

Adding an Employee as a Supervisor

GT10 Job Aid

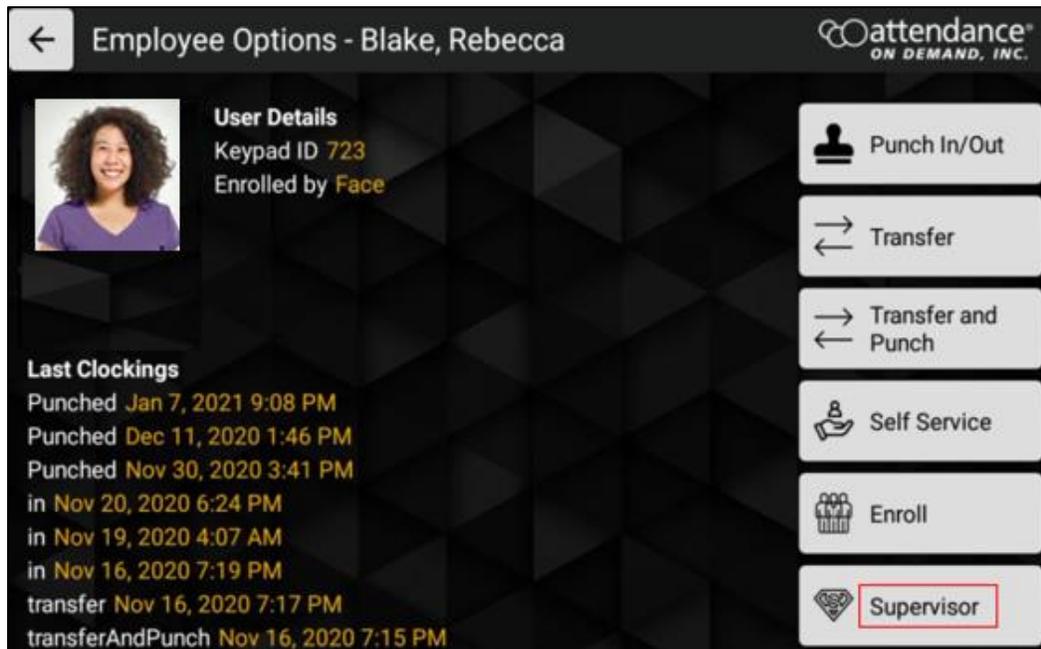
May 3, 2021



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Adding an Employee as a Supervisor

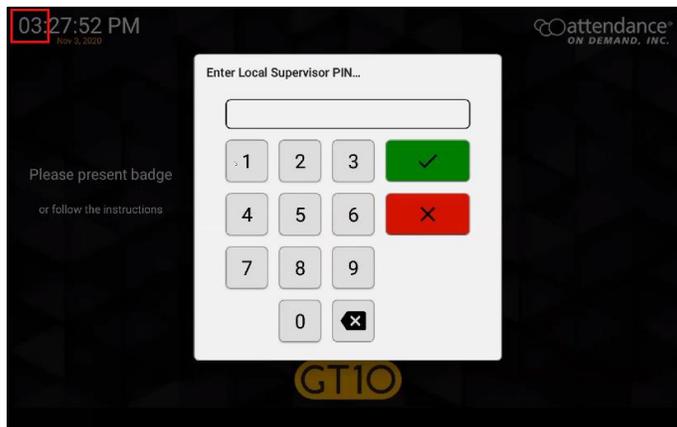
An employee can change their role to supervisor to manage other employees via the operations in the **Supervisor** menu.



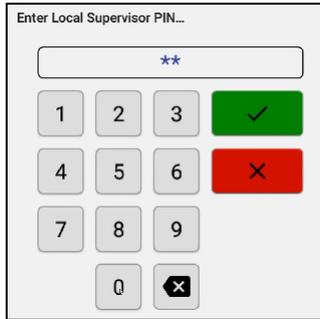
To change an employee to become a supervisor:

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

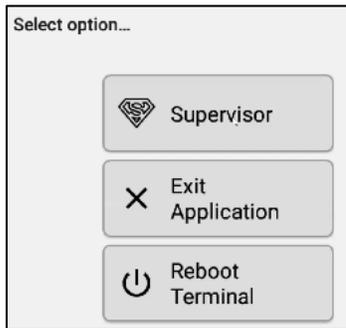
1. Press and hold the upper left corner of the clock screen for more than 7 seconds. The **Enter Local Supervisor PIN...** screen is displayed.



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



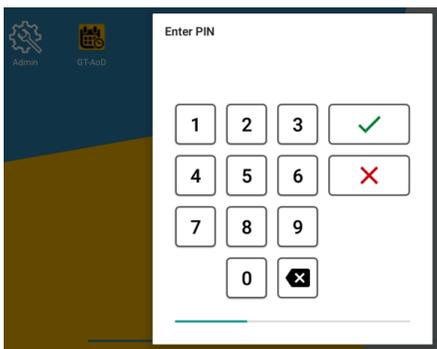
3. Tap **Exit Application** to exit the application. The launcher startup screen is displayed.



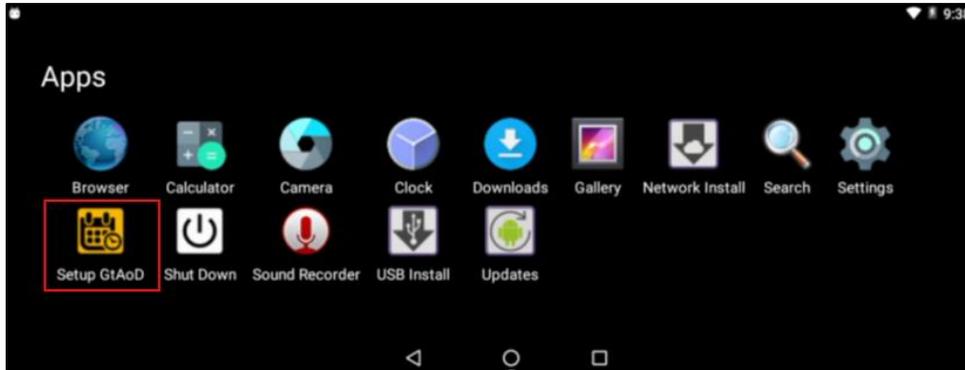
4. Tap the cog icon () on the top left area to access the administration settings. The **Enter PIN** dialog is displayed. **Note:** By default, you only have 3 seconds from existing application to tapping Admin before the application restarts.



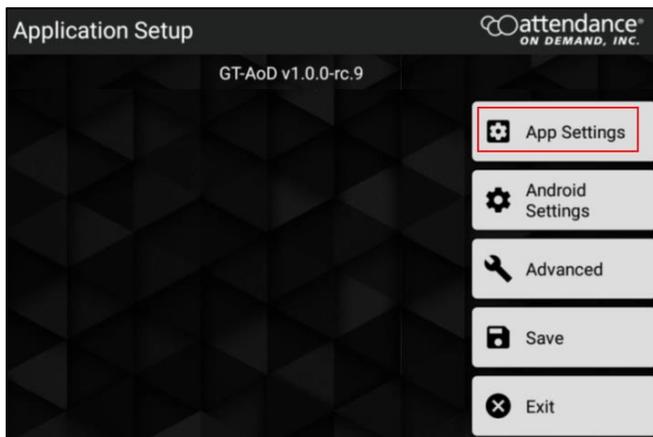
5. By default, the PIN is 1905. The **Apps** screen is displayed.



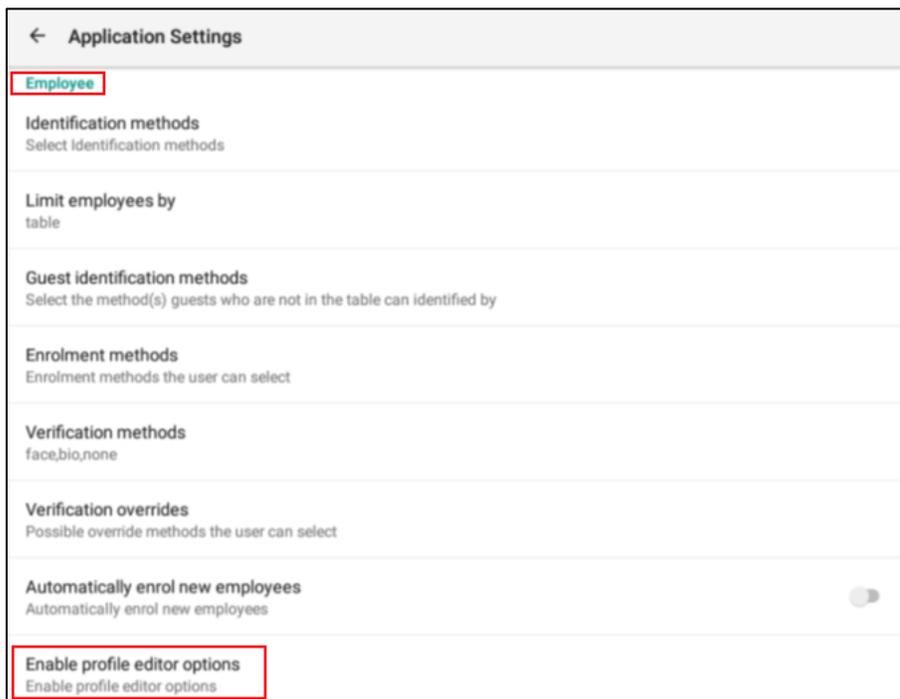
6. Tap **Setup GtAoD** in the Apps menu to access Android settings. The **Application Setup** screen is displayed.



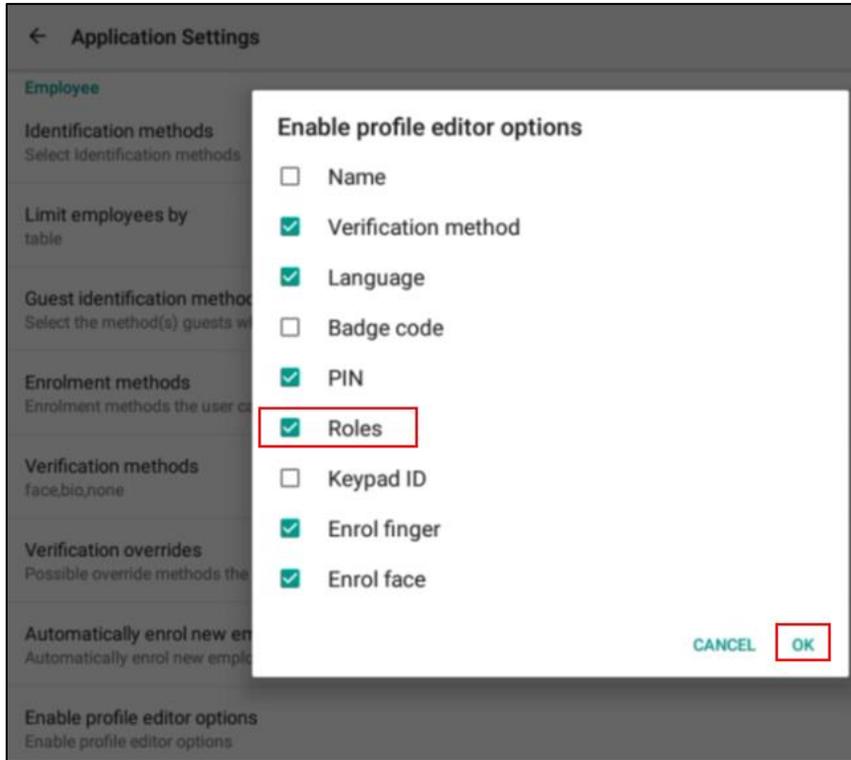
7. Tap **App Settings**. The **Application Settings** screen is displayed.



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

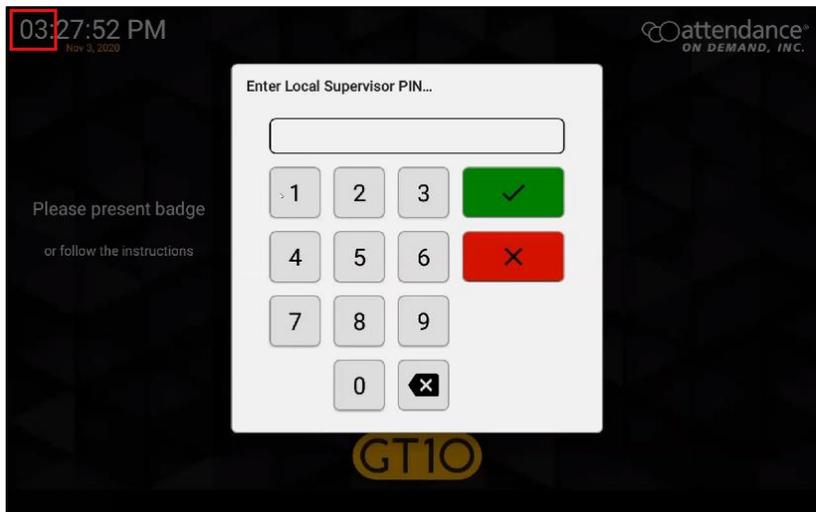


9. Check **Roles**. Then tap **OK**.

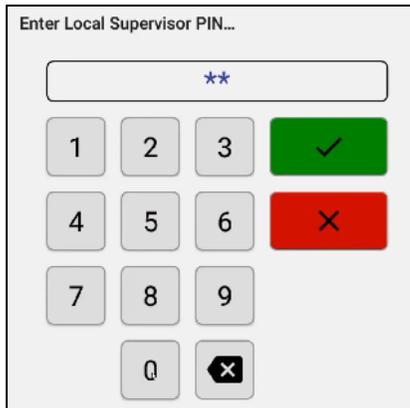


Then change the role of an employee to Supervisor via the Mange Employee Profiles in the Supervisor Menu as follows:

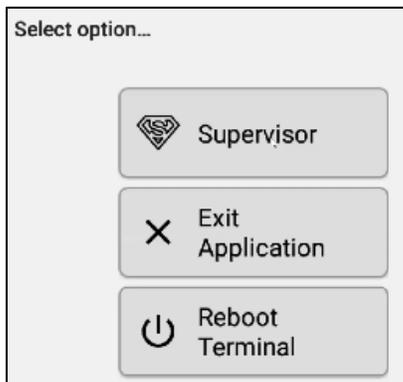
1. Press and hold the upper left corner of the clock screen for more than 7 seconds. The **Enter Local Supervisor PIN...** screen is displayed.



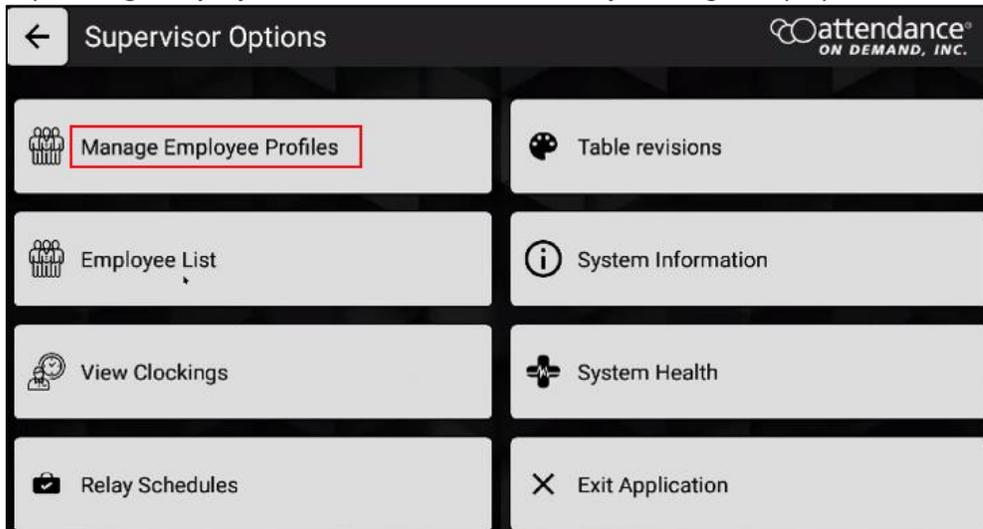
2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon (). The **Select option...** screen is displayed.



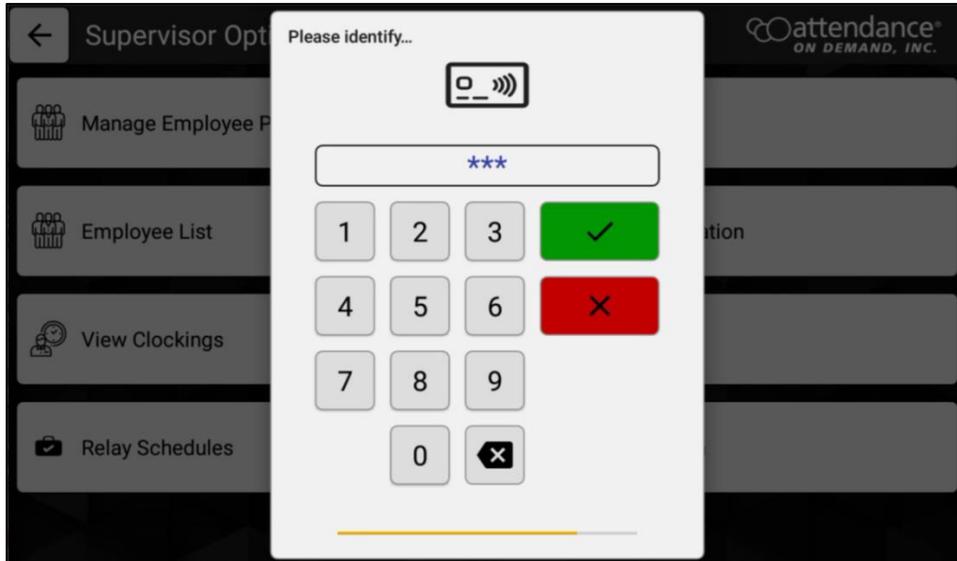
3. Click Supervisor. The **Supervisor Options** screen is displayed.



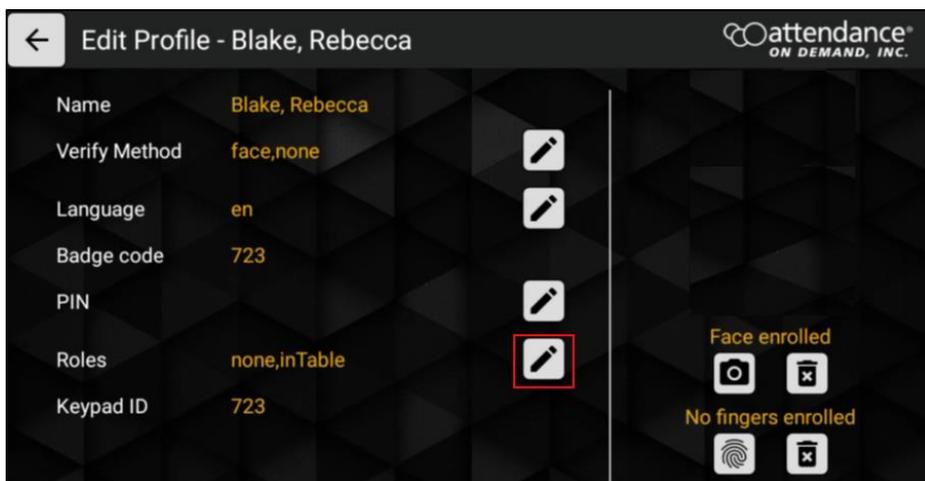
4. Tap **Manage Employee Profiles**. The **Please identify...** dialog is displayed.



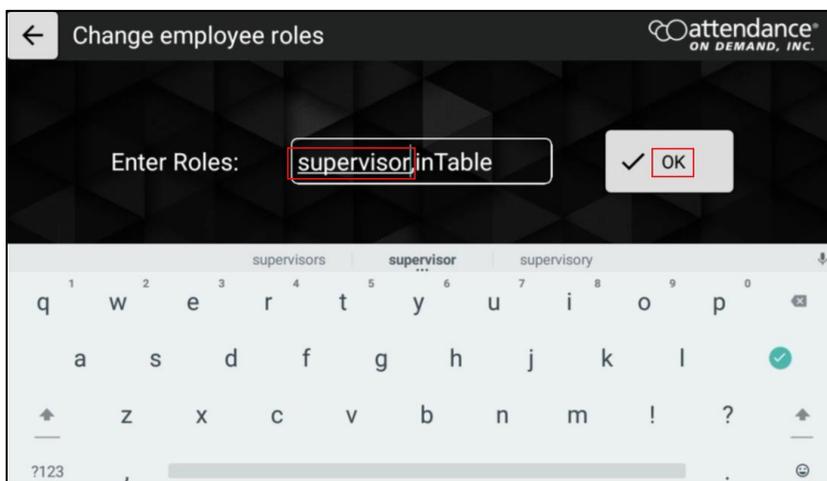
5. Enter the employee badge number. The **Edit Profile** screen for this employee is displayed.



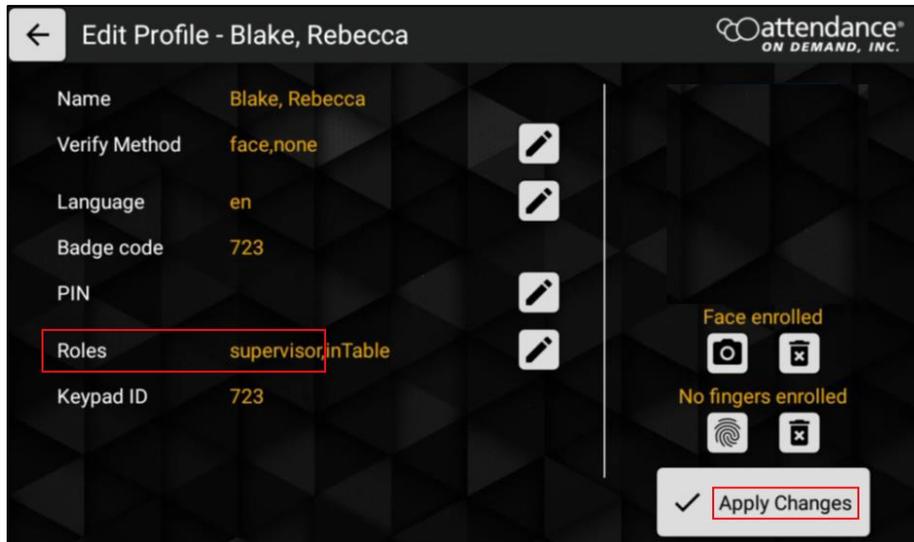
6. Click the pencil icon (✎) for the **Roles** field. The **Change employee roles** screen is displayed.



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

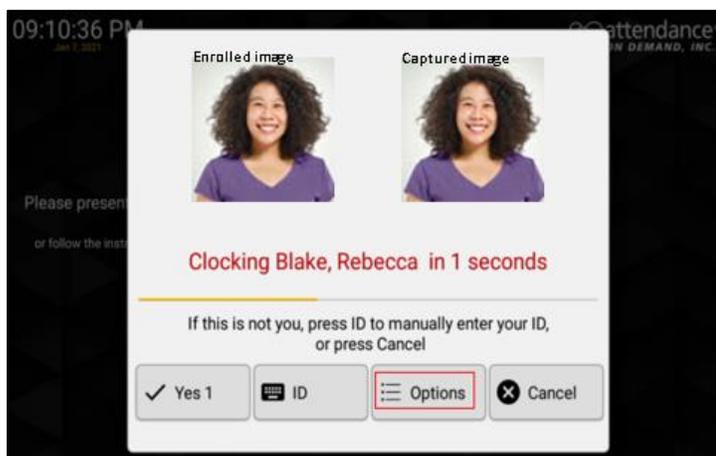


- The role of this employee is changed to *supervisor*. Tap **Apply Changes**.

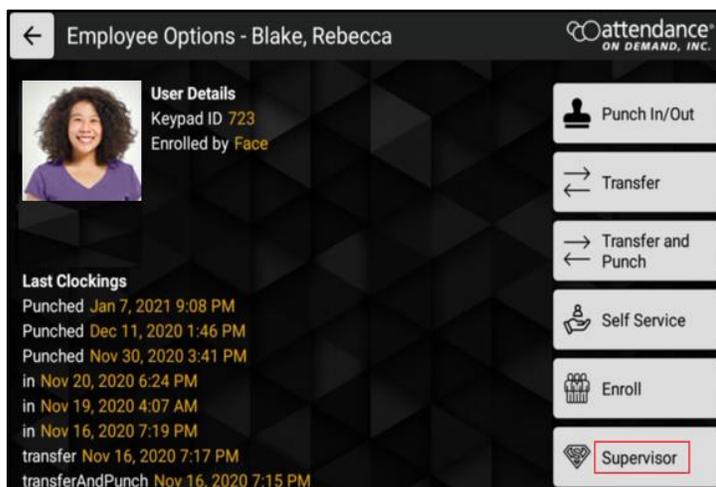


When this employee clocks in:

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



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



3. Supervisor operations are available for managing employees.

