TimePilot Extreme Blue II Quick Start Guide
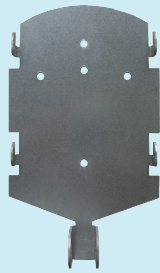
Important advice from our Support Staff: Don't "dive in" and switch everything immediately to your TimePilot system. Our customers have the best results when they start slowly and run TimePilot alongside their current system for a pay period or two.
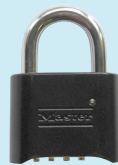
1. Unpack the box. Here's what's inside:

Extreme Blue II time clock

Mounting plate

Padlock

Management iButton (gray)

iButtons

4 AA batteries

2. Mount your clock.

Screw the mounting plate to the wall (or wall stud or anywhere the clock will be used).

The weatherproof Extreme Blue II clock can be mounted anywhere, but it's always best to mount it where it will be shielded from the elements as much as possible, but still accessible to your employees.

Hook the clock onto the mounting plate and use the padlock to lock the assembly through the loop at the bottom of the clock.

3. Download the app.

Go to your app store—the App Store for iPhones and Google Play for Android phones—and download the app. It's free.

To find the app, search for "TimePilot Extreme II." Look for the icon at right.

4. Set up the app.

Tap the icon (shown at right) to start your app for the first time and you'll start the Quick Setup, which will guide you through the process of preparing your app for use. You can make changes later by tapping the "Settings" icon (the 3 stacked horizontal lines: ☰). Below are two screens that might need a bit of explanation:
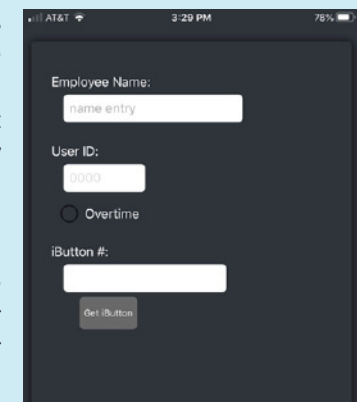
Will you track your employees' work hours? Most users will answer "Yes" to this question. To do so, tap the button next to "Use for Payroll Processing" and enter when your workweek starts and your pay period type. Tap the white fields to make your choice, then the "Next" button to move on.

Pay Period Settings

✓ Use for Payroll Processing

Week Begins On: Monday

Pay Period Type: Bi-Weekly
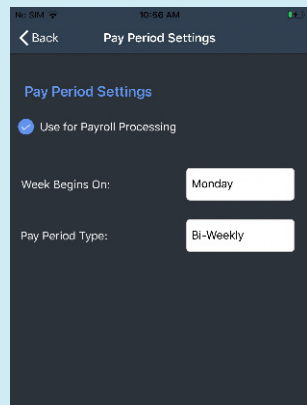
After finishing the Quick Setup, you'll need to add your employees and assign them iButtons. Tap "Menu" in the top right corner of the screen and then "Add Employee."
On the Employee Profile screen (right), enter their name (we suggest last name first), a unique 4-digit user ID and indicate whether they qualify for OT pay.
To assign an iButton, touch the gray Management iButton to the "Out" probe on the Extreme Blue clock. The orange light in the "In" probe will illuminate. Now touch the iButton that will be given to the employee to the "In" probe. The iButton's serial number will be transmitted to your phone and the employee and number will be linked. Tap "Save." Repeat for each employee.

Employee Name: name entry

User ID: 0000

○ Overtime

iButton #:

Get iButton

See reverse to learn how to use the app.

Detailed instructions are available online: www.TimePilot.com/supportcenter.htm

Having problems? Contact TimePilot tech support at 630-879-6400 or Support@TimePilot.com

How to use the TimePilot apps (for setup, see reverse)

This document uses screenshots from TimePilot's Extreme Blue II iPhone App; our Android app is very similar.
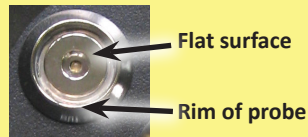
Clocking in and out with iButtons.

Touch your iButton to the center of the "In" or the "Out" iButton probe.

You'll hear two "beeps" and the orange or green light in the probe will flash to indicate the transaction has been recorded.

The metal part of the iButton must touch both the inner flat surface of the probe as well as the rim of the probe.

Flat surface

Rim of probe

Collecting data from the clock.

After your employees have been using the system, you can collect the data at any time. Here's how to do it:

1. Tap the gray Management iButton to the Extreme Blue clock's "Out" probe.

2. On the phone, tap the "Clock" icon (right) at the bottom of the screen.

Clock

3. On the screen that appears, click the "Get New Transactions" button.

The Main Screen.

The red arrows indicate that an employee was clocked in when you last collected the data; no arrow means they were clocked out.

The time displayed below each employee's name is calculated from their last collected clock-out. If you see "--:--," that generally means the employee has forgotten to clock in or out.

The Main Screen, Continued.

Want to see an individual employee's clock-ins and clock-outs (also known as "transactions")? Just double-tap the employee's name.

Want to edit an individual employee's profile? Tap the employee's name to highlight it, tap "Menu" in the top right corner and then choose "Edit Employee." Tap "Save" when you're done.

Want to add or delete an employee? Tap "Menu" and then choose "Add Employee" or "Delete Employee." Tap "Save" when you're done.

Want to clock in (or out) an employee right in the app? Tap the employee's name to highlight it, tap "Menu" and then choose "Clock In" or "Clock Out." Tap "Save" when you're done. The time of the transaction will match the time on the phone.

Want to edit an existing transaction? Tap the employee's name to highlight it, tap "Menu" and choose "Edit Transaction." Tap "Save" when you're done.
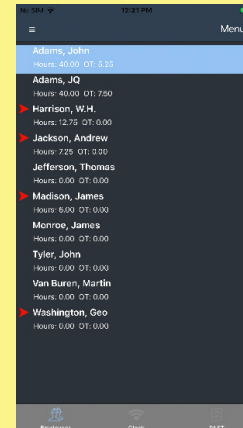
The icons at the bottom.

"**Employees**" returns you to the Main Screen if you're on another page.

"**Clock**" downloads to your phone the clock-ins and clock-outs collected by the clock.

"**Past**" extracts the transactions for a pay period into a separate file, and also allow you to see previously extracted pay periods. This is a very important feature! See the box at right for details.

All about Pay Periods.

As employees clock in and out, their transactions are kept in an area called "Current Transactions." Once a pay period is over, it's a good practice to "extract"—or move—those transactions into a area of their own, called a Past Pay Period.

To extract a pay period, first tap the "Past" icon at the bottom of the screen. Any previously extracted pay periods will appear here. Next, tap the "Extract" button. Choose your start and end dates and tap "Extract."

PAST

To return to your Current Transactions, tap "Employees" at the bottom of the screen.

Detailed instructions are available online: www.TimePilot.com/supportcenter.htm