TimeMoto®

TERMINAL AND CLOUD MANUAL FOR SUPERVISORS AND MANAGERS

13/12/2017

TABLE OF CONTENTS

1 INTRODUCTION

TimeMoto is a time and attendance solution for companies. TimeMoto enables employees to clock their work hours. With TimeMoto Managers and Supervisors can check the time and attendance of their employees and make reports and work schedules. Moreover Supervisors can add locations and departments.

Your TimeMoto system consists of one or more of the following components, depending on your company needs.

1.1   TIMEMOTO TERMINALS

TimeMoto Terminals are time clocking devices with built-in RFID and PIN authorization. More advanced models also offer fingerprint sensor or face recognition technology. The TimeMoto Terminal enables employees to clock in and out and view their hours. TimeMoto Terminals are able to connect to a wired or Wi-Fi network and deliver their data to the TimeMoto PC Software or TimeMoto Cloud. All TimeMoto Terminals can also operate offline and have their data retrieved with a USB flash drive.

Available identification methods

A User must always successfully identify himself/herself at the terminal. Identification is possible through these methods:

- PIN code (max. 8 digits)
- RFID tag
- Fingerprint recognition
- Face recognition

The PIN code must be entered in combination with your User ID.

Terminal series

TimeMoto offers two series of TimeMoto Terminals:

- TM-600 series for workgroups up to 200 Users, with:
    - RFID / Fingerprint / PIN code
    - 2.8" TFT Display and tactile keys
    - 1 Ghz Dual Core processor
    - 64 MB RAM / 128 MB Flash memory
    - A maximum of 10.000 Timestamps
    - Ethernet / Wi-Fi / USB Host

- TM-800 series for workgroups up to 2.000 employees, with:

    – RFID / PIN code / Fingerprint / Face (max. 400 face registrations)

    – 3.5" TFT Display and touch sense keys

    – 1.2 GHz Dual Core processor

    – 128 MB RAM / 256 MB Flash memory

    – A maximum of 100.000 Timestamps

    – Ethernet / Wi-Fi / USB Host

Terminal types

All TimeMoto Terminals are suited for identification through PIN code and RFID. The more advanced TimeMoto Terminal types are equipped with fingerprint or face identification technology. The following table presents an overview of the available TimeMoto Terminal types.

	PIN	RFID	Fingerprint	Face
TM-616	■	■		
TM-626	■	■	■	
TM-818	■	■		
TM-828	■	■	■	
TM-838	■	■		■

1.2   TIMEMOTO PC SOFTWARE

TimeMoto PC Software is a time attendance software solution for Supervisors. TimeMoto PC Software is installed on a PC or laptop. Supervisors use the TimeMoto PC Software to retrieve, check and report the attendance data from their TimeMoto Terminals. The attendance data from network connected terminals is retrieved through the local wired or Wi-Fi network. The attendance data from offline terminals must be transferred manually with the use of a USB flash drive. The software allows you to add/edit users, locations, departments and clocking records. Furthermore TimeMoto PC Software allows you to implement projects, work schedules and pay classes. Subsequently the data can be exported to payroll systems. The data on the terminals must be synchronised manually with the TimeMoto PC Software for new attendance data to appear and for changes to take effect.

1.3   TIMEMOTO CLOUD

TimeMoto Cloud is a time attendance software solution that is cloud-based. TimeMoto Cloud enables employees to clock in and out with the following tools:

- onsite with a network connected TimeMoto Terminal;

- online with any internet browser;

- with the TimeMoto App on a smartphone.

Users can access the cloud software by logging in on https://app.timemoto.com with an internet browser on a PC, laptop or tablet.

For Managers and Supervisors TimeMoto Cloud offers additional features, such as real-time checking of staff Presence, Reports, User management and Work Schedules.

1.4 PLUS FEATURES

TimeMoto PC Software Plus and TimeMoto Cloud Plus offer additional functionality, e.g.:

- Dynamic work scheduling
- Amend overtime hours
- Edit project code types
- A graphical planning management tool

1.5 TIMEMOTO APP

The TimeMoto App is the clocking application from TimeMoto Cloud for your smartphone. The TimeMoto App enables employees to clock in and out and view their hours. Additionally, authorized Supervisors can view real-time staff presence lists and edit employee records.

Users that are authorized for mobile clocking, will be able to use the TimeMoto App on their smartphones. Search for TimeMoto in the app store of your smartphone. Select the TimeMoto App and choose to install. Open the app and follow the instructions on the screen.

2   DESCRIPTION AND LAYOUT

In the following the layout and menu items of your TimeMoto component(s) are described:

- "TimeMoto Terminal" below
- "TimeMoto Cloud" on page 17
- "TimeMoto App" on page 25

2.1   TIMEMOTO TERMINAL

In the following the layout and menu items of your TimeMoto Terminal are described:

- "Front" below
- "Display" on the next page
- "Keys" on page 13
- "Connections" on page 14
- "Supervisor menu" on page 14

2.1.1   FRONT
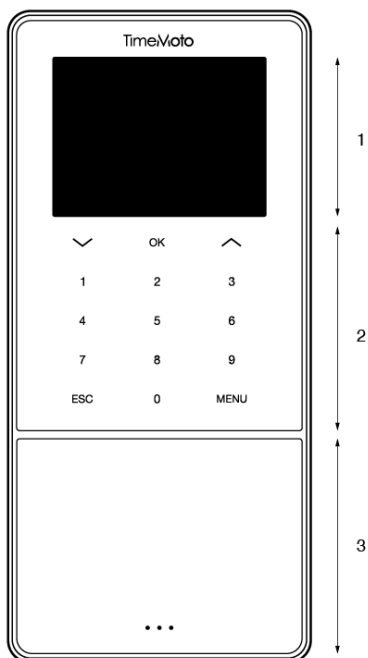
The front of the TimeMoto Terminal consists of:

1. Display
2. Keys
3. Identification area

The keys are tactile or touch sense. This depends on the terminal series. The possible identification method depends on the terminal type. For more information on the terminal series and types, see "Terminal series" on page 7.

2.1.2 DISPLAY

When powered and idle the TimeMoto Terminal always shows the date, time and status on the display. The top of the display is where you will find the following status icons when active:

Status icon	Meaning
	Not connected to LAN network
	Not connected to cloud
	USB flash drive found
	Not connected to Wi-Fi network

During identification the display shows you:

- when the device is verifying your identification input (e.g. your fingerprint);
- when additional identification is needed;
- when you are not recognised;
- when an error occurs.

After successful identification the terminal will allow you to clock in or out (or start or end your break).
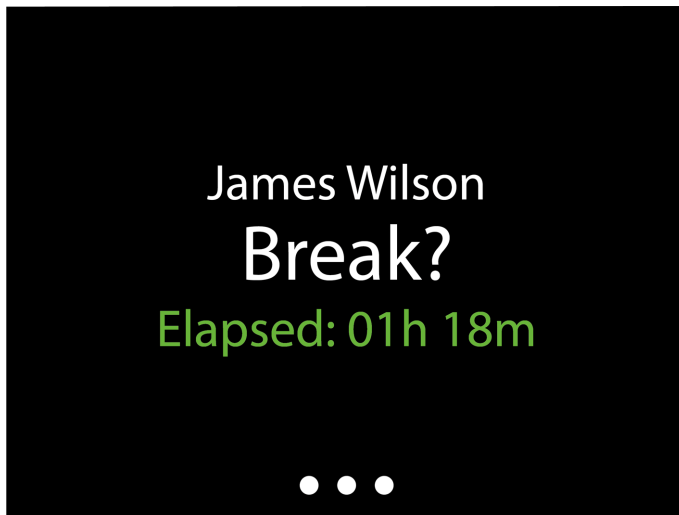
If you tap the MENU key first and then successfully identify yourself, you will enter the Supervisor menu. For more details, see "Supervisor menu" on the next page.

2.1.3   KEYS
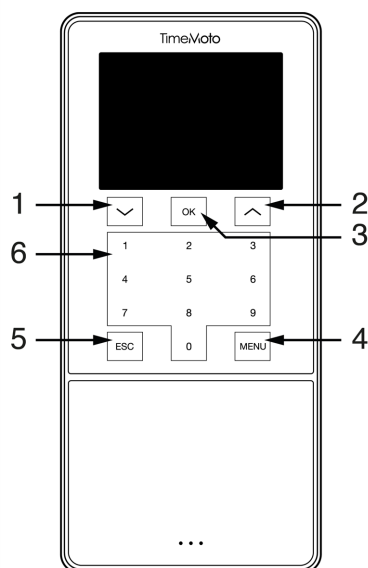
The TimeMoto terminal is equipped with the following keys (see figure):

1. Navigate down

2. Navigate up

3. Confirm action

4. Enter menu

5. Back

6. Numeric keys

Alphanumeric input is also supported, see "Alphanumeric input and symbols" on the next page.

2.1.3.1 ALPHANUMERIC INPUT AND SYMBOLS

In some cases, alphanumeric input and/or symbols are needed, e.g. when (re)naming a User. Use the MENU button to switch between input modes.

The numeric keys then change to the following. Press a key one or more times to specify the character. Press the UP key for Backspace.

Key	Alphanumeric	Symbols
1	Lower case / Upper case	
2	A / B / C	, . ;
3	D / E / F	: / ?
4	G / H / I	! % @
5	J / K / L	# * +
6	M / N / O	- = ( )
7	P / Q / R / S	[ ] { }
8	T / U / V	< > ~ " '
9	W / X / Y / Z	& _ I $
0	Space	

2.1.4   CONNECTIONS
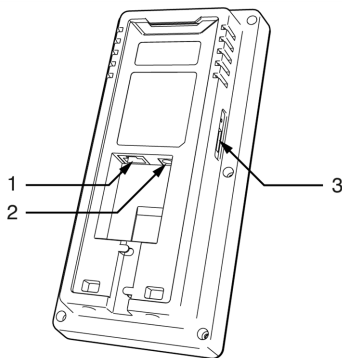
The TimeMoto terminal is equipped with connections for:

1. a RJ-45 Ethernet LAN network cable

2. the power adapter

3. a USB flash drive

2.1.5   SUPERVISOR MENU

Access the Supervisor menu by tapping the MENU key and subsequently identifying yourself successfully. With the Supervisor menu of the TimeMoto Terminal you can manage your Users, data and Projects.

Furthermore, the Supervisor menu allows you to change the system settings and check the system information and status.

2.1.5.1   USER MANAGEMENT

User management provides a list of the Users that are available on your TimeMoto Terminal. Select a User to edit or delete the account. You cannot add a new User from the menu of the TimeMoto Terminal. You can only add Users with the TimeMoto PC Software or the TimeMoto Cloud.

From the Edit menu you change/add the following items:

- Name
- User Role (and thus permissions)
- Verification Mode
- Fingerprint (TM-626 and TM-828 only)
- Face (TM-838 only)
- Badge Number
- Password

The User ID number cannot be edited.

From the Delete menu you can choose the following actions:

- Delete User
- Delete Fingerprint Only (TM-626 and TM-828 only)
- Delete Face Only (TM-838 only)
- Delete Password Only
- Delete Badge Number Only

The data is only deleted from the memory of the terminal.

2.1.5.2   DATA MANAGEMENT

Data Management allows you to delete, backup and restore the data stored on your TimeMoto Terminal.

From the Delete Data menu you can choose the following actions:

- Delete Attendance Data (deletes all clocking times or from a selected time range)
- Delete All Data (deletes all data on the device while maintaining settings)
- Delete Admin Role (this degrades all Supervisor account to normal User accounts)
- Delete Backup Data (deletes all backup data stored on the device)

From the Backup Data menu you can choose the following actions:

- Backup to Device
- Backup to USB Disk

From the Restore Data menu you can choose the following actions:

- Restore from Device

- Restore from USB disk

2.1.5.3 PROJECT MANAGEMENT

You can have Users clock their attendance on pre-defined projects. Projects can be assigned to specific

Users. Other Users will not be able to clock with that project code. Projects enable you to generate reports

based on time logs of a single project.

From the Project Management menu you can choose to:

- create a project;

- edit an existing project;

- change general project options.

2.1.5.4 SYSTEM SETTINGS

In System Settings you can choose the following actions:

- Change communication/network settings;

- Set Preferences such as the menu timeout and volume level;

- Set Date/Time;

- Set Attendance Rules;

- View your Work Time history;

- Change fingerprint/face system settings;

- Reset your TimeMoto Terminal;

- Upgrade the software on your TimeMoto Terminal with the use of USB flash drive;

- Run system tests.

2.1.5.5 CONNECTION STATUS

Select this menu item when you want to check the status of your connection(s) (LAN, Wi-Fi or ADMS).

2.1.5.6 SYSTEM INFO

System Info allows you to:

- check the available capacity of the used and maximum number of registered fingerprints (TM-626 and TM-828 only);

- check the available capacity of the used and maximum number of registered faces (TM-838 only);

- check device info, e.g. the serial number;

- check software info, e.g. the firmware version.

2.2   TIMEMOTO CLOUD

In the following the layout and menu items of TimeMoto Cloud are described:

- "Layout" below

- "User levels" on the next page

- "Handling data in tables" on page 20

- "Presence" on page 20

- "Reports" on page 21

- "Settings" on page 22

2.2.1   LAYOUT
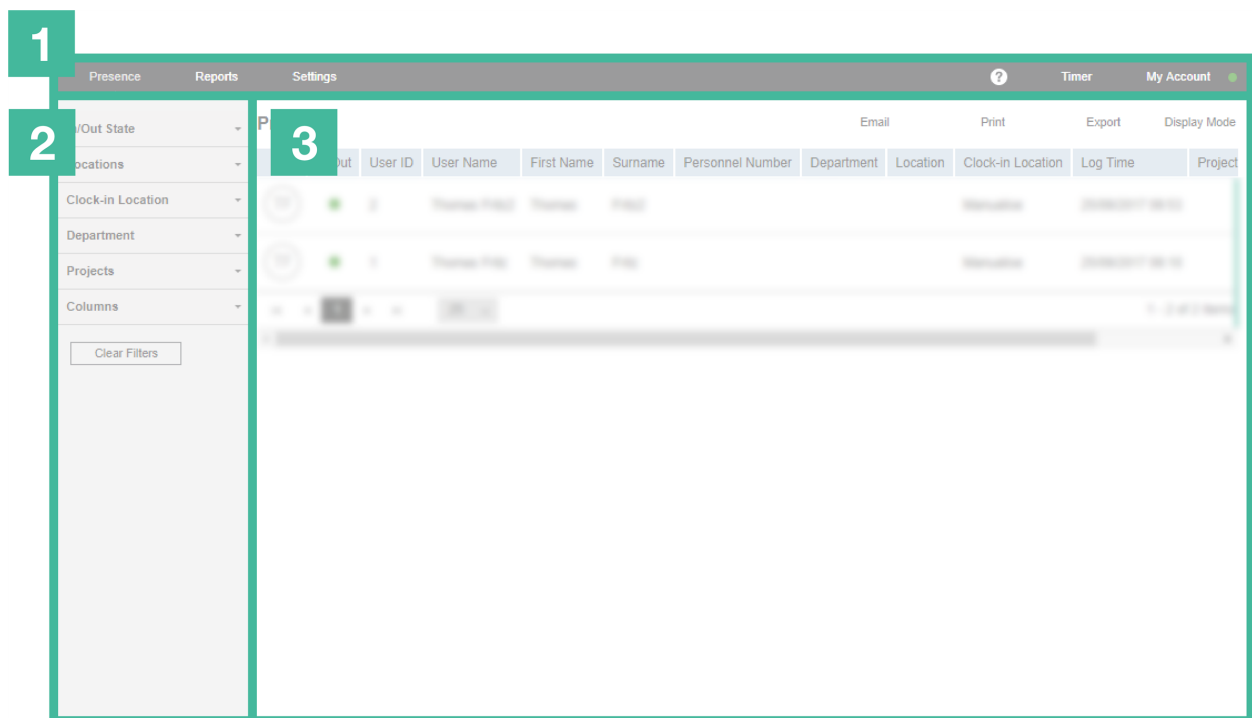
The interface of TimeMoto Cloud consists of:

1. Menu

On a PC or laptop the Menu is always present in the top part of the window. When you use a tablet you have to click on the TM logo for the Menu to appear.

The Menu is equipped with the following buttons:

Menu button	Function
Presence	Opens an overview with the current presence of your Users, see "Presence" on page 20.

Menu button	Function
Reports	Opens a drop-down menu to select a report, e.g. a time-sheet. See "Reports" on page 21.
Settings	Opens a drop-down menu to select a setting, e.g. schedules. See "Settings" on page 22.
?	Opens a drop-down menu with help features.
Timer	Opens the Timer. TimeMoto Timer is only available for Users that have been authorized for Mobile clocking. Double-click on the Timer button to open a separate window for quick access. Find out how to clock in/out with the "Clock in/out with TimeMoto Timer" on page 56
My Account	Opens a drop-down menu to access your User details or to Sign out. The coloured dot next to My Account indicates your current clocking status: • Green: Currently clocked in or returned from break • Red: Currently clocked out • Grey: Currently clocked for break

2. Toolbar

The Toolbar is always present in the left grey column under the Menu. With the Toolbar you can manage the data and settings presented in the Data area.

The Toolbar functionality depends on the screen that you select from the Menu. Most data in the Data area is presented in tables. In that case the Toolbar offers Filters. Selecting a Filter will open a menu with the related filter options. Filters are always presented in a bold font. With the button Clear Filter you can always reset all Filters.

3. Data area

The Data area is the large area on the right side of the Toolbar. This is where your settings or data are presented, depending on the screen you select from the Menu. With the Toolbar you can manage the data, e.g. by filtering or exporting. Most of the data in the Data area is presented in tables.

More is explained in "Handling data in tables" on page 20

2.2.2   USER LEVELS

TimeMoto Cloud has three User levels with according privileges:

1. User

2. Manager

3. Supervisor

With the proper authorization a User is also able to:

- log in to TimeMoto Cloud;

- clock in and out with an internet browser or with the TimeMoto App on a smartphone (mobile clocking).

Go to My Account/User details/Authorization to check your user level and authorization details.

2.2.2.1 USER

A User is an employee that clocks in and out. Every User is able to clock in and out with a network connected TimeMoto Terminal (if available). In TimeMoto Cloud a User is able to see his/her own time logs and personal reports.

2.2.2.2 MANAGER

A Manager is a User with privileges to access:

- the Presence overview of the Users of his/her department and location;

- Reports with time attendance data of his/her department and location;

- User details of Users of his/her department;

- Projects;

- Schedules;

- Pay classes;

- Planning.

A Manager is able to create Users and add them to his/her department.

A Manager with read-only rights can view above items, but is not able to add or change anything.

2.2.2.3 SUPERVISOR

A Supervisor is a User with privileges to access:

- the Presence overview of all Users;

- Reports with time attendance data of all Users;

- User details of all Users;

- Projects;

- Schedules;

- Pay classes;

- Planning;

- Absence Management;

- General Settings.

A Supervisor is able to create Users and add them to any department. Under General Settings a Supervisor is able to, amongst other things, add devices, create departments and set notifications.

A Supervisor with read-only rights can view above items, but is not able to add or change anything.

2.2.3 HANDLING DATA IN TABLES

2.2.3.1 SORT TABLE

You can sort data in tables by clicking on the header of the column you need to sort. Another click will reverse the sorting order.

2.2.3.2 TOGGLE COLUMN VISIBILITY

Go to the Toolbar and open Columns. Toggle the column name on or off to show or hide the column.

2.2.3.3 BUTTONS

For most screens the Data area offers one or more of the following buttons:

Data buttons	Function
Add	Starts a new data entry.
Email	Emails a report of the displayed data to your registered email address directly.
Print	Opens a print dialogue to send a report of the displayed data to your printer.
Export	Exports the displayed data to a file.

These buttons are always positioned in the upper right corner of the Data area.

For several screens the Data area is equipped with dedicated buttons. E.g. the screen Presence has the button Display mode to switch between the views Schedule and Classic.

2.2.4 PRESENCE

The Presence screen offers two Display Modes:

- Select Classic to view, email, print and export the current presence of your employees (In or Out).

- Select Schedule to view the course of today's events per User (In, Out, Overtime, Shift Scheduled and Absence).

2.2.5   REPORTS

With Reports you can view, email, print and export clocking data. TimeMoto Cloud offers the following type of reports:

- Summary

- Timesheet

- Project Report

- Events

- Classification

- Notification Report

⚠ For employees working after midnight, you will get more accurate results if you change the Shift Start parameter in the Toolbar. For example, if employees are supposed to work until 2 AM, set the Shift Start to 3 AM. That way, all employee records will be displayed on the same day, making your report easier to read.

⚠ Set the validator to Day Agnostic if your company works 24 hours a day (e.g. a hotel)

2.2.5.1   REPORTS/SUMMARY

Summary displays the summed working hours and absences per employee for a given range (this week by default). Click on a row to open the related Timesheet specification.

2.2.5.2   REPORTS/TIMESHEET

Timesheet displays the summed working hours and absences per day and per employee for a given range.

The In, Out and Break/Return entries are also shown for each day. When an entry is missing or incorrect an exclamation point is displayed. Click on a row to view/edit the entry details of that day. When you need to add a new entry, go to Events.

2.2.5.3   REPORTS/PROJECT REPORT

Project Report displays the summed working hours per date, per employee and per project for a given range.

2.2.5.4   REPORTS/EVENTS

Events displays each clocking entry for a given range (this week by default). Incorrect entries are marked with an exclamation point in a red circle. Manual entries from the TimeMoto Timer in a browser are marked with a 'M' in a blue circle. Click on a row to view/edit the entry details of that day. Click on Add to create a new entry.

2.2.5.5   REPORTS/CLASSIFICATION

The Classification report displays an overview per use of hours booked on the default pay rate, paid leave and the related pay class. From here you are able to make a Pay Roll Export to a compatible file for Paychex, ADP and ADP2. More systems will be available soon. You can set your default payroll system for export at Settings/General/Payclasses.

2.2.5.6   REPORTS/NOTIFICATION REPORT

The Notification Report displays an overview of your notifications. Go to Settings/General/Notifications to change your notifications settings.

2.2.6   SETTINGS

With Settings you can view, add, edit:

- Users
- Projects
- Schedules
- Pay classes
- Planning
- Absence management
- General settings such as devices and locations

2.2.6.1   SETTINGS/USERS

The Users screen displays a list of your Users. Find out how to "Add a User" on page 42.

Select a User to view/edit all account details.

2.2.6.2   SETTINGS/PROJECTS

The Projects screen displays a list of the available projects.

For more details, see "Learn more about Projects" on page 44.

2.2.6.3   SETTINGS/SCHEDULES

The Schedules screen displays a list of the available Schedules. You can create Schedules and assign one to a User. The software will then compare the actual clocking actions and hours with the assigned Schedule for that User.

Click Add to create a new Schedule or click on an existing Schedule for viewing or editing.

For more details, see "Learn more about Schedules" on page 44.

2.2.6.4   SETTINGS/PAY CLASSES

Pay classes allow you to define a basic pay rate per User, or group of Users, and apply rules that modify this basic rate. You will be able to generate a report, and display the number of hours linked to each pay rate.

Each Pay class has a name and description, and is linked to a basic pay rate. For every Pay classes you will define a set of rules that will modify the payrate according to the worked hours. Each rule of the Pay class will be triggered when one or more conditions are met.

For more details, see "Learn more about Pay classes" on page 50

2.2.6.5   SETTINGS/PLANNING (TIMEMOTO PLUS ONLY)

Planning helps you to plan work hours for Users with varying working days and times. Furthermore, it enables you to plan absences, national holidays and vacations. Work time can be assigned to a User manually or by using the templates of previously created schedules.

For more details, see "Learn more about Planning (TimeMoto Plus only)" on page 48.

2.2.6.6   SETTINGS/ABSENCE MANAGEMENT

Absence Management enables you to:

- Import national bank holidays
- Customise absence types
- Manage absences per hour or per day
- Include or exclude breaks to/from the work time

2.2.6.7   SETTINGS/GENERAL

Under Settings/General you will find the subscription and billing information. And the contact information for your company is displayed here. Edit the information if incorrect or outdated.

Furthermore this is the location for the general settings for:

- Language
- Timezone
- Date Format

- 1st day of the week
- AM/PM Time

These settings will be automatically set for any TimeMoto Terminal that is connected to your TimeMoto Cloud.

From the Toolbar you can access the following sub-items:

Settings/General/Devices

The Devices screen displays a list of the clocking devices in your network. A new device is automatically added to this list when you Install a TimeMoto Terminal. Here you can overrule the general settings and e.g. set a different language or timezone.

Settings/General/Locations

You can define work locations that can then be linked to GPS coordinates. With pre-defined locations you are able to link a TimeMoto terminal to a location and have all the time logs from this device automatically tagged with this location. Furthermore, Users of the TimeMoto Timer or the TimeMoto app will have their GPS coordinates automatically registered when clocking in or out. If a match is found with an existing location, the time log will be automatically linked to this location.

⚠️ TimeMoto Cloud has two locations types: Location and Clock-in Location. Location refers to the work location as registered in the User account under Company details. Clock-in Location refers to the actual location where a time log was recorded.

Find out how to "Add a Location" on page 42.

Settings/General/Departments

(This is the Drop-down text)Creating departments will, especially when managing a large number of Users, help you manage them and their clocking data more effectively. It will also allow you to generate reports on specific groups of Users or departments.

Find out how to "Add a Department" on page 42.

Settings/General/Pay class

Here you can select the default Pay class for your company and the pay roll system to export to by default.

For more details, see "Learn more about Pay classes" on page 50.

Settings/General/Validation

The Validator Type controls how the software deals with clock times with respect to schedules.

- None: The software does not validate clock times with respect to schedules.
- Day Agnostic: The software ignores days. Work hours are valid when a User clocks out on another day after the day that he/she had clocked in.

- Day Aware: The software takes days into account. Work hours are NOT valid when a User clocks out on another day after the day that he/she had clocked in.

With Day Offset you can set the start of the first work shift (offset from 00:00 hours). The software will then take that point to validate the day/shift from.

You can deviate from this by assigning Users to a schedule with deviating validation settings. For more details, see "Learn more about Schedules" on page 44.

Settings/General/Notifications

Here you can set the notifications you want to receive by Email or Web. Check the Noticification Report for an overview of the received notifications.

2.3   TIMEMOTO APP

The interface of the TimeMoto App consists of five tabs:

Tab	Title	Description
	Attendance	Overview of employees and their current presence (in/out). This tab is only accessible for Managers and Supervisors.
	Events	Events displays each clocking entry for a given range (this week by default). Incorrect entries are marked with an exclamation point in a red circle. Manual entries from the TimeMoto Timer in a browser are marked with 'Manual'.
	Timer	With the Timer you can clock your hours. For more details, see "Clock in/out with TimeMoto Timer" on page 56.
	Reports	Reports displays the clocking entries per day for a given range. When an entry is missing or incorrect an exclamation point is displayed.
	Settings	Toggle on/off "Keep me logged in" and "Add location if not existing?"

To be able to use the TimeMoto App, you need to be authorized for Mobile clocking (see My Account/User details/Authorization, see "1. Menu" on page 17.

3 INSTALLATION

Before you can get started one or more components of your TimeMoto system require installation. Go to:

- "Install a TimeMoto Terminal" below

3.1 INSTALL A TIMEMOTO TERMINAL

3.1.1 REQUIRED TOOLS

- PC, laptop, phone or tablet with Wi-Fi access option

- Drill or drill hammer for drilling screw holes for mounting

- Torx screwdriver for mounting the terminal to the bracket (included)

3.1.2 WI-FI VERSUS LAN

In case a wired network connection is desired, you will need a nearby network port and a RJ-45 Ethernet LAN network cable.

In case a Wi-Fi connection is desired, you will need to make sure that the installation spot has a consistent and strong Wi-Fi signal.

3.1.3 SAFETY

⚠ Do not use the terminal if the power cable is damaged.

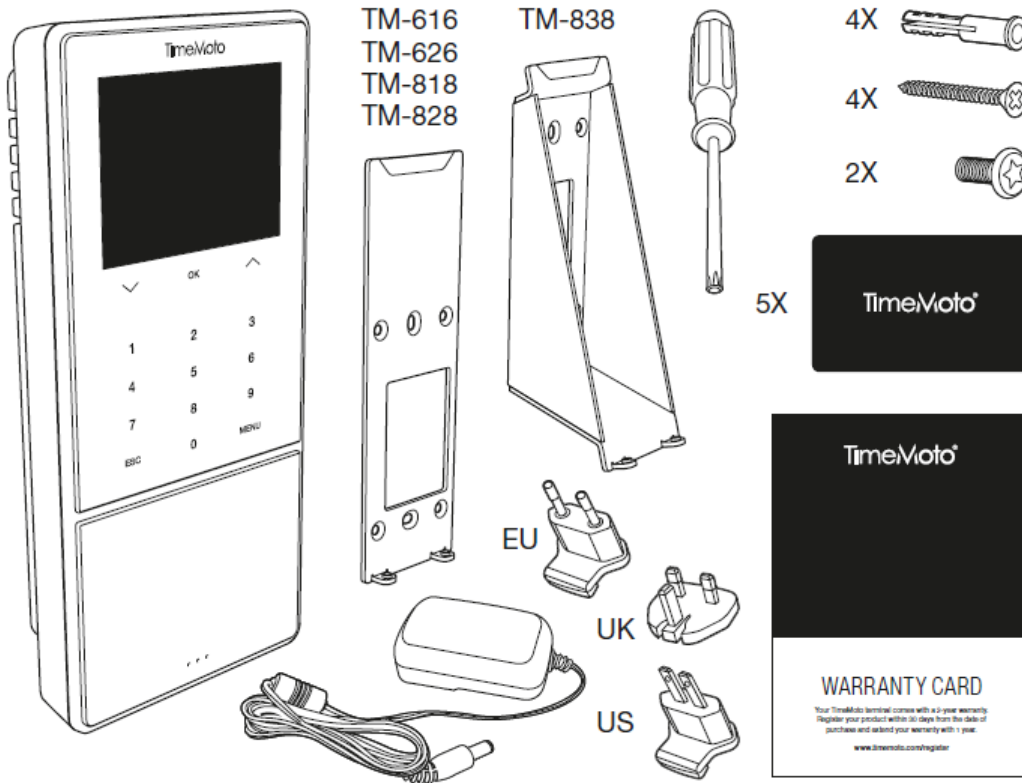⚠ Do not use the terminal in humid environments.

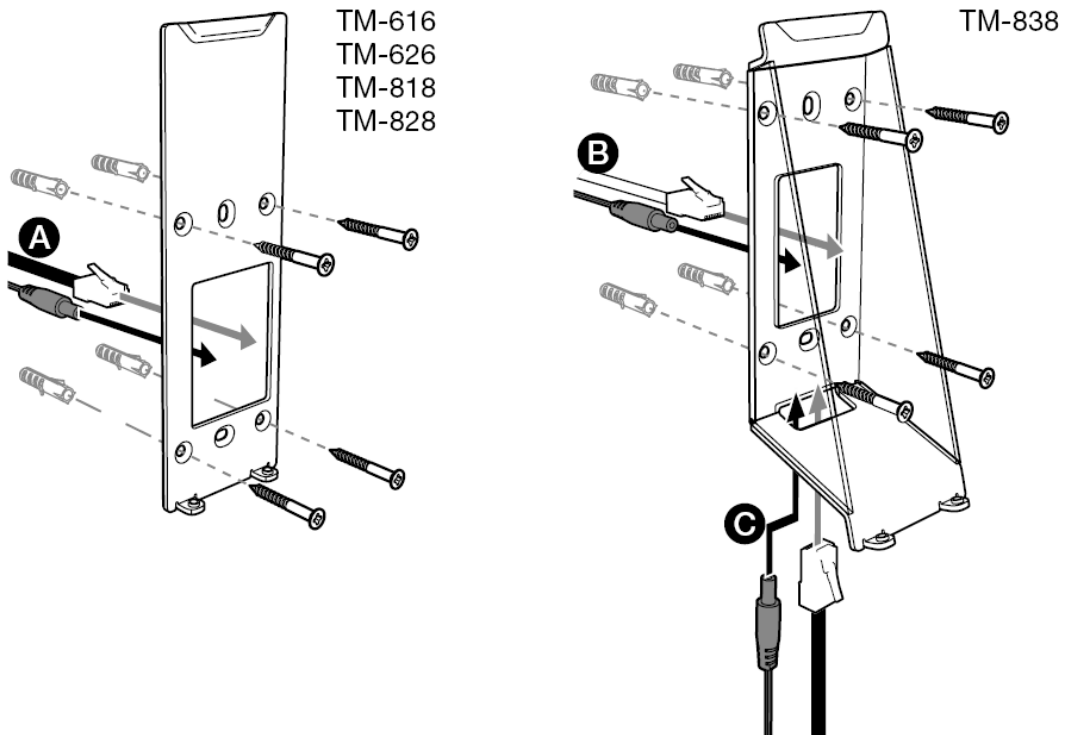⚠ Do not expose the terminal to direct sunlight or other heat sources.

⚠ Do not install the terminal outside. The terminal is designed for indoor use only.
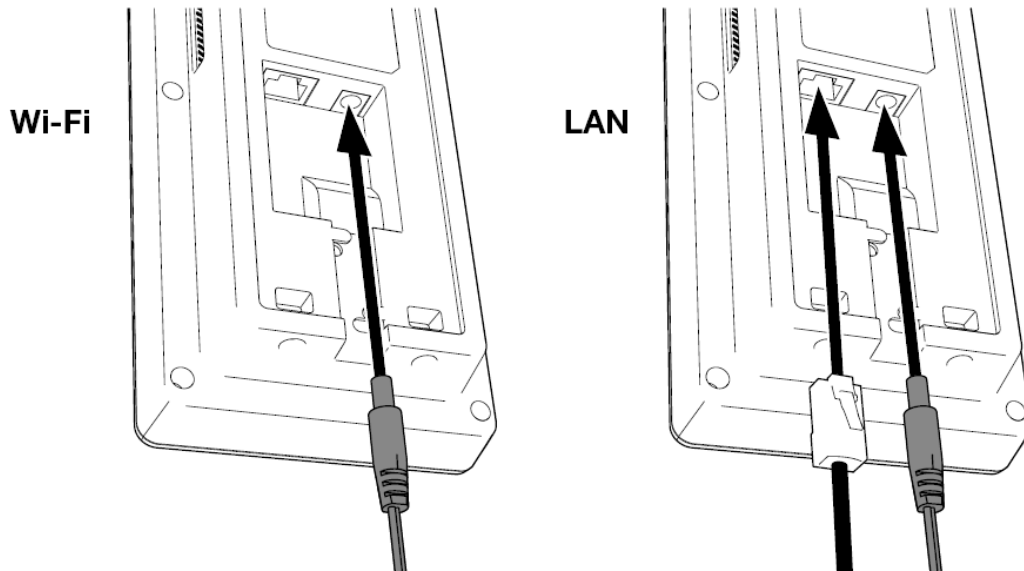
3.1.4 INSTALLATION PROCEDURE

1. Unpack the box and check the contents.
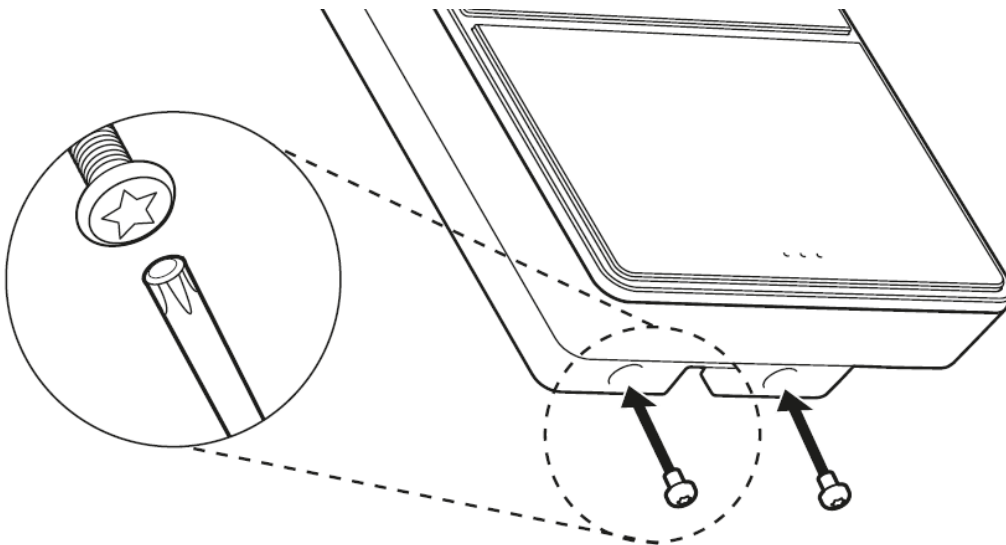

2. Mount the bracket to the wall.

3. Connect the power adapter and LAN network cable (optional) to the terminal.

⚠ The LAN network cable is only required if you need to set up a wired network connection instead of Wi-Fi.

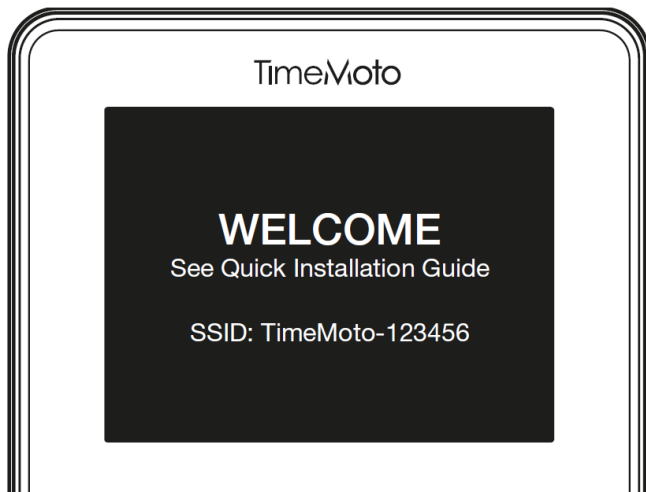⚠ Do not connect the adapter to the main power yet.

5. Mount the terminal with two screws.

6. Connect the adapter to the main power. The terminal starts and creates a temporary Wi-Fi hotspot for the setup of the terminal.
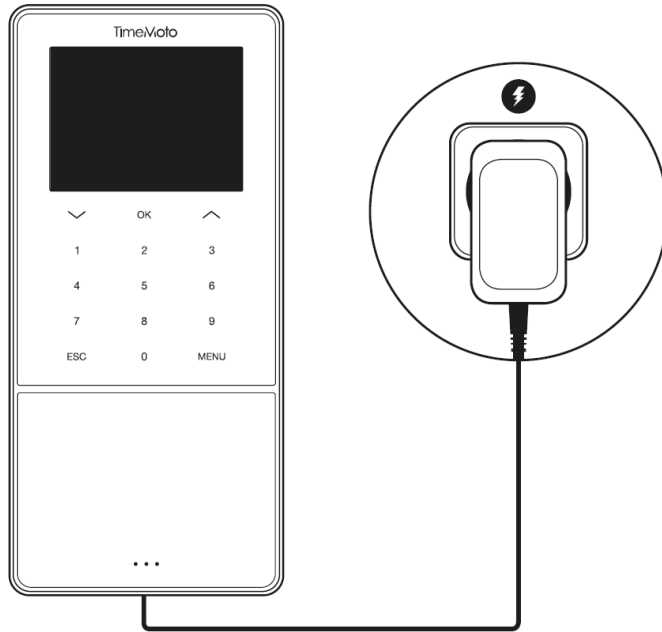
7. The welcome screen of the terminal shows 'SSID: TimeMoto-' followed by a six-digit number.
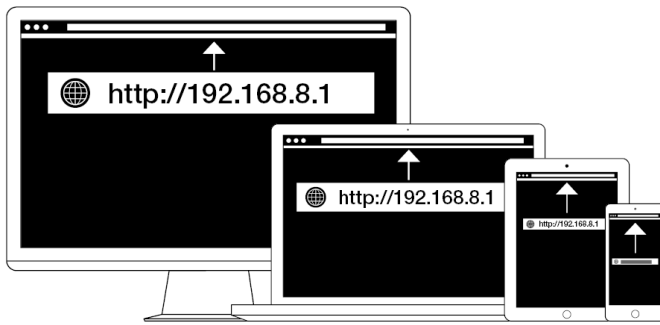

8. Use a nearby computer or smartphone to connect to the Wi-Fi hotspot named 'TimeMoto-' followed by the six-digit number of the welcome screen.
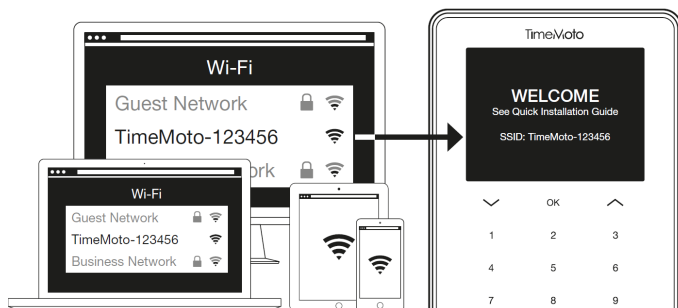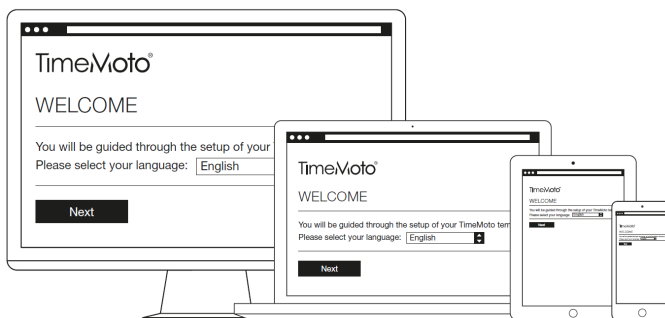

⚠ Please be aware this will temporarily change your network settings. The settings will be restored to original state after installation.

9.   Start a browser on the connected PC, laptop or smartphone. Go to http://192.168.8.1.

10.   Follow the on-screen instructions for the setup of the terminal. During the setup you will be guided to the TimeMoto PC software or TimeMoto Cloud.

When you have chosen TimeMoto Cloud during the setup, your terminal will be automatically added your TimeMoto Cloud account. For more information, see "Add a TimeMoto Terminal" on page 41.

4 GET STARTED WITH YOUR TIMEMOTO TERMINAL

After completing the installation, the TimeMoto starts and a step-by-step wizard helps you with some basic settings, such as the menu language. Now get started and set your Preferences, Date/Time and Attendance Rules. After that you can start adding Users and set-up their identification. Contact support if you want to import an existing user list.

4.1   SET PREFERENCES

You can change the menu and sound settings as desired. These settings are stored in the memory of the TimeMoto Terminal.

1   Press MENU to access the Supervisor menu. For more details, see

⚠   In case the device has active User accounts, you will need to identify yourself as Supervisor before you can access the Supervisor menu.

2   Go to System Settings/Personalise/User Interface to change the following menu settings:
* Language (chosen during installation and can be changed with TimeMoto Cloud)

* Menu Screen Timeout (in seconds; 60 by default)

* Idle Time To Sleep (in minutes; 30 by default)

3   Go to System Settings/Personalise/Voice if you want to change the sound settings:
* Voice Prompt on/off (on by default)

* Keyboard Prompt on/off (on by default)

* Volume level (70% by default)

4.2   SET DATE/TIME

⚠   The TimeMoto Terminal is equipped with Automatic DST setting. There is no need to set up your terminal for winter/summer time. Changes are automatically managed remotely.

4.2.1   CHANGE TIME ZONE WITH TIMEMOTO CLOUD

You can change the time zone of your terminal remotely with TimeMoto Cloud:

1. Log in on https://app.timemoto.com with your TimeMoto Cloud account.

2. Go to Settings/General/Devices.

3. Select the device from the list.

4. Select the correct time zone the drop-down menu.

5. Click on Save. The Terminal restarts for the changes to take effect.

4.2.2   SET THE DATE/TIME MANUALLY

You can set the date/time on the device manually from the menu. Go to System Settings/Date Time.

⚠ Please be aware that for cloud-connected terminals these settings are controlled by TimeMoto Cloud. For these terminals there is no need to change the settings locally from the terminal. In TimeMoto Cloud navigate to Settings/General or Settings/General/Devices for the related settings.

Menu item	Description	Input
Set Date	Change the date of the terminal	depends on Date Format
Set Time	Change the time for the terminal.	HH MM SS
24-Hour Time	Activate or deactivate 24-Hour Time format	On*/Off
Date Format	Chang the displayed date format	MM/DD/YY MM.DD.YY DD-MM-YY DD/MM/YY DD.MM.YY YYYY-MM-DD*
Daylight Saving Time	Activate or deactivate Daylight Saving	On/Off*
Daylight Saving Mode	Set the desired Daylight Saving Mode	By date/time*, By week/day
Daylight Saving Setup	Set Daylight Saving to meet the local rules.	depends on Daylight Saving Mode
* Default setting		

4.3   SET ATTENDANCE RULES

You can tweak the attendance rules of the TimeMoto Terminal to optimise the clocking interaction for your Users. Go to System Settings/Attendance to set the rules as described in the following table.

⚠   Please be aware that for cloud-connected terminals some of these settings are controlled by TimeMoto Cloud, see table. For these terminals there is no need to change the settings locally from the terminal. In TimeMoto Cloud navigate to Settings/General or Settings/General/Devices for the related settings.

Menu item	Description	Input
Double Punch Prevention	Prevents duplicate entries from the same employee by blocking a second punch during the set time.	None*, 1, 2, 3, 4, User Defined
Attendance Log Alert	Alert when the capacity of the terminal reaches the set number of available records.	1 - 99*
Cyclic Delete ATT Data	Number of attendance records that can be deleted when the Attendance Log Alert becomes active.	Disabled, 50, 100, 150, 200, User Defined
Clocking Feedback	Time duration for displaying the clocking result.	1 - 9 seconds
Clocking Sequence **	Default sequence for clocking.	In - Out *, In - Break - Return - Out
State Selection	Time duration that the terminal waits for state selection before finalizing the proposed clocking record. Click here for more information	3*, 6 , 9 seconds
Day Start **	Time that the working day closes and a new day starts. Set the time at the start of the first shift.	00h00* - 23h59
Week Start **	Start day of the working week.	Sunday* to Saturday
Shift Length	Time duration for a shift.	6, 8*, 10, User Defined
* Default setting		
** Controlled by TimeMoto Cloud (Settings/General or Settings/General/Devices)		

4.4 ADD A USER

You cannot add a new User with the terminal manually. You can only add a new User with TimeMoto Cloud:

Go to "Add a User" on page 42.

4.5 ADD IDENTIFICATION TO A USER

With the TimeMoto Terminal you can add/change identification data for an existing User. For instructions, see:

- "Change a PIN code" below

- "Add a RFID tag" on the facing page

- "Add a Fingerprint" on page 38*

- "Add a Face" on page 38**

* TM-626 and TM-828 only
** TM-838 only

You can also add identification data with TimeMoto Cloud, see "Add Identification to a User" on page 43.

4.5.1 CHANGE A PIN CODE

The default PIN code for a User is . To change the PIN code:

1. Log in as Supervisor.

2. Go to User Management.

3. Select the User from the list and confirm with OK.

4. Select Edit and confirm with OK.

5. Select Password and confirm with OK.

6. Type a new numeric password with a maximum of 8 numbers and confirm with OK.
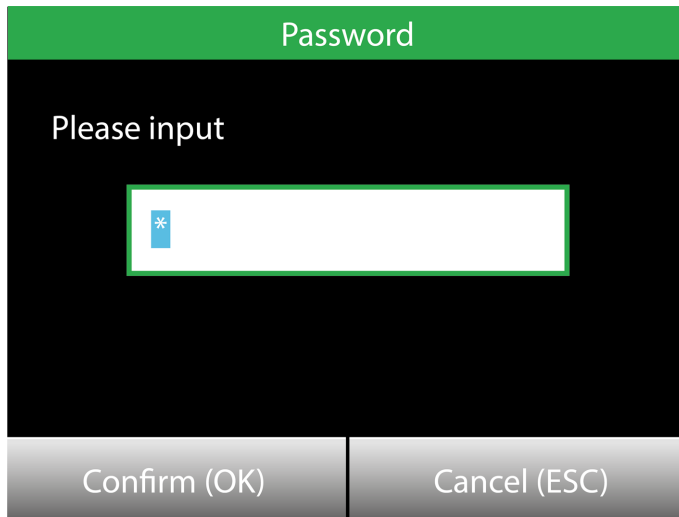
7. Re-type the password and confirm with OK.

You can also change the PIN code with TimeMoto Cloud, see .

4.5.2   ADD A RFID TAG

To add a RFID tag to a User account:

1. Get the RFID badge you want to activate.

2. Log in as Supervisor.

3. Go to User Management.

4. Select the User from the list and confirm with OK.

5. Select Edit and confirm with OK.

6. Select Badge Number and confirm with OK.

7. Swipe the badge over the identification area of the terminal.
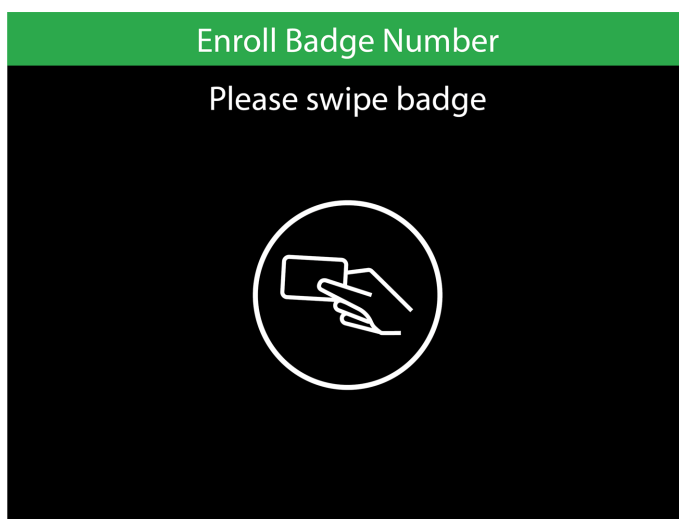
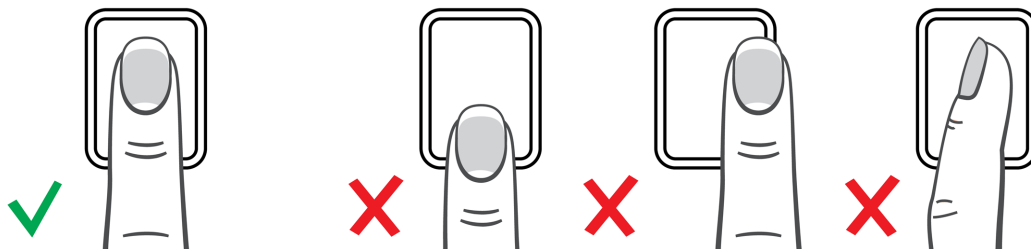You can also add a RFID tag with TimeMoto Cloud, see .

4.5.3 ADD A FINGERPRINT

Adding a fingerprint must done locally for each related terminal. The fingerprint data is not exchanged with TimeMoto Cloud.

⚠ Due to the new General Data Protection Regulation (GDPR) fingerprint and face data are no longer allowed to be stored on servers from May 2018.

1. Invite the User to come over to the terminal.

2. Log in as Supervisor.

3. Go to User Management.

4. Select the User from the list and confirm with OK.

5. Select Edit and confirm with OK.

6. Select Fingerprint and confirm with OK.

7. Select the finger to be enrolled and confirm with OK.
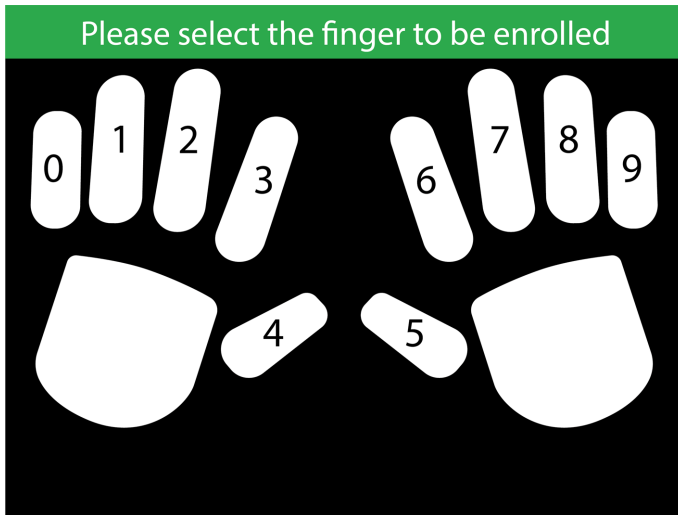
8. Have the User place his/her fingertip of the selected finger onto the sensor, with the nail facing in opposite direction. Recommended fingers: Index, Middle and Ring finger.


9. Repeat twice with the same finger.

4.5.4 ADD A FACE

Adding a fingerprint must done locally for each related terminal. The fingerprint data is not exchanged with TimeMoto Cloud.

⚠ Due to the new General Data Protection Regulation (GDPR) fingerprint and face data are no longer allowed to be stored on servers from May 2018.

1. Invite the User to come over to the terminal with face recognition (TM-838 only).

2. Log in as Supervisor.

3. Go to User Management.

4. Select the User from the list and confirm with OK.

5. Select Edit and confirm with OK.

6. Select Face and confirm with OK.

7. Have the User stand in front of the terminal and look straight at the identification area.
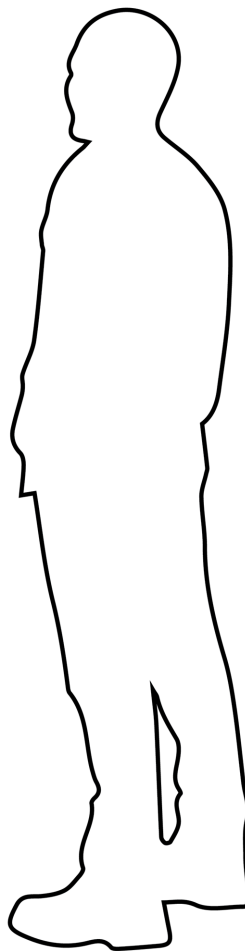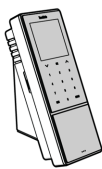
8. Make sure that he/she positions the eyes in the indicated green frame on the terminal screen. The left bar indicates the qualitiy of the camera image. The right bar indicates the progress of the procedure.
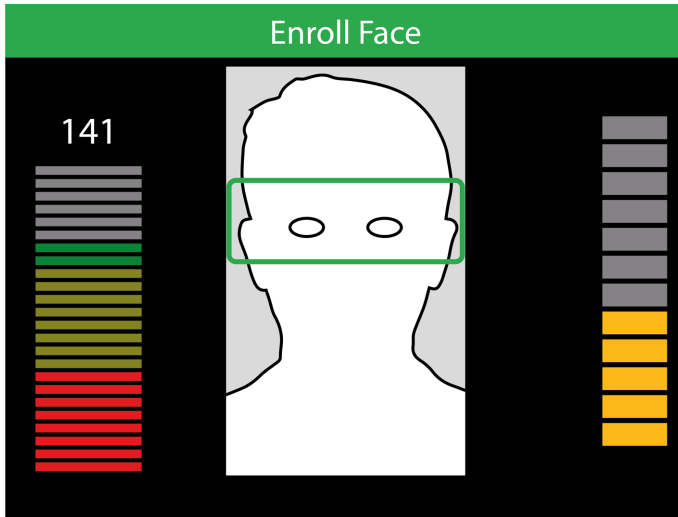
9. Halfway the user must re-position the eyes again at a lower level indicated again by the green frame.
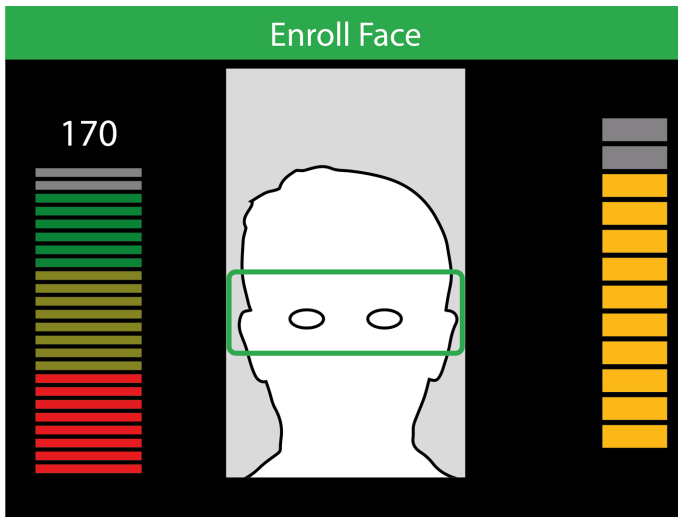
5 GET STARTED WITH TIMEMOTO CLOUD

After activating your account, get started with TimeMoto Cloud:

1. "Add a TimeMoto Terminal" below

2. "Add a Location" on the next page

3. "Add a Department" on the next page

4. "Add a User" on the next page

5. "Add Identification to a User" on page 43

6. "Learn more about Projects" on page 44

7. "Learn more about Schedules" on page 44

8. "Learn more about Planning (TimeMoto Plus only)" on page 48

9. "Learn more about Pay classes" on page 50

5.1   ADD A TIMEMOTO TERMINAL

During the installation of a TimeMoto Terminal (see "Install a TimeMoto Terminal" on page 27), the device will be added to your TimeMoto Cloud account. This follows after the registration of the terminal and activating TimeMoto Cloud.

Log in as a Supervisor on https://app.timemoto.com and check if the newly installed terminal is present in Settings/General/Devices. You can find the device name and serial number of the terminal in the Supervisor menu under "TimeMoto Terminal" on page 11.

If not present, try to add the terminal manually:

1 Go to the terminal.
2 Check if the server icon ⚙ is present. If the icon is present the TimeMoto Terminal is NOT connected to TimeMoto Cloud.

Solution if NOT connected

- Reset the device, see "How to reset a TimeMoto Terminal" on page 67.

- Go through the setup again from step 7 of the installation procedure, see "Install a TimeMoto Terminal" on page 27.

⚠ Make sure that the serial number of the device matches the serial number presented in TimeMoto Cloud

3. Note the name and serial number, see Supervisor menu under "TimeMoto Terminal" on page 11.

4. Log in on https://app.timemoto.com

5. Go to Settings/General/Devices.

6. Click '+' in the upper right corner of the list of Devices.

7. Fill in the correct Device Name and Serial Number.

8. Set the Timezone and Language.

9. Click Save.

10. Check in the Devices list if the status of the newly added device says Connected.

5.2   ADD A LOCATION

1. Log in on https://app.timemoto.com

2. Go to Settings/General/Locations.

3. Click '+' in the upper right corner of the list of locations.

4. Fill in the Name (mandatory) and a Description (optional).

5. Fill in the Latitude, Longitude and Range or choose Get Location (optional).

6. Click Save.

5.3   ADD A DEPARTMENT

1. Log in on https://app.timemoto.com.

2. Go to Settings/General/Departments.

3. Click '+' in the upper right corner of the list of departments.

4. Fill in the Name (mandatory) and a Description (optional).

5. Select a Pay class if applicable. Otherwise select None.

6. Click Save.

5.4   ADD A USER

1. Log in on https://app.timemoto.com

2. Go to Settings/Users.

3. Click Add User open the new User dialogue, starting with General settings.

4. Fill in the First Name and the Last Name of the new User (mandatory).

5. Fill in the Email address of the User if he/she requires access to TimeMoto Cloud.

6. Fill in additional fields (optional).

7. Click Next to go to Company.

8. Select the type of Privilege, see "User levels" on page 18.

9. Select a Location and/or Department if relevant.

10. Fill in other relevant fields.

11. Click Next to go to Authorization.

12. Check the box for TimeMoto.com if you want to give the User access to TimeMoto Cloud. The User will receive a welcome message with log in instructions (if a valid Email address has been provided, see Step 5).

13. Check the box for Mobile clocking to enable the User to clock in and out with an internet browser or with the TimeMoto app on a smartphone. Access to TimeMoto Cloud is also required for Mobile clocking, see previous step.

14. Click Next to go to Schedules.

15. Select a Schedule if relevant.

16. Click Next to go to Pay class.

17. Select a Pay class if relevant. Leave this field blank to apply a superior Pay class setting (Department or Company).

18. Click Save to finish the new User account.

⚠ You can only add a photo to an existing User account.

Now you can add identification to the User, see "Add Identification to a User" below.

5.5   ADD IDENTIFICATION TO A USER

With TimeMoto Cloud you can change the PIN and add a RFID tag to a User. For instructions, see:

* "Change a PIN code" below

* "Add a RFID tag" on the next page

Adding a fingerprint or face must done locally for each related terminal, see "Add Identification to a User" on page 36.

⚠ Due to the new General Data Protection Regulation (GDPR) fingerprint and face data are no longer allowed to be stored on servers from May 2018.

5.5.1   CHANGE A PIN CODE

1. Log in on https://app.timemoto.com

2. Go to Settings/Users.

3. Click on a User.

4. Click on TA Device in the Toolbar.

5. Click on Change PIN.

6. Change the PIN code (max. 8 numbers).

7. Click Save to save changes.

Find out how you can also change a PIN code with a terminal, see "Change a PIN code" on page 36.

5.5.2 ADD A RFID TAG

1. Log in on https://app.timemoto.com

2. Go to Settings/Users.

3. Click on a User.

4. Click on TA Device in the Toolbar.

5. Click on number in the RFID No. field.

6. Click Save to save changes.

5.6 LEARN MORE ABOUT PROJECTS

Projects are used by employees to specify time spent on projects or other activities. Projects are specified by a Name and a unique ID number. Add a Description and/or Customer if desired. Projects enable you to:

- oversee what your Users are currently doing in "Presence" on page 20;

- create reports of time spent on projects or activities with the Project Report;

- quickly filter on a specific project in the Events Report.

Go to Settings/Projects to add/edit a Project. For more information on Report types, see "Reports" on page 21

5.7 LEARN MORE ABOUT SCHEDULES

A Schedule is defined by a set of rules for presence times or number of work hours. You can create Schedules and assign one to a User. The software will then compare and validate the actual clocking actions and hours with respect to the assigned Schedule for that User.

- Schedules are suited for Users with fixed working days and times.
  Go to Settings/Schedules to add/edit Schedules. Go to Settings/Users to assign a Schedule to a User.

- Schedules are not suited for Users with varying working days and times.
  For this type of User you need to make a Planning, see "Learn more about Planning (TimeMoto Plus only)" on page 48.

For in-depth instructions, see:

- "Schedule Types" on the facing page

- "Breaks" on page 46

- "Rounding" on page 46

- "Validator Type" on page 48

5.7.1   SCHEDULE TYPES

TimeMoto Cloud offers two types of schedules:

- Days

- Hours

5.7.1.1   SCHEDULE TYPE: DAYS

Schedule type 'Days' is based on presence times. Here is an example of a Schedule for someone who must be present at work on set times:

5.7.1.2   SCHEDULE TYPE: HOURS

Schedule type 'Hours' is based on number of hours an employee must work.

Here is an example of a Schedule for someone who works 36 hours/week and can freely choose which days to work and when:

And here is an example of a Schedule for someone who works 36 hours/week with pre-defined amounts of hours per day and can freely when to arrive and leave:

5.7.2 BREAKS

TimeMoto Cloud offers breaks for both schedule types (Days and Hours).

You can also set the default company settings for break deduction in Settings/Absence Management/Breaks.

5.7.2.1 BREAKS FOR SCHEDULE TYPE 'DAYS'

For Schedule type 'Days' (based on presence times) you can assign break times. TimeMoto Cloud offers three Break types, see table.

Break type	Implication on working hours	Employee must clock breaks?
Included Break	Break is NOT deducted	No
Excluded Break	Logged break is deducted	Yes (clock in and out)
Implemented Break	Set break is automatically deducted	No

5.7.2.2 BREAKS FOR SCHEDULE TYPE 'HOURS'

For Schedule type 'Hours' (based on number of hours) you deduct breaks automatically for hours worked. The employee doesn't have to clock in and out when taking a break.

5.7.3 ROUNDING

In the Work Time settings of a Schedule you can select the desired Rounding Style for clocking actions:

- None

- Simplified

- Classic

5.7.3.1 SIMPLIFIED ROUNDING

With Simplified rounding you can apply rounding to all clocking actions. It is possible to round the ins and the outs separately, or do a rounding of all actions. You can round to the next, the previous or the closest xx minutes.

Work Time	**Schedules**	40 -8		
Breaks				
Roundings	✓	Round all in to the	Next ▾	5.00 ⇕
	✓	Round all out to the	Closest ▾	5.00 ⇕
	☐	Round all actions to the	Closest ▾	0.00 ⇕
		Delete	Save	

When you select Simplified rounding the separate Roundings tool appears in the Toolbar.

5.7.3.2 CLASSIC ROUNDING

With Classic rounding you can specify rounding before and rounding after each individual clock time in the Work Time screen.

Schedules

	Name						
	Description						
	Rounding Style	Classic					
	Validator Type	None					
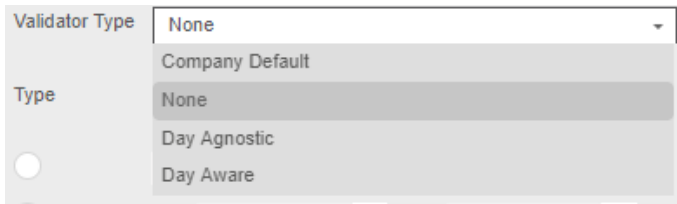
		Round before	From	Round after	Round before	To	Round after
■	Mon, Tue, Wed, Thu	15.00	08:00	15.00	15.00	17:00	15.00
☐							

Delete	Save

5.7.4 VALIDATOR TYPE

The Validator Type controls how the software deals with clock times with respect to schedules.

5.7.4.1 COMPANY DEFAULT

The software follows default settings for validation, see Settings/General/Validation)

5.7.4.2 NONE

The software does not validate clock times with respect to schedules.

5.7.4.3 DAY AGNOSTIC

The software ignores days. Work hours are valid when a User clocks out on another day after the day that he/she had clocked in.

5.7.4.4 DAY AWARE

The software takes days into account. Work hours are NOT valid when a User clocks out on another day after the day that he/she had clocked in.

With Day Offset you can set the start of the first work shift (offset from 00:00 hours). The software will then take that point to validate the day/shift from.

5.8 LEARN MORE ABOUT PLANNING (TIMEMOTO PLUS ONLY)

Planning is suited for Users with varying working days and times. Furthermore, it enables you to plan absences, national holidays and vacations. Work time can be registered here manually or by using the templates of previously created Schedules, see "Learn more about Schedules" on page 44.

You can assign a planning on threelevels:
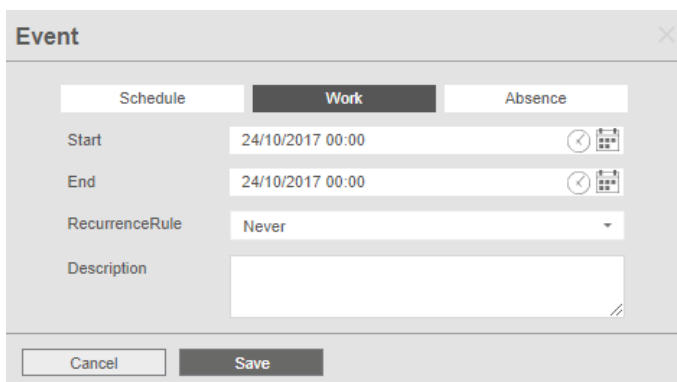
- User
- Department
- Location

Navigate to the desired date and double-click on it in the calendar to create/edit an event in the selected planning.

For in-depth instructions, see:

- "Add Work time" below

- "Select a Schedule" below

- "Recurring Events" on the next page

5.8.1   ADD WORK TIME
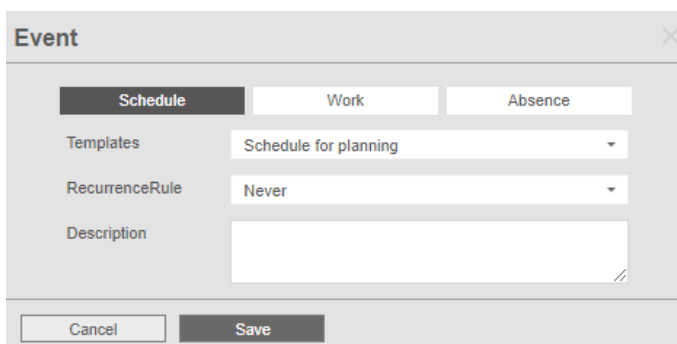
By selecting Work, you can manually enter the work hours.

The work time can be specified as follows:

1. Enter Start and End times by typing in the date and time or clicking the calendar and clock icons to select from a drop-down menu.

2. For recurring work times, click the option next to RecurrenceRule and select Weekly to reveal new planning options. See "Recurring Events" on the next page.

3. Add a description if desired.

4. Click Save to register your entry.

5.8.2   SELECT A SCHEDULE

By selecting Schedule, you can manually enter work times using predefined work schedules.

Events using a predefined work schedule can be specified as follows:

1. Click on Template to open the drop-down menu and select the work schedule that applies.

2. For recurring work times, click the option next to RecurrenceRule and select Weekly to reveal new planning options. See "Recurring Events" below.

3. Add a description if desired.

4. Click Save to register your entry.

5.8.3 RECURRING EVENTS

For recurring events, select Weekly next to the RecurrenceRule option to reveal new planning options. You can customize your recurring event with the following options:

- Repeat every: specify the event frequency by selecting the number of weeks between each event.

- Repeat on: specify the days of the week that the event will occur.

- End: you have three possibilities:
  – Select Never for events with no end date

  – Select After to indicate the number of events that will take place before ending. Please note: occurrences refer to the number of events, not the number of weekly cycles. This enables you to end a recurring event mid-week.

  – Select On to choose a specific end date.

Impact on reports: Any adjustment made in the planning will directly impact the balances shown under Reports.

5.9 LEARN MORE ABOUT PAY CLASSES

Pay classes allow you to define a basic pay rate per User, or group of Users, and apply rules that modify this basic rate. You will be able to generate a report, and display the number of hours linked to each pay rate.

Each Pay class has a name and description, and is linked to a base rate. For every Pay classes you will define a set of rules that will modify the payrate according to the worked hours. A rule of the Pay class is triggered when one or more conditions are met.

You can set the Pay class:

- as company default;
- for a Department;
- for a single User.

For in-depth instructions, see:

- "Pay class Rules" below
- "Conditions" below
- "Link a Pay class to your company" on the next page
- "Link a Pay class to a Department" on the next page
- "Link a Pay class to a User" on the next page

5.9.1   PAY CLASS RULES

Deviations from the base rate are controlled with the Pay class Rules. Select Rules in a Pay class.

A rule consists of:

- Name
- Description
- Code
- Factor
- Pay Roll Equivalent
- Conditions

The Factor is the multiplication factor of the base pay rate for when the conditions are met. With the Code and Pay Roll Equivalent you can match the Classification report to your payroll system, see "Reports" on page 21. E.g. fill in '5' and 'Sick' when working with Quickbooks.

With the '+' button you can add another rule. With the 'x' you can delete a selected rule.

5.9.2   CONDITIONS

With the following types of conditions, you can control when the rule (and the related multiplication of the base rate) is triggered:

- After X hours per day
- After X hours per week
- After X hours per month

- After X consecutive days

- On Holiday

- Absence

- With Project

- Before

- After

- On These Days

5.9.3 LINK A PAY CLASS TO YOUR COMPANY

1. Go to Settings/General/Pay class.

2. Select a Pay class. Every user in the Company will have this Pay class set by default.

3. Select your default Pay Roll System for exports.

4. Click Save to save changes.

⚠ If you want to overrule the Company default, you can link a Pay class to a Department or link a Pay class to a User:

- See "Link a Pay class to a Department" below

- See "Link a Pay class to a User" below

5.9.4 LINK A PAY CLASS TO A DEPARTMENT

1. Go to Settings/General/Departments.

2. Click on a Department.

3. Click on Pay class in the Toolbar.

4. Select a Pay class. Every user in the Department will have this Pay class set by default. Leave this field blank to apply the superior Pay class setting of the Company.

5. Click Save to save changes.

⚠ If you want to overrule the Department default, you can link a Pay class to a User, see "Link a Pay class to a User" below.

5.9.5 LINK A PAY CLASS TO A USER

1 Go to Settings/Users.

2 Click on a User.

3 Click on Pay class in the Toolbar.

4 Select a Pay class. Leave this field blank to apply a superior Pay class setting (Department or Company).

5 Click Save to save changes.

6 HOW TO CLOCK YOUR PRESENCE

This section describes how you can clock your presence with TimeMoto.

6.1   CLOCKING SEQUENCES

The following sequences of clock times are considered as valid by the software:

- In → Out

- In → Break → Return → Out

- In project → In project 2 → Out

If a sequence is invalid or incomplete your hours will not be counted for that day or shift. Contact your Supervisor to resolve any issues.

⚠️ Please note that your clock times cannot be deleted from the database. However Supervisors are able to ignore the entry and add a different entry.

⚠️ Please note that you can make your data anonymous when leaving the company.

6.2   CLOCKING SEQUENCE ON A TIMEMOTO TERMINAL

After successful identification your TimeMoto Terminal will always propose a state for your clock time. Depending on its settings, the proposed state by the terminal always follows:

- Check-In → Check-Out or;

- Check-In → Break-In → Break-Out → Check-Out.

When desired you can enter another state than proposed (e.g. to clock in on a Project).

6.3   CLOCKING METHODS

For clocking instructions, go to:

- "Identification with a TimeMoto Terminal" on the next page

- "Clock in/out with a TimeMoto Terminal" on page 55

- "Clock in/out with TimeMoto Timer" on page 56

- "Clock in/out with the TimeMoto App" on page 59

You can also find out how to "Add hours manually with TimeMoto Timer" on page 57.

6.4 IDENTIFICATION WITH A TIMEMOTO TERMINAL

Before you can clock in or out with a TimeMoto Terminal you must always identify yourself through one of the following identification methods or a combination of these methods:

User ID

When you are asked to verify your User ID or if you want to start the identification with your User ID, do the following:

1. Enter your User ID number with the numeric keys on the terminal.

2. Press OK.

User ID identification is always followed by at least one other type of identification.

PIN code

When you are asked to verify your Password, do the following:

1. Enter your PIN code (numeric password of max. 8 digits).

2. Press OK.

PIN code identification is always preceded by User ID identification.

RFID badge

When you are asked to verify your Badge or if you want to start the identification with your RFID badge: Swipe your badge over the Identification area, see "TimeMoto Terminal" on page 11.

Fingerprint identification

Fingerprint identification is only possible if the terminal is equipped with a fingerprint sensor.

When you are asked to verify your Fingerprint or if you want to start the identification with your fingerprint: Place your fingertip on the sensor, with the nail facing in opposite direction.
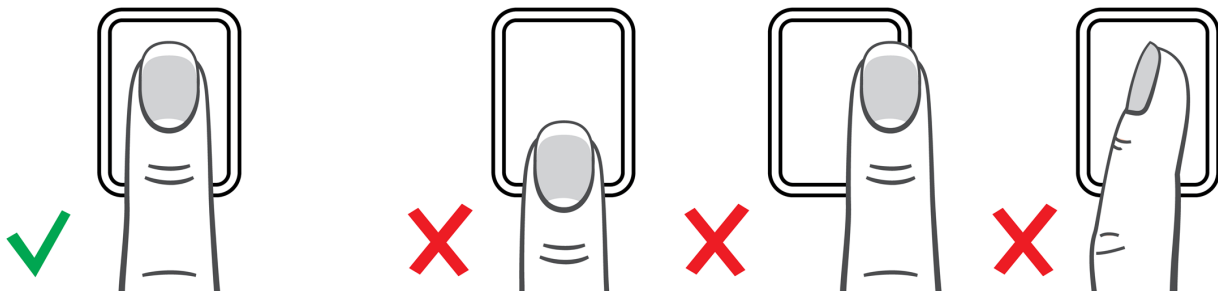
Face identification

Face identification is only possible with the terminal where you have registered your face profile.

When you are asked to verify your Face or if you want to start the identification with face recognition: Stand in front of the terminal and face the identification area.
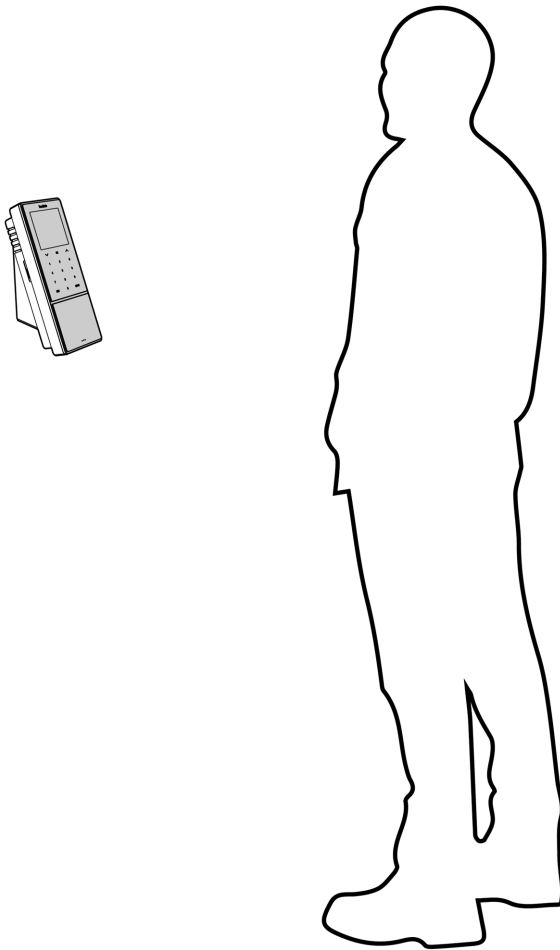
6.5   CLOCK IN/OUT WITH A TIMEMOTO TERMINAL

After successful identification, the device proposes a state (In, Break, Return or Out) for your clock time.

To confirm the proposed state:

- Press OK, or;

- Do nothing (the terminal will automatically register the clock time with the proposed state after a few seconds).

If you need another state for your clock time (e.g. clock in on a Project):

1. Quickly tap the Up or Down key on the terminal. The State selection menu is displayed.

2. Select the desired State.

3. When you have selected Project you will be asked to enter the project code. Make sure to enter a valid project code.

6.6 CLOCK IN/OUT WITH TIMEMOTO TIMER

With the TimeMoto Timer you can clock your hours in any internet browser. To be able to use the Timer, you need to be authorized for Mobile clocking (see My Account/User details/Authorization). If so, then the Timer is present in the Menu bar. You can simply clock in/out or add hours manually.

Mobile clocking also enables you to clock in/out with the app, see "Clock in/out with the TimeMoto App" on page 59.

6.6.1 CLOCK IN/OUT WITH TIMEMOTO TIMER

1. Log in on https://app.timemoto.com.
2. Hover over the Timer in the menu bar and the Timer window appears.

Or double-click on Timer if you want to open the Timer in a separate browser window.
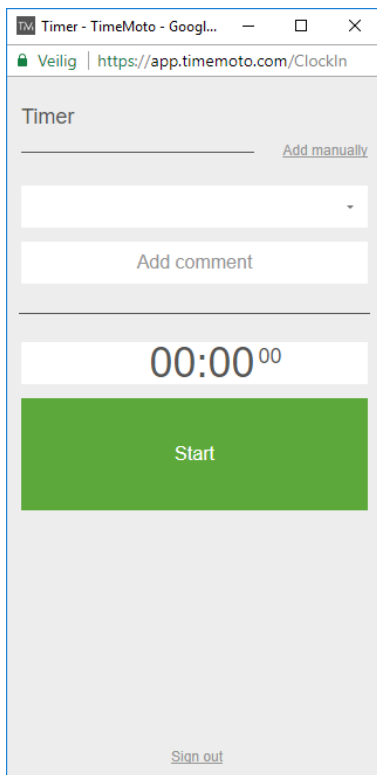

3. Select a project from the dropdown menu in case you need to book hours on a specific project.

4. You can optionally add a comment in the comment field.

5. Click Start. The Timer starts running and the Stop button is displayed (after a short delay).

6. Click Stop to clock out.

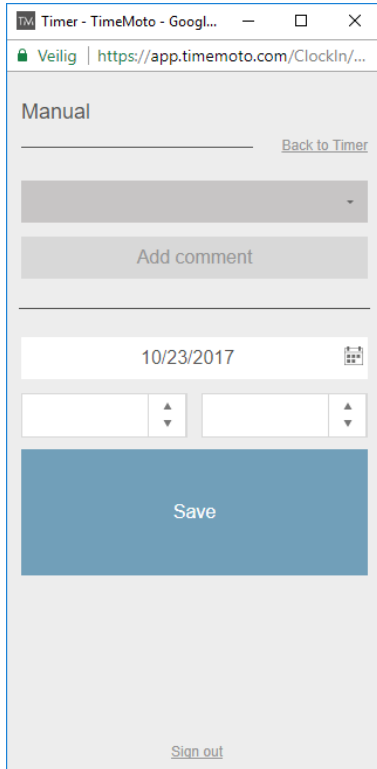## 6.6.2   ADD HOURS MANUALLY WITH TIMEMOTO TIMER

1. Log in on https://app.timemoto.com.

2. Hover over the Timer in the menu bar and the Timer window appears.

Or double-click on Timer if you want to open the Timer in a separate browser window.

3. Click on Add manually. The Manual window is displayed.

4. Select a project from the dropdown menu if you need to book hours on a project.

5. You can optionally add a comment in the comment field.

6. Select the date to book hours on.

7. Specify the time duration.

8. Click Save.

6.7   CLOCK IN/OUT WITH THE TIMEMOTO APP

With the TimeMoto App you can clock your hours with your smartphone. To be able to use the TimeMoto App, you need to be authorized for Mobile clocking.
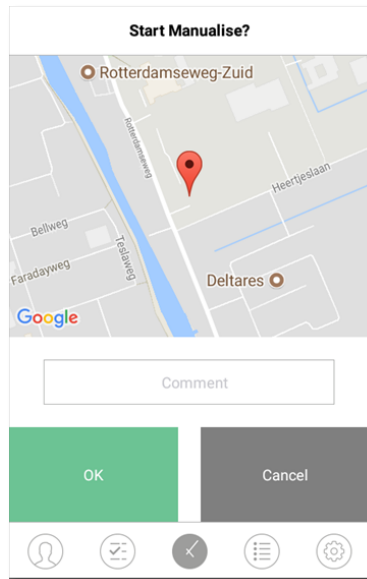
Mobile clocking also enables you to clock in/out from your internet browser, see "Clock in/out with TimeMoto Timer" on page 56.

1. Start the TimeMoto App on your smartphone.

2. Go the Timer tab.
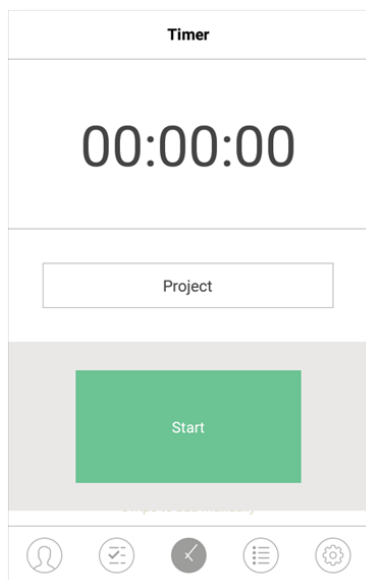
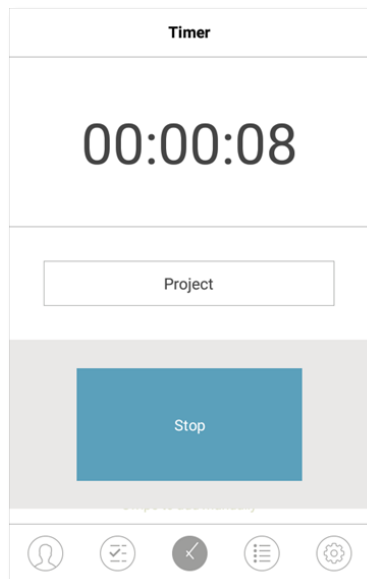3. Press Project and select a project in case you need to book hours on a specific project.

4. Press Start. The app displays your location and asks to confirm.

If the location not recognised, you need to add it as a new location.

5. You can optionally add a comment in the comment field.

6. Press OK. The Timer starts running and the Stop button is displayed.

7. Press Stop and confirm with OK to clock out.

7 HOW TO CHECK/REPORT CLOCKING TIMES

This section describes how you can check clocking times and how to make reports.

7.1 CHECK YOUR WORK TIME ON A TIMEMOTO TERMINAL

Access the Supervisor menu by tapping the MENU key and subsequently identifying yourself successfully. Go to System Settings/Work Time. There you can select to view your presence for the following time frames:

- today

- this week

- last week

- this month

In the main screen the summed presence is displayed behind each time frame. After selecting a time frame your presence is shown per day in the selected time frame.

7.2 CHECK/REPORT CLOCKING TIMES IN TIMEMOTO CLOUD

Log in on https://app.timemoto.com and click on Reports.

With Reports you can view, email, print and export clocking data. TimeMoto Cloud offers the following type of reports:

- Summary

- Timesheet

- Project Report

- Events

- Classification

- Notification Report

For more information, see "Reports" on page 21.

7.3 CHECK CLOCKING TIMES WITH THE TIMEMOTO APP

Open the TimeMoto App on your smartphone and go to the Events or Reports tab, see "TimeMoto App" on page 25.

8 HOW TO SYNCHRONIZE TERMINALS

This section explains how to synchronize data between the terminals and the software.

TimeMoto offers the following synchronization options for network-connected TimeMoto Terminals:

- "Set Time" on page 1
- "Synchronize User Data" on page 1
- "Synchronize Projects" on page 1

Furthermore you can "Retrieve the attendance log from an offline terminal" below.

8.1 RETRIEVE THE ATTENDANCE LOG FROM AN OFFLINE TERMINAL

To retrieve the attendance log from an offline terminal:

1. Go to the terminal.
2. Insert a USB flash drive.
3. Access the Supervisor menu by tapping the MENU key and subsequently identifying yourself successfully.
4. Go to USB Management/Download.
5. Select Attendance Data and press OK. The attendance data is downloaded to the USB flash drive.
6. Remove the USB flash drive.
7. Insert the USB flash drive in your computer.
8. Start the TimeMoto PC Software.
9. Go to Edit/Device.
10. Select the terminal. Under Active the terminal must have 'USB drive in <directory>' displayed.

If you need to add the offline terminal to the software first.
- Click Add. The Add device screen is shown.
- Fill in a Name.
- Click This computer to set the current computer as the fetching computer.
- Leave other fields blank.
11. Select the terminal.
12. Click on Read Logs from USB.

9 HOW TO ADD/EDIT CLOCK TIMES OF USERS

This section explains how you can add or edit clock times of users.

Learn how to:

- "Add a new clock time in TimeMoto Cloud" below

- "Edit an existing clock time in TimeMoto Cloud" below

- "Add a new clock time with the TimeMoto App" on the next page

- "Edit an existing clock time with the TimeMoto App" on the next page

9.1 ADD A NEW CLOCK TIME IN TIMEMOTO CLOUD

1. Go to Reports/Events and click on Add.

2. Select a User.

3. Select the In/Out state.

4. Select a date.

5. Select a time.

6. Optionally select a Project and/or add a Comment.

7. Click on Save.

9.2 EDIT AN EXISTING CLOCK TIME IN TIMEMOTO CLOUD

1. Go to Reports/Timesheet or Reports/Events

2. Click on an entry. The row unfolds and the entry details are displayed.

3. Change or add entry details.

4. Click on Save.

⚠ When you change the date/time of an entry, the software will automatically add a new entry and put the old entry to Ignored. In this way the original time stamps of Users are never lost.

9.3 ADD A NEW CLOCK TIME WITH THE TIMEMOTO APP

1. Start the TimeMoto App on your smartphone

2. Go the Events tab.

3. Press on an Add.

4. Go to Reports/Events and click on Add.

5. Select an Employee.

6. Select the In/Out state.

7. Select a Time.

8. Select a Date.

9. Optionally select a Project and/or add a Comment.

10. Press OK.

9.4 EDIT AN EXISTING CLOCK TIME WITH THE TIMEMOTO APP

1. Start the TimeMoto App on your smartphone

2. Go the Events tab.

3. Press on an entry to display the entry details.

4. Change or add entry details.

5. Press OK.

⚠️ When you change the date/time of an entry, the software will automatically add a new entry and put the old entry to Ignored. In this way the original time stamps of Users are never lost.

10MISCELLANEOUS

"How to reset a TimeMoto Terminal" below

10.1 HOW TO RESET A TIMEMOTO TERMINAL

You can reset a TimeMoto Terminal to factory settings. Any set preferences will be lost.

1. Log in as Supervisor.

2. Go to System Settings.

3. Select Reset and press OK.

4. Confirm with OK. The terminal restarts with factory settings.

⚠ A reset will not affect or remove any of the stored User data. See "Data Management" on page 15 for more information on backup, removal and restore of User data.

TimeMoto

TimeMoto® by Safescan®

www.safescan.com

www.timemoto.com

FCC compliance

WARNING: Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna;

- Increase the separation between the equipment and receiver;

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected;

- Consult the dealer or an experienced radio/TV technician for help;

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment;

This equipment should be installed and operated with a minimum distance of 20 centimetres between the radiator and your body.