CloudBiometry Mobile App Guide

This guide will walk you through the steps required to setup your CloudBiometry account for use with the CloudBiometry Mobile App, as well as show you how to install and use the app. The steps involved will include:

1. Downloading and installing the app from the Google Play store
2. Identifying your Company ID in order to tie the app to your account
3. Changing the settings in each Employee Profile to allow access to app usage
4. Creating a geofence to limit the areas in which the app may be used for punching
5. Monitoring and verifying Authorized and Unauthorized punches

Please note: this app is for Android devices only.

Downloading and Installing the App on Your Mobile Device

Log into the Google Play store and search for "CloudBiometry". Look for the CloudBiometry icon.

Select the icon and choose "Install". In order to use the app, the user will need two pieces of information:
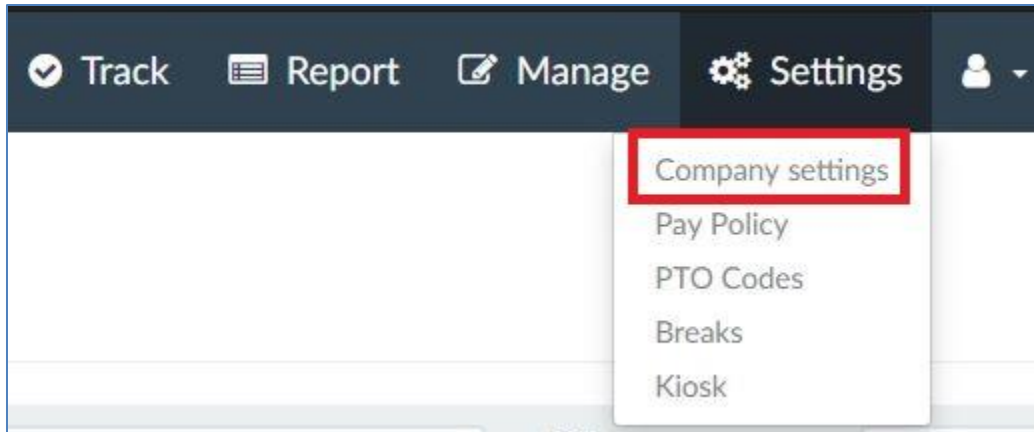
- **Company ID Number**
- **Mobile App Passcode**

Instructions regarding the location and setup of this information are covered later in the guide.

After agreeing to the permissions, the user will enter the Company ID to associate the app with their company. The app is then ready to be used. The user will enter their unique passcode and options to punch with regular work or a specific Job (if used) will appear. In addition, the user may view statistics associated with their last punch.

Identifying your Company ID

After installing the app, you will need to enter your unique company ID number in order to connect the app to the employees in your account. This number is generated by the CloudBiometry system to be unique from any other company using the system. The number may be changed, but it is only recommended to do so in case of error and under the supervision of an Allied Time USA technician.
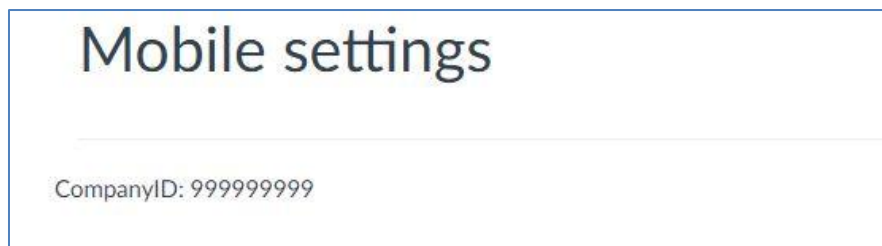
To find this ID number, first log into your CloudBiometry account using an Administrative role username and password. After logging in, choose SETTINGS> Company Settings from the buttons at the top of the page.

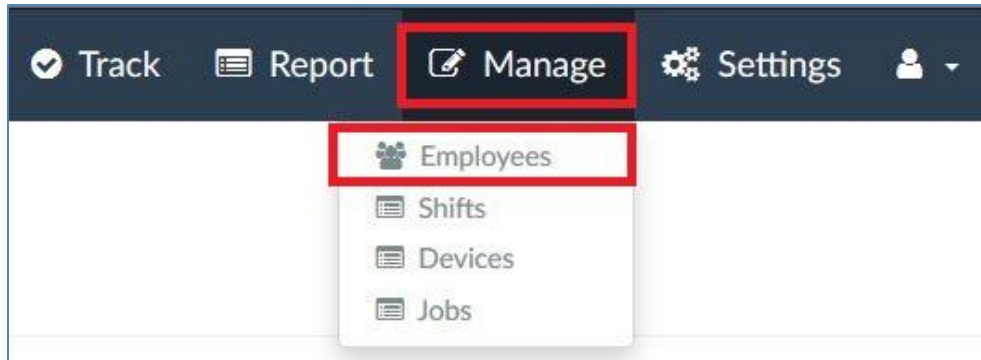On the subsequent page, click the "Mobile Settings" button.

The following page will display your Company ID number. Take note of the number.
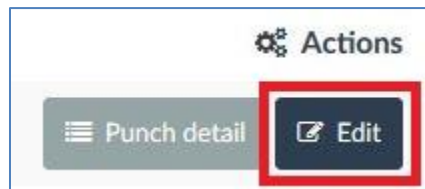
Setting Employee Profiles for App Usage

In order for an employee to use the mobile app, certain employee profile settings must be used. First, select MANAGE> Employees from the buttons at the top of the screen.

Select the button labeled "Edit" next to the profile of an employee whom to which you'd like to allow app usage.

Towards the bottom-right of the following Employee Edit page, there will be a section labeled "Mobile App Settings".

Choose the settings for the employee:

- **Exempt from clocking restrictions**: the user is exempt from any GPS tracking or requirements, and may punch in or out anywhere despite an active geofence
- **Require Employee photo**: Requires a photo to be taken when a punch is being attempted. This photo is viewable from within your CloudBiometry account so that you may verify the user entering the punch PIN. How to access the photo is covered later in this guide.
- **Allow mobile punch**: Turns access to app on or off. With this box unchecked, even if the user downloads and installs the app, they will not be able to use the app.
- **Mobile app passcode (4-9 digits):** A passcode MUST be set for app usage. The passcode is the way in which the app identifies the user.

After changing the settings for the employees, click "Save" at the bottom of the page, and repeat the steps for the next employee.

Creating and Using a Geofence (optional)

A geofence is a virtual border corresponding to real-space coordinates within which app users may punch in or out. If an employee is not within a geofence "hotspot" while attempting to punch, they will receive a message that they are outside of an authorized punch area.

The unauthorized punch will not appear on the employee timecard. Instead it will be sent to the Unauthorized Punch Report. An Administrator may then view the report and decide if the punch is valid. If so, the Administrator may click a button to move the punch to the employee's time card.
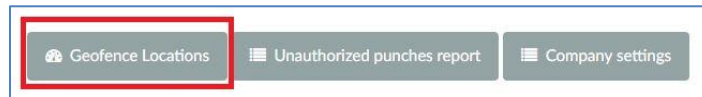
To set a geofence, first log into your CloudBiometry account and select SETTINGS> Company Settings.
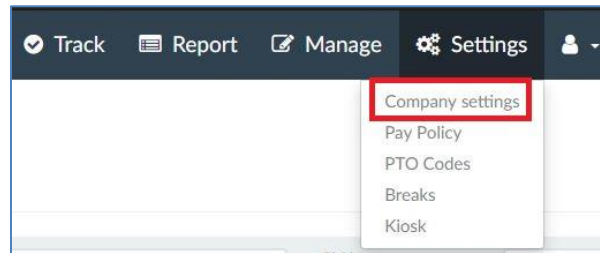
Next, select the "Mobile Settings" button.

On the Mobile Settings screen, choose "Geofence Locations".

To create a new Geofence Location, click the green "Create Location" button in the upper right-hand corner of the page. On the New Location page, enter a title for the new Geofence, and the complete address of the location; including city, state and zip code as shown in the screenshot below. When fished, click the "Radius (meters) text box, and the Longitude and Latitude will populate.

Enter in the radius of the geofence hotspot and click "Save". Now your geofence location will appear on the Geofence Locations page.

Click the blue "Edit" button to change the parameters of the location and to see a visual representation of the geofence area.
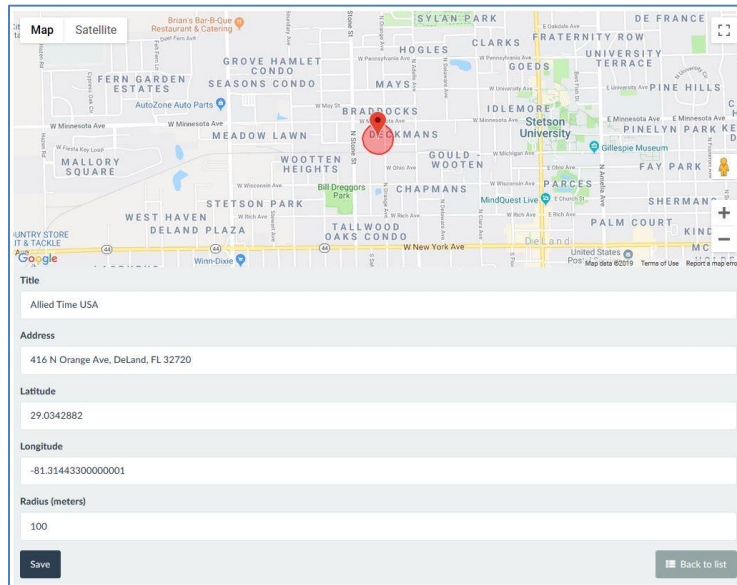

With the geofence location(s) set, a CloudBiometry app user MUST be within one of the geofence areas in order to punch in or out using the app. The exception would be a user who is marked as "Exempt" on their Employee Edit page in the CloudBiometry system.

If a non-exempt user is not within one of the designated zones, they will receive a message indicating that their punch did not go through.
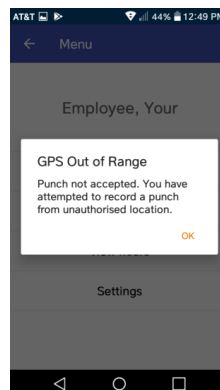

If this occurs, the user must enter an authorized zone and attempt the punch again, or have their System Administrator review the punch and move it to the user's time card.
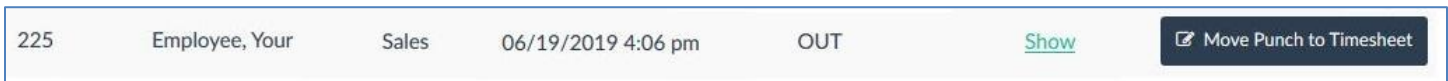
Reviewing and Allowing an Unauthorized Punch

System Administrators may review any unauthorized punch and determine if it should be allow to be recorded on the employee's time card.

Log into CloudBiometry as an Administrator and select Report> Unauthorized punches.
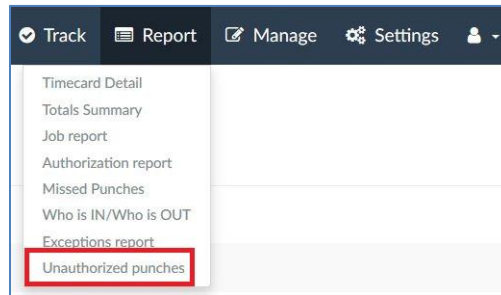

Any non-exempt punch which was attempted outside of a geofence location will appear on the Unauthorized Punch List page. To view the attempted punch locations click the "show" link. If the punch is to be allowed, simply click the "Move Punch to Timesheet" button.

| 225 | Employee, Your | Sales | 06/19/2019 4:06 pm | OUT | Show | Move Punch to Timesheet |

Reviewing an Authorized Punch

Authorized punch locations and user picture information (if required) may be viewed in order to track where exempt users are punching and if the user picture matched the user PIN entered to punch. In the CloudBiometry system, select REPORTS> Timecard Detail. Click on any in or out punch time and you will be taken to the Punch Details screen.
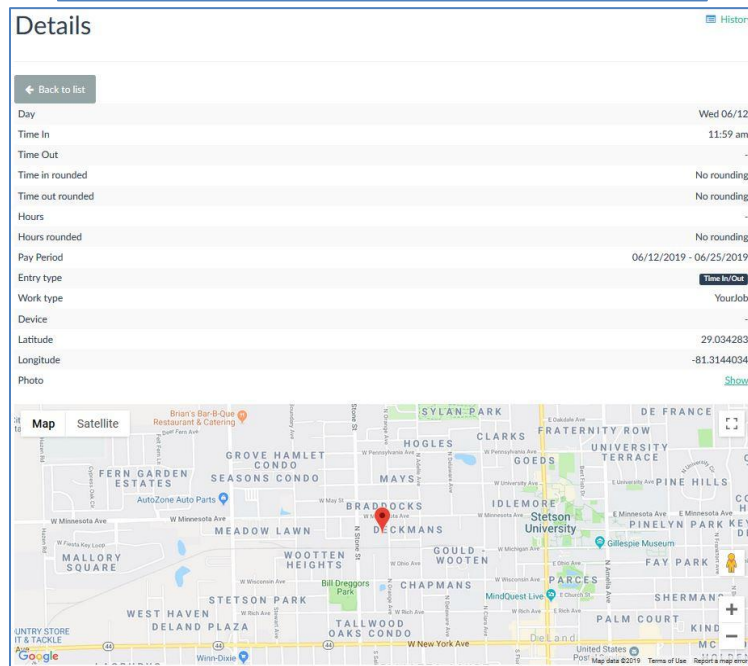
A visual map of the punch will appear, along with longitude and latitude coordinates. Click on the "Show" link to view the employee picture taken when the user punched (if required).

For questions or assistance, please contact Allied Time USA at: 888-860-2535 or support@cloudbiometry.com