



OnTime

Powered by ClockedIn



USER MANUAL

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## OnTime Mobile – User Manual

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## 1. INTRODUCTION

OnTime Mobile is designed to clock in and out employees using a Mobile Device. It can also be used Clock In/Out of a Beacon Terminal which is assigned to a location Those Events are then sent to AirStack for processing.

## 2. FURTHER INFORMATION

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

ClockedIn Service Team

Email: [service@clockedin.co.uk](mailto:service@clockedin.co.uk)

Office: +44 (0) 203 371 1006

## 3. LIMIT OF LIABILITY

Every effort has been made to represent the design accurately using realistic examples wherever possible and to ensure that the material represented in this document is accurate and complete. However, ClockedIn Ltd cannot be held legally responsible for any mistakes in printing or faulty instruction contained within this document. The authors appreciate receiving notice of any errors or misprints.

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#### 4. Setting up an OnTime Mobile User

To set up a user for OnTime Mobile, navigate to the 'Employees Tab'

Search and Click on the 'User Name' and enter their email address.

Press 'Send Email' to complete the set up, this will send an email with instructions to their email address.

Dawn Cotterell	-	C100					
Emma Billings	-	C100					
Helen Richard	-	10001					
Jacqueline Cambra	-	10001					
Jacqueline Clifford	-	C10013	Employee	-	Not Register	-	
Jane Betts	-	C10002	Employee	-	Not Register	-	

Employee Details
×

**Employee Name**    Jane Betts

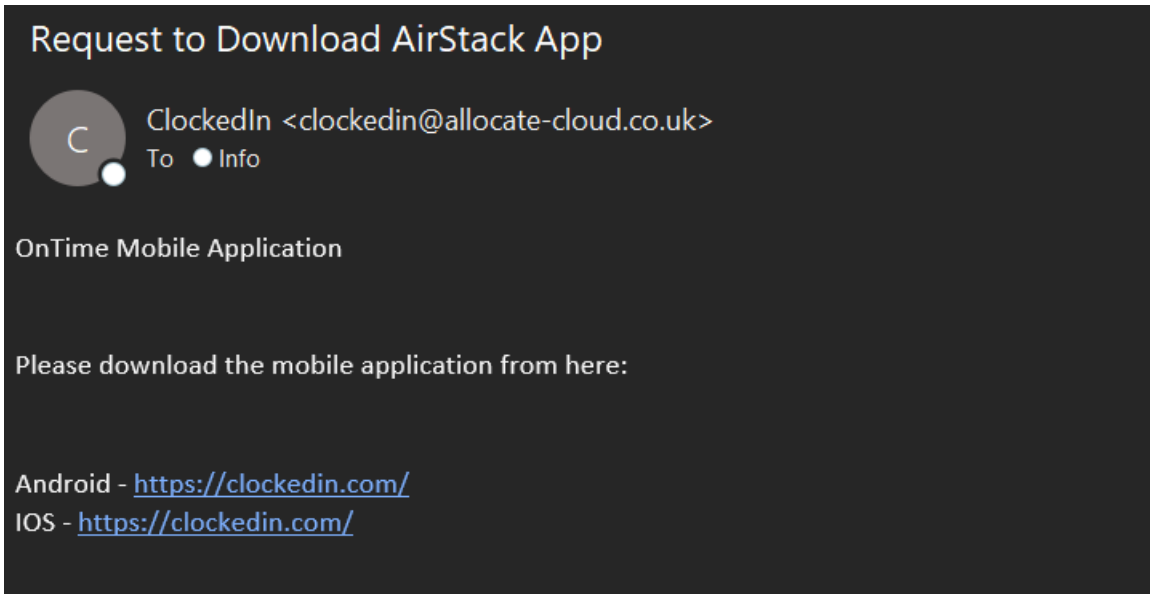
**Employee Pin**

**Email\***                   

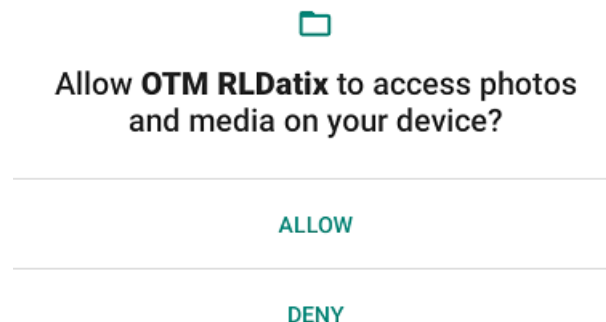
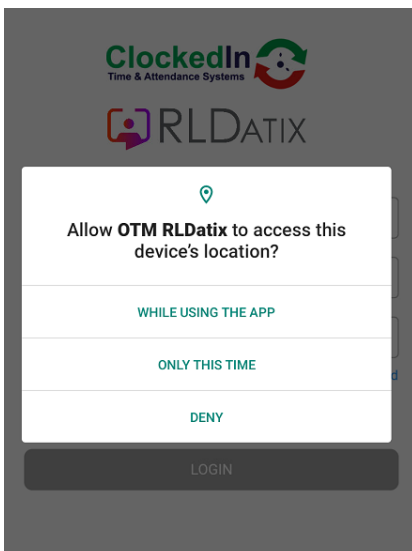
Send Email

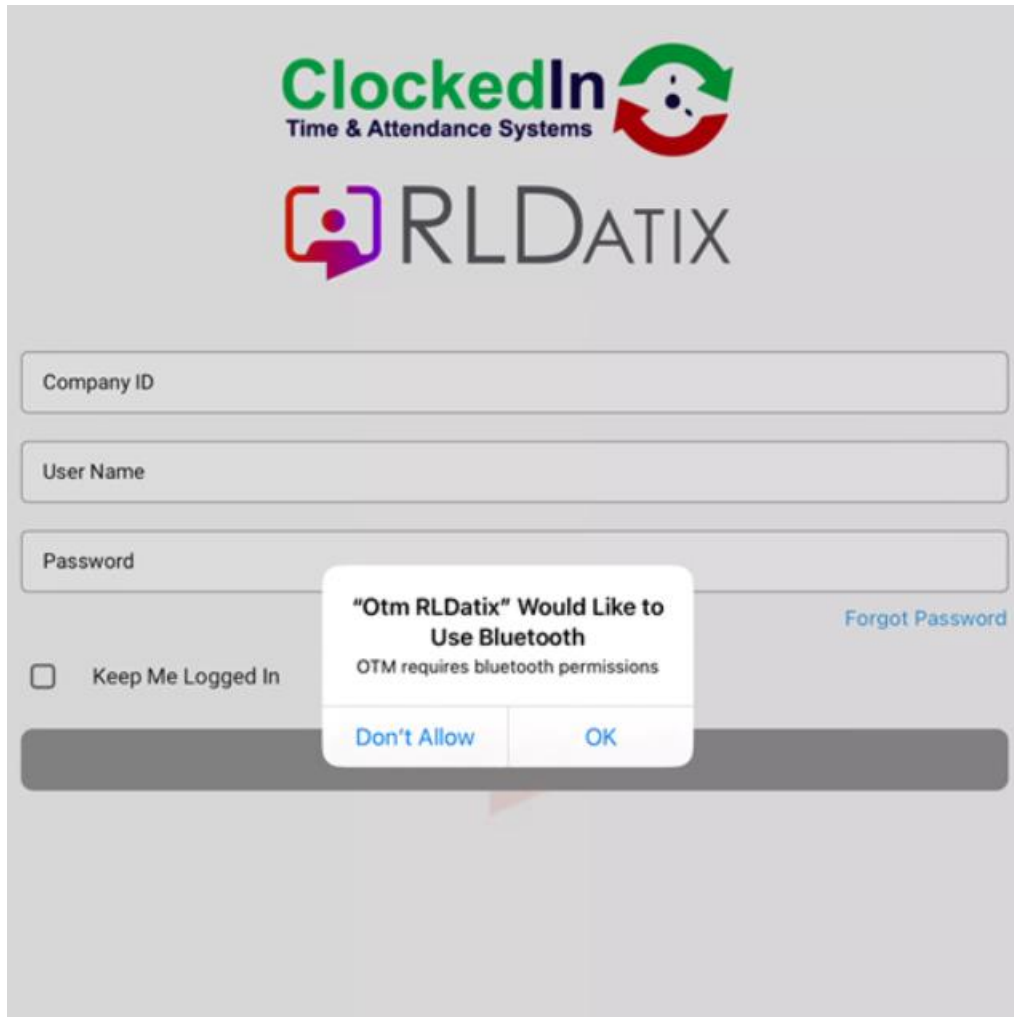
## 5. Downloading/Log In to OnTime Mobile

The OnTime Mobile application is downloaded by clicking on the 'Android' or 'iOS' URL in the email. This will divert the user to the Google Play Store (Android) or App Store (iOS).



Once the OnTime Mobile Application has downloaded, open up the app and allow/accept all permissions:





The screenshot shows the ClockedIn login interface. At the top, the ClockedIn logo and RLDATIX logo are displayed. Below the logos are three input fields: "Company ID", "User Name", and "Password". To the right of the "Password" field is a link that says "Forgot Password". Below the input fields is a checkbox labeled "Keep Me Logged In". Overlaid on the login form is an Android system dialog box with the following text: "Otm RLDatix" Would Like to Use Bluetooth, OTM requires bluetooth permissions. The dialog box has two buttons: "Don't Allow" and "OK".

Log in to OnTime mobile by entering your 'Company ID, User Name, Password. Please refer to the set up email for these credentials:



Company ID

User Name

Password

[Forgot Password](#)

Keep Me Logged In

LOGIN

### Request to Download AirStack App



ClockedIn <clockedin@allocate-cloud.co.uk>  
To ● Info

#### OnTime Mobile Application

Please download the mobile application from here:

Android - <https://clockedin.com/>

IOS - <https://clockedin.com/>

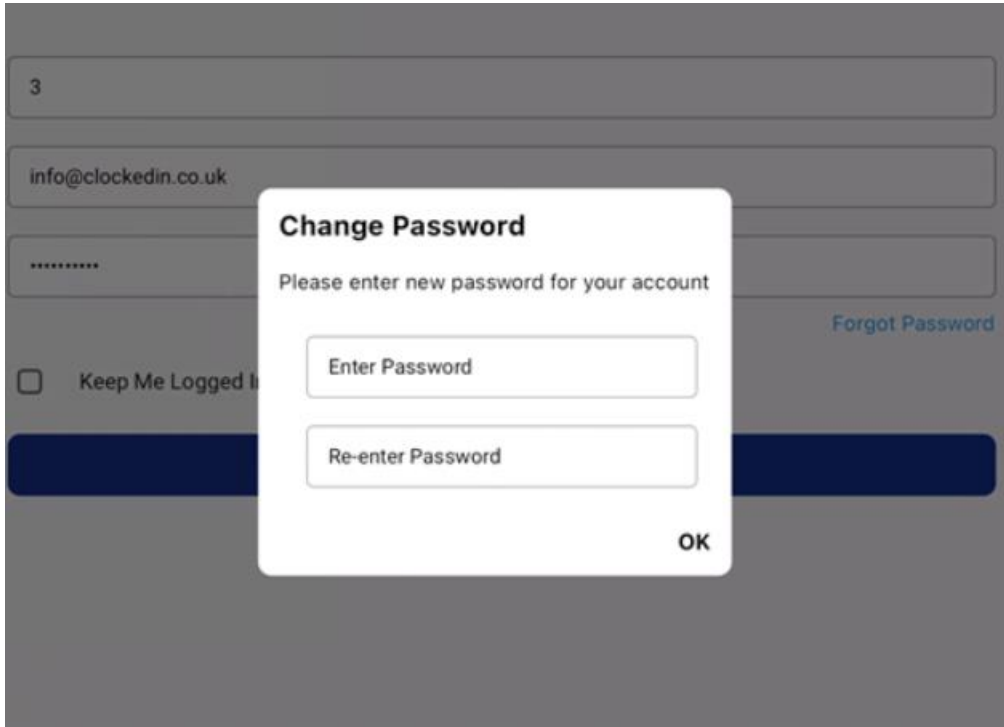
Please see below your log in details for the mobile application:

Company Id: 3

Email: [info@clockedin.co.uk](mailto:info@clockedin.co.uk)

Password: CPFSVEJLKY - You will be asked to change this after logging in.

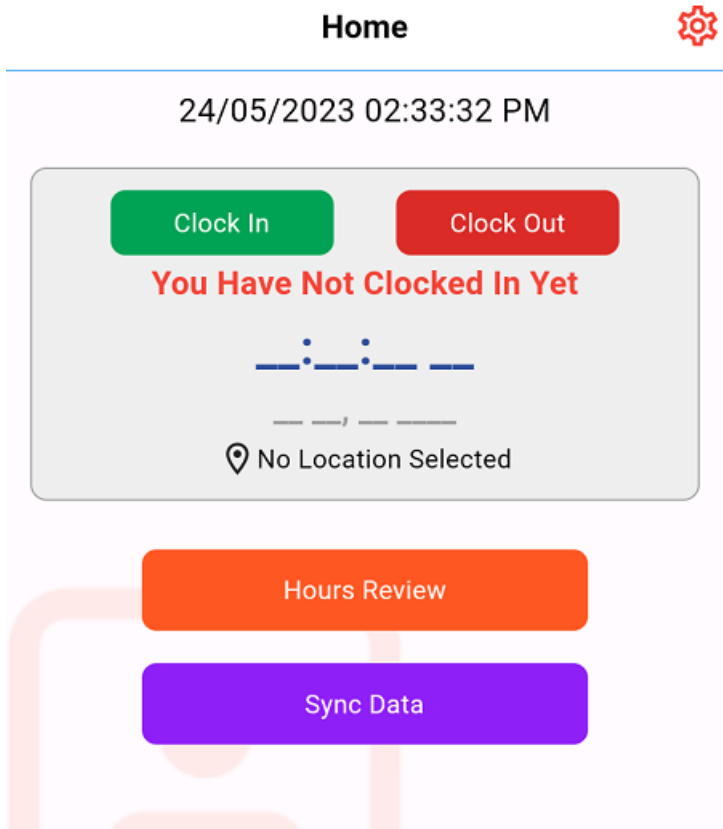
The application will ask you to change your password the first time you log in.  
Enter a new password on both fields and press 'Ok' to complete the process.



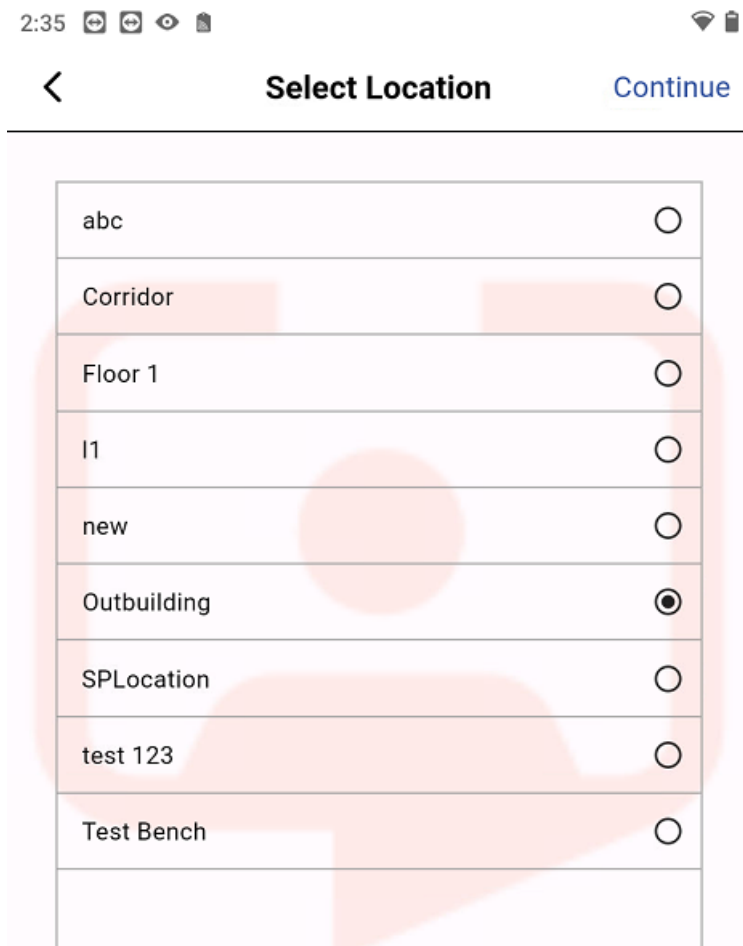


**6.0 Clock In/Out (with Beacon)**

To Clock In or Out of Location, Select 'Clock In' or 'Clock Out'

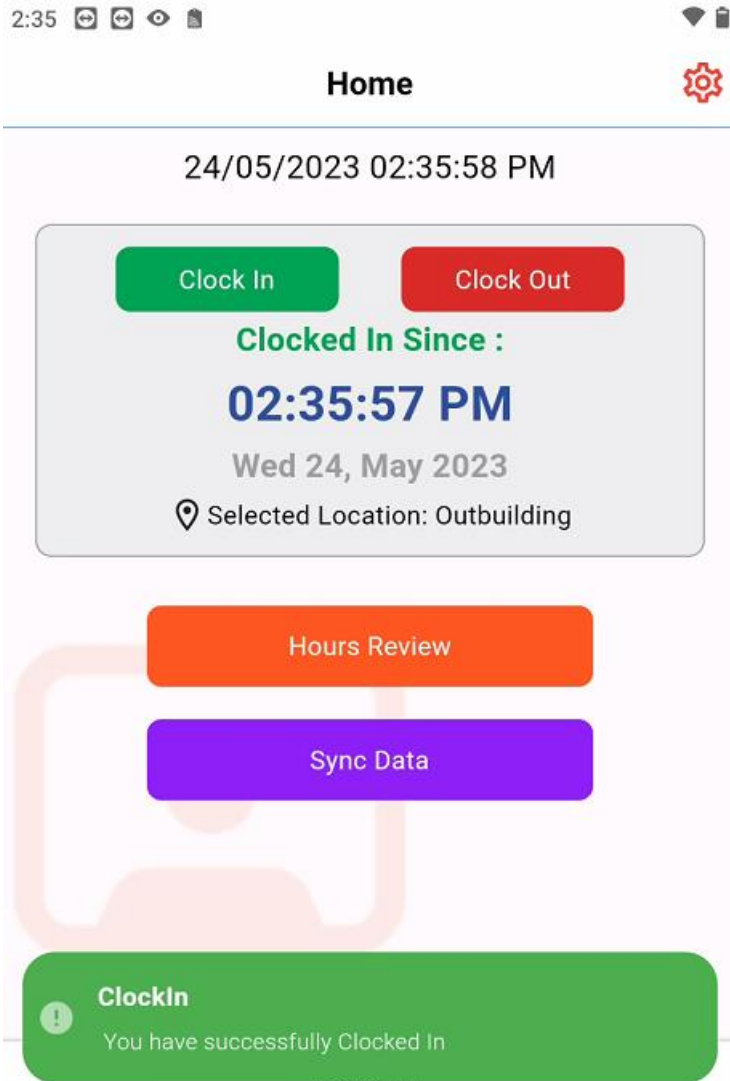


Select the correct Location from the list and press 'Continue' in the top right corner to complete the event.

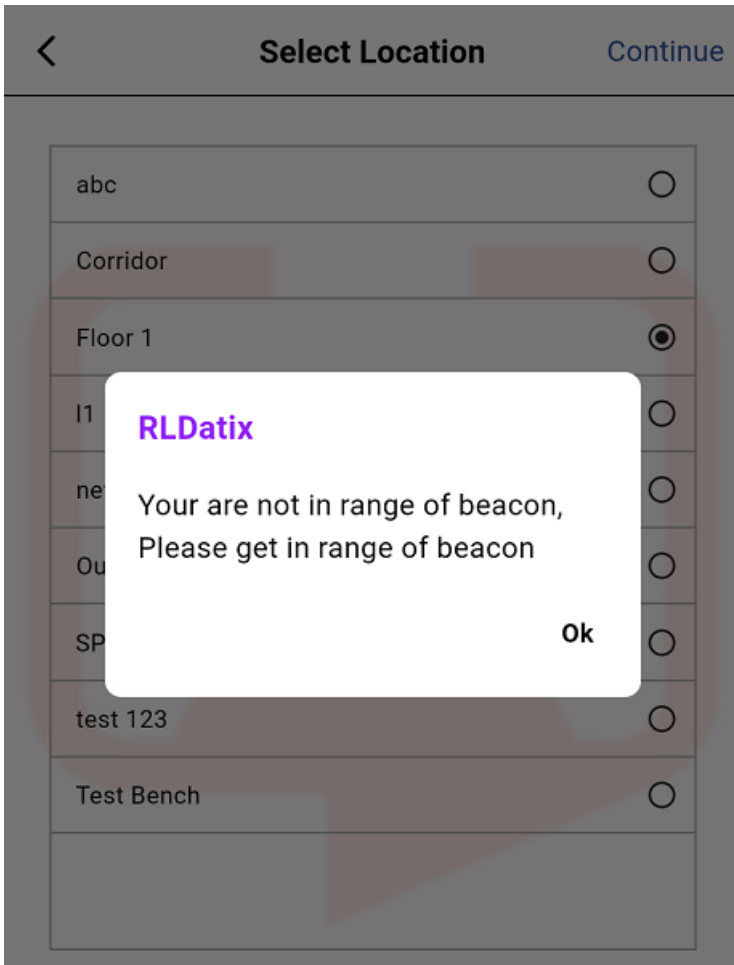


A message will appear at the bottom of the screen to confirm the Clock In or Out event.

If Biometrics are enabled, your phone will ask you to verify by presenting your Finger or Face. If your mobile does not have biometrics, it will ask you to enter your phone Pin code.

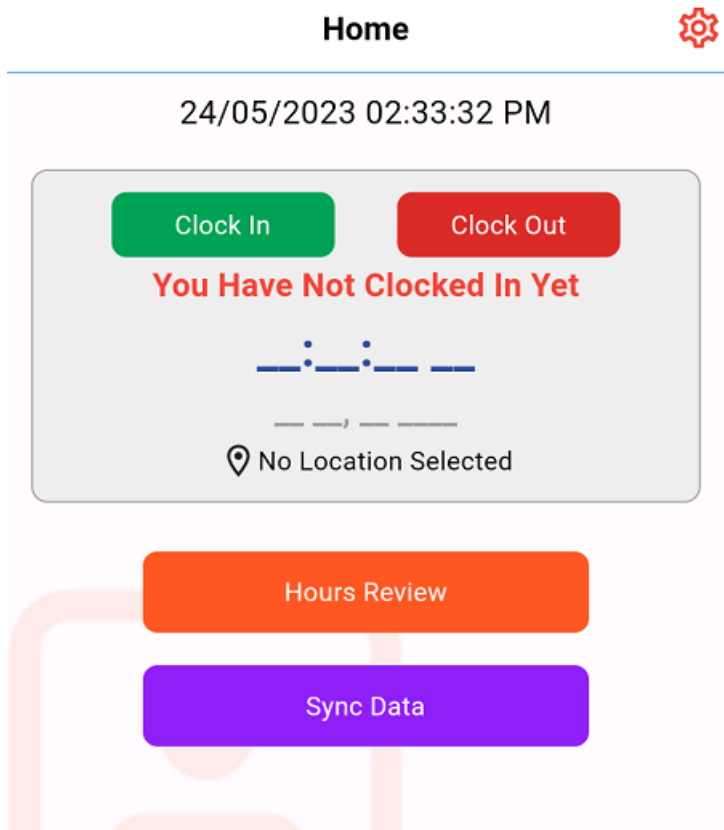


When selecting a Location to Clock In/Out from, if you are out of range of the Beacon Terminal installed at this location, you will see the following message. Select 'OK' and move closer to the Beacon to try again. If you have any question regarding the location of the Beacon, please contact your administrator.

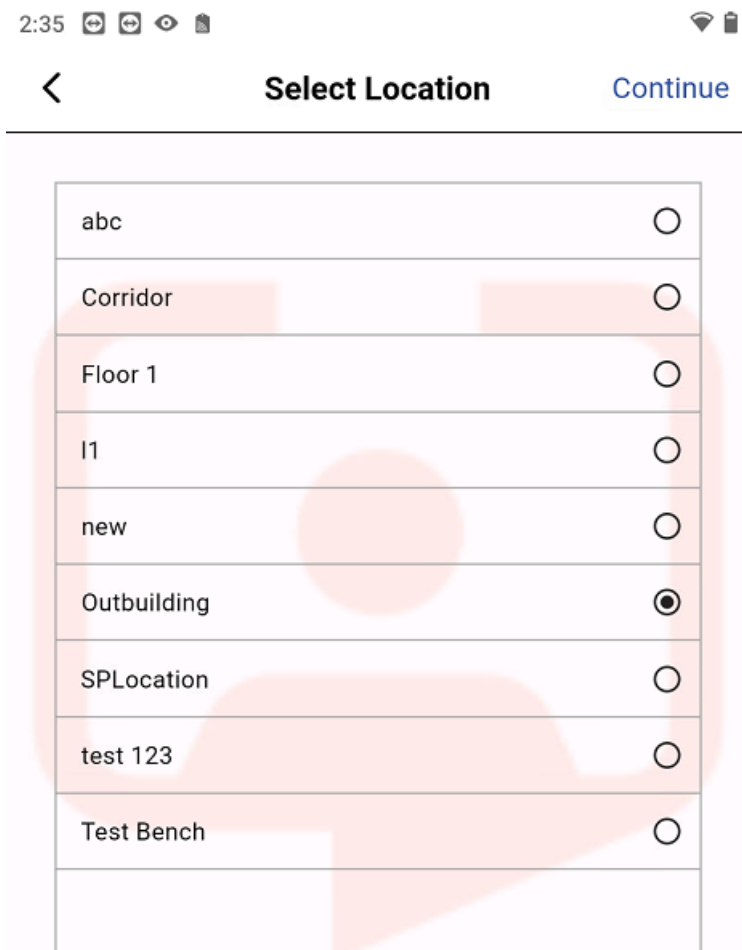


**6.1 Clock In/Out (without Beacon)**

To Clock In or Out of Location, Select 'Clock In' or 'Clock Out'



Select the correct Location from the list and press 'Continue' in the top right corner to complete the event.



A message will appear at the bottom of the screen to confirm the Clock In or Out event.

If Biometrics are enabled, your phone will ask you to verify by presenting your Finger or Face. If your mobile does not have biometrics, it will ask you to enter your phone Pin code.

2:35 

Home 

24/05/2023 02:35:58 PM


**Clock In**

**Clock Out**

**Clocked In Since :**

**02:35:57 PM**

Wed 24, May 2023

 Selected Location: Outbuilding

Hours Review

Sync Data

 **ClockIn**

You have successfully Clocked In

## 7.0 Hours Review

Press 'Hours Review' to see all Clock In/Out events made within the last 30 days. This includes events made on SmartHub devices.

### < Hour Review (30 days)

<b>Location:</b> SPLocation <b>Event Date:</b> 24/05/2023 <b>Event Time:</b> 14:43	<b>Event Type:</b> Clock In <b>Method of activity:</b> OTM
<b>Location:</b> Outbuilding <b>Event Date:</b> 24/05/2023 <b>Event Time:</b> 14:35	<b>Event Type:</b> Clock In <b>Method of activity:</b> OTM
<b>Location:</b> Outbuilding <b>Event Date:</b> 24/05/2023 <b>Event Time:</b> 14:29	<b>Event Type:</b> Clock Out <b>Method of activity:</b> OTM
<b>Location:</b> Outbuilding <b>Event Date:</b> 24/05/2023 <b>Event Time:</b> 14:29	<b>Event Type:</b> Clock In <b>Method of activity:</b> OTM
<b>Location:</b> Outbuilding <b>Event Date:</b> 19/05/2023 <b>Event Time:</b> 16:26	<b>Event Type:</b> Clock In <b>Method of activity:</b> OTM
<b>Location:</b> Outbuilding <b>Event Date:</b> 19/05/2023 <b>Event Time:</b> 16:26	<b>Event Type:</b> Clock In <b>Method of activity:</b> OTM



## 8.0 Sync Data

If you make a Clock In/Out event whilst not connected to a network source, it will upload this automatically when you are next connected to Wi-Fi or data signal. To create a manual sync with AirStack to upload your events/download changes press 'Sync Data' to complete this.



Sync Data

## 9.0 Settings

Select the Settings Icon in the top right corner to access this page.

From here you can Change Password, Report a Problem or Logout.

To 'Change Password' enter you Old Password and your New Password into the fields and select OK to Complete the process:

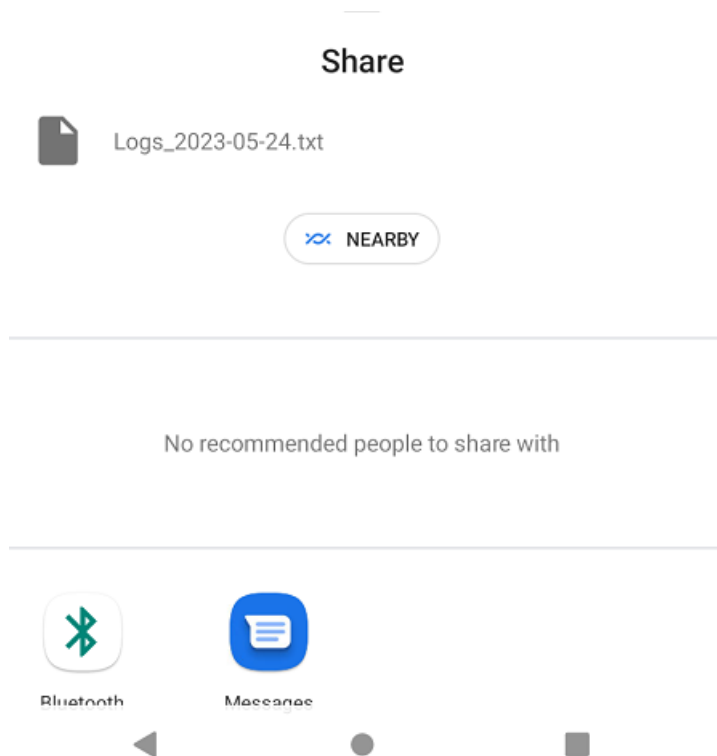
### Change Password

**CANCEL**

**OK**

To report a problem, select 'Report Problem'. This will create a pop of with an attachment of your Log files. Please email this to [support@clockedin.co.uk](mailto:support@clockedin.co.uk) with the following information:

- 1) Organisation and User Name
- 2) Details of the problem and time of occurrence.




To log out, press 'Log Out' which will return you to the home screen.

## 10.0 Forgot Password

On the Log in screen, select forgot password if you no longer remember your password.

Enter your Company ID and email address to receive your current password. It is recommended you change your password regularly.

 **Forgot Password**

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Please enter your company id and email to get the password.

**SEND EMAIL**