



# Cloud Biometry Mobile App Guide

This guide provides step-by-step instructions for preparing your Cloud Biometry account for use with the Cloud Biometry Mobile App. It also explains how to install the app, configure employee access, create geofences, and review punches.

The process includes:

1. Downloading and installing the app from the Google Play Store or Apple App Store
2. Identifying your Company ID to connect the app to your account
3. Configuring employee profiles for mobile access
4. (Optional) Creating a geofence to limit punch locations
5. Monitoring and verifying authorized and unauthorized punches

## 1. Downloading and Installing the App

1. Open the **Google Play Store** or **Apple App Store** and search for *Cloud Biometry*. Alternatively, scan one of the QR codes below.



To use the app, each employee will need:

1. **Company ID** number
2. **Mobile app passcode** (4–9 digits)

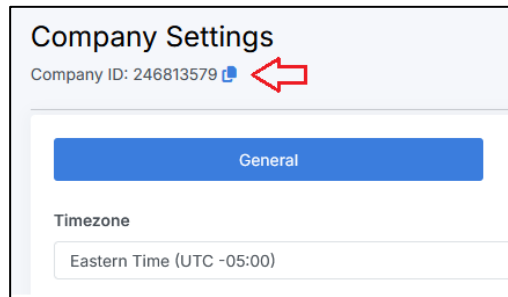
Instructions for locating and setting these values are provided later in this guide.

2. After granting permissions, enter the **Company ID** to link the app to your company.
3. Log in with the employee's **mobile passcode**. Options will then appear to punch in/out for regular work or a specific job (if applicable). Employees may also view statistics for their most recent punch.

**Important:** Employees must enable GPS/location services and accept all requested permissions in order to use the app

## 2. Identifying Your Company ID

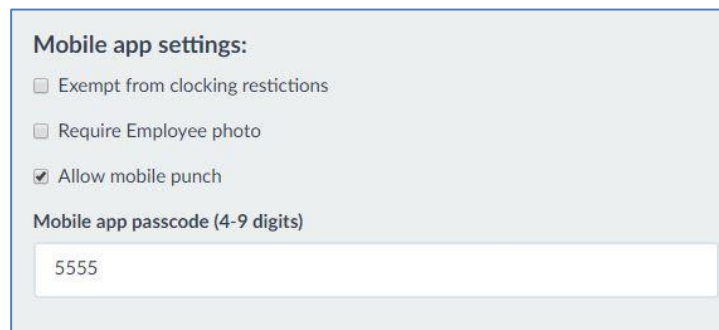
1. Log into your Cloud Biometry account with an **Administrator** username and password.
2. Navigate to **SETTINGS** → **Company Settings**.
3. The Company ID is displayed at the top of this page. Record the number and provide it to employees who will use the app.



## 3. Configuring Employee Profiles

To allow an employee to use the mobile app:

1. Go to **MANAGE** → **Employees**.
2. Click **Edit** next to the desired employee.
3. Scroll to the **Mobile App Settings** section.

A screenshot of the 'Mobile app settings' section. It contains three checkboxes: 'Exempt from clocking restrictions' (unchecked), 'Require Employee photo' (unchecked), and 'Allow mobile punch' (checked). Below these is a label 'Mobile app passcode (4-9 digits)' and a text input field containing the number '5555'.

Configure the following options:

- **Exempt from clocking restrictions:** Employee may punch from any location, but GPS must still be enabled.
- **Require employee photo:** Requires a selfie at punch-in/out. The photo is stored in Cloud Biometry for administrator review.
- **Allow mobile punch:** Enables or disables app access. If unchecked, the app will not function for that employee.
- **Mobile app passcode:** Set a unique 4–9 digit code for the employee. This is required for all mobile punches.

Click **Save** and repeat these steps for each employee.

#### 4. Creating and Using a Geofence (Optional)

A geofence is a virtual perimeter around a physical location. Employees must be inside this area to punch in/out (unless exempted).

1. Log into your Cloud Biometry account as an Administrator.
2. Navigate to **SETTINGS** → **Company Settings** → **Mobile Settings** → **Geofence Locations**.
3. Click **Create Location**.
4. Enter a title, full address, or manually enter latitude/longitude coordinates.
5. Define the radius of the geofence and click **Save**.
6. The new location will appear on the Geofence Locations page, where it can be edited or viewed on a map.

If a non-exempt user attempts to punch outside a geofence, the punch will be blocked and recorded as *unauthorized*.

Title

☐ Enter GPS coordinates manually

Street

City

State (if in the U.S.)

Zip/Postal Code

Country

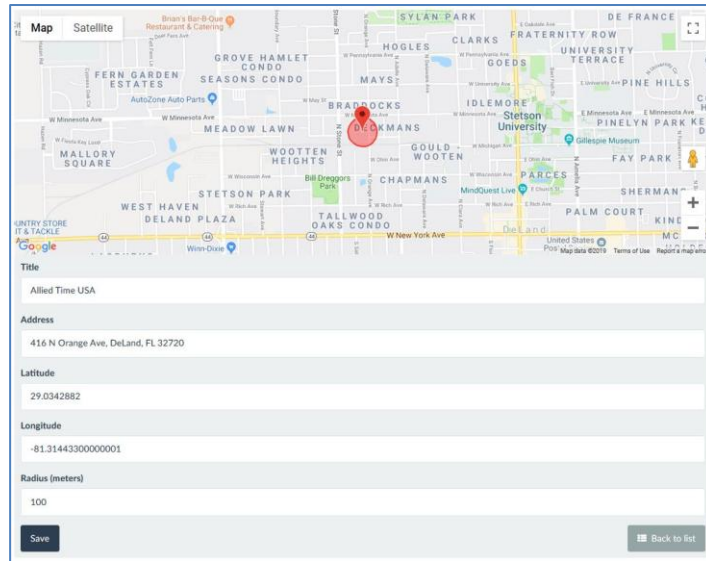
Latitude

Longitude

Radius (meters)

Locations <span>+ Create location</span>					
Title	Address	Latitude	Longitude	Radius (meters)	Actions
Telesoftas	Savanoriu pr 178 Kaunas	54.9089832	23.9297402	1000	<input type="button" value="Edit"/>
The White House	1600 Pennsylvania Ave NW, Washington, DC 20006	38.8976633	-77.0365739	50	<input type="button" value="Edit"/>
Allied Time USA	416 N Orange Ave, DeLand, FL 32720	29.0342882	-81.314433	100	<input type="button" value="Edit"/>

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 Cloud Biometry 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 Cloud Biometry system.

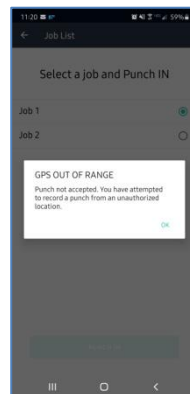
**Mobile app settings:**

☒ Exempt from clocking restrictions

☐ Require Employee photo

☒ Allow mobile punch

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.

## 5. Reviewing Unauthorized Punches

Administrators can decide whether to accept or reject unauthorized punches:

1. Log in as an Administrator.
2. Go to **REPORTS** → **Unauthorized Punches**.
3. Review details for each punch by clicking **Show**.
4. If valid, click **Move Punch to Timesheet** to add it to the employee’s timecard.

225

Employee, Your

Sales

06/19/2019 4:06 pm

OUT

[Show](#)

[Move Punch to Timesheet](#)

## 6. Reviewing Authorized Punches

To view details of accepted punches, including maps and photos:

1. Navigate to **REPORTS** → **Timecard Detail**.
2. Click on any punch time to open the **Punch Details** screen.
3. A map with coordinates will appear.
4. If photo verification is required, click **Show** to view the employee's punch photo.

Employee	Date	In	Out	Hours	Work Type
Employee, Your	Wed 06/12	11:59 am	-	-	YourJob

### Details

History

← Back to list

Day

Wed 06/12

Time In

11:59 am

Time Out

-

Time in rounded

No rounding

Time out rounded

No rounding

Hours

-

Hours rounded

No rounding

Pay Period

06/12/2019 - 06/25/2019

Entry type

Time In/Out

Work type

YourJob

Device

-

Latitude

29.034283

Longitude

-81.3144034

Photo

Show

Map

Satellite

**Questions? Please contact us at: [support@cloudbiometry.com](mailto:support@cloudbiometry.com)**