

Procare Software®

Signature Pad

(With or without built-in Fingerprint Reader)



Before you begin

1. Install Procure on your main computer choosing a "Full" or "Advanced" install. See page 2 of the *Getting Started Guide* (manual).
2. Install the latest online update. From the *Procure Home* screen click *Utilities > Check for Online Update*.
3. Install the Procure "Client" software on the computer to which the Signature Pad will be connected. This will automatically install all drivers and software needed to communicate with the Signature Pad.

Important! During installation you'll be asked if you would like to create shortcuts for the Attendance Tracker. Be sure to answer YES.

Connect & Set Up Signature Pad

1. Connect the attached cable to a USB port on the computer (or to a powered USB hub).
2. Dbl-click the *Procure Check In* shortcut on your computer desktop.



Procure Check
In

3. At the check in screen dbl-click anywhere in the border area around the main part of the screen. This will display the Options, Exit and Cancel buttons.
4. Select the Options button. Under "Check in Type" choose *Fingerprint* if you are using a Signature Pad that includes a fingerprint reader (biometric ID).
5. Click the Family Data button and check the "Require Signature" box then Exit the Family Data Settings.
6. Next click the Hardware button. The serial number of the fingerprint reader should be displayed. Click Exit. For more information about the Check In Options screen search procaresupport.com for article KB0127.

See the Attendance Tracker section of your Getting Started Guide for information on how the check in process works. To download a guide in PDF format search procaresupport.com for *user guide*.