

## Clock In/Out Vs Swipe-and-Go

There are two methods of creating a time keeping event within the OnTime app, these are 'Clock In / Out' and 'Swipe-and-Go'

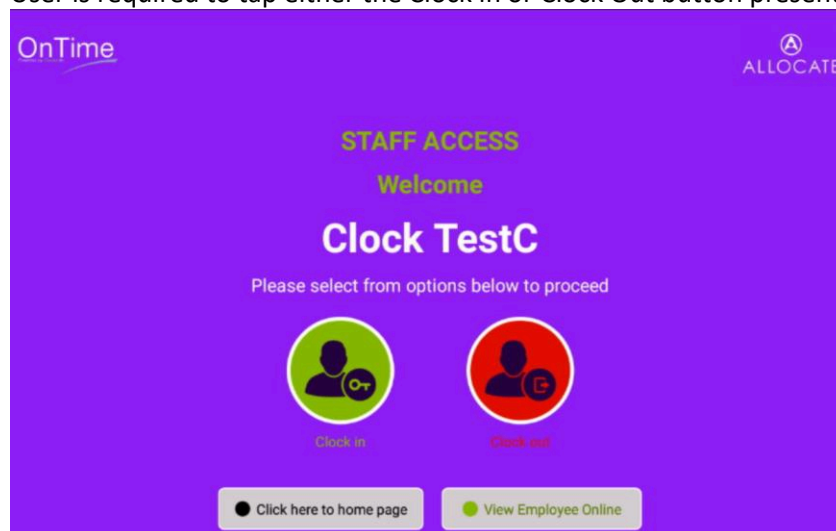
All time keeping events are visible on your AirStack portal, if you are not familiar with AirStack please request an onboarding / training session via your Allocate support desk

## Clock In / Out

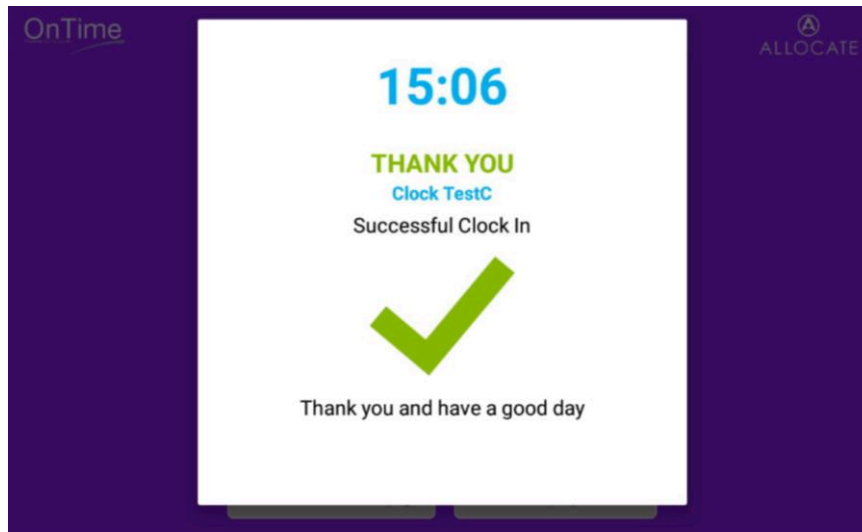
The 'Clock in / out' method of creating a time keeping event is the standard setup on the OnTime application. This requires the user to select whether they are clocking in or out

The process is as follows:

1. user clocks in using their fingerprint, pin number, RFID fob or card
2. User is required to tap either the Clock in or Clock Out button presented on screen



3. Successful 'Clock In' or 'Clock Out' message will appear confirming an event has been create for onward transmission to HealthRoster



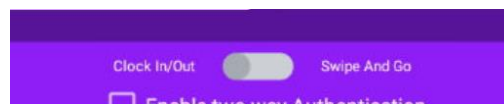
The string of data that is subsequently transmitted to HealthRoster is as follows:

```
{ "SourceDeviceType": "TimeClock", "PublishingInterval": "0", "SourceSupplier": "ClockedIn", "Trust": "asw", "TrustSite": "AWS Trust", "AttendanceEventsXml": "<AttendanceEvents><AttendanceEventBatchItem EventDateTime='2021-10-11T14:44:57' AttendanceEventType='ClockIn' PersonIdentifier='100094' DeviceIdentifier='A9 test4' Location='CI' /></AttendanceEvents>" }
```

Highlighted in yellow is the event type. HealthRoster will determine from this event data string that this a **Clock in** for person identifier **100094** and process the event accordingly into its database.

## Swipe-and-Go

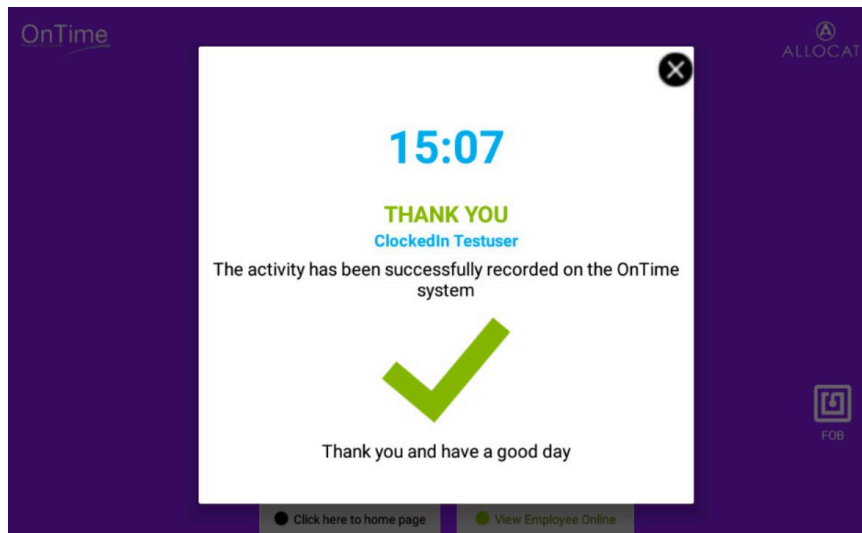
The 'Swipe-and-Go' method of creating a time keeping event is an option on the OnTime application. This change requires a super-admin user to change the settings from 'Clock In/Out' to 'Swipe And Go'



Should you require the 'Swipe-and-Go' method please ensure you HealthRoster is configured to receive this type of event.

The process is as follows:

1. user clocks in using their fingerprint, pin number, RFID fob or card,
2. Successful 'activity message will appear confirming an event has been create for onward transmission to HealthRoster



The string of data that is subsequently transmitted to HealthRoster is as follows:

```
{
  "SourceDeviceType": "TimeClock",
  "PublishingInterval": "0",
  "SourceSupplier": "ClockedIn",
  "Trust": "asw",
  "TrustSite": "AWS Trust",
  "AttendanceEventsXml": "<AttendanceEvents><AttendanceEventBatchItem
    EventDateTime='2021-10-11T15:33:33' AttendanceEventType='SwipeAndGo'
    PersonIdentifier='C10002' DeviceIdentifier='A9 test2' Location='CI' /></AttendanceEvents>"
}
```

Highlighted in yellow is the event type. HealthRoster will determine from this event data string that this is a **Swipe and Go** for person identifier **C10002** and process the event accordingly into its database.

Note: 'Swipe-and-Go' can create more exceptions within HealthRoster, particularly around back-to-back shift working. It is highly recommended that you seek advice from your Allocate support desk or the ClockedIn support team