



# USER MANUAL

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AirStack V2.0

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## 1. INTRODUCTION

AirStack is a middleware that handles data from Biometric devices. This data is visible via a web portal. The AirStack system will provide an audit trail for the data submitted from the user. This data is read only and has the ability to be exported to a PDF document

## 2. FURTHER INFORMATION

For further information, relating to this document, please contact:

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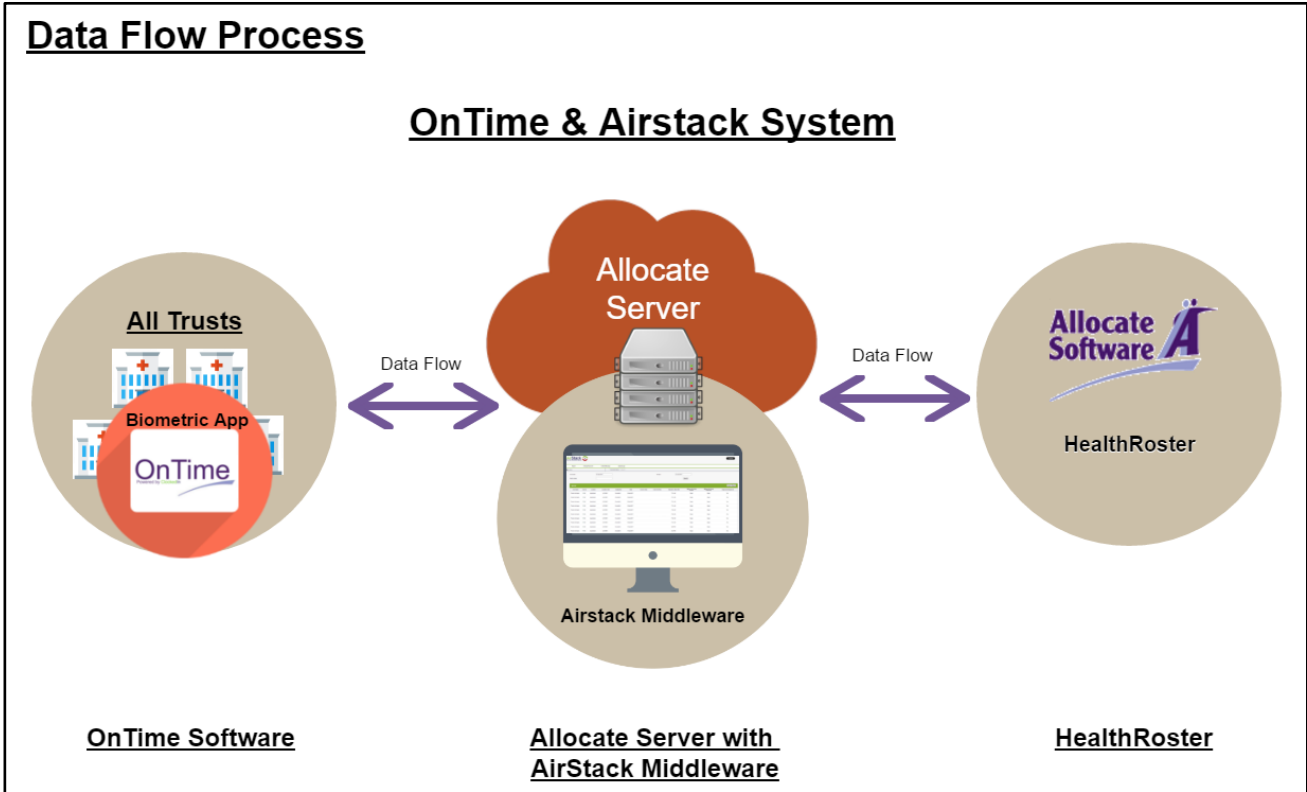
Office: +44 (0) 203 371 1006

## 3. LIMIT OF LIABILITY

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**4. SOFTWARE DESIGN TOPOLOGY**



**5. LOGGING IN**

A new URL will be provided for each version of AirStack that is created. When the URL is entered in the browser the you will be asked for User Name and Password

LOGIN TO YOUR DASHBOARD

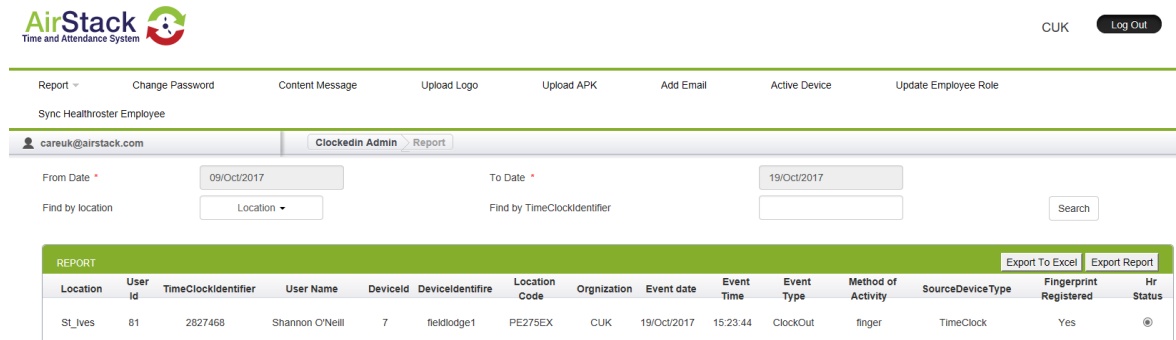
USER NAME

PASSWORD

REMEMBER

## 6.0 DASHBOARD HOME SCREEN

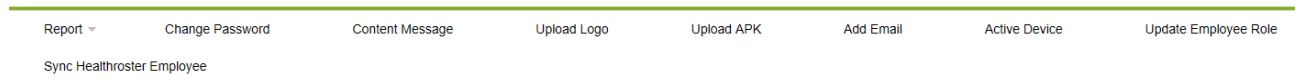
After you Log in you will be presented with the AirStack Home Screen, apart from setup features on the screen you will be able to see clock activities from the Biometric Device to return to this screen from other screens click Reports and Select Timesheet option.



Location	User Id	TimeClockIdentifier	User Name	DeviceId	DeviceIdentifire	Location Code	Organization	Event date	Event Time	Event Type	Method of Activity	SourceDeviceType	Fingerprint Registered	Hr Status
St_lives	81	2827468	Shannon O'Neill	7	fieldodge1	PE27SEX	CUK	19/Oct/2017	15:23:44	ClockOut	finger	TimeClock	Yes	⊕

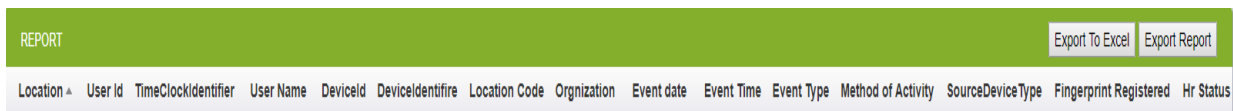
## 7 HOME SCREEN OPTIONS

Across the top of the home screen is a list of options



### 7.1 HOME SCREEN REPORTS

- **Report**
  1. Time Sheet, this is the default view listing clocks as they arrive in AirStack, click on any heading to filter the column.



2. Disconnection, this Report lists disconnection times for individual Devices
3. Daily clock in report lists number of events per device

## 7.2 HOME SCREEN CHANGE PASSWORD

- **Change Password:** - Allows Admins to change the password for AirStack login.



The screenshot shows a form with three input fields: 'OLD PASSWORD' (containing 'Old Password'), 'NEW PASSWORD' (containing 'New Password'), and 'CONFIRM PASSWORD' (containing 'Confirm Password'). A 'Change Password' button is located at the bottom right of the form.

## 7.1 HOME SCREEN – CUSTOMER MESSAGE

- **Content Message:** - Used to send Employee messages as the make an event
  - **Title:** - Title of the message to be sent
  - **Message:** - Content of the Message
  - **Is Global:** - Check this box if you want all to receive this message.
  - **Employee:** - Filter employees who will receive the message when they create an event.

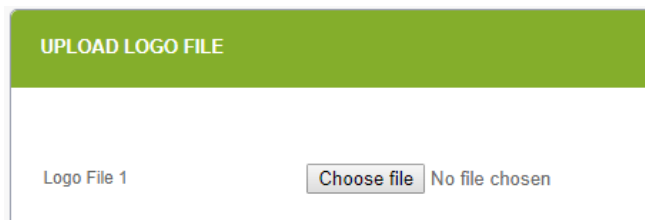


The screenshot shows a form titled 'MESSAGE' with the following fields:
 

- Title\***: A text input field containing 'Message Title'.
- Message\***: A text area containing 'Message'.
- Is Global\***: A checkbox that is currently unchecked.
- Employee\***: A dropdown menu with the text 'Select Employee'.

## 7.2 HOME SCRREN – UPLOAD LOGO

- **Upload Logo:** - Browse and Upload a custom Logo to AirStack. The OnTime App is used to upload the image from AirStack. Only available for Super Admins.



The screenshot shows a form titled 'UPLOAD LOGO FILE'. Below the title, there is a file upload area with the text 'Logo File 1' and a 'Choose file' button. To the right of the button, it says 'No file chosen'.

### 7.3 HOME SCREEN – UPLOAD APK

- **Upload APK:** - This is managed by ClockedIn when a new version of the app is released it is uploaded to AirStack. The OnTime App is used to update the current version to the new one that was uploaded to AirStack. Admin Users can perform this function.

### 7.4 HOME SCREEN – ADD EMAIL

- **Add Email:** - Add a person to the Device Alert emails

Name	<input type="text" value="Enter name"/>	Email	<input type="text" value="Enter Email"/>	<input type="button" value="Add Email"/>
------	---	-------	--	--

ID	Email	Name	Action
2	service@clockedin.co.uk	Clockedin	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

### 7.5 HOME SCREEN – ACTIVE DEVICE

- **Active Device:** - Provides details of active devices reporting into AirStack

### 7.6 HOME SCREEN – UPDATE EMPLOYEE ROLE

- **UPDATE EMPLOYEE ROLE:** - Lists Employees and allows the change of role from Employee to Super Admin or Admin, this is done by selecting Update Role under the Action column.

EMPLOYEE	FirstName	LastName	EmployeeNumber	PINNumber	UserName	Role	IsRegister	Action
	Lisa	TEST	12345677		Lisa TEST	SuperAdmin	Register	<input type="button" value="Update Role"/>

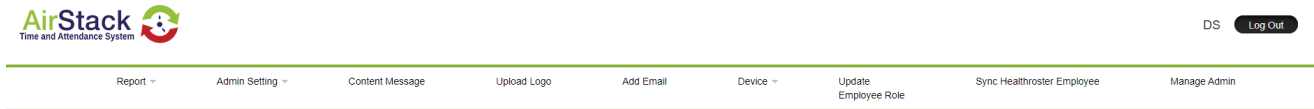
### 7.7 SYNC HEALTHROSTER EMPLOYEE

- **Sync Healthroster Employee:** - Forces a sync between HealthRoster and AirStack. Click Start Sync Healthroster Employee.

SYNC EMPLOYEE
<input type="button" value="Start Sync Healthroster Employee"/>

## 7.8 NEW FEATURES

- **Report :** - All new reports are found under the report tab.



- **Thermal Exception Report:** - Captures all the user temperature exceptions raised when clocked in/out on the SmartHub-FT.

TEMPERATURE EXCEPTION REPORT									Export Report
Location	Time Clock Identifier	User Name	Device ID	Event date	Event Time	Temp °C	Min Temp °C	Max Temp °C	Send Email
No Record Found!									

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- **Device Exception Report:** - Displays all the device exceptions which are being monitored by the AirStack.

DEVICE EXCEPTION REPORT									
Location	Device Unique ID	Battery %	Storage %	Wifi Dis. Count	Wifi Dis. Date	Power Dis Count	Power Dis Date	Event Last Hours	UpdatedOn
Clockedin	Test	100	15	0	-	0	-	No	11/Mar/2021 12:43:31

- **Audit Report:** - Monitor the changes which administrators have made to a variety of AirStack Settings.

AUDIT REPORT		Export Report
Description	Action On	
Clockedin admin changed Alena Abilona employee role from Admin to SuperAdmin	3/5/2021 5:14:39 PM	

- **Radius Column:** - Update Employee page will now display if a user is registered at 5 miles or All Locations within the Radius Column.



Radius

---

All Location

---

All Location

---

5

---

All Location

---

All Location

---

All Location

---

All Location

---

50

---

50

---

- **Show Device:** - The Super Admin is able to hide/show devices from the front end, admins are not able to do this. This is found under the Device tab.

SHOW ALL DEVICES						
Location	IMEI	Organisation	Postcode	Unique Identifier	Type	Active/Inactive
abc	359500021459223	fff	desf	luytre	Clock In/Out	<input checked="" type="checkbox"/>

- **Active Device Page:** - An additional on/off column 'Device Information' to select which devices are going to be shown on the Device Exception Report. This is found under the Device tab.

ACTIVE DEVICES									Export To Excel	Export Report
Location	IMEI	Organisation	Postcode	Unique Identifier	Type	On/Off Notification	Send Device Info	Manager		
abc	359500021459223	fff	desf	luytre	Clock In/Out	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Manager		

- **Timesheet:** - Added the function to filter by time as well as date. This is found under Reports then Timesheet report.

From Date *	01/Mar/2021	To Date *	11/Mar/2021
From Date Time	--:-- <span style="float: right;">🕒</span>	To Date Time	--:-- <span style="float: right;">🕒</span>

- **Removal of User/Fingerprint/Facial Scan:** - Admins are now able to delete a user, a fingerprint, or a facial scan from the AirStack. This will still need to sync through to the device so time will be needed for that. This is found on the Update Employee Role tab.

EMPLOYEE												
First Name	Last Name	Employee Number	PIN Number	User Name	Role	Registration Status	Radius	Remove			Employee Image	Action
Amanda	Bragg	C10007	252525	Amanda Bragg	SuperAdmin	Face Scan, Finger Scan, Pin Register	All Location	Finger Scan	Face Scan	Employee	View Image	Update Role

- **Automatic Removal of Users via HealthRoster:** - It is now possible to remove a user from AirStack by making use of the HealthRoster expiry dates. This can be done in three ways
  1. The user is completely removed from the OnTime app when the leave date is provided from HealthRoster is passed.
  2. A schedule has been implemented to remove the user from AS 7 days after the leave date in HR. If the expiry date is reversed the user will be restored on the OnTime app.
  3. All historical Clocked in/out data is removed along with the user as the events have passed to HealthRoster.
- **OnTime Log Files:** - Once the events have been received in AirStack the logs are removed from the OnTime application meaning that storage will not be an issue on the larger sites.
- **View/Resend event to HealthRoster:** - Can now view the send and response headers to/from HealthRoster and manually resend the event if required. This feature is on the Timesheet report under the Report tab.

TIMESHEET REPORT														Export To Excel	Export Report
Location	Time Clock Identifier	User Name	Device ID	Location Code	Organisation	Event date	Event Time	Event Type	Method of Activity	Source	Registration Method	Temp °C	HR Status	Event	
Clockedin	10678349	Chris Giles	Test	Clockedin	Clockedin	10/Mar/2021	16:57:48	Swipe And Go	Face	SwipeAndGo	Pin Registered	36.40	●	Resend View	

- **Two Step Verification:** - This is now a global setting that can be turned on/off on AirStack and will affect all devices connected to that AirStack. This is found under Admin Setting and then Device Setting.

DEVICE SETTING

Global Two Step Verification	<input type="checkbox"/>
Installation Doc	<input type="button" value="Choose File"/> No file chosen <a href="#">View Installation Doc</a>
Scheduler to remove historical data (Months)	<input type="text"/>

- **Historic Data Removal Scheduler:** - It is now possible to arrange for historical AirStack Data, that has been successfully sent to HealthRoster, to be removed from the AirStack, this will help with performance issues and can be arranged by an admin. This is found under Admin Setting and then Device Setting.

DEVICE SETTING

Global Two Step Verification	<input type="checkbox"/>
Installation Doc	<input type="button" value="Choose File"/> No file chosen <a href="#">View Installation Doc</a>
Scheduler to remove historical data (Months)	<input type="text"/>