

Kronos **Manager** Timeclock Training

This section provides comprehensive information on manager timeclock functions.

- Overview of the timeclock unit
- Enrolling an employee's finger print

Overview of the Timeclock Unit:

This section provides you with a high level overview of timeclock features and buttons.



Features include:

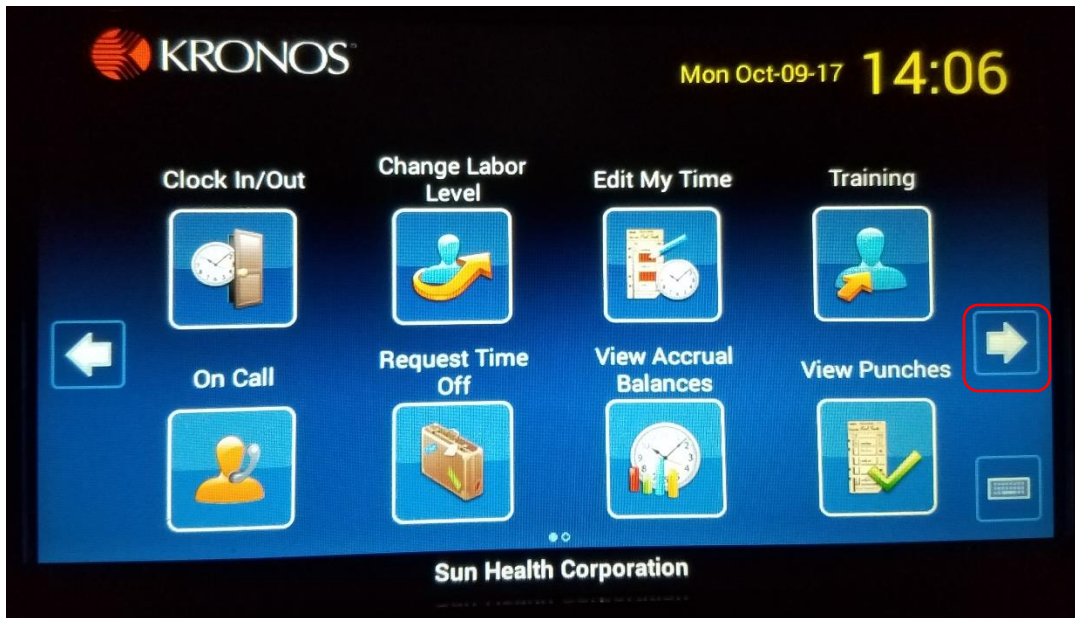
- Touch screen interface
- Biometric finger scan for easy clocking in/out
- Home Key and Menu Key (hard keys) for navigation of the device. The Home Key allows you to return to the main screen shown above.
- The option to choose between English, French or Spanish language display. (English is the default)
- Picture icons allowing you to select different functions
- Arrows allowing you to toggle to the next screen to view additional functions
- Convenient display of the date and accurate time, synced with the World Clock

Enrolling an Employee's Finger Print

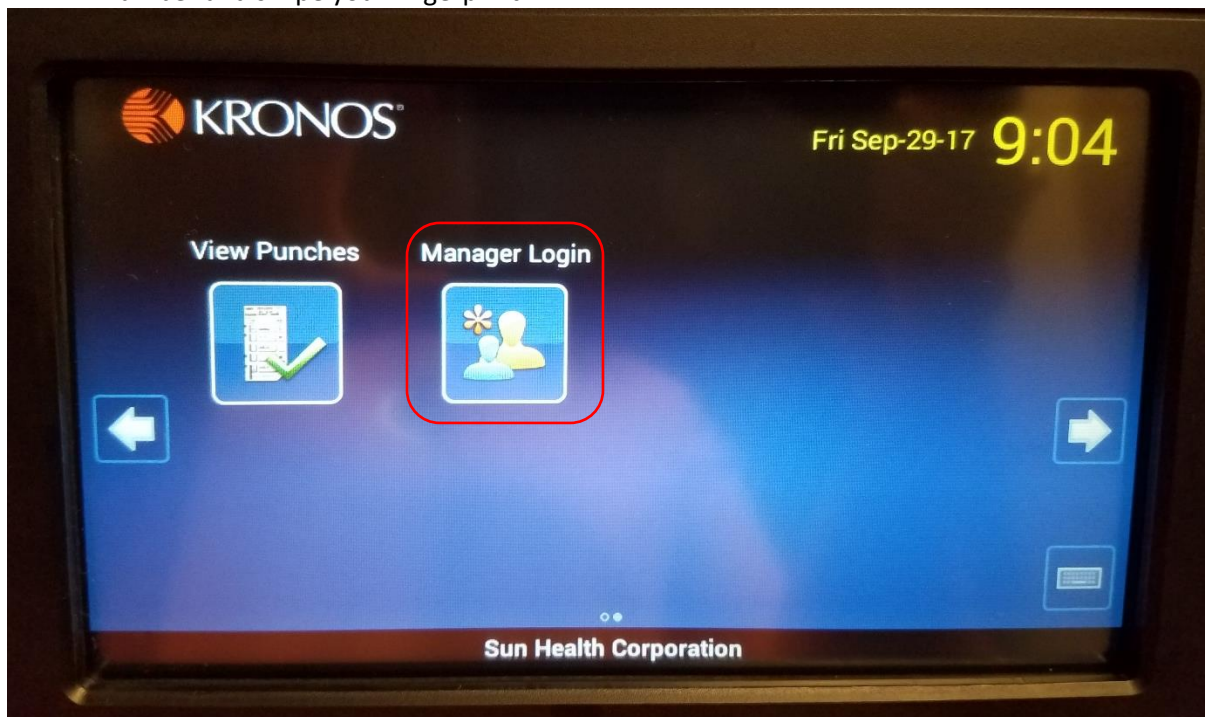
This section provides an overview of how to enroll an employee's fingerprint into the Kronos timeclock.

1. Begin by tapping the right arrow on the main screen to access additional timeclock functions (circled in red below).

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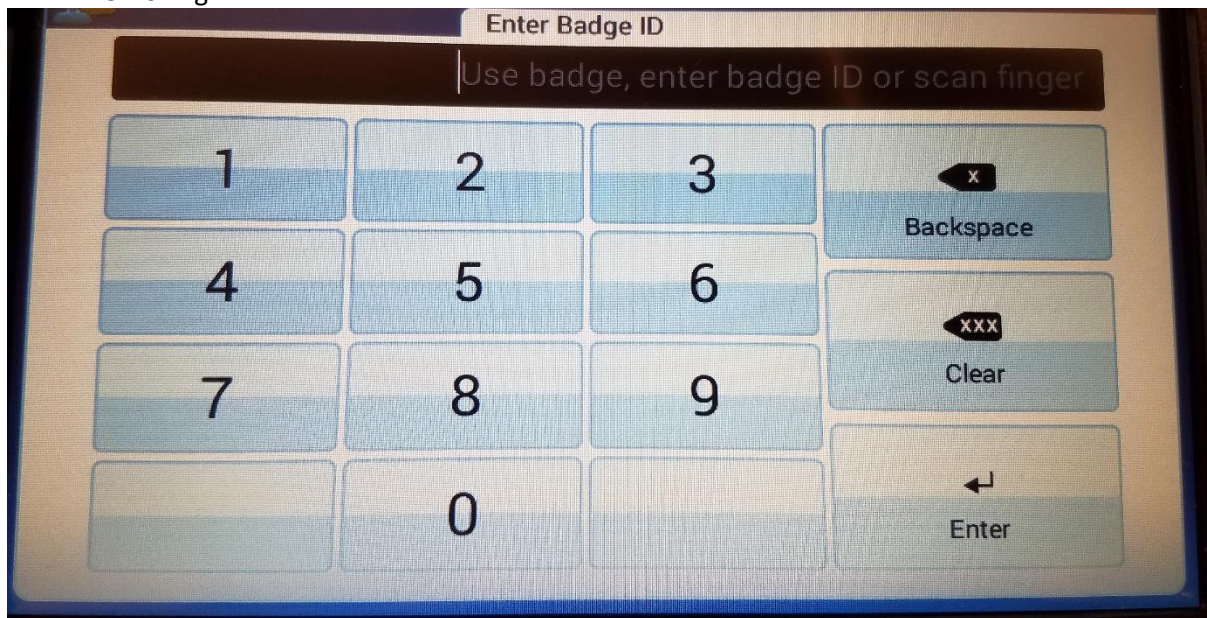
2. Touch the "Manager Login" icon (circled in red below). You will be prompted to enter your ID number and swipe your fingerprint.



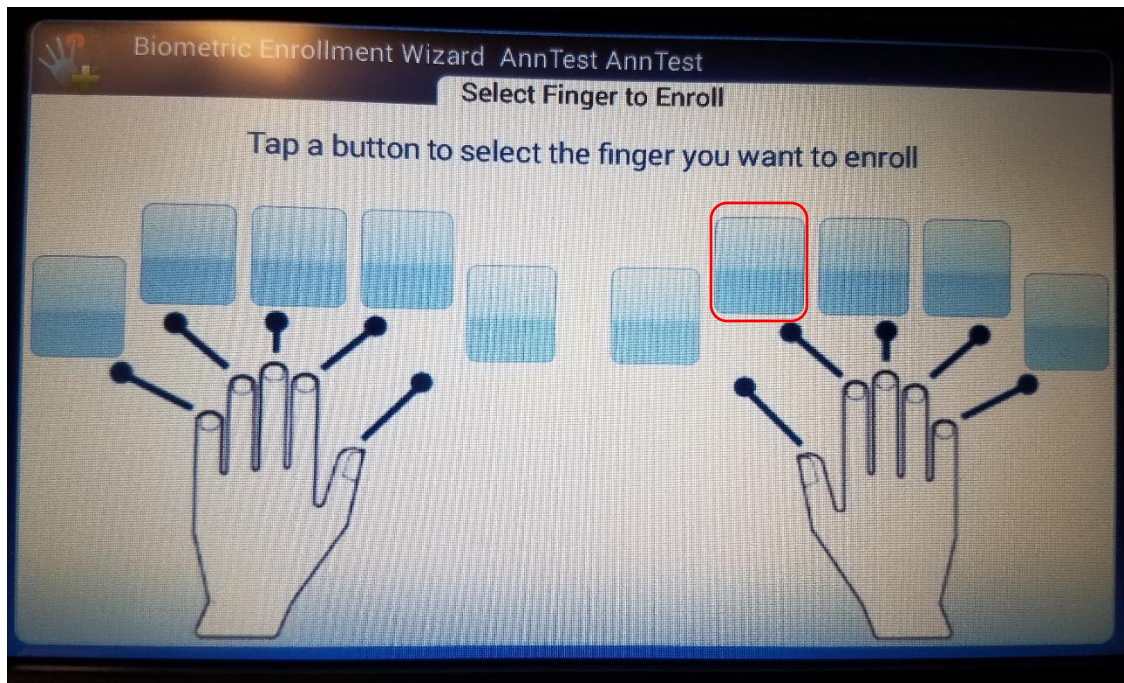
3. After you are logged in you will see the following screen. Touch "Enroll Finger" (circled in red below).



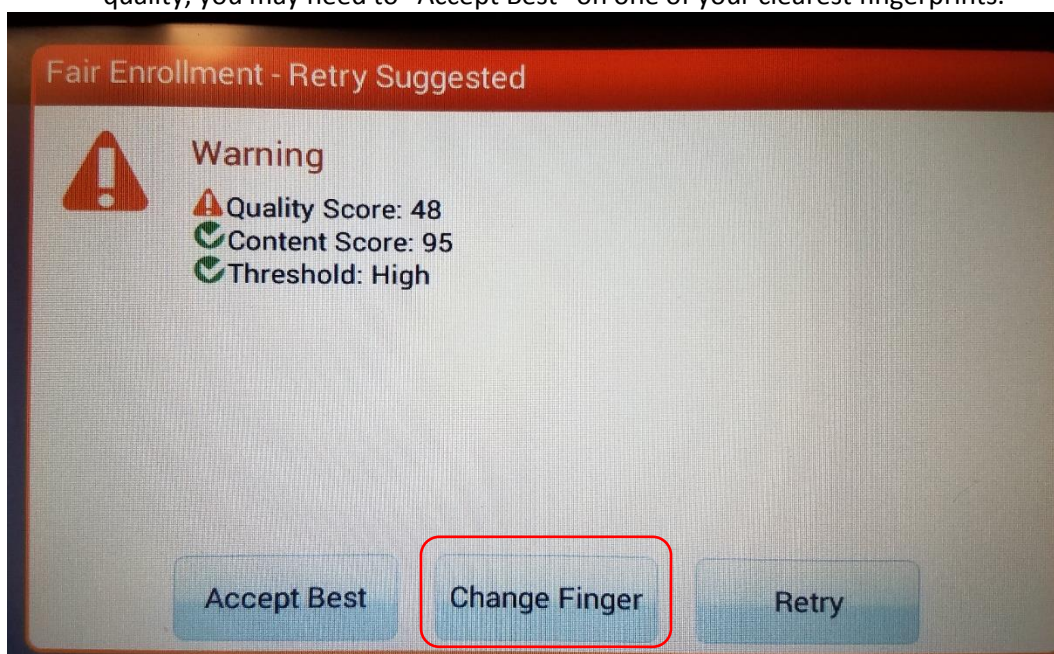
- Next you will see a screen prompting you to enter the employee's ID number that you are enrolling.



- The screen below will appear, prompting you to select the finger you want to enroll for the employee. Typically, the first finger we use is the right index finger. To select the finger, touch the blue box above the finger (circled in red below).



6. The system will then request that the finger be placed on the biometric finger scan.
7. Instruct the employee to press with a slight firmness, and follow the prompts on the screen which may ask that the finger be moved slightly (i.e. move the finger to the right, or down). The screen will prompt for the finger to be placed on the biometric finger scan several times.
8. A green box will pop up if the fingerprint quality was good, and the system will accept the entry.
9. Some employees have fingerprints that are difficult for biometric devices to scan. If that is the case, a red warning may pop up on the screen, suggesting that you retry the finger scan. It is recommended that you select "Change finger" (circled in red below), and you will then be prompted to enter another finger which may have a clearer read. If all fingerprints have lower quality, you may need to "Accept Best" on one of your clearest fingerprints.



10. It is recommended that even for employees who do not have an issue with the enrollment of their first finger scan to also have a second finger scan completed. Both fingers can then be used for clocking in and out. This can be very practical in the event that one fingerprint is temporarily damaged by a cut or scrape. Once the enrollment of the first finger is completed, you will be asked if you'd like to enroll another finger and repeat the process.

