# OnTime

Powered by ClockedIn

# Locking Device to OnTime





### 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 or shows an icon and stays on OnTime, it is locked and you don't need to do anything else.
  - 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



identifying the device typ	
<u>SmartHub 3</u>	
	<ul> <li>White case.</li> <li>White tablet.</li> <li>Fingerprint sensor located top right.</li> <li>Android 6</li> <li>Multicoloured Android screen background</li> </ul>
<u>SmartHub 4</u>	
	<ul> <li>White case</li> <li>Black tablet</li> <li>Fingerprint sensor located top right</li> <li>Android 7</li> <li>Beach setting Android screen background</li> </ul>





<u>SmartHub 5</u>	
<u>SmartHub 6</u>	<ul> <li>Black case</li> <li>Black tablet</li> <li>Fingerprint sensor located top right</li> <li>Android 9</li> <li>Picture of sea Android screen background</li> </ul>
	<ul> <li>Black case</li> <li>Black tablet</li> <li>Fingerprint sensor located bottom right</li> <li>Android 11</li> <li>Pinky purple Android screen background</li> </ul>





<u>SmartHub 7</u>	
	<ul> <li>Black case</li> <li>Black tablet</li> <li>Fingerprint sensor located top right</li> <li>Android 11#</li> <li>Pinky purple Android screen background</li> </ul>
<u>SmartHub 8</u>	
	<ul><li>Black case</li><li>Black tablet</li></ul>
	<ul> <li>Fingerprint sensor located top right</li> <li>Android 13</li> <li>Dark black / blue Android screen background</li> </ul>





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

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Connected to Clockedin				×
Touch to view setting de	talls			11.37



Select Home



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*	Bluetooth
0	Data usage
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Device	·
♠	Home
۰	Display
۰	Sound & notification
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• Select OnTime



• Press the home button.





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۹	Ontime	•
	$\frown$	

• It will now be locked to OnTime.





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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Sett	tings	٩
٥	Display	
	Notifications 3 apps blocked from sending	
۲	Sound Ringer volume at 0%	
<b>ĕ</b>	Apps 34 apps installed	
	Storage 1.73 GB of 11.73 GB used	
•	Battery 91%	
	Memory	
	⊲ 0	

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

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≡	Apps		*
\$	Android System WebView 99.91 MB		
$\bigcirc$	Browser 6.20 MB		
*- ×*	Calculator 0 B		
<b>31</b>	Calendar 24.00 KB		
0	Camera 24.00 KB		
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• Select Home app.





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• Select OnTime

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← Configure apps				
App permissions				
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• Press the home button to take you back to OnTime.

## 



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← Configure apps	
App permissions	
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Assist & voice input	
Home app Ontime	
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Phone app Phone	
SMS app	

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





• 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.







#### • Click on apps and notifications

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Q Search settin		
	emergency information Set Night Light schedule	
	Network & internet Wi-Fi, mobile, data usage, hotspot	
	Connected devices Bilvetooth, NFC	
	Apps & notifications Permissions, default apps	
	Battery 33% - 2 hr, 58 min left until fully charged	
	Display Wallpaper, sleep, font size	
	Sound Volume, vibration, Do Not Disturb	
	Storage 24% used - 24.37 GB free	
	4 0 11	

• Click on advanced.

1:59 PM					♥ 1 34%
÷	Apps	& notifications			٩
		Recently opened apps			
	6	Host 64 minutes ago			
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	۲	Files 83 minutes ago			
	Þ	Google Play Store 85 minutes ago			
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• Click on default apps.

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÷	Apps	& notifications	۹
		82 minutes ago	
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	۲	Google Play Store 85 minutes ago	
	0	Email 85 minutes ago	
	>	See all 31 apps	
		Screen time	
		Notifications On for all apps Default apps	
		Browser, Phone, Messaging App permissions Apps using location, microphone, camera	
		Special app access 2 apps can use unrestricted data	

• Click on Home app.

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• Click on OnTime.

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	Quickstep     Quickstep					
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• 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 default apps.



• Click on Home app.

### 



15:14		•	
÷	Default apps	۹	
0	Browser app Chrome		•
	Caller ID & spam app None		•
٤	Phone app Phone		•
۲	SMS app Messages		

• Select OnTime.



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





• Press and hold the OnTime app to bring up the "App info" option and press that



• Scroll down to the "Home App" option

11:32 🖸	•0
← App info	
Battery 0% use since last full charge	
Open by default Allow app to open supported links	
Home app No	
Unused app settings	
Pause app activity if unused Remove permissions, delete temporary files, and stop notifications	
Advanced	

Select OnTime





11:45 ፼ ←	
Default home app	
<ul> <li>Ontime</li> <li>Quickstep</li> </ul>	•
Apps, often called launchers, that replace the Home screens on your Android device and give you access to the contents and features of your device	
	•

• One selected, OnTime will launch and it will be locked. Press the home button to make sure it is locked.