AirStack
Powered by ClockedIn

USER MANUAL

OnTime V4.0

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1. INTRODUCTION

OnTime Software is designed to clock in and out employees using biometric or pin numbers. Those Events are then sent to AirStack for processing.

2. FURTHER INFORMATION

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

Mark Shaw

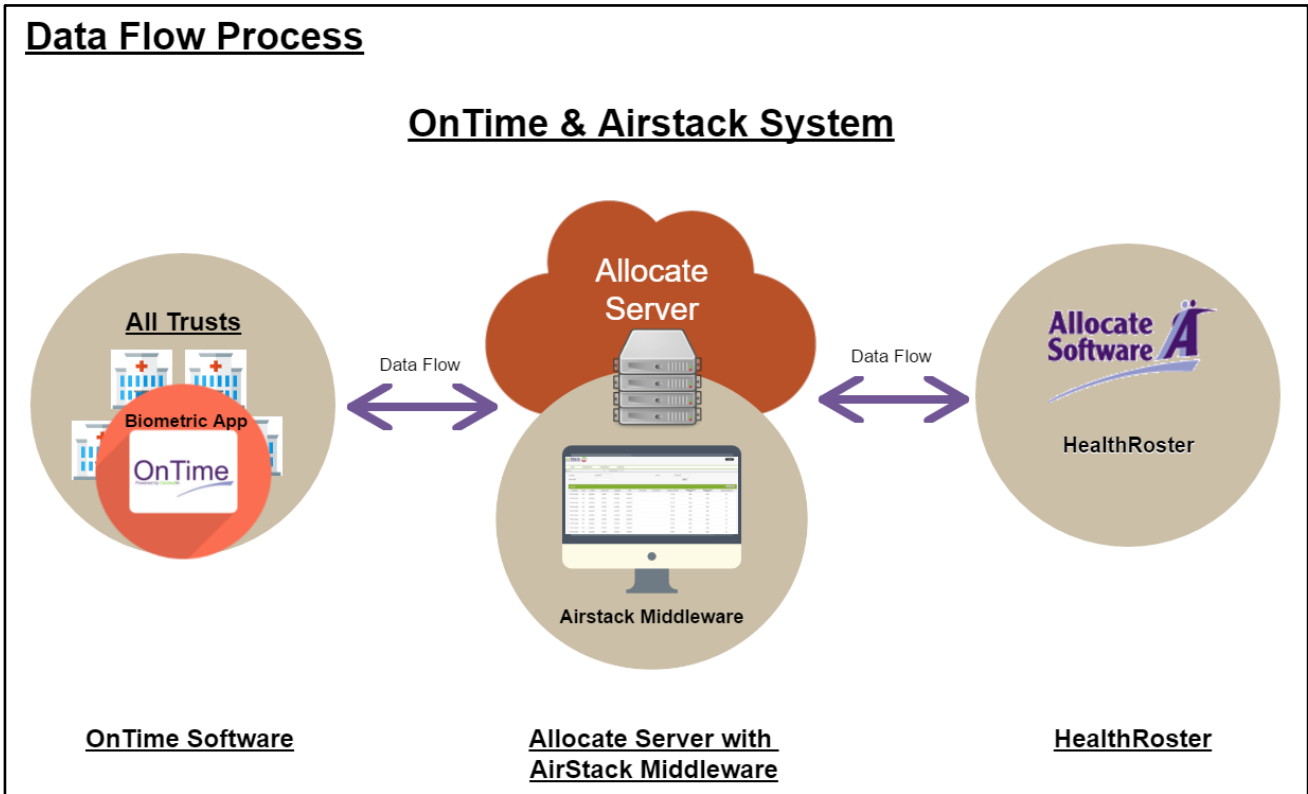Managing Director

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4. SOFTWARE DESIGN TOPOLOGY

Data Flow Process

OnTime & Airstack System

OnTime Software

Allocate Server with AirStack Middleware

HealthRoster

5. HOME SCREEN

The Home Screen is the main screen the App will always be on this screen. From here user can make a clock event by placing their finger on the reader entering a pin, or placing there fob on the reader.
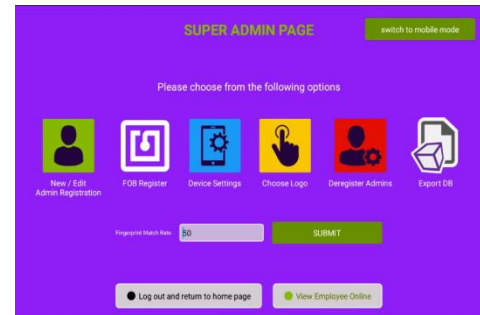
Employee Online and Administrator Access can also be selected on the home screen.
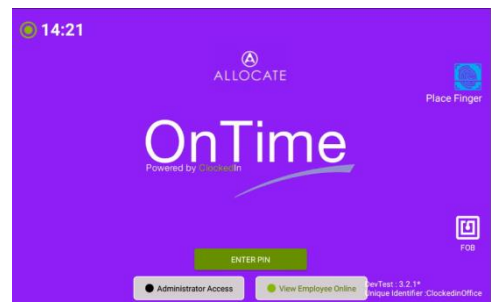
6.0 SUPER ADMINISTRATION SCREEN
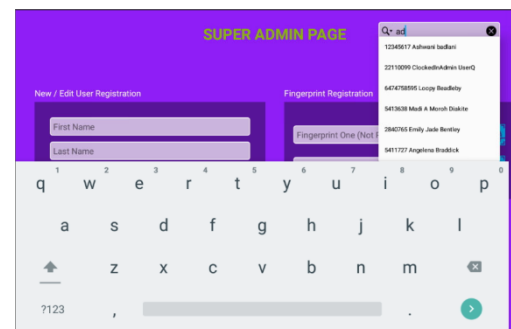
The Super Admin screen allows.

- New / Edit Admin Registration

- Register Admin Fob

- Device Settings –Set at Installation

- Change Logo – Should not need to be changed
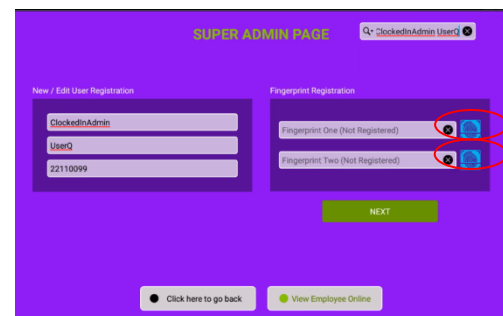
- Deregister Admins

- Export Database

To gain access to this screen you must enter the Super Admin Password
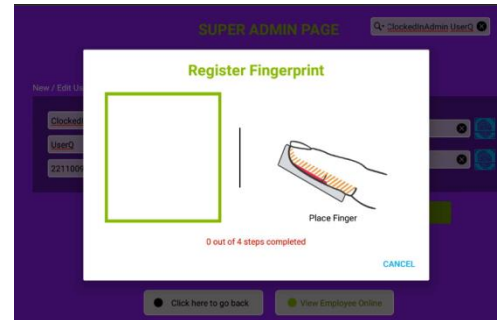
6.1 NEW / EDIT ADMIN OR USER
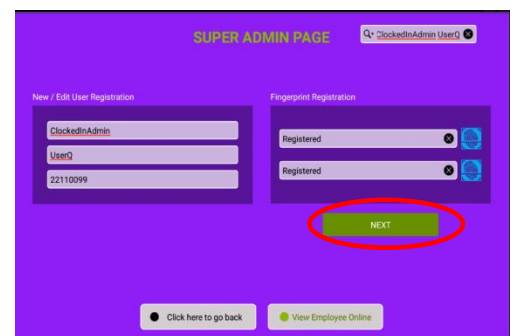
Tap Search Employee & Select the Employee

Tap the blue Icon to register a finger

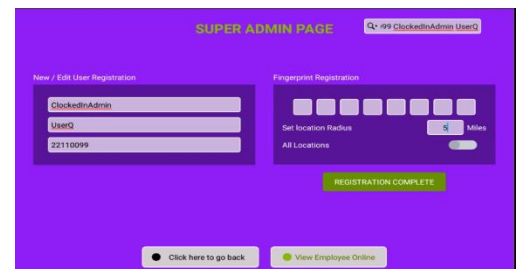Scan fingerprint & repeat 4x following the on screen instructions. Repeat this process for a second finger.

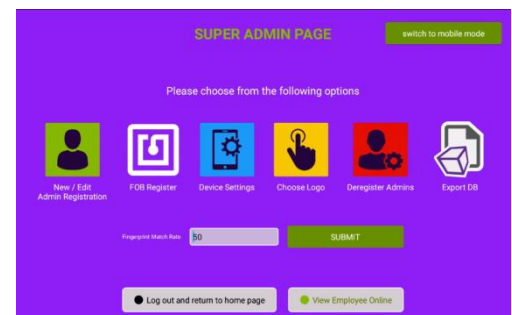Click' Next' to continue registration

Select your working range or 'all locations'.
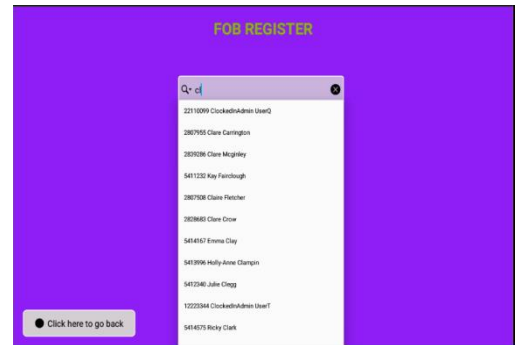Click 'Registration Complete'

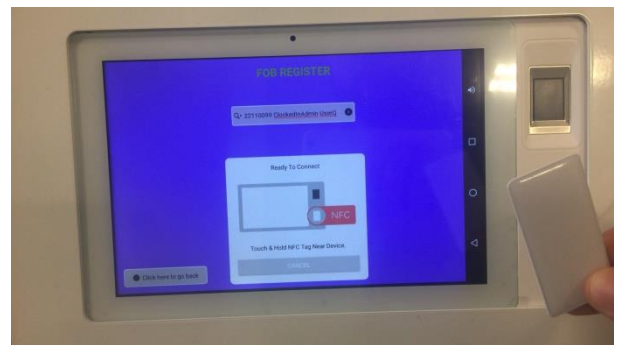Click 'Logout Return to Home Page'.

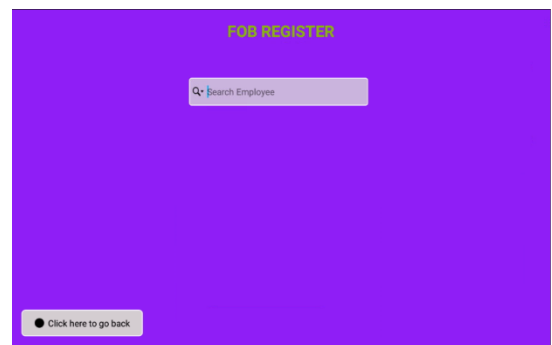To register an admin with a fob follow select 'Fob register'

Tap Search Employee & Select the Employee

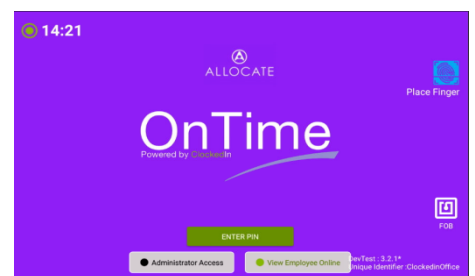Touch and Hold NFC Tag near the device for up to 5 seconds

Successfully Registered message appears, select 'Click here to go back' to complete fob registration
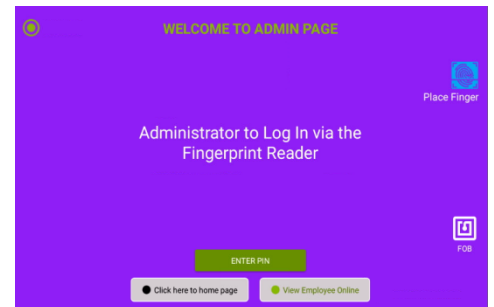

6.2 REGISTER USERS

Click 'Administrator Access'

You are now prompted to scan your Finger, Place your finger on the scanner / use your fob.
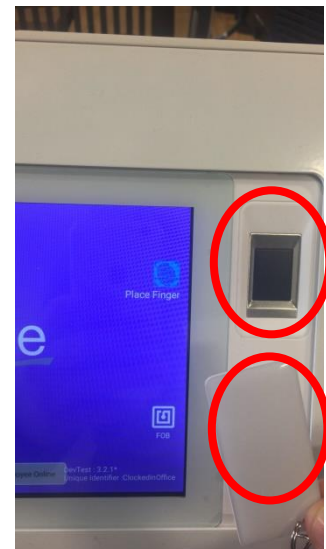

The Admin page opens from here you can select 'New / Edit user Registration' Select this and follow the steps in section 6.1.
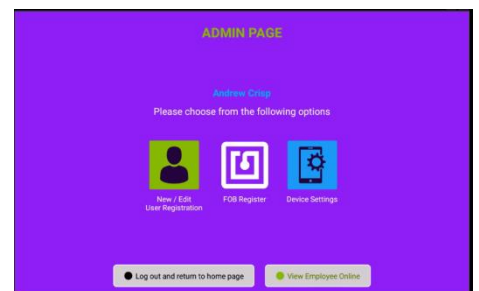
7.0 CLOCK IN / OUT METHOD

The Home screen will always be on, to make a clock event the user simply places there finger on the finger reader / places fob below the reader for up to 5 seconds.

User is asked to confirm their Activity Clock in or out
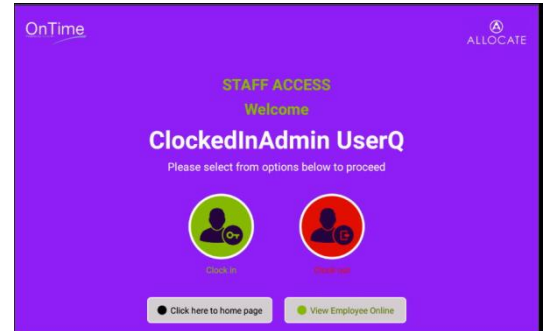
In the event of a 3 failed fingerprint reads, user will be requested to enter a PIN to register their activity.

The user's activity is confirmed by a notification pop up

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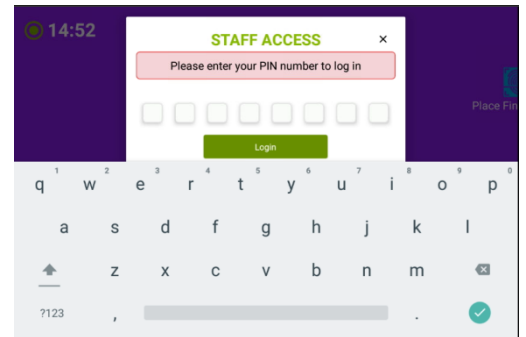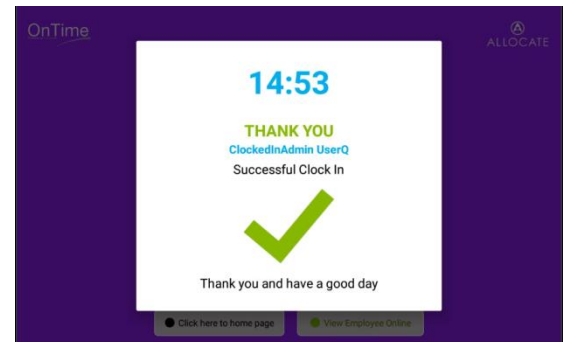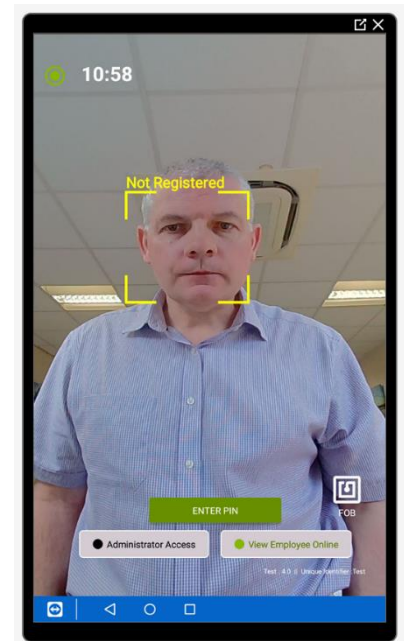The 4.0 app now works alongside our new SmartHub-FT devices, so we can clock in and out with facial recognition. This method will also capture the temperature of the employee that clocks in or out with a SmartHub-FT device.

The SmartHub-FT devices also work alongside any other SmartHub tablet, meaning that on one premise you can have a facial device and a fingerprint device running and users will be able to register on both and use both.

A user can now be registered via face scan, finger scan, pin or fob individually. This means that users will not need to have their fingerprints registered to be able to use the pin or fob.

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8.1 Facial Scan Registration

- To register an admin, a super admin must log into 'Administrator access'.
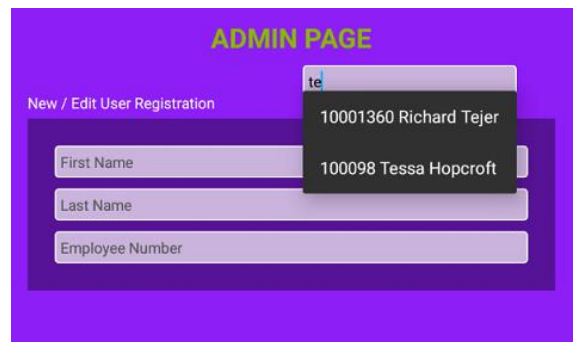- To register an employee, an admin must log into 'Administrator access'.
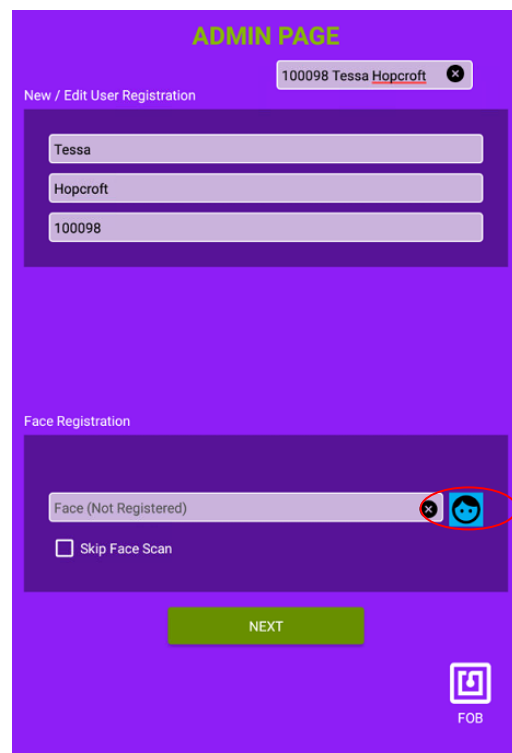
Select New/Edit User Registration
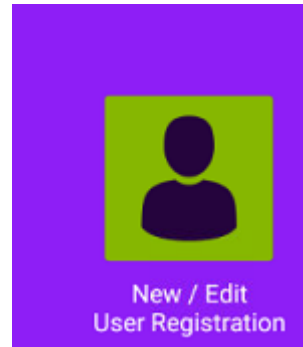
Tap Search Employee & Select the Employee

Tap the blue Icon to register a face

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Stand within the facial frame on screen, as soon as the 'Register' button appears, press it to take the facial scan. This process does not need to be repeated.
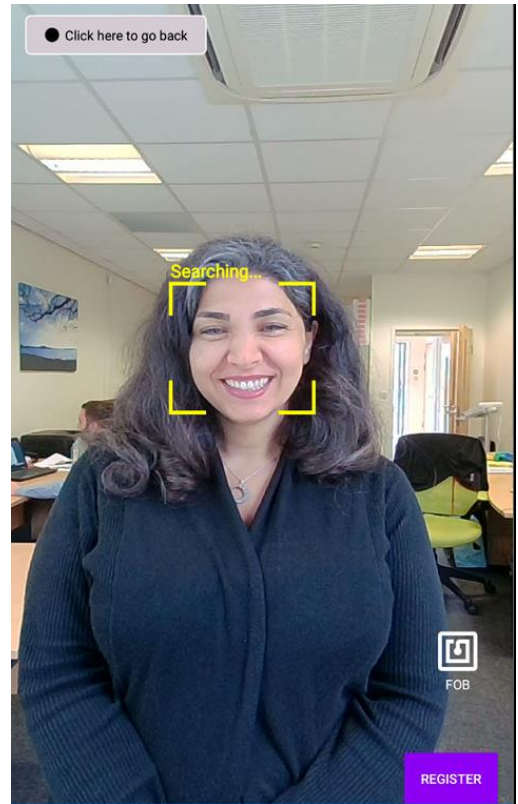
Click' Next' to continue registration

Select your working range or 'all locations'. Click 'Registration Complete'

Click 'Logout Return to Home Page'.
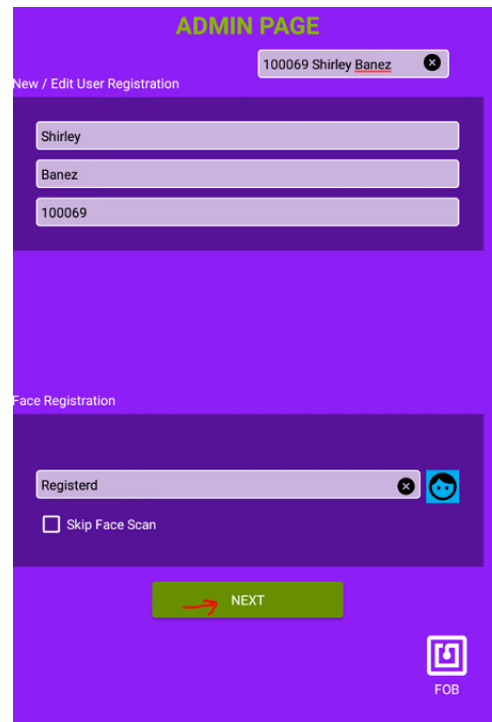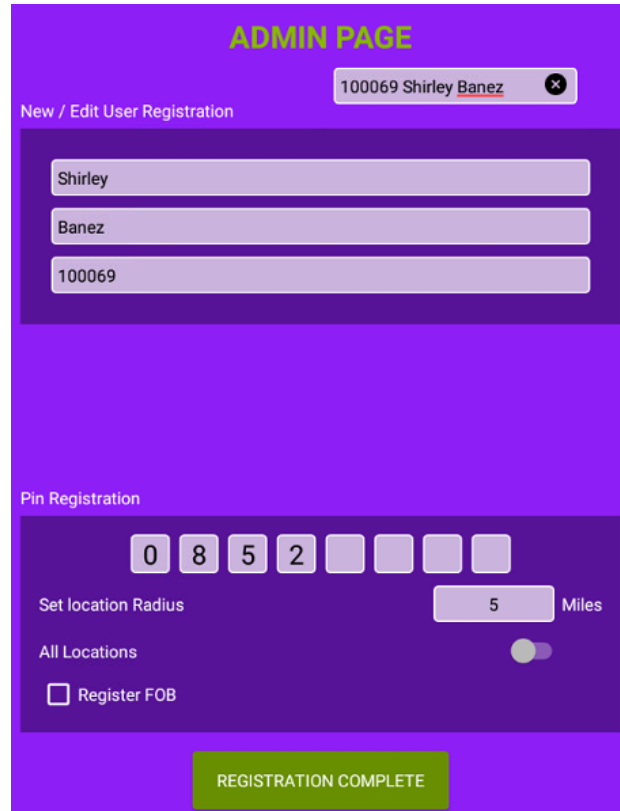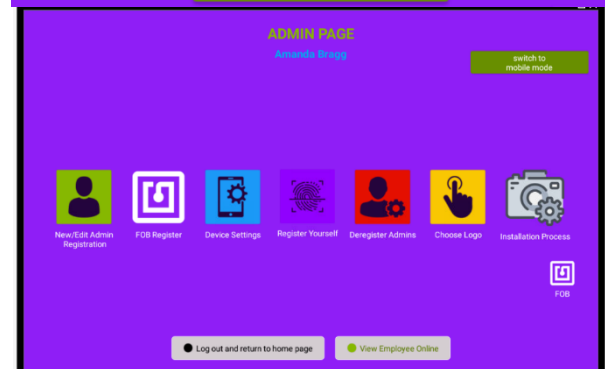

There is now an installation feature on the SmartHub devices, this will only be for the fingerprint devices. It will require the installer or an admin to go into the super admin settings, take pictures of the installation (at least two) and enter in the installer name, the company that did the installation and any notes, if there are no notes you can simple input none. When this is done it will send an email to everyone selected in AirStack with the images, information manually input, the time and date and the devices unique identifier.

This application will now use the server time from AirStack and when the device is offline for any reason it will fall back to the standard device time. This will stop the devices falling out of sync with time for seemingly no reason.

Devices connected to the AirStack instance will report the following data if there are any exception in the parameters, it will provide the following details: Unique identifier, battery level, disk space used, Wi-Fi disconnection count, Wi-Fi disconnection time (If applicable), power disconnect count, power disconnection time (If applicable), and if there has been an AirStack Event within the last 4 hours.

The distance between the Clock in/out buttons has been increased, this is to prevent the wrong selections being made.

Finger scans and facial scans can now be removed on the app end. This is done by going to the usual registration area and pressing on the 'X's that are on the registration page. You can then complete the deletion by either leaving the registration and going back to the menu select or by going to a different