FUNDamentals WebClock
Manager Console Application
SETUP GUIDE FOR IPADS AT KIDZONE

Introduction

The FUNDamentals WebClock application is a cloud-based employee timeclock system. The Manager Console component of this system is the part used by Site Coordinators or Supervisors to manage team members timeclock activity for their campuses/locations. This includes management activities such as:

- Add/Edit/Delete team member clock events (Clock In/Clock Out)
- Approve Weekly Hours
- Manage the Campus Override Code for early Clock In

While the Manager Console will perform all management functions using an iPad, it should only be setup and configured on your iPad if you **do not** have a laptop or other Windows PC available. This is due to security concerns and the fact that many management functions require extensive typing which is easier using a real keyboard.

This document describes the steps needed to create the special Home Screen icon used by the software. This special icon is created in a way that uniquely identifies each iPad, links the iPad to a specific campus/location, and provides device level auditing and security options.

Note: The FUNDamentals WebClock application utilizes IP restrictions as a security measure and is only available when the iPad is connected to the internet through an approved gateway IP address as established by your IT department.

Getting Started:

1. Find the name of your iPad by clicking on Settings/General/About. Write down the name that shows in the top line (Name). Exit Settings. You may also find the name on the asset tag, located on the back on the iPad.
2. Using Safari, browse to www.myfundamentals.com.
3. Scroll to top or bottom of the page and click on the Seminole, FL KidZone WebClock Link. Next, click the link titled 'Management Portal for iPad'. The following webpage will load:

KidZone & Beyond of Seminole County

FUNDamentals WebClock

Please Log In

User Name: Administrator

Password: •••••••••••• ⌃

Log In

4. Login using the Username and Password provided. If the login is successful, the following web page will load:

FUNDamentals MyWebClock

Visual Solutions, LLC

The FUNDamentals MyWebClock application is a cloud-based solution designed to replace paper or spreadsheet employee timecards. This solution consists of three parts:

1. **MyWebClock** - **Client** (this application) - This web application simply collects team member timeclock punch events via the Virtual Punch Pad using a unique PIN number for each team member. Team members enter their PIN number and have the option to Clock In, Clock Out, or Go To Lunch, depending on their current status.
2. **MyWebClock** - **Manager Portal** - This web application contains all the areas needed to manage/create/edit team members and team member time clock events. Here too are the End of Day and End of Week reports where team member timeclock hours are approved either by the day, or by the week.
3. **MyWebClock** - **Administrator Portal** - This web application provides a district-wide view of team members and timeclock events as well as all administrative functions needed to configure and manage the FUNDamentals MyWebClock software. Administrators may add/edit campuses, employee groups, temporary agencies, and employee levels (positions) as needed. Auditing reports and temporary agency billing reports/exports are also available here.

Manage Devices

5. Click the link to Manage Devices at the bottom of the web page. The following web page will load:

Client/Device List

This list shows all computers or devices that have accessed the system linked to the selected campus.
For Windows Based Launchers, The Device Name is the computer name, found under My Computer/Properties. For iPad or Android browser based clients, this is the name as entered by a manager, supervisor, or administrator. This name should reflect the actual name of the device, usually found under Settings/About.
Devices are used by the WebClock software to:

- Identify the Location (Campus or Building) - Once registered, a device can be Enabled, Disabled, or dynamically routed (as an administrator in the WebClock Admin./Manager Portal) to a specific campus or building. Locations may have an unlimited number of devices. Devices are linked to a single location.
- Create a Client Key - This key is used to create a home screen shortcut for iPads and Android devices. Once created, the PinPad screen for the WebClock software will start automatically for the campus the device is linked to.
- Auditing - Timeclock Punch Events and Manager edits can be tracked to a single device.

Campus: | Test Site ⌄ |

Workstation/Device List - 2 records found

Device ID	Device Name	Launcher Link	Enabled	Date Created	Last Activity
1	Ken10	Launch as this device	Yes	3/2/2018 2:17:29 PM	3/12/2018 11:54:52 AM
4	test-device	Launch as this device	Yes	3/9/2018 1:44:01 PM	3/12/2018 12:34:30 PM

Add Device: [   ] [Add]

6. If your iPad name is displayed in the list, click the Launcher Link for your device. Otherwise, enter your iPad name in the space provided at the bottom of the page and click the Add button. When your iPad name displays in the device list, click the Launcher Link to start the application with a device code. This will reload the login screen.

KidZone & Beyond of Seminole County
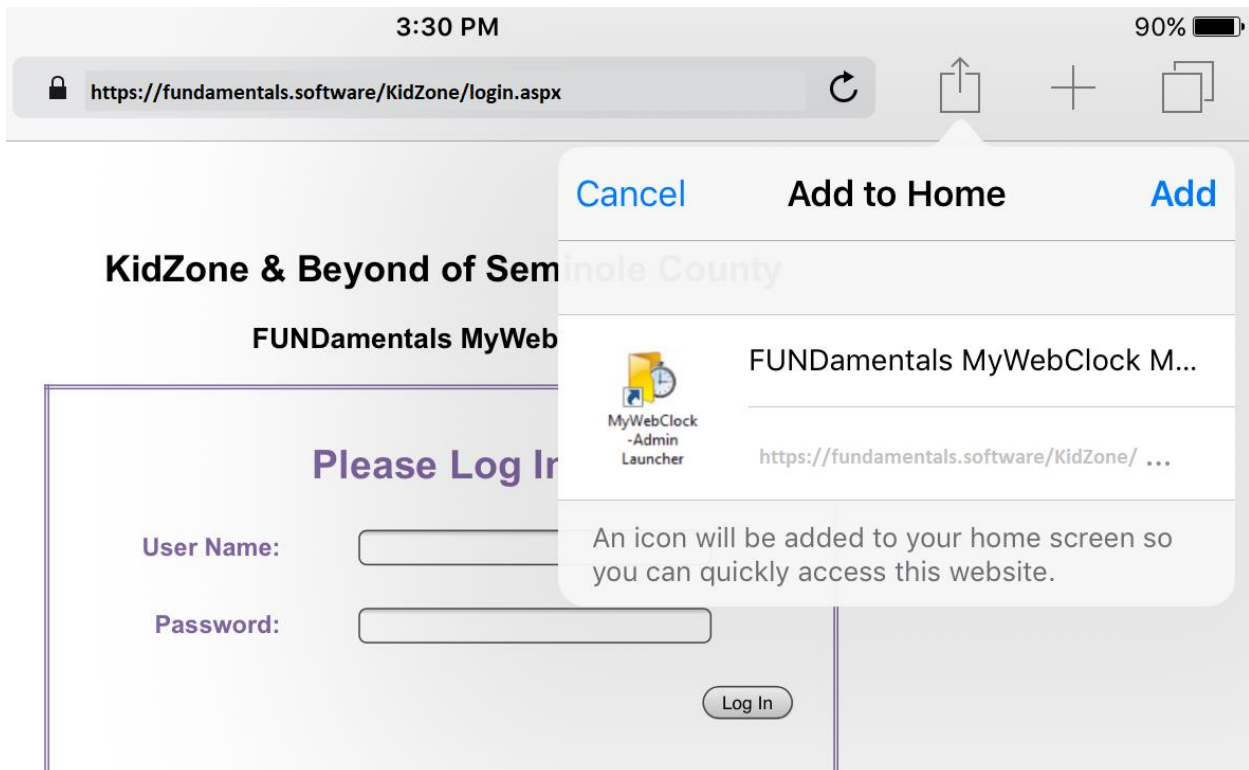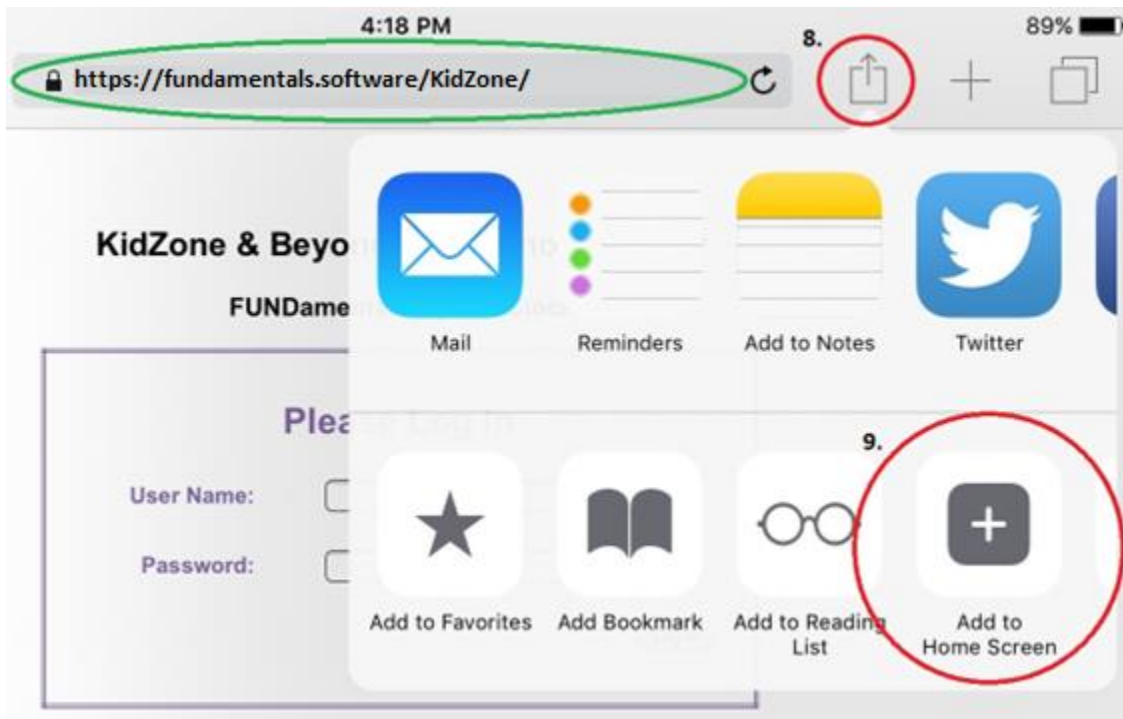
FUNDamentals WebClock

Please Log In

| User Name: | Administrator |
| Password: | •••••••••••••• |

[Log In]

7. Once the login screen loads again, you will need to create the icon for the iPad Home Screen.
8. Click the Bookmark icon near the top right.
9. Click the Add to Home Screen icon

10. Click the Add option at the top right.

The new Home Screen icon will now appear on the Home Screen of your device. If done correctly, tapping this icon will load the Login page. After logging in this time the device manager screen is skipped, and the device is linked automatically to the correct site/campus.

FUNDamentals MyWebClock
Visual Solutions, LLC

Logout

Test Site Refresh

Team Members

Create

Search

Team Members assigned to this campus   2

Manager Operations

Manage Time

Override Key

End of Day

End of Week

Reports

Reports

Help Links

Display Name	Status	Budget Hours	Start Time	Position	Agency Name
Manager, Site	Out	8.000	06:00:00	Manager	SCPS
User, Test	Out	6.000	10:00:00	DS Employee	AUE

Supervisors or Site Coordinators managing more than one campus will see a different screen than the one shown here. Their landing page after login will display an Overview for the campuses they manage. Clicking a Campus link on that page leads to the one shown here.