



# User Manual - SmartHub Pro

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## SmartHub Pro – 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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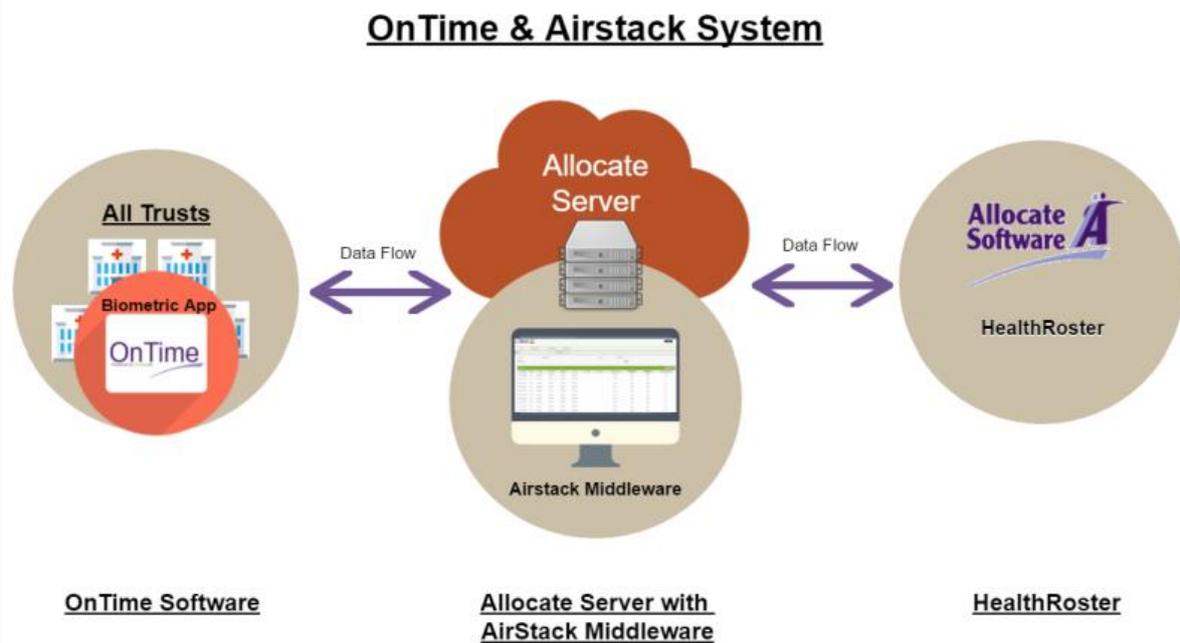
**Limit of Liability**

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**Software Design Topology**

**Data Flow Process**



## Screen Saver

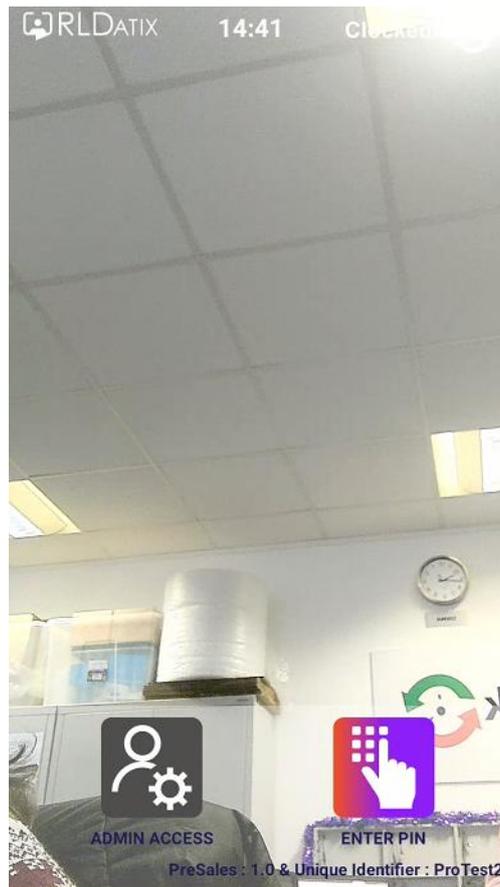
The Screen Saver is the default screen of the App. From here, the user can access the home screen by either tapping the screen or using motion to wake up the device depending on how the device is set up.



## Home Screen

From the Home Screen, the user can make a clock event by placing their palm in front of the device, a pin, or placing their fob on the reader.

Employee Online/Loop and Administrator Access can also be selected on the home screen.

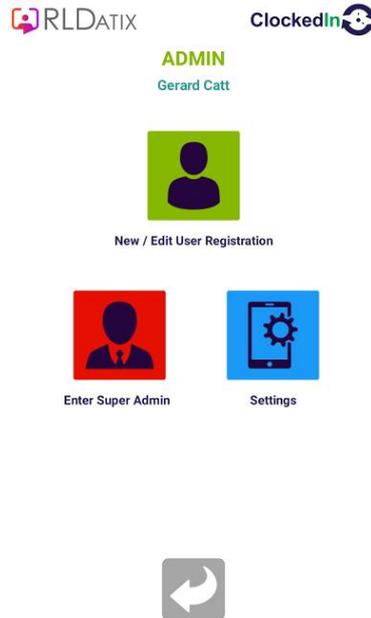


## Super Administration Screen

The Super Admin screen allows

- New/Edit Admin registration
- Register Admin Fob
- Device Settings – Set at Installation
- Change Logo – Should not need to be changed
- Export Database

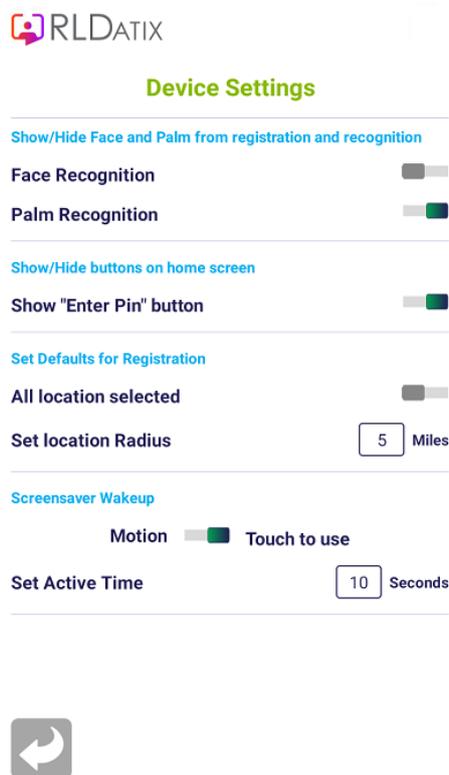
To gain access to this screen you must have Super Admin Privileges on your user.



## Admin Settings

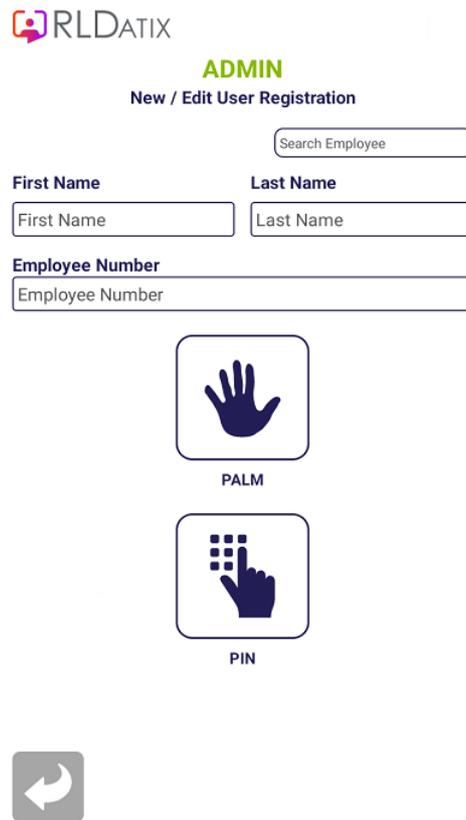
Within the Admin settings, this is where you can register users and access some device settings.

Within the device settings you can change how the device works. E.g. turn off palm recognition.



## New/Edit Admin or User

Tap Search Employee & Select the Employee and then Select Palm icon to register a palm.



RLDATIX

**ADMIN**

New / Edit User Registration

Search Employee

**First Name** **Last Name**

First Name Last Name

**Employee Number**

Employee Number

  
PALM

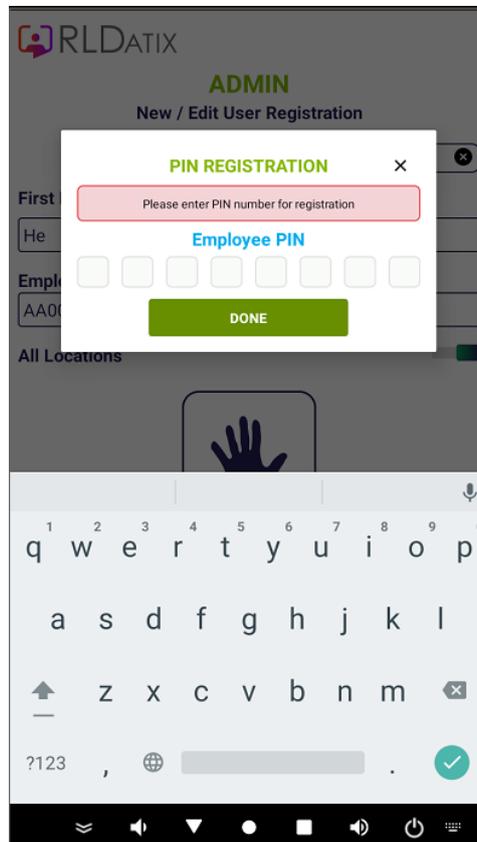
  
PIN



After Selecting the Palm icon, the screen below will appear. Here you place your palm in the camera.



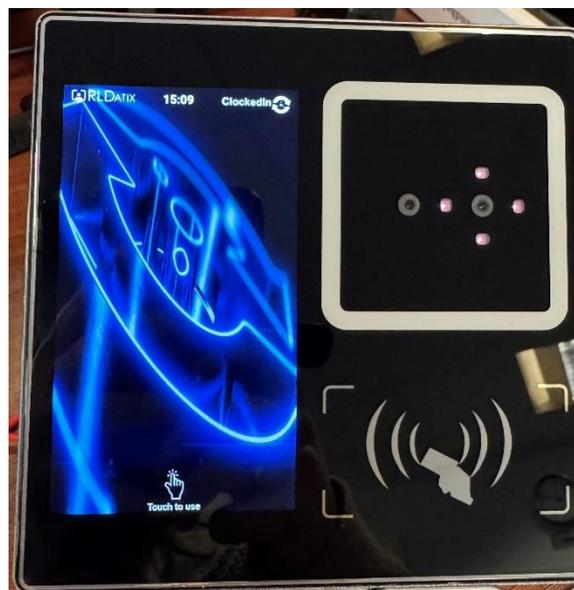
To register a pin, select the pin icon as shown in an image above. After this, the user will be prompted to enter their desired pin.



\*\*Please be aware that any user registered using a Super Admin password will automatically be given Admin privileges. In order to register a generic user please register using an Admin password.

### Clock In/Out Method

The Screen Saver will be the default screen. To make a clock event the user will need to access the home screen by using motion like producing your palm or by touching the screen. To make a clock event, the user simply produces their palm in front of the device for up to seconds to allow the reader to scan their palm.



The user is then asked to confirm their activity either Clock In or Out.



**CLOCK IN**

STAFF ACCESS

**OLIVIA ASIS**



**CLOCK OUT**



The User's Activity is confirmed by a notification pop up.

**Hello**  
**Olivia Asis**



**Time In**

**15:21**

## Other Functions

The SmartHub Pro also offers facial recognition as well as palm recognition. This is applicable to you if it has been requested by your organisation.

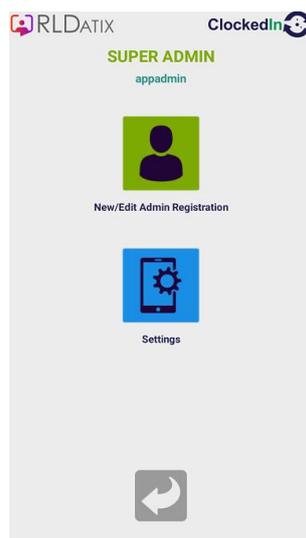
How this works:

- To register an admin, a super admin must log into 'Administrator Access'.
- To register a user, an admin must log into 'Administrator Access'.
  - Select New/Edit User Registration
  - Tap Search Employee and select the employee you require
  - Select the Face icon
  - Stand in front of the device so that your face can be seen and select the camera button on the bottom of the screen. This process does not need to be repeated
  - Click the Green Tick and the registration is completed

The SmartHub Pro also offers NFC recognition. This allows users to register a fob along side of biometric registration.

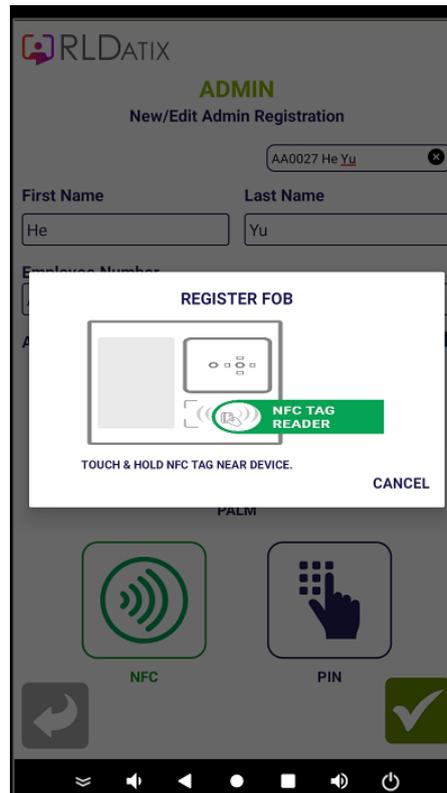
How this works:

- To register a fob first enter either a super admin or admin password. Please be aware that any user registered with super admin password will automatically be given admin privileges
- From there select New/Edit Registration



- Once that has been selected, search the user by using either their name or employee Number that is assigned on AirStack.

- From there, select the NFC icon. A pop up will then appear, please follow the instructions shown on this screen.



- This will be successfully completed, and the NFC icon will now be green instead of blue. Please log out of the area and the user will now be able to use their fob.