# Checking the Status of Unifocus Time Clocks

Your Unifocus Time Clock is plug-and-play based on the configuration information you provided to Unifocus. You can check the connectivity status of your Time Clock on the home screen of the Time Clock and in the RMS software.

Checking the status on the Time Clock home screen

The Time Clock login screen should look like the one below.
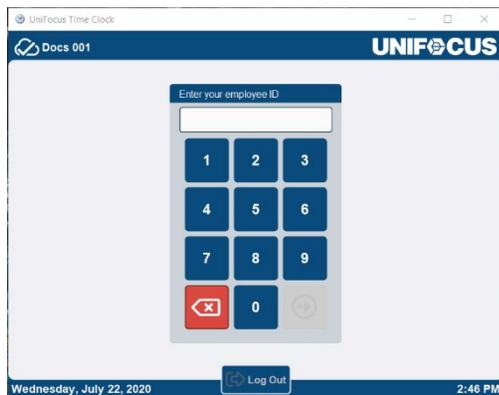
Notice the status icon on the upper left corner of the screen, next to the property name.

The following table provides descriptions of the types of status icons that can appear on the Time Clock screen.
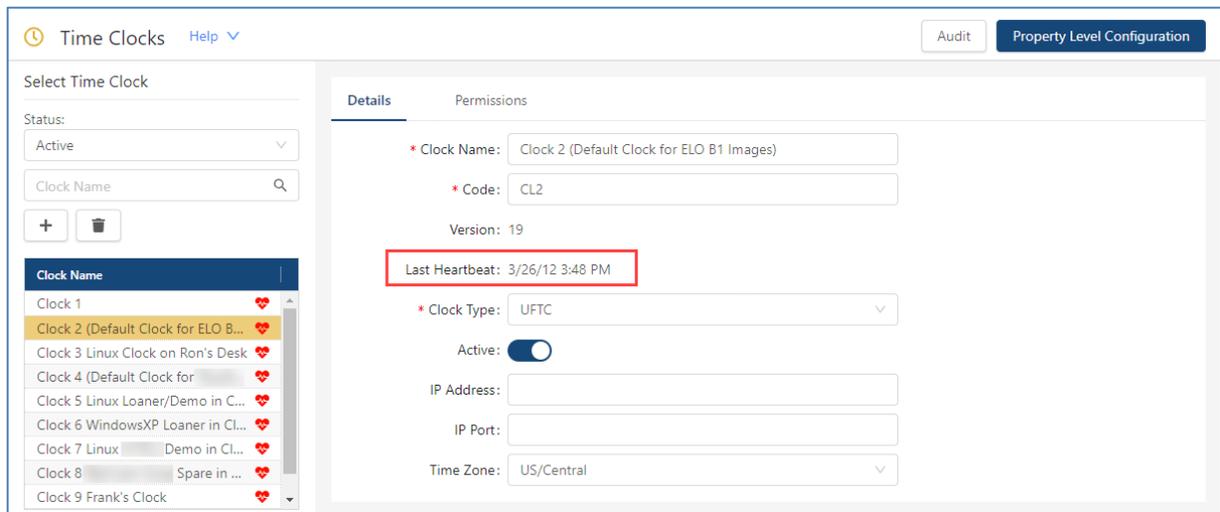
Status icons

Icon	Description
Online	This icon (a cloud with a check mark) indicates that the Time Clock is **online** and communicating with the Time & Attendance application. If the Time Clock loses connectivity, it still allows employees to clock in and out, but the Time Clock does not allow users to enroll employees because it needs to communicate with the Time & Attendance application for that function.
Offline	This icon (a cloud with a line through it) indicates that the Time Clock is **offline** and not communicating with the Time & Attendance application. The Time Clock still accepts employees' punches and stores the punch information. As soon as connectivity is restored, all information stored locally by the Time Clock is updated in the Time & Attendance application.
Software Upgraded	This icon (a cloud with rotating arrows) indicates that the Time Clock **software has been upgraded**. Although the Time Clock is online and communicating with the Time & Attendance application, you must restart the Time Clock application and reboot the clock hardware to activate the upgrade.

Checking the status in Unifocus software

Note: The steps below apply to RMS 10.x versions.

1. Log in to the software.

2. In the upper-left corner of the screen, select **Access your applications (** ☰ UniFocus **)**.

    The menu expands.

3. Select **Setup > T&A > Time Clocks**.

    The Time Clocks Setup screen appears.

4. In the **Select Time Clock** pane, select the Time Clock for which to check status.

    The selected clock appears in the Details pane.

5. In the **Details** pane, view the information in the **Last Heartbeat** field.

The date and time indicate when the Time Clock last communicated with the database. The Time Clock should communicate with the database every three to five minutes. If the Time Clock has communicated with the database within the past three to five minutes, the Time Clock is online.