SMARTTIME MANUAL

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The procedures and information in this manual are revised on an 'as needed' basis to assist our clients in meeting regulatory, reporting, and daily operational needs / standards as they are identified. Schools are responsible for complying with Federal / Accrediting / State regulations; SMART does not assume any responsibility for provision / dissemination of regulatory information, its interpretation by the school, or for data input into the software.

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BIOMETRIC DEVICE PRIVACY STATEMENT

A Biometric Device or Time Clock "Device" purchased and owned by you (the "Customer") offers the option of biometric technology to recognize and record biometric data from individuals who interact with the Device for time tracking and management purposes as intended. In this circumstance, "Biometric Data" means any information based on an individual's fingerprint. Biometric Data is unique to an individual and is considered Private Data. "Private Data" means any personal, personally identifiable, financial, sensitive or regulated information like social security numbers and biometric data for example. "SMART System" means the software and hardware infrastructure owned, operated, and hosted by School Management and Record Tracking, Inc. ("SMART" or the "Company").

Description of SMARTTime and Device Functionality

SMART is a reseller and not the manufacturer of the Device. The Device was selected for resell based on the following description of functionality as warranted by the manufacturer. The Device offers biometric, PIN, and RFID (key fob and/or card) options. It is at the Customer's sole discretion to use the biometric feature. If Customer elects to utilize the biometric feature of the Device, the Device temporarily captures and stores an image of that individual's fingerprint (the "Identifier"), but only for the time needed to create the individual's biometric template (the "Template"). The Template is used for subsequently recognizing that same individual. Only the Template, which is a binary computer file (not an image file) representing a tiny subset of the individual's Identifier, is stored. After an individual's Template is generated, the individual's Identifier (the image of the individual's fingerprint) is immediately and permanently deleted from Device. The Device and all Templates stored in the Device's operating software are built with precise algorithms and are encrypted and protected. The Device does not display the Template in the user interface. The Device does NOT use the same technology used by Automated Fingerprint Identification Systems (AFIS) for law enforcement purposes and is virtually unusable by AFIS. The SMARTTime Desktop Application and its operating software ("SMARTTime") installed on the Customers PC/Server synchronizes "Sync" the Template with additional Devices, if applicable. The Sync button is a manual step accessible to the Customer only. No portion of the Biometric Data in the Device or SMARTTime is transferred or accessible to SMART System. SMARTTime does not display the Template in the user interface. Customer can remove the Template by deleting the Template or the individual's profile from the Device, then using the Sync button to remove Template from SMARTTime.

Customer Responsibility and Compliance with Laws

It is the Customer's sole responsibility to comply with all applicable Federal, State or Local laws and regulations relating to the collection, use, storage, transfer, retention, and deletion of Data and Private Data held within the Device and SMART System. It is also the Customer's sole responsibility to comply with these laws and obtain consents from individuals (or legal guardian) on the Customer's behalf and for its third-party providers (SMART) and provide policies to individuals for the collection, use, storage, transfer, retention, and deletion of Data and Private Data. SMART advises the Customer to secure associated networks and PCs/Servers that contain Private Data and lock the Device with an administrative code limiting the ability to access the Device's settings. It is upon termination of services; Customer is required to provide access to SMART for the downgrade or removal of SMARTTime. Customers can locate more information in applicable manuals provided with your purchase of the SMART System. Additionally, the Terms and Condition can be located at SMART's public website (https://www.OnlineSMART.net) for convenience purpose.

NOTE: SMART IS NOT IN POSSESION OF BIOMETRIC DATA AS DESCRIBED HEREIN. SMART IS NOT LIABLE OR RESPONSIBLE FOR PRIVATE DATA, BIOMETRIC OR OTHERWISE, COLLECTED AND ENTERED INTO SMART'S SYSTEMS BY THE CUSTOMER. SMART WILL NOT SELL, LEASE, TRADE, OR OTHERWISE PROFIT FROM PRIVATE DATA, BIOMETRIC OR OTHERWISE. NOTHING IN THIS DISCLOSURE IS INTENDED TO CONSTITUTE OR PROVIDE LEGAL ADVICE TO CUSTOMER.

Illinois Biometric Information Privacy Act, Texas Capture or Use of Biometric Identifier Act, Washington RCW 19.375 Biometric Identifiers

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SMART SYSTEM COMMUNICATION FLOWCHART

ONLINESMART
CREATE STUDENT PROFILES

CLOUD NETWORK

SYNC WITH ONLINESMART
TO DOWNLOAD STUDENTS

UPLOAD STUDENT
ATTENDANCE HOURS TO
ONLINESMART

SMARTTIME
ASSIGN STUDENT TO A SHIFT THEN EDIT
& VERIFY STUDENTS' TIME

LOCAL NETWORK

SYNC TO
DOWNLOAD
FINGERPRINT OR
PASSWORD TO
SECONDARY
CLOCKS

SYNC TO UPLOAD
FINGERPRINT OR
PASSWORD TO
SMARTTIME

RETRIEVE CLOCK ENTRIES

PRIMARY TIME CLOCK

SECONDARY TIME CLOCKS

INPUT FINGERPRINT OR PASSWORD

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SECTION 1: GENERAL INFORMATION

SYSTEM REQUIREMENTS FOR INSTALLATION

1. In order to utilize SMARTTime, your school's computers must be networked. If you are unsure whether your school is networked, please consult a capable IT person.
2. The school must have the capability to assign static IP addresses to all computers and time clocks that use SMARTTime.
3. SMARTTime is Windows compatible and can be installed on Windows 10, Windows 11, and Windows Server. Installing SMARTTime on Windows XP, Windows Vista, Windows 7, or Windows 8 is not an option. If a school utilizes Mac OS, an IT Technician can configure the computer to run Windows side-by-side with Mac OS using a solution called Parallels, however, SMART strongly recommends utilizing a Windows based PC.
4. Please ensure ALL available Microsoft Windows Updates have been installed on each computer that will be utilizing SMARTTime, prior to installation. We recommend that your school entrusts this technical maintenance to a capable IT person. (www.update.microsoft.com)
5. Many schools have firewalls and/or anti-virus programs for computer security. Your school's IT Technician must configure your anti-virus and/or firewall settings to allow communication for SMARTTime, OnlineSMART.net, and the time clock. We ask that you do this prior to the installation process so these programs do not interfere with our system. Please complete this on ALL computers that will be utilizing SMARTTime. There may be conflicts with many of the various antivirus programs. If issues arise, you will need to have an IT Technician remove or modify the antivirus program. SMART recommends schools install Windows Defender for Windows 10 and newer. This is a free download from Microsoft's website.
6. At the time of install, a SMART Support Representative will instruct you on remotely connecting via the following website: https://connect.onlinesmart.net/. With the purchase of SMARTTime, the school receives 3 installations, one for the host computer and 2 workstations, if needed. If not used, SMART will keep a record of the install credits on file for future use by the school. Any additional workstation installs cost $45 and moving the host location costs $75.
7. Before installation, please decide which computer at your school is the best one to become the SMARTTime "Host Computer". Your host computer's location should be easily accessible to employees utilizing SMARTTime, but away from student access.
8. At the time of installation, please make sure the SMART representative is logged on as an administrator to the computer that will be delegated as the host computer. Preferably, the SMART representative should be logged in as the user who will be operating SMARTTime. This user should have Administrative privileges.
9. Plug your biometric time clock into a surge protector to protect it from electrical surges. If a time clock is not plugged into a surge protector at the school, SMART will not honor the manufacturer's warranty.
10. Make sure that you have an RJ45 Cat5e or Cat6 Ethernet cable to connect your new time clock to your router. The time clock is installed and functions much like a networked computer.
11. Time clocks should not be placed in an area where they will be in direct sunlight or extreme temperatures.

BACKING UP YOUR SCHOOL'S DATA

All time clock attendance records are stored on the school's host computer. SMART recommends that schools make nightly backups of the hard drive located on the host computer. These recommended backups are only for the records in SMARTTime. Once attendance has been sent to OnlineSMART, nightly backups of OnlineSMART are completed by SMART to ensure your data is not lost.

IMPORTANT: Backing up your hard drive will only ensure that student attendance records are not lost. If your school's host computer suffers a hard drive failure, SMARTTime will need to be reinstalled by the SMART Support Team. There will be a fee to reinstall the software if your institution has no remaining installation credits. SMART is not responsible for loss of data due to schools not backing up their system appropriately. If your host computer crashes, SMART advises that your school immediately start utilizing a sign-in sheet for your students. Be prepared to enter your attendance manually until a SMART Support representative can confirm that your school's data file was backed up correctly.

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SECTION 2: S905 TIME CLOCK SETUP

Everything you need to start tracking attendance with the OnlineSMART platform will be listed out in this article. You will have also received a Wifi connector/antenna in the box, however SMART recommends using an ethernet cord to connect the Time Clock(s) to your network as this is a much more reliable and secure way of connecting the device. Additionally, ethernet connections are much easier to troubleshoot should connection issues arise in the future.

NOTE: PLEASE MAKE SURE TO USE THE POWER CABLE /AC ADAPTOR THAT COMES WITH THE TIME CLOCK IN THE PACKAGE IT IS SHIPPED IN.(Using other power adaptors will likely damage your Time Clock irrevocably and may also void any manufacturer warranty).

1. Set Clock to Main Screen Style 2
   - Menu > Personalize > User Interface
2. Set Shortcut Key Mappings
   - Menu > Personalize > Shortcut Key Mappings
   - F1 - F6 = Undefined / F7 = Attendance Record / F8 = Personal Record Search
3. Set Fingerprint Sensitivity to High
   - Menu > System > Fingerprint
4. Make sure WiFi function is turned OFF
   - Menu > COMM. > Wireless Network
   - If clock was previously connected to WiFi (i.e. testing clock)
     - Select Connected Network
     - Scroll to bottom > Disconnect > OK
     - Turn WiFi Off
   - Setup Daylight Savings (Except for most Hawaii and AZ schools [double check with school])
     - Menu > System > Date Time
     - Daylight Saving Time = ON
     - Daylight Saving Mode = By week/day
     - Daylight Saving Setup
       - Start Month = 3
       - Start Week = 2
       - Start Day = Sunday
       - Start Time = 2:00 AM
       - End Month = 11
       - End Week = 1
       - End Day = Sunday
       - End Time = 2:00 AM

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SECTION 3: CONFIGURATION MENU

GENERAL TAB

The General tab in SMARTTime is where communication between the software and database is configured. It is in the General tab that a SMART representative will set up the Company Name, Data Provider, and Connection String that is unique to your school. **It is extremely important that you do not change any areas of configuration once it is saved**. This information should only be changed by a SMART representative. Additional charges may occur if an independent IT person changes these items. Changing even a decimal in the connection string will terminate communication with the SMARTTime database on the school's computer.

NOTE: The "Allow Edits in Close Out" drop down will automatically populate to "Yes". Some schools reside in states that enforce regulations prohibiting any editing of student clock in or out times. These schools should select "No" for this option; this will restrict the editing of clock times in SMARTTime. Time can always be edited in OnlineSMART.net, but be sure to review and understand your state's regulations in regards to the editing of time. For example, some schools are required by state regulation to process actual clock in and out times and make absolutely no adjustments to student hours of attendance.

TIME CLOCKS TAB

The Time Clocks tab allows a SMART representative to set the IP address for each individual time clock. This setting allows the school's network to communicate with SMARTTime and gives the ability to communicate with multiple time clocks. **It is extremely important that you do not change any areas of configuration once it is saved**. This information should only be changed by a SMART representative. Additional charges may occur if an independent IT person changes these items.

The Time Clocks tab is also where you will ensure your time clocks are set to the correct date and time. The time clocks mirror the settings on your host computer. Therefore, when daylight savings goes into effect and your school's time clocks are no longer accurate, you will need to change the date and time settings on the host computer. On most Windows computers, you can find this feature by clicking on the date and time that is displayed in the lower right-hand corner. Then from the Time Clocks tab, you will select each clock individually and then select the test button at the bottom of the window. This will reset the date and time on the clock to mirror the information on the host computer.

ONLINESMART.NET TAB

The OnlineSMART.net tab is used to sync SMARTTime with your OnlineSMART.net software. During installation, a SMART representative will enter the OnlineSMART.net Company Name, OnlineSMART.net School Name, and the Key. **It is extremely important that you do not change any areas of configuration once it is saved**. This information should only be changed by a SMART representative. Additional charges may occur if an independent IT person changes these items.

Should you require assistance in this area, it is recommended that you call SMART Support at (480) 744-0050.

SECTION 4: SHIFTS MENU ([Video](#))

SHIFT LIST TAB

The Shift List tab is where you will create shifts for your students as well as your instructors and employees. Your school's SMART trainer will assist you in the initial setup of your shifts. If you choose to change them or add shifts in the future, please follow the instructions below. It's important to realize that creating more shifts in SMARTTime will require you to spend more time closing out students' hours. Please consult a Support representative if you need assistance with making changes to your shifts.

Student Type – This Shift Type is for all students enrolled in a course at the school. Students are tracked in SMARTTime as well as OnlineSMART.net. This Shift Type will also include your Student Instructors.

Employee Type – This Shift Type will allow you to add administrative staff profiles to SMARTTime in order to track time for payroll purposes. Employees will not be linked to a profile in OnlineSMART.net and the tracking of them is limited to attendance report functionality only.

Instructor Type – This Shift Type can be used to differentiate between administrative employees and instructors. It operates the same way the Employee Type does in that you can add instructor profiles to SMARTTime in order to track time for payroll purposes. Instructors will not be linked to a profile in OnlineSMART.net and the tracking of them is limited to attendance report functionality only.

Creating a Shift
SMART's recommendation is to create one shift for All Active Students and one shift for All Inactive Students. SMART recommends this because each shift created will add extra steps in your school's attendance close out procedures. However, if your school has a high student count (65+ students) it may be beneficial to have additional shifts to differentiate between, for example, Part Time and Full Time. This will cause additional steps in the close out process but may make the process clearer by separating the two groups.

1. Select a Shift Type: Student, Instructor, or Employee.
2. Select the New button on the bottom right of the SMARTTime software screen.
3. Enter the Shift Name and Description depending on your school's shifts. Example: Full Time, Part Time, Evening Students, or All Active Students.
4. Once you have entered the Shift Name and Description, select the Save button on the bottom right of the SMARTTime software screen.
5. Repeat this process for all shifts.

NOTE: This software can be utilized to track employee hours. Please remember this software was developed for students and if you are using it for an employee time management system, you will be limited to SMARTTime reports only.

TIME SLOTS TAB

The Time Slots tab allows you to associate time frames for each shift created. The options are Daily Shift or Weekly Shift. If you wish to assign the same time frame for every day of the week, you will choose Daily. If you wish to assign different time frames for certain days of the week, you will choose Weekly. A SMART Trainer will assist you in the initial set up of the shift parameters. If you wish to change these parameters in the future, please follow the instructions below or consult a SMART Support representative.

Creating a Time Slot for a Shift
It is important to understand that the student schedule in OnlineSMART.net is where you have set the student's "Scheduled Hours". In this section, you are setting the Time Slots, which need to be open for all times that the student is allowed to receive hours. It is okay if the Time Slots are open for more than the students' scheduled hours, but if it is set for less than the scheduled hours, a student will not be able to receive those hours that fall outside of the Time Slots. Remember, you always want to enter the time frame that a student can receive time in. For example, if a student's shift is 8:00 a.m. - 4:00 p.m. but the student can make up hours until 5:00 p.m., you would extend the Time Slot end time out until 5:00 p.m.

1. Select a Shift Type: Student, Instructor, or Employee.

2. Select the Shift Name.
3. Select either Daily or Weekly. If selecting daily, all days are set using one set of time slots. If selecting weekly, you will check the box next to each day you want students to be able to earn hours on, then you will set times for each day you are including in the shift. To set the time slots, click on the time next to each day to enable editing, and input the time that the shift will Begin At and End At. To maneuver the time entry area, use the tab and arrow keys on your keyboard. After you have completed adjusting the time, hit the tab button on your keyboard and SMARTTime will prompt you to save the entry. Do this for all the time slots you are entering.
4. For SMARTTime to function correctly, the Time Slot tab will always need the Max Hours and Auto Out Time to be set. Some states have a max hours regulation that declares how many hours a student can earn in a day. If your state does not have a max hours regulation, set the max hours for 12+ hours, or the maximum amount a student can receive per day, according to your school policy. It will not hurt the system if it is set for more hours than the student could receive, but if it is set too low, it will not allow the student to receive those hours. SMART's recommendation for Auto Out Time is a generic 11:59 p.m. This is a safeguard that will automatically clock the student out at 11:59 p.m. if the student forgets to clock out at the end of their day. When closing out the shift, the system will show the auto clock out for 11:59 p.m. and the school employee can see that the clock out is not an accurate time and edit it.

If you have made changes in the Time Slots tab and the Update button in the upper right corner is highlighted, click the button before navigating away from this screen. Be sure to assign a time slot for each shift you create, in order that the students that are assigned to each shift can receive hours.

ATTENDANCE RULES TAB

The Attendance Rules tab allows you to set certain parameters for each of the shifts you have created.

Clock In Late Grace (Most schools DO NOT use this feature.)
"Clock in late grace (minutes)" allows a certain number of grace minutes that you specify for students who are clocking in late. The SMARTTime software will adjust their time to the school's clock in time set on the Time Slot tab.

Example: Parameters are set to a 15-minute grace. Sally clocks in at 8:35 a.m. Her shift started at 8:30 a.m. In this instance, Sally will have a start time of 8:30 a.m. SMARTTime would have given her up to 15 minutes (8:45 a.m.) of late grace time in this case.

Clock In Early Adjustment (Most schools do use this feature.)
"Clock in early adjustment (minutes)" allows students to clock in before the start of the shift so that they do not have to wait until the shift start time to clock in. This helps if your school has a lot of students. Instead of having a long line of students waiting at the time clock, they can clock in and be seated before their start time. SMARTTime software will adjust their time to the school's clock in time set on the Time Slot tab.

Example: Parameters are set to a 15-minute adjustment. Sally clocks in at 7:53 a.m. Her shift is set to start at 8:00 a.m. In this instance, Sally will have a start time of 8:00 a.m. SMARTTime would have given her up to 15 minutes (7:45 a.m.) of early adjustment minutes in this case.

Clock Out Early Grace (Most schools DO NOT use this feature.)
"Clock out early grace (minutes)" allows a certain number of grace minutes that you specify for students who are clocking out early.

Example: The parameters are set to a 15-minute grace. Sally clocks out at 4:45 p.m. Her shift is set to end at 5:00 p.m. In this instance, Sally will have an out time of 5:00 p.m. SMARTTime would have given her up to 15 minutes (4:45 p.m.) of early grace time in this case.

Clock Out Late Adjustment (Most schools do use this feature.)
"Clock out late adjustment (minutes)" allows students to clock out after the shift end time and have their time adjusted by a set number of minutes to the school's shift end time.

Example: The parameters are set to a 15-minute adjustment. Sally clocks out at 5:10 p.m. Her shift ended at 5:00 p.m. In this instance, Sally will have an out time of 5:00 p.m. SMARTTime would have given her up to 15 minutes (5:15 p.m.) of late adjustment minutes in this case.

Hours Before Lunch Deduction

The "Hours before lunch deduction" option allows you to set up the number of hours a student will be required to attend before deducting the amount of time specified for their lunch period.

Some states have a max hours regulation that declares how many hours a student must attend in a day before deducting a lunch. If your state has this, set it for that time. If your state does not have a max hours regulation, set the lunch deduction for 4+ hours, or the maximum, according to your school policy.

Example: Sally attends 7 hours today. The "Hours before lunch deduction" is set to 6 hours and the lunch to be deducted is set to 30 minutes. Sally will have 30 minutes deducted from her total hours for the day for her lunch after she passes the 6th hour. Her total hours for the day will be 6.5.

Example: Sally attends 5 hours today with the same settings noted above. Sally will not have any time deducted for lunch because she has not attended the 6 hours specified for an auto lunch deduction. Her total hours for the day will be 5.

Deduct Time for Lunch

"Deduct time for lunch" tells the system how much time to deduct from the students' hours once they have reached the declared "hours before lunch deduction" (shown above).

Deduct Time for Breaks

"Deduct time for breaks" will automatically deduct the specified time from students' total hours for the day for breaks from each student assigned to the shift in which this option is selected.

Rounding Intervals:

You may elect to have the system round the student's clock ins/clock outs to the nearest 5, 10, 15, 20, or 30 minutes.

Example: The rounding intervals are set to a 15-minute interval. Sally clocks out for lunch at 10:54 a.m. In this instance, Sally will have an out time of 11:00 a.m. SMARTTime would have rounded her up to the nearest 15-minute interval (11:00 a.m.) in this case.

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SECTION 5: ENROLLMENT MENU

ONLINESMART.NET UPDATE TAB (Video)

This tab allows the web-based management software to sync with the time clock software, enabling the system to bring active students from OnlineSMART.net into SMARTTime. By simply selecting Sync with OnlineSMART.net, you will bring the actively enrolled students from OnlineSMART.net into SMARTTime, as well as update student information that may have changed, such as a student's current enrollment status. If a student has graduated or dropped in OnlineSMART.net, the student then becomes inactive in SMARTTime. You will need to sync on a regular basis, especially when a new class starts, in order to keep SMARTTime current with OnlineSMART.net. You will notice the information displayed that is labeled Last Update located to the left of the Sync button. This indicates the information that was updated the last time the sync was performed, such as the number of students that were added, and the date it occurred. This information should reflect the number of new enrollments and status changes you have.

ENROLLMENT LIST TAB (Video)

The Enrollment List is where you will assign each student or employee a shift. Each student will need to be assigned a shift in order for them to be included in the close out of the shift and receive credit for the time they have attended. Employees can only be added manually while student information will be synced into the system through the previous tab (OnlineSMART.net update). Remember that each student/employee must have a shift assigned to them!

Assign a Student to a Shift
1. Select Enrollee Type from the drop-down menu. Your options will be All, Student, Instructor, or Employee.
2. Select your Status filtering option. Your options are All, Active, or Inactive.
3. Select your Find filter option. Your options are All, Permit ID, Last Name, First Name, SSN, Telephone No., Course, or Shift Name.
4. Highlight the student that you wish to assign a shift to. By holding the Ctrl button on your keyboard while selecting students, you can highlight multiple names and assign them all to the same shift.
5. Select a shift from the drop down at the bottom of the window and then select save.

NOTE: You may also click on any of the columns title bars to enable sorting in alphabetical or numerical order.

Add an Employee to SMARTTime
1. Select the Employee option from the Enrollee Type drop down menu.
2. Enter the first and last name of the employee and assign this employee to an Employee Shift.
3. Select Save in the lower right corner of SMARTTime.
4. Select the Time Clock Enrollment tab to locate that Clock ID that has been assigned by SMARTTime.

TIME CLOCK ENROLLMENT TAB (Video)

Time Clock Enrollment is the final step in the enrollment process. This is where you will find the Clock ID numbers that will be associated with your students' fingerprints or passwords. This number will be entered into the actual time clock when scanning the student's fingerprint or entering their password. You can find this number under the Clock ID column. Never create your own clock ID number! This number must be generated by SMARTTime. This is also the area where you will synchronize multiple time clocks together. This will allow students to clock in on any SMART time clock at the school's location.

You have the ability to sort the information on this page in several different ways.

1. In the Enrollee Type box your options are All, Student, Instructor, or Employee.
2. In the Configured box your options are All, Yes, or No.
3. In the Find box your options are All, Permit ID, Last Name, First Name, SSN, Telephone No., Course, Shift Name, Clock-In ID, or Active.

You may also click on any of the columns' title bars to enable sorting in alphabetic or numeric order.

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NOTE: Before moving on to the SMARTTime Attendance Tab, you will need to complete scanning all student and employee fingerprints into the time clock. Please refer to the fingerprint and/or password enrollment instructions in this manual.

Transfer the Fingerprint and Password into SMARTTime
Once the students' fingerprints and/or passwords have been enrolled into your time clock, press the Sync button in the upper right corner of the page above the Find button. This retrieves all configured data from the hardware, like fingerprint and password records, and pulls it into the software. If a student has a fingerprint or password configured in the system, you will see information listed in the Configured column on the Time Clock Enrollment tab as either FP1 or PWD.

Synchronize Multiple Time Clocks
This feature allows all students to clock at any one of the clocks that the school may have. Once the students' fingerprints and/or passwords have been enrolled into the primary time clock, press the Sync button in the upper right corner of the page above the Find button. This sends the students scanned fingerprint records and configured password records out to all the secondary time clocks at the school's location. It will also retrieve all configured data from the hardware, like fingerprint and password records, and pull it into the software. If a student has a fingerprint or password configured in the system, you will see information listed in the Configured column on the Time Clock Enrollment tab as either FP1 or PWD.

IMPORTANT: When utilizing multiple clocks, new students must first be enrolled on the primary clock.

IMPORTANT: For detailed information regarding the storage and use of biometric data and devices, please refer to our Biometric Device & Data Disclaimer located on Page 3.

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SECTION 6: ATTENDANCE MENU

ATTENDANCE RECORDS TAB (Video)

The Attendance Records tab is where you will go if you need to see when a student clocked in, manually add or edit a student's clock in or out time, delete a student's clock in or out time, or retrieve all students' attendance records from the time clock. The Attendance Records tab is also the first place you will go to when closing out time.

Retrieve Records from Time Clock
1. To gather the clock in and out times from the time clock, select the retrieve button in the upper right corner of the window. This pulls in all records of clock times from the hardware. It is not necessary to select a shift or date; this function pulls in all time clock records that have not previously been retrieved.
2. Now you can select a specific shift and date and scroll through the attendance records to verify that they are accurate. For example, you could check to see if a student forgot to clock out, or if a student has an auto clock out time of 11:59 p.m. that needs to be edited.

Editing Students' Time
1. Select the name of the shift the student is assigned to from the drop down.
2. Then select whether you want to view all attendance records or records from a specific day.
3. Now highlight the student's name. When you highlight the student's name, all their attendance records, or those for the day you selected, will appear in the bottom box.
4. Verify their time. If there are adjustments that are needed, manually edit their time with the Add or Remove button on the bottom of the screen. The SMARTTime software will place the time in correct order for clock In and Out based on the time entered.
5. Once editing is completed for all students within the shift, you can move to the Close Out tab.

CLOSE OUT TAB (Video)

The Close Out tab allows you to do a final review of time and to upload the total student hours for a shift to OnlineSMART.net. Remember that each shift must be closed out individually.

Close Out To Upload Student Attendance To OnlineSMART.net
1. Select the shift you would like to close out.
2. Select the day you would like to close out by highlighting it in the calendar or selecting it from the drop down. (Preferably the day you just edited in the previous step within the Attendance Records tab.)
3. Make sure the correct day is highlighted. Press the Next button in the lower right corner.
4. A new box will appear allowing you to double-check the attendance for that day, listing your students and their total time. At the very top of that new box, the system will state No Errors Found or Errors Found.
5. If SMARTTime found no errors, check the box stating "Show All" in the top right corner of the window to review the times again. Then press the Next button at the bottom right. A new box will appear stating "Ready to send attendance to OnlineSMART.net." Press OK to send. When complete, a box will appear to let you know the transfer was successful. Select OK to finalize.
6. If SMARTTime found errors, correct the errors and select the check boxes under the Accept column to the right of the student's name. Next, select the box in the top right corner stating Show All to review the times again. Then press the Next button at the bottom right. A new box will appear stating "Ready to send attendance to OnlineSMART.net." Press OK to send. When complete, a box will appear to let you know the transfer was successful. Select OK to finalize.

NOTE: You can close out the same day multiple times if you make an error. However, you cannot manually edit time in OnlineSMART.net and close out time utilizing SMARTTime on the same day. If you do so, you will have duplicate attendance entries in the student's profile.

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SECTION 7: REPORTS MENU

SMARTTime.Net reports are designed to allow schools to review clock in records and close out history, as well as serve as a diagnostic tool for SMART Support. These reports are not designed for individual reporting to students. Attendance / progress reports for students should be generated from OnlineSMART.net.

ATTENDANCE REPORT

The Attendance Report is used to display all time clock enrollees' attendance records for the selected days, arranged by type and shift. Attendance records must be retrieved from the time clock before they can be included in this report. Once generated, the fields displayed in this report include: Permit Number, Full Name, SSN, Telephone, Course, Hours, Accept (whether the hours were accepted or not), and Uploaded (the date and time the hours were uploaded into OnlineSMART.net).

1. Select Attendance Report from the Reports dropdown.
2. Enter a Start Date and an End Date.
3. Select the Run Report button.
4. This report can be exported to Excel or PDF by selecting the blue Export button in the page header and choosing a format.

TIME CLOCK LOG REPORT

The Time Clock Log Report is used to display a record of all manipulations that have taken place in the time clock. It also displays a record of the clock ID manager number associated with each manipulation, if applicable. Once generated, the displayed fields in this report include: Super ID (manager ID number), Clock Type (time clock model number), Machine Number (time clock device number), Date, Time, Manipulation (the type of change or configuration that occurred), Clock-In ID, Finger Number, and Retrieved (the date and time the action took place).

1. Select Clock Log Report from the Reports dropdown.
2. This report can be exported to Excel or PDF by selecting the blue Export button in the page header and choosing a format.

TIME CLOCK PUNCH REPORT

The Time Clock Punch Report is used to display a detailed record of all clock in and clock out punches for a time period. Once generated, the fields displayed in this report include: Type (Student, Employee, or Instructor), Permit Number, Full Name, SSN, Clock-In ID/Mode, Date, Time, Source, and Created (the date and time the punch was created in the software).

1. Select Clock Punch Report from the Reports dropdown.
2. Enter a Start Date and an End Date.
3. Select the Run Report button.
4. This report can be exported to Excel or PDF by selecting the blue Export button in the page header and choosing a format.

ROLL CALL REPORT

The Roll Call Report is used to display a record of time clock enrollee's attendance status, present or absent, for the current day, sorted by shifts. This report also provides information regarding the enrollee's last clock punch for the current day. Once generated, the fields displayed in this report include: Permit Number, Last Name, First Name, Home Phone, Absent / Present, Date, Time In, and Result (In or Out).

1. Select Roll Call Report from the Reports dropdown.
2. Select <All> or specify a shift from the Shifts dropdown.
3. Select the Run Report button.
4. This report can be exported to Excel or PDF by selecting the blue Export button in the page header and choosing a format.

ROSTER REPORT (ENROLLMENT REPORT)

The Roster Report (Enrollment Report) is used to display time clock enrollee's individual enrollment information such as start date, clock ID number, and whether they have a fingerprint or password configured in the system. Once generated, the fields displayed in this report include: Permit Number, Full Name, Telephone, Course, Start Date, Clock ID, and Configured.

1. Select Roster Report from the Reports dropdown.
2. Select <All> or specify an enrollee type from the Type dropdown.
3. Select <All> or specify a shift type from the Shift dropdown.
4. Select the Run Report button.
5. This report can be exported to Excel or PDF by selecting the blue Export button in the page header and choosing a format.

TIME ACTIVITY REPORT

The Time Activity Report has two tabs. The first tab, Criteria, displays a list of time clock enrollees. You can choose whether to display Active, Inactive, or All enrollees by changing the selection in the Student Status dropdown. These are the individuals you can choose to include in your report. You can also sort the Criteria page by Permit Number, Enrollee Type, Last Name, First Name, or Shift by selecting the column header you wish to sort by. The second tab, Report, then displays a report of the selected enrollees' actual clock in and clock out times, before shift parameters and rules are applied. Once generated, the fields displayed in this report include: Name, Permit Number, Date of Attendance, Clock ID, Status (In or Out), Date/Time Scanned, Processed On, Hours, and Total Hours (if running for a date range). This report is commonly used to display employee's total hours for payroll purposes.

1. Select Time Activity Report from the Reports dropdown.
2. From the Criteria tab, enter a Start Date and an End Date.
3. Select Active, Inactive, or All from the Student Status dropdown.
4. If desired, you may check the box that allows you to print one student (enrollee) per page.
5. Then highlight the students you want included in the report. You can highlight multiple enrollees at a time by holding down the Ctrl button on your keyboard as you select individual names.
6. Select the Run Report button.
7. This report can be exported to Excel or PDF by selecting the blue Export button in the page header and choosing a format.

UPDATE HISTORY REPORT

The Update History Report is used to display all time clock enrollees' total time in both hours and decimals for the selected days. Attendance must already be closed out in the software before it can be included in this report. This report displays time after shift parameters and attendance rules are applied to clock punches. Once generated, the fields displayed in this report include: Type (Student, Employee, or Instructor), Shift, Name, SSN, Attendance Date, and Hours. NOTE: This report can also be ran for employees, provided the employee shift is closed out.

1. Select Update History Report from the Reports dropdown.
2. Enter a Start Date and an End Date up to three months prior.
3. Select the Run Report button.
4. This report can be exported to Excel or PDF by selecting the blue Export button in the page header and choosing a format.

SMARTTIME MANUAL

SECTION 8: ROLL CALL

Roll Call is an additional software program that works in conjunction with SMARTTime to provide "on-the-fly" reporting of time clock activity for the day. It provides a basic list of students who have clocked in on the left side of the window, and those who have clocked out on the right side of the window. You must retrieve time in SMARTTime (in the Attendance Records tab) for Roll Call to accurately reflect the most current time clock information.

You can set up SMARTTime to retrieve time clock records automatically so that you don't have to click the Retrieve button every time you want Roll Call to be refreshed. Please be aware that using the Auto Retrieve function will cause the time clock to beep every time that SMARTTime automatically retrieves records, so we do not recommend leaving the Auto Retrieve function on all day. Additionally, in order for Auto Retrieve to run successfully, your school will need a reliable and high-speed network, otherwise, errors may occur.

1. In SMARTTime, click on the Attendance menu option at the top of the window and then select Auto Retrieve Records. This will open the Auto Retrieve window.
2. Select the Refresh Rate from the drop-down menu. These numbers represent seconds and range from 10 seconds to 600 seconds (10 minutes).
3. Click on Start Processing to begin the auto retrieve process.
4. In Roll Call, select the amount of time you wish to refresh the window by selecting the Set Refresh Rate drop down menu.
5. When you are finished monitoring your time clock activity, select End Processing in the Auto Retrieve window in SMARTTime.

SMARTTIME MANUAL

SECTION 9: TIME CLOCK S905 (Video)

FINGERPRINT ENROLLMENT

1. Go to the clock that has been designated as the primary time clock. (The primary clock is usually the first-time clock installed if you have multiple time clocks.) It is important to know which clock is your primary time clock because you should only enroll student fingerprints and passwords into the primary time clock.
2. Select the Menu (M/<-) button. [M/<-]
3. Select User Mgt and press the OK button.
4. Select New User and press the OK button.
5. Enter the ID number which was generated by the SMARTTime software. You can find this in the Enrollment section under the Time Clock Enrollment tab.
6. **Optional:** Enter the student's name if you wish to do so. To type in letters, use the following instruction:
    a. Press the letter group of the first letter. This will bring up a list of options for that letter group. For example, for the letter "J" press "5JKL". The options will then be J K or L.
    b. Continue pressing the number for the letter you want to choose. For "K" press "5JKL" twice.
    c. **NOTE**: Selecting the star (*) key will cycle through capital and lowercase letters, numbers, and symbols.
7. Select Fingerprint and press OK.
8. On the screen with the image of two hands, use the arrow keys to select either finger 1, 2, or 3. NOTE: You can enroll any finger under 1, 2, or 3. You do not need to follow the image. Failure to select fingers 1, 2, or 3 will result in not being able to see if the student's fingerprint is configured in SMARTTime.
9. Follow the prompts to scan the student's fingerprint. Place the student's finger over the lighted scanner until the unit beeps 1st time. Scan the same finger a 2nd time as prompted. Scan the same finger a 3rd time as prompted. (Skip this step if entering a pass code.)
10. Press ESC to exit the fingerprint screen or ESC and OK to enter an additional fingerprint.

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11. Make sure the User Role is set to Normal User. (Use Registrar for employees who are allowed to enroll students and Super Admin for administrators.)
12. Select Back to exit the new user setup. You can also select OK, and then select OK again to save the student into the time clock and create another new user.
13. Go to the host computer and select Sync on the Time Clock Enrollment tab within SMARTTime.
14. Once you have synced, have the student place their finger over the scanner to clock in. The clock will say thank you and flash the information that was assigned to the fingerprint. Verify that it displays the correct information. It is very important that the enrollment number matches what was issued from SMARTTime, in the Time Clock Enrollment tab. Using the wrong number will result in the student clocking in as someone else.

> **IMPORTANT:** For detailed information regarding the storage and use of biometric data and devices, please refer to our Biometric Device & Data Disclaimer located on Page 3.

KEY FOB (RFID) ENROLLMENT

1. Follow steps 1-6 from above.
2. Scroll down to Badge Number and press OK.
3. Follow On-Screen instructions to scan Key Fob in front of the SMART logo (front of the fingerprint scanner)
4. Click ESC to save the student into the time clock and exit the new user setup.
5. Go to the host computer and select Sync on the Time Clock Enrollment tab within SMARTTime.
6. Once you have synced, have the student scan their Key Fob in front of the SMART logo on the time clock. The clock will say thank you and flash the information that was assigned to the ID number and Key Fob; verify that it displays the correct information. It is very important that the enrollment number matches what was issued from SMARTTime, in the Time Clock Enrollment tab. Using the wrong number will result in the student clocking in as someone else.

PASSWORD ENROLLMENT

1. Follow steps 1-6 from above.
2. Scroll down to Password and press OK.
3. Enter the student's password (must be 1-8 digits long).
4. Enter the same password a second time in the Password input field to confirm it.
5. Select OK to save and exit the password screen.
6. Make sure the User Role is set to Normal User. (Select Registrar for employees who are allowed to enroll students and Super Admin for administrators.)
7. Click ESC to save the student into the time clock and exit the new user setup.
8. Go to the host computer and select Sync on the Time Clock Enrollment tab within SMARTTime.
9. Once you have synced, have the student enter their ID number into the time clock and press OK, and then enter their password and press OK. The clock will say thank you and flash the information that was assigned to the ID number and password; verify that it displays the correct information. It is very important that the enrollment number matches what was issued from SMARTTime, in the Time Clock Enrollment tab. Using the wrong number will result in the student clocking in as someone else.

DELETING FINGERPRINT OR PASSWORD or ID Number

1. Select the Menu button.
2. Select User Mgt and press the OK button.
3. Select All Users and press the OK button.
4. Enter the ID number you wish to edit into the search field and press OK.
5. Select Delete User from the menu window that pops up.
6. Select Delete User or Delete Fingerprint Only or Delete Password, and then press the OK button and OK again to confirm.
7. If you are finished, select Back or press the ESC button until you are back to the main screen.

DATE & TIME

The time clocks mirror the settings on your host computer. Therefore, when daylight savings goes into effect and your school's time clocks are no longer accurate, you will need to change the date and time settings on the host computer. On most Windows computers, you can find this feature by clicking on the date and time that is displayed in the lower right-hand corner. After accounting for the time on the computer, from the Time Clocks tab within SMARTTime, you will select each clock individually, beginning with clock 1, then select the test button at the bottom of the window. This will reset the date and time on the clock to mirror the information on the host computer.

NOTE: When daylight savings goes into effect, it is imperative that schools follow the above instructions and update the time in the time clocks before allowing students to clock in and out. If students/employees clock in before the time is reading accurately, there will be incorrect attendance records for your students and/or employees that will have to be manually adjusted by school staff.

MENU LOCK WITH PRIVILEGE LEVEL

The privilege level in a user's time clock profile can be used by a school to lock the administration options in the time clock. There are three different privilege levels: Normal User, Registrar, and Super Admin. When a profile has been assigned either a Registrar or a Super Admin privilege level, then the administration options become locked.

Normal User Level – The Normal User privilege level has no access to administration options on the time clock when there is another user with the Registrar or Super Admin privilege level. If there is no Super Admin or Registrar on the time clock, then all Users have access to all administration options. Students should be assigned to the Normal User privilege level.

Registrar Level – The Registrar privilege level has access to four administration options on the time clock: New User, Manage, Record, and Sys Info. The Registrar can create profiles on the time clock by selecting New User, but they can only assign a profile with the privilege level of Normal User. Likewise, they can select Manage to edit profiles, but only User profiles. Registrars cannot edit other Registrars or Super Admins. Employees who are responsible for adding students to the time clock should be assigned the privilege level of Registrar.

Super Admin Level – The Super Admin privilege level has access to all administration options on the time clock. School owners, directors, or managers should be assigned the privilege level of Super Admin.

Keep in mind that if the administration options are locked, it is a good idea to have more than one Super Admin enrolled into the SMART time clock. If a Super Admin is not present and they are the only one authorized to open the administration section in the clock, it will be impossible to do so. This means that while Registrars will still be able to enter students' fingerprints into the clock, nobody will have access to the other administration options in the time clock. It is a good idea to have one password code established for emergencies, for example, in cases where an employee quits or is terminated.

> NOTE: Your new Time Clock package should have included a SMART Key Fob. Use it to create a Super Admin, ensuring only authorized school administrators can access the Time Clock menus. Students and unauthorized staff will only be able to clock in and out. For setup details, contact our Support Team.

VOICE OUT FEATURE

The Voice Out feature says "Thank You" after a fingerprint is successfully scanned, or "Please Try Again" if the clock was unsuccessful in capturing the fingerprint; it is possible to disable this feature. However, if you choose to disable this feature, you should inform students that they will need to watch the screen on the time clock after they scan their finger or enter their password. If their clock in or out was successful, the screen will display "Thank You" and display their clock ID number. If their clock in or out was unsuccessful, the screen will display "Please Try Again" and they will need to rescan their finger or reenter their password.

1. Select the Menu button.
2. Select Personalize and then press OK.
3. Scroll down and select Voice. Use the right or left arrows to change the Voice Prompt setting to ON or OFF.
4. Press ESC button until you return to the main screen.

TIPS

Network Settings on The Time Clock
When you first set up your time clock, or if there is a problem with the time clock, a SMART Support representative may ask you to verify or edit the network settings on the time clock. Follow these steps to access these settings.

1. Press the Menu button.
2. Select Comm. and press OK.
3. Select Ethernet (which should already be selected since it is the first option) and press OK.
4. In the Network screen, you will mainly be asked to verify or edit the IP address or default gateway. The IP address is listed as IP Address, but the default gateway is listed as just Gateway.
5. Once you are done, select OK and press the OK button.
6. Press ESC until you return to the main screen.

Install The Time Clock
Please review the following suggestions regarding installing your time clock.

1. Do not install or operate the time clock where strong light is present, in hot environments, and/or near direct heat sources. Intense light will adversely impact the sensor's ability to accurately read fingerprints.
2. The time clock is primarily intended for indoor use. If it must be installed outdoors, protect it with an all-weather protective covering such as an outdoor enclosure.
3. Provide adequate ventilation for the time clock to prevent it from overheating.

Clock Repeating "Please Try Again"
If the time clock is repeating "Please Try Again" continuously and not accepting fingerprint scans, try cleaning the scanning window using cotton balls and a small amount of rubbing alcohol or glass cleaner. If the screen is dirty, the time clock will treat the residue as a fingerprint and continuously attempt to scan it for recognition.

Fingerprint Won't Scan
It is somewhat rare that a student's fingerprints are not distinct enough to be scanned by the clock, but this does occur from time to time. There are a number of conditions which could affect a student's fingerprints, most of which are easily remedied. When you scan a student's fingerprint into the time clock, you will see an image of the fingerprint scan which can help you determine what the problem is. The most common problems are excessive dryness or wetness, insufficient pressure, and excessive scarring. Below are examples of fingerprint scan images to help you determine the problem.
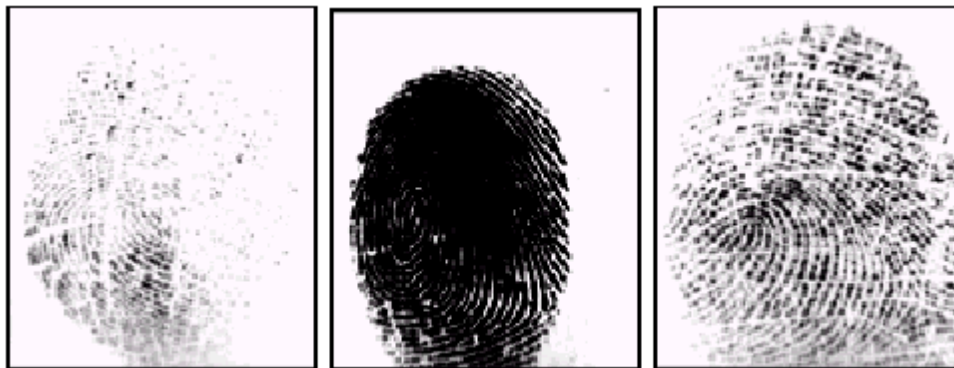
| Excessive Dryness or Insufficient Pressure | Excessive Moisture or Excessive Pressure | Excessive Scarring |

You do have the option of assigning a student a password, but we recommend trying the following first:

1. The fingerprint may not have been scanned correctly. Try deleting and then rescanning the fingerprint.

2. Compare the student's fingerprint scan image to the examples above and attempt to compensate accordingly. For example, if a student's finger is excessively dry, have the student rub the back of their hand or arm to try to pick up some oil onto their finger.
3. If there is excessive scarring or generally insufficient detail in the fingerprint, try deleting the fingerprint and rescanning a different finger. We recommend using the thumbs as they generally have greater detail.
4. Make sure the fingerprint pad is free of dirt. Try wiping it with a microfiber cloth or cleaning it with some rubbing alcohol or glass cleaner.
5. If these steps do not resolve the issue, this student may need to have a password instead of a fingerprint.

> **IMPORTANT:** For detailed information regarding the storage and use of biometric data and devices, please refer to our Biometric Device & Data Disclaimer located on Page 3.

Computer/SMARTTime/Internet Running Slowly

Sometimes computers need to be rebooted in order to reorganize their processes. If you are having difficulty with your computer, SMARTTime, or your time clock, SMART recommends restarting your computer as your first troubleshooting step.

SMARTTIME MANUAL

SECTION 10: COMMON QUESTIONS

How do I enroll a student into SMARTTime and begin sending their hours over?
1. Sync with OnlineSMART to bring the student into SMARTTime.
2. Assign the student a shift under the Enrollment List.
3. Enroll the student's fingerprint into the clock under their assigned Clock ID.
4. Sync with the time clock (prior to the student clocking in for the first time).
5. Allow the student to clock in and start receiving time.
6. At the end of the student's shift, Retrieve time from the clock.
7. Begin the Close Out process.

Why do I get an error when opening SMARTTime?
If an error populates immediately upon opening SMARTTime, the likely cause is that a program by Microsoft that SMARTTime uses has stopped running. Sometime restarting the PC will resolve the error, but if the error continues, contact SMART Support for assistance.

Why do I get an error when retrieving time?
Errors during the retrieval process are often related to the networking at the school. Follow the below steps to determine if the issue is with the school's network.

1. Open SMARTTime.
2. Select the Configuration Tab.
3. Select the Time Clock Tab.
4. In the middle of the page, you should see "S900". Highlight the clock.
5. With the clock highlighted, select the "Test" button at the bottom of the program.
6. If the "Status" of the clock does not read "Ready", or if you receive an error, then the issue lies within the school's network. Start by making sure the clock is powered on and that none of the connections are loose. If this does not resolve the issue, you will need to contact whoever handles the IT support for your school. Contact SMART Support for additional troubleshooting options. NOTE: If your school has multiple clocks, then all clocks must Test as "Ready" for any of the clocks to work.

Why is my clock stuck in "Working" when trying to retrieve?
Depending on your network performance, the clock may at times get stuck in working. If this happens, simply select the Cancel button located under the Retrieve button on the Attendance tab. This should not happen regularly. If this continues to be an issue, please contact SMART Support for assistance.

How do I make a student an Employee?
If a student has graduated and will now be employed at your school, complete the following steps:

1. Graduate the student in OnlineSMART.
2. Sync with OnlineSMART. This will make his/her profile Inactive in SMARTTime.
3. Delete the student's fingerprint from the physical time clock and Sync with the clock.
4. In the Enrolment list, select the Enrollee Type for Employee and fill in the fields provided below. It is not recommended to include an SSN for Employees.
5. Reenroll the student with a new fingerprint using their new Clock ID and place them under the Employee Shift. **NOTE**: The former student will have a new Clock ID number.

How do I reenroll a student back into the clock?
If a student was a drop and he or she is now re-enrolling, make sure to Sync with OnlineSMART. Once a student is active in OnlineSMART, syncing will make the profile in SMARTTime active as well.

Why doesn't the student's time show in Attendance Records?
Make sure that you have retrieved time from the clock. Check if the student has "FP1" next to their name under the Time Clock Enrollment Tab. If not, sync with the clock(s). Check the enrollment list to see if there are duplicate profiles of the student. If so, contact SMART Support so that we may fix the issue.

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Why is one student's time going to a different student?
This is caused by enrolling two students under the wrong Clock ID numbers. To fix this, observe the students' scanning to make note of the numbers that flash on the time clock screen when they clock in. Delete both numbers from the clock. Sync with the clock(s) and reenroll the students under their correct Clock ID. NOTE: If you have multiple clocks, you must delete the users from all time clocks. If you need further assistance, please contact SMART Support so that we may fix the issue

I enrolled a new student, but I don't see their name during Close Out?
The student is not assigned a Shift under the Enrollment List.

Why does the first punch of the morning not show?
Check the Shift Parameters under the Shift tab. If a student punches outside the allowed time, that punch will show up but will not have the words "In" or "Out" next to it. This indicates a punch made outside the Time Slot for that shift and will not be included in the total hours calculation for the day in question. These punches may be manually edited on case-by-case basis, but also you may need to adjust the settings for that shift to include those punches or alternatively to round them up/down. If you need assistance adjusting your Shift Settings, please feel free to reach out to SMART Support.

One of my students is clocking in everyday but their time is not showing?
Look at the Time Clock Enrollment tab and make sure the student has FP1 next to their name. If not, sync with the clock by clicking the Sync button in the Time Clock Enrollment tab of the Enrollment menu. Another possibility is a duplicate due to a change in course or social security number. Check the Enrollment List to see if there are two profiles. If so, contact SMART Support so that we can remove the duplicate. Do not assign a fingerprint to the duplicate profile. Doing so will result in duplicate attendance records and SMART cannot merge these records.

SMARTTIME MANUAL

SECTION 11: GLOSSARY

<u>Host Computer</u>: The host computer is the main computer that SMARTTime is installed on and the location where the SQL database is housed. All workstations will have a remote connection to this computer in order to read and write data.

<u>Primary Time Clock</u>: This is the main time clock that you will use to enroll students in; it shares fingerprint and password configuration information with all other time clocks in the network. (If you do not know which is your school's primary clock, you can press the <u>Menu</u> button on the clock, select Setup and press <u>OK</u>, then select Communication and press <u>OK</u>, then look for the Device ID number in this list. If the device ID number is 1, this is the primary clock.) NOTE: Students must only be enrolled into the Primary Clock.

> **IMPORTANT:** For detailed information regarding the storage and use of biometric data and devices, please refer to our Biometric Device & Data Disclaimer located on Page 3.

<u>Secondary Time Clock</u>: This is any additional time clock at the school; secondary clocks depend on the primary time clock for student clock ID configuration information. (If you do not know if a time clock is a secondary clock, you can press the <u>Menu</u> button on the clock, select Setup and press <u>OK</u>, then select Communication and press <u>OK</u>, then look for the Device ID number in this list. If the device ID number is anything other than 1, this is a secondary clock.) NOTE: Students CANNOT be enrolled on a clock other than the Primary Clock.

<u>Sync</u>: Short for synchronize; this is the process of matching data between devices or software through a networked connection. In SMARTTime, this process links SMARTTime with OnlineSMART.net to share student information, like enrolled status and attendance records. Additionally, this process links the time clock to the software to share attendance records and clock ID configuration.

<u>Workstation</u>: Workstations are additional computers in the school's network that SMARTTime is installed on; they read SMARTTime's SQL database through a remote connection to the host. Operating SMARTTime through a Workstation is like running a separate instance of the program. In other words, whenever changes or edits are made on a Workstation, they will not be reflected on any other computer that has SMARTTime open. Much like a shared Excel sheet, one would need to close and re-open SMARTTime to see the changes. Unless the Auto Retrieve function is being used, SMARTTime should remain closed when not in use.

IMPORTANT: Only one person from your school should be working in SMARTTime at any given time. Failure to follow this practice may result in lost edits and/or changes made.