



## QUICK-START GUIDE

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# STEP 1: SIGN-UP

Thank you for purchasing the CB1000 time clock, part of the uAttend™ Employee Management System by ProcessingPoint, Inc. You've made an excellent choice - now let's get started!

We'll guide you through the signup process in a few convenient steps. The signup takes only about 5 minutes if the steps are performed in order.

**Step 1:** Open your web browser and visit: <http://trackmytime.com/signup>

**Step 2:** You'll be prompted to enter the DEALER ID, which can be found on the outside of the box the CB1000 came in and on the cover of this guide. - If missing, please contact us at: [support@trackmytime.com](mailto:support@trackmytime.com) or call 1-800-518-8925.

**Step 3:** After entering the DEALER ID, you will be prompted to select the subscription plan that best fits your needs. The plans are designed on a per month basis depending on the number of employees you will have using the system. You can easily upgrade and downgrade your plan at any time.

**Step 4:** After you select the plan, we'll ask you for additional information about your company.

**Login Page:** Use this field to specify an easy URL (web address) for you to remember. A shortened version of your company name would be a good idea, however, it cannot be longer than 20 characters and can not contain special characters or spaces.

**Clock Admin:** The clock administrator has full access to the account. This person is required to setup and manage the account. Additional supervisors and users will be added later.

**Billing Info:** Enter your billing information - the credit card you enter will be used for recurring monthly billing. All plans come with a 30-day money back guarantee in case you are not satisfied with the service.

## **Congratulations!**

You are now signed up for the service. Next, we'll show you how to link your CB1000 to the uAttend™ account that you just created.

# STEP 2: TIME CLOCK SETUP

Before we begin linking your time clock to uAttend™'s trackmytime.com, you'll need to ensure that the CB1000 is plugged into a power outlet and connected to your local area network via the included ethernet cable (or one you provide).

You should still be signed into trackmytime.com - If not, please login with the credentials you setup in Step One.

**Step 1:** Click on the SETTINGS tab on the top menu.

**Step 2:** Next, click on the green link for TIMECLOCKS.

**Step 3:** Click the green link in the upper-right hand corner:  
ADD TIMECLOCK.

**Step 4:** You will need to locate the CLOCK ID (also called Device ID) on the CB1000 unit. To do this, press the "F3" key as indicated on the picture below. An example CLOCK ID: CB1000-ALSNMW3A



**Step 5:** On trackmytime.com, enter the CLOCK ID/DEVICE ID into the DEVICE ID field. Then, enter the location where this clock will be mounted. (This is used in case you have multiple clocks for your account - you'll be able to distinguish the location of each clock.) When finished, click the ADD button.

**Step 6:** **VERY IMPORTANT - Restart** the CB1000 device and remain logged into trackmytime.com.

You have now linked your CB1000 time clock to the uAttend™ service. Next, we will walk you through setting up departments and employees

# STEP 3: DEPARTMENT AND EMPLOYEES SETUP

Before using your CB1000 time clock, we'll need to set up at least one department and one employee. There is no limit to the number of departments you setup - however, the number of employees are limited based on the plan you selected.

You can update your plan to include more employees by clicking on the ACCOUNT link in the upper-right corner of trackmytime.com

## To Add a Department:

**Step 1:** Click on DEPARTMENTS on the main menu. (tabs at the top of the page)

**Step 2:** Next, click on the green ADD DEPARTMENT link in the upper-right hand corner

**Step 3:** First, enter a code for the department. This can be any 3 digit alpha-numerical code. Next, enter the name of the department, then click the ADD button.

## To Add a User to a Department:

**Step 1:** Click on USERS on the main menu. (tabs at the top of the page).

**Step 2:** Next, click on the green ADD USER link in the upper-right hand corner.

**Step 3:** Select the role of the user - either "Employee" or "Supervisor"; enter the employee's first and last name, then click the ADD button.

**Step 4:** Next, click on the name of the user you just added, this will open up additional configuration options for the employee. You can edit any of the fields by clicking on the EDIT link to the right of each option. We highlight some of the most used options in this guide. For more specific options, please refer to the complete CB1000 manual, found in the help section of the uAttend™ System.

**Step 5:** If this employee will be using a PIN number to clock in or out, click on the EDIT link on the "PIN NUMBER" row. Enter the desired PIN number in the field provided, then click the SAVE button. The employee will now be able to use this PIN number on the CB1000 device to log in and out.

**Step 6:** If this employee will be using a RFID Badge, click on the EDIT link on the "BADGE NUMBER" row. The BADGE NUMBER can be found printed on the RFID Badge - refer to the image to the right to best locate this set of numbers. After you enter the Badge ID, click the SAVE button.



*Do not enter any leading zeroes that may be printed on the badge.*

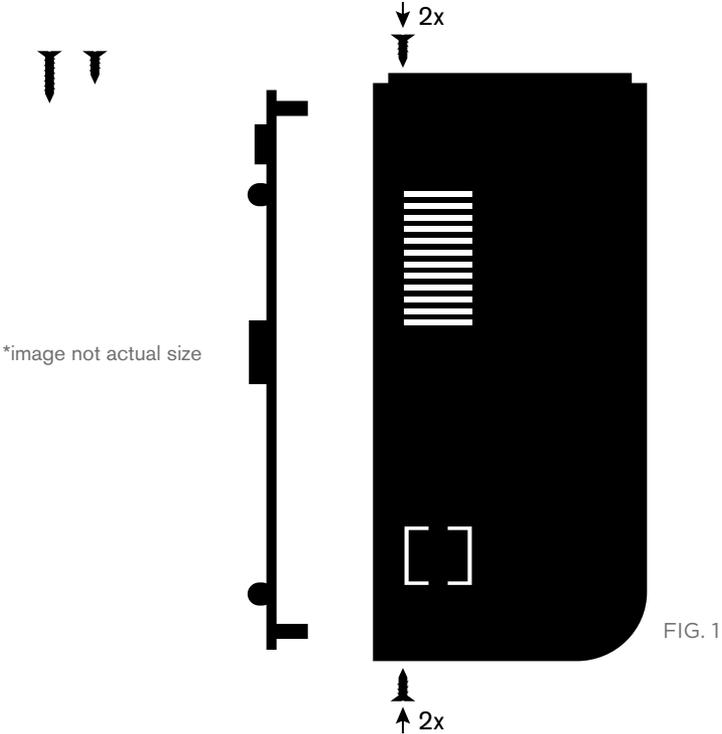
You are now ready to start using the CB1000 to punch in or punch out any employees you have added to your account. Simply start the device and you are ready to go.

# TROUBLESHOOTING

ERROR MESSAGE	NOTES
CLOCK ID ERROR	THIS ERROR IS DISPLAYED WHEN THE CB1000 TIME CLOCK HAS NOT BEEN ACTIVATED ON AN UATTEND™ ACCOUNT. PLEASE REFER TO STEP #2 OF THIS GUIDE.
NET NOT FOUND	THE CB1000 WAS UNABLE TO CONTACT THE UATTEND™ SERVICE.  CHECK TO MAKE SURE: <ul style="list-style-type: none"><li>• YOUR ETHERNET CABLE IS SECURELY PLUGGED INTO THE BOTTOM OF THE DEVICE</li><li>• YOUR NETWORK ALLOWS DHCP CONNECTIONS</li><li>• THE NETWORK IS NOT BEHIND A FIREWALL THAT BLOCKS COMMUNICATION ON PORT 80</li></ul>
SORRY, DEALER ID NOT FOUND	TRACKMYTIME.COM WILL REPORT THIS ERROR IF THE DEALER ID YOU ENTERED IS NOT VALID. PLEASE CONTACT YOUR DEALER REPRESENTATIVE FOR ASSISTANCE.
CAN'T LOGIN TO TRACKMYTIME.COM	WHEN YOU ATTEMPT TO LOGIN TO TRACKMYTIME.COM, THE LOGIN FORM REFRESHES. THIS INDICATES THAT THE USERNAME/PASSWORD COMBINATION YOU ENTERED WAS NOT CORRECT.  IF YOU HAVE FORGOTTEN YOUR USERNAME AND/OR PASSWORD, CLICK ON THE "EMAIL USERNAME/PASSWORD" LINK AT THE TOP OF THE PAGE.
SORRY, USER NOT FOUND	IF AN EMPLOYEE SWIPES THEIR/BADGE AND THIS MESSAGE IS DISPLAYED, IT MEANS THAT THE EMPLOYEE WAS NOT FOUND ON YOUR ACCOUNT WITH TRACKMYTIME.COM  CHECK TO MAKE SURE: <ul style="list-style-type: none"><li>• YOU HAVE ENTERED THE CORRECT BADGE NUMBER FOR THE EMPLOYEE (SEE PAGE 4 ABOVE)</li><li>• THE EMPLOYEE IS CURRENTLY SET TO "ACTIVE"</li></ul>

# MOUNTING INSTRUCTIONS

**Step 1:** Attach wall plate to the back of the CB1000 using the 4 small screws.

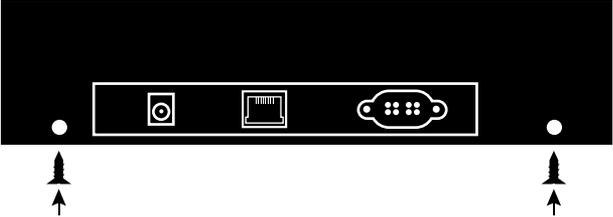


(CB1000 TOP VIEW)



FIG. 2

(CB1000 BOTTOM VIEW)



**Step 2:** Mount the longer screws and plastic anchors on the wall or surface on which the CB100 will stay. Make sure there is a power outlet and LIVE ethernet port nearby. Position the CB1000 at or near eye level. Measure the distance between the bracketscrew holder and drill your wall holes accordingly

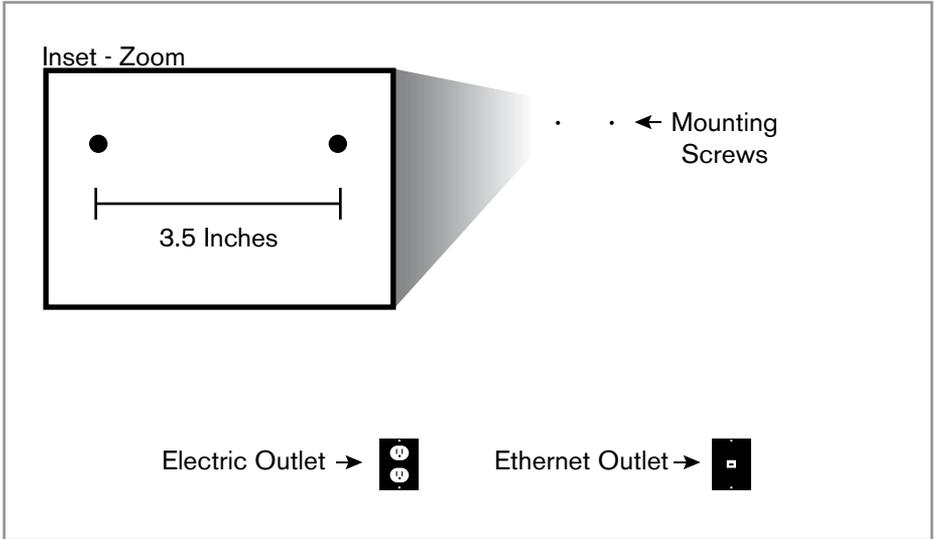


FIG.3

**Step 3:** Attach the CB1000 to the wall screws. Plug in the ethernet cable and power adaptor.

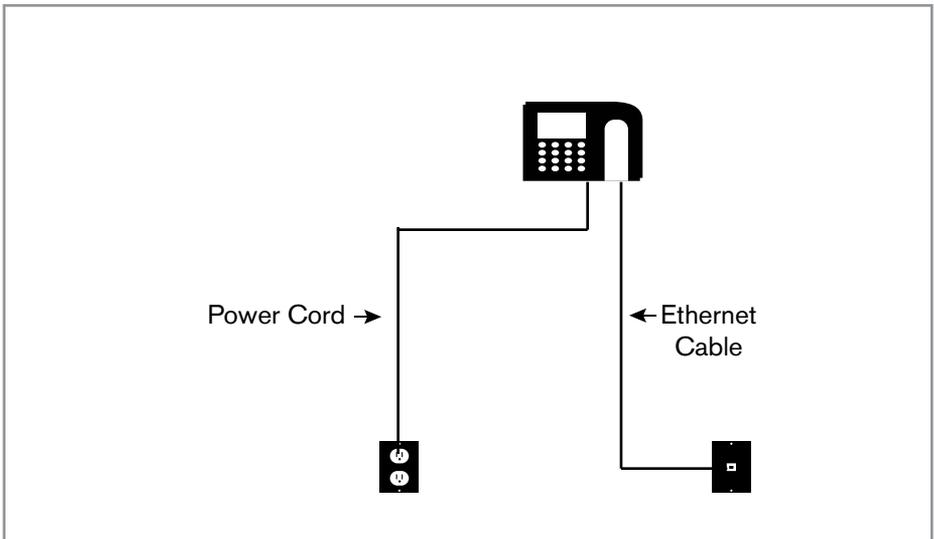


FIG.4

# CB1000 LIMITED WARRANTY

- A. **Warranty and Warranty Periods.** ProcessingPoint, Inc. (“PPoint”) warrants only to the original end user that the CB1000 will be free from defects in material and workmanship for the time during which the original end user subscribes to the uAttend™ Employee Management System.
- B. **PPoint’s Obligation Under Warranty.** PPoint’s sole obligation under the above warranty shall be to repair or replace products and parts during the warranty period. PPoint does not assume responsibility for delays in replacement or repair of products or parts. Products and parts repaired or replaced by PPoint under warranty shall be warranted for the balance of the original warranty period. This warranty gives end users specific legal rights, and particular end users may also have other rights which may vary from jurisdiction to jurisdiction.
- C. **DISCLAIMER OF ALL OTHER WARRANTIES.** NO OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE GIVEN, AND PPOINT EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES, INCLUDING AND WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to particular end users.
- D. **Limitations.** No salesperson, representative, or agent of PPoint is authorized to make any guaranty, warranty, or representation that contradicts the terms contained in this Limited Warranty. Any waiver, alteration, addition, or modification to the warranties contained herein must be in writing and signed by authorized representatives of PPoint to be valid, binding, and enforceable. PPoint does not assume responsibility for any specific application to which any products or parts are applied including, but not limited to, compatibility with other equipment. All statements, technical information, or recommendations relating to the products or parts are based upon tests believed to be reliable, but do not constitute a guaranty or warranty. PPOINT SHALL NOT UNDER ANY CIRCUMSTANCES WHATSOEVER BE LIABLE TO ANY PARTY FOR LOSS OF PROFITS, DIMINUTION OF GOOD WILL, OR ANY OTHER SPECIAL, CONSEQUENTIAL, OR INCIDENTAL DAMAGES WHATSOEVER WITH RESPECT TO ANY CLAIM IN CONNECTION WITH PPOINT PRODUCTS AND/OR PARTS. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to particular end users.
- E. **What May Void the Warranty.** This Limited Warranty shall be null and void in the following circumstances:
1. Modification or repair by the end user or any non-authorized PPoint service provider; or
  2. Improper use or installation, or damage by accident or neglect, by the end user or any third party; or
  3. Failure of the end user or any third party to exercise caution to protect from electrostatic discharge damage and adverse temperature, or physical abuse; or
  4. Failure by the end user to follow the Return Appointment Process set forth below.
- F. **Return Appointment Process.** As a condition precedent to the above Limited Warranty, the end user must:
1. Obtain a return material authorization (RMA) from PPoint, which will include an RMA number that must be prominently displayed on the outside of the shipping container. Returns without an RMA number may be rejected by PPoint and immediately returned to end user, freight collect.
  2. Ship the items being returned to PPoint, freight prepaid, together with a written description of the claimed defect.
  3. Pack the items being returned in the original packing carton or equivalent. Damage in transit is end user’s responsibility and may be cause to void the warranty claim.
- G. **Transportation Costs.** PPoint will pay surface freight to return products covered by this Limited Warranty. However, if PPoint determines in the exercise of its reasonable but sole discretion that the product or part returned for warranty service is not defective, or does not otherwise qualify for warranty service, end user shall be liable for all costs of handling and transportation.

