

# Register Employee Fingerprints



- 1 Add employees in your Citadel cloud account
- 2 On the clock, enter the administrator PIN – it can be found in the Time Clocks section of your cloud portal.
- 3 Tap User Management and select an employee to register their Finger Scans
- 4 Select a finger to register and follow the prompts

## Questions?

Contact us Monday-Friday 6am-5pm Pacific

Call **800-518-8925** | Text **760-701-5268** | Email **Support@MyCitadelTime.com**

Or visit **Support.MyCitadelTime.com** to access our online help articles.



# Employee Punching Options



- 1 Authenticate with Finger Scan, PIN, or RFID
- 2 Choose a punch option: In, Out, Rest\*, Meal\*, Department Transfer\*  
(\*These optional punch types will only show up if applicable)
- 3 The punch is recorded and employee is signed out
- 4 Next employee repeats steps 1 and 2

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