



**AirStack v.5.2**

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## AirStack v5.2

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### Introduction

AirStack is a middleware that handles data from Biometric devices. This data is visible via a web portal. The AirStack system will provide an audit trail for the data submitted from the user. This data is read only and has the ability to be exported to a PDF document.

### Further Information

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

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**Limit of Liability**

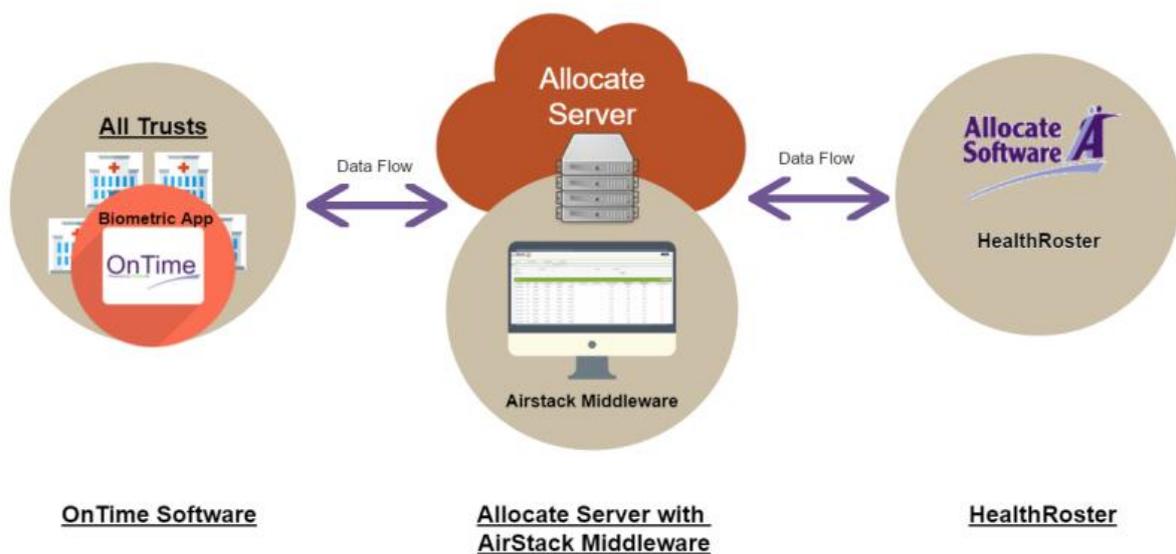
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**Software Design Topology**

**Data Flow Process**

**OnTime & Airstack System**



## Logging In

A new URL will be provided for each version of AirStack that is created. When the URL is entered in the browser there will be a prompt that will ask for your User Name and Password.

**Login to your dashboard**

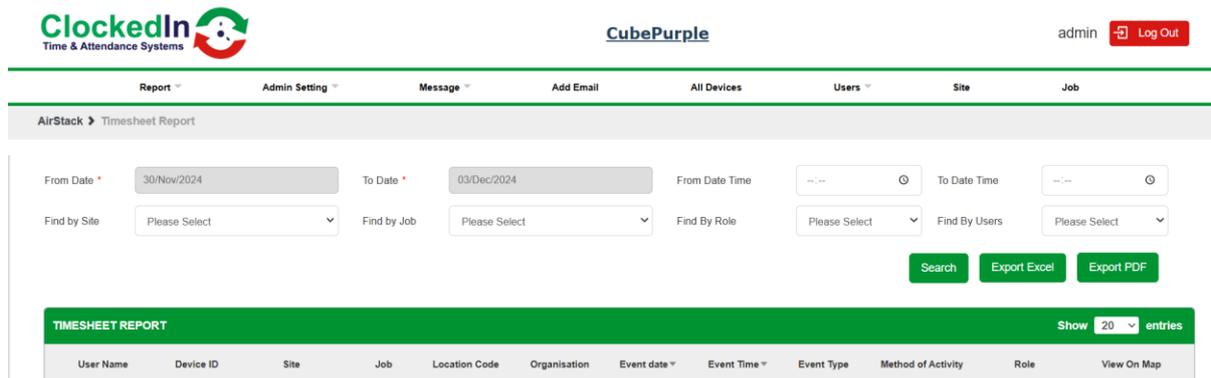
**User Name**

**Password**

**Remember**

## Dashboard Home Screen

After you Log In you will be presented with the AirStack Home Screen, apart from setup features on the screen, you will be able to see clock activities from the Biometric Device. To return to this screen from other areas in AirStack click 'Reports' and then select 'TimeSheet'.



The screenshot shows the AirStack dashboard interface. At the top, there is a navigation bar with the ClockedIn logo, the user name 'admin', and a 'Log Out' button. Below this is a secondary menu with options: Report, Admin Setting, Message, Add Email, All Devices, Users, Site, and Job. The main content area is titled 'AirStack > Timesheet Report'. It features search filters for 'From Date' (30/Nov/2024), 'To Date' (03/Dec/2024), 'Find by Site', 'Find by Job', 'Find By Role', and 'Find By Users'. There are buttons for 'Search', 'Export Excel', and 'Export PDF'. Below the filters is a 'TIMESHEET REPORT' table with columns: User Name, Device ID, Site, Job, Location Code, Organisation, Event date, Event Time, Event Type, Method of Activity, Role, and View On Map. A 'Show 20 entries' dropdown is visible on the right side of the table header.

## Home Screen Options

Across the top of the home screen is a list of options.

- Report ▾
- Admin Setting ▾
- Message ▾
- Add Email
- All Devices
- Users ▾
- Site
- Job

## Home Screen Reports

1. Time Sheet – This is the default view listing clocks as they arrive in AirStack, click on any heading to filter the column.

TIMESHEET REPORT											Show 20 entries
User Name	Device ID	Site	Job	Location Code	Organisation	Event date	Event Time	Event Type	Method of Activity	Role	View On Map

2. Disconnection – This is a report that lists disconnection times for Individual devices
3. Daily Clock In – This reports the number of events per device
4. Device Exception Report – Monitor your device exceptions through this report, devices will send in their data and if any parameter is exceed it will be marked as an exception in bold
5. Mobile Time Exception – Monitor your Mobile users Clock In time on their device v Sync time. If difference in duration is greater than the setting, it will be marked as an exception.
6. Audit Report – Records of all actions taken by an AirStack administrator.

## Home Screen - Change Password

Change password allows admins to change the password for AirStack login.

Admin
Back

**First Name**

**User Name**

**Confirm Password**

**Last Name**

**New Password**

Can Login

**System access**

<input checked="" type="checkbox"/> Report	<input type="checkbox"/> Change Password	<input type="checkbox"/> User Content Message
<input type="checkbox"/> Upload Logo	<input type="checkbox"/> Add Email	<input checked="" type="checkbox"/> Active Device
<input type="checkbox"/> Employee	<input type="checkbox"/> Sync HR Employee	<input type="checkbox"/> Temperature Setting
<input checked="" type="checkbox"/> Device Setting	<input type="checkbox"/> Device Info Setting	<input type="checkbox"/> Location
<input type="checkbox"/> Send Message	<input type="checkbox"/> Question Setting	

## Home Screen – Customer Message

Content Message is used to send Employee messages as they make an event.

- Title – Title of the message to be sent
- Message – Content of the Message
- Is Global – Check this box if you want all employees to receive this message.
- Employee – Filter employees who will receive this message when they create an event

Message

**Title**

**Message**  Please fill in this field.

Global Message

Employee List

**Name**

Christine Ogwok	<input type="checkbox"/>
Hung Deramus	<input type="checkbox"/>
Ratnasingham Balasingham	<input type="checkbox"/>
Lorraine Priest	<input type="checkbox"/>
Linus J	<input type="checkbox"/>

Select all Employees

Search:

Send Message

## Home Screen – Upload Logo

Upload Logo is where you can browse and upload a custom logo to Airstack. The OnTime App is used to upload the image from Airstack. This is only available to Super Admins.

### Upload Logo File

Logo File 1

Choose file No file chosen

### Home Screen – Upload APK

Upload APK is managed by Cube Purple/ClockedIn when a new version of the app is released it is uploaded to AirStack. The OnTime App is used to update the current version to the new one that was uploaded to AirStack. Admin Users can perform this function.

### Home Screen – Add Email

Add Email is where you can add a person to the Device Alert Emails.

Name <sup>\*</sup>  Email <sup>\*</sup>

Send Mobile Time Exception Email
  Send Daily Exception Report
  Send Installation Email
  Send Offline Notification/ Wi-Fi & Power Disconnections
  Send Thermal Exception Email

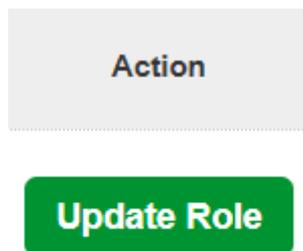
Send Warranty Email

### Home Screen – Active Device

Active Device provides details of active devices reporting into AirStack

### Home Screen – Update Employee Role

Employees lists employees and allows the change of role from employee to Super Admin or Admin, this is done by selecting Update Role under the Action column.



### Sync Optima/Healthroster Employee

Sync Optima Employee forces a sync between Optima and AirStack. Click start Sync Optima employee.

Sync Employee

## New Features

AirStack 5.0 is now linked with Cube Purple's device management system CPAir. This allows us to keep a track of the device and the information that goes with them.

This also makes the set-up process easier and most of the app details for the OnTime app are automatically synced to the app.