Adding an Employee as a Supervisor

GT8 Job Aid

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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:

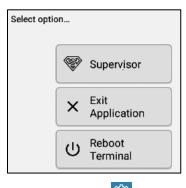
1. Touch and hold the current time on the clock screen for more than 7 seconds. Lift your finger when the **Enter Local Supervisor PIN...** prompt is displayed.



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.



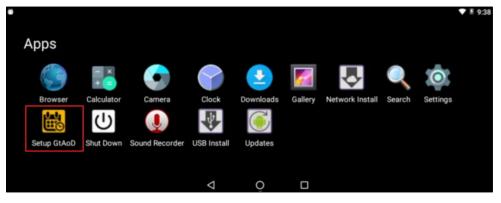
4. Tap the cog icon ()) on the top left area to access the administration settings. The **Enter PIN** dialog is displayed. **Note**: By default, you only have 3 seconds from existing application to tapping Admin before the application restarts.



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.



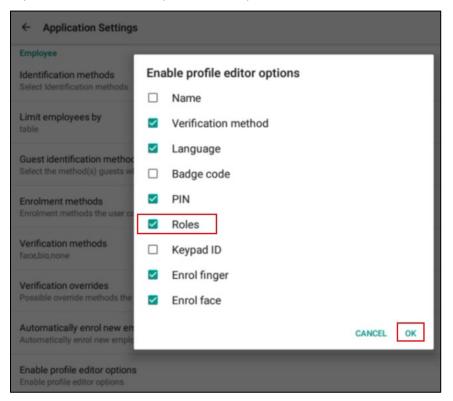
7. Tap App Settings. The Application Settings screen is displayed.

Application Setup	Coattendance
GT-A0D v2.1.2	
	App Settings
	Settings
	Advanced Save
	Save

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. Tap **Roles** to enable this option. Then tap **OK**.



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

1. Touch and hold the current time on the clock screen for more than 7 seconds. Lift your finger when the **Enter Local Supervisor PIN...** prompt 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
	ს	Reboot Terminal

4. Tap Manage Employee Profiles. The Present card or Search and Select Employee prompt is displayed with the employee list by their last name.

← Supervisor Options	Coattendance ON DEMAND, INC.
Manage Employee Profiles	Table revisions
Employee List	System Information
Diew Clockings	System Health
Relay Schedules	X Exit Application

<u>Dattendance</u> 4 Present card or Search and Select Employee ID / Name Mana 613 Abraham, Virginia 5383 Allan, Isaac 624 Allan, Joe Emplo Amherst, Luke 251 669 Anderson, Amy 596 Arnold, Wendy 💭 View 101 Avery, Tracey 288 Avery, Vanessa 246 Baker, Karen C Relay 309 Baker, Natalie 692 Ball, Jasmine 645 Beckley, Nathan

5. The employee can present their card.

The supervisor can also search an employee by entering their badge number or name. Tap an employee in the returned employee list. The **Edit Profile** screen for this employee is displayed.

~	Supe	ervisor Op	otions				Coat
	Manag	ge Employee	Profiles		۲	Table revisions	
Emplo Present card or Search and Select Employee							
		ID / Name	620				
Ø	View (620	Ross, Wendy				

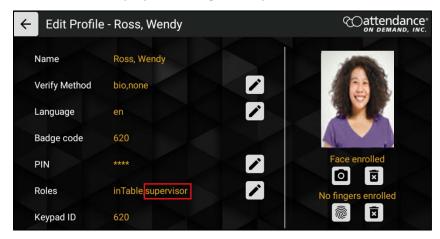
6. Tap the pencil icon (*I*) for the **Roles** field. The **Select Role** prompt is displayed.

← Edit Profile	- Blake, Rebecca	Coattendance
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. Enable Supervisor and tap OK.

← Edit Profile	e - Ross, Wendy	
Name	Ross, Wendy	
Verify Method	bio,none	
Language	en	
Badge code	 ✓ Select Role 62 ☑ Supervisor 	
PIN	:do	CANCEL OK

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

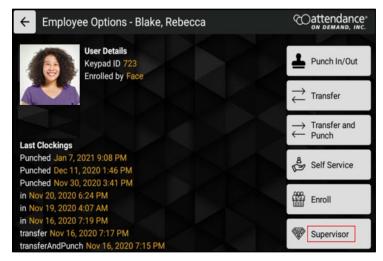


When this employee clocks in:

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



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



3. Supervisor operations are available for managing employees.

← Supervisor Options	Coattendance
Manage Employee Profiles	Diew Punches
✔ Override Schedule	C Relay Schedules
Spoofing Attempts	Table revisions
Employee List	(i) System Information
1,	/2 →