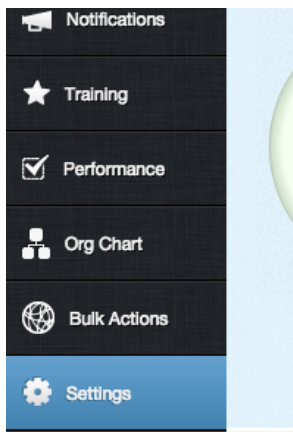
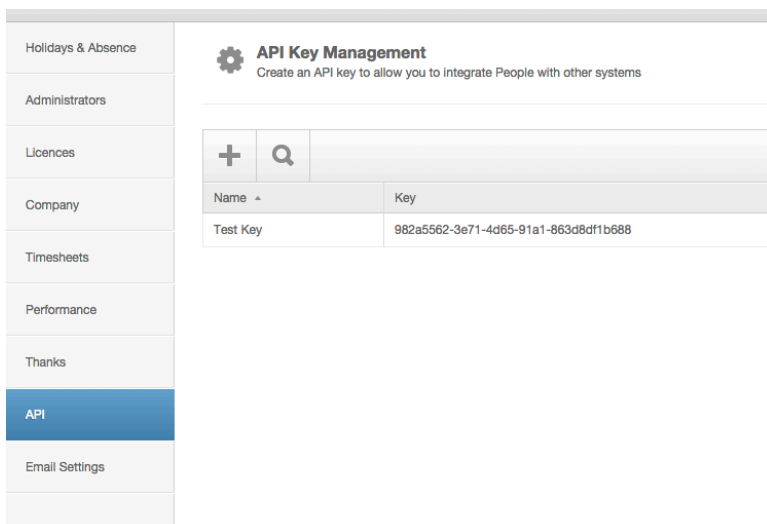


Idency PeopleHR Plug-in Quick Start Set-up Guide

1. Login to your PeopleHR account.
2. Scroll to the bottom of the left hand menu and click on 'Settings'



3. Click 'API' in the submenu and then click the big '+' to add a new key





4. Complete the 'Key Name' field and tick the 'Timesheets' box. Then 'Save'.

API Key Management ✕

To generate an API key simply specify a name and select areas of the application it will have access to.

Key Name *

Application
<input type="checkbox"/> Employee
<input type="checkbox"/> Salary
<input type="checkbox"/> Holiday
<input type="checkbox"/> Absence
<input type="checkbox"/> Document
<input checked="" type="checkbox"/> Timesheet
<input type="checkbox"/> Entitlements
<input type="checkbox"/> History

Cancel Save

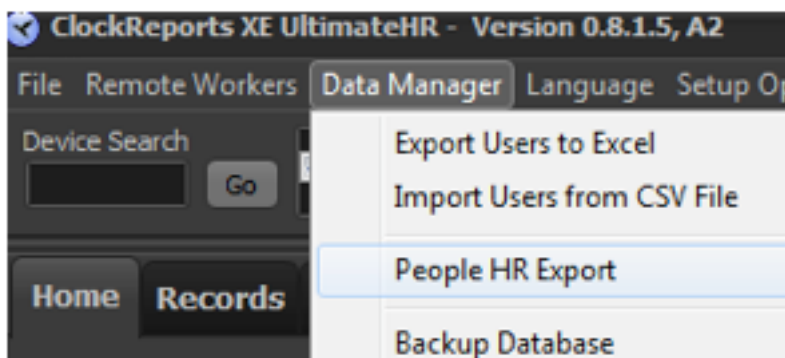
5. You will need this key when setting up the Plugin via the ClockReports software.

6. Open up the ClockReports software

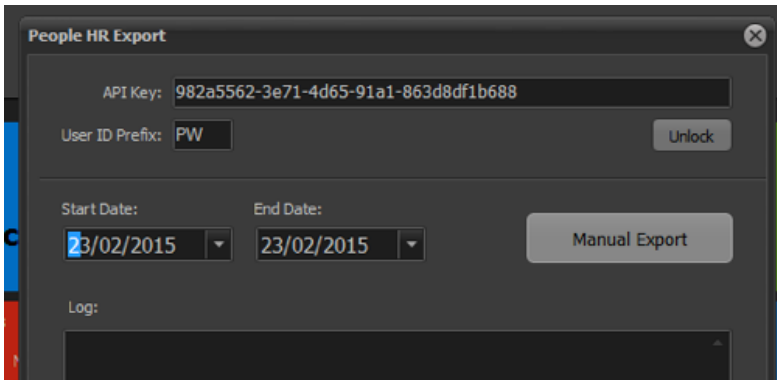
(Note: if you need help setting up and connecting your device to Clock Reports please contact Idency)

7. From the main top menu Select 'Help'. From the dropdown please ensure that there is a tick next to 'Use Alternative ClockReports Authentication Server'.

8. From the main top menu select 'Data Manager' and then click 'People HR Export'.



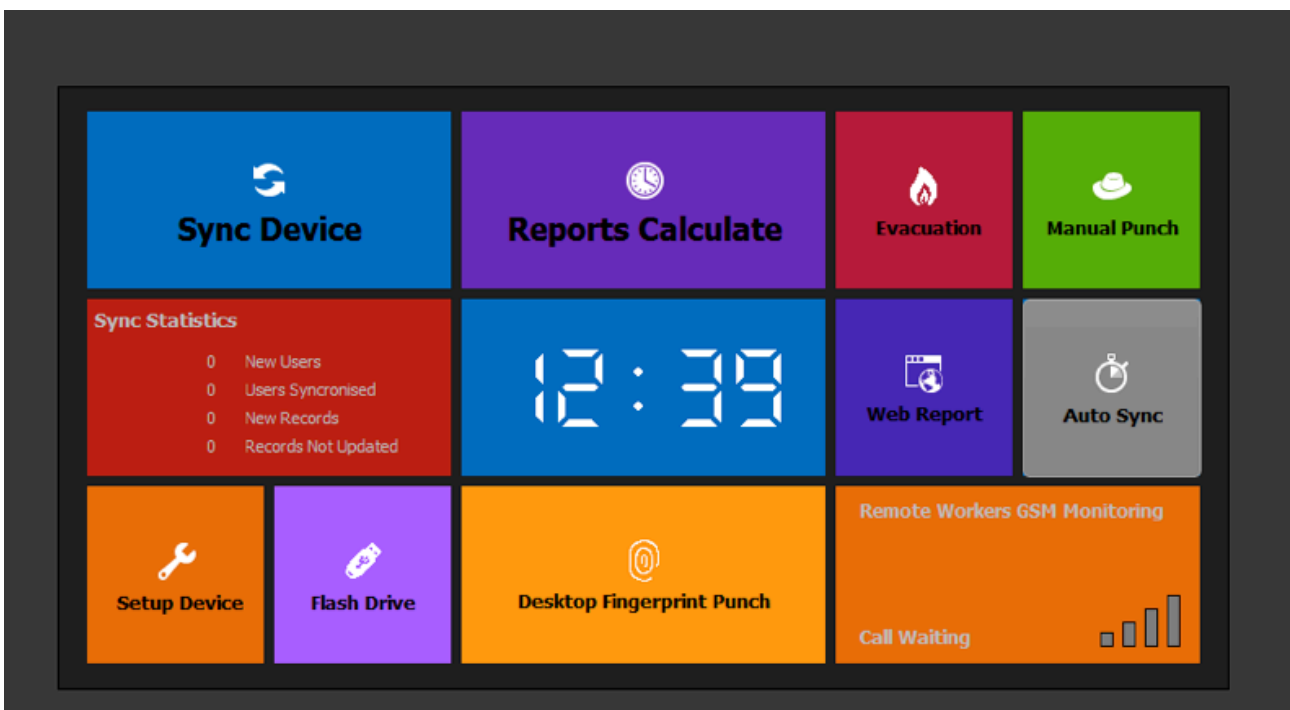
9. Click 'Unlock'. You can then paste in the API key you generated earlier. Also, if your employee IDs are prefixed with letters within People HR you will need to add in that prefix to the 'User ID Prefix' field. Once done click 'Unlock' again to lock in those settings.
(Note: Users should be set-up on your device by using their Employee ID as their ID on the device)



You also use this screen if you would like to do a manual export of data to PeopleHR. Select a Start Date and End Date and then click 'Manual Export'.

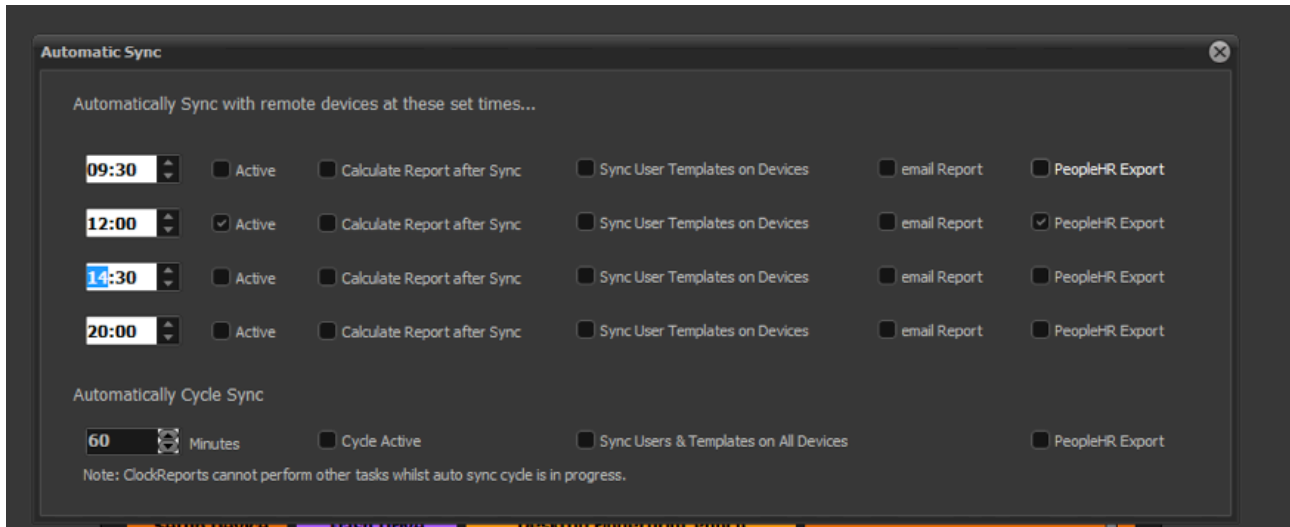
Click the 'x' in the top right of the box to close it.

10. To set up the software to automatically export your records to PeopleHR you will need to set-up the Auto Sync. To do this click 'Auto Sync' from the home screen (in the middle on the right hand side).





11. You now have many options for how often you would like to Auto Sync with PeopleHR.



Adjust the time/s accordingly and tick the 'Active' box, as well as the 'PeopleHR Export' box at the end of the rows you want to activate. Your changes are automatically saved so just click 'x' to close this window.

The computer running ClockReports needs to be switched on and ClockReports open for it to Auto Sync.

Your set-up is now complete.