

GT4 - Biometric

Supervisor Actions



Enter the Options Menu

1. Click on the Options Button **Options**

2. Enter your BADGE number then verify with your finger

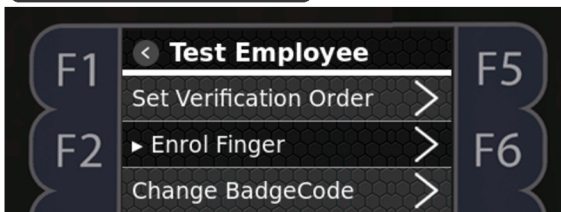
*If you do not see the Supervisor options, contact your administrator to get you setup as a supervisor.

Enroll Employees Finger

Employee needs to be setup in Attendance on Demand before enrollment

Enroll Employee Finger

1. Select the Enroll Employee Finger option.
2. Enter the Employees Badge number
3. Select Enrol Finger and follow the prompts



Override Schedule Restrictions

Override Sched. Restrictions

1. Select the Override Sched. Restrictions Option
2. Enter the Employees Badge number
3. Press OK to approve the override.

After selecting OK, the employee will be able to punch any time in the next 60 minutes.

