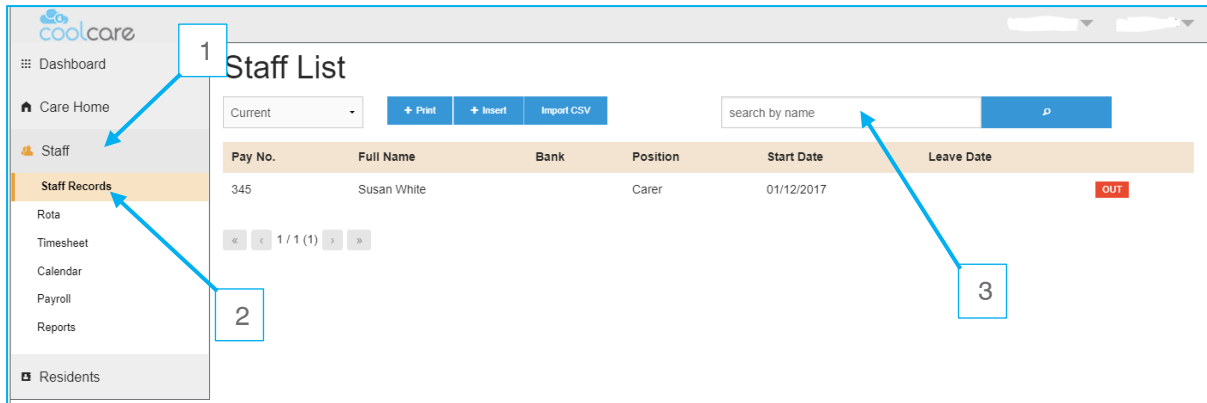


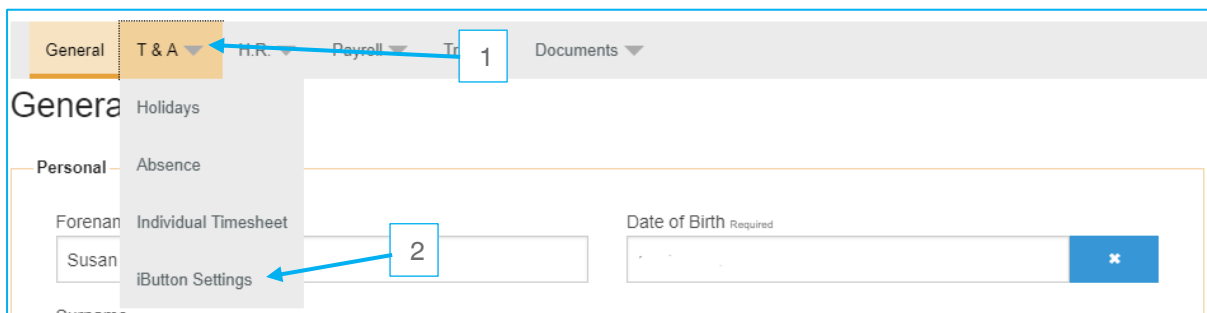
Adding an iButton in CoolCare4

This guide will take you through the steps to assigning an iButton to a staff member in CoolCare 4.

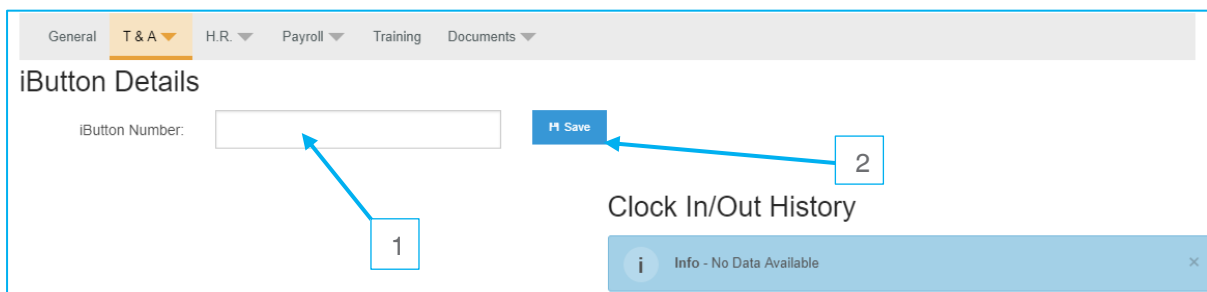
When you log on to CoolCare, navigate to the Staff section (1), then Staff Records (2). In the Staff List you need to find the staff member you want to assign the iButton to, the easiest way of doing this is using the search box (3), then selecting the staff member.



Once you are in the staff record you need to click on T&A (1), and select iButton Settings (2).



Once on this page click in the iButton number box (1) and touch the iButton to the iButton keyboard. The number should fill in the box. Once you click save (2) the iButton will be assigned to the staff member. The number should be 16 digits long, any longer and the number has been entered twice. The best way to check this is if the first 4 digits of the iButton number are repeated at the end then it has scanned in twice.



Note: Once you have clicked save that is the iButton assigned, do not test the iButton on the clocking in machine. When you give out the iButtons to staff members you must inform the staff the first time they are using the iButton they should be clocking **IN** and not **OUT**.