

How to Enable & Use Contactless Timeclock

To enable contactless QR scanning on the Timeclock, you will need to go to **Settings > Timeclock > Edit the Timeclock Defaults**.

The screenshot shows the Sandbox Software interface. The top navigation bar includes links for Home, Dashboards, Families, Billing, Staffing, and Reports. The user is logged in as 'Sandbox User' (hannah@runsandbox.com). The left sidebar lists various settings categories, with 'Timeclock' selected. The main content area is titled 'Timeclock' and contains a congratulatory message about QR scanning. Below this is a link to a test timeclock URL. The 'Timeclock Defaults' section is highlighted, showing a table of settings: 'Enable Staff Breaks' (Yes), 'Staff Breaks Default' (0 minutes), 'Allow Staff to Leave Notes' (Yes), and 'Enable Contactless (QR) Scanning' (No). A red circle highlights the 'No' value for the last setting. At the bottom, there is a 'Downloads' section with a button for 'Timeclock Instructions'.

Settings

Categories

- Company Info
- Payment Info
- Locations
- Online Registration
- Users
- Classes
- Billing
- Fee Types
- Discounts
- Immunizations
- Timeclock**
- Parent Portal

Timeclock

Congratulations!! Your staff and parents can now check in using the Sandbox Timeclock app at the URL below. You can also open the Timeclock by clicking the Open Timeclock button on the Timeclock Dashboard.

<https://test-timeclock.runsandbox.com/?Location=9fb52f1f-6cc1-4484-b690638e4d2b0/#/9fb52f1f-6cc1-4484-beed-690638e4d2b0>

Timeclock Defaults

Enable Staff Breaks	Yes
Staff Breaks Default	0 minutes
Allow Staff to Leave Notes	Yes
Enable Contactless (QR) Scanning	No

Downloads:

[Timeclock Instructions](#)

Check off **Enable Contactless (QR) Scanning** and click **Save**.

This close-up shows the 'Timeclock Defaults' form. It contains four settings: 'Enable Staff Breaks' (checked), 'Staff Breaks Default' (set to 0), 'Allow Staff to Leave Notes' (checked), and 'Enable Contactless (QR) Scanning' (checked). The checkbox for the last setting is circled in red. At the bottom right, there are 'Save' and 'Cancel' buttons.

Timeclock Defaults

Enable Staff Breaks ☒

Staff Breaks Default

Allow Staff to Leave Notes ☒

Enable Contactless (QR) Scanning ☒

Save **Cancel**

Once you refresh the Timeclock link (or click on the link), you will see the QR code for parents/staff to scan on their mobile devices.

Sandbox Daycare

Enter Your Passcode

1

2

3

4

5

6


7

8

9

0

Create/Reset Passcode



Touchless Sign in:
Scan the QR Code using your phone and sign in
using your personal device.

This will open the Timeclock on their mobile device so they can enter in their 4 digit passcode and initials.

Security

- The QR code *automatically* refreshes every 5 minutes.
- The QR code will change every time you refresh the page.
- After 10 minutes from when a parent/staff member scans the QR code, they will not be able to time in/out. They would need to scan the new QR code on the Timeclock. (This is put in place so that they cannot time in/out before coming to/after leaving the premises)

How to Scan QR Codes & Trouble Shooting

Android Devices

1. Open the Camera app and point it at the QR code for a few seconds.
2. Your device will recognize the QR code and show a notification. (*If nothing happens, you may have to go to your Settings app and enable QR code scanning.)
3. Tap the notification to open the link associated with the QR code.

*If QR codes isn't an option in Settings, the device unfortunately can't scan QR codes via the camera. You may need to download a QR code reader app. Below are a few suggestions:

- **QR Code Reader** - <https://play.google.com/store/apps/details?id=com.apple.qrcode.reader&hl=en>
- **Lightning QR Code Scanner** - https://play.google.com/store/apps/details?id=com.application_4u.qrcode.barcode.scanner.reader.flashlight
- **QR Code Reader and Scanner** - <https://play.google.com/store/apps/details?id=com.kaspersky.qrscanner>

Note: Android version 7 and below (except Android version 6.0) can only scan QR codes via an app.

(Source: <https://www.qr-code-generator.com/guides/scan-qr-code-android/>)

Apple Devices

1. Open the Camera app and point it at the QR code for a few seconds.
2. Your device will recognize the QR code and show a notification.
3. Tap the notification to open the link associated with the QR code.

(Source: <https://support.apple.com/en-ca/HT208843>)