



OnTime

Powered by ClockedIn



OnTime Mobile - User Manual

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Introduction

OnTime Mobile is designed to clock in and out employees using a Mobile Device. It can also be used with a Beacon Terminal that has an assigned location to Clock in and out with. These events are then sent to AirStack for processing.

Further Information

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

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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, Cube Purple Ltd cannot be held legally responsible for any mistakes in printing or faulty instructions contained within this document. The authors appreciate receiving notice of any errors or misprints.

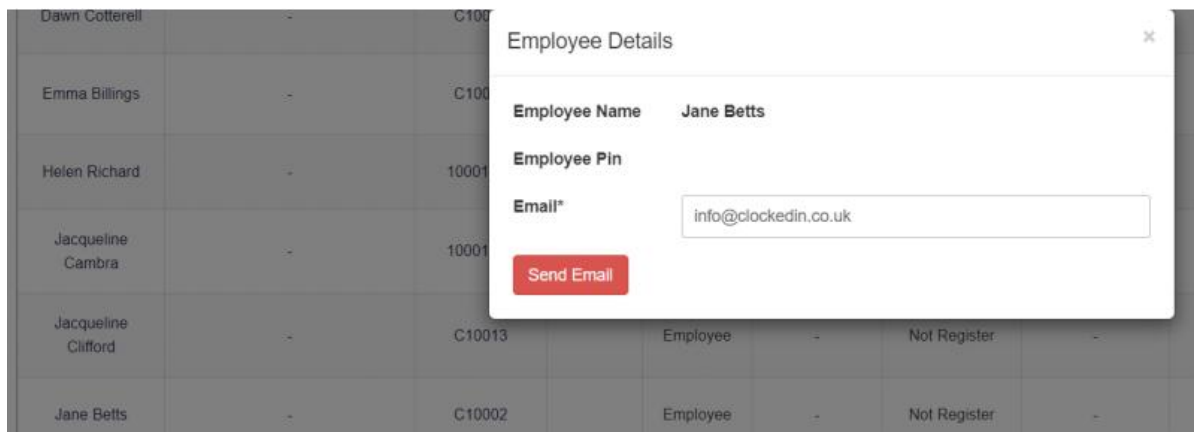
There are no warranties, expressed or implied, including warranties of merchantability or fitness for a particular purpose, made with respect to the materials or any information provided to the user herein. Neither the authors nor publishers shall be liable for any direct, indirect, special, incidental or consequential damages arising out of the use or inability to use the contents of this manual.

Setting up an OnTime Mobile User

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

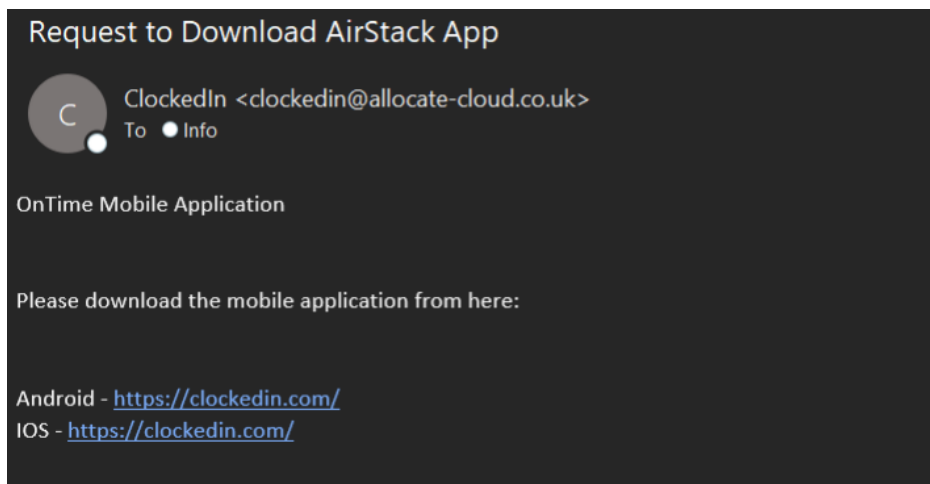
Search and Click on the 'User Name' and enter their email address.

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

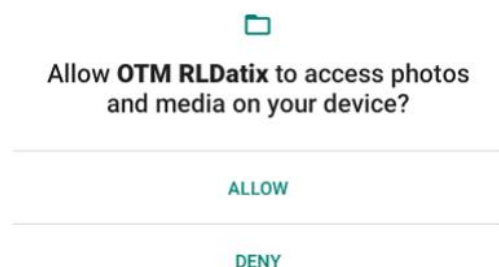
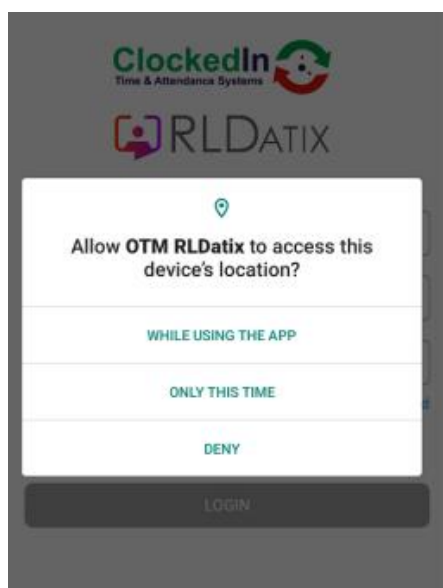


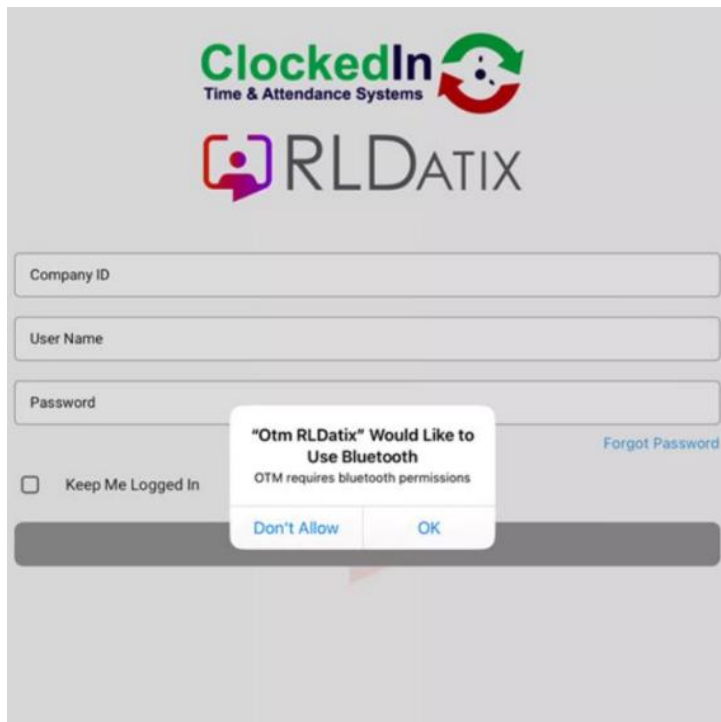
Downloading/Log In to OnTime Mobile

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).



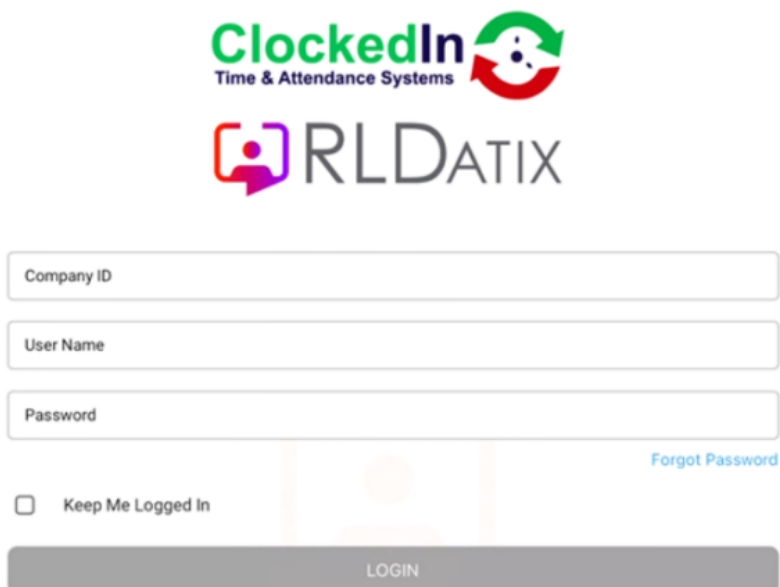
Once the OnTime Mobile Application has downloaded, open up the app and allow/accept all permissions:



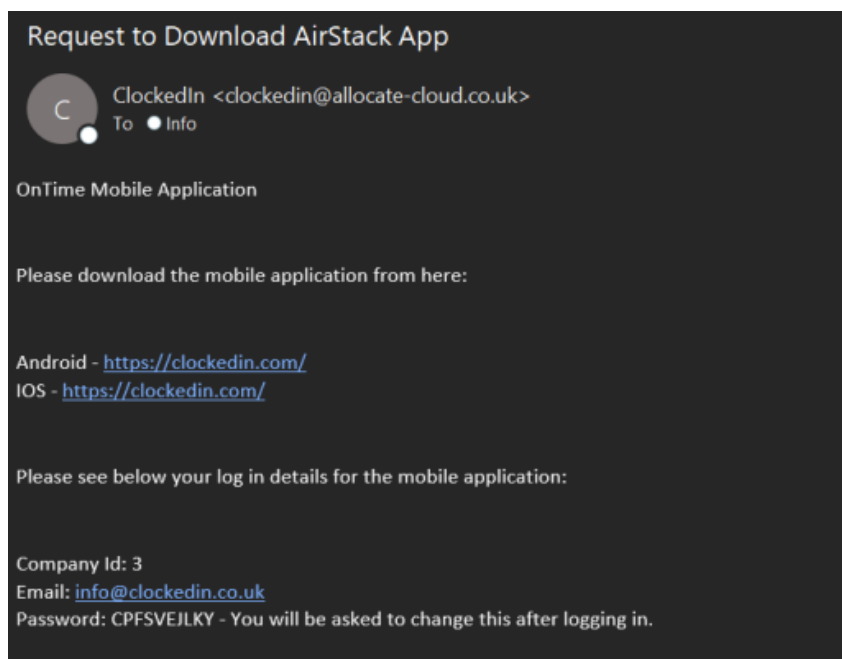


The screenshot shows the ClockedIn login interface. At the top, the 'ClockedIn Time & Attendance Systems' logo is displayed above the 'RLDATIX' logo. Below the logos are three input fields: 'Company ID', 'User Name', and 'Password'. A 'Keep Me Logged In' checkbox is located below the password field. To the right of the password field is a 'Forgot Password' link. A system dialog box is overlaid in the center, titled '"Otm RLDatix" Would Like to Use Bluetooth', with the text 'OTM requires bluetooth permissions' and two buttons: 'Don't Allow' and 'OK'.

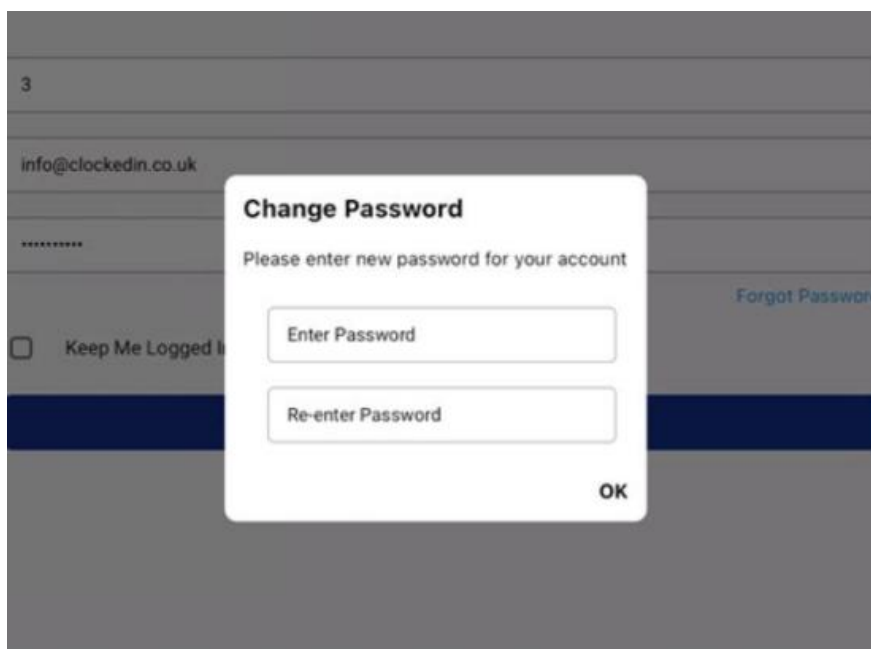
Log in to OnTime mobile by entering your 'Company ID, User Name, Password'. Please refer to the set-up email for these credentials.



This is a clean screenshot of the ClockedIn login page. It features the 'ClockedIn Time & Attendance Systems' logo and the 'RLDATIX' logo at the top. Below the logos are three input fields: 'Company ID', 'User Name', and 'Password'. A 'Keep Me Logged In' checkbox is positioned below the password field. A 'Forgot Password' link is located to the right of the password field. At the bottom, there is a large grey button labeled 'LOGIN'.

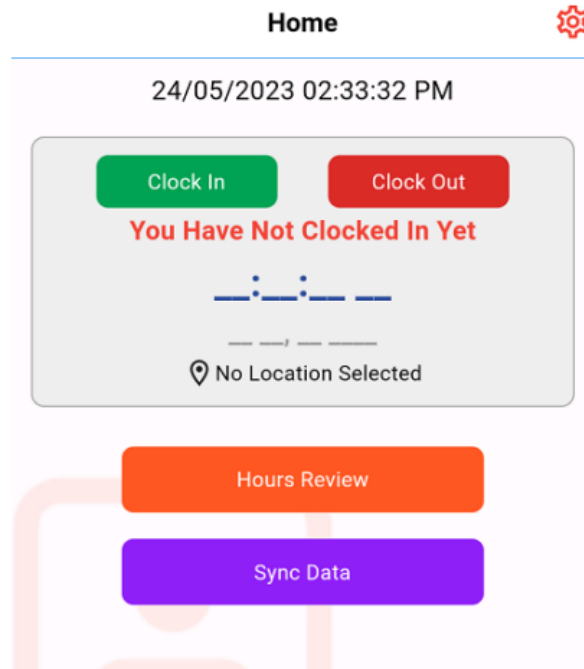


The application will ask you to change your password the first time you log in.
Enter a new password on both fields and press 'Ok' to complete the process.

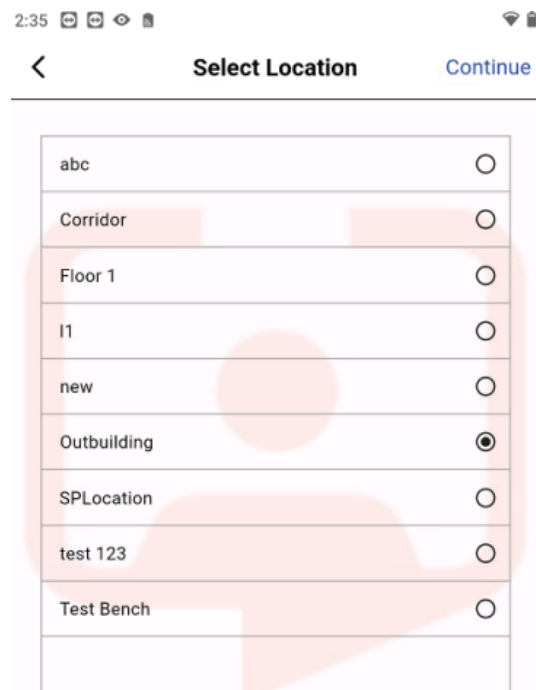


Clock In/Out (With Beacon)

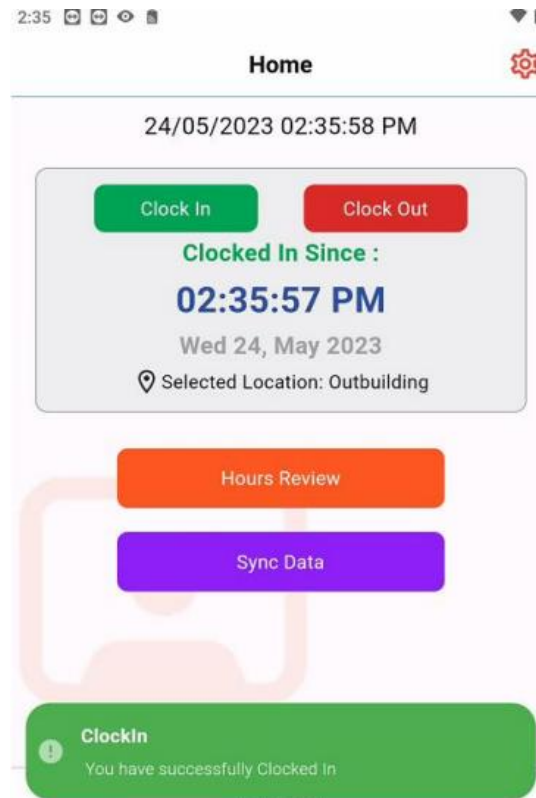
To Clock In or Out of location, select 'Clock In' or 'Clock Out'



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

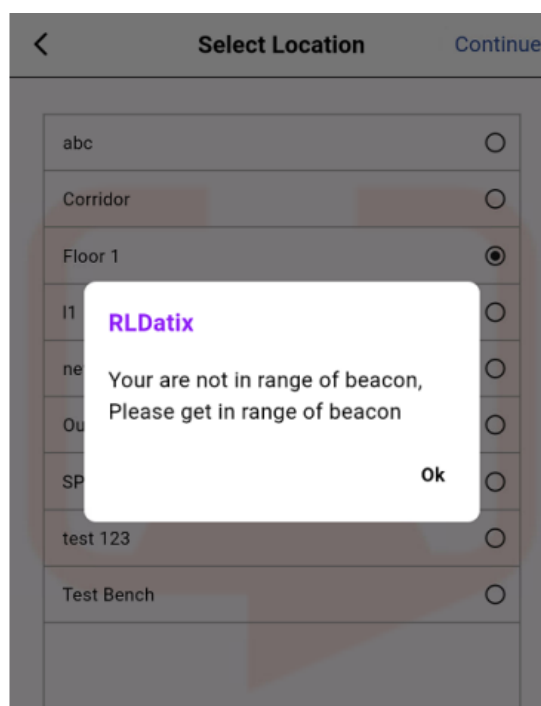


A message will appear at the bottom of the screen to confirm the Clock In or Out event.



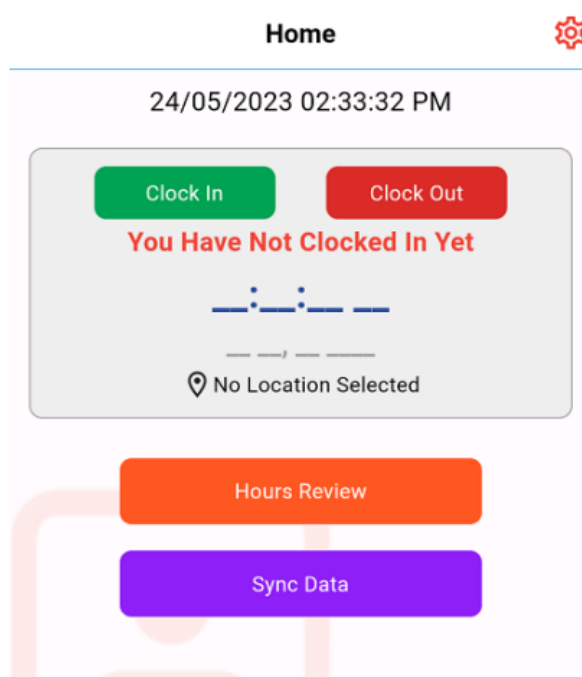
If Biometrics are enabled, your phone will ask you to verify by presenting your Finger or Face. If your mobile does not have biometrics, it will ask you to enter your phone Pin code.

When selecting a Location to Clock In/Out from, a message will appear as shown below if you are out of range on the Beacon Terminal. Select 'Ok' and move closer to the Beacon and try again. If you have any question regarding the location of the Beacon, please contact your administrator.

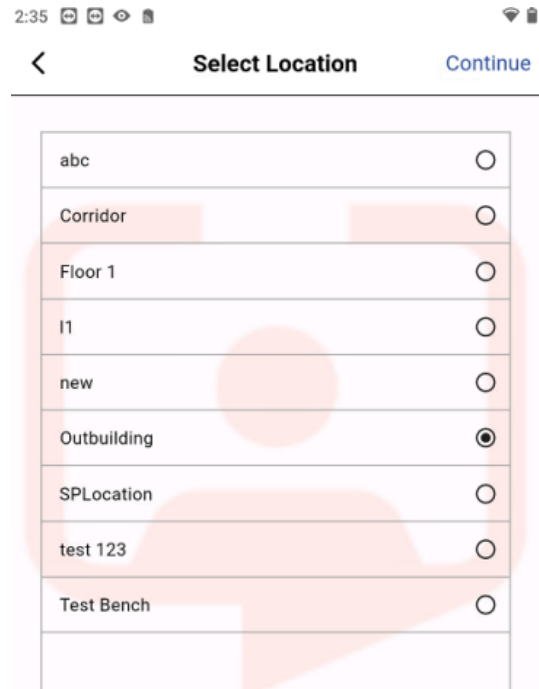


Clock In/Out (Without Beacon)

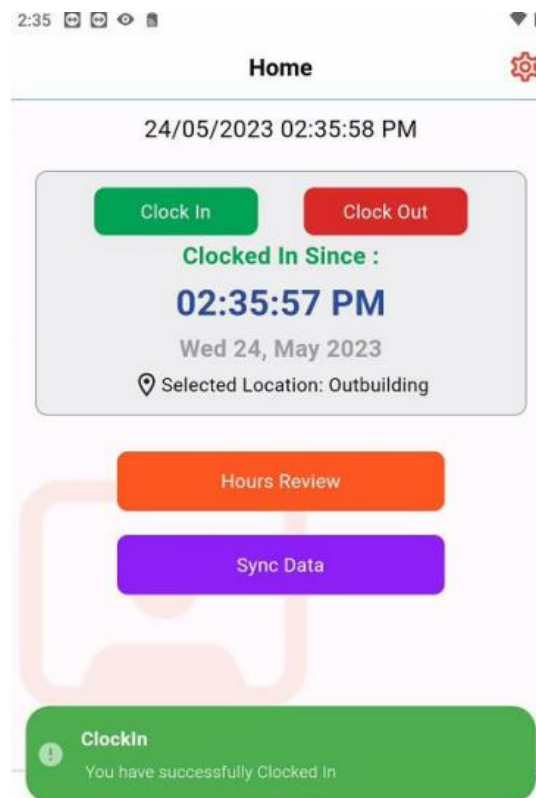
To Clock In or Out of location, select 'Clock In' or 'Clock Out'



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.

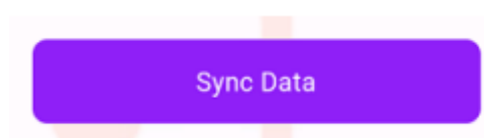
Hours Review

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

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 a data signal. To create a manual sync with AirStack to upload your events/download changes press 'Sync Data' to complete this.



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 your 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@cubepurple.com with the following information:

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

Share

 Logs_2023-05-24.txt

 NEARBY

No recommended people to share with



Bluetooth




Messages

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

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**

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

SEND EMAIL