How to Create User Profiles

You will need to create Users that can log into identiMetrics Enrollment Manager™. Only users that are Managers or Administrators have access to do this. Open the Enrollment Manager and Click on User Management. NOTE: Users need to be created on any service deployed, (Distributor, Biometric Engine and/or ID Provider).

Enrollment Manager - BE Middle   —   □   ✕

File   Data Selection   Data Management   User Management   Service Management   Help
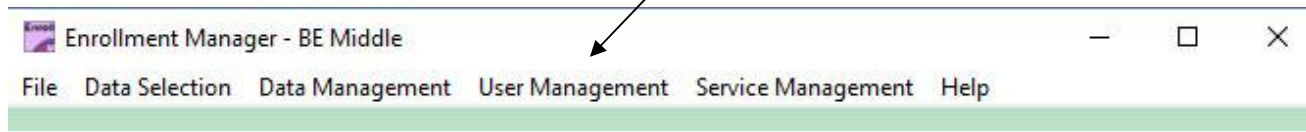
Click on the Add button to add a User. Use the tab key to fill out the fields.

User Profiles for Biometric Engine

File   Data Selection

Name	Role	User Name	Password	Security Question	Security Answer	Info	E-mail	Last Login
A Manager	Manager	mgr	***	Mom's name	Susan			
A Maintainer	Maintainer	maint	*****	Dad's name	Sam			
An Enroller	Enroller	enroll	******	Cat's name	Sneeky			2014-02-18 14:17:32

Connected

Add   Delete   Save   Cancel   Exit

Name: The User's full name

Role: The role defines what things a user is allowed to do. Choose one.

- **Enroller** – This role is intended for users that are just going to enroll people and aren't responsible for any management tasks. An Enroller can use the filter, find and sort functions to access the records they want and is allowed to enroll any of those records. They can print, set preferences and do backups.

- **Maintainer** – This role can do what an Enroller can do plus modify the records. They can use Find and Replace and any of the Data Management functions.

- **Manager** – The Manager can do what a Maintainer can do and they can add and modify Maintainer and Enroller user profiles.

- **Administrator** – The Administrator can do everything.

Username: Username for login.

Password: Password for login.

Security Question: Make up a question the User will be asked if the forget their login information.

Security Answer: The correct answer to the Security Question.

Info: Any info you would like to add about the User.

Email: The Users email address.

Last Login – This column shows the latest date and time that this user logged in.

Click on Save to save your User.

TIP: Consider using an already existing username & password (such as an existing windows logon or host application logon) for your users. It will make it easier to remember.