent or guardian today. The *Comments/Notes List* panel above is displayed when you click on **Notes List**.

DAILY ATTENDANCE

Another option for identifying and logging-in **or** logging-out attending children is via the *Daily Attendance* log. From the **Options** button of the Control Center select **Daily Attendance** and enter the *Supervisor Password*. Daily Attendance lists all of the children who have been enrolled in Attend-ID but have not yet been logged-in today. From this window (when you are satisfied that you have visually identified a child or children) you can simply login one, some or all of the children.

The assumption with Daily Attendance is that the majority of children will be in attendance on any one day, hence the default is a tick in the box alongside each child. This panel is designed such that you **deselect** the few children who are not in attendance today. Be aware that if you click **OK** at this point, all of the listed children will be logged-in. If in doubt, click on **Cancel** and you will exit this list without making any changes.

Alternatively, from this *Daily Attendance* panel, you can select **Single Entry** at the bottom left-hand corner and the *User Identification* panel will be displayed. From here, double-clicking on the name of the relevant child will display his/her picture from file to aid the verification / recognition process and allow you to manually **Login** or **Logout** the selected child (see below).



Select either **Login** or **Logout**; click on **Close** and then **OK** to return to the Control Center.

IDENTIFYING USERS, Important Caution

IMPORTANT: Children should only be picked-up by adults (Parents or Guardians) who have authority for that child and are properly registered in Attend-ID to so do.

Children should not be released to anybody who does not have the correct authorization or who is not registered in the Attend-ID Control Center to collect a child. Your organization should have rules, regulations and procedures for such occurrences.

An example of such an occurrence is if somebody from Child Protection Services (or a similar organization) arrives unannounced to collect a child who is registered to the Day-Care Center. Even if this person has all of the correct documentation and authorization, the following activities must first take place:

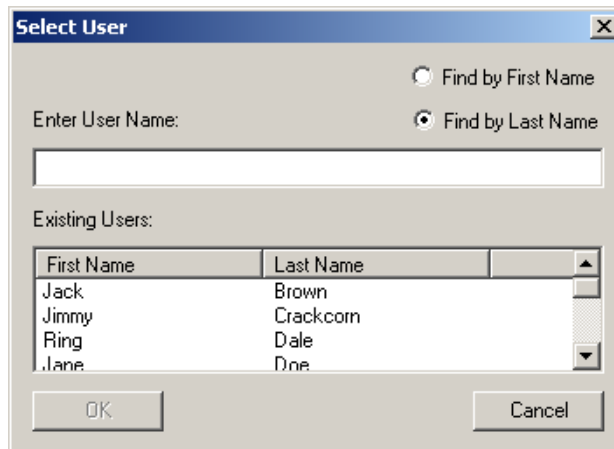
- a) The person must register as a User in Attend-ID.
- b) Picture ID, Fingerprint(s), Document-ID, etc must be part of this registration record.
- c) Verify via other means that the person is indeed who they say they are (phone call to their supervisor, for example).

After the registration process is complete and you are satisfied that the person is bona fide, then complete the pickup transaction for this child to record the event in Attend-ID and then follow your organization's procedure for such occurrences.

EDITING A USER

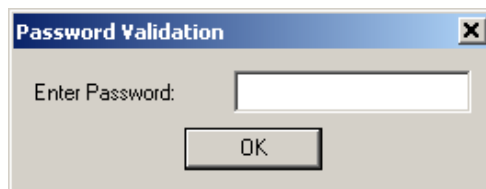
You must be in the **F3 Enroll** mode to retrieve a user's record to edit it as you cannot edit a User in the **F2 Identify** mode.

Select **F3 Identify** (there may be a short delay while the system verifies resources and before the *Enroll* panel is displayed). Click the **Select** button (in the middle of the Control Center and below the traffic light). A *Select User* window will open listing all of your enrolled Users. You may find Users by first name or last name by entering letters into the *Enter User Name* field. You may also scroll through the *Existing Users* list.



First Name	Last Name
Jack	Brown
Jimmy	Crackcorn
Ring	Dale
Jane	Doe

Click on the desired User's first name and click **OK**. At this time, you may edit the User's details by clicking the **F6 Edit** button at the top of the Control Center, or by pressing the **F6** key on your keyboard. For security purposes, the password validation window will open, so enter your Supervisor's password and click **OK**.



Edit the User's details as necessary. You can also edit the User's Transaction Details by deleting a specific entry (a row). Highlight the specific row or click on the Unique ID of a row and then press the **Delete key** on your keyboard to delete that row / transaction. When you are finished, click **OK**.

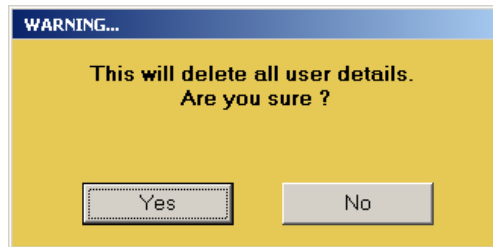
Note: Be careful not to press the **Ctrl+Alt+Ent Grab Image** button, as you will lose the User's snapshot.

Editing a User is continued on the next page.

EDITING A USER, continued

You can delete a User by first selecting the User and then clicking the **F8 Delete** button or by pressing the F8 key on your keyboard.

A window will pop-up asking you to verify that you do indeed want to delete all of the details for the selected User. Click on the appropriate response (**Yes** or **No**)



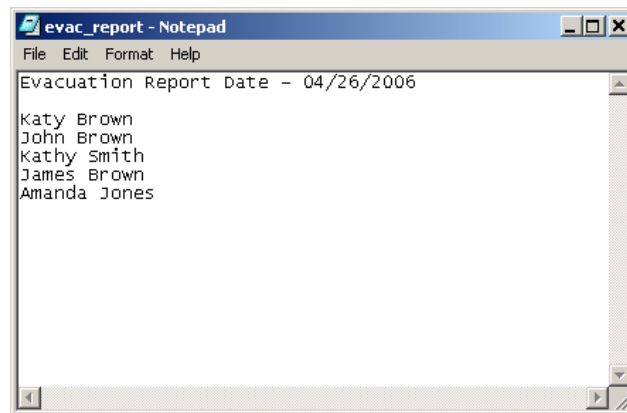
When you have completed Editing, use the **F12** button (F12 key) to log off as a supervisor and your Banner should again change from RED to your chosen color.

You will be returned to the Control Center ready to complete the next transaction.

EVACUATION REPORT

Should there ever be the need to evacuate the Day-Care Center, for whatever reason, an Evacuation Report can be generated from Attend-ID that lists all of the children currently in attendance.

From the top line of the Control Center, click on **Options**, select **Evacuation Report** and the following window will be displayed:



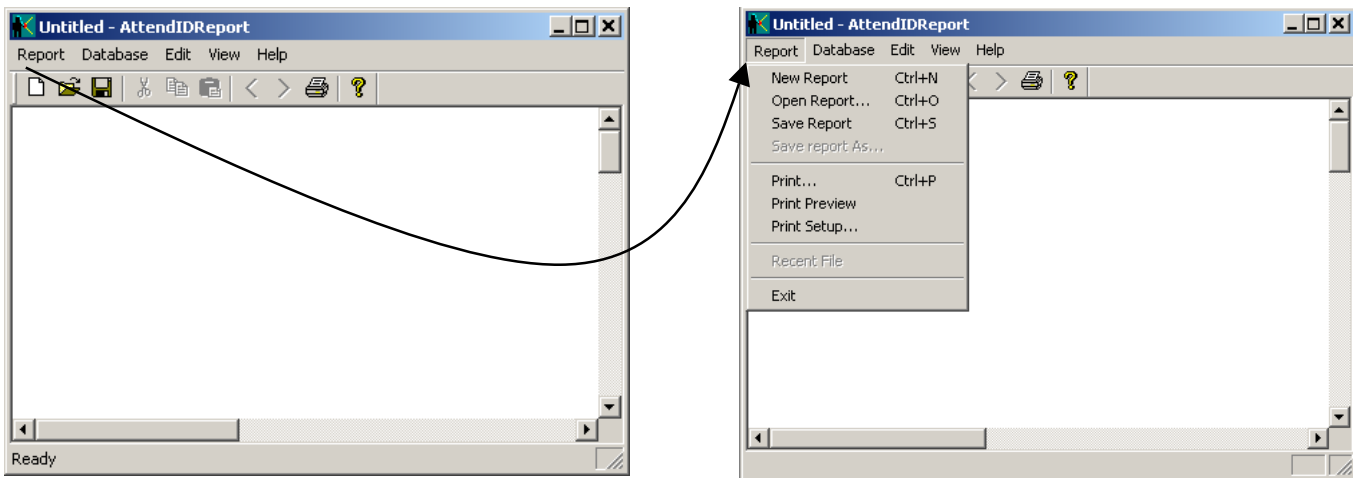
This Evacuation Report can be printed (from the top line in the above example, select **File** and then **Print**) and subsequently used to verify the physical child count for this evacuation.

However, it is important to realize that the accuracy of this report is only as good as your constant diligence in using Attend-ID to record the arrival (login) and departure (pickup) of each and every child.

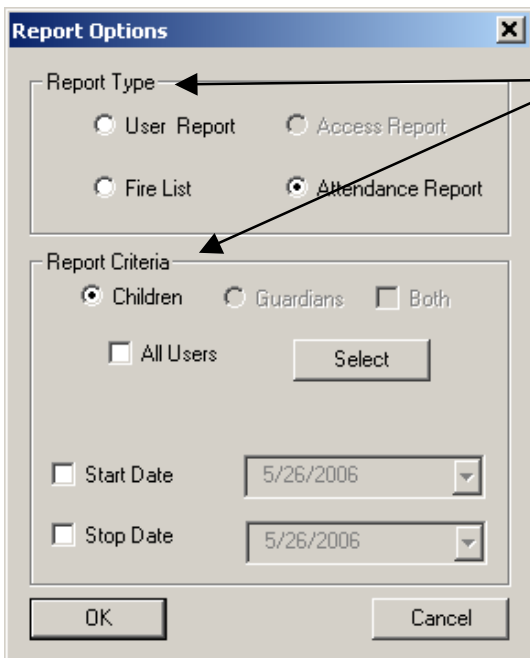
REPORT GENERATOR

Attend-ID logs the details of each and every transaction in the database that has been configured for your system (either Microsoft Access or Microsoft SQL Server). Reports can be generated from this database by using various third-party database tools (Crystal Reports from Business Objects, for example) However, included in Attend-ID is a generic report generator that can generate several pre-scripted reports from its database.

From the **Control Center**, click on **Files, Reports** and the following panel is displayed: Now click on **Report** and the various available options are shown



As shown in the right-hand panel above, you can generate a new report, open an existing report, save or print a report. By selecting **New Report**, the next selection panel is displayed:

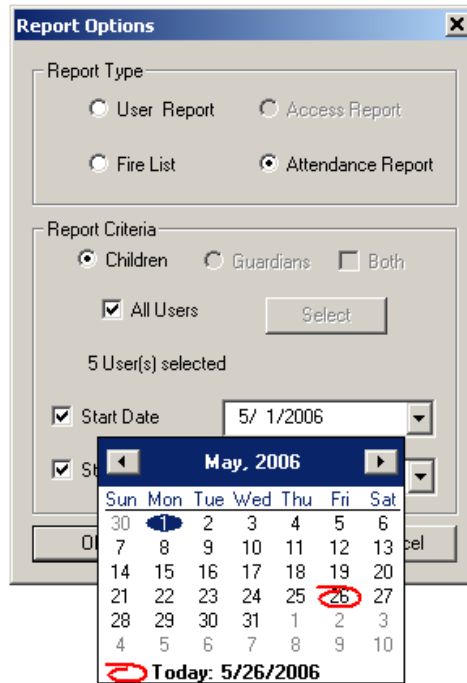


The selection panel to the left has a top and a bottom section (**Report Type** and **Report Criteria**) that have to be configured together in order to generate a meaningful report.

If, for example, you need to generate an **Attendance** report for the month to date, from the "Report Type" section of the panel select **Attendance Report** and from the "Report Criteria" section select **All Users, Start Date** and **Stop Date**. When you click on either Start Date or Stop Date a Calendar will also be displayed to help you select the appropriate dates. This Calendar can even be used to scroll forwards and backwards through the months, the default dates are always today's date. You can also generate an **Attendance** report for one or several Users via the **Select** button.

See the next panel for an example of the Calendar.

REPORT GENERATOR, continued



The information that this example report generates is presented in the following format:

DATE	ATTENDEE NAMES	LOCATION	TIME IN	TIME OUT	TOTAL
------	----------------	----------	---------	----------	-------

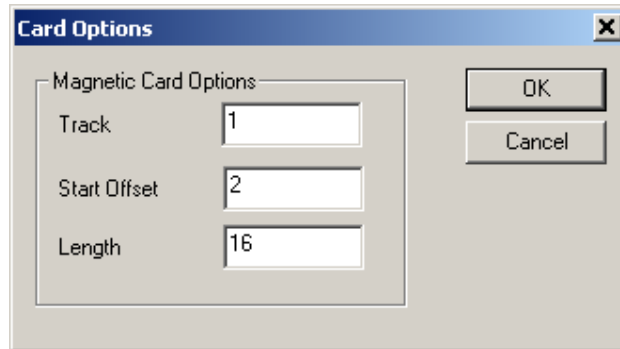
The total attendance time for each student is then tallied (TOTAL) and the total attendance time for each day is also reported at the bottom of the data for each day on the report. If the report that you have generated is longer than one page, you can scroll backwards and forwards a page at a time using the < (previous) and > (next) buttons.

When you have generated the report, you can either print it (**Report, Print**) or save it (**Report, Save Report As**) for future reference, just follow the on-screen prompts. Also, a saved file can then be emailed as an attachment to an email message.

When you have finished generating reports, select **Report, Exit** to return to the Control Center.

CARD OPTIONS

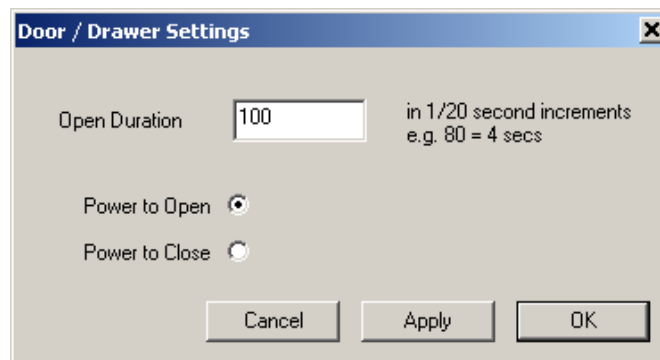
If you are going to use Cards as a method of identification (see Card Enrolling), you will also need to configure Attend-ID to support the style and type of cards that you want to support. So, from the top line of the Control Center, click on **Tools**, select **Card Options** and the following window will appear:



The settings for *Track*, *Start Offset* and *Length* will have to be configured to match the characteristics of the ID Cards that you want to support. When this panel is configured (defaults are as shown above), click on **OK** and you will be returned to the Control Center.

DOOR / DRAWER OPTIONS

If you are going to use a cash drawer as part of the Attend-ID system, you will need to go to the top line of the Control Center, click on **Tools**, select **Door / Drawer Options** and the following window will appear:



Complete these settings such that they match the characteristics of the Door / Drawer that you have installed. When complete, click on **OK** and you will be returned to the Control Center.

FUNCTION KEY DEFINITIONS:

- F2 – Identify Users mode
- F3 – Enroll new Users mode
- F5 – Open data input screen for a new User
- F6 – Edit an existing user's data
- F8 – Delete an existing User from the database
- F11 – Clear current User's data from the screen
- F12 – Log off as a Supervisor

Ringdale Inc
101 Halmar Cove
Georgetown, Texas 78628
USA

Freephone: 888 288 9080
Tel: +1 512 288 9080
Fax: +1 512 288 7210

Ringdale Ltd
56 Victoria Road
Burgess Hill
West Sussex
RH15 9LR
United Kingdom

Freephone: 0800 214503
Tel: +44 (0) 1444 871349
Fax: +44 (0) 1444 870228

Ringdale GmbH
Fabrikstationsstraße 43 A
D-68163 Mannheim
Germany

Freephone: 0800 - 8251880
Tel: +49 (0) 621 7186-0
Fax: +49 (0) 621 7186-20

Website: <http://www.ringdale.com>