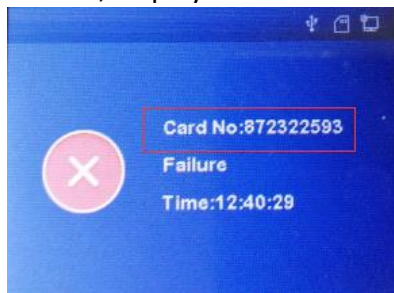


Add User in SmartPss for ASA2212A

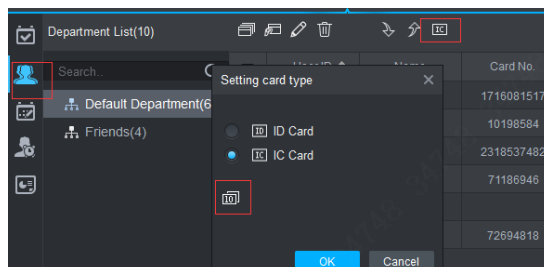
1. There are two methods add users for Smartpss attendance.

a. Manual add user in Smartpss

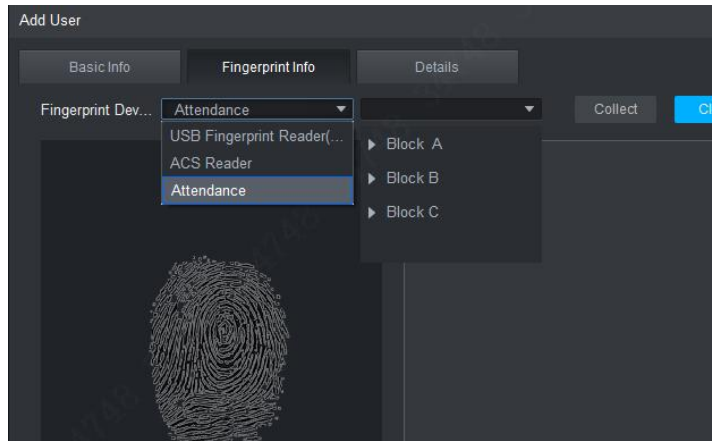
- User ID same to device user ID, it is necessary.
- Card No: not necessary (different to access control)
Notice: when you punch the unregistered card in device, you could get the card NO, for example: 872322593, Decimal, but for smartpss, in default, display the card in Hexadecimal, not Decimal



Switch the card NO display in Decimal as below.

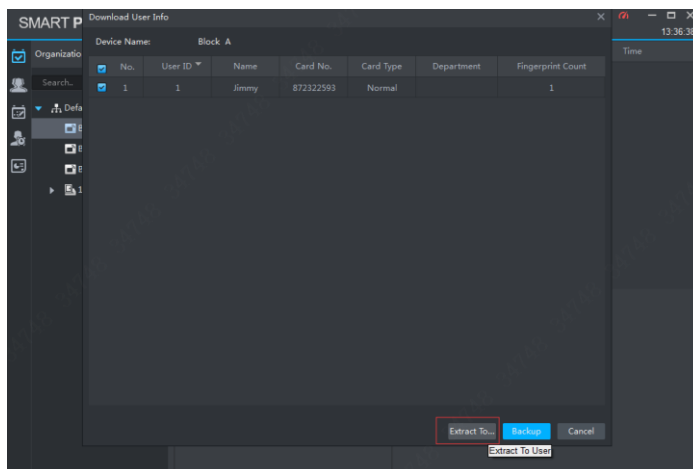
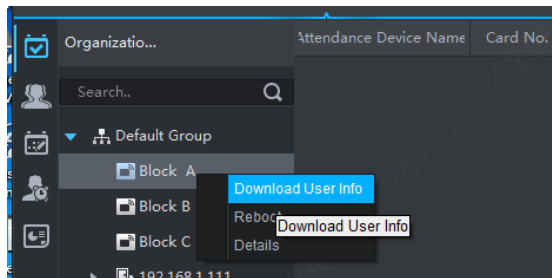


- Person type: equal to user Level in device, there are two options ,one is user , the other is manger , manger have the authority to operate device.
- Fingerprint info, supports to add fingerprint through device



2. Download the user from device(Recommend)

- Select device ,and right click->download User Info->Extract to User



Notice : Device support to **add user in batch**. It add card user very quick.
6 Features->input start use ID , just need to punch card one by one

