

Biometric Hand Readers

Usage

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Introduction



Hand Reader Module icon

This manual describes how to use the readers. There are several methods available to the Hand Reader module. They are described in the Hand Reader Setup manual.

Hand Key Management System: Layout

The Hand Key Management System (HKMS) includes several components.

- **Event History.** This is the top left browse window. It lists all events that have occurred in the last several hours.
- **Open Period.** This is the browse on the top right. By selecting an event, you can view the time periods that the readers were open.
- **Access History.** This is the browse on the lower left. This lists all of the personnel that have palmed in for the last 24 hours.
- **Hand Reader Controls.** This center of the bottom half shows all of the hand readers connected to your system.
- **Hand Reader System History.** This window lists all hand reader communication actions.

Hand Key Management System: Usage

This section describes how to use the dispatch hand reader interface works. This system assumes that the Hand Reader icon is available on your floating tool bar. Including this icon allows you to access the Hand Key Management System from anywhere. Follow these steps:

1. Dispatch the alarm. Assign trucks to the call. Track the call as you normally do.
2. When you are ready to open the readers, click on the Hand Reader Icon on the floating tool bar. If the Hand Key Management System is opened for the first time, a turn off signal will be sent to the readers.
3. Tag the events that you would open the readers for. This is done by highlighting the event and pressing the **Select Event** button.
4. Press the Open Readers button on the bottom of the Hand Reader form. This opens all of the readers. On the upper right, there is a timer display that will tell how much longer the readers will stay open for the selected events. Typical times for opening the readers range from 7 to 20 minutes. Personnel can now palm in.
5. The timer will tick down to 0.00 minutes. At 0.00 minutes, the program will do the following:
 - Close all the readers.
 - Query them for palm entries.
 - Transfer attendance to each event that was opened. This is based on the open and closed time period found in the **Open Period** window
6. Verify attendance.

There will be situations when there is another alarm. You can minimize the Hand Key Management System and dispatch the additional calls. If you need to open another call in the hand reader management system, you need to first close the readers and then tag the events (this is subject to change depending on additional requirements).

You can turn off individual readers if you want.

Special Notes and Tips

- The Hand Key Management System is a floating form. This means that you can keep it open and process other calls.
- Each time you open the readers, you create a time window record for each tagged event. There can be several events for each incident.
- It is recommended that the Hand Key Management System operate in its own monitor. This way you can always see it.
- The Hand Key Management System is designed for departments that open the readers more than once per event.