Adding an Employee as a Supervisor

GT8 Job Aid

June 24, 2022

attendance® ON DEMAND

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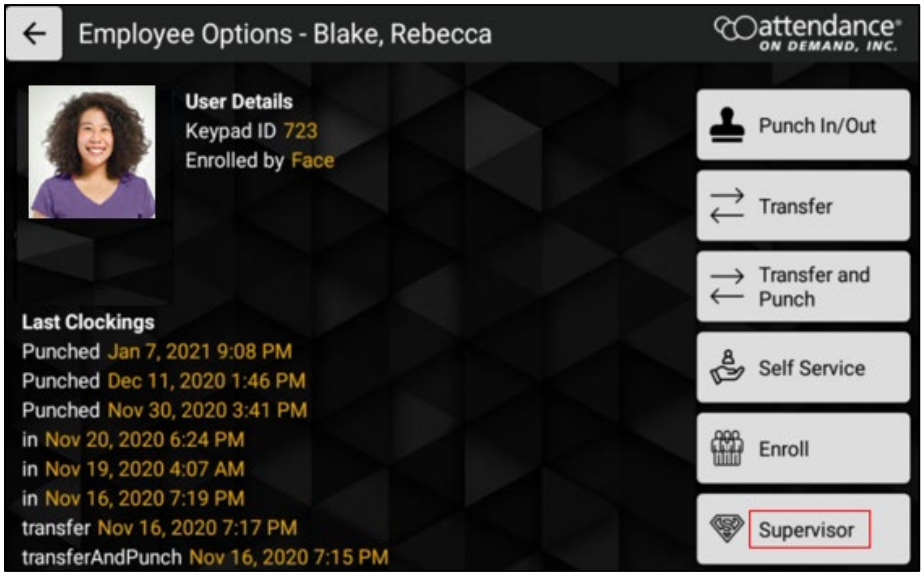
Adding an Employee as a Supervisor

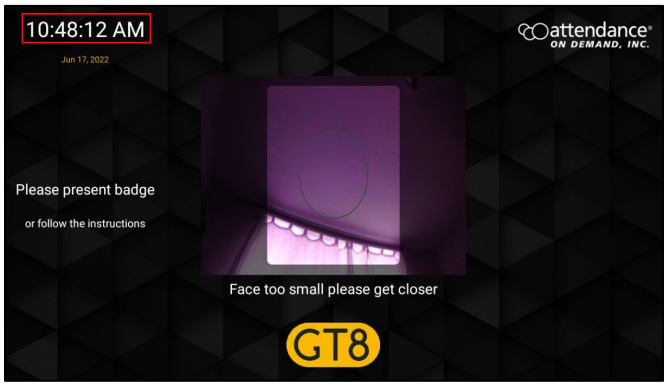
An employee can change their role to supervisor to manage other employees via the operations in the **Supervisor** menu.



To change an employee to become a supervisor:

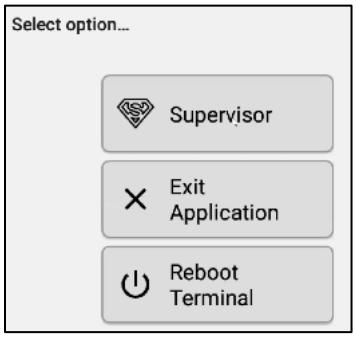
First, add a **Roles** field by accessing the Application Settings in the Administrator menu on the GT10 clock as follows:

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.



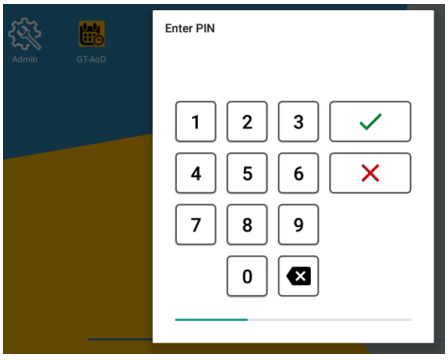
2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon ( ). The **Select option…** screen is displayed.

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

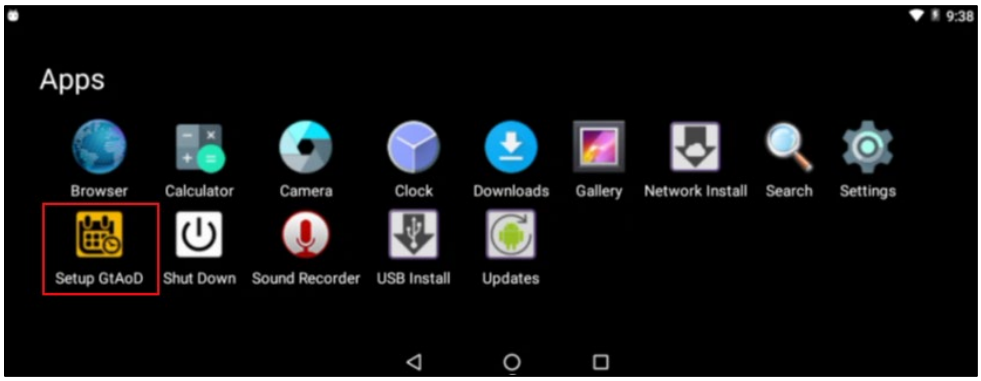


4. Tap the cog icon ( ) on the top left area to access the administration settings. The **Enter PIN** dialog is displayed. **Note**: By default, you only have 3 seconds from existing application to tapping Admin before the application restarts.

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

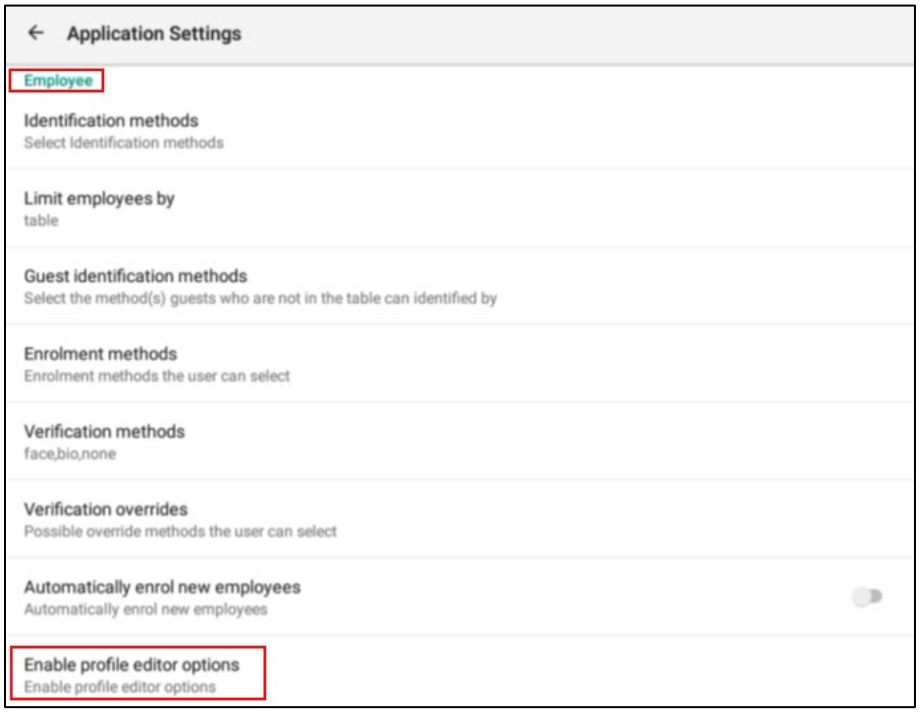


6. Tap **Setup GtAoD** in the Apps menu to access Android settings. The **Application Setup** screen is displayed.

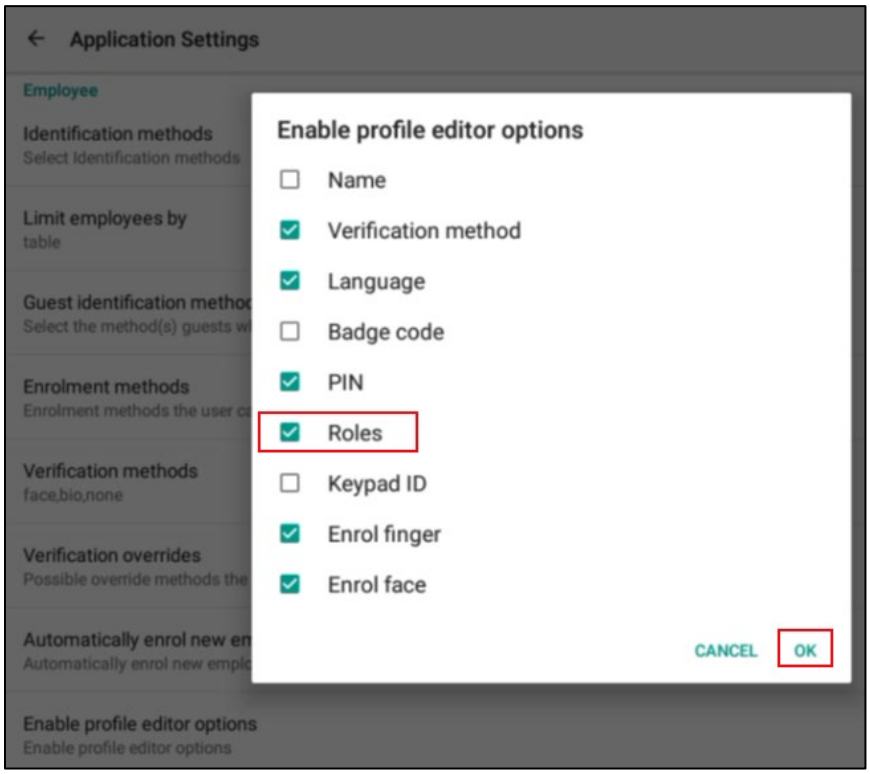


7. Tap **App Settings**. The **Application Settings** screen is displayed.

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

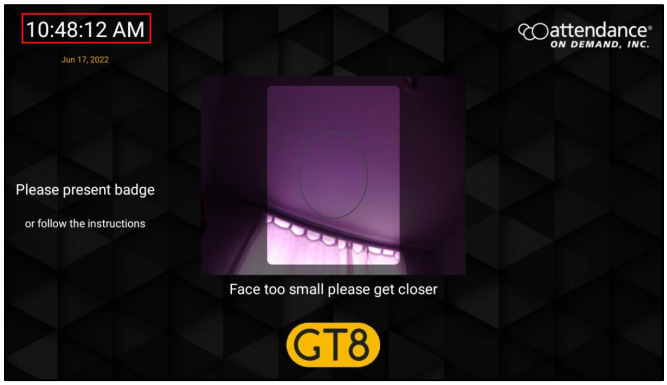


9. Tap **Roles** to enable this option. Then tap **OK**.



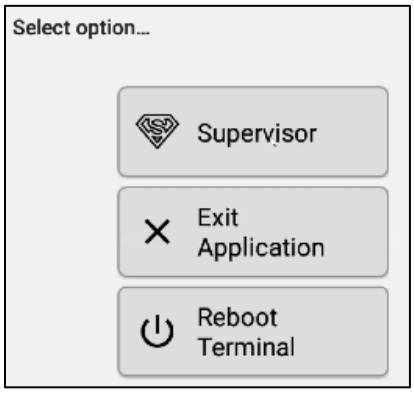
Then change the role of an employee to Supervisor via the Mange Employee Profiles in the Supervisor Menu as follows:

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.

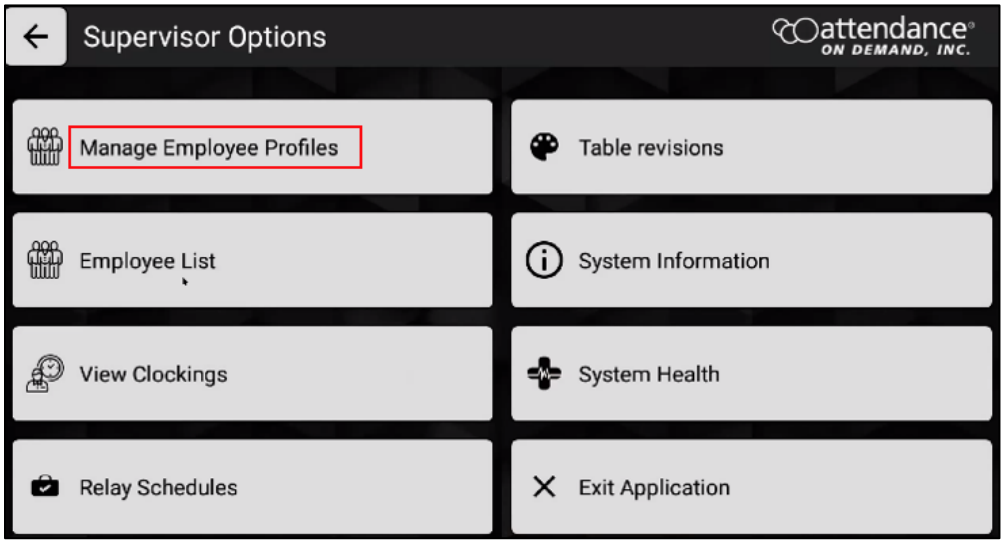


2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon ( ). The **Select option…** screen is displayed.

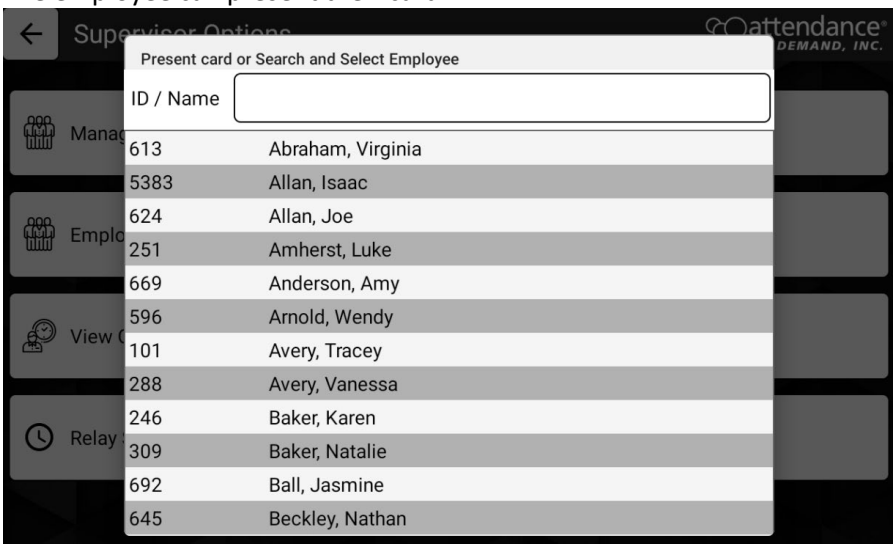
3. Click Supervisor. The **Supervisor Options** screen is displayed.



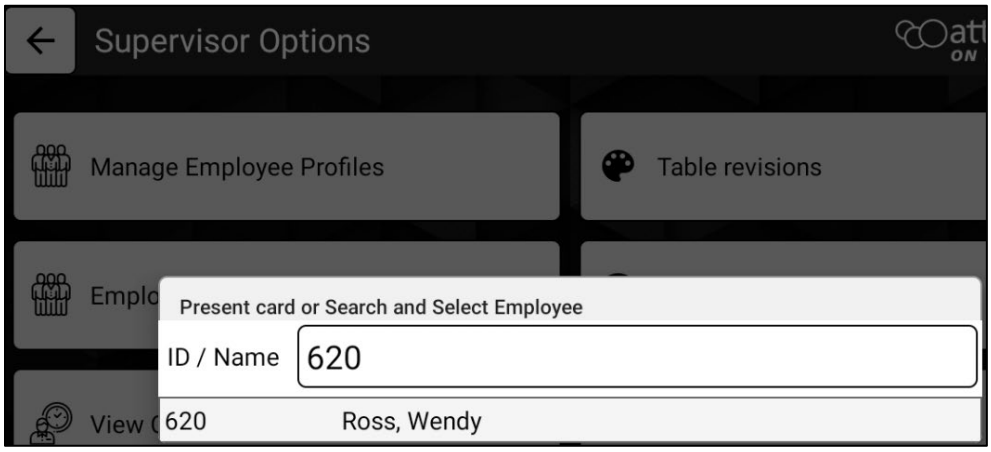
4. Tap **Manage Employee Profiles**. The **Present card or Search and Select Employee** prompt is displayed with the employee list by their last name.



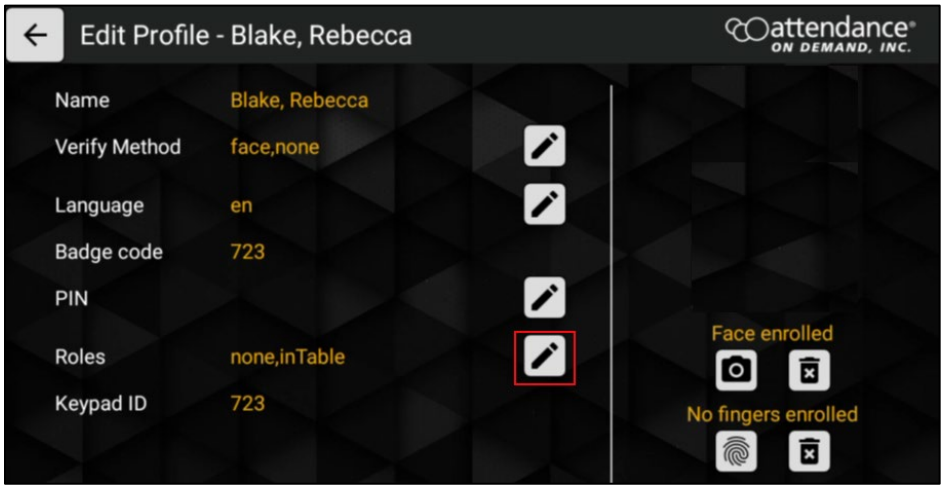
5. The employee can present their card.



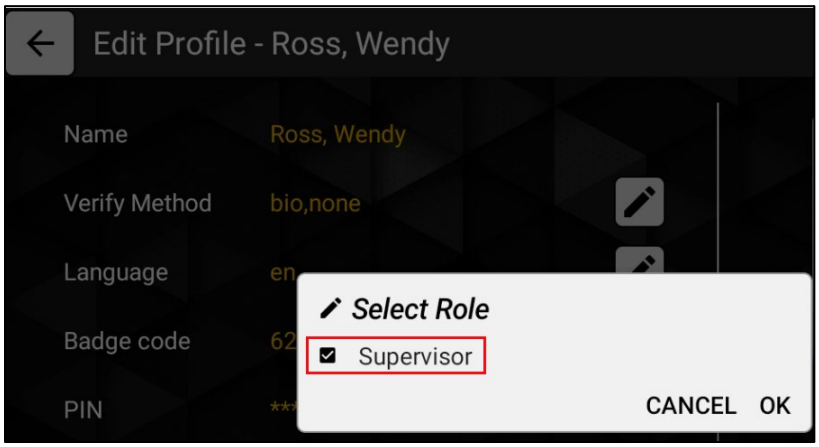
The supervisor can also search an employee by entering their badge number or name. Tap an employee in the returned employee list. The **Edit Profile** screen for this employee is displayed.



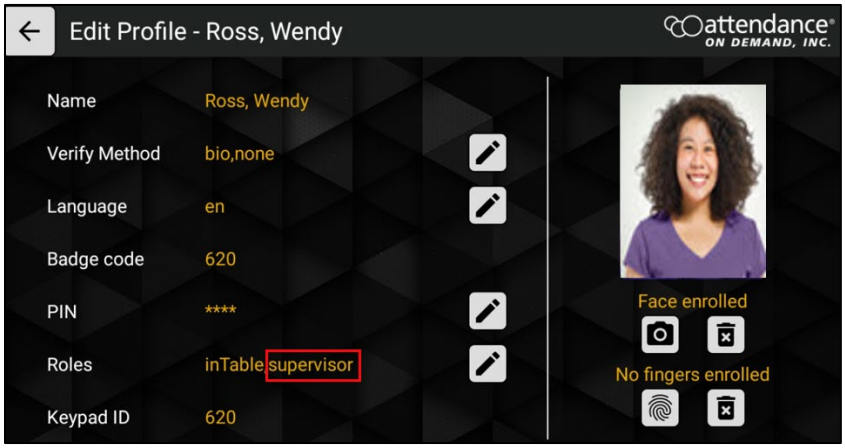
6. Tap the pencil icon (✎) for the **Roles** field. The **Select Role** prompt is displayed.



7. Enable **Supervisor** and tap **OK**.

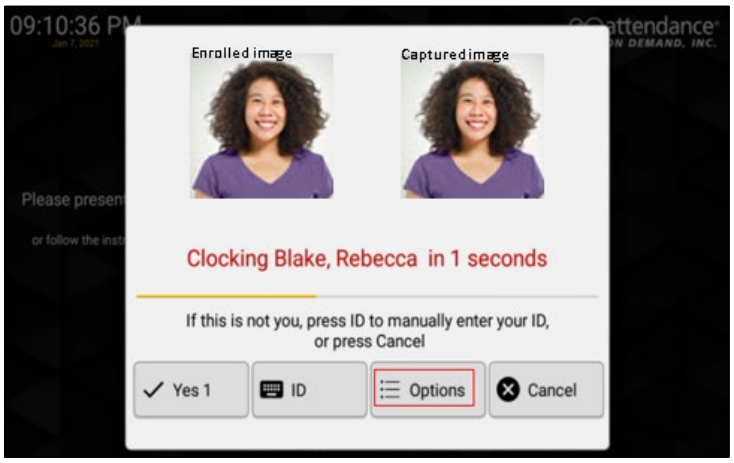


8. The role of this employee is changed to *supervisor*.

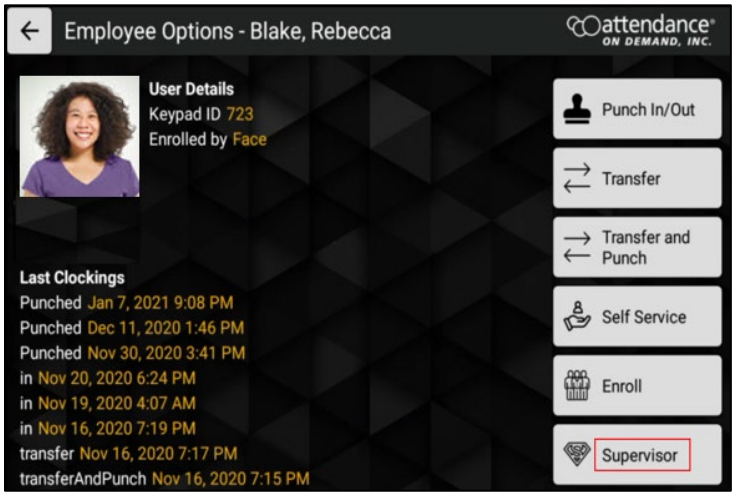
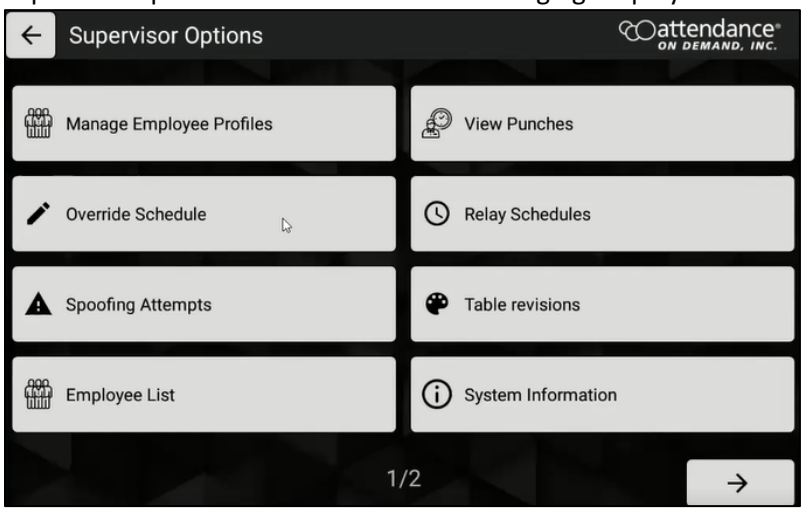


When this employee clocks in:

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.