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



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  $\boldsymbol{Job}$  from the drop down.

3. Tap on the Clock In button.

# Heartland

#### How To Transfer Your Job

<	SELECT JOB	the same	an Amanda	Đ
Q. Search for a Job			Sand Drywall	-
Basement Slab Preparation			01h:58m:57	s
Cabinetry Installation				
Install Carpet				
Install Hardwood Floor				
Install Roof Shingles				<b>7</b>
Plumbing Rough-in				
Prep Trim for Prime Coat			Jeb	
Sand Drywall			Basement Slab Preparation	>
Set Electric Boxes			Transfer	
			Туре	
			Lunch	>
			Take Break	
			Clock Out	
			Returning to home screen in 5	seconds
		Today's To	stal: 0h:00m	View Current Timesheet

- 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 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**.

## Heartland Time | iPad In/Out Time Entry

#### 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 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.