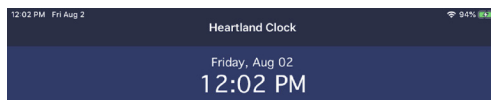**The following guide will explain how to use the iPad for the HeartlandTime system.
You can clock in using HeartlandTime on iPad with Six-Digit PIN Code or Facial Recognization.**

How To Clock In With A Pin Code
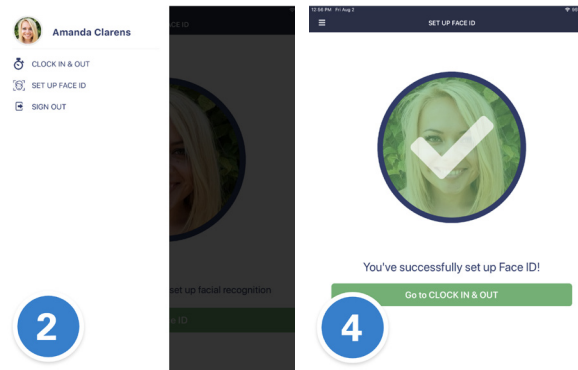

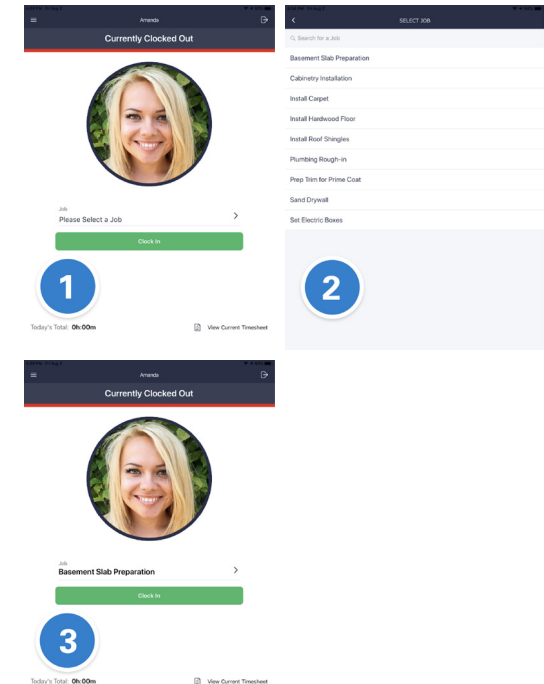To **Log In,** enter your **Six-Digit PIN Code** provided by your employer.

If your company chooses **Clocking In** and **Out** with a **PIN Code** only, you are all set and ready to start **Clocking In** and **Out**.
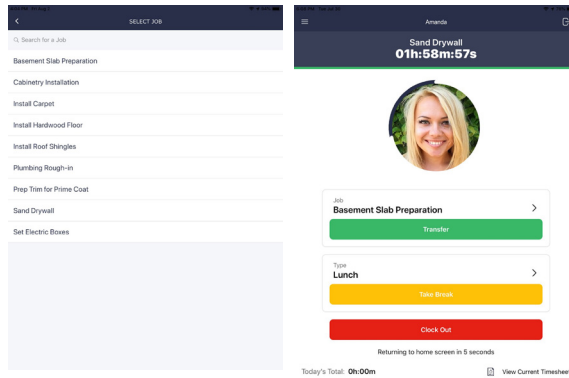
How To Clock In With A Pin Code

1. First, **Log In** by entering your **Six-Digit PIN Code** provided by your employer.

2. From the top left icon dropdown, tap on **SET UP FACE ID**.

3. Hold the iPad in front of your face, and click the **Set Face ID** Button.

4. If the setup is successful, you will see a **Big White Checkmark** and the **Go to CLOCK IN AND OUT** button will be available for you to click on and start your day.
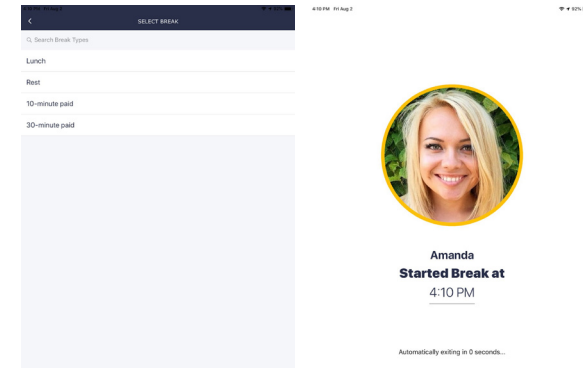
How To Clock In With Job Selection

1. Walk up to the iPad, wait for it to recognize your face or re-enter your **Six-Digit PIN Code**.

2. Select the **Job** from the drop down.

3. Tap on the **Clock In** button.

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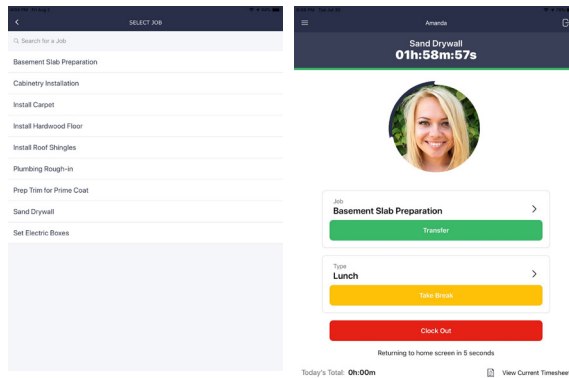
How To Transfer Your Job

1. Walk up to the iPad, wait for it to recognize your face **OR** re-enter your **Six-Digit PIN Code**.
2. Select the **Job** from the drop-down.
3. Tap on the **Transfer** button.
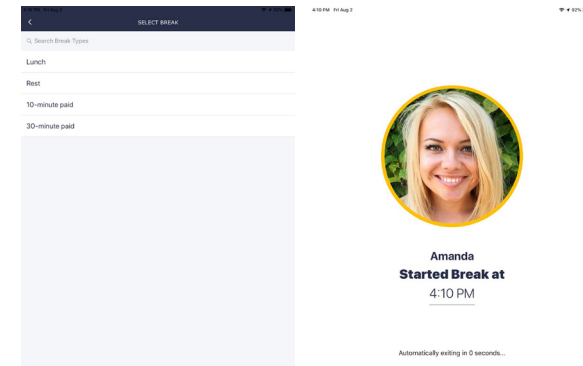
How To Take A Break

1. Walk up to the iPad, wait for it to recognize your face **OR** re-enter your **Six-Digit PIN Code**.
2. Select the **Break** type.
3. Click **Take Break**.

How To Resume Your Work

1. Walk up to the iPad, wait for it to recognize your face **OR** re-enter your **Six-Digit PIN Code**.
2. Select the **Job** type.   3. Tap **Resume**.

How To Clock Out

1. Walk up to the iPad, wait for it to recognize your face **OR** re-enter your **Six-Digit PIN Code**.
2. Tap on **Clock Out**.

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