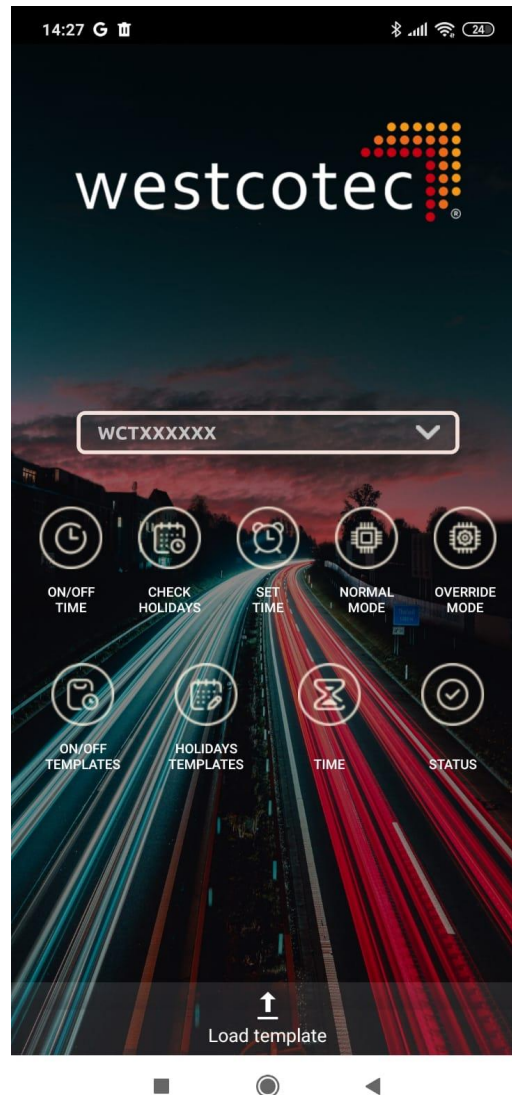


Time Clock by Westcotec App V2 A User Guide.



Second revision

Contents

• Introduction	2
• Initial Connection	3
• Functions of the App	4
• Select device	5
• ON/OFF Time	6
• Offline (No Connected Timeclock)	9
• Holidays/Exceptions	10
• Templates	11

Introduction:

The Westcotec timeclock app is suitable for use on Android devices and allows users to connect and program Westcotec Timeclocks via Bluetooth. Once the user has paired the timeclock to their device, it is then possible to adjust the programming parameters, upload and download templates, reset the time, manual override, check the status and create, edit and share templates on any other device.

Initial Connection

In order for the App to connect to the Timeclock, it is first necessary to pair the timeclock to the users Android device. See the specific device instruction manual for details on how to perform this task. Usually, pairing takes place within the Bluetooth settings menu.

Westcotec will provide connection details including the name and PIN required to pair. These should only be required initially as once paired, the selected timeclock should connect directly within the App from then onwards.

Once the timeclock has been paired with the user device, select the required timeclock from the dropdown list and tap the appropriate connect button.

The Timeclock should now be connected.



Functions of the App.

ON/OFF Time:

Configure up to 5 ON/OFF sequences per day.

Check Holidays:

Configure up to 32 Holiday events.

Set Time:

Configure the Date and time for the timeclock.

Normal Mode:

Sets Timeclock into Normal Mode.

Override Mode:

Sets Timeclock into Override mode.

ON/Off Templates:

Allows the user to configure ON/OFF Templates that can be uploaded to other timeclocks.

Holidays Templates:

Allows the user to configure Holidays Templates that can be uploaded to other Timeclocks.

Time:

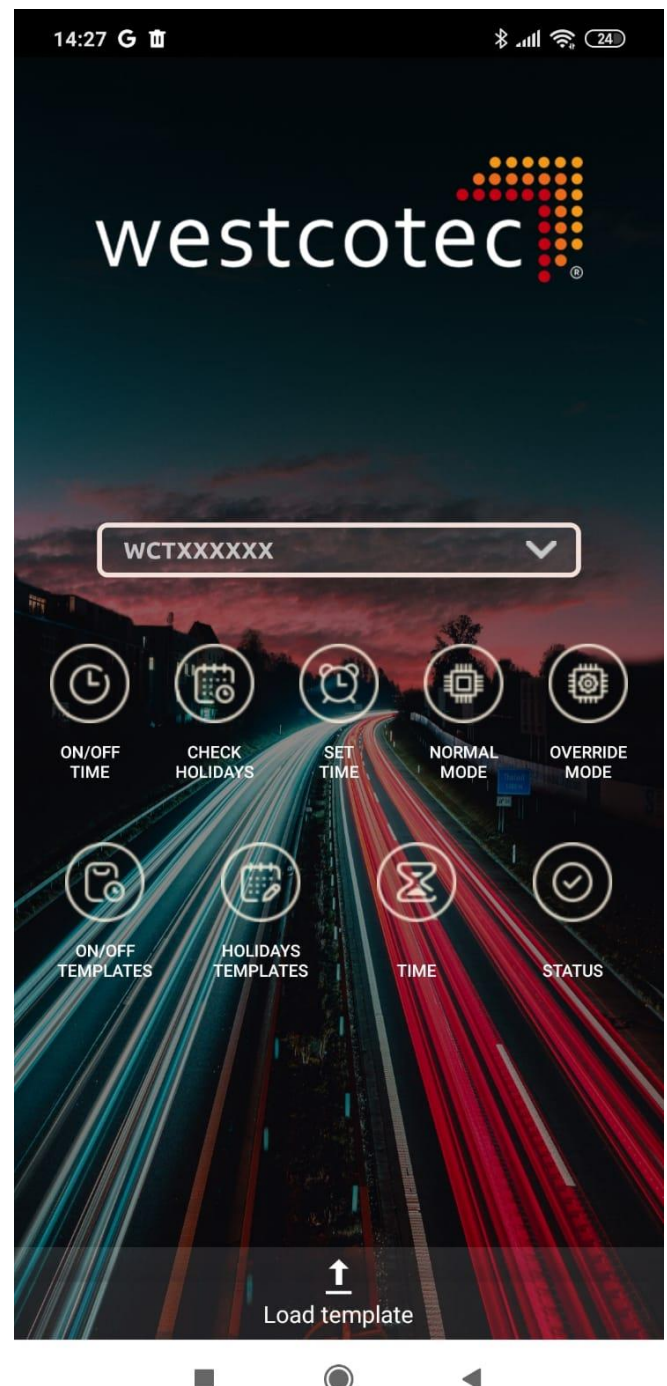
Displays the current Time within the connected Timeclock.

Status:

Displays the current Timeclock Status.

Close App:

Shuts down App and disconnects Bluetooth.



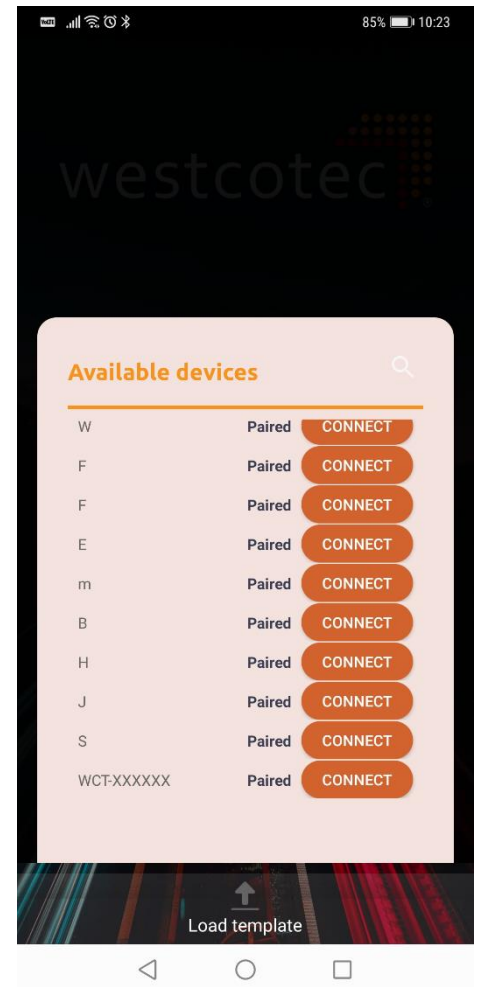
Select Device

Tap the bar labelled “Select device” to bring up a list of all the devices paired to the user device.

Ensure the correct timeclock is selected by checking against the Serial number found on the rear of the sign.

Press the “Connect” button to initiate the connection. Once the connection has made the connect button will change to “Disconnect”. Shutting the app will also disconnect from the timeclock.

If there is no connection available, then it is still possible to configure a template offline for uploading at a later date.

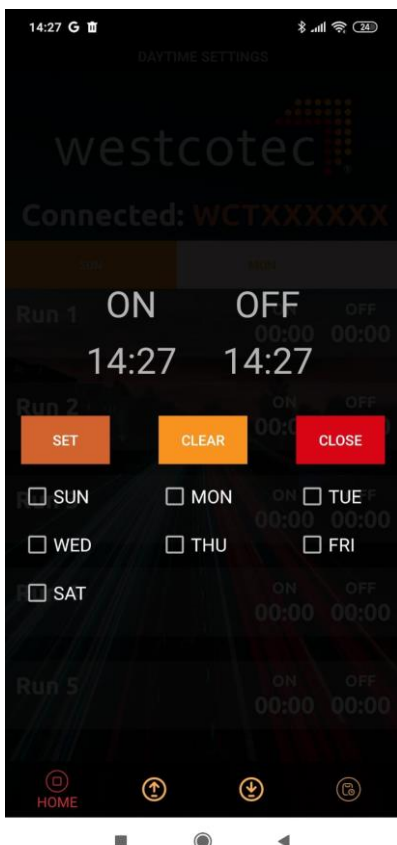
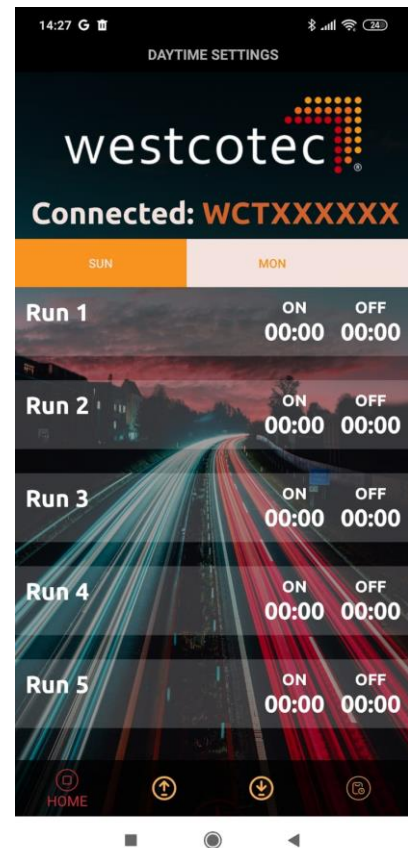


ON/OFF Time

Online/connected to timeclock.

When connecting to a timeclock with an existing program, the times will be automatically be loaded and can be viewed by selecting the day at the top of the screen.

Adjust the times as described on page 8.



If there is a need to set up daily times, then tap on the Run 1 message. The user can then configure a daily routine for an entire week.

Set the required on & off times and select the active days using the selection boxes.

Tap Set to finalise the times.

Tap Clear to clear the entry.

Tap close to return to the main setting screen.

Use the other run sets to add more daily times as required.

On/Off times cont.

When all changes are complete, tap the upload button at the bottom of the screen (up arrow) to save the times to the timeclock.



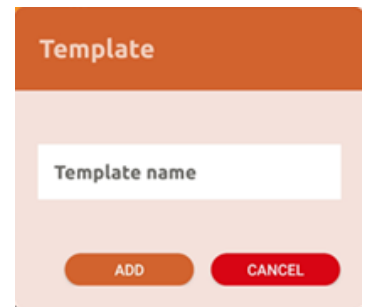
A save confirmation message will appear once the upload is complete.

It is also possible to download the times into a template, which is handy if there are multiple timeclocks requiring similar programming.

To download into a template, click the Down arrow at the bottom of the screen.



The template window will pop up. Name the template and click Add. The new template will then be saved and shown on the template window (See page 11).



To upload an existing template to the Timeclock, click the Template button.

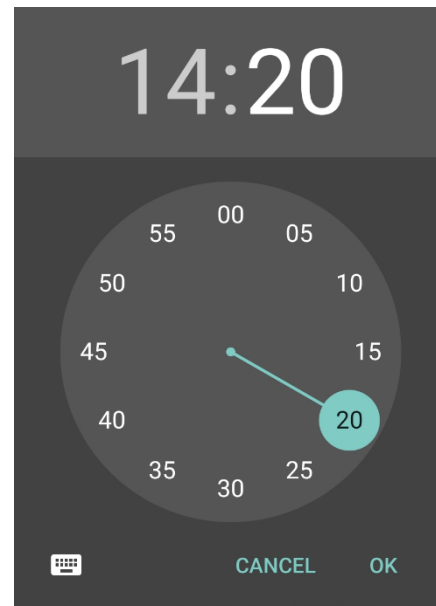
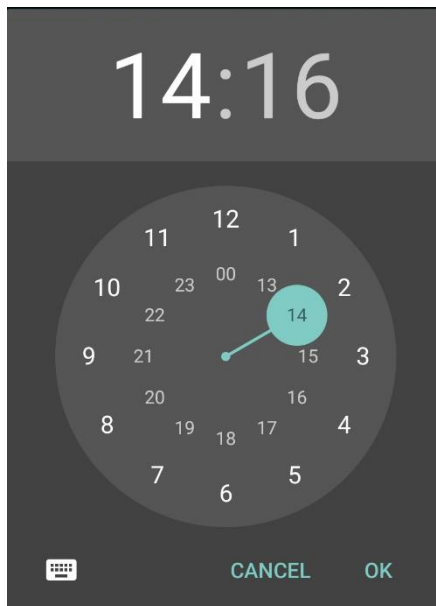


Once the template has loaded, check the times are as expected and click the upload button to save to the timeclock.

Setting on/off times.

Connected or not, setting the on/off times is a simple operation and identical in practice.

- Tap on the day name to choose it.
- Tap the ON time:



Use the finger wheel to select the times, Hours first, then minutes. Click ok once the correct time is set. Alternatively, enter the times using a keyboard by tapping the icon in the bottom left corner.

- Repeat the process for the OFF time.
- Each day can have up to 5 on and off sequences.

When satisfied that all changes are complete, tap the upload button to save to the timeclock.



Offline (No connected timeclock)

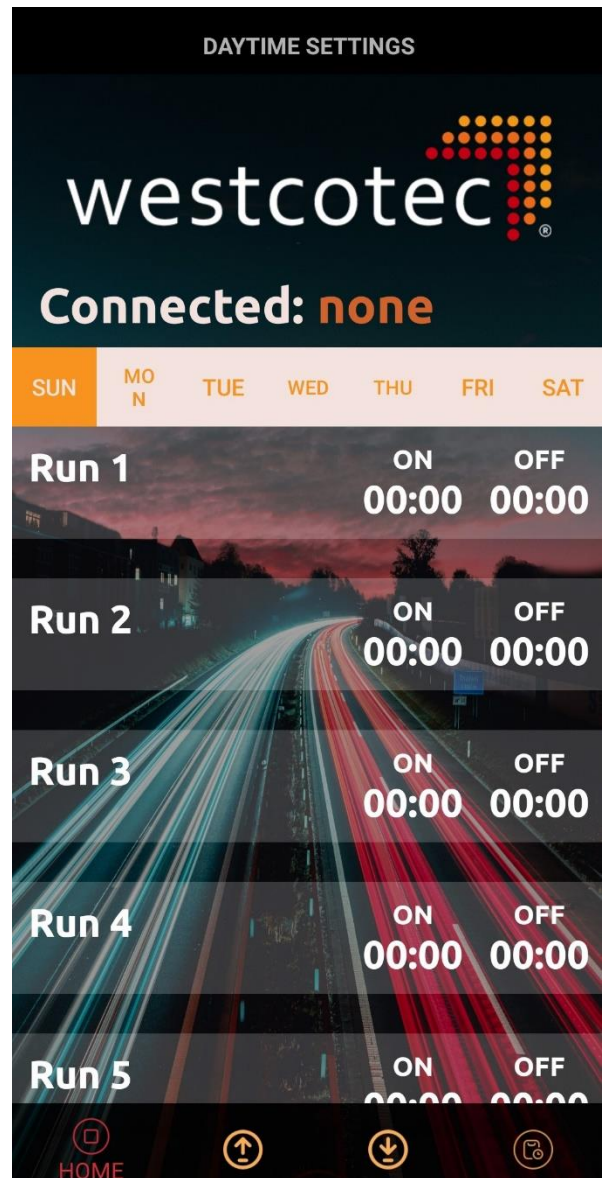
It is very simple to create a template that can then be easily uploaded when connected to a Timeclock.

The method is identical to programming a connected Timeclock, with the exception of saving as a template. This is done by clicking on the Downward pointing arrow at the bottom of the screen.

A screen will pop up:



Type the name of the template and click ADD. The template will then be saved to the user device for future use.



Alternatively, create a template by clicking on the ON/OFF TEMPLATES button, which will allow the user to create a new template, or edit an existing one.

Holidays/ Exceptions

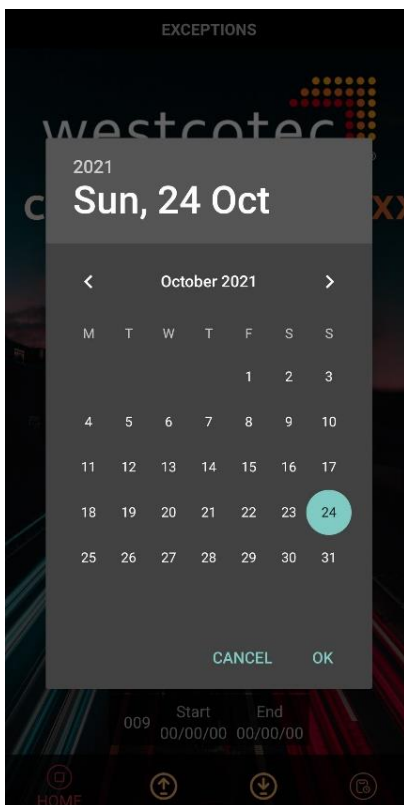
Tapping the “Check Holidays” button will show the exceptions currently stored on the timeclock.

Up to 32 exceptions can be applied.

1st day of Exceptions = Timeclock stops normal operation.

Final day of Exceptions= Timeclock resumes normal operations.

When all exceptions have been added, tap the upload button to save to the timeclock.



To add or edit an exception, tap on the start or end and select the required date. Click ok when completed.

When all exceptions have been added, tap the upload button to save to the timeclock.



Templates

ON/OFF and HOLIDAYS

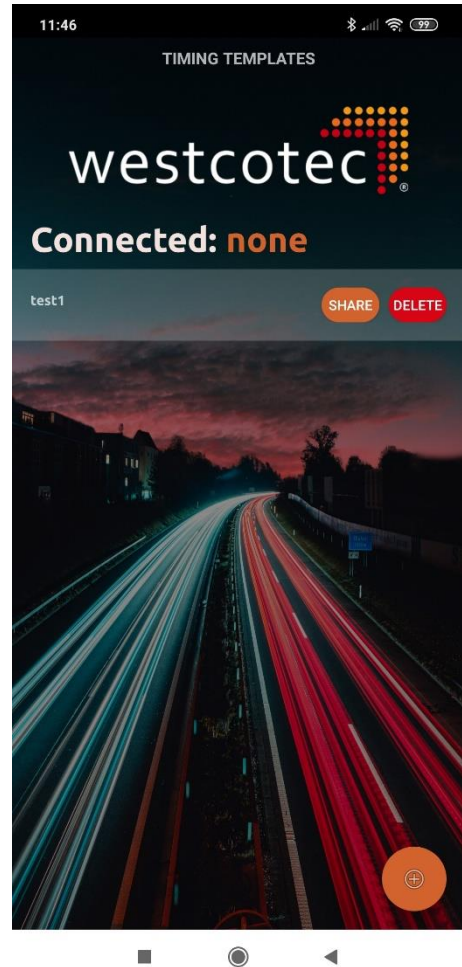
To create a new template, tap the Orange + button in the bottom right-hand corner.



Give the template a title and click "Add".

The new template will appear on the list, along with options to Share and Delete.

- Share will open device menu options to share the file.
- Delete will remove the template permanently. A confirm message protects against any accidental deletions.



To edit the template, tap on the template name. Create the template by adjusting times and dates as necessary.

Click save when complete

As mentioned previously, it is possible to download from a connected timeclock into the template.

Upload from the template to a connected timeclock.

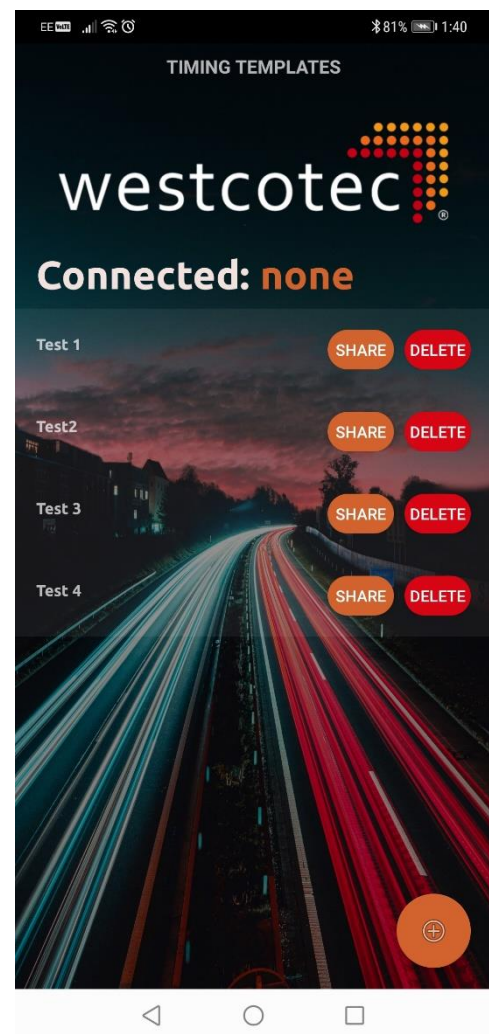


Sharing a Template

Once a template has been created, it can then be shared to another device. The recipient can then upload to a Timeclock using the app or edit the template using their device.

To share a template:

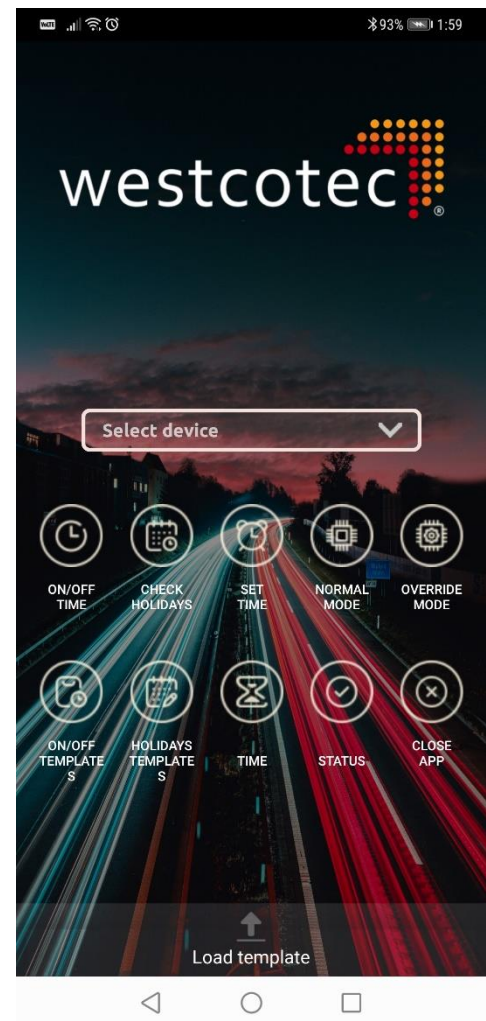
- Click the orange SHARE button for the template you wish to share.
- A list of apps on the device that can be used to share the file will be shown. How the file is shared is down to user preference.
- The template is shared as a txt file.
- The recipient can edit the times in the file using a 24hr 4-digit format, and then save the file when the changes are completed. If the file is shared to a desktop computer, then the template can be edited using Notepad or Excel.
- The template is then ready to be shared or uploaded to a timeclock.



Receiving a template.

When a template has been received:

- Save the file to the device where it can be easily retrieved.
- Open the Timeclock App and tap the Load Template button at the bottom of the screen.
- Select the required txt template file.
- The App will then show a confirmation message that the template has been loaded. Tap on the message again to open the templates menu.
- The template can then be edited or uploaded as normal.



Timeclock By Westcotec App V2
A User Guide.

Author: T. James
©2023 Westcotec Ltd.
Second Revision