



OnTime

Powered by ClockedIn



OnTime Start-Up Guide

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Introduction

The OnTime Start up Guide is here to help you to set up your hardware device and the software that comes with it.

Further Information

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

Cube Purple Service Team

Email: Support@cubepurple.com

Office: +44 (0) 203 371 1006

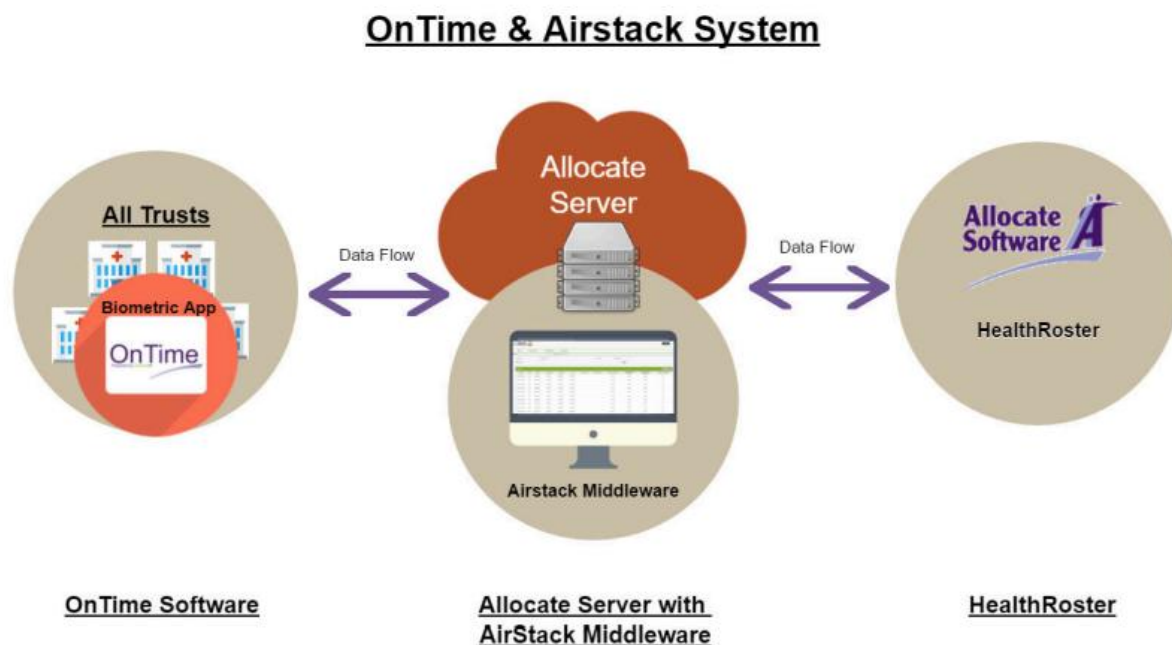
Limit of Liability

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Software Design Topology

Data Flow Process



Device Installation and Configuration

To set up your new OnTime Android device, please follow the steps below. If you have any issues with the set-up of your device please email your IT department for assistance.

For Super Admin setup you will need to Contact Cube Purple/ClockedIn to enter a password this will be done through TeamViewer. A person who will be the local Administrator will also be required to register their fingerprints at time of setup. Once registered the local Administrator can add employees.

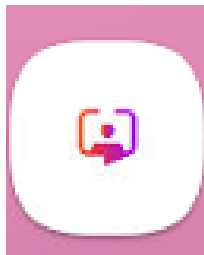
What's included?

- 1x SmartHub – Android Device
- 1x 5.0v Charger (3m Cable)
- 1x CL08 – Android Kiosk & Wall Mount / Desk Mount
- 1x Wi-Fi Router (If applicable for this installation)
- Software Details for the Android device – These are found on the rear of the devices box

Please Note: Ethernet cable not included

OnTime Application

Tap on the OnTime Icon to start the application



Super Admin Setup

Select 'Administrator Access' and enter pin. This is located on the bottom left of the screen.

10:08

RLDATIX



OnTime

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ENTER PIN

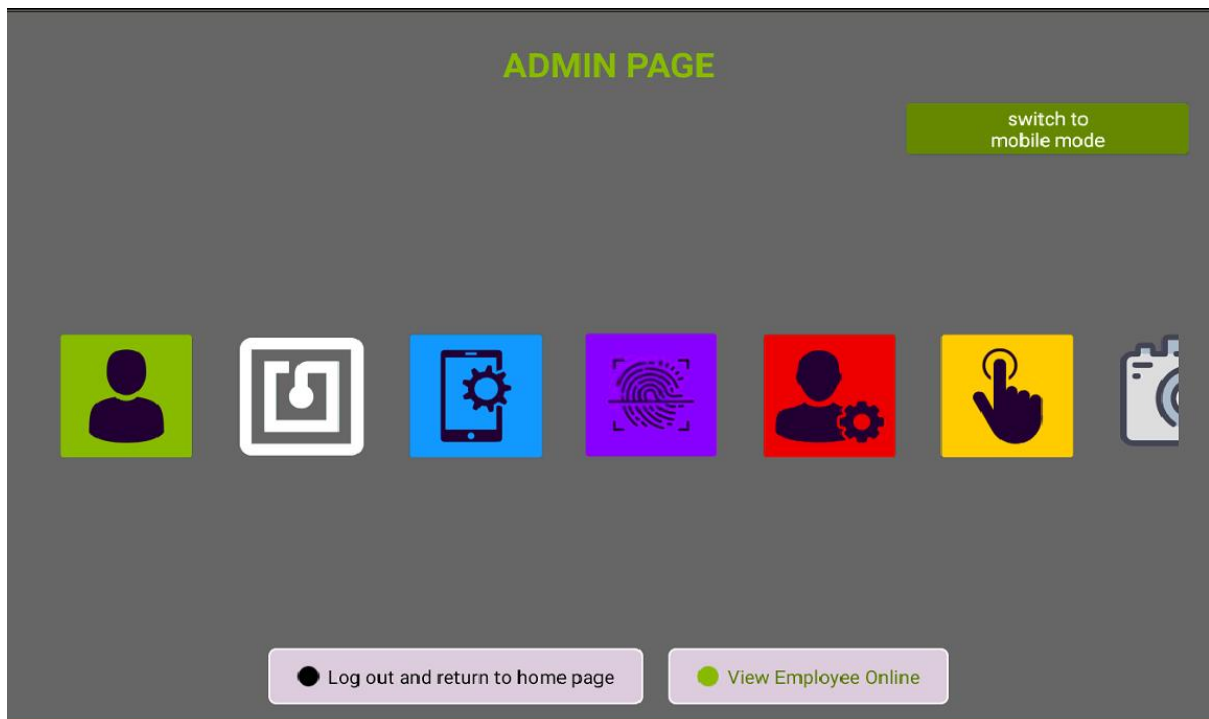
Administrator Access

View Employee Online



PreSales : 7.2
Unique Identifier : SH7B3

Select the red box that says, 'Super Admin' and log in again. The Super Admin page will now be displayed



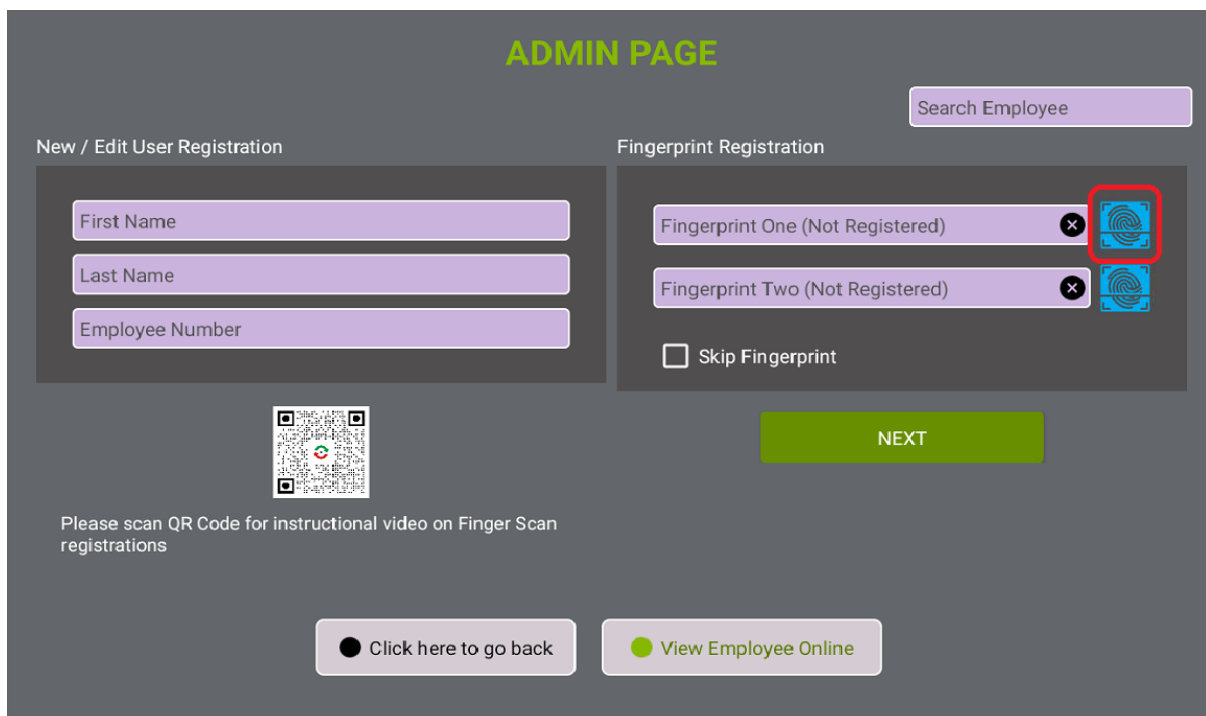
Register Local Admin

From the Super Admin Page select the green icon with a person in it. This area is called the 'New/Edit Employee' section.

From here search the employee you wish to register as an admin and follow the processes as outlined below.

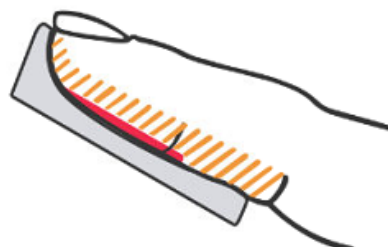
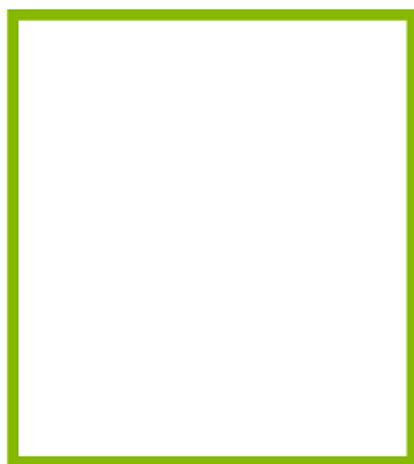
Fingerprint Registration

From the administrator area, search for the employee's name and select it. From there select the blue icon to register finger.



Scan Fingerprint & follow the on-screen instructions. Repeat the process on the second finger.

Register Fingerprint





Place Full Finger



0 out of 4 steps completed

CANCEL

After scanning both fingers (or thumb and one finger), tap 'Next' to continue the registration.

Fingerprint Registration

Fingerprint One (Not Registered)



Fingerprint Two (Not Registered)



☐ Skip Fingerprint

NEXT

Select the radius or 'all sites; (must not be less than 5 miles)

Here you can register a fob and pin as well if required

Tap registration complete

The final step is to leave the administrator area and sync the device to AirStack. This is done by holding the Time in the top left-hand corner for 3 seconds or until the popup that says 'Ready' appears at the bottom of the screen.

Kiosk Without Wi-Fi Adapter

With the kiosk in front of you place the key in the lock and unlock it. This will loosen the faceplate.



Remove the faceplate and ensure that the tablet holders are in place. Once this is confirmed, place the tablet on the blue holders within the kiosk.



Ensure the power cable is connected to the device once it is in place.



From here, hook the face plate back onto the kiosk and close the Kiosk with the face plate.

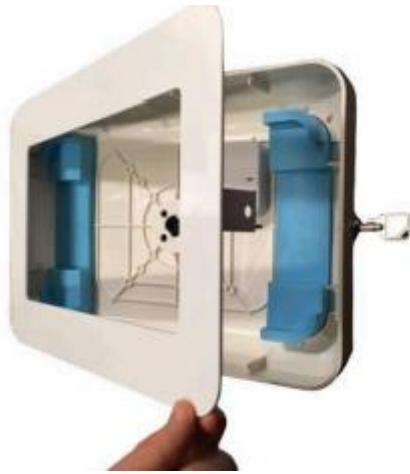


Lock the Kiosk by pressing the silver button. The kiosk is now locked and ready for use.



Kiosk With Wi-Fi

Remove the Kiosk from the box and place the key in the side to unlock kiosk to remove the faceplate from the front.



Ensure the blue tablet holders are in place



Place power cable and ethernet cable into Wi-Fi router. Ethernet Cable not supplied.



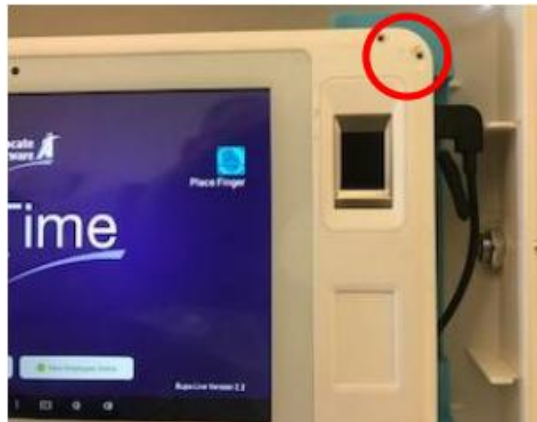
Ensure cables and inserted correctly and the power light is on.



Place tablet on the blue tablet holders in kiosk.



Ensure the power cable has been plugged into the tablet and the power light is on.



Replace the front faceplate – ensure the ‘hooks’ on the faceplate are located correctly to the kiosk – and then close kiosk with faceplate.



Lock the kiosk by pressing the silver button on lock and now the kiosk is now located and ready for use.

