## Clock Utility

The **Clock Utility** screen allows you to download fingerprint and employee information from your clocks. You can then assign employees in WaspTime to certain clocks. The **Clock Utility** is useful when you are transition from an old clock to a new one. You can download all employee, badge and fingerprint information from the old clock and use the **Update Clocks** feature to assign those user to a new clock and push the data to the new clock.

1. From the **Clock Setup** screen, select **Tools > Clock Utility**.
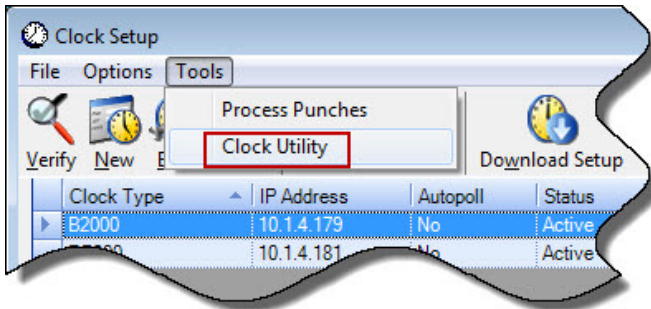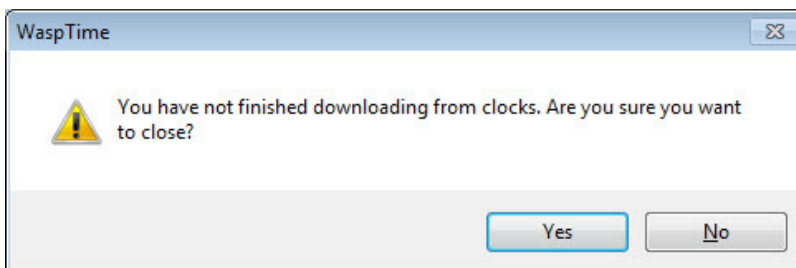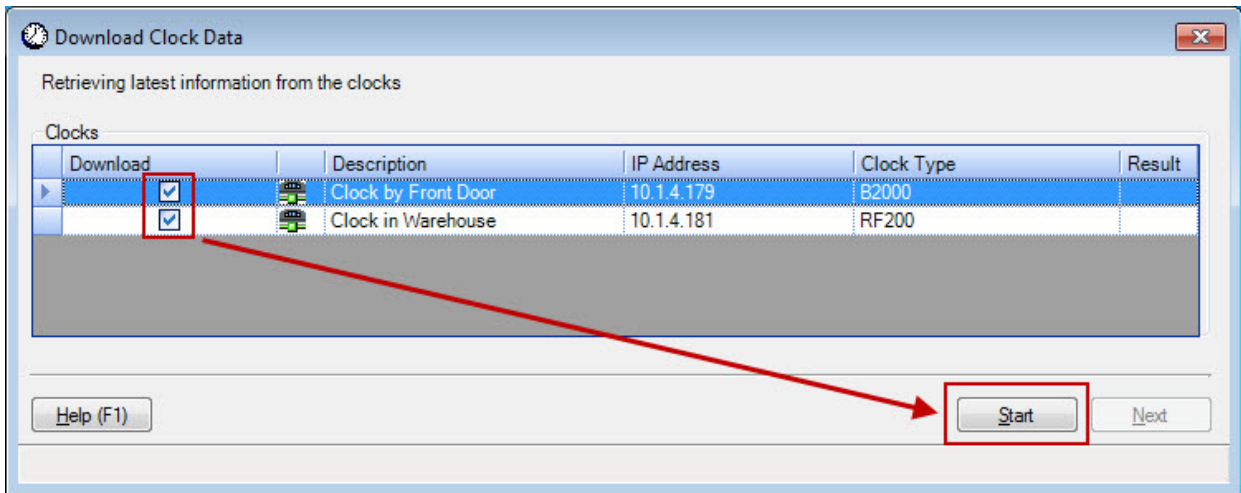
The **Download Clock Data** screen appears:
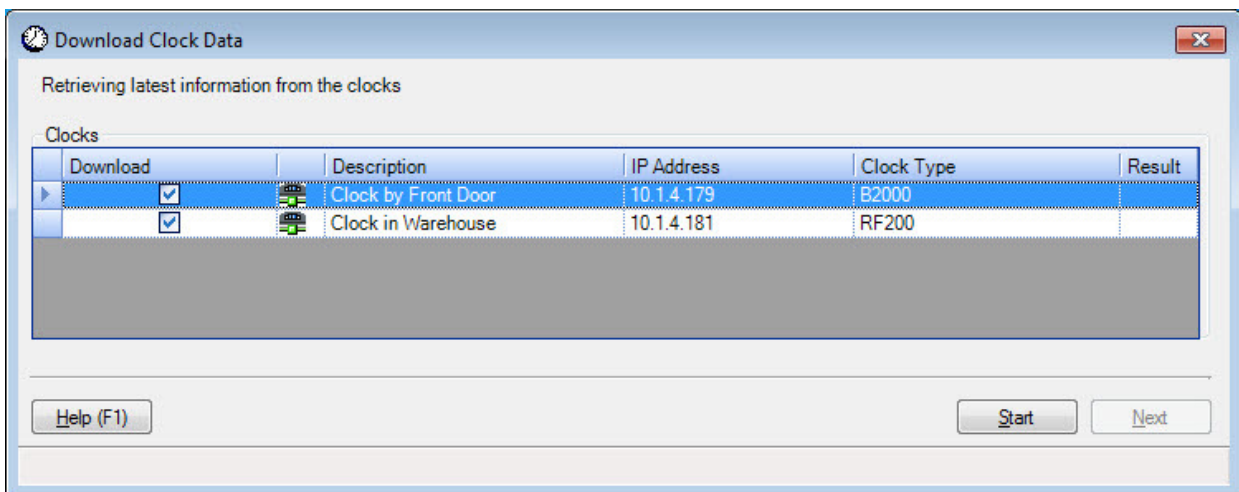
The **Download Clock Data** displays all clocks you have connected to WaspTime.

Note: If you try to close the screen by clicking the red x in the top, right corner at this point, the following warning message appears:
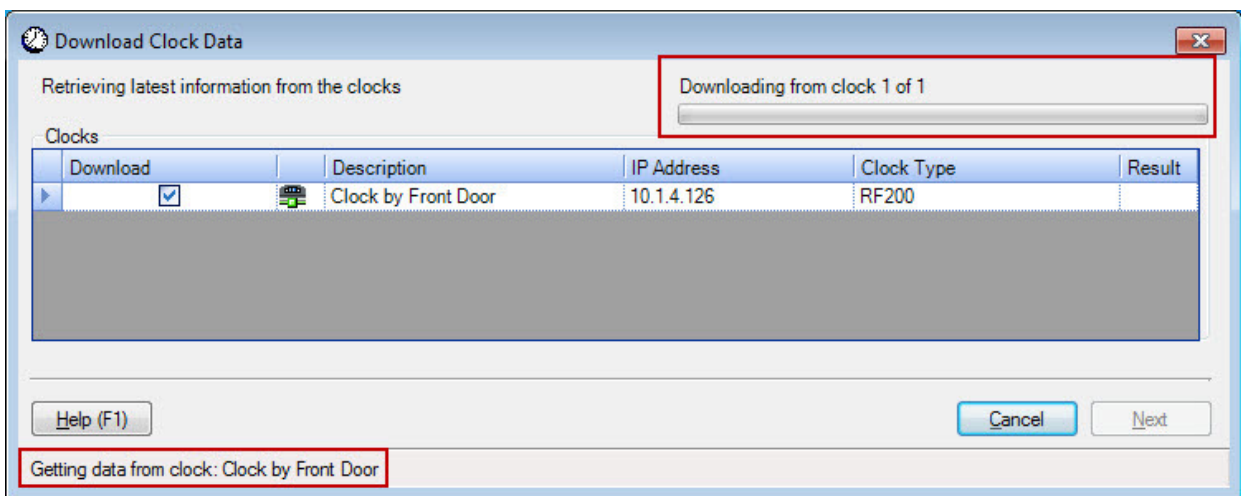
Click **Yes** to close, **No** to continue the download process. You will not lose any data if you close at this point.
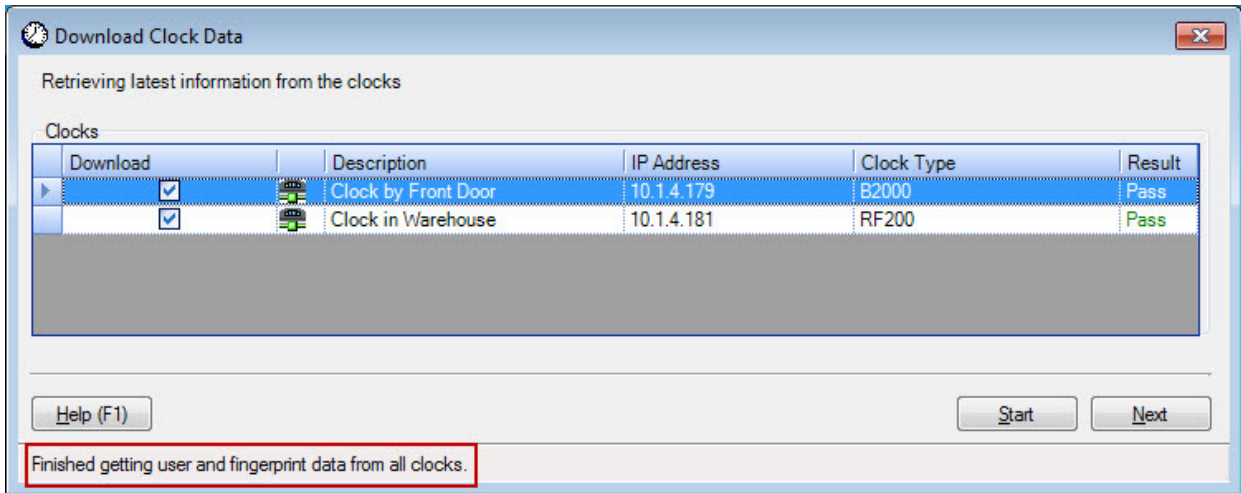
2. To begin downloading employee data, select the clocks from which you want to download data, then click the **Start** button.
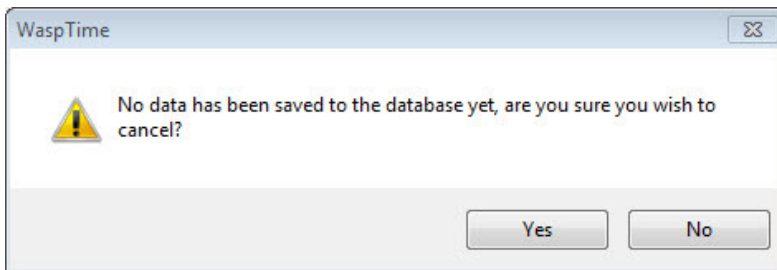

A progress bar will appear on the screen and the status will display at the bottom.

When the download is complete, a confirmation message will appear at the bottom of the screen.
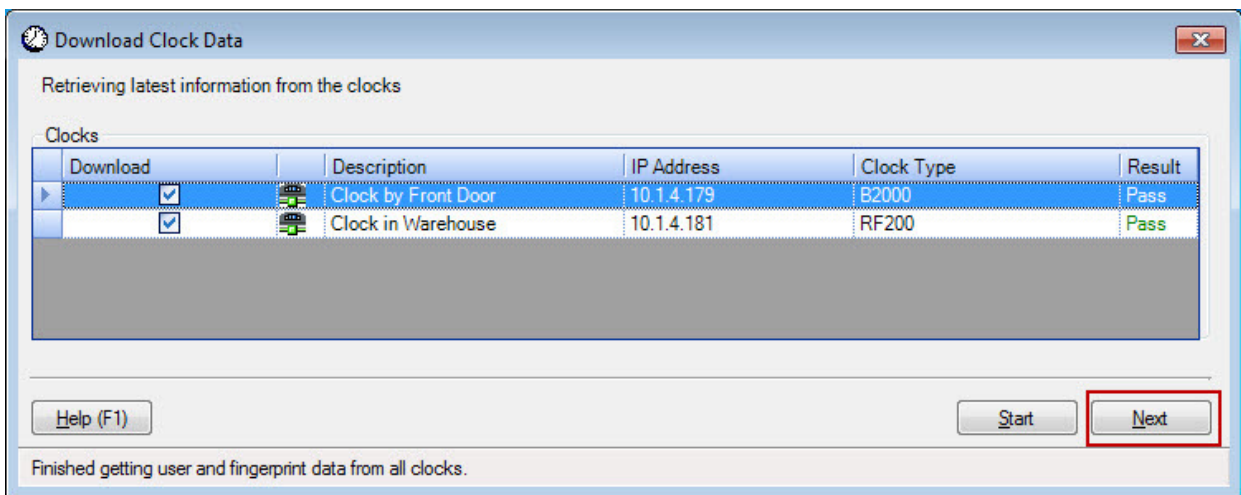
Note: If you attempt to close the **Download Clock Data** screen during the download process, the following warning message appears:
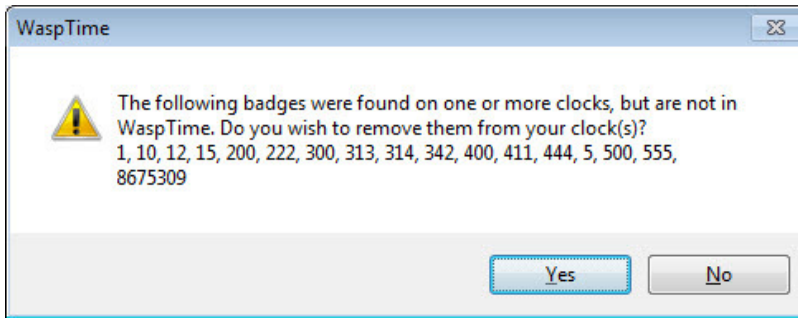

Click **Yes** to cancel the download and close the screen. Click **No** to continue the download. If you cancel the download, no new data will be saved to your database.

3. Click the **Next** button to begin processing the downloaded data.
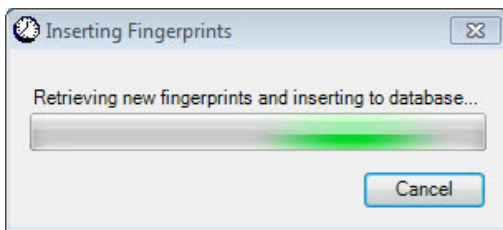

4. If badges are found on the clock that do not exist in WaspTime, the following message will appear:
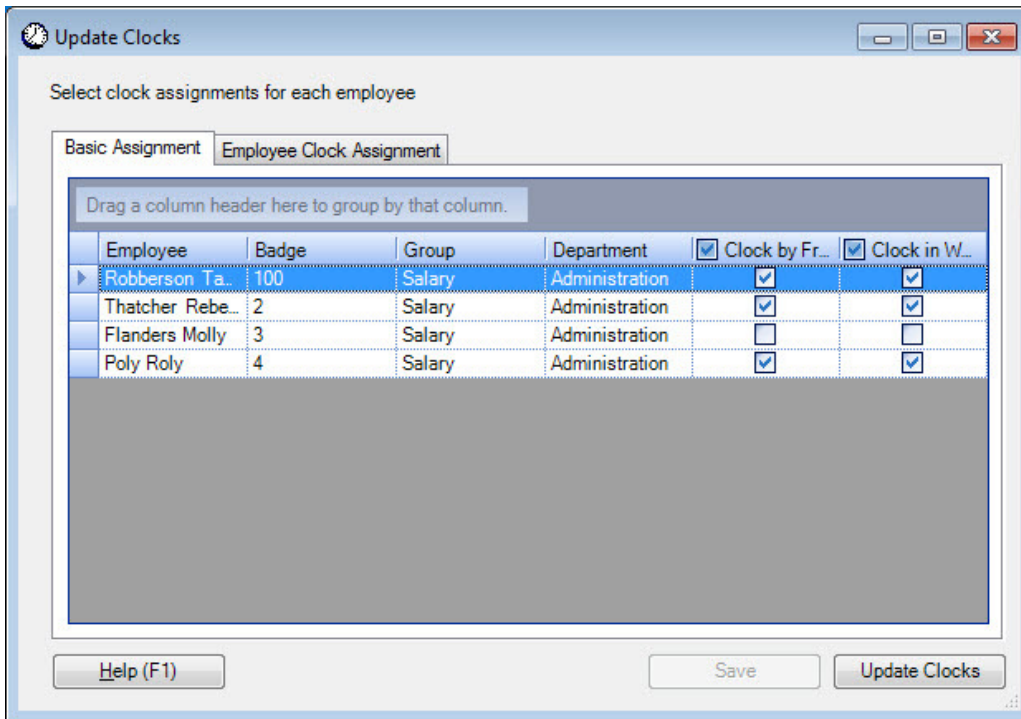
Click **Yes** to delete the badges from the clock. Click **No** to leave them on the clock. Since these badges do not match those in WaspTime, they will not appear in your downloaded data.

A progress screen will appear if you are downloading fingerprints:


5.   The **Update Clocks** screen appears.

This screen lists all employees found on the clocks that match those in WaspTime, along with the clock(s) they are assigned to.

There are two ways to assign employees to clocks.

- On the **Basic Assignment** tab, you can change clock assignments or assign them to a new clock by selecting the checkboxes. By default, all employees are selected.

Important! Do not deselect any clock or employee on a clock, unless you want to delete that

***employee or all employees from the clock.***
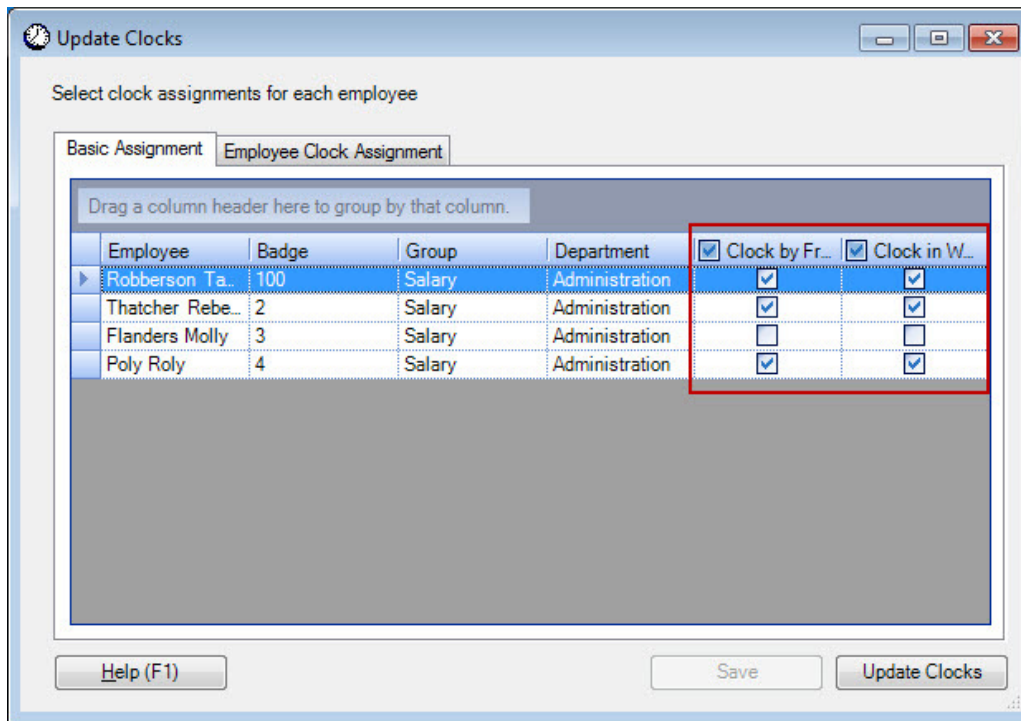
- The **Employee Clock Assignment** tab lists the same information as the **Basic Assignment** tab, but organizes it in a different way.
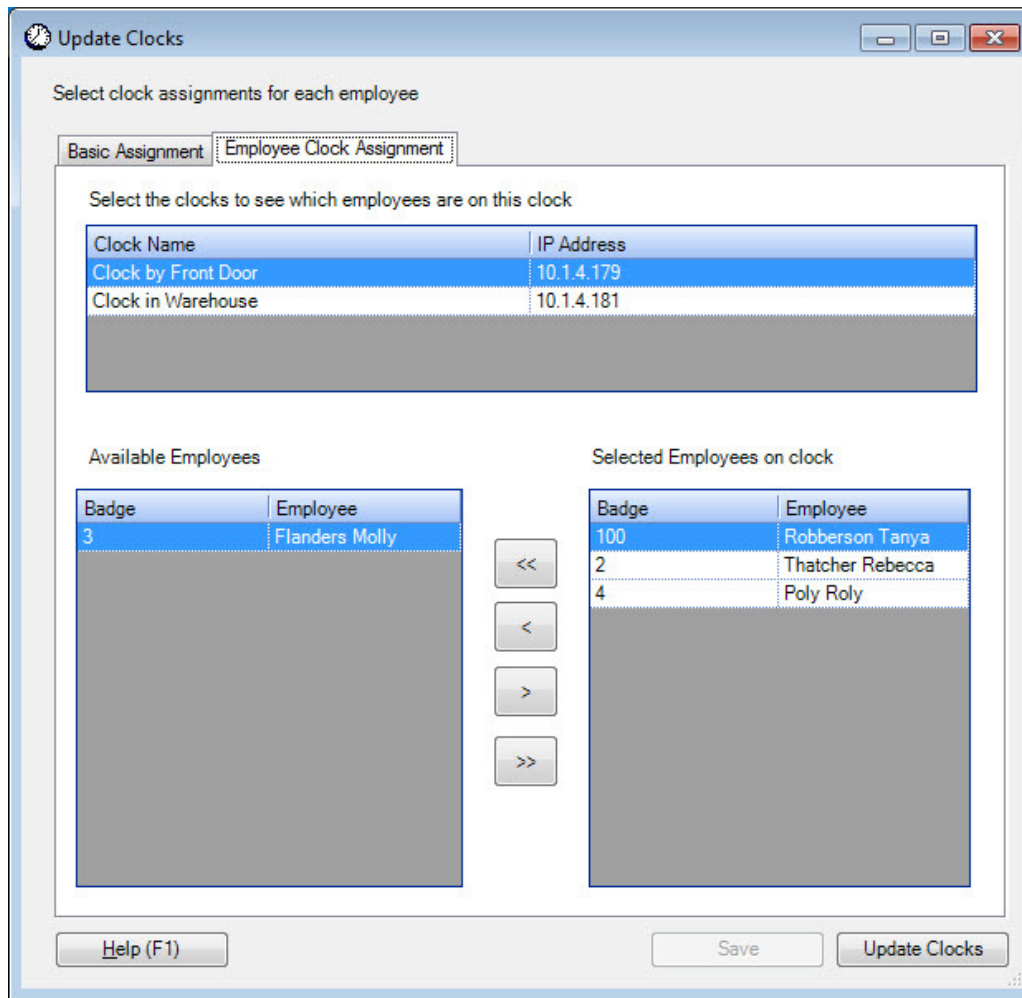
The top of the screen lists all clocks connected to WaspTime. Click on a clock to view employees assigned to it. All employees assigned to the selected clock appear in the **Selected Employees** on clock section. **By default, all employees will be assigned to a clock.** You can manually remove an employee from a clock (meaning that employee will not be sent to the selected clock) by **following the instructions below**.

Employees you have removed from the selected clock appear in the **Available Employees** section.

To add an employee to the clock, highlight the employee(s) in the **Available Employees** section and click the right arrow button:
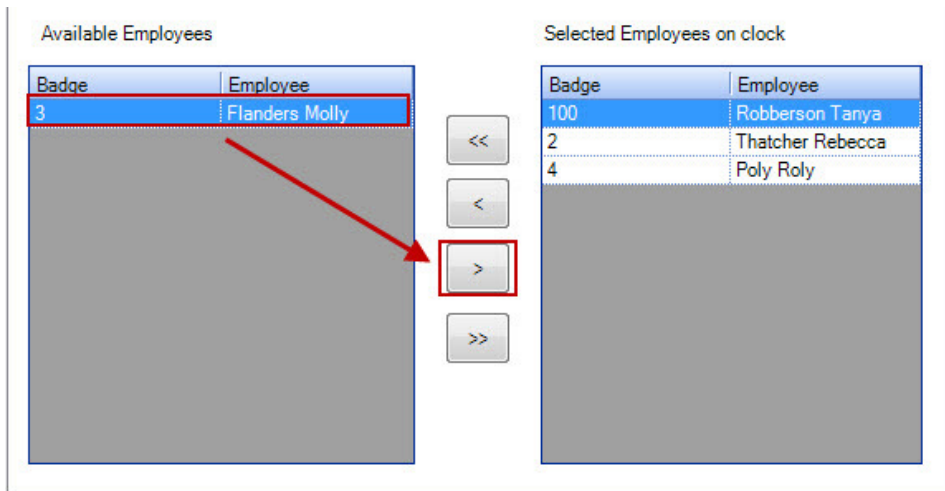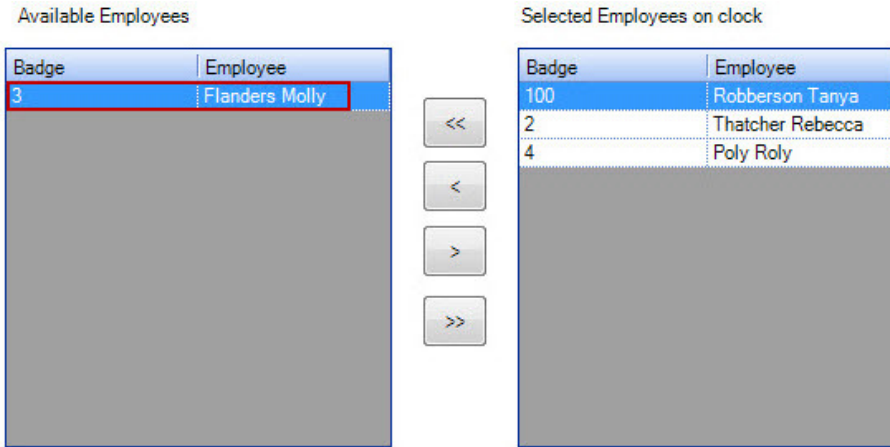
The employee(s) will now appear in the **Selected Employees on clock** section:
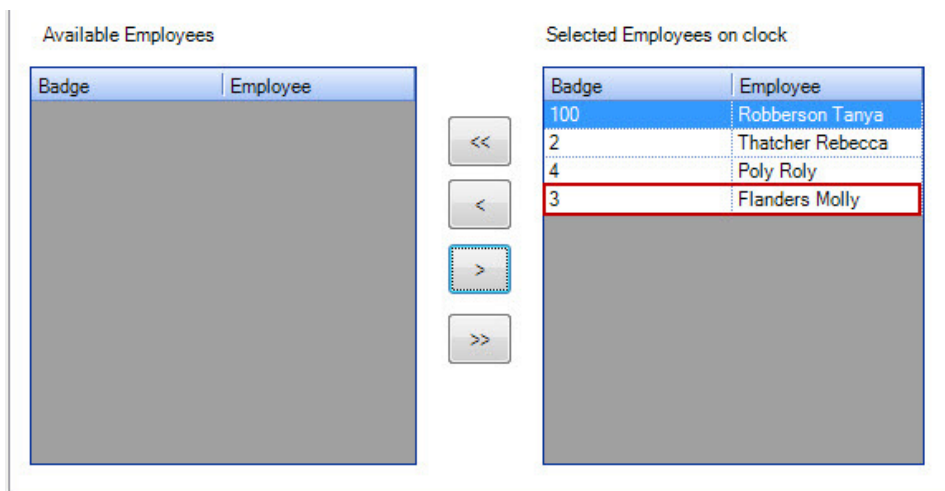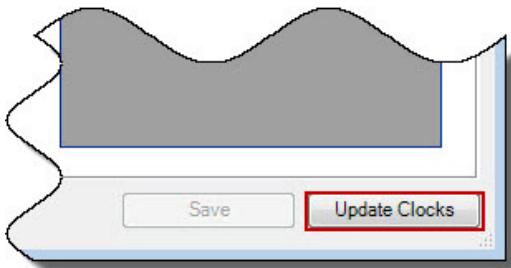

To remove an employee from a clock, highlight the employee in the **Selected Employees on Clock** section and click the left arrow:
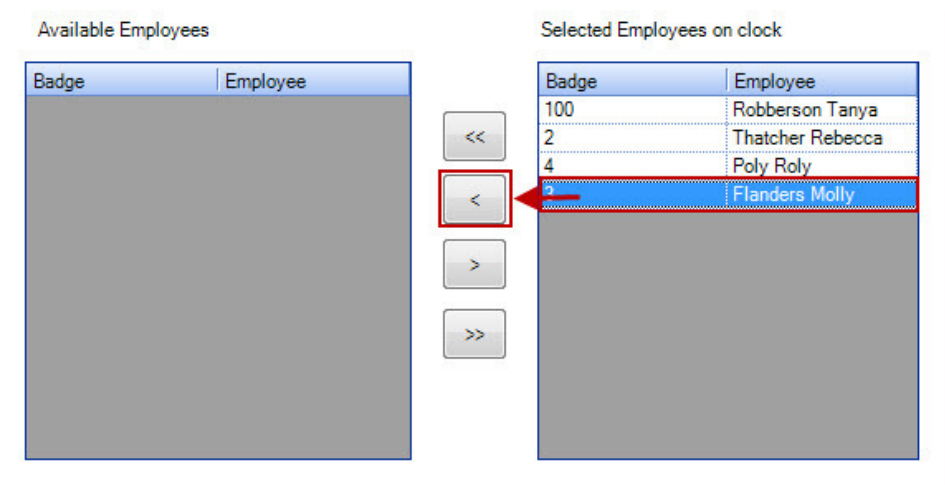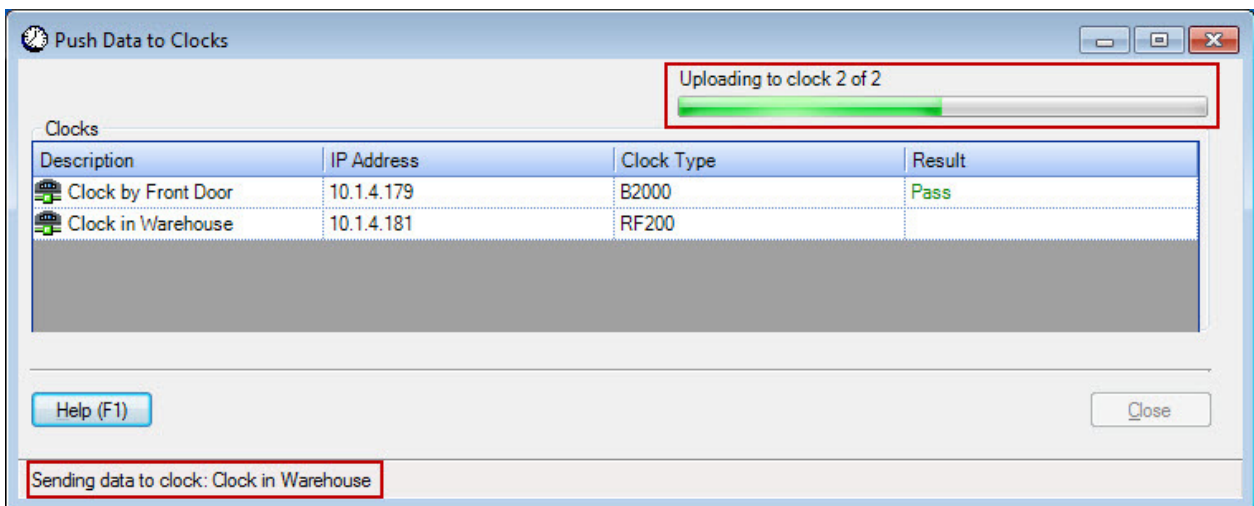

The employee(s) will now appear in the **Available Employees** section.

6. When you are done adding and/or removing employees from your clocks, click the **Update Clocks** button at the bottom of the screen.

The **Push Data to Clocks** screen appears. A progress bar will appear on the screen and the status will display at the bottom.

When the upload is complete, a confirmation message will appear at the bottom of the screen.
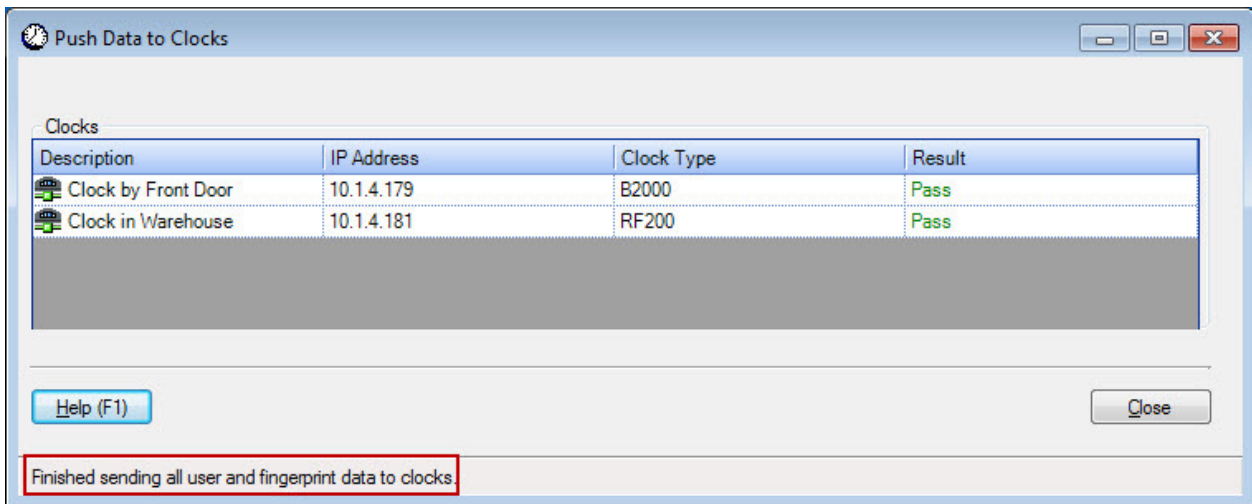
7. Click **Close** to complete the process and return to the **Clock Setup** screen.

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