



OnTime

Powered by ClockedIn

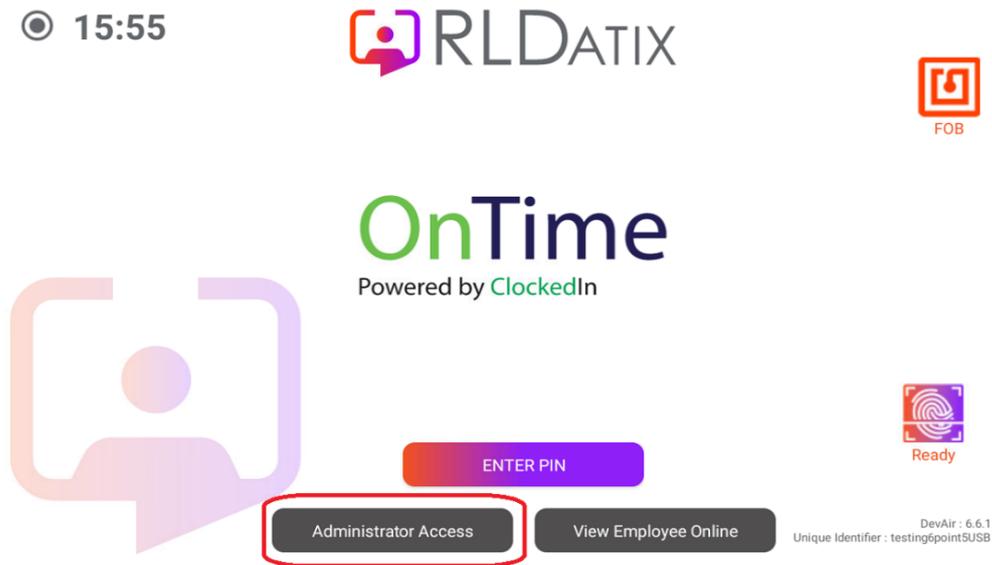


Selecting a Wi-Fi Network

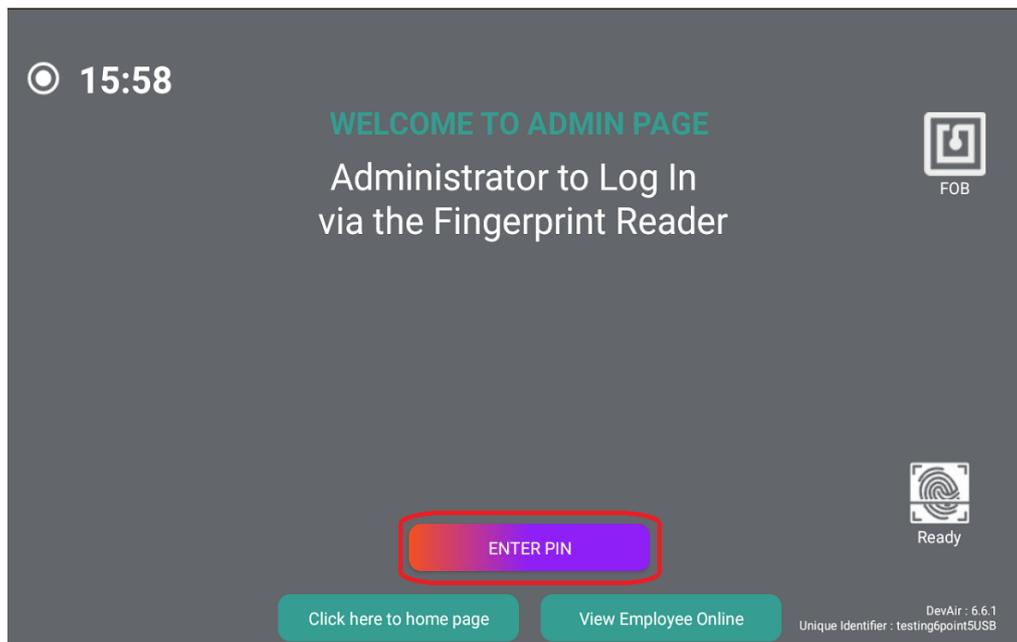
Selecting a Wi-Fi Network

Please be aware that you will have approximately 15 seconds to complete each step before the app returns to the main employee login screen. This is only until you have left the OnTime app

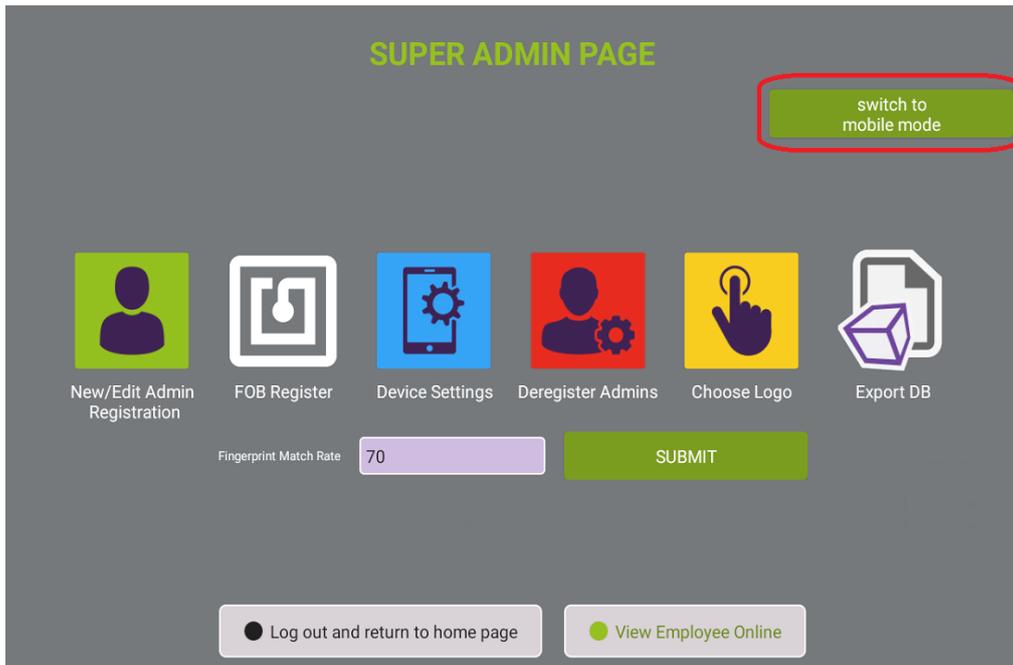
1. Click 'Administrator Access' on the bottom left



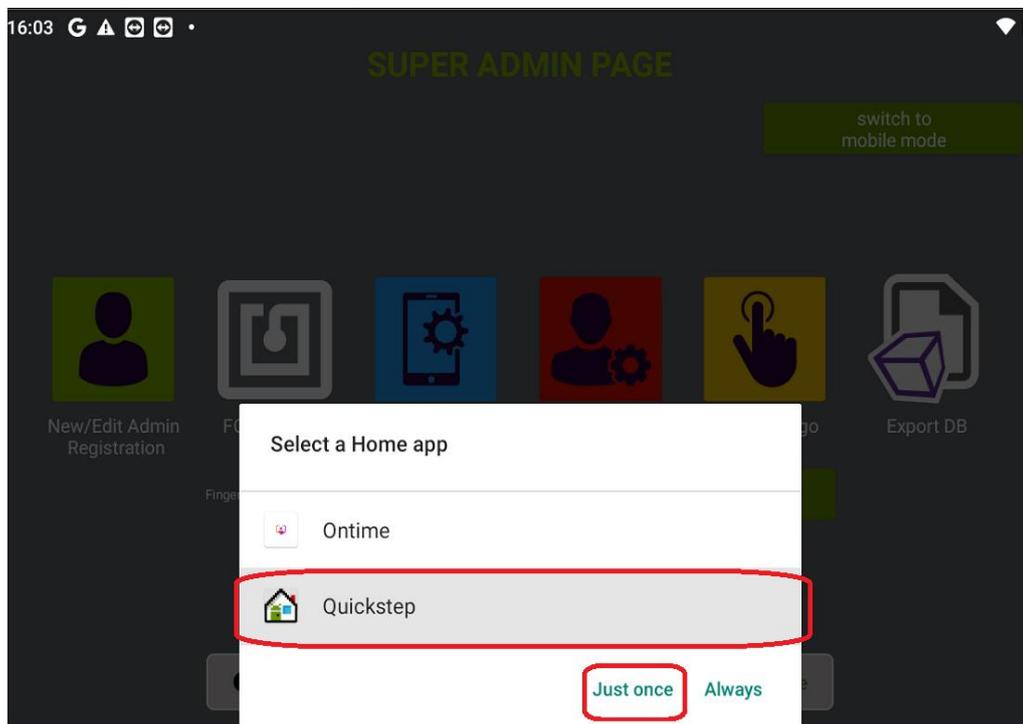
2. Press 'ENTER PIN' and enter your administrator Access PIN.



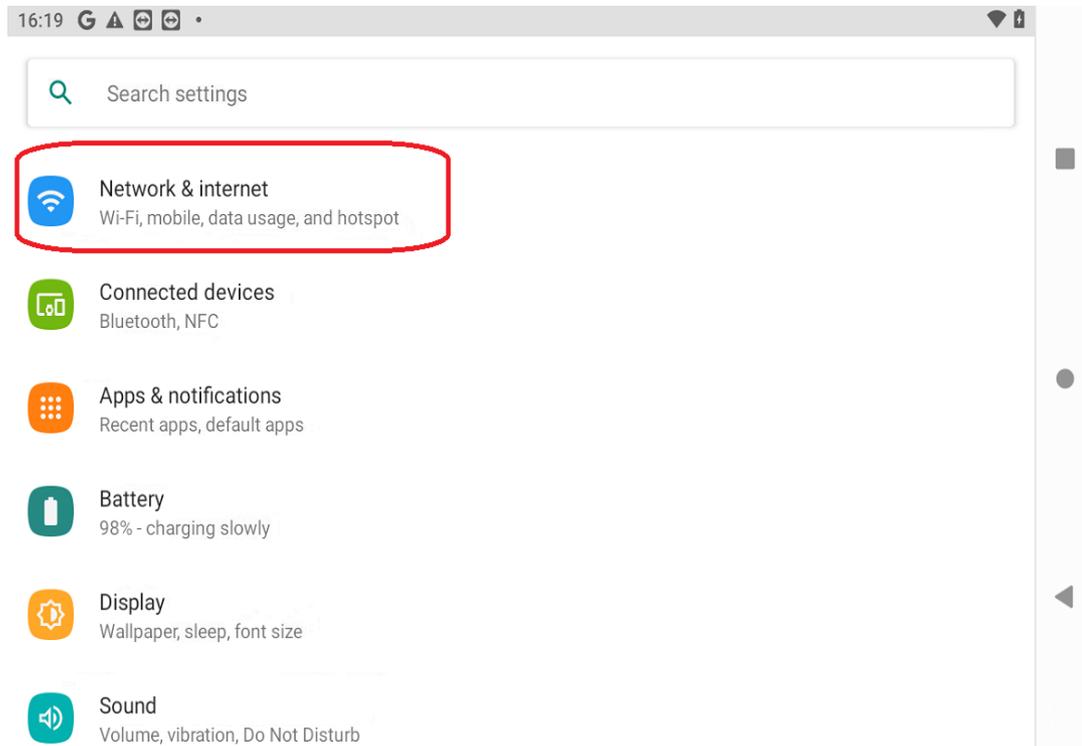
3. Press 'Switch to mobile mode' in the top right corner.



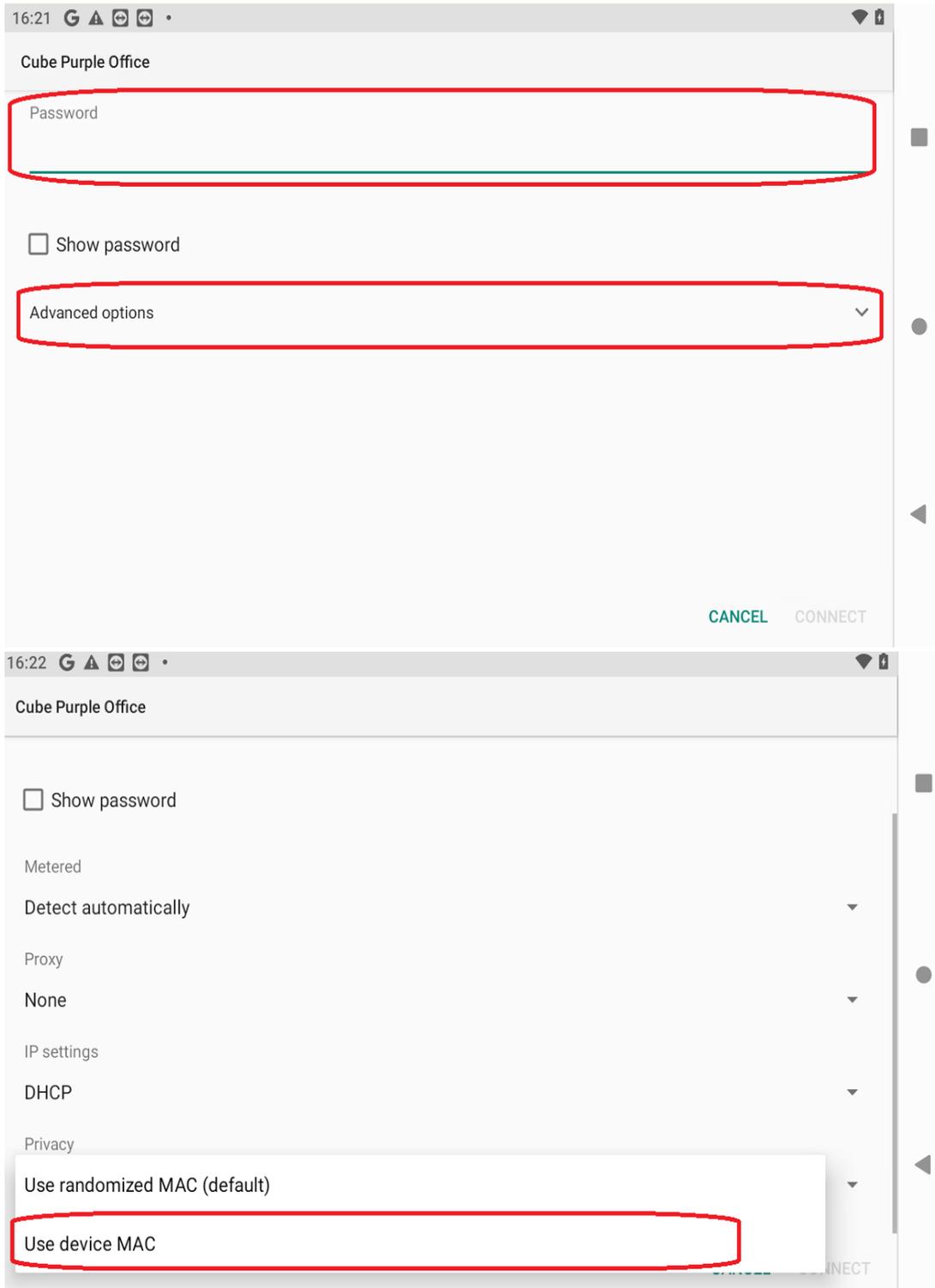
4. This action will cause a prompt asking you to select a home app or launcher depending on the type of device you have. You will then need to choose the option that is not OnTime. This will either be Launcher or Quickstep. After this, select the 'JUST ONCE' option.



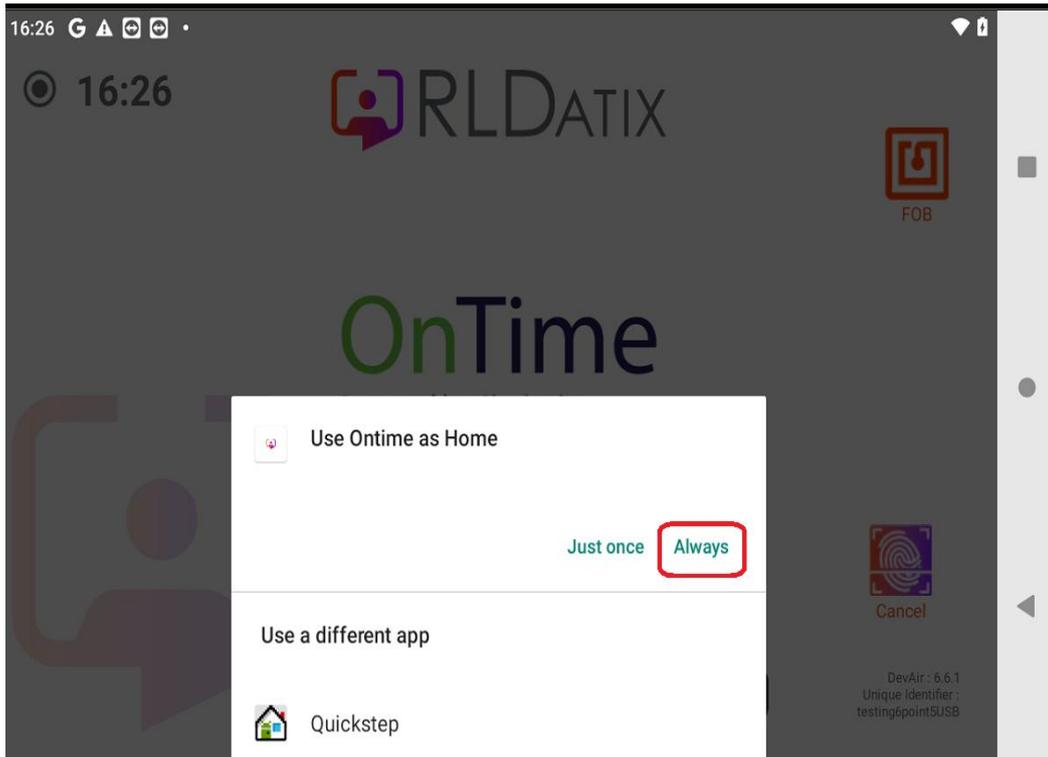
- From here you will need to find the settings app either on the Home Page or in the app drawer which can be found by swiping up from the bottom of the screen. The setting apps is green with a white mechanical gear.
- Navigate to 'Network and Internet' setting within the settings app, this should be the first option on the list.



- Select Wi-Fi and choose from the list displayed and enter the password. Your systems administrator may need to ensure that the Device's MAC Address has been allowed to access the network. In order to ensure that the device stays connected, select advanced and select 'use Randomised Mac' this should bring up a prompt asking to select randomised or device mac. Select 'Device MAC'



8. You will then need to press the circular home button on either the bottom of the screen or on the right (if this is not visible try swiping up from the bottom or swiping from the right to left). This will then give you the same home app prompt from earlier, this time select 'OnTime' and 'Always'.



9. If you have a newer device, please note that when selecting OnTime will load the app but will not lock down the app. In order to do this, swipe from the right to left to bring to circular home icon again and select this. This will bring up the prompt shown above, select 'OnTime' and 'Always'.