sesame

Device configuration

The multi-device time tracking system that best suits your company

File for the administrator

Hello!

Welcome to Sesame, the software that simplifies HR management.
In this file, we will explain what "**Device configuration**" is and how you can install this in your dashboard.
We will take you step by step, so don't worry. We are here to help you with whatever you need!

Content

1. Device configuration

Sesame is a **multi-device** software that allows employees to clock in and out from a variety of devices. As an administrator, you can choose which devices employees can use to clock in and out.

Configuration >> Devices >> Information

1. Web panel

Employees **can control everything from any browser**. Thanks to the web panel they can clock in/out and use all Sesame tools. To do so they can access from here and enter their email and password.

2. Mobile app

Ready for **Android** and **iOs**. Users can download it in their devices. As an administrator, from the app you will not only be able to access all Sesame functionalities, but also manage employees' clock ins/outs, time off and holidays.

3. Tablet

The app is ready for Android and iOs. This device is meant to register clock ins and clock outs from a tablet. How? Using a **QR code** or **facial recognition**. Users with Professional or Enterprise Plan may also clock in/out using **pictures** that will be stored in the Document Manager.
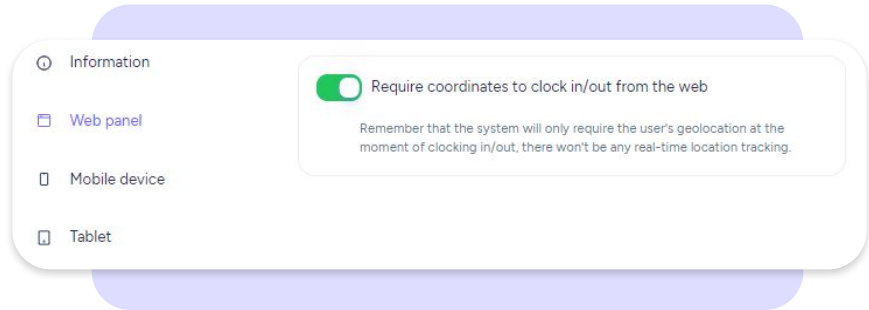
4. Desktop app

Employees can **install the desktop app** to clock in/out both in Mac and in Windows. This way they do not need to access a browser.

2. How to configure web panel?

Web panel shows employees a panoramic view of everything that is happening in your company in real time. They will also see list of Sesame's functionalities that will make their time in your company easier. One of these is the capacity to manage their time. Would you like your employees to enjoy this support? Then follow this route!

Configuration >> Devices >> Web panel and activate **"Require coordinates to clock in/out"**

If you activate this option, employees will be required to activate location tracking on their browsers. This way clock ins/outs from the web panel will also be geolocated.

3. How to set up mobile devices?

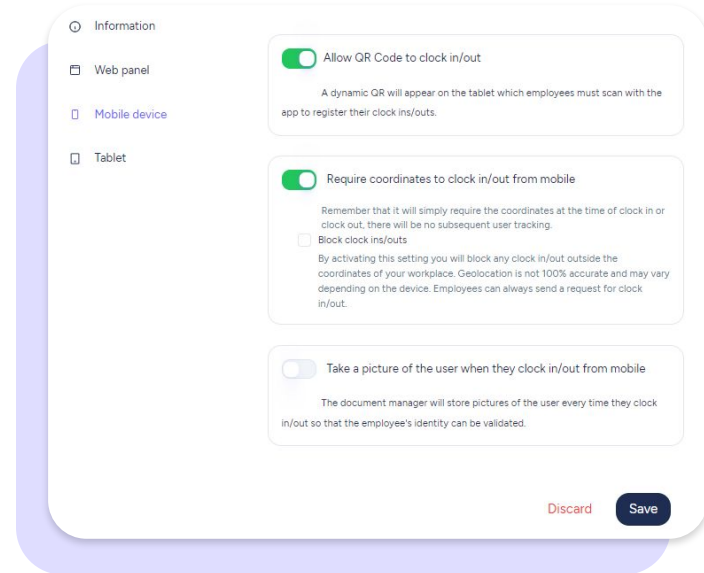**Configuration >> Devices >> Mobile device**

Clocking in/out from their phone is one of the best options for employees working remotely. That is why we offer you two kinds of clocking in/out methods if you want to activate this kind of device:

Allow QR Code to clock in/out

Employees will clock in/out with a QR code. They will see a dynamic QR code in their tablets and they have to scan it with their mobile app to clock in/out.

Require coordinates to clock in from a mobile device

Coordinates will be required when clocking in/out. There won't be any subsequent location tracking.
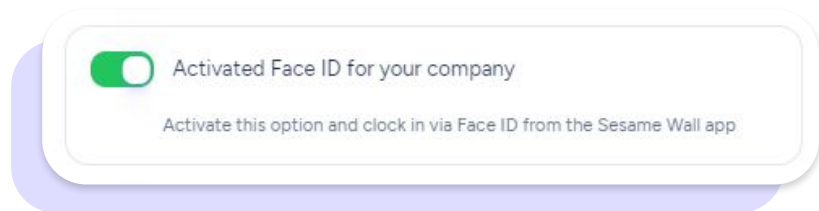
4. How to set up a tablet device?

Configuration >> Devices >> Tablet >> Add device

Turn a tablet into a clock in/out point. You may add as many devices as you need to. Besides, we offer you three methods to clock in and clock out.

How to add clock in/out devices?

1. Choose the kind of device you want to link.

2. Select in which office/workplace you are installing the tablet.

3. Name the device and click on "continue".

4. Download the app in your tablet and enter your Sesame's user and password.

5. Link the tablet by entering the code that will appear on the screen.

Activated Face ID for your company

Activate this option and clock in via Face ID from the Sesame Wall app

Activate Face ID for your company

If you activate this option, employees will be able to clock in/out using **facial recognition**. A new section will appear in their profile where they will need to upload pictures so that the system recognizes them.

Take a picture of the user when clocking in/out from a tablet

As we have previously explained, users with **Professional** and **Enterprise** plan may also clock in/out using pictures. All images generated during the clocking in/out process will be stored in the **Document Manager**.

5. Activation, deactivation or deletion of clocking in/out devices

Sesame offers the option to clock in/out from multiple devices. As an administrator, you can choose which devices can be used to clock in/out.

You only need to go to **Configuration >> Devices >> Information**

Select the device you want to disable and click on

Keep in mind that if you deactivate this support, your employees will no longer be able to clock in/out from this device. If you are sure, just click on "**Deactivate**".

6. How to clock in/out using an URL?

All users who do not want to use either their dashboard, their mobile app or a tablet to clock in and out, have an alternative, which is to clock in using this URL: https://wall.sesametime.com/login

What are the benefits of this clock in/out method?

1. It is possible to open the Sesame Wall app from a computer or from any mobile browser and have the same functionality as on a Tablet **without depending on updates or downloads** from the stores.

2. It will be possible to clock in and out using Face ID from the computer, as long as this is enabled. The advantage of computer-based resources is that the system works much faster.

Grow your company.
Empower your team!

Do you still have questions? In our **help center** you can find many resolved queries. If that's not enough, we'd love to hear from you!

Contact us, we are just one phone call away: **+34 96 062 73 51**.

Email us, we will reply as soon as possible: **soporte@sesametime.com**