Getting Started with Your GT10

attendance®
ON DEMAND

Documentation Revision History

Date	Description
08/09/23	The *My Profile* and *Enroll* options are unavailable on the Self-Service Options screen. The corresponding screenshots are updated to reflect this change.

GT10 is more than a time and attendance clock. It integrates with Human Resources Management Systems (HRMS) and potential applications beyond workforce management. Employees punch In and Out and perform many comprehensive functions using a badge, PIN entry, or face. This user guide provides instructions on how to use GT10 as administrator, supervisor and employee.

Meet the GT10

The GT10 clock face looks as follows:
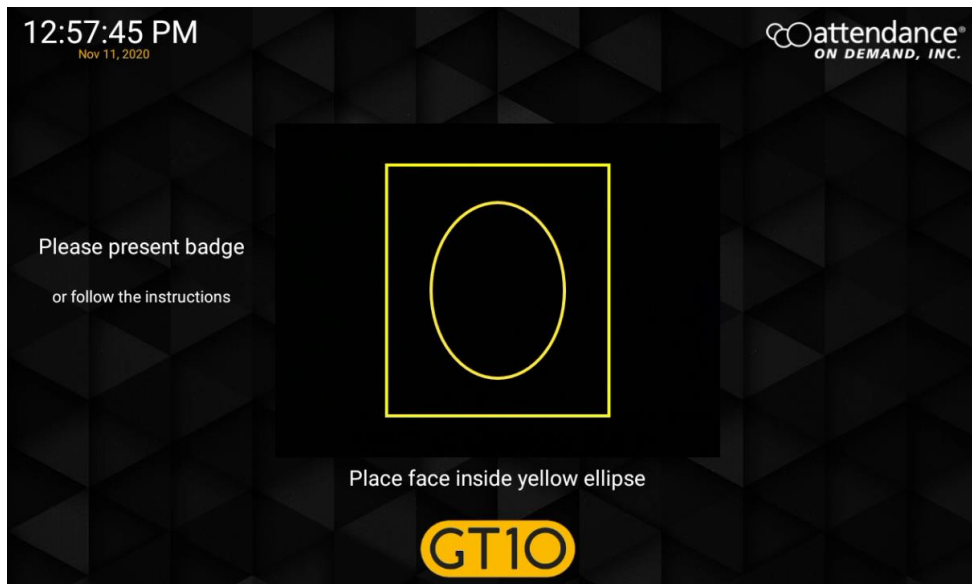
You can access Administration menu, Supervisor menu, and Employee menu.

- The administration menu on the GT10 clock is used for configuring application settings. See *Administration Menu* on page 6.
- The supervisor menu is used to perform transactions on behalf of employees. To perform supervisor edits for employees, see *Supervisor Menu* on page 31.
- Employees use the employee menu to perform employee edits. See *Employee Operations & Menu* on page 43.

Administration Menu

The administration menu on the GT10 clock is used for configuring application settings.

Accessing the administration Apps

The administration menu is part of administration apps. To access the administration menu:
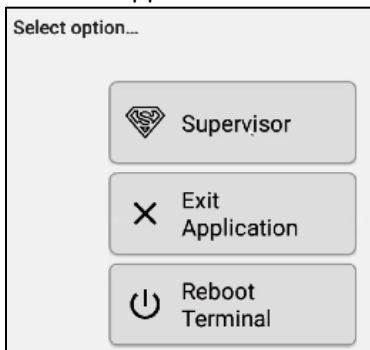
1. Press and hold the upper left corner of the clock screen for more than 7 seconds. The **Enter Local Supervisor PIN…** screen is displayed.
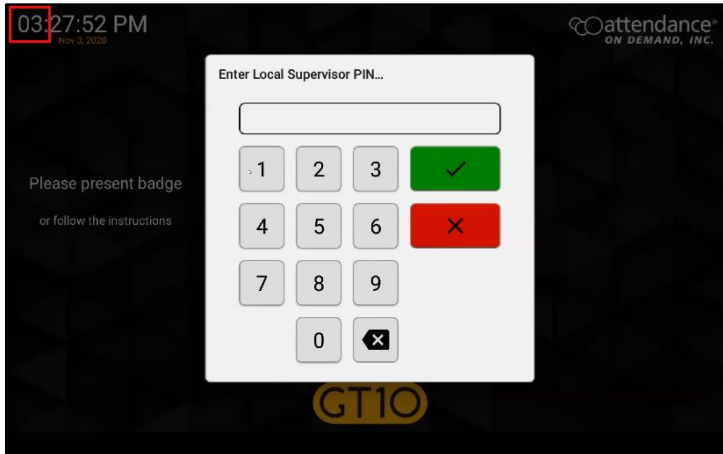
2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon (). The **Select option…** screen is displayed.
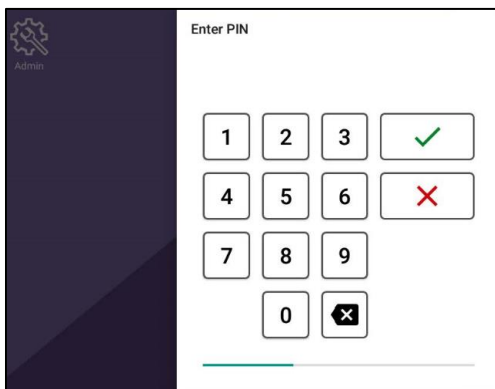

3. Click Exit Application. The launcher startup screen is displayed.

4. Tap the cog icon (⚙Admin). The **Enter PIN** dialog is displayed.
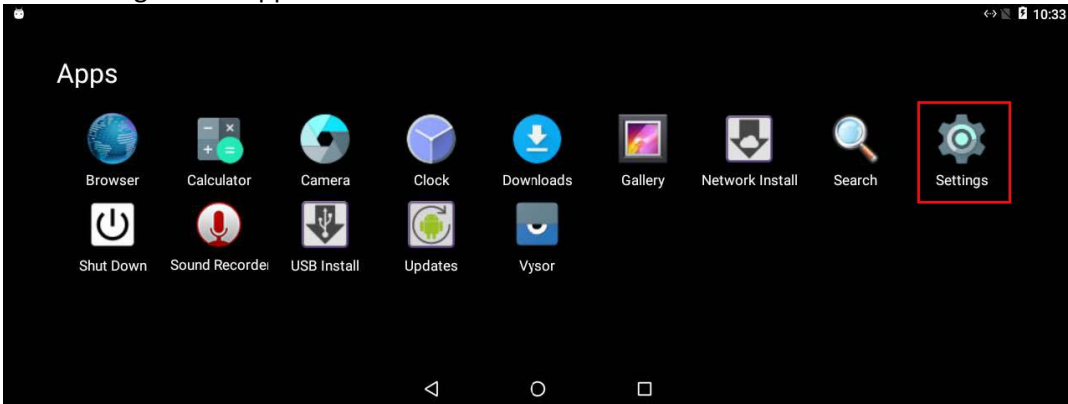

5. Enter the password to access the setup menu and tap the check mark (✓) for confirmation. The default PIN is 1905.

Note: It is recommended to change the PIN. See *Change the Admin PIN* on page 9.

6. Click Settings in the Apps menu.

The following table lists the menu and sub-menu structure and their descriptions in Apps.

| Menu & Sub-Menu Structure			Description
Settings	Wireless & networks	Wi-Fi	Enable or disable wireless network. See *Enabling the Wireless Network* on page 11.
		Bluetooth	Enable or disable Bluetooth.
		Wired Network	Configure wired network, enable DHCP or static IP. See *Enabling the Wired Network* on page 12.
	Devices	Readers & peripherals	Configure proximity card reader or swipe card reader. See *Configuring the Readers* on page 13.
		Launcher	Change PIN to access the administration menu. See *Change the Admin PIN* on page 9.
		AssistIT	Enable AssistIT for remote support. See *Enable AssistIT for Remote Support* on page 10.
	Personal	Backup & reset	Factory data reset by removing downloaded apps, settings, including the Internet settings. See *Reset to Factory Defaults* on page 16.
	System	Date & time	Configure time zone, date and/or time format. See *Configuring Date and Time* on page 16.
		Developer options	Enable USB debugging to share the clock screen.
		About tablet	Tap Build number 7 times to enable Developer options.
Network Install			After factory reset, install the Firmware and Application. See *Restoring to Factory Configuration with Network Installation* on page 18.
Camera			See *Testing the Camera* on page 15.
Shut Down			See *Shutting Down the Clock* on page 15.
Setup GtAoD	Advanced		Test the connection to Custom Exchange. See *Testing the Connection to Custom Exchange* on page 20.

Administration Operations

Change the Admin PIN

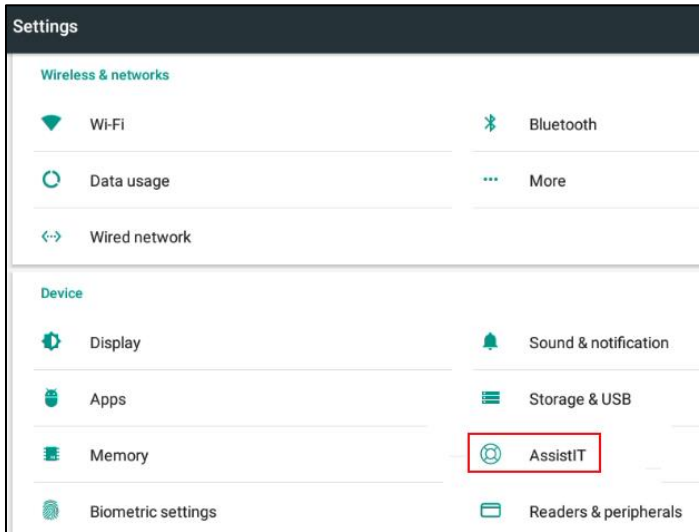1. Access Settings menu and select Launcher.
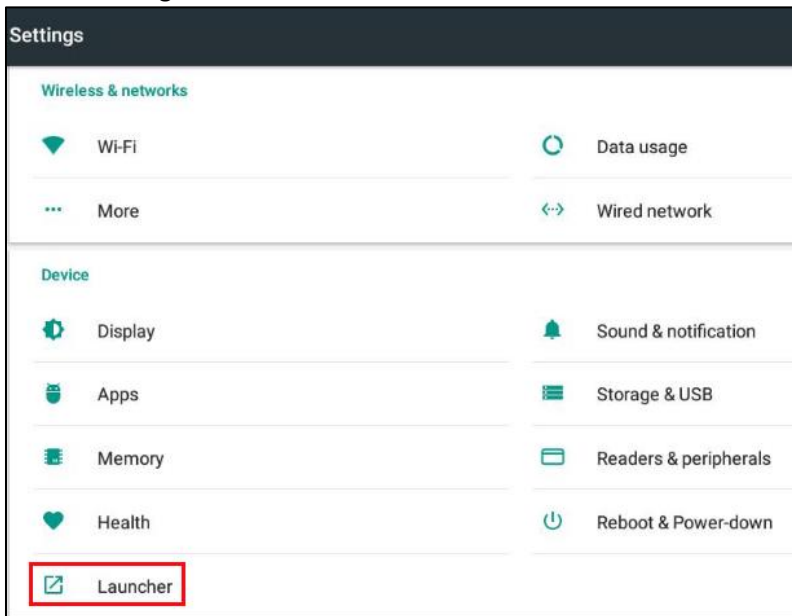
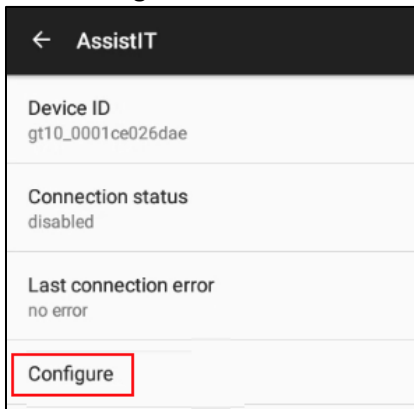2. Click PIN used by administrator to access settings.
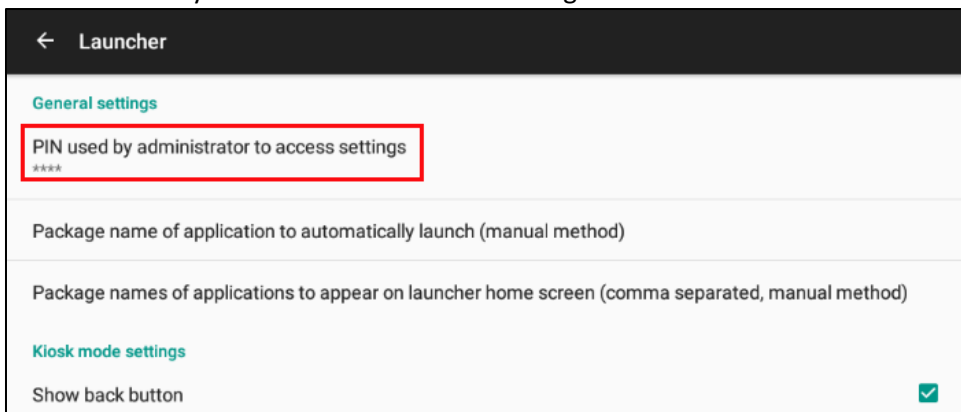
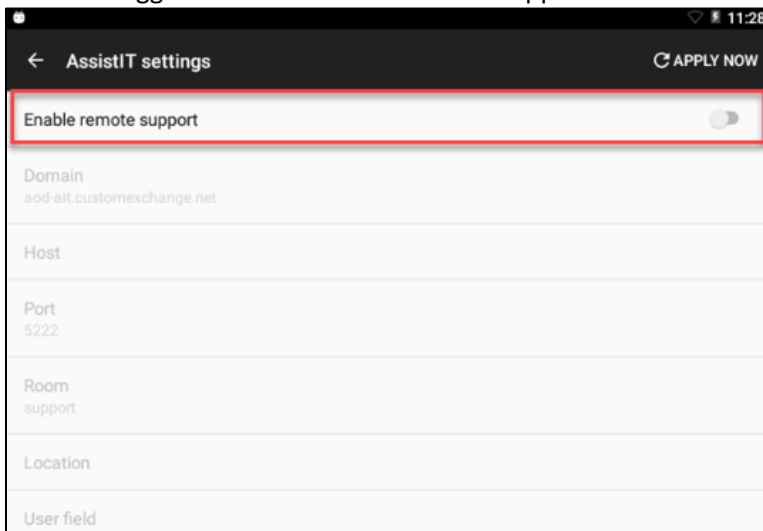## Enable AssistIT for Remote Support

1. Access the Settings menu and select AssistIT.

2. Click Configure.

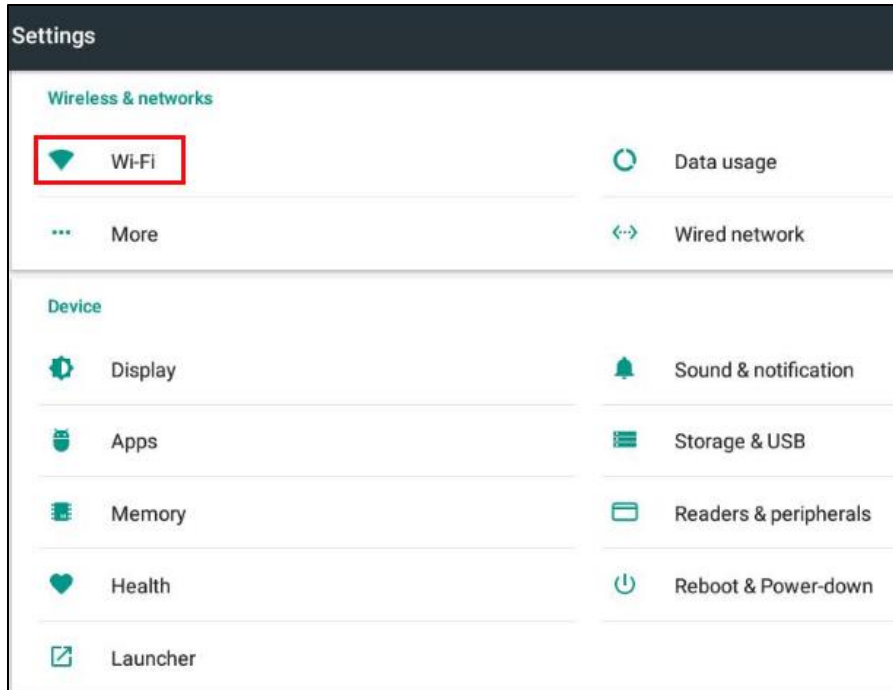3. Click the toggle switch for Enable remote support.

Configuring Network Settings

You can specify to use wired network or WiFi and configure the settings for your network selection.

Enabling the Wireless Network

To enable the wireless network:

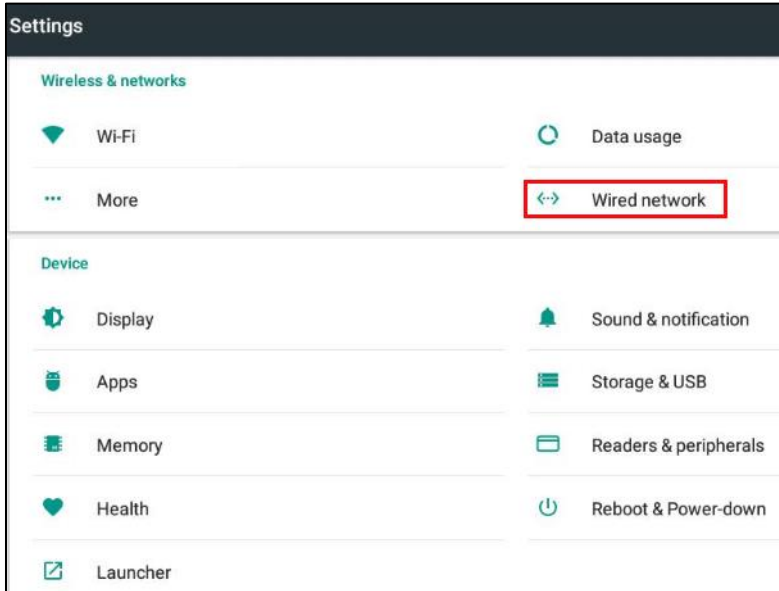1. Access Settings menu and select Wi-Fi.

2. If the WiFi module is installed, the available networks are displayed.
3. Select a wireless network and enter password for connection.
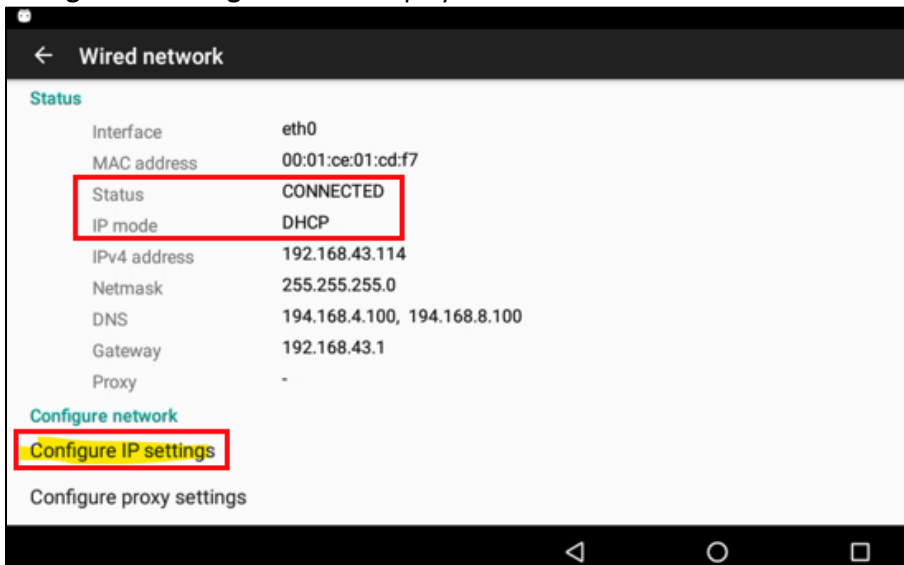4. Tap the back icon ( ) at the bottom of the screen to return to the main **Settings** screen.

Enabling the Wired Network

To enable the wired network:

1. Access Settings menu and select **Wired network**.

2. If the Ethernet cable is plugged in, the current address and network state is displayed. **Note**: By default, DHCP is enabled for IP, DNS, and NTP. If DHCP is acceptable no further configuration is required. If the device needs to be given a static IP address, tap **Configure IP settings**. The **Configure IP settings** screen is displayed.
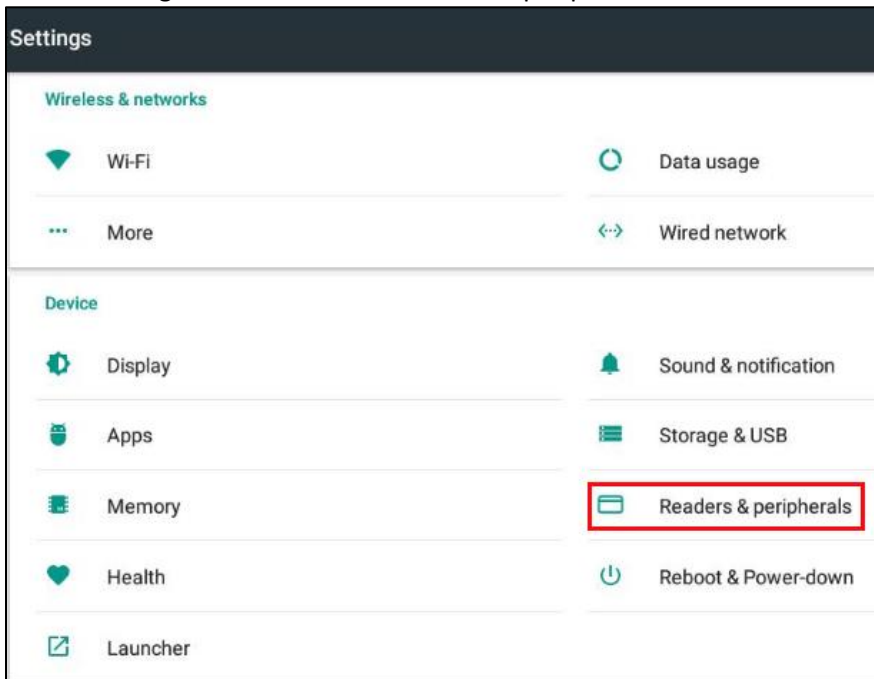
3. Tap **IP mode**. The **Select IP mode** dialog is displayed. Select **Static**.
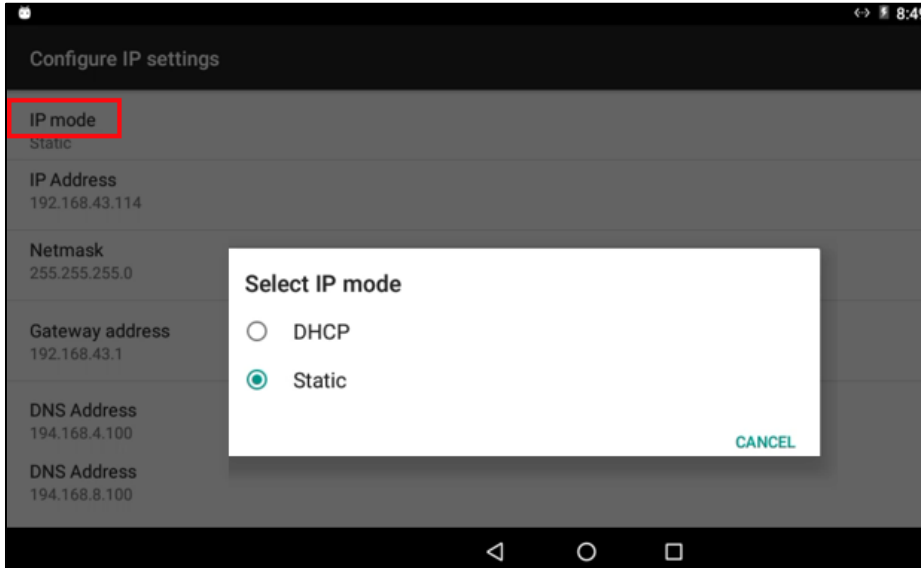
4. Tap **IP Address**, **Netmask**, **Gateway address**, **DNS Address** to specify the static IP address.
5. Tap the back icon ( ) at the bottom of the screen to return to the main **Settings** screen
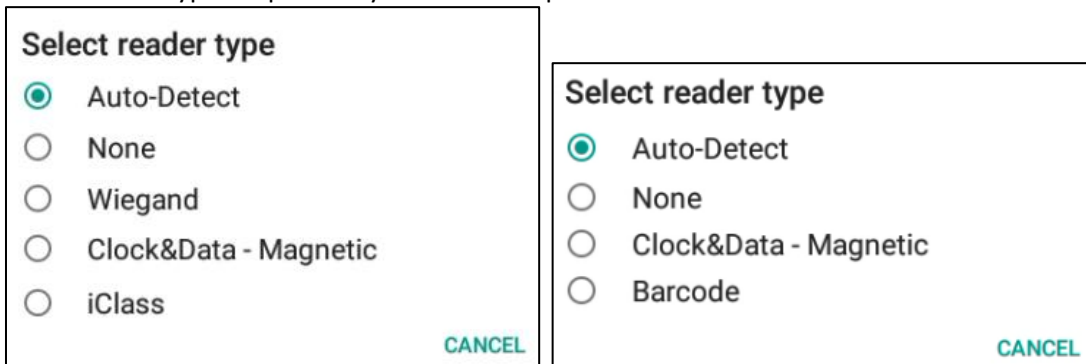
Configuring the Readers

1. Access Settings menu and select Readers & peripherals.

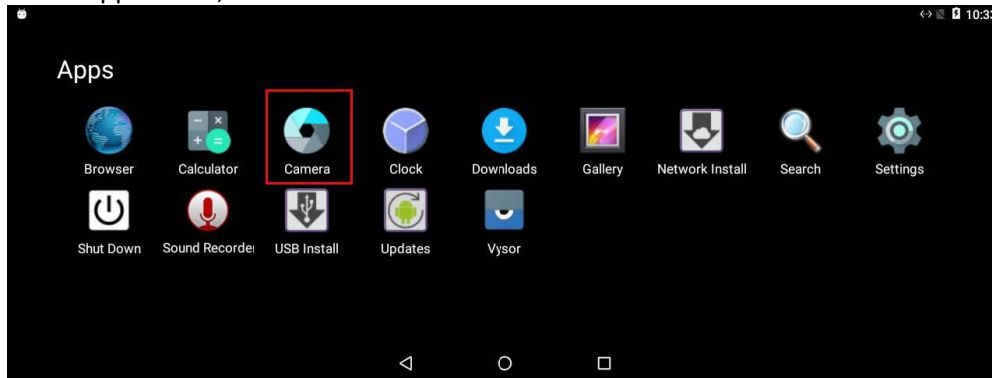2. Tap **Reader type** for **Proximity reader** or **Swipe reader**. The **Select reader type** dialog is displayed.
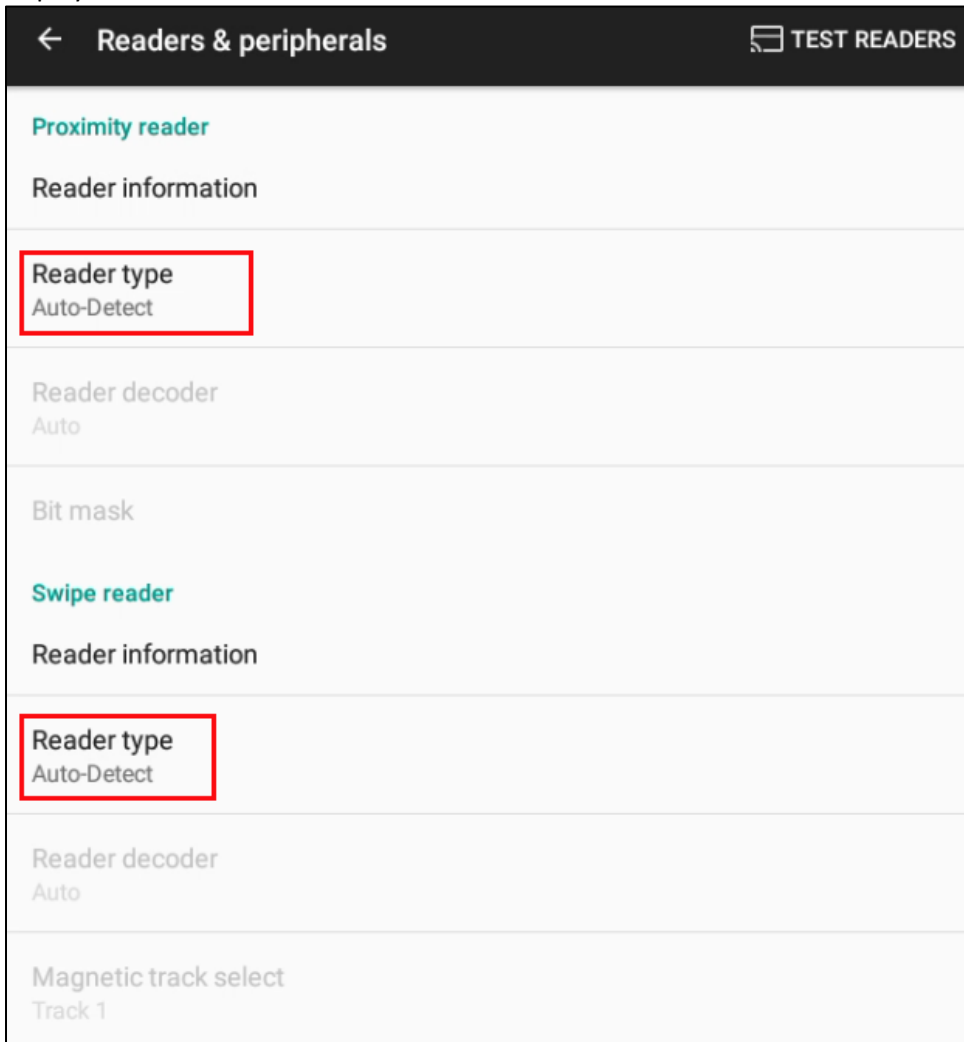
3. Select reader type for proximity reader or swipe reader.

## Testing the Camera

1. In the Apps menu, click Camera.

2. A live picture is displayed on the clock screen. When the camera is operating, the camera active indicator to the right of the camera is lit.

Shutting Down the Clock

It is recommended to perform a shutdown operation when powering off the GT10. If a battery backup is installed, the shutdown operation allows the GT10 to be powered down without exhausting battery. Remove the power after the clock has completed its shutdown. If power is left connected, the clock will restart after a delay.

To perform the shutdown operation:

1. In the Apps menu, tap Shut Down.
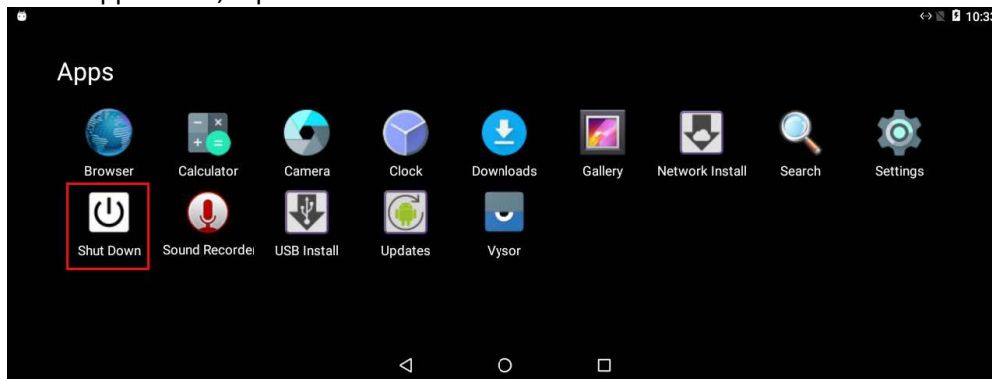
2. Tap SHUT DOWN.
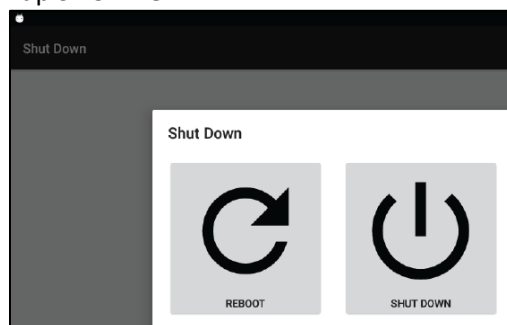
Configuring Date and Time

To configure correct date and time with preferred format in your time zone:
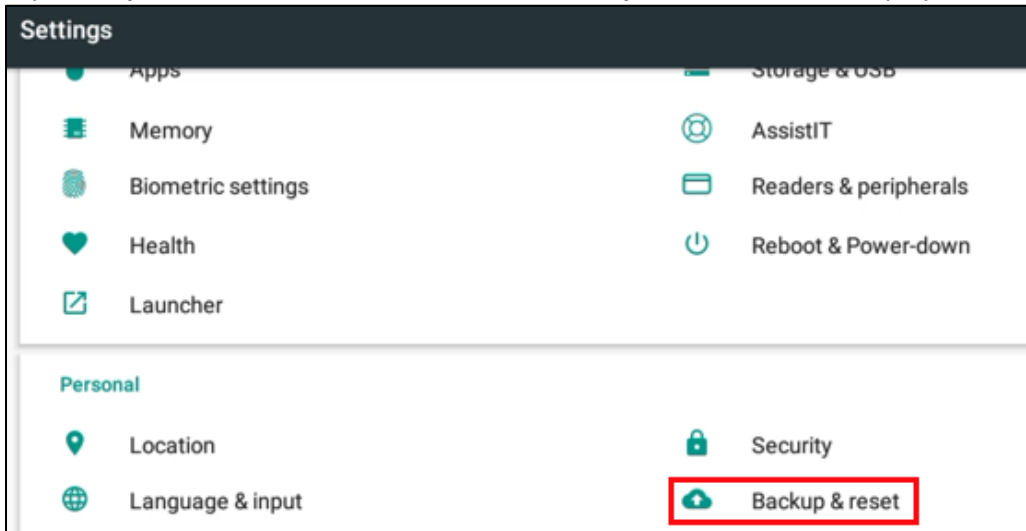
1. Tap **Date & time**.
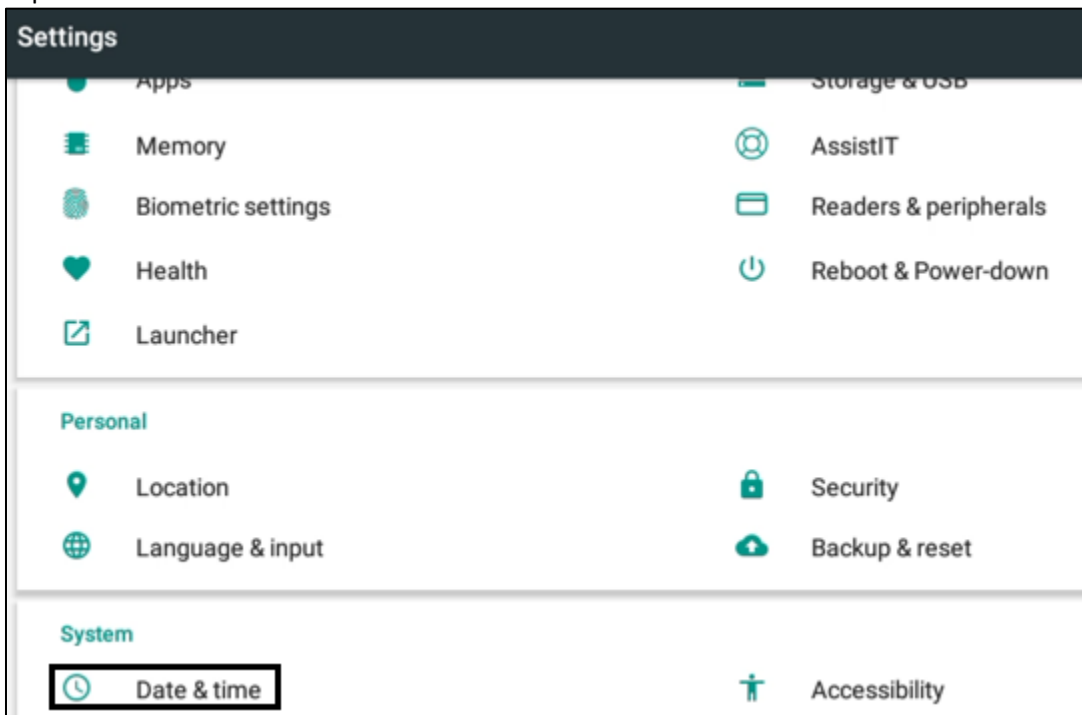
2. Tap **Select time zone** and select your time zone**.**
3. If needed, toggle **Use 24-hour format** or not.
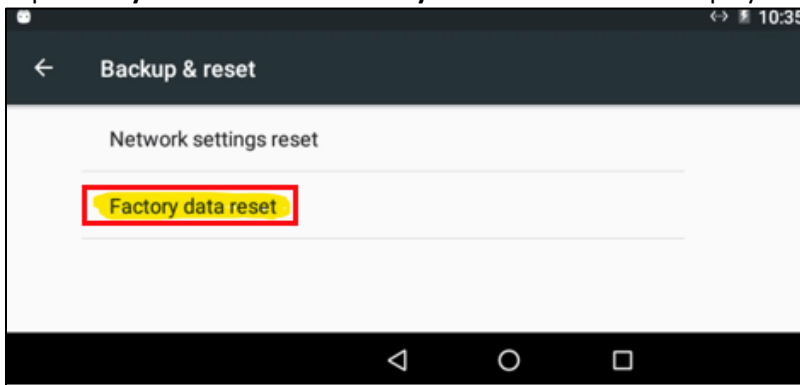
Reset to Factory Defaults

Reset to factory defaults means to remove downloaded apps and all settings from GT-10.
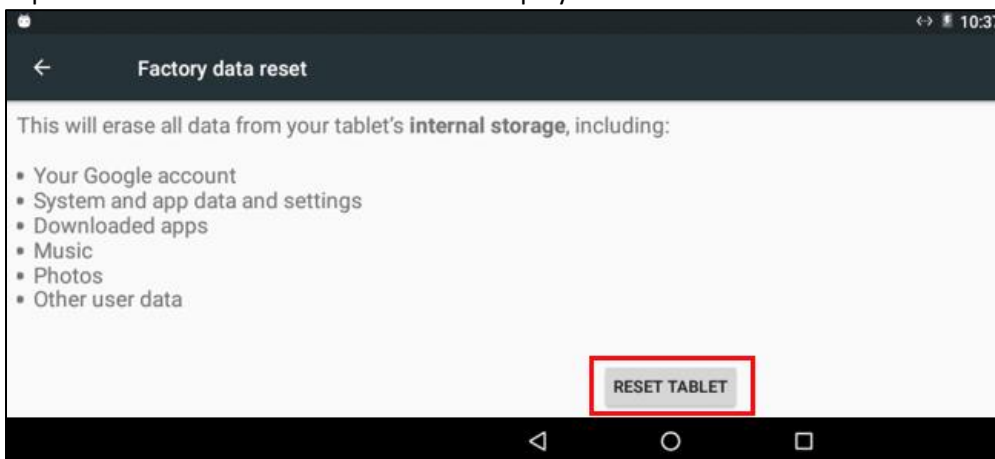
To revert clock settings to factory defaults:

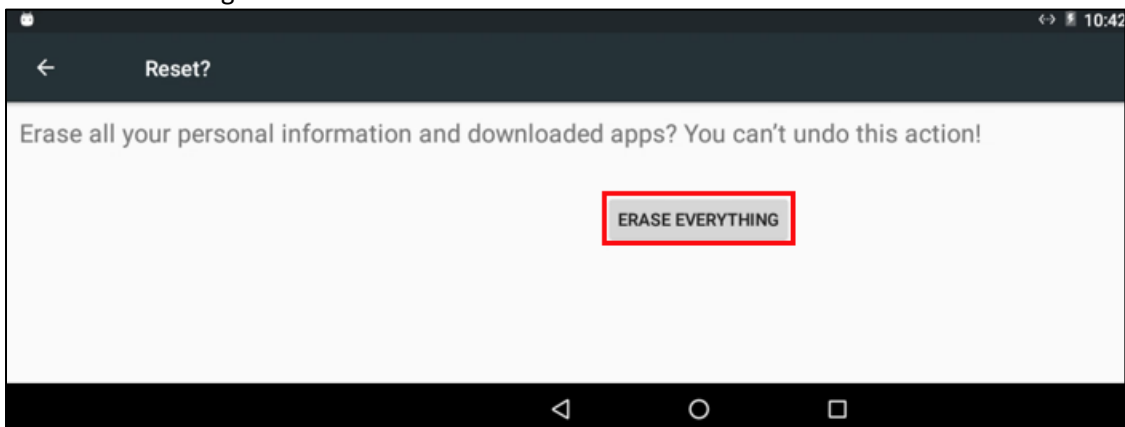1. Tap **Backup & reset** in the **Personal** area. The **Backup & reset** screen is displayed.

2. Tap **Factory data reset**. The **Factory data reset** screen is displayed.

3. Tap **RESET TABLET**. The **Reset?** screen is displayed.

4. Select **ERASE EVERYTHING**. **Note**: This operation removes downloaded apps, settings, including the Internet settings.

5. The tablet reboots and restarts. No application is installed.

Restoring to Factory Configuration with Network Installation

To restore the factory shipped application and configuration, power up the clock and ensure it has an internet connection. See *Configuring Network Settings* on page 11 on how to set up wireless or wired network connection.

1. Before installing the package, make sure downloaded apps and settings are removed from GT-10. See *Reset to Factory Defaults* on page 16.
2. Tap Network Install. The **Network Install** screen is displayed.
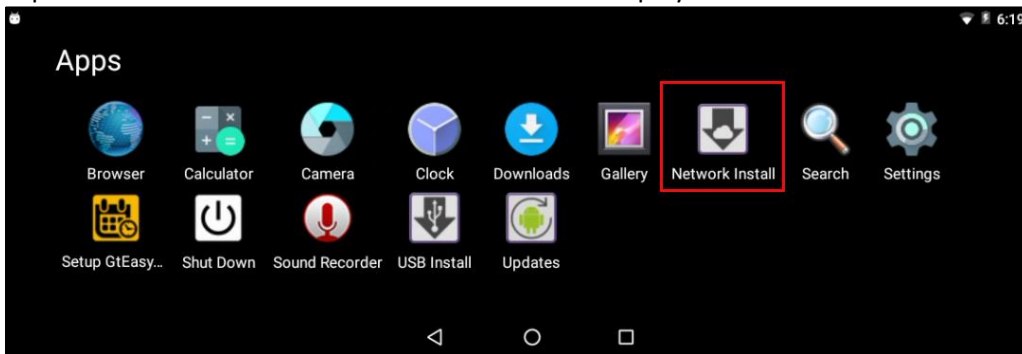
3. Enter the provided install ID and PIN. Click **Install packages**. **Note**: For the *aodstage* system, ID is 924545 and PIN is 0895.
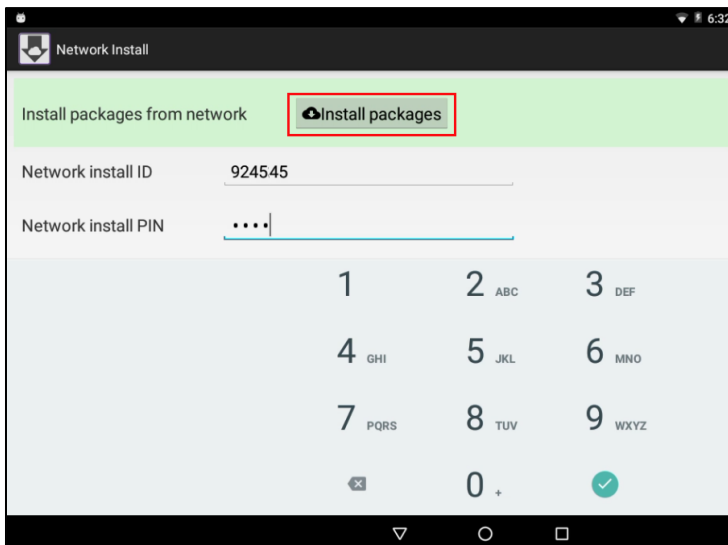
4. The **Installing packages…** progress bar is displayed to indicate the percentage of loading the application, firmware and configuration the clock was shipped with.
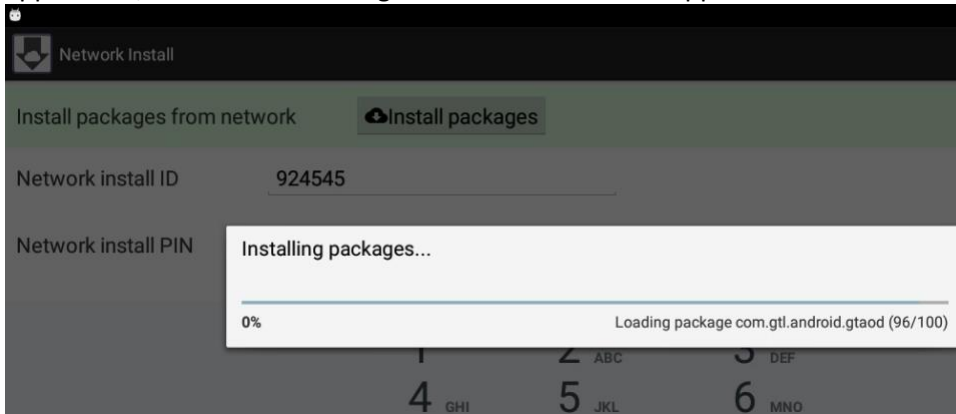

5. Click **OK** after the installation is complete. The **Apps** launcher screen is displayed. The clock is now back in the same condition as a new clock.
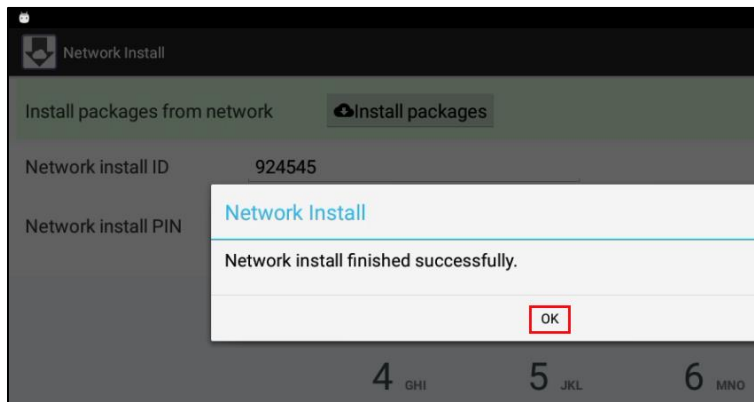
6. The **Setup GtAoD** icon is displayed. See *Testing the Connection to Custom Exchange* on page 20 on how to test the connection to Custom Exchange.
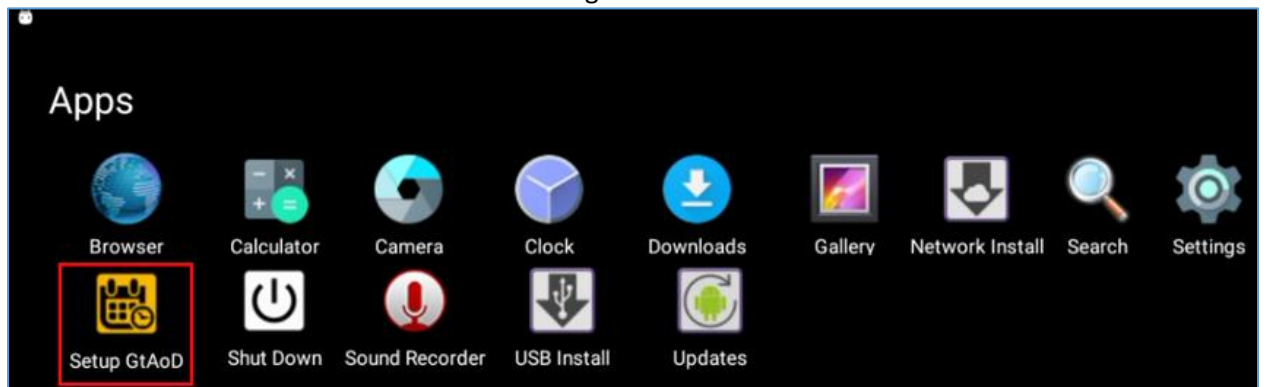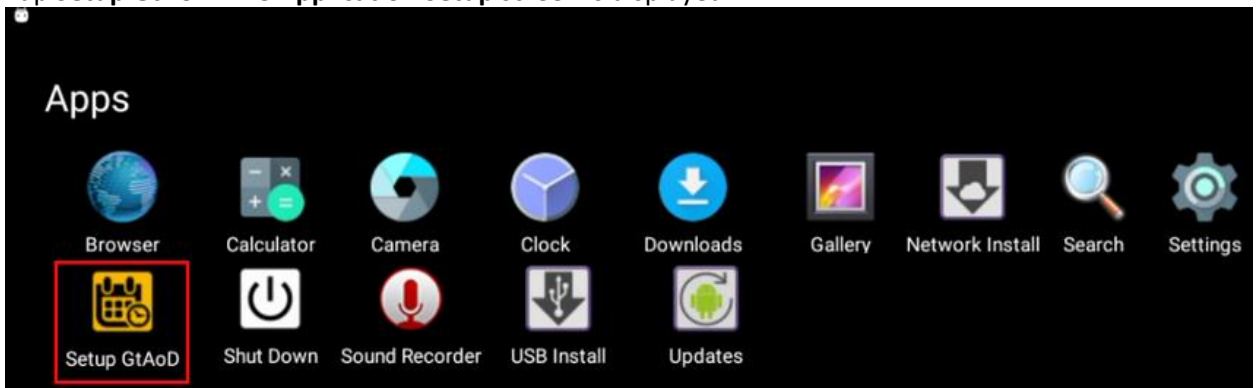
Note: This process can also be done using USB when there is no Internet access to the provision servers.
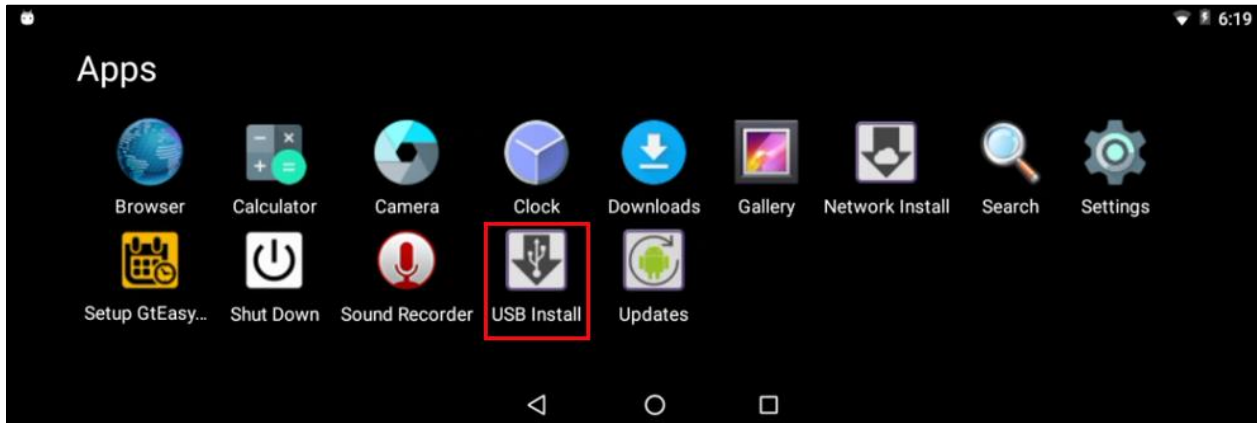
Testing the Connection to Custom Exchange

1. Tap **Setup GtAoD**. The **Application Setup** screen is displayed.
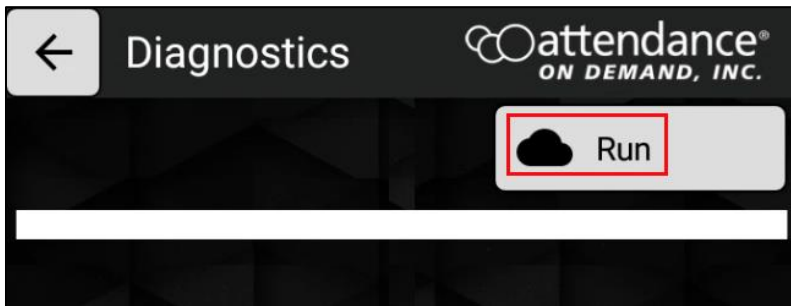

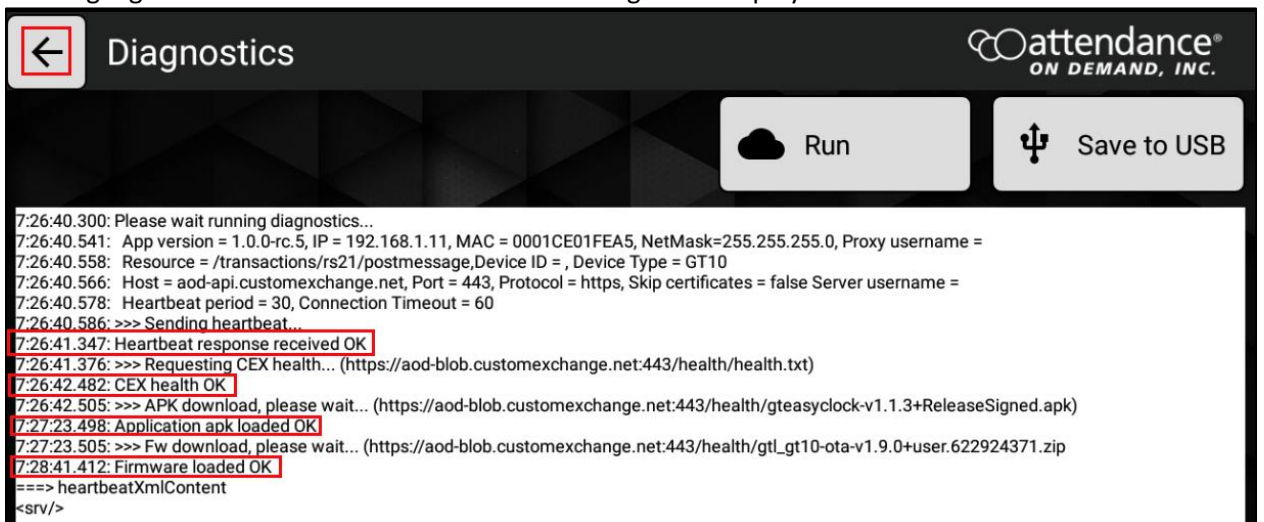2. Click **Advanced**. The **Advanced Setup** screen is displayed.
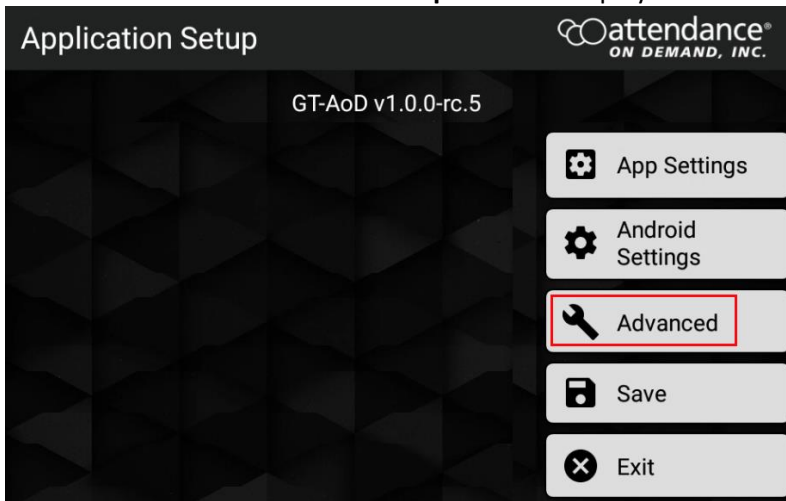
3. Tap **Diagnostics**. The **Diagnostics** screen is displayed.
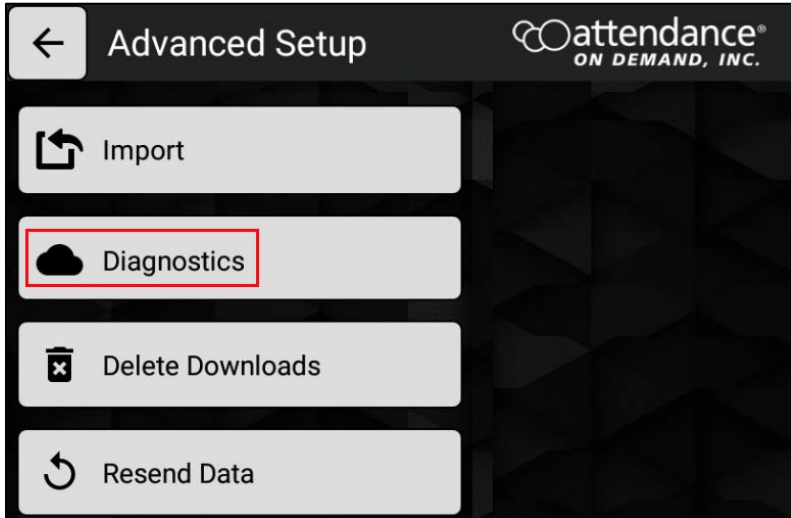
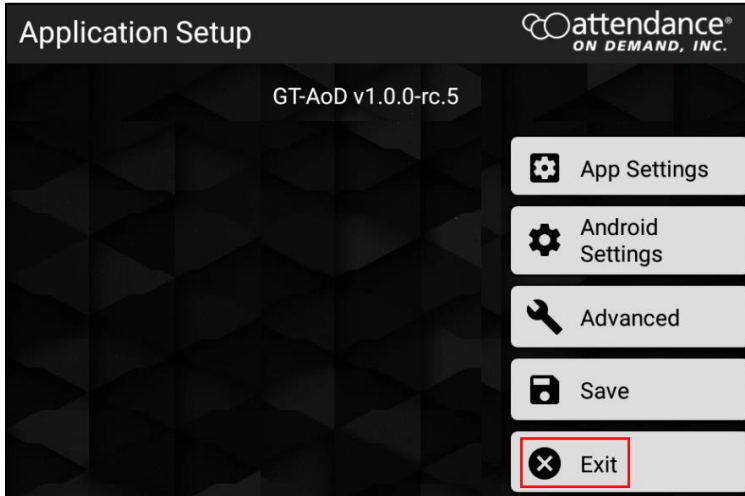4. Tap **Run** to test against the Custom Exchange server and validate that all the endpoints are accessible.


5. If there are no network issues or firewall rules block the content to be transferred, the following messages are displayed for downloading the application and firmware. Make sure the following lines highlighted below show OK and no error messages are displayed. Click the Back arrow



```
7:26:40.300: Please wait running diagnostics...
7:26:40.541:  App version = 1.0.0-rc.5, IP = 192.168.1.11, MAC = 0001CE01FEA5, NetMask=255.255.255.0, Proxy username =
7:26:40.558:  Resource = /transactions/rs21/postmessage,Device ID = , Device Type = GT10
7:26:40.566:  Host = aod-api.customexchange.net, Port = 443, Protocol = https, Skip certificates = false Server username =
7:26:40.578:  Heartbeat period = 30, Connection Timeout = 60
7:26:40.586: >>> Sending heartbeat...
7:26:41.347: Heartbeat response received OK
7:26:41.376: >>> Requesting CEX health... (https://aod-blob.customexchange.net:443/health/health.txt)
7:26:42.482: CEX health OK
7:26:42.505: >>> APK download, please wait... (https://aod-blob.customexchange.net:443/health/gteasyclock-v1.1.3+ReleaseSigned.apk)
7:27:23.498: Application apk loaded OK
7:27:23.505: >>> Fw download, please wait... (https://aod-blob.customexchange.net:443/health/gtl_gt10-ota-v1.9.0+user.622924371.zip)
7:28:41.412: Firmware loaded OK
===> heartbeatXmlContent
<srv/>
```

6. Click **Exit** to exit the application setup screen.

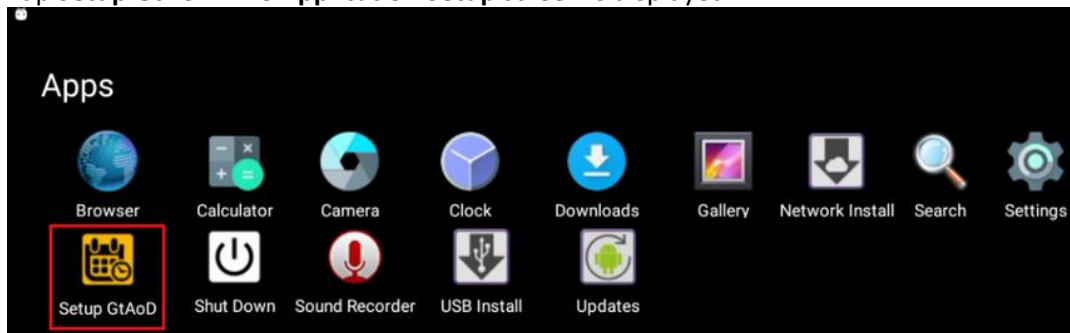7. Click **Shut Down**. The **Shut Down** dialog is displayed.
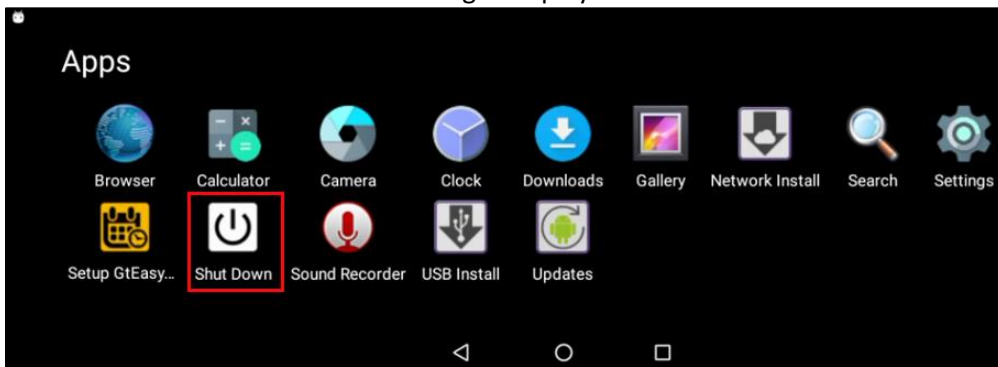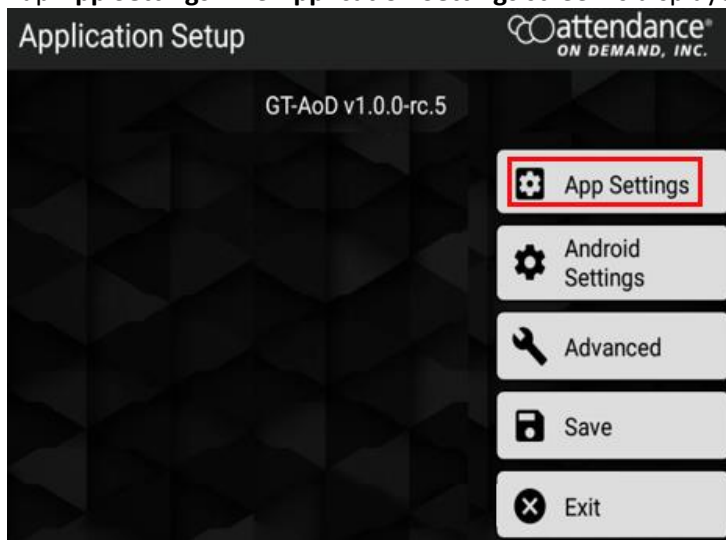

8. Tap **REBOOT** to restart the clock.
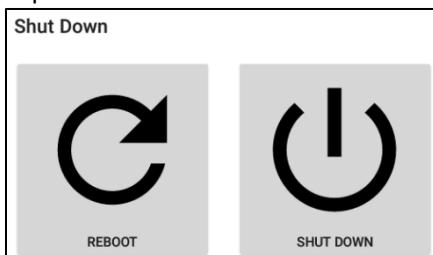
Setting up GTAoD

To access App settings, Android settings, and some advanced settings:

1. Tap **Setup GtAoD**. The **Application Setup** screen is displayed

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

3. You can configure the following settings:
   - Enable spoof mode to detect the suspicious clock access attempts. See *Enabling Spoof Mode* on page 24.
   - Enable mask detection to verify employees when they wear the mask. See *Enabling Mask Detection* on page 25.
   - Change an employee role to become a supervisor. See *Adding an Employee as a Supervisor* on page 26.

Enabling Spoof Mode

The Spoof mode is disabled by default. To enable the spoof mode to detect the suspicious clock access attempts:

1. Scroll down the screen. Locate **Spoof Mode** and **Spoof Mode Threshold**.
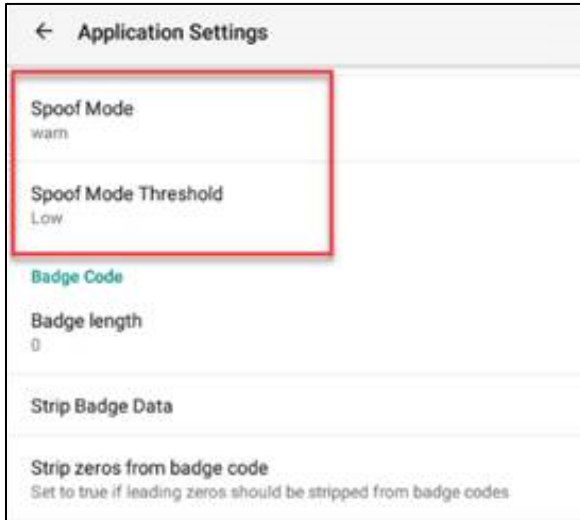
2. Click Spoof Mode. The Spoof Mode dialog is displayed. You can select the following spoof modes.
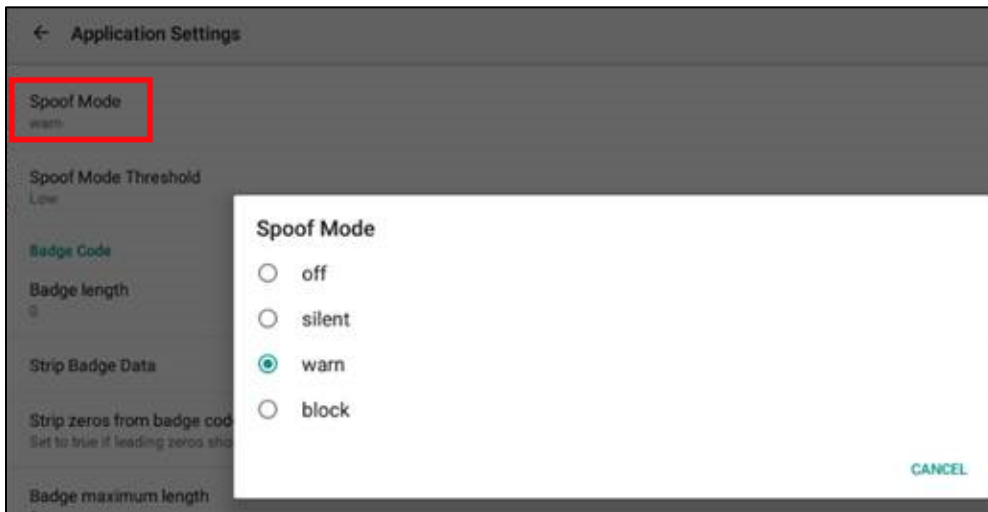
- off. This option is enabled by default. The suspicious attempts are not detected and recorded.
- silent. The suspicious attempts do not alert the employee.
- warn. The employee gets a popup alert for suspicious attempts and the clock recorded. See *Spoofing Attempts* on page 38.
- block. The employee is blocked from punching or returning to menu items.

3. Click **Spoof Mode Threshold**. The **Spoof Mode Threshold** dialog is displayed for specifying the threshold.
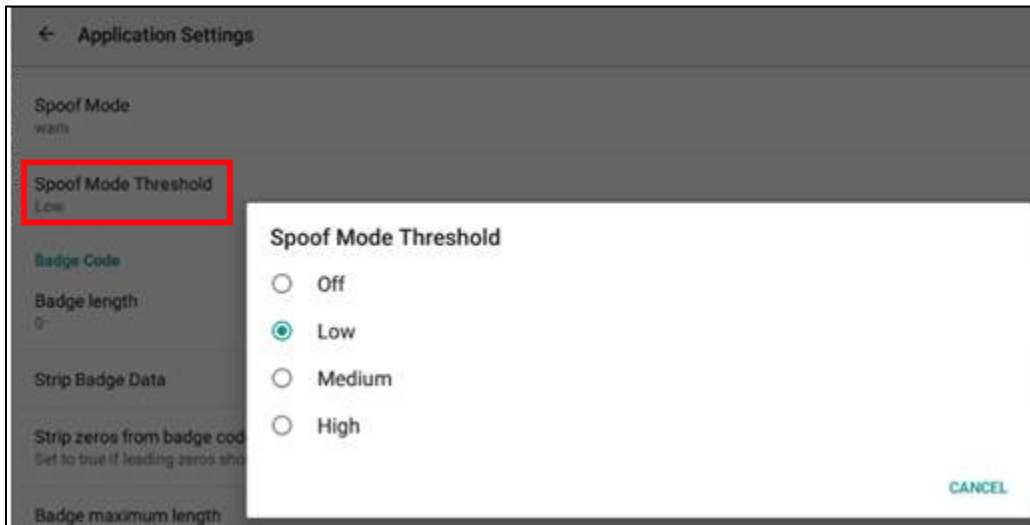
Enabling Mask Detection

The mask detection is disabled by default. To enable the mask detection to verify employees when they wear the mask, scroll down the screen. Locate **Face Mask Settings** and enable **Must wear mask**.
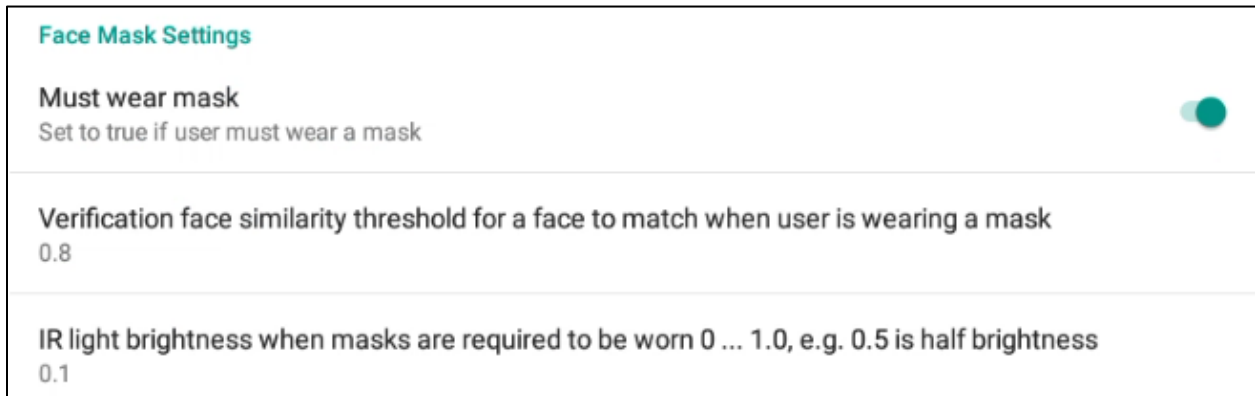
In order to verify employees wearing masks, make sure Verify method is enabled for facial recognition. *See Enable Verify Method for Mask Detection* on page 34. Then, employees wearing masks can be identified. See *Facial Recognition Identifies Employees Wearing Masks* on page 44.

Adding an Employee as a Supervisor

1. Tap **Enable profile editor options** in the **Employee** section. The **Enable profile editor** options dialog is displayed.
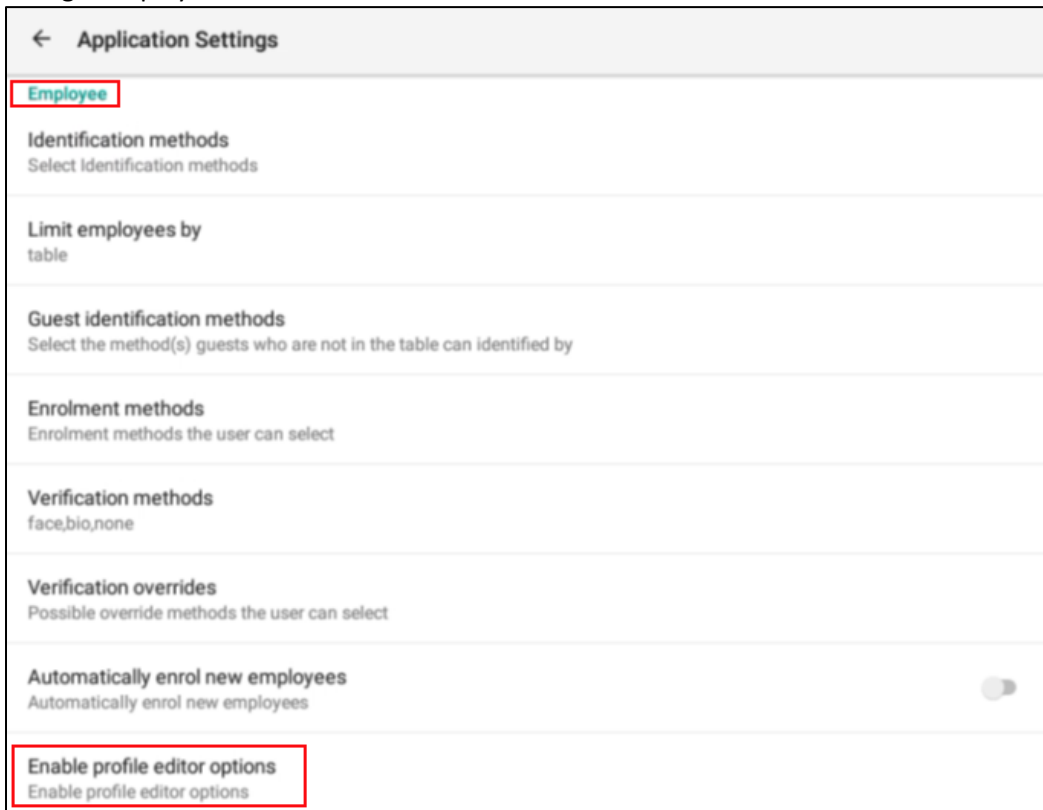
2. Check **Roles**. Then tap **OK**.
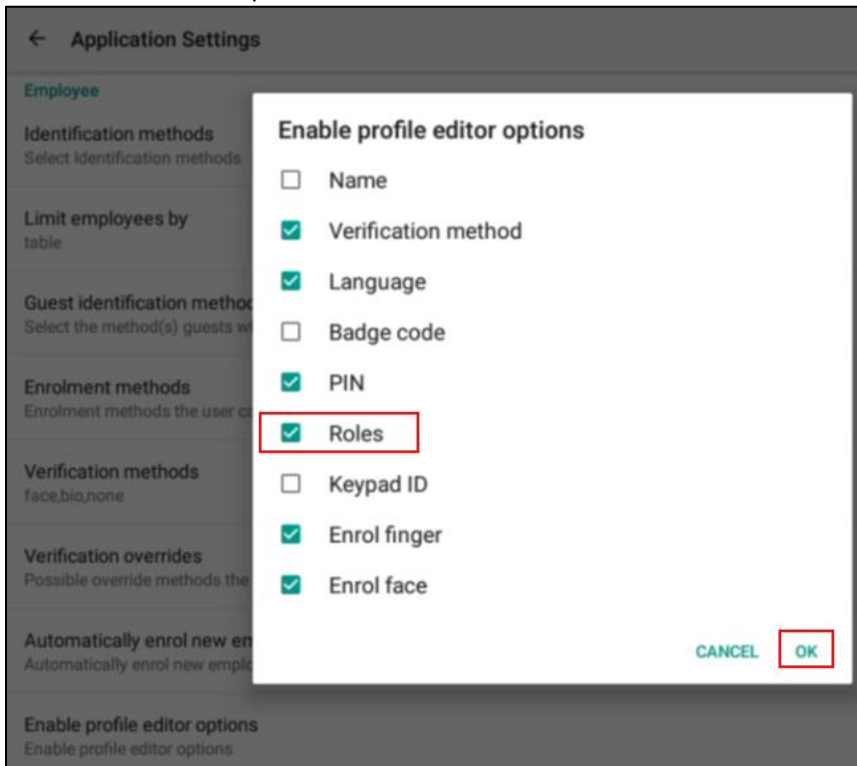
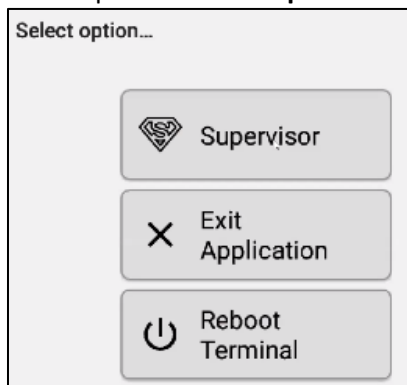Then access the employee via the Mange Employee Profiles in the Supervisor Menu as follows:
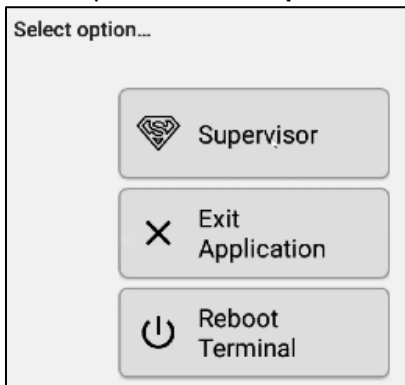
1. Press and hold the upper left corner of the clock screen for more than 7 seconds. The **Enter Local Supervisor PIN…** screen is displayed.
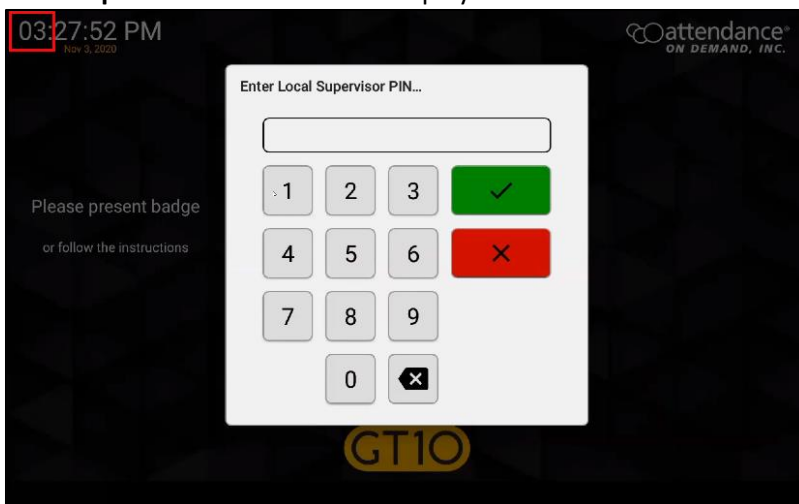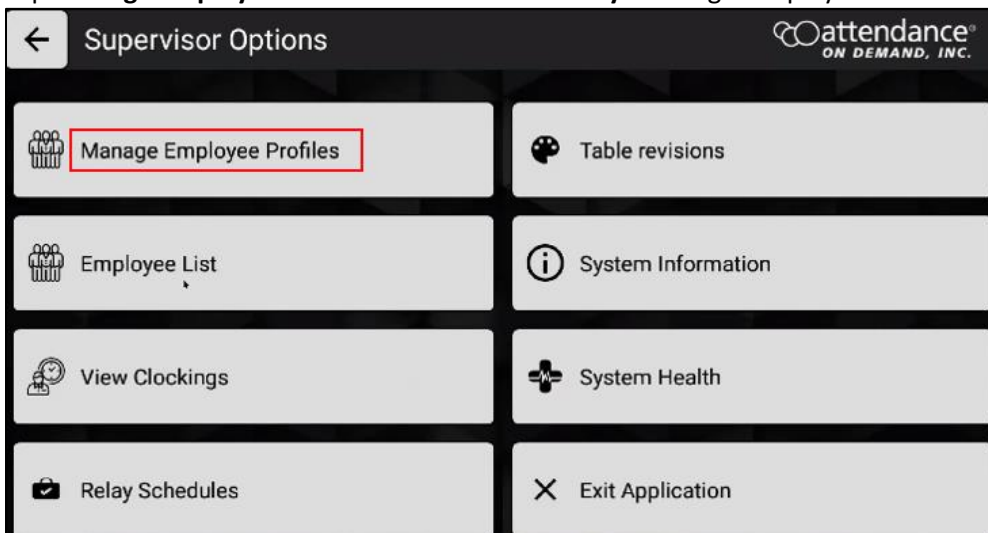
2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon (✓). The **Select option...** screen is displayed.

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.
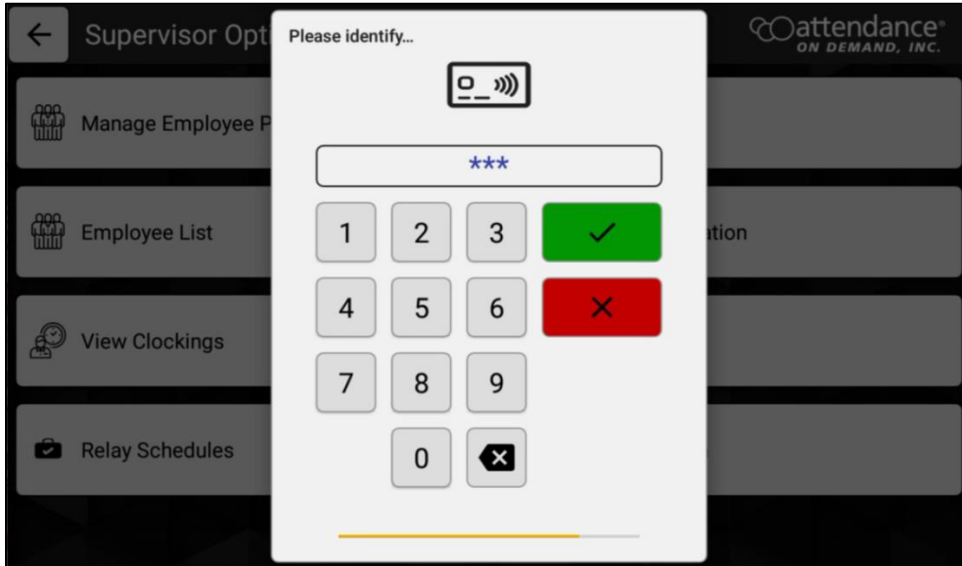
6. Click the pencil icon ( ) for the **Roles** field. The **Change employee roles** screen is displayed.
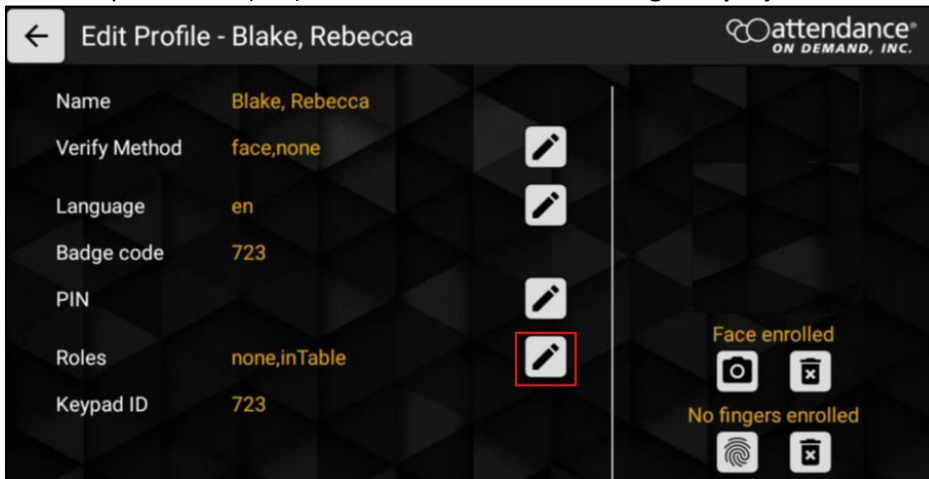
7. Type in supervisor in the **Enter Roles** field and tap **OK**.
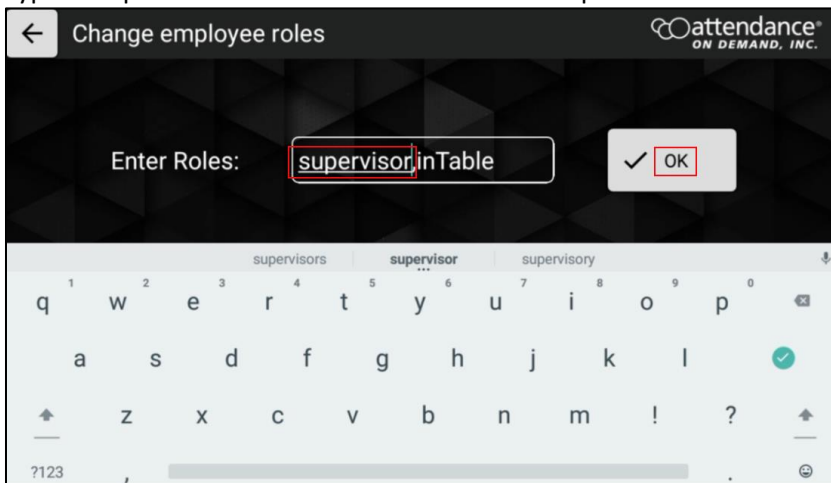
8. The role of this employee is changed to *supervisor*. Tap **Apply Changes**.
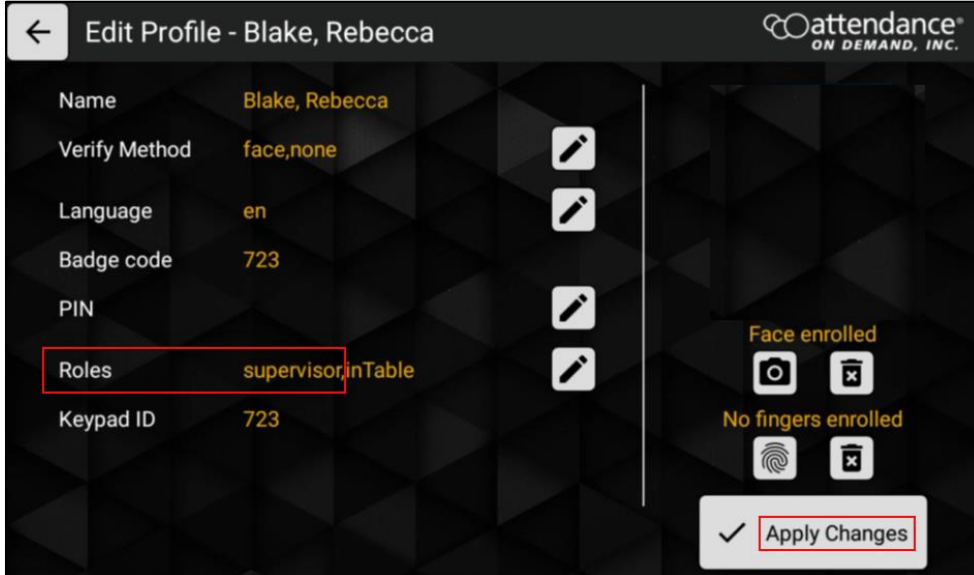
When this employee clocks in:

1. Tap the **Options** button. The E**mployee Options** screen is displayed.
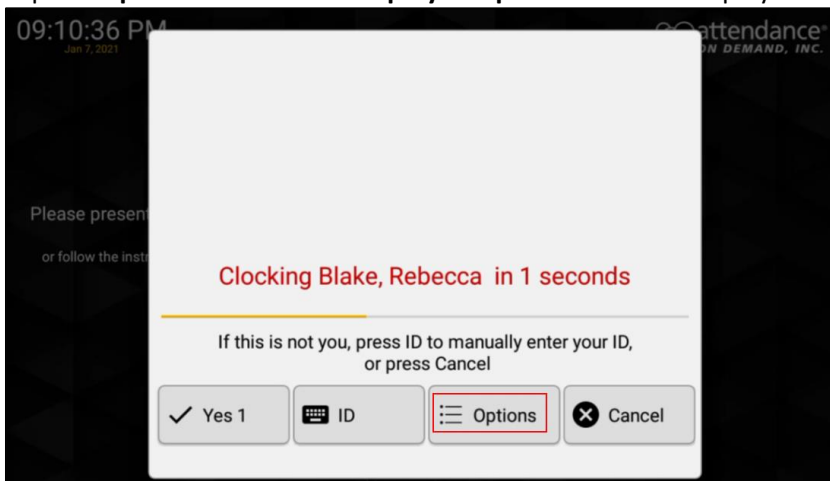
2. The **Supervisor** button is available to access the supervisor operations. See *Supervisor Menu* on page 31 for detailed supervisor operations.
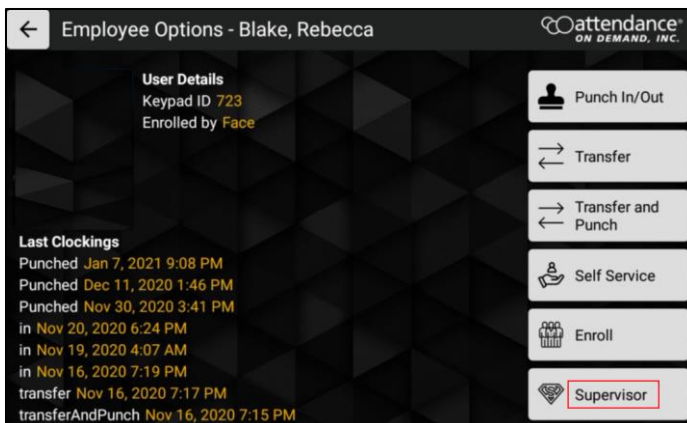
Supervisor Menu

To access the supervisor menu on the GT10 clock:

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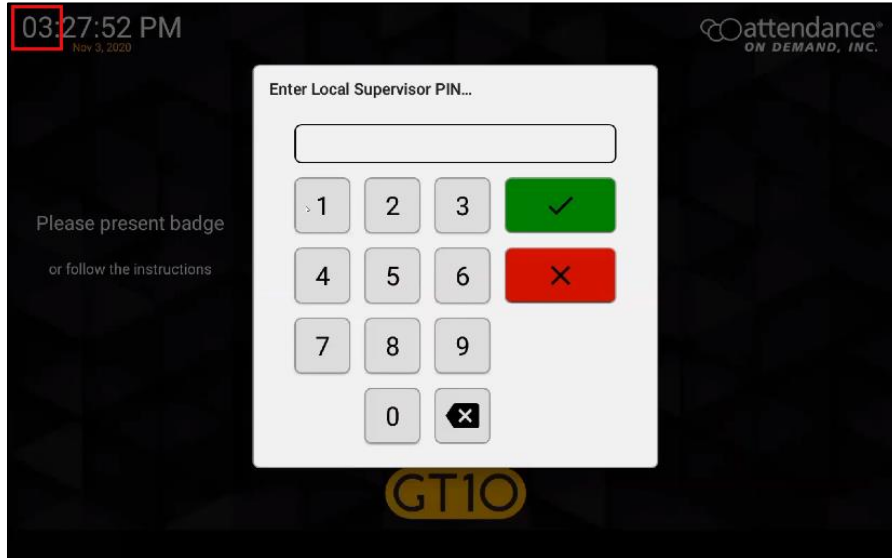
2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon (✓). The **Select option…** screen is displayed.

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

4. Based on your configuration, the supervisor options are displayed.

| Supervisor Options	Descriptions
Manage Employee Profiles	This option manage the employee profile for a specific employee with the following capabilities available: • Manage the verification methods: Finger, PIN, badge, finger, or face • Select language: English, Spanish, German, French, Dutch, or Arabic • Change PIN. • Enroll face or finger. See *Enrolling Employees using Facial Recognition* on page 35.
Override Schedule	Override schedule can lift punch restriction for a selected employee. See *Punch Restrictions and Override Schedule* on page 37.
Spoofing Attempts	Suspicious face recognition attempts are recorded. See *Spoofing Attempts* on page 38.
Employee List	All employees who are assigned to this clock are listed with their name, badge number, employee ID, verification method, and language used. See *Employee* List on page 39.
View Punches	Check the recent punch history for a specific employee. See *View Punches* on page 39.
Relay Schedules	If I/O module is installed, the schedules to trigger relay can be configured with its day of the week, On time, and Off time. See *Relay schedules* on page 41.
Table Revisions	The completed synchronization operations are displayed with dates and times. See *Table revisions* on page 41.

Supervisor Options	Descriptions
System Information	The following system information of the clock is displayed. • Application. The Application version, package name, and updated time. • System. The device ID, Firmware version, model, Android version, and SDK version. See *System Information* on page 41.
System Health	The current system status is displayed with the following information: • System. The PCB part number, revision, temperature, and CPU temperature. • Readers. If proximity reader, swipe reader, or biometric reader is installed. • Power. The power source is AC or DC with its Current and Voltage. • Battery. If the battery backup is installed. See *System Health* on page 42.
Exit Application	Exit the application to access the Administration settings. See *Exit Application* on page 42.

Manage Employee Profiles

This option manage the employee profile by specifying the methods to verify employees with their Finger, PIN, badge, finger, and/or face; Select language, including English, Spanish, German, French, Dutch, or Arabic; Change PIN.

1. Tap **Manage Employee Profile** in the **Supervisor Options** menu. The **Please identify…** screen is displayed.
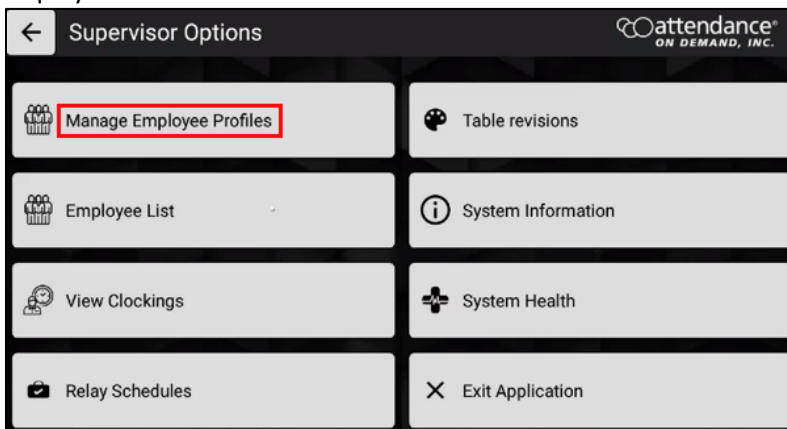
2. Enter the employee badge number. Tap . The **Edit Profile** screen is displayed.
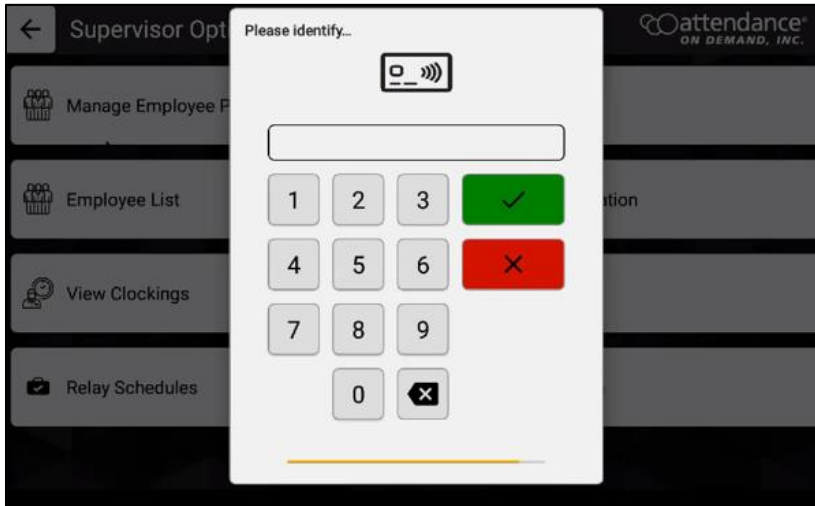
3. You can manage the employee profile for a specific employee with the following capabilities available:
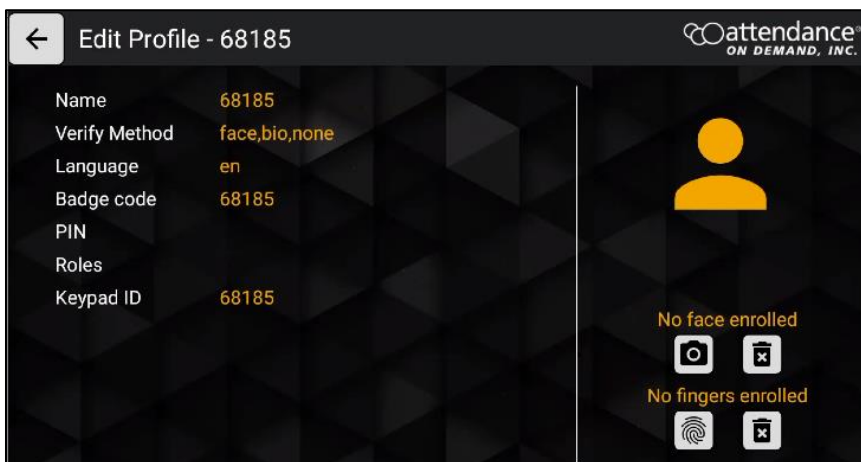
- Manage the verification methods: Finger, PIN, badge, finger, or face
- Select language: English, Spanish, German, French, Dutch, or Arabic
- Change PIN.
- Enroll face or finger. See *Enrolling Employees using Facial Recognition* on page 35.

Enable Verify Method for Mask Detection

Make sure face is selected for Verify Method so that employees who wear the masks are verified with their badge number and face with masks.

Enrolling Employees using Facial Recognition

To enroll an employee for facial recognition:

1. Access the **Supervisor Options.** Then tap **Manage Employee Profiles**.
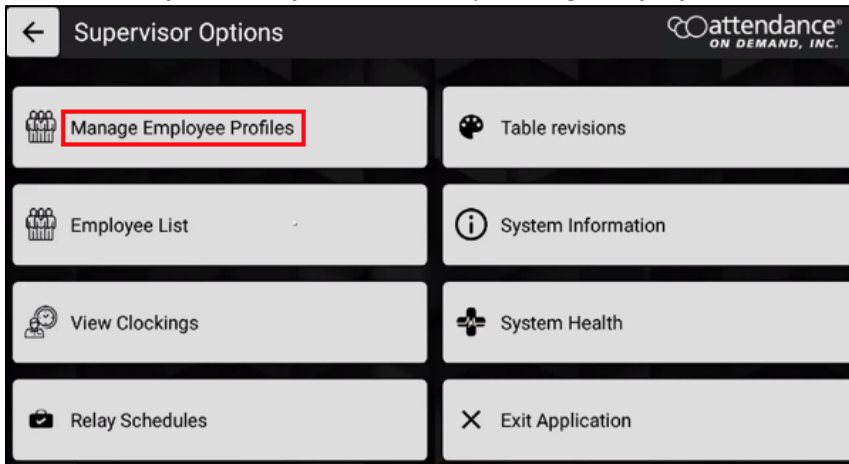
2. Enter the employee badge number.
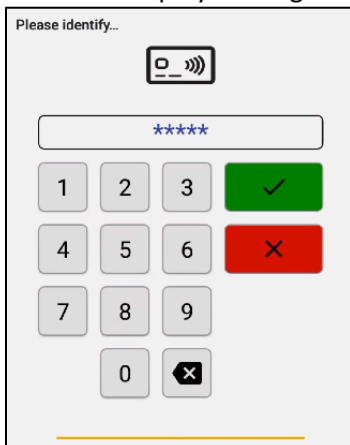
3. The Edit Profile screen is displayed for this employee. Click the camera ion 📷 to enroll the employee face. Tap the finger print icon 👆 to enroll the employee finger.
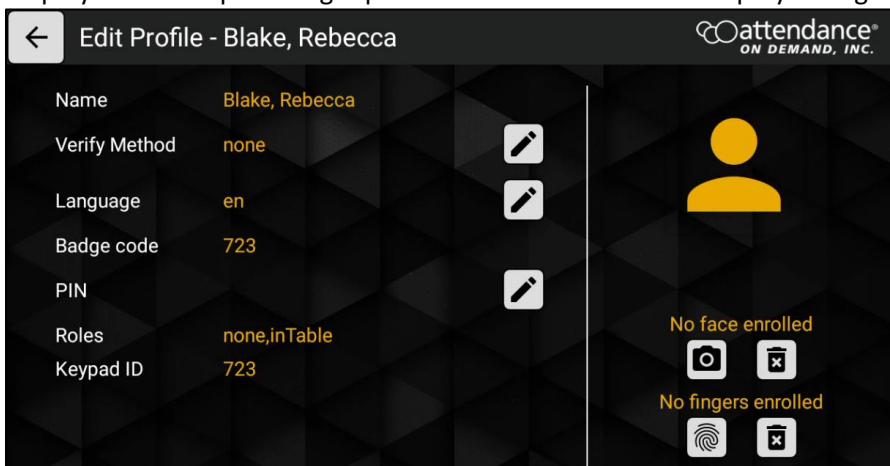
4. The Biometric Consent dialog is displayed.
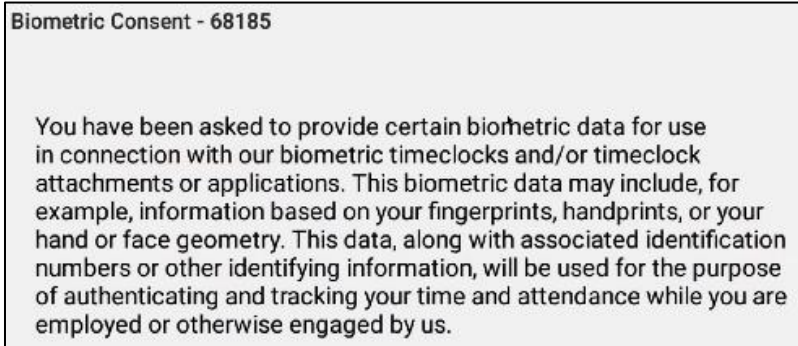
5. Tap **I Accept**.
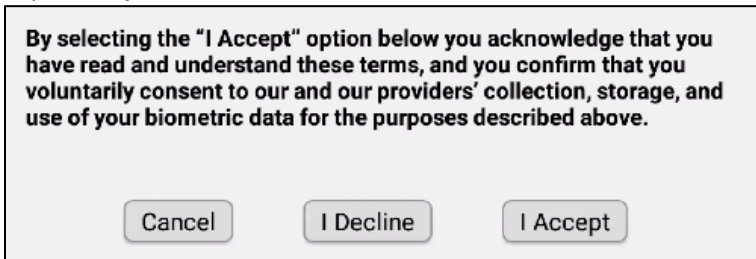
6. Place the face inside the ellipse.
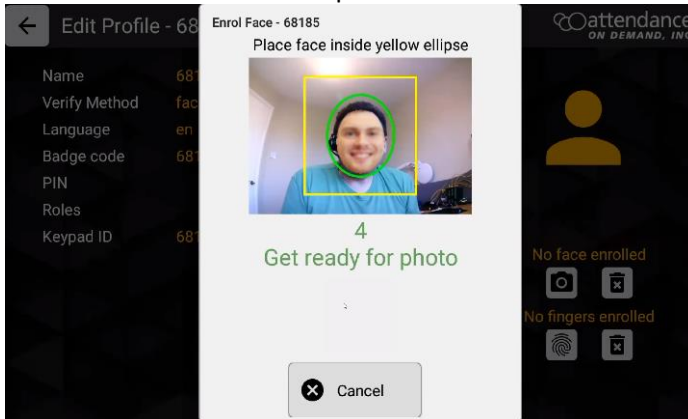
7. One the photo is uploaded, tap **Apply Changes**.
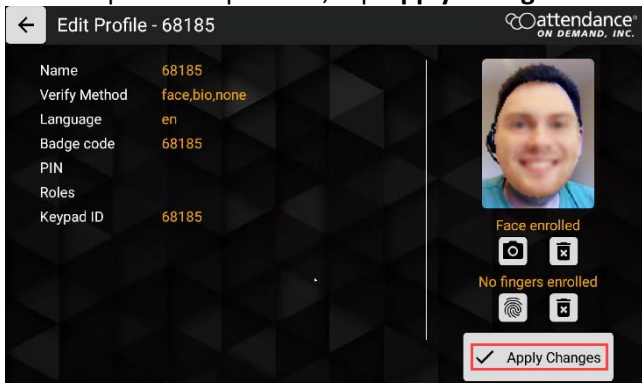
Punch Restrictions and Override Schedule

Override schedule can lift punch restriction, including double punch restriction for a selected employee if this employee is restricted to punch based on the restriction rules.

To lift punch restriction for a selected employee on GT10:

1. Tap **Override Schedule**.
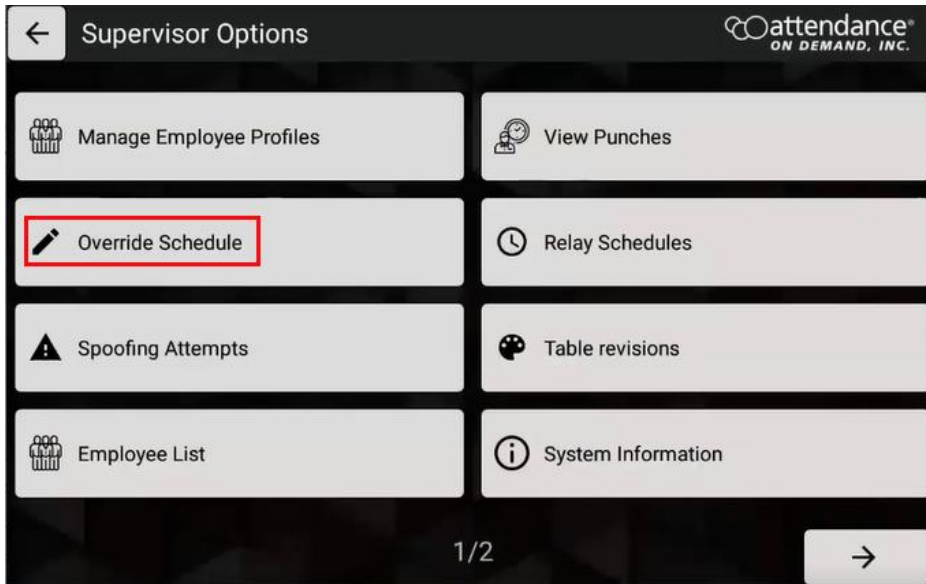
2. Select an employee from the list or search an employee by entering ID or employee name in the **ID/Name** field. **The Override Schedule** dialog is displayed.
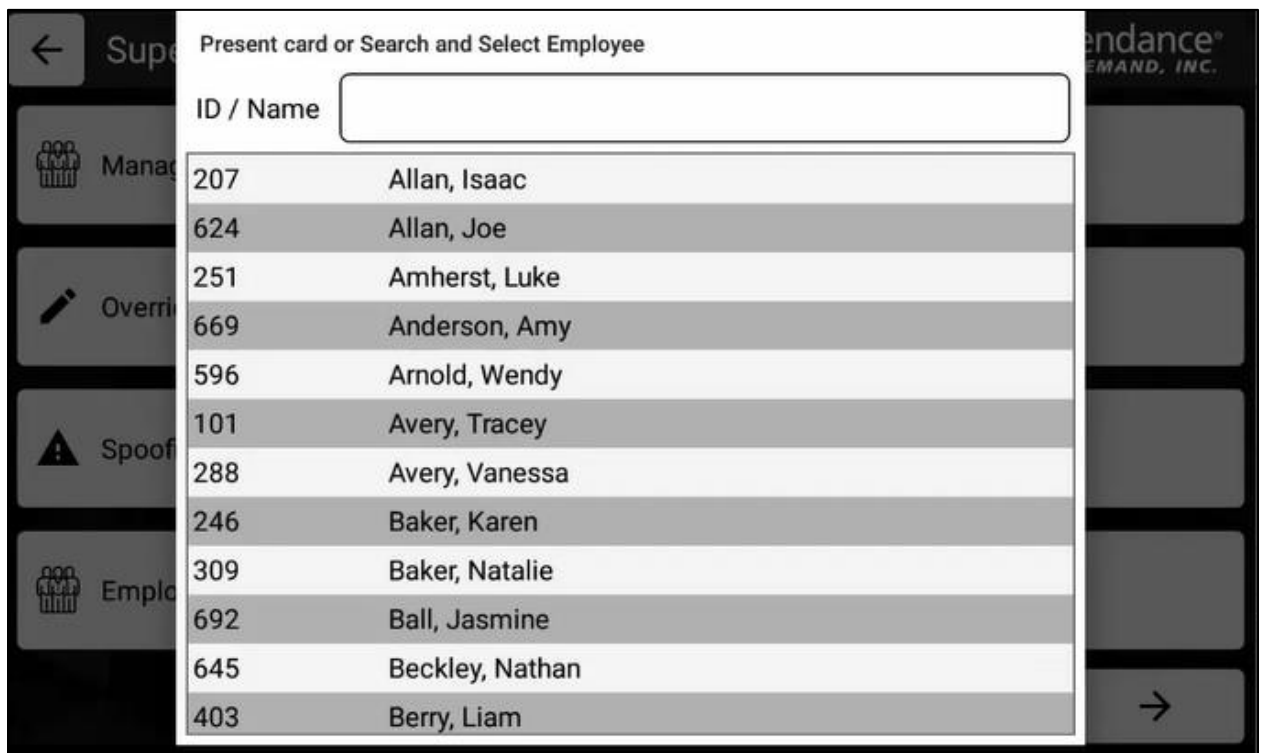
3. Tap **OK** to lift punch restriction for the selected employee.
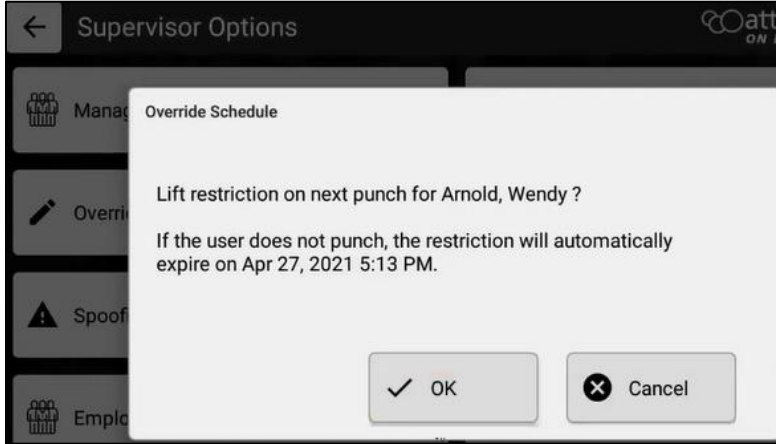
4. The "Request accepted" message is displayed.
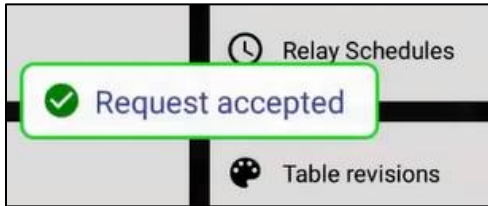
5. Punch restriction is lifted for the selected employee to allow him/her to punch.
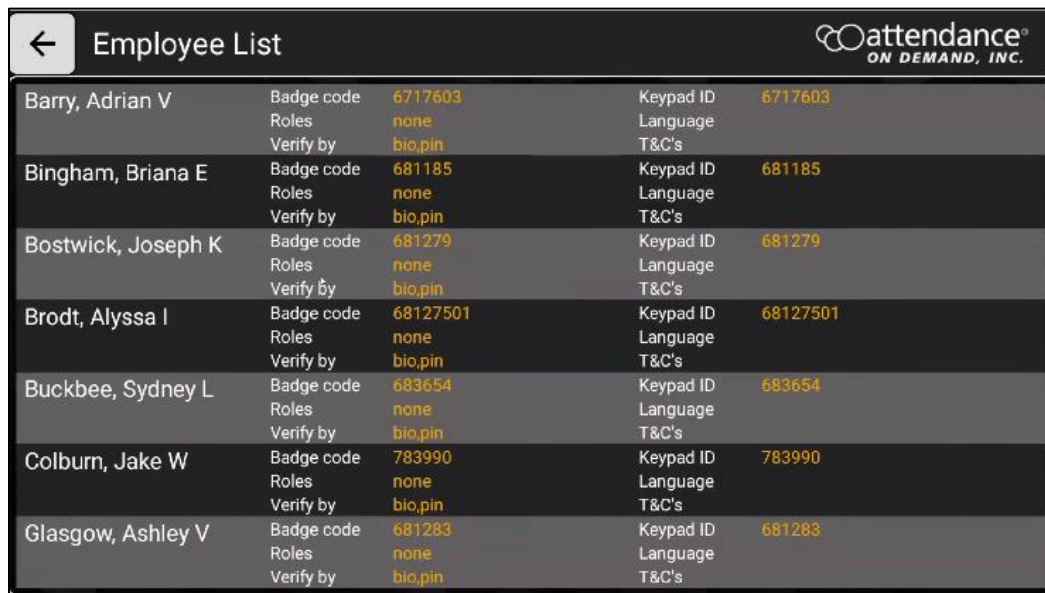
Spoofing Attempts

It records suspicious face recognition attempts. See *Enabling Spoof Mode* on page 24 on how to enable the Spoof mode.

Employee List

All employees who are assigned to this clock are listed with their name, badge number, employee ID, verification method, and language used.

View Punches

Check the recent punch history for a specific employee by searching an employee using their name or badge number. The punch history is displayed with the employee name, punch type, and punch date and time.

1. Tap **View Punches**. The Present card or Search and Select Employee screen is displayed.
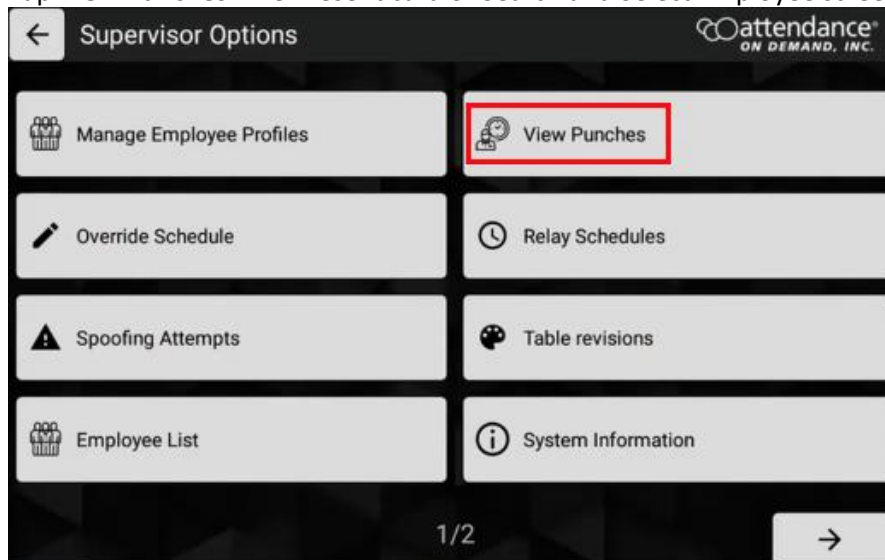
2. Select an employee from the list or search an employee by entering ID or employee name in the **ID/Name** field.
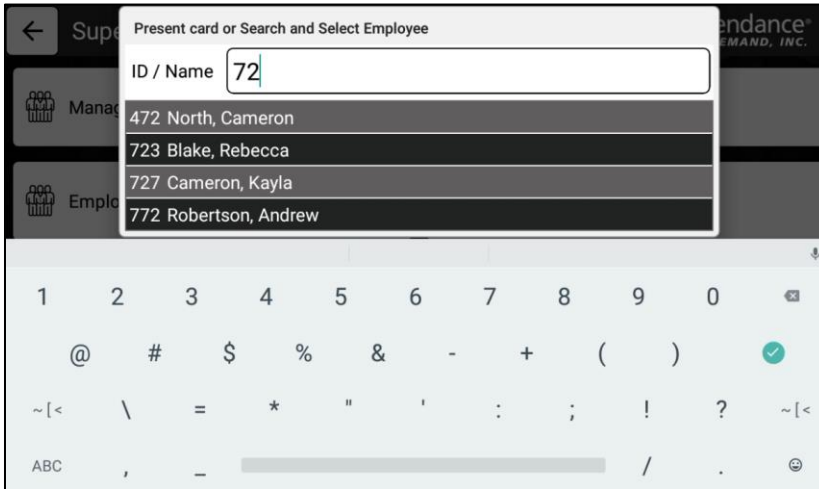
3. The employee's punch dates and times are displayed.
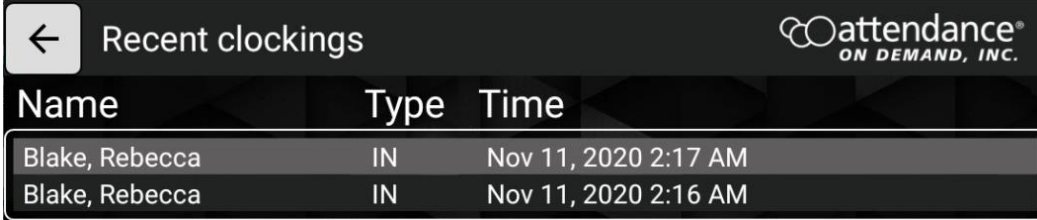
If there is no punch, the "No recent clockings found on this terminal" message is displayed.
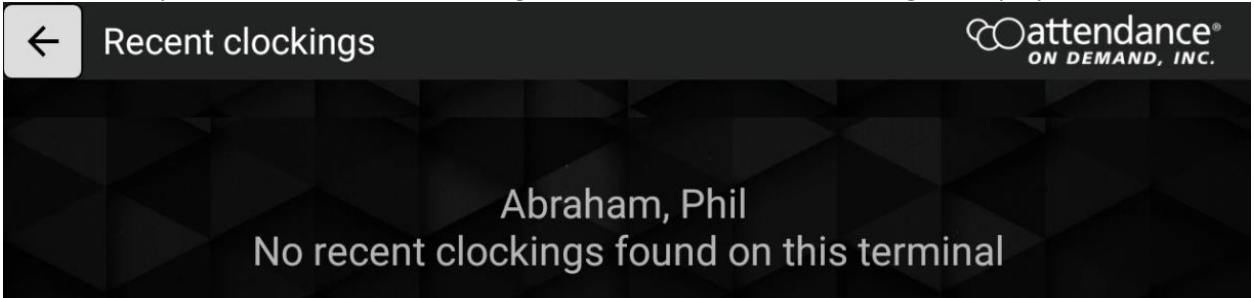
Relay schedules

If I/O module is installed, the schedules to trigger relay can be configured with its day of the week, On time, and Off time.
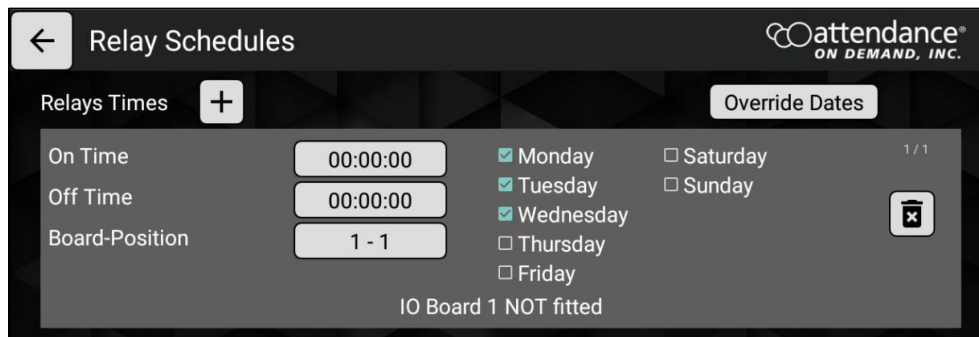
Table revisions

The completed synchronization operations are displayed with dates and times. Click **RESET REVISIONS** to clear all revision history.
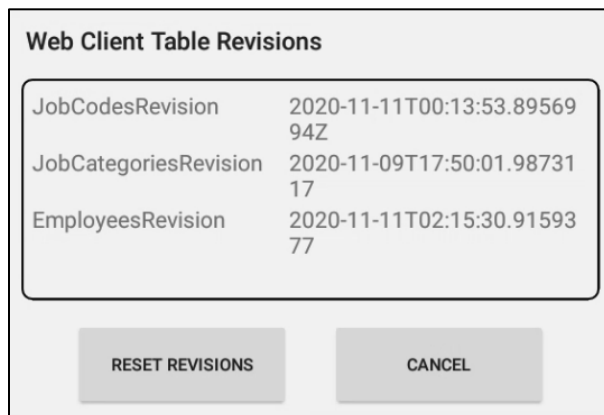
System Information

The following system information of the clock is displayed.

- Application. The Application version, package name, and updated time.
- System. The device ID, Firmware version, model, Android version, and SDK version.

System Health

The current system status is displayed with the following information:

- System. The PCB part number, revision, temperature, and CPU temperature.
- Readers. If proximity reader, swipe reader, or biometric reader is installed.
- Power. The power source is AC or DC with its Current and Voltage.
- Battery. If the battery backup is installed.
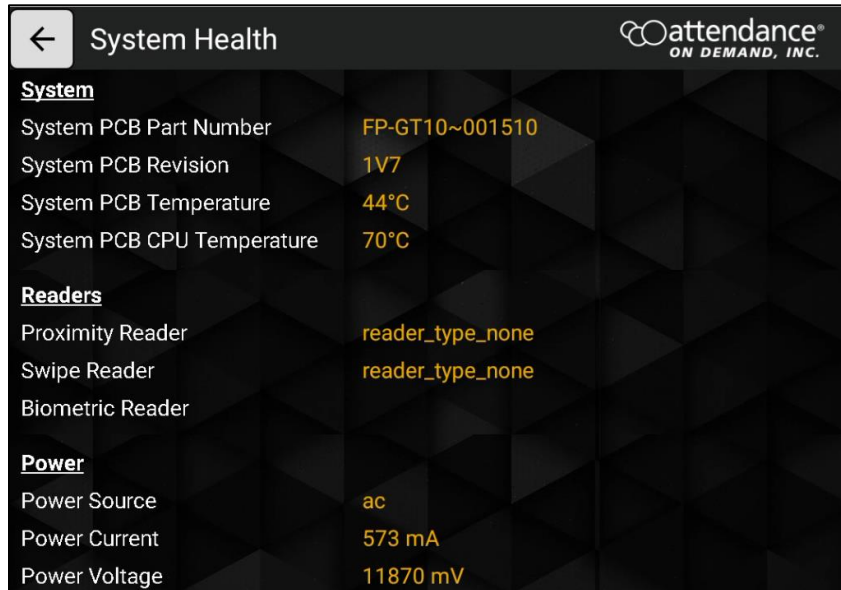
Exit Application

Exit the application to access the Administration settings.
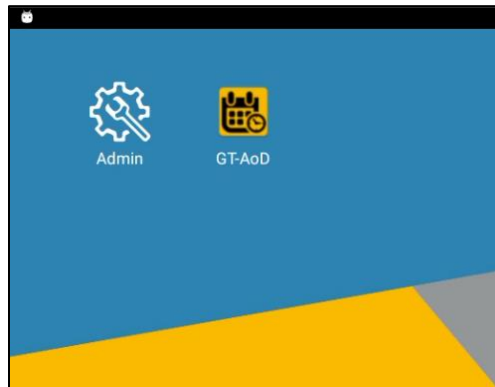
Employee Operations & Menu

This sections list operations available for employees.

Punch using Facial Recognition

Face enrolled employees can be recognized by their face.

1. Place face inside the oval.
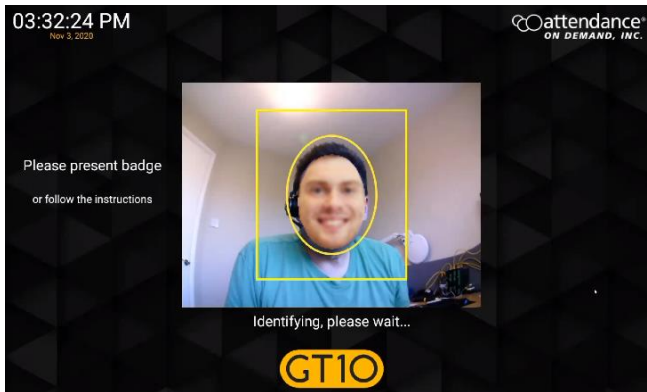
2. If the face is recognized, the Employees Options screen is displayed.
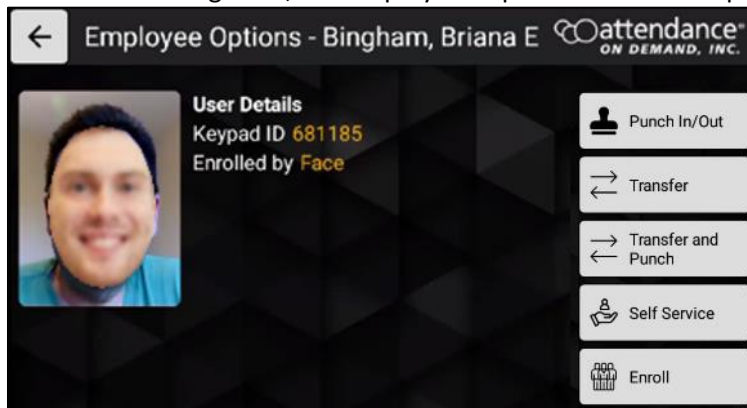
Otherwise, the "Face not recognized" message is displayed.
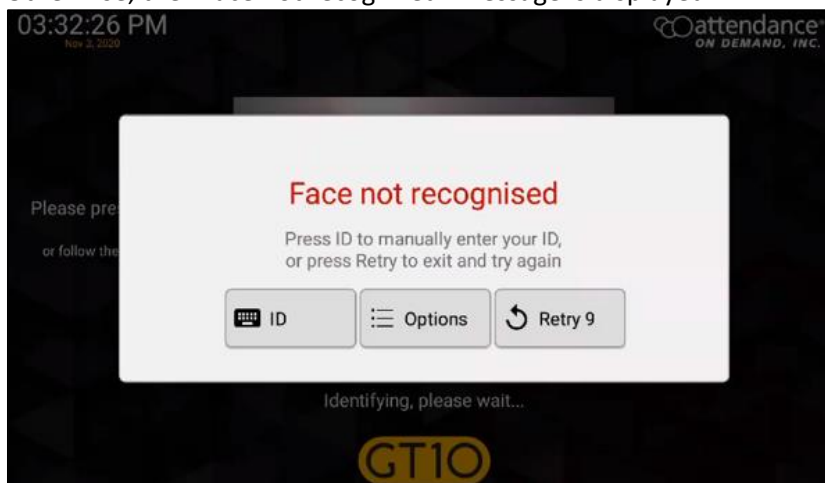
Facial Recognition Identifies Employees Wearing Masks

Face enrolled employees can be recognized when they wear face masks.

1. An employee enters their badge number.
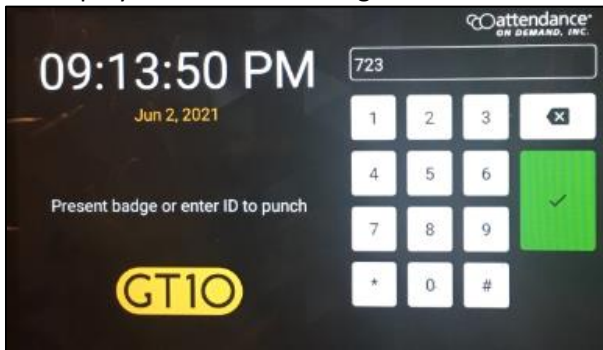
2. Place face inside the oval.
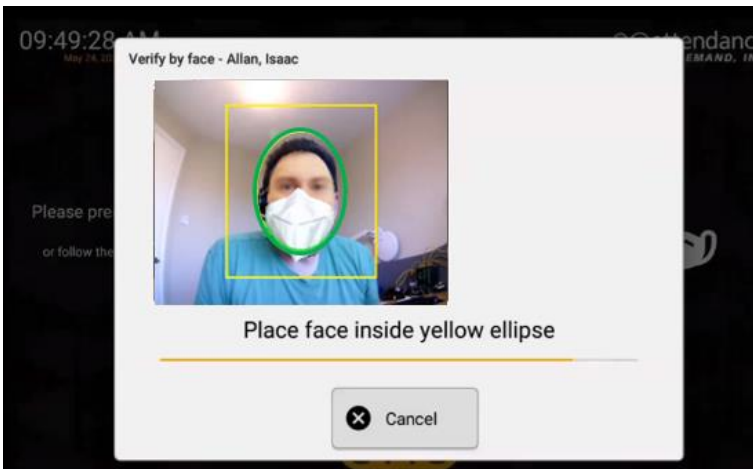
3. The "Please wait verifying image..." message is displayed when the face is being recognized.

4. When the face is recognized, the "Face recognized" message is displayed. Then, the Employees Options screen is displayed.
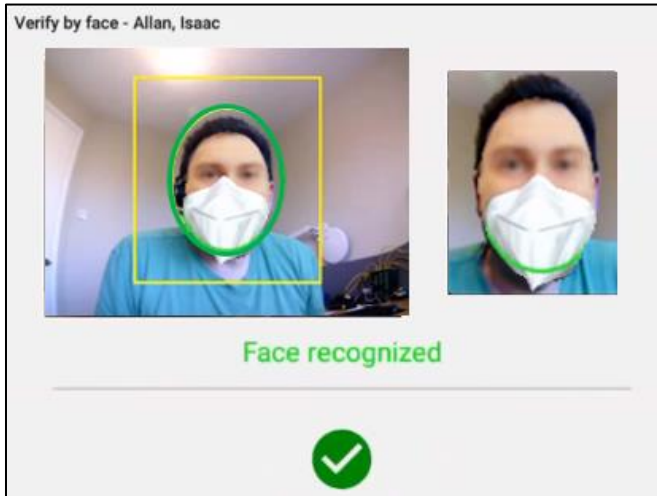
Employee Menu

To access the employee menu:

1. The employee identified themselves using the face reorganization. The **Employee Options** screen is displayed.
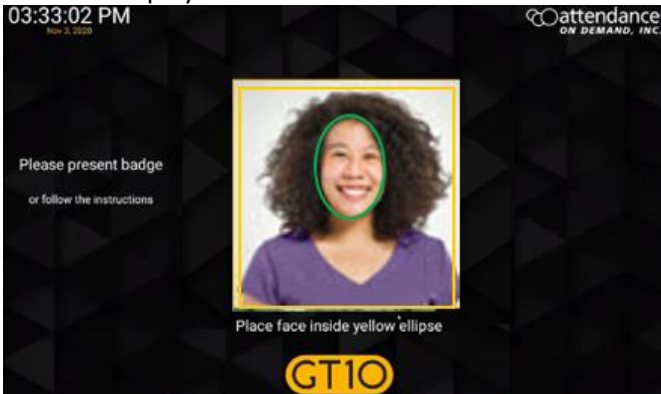
2. The following operations are available.
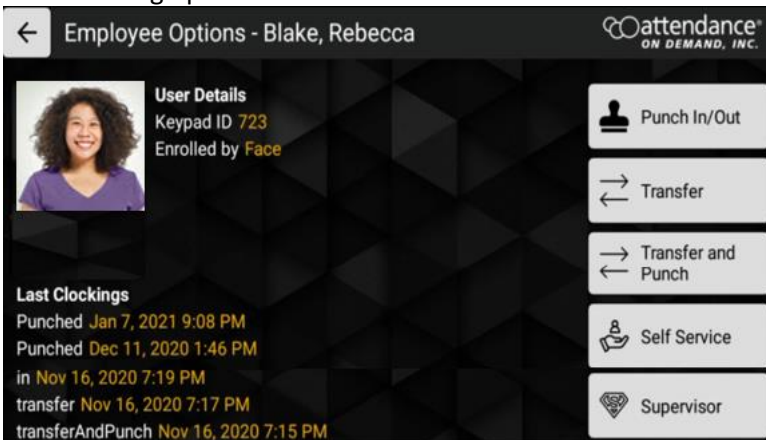
Operations	Description
Punch In/Out	Depends on whether Attestation is not configured or not for the punch button, employees can punch In or Out with or without attestation. See *Punching In or Out without Attestation* on page 50 or *Punching In or Out with Attestation* on page 51.
Transfer	Employees can transfer from their home workgroup to other workgroups. See *Performing Simple Workgroup Transfer* on page 53.
Transfer and Punch	Depends on whether Attestation is not configured or not for the Transfer and Punch button, employees can Punch and Transfer with or without attestation. See *Performing Punch and Workgroup Transfer without Attestation* on page 54 and *Performing Punch and Workgroup Transfer with Attestation* on page 56.
Self Service	More employee self service options are available. See *Employee Self Service Options* on page 58.
Supervisor	An employee can change their role to supervisor to manage other employees. See *Adding an Employee as a Supervisor* on page 26.

Understanding Attestation

When employees are scheduled to work and their shifts are complete and attestation is configured for GT10, they are promoted to attest their work conditions of their shifts.

If disagree with the prompted attestation statement, employees can select reasons for complaints. **Note**: More than one reason can be selected.
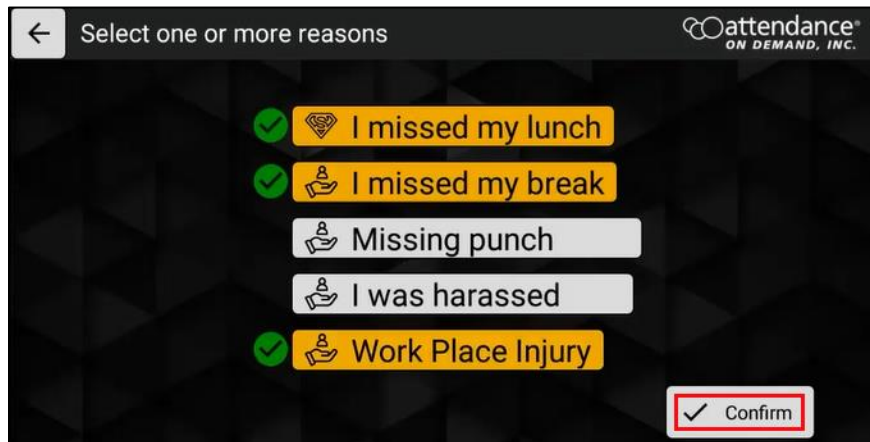
The attestation statement is prompted when employees punch In or Out, transfer and punch, and/or approve daily shifts.
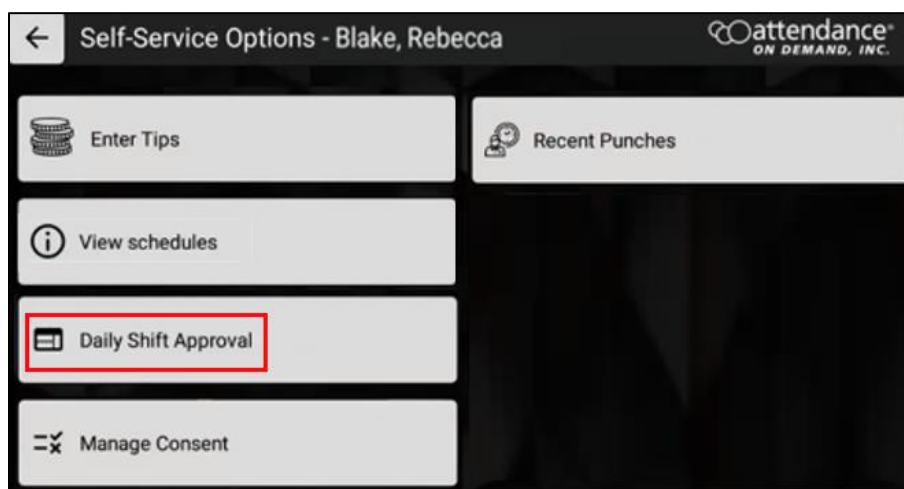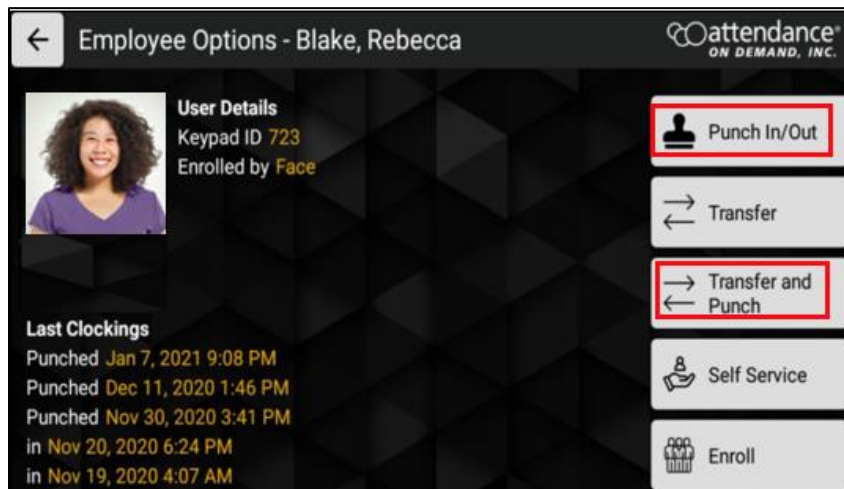
Employees either agree or disagree with the attestation statement. See *Approving Work Conditions of a Shift* on page 48 or *Disapproving Work Conditions of a Shift* on page 49.

Approving Work Conditions of a Shift

If an employee agree the attestation statement regarding the selected shift:

1. Tap **I agree**.
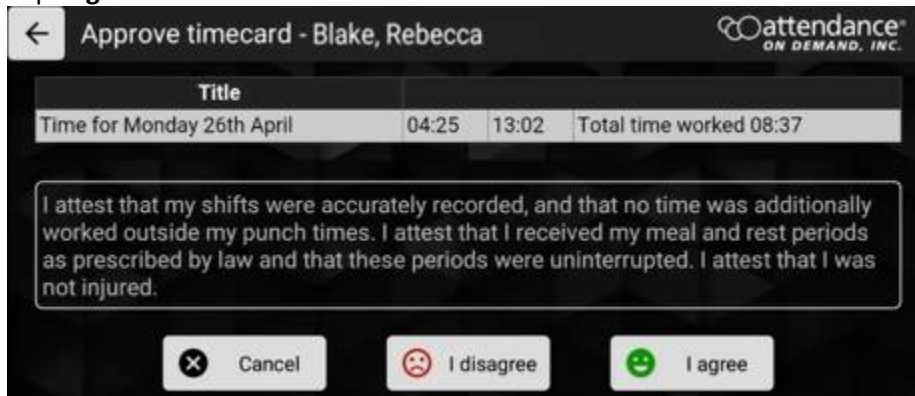
2. The green checkmark is displayed before the shift. Tap **OK**.
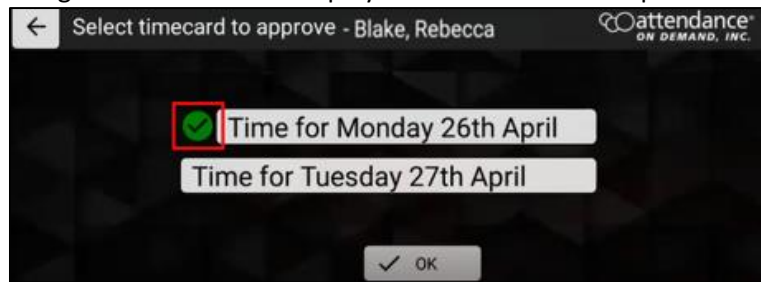
3. The "Timecard(s) approved" message is displayed.

4. The "Employee Daily Attest" message with the shift date is displayed on the employee time card.

Disapproving Work Conditions of a Shift

If you disagree with the attestation statement regarding the selected shift:

1. Tap **I disagree.**
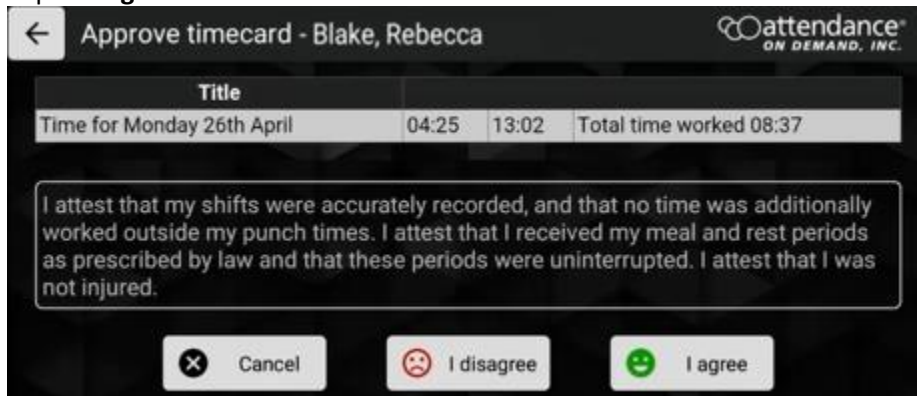
2. Select one or more reasons regarding the work conditions of selected shift. **Tap** Confirm.
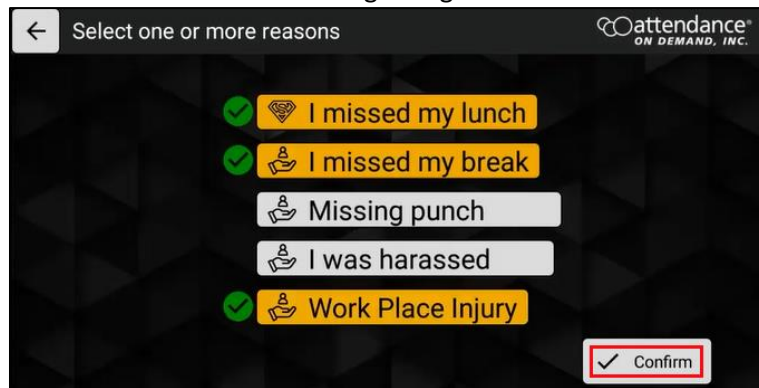
3. The red exclamation is displayed before the shift. Tap **OK**.
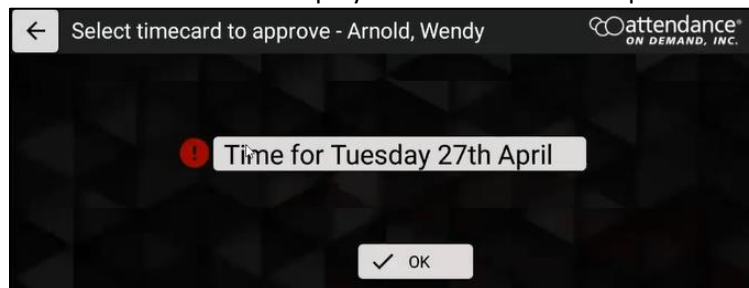
4. The "Timecard(s) approved" message is displayed.
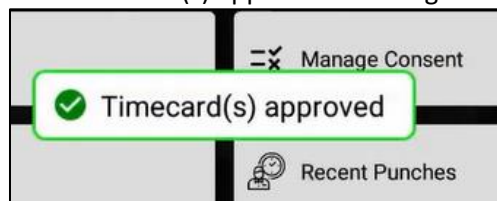
5. The "Employee Daily Attest" message with the shift dates and the "Outstanding Issues" message are displayed in the Adjustments section of the employee time card.

If employees attest their today's shifts, the selected reasons and the "Trigger Active" status are displayed on the time card.

Punching In or Out without Attestation

If Attestation is not configured for the punch button, employees can punch In or Out without attestation.
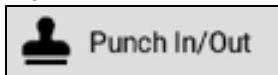
1. Tap **Punch In/Out**.

2. The employee punch is accepted.
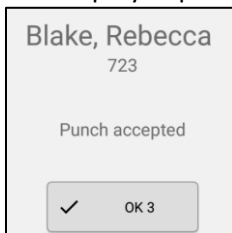
Punching In or Out with Attestation

Employees can attest their work condition of their shifts if Attestation is configured.

1. Tap **Punch In/Out**.
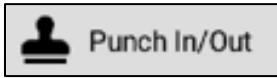
2. The message "**Are you ending your shift**?" is displayed. Tap **No** if the shift is not the End of Shift. Tap **Yes** if the shift is the End of Shift.
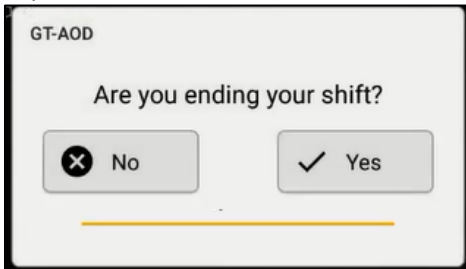
- If you identify your punch as not the End of Shift, this punch is accepted without attestation.
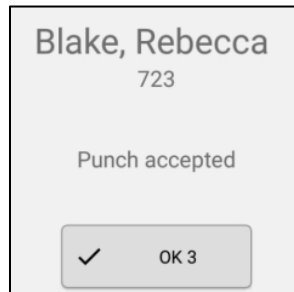
This punch is displayed on the employee's time card.

- If you identify your punch as the end of shift, you can attest your work condition and approve your shift. See *Approving Work Conditions of a Shift* on page 48 or *Disapproving Work Conditions of a Shift* on page 49 for details.

The "Timecard(s) approved" message is displayed.
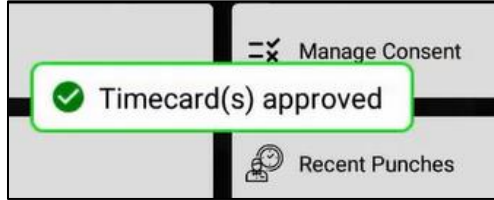
The employee punch is displayed on the time card with the messages "Missed lunch", "Missed break", and "Work Place Injury" that reported on GT10.

Double Punch Prevention

To prevent employees from accidentally punching twice within the specified time frame, for example, 20 minutes. If double punch happens, the following message is displayed.
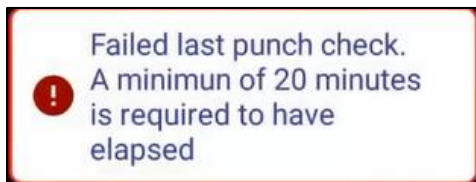
Performing Simple Workgroup Transfer

Employee can perform workgroup transfer.

1. Tap Transfer. A single workgroup level is displayed.
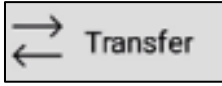
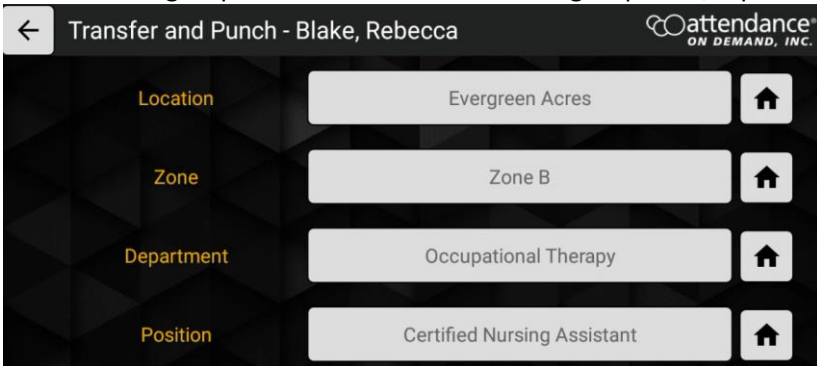2. Tap the empty field for this workgroup level. All available workgroups in this workgroup level is displayed.
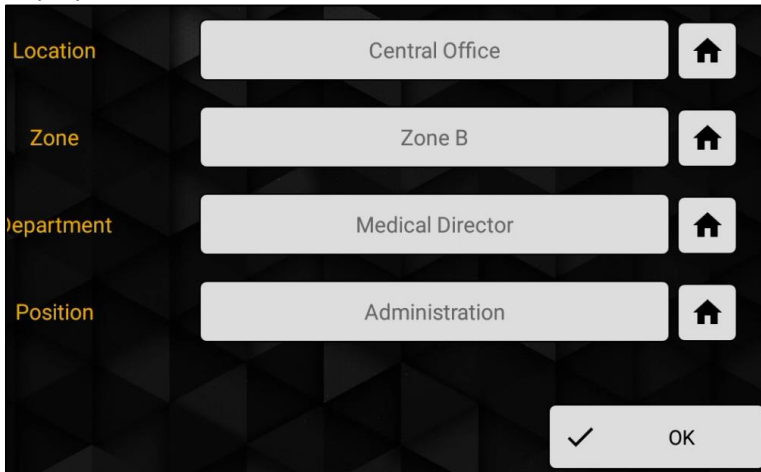
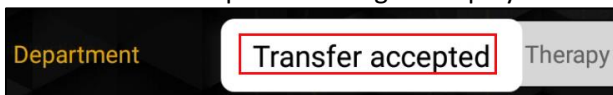
3. Select a workgroup for this workgroup level.
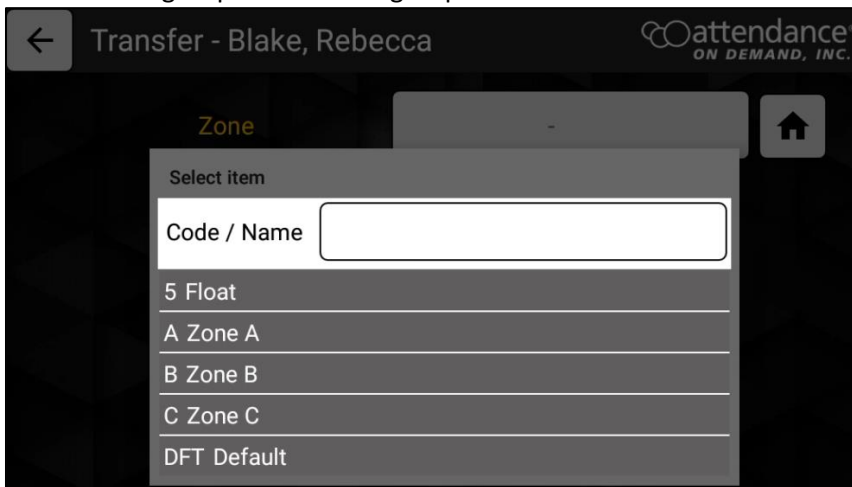
4. Tap **OK**.
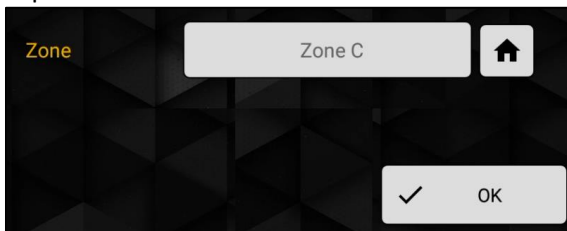
5. The "Transfer accepted" message is displayed.
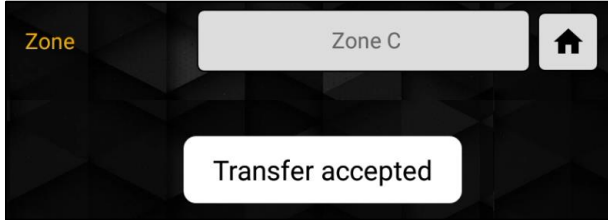
6. The employee workgroup transfer information is displayed on the employee time card.

Performing Punch and Workgroup Transfer without Attestation

Employees can punch and transfer as follows if attestation is not configured.

1. Tap Transfer and Punch. All workgroup levels are displayed.
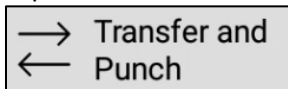
2. Tap the empty field for the workgroup level. All available workgroups in this workgroup level is displayed.
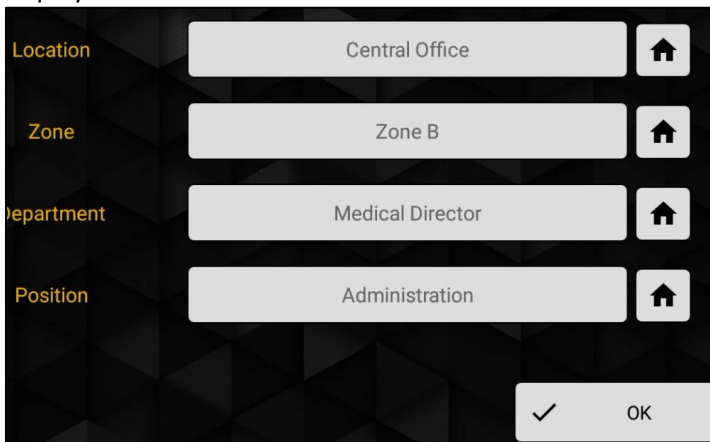
3. Select a workgroup for each workgroup level.
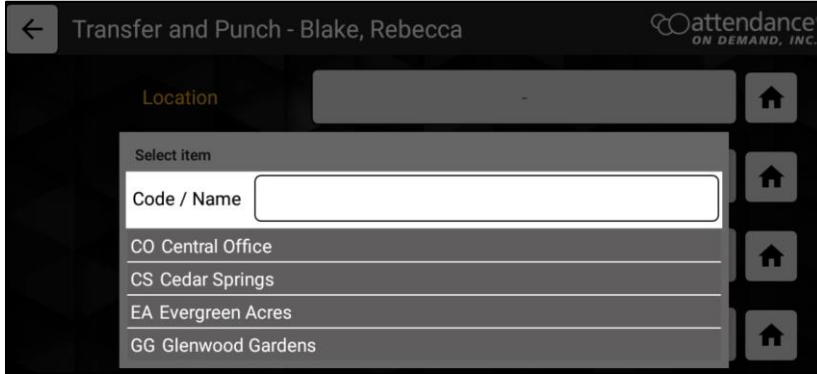
Note: if the Home icon is tapped, the home workgroup is selected for the specific workgroup level.

Once all workgroups are selected for each workgroup level, tap **OK**.

4. The "Transfer accepted" message is displayed.

5. Employee transferred information is displayed on time card.

Performing Punch and Workgroup Transfer with Attestation

Employees can attest their work condition of shifts if Attestation is configured for the Punch and Transfer button.
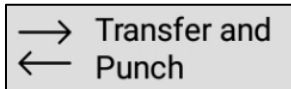
1. Tap Transfer and Punch. All workgroup levels are displayed.

2. The message "**Are you ending your shift**?" is displayed. Tap **No** if the shift is not the End of Shift. Tap **Yes** if the shift is the End of Shift.
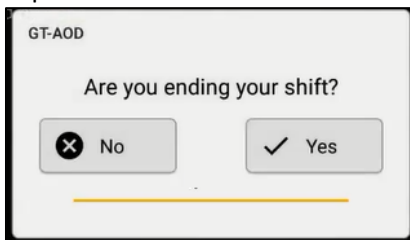
- If employees identify their shift are not an end of shift, all workgroup levels are displayed so that they can specify workgroups to transfer.
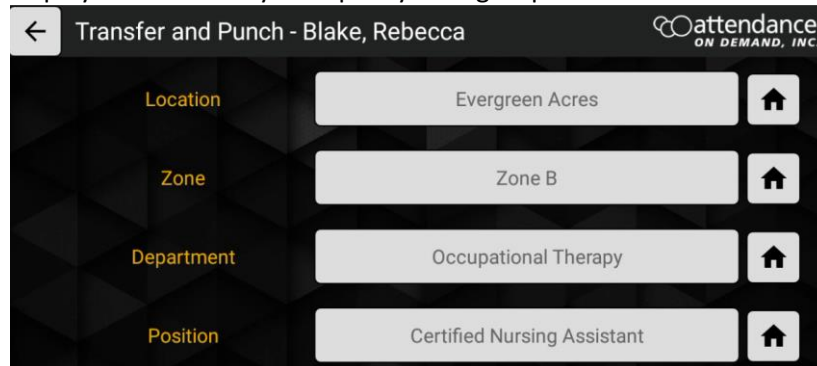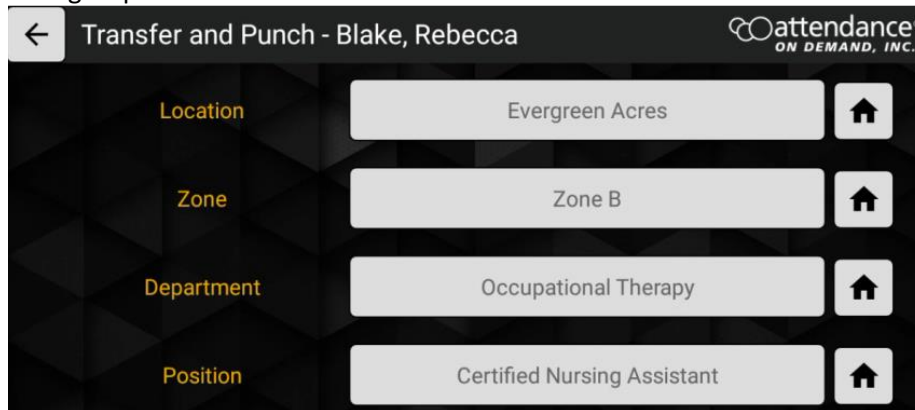
The "Transfer accepted" message is displayed.
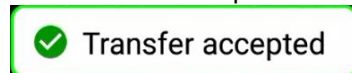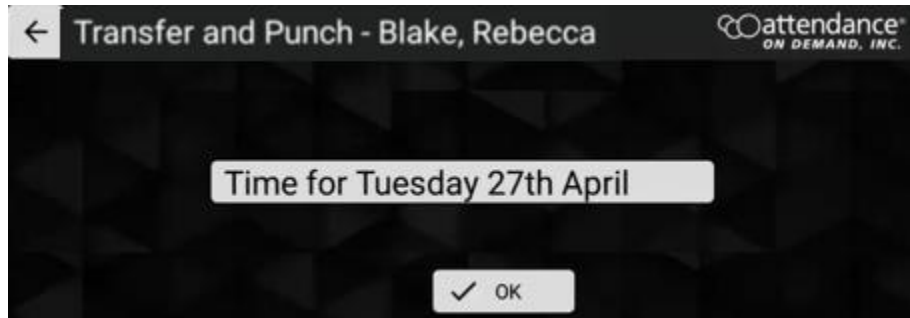
The employee transfer information is displayed on the time card.

- If employees identify their shifts as the end of shift, they can transfer to another workgroups first.

Then, attest their work condition of the shift. See *Approving Work Conditions of a Shift* on page 48 or *Disapproving Work Conditions of a Shift* on page 49 on how to attest the shift.

When workgroup transfer and attestation are completed, the "Transfer accepted" message is displayed.
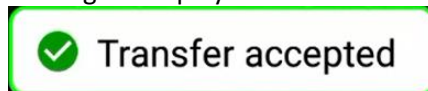
If the employee agree with the attest statement, the "Employee Daily Attest" message is displayed in the Adjustments section on the time card. The punch is added on the time

card.

If the employee does not agree with the attest statement and has some complaints, the employee punch is displayed on the time card with the messages to indicate Outstanding Issues such as "Missed lunch" and "Missed break", and "Work Place Injury" that reported on GT10.


Employee Self Service Options

The employee self service options are available based on the configuration.

Options	Descriptions
My Profile	It lists the employee name, badge number, employee ID, and role with the following operations available: • Change the verification methods: Finger, PIN, badge, finger, or face • Change language: English, Spanish, German, French, Dutch, or Arabic • Change PIN. • Enroll face or finger. See *Enrolling Employees using Facial Recognition* on page 35. See *My Profile* on page 59.
Enroll	Employees can enroll themselves using facial recognition or finger identification. See *Enrolling Employees using Facial Recognition* on page 35.
Enter Tips	Employees can enter tips for themselves. See *Enter Tips* on page 61.
View schedules	Employees can view their following four days' working schedules. See *View Schedules* on page 62.
Daily Shift Approval	Employees can review the attestation statement to approve a shift. See *Daily Shift Approval* on page 63.
Manage Consent	The employee can accept or decline the Terms and Conditions of Use and Privacy Policy for collecting biometric identification, including finger and face. See *Manage Consent* on page 67.
Recent Punches	The employee punch history report lists the employee recent punches. See *Recent Punches* on page 67.

My Profile

It lists the employee name, badge number, employee ID, and role with the following operations available:
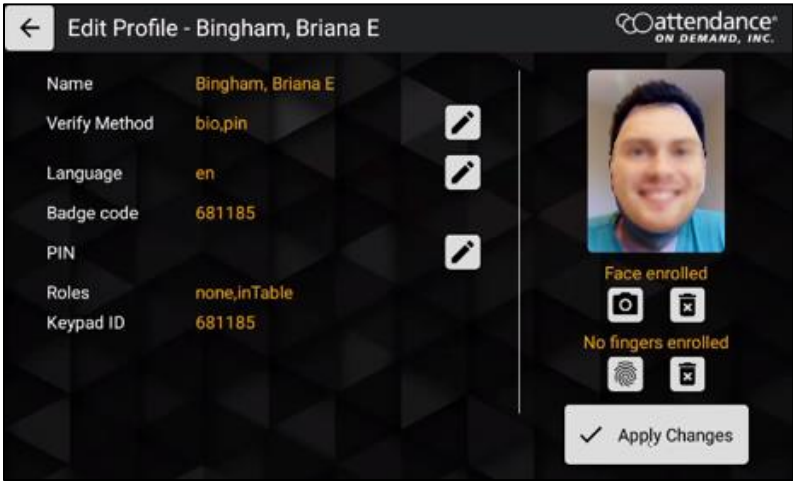
- Change the verification methods: Finger, PIN, badge, finger, or face. Click the edit icon ( ) to select the verification mode.

- Change language: English, Spanish, German, French, Dutch, or Arabic. Click the edit icon ( ) to select language.

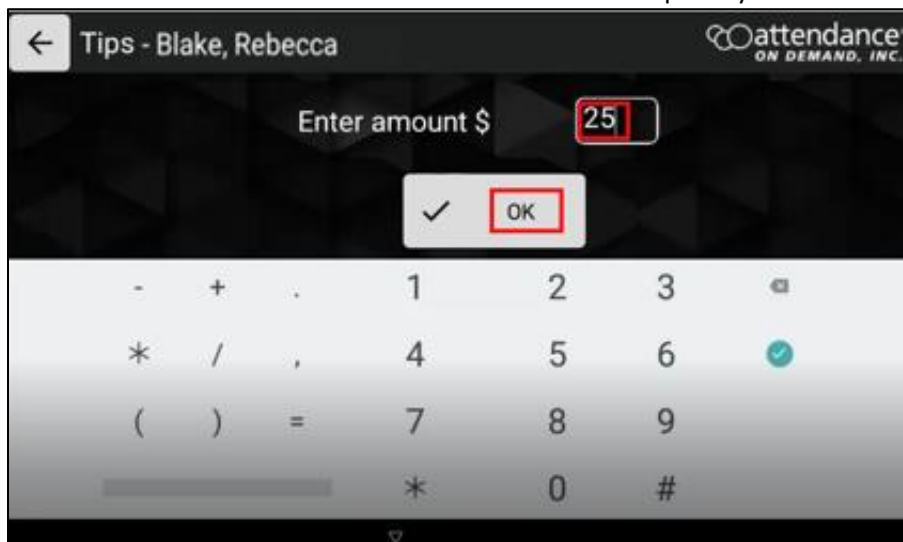- Change PIN. Click the edit icon ( ) to change PIN.

Enter Tips

Employees can enter tips for themselves.

1. Tap **Enter Tips**.
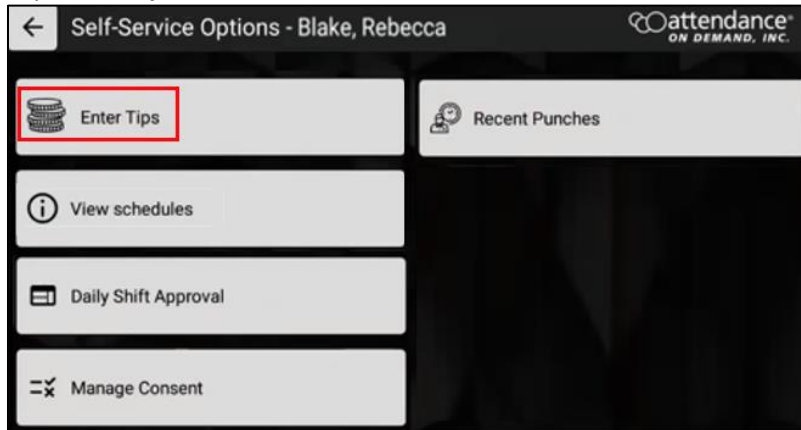
2. Enter the dollar amount in the **Enter amount** field for tip entry. Click **OK**.

3. The "Tips Submitted" message is displayed.
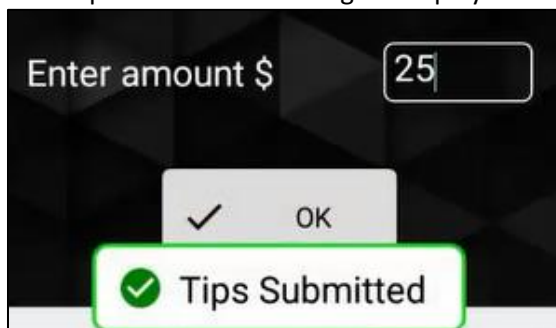
4. The entered tips are displayed on the employee time card.

View Schedules

Employees can view their following four days' working schedules.

1. Tap **View schedules**.

2. The employee working schedules with their dates, start times, and end times are displayed.

Daily Shift Approval

Employees can review the attestation statement to approve a shift. See *Understanding Attestation* on page 46 for more information.

1. Tap **Daily Shift Approval**.
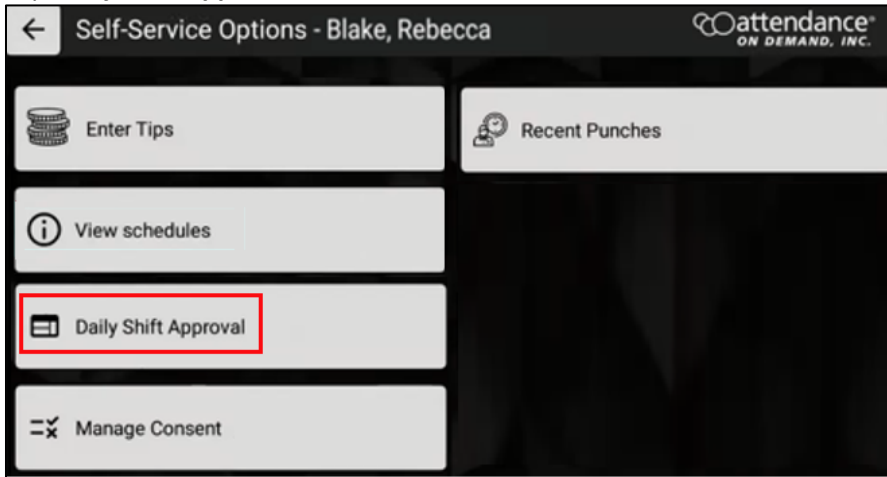
2. The "**Please wait contacting server**" message is displayed to request shifts available in the previous period and current period.
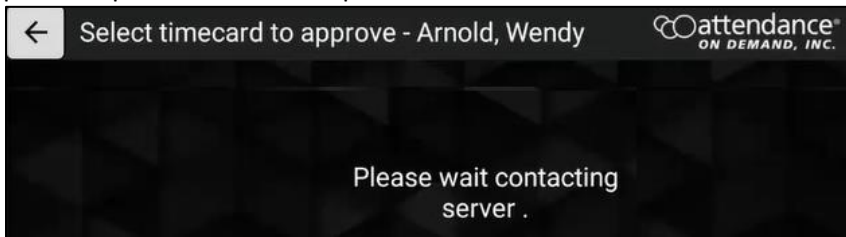
3. All unapproved shifts in the previous period and current period are displayed.
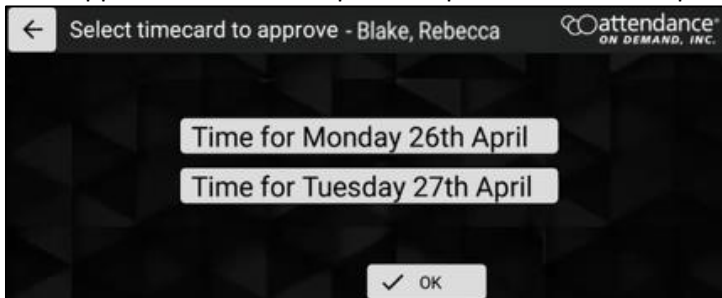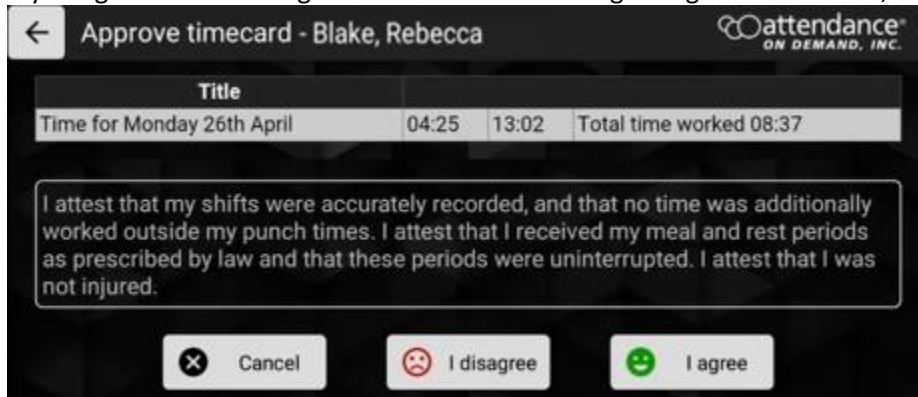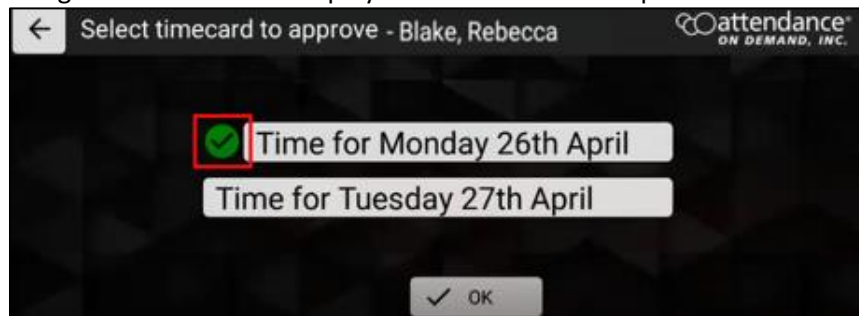
4. Select a shift, then tap **OK.** The **Approve timecard** screen is displayed for approving or disapproving work conditions of the selected shift.
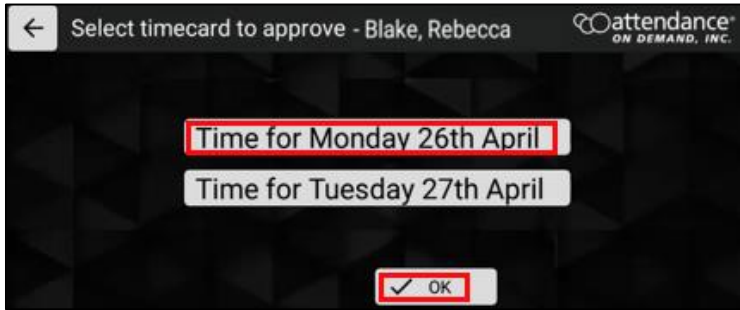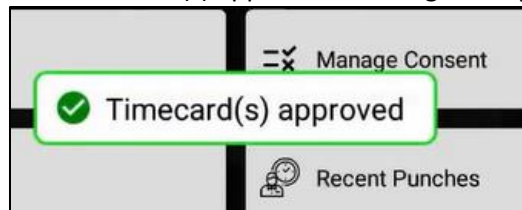

- If you agree the following attestation statement regarding the select shift, tap **I agree.**

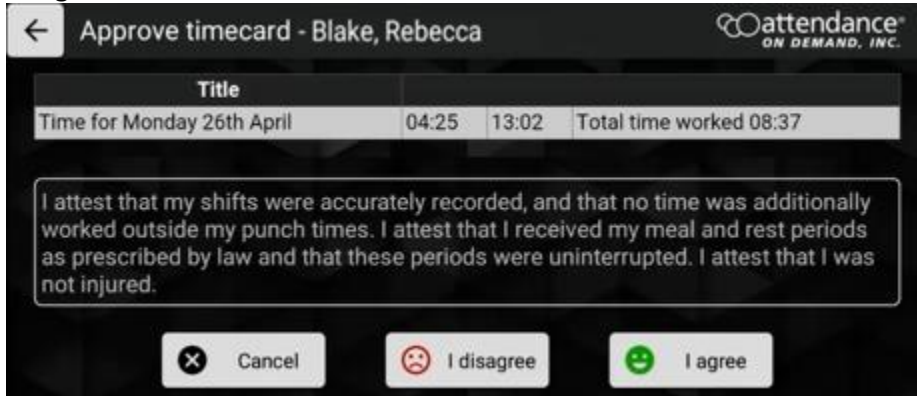The green checkmark is displayed before the shift. Tap **OK**.

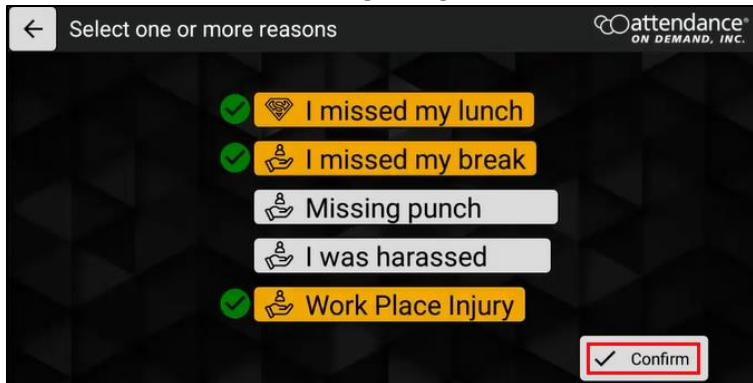The "Timecard(s) approved" message is displayed.

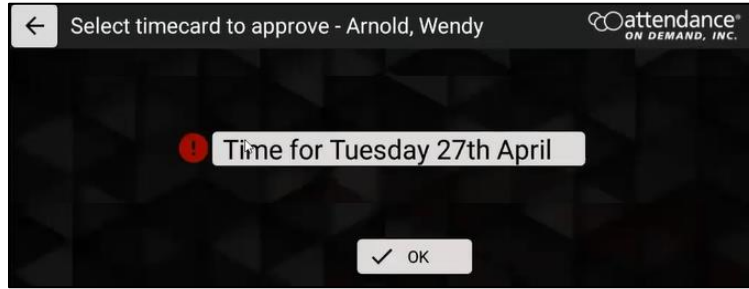The "Employee Daily Attest" message with the shift date is displayed on the employee time card.

- If you disagree with the following attestation statement regarding the select shift, tap **I disagree.**
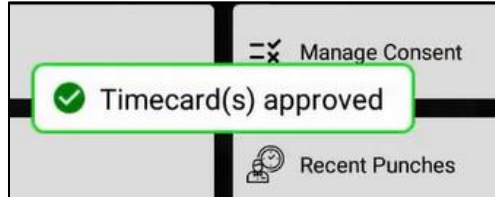

Select one or more reasons regarding the work conditions of selected shift. **Tap** Confirm.

The red exclamation is displayed before the shift. Tap **OK**.

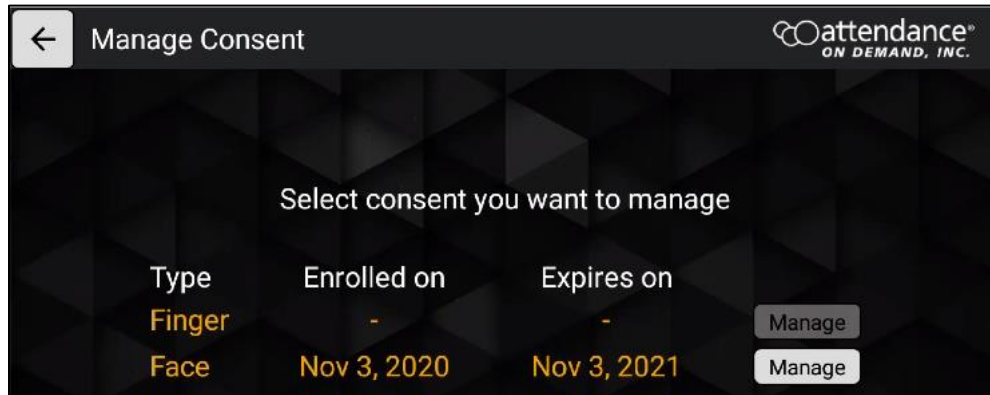The "Timecard(s) approved" message is displayed.

The "Employee Daily Attest" message with the shift date and the "Outstanding Issues" message are displayed on the employee time card.
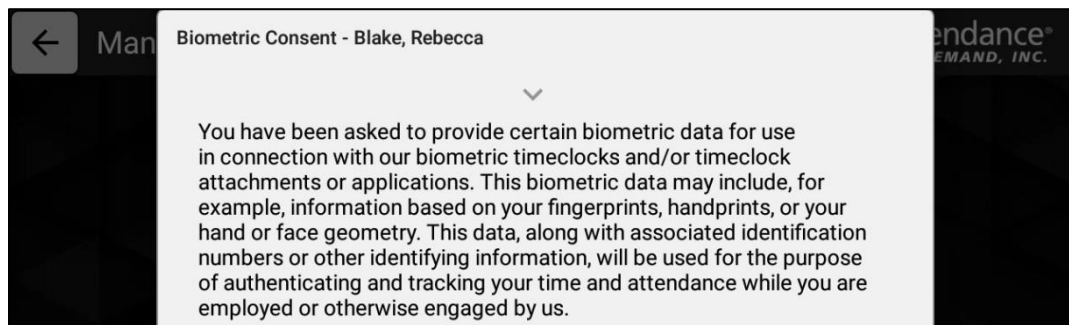
Manage Consent

The employee can accept or decline the Terms and Conditions of Use and Privacy Policy for collecting biometric identification, including finger and face.

If the face recognition system is used, Manage is available. Click **Manage** for Face. The **Biometric Consent** screen is displayed.

Recent Punches

The employee punch history report lists the employee recent punches.