Morpho Fingerprint Enrollment

Registering Users in Morpho Manager

User Management

Here we will go over how to enroll a user and their finger prints.

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🏫 Home 📑 Administi	ration 🏦 User Management 😵	MSO Identification 📃 Onsite	/ Offsite 🗕 Access Logs 🤌	Reports
User Management				Showing Users: 4/4
🗋 Add 👌 Edit 🗙 Dele	te 🛛 🖉 Refresh 🛛 📝 Encode Card	🔇 Disable 🔃 Print ID Card 🛛 🗖	Export 🔸 Import 🔍 Filter	🍪 Show All
First Name		ast Name	Em	ployee ID
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att	P	arsley	1	
athan	c		2	
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Details Logs Biome	trics Derek Envera Date of Birth: Selected Authenticatio User Policy: Disabled:	n: Prox or Finger Prox card or finger No		L Hide Detail

Select Add.

Select the User Policy – Prox card or finger

Enter all other	pertinent information -	 First Name and Last Name
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Adding User		
Enter details for this User		
User Policy:	Prox card or finger	•
First Name:	John	
Middle Name:		
Last Name:	Smith	
Date of Birth:		Use M/d/yyyy eg. 3/24/1986.

Employee ID – Make this the user's credential number. This will allow us to run a report to see what credential numbers have been used to date.

Biometric device	display name -	- Resident'	s Full Name	

Adding User	
Enter additional details for	this User
Job title:	
Employee ID:	1
Biometric device display name:	John Smith
Comments:	
MorphoAccess Database:	0 (Default) (Only applicable for MA 500 with Xtended Licenses)
	🔞 Back Next 😕 Finish 🥥 Cancel 🥥

Enter the resident's property address and any other contact details needed.

nter contact d	etails for this User		
hone Number:	941-556-0731		
ax Number:			
Mobile Number:	941-556-0732		
imail:	jsmith@enverasystems.com		
Address:	8283 Blaikie Ct		
ity:	Sarasota		
tate:	PL .		
rea Code:	34240		
Country:	USA		

Bac	ck	Next	•	Finish	0	Cancel 🙆
			<u> </u>		×	

Wiegand Values

User ID – This is the user's wiegand value that will be associated with their fingerprint. <u>It will be the</u> <u>same number entered as the Employee ID</u>. Please note that if a prox card is also going to be issued to this user for the SigmaLite scanner +prox, the <u>User</u> ID will need to match the card that is issued to them.

Adding User									
Wiegand Values									
User ID	45218							[Randomize
			۲	Back	Next	•	Finish	0	Cancel 🔕

Capture Photo – This will be used if a photo will be attached to the Resident's profile. One can either be imported or taken from a web camera.

Enrolling the Fingerprint

At this point we will enroll the Resident's fingerprints. Select the left index finger first.



The Morpho software will identify the enrollment scanner and at this point you will have the Resident place their <u>Left</u> index finger on the enrollment scanner.



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	🕜 Back	Next 🛞	Finish 🔘	Cancel 🔕	

They will place their finger on the enrollment scanner 4 times so the software can get a complete scan of their finger.

Adding User					_
Capturing left	index finger				
	Eapture Complete	Capture Complete	Capture Complete	To Bapture Complete	
	Excellent Qual	ity Prints (100)			
			Back	Next 🕑 Finish 🔘	Cancel 3

This process will be repeated with the <u>Right</u> index finger.



From here you will click Finish to complete the User enrollment process.



MSO Identification

If you need to check a resident's fingerprint to see if they are already enrolled or simply want to confirm that the user was set up correctly, you can test the fingerprint scan using the MSO Identification tool.



Start the MSO Identification tool and have the resident place one of their index fingers on the enrollment scanner.

If the fingerprint is registered, the system will identify who it is.





Derek Envera Identified

Finger Match Score: 8700

If the fingerprint has not previously been enrolled, the system will not be able to identify it.



Running Reports

There are many types of reports available in Morpho Manager. The User List report will show us all users and their ID (weigand) number.

To run this report, select List report, User as the Report Type, and Generate Report.

🏫 Home 📄 Administration 🛔 Use	er Management 🖓 MSO Identification 🔳 Onsite / Offsite 😽 Access Logs 🔯 Reports
Reports	List Report
All Activity Report Device Activity Report User Policy Activity Report	Select Report Type MorphoAccess Morpho 3D Face Reader MSO Identification Client User Policy Operator User Report Columns
	Display Name Display Width (%) Sorting
User Activity Report	First Name Up Down ✓ 15 ✓ Ascending Primary ✓
	Device Name Up Down V 25 V Ascending Jectindary V
Inactivity Report	User Policy Name Up Down 🖉 25 🔻 <not assigned=""> 🔻</not>
List Report	Employee ID Up Down 🛛 20 💌 <not assigned=""> 💌</not>
User Policy Members Report	Generate Report

This will provide you with the list of users in the system and tell you what Employee/User ID's have been used.

Generated By: System Administrator (Administrator)					
Generated On:	12/5/2016 4:54:1	5 PM			
First Name	Last Name	Morpho Device Display Name	User Policy	Employee ID	
Derek	Envera	Derek Envera	Prox card or finger		
lason	Able	Jason Able	Prox card or finger		
Matt	Parsley	Matt Parsley	Prox card or finger	1	
Nathan	с	Nathan C	Prox card or finger	2	

eMerge Setup

When adding users to eMerge you will enter their fingerprint credential number like you would any other credential number. In eMerge all family members will be under one profile, while in the Morpho Manager software, each family member will have their own profile. This will allow us to search events in the Morpho software activity reports to identify a specific user's activity.

Personal Information

Last Name:* Smiths Activation Date/Time:* 12/05/2016 00 •: 00 •			First Name: John and Melissa Expiration Date/Time:* MM/DD/YYY			MI:
Notes: Last Modified Date & Time: Mon Dec 05 2016 14:34:00 GMT-0500 (Eastern S			ID#: Last Modified User: Administrator, System			Template:
Hot stamp #* 1 2 3 4 5	Encoded #*	Credential Form FP Card Fac 233 FP Card Fac 233	at Status Active Acti	Expiration Date	Read Credential Read Read Read Read Read	
(Add New Credential) Access Levels: Available (1): Morpho Test	Selected (1): All Access					•