

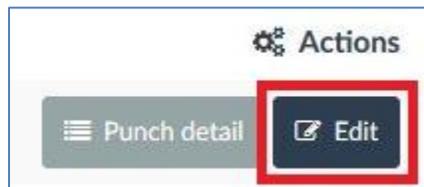
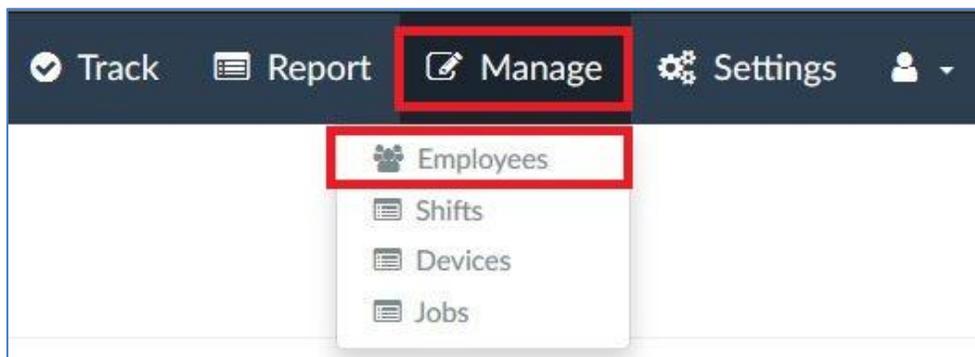


CloudBiometry Employee Web Access Guide

CloudBiometry can be set to allow an employee to log in with their **individual username and password** in order to **punch IN or OUT** (if allowed), or **view their punches** for the current pay period. It requires just a few quick steps to set up.

PLEASE NOTE: The Jobs available for web-punching are determined by which Department(s) the employee is a member. For example, if Main Department contains the Job 'Main Work', the employee will not be able to punch into 'Main Work' if they are not a member of 'Main Department'.

First, as an Administrator, select **MANAGE> Employees**. Click the **EDIT** button associated with an employee for whom you'd like to allow web-punching.

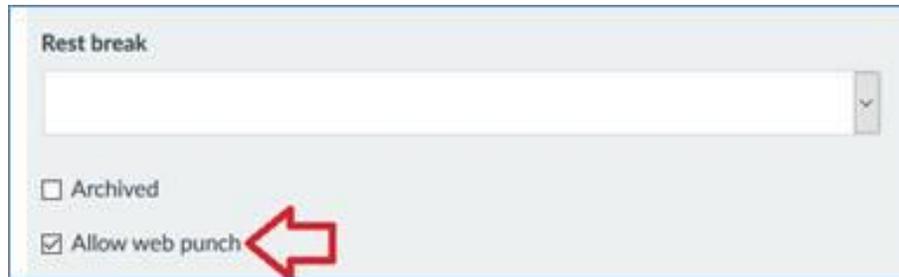


Make sure that they have a **valid email address** available for password setting and recovery.

The screenshot shows the 'Edit employee' form. The form includes fields for 'Username', 'First name', 'Last name', 'Email', and 'Device pin'. The 'Email' field is highlighted with a red box. The form also includes 'Change password' and 'Delete employee' buttons.

| | |
|---------------------------------------------------------|------------|
| User id: 3353 | |
| Auth token: id6h-f7IOQxtREUx9Ngkx4PXmcf2hkraXgXR97a--oc | |
| Username | |
| YourEmployee | |
| First name | Last name |
| Your | Employee |
| Email | Device pin |
| employee@yourcompany.com | 9813 |

Next, on the same page and towards the middle of the page, you'll see a box labeled "Allow Web Punch". **Tick this box to allow the employee to punch IN or OUT via the web**. Click SAVE at the bottom of the screen when finished.

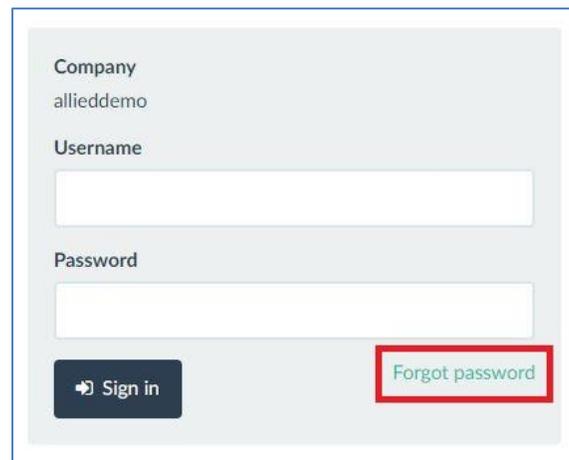


Rest break

Archived

Allow web punch

To The **user** may then go to your company's personal **mycloudtime.com** web page and **click the "Forgot Password" link**, enter their **username** and click "Reset" to receive an email with which they may set their own password.



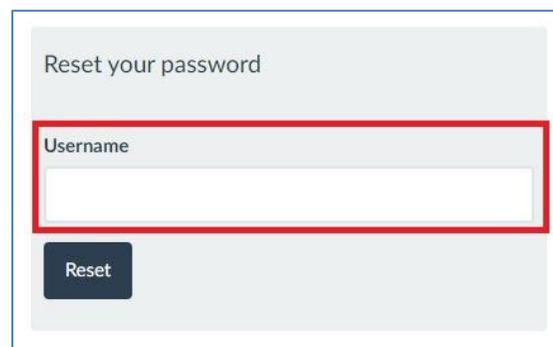
Company
allieddemo

Username

Password

Sign in

Forgot password



Reset your password

Username

Reset

Alternatively, you may set the password for them, by click the gray "Change Password" button at the top of their **Edit Employee** screen.

After their password is set, they may log into your company's account by entering their **username** and **password**.

When an employee logs into the system, it will be in **kiosk mode**; a "slimmed-down" version of CloudBiometry in which they may punch IN or OUT (if allowed) or view their hours.

For setup or usage assistance, please contact **Allied Time USA** at **888-860-2535** or **support@alliedtime.com**.