

# Register Employee Fingerprints



- 1 Add employees in your uAttend cloud account
- 2 Enter the Administrator PIN that you chose during setup. This can be found in your clock details at Settings > Punch Management in your online account.
- 3 Tap Employee, and select an employee to register their Finger Scans
- 4 Select a finger and follow the prompts

Questions? Contact us seven days a week.

Monday-Friday 7am-5pm Pacific

Call 800-518-8925 | Text 760-278-6623 | Email [Support@TrackMyTime.com](mailto:Support@TrackMyTime.com)

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# Employee Punching Options



- 1 Authenticate with Finger Scan, PIN, or RFID
- 2 Choose a Punch option: 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 and employee is signed out
- 4 Next employee repeats steps 1 and 2

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