OnTime

Powered by ClockedIn
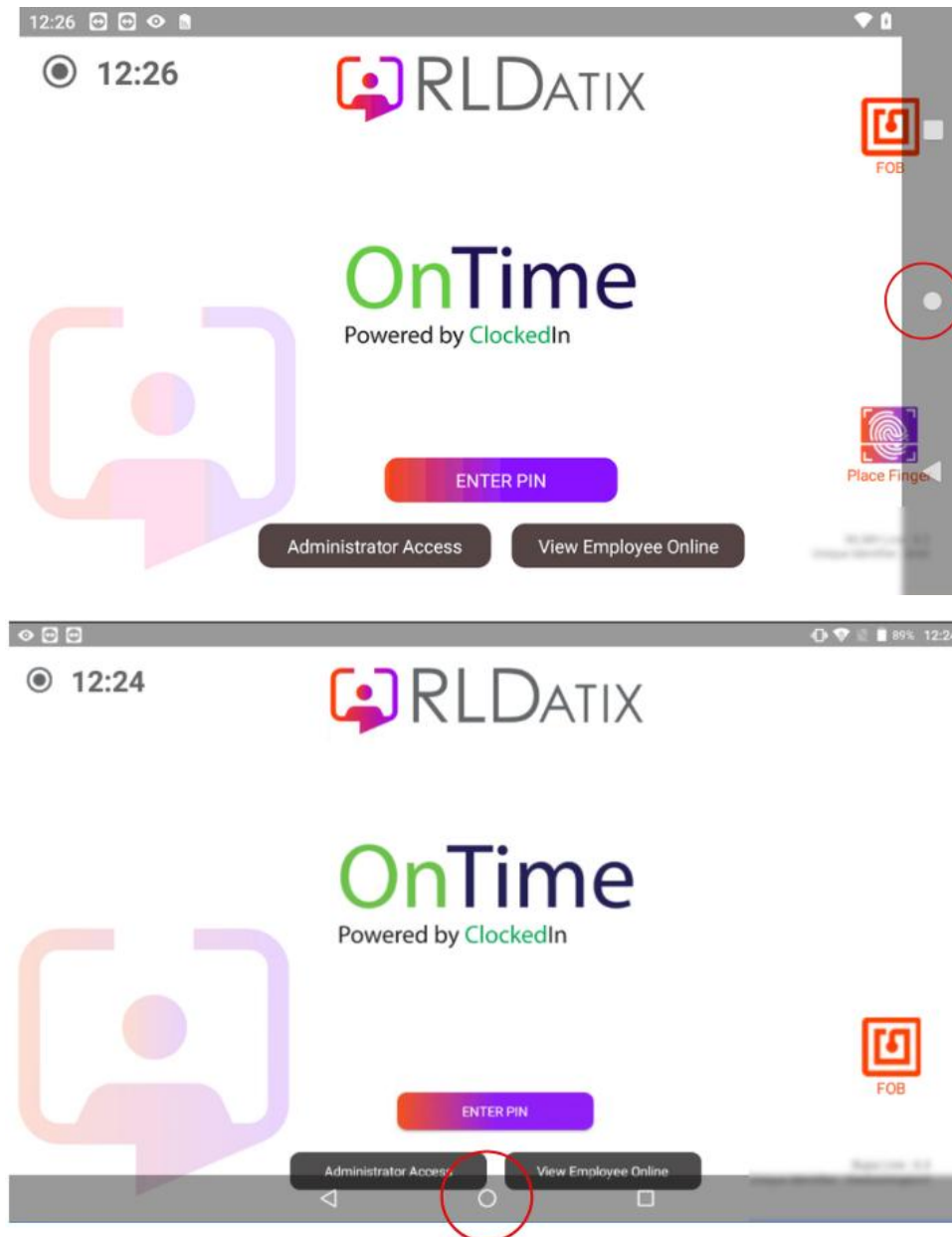
Locking Device to OnTime

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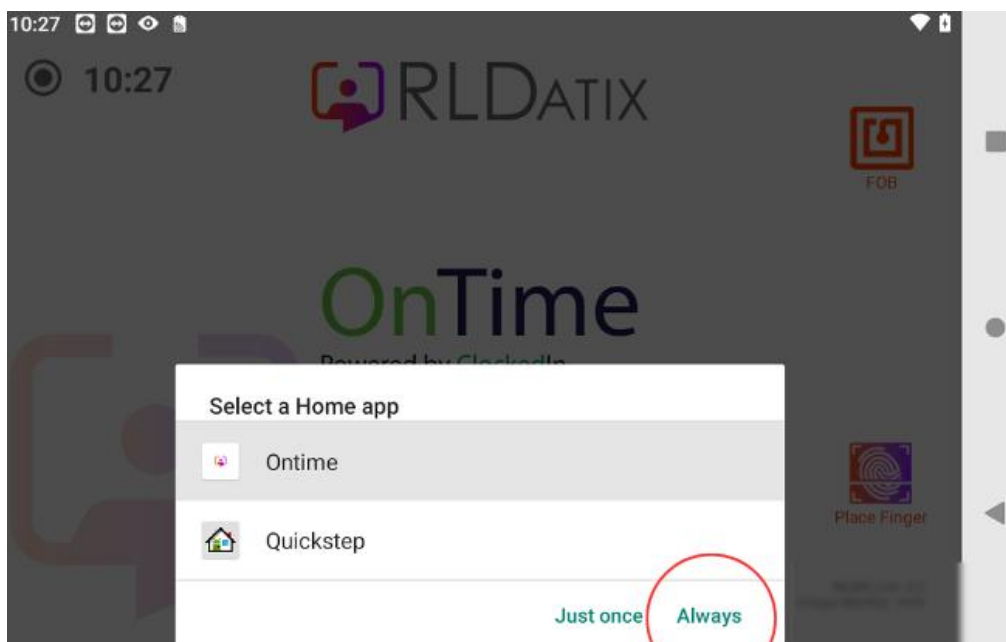
- Once you've pressed always, it will be locked. Press the home screen again to make sure.
  - If you are not prompted to press "Always", follow the same step again and it will ask you will be prompted to press "Always".
- If you press the home screen and it goes straight to the android screen, the home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

Identifying the device type

<u>SmartHub 3</u>	 • White case. • White tablet. • Fingerprint sensor located top right. • Android 6 • Multicoloured Android screen background
<u>SmartHub 4</u>	 • White case • Black tablet • Fingerprint sensor located top right • Android 7 • Beach setting Android screen background

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

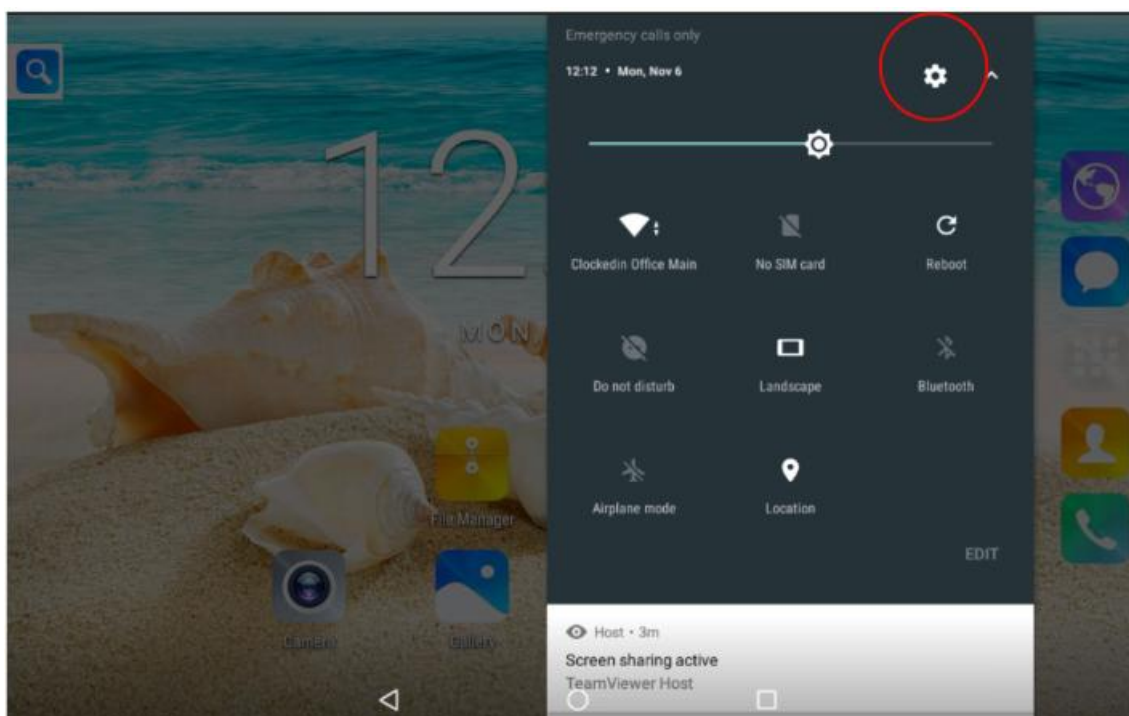| SmartHub 7	
	- Black case - Black tablet - Fingerprint sensor located top right - Android 11# - Pinky purple Android screen background
SmartHub 8	
	- Black case - Black tablet - Fingerprint sensor located top right - Android 13 - Dark black / blue Android screen background
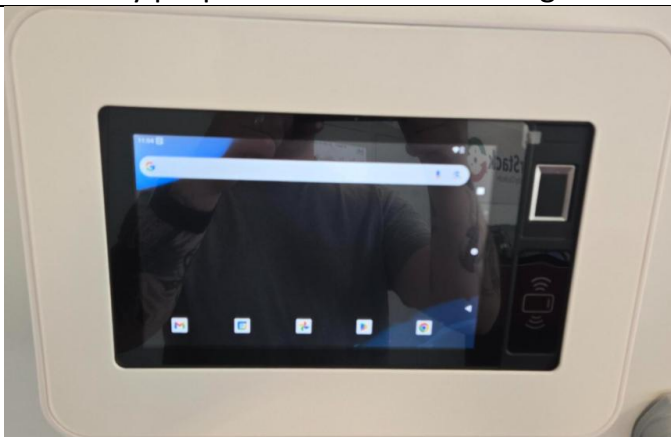
SmartHub 3

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

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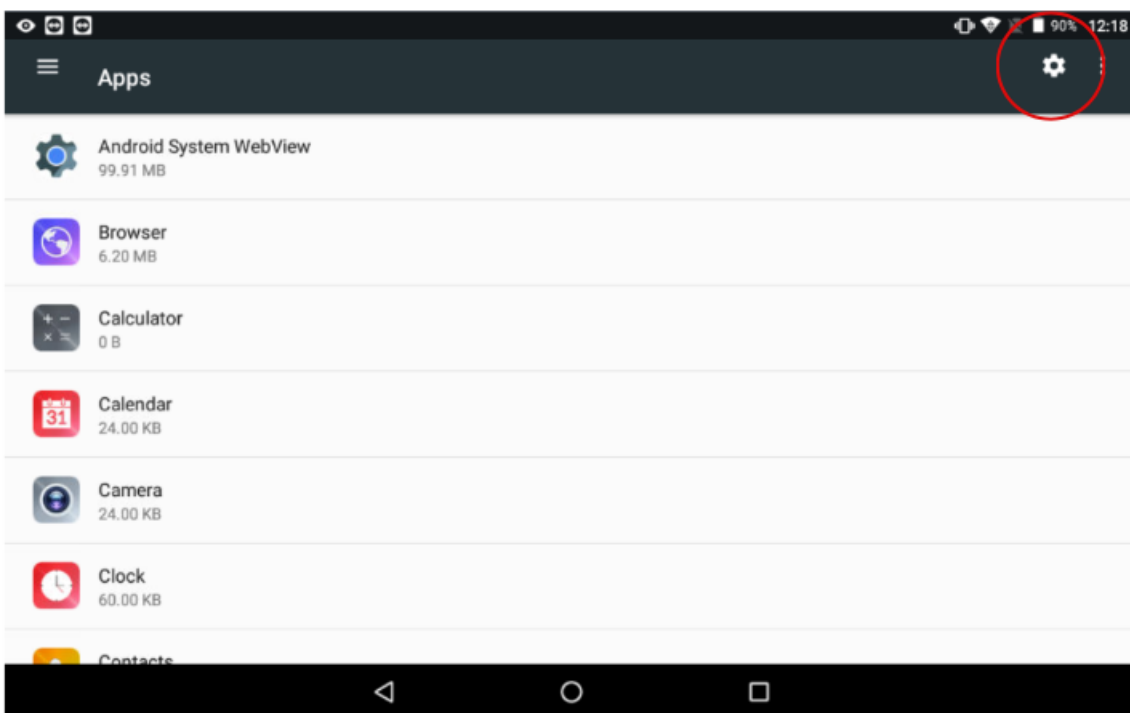

- If you don't see the settings app, swipe down from the top edge twice and press the white cog icon in the top right corner
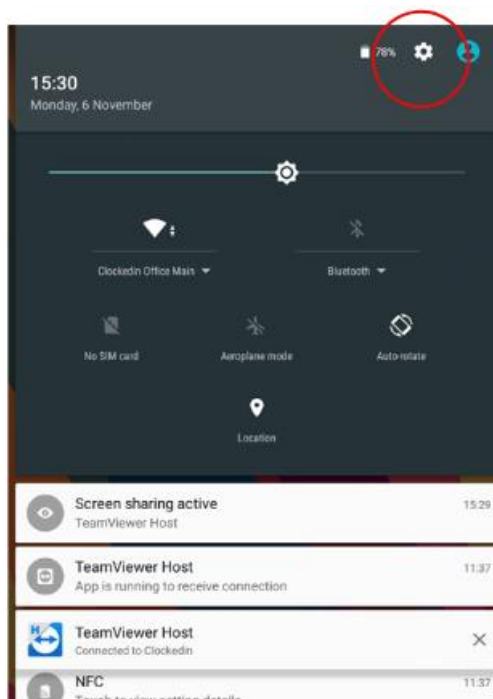
- Select Home
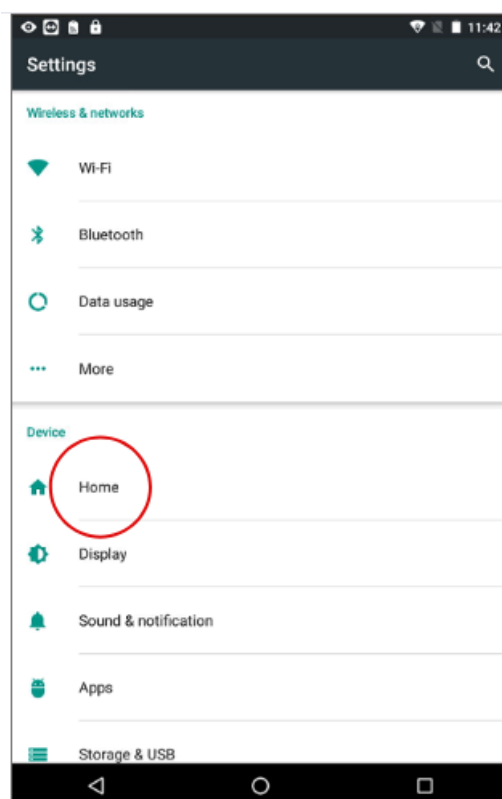

- Select OnTime
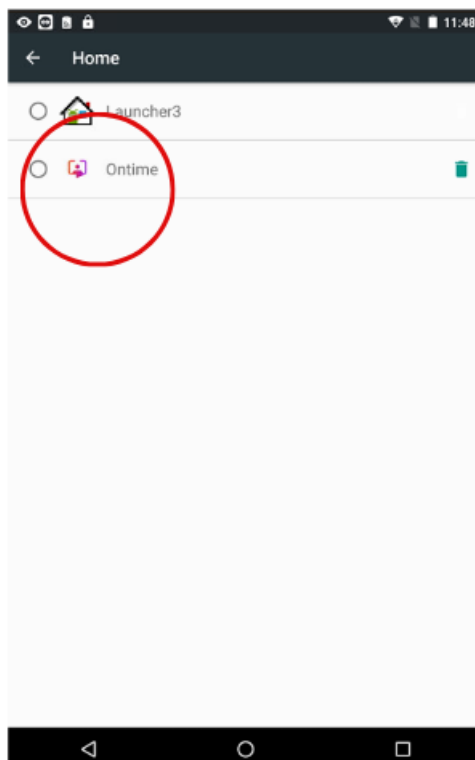
- Press the home button.
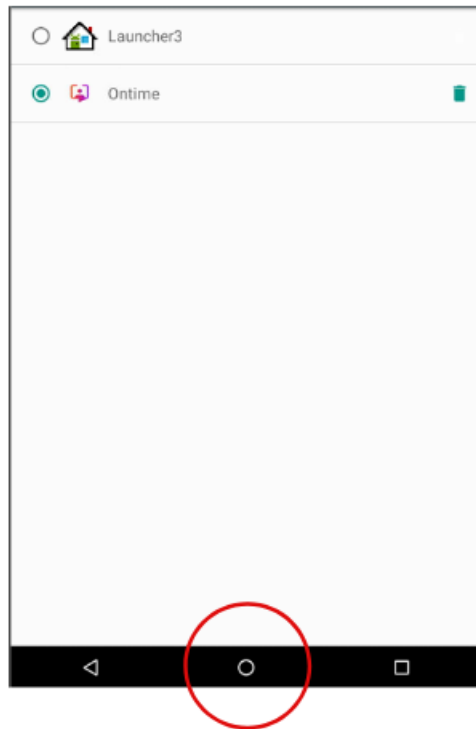
- It will now be locked to OnTime.

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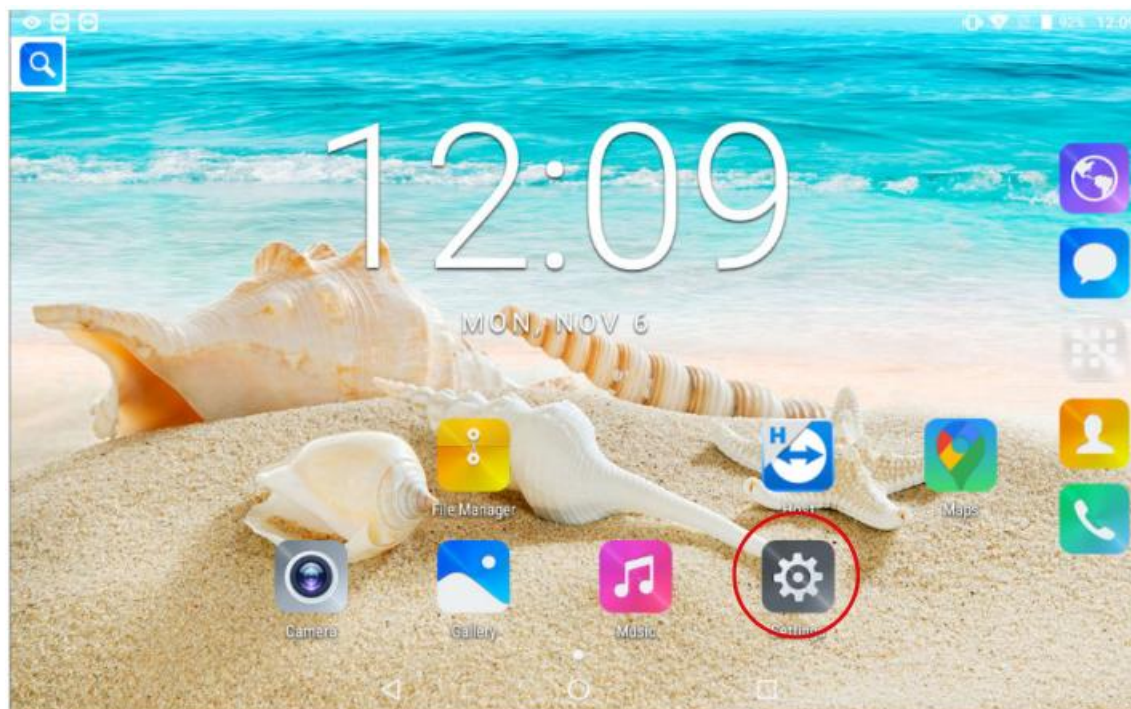
- If you don't see the settings app, swipe down from the top edge twice and press the white cog icon in the top right corner.

- Select Apps.
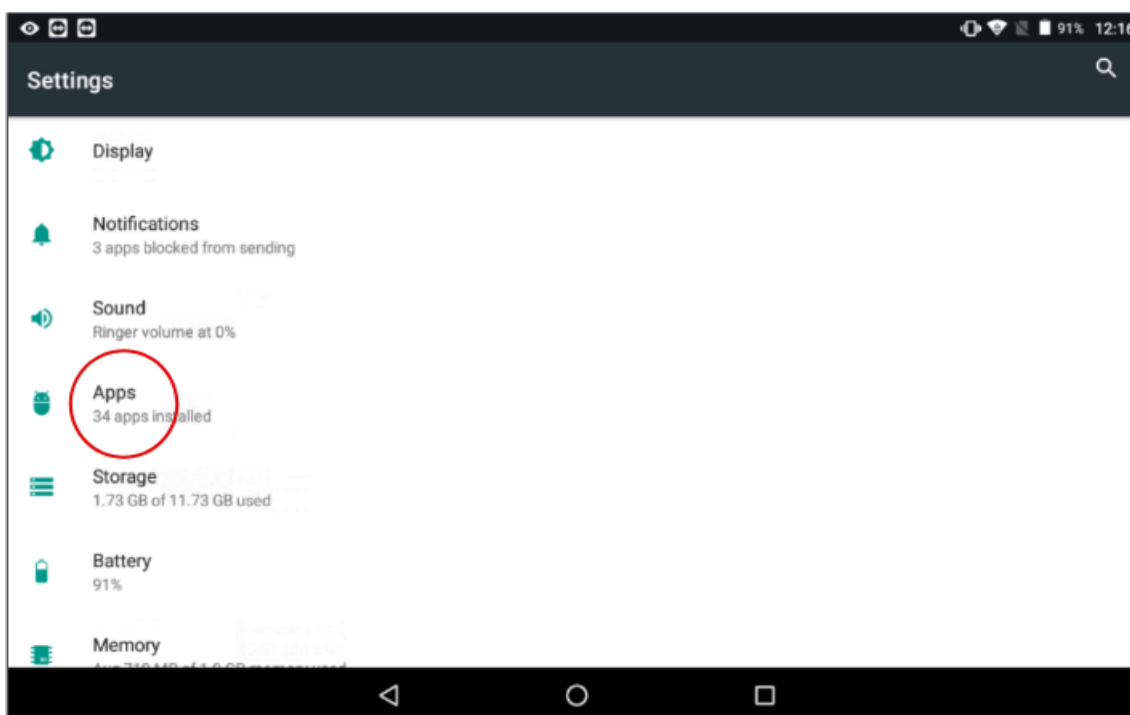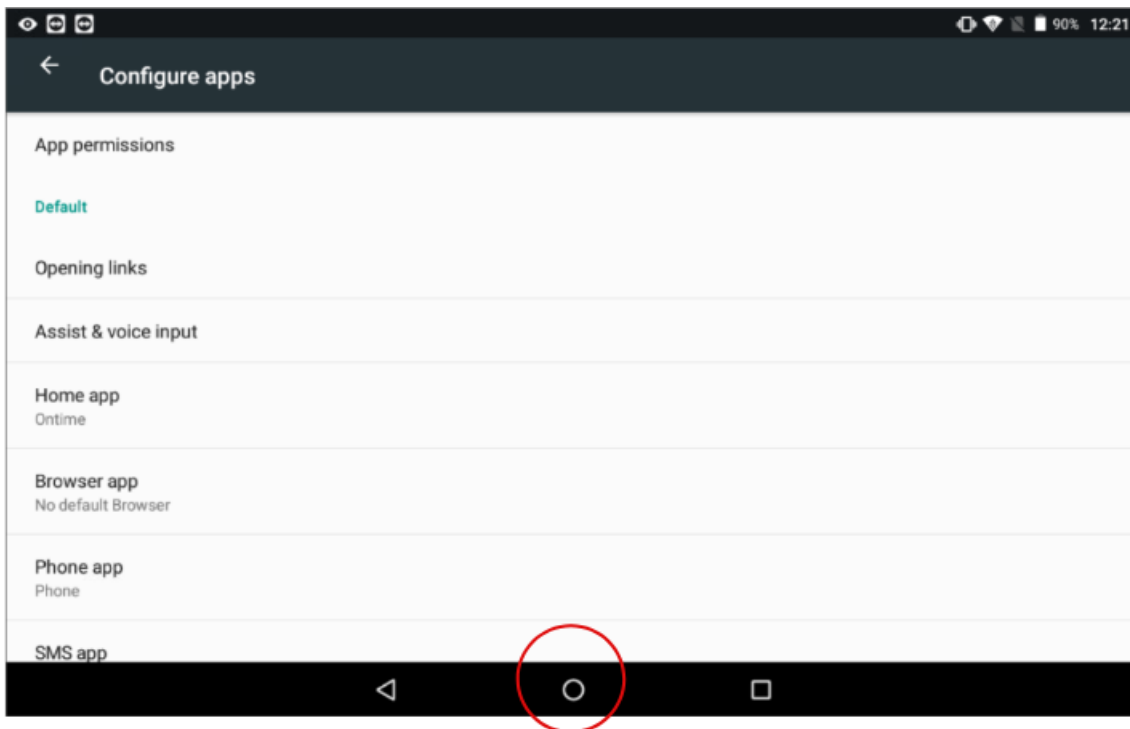

- Press the white cog in the top right-hand corner.

- Select Home app.
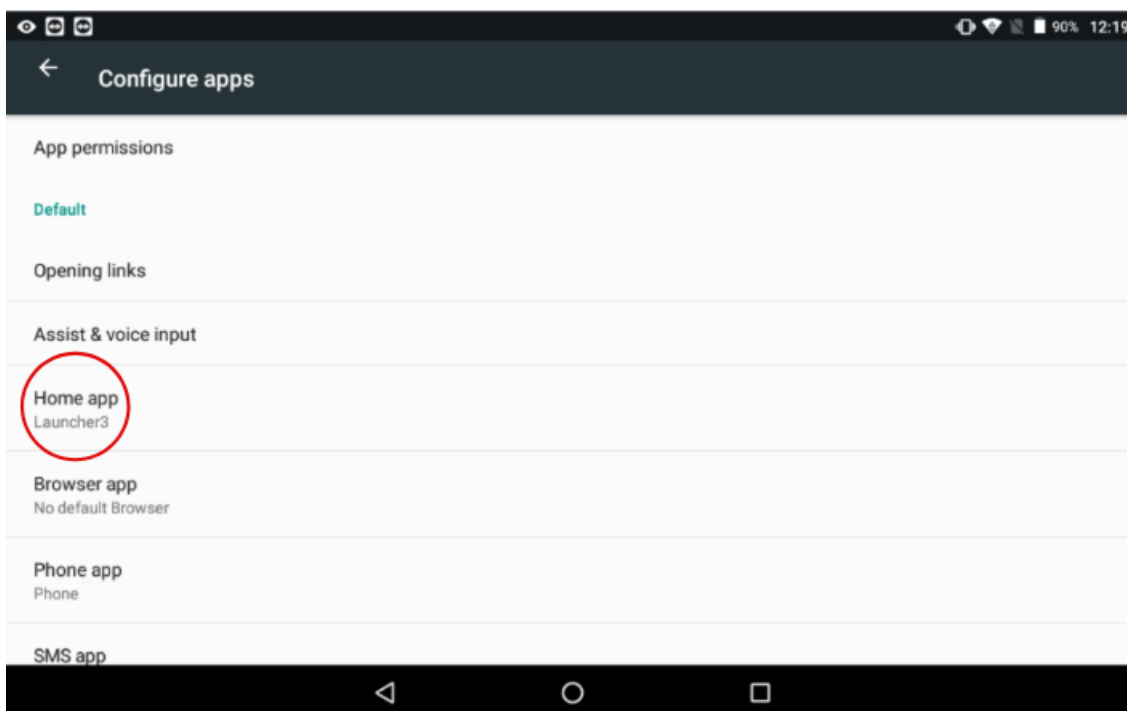
- Select OnTime
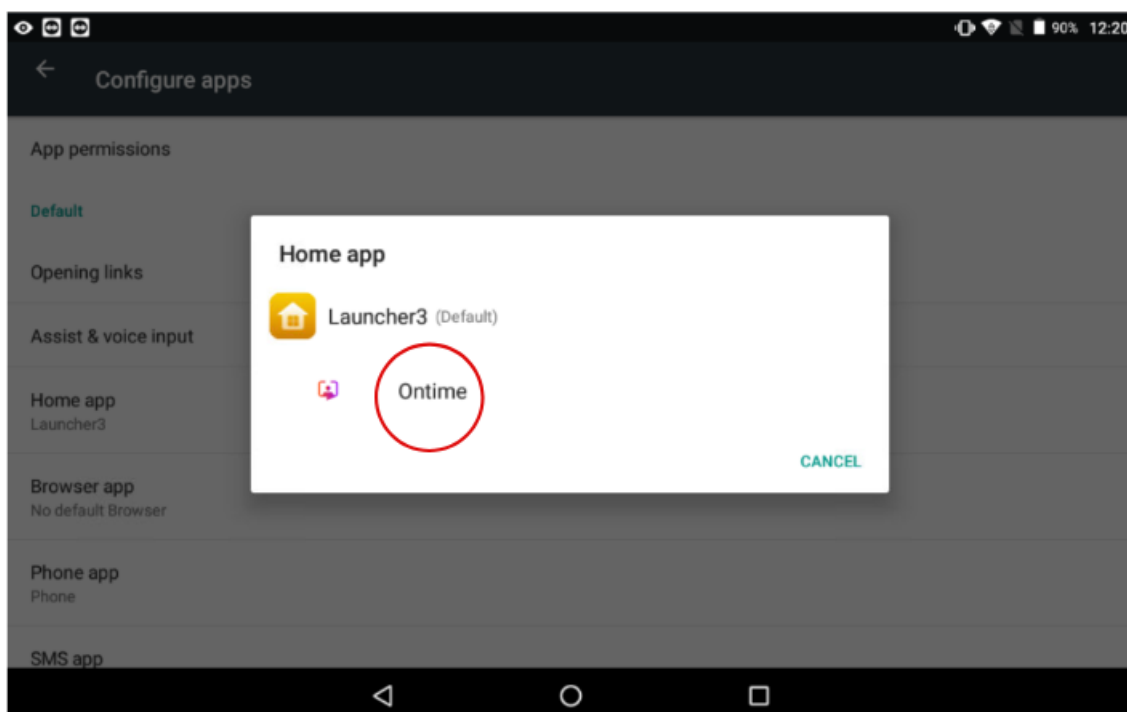
- Press the home button to take you back to OnTime.

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

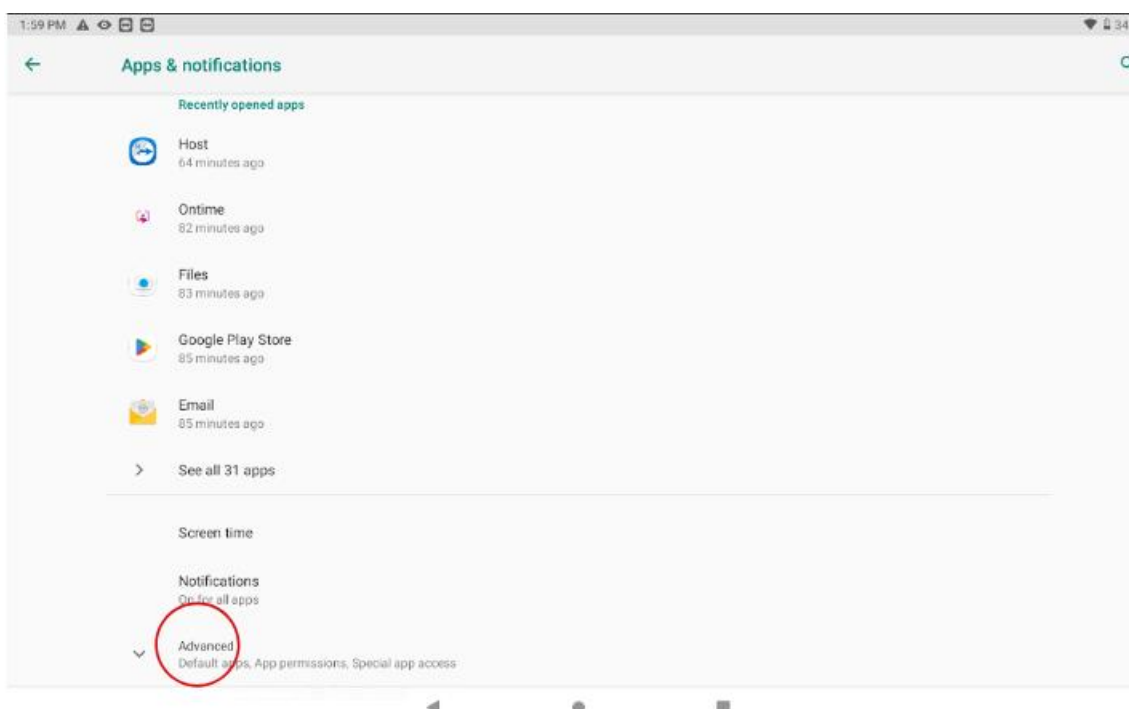- Click the settings app – it will look like a white cog in a grey/green background.
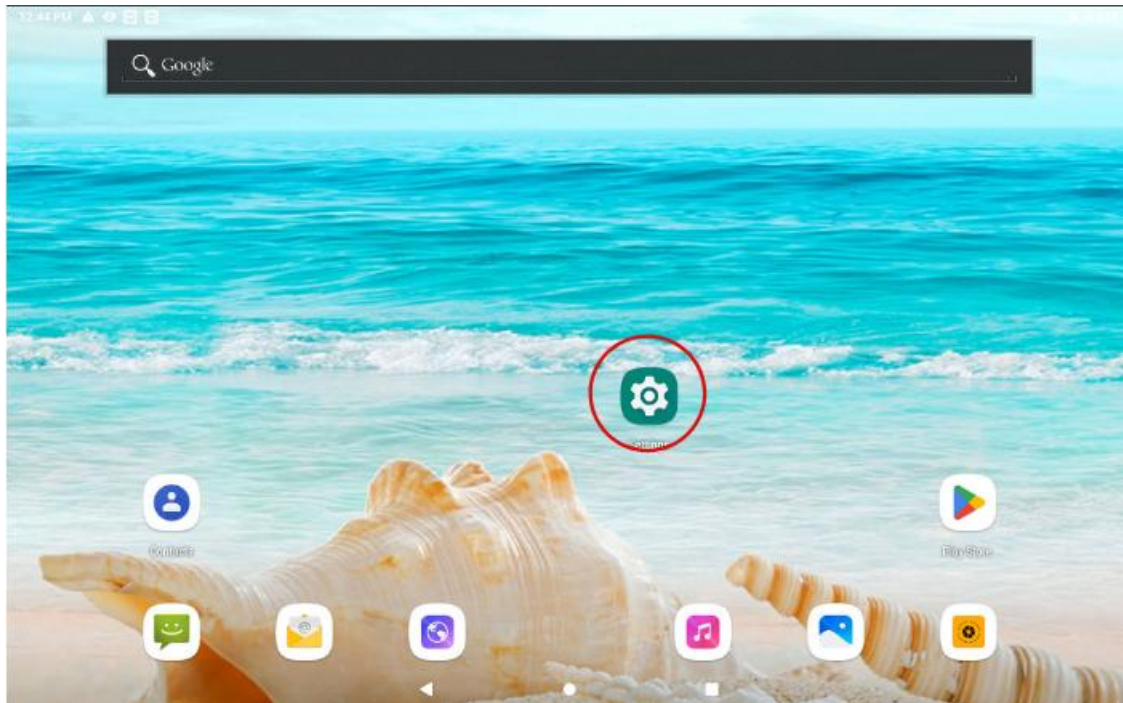
- If you don't see the settings app, swipe down from the top edge twice and press the cog icon on the right-hand side.
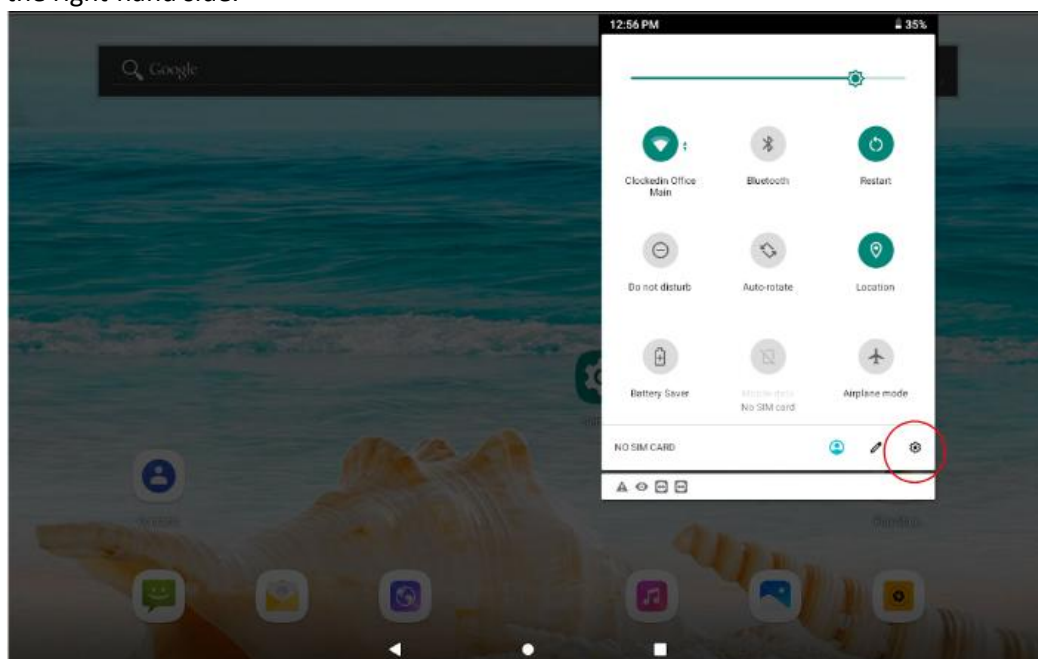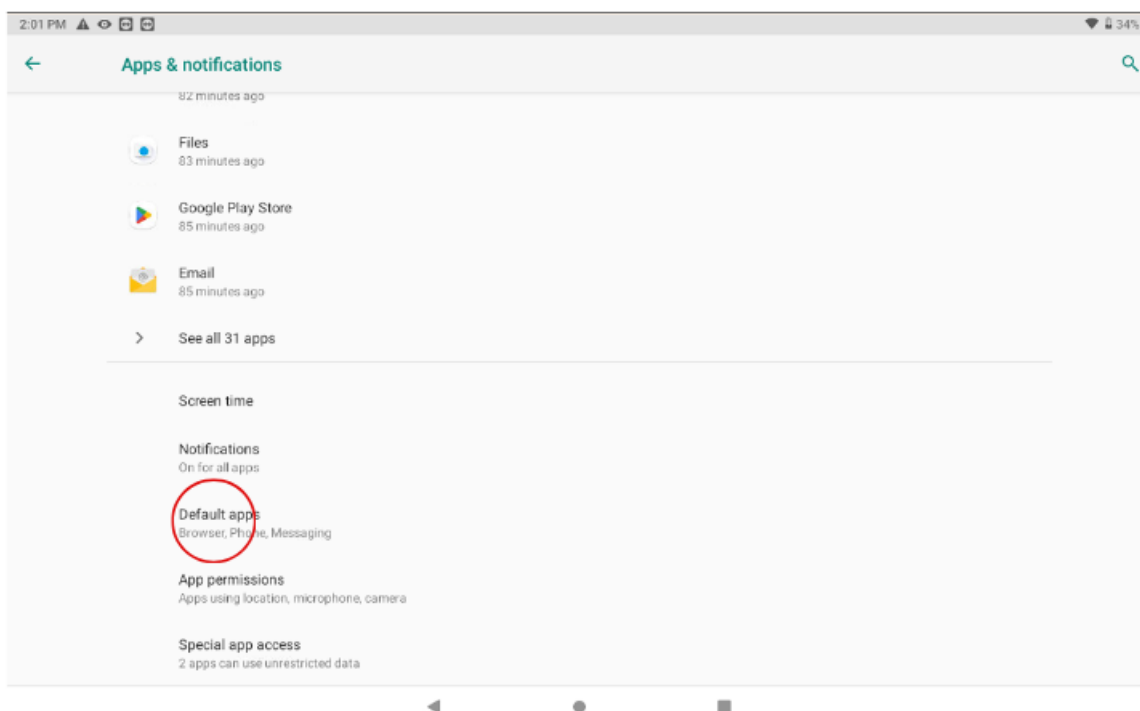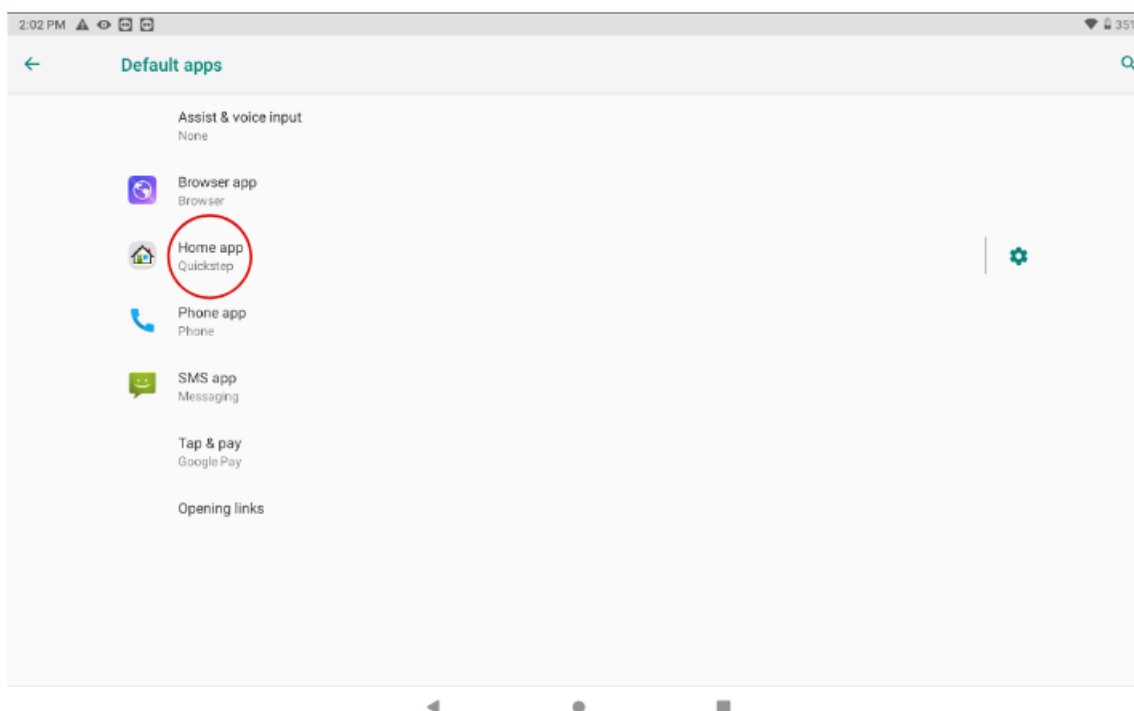
- Click on apps and notifications
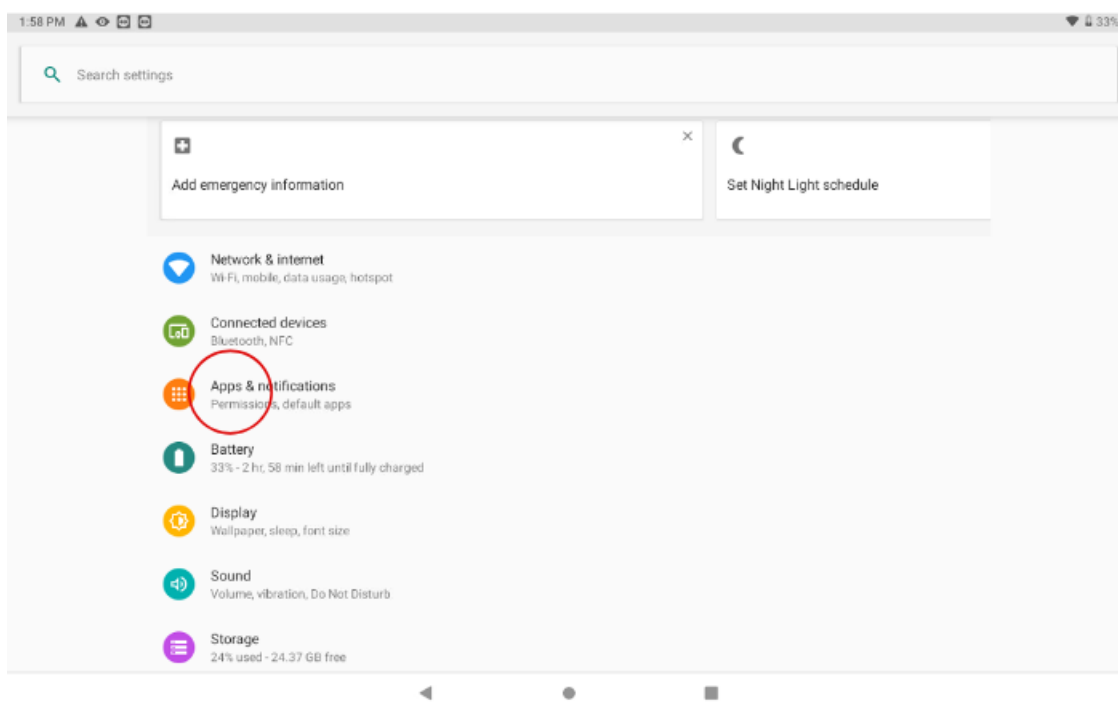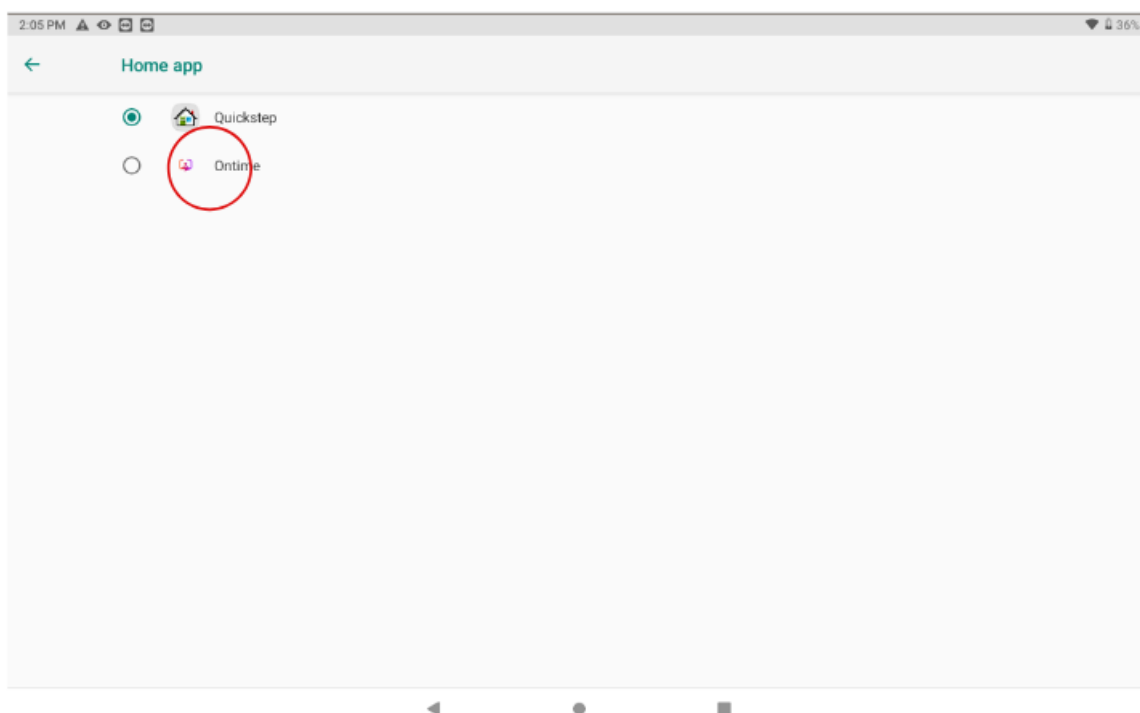

- Click on advanced.
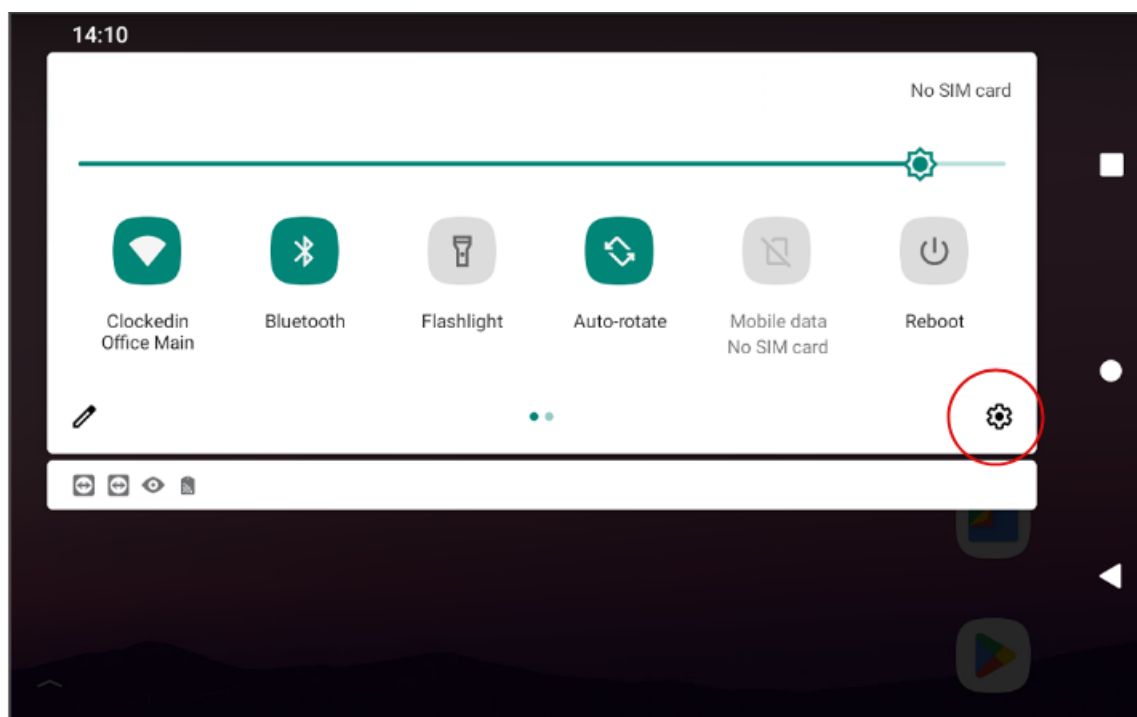
- Click on default apps.

- Click on Home app.

- Click on OnTime.

- OnTime will open and the system will have locked it. Press the home button to make sure it has locked.
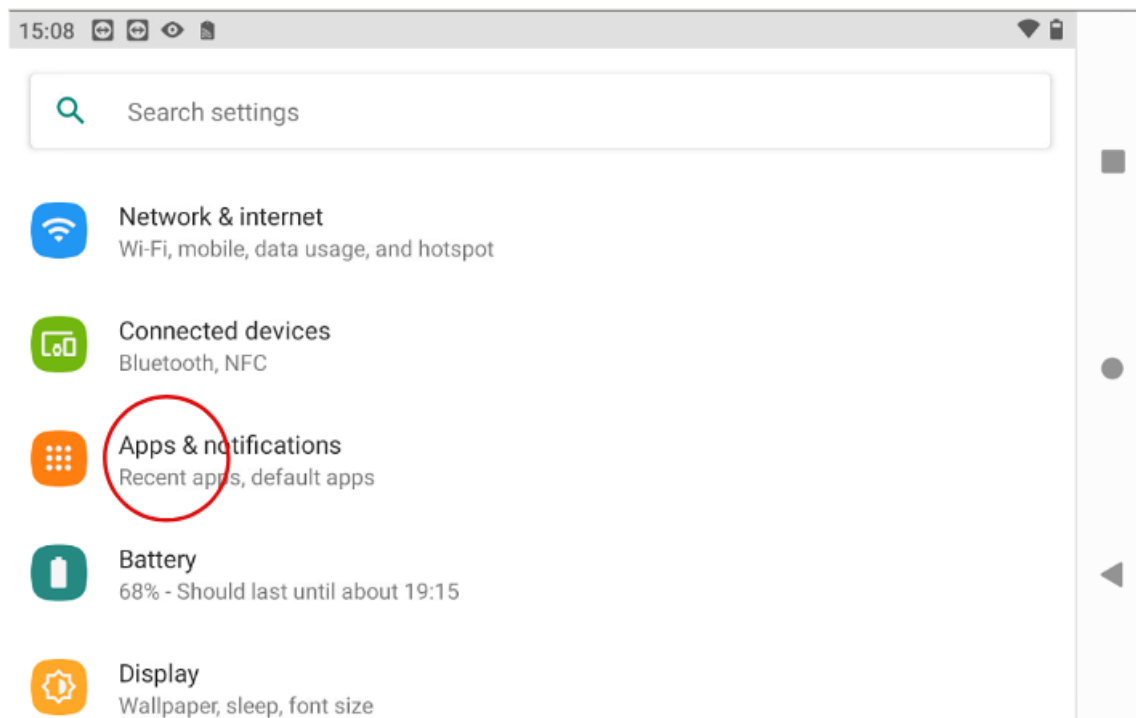
- Click the settings app – it will look like a white cog in a grey background.
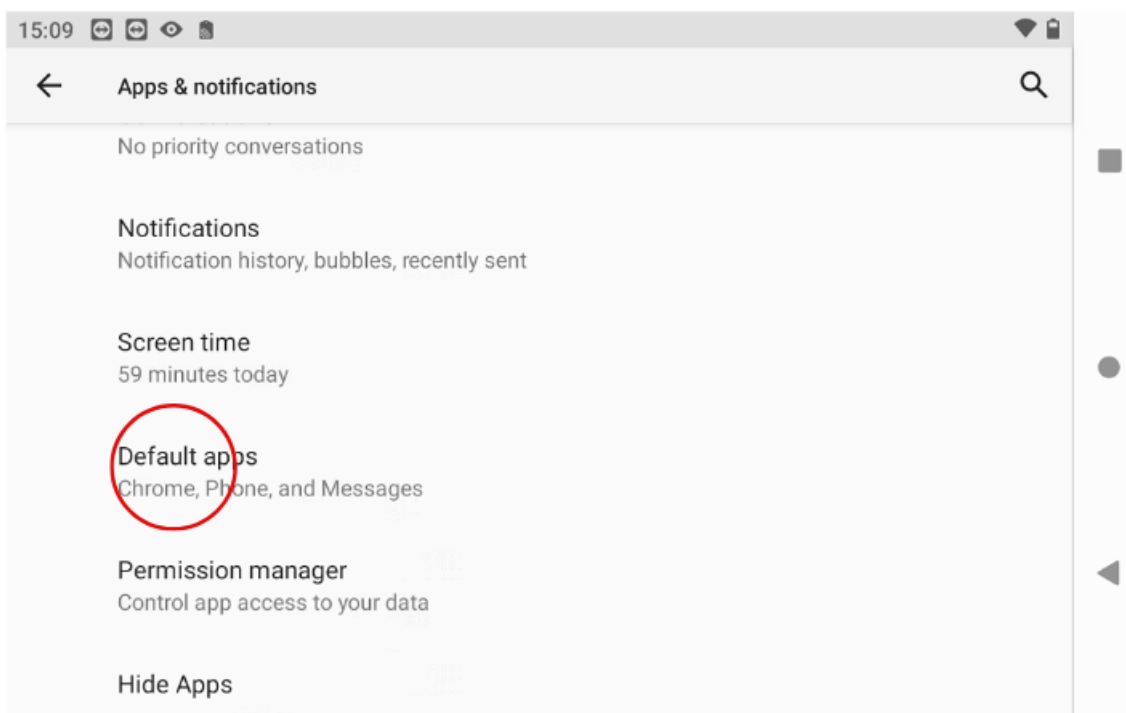

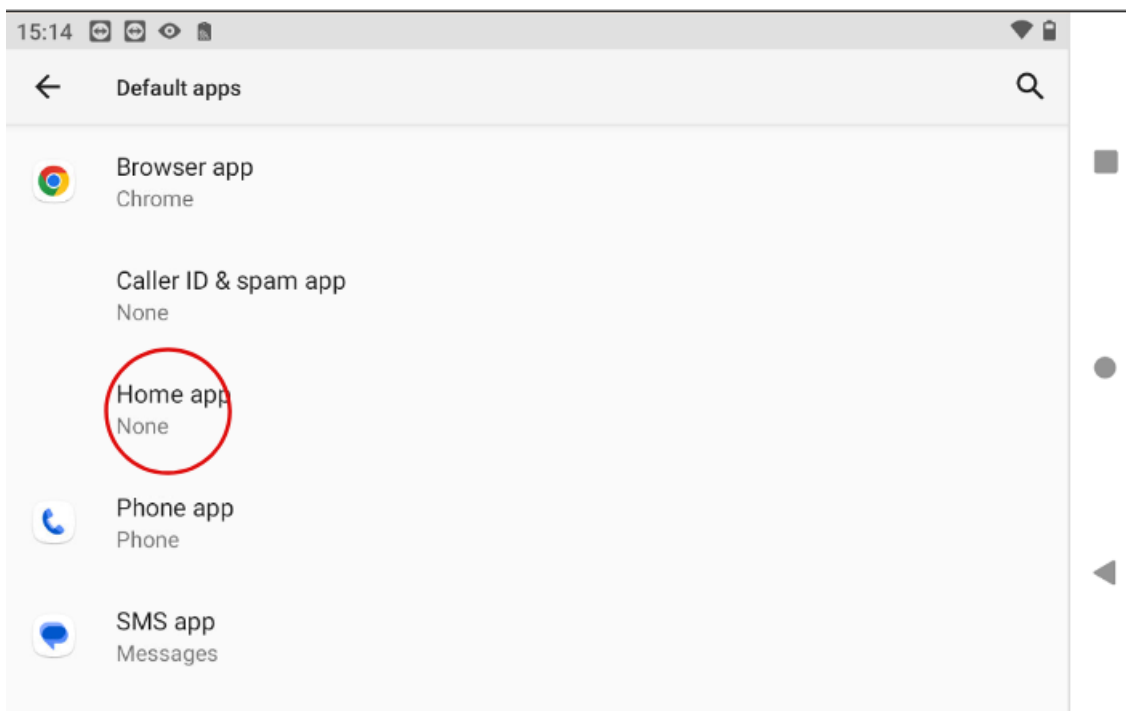- If you don't see the settings app, swipe down from the top edge twice and press the cog icon on the right-hand side.
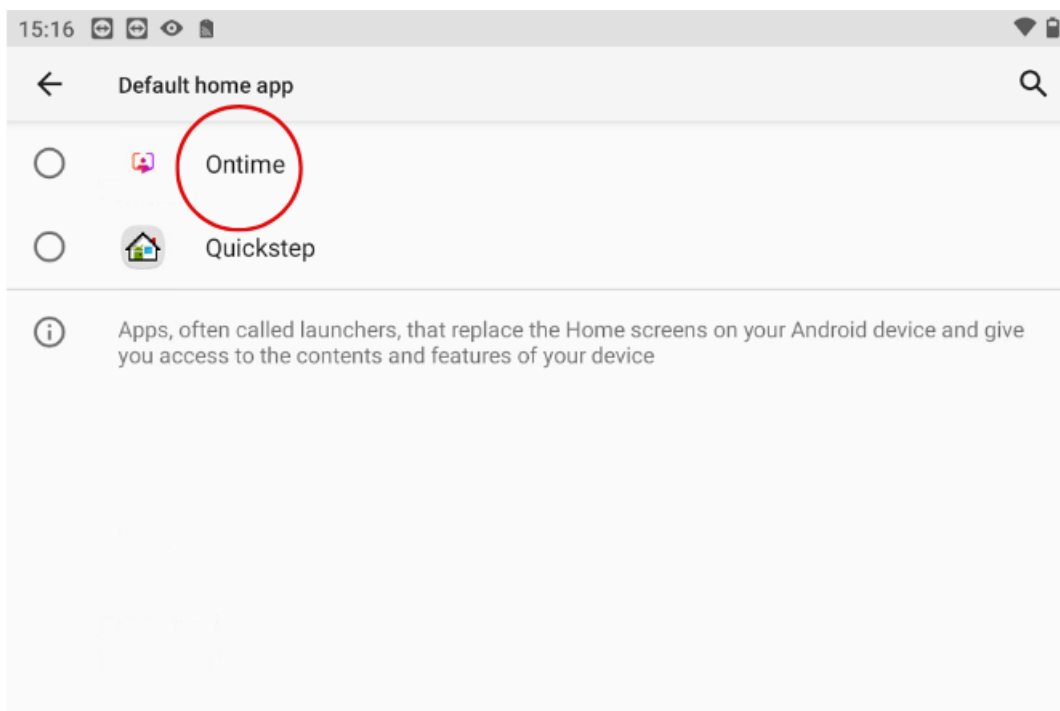
- Click on Apps and notifications.

- Click on default apps.
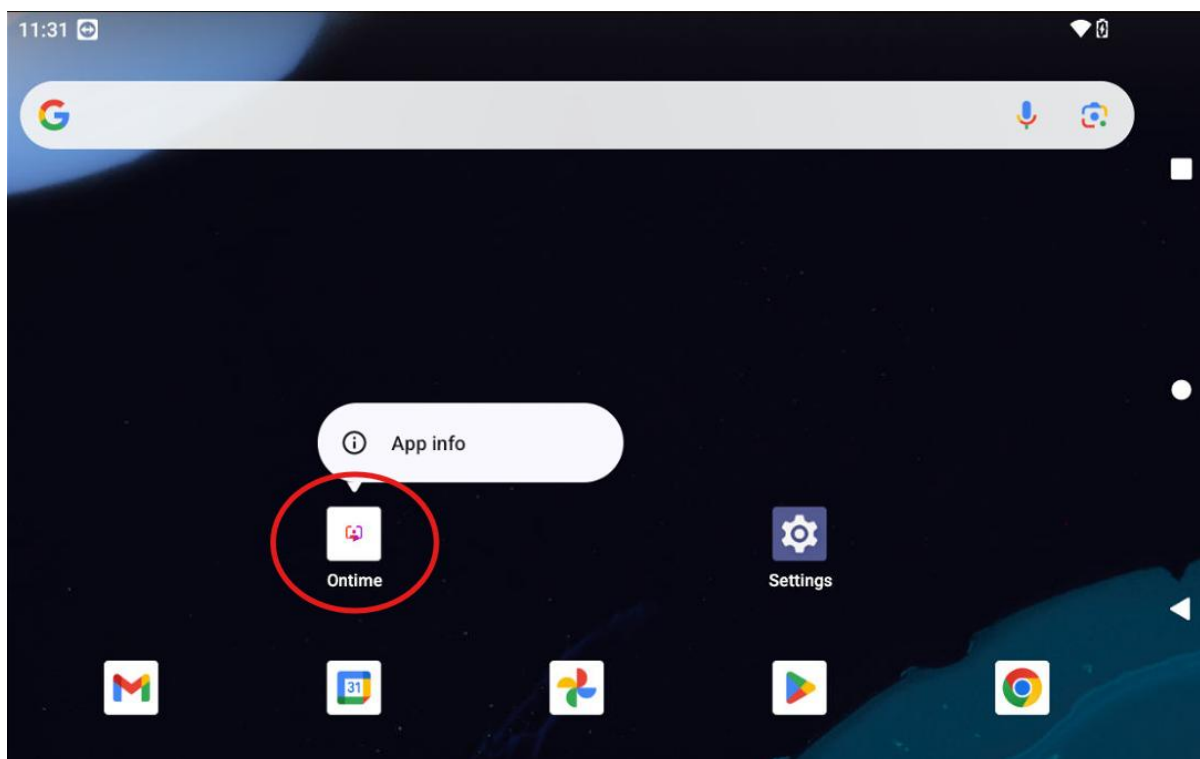

- Click on Home app.

- Select OnTime.

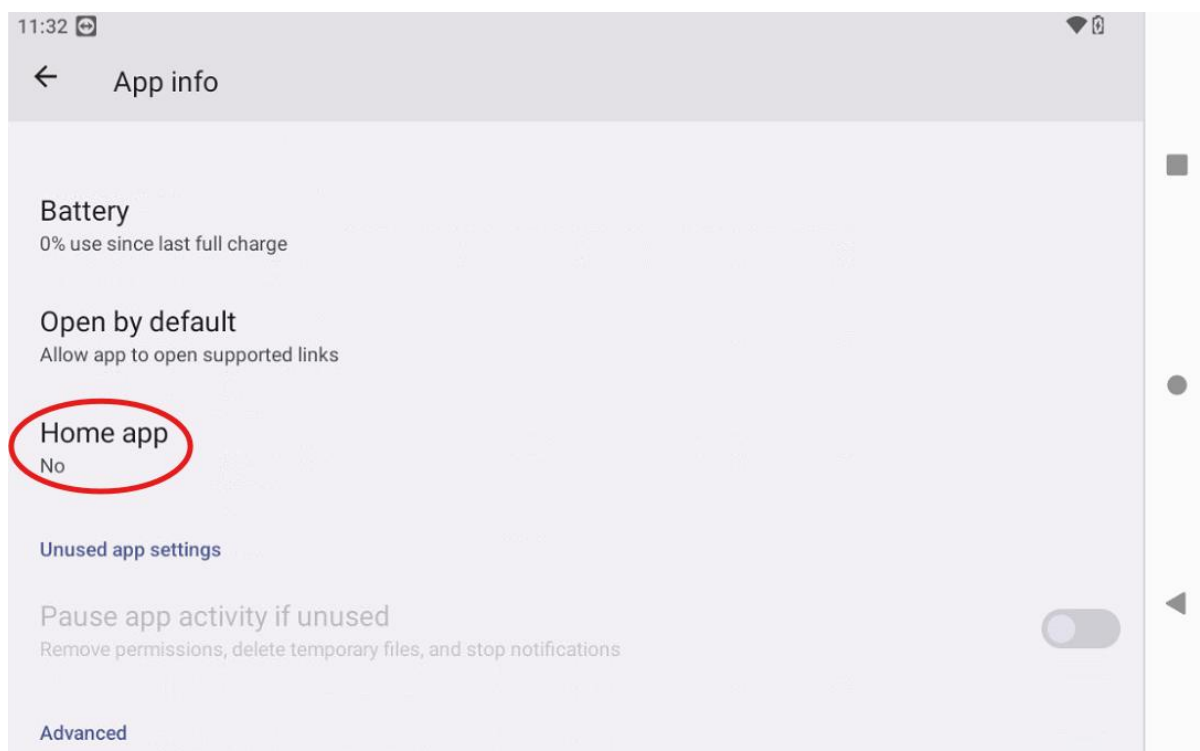- The OnTime app will now open and it will be locked. Press the home button to make sure it is locked.
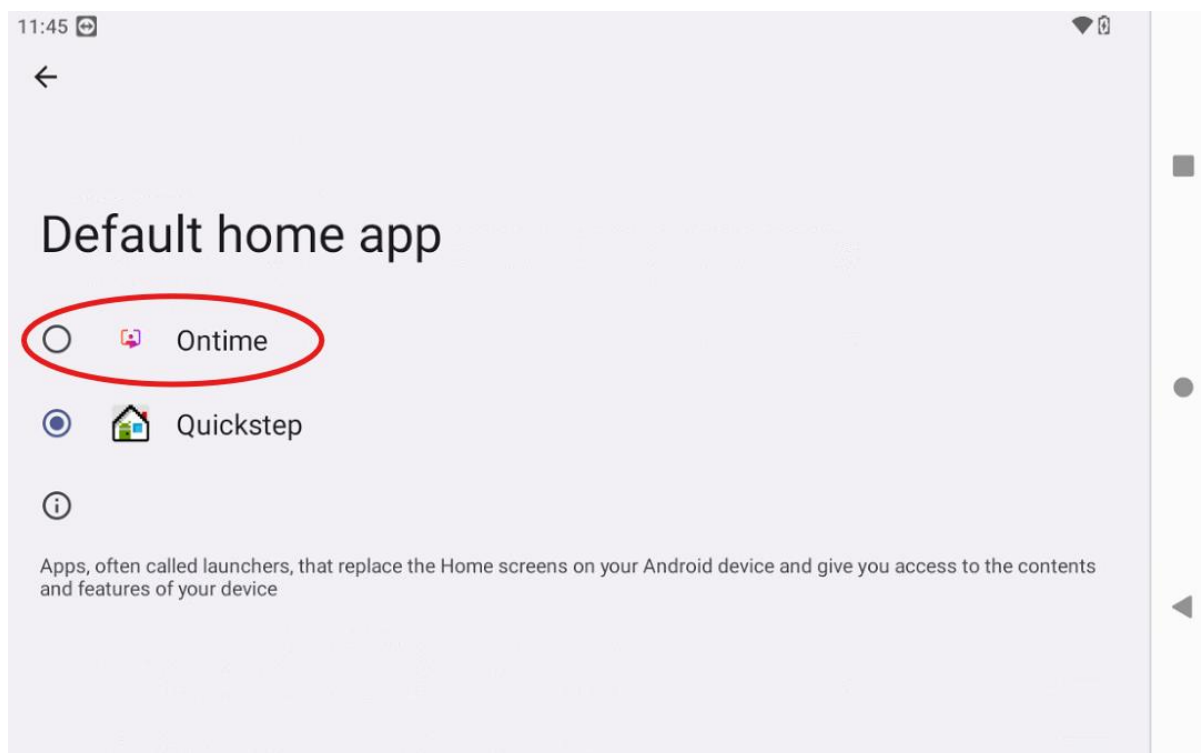
- Press and hold the OnTime app to bring up the "App info" option and press that

- Scroll down to the "Home App" option

- Select OnTime

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