

Title:	NOVAtouch-II Biometric Fingerprint Reader		
Date Created:	03/09/2015	Date Revised:	
Created by:	James Schultz	Approval:	NOVAteam

Software as a Service

NOVAtimeAnywhere
4000 SaaS EMPLOYEE WEB SERVICES

Thursday, January 29, 2015 - 1:01:05 PM

● Ready...

Welcome to NOVAtime Anywhere! Please place your finger on the NOVAtouch-II reader.

Client ID:

Employee ID:

PUNCH TRANSFER CANCEL

EMPLOYEE WEB SERVICES DAILY SUBMIT TS

1 2 3
4 5 6
7 8 9
Back 0 Enter

The software on this Site contains unpublished, confidential and proprietary information of NOVAtime Technology, Inc. and is protected by copyright, trade secret and trademark law. NOVAtime retains all rights not expressly granted. Use and disclosure of this software is restricted and governed by the License Agreement and the Legal Agreement. Access and use is restricted to NOVAtime authorized business partners and users for NOVAtime business only. This system may be monitored for administrative and security reasons.

©1999-2015 NOVAtime Technology, Inc. [Legal Statement](#) [Privacy Statement](#)
NOVAtime and NOVAtime logo are registered trademarks of NOVAtime Technology, Inc.

Contents

1. Introduction	3
2. System Requirements	3
3. Quick Start Enrollment Guide	3
Enrolling Employees	3
Enrolling System Users	3
4. NOVAtouch-II Installation Guide	4
5. NOVAtouch-II Login Pages	6
6. NOVAtouch-II Setup	6
7. Enrolling Employees	7
8. Enrolling System Users	11
9. Using the NOVAtouch-II Reader	16
10. Information, Precautions, and Maintenance of the NOVAtouch-II Reader	18

1. Introduction

The *NOVAtouch-II Fingerprint Reader* (“reader”) incorporates the latest design and reliability of a fingerprint reader with the tools and sophistication that make it both easy to use and powerful—all the while ensuring secure access via the Administrator, Employee, and Supervisor web services. Employees and users can be enrolled with two separate fingers so that if one finger becomes injured, they can still use the other to access the system. Please refer to Chapter 4 for instructions on installing the NOVAtouch-II program and reader on each workstation.

Although rare, not all fingerprints may read properly in the reader. Worn-out fingerprints (for example, those belonging to box handlers who don’t wear gloves) or fingerprints that are damaged with cuts or scars may not be read consistently by the reader. If enrolling two fingers does not solve this problem, employees with damaged fingerprints can be enrolled using a “special enrollment” feature that will allow them to use the EWS program. Users that do not have at least one viable fingerprint will not be able to use the reader to access the AWS or SWS programs.

About the reader: The system does not store fingerprints. It converts the fingerprint to a numerical value that is used to authenticate the employee or users; however, for ease of use and to ensure that a person’s finger is placed properly on the reader, the system can be configured to display the fingerprint on the enrollment page and on the employee and system user login pages.

2. System Requirements

- 2.1 Microsoft Internet Explorer 9 or above
- 2.2 USB 2.0 Port
- 2.3 Windows 7 or above (Windows 8 RT is NOT supported)

3. Quick Start Enrollment Guide

Refer to Chapters 7 and 8 for complete instructions.

Enrolling Employees

- 3.1 Employees>General Page: Add employees to the NOVAtime system (Manual entry, import, NEWS integration).
- 3.2 EWS Setup>Setup Page:
 - (1) Locate the employee, select the NOVAtouch checkbox, and click →**Enroll**.
 - (2) Select the “Primary” finger that will be used for authentication and click **Process**. Follow the prompts until successful enrollment.
 - (3) Select the “Secondary” finger that will be used for authentication and click **Process**. Follow the prompts until successful enrollment.
 - (4) Upon exiting the enrollment display, be sure the checkbox for NOVAtouch remains selected and save the page. Refer to Chapter 7 for complete details.

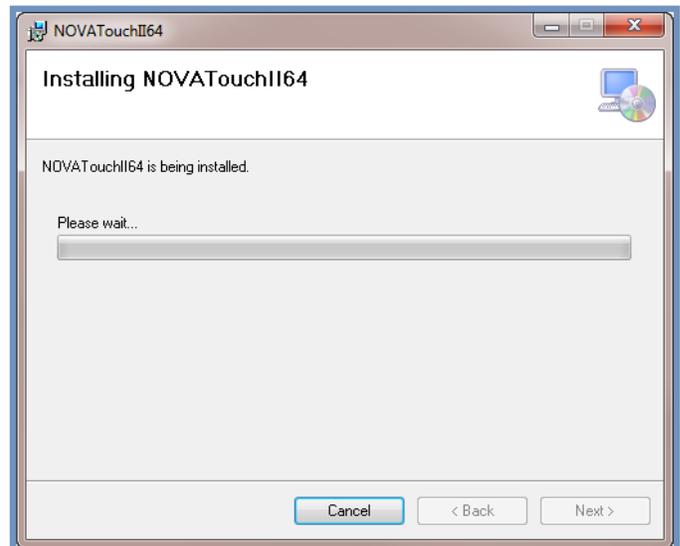
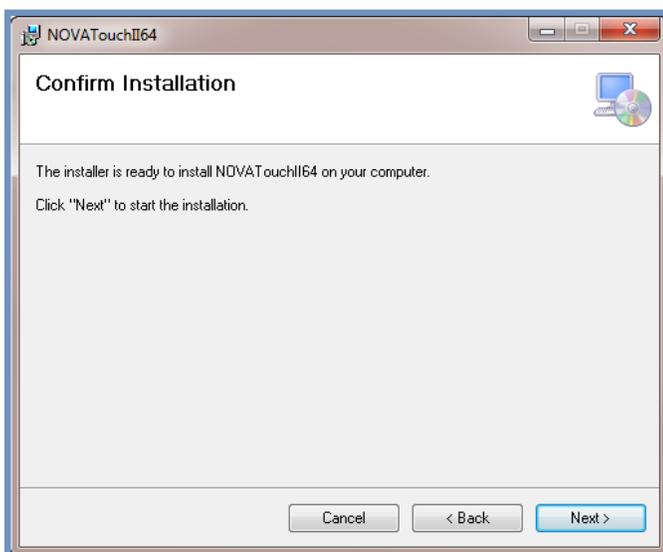
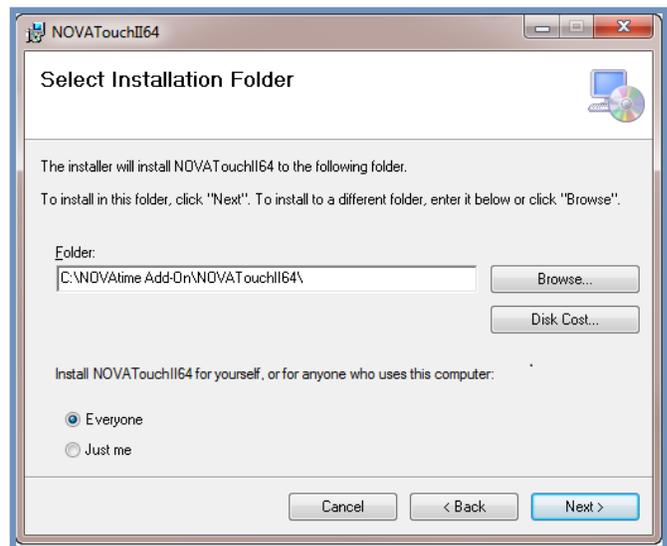
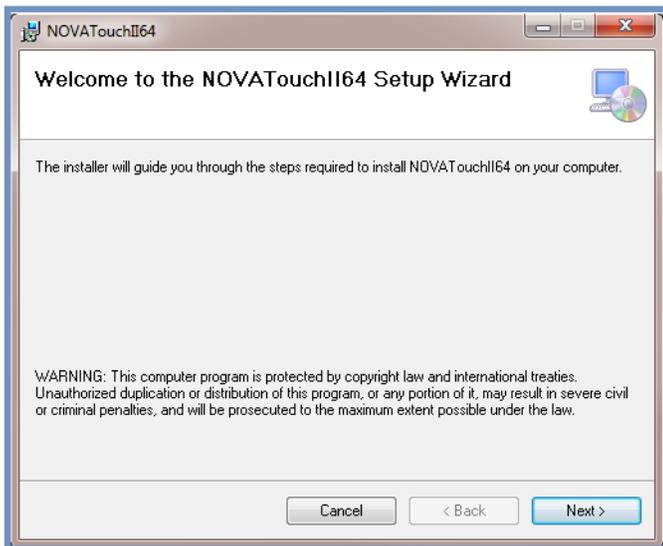
Enrolling Users

- 3.3 User Setup>Overview Page:
 - (1) Locate the system user, select the NOVAtouch checkbox, and click →**Enroll**.
 - (2) Select the “Primary” finger that will be used for authentication and click **Process**. Follow the prompts until successful enrollment.
 - (3) Select the “Secondary” finger that will be used for authentication and click **Process**. Follow the prompts until successful enrollment.
 - (4) Upon exiting the enrollment display, be sure the checkbox for NOVAtouch remains selected and save the page. Refer to Chapter 8 for complete details.

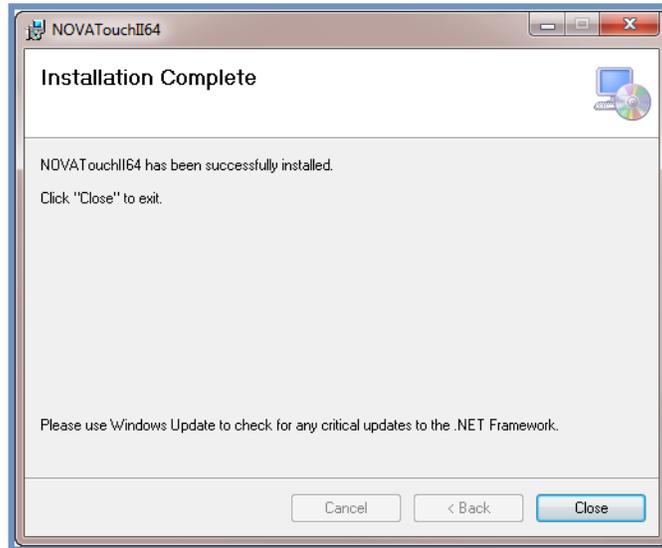
4. NOVAtouch-II Installation Guide

The NOVAtouch-II reader requires a small program to be installed on each computer using the reader. The following steps must be performed while you are logged into the computer as the network administrator.

- 4.1 Cold-boot the computer BEFORE installing the program.
- 4.2 Run the NOVAtouch-II "Setup.exe" installation program and follow the prompts to complete the installation. Cold-boot the computer when done.
- 4.3 Connect the NOVAtouch-II reader. A blue glow should appear and remain on.
 - 4.3.1 When the light flashes only momentarily, the computer is not recognizing the reader. This means that either the installation of the program failed or the computer is not compatible with the reader. Uninstall the program and try again.



(4. NOVAtouch-II Installation Guide – continued)

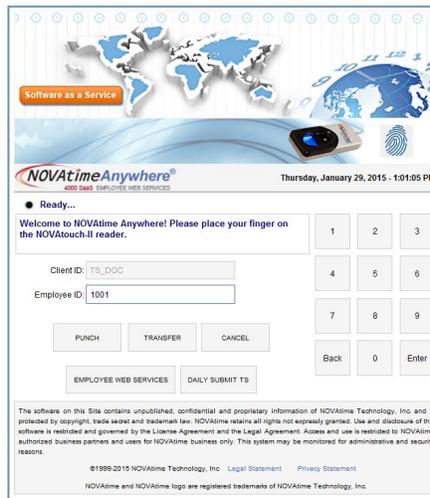


5. NOVAtouch-II Login Pages

The following login pages are for use with the NOVAtouch-II reader. Simply change URL text between the “/” and “.aspx” to one of the following:

- 5.1 Administrator Web Services (AWS): awstouchii62
- 5.2 Employee Web Services (EWS): ewstouchii62
- 5.3 Supervisor Web Services (SWS): swstouchii62

Example (EWS): <https://online1.novatimeanywhere.com/nova4000/ewstouchii64.aspx?CID=caS8grIU9M3%15a6974hR>



6. NOVAtouch-II Setup

6.1 Company Setup>System Setup>Miscellaneous Page – NOVAtouch-II Setup: Activate the option to display the fingerprint on the screen when the NOVAtouch-II reader is used. Note: The system does NOT store any fingerprints.



7. Enrolling Employees

7.1 Employees>General Page: Add employees to the NOVAtime system (Manual entry, import, NEWS integration)

7.2 EWS Setup>Setup Page:

- (1) Note: the employee should not be allowed to view the enrollment screen. The system user should instruct the employee when to place his or her finger on the reader and when to remove it.
- (2) Locate the employee, select the NOVAtouch checkbox, and click →Enroll (Figure 7-1).
- (3) Click the enroll button, and a diagram of two hands will appear (Figure 7-2 and 7-3).
- (4) Select the “Primary” finger that the employee will use by clicking on a finger in the diagram. The finger will change color to indicate that it was selected. A prompt will then appear asking the employee to place the finger on the reader four times (Figure 7-4 and 7-5).
- (5) Upon successful completion of the primary finger enrollment, the page will display a message indicating that the enrollment was successful. A reminder will also appear stating that a second finger needs to be enrolled (the little finger of the opposite hand is recommended). Click on the secondary finger and repeat the enrollment process until it is successfully completed (Figure 7-6 and 7-7).
- (6) Special Enrollment:
The “Enable Special Enrollment” option in the enrollment display is used in cases where the employee does not have a viable fingerprint. When this option is selected, the employee will still be prompted through the enrollment process, but the system will ignore the quality of the fingerprint, and enrollment will always be successful. It also means that since the reader will ignore the quality of the fingerprint, anyone can use the system as that employee (if they know the employee’s ID number).
 - (a) Only use this option when other attempts (2 or more) fail to adequately enroll the employee.
 - (b) Do NOT tell the employee that it is a special enrollment.

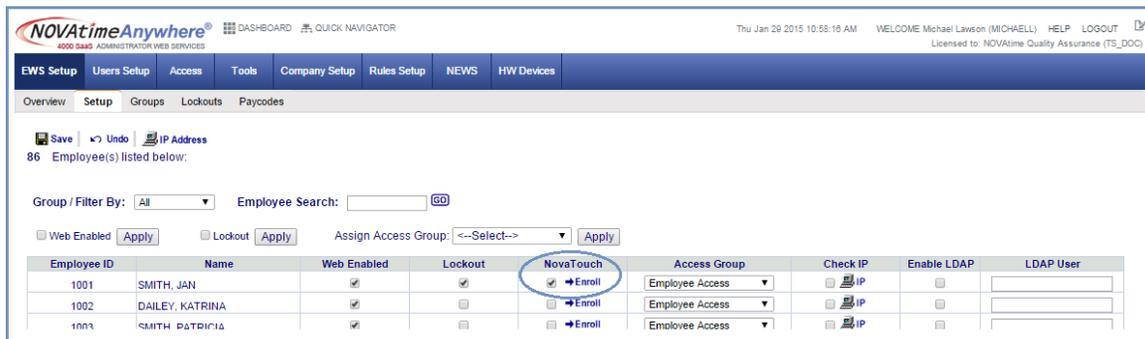


Figure 7-1

(7. Enrolling Employees – continued)

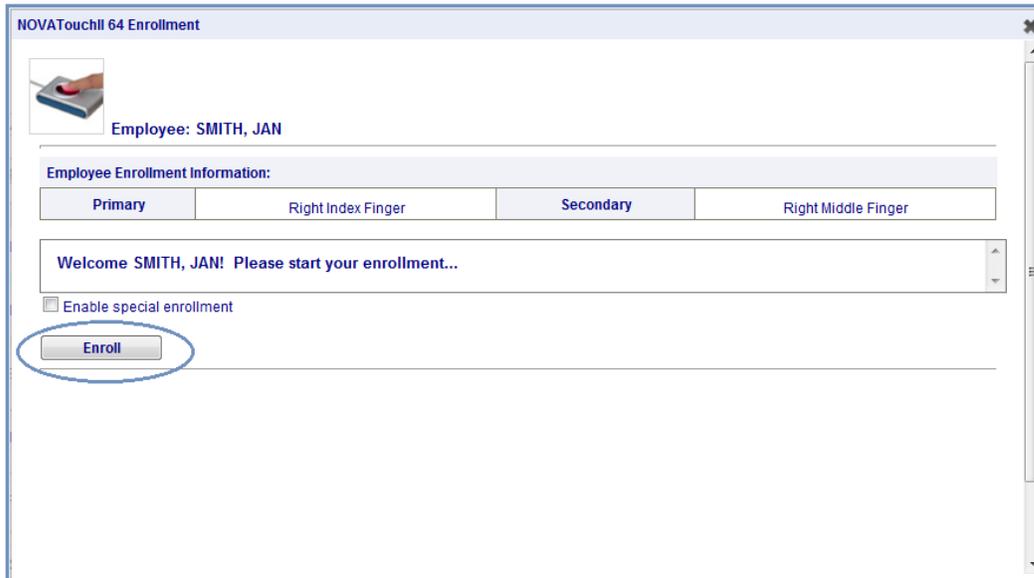


Figure 7-2

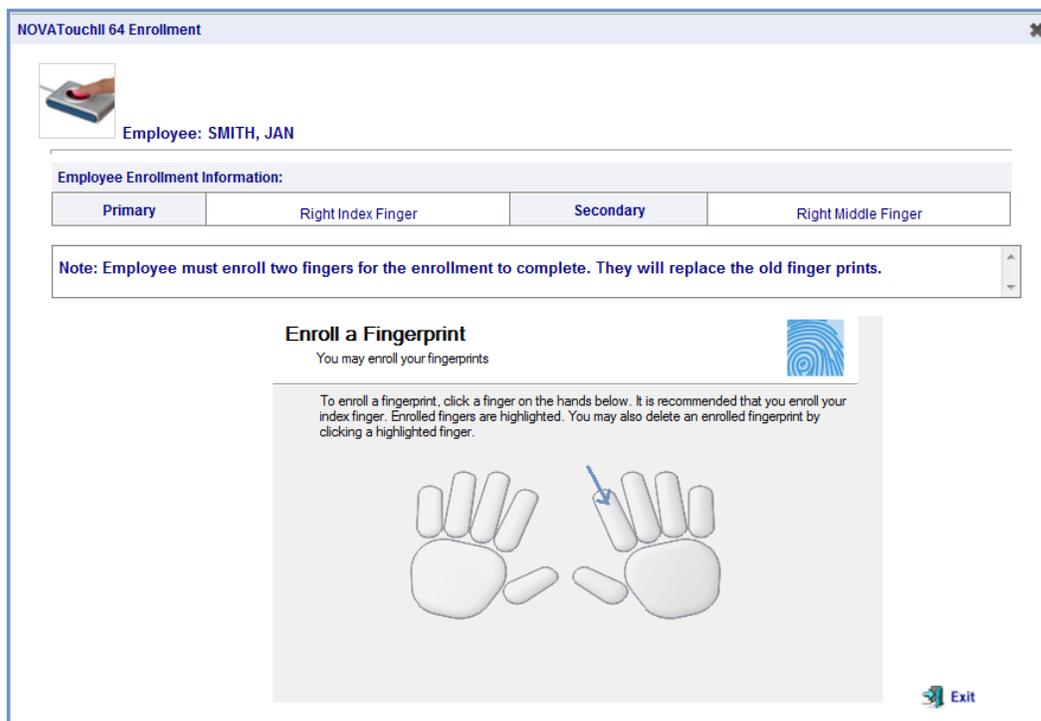


Figure 7-3

(7. Enrolling Employees – continued)

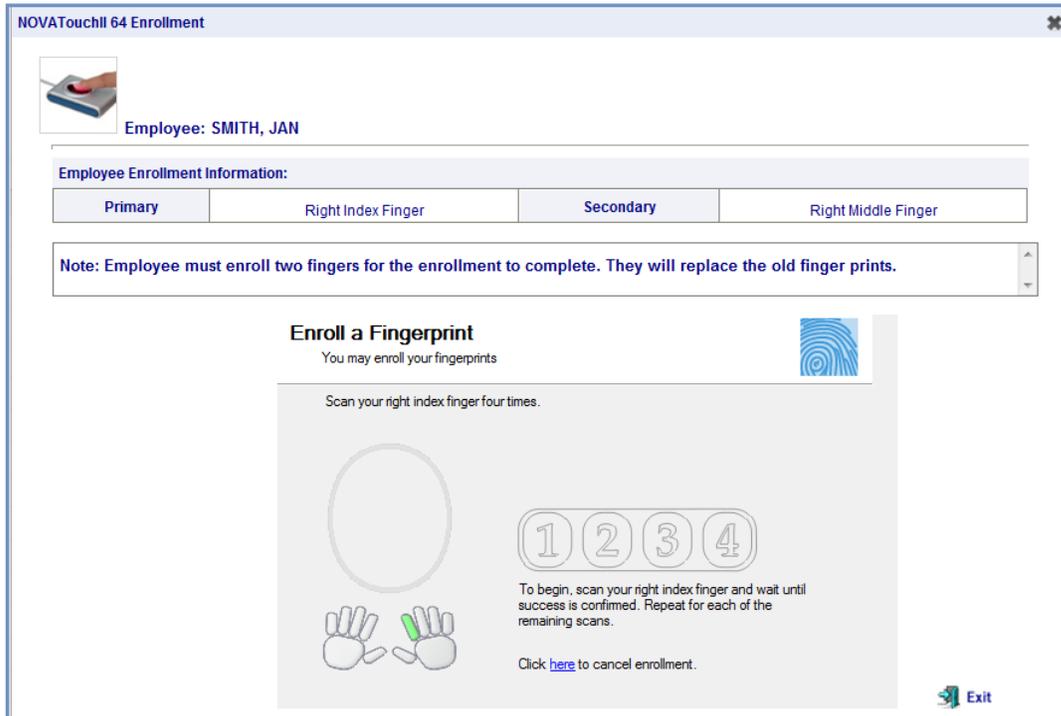


Figure 7-4

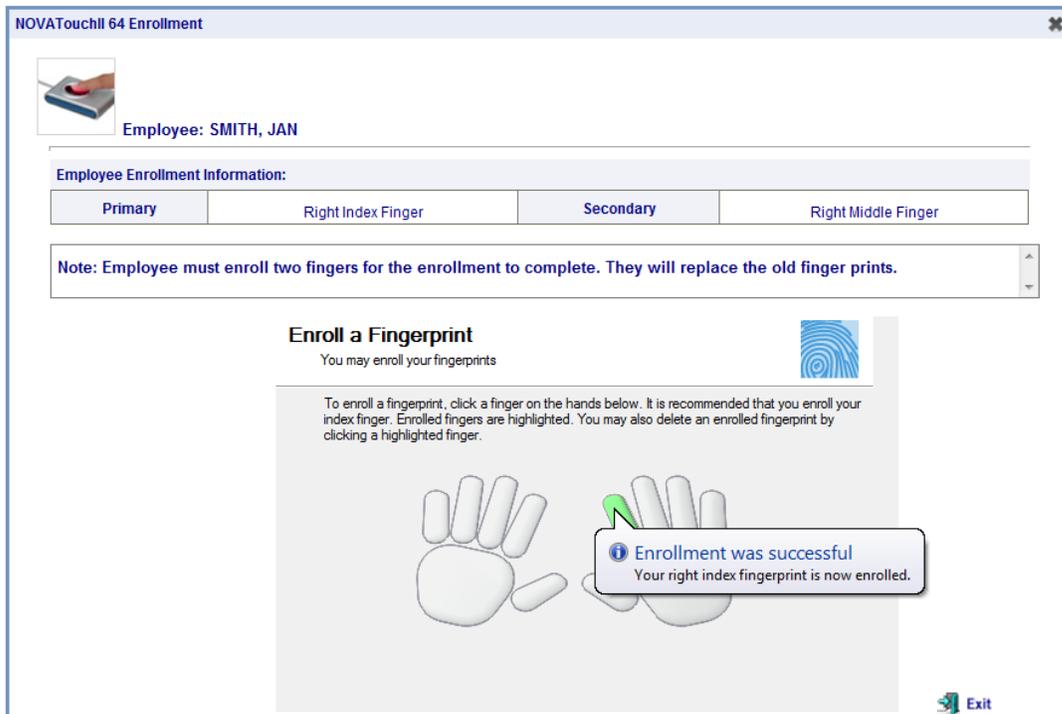


Figure 7-5

(7. Enrolling Employees – continued)

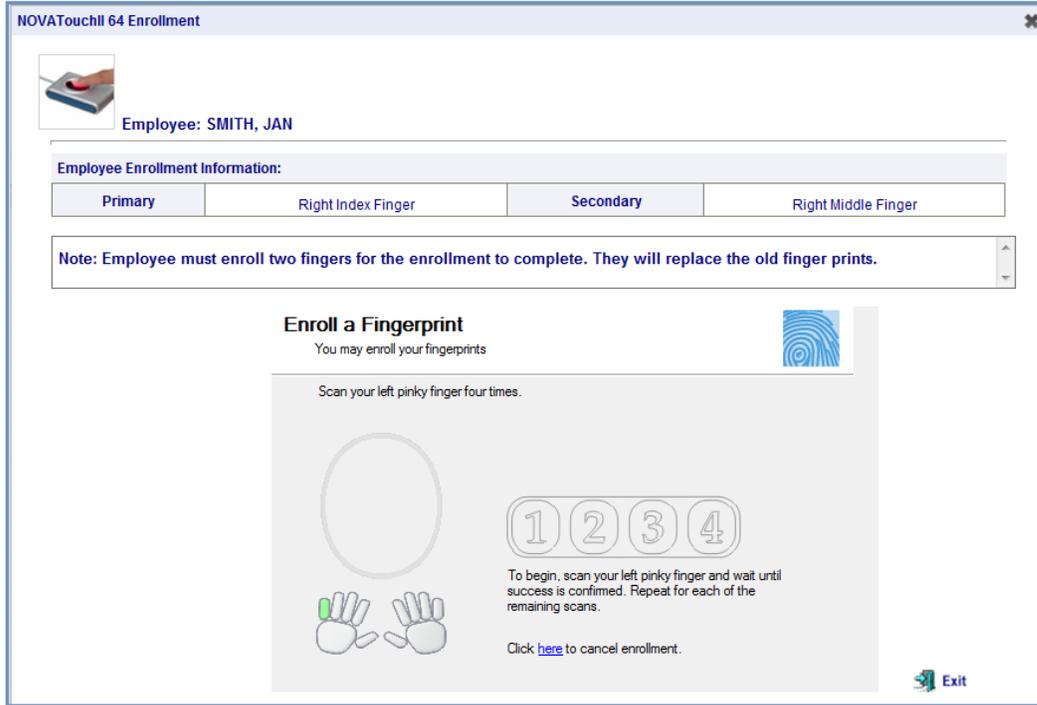


Figure 7-6

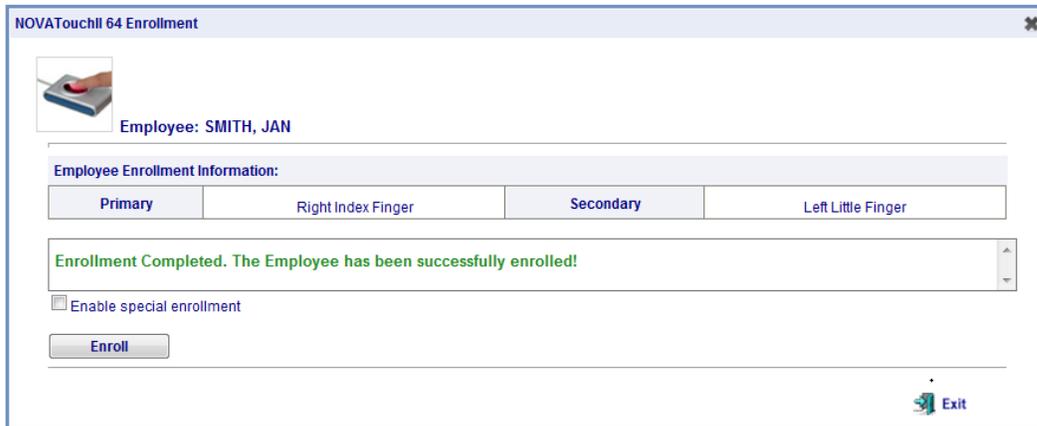


Figure 7-7

8. Enrolling Users

8.1 User Setup>Overview Page:

8.1.1 Add the system user to the NOVAtime system and save.

- (1) Select the system user, select the NOVAtouch checkbox, and click →Enroll (Figure 8-1).
- (2) Click the enroll button, and a diagram of two hands will appear (Figures 8-2 and 8-3).
- (3) Select the “Primary” finger that the system user will use by clicking on a finger in the diagram. The finger will change color to indicate that it was selected. A prompt will then appear asking the system user to place the finger on the reader four times (Figures 8-4 and 8-5).
- (4) Upon successful completion of the primary finger enrollment, the page will display a message indicating that the enrollment was successful. A reminder will also appear stating that a second finger needs to be enrolled (the little finger of the opposite hand is recommended). Click on the secondary finger and repeat the enrollment process until it is successfully completed (Figure 8-6 and 8-7).

Note: There is no “Special Enrollment” option for users.

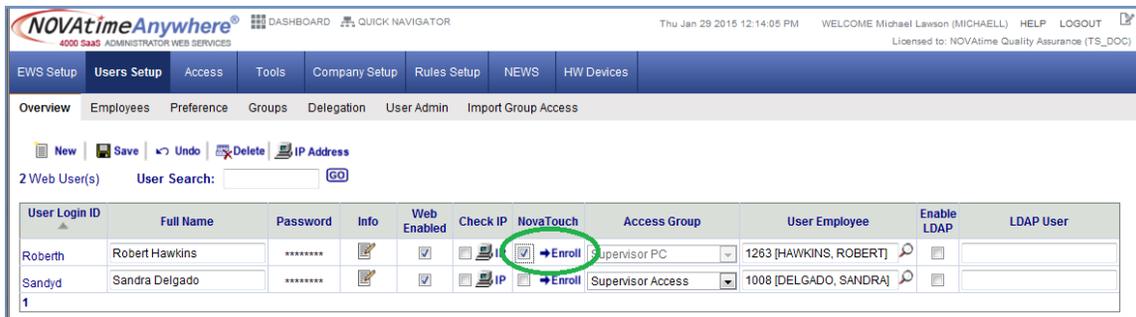


Figure 8-1

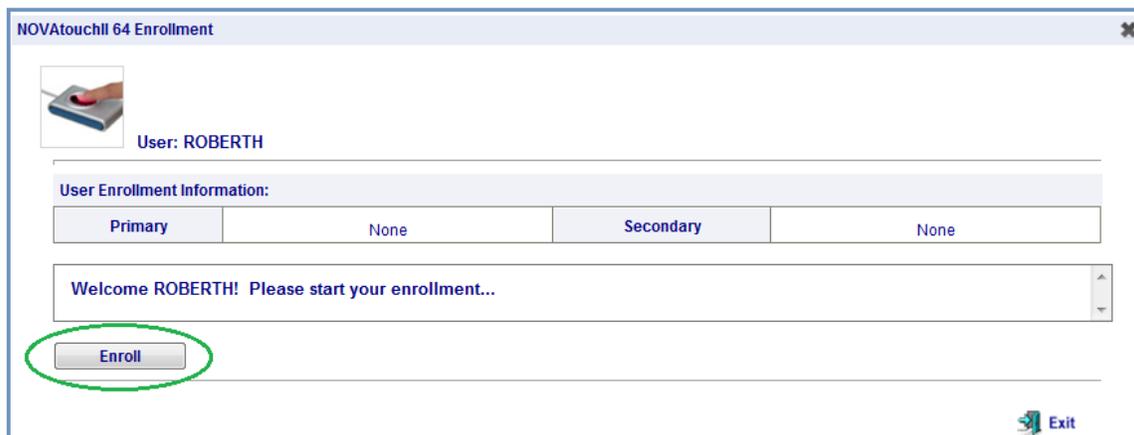


Figure 8-2

(8. Enrolling Users – continued)

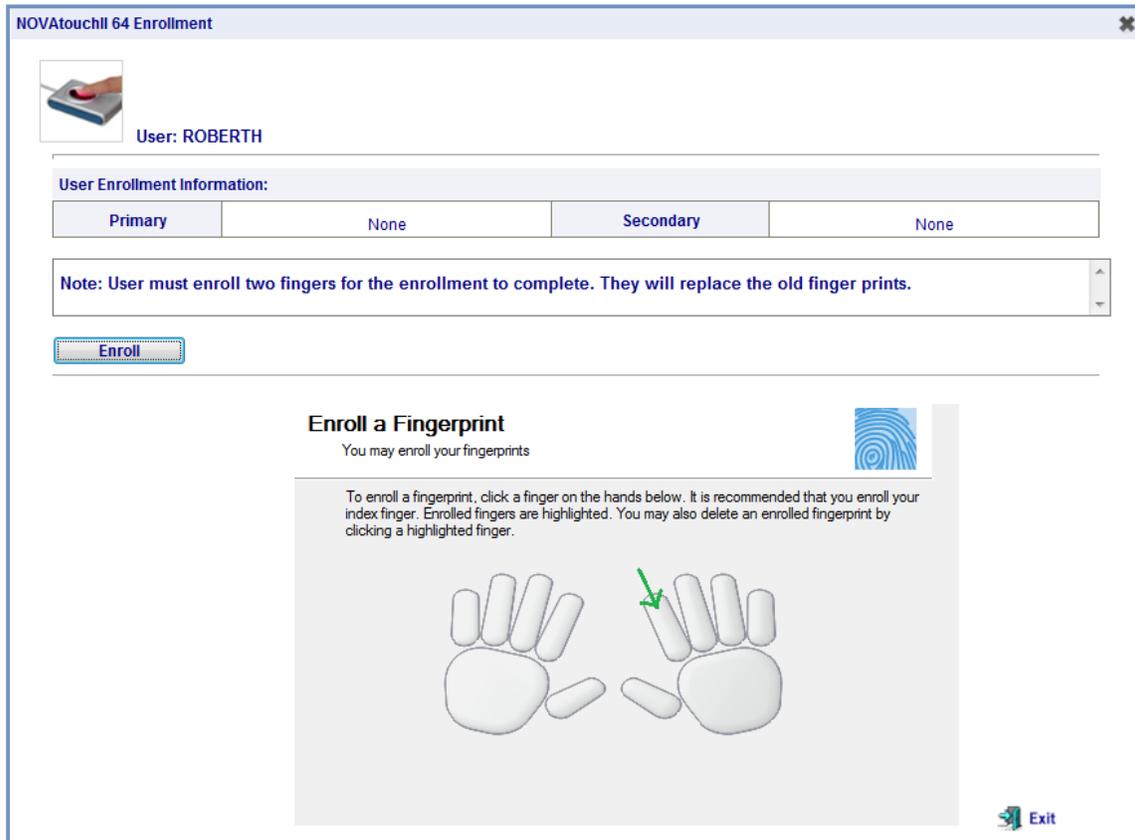


Figure 8-3

(8. Enrolling Users – continued)

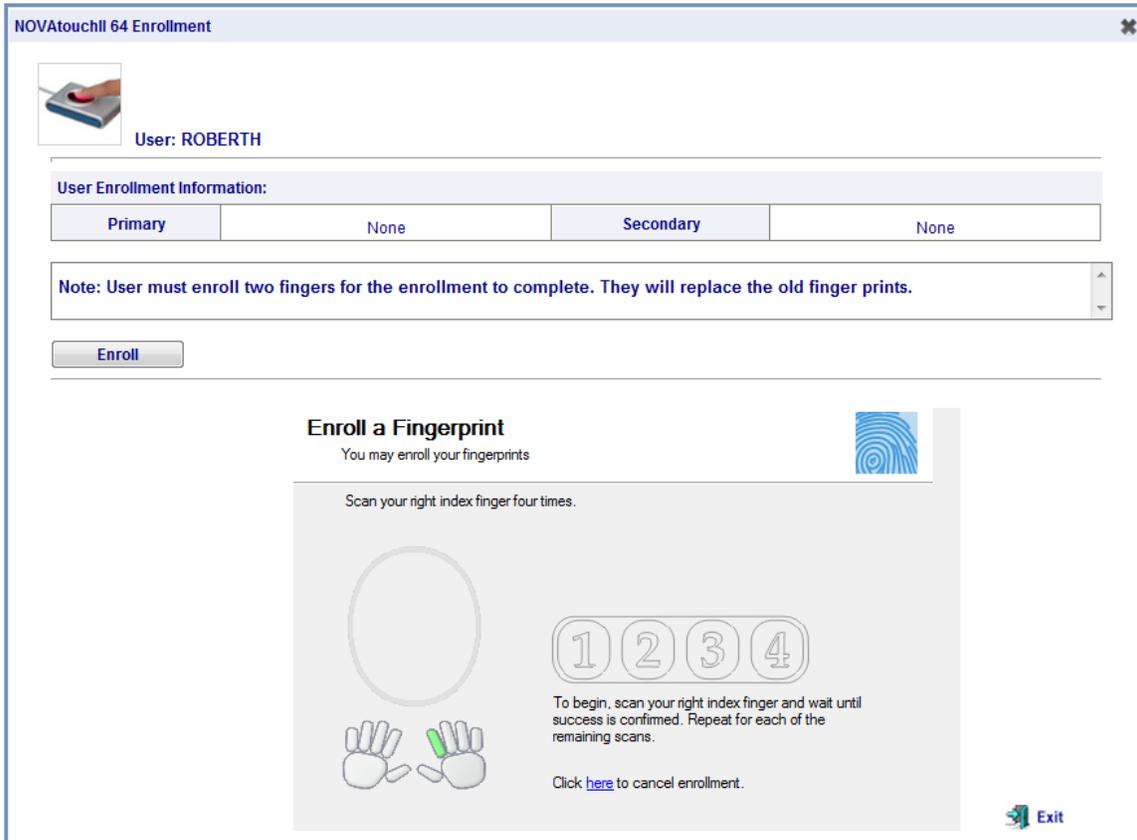


Figure 8-4

(8. Enrolling Users – continued)

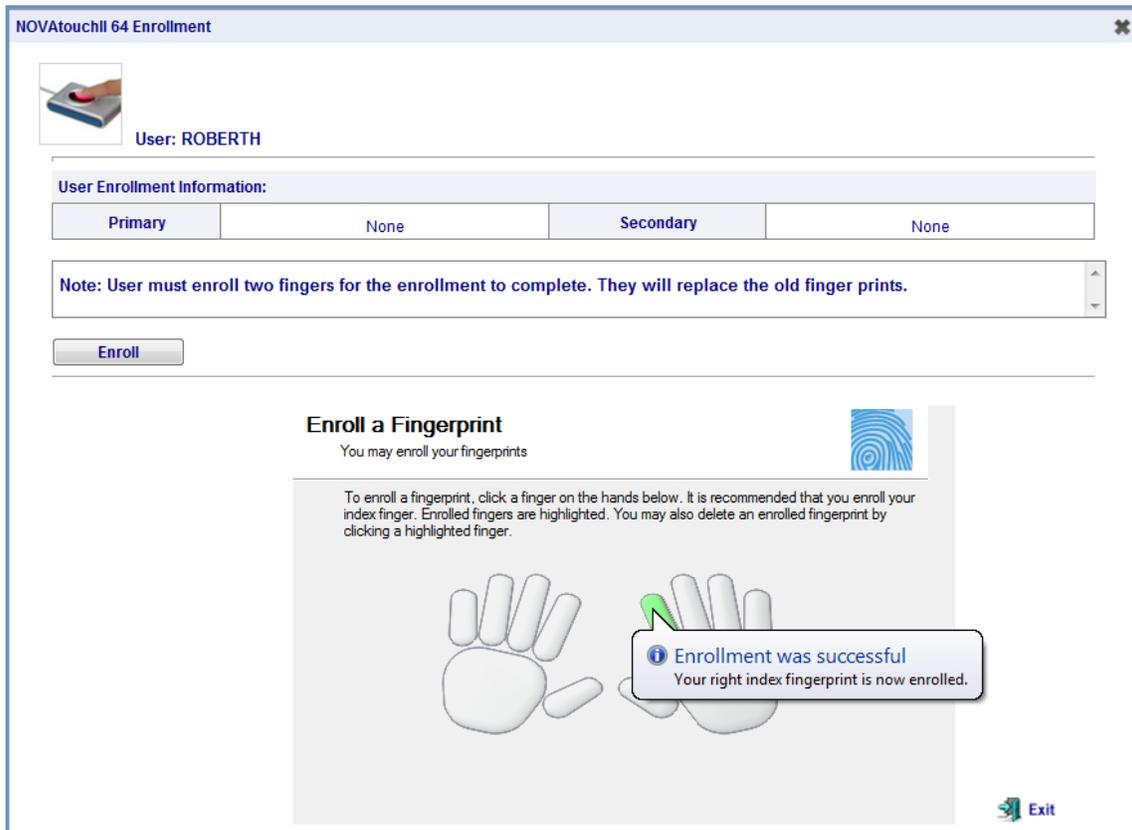


Figure 8-5

(8. Enrolling Users – continued)

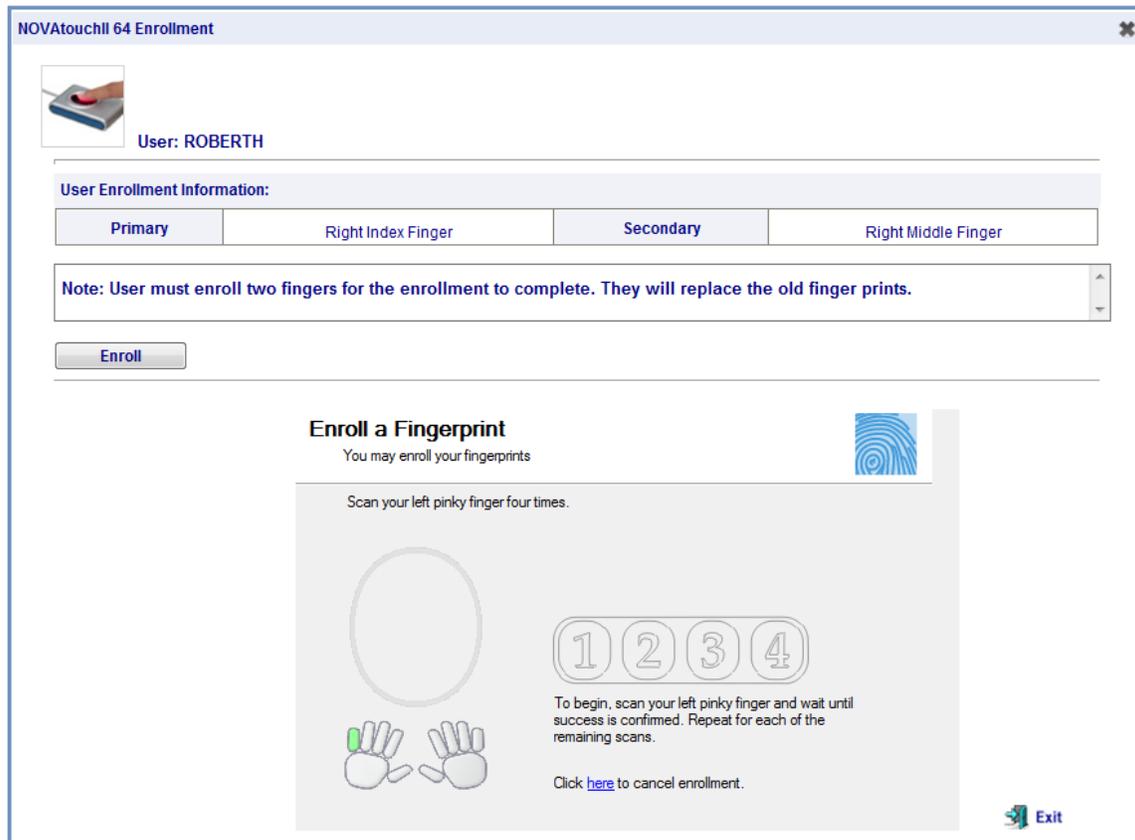


Figure 8-6

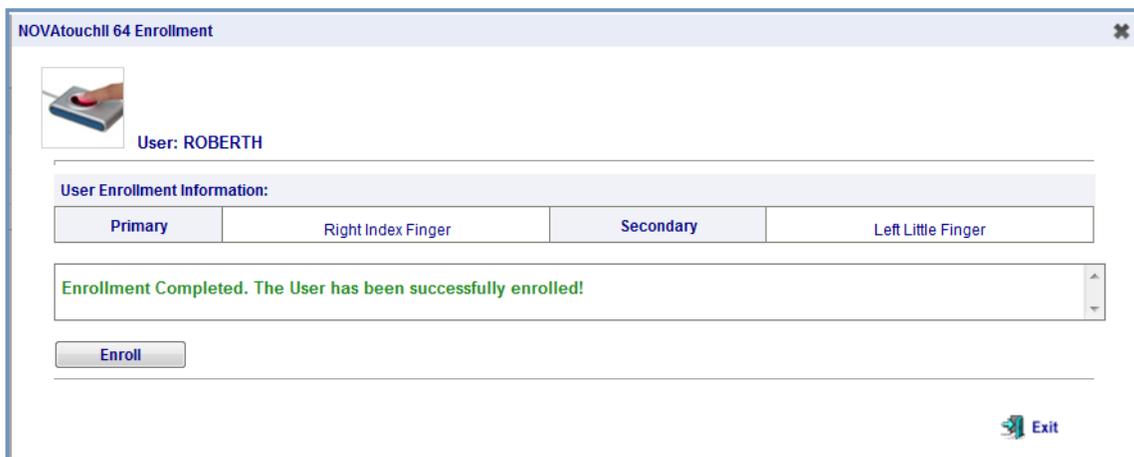


Figure 8-7

9. Using the NOVAtouch-II Reader

9.1 Employees:

- 9.1.1 Bring up the employee login page (refer to Chapter 5 for URL details).
- 9.1.2 Enter the employee ID (do NOT click on anything else).
- 9.1.3 Place the appropriate finger on the reader. Upon a successful reading, the display will prompt the employee to click on the designated option. Select the "Punch," Transfer," or "Employee Web Services" button as needed.

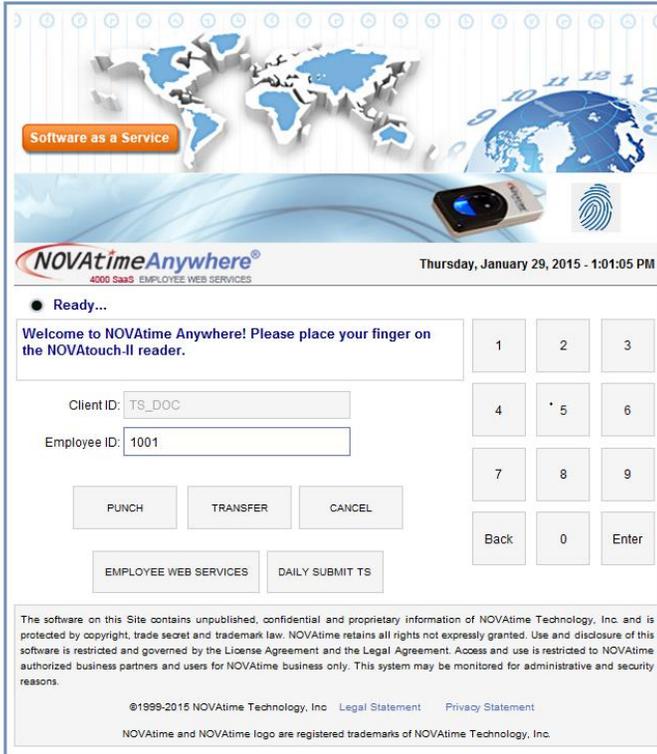


Figure 9-1

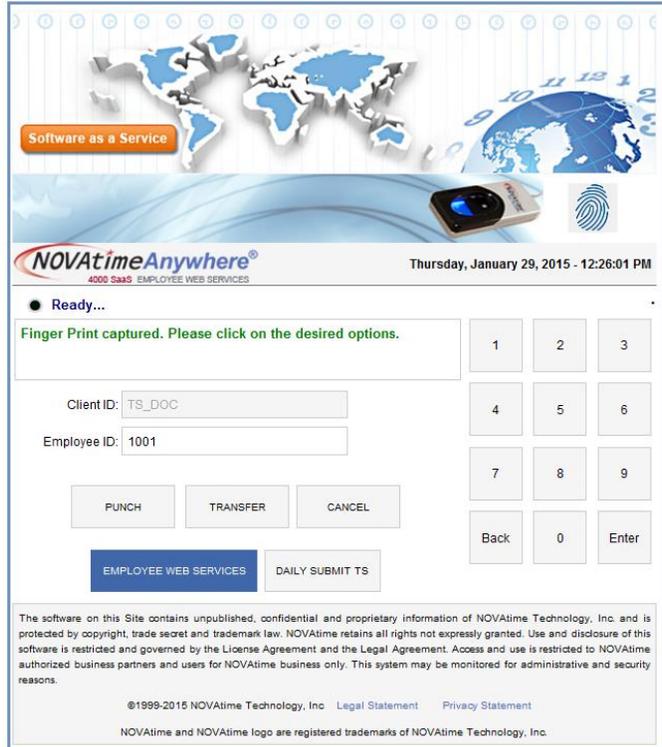


Figure 9-2

(9. Using the NOVAtouch-II Reader – continued)

9.2 Users:

9.2.1 Bring up the Administrator or Supervisor login page (refer to Chapter 5 for URL details).

9.2.2 Enter the User ID (do NOT click on anything else).

9.2.3 Place the appropriate finger on the reader. Upon a successful reading, the display will prompt the system user to click on the “Login” button.

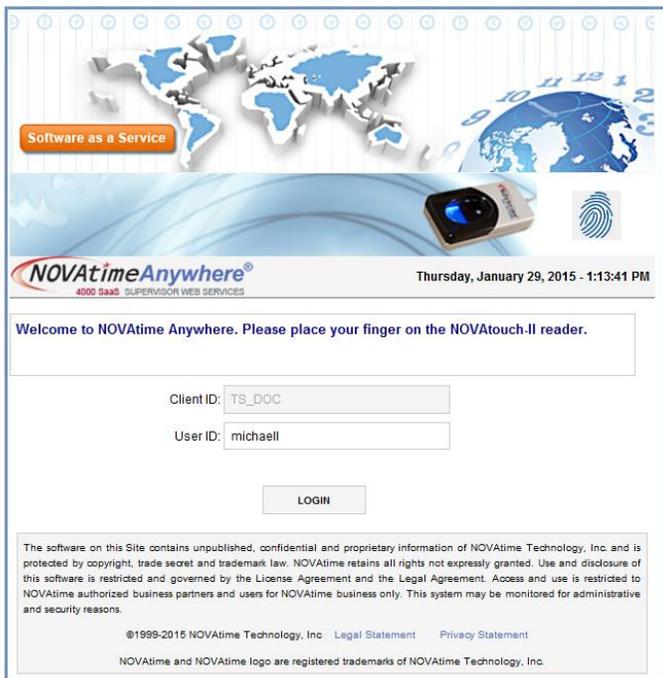


Figure 9-3

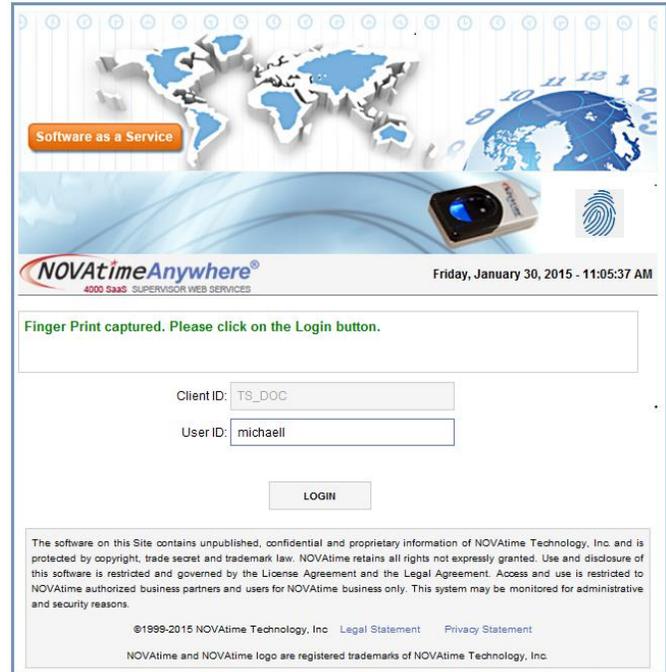


Figure 9-4

10. Information, Precautions, and Maintenance of the NOVAtouch-II Reader

10.1 Information:

Once the reader has been activated (by use with the NOVAtime program), it will remain active until the computer is shutdown or re-started. When reading a fingerprint, the LED light will go through one of three phases.

- **Standby** – Low intensity light
- **Detection** – Increased intensity light – finger detected by sensor in the reader, but the reading was not good. After a time of no activity, the intensity may go back to standby.
- **Detection/Good Read** – High intensity light that then flashes off and goes back to low intensity

10.2 NOVAtouch-II Reader Precautions: To help keep the reader operating in good condition as long as possible, please be sure to observe the following precautions.

- Do not use a USB extension cable to extend the reach of the reader. It will shorten the life of the reader and void its warranty.
- Do not use alcohol-based cleaners on the reader.
- Do not use a paper towel or other lint-prone cloth to clean the reader's window.
- Do not use any paper or other abrasive material to clean the reader's window.
- Do not use a fingernail or other hard object to clean or do anything else to the reader's window.
- Do not spray or spill any liquid anywhere on the reader.
- Do not submerge the reader in any liquid or powder.
- Do not drop or misuse the reader.
- Do not place reader in direct sunlight.
- Do not stare (prolonged viewing) directly at the light emitting from the reader. Exposure while using the reader is not harmful.
- When disconnecting the reader from the computer, always use the computer's "stop device" feature first.

10.3 Cleaning the NOVAtouch-II Reader:

10.3.1 Depending on the environment and amount of use, the reader window may need to be cleaned periodically. To clean it, first apply a piece of cellophane tape to the window, press lightly to cover the entire window, and then slowly remove the tape. Next, lightly moisten a soft, lint-free cloth with a mild ammonia-based glass cleaner (damp—not soaking wet) and gently clean the window.

10.3.2 Once the silicon membrane on the reader starts to become damaged or starts to become less transparent, it will become more difficult for the reader to read fingerprints. Once it gets to the point where it requires multiple attempts to access the system, it is time to replace the reader.

