

Setup iPad Based Time Clock

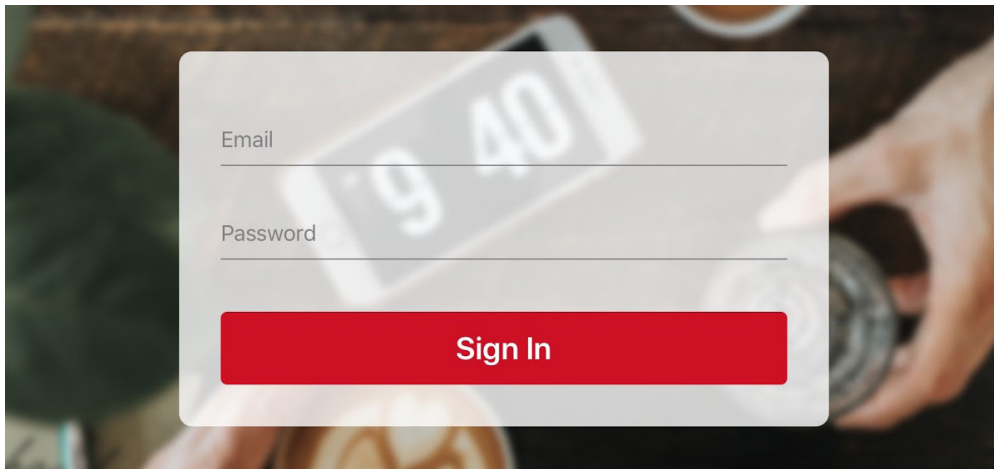


Prerequisite:

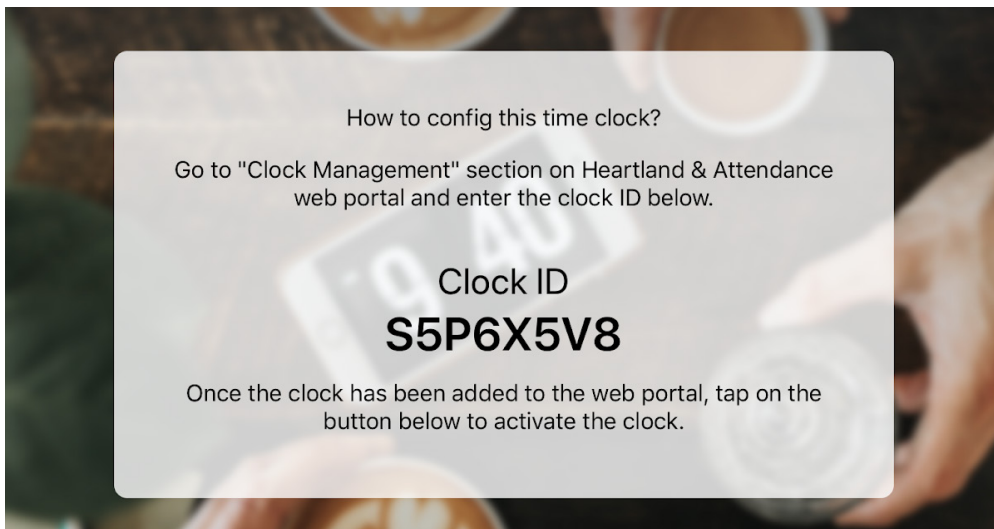
Please ensure you have purchased your iPads and wall mounts. If you need any help with selecting devices and wall mounts, please refer to the iPad Devices Hardware Requirements document.

Steps:

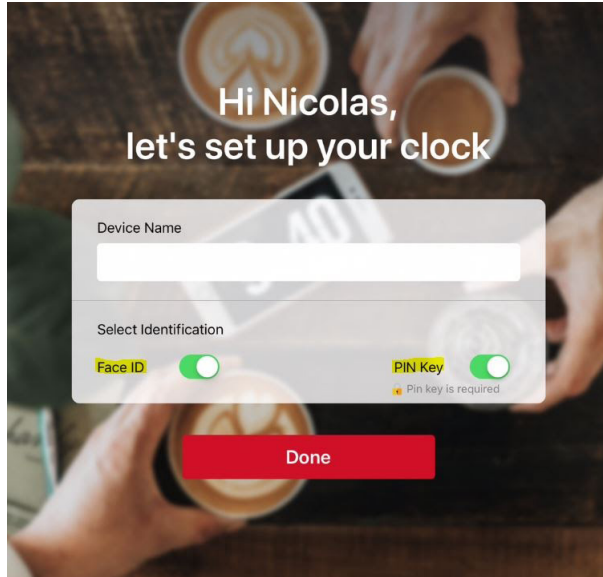
1. Download the "**Heartland TimeClock**" App from the App Store:
<https://apps.apple.com/tm/app/heartland-time-clock/id1474426808>
2. Once the app has downloaded, there are two ways to configure the Time Clock:
 - A. Login with your admin account's credentials to configure the clock.



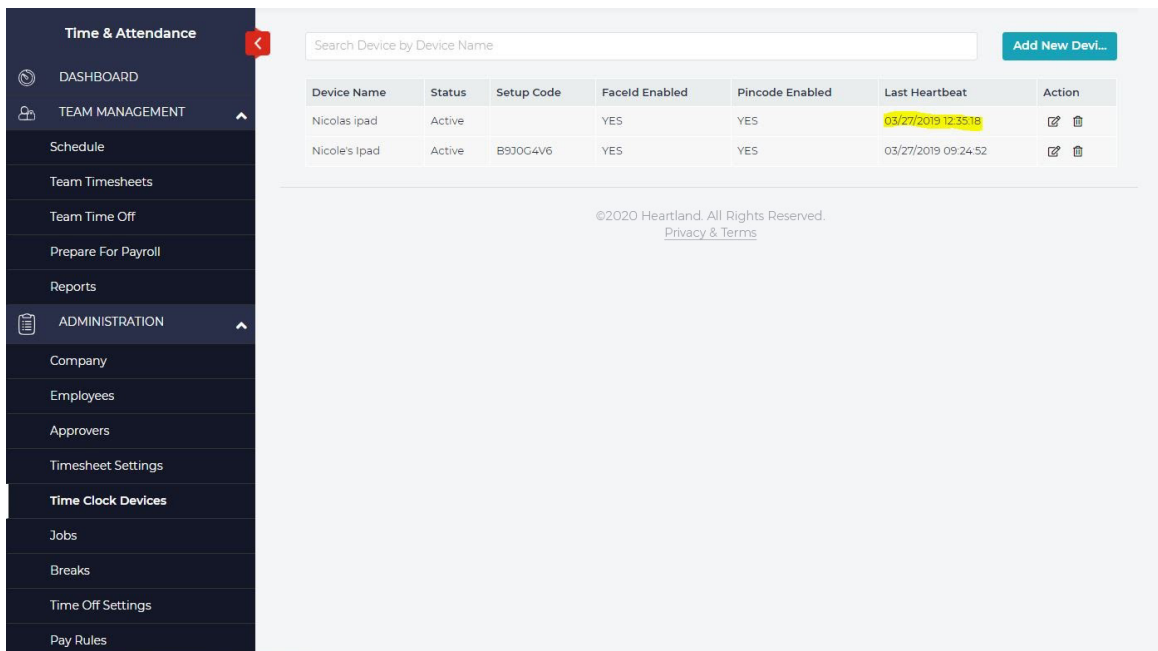
- B. Use the "**Clock ID**" method by entering the ID of the clock (you can get this from your web portal's "**administration**" tab -> "**Time Clock Devices**" section by clicking on the "**Add New Device**" icon.



- 3. On your iPad, select which method employees will be used for employees to identify themselves at the clock (ex: PIN-based entry or Face ID)



- A. You can then give a name to the clock and save it.
- B. The clock you just setup should now show up on the admin account on Web in the following section: **"Administration -> Time Clock Devices"**
- C. You will be able to see the **"heartbeat"** signal coming from the clock, indicating that it is active and online..



Setup Employee PIN

1. On the web, log in to the admin account.
2. Go to any employee profile record where you want to enable the ability to clock in/out from the iPad

The screenshot shows the 'Time & Attendance' administration page. On the left is a dark sidebar with navigation options: DASHBOARD, TEAM MANAGEMENT (with sub-items: Schedule, Team Timesheets, Team Time Off, Prepare For Payroll, Reports), and ADMINISTRATION (with sub-items: Company, Employees, Approvers, Timesheet Settings, Time Clock Devices, Jobs, Breaks, Time Off Settings, Pay Rules). The main area has a search bar 'Search employees by name and email' and an 'Add Employee' button. Below is a table of employees:

Name	Employment Type	Primary Work Location	Status	Job Title	Supervisor
Pamela Anderson	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		
Jennifer Aniston	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		
Tom Cruise	Full Time	540 University Avenue, Palo Alto, CA 94301	Active		
Johnny Depp	Full Time	540 University Avenue, Palo Alto, CA 94301	Active		
Megan Fox	Full Time		Active		
Ryan Gosling	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		
Wayne Gretzky	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		
Kevin Hart	Full Time		Active		
Lisa Kudrow	Full Time	797a Valencia Street, San Francisco, CA 94110	Active		
Jaime Lannister	Full Time	540 University Avenue, Palo Alto, CA 94301	Active		
Shia LeBeouf	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		
Matt LeBlanc	Full Time		Active		
Lindsay Lohan	Full Time	540 University Avenue, Palo Alto, CA 94301	Active		
Michael Myers	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		
Ryan Reynolds	Full Time		Active		
Julia Roberts	Full Time	540 University Avenue, Palo Alto, CA 94301	Active		
Will Smith	Full Time	540 University Avenue, Palo Alto, CA 94301	Active		
Jon Snow	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		Walter White
Steven Tyler	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		
Walter White	Full Time	540 University Avenue, Palo Alto, CA 94301	Active		

3. On the employee profile go to following section: "Time & Attendance -> Timesheets"

The screenshot shows the 'Enable Time & Attendance' settings page for employee Tom Cruise. The page has a dark header with 'Back to Employees' and 'View as Employee' links. The employee's profile information is shown: Tom Cruise, Full Time, Start Date: 09/01/2018. The 'Time & Attendance' section is active. On the left, a sidebar lists navigation options: Overview, Timesheets (circled in red), Pay Rules and Rates, Time Off, and Shift Schedules. The main content area is titled 'Enable Time & Attendance' and contains several toggleable settings:

- Timesheets:** This user will be tracking time (checked). Summary: Timesheet Template: Punch Based Timesheet with everything enabled. Timesheet Approval Path: Supervisor. See More.
- Payroll and Statutory Rules:** Include this user in payroll (No).
- Time Off:** This user will tracking time off (No).
- Shift Schedules:** View Other's Shift Schedule (checked). Summary: Shift Schedule Based User. See More.

4. On the web, log in to the admin account.

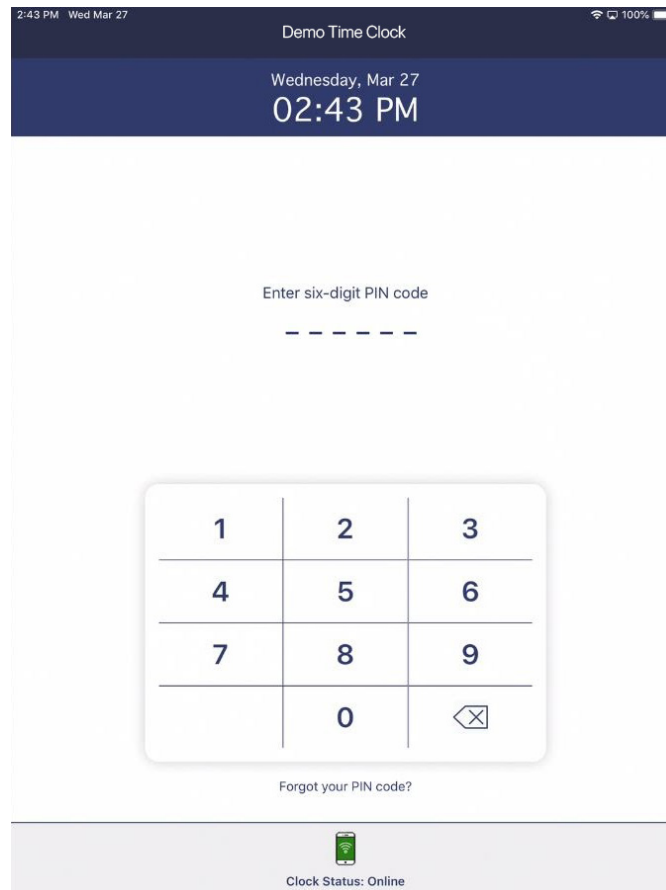
The screenshot shows the admin interface for Tom Cruise's profile. The left sidebar contains navigation options: Overview, Timesheets (selected), Pay Rules and Rates, Time Off, and Shift Schedules. The main content area is titled 'Time & Attendance' and includes sections for Timesheets, Time Clock PIN, and Assigned Jobs. The 'Time Clock PIN' section features a toggle switch labeled 'Enable PIN code:' which is currently set to 'No' and is circled in red. The 'Assigned Jobs' section includes a search bar and a table with columns for Job, Effective Date, and Actions.

Authenticate Employees on the iPad Time Clock

There are 2 ways to set up employee authentication on a time clock app: PIN-based or Facial recognition based.

PIN-Based:

1. Type the employee time clock PIN on the iPad to authenticate employee.
2. Once the app has downloaded, there are two ways to configure the Time Clock:



- A. Each employee will have their own PIN to login to the clock.
- B. The PIN is located in the employee record on the web (see **"Setup Employee PIN"** section above).

Facial Recognition:

1. Launch the iPad app that has already been configured with Facial Recognition, then bring your face close to the camera to authenticate your login.
2. If facial recognition has not been set up, it will ask you to use the PIN to authenticate and set up the face ID. Use the PIN from the employee's profile (see steps in the above section on how to set up employee PIN).

3. Follow the instructions on the screen to set up facial recognition.

A. You can also go to "**Menu -> Set up Face ID**" option to set up facial recognition.

Lock Down iPad Using Kiosk Mode

There are 2 ways to set up employee authentication on a time clock app: PIN-based or Facial recognition based.

- Go to "**Settings**" app and then select "**General > Accessibility > Guided Access**".
- Enable the "**Guided Access**" slider.
- Tap "**Passcode Settings**" and "**Set Guided Access Passcode**".
 - Note: This passcode will be needed to exit "**Kiosk Mode**" and the Administrator or the IT person typically set this passcode.
 - We recommend that you keep the "**Touch ID**" option as "**disabled**" such that in the event you need to exit the "**Kiosk Mode**" anyone who knows the passcode of the device will be able to perform this action.
- Tap "**Start**" in the top right corner of your screen when you're ready.

While in Guided Access mode, the iPad's screen won't turn off. It will remain on and unlocked for anyone to use it. Please keep the iPad plugged in.

- You could also choose to enable the Sleep/Wake button on the Guided Access screen. This will allow anyone to turn off the iPad's screen. Anyone can turn it on and they'll be taken to the app in Guided Access mode without having to enter a PIN.

Congratulations! You have setup your first clock. If you plan to mount the iPads on a wall or put them in any casing, now the device is ready.

Strong Internet Connection Check

Please try the following steps from a location where you normally keep the iPad for employees to clock in/out from. This will ensure the device signal strength indicator will be accurate, when you perform the steps below.

In the "Settings" app, in "Wi-Fi" section, the iPad will show you a list of all the Wi-Fi networks the iPad can see and how strong the Wi-Fi signal strength is. We recommend only keeping the network with the strongest Wi-Fi signal on that list. Majority of our customers only have one network on this list. Below are the steps.

Auto-Join Strongest Network:

1. On your iPad, Tap on "**Settings**" app and select "**Wi-Fi**".
2. Tap on the " **i** " icon next to the Wi-Fi network name with the strongest signal.
3. Make sure that "**Auto-Join**" is "**On**".
4. Tap on "< **Wi-Fi**" to go back to the previous page.

Forget Weak Networks:

If you see multiple Wi-Fi networks listed, tap on the " **i** " icon next to all weak networks and select "**Forget This Network**". This will stop the iPad from jumping to any weak network.

Ideally, you want to keep the iPad at a location closer to your Wi-Fi router such that the device will have a strong connection.