

# PROTECTING



## Webclock User Guide

VERSION NO. 2.0

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YOUR FUTURE

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# Webclock User Guide

## About Webclock

The Webclock Application has been developed to utilise the basic functions of OnTime on authorised fixed devices (tablet) to enable frontline staff to sign on and off from shifts.

OnTime and Webclock share the same log in credentials, and these can be used interchangeably.

## First Time Users

### For first time users who have not previously used OnTime or Webclock:

To log into Webclock you require an Employee ID and your Wilson Security password to create a 4-digit PIN.

If password is forgotten, you will need to reset the password first before setting up a 4-digit PIN.

The 4-digit PIN can then be used for subsequent logins.

<b>Log in</b>	Employee ID (eg, 012345 or 123456) <b>Note: If you have a 5 digit ID, add a 0 in front</b>
<b>Password</b>	Same as used for Younity
<b>PIN</b>	Set up PIN

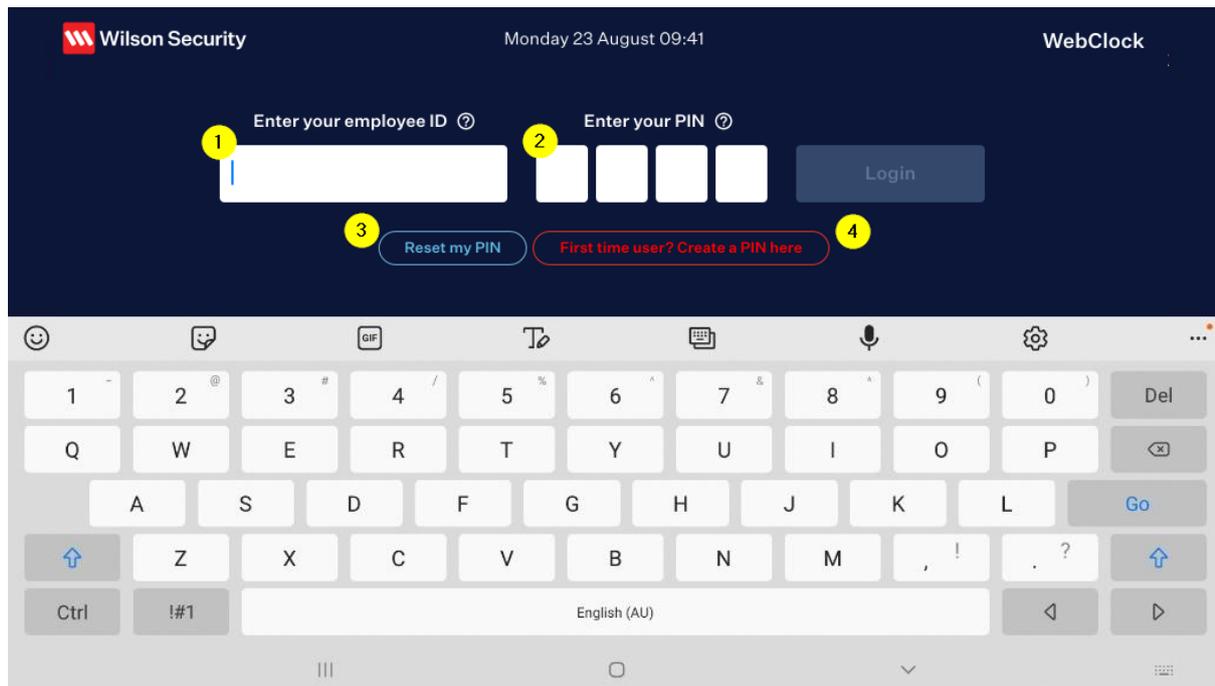
## Return Users – including OnTime users

For return users and staff who have previously used OnTime, you will be able to log into your Webclock account by entering your Employee ID and PIN (created during their first time use of WebClock or the same PIN as created when using OnTime).

<b>Log in</b>	Employee ID (eg, 123456)
<b>PIN</b>	PIN as set up for OnTime or as a first time user



# Log In Screen



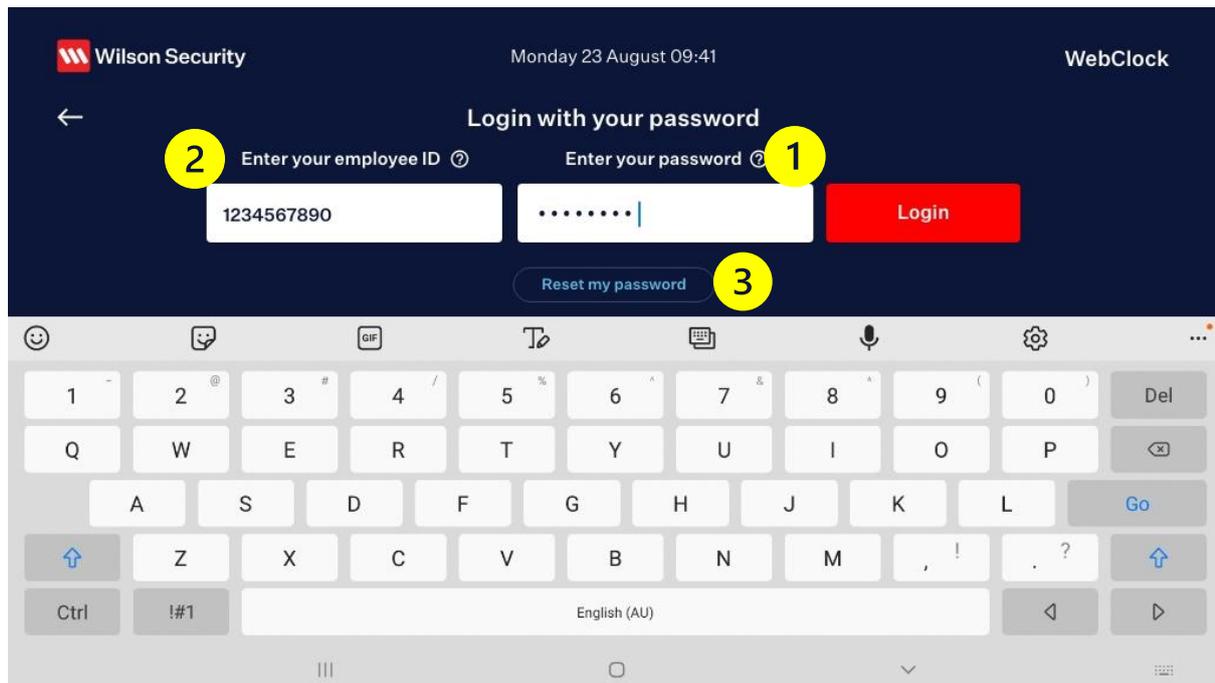
Frontline staff will be met by this screen on the authorised device when they arrive to sign-on to a shift.

To log in:

1. Enter Numeric ID (eg, 123456 or 012345) in the 'Enter your employee ID' field.  
**Note: If you have a 5 digit ID, add a 0 in front.**
2. Navigate to the 'Enter your PIN' input area
  - a. Have a PIN: Enter 4 digit PIN as previously set up in OnTime or Webclock
  - b. Don't have a PIN: If user does not have a PIN set up, click the 'First time user? Create a PIN here' button
3. If you have forgotten your 4 digit PIN, click on the 'Reset my PIN' button.
4. If you are a first time user to either Webclock or Ontime, you will not have a PIN set up, so click the 'First time user? Create a PIN here' button to create one.



# User Doesn't Have a PIN



Clicking on either 'Reset my PIN' or 'First time user? Create a PIN here' buttons will take the user to the above screen.

1. The second field will change to 'Enter your password'
2. Enter your employee ID and your Wilson Security password
  - a. If the correct password is entered, you will be able to create a PIN (see instructions next page)
3. If you have forgotten your password, you can reset your password by clicking the 'Reset my password' button.
  - a. This button will take the guard to the external link <https://passwordreset.wilsongroupau.com/>

## **NOTE! PINs vs Passwords?**

PIN & Passwords are different!

### **Passwords**

8 or more characters, mix of numbers and letters.

Used to log into Wilson Security software (ie, Younity, OnTime, WNet etc).

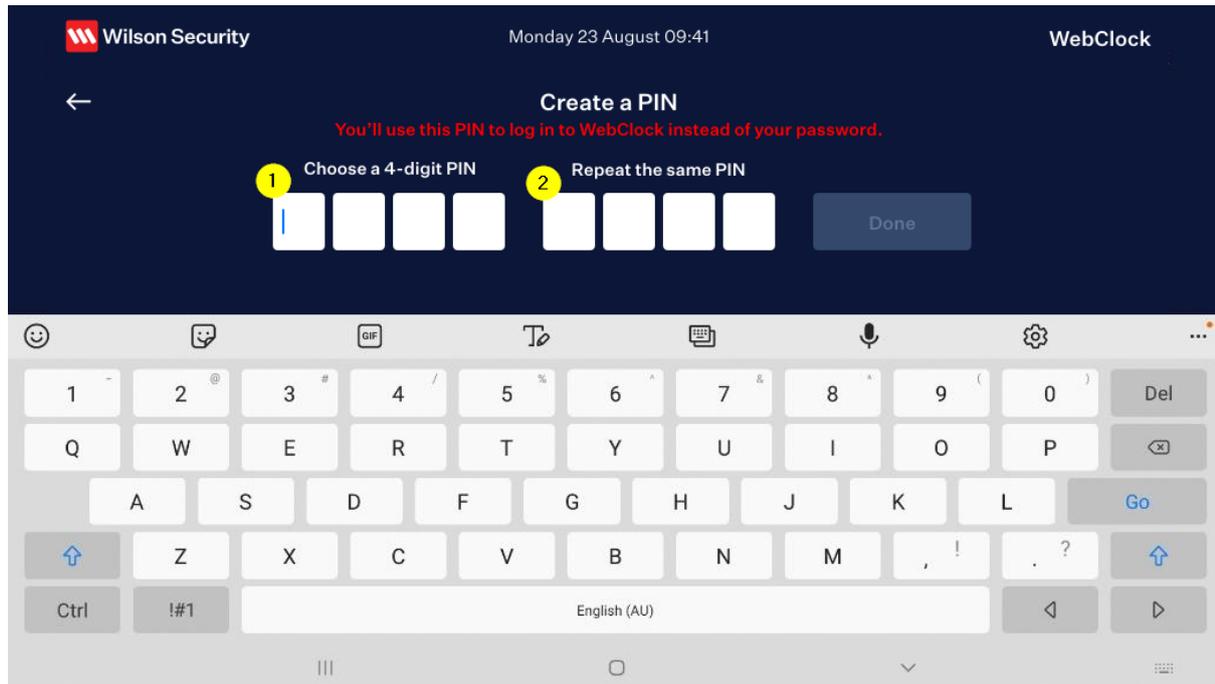
### **PINs**

4-digit number, created by the user for faster access to OnTime or Webclock.

Requires a password for initial set up.



# Creating a PIN



After a correct Password is entered, you will be prompted to 'Create a PIN'.

1. Create your PIN by entering a 4 numbers in the first field.
2. Repeat this same 4-digit PIN in the second field to confirm the PIN that will be used to log into WebClock and OnTime.

After clicking 'Done', your PIN will be created and you will be presented with the next screen showing your upcoming shift (if any).



# View Upcoming Shifts

The screenshot shows the Wilson Security WebClock interface. At the top left is the Wilson Security logo. In the center, the date and time are displayed as 'Monday 23 August 09:41'. At the top right, there is a 'Logout' button and a menu icon. The main content area is divided into two sections. The first section, titled 'Today', shows a shift from '09:00 - 20:00' for 'ABC Company Pty Ltd' at '123 Main Street, Melbourne'. A green 'Sign on' button is visible, and below it, the text 'Shift ready for sign on' is displayed. The second section, titled 'Next shift', shows a shift from 'Tomorrow 19:00 - 06:00' for the same company and address.

When you have successfully logged into WebClock, you will land on the upcoming shifts screen.

There are a number of different states that this screen may show depending on when your next shifts are.

- If you have a shift within the next 24 hours, the shift will be highlighted in white.
- If you have a shift starting more than 24 hours later, it will be shown with a white box.
- When your shift is within the required time window (usually +/- 15mins) the 'Sign on' button will highlight green and be clickable.

**EXAMPLE:** for a 9am start time and +/- 15mins time window, you can sign on between 8:45am and 9:15am)

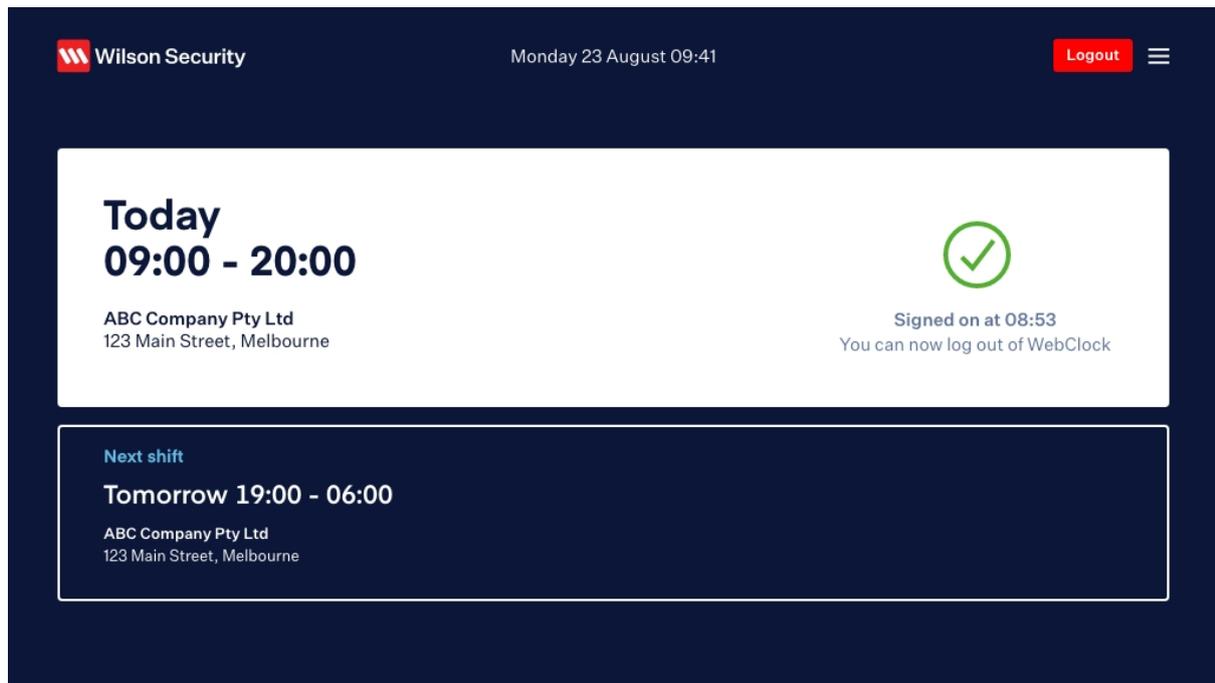
## NOTE!

The standard time window is +/-15mins however, this may not be the case at the site where you are based.

Time windows may occasionally be adjusted (either longer or shorter) to suit the site requirements or at a customer's request.



# Shift Sign On and Sign Off



## At the beginning of your shift:

- Click the green 'Sign on' button

A green tick will appear in its place with a timestamp of the sign on time. This shows you have successfully signed on.

You can now log out of the Webclock application by clicking on the red 'Log out' button.

## At the end of your shift:

- Click on the green 'Sign off' button

The screen will show that you have successfully signed off from your shift.

You can now log out of the Webclock application by clicking on the red 'Log out' button.

### **NOTE!**

Webclock will automatically log out after 5mins of inactivity if you forget to log out after signing on or off.