



# TIME MANAGER'S **TIMEKLOCK™**



## Time Manager for Smartcare User Guide

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# Overview

Time Manager for Smartcare enables the use of the CCM TimeKlock hardware to clock in and out of Smartcare. Most software functions work the same except check-in/check-out times are captured in Smartcare instead of CCM. This program allows you to continue to use your existing TimeKlock when converting to Smartcare.

**Note:** Some existing TimeKlock features will not be available after converting to Smartcare. These are explicitly identified under [Differences in Smartcare Mode](#).

## Setup

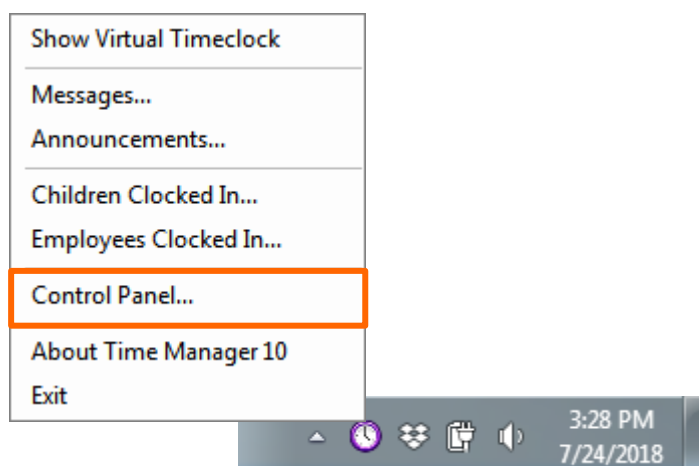
### Update the Time Manager Application

1. Click here to access the updated version of Time Manager:  
<https://psi-transmit.s3.amazonaws.com/public/setup/TimeManager2018Setup.exe>

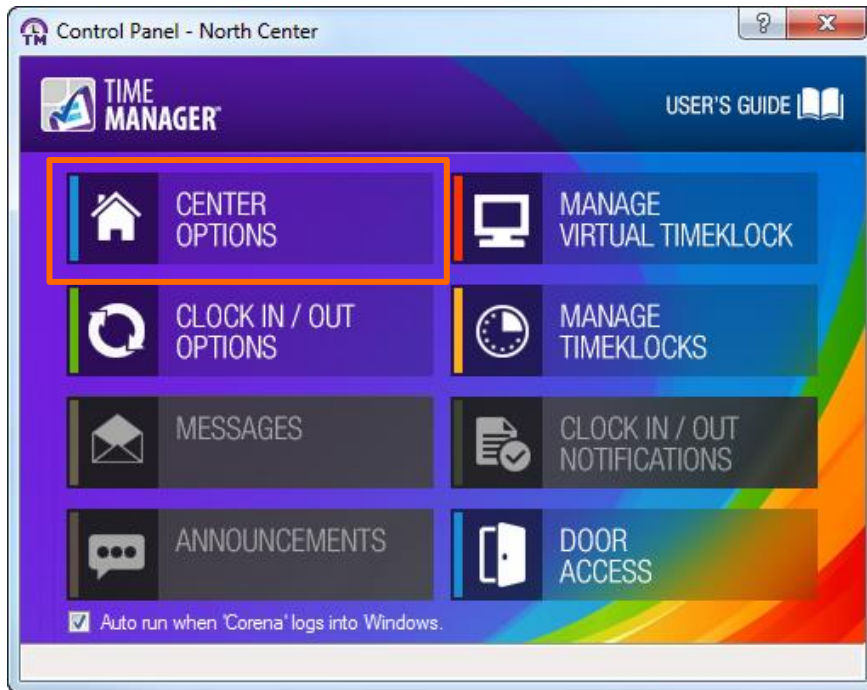
### Connect Time Manager to Smartcare

1. Click on your Windows System Tray in the lower right of your computer and right-click the **Time Manager** icon, then select **Control Panel**. The Time Manager program opens.

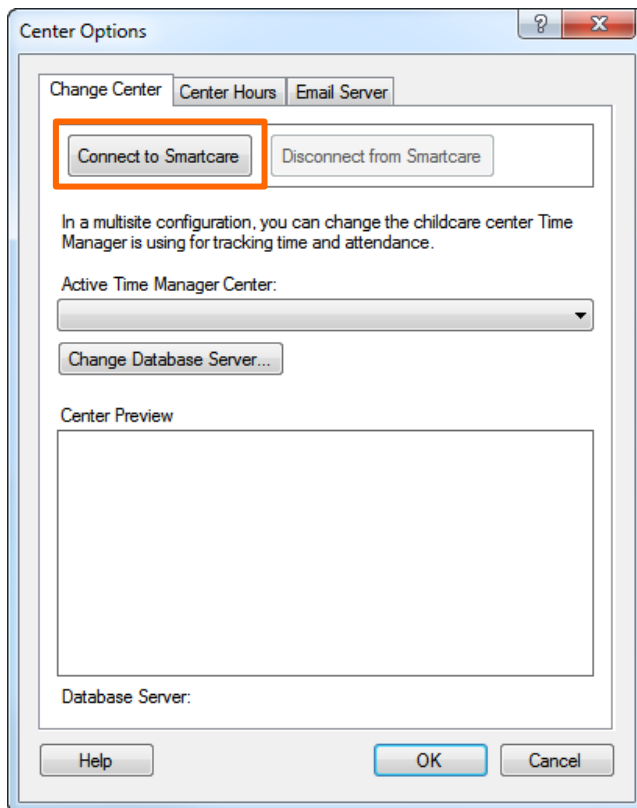
**Note:** The Time Manager/Smartcare integration should be set up using the Center Director's login credentials.



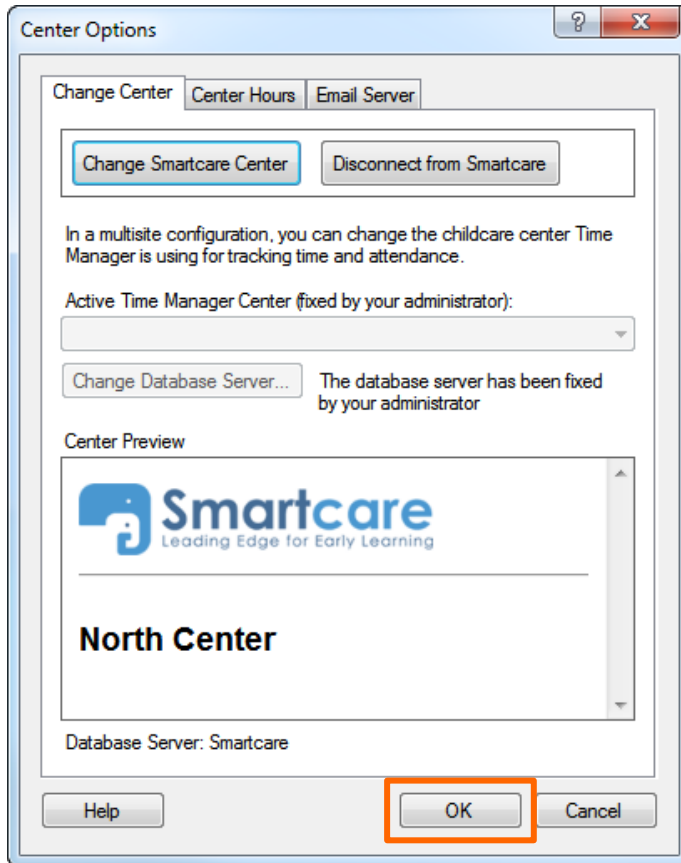
2. Select **Center Options**.



3. Click **Connect to Smartcare**.



4. Enter your Smartcare Director login credentials.
5. Select your Center from the list (if more than one is listed) and click **Select Center**. Time Manager is now in Smartcare mode.
6. Click **OK**. Your TimeKlock hardware is now synced with Smartcare.



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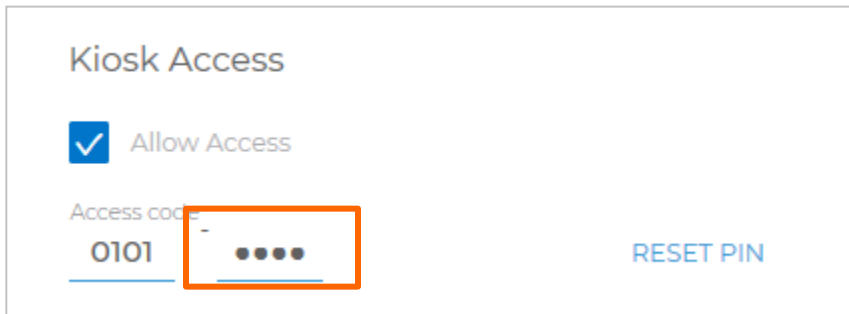
## Assign New PINs to Parents

After Time Manager is updated, the next step is assigning new PINs to your parents in Smartcare. Once new PINs have been set, parents will be able to immediately start using their new PIN on the TimeKlock pin pad to unlock the door and sign their child into Smartcare. You can do this individually by parent or complete this process in bulk. See [Assign New PINs to Parents in Bulk](#).

**Note:** Existing parent CCM PINs will not work once your TimeKlock/Time Manager is connected to Smartcare.

1. Click **Families** in the left menu. Your list of families opens.
2. Select the family. The Family profile opens.
3. Click on an adult to open the profile.
4. Click the **Access** box. The App Access window opens.
5. In the Access code section at the bottom, enter a new 4-digit PIN.

**Note:** You will need to manually backspace the four digits if already populated.



The screenshot shows a 'Kiosk Access' window. At the top, there is a title 'Kiosk Access'. Below it is a checked checkbox labeled 'Allow Access'. Underneath is the label 'Access code' followed by the text '0101' and a masked input field containing four dots. The masked input field is highlighted with an orange rectangular box. To the right of the masked input field is a blue button labeled 'RESET PIN'.

6. Select **RESET PIN**. When completed, PIN RESET is displayed.

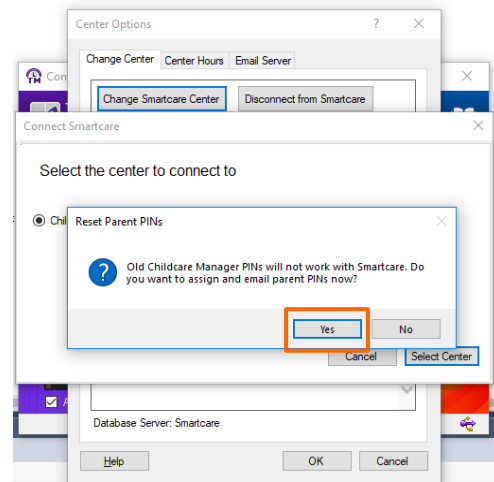
## Assign New PINs to Parents in Bulk

The bulk assignment of PINs to parents utilizes a PIN Reset Wizard.

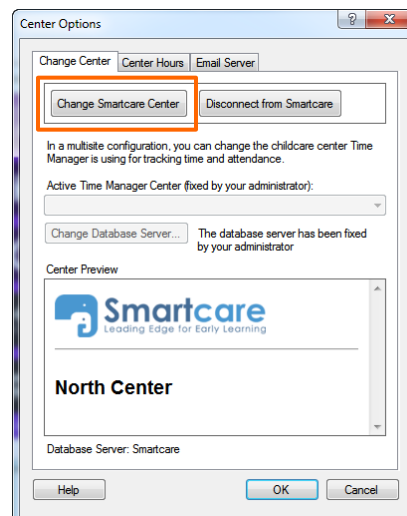
- If you don't see this feature, make sure you have the newest version of Time Manager: <https://psi-transmit.s3.amazonaws.com/public/setup/TimeManager2018Setup.exe>
- PINs will only be reset for people who have been granted Smartcare Kiosk access, are associated with an active child, and have a valid email address entered on their Smartcare profile.
- Registered users of the Smartcare Parent App will receive a PIN reset email and each person can select their own PIN. You will be able to select the users who receive the PIN reset email.
- Unregistered users will be assigned a random PIN and sent an email with their new PIN.
- If the wizard is re-run (on the same Windows account), previously selected users will automatically be de-selected to avoid duplication.

### There are two ways to initiate the PIN Reset Wizard:

1. Click **Yes** at the prompt after connecting Time Manager to Smartcare.



2. If already connected to Smartcare, click **Center Options**, then **Change Smartcare** and choose your center again. This will initiate the prompt.



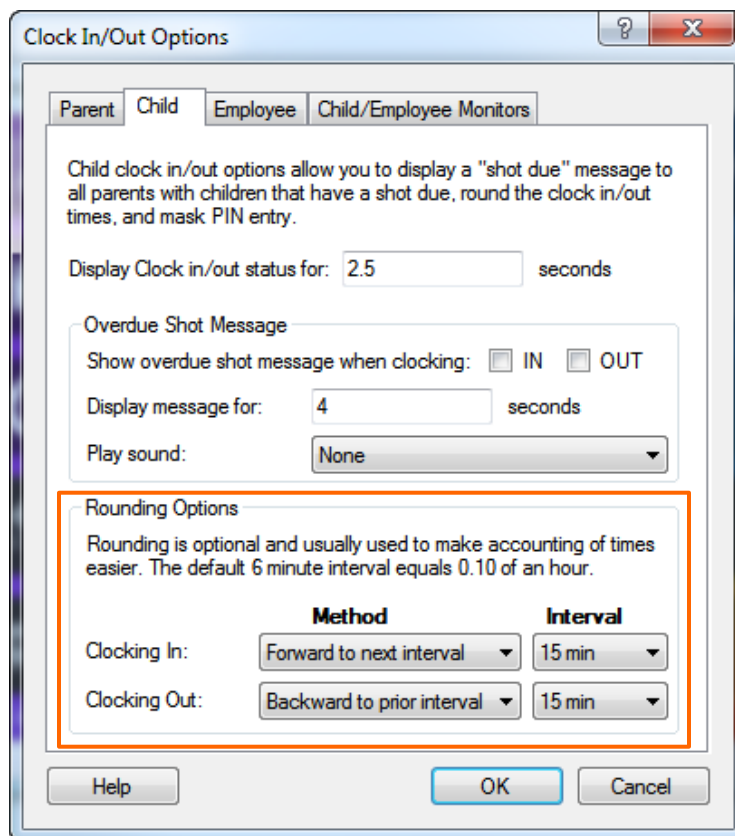
## Set Clock-In/Out Rounding Option

This function is optional and can make the accounting of times easier. It enables a center to specify minimum intervals for recording clock-in/out. For example, if your center has clock-out rounding set to 15 minutes, then a child signed out at 11:47am will show as 12:00pm.

1. Open Time Manager and click **Clock In/Out Options**.
2. Click the **Child** tab.
3. Select Method and Interval from the drop-down menus under the Rounding Options section for both clocking in and clocking out.

**Note:** The maximum interval at this time is 20 minutes.

4. Click **OK** to save.



The screenshot shows the 'Clock In/Out Options' dialog box with the 'Child' tab selected. The dialog has a title bar with a question mark and a close button. Below the title bar are four tabs: 'Parent', 'Child', 'Employee', and 'Child/Employee Monitors'. The 'Child' tab is active. The main content area contains a text box explaining that child clock in/out options allow displaying a 'shot due' message, rounding clock in/out times, and masking PIN entry. Below this is a text input field for 'Display Clock in/out status for:' set to '2.5' seconds. There is a section for 'Overdue Shot Message' with checkboxes for 'IN' and 'OUT', a text input for 'Display message for:' set to '4' seconds, and a dropdown for 'Play sound:' set to 'None'. The 'Rounding Options' section is highlighted with an orange border and contains a text box explaining that rounding is optional and usually used to make accounting of times easier, with a default 6-minute interval equaling 0.10 of an hour. Below this are two rows of settings: 'Clocking In' with 'Method' set to 'Forward to next interval' and 'Interval' set to '15 min', and 'Clocking Out' with 'Method' set to 'Backward to prior interval' and 'Interval' set to '15 min'. At the bottom are buttons for 'Help', 'OK', and 'Cancel'.

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# Differences in Smartcare Mode

The core functions of Time Manager will continue to work the same. However, some features have been removed to ensure compatibility with Smartcare and may appear greyed out.

## Features Disabled in Smartcare Mode

### Messages

Messages allowed users to display two-line messages to specific sponsors or employees when clocking in.

### Announcements

Announcements allowed users to display two-line messages to all members of a class or program.

### Clock In/Out notifications

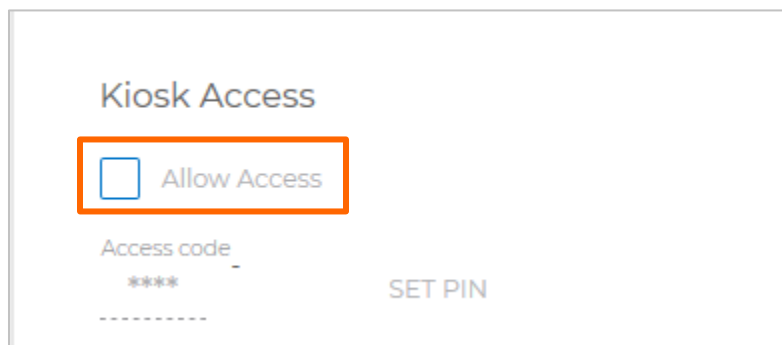
Clock in/out notifications allowed Time Manager users to receive notifications when specific parents or employees clocked in or out.

### Clock In/Out Filters

Filters allowed users to restrict clock in/out to specific statuses.

If you want to restrict access, you can do so on an individual basis in Smartcare.

1. Locate the person under Families.
2. Click the **Access** box on the person's profile page.
3. Uncheck "Allow Access" Under Kiosk Access.



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## Meal Button

The Meal button allowed a parent to request a meal using their PIN.

## Door Access

Time Manager allows users to create door-only PINs that open the door but do not perform any clock in/out functions. These PINs will need to be manually migrated from the CCM mode to the Smartcare mode of Time Manager.

As a Time Manager user, it's important to write down your door access PINs before transitioning to Smartcare mode because those PINs will need to be re-entered. If you miss this step, you can always go back to CCM mode temporarily to retrieve your PINs.

If you use CCM with multiple doors, you may notice a difference in behavior: in Smartcare mode, door access PINs are unique to the computer on which Time Manager is installed. This means that PINs will need to be enabled on a per-door basis.

## Contact Us

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