

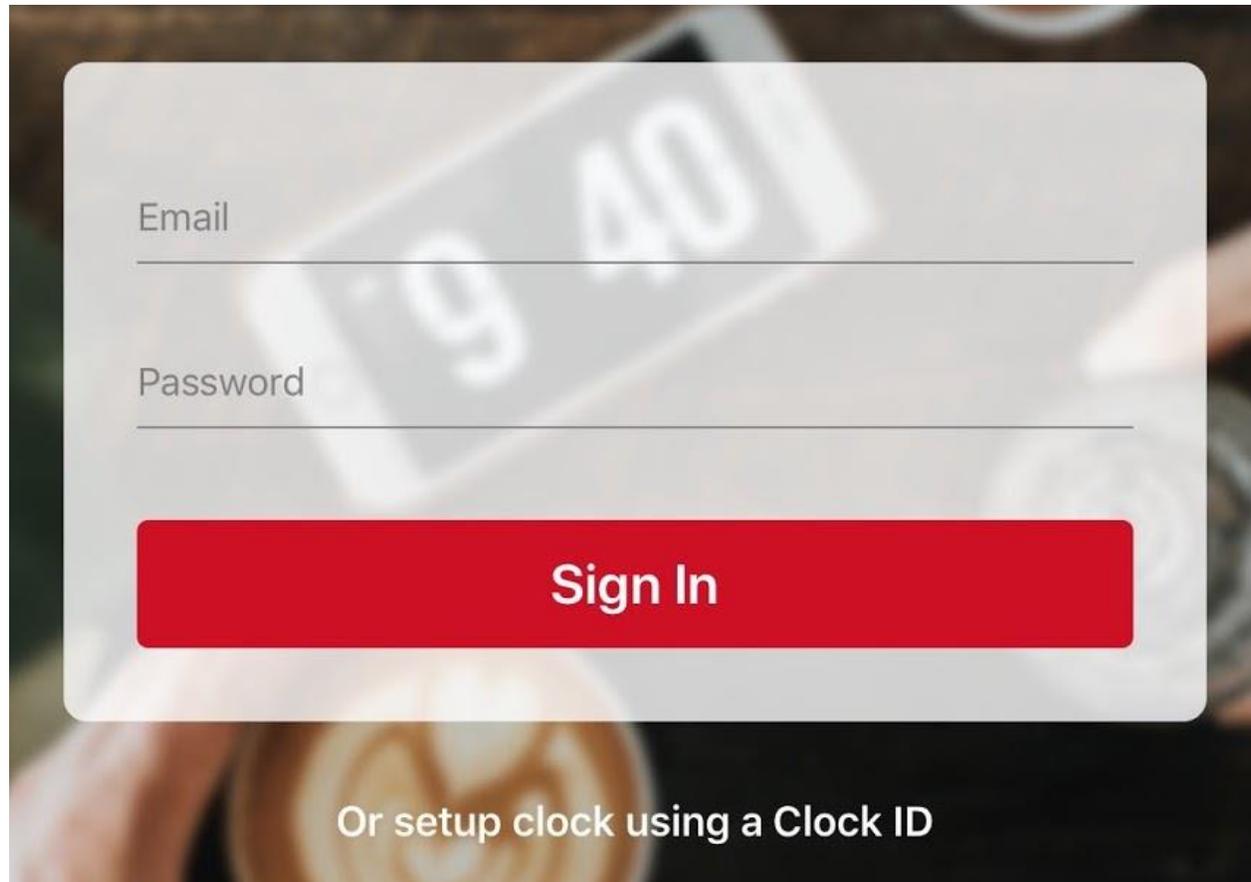
Set up your iPad Time Clock

Prerequisite

Please ensure you have purchased your iPads and wall mounts. If you need any help with selecting devices and wall mounts, please refer to the [iPad Devices Hardware Requirements](#) document.

Steps

1. On an iPad, search for the **Heartland Time Clock** app in the App Store and download the app.
2. Once the app has downloaded, use one of the following two ways to configure the Time Clock.
 1. Ignore the "email and password" fields and select **Or setup clock using a Clock ID** just below.

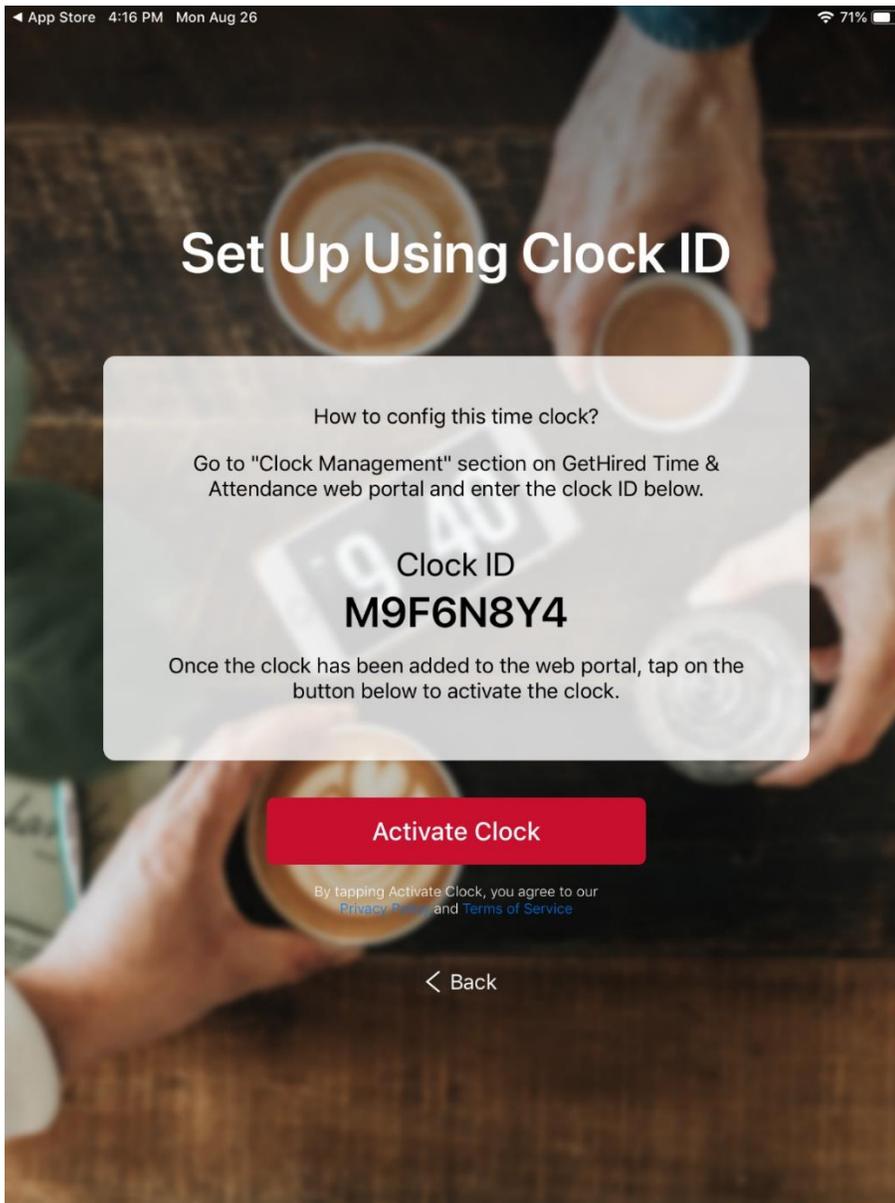


2. Use the **Clock ID** method by entering clock ID in **Heartland Time** on the **Administration** tab > **Time Clock Devices** section by clicking on the

Add New Device button.

Device Name	Status	Setup Code	Face ID Enabled	PIN code Enabled	Voice Command Enabled	Last Heartbeat	Action
New	Registered	1234	NO	YES	NO		
Time Clock 1	Registered	1523	YES	YES	YES		

3. You can then give a name to the clock and save it.
4. Activate the clock by selecting **Activate Clock** on the iPad.



5. The clock you just set up should now show up on the admin account on Web in the following section: **Administration -> Time Clock Devices**. You will be able to see the "heartbeat" signal coming from the clock, indicating that it is active and online.

The screenshot displays the 'Web Clocks' section of an administration interface. On the left is a dark sidebar with navigation options: DASHBOARD, TEAM MANAGEMENT (with sub-items: Schedule, Team Timesheets, Team Time Off), PREPARE FOR PAYROLL, REPORTS, PREPARE PBJ REPORT, and ADMINISTRATION (with sub-items: Company, Employees, Employee Templates, Approvers, Timesheet Settings, Schedule Settings, Time Off Settings, and Time Clock Devices). The main content area is titled 'Web Clocks' and includes a search bar for device names and an 'Add New Device' button. Below this is a table with the following data:

Device Name	Status	Setup Code	Face ID Enabled	PIN code Enabled	Voice Command Enabled	Last Heartbeat	Action
New	Registered	1234	NO	YES	NO	09/01/2023 12:24:53	 
Time Clock 1	Registered	1523	YES	YES	YES		 
iPad 5	Registered	5012	NO	YES	NO		 

A red arrow points to the 'Last Heartbeat' column of the first row, indicating the active status of the device.