**How to Add and Delete Users in Bio Metric Application**

**Connecting to the Bio Metric Server**

1. **Open Remote Desktop Connection**:
   * From your Windows laptop, go to the Search Bar and type: **MSTC**. Press Enter to open Remote Desktop Connection.
2. **Enter IP Address**:
   * In the Remote Desktop Connection window, enter the IP address: **10.0.3.110.**
3. **Log in to the Remote Desktop**:
   * Username: **Administrator**
   * Password: XXXXXXXXX
   * Click **Connect**.
4. **Confirm Remote Connection**:
   * If prompted with "The identity of the remote computer cannot be verified. Do you want to connect anyway?", click **YES**.
5. **Bio Metric Server Login**:
   * You should now be successfully logged in to the Bio Metric Server.
6. **Open Bio Metric Application**:
   * Open Microsoft Edge and type the following URL: **http://localhost/cosec/login**. Press Enter.

**User Addition**

1. **Login to Matrix Cosec**:
   * Enter your Matrix Cosec **username and password**.
2. **Navigate to User Configuration**:
   * Click the **Users** icon, then click **User Configuration**.
3. **Add New User**:
   * Enter the new user's details in the provided fields.
   * After entering the details, click the **Save** icon.

**User Deletion**

1. **Navigate to User Configuration**:
   * Click the **Users** icon, then click **User Configuration.**
2. **Search for User**:
   * In the top right search bar, enter the username of the user you wish to delete and press Enter.
3. **Delete User**:
   * Click the **Delete** icon next to the user's name.
   * When prompted for confirmation, click **YES**.

**User Restriction**

1. **Navigate to User Configuration**:
   * Click the **Users** icon, then click **User Configuration.**
2. **Search for User**:
   * In the top right search bar, enter the username of the user you wish to restrict access for and press Enter.
3. **Restrict Access**:
   * The user details will be displayed. On the left side, click the **Devices** icon.
   * A list of devices with checkboxes will appear. Select the devices you want to restrict access to.
   * Click **Save** to apply the restrictions.