

Step One: Adding Employees

(Computer)

Setup tab > **Employee Setup**

- ✓ Assign a Username
- ✓ Assign an Employee #
- ✓ Add Employee

To send log in instructions (for viewing time card or clocking in and out online), enter the employee's email address and click "Send."

Add New Employee (Bulk import or remove users with the [Employee Import](#) page)

Username	Employee #	Password (Optional)	Email (Optional)	Status
Bathory, Elizabeth	13		ebathory@easytimeclock.co <input checked="" type="checkbox"/> Send[?]	<input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Terminated

Assign a **Username** and **Employee #**

If employees will be logging in online to view their time cards, you can leave the passwords blank to allow them to set their own.

Now your employees are added to the system. The next step is to send this information to the reader.

Step Two: Download Employees

(Computer)

Setup tab > **Reader Download**

- ✓ Click "Download" next to Employee
- ✓ Save Changes

Multiple Readers:
Choose one or more readers at the top.

Select Reader:
 6695164700067 - Herbert
 6695143800010 - Joshua

Filter by:
 Department: All Employee: All

Employee	Employee #	ID Card	Download	Disable Web Clock In	Fingerprints Enrolled	Reader Clock In Password (Optional)	Reader Access	Last Download
26 (Created at FP reader)	26	12001591	<input type="checkbox"/> Download	<input type="checkbox"/> Reader Only	0	Set	User	
Admin	99999		<input type="checkbox"/> Download		0	Set	User	Jan 11 2017 4:48PM sending to 695134200151 Jan 11 2017 4:48PM download complete
Bathory, Elizabeth	13	1672016	<input type="checkbox"/> Download	<input type="checkbox"/> Reader Only	3	Set	User	Mar 23 2017 5:09PM sending to 6695143800010 Mar 23 2017 5:10PM download complete
Berkowitz, David	17	12001591	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	2	Set	User	Feb 6 2017 11:50AM sending to 6695143800010 Feb 6 2017 11:51AM download complete

Enter **ID Card** or **Key Fob** Numbers here.
There is a number printed on each badge.

Download
This is what sends information to the reader. To send employee names to the reader (or to send updated usernames, employee numbers, badge numbers, or passwords), check "Download" and Save Changes.

"Disable Web Clock In" – Check to disable access to clock in and out of a computer or other devices, check "Reader Only" and Save Changes.

"Reader Clock In Password" – As a backup to fingerprint/badge, set a password for the employee to use when clocking in on the reader. To clock in with a password, the employee will enter their **Employee #, Enter, Password, and Enter** again.

"Reader Access" – See *Security, page 12*

"Last Download" – This will show the status of downloads to the reader. If blank, the employee's information has not been downloaded.