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Fingerprint Management System Overview
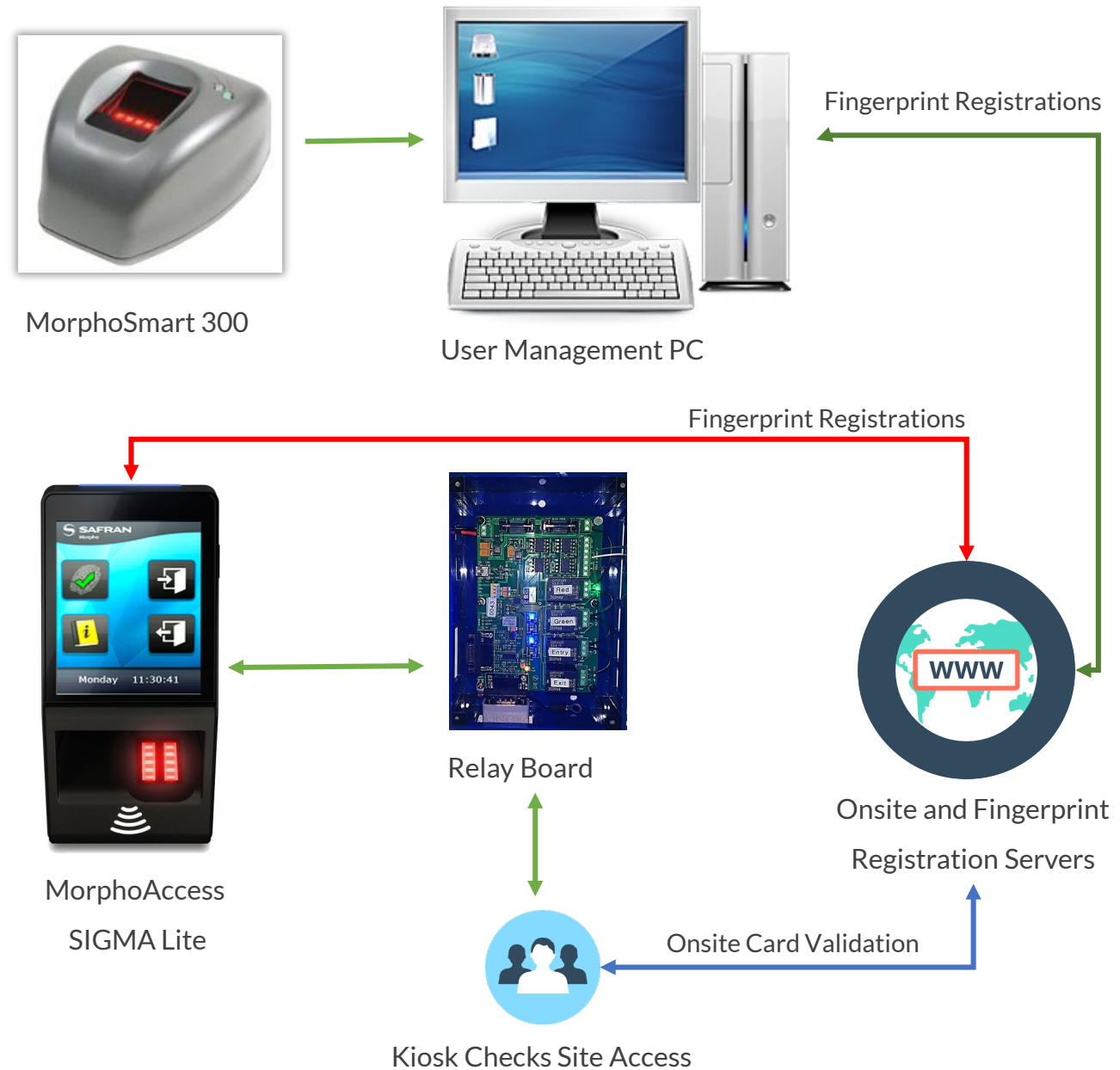
BOUYGUES CONSTRUCTION

AUSTRALIA

Site: Bouygues Suntop Solar Farm

AGENDA

| Topic |
|:---:|
| Setup Devices |
| Running MorphoManager |
| Adding and Registering a Cardholder |
| Editing a Cardholder |
| Searching Cardholders |
| Checking Settings |
| Troubleshooting |
| Links |

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SETUP DEVICES

- Devices need to be setup correctly in order to correctly scan in cardholders and register their fingerprints.

- Two types of scanner are used, but do different functions at site.

- Fingerprints scans done on MorphoSmart 300 Fingerprint Reader. Connected Via USB to User Management PC

- Scans of DESFIRE cards done on MorphoAccess Sigma card reader, passes through Internet to User Management PC to be registered against Cardholder Profile. (RED)

- When fingers Registered, Passes data back to MorphoAccess Sigma Lite reader to store in its memory (up to 500 profiles)

- For Site Access, Scan finger on MorphoAccess Sigma Lite reader, passes Access/Deny to Relay Board. If Access Granted, Sends Login details to Kiosk

- Kiosk then Check Cardholder Access at site.

MorphoSmart 300

User Management PC

Fingerprint Registrations

Fingerprint Registrations

MorphoAccess SIGMA Lite

Relay Board

WWW

Onsite and Fingerprint Registration Servers

Kiosk Checks Site Access

Onsite Card Validation

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RUNNING MORPHOMANAGER

- Software that is used to Register Cardholders
- Admins will only use User Management module.
- Configuration under the Administration section is not to be Modified. This will impact the functionality of Enrolling and Managing Devices and users if Modified.
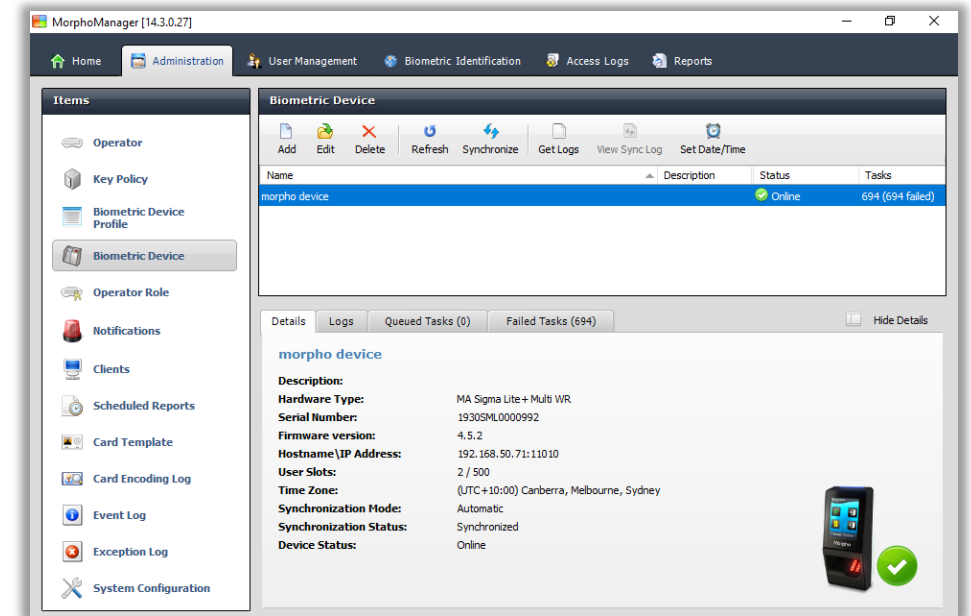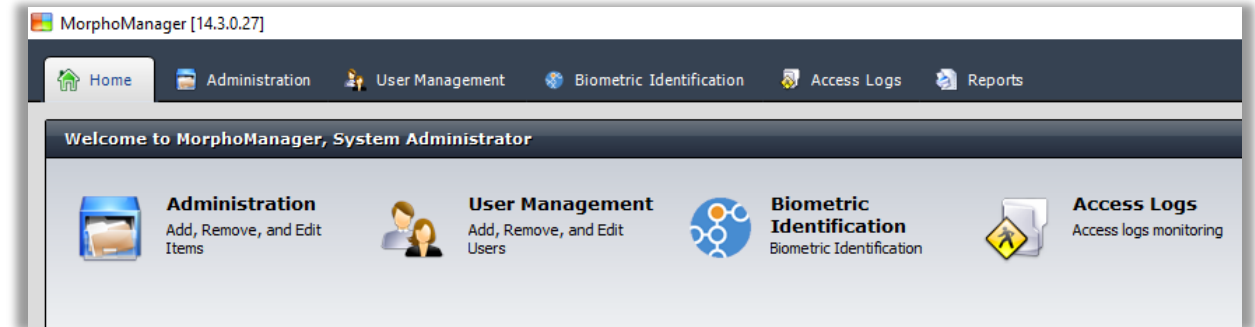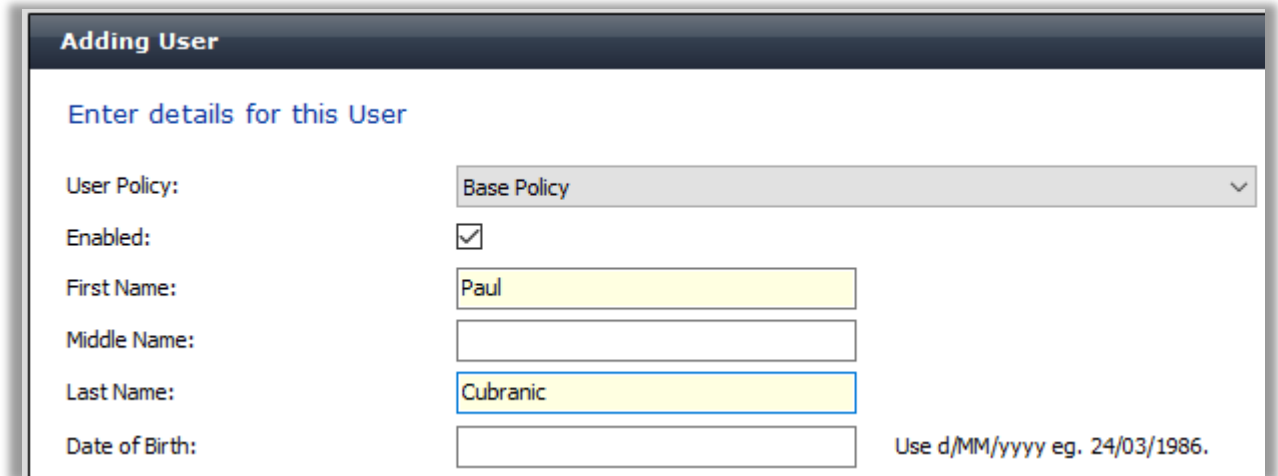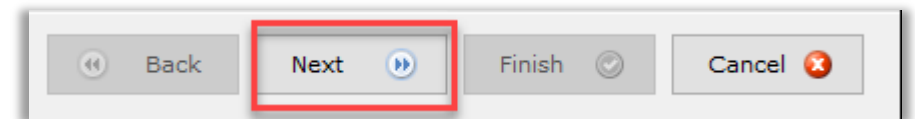
ADDING AND REGISTERING A CARDHOLDER

- Choose the User Management Module

- This Module will allow you to

  Add/Edit/Delete/Search Cardholders that have

  been register in the MorphoManager System.

  This is NOT Linked to Onsite Track Easy.

- This is a Separate program used for registering

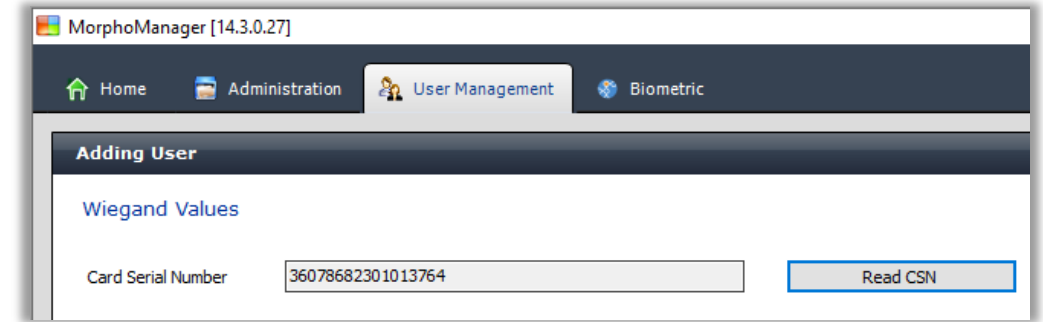 the Fingerprints to a workers Pegasus Card.

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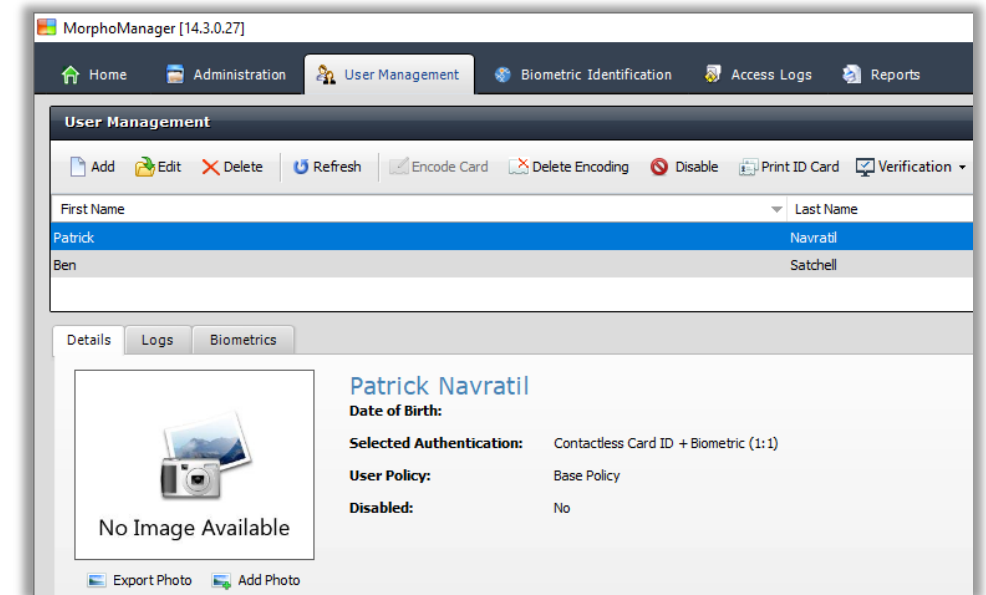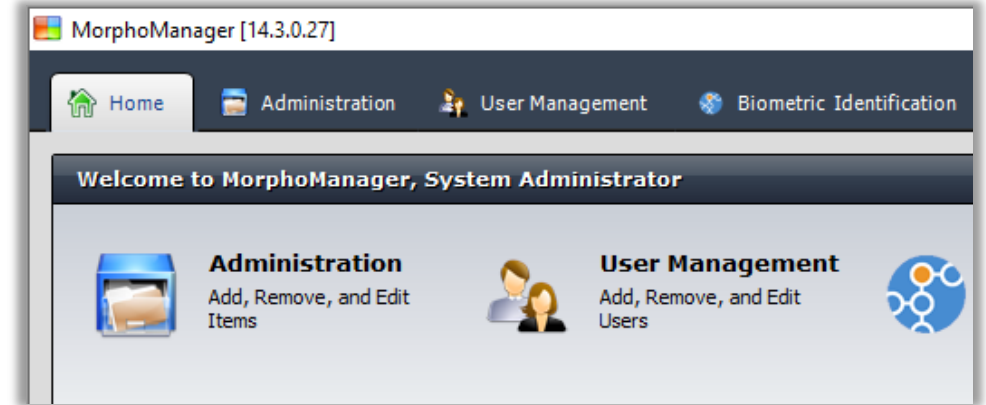
ADDING AND REGISTERING A CARDHOLDER

- Choose the Add Option

- <mark>Select "Base Policy" to apply the configuration policy against this cardholder.</mark>

- Tick Enabled. (Can create users in advance, but disable them if not active yet.)

- Enter in First Name (as per Pegasus Card)

- Middle Name is optional

- Enter in Last Name (as per Pegasus Card)

- Date of Birth is Optional, but will not be used outside this program.

- Click Next when ready to continue.
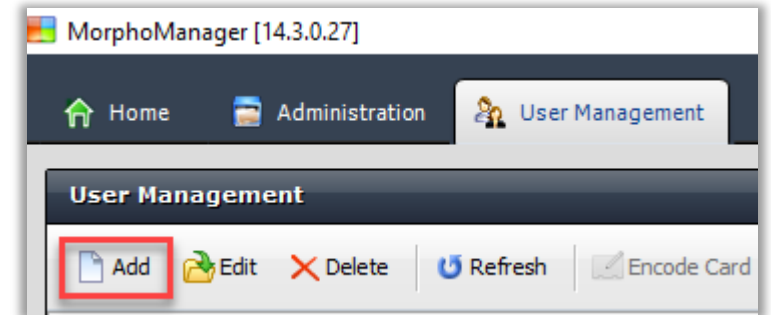
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ADDING AND REGISTERING A CARDHOLDER

- You now need to Scan the Cardholders Card on the Cardreader. Press Read CSN to ready the SIGMA Reader

- Scan on the contact part of the Reader

- Number should now appear in "Card Serial Number" section of the Adding User – Wiegand Values page

- Press Next to continue

- **Note:** Will ONLY read DESFIRE designed cards. Non-Desfire cards will not be read by the Reader.



- MorphoAccess SIGMA Lite + Multi Card Reader

- Only Card Reader Feature is used on this page.

ADDING AND REGISTERING A CARDHOLDER

- You can Optionally Choose to add a photo to the cardholder Profile
- Will ONLY be used and stored on this Program. Cardholder photos are stored in Onsite Track Easy. So this can be skipped here.
- If Adding, Click Import Photo, then go to file location of photo and press save to add against Cardholder Profile.
- Can be added/edited later if desired.
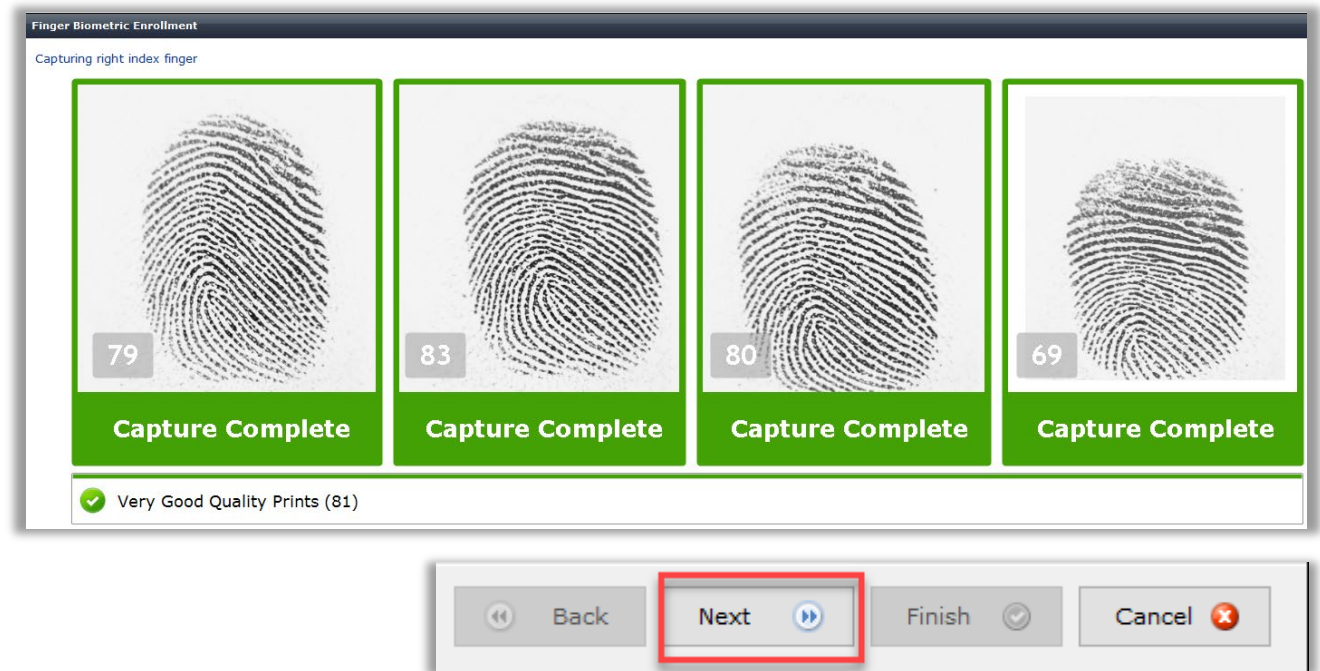- Unless adding photo then in most cases, click Next to continue.

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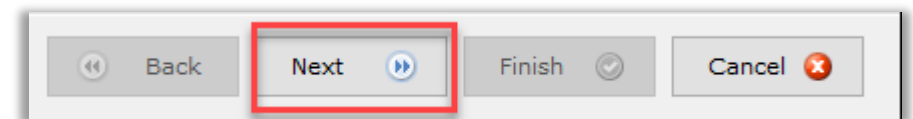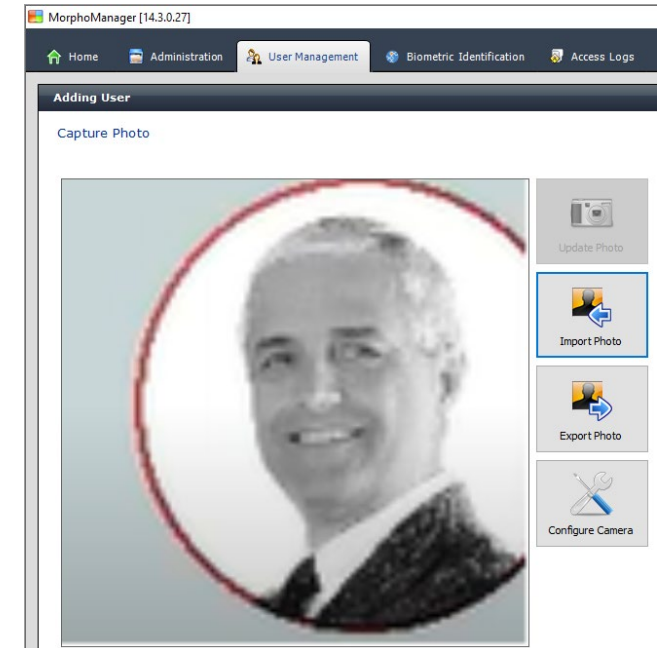
ADDING AND REGISTERING A CARDHOLDER

- Click on the related finger you wish to register. The scan page for that finder will then appear.

- NOTE: This will scan the Cardholders fingers.

- Can be edited if need to change fingers/assign other fingers as well.

- As you scan the first finger, cannot finish process until at least three fingers are scanned.

- Scanning is done with a Separate Fingerprint Scanner. The MorphoSmart 300 USB device.

- MorphoSmart 300 USB device is only used on User Management PC.
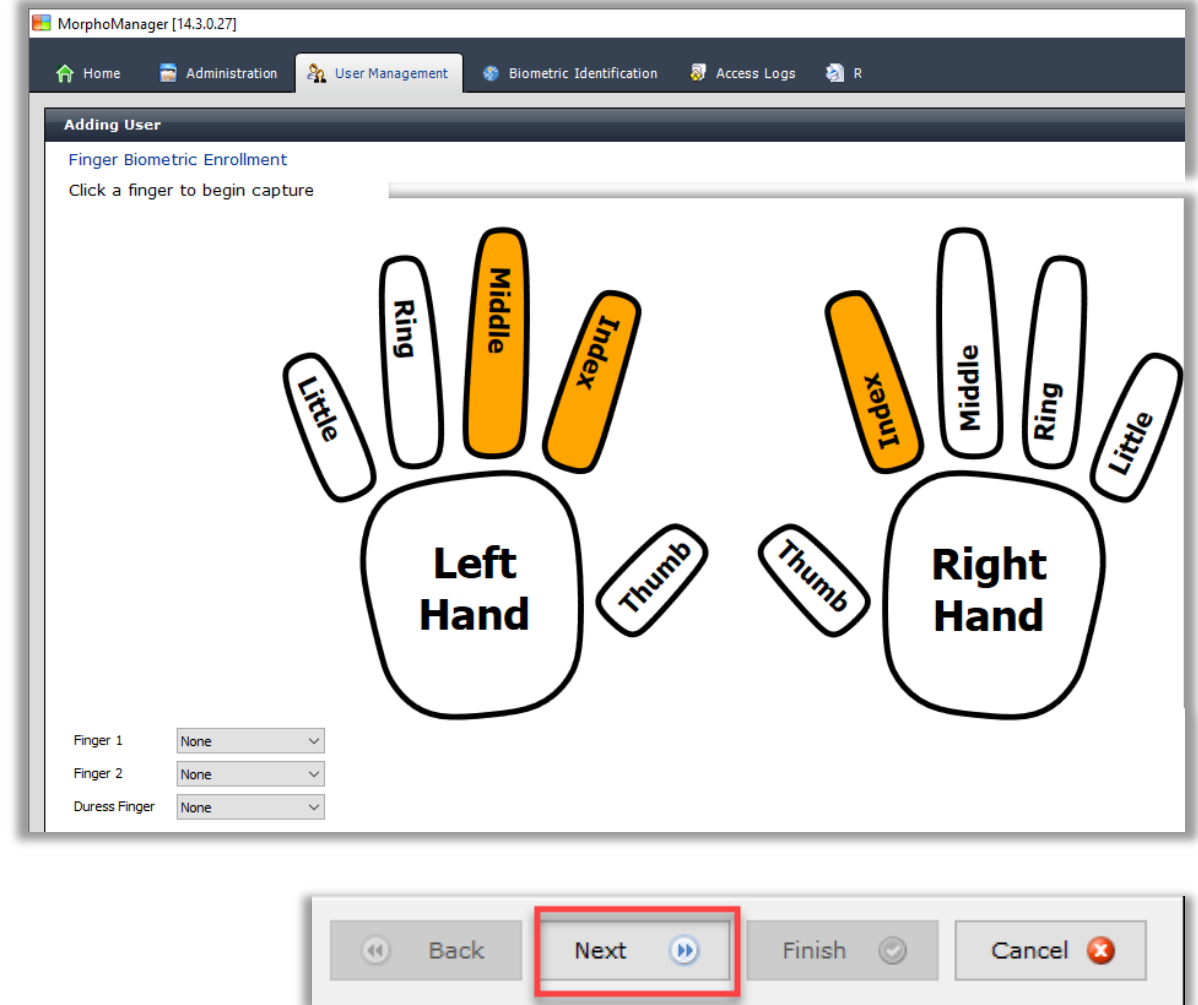
ADDING AND REGISTERING A CARDHOLDER

- Each finger will need to be scanned using the MorphoSmart 300 USB Fingerprint Reader. It is a high quality scanner for reading fingerprints. Connected to the User Management PC.

- Each finger will need to be scanned 4 times as part of the enrolment.

- Screen will notify if scan is not currently successful.

- Will give Green border and % capture of finger when that read is successful.

- Will flash Amber or Red and inform of finger placement until a successfull read.

- Continue until 4 x successful scan completed on that finger.

- Click Next to continue.

Finger Biometric Enrollment

Capturing right index finger

| 79 | 83 | 80 | 69 |

Capture Complete   **Capture Complete**   **Capture Complete**   **Capture Complete**

✓ Very Good Quality Prints (81)

Back   Next   Finish   Cancel

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ADDING AND REGISTERING A CARDHOLDER

- As Fingers are registered, they appear Green on the registration page.

- Yellow shows finger(s) yet to be registered, as defined by the User Policy.

- Can click specific finger if you wish to register it. Useful for Cardholders with missing fingers.

- As fingers are enrolled, Right of screen show Enrolment status and Read %.

- Can click blue text to delete that specific enrolment.

- Fingers 1, 2 and Duress Finger (*alternate mode to send alerts, required to be captured, but not currently enabled*) can be set per Cardholder. Default settings are as listed to the right. Use dropdown arrow to change Finger 1 and 2 for Cardholder with missing default fingers.

- Once all fingers captured and registered in Green. Can now press Finish as it will be ticked and highlighted.
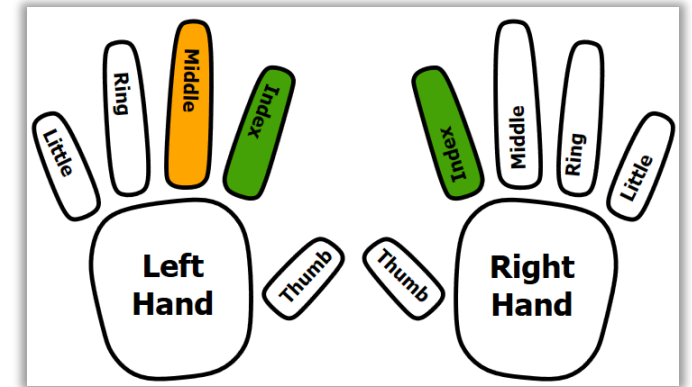
Captured Fingers

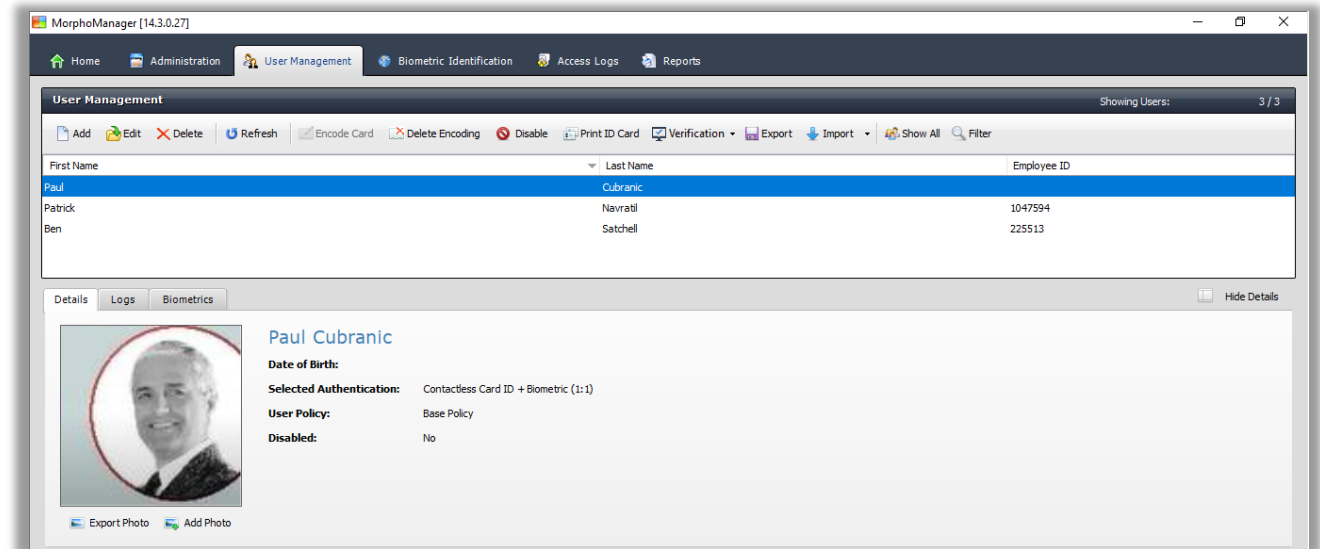Left index finger enrollment metric: 77

✕ Clear left index finger enrollment

Right index finger enrollment metric: 81

✕ Clear right index finger enrollment

Finger 1	Left index finger ⌄
Finger 2	Right index finger ⌄
Duress Finger	None ⌄

Back   Next   Finish ✓   Cancel ✕

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EDITING A CARDHOLDER

- Open User Management Module

- Scroll through enrolled names

- Can see First Name, Last Name and Employee ID

- Double Click on Profile to open

- Can now edit details e.g. Add missing Employee ID, Add/Edit Photo, Edit spelling mistakes, Re-enrol fingers (with Cardholder Present), Change Registered Fingers for Cardholder – Finger 1 or 2.

- Press Finish when changes complete

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EDITING A CARDHOLDER – FINGERPRINT ISSUE

- In extreme cases where Fingerprints cannot be read on a Worker:

  - When Registering, choose User Policy: Card Only

  - Enter Name, Employee ID

  - Scan Card, then Finish.

- Will require manually selecting this "Selected Authentication" method if editing existing Cardholder.

- Use for exceptions only. "base policy should be used in all other cases.

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SEARCHING CARDHOLDERS

- Under User Management, press Filter

- Enter in search parameters

- Can filter by parts of Names, Employee Numbers

- Can select by Particular Policy

- Can select by Particular Device

- Once filters added, press Ok to activate

- Now filtered items will display

- Remove all filters by pressing Show All

Show All   Filter
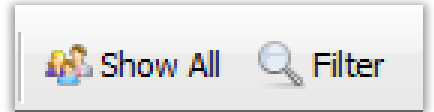
User Filter:

First Name: pau

Middle Name:

Last Name:

Wiegand Value 1:

Employee ID:

Enabled / Disabled state: ● Any ○ Enabled ○ Disabled

User Policy:
☐ Base Policy
☐ Default

Biometric Device:
☐ morpho device

Reset Filters   OK   Cancel

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CHECKING SETTINGS

- Under Administration, Morpho device is listed. Should be showing as Online and Synchronised

- Clicking on device should show settings and configuration.

- Do Not Edit unless instructed by Pegasus Support.

TROUBLESHOOTING

- When finger biometric data gathering is difficult, follow these recommendations listed below:

- The finger is cold - Solution : warm up the finger

- The finger is wet - Solution : wipe the finger

- The finger is dry - Solution : warm up the finger and/or add a little bit of humidity

- The finger is dirty - Solution: wash hands

- Remove bandages or adhesive tapes from the fingerprint area, Do not press or tense finger to avoid blood vessels constriction

- When Registering, ensure MorphoSmart 300 is powered up. Should periodically blink green to show power. Turns on when expecting scan.

- Cardholder can not log in with fingerprint? Ensure not Duress Finger, as that is not configured as approved login. Still not work if above steps followed, can always reset users fingerprint profile.

IDEAL POSITION

IDEAL POSITION

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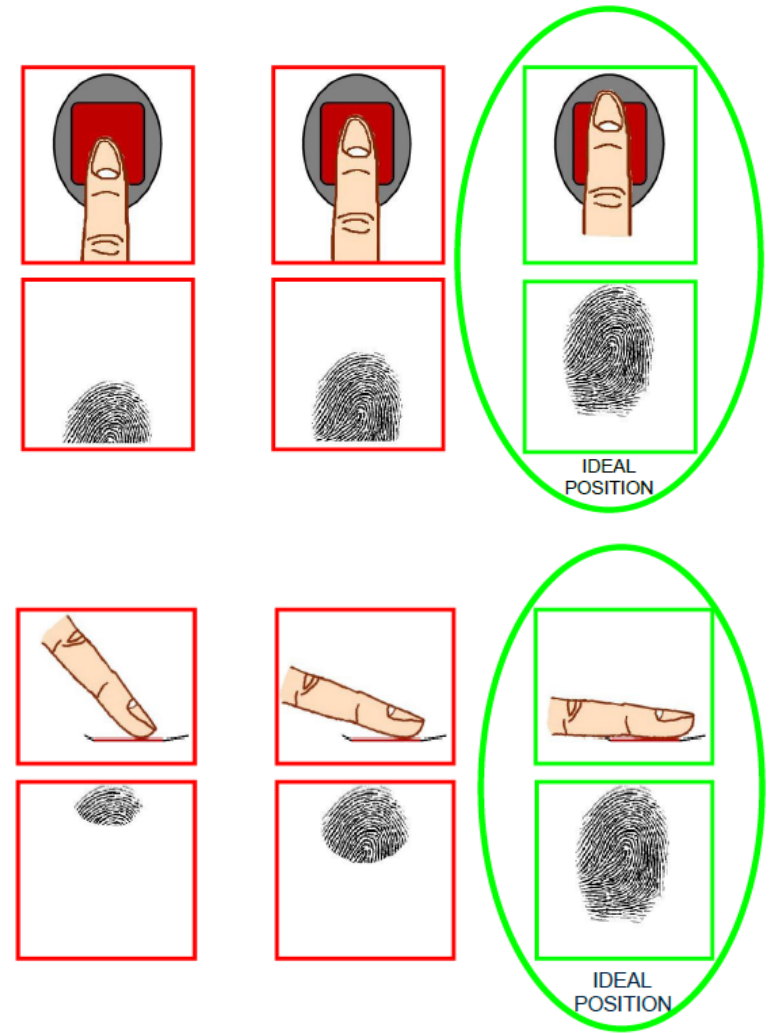
TROUBLESHOOTING

- When scanning Cardholder is scanning card at reader ensure scanning at correct section of MorphoAccess SIGMA device. Bottom of the device.

- Once card successfully scanned, then Scan a Registered Finger. Upon successful Finger Scan, will pass this authentication to Relay Board, then the Kiosk will authenticate Cardholder.

- If all Access Key requirements to work on site are valid, worker will be logged onto site.

- MorphoManager registered for 500 Workers. Contact Pegasus Account Manager if registered workers will exceed this.
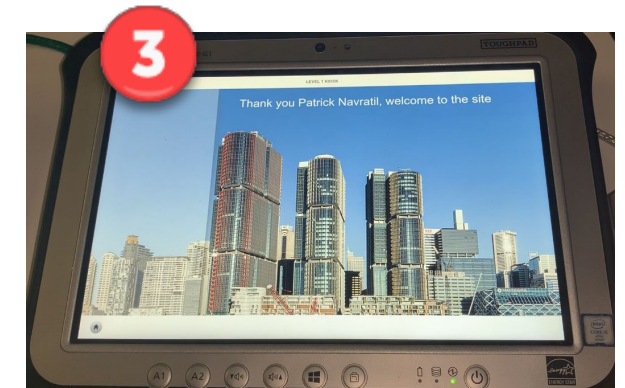
LINKS

- Hardware Support Page

  https://kb.pegasus.net.au/display/CA/Hardware+Guides

- Contains guides for Kiosks/Tablets, older Pegasus Hardware, Fingerprint Scan guide and this document.

- Additional links to other Pegasus Software from this page.

- Support Contact number from 7am to 7pm – 1300 131 194

  Or email support@onsitetrackeasy.com.au if not urgent to lodge a support request.

  Ensure to add a contact number, email and description of the issue.

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