

Advanced Tracker Technologies Inc

Inquiry Tracker Password Protected Scanning

Overview

This document outlines the new abilities in Inquiry Tracker pertaining to scanning with a badge and a password. This new option adds another level of security to Inquiry Tracker.

Notes

Any reference to menu items assumes that the user is logged into the software with a properly privileged account.

Items laid out in this document have been deemed mandatory and failure to follow any of the steps mentioned will not allow for the modifications to work as expected.

The software makes no reparations for incorrect use.

Setup - Inquiry

From within Inquiry Master, under the menu Utilities->Customize, go to the "General" tab. Here are two options under the label "Query For Password". We can decide to turn on the extra password requirements in either Inquiry Employee or the Web Inquiry Interface.

In essence, when these options are checked, an employee will scan (or key-in) their badge at the start screen for Inquiry Tracker, then immediately be prompted for a password. If the password is not keyed correctly, the user will not be permitted to action in the application.

Setup – Employee Tracker

First we need to define an extra field in the employee profiles for use as the password for Inquiry Tracker. Under the menu Setup->Special->H/R User Defined Data, click the [Add] button. For the description, enter "Inq.Password" for the Inquiry Employee password or 'Web.Password' for the Web Interface. This must be entered exactly as shown for Inquiry Tracker to know where the employee passwords are stored. The details of this new User Defined Data field are as follows:

- **Style:** Free-Type
- **Entry Restrictions:** Alpha-Numeric
- **Default Value:** Blank
- **Maximum Length:** user defined

With this in place, we can now go to each employee and administer their passwords. Under the menu Setup->Employees, highlight an employee and click the [Edit] button. Select the "External Employee Data" category and observe our new "Inq.Password" field. This is where we will enter the employees' personal password.

Operation

With all setup items complete, employees are now prompted for their password after scanning their badge.