Register Employee Face Templates

1. Add employees in your uAttend cloud account

2. Enter the Administrator PIN that you chose during setup. This can be found in your online account in the Settings > Punch Management section

3. Tap Employee, and select an employee to register their facial templates

4. Follow the on-screen prompts to scan and save

Configure Temperature Reader

1. In your uAttend cloud account, go to Settings > Punch Management

2. Select Edit in the Temperature Reader Settings section

3. Populate and save your settings

Stacey Adamson

uAttend™

Employee Punching Options

1 Authenticate with Facial Scan, PIN, or RFID

2 Choose a punch option using voice control or touch screen: 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

4 Next employee repeats steps 1 and 2

Questions? Contact us Monday-Friday

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

Or visit **Support.TrackMyTime.com** to access our online help articles.

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