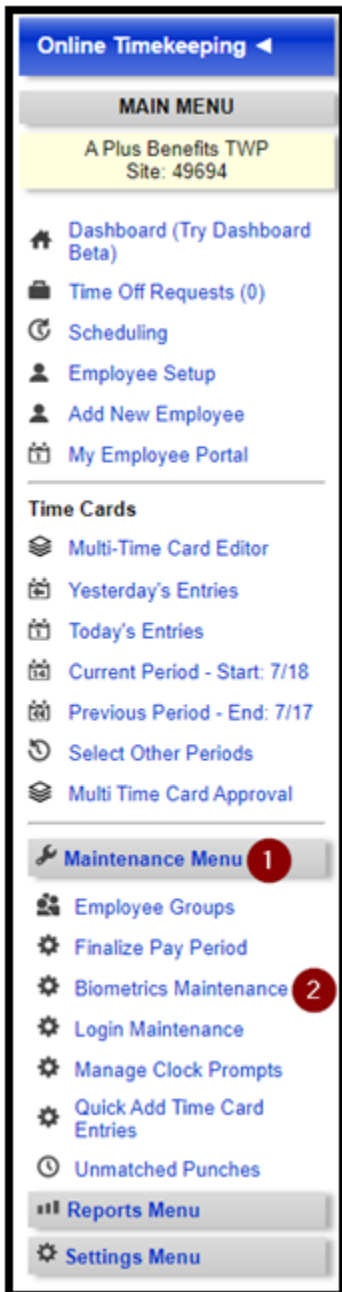


Go to: helpside.com -> Employer -> Timeclock and login with your username and password.

Step 1: Click on **Maintenance Menu**.

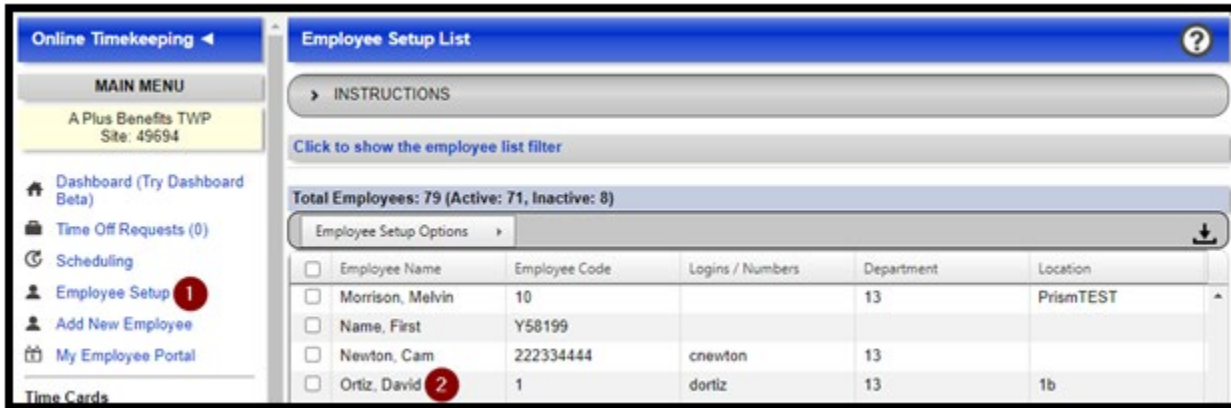
Step 2: Click on **Biometrics Maintenance**.



Delete Prints – TimeWorksTouch

Step 1: From the Main Menu, click on **Employee Setup**.

Step 2: Click on the employee's name.

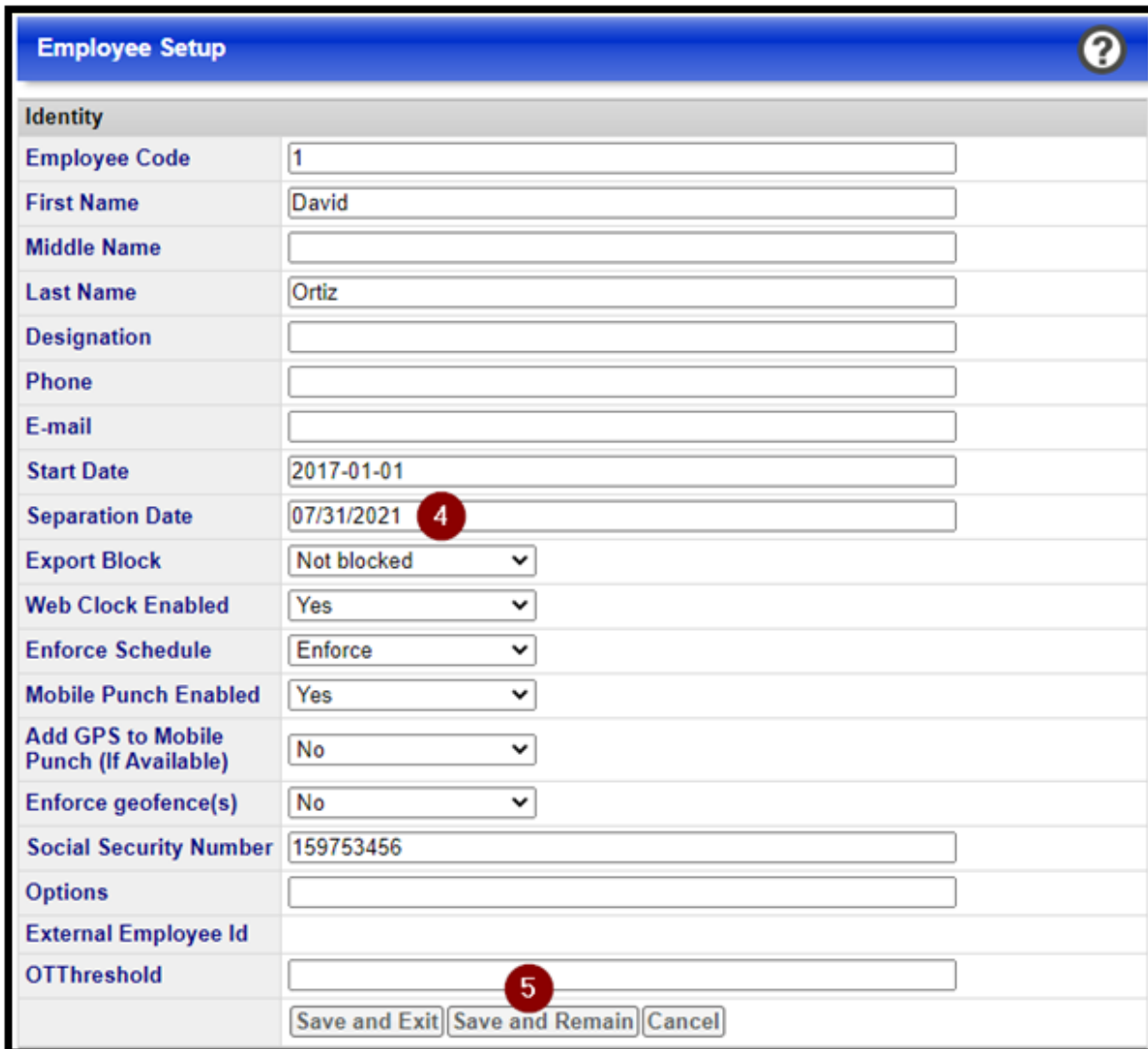


Step 3: Click on the **Edit** button next to "Identify".



Step 4: Terminate the employee by adding a separation date. (After this date, when the clock checks the server, it will remove the print from the clock.)

Step 5: Click **Save and Remain**.



The screenshot shows the 'Employee Setup' form with the following fields and values:

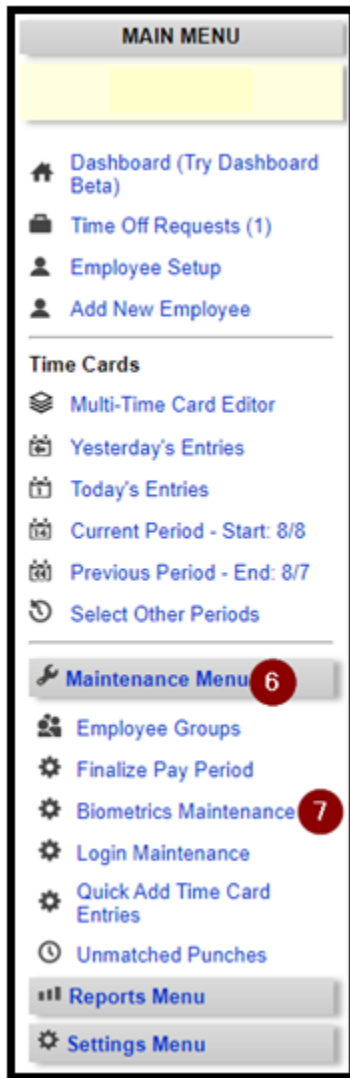
Employee Setup	
Identity	
Employee Code	1
First Name	David
Middle Name	
Last Name	Ortiz
Designation	
Phone	
E-mail	
Start Date	2017-01-01
Separation Date	07/31/2021 4
Export Block	Not blocked
Web Clock Enabled	Yes
Enforce Schedule	Enforce
Mobile Punch Enabled	Yes
Add GPS to Mobile Punch (If Available)	No
Enforce geofence(s)	No
Social Security Number	159753456
Options	
External Employee Id	
OTThreshold	5
Save and Exit Save and Remain Cancel	

The form includes a help icon (?) in the top right corner. Red circles with numbers 4 and 5 highlight the 'Separation Date' and 'OTThreshold' fields, respectively. The 'Save and Remain' button is highlighted in the bottom right corner.

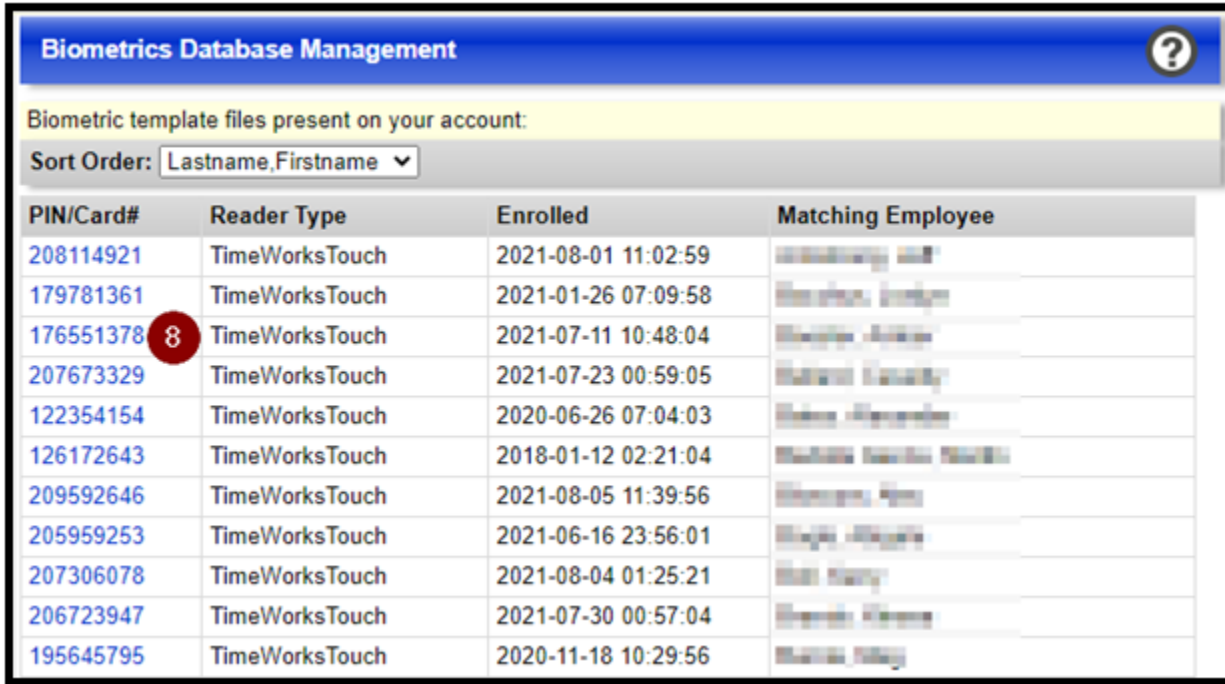
Once the date in Step 4 has passed:

Step 6: Click on **Maintenance Menu**.

Step 7: Click on **Biometrics Maintenance**.



Step 8: Click on the **PIN/Card #** for the fingerprint you want to delete.



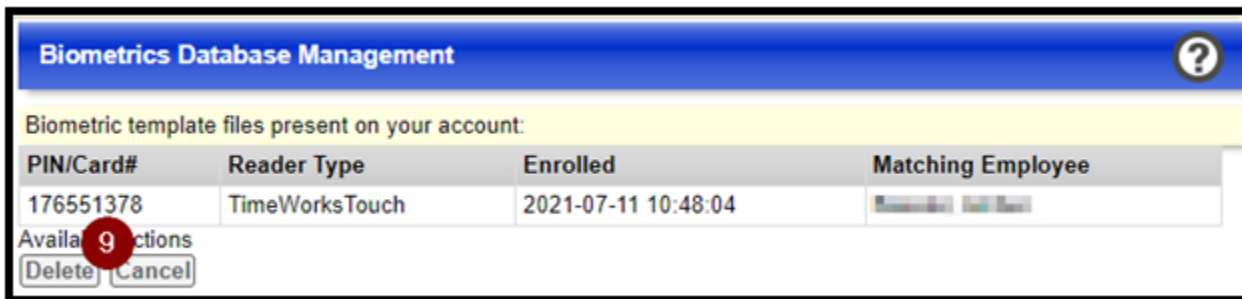
Biometrics Database Management

Biometric template files present on your account:

Sort Order: Lastname,Firstname

PIN/Card#	Reader Type	Enrolled	Matching Employee
208114921	TimeWorksTouch	2021-08-01 11:02:59	...
179781361	TimeWorksTouch	2021-01-26 07:09:58	...
176551378	TimeWorksTouch	2021-07-11 10:48:04	...
207673329	TimeWorksTouch	2021-07-23 00:59:05	...
122354154	TimeWorksTouch	2020-06-26 07:04:03	...
126172643	TimeWorksTouch	2018-01-12 02:21:04	...
209592646	TimeWorksTouch	2021-08-05 11:39:56	...
205959253	TimeWorksTouch	2021-06-16 23:56:01	...
207306078	TimeWorksTouch	2021-08-04 01:25:21	...
206723947	TimeWorksTouch	2021-07-30 00:57:04	...
195645795	TimeWorksTouch	2020-11-18 10:29:56	...

Step 9: Click **Delete**.



Biometrics Database Management

Biometric template files present on your account:

PIN/Card#	Reader Type	Enrolled	Matching Employee
176551378	TimeWorksTouch	2021-07-11 10:48:04	...

Available Actions

Delete Cancel

Delete Prints – Punch+ or Z-Series Timeclock

Step 1: Click on **Maintenance Menu**.

Step 2: Click on **Biometrics Maintenance**.

Step 3: Click on the **PIN/Card#** for the fingerprint you want to delete.

Biometrics Database Management

Biometric template files present on your account:

Sort Order: Lastname,Firstname

PIN/Card#	Reader Type	Enrolled	Matching Employee
8378	Z-Series Timeclock	2020-11-17 09:28:39	Ben Jordan
7959	Z-Series Timeclock	2017-08-07 09:42:37	Ben Kye
2291	Z-Series Timeclock	2021-01-25 15:02:04	Indira Priya Reddy
0246	Z-Series Timeclock	2020-08-31 15:03:57	Caspero Andros
5567	Z-Series Timeclock	2017-08-22 14:31:46	Caspero Andros
8055	Z-Series Timeclock	2011-07-21 11:24:29	Gregory Harbison
2930	Z-Series Timeclock	2019-10-22 15:14:43	Orville Lyle
9384	Z-Series Timeclock	2016-08-10 14:04:14	Pradeep Narasimha
2480	Z-Series Timeclock	2019-02-25 15:48:05	Conita Hill
2041	Z-Series Timeclock	2020-07-20 16:12:11	Johanna Argente
0131	Z-Series Timeclock	2017-08-18 15:10:24	Lara Ann
9856	Z-Series Timeclock	2019-02-26 09:14:57	Lara Ann Kardus
4387	Z-Series Timeclock	2021-06-24 07:38:50	Melanie Hines
5896	Z-Series Timeclock	2017-11-15 13:01:16	Paula Scott
0880	Z-Series Timeclock	2021-05-11 14:57:01	Robert Overing
3681	Z-Series Timeclock	2021-05-12 14:55:31	Robert Hays
4596	Z-Series Timeclock	2021-06-17 15:38:33	Shelley Bessell
2232	Z-Series Timeclock	2011-07-21 11:22:06	Wesley Swartz
0408	Z-Series Timeclock	2017-08-07 14:10:29	William W. Tye
1103	Z-Series Timeclock	2017-04-12 09:31:46	William W. Tye
5982	Z-Series Timeclock	2011-07-21 11:19:12	Zorana Hays

The following print(s) have no matching employees. If you perform a Full Download on a clock, these records will not be downloaded.

1202	Z-Series Timeclock	2017-05-19 15:04:14	
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Step 4: Choose one of the two delete options presented.

Step 5: Click **Delete**.

Biometrics Database Management

Biometric template files present on your account:

PIN/Card#	Reader Type	Enrolled	Matching Employee
0246	Z-Series Timeclock	2020-08-31 15:03:57	Caspero Andros

Available Actions

- Change to an explicit "Deleted" entry. This overwrites the original with a new entry that announces the template should be deleted. When clocks receive the entry, they will delete the original record from memory.
- Delete record from server database. This removes the entry from this list. The fingerprint record will no longer be sent to clocks, but no deletion message will be sent either. Clocks may retain the old fingerprint template until a full database redownload is performed.

Delete