Adding an Employee as a Supervisor

GT10 Job Aid

May 3, 2021



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Adding an Employee as a Supervisor

An employee can change their role to supervisor to manage other employees via the operations in the **Supervisor** menu.

← Employee Options - Blake, Rebecca	Coattendance
User Details Keypad ID 723 Enrolled by Face	Punch In/Out
	Transfer
	$ \stackrel{\longrightarrow}{\leftarrow} \text{Transfer and} \\ \stackrel{\bigoplus}{\leftarrow} \text{Punch} $
Last Clockings	
Punched Jan 7, 2021 9:08 PM	Self Service
Punched Nov 30, 2020 3:41 PM	-
in Nov 20, 2020 6:24 PM	.000
in Nov 19, 2020 4:07 AM	Enroll
in Nov 16, 2020 7:19 PM	
transfer Nov 16, 2020 7:17 PM	Supervisor
transferAndPunch Nov 16, 2020 7:15 PM	

To change an employee to become a supervisor:

First, add a **Roles** field by accessing the Application Settings in the Administrator menu on the GT10 clock as follows:

1. Press and hold the upper left corner of the clock screen for more than 7 seconds. The Enter Local Supervisor PIN... screen is displayed.



2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon (). The Select option... screen is displayed.



3. Tap **Exit Application** to exit the application. The launcher startup screen is displayed.



4. Tap the cog icon ()) on the top left area to access the administration settings. The **Enter PIN** dialog is displayed. **Note**: By default, you only have 3 seconds from existing application to tapping Admin before the application restarts.



5. By default, the PIN is 1905. The **Apps** screen is displayed.



6. Tap Setup GtAoD in the Apps menu to access Android settings. The Application Setup screen is displayed.



7. Tap App Settings. The Application Settings screen is displayed.

Application Setup		Coattendance
	GT-AoD v1.0.0-rc.9	
		App Settings
		Android Settings
		Advanced
		B Save
		🗴 Exit

8. Tap **Enable profile editor options** in the **Employee** section. The **Enable profile editor** options dialog is displayed.

← Application Settings	
Employee	
Identification methods Select Identification methods	
Limit employees by table	
Guest identification methods Select the method(s) guests who are not in the table can identified by	
Enrolment methods Enrolment methods the user can select	
Verification methods face,bio,none	
Verification overrides Possible override methods the user can select	
Automatically enrol new employees Automatically enrol new employees	
Enable profile editor options Enable profile editor options	

9. Check Roles. Then tap OK.



Then change the role of an employee to Supervisor via the Mange Employee Profiles in the Supervisor Menu as follows:

1. Press and hold the upper left corner of the clock screen for more than 7 seconds. The Enter Local Supervisor PIN... screen is displayed.



2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon (). The **Select option...** screen is displayed.



3. Click Supervisor. The Supervisor Options screen is displayed.

Select optio	on	
	\$	Supervisor
	×	Exit Application
	ሳ	Reboot Terminal

4. Tap Manage Employee Profiles. The Please identify... dialog is displayed.



5. Enter the employee badge number. The **Edit Profile** screen for this employee is displayed.

← Supervisor Opt	Please identify	Cattendance on DEMAND, INC.
Manage Employee P	<u>e_</u> »)	
000		
Employee List	1 2 3	ition
View Clockings	4 5 6 ×	
	7 8 9	
Relay Schedules	0	

6. Click the pencil icon () for the **Roles** field. The **Change employee roles** screen is displayed.

÷	Edit Profile	- Blake, Rebecca	Coattendance on Demand, Inc.
	Name	Blake, Rebecca	
	Verify Method	face,none	
	Language	en	
	Badge code	723	
	PIN		
	Roles	none,inTable	Face enrolled
	Keypad ID	723	No fingers enrolled

7. Type in supervisor in the Enter Roles field and tap OK.

÷	← Change employee roles Change employee roles							Ce° wc.												
		En	iter	Rol	es:		su	berv	<u>/iso</u>	<mark>r,</mark> in1	[ab	le				~[ОК			
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+		z		х		С		V		b		n		m		!		?		*
?12	3	,	1																	

8. The role of this employee is changed to *supervisor*. Tap **Apply Changes**.

← Edit Profile	e - Blake, Rebecca	Cattendance on DEMAND, INC.
Name	Blake, Rebecca	
Verify Method	face,none	
Language	en	
Badge code	723	
PIN		Eace enrolled
Roles	supervisor, in Table	
Keypad ID	723	No fingers enrolled
		✓ Apply Changes

When this employee clocks in:

1. Tap the **Options** button. The **Employee Options** screen is displayed.



2. The Supervisor button is available. Tap Supervisor to access the supervisor operations.

← Employee Options - Blake, Rebecca	Cattendance®
User Details Keypad ID 723 Enrolled by Face	Punch In/Out
	Transfer
Last Closkings	$ \stackrel{\longrightarrow}{\leftarrow} \operatorname{Transfer and} \\ \stackrel{\bigoplus}{\leftarrow} \operatorname{Punch} $
Dunched Jan 7, 2021 0:08 DM	
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Punched Nov 30, 2020 3:41 PM	-
in Nov 20, 2020 6:24 PM	898
in Nov 19, 2020 4:07 AM	Enroli
in Nov 16, 2020 7:19 PM	
transfer Nov 16, 2020 7:17 PM	Supervisor
transferAndPunch Nov 16, 2020 7:15 PM	

3. Supervisor operations are available for managing employees.

← Supervisor Options	Coattendance* on demand, inc.
Manage Employee Profiles	View Punches
	Relay Schedules
Spoofing Attempts	Table revisions
Employee List	(i) System Information
1.	/2 →