Powered by ClockedIn

OnTime

Start-Up Guide

Version 7.0

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Table of Contents

1. INTRODUCTION

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

2. FURTHER INFORMATION

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

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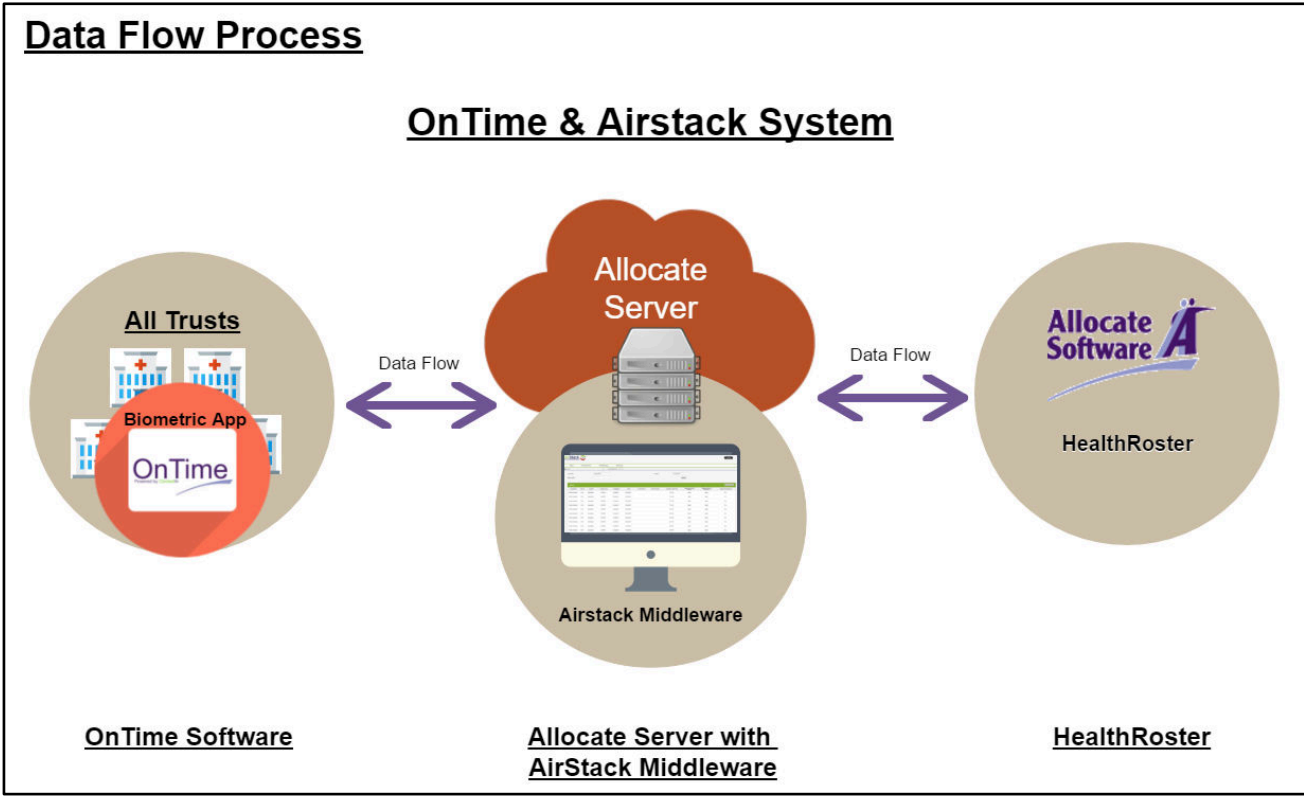
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4. SOFTWARE DESIGN TOPOLOGY

Data Flow Process

OnTime & Airstack System

- **All Trusts** — Biometric App — OnTime
- **Allocate Server** — Airstack Middleware
- **HealthRoster** — Allocate Software

Data Flow ↔ Allocate Server ↔ Data Flow

OnTime Software | **Allocate Server with AirStack Middleware** | **HealthRoster**

5. DEVICE INSTALLATION AND CONFIGURATION

To set up your new OnTime Android device, please follow the steps below. If you have any issues with the set-up of your device please email your IT department for assistance.

For Super Admin setup you will need to Contact Clockedin to enter a password this will be done through TeamViewer. A person who will be the Local Administrator will also be required to register their fingerprints at time of setup. Once registered the local Administrator can add employees.

What's included?

- 1x SmartHub - Android Device
- 1 x 5.0V Charger (3m cable)
- 1 x CL08-Android Kiosk & Wall Mount / Desk Mount
- 1 x WiFi router (if applicable for this installation)
- 1 x 5.0V Charger (3m cable) (if applicable for this installation)
- Software details for the Android device, these are found on the rear of the devices box

Please note: ethernet cable not included

6.0 DEVICE INITIAL SET-UP

Turn on device my pressing and holding the **power button** on the top left of the device for 3 seconds

6.1 WiFi CONNECTION

Connect device to the designated WiFi network (If device needs to be whitelisted onto the WiFi network, please contact your IT department with the MAC address which can be found on the back of the device box and wait for confirmation before moving onto step 3)

Settings > Wi-Fi > Designated WiFi network   - Enter Password and press connect

The Device will now connect to the required Wi-Fi network

Please note: if this installation is with WiFi router this will be preconfigured to connect directly with the WiFi router. Just connect the WiFi router the network with an Ethernet cable as described in Step 4a on page 8

6.2 SETTING LOCATION

Open Google map by tapping the Google Maps Icon on the main screen
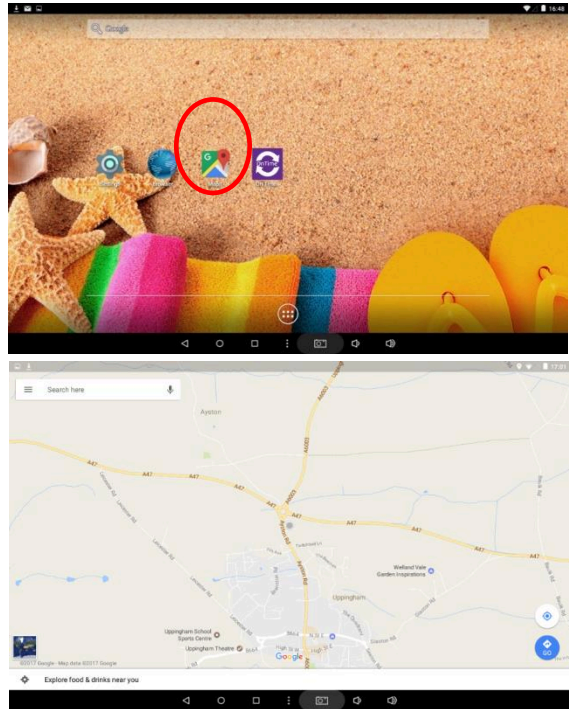
If you do not see a map showing your current location please check the following:

- o Full connection to the Wi-Fi network

- o The Device has been whitelisted by admin allowing an internet connection.

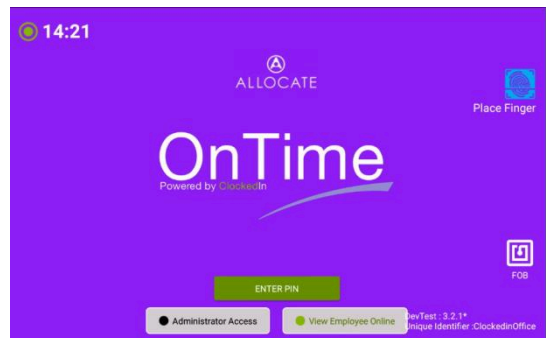Please note: connection to the Wi-Fi network does not guarantee an internet connection.

If you need to confirm an internet connection has been made please open the Browser on the main page and search for www.bbc.co.uk

7.0 OnTime APPLICATION

Tap the OnTime Icon to start the Application
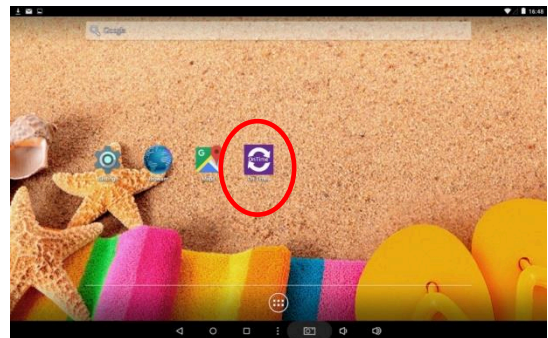
The App opens, the Home screen is shown.

Tap 'Administrator Access'
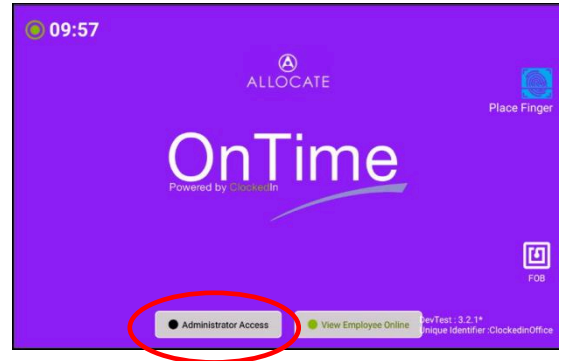
Tap 'Enter PIN'
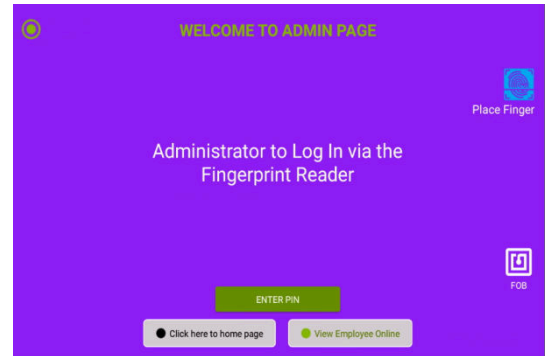
Contact Clockedin to enter Admin Access
Password Via TeamViewer
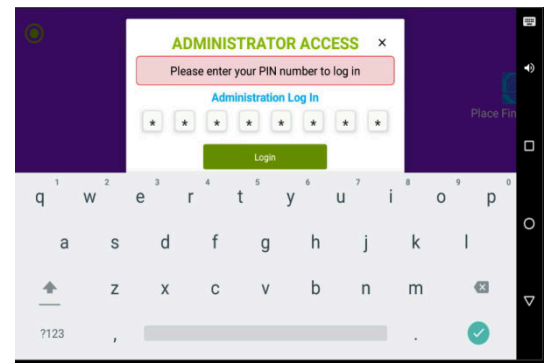
Super Admin page is displayed
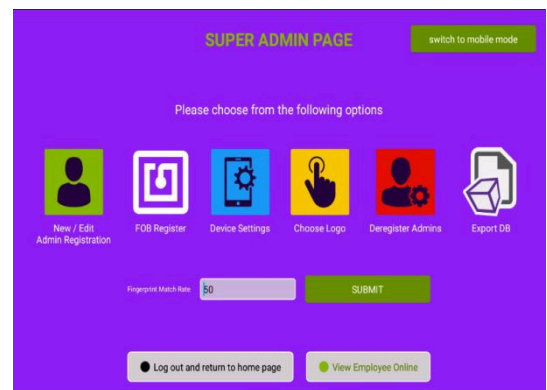
7.2 REGISTER DEVICE

Tap Device Settings
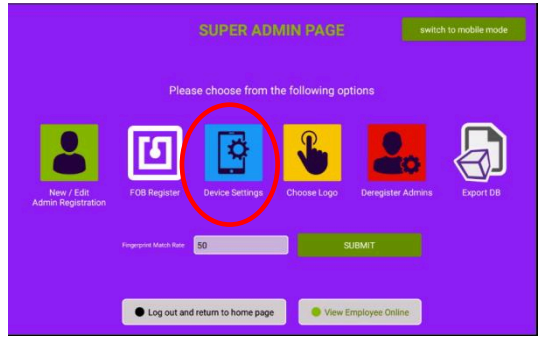
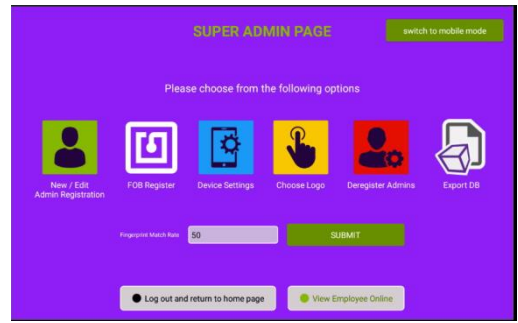Set Locations, Trust, Clock In / Out or Swipe-and-Go and Unique Identifier.
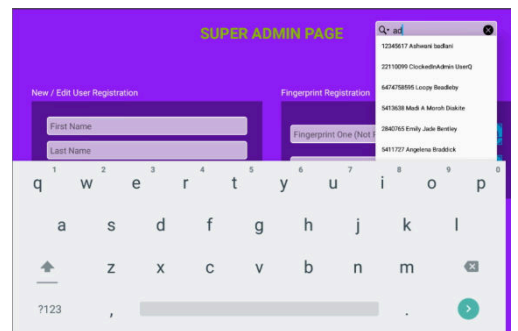
Tap Set Local Administrator
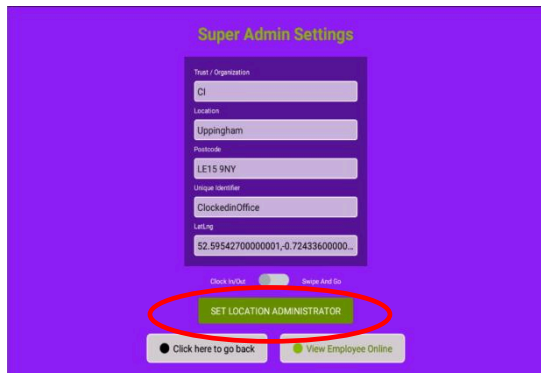
PLEASE NOTE: You must tap ' SET LOCATION ADMINISTRATOR ' before you can proceed

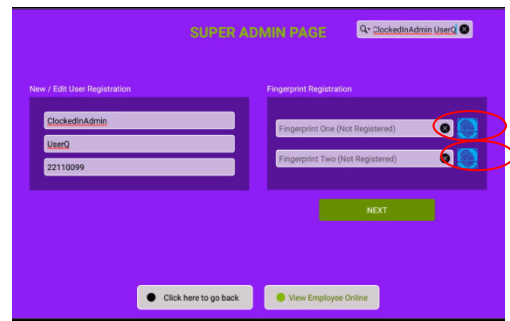## 7.3 REGISTER LOCAL ADMIN
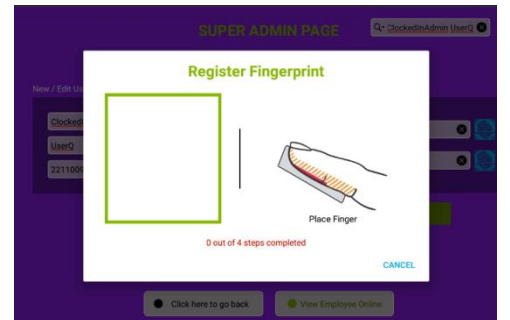
Tap /New / Edit Admin Registration'

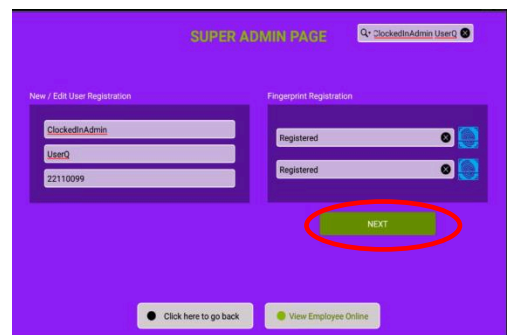Tap 'Search Employee' from drop down

7.4 FINGER PRINT REGISTRATION

Tap blue icon to register finger,

Scan fingerprint & follow the on screen instructions. Repeat the process on the second finger.
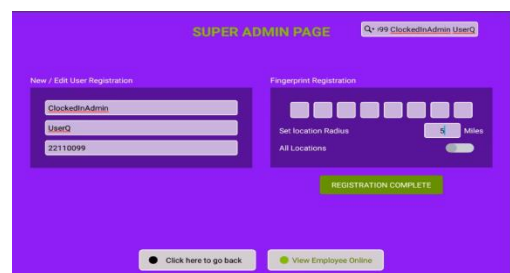

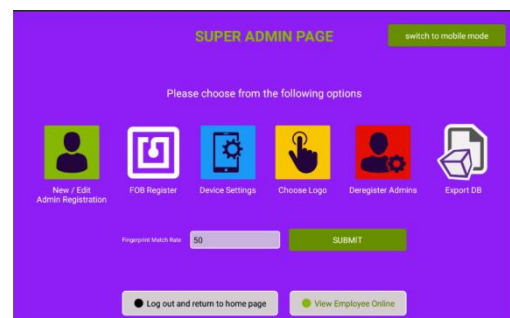After scanning to Fingers Tap 'Next' to continue the registration

Select your working radius or 'all sites' (must not be less 5 miles)
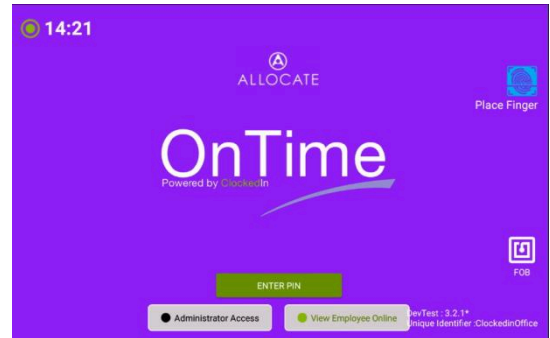
Tap Registration Complete

The Registration Process is not complete Tap 'Log Out and return to home page'
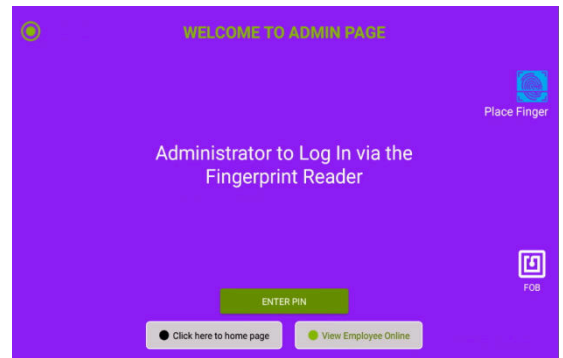
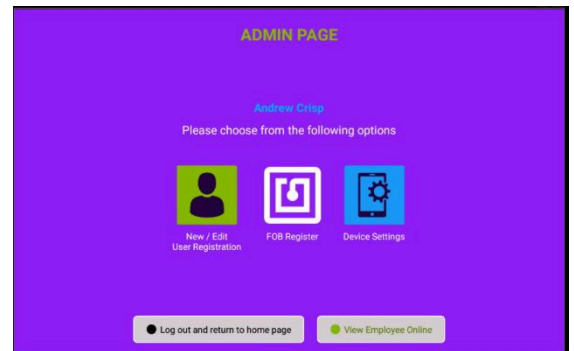Local Admins can now scan there finger to enter the Admin Page
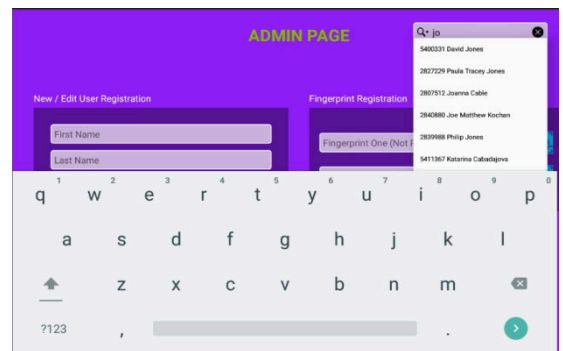
Tap 'Administrator Access'

Local administrator can now place finger on the scanner to enter the Admin Page

Tap New/Edit User Registration

Search for Employee and repeat the Fingerprint registration process (section 7.4) including the radius

Remove Kiosk from Box

Place key in lock and unlock
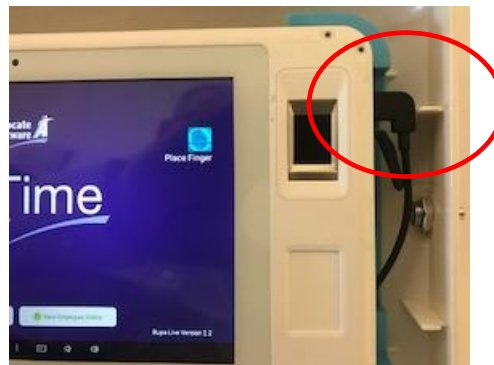

Remove faceplate from Kiosk

Ensure tablet holders are in place

Place the tablet on the blue tablet holders within kiosk

Ensure power cable is connected

Hook the face plate back on to Kiosk

Close the Kiosk with the faceplate

Lock Kiosk by pressing the silver button

Kiosk is now locked and ready for use
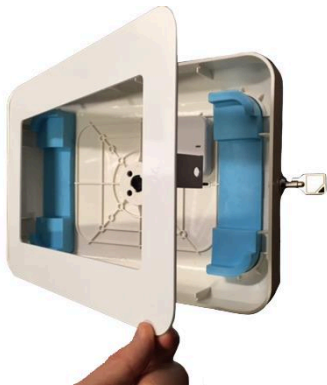
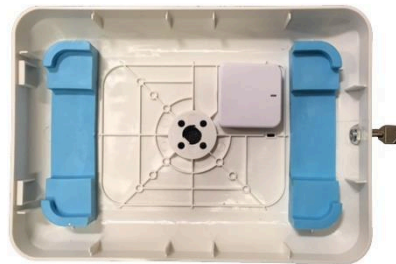Remove Kiosk (with WiFi Adaptor) from its box

Place key in lock and unlock

Remove faceplate from kiosk

Ensure blue tablet holders are in place

Place power cable and ethernet cable in to Wifi router 9Ethernet Cable not supplied.
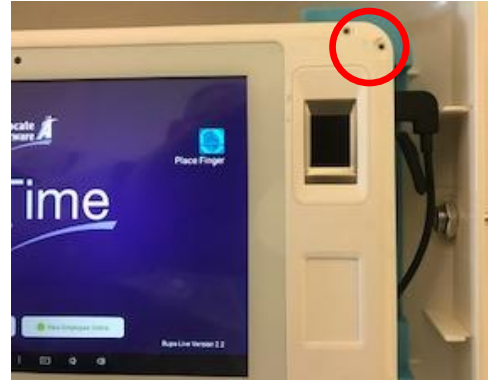

Ensure cables and inserted correctly and the power light is on

Place tablet on the blue tablet holders in kiosk

Ensure the power cable has been plugged into the tablet and the power light is on

Replace front faceplate - Ensure the 'hooks' on the faceplate are located correctly to the kiosk

Close kiosk with faceplate

Lock kiosk by pressing silver button on lock

Kiosk is now locked and ready for use