

.01 AFIP Workstations - Types - Local Office

REVISION 18
(10/01/11 - 12/31/11)

Each local office is equipped with at least one AFIP local office workstation and one [AFIP portable unit](#) to generate fingerprint imaging records. Operators use the AFIP local office workstation to complete the following:

- Initiate the [fingerprint imaging enrollment process](#)
- Generate fingerprint imaging records
- Receive enrollment reports

Mandatory AFIP participants can complete the fingerprint imaging process at any local office.

When an AFIP is completed for another local office the AFIP enrollment receipt must be priority scanned into OnBase.

When logging off of the AFIP work station or at the close of business each day, complete the following:

- Click on the LOGOUT icon, or click on FILE, then click on EXIT.
- Press CTRL + ALT + DELETE.
- Click on LOGOFF.
- Click on OK.

The power to the PC must not be turned off, unless instructed to do so by AFIP or MorphoTrak, or in emergency situations. The power to the monitor, camera, scanner, and printer may be turned off, as long as the power for the PC remains on.