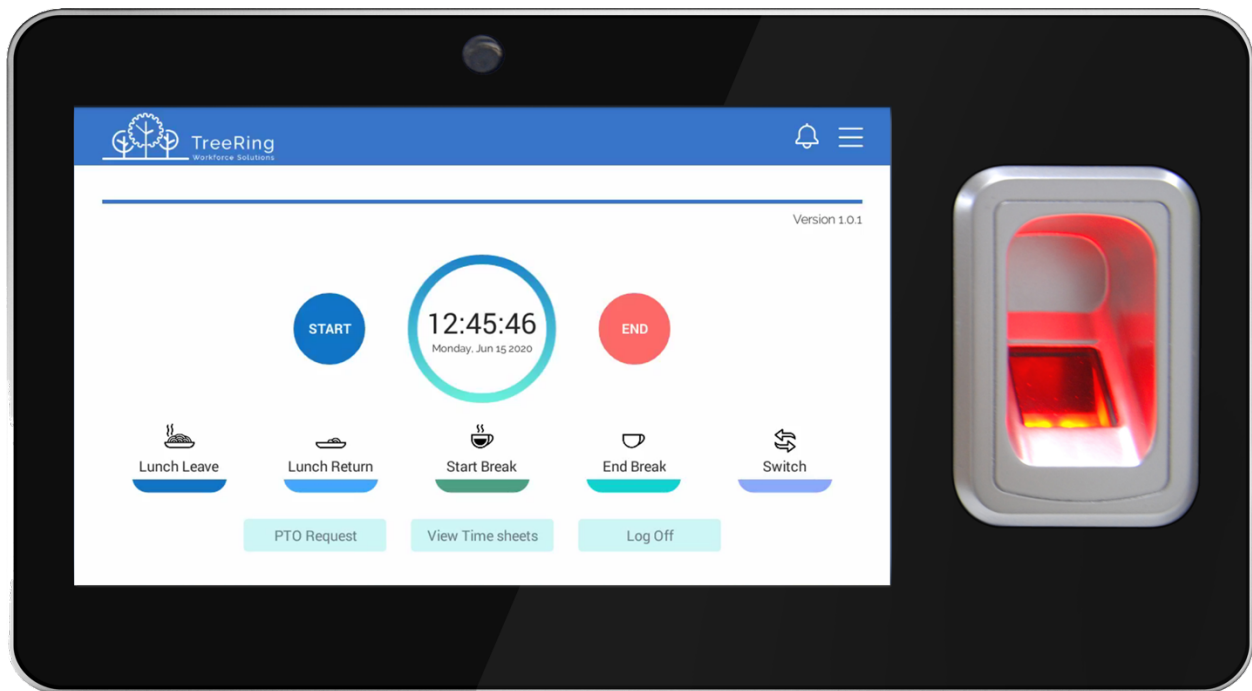




# TreeRing

Workforce Solutions

## Administrator Manual BioSmart Time Clock



Enterprise  
Time, Attendance and  
Workforce Management

## **Notices**

© 2021 TreeRing Workforce Solutions, Inc. All Rights Reserved.

TreeRing Workforce Solutions, Inc., 4780 Ashford Dunwoody Rd, Suite A-145, Atlanta, GA, 30338 TreeRing Time, TreeRing HRIS, TreeRing Payroll and TreeRing Visitor are either registered trademarks or trademarks of TreeRing Workforce Solutions, Inc. in the United States and/or other countries.

Information in this document is subject to change without notice. Without limiting the rights under copyright, no part of this document may be reproduced, in whole or in part, without the express written permission of TreeRing Workforce Solutions, Inc.

Unless otherwise noted, the example companies, organizations, and employees depicted herein are fictitious and no association with any real company, organization, or person is intended or should be inferred.

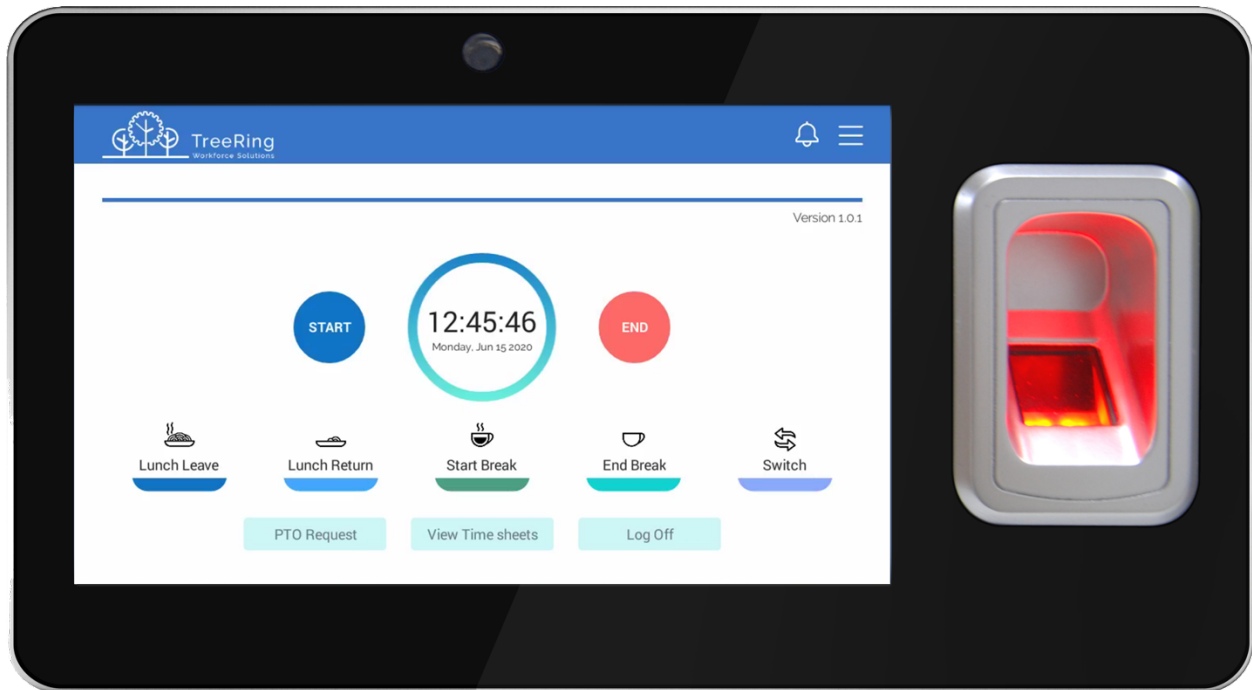
TreeRing Workforce Solutions, Inc. makes no representation or warranty, either expressed or implied, by or with respect to the TreeRing Time software or anything in this manual or reports created in, but not limited to warranties or merchantability and fitness for a particular purpose.

# Contents

- Bio Smart (UT-168 & UT-368) ..... 1
- Interface Menu ..... 1
- Setting up TimeClock Server URL and Company Code ..... 2
- Adding Your Device to TimeClock Server 9 ..... 4
- Adding a Time Clock Schedule ..... 7
- Viewing the Activity Page ..... 9
- Wireless Configuration ..... 10
- Wired Connection ..... 11
- Adding Users on Bio Smart Time Clocks ..... 12
- Tips to Punch In/Out ..... 16
- Entering Time ..... 16
- Switching Organizational Levels during a Shift ..... 19
- Entering a PTO Request ..... 20
- Viewing Timesheet ..... 23
- Getting Assistance ..... 24

## Bio Smart (UT-168 & UT-368)

### Android Clock with Fingerprint Reader



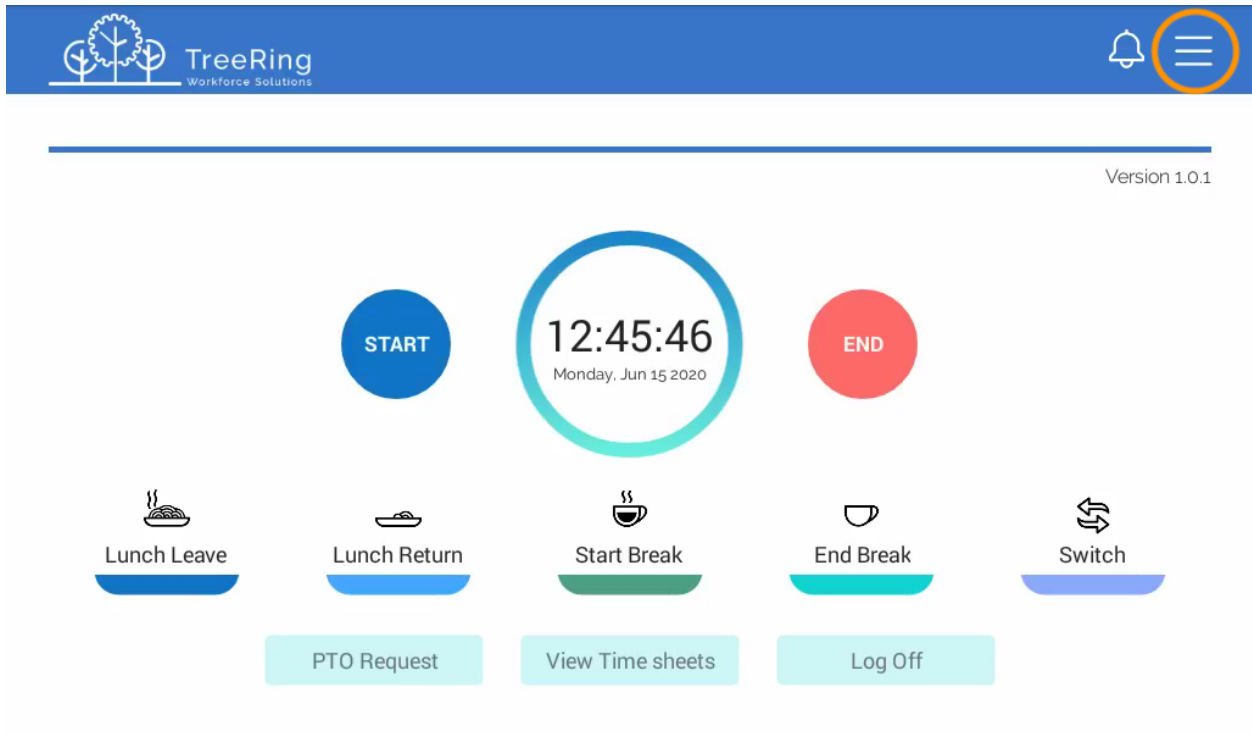
This is a multi-functional Android based fingerprint terminal with an elegant design, a 7" TFT touch display, and offering unparalleled performance using an advanced algorithm for reliability, precision and excellent matching speed. The Ultima Clock features the fastest commercial-based fingerprint matching algorithm and high performance, high-image quality optical fingerprint sensor. The 7" TFT can display more information vividly, including reports, fingerprint image, and verification results. Start: Press to begin a shift. You may be prompted for your organizational level and activity.

- End: Press to end your shift. You may be asked for the number of hours you worked.
- Lunch Leave: Press to take your lunch break.
- Lunch Return: Press when returning from lunch.  
**Note:** If a Minimum Lunch Time is configured for your organization, and you try to punch in for a Lunch Return before that time is up, you will be prevented from punching back in until the Minimum Lunch Time has passed.
- Start Break: Press when taking a break.
- End break: Press when returning from your break.
- Switch: You can switch organizational levels during a shift when the department, task, pay, or benefits change.
- Language: Press to select an alternate language.
- View Schedule: Displays your schedule for the current pay period.
- PTO Request: You can use Ultima to enter a paid time off (PTO) request.
- View Time Sheet: Displays your time sheet for the current pay period.
- Attestation Question
- More Options: Used to configure users (admin only), connection settings, logs, clear data and log off.

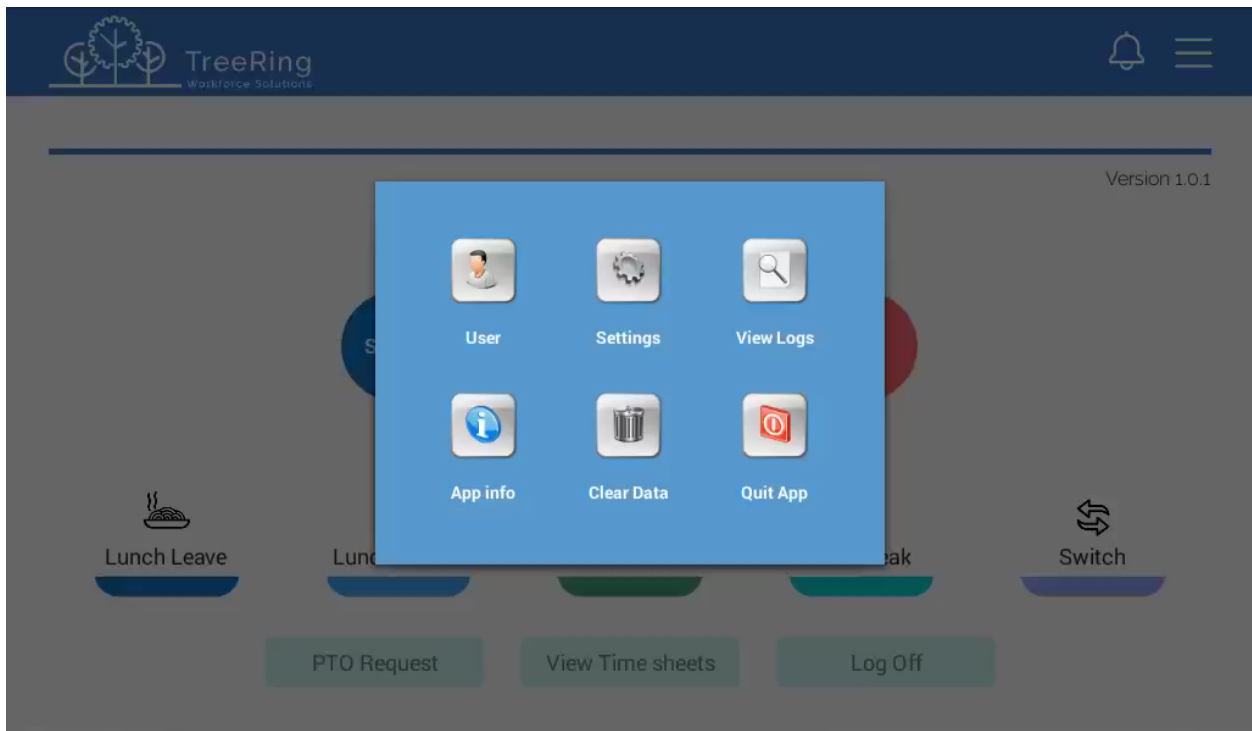
## Setting up TimeClock Server URL and Company Code

Before employees can use the device, you will need to configure the connection to the TimeClock Server.

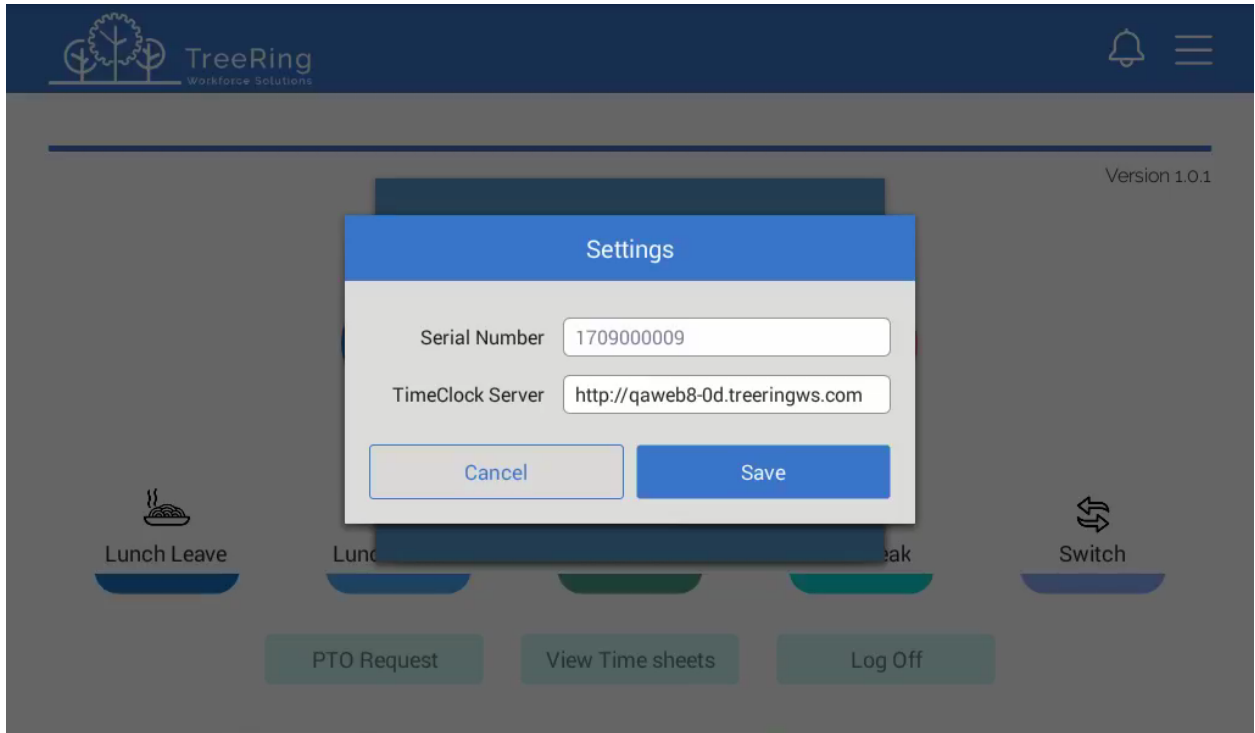
1. In the BioSmart device, press the **More Options** button.



2. Press the **Settings** button.



3. Enter the TimeClock Server URL and Company Code.  
*Please contact support to obtain the TimeClock Server URL and Company Code.*



4. Press **Save**.

## Adding Your Device to TimeClock Server 9

The administrator will need to add the device to TimeClock Server 9. This will provide additional security and ensure the proper punch types are available to the employee. To add a device:

The screenshot shows the 'Time Clock Server 9' web interface. The top navigation bar includes 'Edits', 'Employees', 'Security', 'Reports', 'Dashboard', 'Configuration', 'Payroll Routines', 'eTimeClock', and 'eTimeClock 9'. The main header is 'Time Clock Server 9'. On the left, there is a sidebar with 'Clock Server' and 'Android Clocks'. The main content area is titled 'Details | Schedule | Levels | Activity'. The form includes the following fields and options:

- Serial Number \* (text input)
- Description (text input)
- Active (checkbox)
- Clock Model (text input)
- Model \* (dropdown menu)
- Authentication (text input)
- Authentication Mode \* (dropdown menu)
- Last Notification (text input)
- None registered
- Clock Timezone (text input)
- Timezone \* (dropdown menu, currently showing '(UTC-05:00) Eastern Time (US & Canada)')
- Configuration (checkboxes):
  - Use Validation Groups
  - Use Swipe and Go (checkbox) With Lunch (checkbox)
  - Enable Start/End (checkbox) Enable Switch (checkbox) Enable Break (checkbox) Enable Lunch (checkbox)
  - View PTOs (checkbox) View Schedules (checkbox) View Timesheet (checkbox) Attestation Questions (checkbox)
  - Require Photo (checkbox) Enforce Schedule (checkbox) Enforce Level Hierarchy Plan (checkbox)
  - Ask COVID attestation questions (checkbox)
  - Require Tip (checkbox) Tip Prompt English (text input) Tip Prompt Spanish (text input)
  - Require Quantity (checkbox) Quantity Prompt English (text input) Quantity Prompt Spanish (text input)
- Duplicated Punch Tolerance 0 (text input)
- Minimum Lunch 0 (text input)
- Communication Threshold: 30 (text input) minutes

Buttons at the bottom: Cancel, Save, Delete Device.

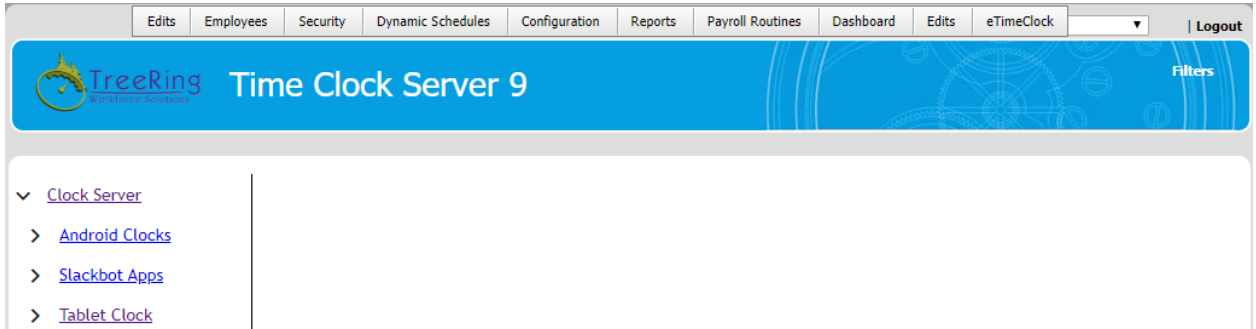
The Details Tab displays.

- Serial Number: Enter serial number that is shown on clock / tablet setup screen.
- Description: Enter appropriate description to identify this clock. For example description can be the location of clock.
- Active: Check box to indicate whether a clock is active or not. Unchecking this box will prevent the clock from communicating with server.
- Model: Select appropriate clock modem from drop down list
- Authentication Mode: Select appropriate clock authentication mode from drop list. Authentication mode varies depends on clock model.
- Clock Time Zone: Select the time zone where this clock is located.
- Validation Groups:
  - Use Swipe and Go: Check box to enable Swipe and Go mode. Swipe and Go function is available to as In and Out only or with Lunch as an option.
  - Enable Start / End: Check box to enable start and end punches on this clock
  - Enable Switch: Check box to enable switch function. This function is used to switch level codes during work day.
  - Enable Break: Check box to enable break punches on this clock.
  - Enable Lunch: Check box to enable lunch punches on this clock.

- View PTOs: Check box to enable the ability to view PTOs
- View Schedules: Check box to enable the ability to view schedules
- View Timesheet: Check box to enable the ability to view timesheet
- Attestation Questions: Check box to enable break and safety attestation questions
- Require Photo: Check box to require clock to take a photo of employee at start and end punch
- Enforce Schedule: Check box to enforce schedule
- Enforce Level Hierarchy Plan: Check box to enable level hierarchy. Checking this box will cause all levels entered at a clock to be validated using level hierarchy.
- Ask COVID attestation Questions: Check box to enable health attestation questions
- Require Tip: Check box to require employees to enter tip amount
- Require Quantity: Check box to require employees to enter quantity
- Duplicate Punch Tolerance: Enter minimum time before clock should accept a punch from same employee
- Minimum Lunch: Enter minimum lunch requirement
- Communication Threshold: Enter minimum time system should wait for pin from clock. Default setting is 30 minutes

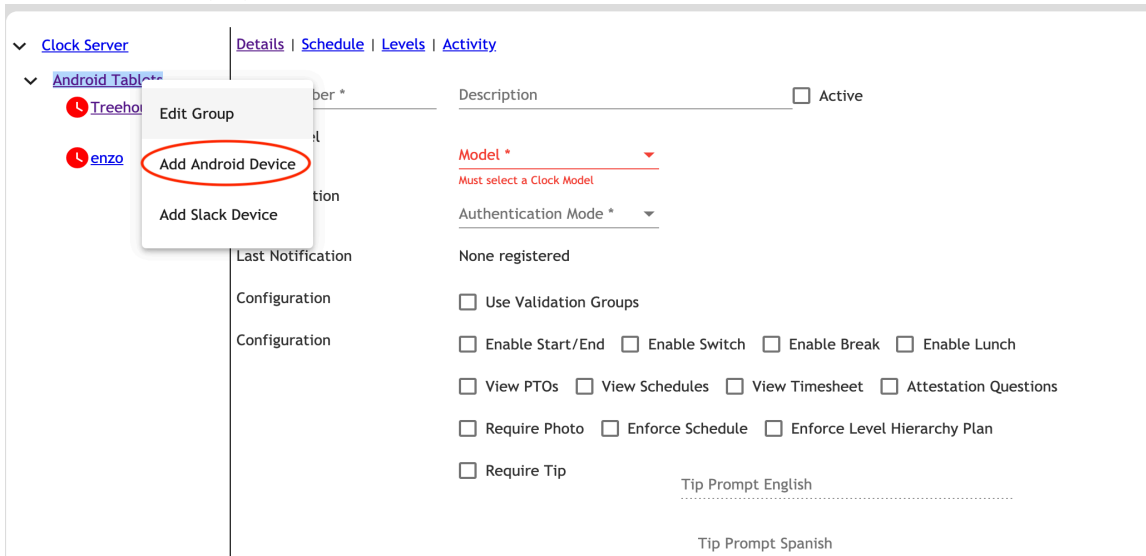
1. In TreeRing Time top level menu, go to **Configuration > Time Clocks > TimeClock Server 9**.

A list of devices appears.



2. Right click on **Android Device** and select **Add Android Device**.

The Details Tab displays.





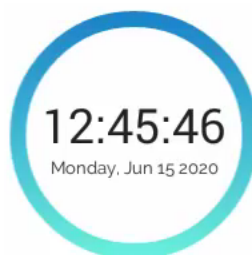
The screenshot shows the configuration page for a clock device in the TreeRing Time Clock Server 9. The sidebar on the left lists various device categories: Clock Server, Android Clocks (Saju Test Clock, Cui Clock 2, Cui BioPad Test Clock 1, Cui Biopad 2), Slackbot Apps (Slackbot Device, Slack Testers), and Tablet Clock (Cui Tablet, Test Tablet, Enzo Tablet). The main configuration area is titled 'Cui BioPad Test Clock 1' and is marked as 'Active'. It includes fields for Serial Number (1709000009), Description, Model (BioSmart), Authentication Mode (Use Finger Print), Last Notification (06/15/2020 14:05), and Clock Timezone (UTC-07:00) Arizona. The Configuration section contains several checkboxes: Use Validation Groups (unchecked), Enable Start/End (checked), Enable Switch (checked), Enable Break (checked), Enable Lunch (unchecked), View PTOs (unchecked), View Schedules (unchecked), View Timesheet (unchecked), Attestation Questions (unchecked), Require Photo (unchecked), Enforce Schedule (unchecked), Enforce Level Hierarchy Plan (unchecked), Ask COVID attestation questions (unchecked), Require Tip (unchecked), and Require Quantity (unchecked). There are also input fields for Tip Prompt English/Spanish and Quantity Prompt English/Spanish. At the bottom, there are fields for Duplicated Punch Tolerance (0), Minimum Lunch (0), and Communication Threshold (30 minutes). Buttons for Cancel, Save, and Delete Device are at the bottom.

3. Enter the **Serial Number**, **Description** (e.g. location of clock) and select model from dropdown list.
4. Select the **Authentication Mode** from drop down list

Authentication Mode	Description
Use Fingerprint Only	Fingerprint Only
Use Typed Card ID Only	Typed Card ID Only
Use Scanned Card ID and PIN	Scanned Card ID and PIN

5. Check if you are using **Validation** groups.
6. Check all the punch types, scheduling, and level hierarchy you want the employee to use on their tablet.
7. Check if you want to display **Tips** or want the employee to enter **Quantities**.
8. Enter values for the **Duplicate Punch** tolerance or **Minimum Lunch break** duration.
9. Click **Save**.

Ring color around clock will change to blue green once clock is connected to server



## Adding a Time Clock Schedule

The next step in making your time clock ready is to create its schedule. The schedule works basically the same way for all time clocks.

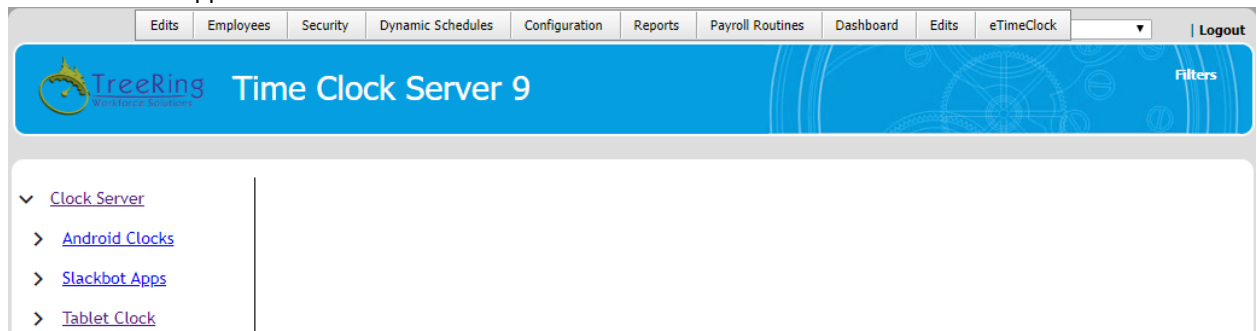
TimeClock Server 9 utilizes the following events to communicate with the BioSmart time clock:

Event Name	Purpose	Frequency
Send clock setup	Set up the device per the TCS configuration on details page	As required
Send level codes	Sends level codes details to clock. Check required levels on levels page.	As required and/or as a recurring event
Synchronize templates	Send employees and collected templates to device (non-employee templates per the company rules as with other devices)	Required before clock can be used

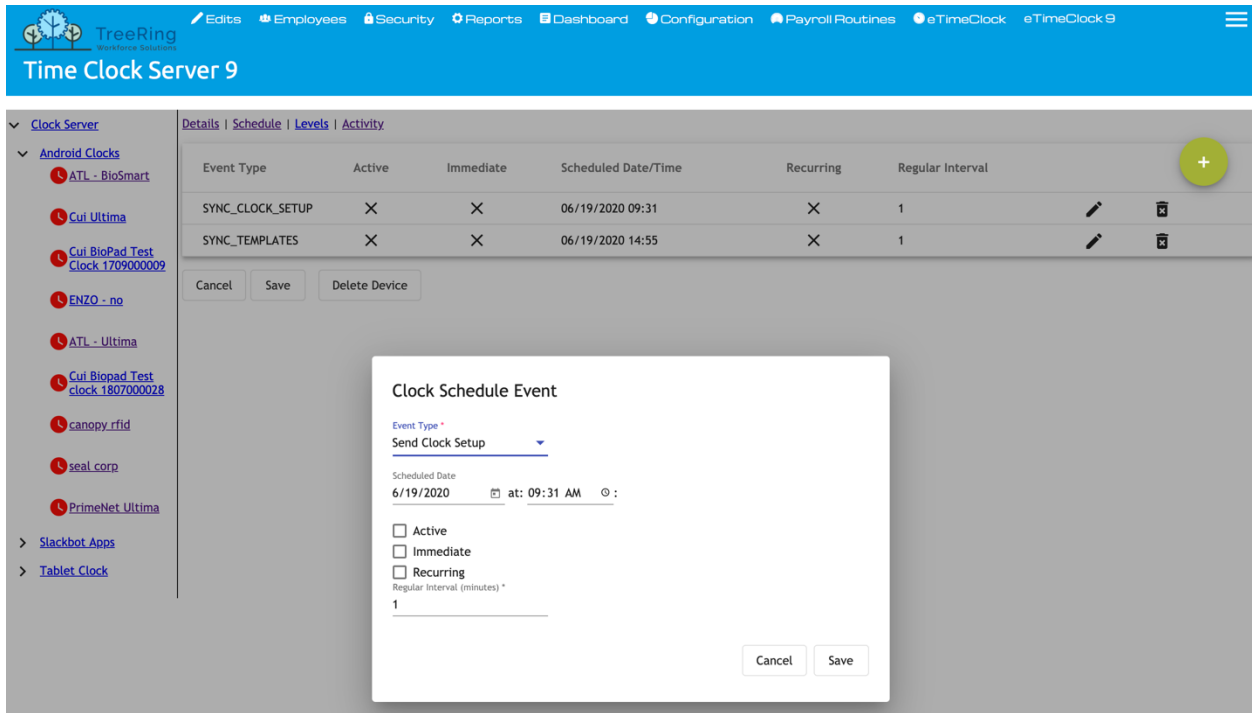
To add a schedule:

1. In TreeRing Time top level menu, go to **Configuration > Time Clocks > TimeClock Server 9**.

A list of devices appears.

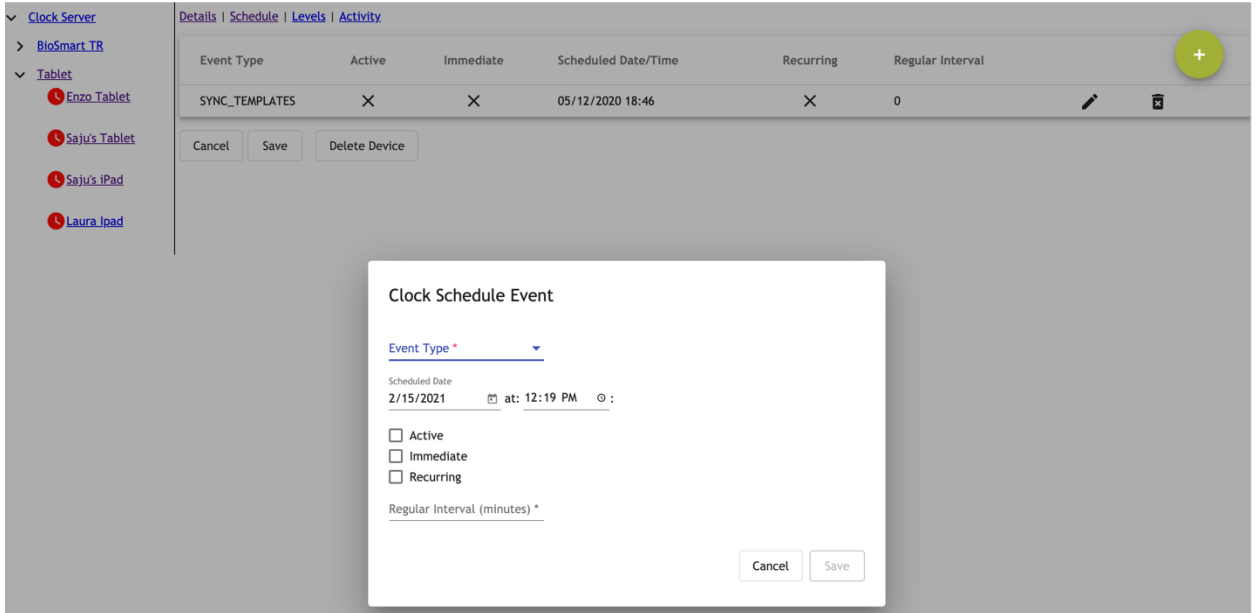


2. Click the 'Green Plus' button at the top of the screen.



The Clock Schedule Event dialog displays

3. Select the **Event Type** from the drop-down list. For 'BioSmart' you need to setup 'Sync\_Clock\_Setup' and 'Sync\_Template' events.



4. Enter the following options:
  - **Event** – This is the type of event that will occur. This is chosen from a drop-down menu.
  - **Active** – Check box specifying whether an event is active. Checking this box means that the Time Clock Server will schedule the event to happen; leaving it unchecked means that Time Clock Server will ignore it.

- **Immediate** – Check box specifying whether the event should occur immediately. If you leave this box unchecked, then the event will be scheduled to occur in the future if the Reoccurring check box is selected. If you check the **Immediate** check box, then the server will automatically uncheck it for you when the event completes.
  - **Schedule** – The next date and time the event is scheduled to occur.
  - **Reoccurring** – Check box whether you want this event to be re-scheduled to occur again in the future. The **Reoccurring** check box is the counterpart of the **Immediate** check box. You must check one or the other or the event will not fire at all. You may check both if you want the event to occur now and on a recurring basis in the future.
  - **Regular Interval (minutes)** - The number of minutes between successful events. Use this field to indicate the normal period for the reoccurrence of the event, if everything goes as planned. (60 for hourly, 1440 for daily, 10080 for weekly, etc.)
5. Click **Save**.

## Viewing the Activity Page

The TimeClock Server 9 Activity tab shows a listing of server messages associated with the selected clock.

To view the activity log:

1. In TreeRing Time top level menu, go to **Configuration > Time Clocks > TimeClock Server 9**. A list of devices appears.
2. Click the **Activity** tab.
3. The Activity tab displays.

TreeRing Workforce Solutions

Edits Employees Security Reports Dashboard Configuration Payroll Routines eTimeClock eTimeClock 9

### Time Clock Server 9

[Details](#) | [Schedule](#) | [Levels](#) | [Activity](#)

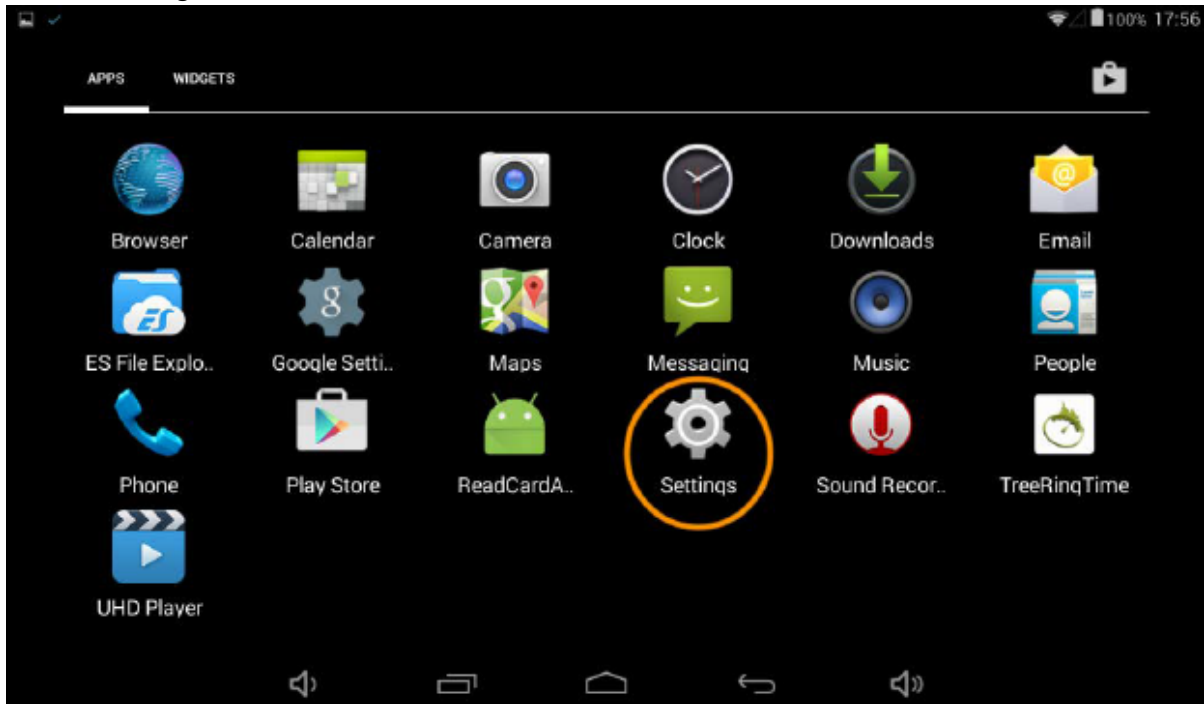
Message Types:  Errors  Warnings  Information

Message to Display:  100  500

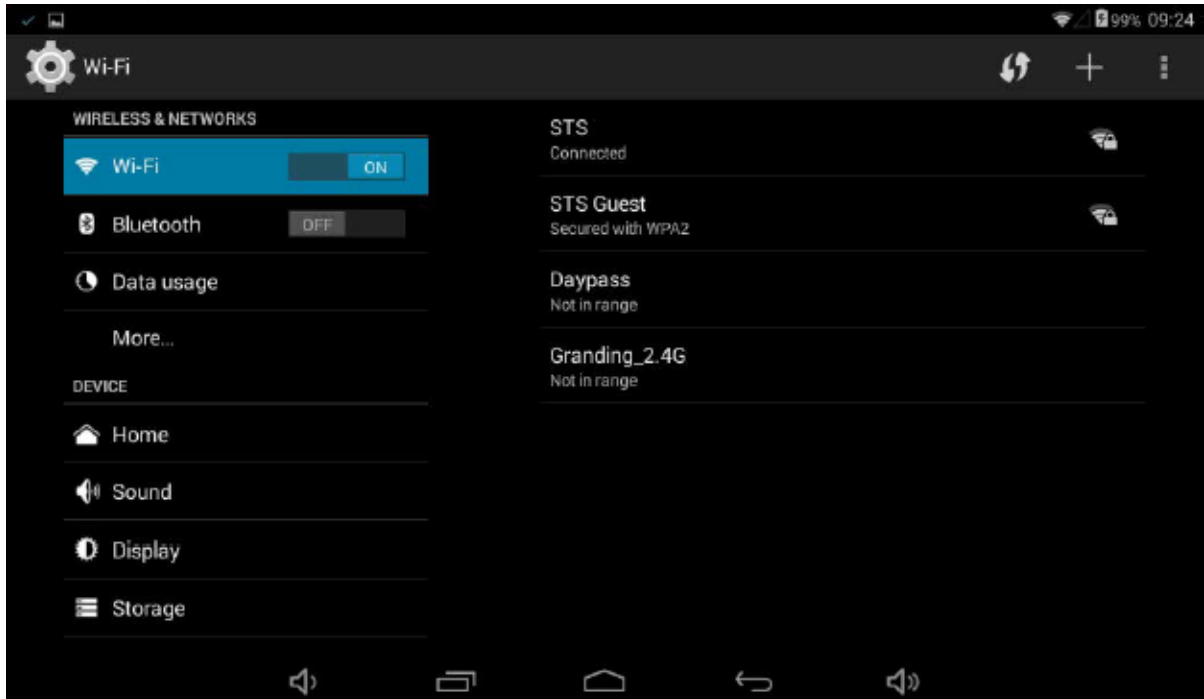
Date/Time	Message
02/23/2021 06:09	312 templates requested and retrieved to Device
02/23/2021 06:09	1 events sent to the clock: SYNC_TEMPLATES
02/23/2021 06:09	Clock Device Updated
02/23/2021 06:09	Clock Device Updated
02/23/2021 06:06	Level Codes requested and retrieved to Device
02/23/2021 06:06	Level Codes requested and retrieved to Device
02/23/2021 06:06	Clock Configuration requested and retrieved to Device

## Wireless Configuration

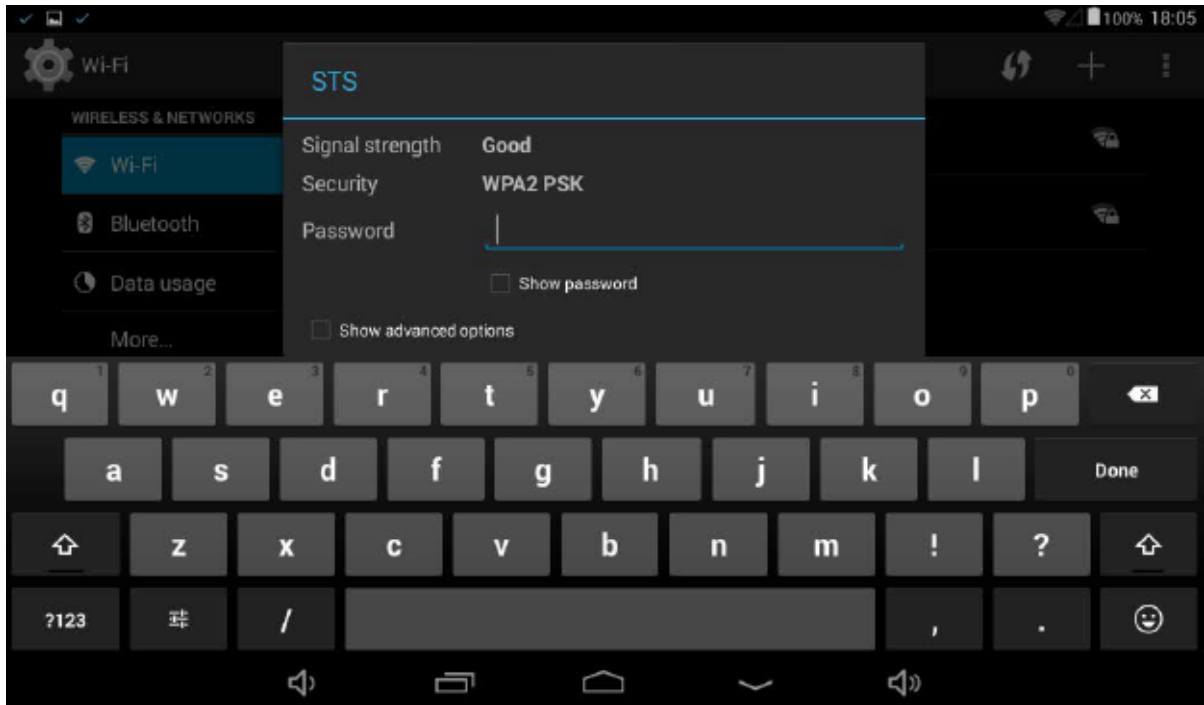
1. Press the **Settings** button.



2. Select **Wi-Fi**.  
The Wi-Fi page appears.



3. Select a **Wireless Network**.  
The Password Setup screen will appear.



4. Type the **Password** into the device and press **Done**.
5. Press **Connect**.

## Wired Connection

1. Plug power into the Time Clock.
2. Plug in a CAT5 Ethernet cord into the Time Clock.

## Adding Users on Bio Smart Time Clocks

The Bio Smart Clocks are shipped with no security or Users defined. There are 2 types of users that can be setup.

**Administrator** – Administrators can login into the clock and configure the network, can manage and add users. Administrators can also clock in and out.

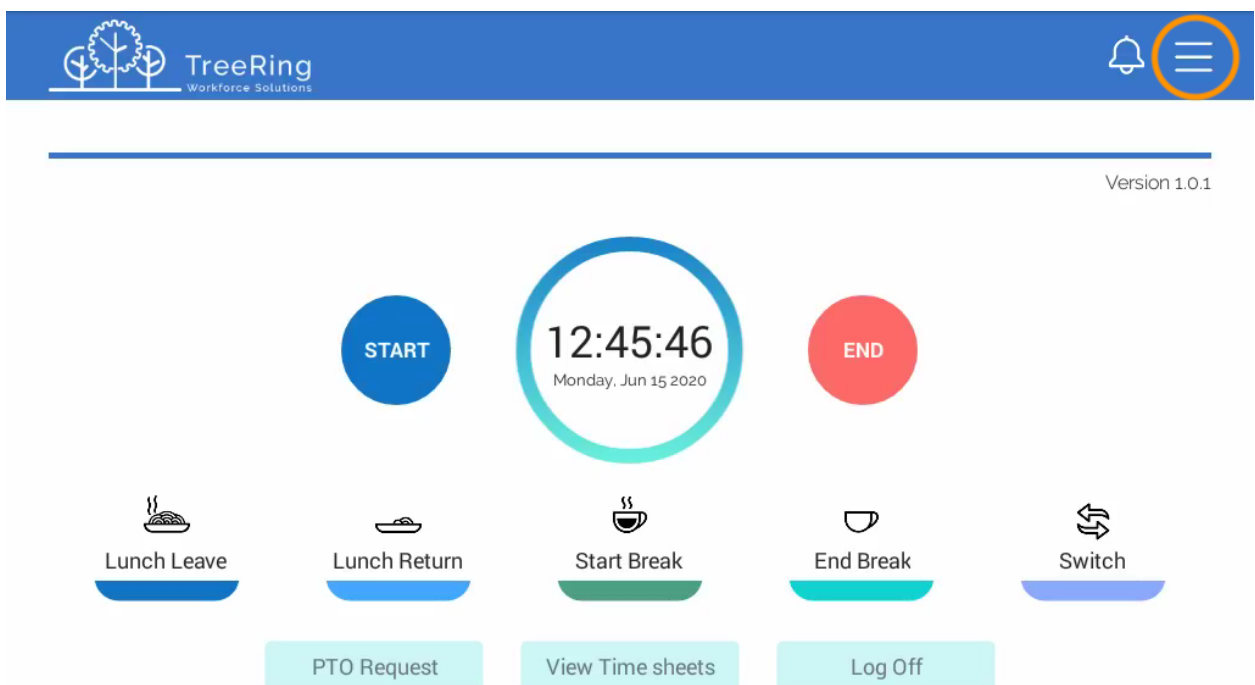
**Employee** – Users can clock in and clock out. They are not authorized to get into the admin menus.

To record time, the user needs to first be defined to the clock and TreeRing Time.

Once you create an Admin user, the clock will be locked down and only Admins can get into the Admin Menus.

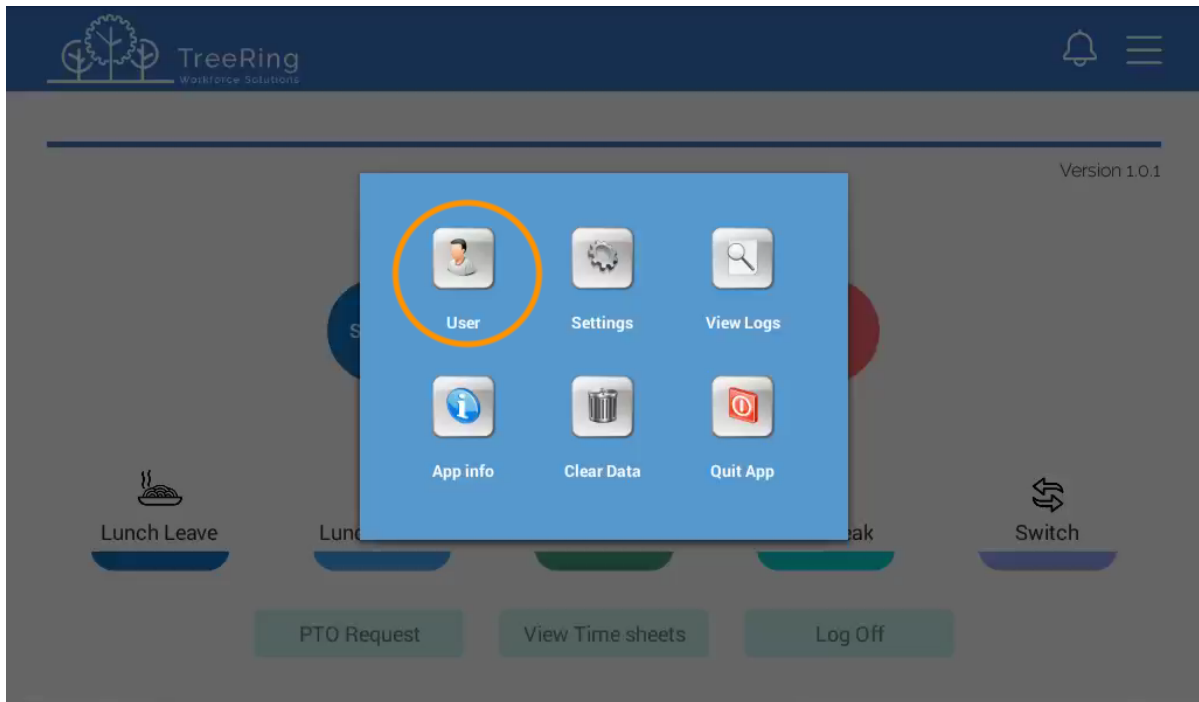
To create a user:

1. In the BioSmart, press the **More Options** button.

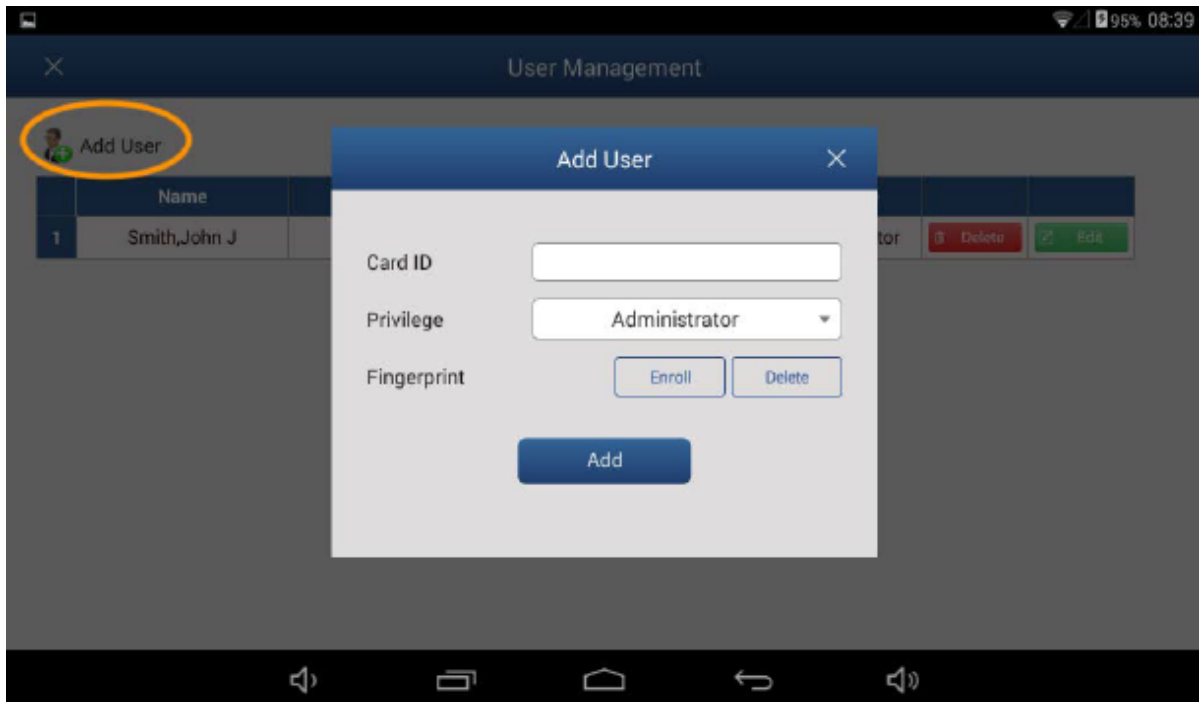


If there is an Admin user defined, it will prompt you to login with an Admin account.

2. Press the **User** button.



3. Press the **Add User** button.

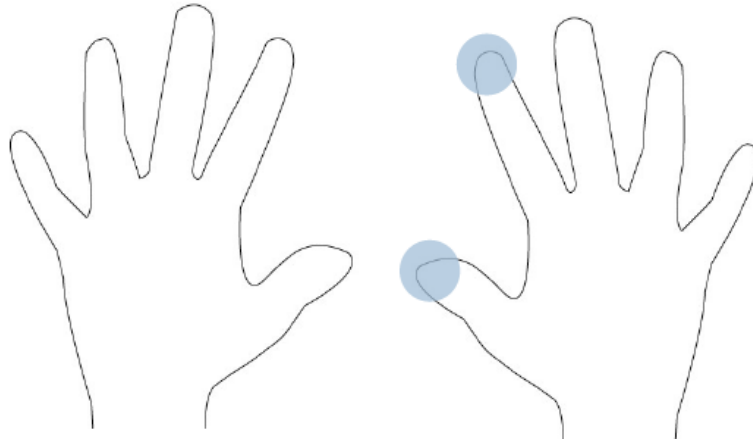


4. Enter the Card ID, select a **Privilege** and you are ready to click **Enroll** to scan your fingerprint.

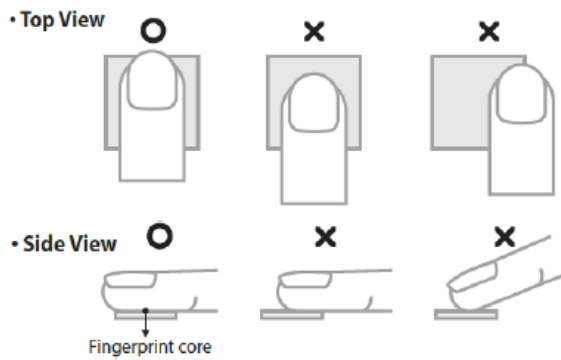
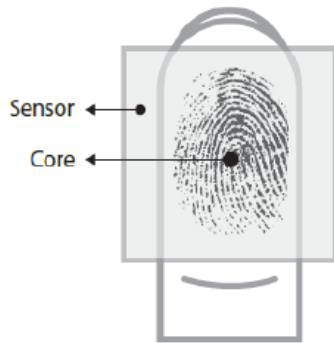
Choose an Ideal Finger to Enroll

- a. Select a finger with the most visible ridge pattern and one that you can comfortably place on the reader. Avoid using the pinky finger, as it is typically too small for good verification. We recommend using the thumb or index finger.

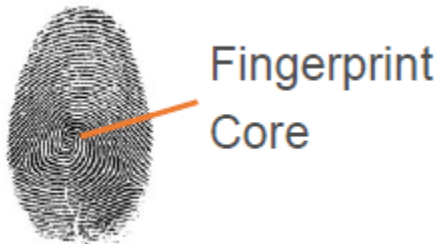




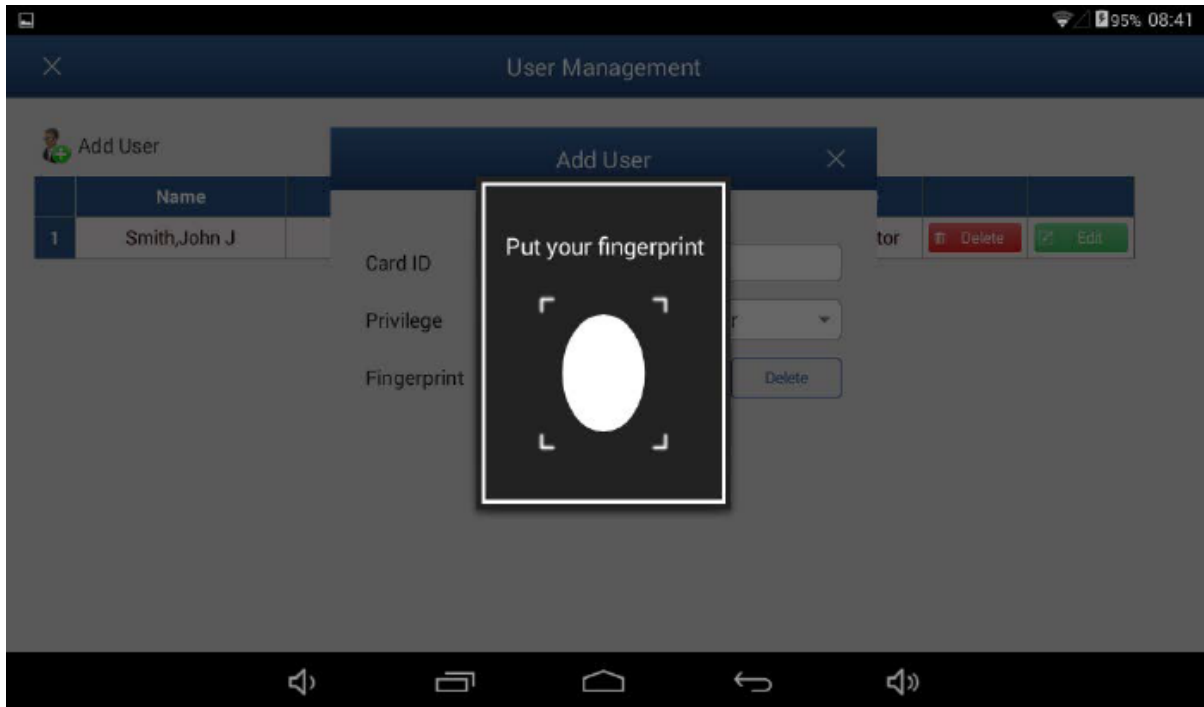
## Finger Placement



b. Locate the Fingerprint Core.



c. Center the fingerprint core on the fingerprint reader during enrollment.



5. When prompted, scan your finger. If the scan is not successful, enter your employee card ID number and begin the enrollment process again.
6. Once the fingerprint reader takes 3 good quality images of your fingerprint, the message Enrollment Successful displays.
7. You are now ready to begin clocking In and Out from the time clock.

## Tips to Punch In/Out

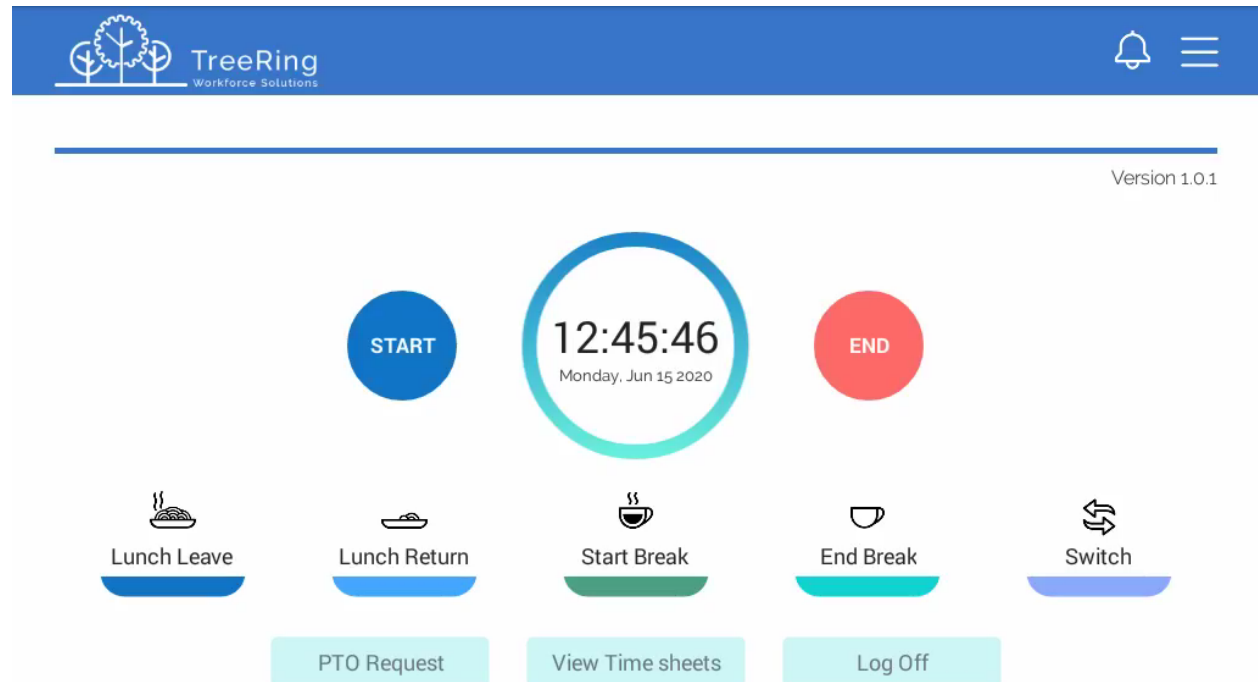
Use hand lotion or blow warm breath on your hand for a higher quality scan.

Press down with gentle pressure when scanning your finger.

If your fingerprint is rejected at a high rate, have your manager help you enroll again.

## Entering Time

Entering time using BioSmart is easy



1. Select a Function button for the appropriate part of the workday:

- Start
- End
- Lunch Leave
- Lunch Return

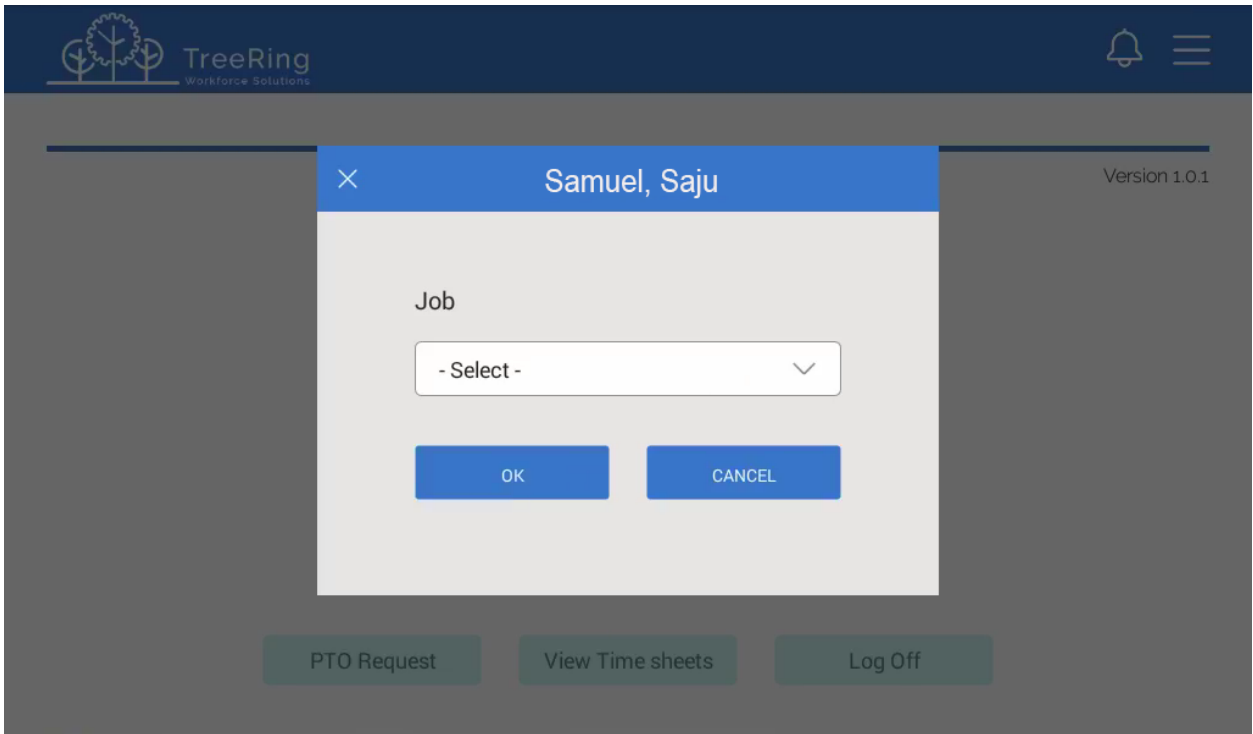


**Note:** If a Minimum Lunch Time is configured for your organization, and you try to punch in for a Lunch Return before that time is up, you will be prevented from punching back in until the Minimum Lunch Time has passed.

- Start Break
- End Break
- Switch

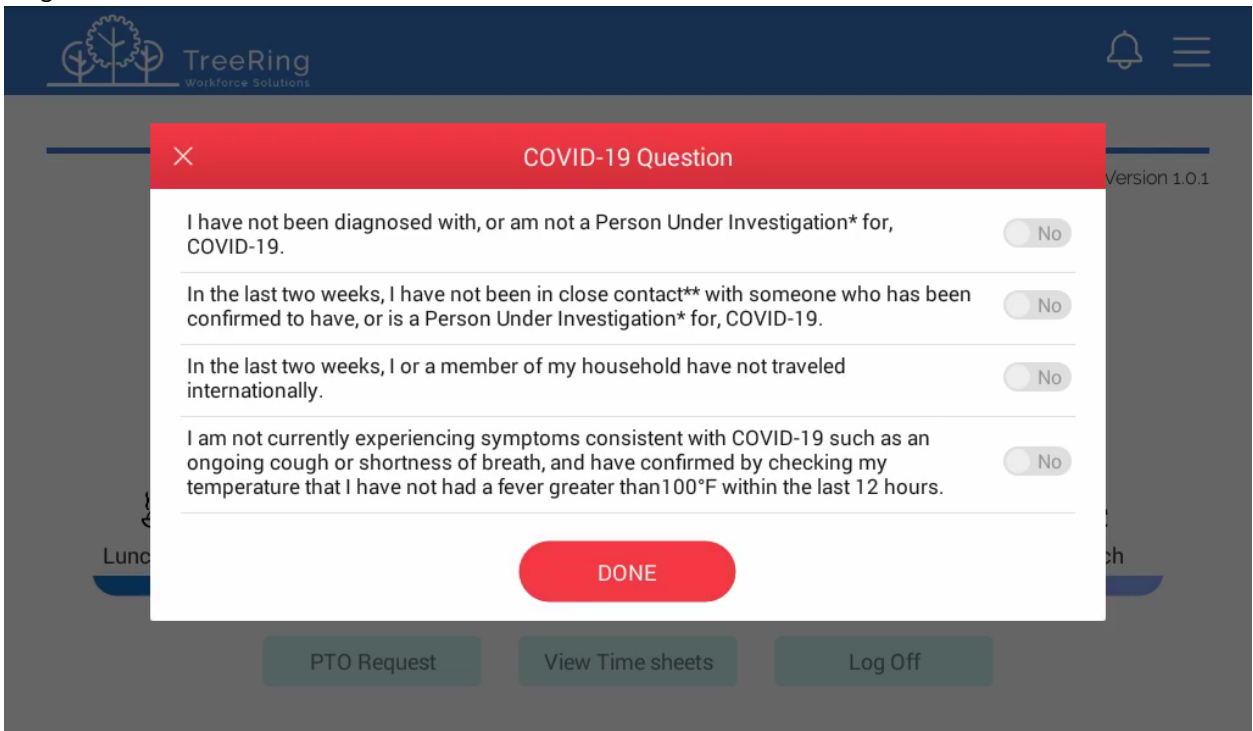
2. Scan your fingerprint.

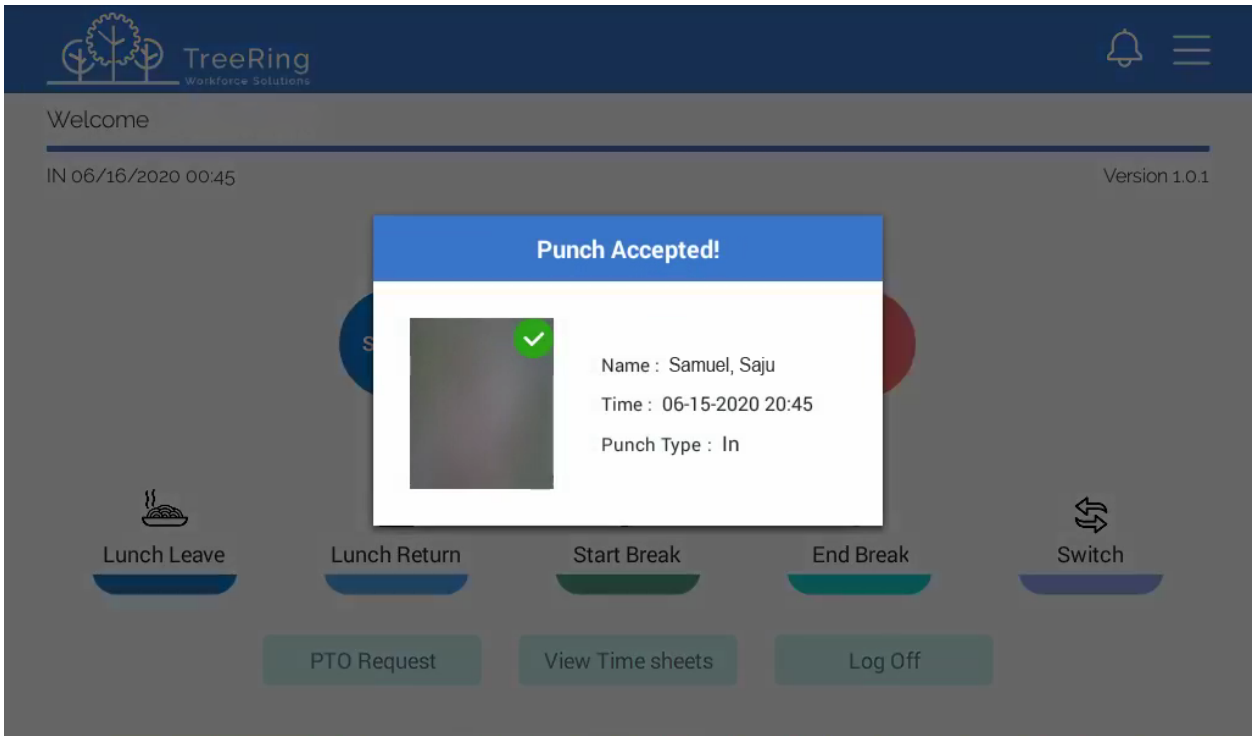
3. If you are prompted for Department, Job, or any other organizational level codes, select from the drop-down list provided or enter the code and click **OK**.



**Count Option:** This is used to track a numerical count. If necessary, you will be prompted during an End/Out, Lunch Leave, or Switch punch to enter a Count value.

**Covid-19 Attestation Option:** This is used to gather important health and safety information and provide insight into our workforce





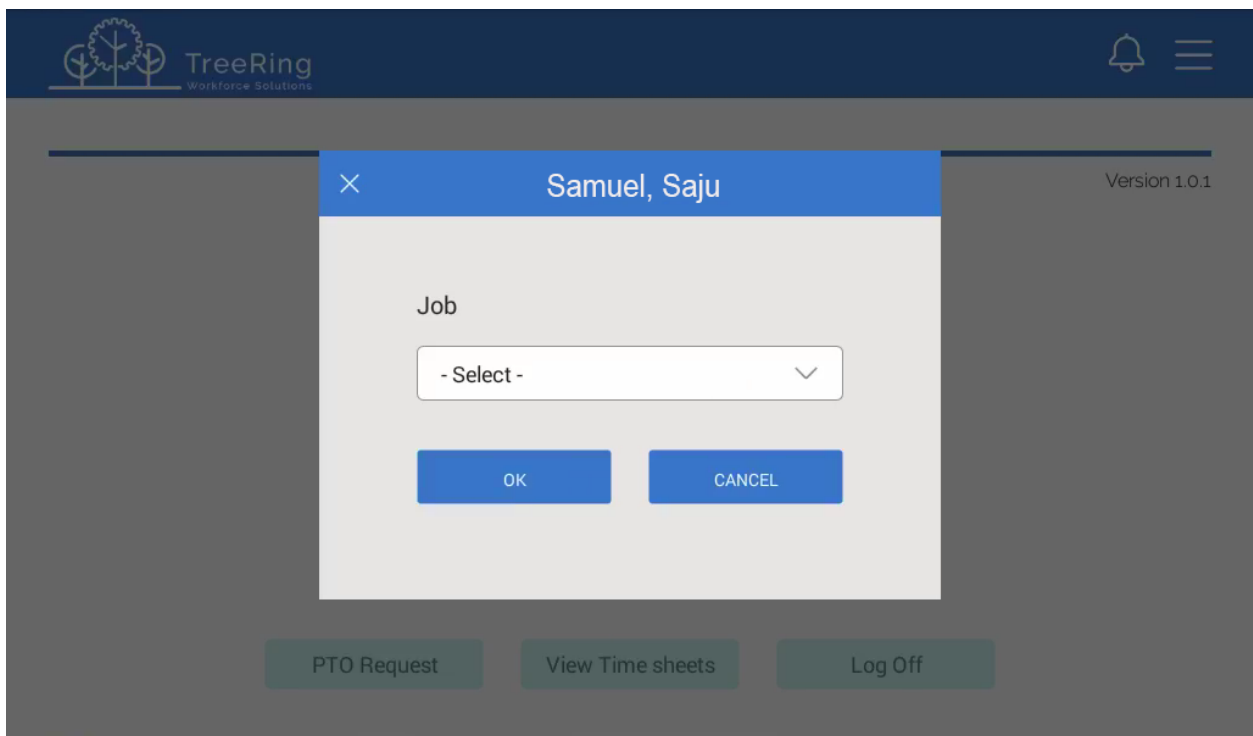
Your punch will be accepted. After a few seconds the app will refresh and return you to the default screen.

## Switching Organizational Levels during a Shift

You can switch organizational levels during a shift when the department, task, pay, or benefits change.

If your employer requires you to switch between organizational levels during the shift, then a **Switch** button will display on the time clock after you enter your ID.

1. Select the **Switch** button.
2. Scan your fingerprint.
3. Enter the code you want to switch to or select the code from the drop-down list and select **OK**.
4. If prompted to do so, enter any other codes requested, selecting **OK** after each one.



**Count Code:** This is used to track a numerical count. If necessary, you will be prompted during an End/Out, Lunch Leave, or Switch punch to enter a Count value.

## Entering a PTO Request

You can use BioSmart to enter a paid time off (PTO) request.

Follow the instructions below to enter a PTO request.

1. Select **PTO Request**.

PTO Request form displays showing a section for you to submit your request for time off, the amount of paid time you have already taken in each applicable category of paid time off, and the approvals/disapprovals for requested time off.



2. Click the Add PTO Request or click **Add PTO Request**.

The New PTO Request displays.

The screenshot shows a 'New PTO Request' modal window. It has a blue header with the title 'New PTO Request' and a close button. The form contains the following elements:

- Date From:** A text input field with a calendar icon to its right.
- Date To:** A text input field with a calendar icon to its right.
- Note:** A large text area for entering explanatory notes.
- All Day:** A checked checkbox with the text 'All Day' next to it.
- Start Time:** A dropdown menu.
- Hours per Day:** A text input field.
- Bank:** A dropdown menu.
- Generate Request:** A blue button at the bottom center.

3. In the **Date From** field, click on the calendar and select the date of the first day off you want to take off.
4. Select how much of the day you want off: **Leave All Day** checked if you want the whole day; otherwise deselect it and enter a **Start Time**.
5. In the **Date To** field, click on the calendar and select the date of the last day off you want to take off. By putting a **Date From** and **Date To**, you can ask for a period off longer than a day. A request generates for each day for with the **Hours Per Day** value you enter in a following step.
6. In the **Pay Type** field, select from the drop down list the pay type which will apply to the time off request.
7. In the **Hours Per Day** field, specify the amount of time off you are requesting in a day or the duration of the workday you are asking for off
8. In the **Notes** field, enter any explanatory notes pertaining to the request.
9. In the **Bank** drop down menu, select the appropriate PTO type (Personal, Sick, Vacation, and so on).
10. Click the **Generate Request** button.  
The display refreshes with your request. If you ask for more than one day off, there will be a row for each day.



**New PTO Request**

Date From   All Day Start Time

Date To  Hours per Day

Note

Bank

**Generate Request**

	Date	Start Time	Hours Bank	Hours to Deduct	Remaining Hours
1	02/26/2020		Vacation	8.0	100.0

**Confirm Request**

11. If the request looks all right, click **Confirm Requests**. Otherwise, click **Edit**, revise the information, click **Save**, and then click **Confirm Requests**.

You return to the My PTO Requests Screen. Your request will now be listed.

12. Click the **X** in the top right of the report to return to the time clock.

## Viewing Timesheet

You can view your time sheet for the current pay period.

Follow the instructions below to view your time sheet for the current pay period.

1. Select **View Time Sheets** in the grey box to the right of the time clock.  
Your time sheet for the current pay period displays.

Pay Period: 10/13/2019 - 10/27/2019

	Punch Type	Date In	Time In	Date Out	Time Out	Lunch	Total	Note
1	Work	10/23/2019	1:03	10/23/2019	1:39	0.0	0.60	

**Total**

Total Paid Hours	Worked	Not Worked
0.60	0.60	0.00
	Unpaid	Dollars
	0.00	0.00

2. Click the **X** in the top right of the report to return to the time clock.

## Getting Assistance

Contact our Technical Support Department with questions and troubleshooting assistance at **1.855.861.4381 option 2** or **support@treeringws.com**.