

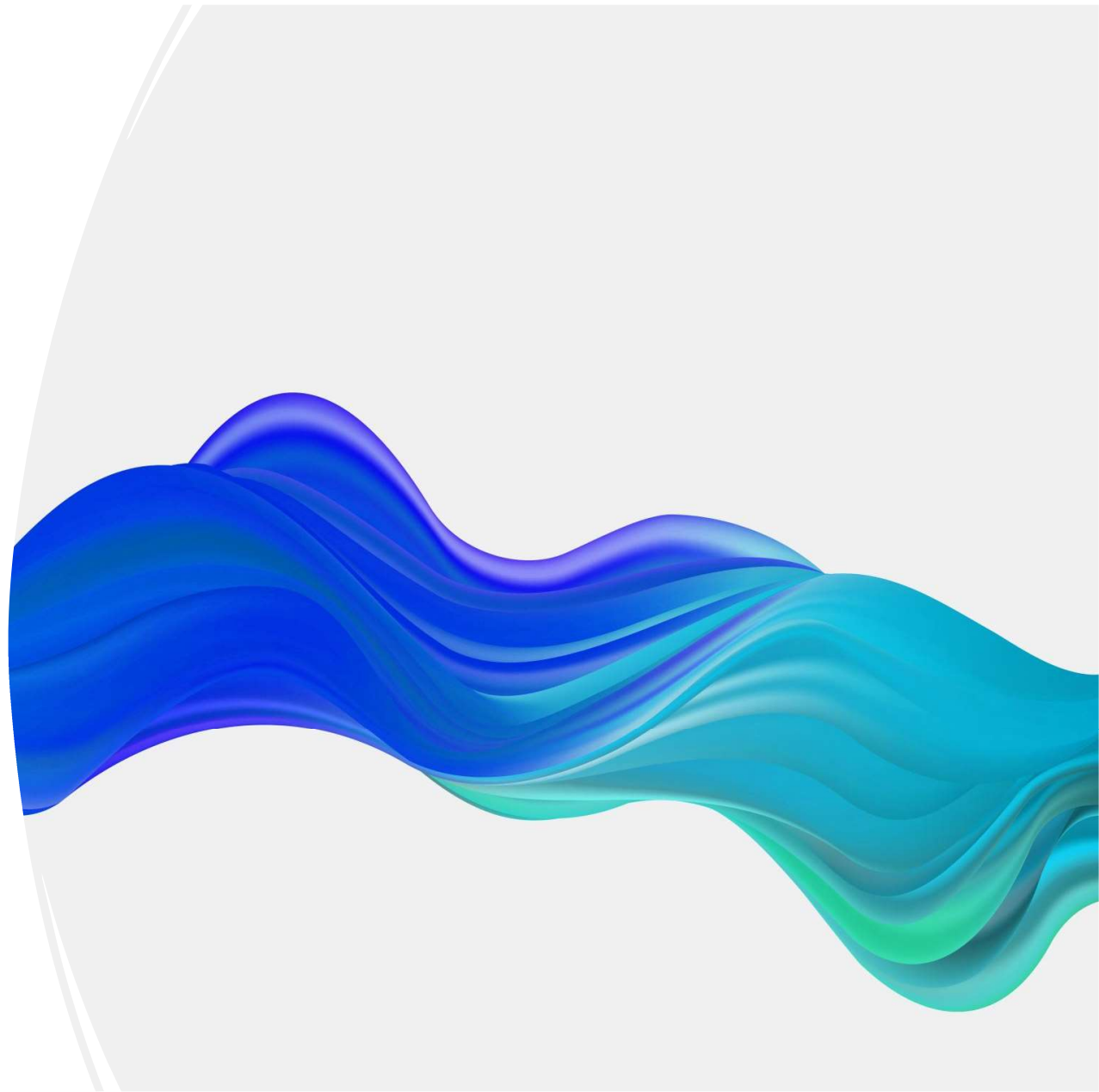
Designing, Delivering & Evaluating Learning

Assignment 1

Rachel Parfitt 2005681

BMHR7001

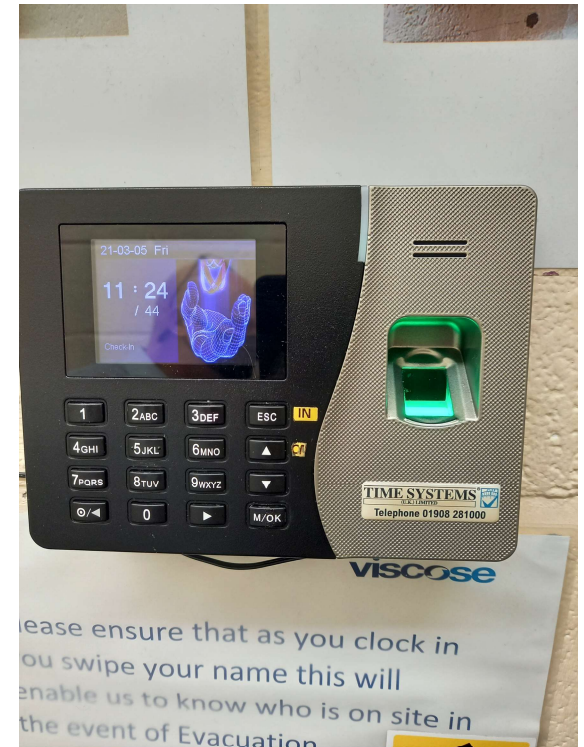
Tutor: Julie Hayward



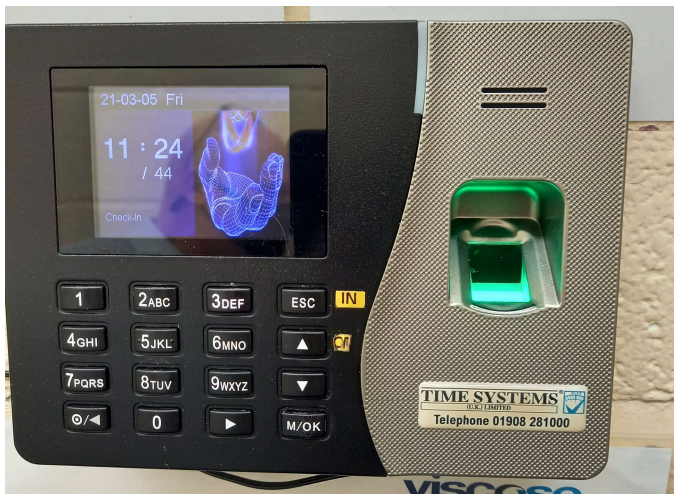
Adding a new user to the clocking machine

I have chosen to create this resource to meet a genuine need in the business. Whenever a new user needs to be added to the clocking in system we can never remember how to do it. The machine itself is obsolete, there are no available user guides or operating instructions.

The reason for choosing this method of resource creation is due to the context of the operating environment. The intention of the resource is that the user will "pull" when needed and the quick start guide one page of instructions should be sufficient to complete the task. Should some more detail be required or if something is not clear they can refer to the other pages of the document which have both photos and explanations.



QUICK START GUIDE- adding a new user to the clocking machine



DON'T FORGET

Before you start – make sure you have admin rights and that the new user to be added is with you for fingerprint capture

Step 1

Press and hold the M/OK button to access the admin screen. Use fingerprint for verification

Step 2

Select "user" by pressing M/OK button; select "add user" and enter full name of new user

Step 3

Capture new user fingerprint – user places fingerprint on reader 3 times

Step 4

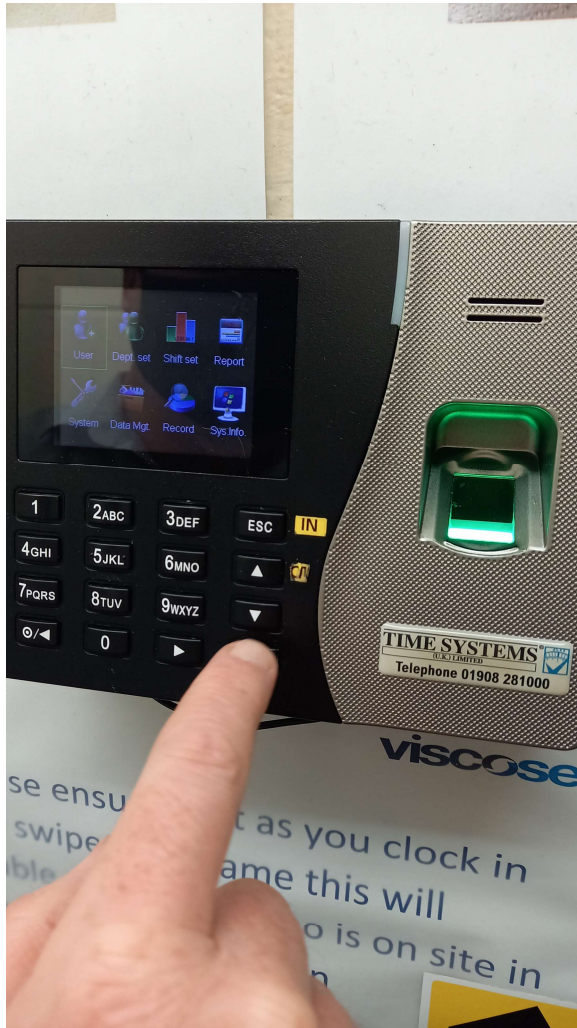
Make note of unique ID number assigned to new user

Step 5

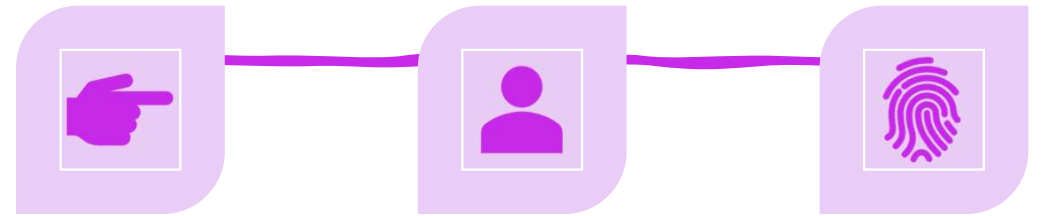
Enable unique ID number in case of fingerprint reader failure

Step 6 – on the operations laptop

Open "Geotime" software and complete new user record based on unique ID number



Step 1



PRESS AND HOLD THE
M/OK BUTTON TO ACCESS
ADMIN SCREEN

REMEMBER YOU MUST BE
SET UP AS AN
ADMINISTRATOR TO
ACCESS THE ADMIN
SYSTEM

USE YOUR FINGERPRINT
FOR VERIFICATION

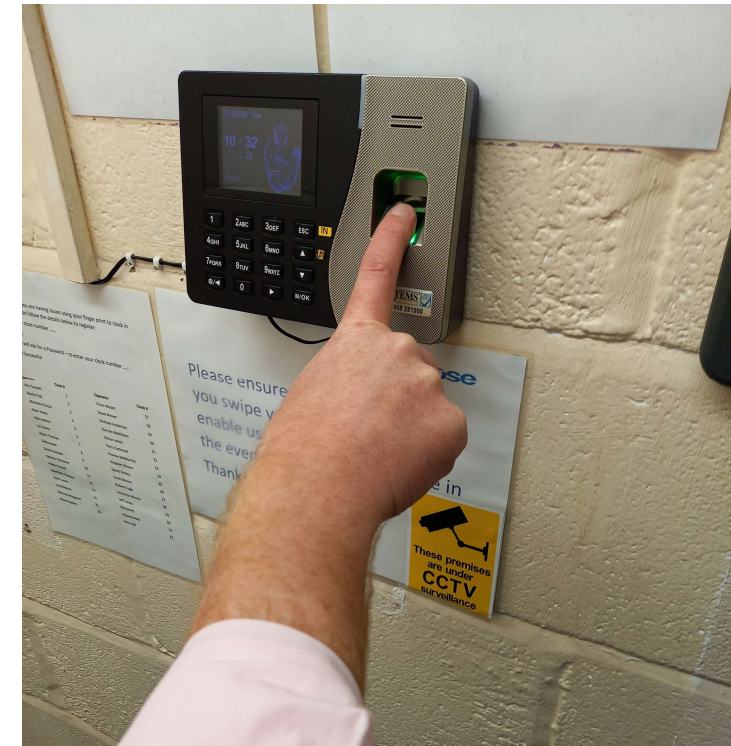
Step 2

- Press M/OK button and select "user"
- Select "add user" and enter full name of new user



Step 3

- The new user places their finger on the fingerprint reader to capture fingerprint
- This must be repeated 3 times using the same finger each time
- The new user should choose a finger they will be able to use easily everyday when clocking in and out of the workplace - it doesn't have to be the forefinger!



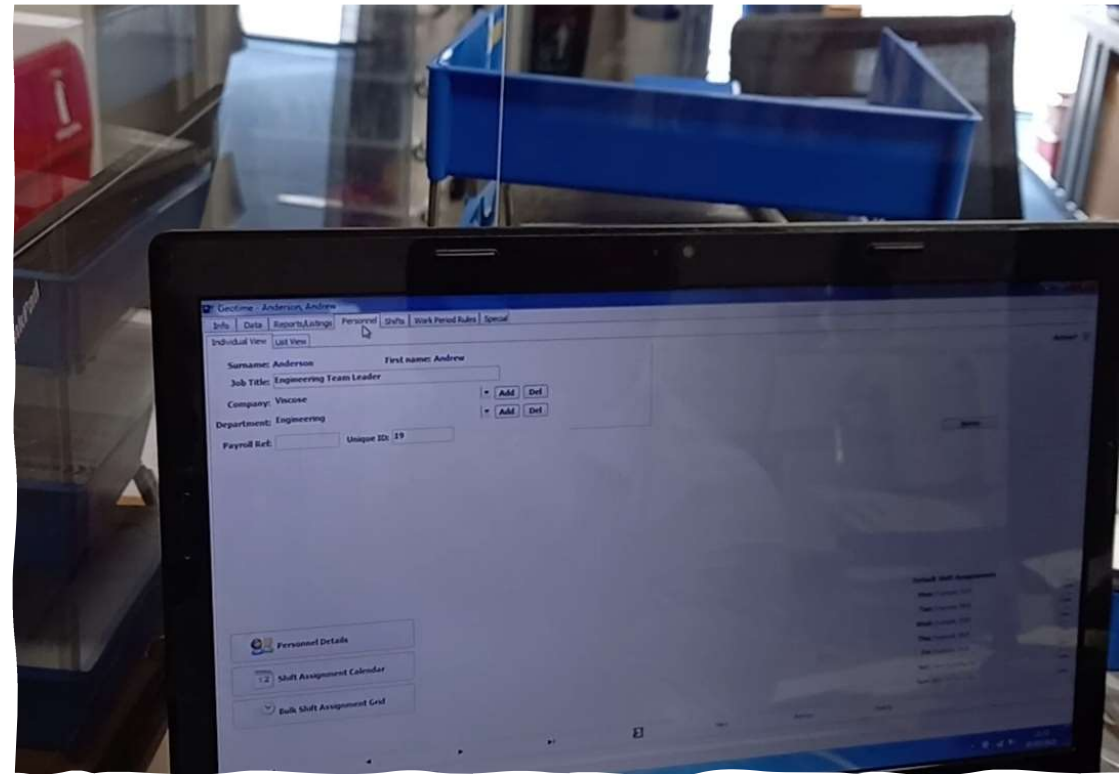
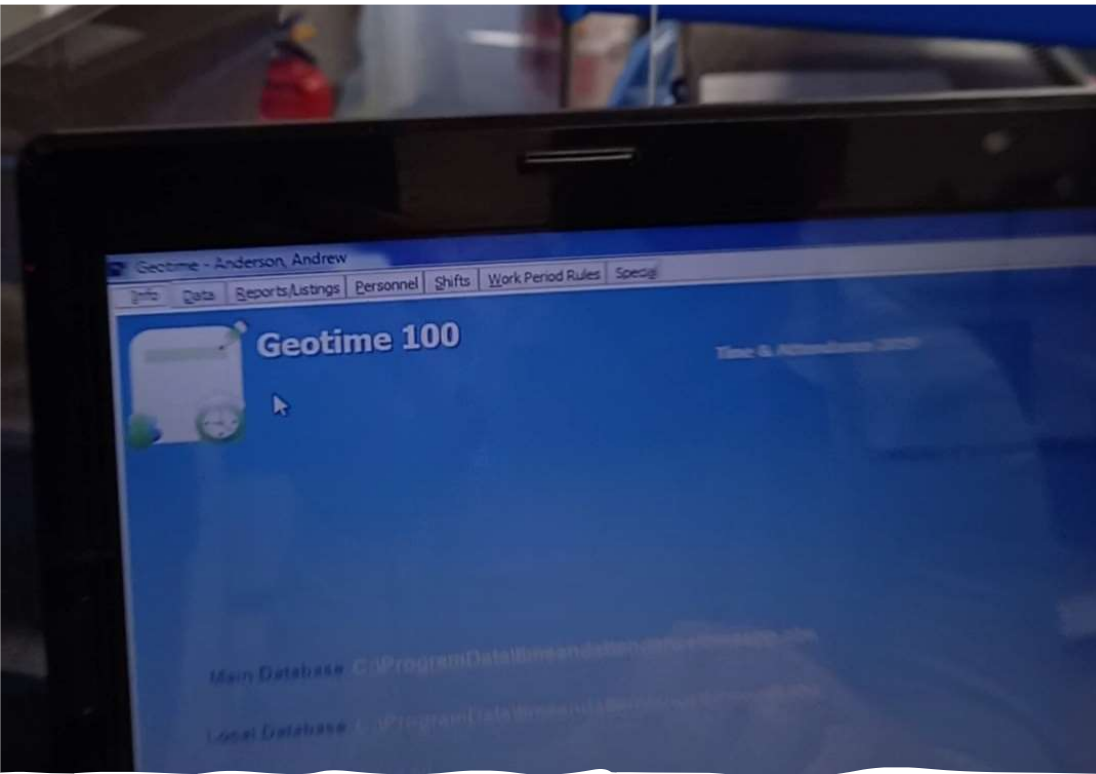
Steps 4 & 5

Step 4 - Make a note of the unique ID number shown on the add user screen

- This is needed to add to the time keeping software (Geotime)
- This is also the user's password

Step 5 - Enable password function for the new user

- Explain to the new user that if the fingerprint reader should fail they can use their unique ID number to clock in / out (this can happen if reader is wet for example if it is raining outside and the previous user has placed a wet finger on the reader)
- Another reason for using the unique ID number could be if the registered fingerprint becomes unusable (e.g. a cut finger covered by a plaster)



Step 6 – on the operations laptop

- Login to the system and go the Geotime timekeeping software
- Select add new user
- Complete all fields and remember to add the unique ID number

Accessibility

- The resource will be printed, laminated and filed in the clocking folder in the main office.
- Each admin user will be also be provided with an email copy
- The file will be stored in the shared drive folder which is accessible by authorised individuals
- Before starting this project I consulted with the intended users of the resource and it was decided that this format instead of a video for example would be more appropriate. A video would not have been suitable due to the fact that users do not always have their phones with them so would not be able to watch the video while completing the task. Also, the location of the machine itself i.e. in a narrow corridor in the entrance to the building, has no available space to place a laptop, tablet etc
- The quick start guide and the more detailed pages have been fully tested and approved as fit for purpose by current users

Bibliography

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- 7) Stewart, J. and Cureton, P. (2014) *Designing, delivering and evaluating L&D: essentials for practice*. London: CIPD