



CleverTime


app.cbssystems.io

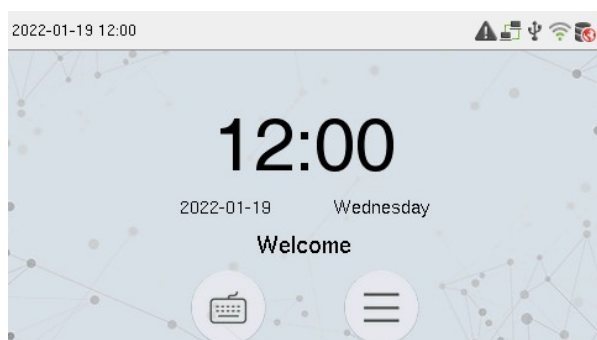
Instructions For Enrolling Employees On FA1000 Facial Time Clock




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Please follow the below instructions to enrol your employees in the time clock.

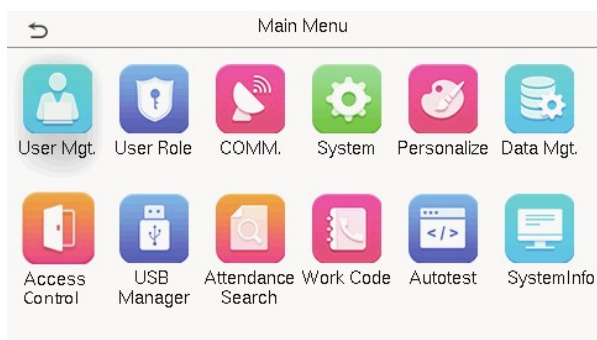
You might want to start by printing out an employee list, with their User ID's and Names, to check off as you enrol them. If your payroll system uses numbers for your employee codes, then we recommend keeping it the same.

1. Enter the Time Clock menu by pressing the menu key  and scan your face



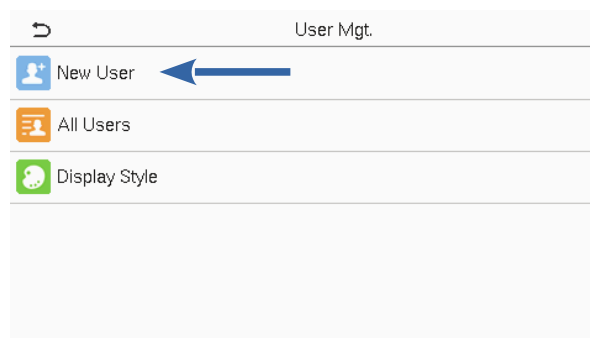
But if you are not already enrolled, then (after pressing menu ) use our technician code by pressing the “Keyboard” icon  and entering a User ID of **9666**, then press the “Key” icon  and enter a Password of **9666**

2. Press the “User Mgt.” (User Management) option



Note, if you entered your employees into CleverTime first, then their Name and User ID will be sent down to the time clock, in this case, jump ahead to Page 4 (Managing Enrolments on the Time Clock), as you will need to Edit the employee to enrol their Face.

3. Press the “New User” option



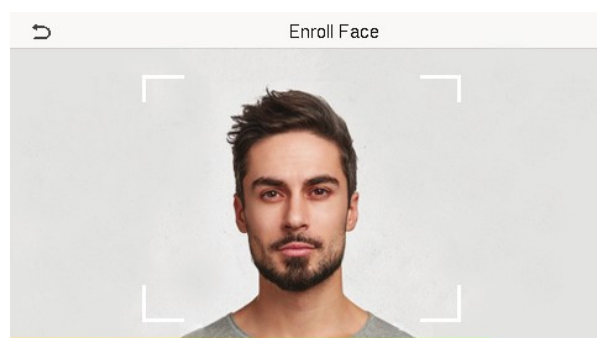
4. To set your own “User ID”, press the “User ID” option, then enter the required User ID (if using the time clock generated User ID, make a note of it, as you will need to setup the employee, in the software using this ID)

New User	
User ID	3
Name	
User Role	Normal User
Verification Mode	Password/Card/Face
Face	0
Card Number	

- Press the “Name” option to set the employees name

(note, the name is not required as only the User ID is used to sync)

- To enrol a face, press the “Face” option and try to stay still while facing the camera



- To optionally enrol a password, press the page down icon, then press the “Password” option

New User	
User Role	Normal User
Verification Mode	Password/Card/Face
Face	0
Card Number	
Password	
User Photo	0

Now enter the required password, then press the “OK” option, repeat the password and press the “OK” option again

(note, password should be any number between 4 and 8 digits in length)

Password			

1	2	3	<X>
4	5	6	<^>
7	8	9	<v>
ESC	0	123	OK

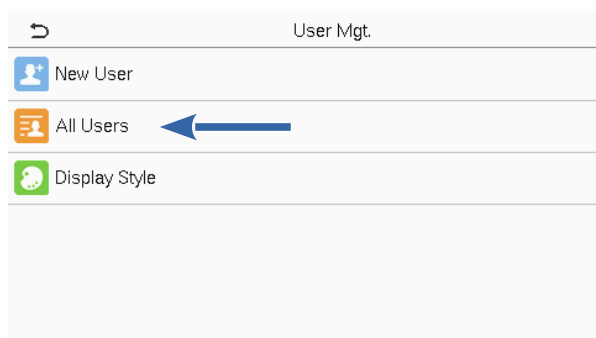
- If enrolling an Administrator, press the “User Role” option and then press the “Super Admin” option

(note, only “Super Admin” users can enter the menu to enrol employees)

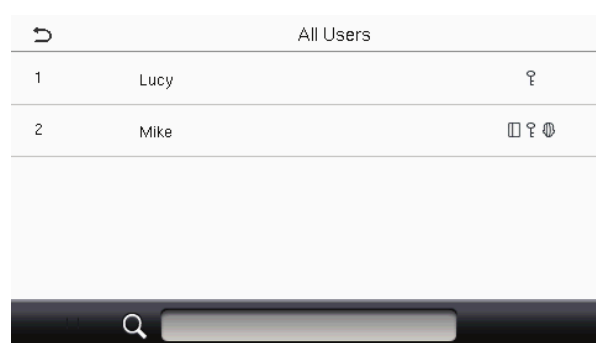
- To save the new enrolment and exit back to the clock in/out screen, press the “Left Arrow” option (top left corner), 3 times

Managing Employee Enrolments on the Time Clock:

1. From the “User Mgt.” (User Management) option under the time clock menu, press the “All Users” option



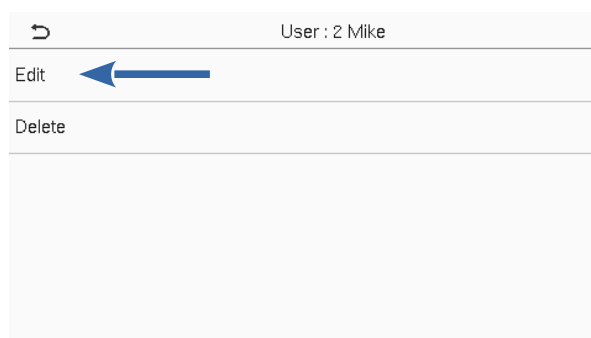
2. Now press on the required employee in the list (or use the search box at the bottom to find the employee first)



In the user list it shows the User ID, an optional employee name, a person icon for an Administrator, a fingerprint icon if a finger is enrolled and a key icon if a password is set

To edit an employee (for example to re-enrol face or make changes):

1. After selecting the employee, press the “Edit” option, it will show the enrolment screen for you to make any changes, re-enrol the face or enrol additional fingers



To delete an employee (for example employee enrolled under wrong number):

1. After selecting the employee, press the “Delete” option



2. Press the “Delete User” option and then the “OK” option to delete the employee and any face enrolment from the time clock

↩	Delete : 2 Mike
Delete User	←
Delete Face Only	
Delete Password Only	
Delete User Photo Only	