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."

Assign Department, Shift, or Location, if applicable.

Add New Employee						
Username	**Employee #**	**Password (Optional)**	**Email (Optional)**	**Department**	**Shift**	**Status**
Bathory, Elizabeth	13		elizabeth@easytimeclock.cc ☐ Send[?]	Office ▾	day ▾	⦿ Active ◯ Inactive ◯ Terminated
			Add Employee			

Click **Add Employee**

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:
☐ 6695143800010 - Joshua
☑ 6695163000001 - Sandra Dee

Filter by:
Reader Access All ▾   Department All ▾   Employee All ▾

Employee	Employee #	ID Card	Download (Check All)	Disable Web Clock In (Check All)	Fingerprints Enrolled	Reader PIN [What's This?]	Reader Access [What's This?]	Last Download
Admin	99999		☐ Download		0	Set	User ▾	Aug 24 2017 9:57AM sending to 6695143800010 Aug 24 2017 9:58AM download complete Aug 24 2017 10:40AM sending to 6695143800010 Aug 24 2017 10:40AM sending to 6695163000001 Aug 24 2017 10:40AM download complete Aug 24 2017 10:40AM download complete
Bathory, Elizabeth	13	12001591	☑ Download	☐ Reader Only	7	Set	User ▾	Aug 24 2017 9:57AM sending to 6695143800010 Aug 24 2017 9:58AM download complete Aug 24 2017 10:40AM sending to 6695143800010 Aug 24 2017 10:40AM sending to 6695163000001 Aug 24 2017 10:40AM 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 PINs), 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 PIN**" – As a backup to fingerprint/badge, set a numeric PIN for the employee to use when clocking in on the reader. To clock in with a PIN, the employee will enter their **Employee #**, **Enter**, **PIN**, 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.