KanTime User Guide
FOB Device

iLIFE

Choice. With Confidence.

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IMPORTANT INFORMATION

The FOB (One-Time Password Generator) is considered a **last resort option** for meeting Electronic Visit Verification (EVV) requirements. **Before requesting this device, you must speak with your In-Care Consultant (IC) to determine whether it is the right solution for your situation.**

There are two other preferred methods for using KanTime that should be explored first, KMobile V2 App and Telephony. The FOB device should only be used when those options are not suitable.

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What Is The FOB?

The FOB (One-Time Password Generator) is a small electronic device used to record an employees visit time and date to meet Electronic Visit Verification (EVV) standards. It creates an 8-digit code (FOB code) based on the current time and the device's unique ID.

This device is delivered by iLIFE to the employers home and is ready to use after a few quick set-up steps.
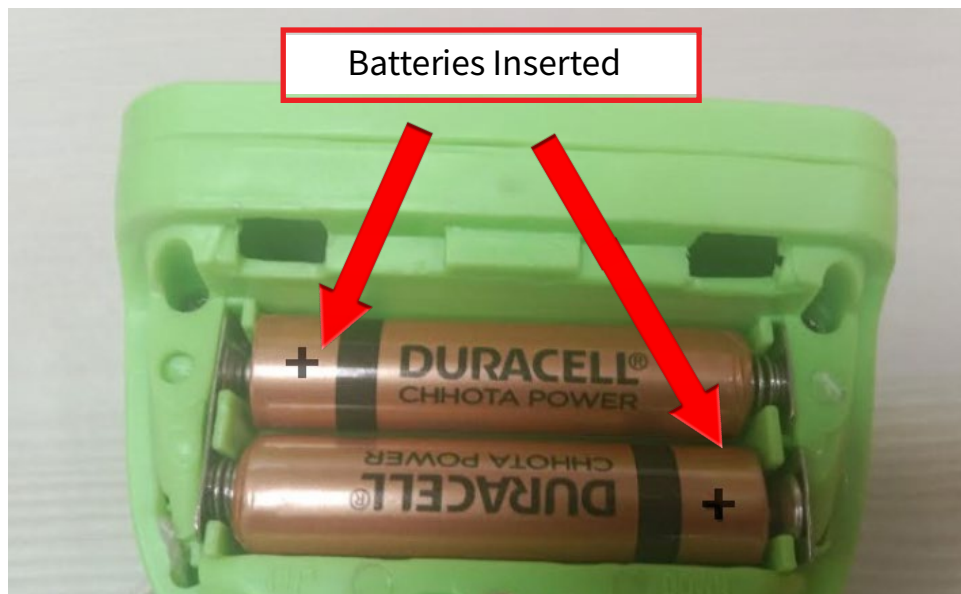

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How To Insert Battery Into FOB Device

This FOB device requires two AAA batteries. The battery insertion steps are explained below.

Insert two AAA Batteries

(+ve)   (-ve)

(-ve)   (+ve)

1. Open the back of the Device.

2. Insert two AAA batteries, making sure they face the correct way (+ and -).

3. Batteries should last about 2 years with normal use (a few buttons presses daily).

4. Make sure batteries are inserted correctly to avoid damage.

Batteries Inserted

DURACELL®
CHHOTA POWER

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Generating the FOB Code

You must get a FOB code at the start and end of your shift. If you perform multiple services, you will need to get a FOB code at the beginning and end of each service completed.

Be sure to have something to write your FOB codes on, along with the employer, date, time, and service performed for each FOB code check in and check out pair.

1. To generate a FOB code, hold the FOB with the screen facing you and the button on top. This large button on top is Button 1.

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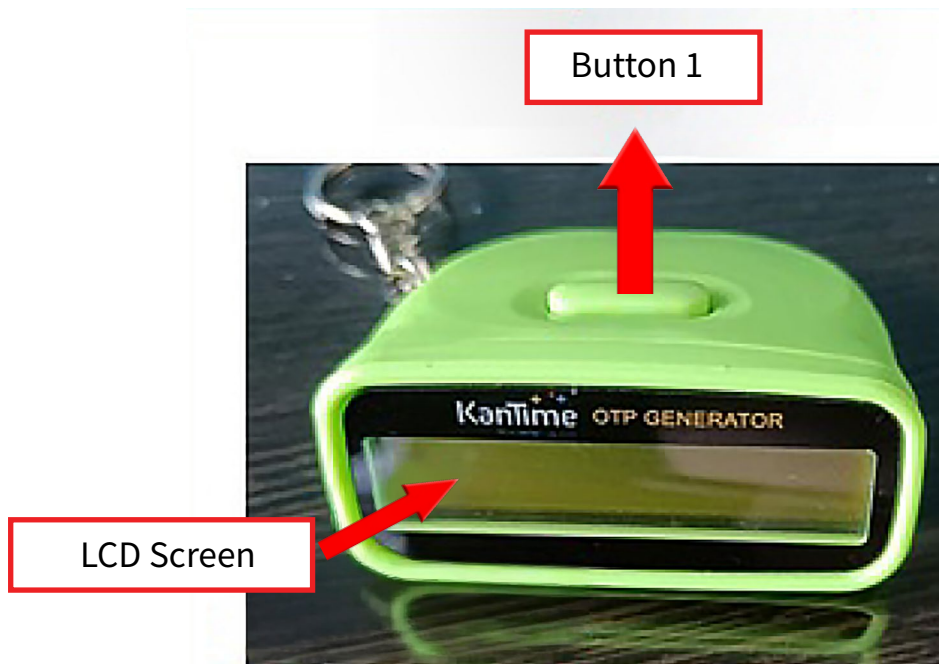
Generating the FOB Code

2. When Button 1 is pressed, the LCD screen will display the starting screen, showing nine zeros (this is where the FOB code will be displayed), as well as the Date, Time, and battery level on the top.

3. After you see the starting screen (as shown above), press the top button (Button 1).

4. The screen will flash numbers and then show the FOB code (an 8-digit number). This is the number you will enter for your EVV (electronic visit verification) requirement.

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Punching In On Website Timesheet

To access the KanTime website:

1. Open an internet browser on your computer or tablet and type https://kantimehealth.net in the search bar then click Enter on your keyboard.
2. Enter your login information provided by iLIFE
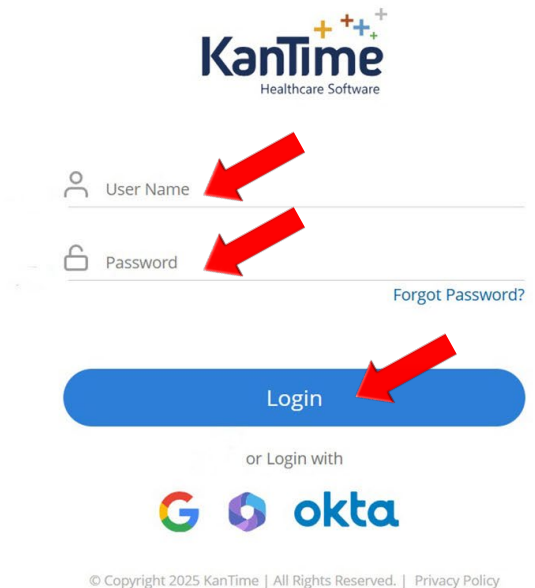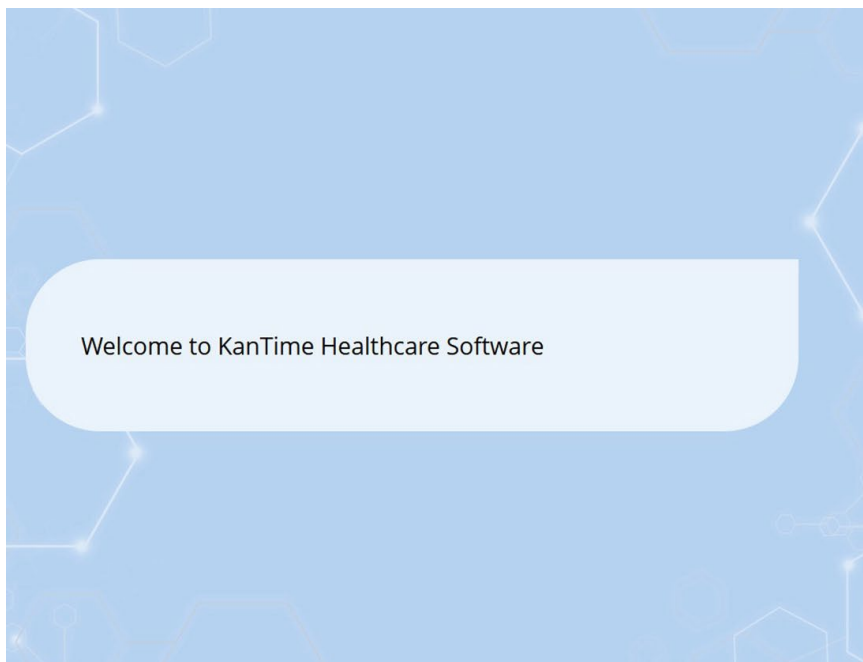
Enter your username and password from iLIFE and click **Login**.

If the login attempt fails, a failure message will appear, allowing the user to retry with the correct username and password.

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Punching In On Website Timesheet

KanTime
Healthcare Software

Upon changing the password, you will be redirected to the Login screen.

Change Password

✗ Must be at least of 10 characters
✗ Must exclude 3 consecutive identical characters
✗ Must include letters in mixed case and number
✗ Must include a special character

Current Password

New Password

Confirm Password

Change Password

On a successful first-time login, the system will redirect you to the
Change Password screen.
Enter and confirm your new password, then click Change Password.

Punching In On Website Timesheet
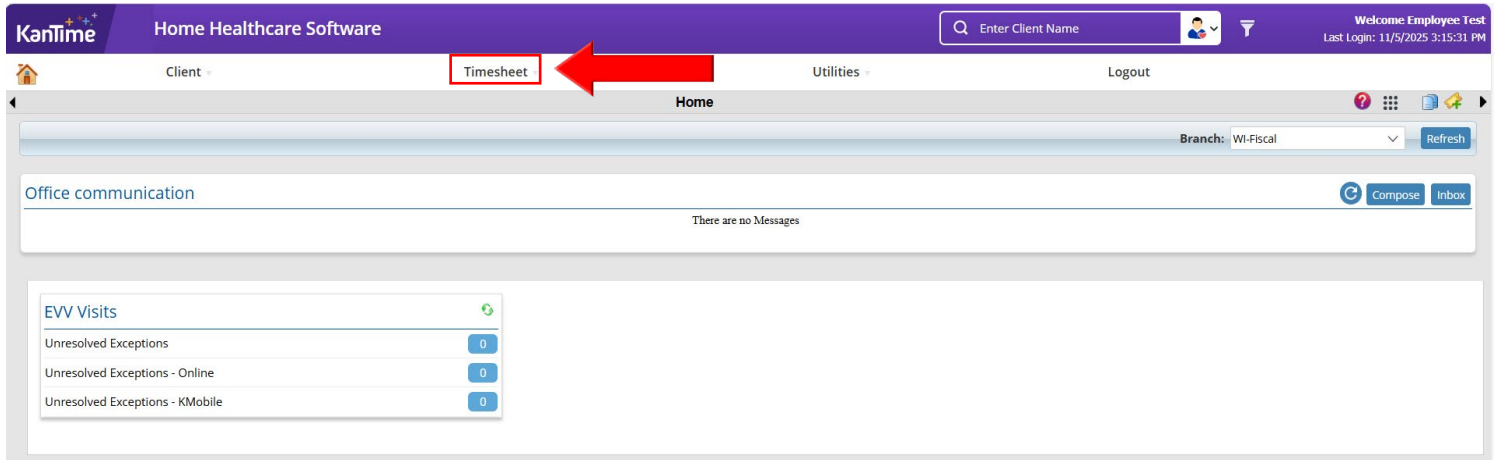
On the website dashboard, navigate to the Timesheets tab.
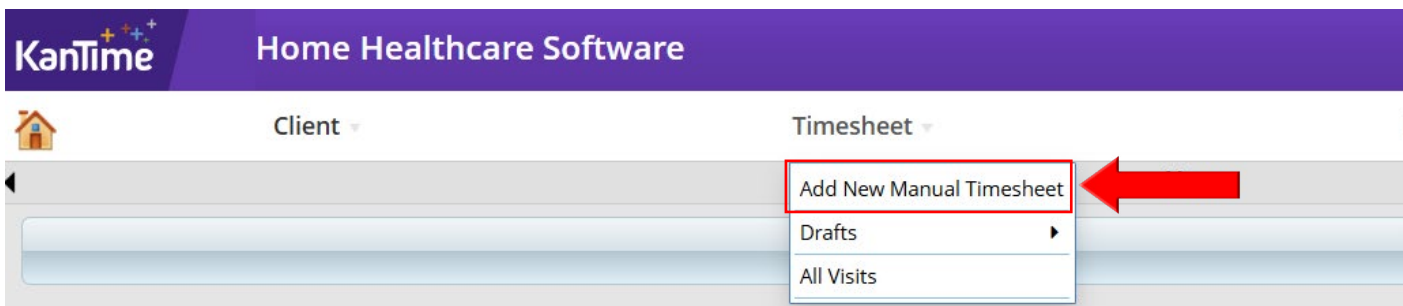
Click on Add New Manual Timesheet from the Timesheet dropdown.

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Punching In On Website Timesheet

The Add New Manual Timesheet homepage has the following sections:
- Time Configure Format: Select this to view the timesheet with the FOB Check-In and Check-Out options visible.
- Pay Period: Select this dropdown to choose what pay period you would like to check in for
- Choose Client: This search bar lets you choose which Client (Employer) you will be checking in for.

The options in the top right of the Add New Manual Timesheet include:
- Save as Draft: This button is used for saving your timesheets before you submit them for approval. This is used if you still need to add other check in/out entries.
- Save & Submit: This button is used for submitting your timesheets for approval. This is used when all of your entries are done.
- Close: This will close the Add New Manual Timesheet window.
- ⋮ : This elipses gives you the option to Auto Calculate Edited Hours.
  Note: The timesheets automatically calculate edited hours right away.

Punching In On Website Timesheet

To make sure you are clocking in using the FOB timesheets, click on the Timesheet Configure Format header.

- Click on the FOB checkbox under Enable Additional Fields.
- Then, click Apply to apply the setting.
- You are now able to view the timesheet with the FOB check in options.

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Punching In On Website Timesheet

To punch in:
1. Select the row you would like to add an entry on by clicking the checkbox.

2. Next, select the date from the Date column that you are checking in for.

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Punching In On Website Timesheet

3. In the Caregiver column, type in the caregiver (Employee) that you are checking in for.

4. In the Payer column, select MyChoice Family Care-FISC(Fiscal-WI)

5. In the Service dropdown, select the service you provided for the Client (employee).

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Punching In On Website Timesheet

6. Enter the 8-digit FOB code in the FOB Check-In Code section.

7. In the Check-In column, type in the check in time of your shift. In the example above, the Employee checked in at 10:00AM using the FOB device.

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Punching In On Website Timesheet

If you have not finished your shift and want to save this timesheet, click on Save as Draft so you are able to come back to it later and enter the check out details.

If you are continuing with entering the checkout details, you do not have to do this step and can continue checking out.

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Punching Out On Website Timesheet

If you are returning to the timesheet to check out, navigate to page 7 to view the steps on logging into the KanTime website portal

To add a check out time using the FOB device on the KanTime website, make sure the row you would like to check out on is selected using the checkmark box on the left of the row.
1. In the FOB Check-Out Code column, add your 8-digit FOB check out code.

2. Next, in the Check-out column, type in the time of the check out.
    Note: The Edited Hours will automatically update when you have both the check in and check out time entered.

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3. When you are ready to submit your timesheet, click the Save & Submit button on the top right of the screen. If you are not ready to submit your timesheet, click the Save as Draft button instead to save the timesheet as a draft.

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Understanding the Buttons

| Buttons	Use
Button 1 (tap)	Show FOB code
Button 1 (Long Press)	Show Device ID
Button 2	Decrease settings (not usually needed)
Button 3	Increase settings (not usually needed)

ALERT

Button 2 and 3 are for setup. Do not use them. Contact iLIFE if date/time is wrong.

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Finding the Device ID

You might need this ID number in case you contact iLIFE to troubleshoot any issues.

• Press and hold Button 1 to display the Device ID on the screen.

Device Serial ID
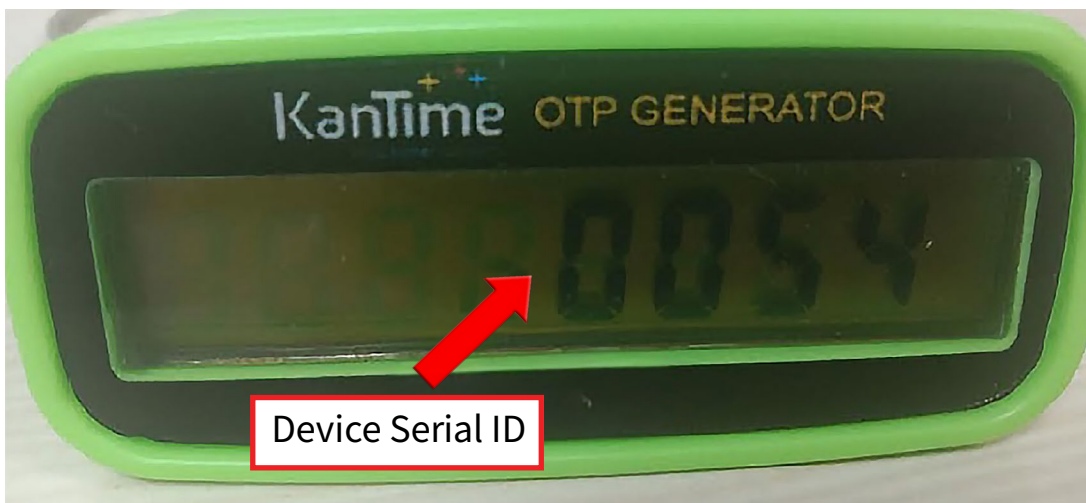
• The screen turns off after 1 minute of no activity.

If a Device Breaks

Please call iLIFE at **800-490-3966** so that we can get you a replacement.

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