



CleverTime

app.cbsystems.io

Instructions For Configuring Work Codes On FA1000 Facial Time Clock

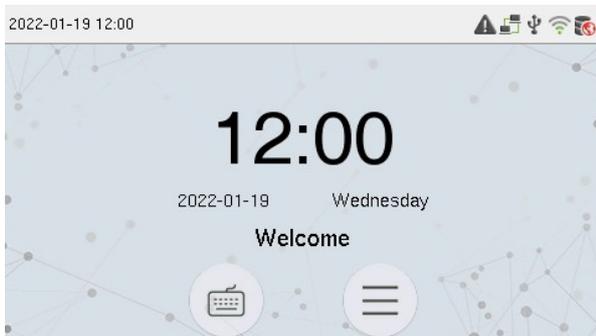
Author: Jamie Hayter
Version: 1.0

Please follow the below instructions to configure Work Codes in the time clock.

The time clock can be configured, so employees are prompted to choose a Work Code.

Work Codes can be linked to either Positions or Jobs in CleverTime, by setting the Punch Code in CleverTime against the Position/Job to match the Work Code number in the time clock.

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

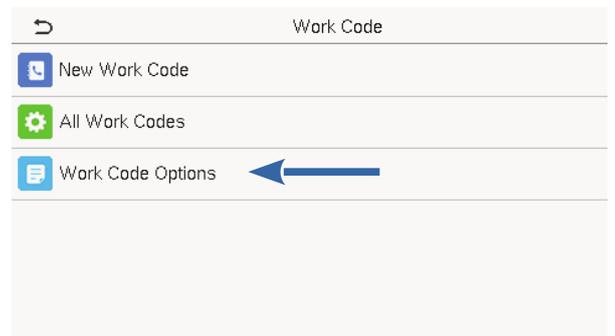


But if you are not already enrolled, then (after pressing menu ) use our technician code by pressing the “Keyboard” icon  and entering a User ID of **9666**, then press the “Key” icon  and enter a Password of **9666**

2. Press the “Work Code” option

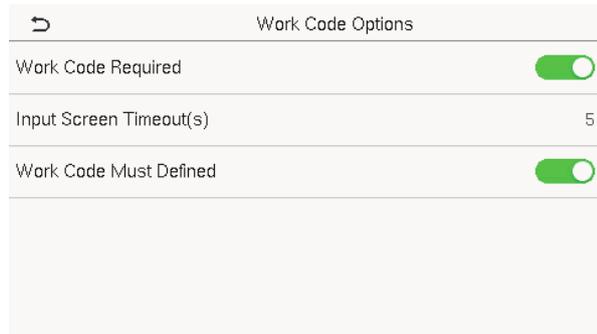


3. **To configure if Work Code is required** when clocking, press the “Work Code Options” item

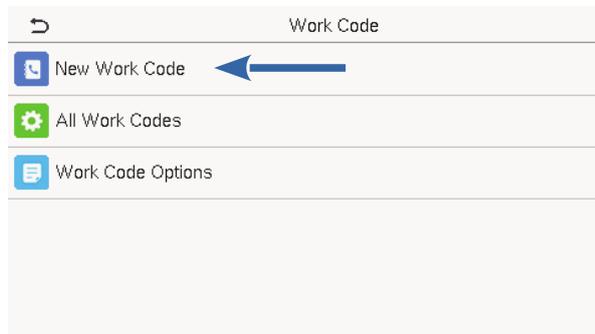


- 4. Enable “Work Code Required” here, set the “Input Screen Timeout” to allow the time for selecting the Work Code

Also you would usually enable “Work Code Must Defined”, so that the Work Code has to be picked from the pre-defined list

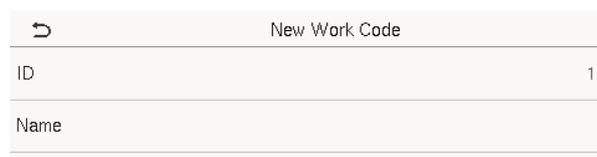


- 5. **To Add a new Work Code**, press the “New Work Code” option from the Work Code menu

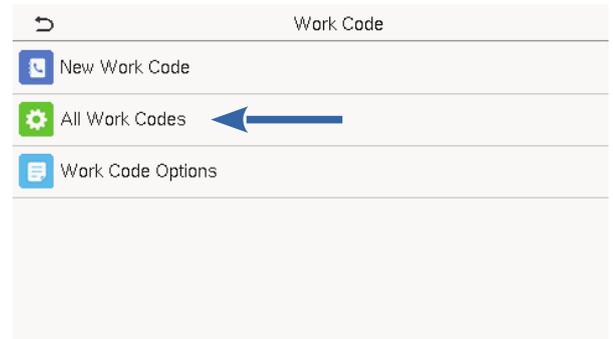


- 6. Press the “ID” and set to match the “Punch Code” for the Position or Job in CleverTime

Press the “Name” and set to match the name of the Position or Job in CleverTime



- 7. **To Edit or Delete a Work Code**, press the “All Work Codes” option



- 8. Select the required Work Code



- 9. Now press either “Edit” or Delete”

