

enrolling staff on to biometrics.

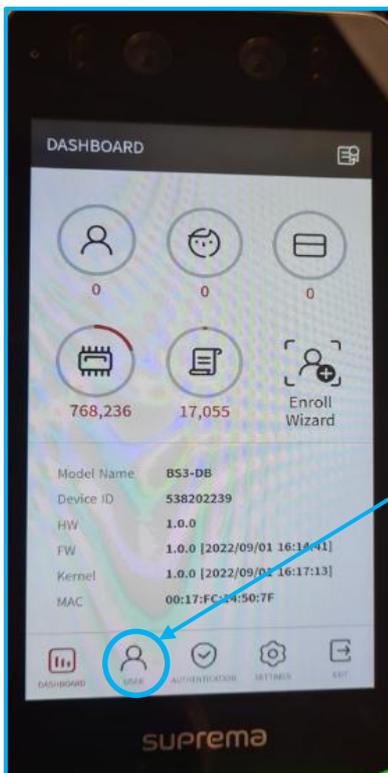
Now your device has been mounted, powered on and set up to connect with your internet you can now go through the following steps to set up and enrol your team onto the bio station device.

step one: enrolling users

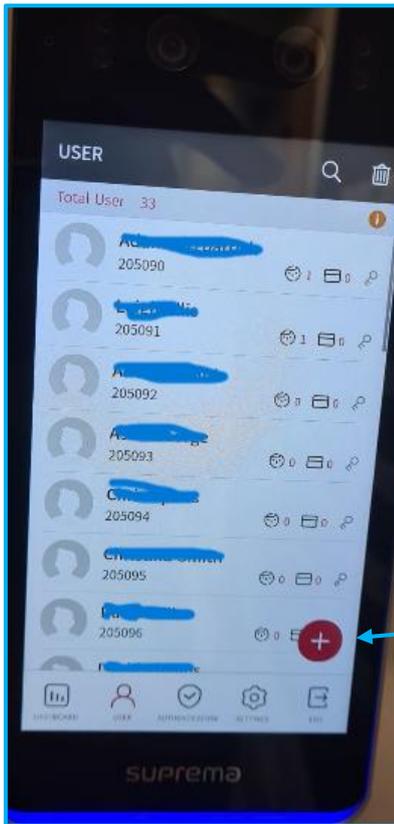


With your device connected to the internet by wi-fi or ethernet cable, your staff names will transfer from CoolCare to the device. This may take a few minutes.

To start to enrol staff, first click the four squares in the top left of the device screen; it will then scan your face if registered as admin or the MiFare admin card.



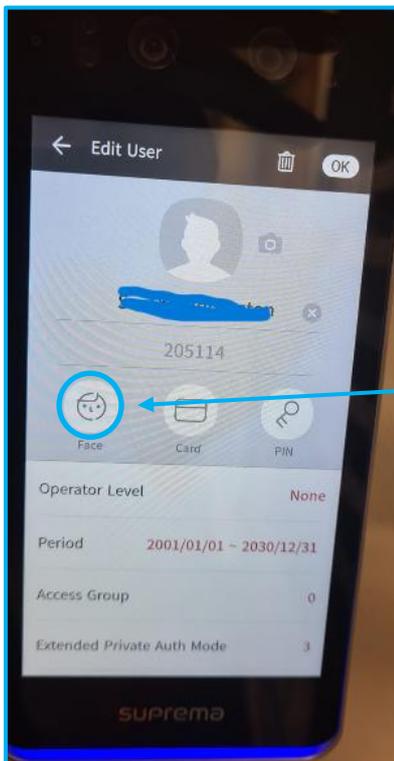
Next, select **User** in the tab bar at the bottom of the screen.



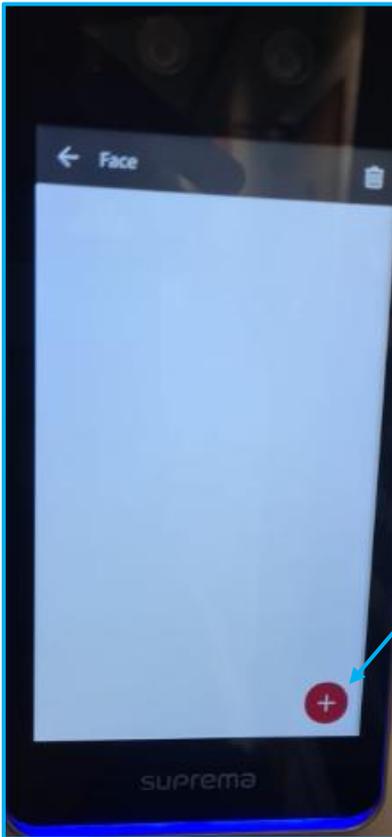
You will then see a list of all your team members, populated from your staff records list in CoolCare.

Select the name of the member of staff you want to enrol. You can use the search function at the top of the page to easily find who you need.

Please Note: do NOT use the red + button to create new users on the device; these will not link back to CoolCare. When you create a new starter on CoolCare they will be sent to the device.



Select the **Face** icon (middle of the screen, left hand side)



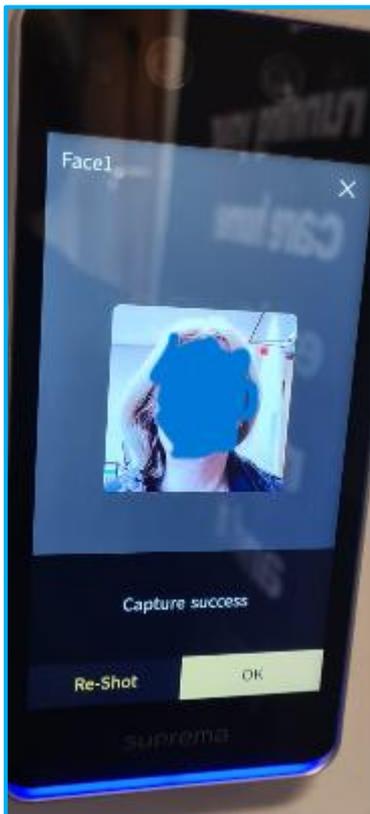
Click the red plus icon in the bottom right corner



Ask the user to face the device camera and follow the instructions on the screen.

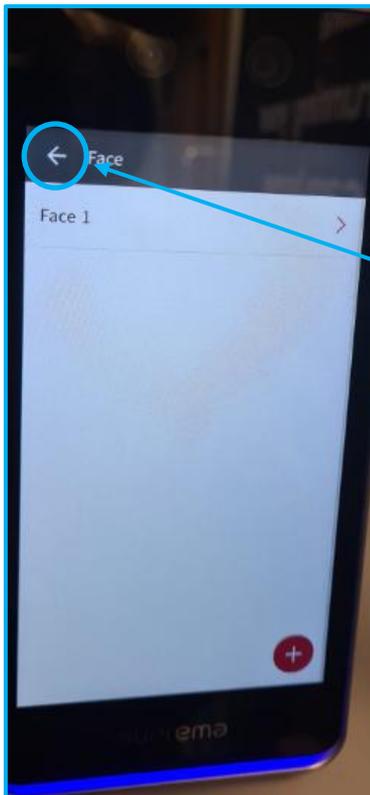
(Please note: if this does not work first time, click the **X** icon in the top left and then click the plus icon and try again)

Glasses can be worn but hats should be removed.

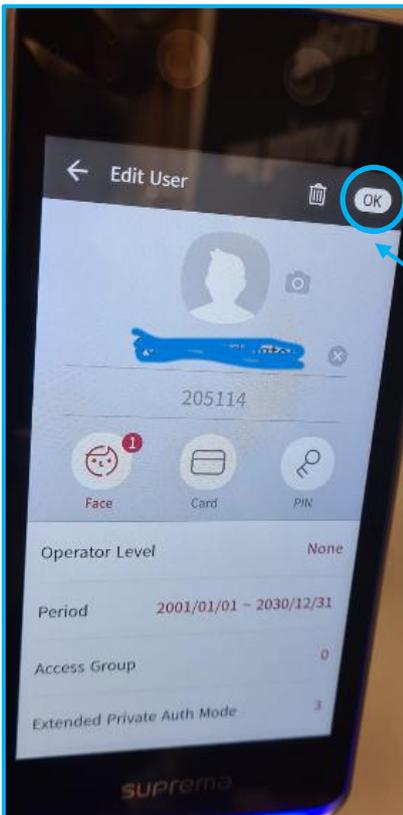


Once you are happy with the picture click **OK**.

(Please note: the picture is not stored as an image; it is converted into a non-recognisable string of characters)

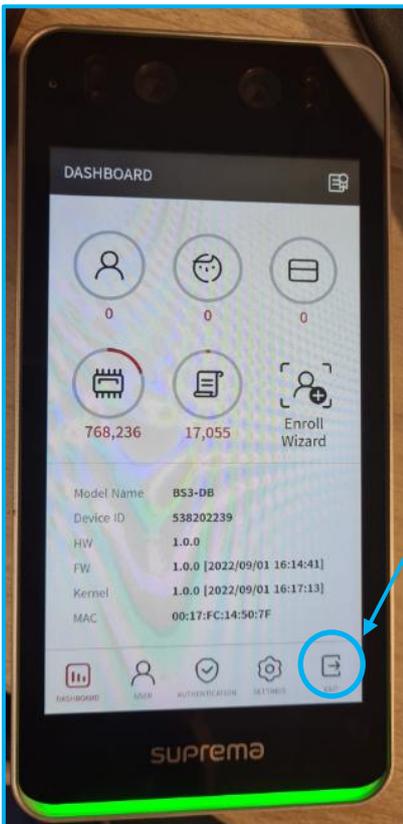


Click the back arrow next to the word face (top left) once only.



The face icon should now show red icon and number 1. Click **OK** at the top right of screen.

Repeat the above steps until you have enrolled all your members of staff.



Once you have enrolled your staff, click the *Exit* icon at the bottom of the screen.



Enrolled staff can now click anywhere on the screen in a blank space to clock in or out.

When clocking in or out, staff should **not** use the ID button or the four squares button.

Please Note: Any pool staff that will be clocking at multiple homes will only need registering once via one clocking machine, they will then be recognised at any home they have extra positions in. Please see our *Staff Records – Positions & History* guide for more information on extra positions.

step two: allowing other users to enrol staff.

Once users are registered on the device, you can give certain staff members access to the admin menu and user list to register new starters on the device without having to use the MiFare admin card.

Please Note: The maximum limit is nine staff to have this permission.

- Log into your CoolCare account
- Navigate to the correct home
- Select **Staff – Staff Records**
- Open the staff record you wish to give this permission to
- In that staff members record:
 - Select **T&A - Biometrics Settings**
 - Set **Authorised to Enrol Others** to **Yes**
 - The setting will automatically save

General T & A H.R. Payroll Training Documents Vaccination

Biometrics Details

Last clocked **OUT** at 30/06/2025 19:10 in Sam's Home

Authorised to Enrol Others: NO YES