# OnTime Powered by ClockedIn

## Locking the OnTime App





### Locking the Device to OnTime

#### Introduction

The biometric devices should be locked to OnTime. When they are locked, even when pressing the home button, it will stay on OnTime.









The device will be delivered with this setting active, however, once a super admin has entered mobile mode, this setting will need to be reactivated. This can be done through a few different ways, depending on whether the default home app has been changed and which device you have.

#### Step 1 - has the default home app changed?

- If the default home app hasn't changed, it can quickly be relocked back to OnTime
- Press the home button (circled in the previous screenshots, to show them swipe the screen from the right edge to the left, or from the bottom edge upwards)
  - If the screen flips but stays on OnTime, it is locked and you don't need to do anything else.

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① 10:27		FOB	-
	OnTime		•
s	elect a Home app		
	Ontime		
	Quickstep	Place Finger	•
	Just once Always	The second second	

 $\circ$   $\:$  If a "Select a Home app" menu pops up, select Ontime and then press "Always"  $\:$ 

- Once you've pressed always, it will be locked. Press the home screen again to make sure.
- If you are not prompted to press "Always", follow the same step again and it will ask you will be prompted to press "Always".
- If you press the home screen and it goes straight to the android screen, the home app will need to be reset.
- You'll need to follow the process depending on which Smart Hub you have.







#### Identifying the device type

<u>Smart Hub3</u>	
	<ul> <li>White case.</li> <li>White tablet.</li> <li>Fingerprint sensor located top right.</li> <li>Android 6</li> </ul>
SmartHub 4	
	<ul> <li>White case</li> <li>Black tablet</li> <li>Fingerprint sensor located top right</li> <li>Android 7</li> </ul>















<u>SmartHub 7</u>	
	Black case
	Black tablet
	<ul> <li>Fingerprint sensor located top right</li> </ul>
	Android 11









#### SmartHub 3

To reset the default home app as OnTime, follow these steps.

• Click the settings app – it will look like a grey cog.



• If you don't see the settings app, swipe down from the top edge twice and press the white cog icon in the top right corner









• Select Home

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	Settings	۹
	Wireless & networks	
	Vi-Fi	
	3 Bluetooth	
	O Data usage	
	More	
	Device	
	ft Home	
	Display	
	Sound & notification	
	🍯 Apps	
	📰 Storage & USB	
Select OnTime		
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	O Auncher3	
	🔿 😭 Ontime	
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• Press the home button.





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#### SmartHub 4

To reset the default home app as OnTime, follow these steps.

• Click the settings app – it will look like a white cog in a grey background.



• If you don't see the settings app, swipe down from the top edge twice and press the white cog icon in the top right corner.









• Select Apps.

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Settin	ngs	۹
۰	Display	
	Notifications 3 apps blocked from sending	
۰	Sound Ringer volume at 0%	
• (	Apps 34 apps installed	
=	Storage 1.73 GB of 11.73 GB used	
•	Battery 91%	
	Memory	

• Press the white cog in the top right-hand corner.

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≡	Apps	
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$\bigcirc$	Browser 6.20 MB	
*- ×*	Calculator 0 B	
<b>31</b>	Calendar 24.00 KB	
0	Camera 24.00 KB	
	Clock 60.00 KB	
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• Select Home app.

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App p	ermissions				
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• Press the home button to take you back to OnTime.

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← Configure apps	
App permissions	
Default	
Opening links	
Assist & voice input	
Home app Ontime	
Browser app No default Browser	
Phone app Phone	
SMS app	

• It is now locked to OnTime. Press the home button to make sure it has locked.







#### SmartHub 5

• Click the settings app – it will look like a white cog in a grey/green background.



• If you don't see the settings app, swipe down from the top edge twice and press the cog icon on the right-hand side.









#### • Clock on apps and notifications

< Se	arch setting	15				
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		Add emergency information			Set Night Light schedule	
		Network & internet     Wi-Fi, mobile, data usage, hotspot				
		Connected devices				
		Apps & notifications				
		Permissions, default apps				
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		Sound Volume, vibration, Do Not Disturb.				
		Storage 24% used - 24.37 GB free				
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• Click on default apps.









• Click on OnTime.



• OnTime will open and the system will have locked it. Press the home button to make sure it has locked.







#### SmartHub 6 & 7

• Click the settings app – it will look like a white cog in a grey background.



• If you don't see the settings app, swipe down from the top edge twice and press the cog icon on the right-hand side.









• Click on Apps and notifications.









• Click on Home app.



• The OnTime app will now open and it will be locked. Press the home button to make sure it is locked.

