



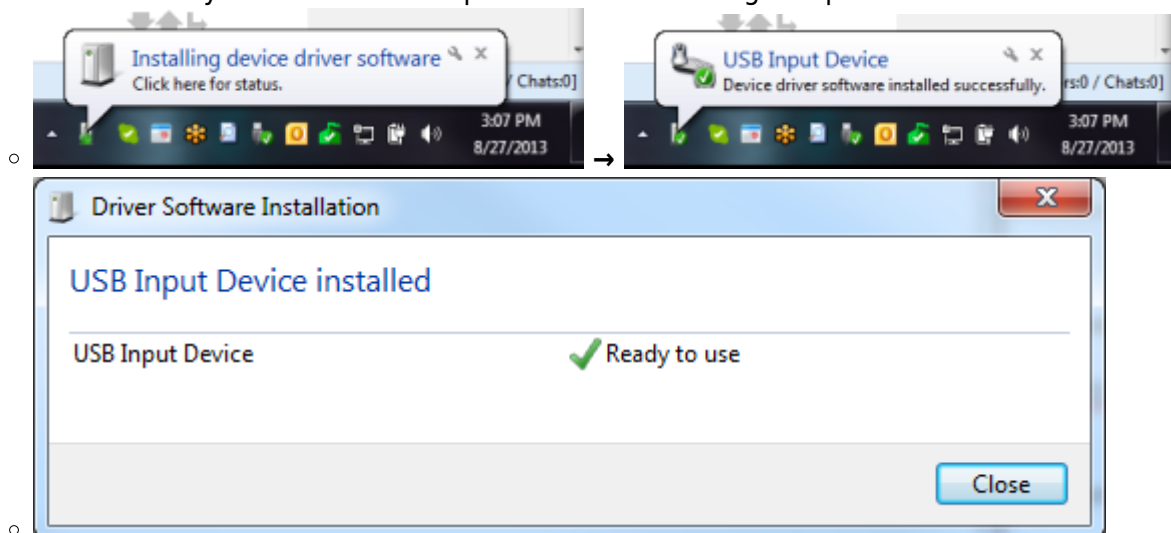
Employee Self Sign-in:

Using a proximity / RFID reader (recommended for large classes)

First, you will need to order RFID Key Fobs and Proximity Readers for your PC/MAC computer by contacting one of our friendly National Account Specialists at sales@engineerica.com. For more information about what RFID/proximity readers are [click here](#).

Once you receive the RFID/proximity reader it is ready to go. There is no need to store **Employee** data on the key fobs as they are already programmed with an ID.

1. You will have to connect the proximity reader to your PC/MAC computer and let the device install the necessary drivers.
 - Just plug in the Proximity Reader with the provided USB cord and watch the device install the necessary drivers. It will beep several times during this process.



- You can test that the device is working by opening a notepad or a word document on your computer and then bringing the key fob close to the proximity reader. It should beep and place the ID number.
2. Then you will have to scan each key fob when editing the **Employee** to assign them to each of your **Employees**. You can either [Import the keyfob numbers](#) or [manually assign each Employee's keyfob](#) when they attend the first time so you have their card number in **AccuTraining**.



3. Finally, you must set up a **Sign-in Station** to start recording attendance with the RFID and proximity readers. [Click here](#) to learn how.

Using a barcode reader



First, you will need to order Barcode Readers for your PC/MAC computer by contacting one of our friendly National Account Specialists at sales@engineerica.com or call 1-888-249-7227. For more information about what Barcode Reader models there are [click here](#).



Once you receive your Barcode reader contact our helpful Software Support Team at support@engineerica.com or call 407-366-7700. They will assist with programming your Barcode Reader using our specialized utilities to get them to read your specific Barcode ID. You will need to be at your computer with the barcode reader to program the device. Once programmed you can then just plug it into whatever computer you want to be a **Sign-in Station**.

Next is getting the **Employee's** Card number into **AccuTraining**. You can either [Import the card numbers](#) or [manually assign each Employee's card](#) when they attend the first time so you have their card number in **AccuTraining**.

The last step is to setup a Sign-in Station. [Click here](#) to learn how.

Using a magnetic strip reader



First, you will need to order Magnetic Strip Reader for your PC/MAC computer by contacting one of our friendly National Account Specialists at sales@engineerica.com or call 1-888-249-7227. For more information about what Magnetic Strip Reader models there are [click here](#).



Once you receive your Magnetic Strip Reader contact our helpful Software Support Team at support@engineerica.com or call 407-366-7700. They will assist with programming your Card Reader using our specialized utilities to get them to read your specific Card ID. You will need to be at your computer with the card reader to program the device. Once programmed you can then just plug it into whatever computer you want to be a sign-in station.



Next is getting the **Employee's** Card number into **AccuTraining**. You can either [Import the card numbers](#) or [manually assign each Employee's card](#) when they attend the first time so you have their card number in **AccuTraining**.

The last step is to setup a Sign-in Station. [Click here](#) to learn how.

Using a keyboard

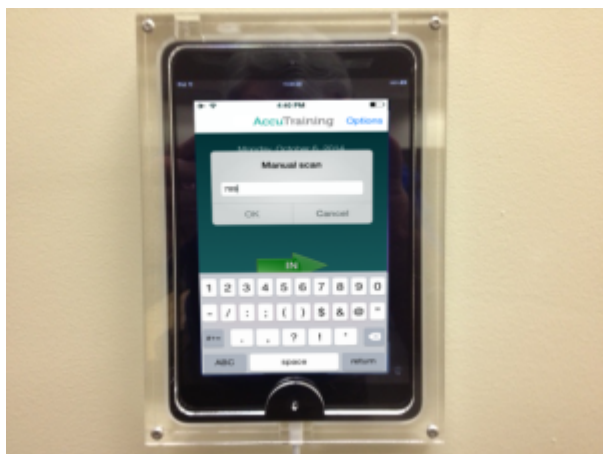
We recommend that you Import your **Employee's** IDs but you can also add them manually while creating the **Employee** if you prefer. [Click here](#) to learn about importing **Employees**.

All you need to do is setup a Sign-in Station [click here](#) to learn how.

Now you just need to have them type their **Employee's** ID or Card Number in at the Sign-in Station computer and hit enter. That's it! The **Employees** just repeat the process to sign out when they leave!

This iPad Kiosk feature is currently not available for AccuTraining but can be developed for an additional cost to the software purchase.

Using an Apple iPad or iPad mini mounted in a kiosk



Have the **Employees** sign in by reading a barcode with the iPad's front camera while keeping the device locked to display a classroom's scheduled courses throughout the day in a tamper-free kiosk mode.

This feature is currently not available for AccuTraining but can be developed for an additional cost to the software purchase.

This Wall-mounted Time-Clock feature is currently not available for AccuTraining but can be developed for an additional cost to the software purchase.



Using a wall mounted time clock

Have **Employees** sign in at the time clocks. Learn more by [clicking here](#). For ordering information please contact your national account specialist at 1-888-249-7227 or at sales@engineerica.com

This feature is currently not available for AccuTraining but can be developed for an additional cost to

the software purchase.

[Click here](#) to choose another method for tracking attendance with AccuTraining.

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