

PROCEDURE GUIDE

GET STARTED

There are 2 standard variations of the WiredTime system for the crew scanning method. These are a matter of preference and require minimal setup. By selecting either method a system report would indicate an employee's exact time of start, travel time to location, tasks and duration at location, break period time and duration and finally total time.

1. Task Barcodes are all fixed at the location of service.
2. Task Barcodes are compiled in a binder by location. Service Start, Break and Service End are fixed at location for verification purposes.

WiredTime recommends the method that replicates your current systems to maintain consistency. Configuring the system to your company's practices is simple; we will assist you with this. Contact us at 1.866.570.3225.

Thank you for selecting WiredTime for your payroll and task management processes.

Eric Keller, President

Let's verify that the system has been set-up and ready for use. The initial setup procedure must be completed. The steps for this are outlined below:

PREPARATION

1. Please ensure that the scanner is fully charged. This is completed by connecting the supplied wall or cigarette charger and the corresponding power source for 3 hours prior to initial use. Failure to do so may result in decreased battery life and 'power out' condition prior to your shift end.
2. Ensure your scanner is not damaged or wet and is securely in its case. *Never* look into the scanning light beam.
3. Ensure you have the Task Barcodes. (Optional)
4. Check that each of your team members has their Identification Badges (ID Cards).

SCANNING

Simply, the procedure is two steps, scan the ID Card (Step 5) and then scan the task barcode (Step 6). When ready to scan, remove the scanner from your belt clip or vehicle. Leaving the scanner in the case, point the scanner at the desired barcode press the scan button and release. Direct the red light beam over the barcode until the "Beep Tone" is heard. The distance from the barcode will depend on the intensity of sunlight and light reflection.

5. Scan the ID card.
 - 5.1. Press scan button - an audible tone sequence will indicate the scanner is powering up.
 - 5.2. The display screen will automatically light.
 - 5.3. After the "Beep Tone", "Scan ID Card" message will be displayed.
 - 5.4. Scan the barcode on your ID Card until the "Beep Tone" is heard.

- 5.4.1. If the scan is not read correctly within 10 seconds the scanner will shut down. Return to Step 5.1
 - 5.4.2. If the display indicates "Bad Barcode" Return to Step 5.1 again.
 - 5.4.3. If the display still indicates "Bad Barcode" Return to Step 5.1, and scan alternate ID card. If successful, a "Beep Tone" is heard. Continue to Step 6. If not contact the Help Center at 1.866.570.3225.

6. Point the scanner at the “Task Barcode”, press the scan button and release.
 - 6.1. The scanner display will indicate a series of 1 to 5 ***** asterisks indicating the progress of the transmission. The first scan of the day (or when the scanner has not been used for 2 consecutive hours) will take up to 15 seconds to connect to the WiredTime Network. Scans after this connection period will transmit in 2 to 6 seconds
 - 6.2. Watch the scanner display until “Task Start” or “Task End” appears to indicate your activity status. In 3 seconds the display will indicate “Scan ID”. You are now ready to scan the next worker. Repeat from Step 5.

6.2.1. If the scan is not read correctly within 10 seconds the scanner will shut down. Return to Step 5 and retry.
6.2.2. If the display indicates “Bad Barcode” again. Return to Step 6.
6.2.3. If the display indicates “Bad Barcode” the second time, Contact the Help Center at 1.866.570.3225.

LUNCH OR REST BREAK

7. Scan your team as in Steps 5 and 6 but this time using the Task Barcode “Lunch” or “break”.
8. Scan your team as in Steps 5 and 6 into the post break tasks.

SITE COMPLETE

9. When all tasks have been completed on each site, scan the Tasks Complete barcode as instructed in Steps 5 and 6. You are ready to go to your next location or work site.

SAVED SCANS

10. In the event that the WiredTime Network service is interrupted or not available at a location the information will be saved with the time and date information. This information will be transmitted periodically when the scanner is able to connect to the transmission Network. When there are scans in memory the scanner will automatically wake from power save mode and check for Network service. If service is identified all scans will be sent and recorded in sequence.

CHARGING

11. A fully charged scanner should send (pending coverage) approx. 6,000 scans. The charging procedure is simple.
 - 11.1. Plug the charger into the charging port under the flap of the protective case.
 - 11.2. Plug the charger into the appropriate power source. The process is the same for car 12v and 110 volt chargers.
 - 11.3. The display will indicate the words “charging”.
 - 11.4. The battery will be charged in 60 to 160 minutes depending on the battery power state.
 - 11.5. When charging is complete the display will indicate the words “charging complete”

CARE

12. The WT 500 is a sophisticated electronic device that performs many functions similar to a computer and a cellular phone. The components are not only fixed in place similarly but are also coated to prevent condensation damage. Sudden shocks in extreme hot or cold conditions will reduce the life of the scanner. The scanner should be operated only in its case. The case has been designed to absorb shocks and reduce moisture and dust contamination. Like any electronics it is important to keep the lens clean. Cleaning activities should be conducted similar to the care eye glasses would receive. Leaving the device in environments such as a vehicle dash during periods of high heat will have negative impact over a period of time. Generally common sense and care will provide adequate care. If you have any questions or experience any difficulties regarding the safe operation and care of the WT 500 scanner please call 1.866.570.3225 for assistance. Return damaged or unused scanners to WiredTime for repair, service, replacement or disposal. There are liabilities associated with improper disposal of electronic devices in many jurisdictions.

Still having issues? Call us at 1.866.570.3225 or (519) 570.3225 or e-mail us at support@wiredtime.com for further assistance.