# Register Employee Fingerprints



**Andy Anderson**

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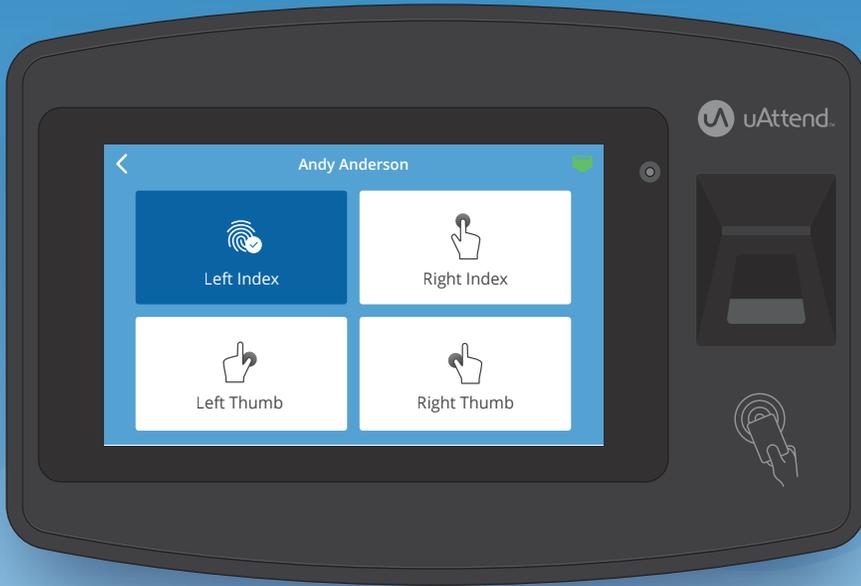
1. Add employees in your uAttend cloud account

2. On the clock, enter the Administrator PIN 53178

3. Tap Employee, and select an employee to register their Finger Scans

4. Select a finger and follow the prompts

## Questions? Contact us seven days a week.

Monday-Friday 5am–6pm Pacific | Saturday-Sunday 7am–3:30pm Pacific

Call **800-518-8925** | Text **760-278-6623** | Email **Support@TrackMyTime.com**

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# Employee Punching Options

**10:30:00** AM
WED 05/01/20

Michelle A.
○ IN

🕐 PUNCHED IN at 08:00 am
📅 05/02/20
🏢 Marketing

Log Out

PUNCH IN
START BREAK
START LUNCH
PUNCH OUT
END BREAK
END LUNCH
DEPT TRANSFER
JOB TRACKING

QUICK **ALL**

uAttend™
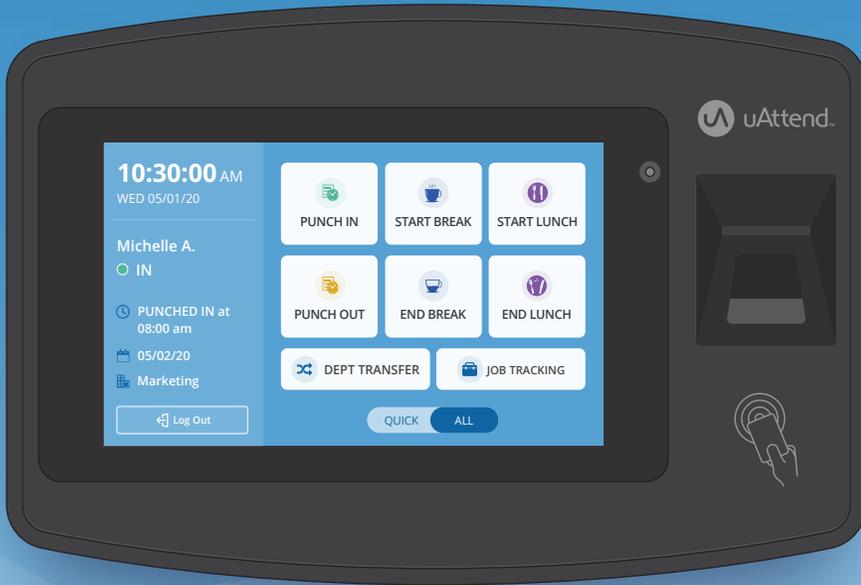
1. Authenticate with Finger Scan, PIN, or RFID

2. Choose a Punch option: In, Out, Start/End Break*, Start/End Lunch*, Department Transfer*, or Job Tracking* (*These optional punch types will only show up if applicable)

3. The Punch is recorded and employee is signed out

4. Next employee repeats steps 1 and 2

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