



# TimePilot Times

TimePilot newsletter No. 60, February 2019



## TimePilot Q&A

**Q. I use Extreme Blue Enhanced. I collect the data from my clock every day or every second day and I keep getting orphan transactions. How can I stop this?**

A. Orphan transactions occur when an iButton unknown to your software is used to clock in or out. The system records the transaction, but doesn't know which employee to assign it to. This can happen when you add an employee to the TimePilot Central software on your PC, but neglect to update the employee list in the TimePilot app on your smartphone.

To fix this, you'll need to update the profile list in the TimePilot app on your smartphone to match the profiles in TimePilot Central. Here's how:

1. Open Clock Manager and right-click on the phone that collects data. If there is more than one phone, do this with each one.
2. Select "Send Profiles to Phone." A window will pop up asking which profiles to send.

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## Time Trivia

**Animals don't need watches:** A new study from Northwestern University has found some of the clearest evidence yet that animals can judge time. Researchers studying animals' brains found a previously unknown set of neurons that turn on like a clock when an animal is waiting, for example, for food. They're hoping to use their findings in the effort to learn more about Alzheimer's disease in humans.

Source: [Northwestern University](#)

**Short day on Saturn:** Using new data from NASA's Cassini spacecraft, researchers believe they have solved a longstanding mystery of solar system science: the length of a day on Saturn. The answer, it turned out, was hidden in the rings. It's 10 hours, 33 minutes and 38 seconds. The figure has eluded planetary scientists for decades, because the gas giant has no solid surface with landmarks to track as it rotates, and it has an unusual magnetic field that hides the planet's rotation rate.

Source: [Jet Propulsion Laboratory](#)



## TimePilot Lead Story

# Adding New iButtons to Your TimePilot System

**In many cases, any new iButtons you receive** from TimePilot will not have their 12-character serial numbers engraved on them. We've never recommended that you read the number from the iButton to assign it to the employee; there are much easier ways to do it—and save your eyesight! The instructions appear on the Quick Start Guide you received with your system, but here's a refresher:

## TimePilot Extreme Blue Enhanced



We include a Blue Dot iButton Receptor (shown at right) in your package for just this purpose.



1. Plug the Blue Dot iButton Receptor into a USB port in your computer. The device will be recognized by Windows.

2. Now set up your employee in the TimePilot software. On the "Add a Profile" screen, when you're

asked for the employee's iButton number, click the "Get iButton Number" button.

3. Then simply press the iButton into either one of the blue probes on the iButton Receptor. The device will read the number from the iButton and enter it in the software.
4. Once the number appears, you can unsnap the iButton from the receptor.
5. When you're done creating the profile, transfer it to the smartphone(s) running the TimePilot app. For more information, see the Extreme Blue Enhanced Quick Start Guide.

## TimePilot Extreme Blue

With this product, everything is done at the Extreme Blue clock.

1. Start the TimePilot App on your smartphone.
2. To add an employee, tap the "+" at the top right of the screen and fill in the information requested.
3. To change an employee's iButton, open their profile by pressing and holding their name on the screen and



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Select all of them and press OK.

3. On the phone, open the TimePilot app. Go to "Settings," then "Cloud Functions" and tap the "Get Profiles from Cloud" button.

This should import the complete list of profiles and eliminate orphan transactions.

### **Q. I use Extreme Blue, and I've lost my Management iButton. Is there any other way to extract times from the timeclock?**

A. No. The Management iButton is needed to indicate to the clock that you're a supervisor and authorized to get the information. You can order a new Management iButton at our web site.

### **Q. We use a USB drive to extract the data from each Extreme Blue clock. Do we need to use a separate USB drive for each clock or will it just add the information from the second and third time clock to the drive for that pay period?**

A. We recommend getting clock data via USB into the TimePilot Central software one clock at a time. This could be done using "dedicated" USB drives for each clock; or using the same USB for all the clocks, but performing the process completely for one clock before beginning the process for the next clock.

### **Q. We use our Vetro clock in standalone mode, and every time I assign a new iButton at the clock, it clears everyone else's names. What's going on?**

After you create a new profile in the TimePilot Central software, there are three steps:

1. Sending the profile information from TimePilot Central on the PC to the Vetro clock.
2. Assigning the iButton to the new profile at the clock.
3. Updating TimePilot Central with the new iButton assignment.

It appears that you aren't completing the final step in synchronizing the clock and the software. The method for performing Step 3 varies, depending on whether you use your clock in Network Mode or Standalone Mode.

## Network Mode

1. In TimePilot Central, start Clock Manager (or Vetro Data Manager, depending upon your version of the TimePilot software).
2. Right-click on the image of the clock and choose "Network Functions," then "Get User Setup from Clock."

This will import the assigned iButton information into the software database.

## Standalone Mode

1. At the Vetro clock, after assigning the new iButton, plug your USB drive into the USB port on the right side.
2. Enter 9-9-OK and the clock's password on the clock's keypad to enter the Administration menu.
3. Choose number 1 to collect data. The clock will copy the data to the USB drive.
4. Plug the USB drive into your PC. Clock Manager (or Vetro Data Manager, depending upon your version of the TimePilot software) will read the information from the USB and sync the iButton assignments to the software database.



## Cool Stuff

**Every once in a while, our employees come across "cool stuff." This is where they share their finds.**

## Royal Micro-Cut Shredder with 80-Sheet Auto Feed



**Tax time is a good time to clean up your paperwork,** which often means shredding lots of no-longer-needed sensitive documents.

The ability to automatically shred up to 80 pages at a time is what makes the Royal ASF80 Micro-Cut Shredder really stand apart from other shredders.

Just turn on the ASF80, lift the auto-feed tray, load up to 80 sheets of standard 20 lb. bond paper into the tray and walk away. The ASF80 does the rest. The unit will carefully grab each individual sheet and direct it into the shredding slot to be

destroyed. A photo sensor starts the shredding process and turns off the shredder once it has completed its task.

You can also shred additional sheets or credit cards through the manual shredder slot while the ASF80 is in the auto-feed cycle. In either manual or auto feed, the powerful 0.84 HP AC motor easily dices documents into tiny 4mm x 12mm pieces.

**Just \$129.99 with free shipping at TimePilot's "Cool Stuff Store."** Visit the Cool Stuff Store at <https://timepilot.com/CoolStuffStore/>



## TimePilot Lead Story

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choosing "Edit" from the menu that pops up.

4. Follow the on-screen instructions to assign an iButton.

## TimePilot Vetro

### **Standalone mode:**

(If you use the USB drive to collect your data from the clock, follow these instructions)

1. First, set up the employee in the TimePilot software. Don't bother entering an iButton number; you'll do this at the clock.
2. At the Vetro clock, enter Administrative Mode by pressing "99" followed by "OK" on the keypad. When prompted, enter the administrator password.
3. Select "Assign iButtons" from the clock's menu by entering its menu number (4) on the keypad.
4. Use the up and down arrow keys to scroll to the name of the employee who will be assigned the iButton



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and tap the iButton to the "In" or the "Out" probe. The iButton's serial number will appear on the timeclock's screen.

- Repeat Step 4 for the next employee.

**Now you'll load your employee data from the clock onto the USB drive and transfer it back to the TimePilot software, so both the clock and the software have exactly the same data.**

- Press "OK" to return to the Administration menu on the clock.
- Select "Collect Data" from the menu that appears on the clock's screen by entering its menu number (1) on the keypad. The data will be transferred from the clock to the USB drive.
- When the process is complete, remove the USB drive.
- Press ESC to return to the Administration menu, then press ESC a second time to exit Administrative Mode.
- Plug the USB drive into your computer running Clock Manager. The data will transfer into the software and your clock and software will be synchronized.

#### Network Mode

(If your clock is plugged into your network, follow these instructions)

- First, set up the employee in the TimePilot software. Don't bother entering an iButton number; you'll do this at the clock.
- Click Save and return to the TimePilot Central main screen.
- Start Clock Manager (Setup > Clock Manager). Right-click the first clock you want to change, choose "Network Functions" and "Transfer User Setup to Clock."

- Follow the instructions in the box that pops up to transfer the changes via Clock Manager.
- Repeat Steps 2 and 3 for each Vetro clock you want changed.
- On the Vetro clock's keypad, enter Administrative Mode by pressing "99" and then "OK," followed by your Vetro password.
- Select "Assign iButtons" from the clock's menu by entering its menu number (4) on the keypad.
- Use the up and down arrow keys to scroll to the name of the employee to receive the iButton and tap the iButton to the "In" or the "Out" probe. The iButton's serial number will appear on the timeclock's screen.
- Repeat Step 10 for the next employee, or press the "ESC" key to return to the Administrative Menu and ESC again to exit Administrative Mode.

Note: iButton serial numbers will appear in each employee's profile in TimePilot Central after the clock-in and clock-out data is collected for the first time.



#### TimePilot Tap+

- First, use the included USB cable to connect the Tap clock to your PC.
- Set up the employee in the TimePilot software. Don't bother entering an iButton number yet; you'll do this in the next step.
- Click the blue "Get iButton Number" on the employee profile screen and touch the iButton to either of the probes on the Tap+ clock and the number will be entered automatically.
- Save the profile and repeat Steps 2 and 3 for the next employee, if necessary.



Download data to your smartphone.

## TimePilot Outdoor Time Clocks

*Job Site Ready: Rugged and Weatherproof.  
And No Monthly Fees!*

TimePilot.com

