

Questions?

Contact us seven days a week.

Monday-Friday 5am–6pm Pacific | Saturday-Sunday 7am–3:30pm Pacific



Call

800-518-8925



Text

760-278-6623



Email

support@trackmytime.com



Visit

support.trackmytime.com



QUICK START GUIDE

MN1000/MN2000



Dealer ID

Designed, Developed, and Supported by Workwell Technologies, Inc.

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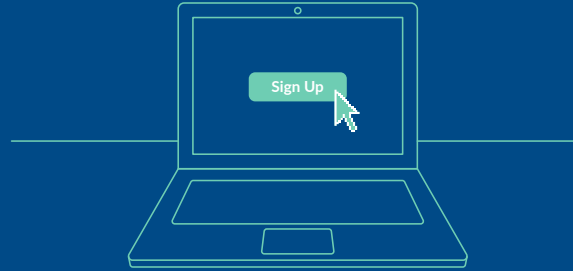
2777 Loker Avenue Suite A Carlsbad CA 92010

www.WorkwellTech.com

Step 1

Create Your uAttend Account

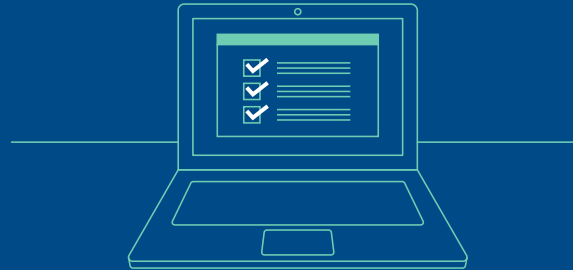
1. Go to **TrackMyTime.com/signup**
2. Follow the signup prompts



Step 2

Add Departments & Employees

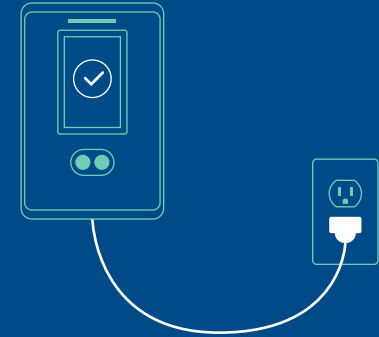
1. Select the “**Departments**” tab
2. Select “**Add Department**”
3. Enter department name and code, then select save
4. Select the “**Users**” tab, then select “**Add Users**”
5. Select the “**Employee**” role
6. Add the employee’s information
7. Assign the employee a home department/time zone
8. Save the employee’s information



Step 3

Connect & Mount Your Time Clock

1. Connect your time clock to a power source
2. Connect your time clock to a LAN cable
3. Mount your time clock onto the wall



Step 4

Link Your Time Clock to Your uAttend Account

1. Connect your clock to the Internet
2. Enter your uAttend Company ID
3. Confirm that your account information is correct
4. Select a time zone based on the location of the clock.



See back panel for Customer Support contact information.