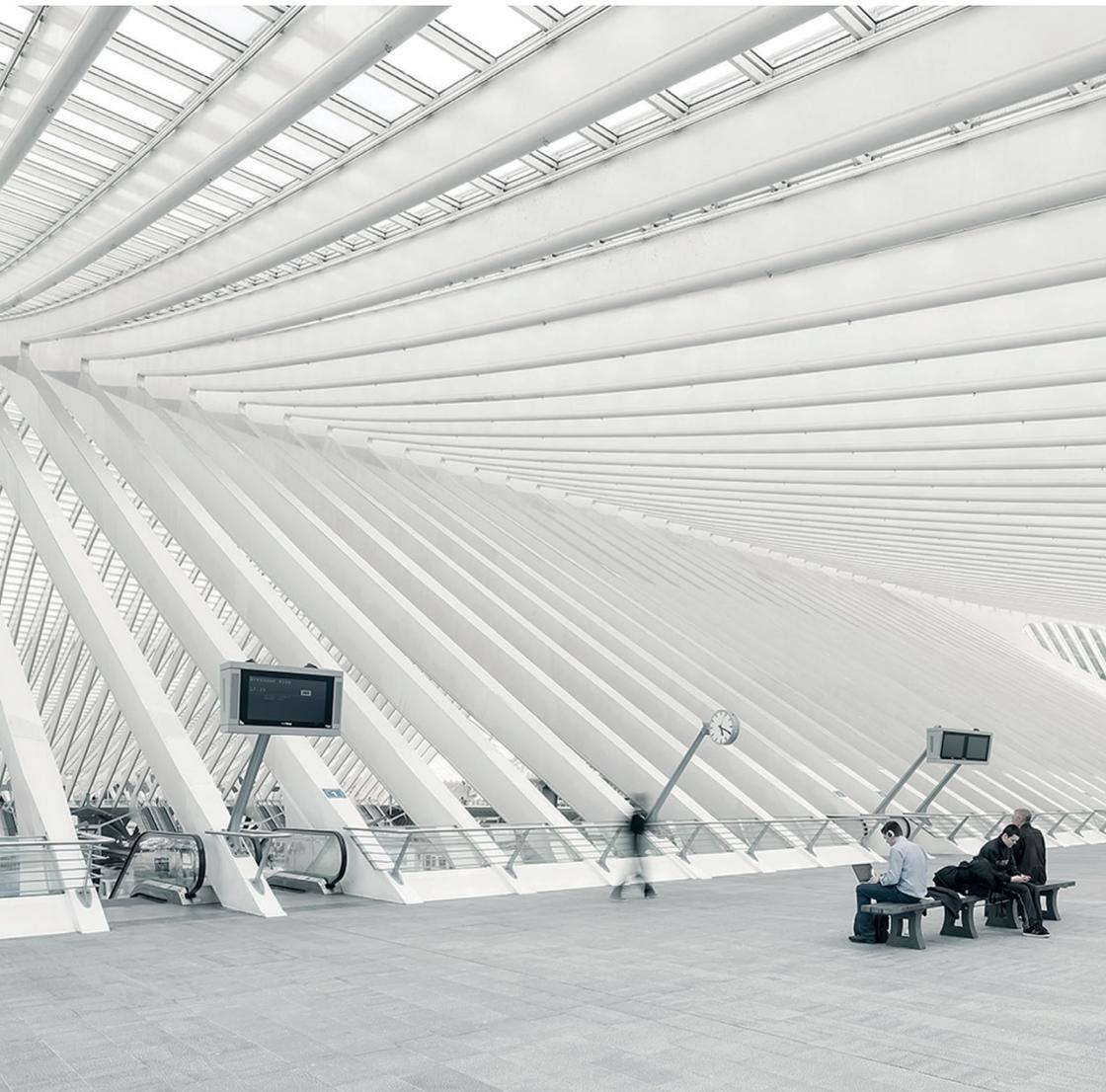


TimeMoto®

EASY TIME & ATTENDANCE
POWERED BY THE CLOUD



USER MANUAL

English | Nederlands | Deutsch | Français | Español | Italiano



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- 09 Using locations
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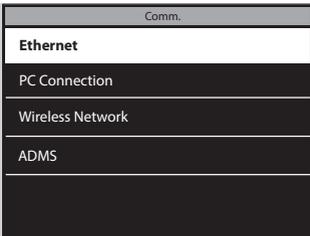


INTRODUCTION

Thank you for selecting TimeMoto, a cloud-based Time & Attendance solution. This manual describes how to set up TimeMoto in combination with your Safescan TA terminal. Before starting to install and use TimeMoto, we recommend that you carefully read this user manual and keep it at hand for future

01 CONNECTING A SAFESCAN TA TERMINAL TO TIMEMOTO

To establish connection between the Safescan TA terminal and TimeMoto you need to perform actions on both the TA terminal and the online TimeMoto software



1.1 CONNECTING A SAFESCAN TA TERMINAL TO TIMEMOTO

1.1.1 ENABLE PUSH COMMUNICATION

Press MENU.

Identify as supervisor.

Select COMM.

Select ADMS.

Select Server Address .

Enter the following IP address: 95.170.87.180 and press OK.

Select Server Port.

Enter port number 8282 and press OK.

Make sure the "Display in status bar" option is checked. You will see a new icon that shows the connection status between your device and the cloud software.

PLEASE NOTE:

Make sure you do not select the https protocol (this option is available in firmware Ver 7.0.3.100-TA8000-10 and higher).

1.1.2 – RETRIEVE THE SERIAL NUMBER OF THE DEVICE

Press MENU.

Identify as supervisor.

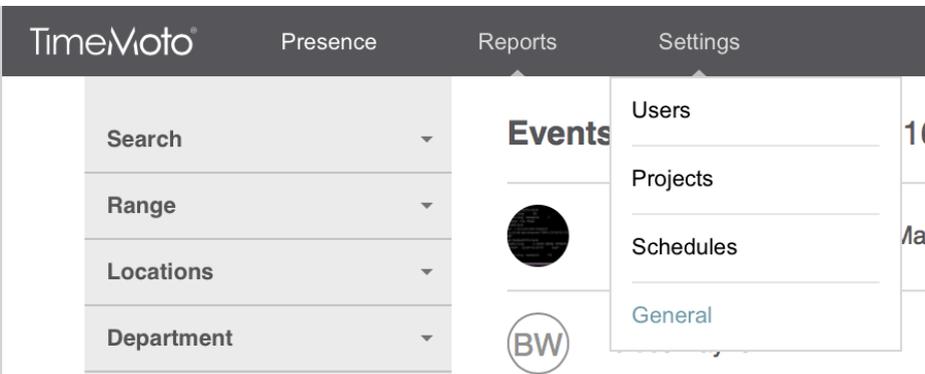
Select System Info.

Select Device Info.

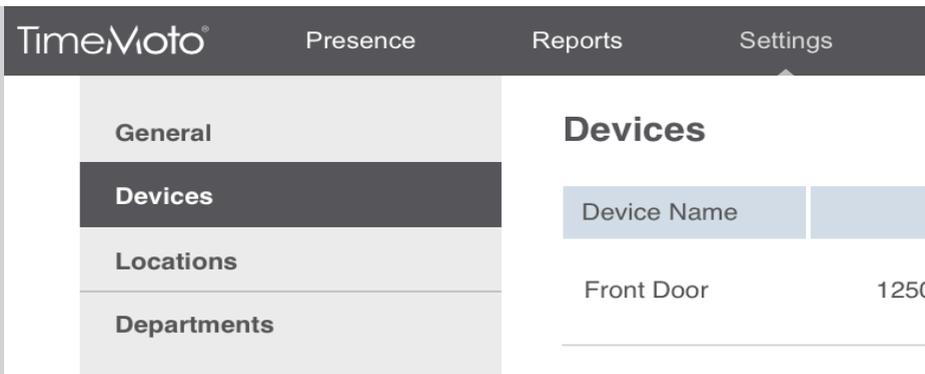
The second line on the screen displays the serial number of your device. Write this serial number on a piece of paper since you need to enter this in the TimeMoto software.

1.2 IN THE TIMEMOTO SOFTWARE:

Open your web browser, go to www.timemoto.com and log in (administrator rights required).



Click on Settings in the top navigation bar. Select General in the drop-down menu.



Select the Devices tab from the menu on the left.



Add a new device in the list by clicking on the + icon at the top-right of the table.

Devices

Device Name	Serial Number	Timezone	Language	Location
Device Name <input type="text"/>	Serial Number <input type="text"/>	Timezone (UTC-12:00) Intern... ▾	Language English ▾	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>				

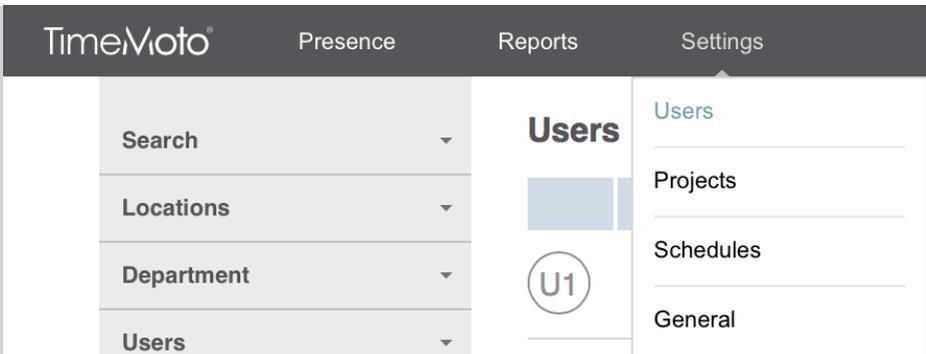
Give your device a name (e.g., "Front Door").

- Fill in the serial number from your TA terminal (see 1.1.2)
- Select your time zone.
- Select your language.
- Select a location (optional, when if needed)
- Click on the Save button to save your device.

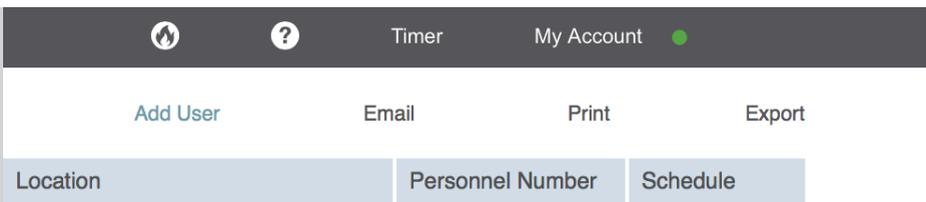
Your Safescan TA terminal will now be able to communicate with the TimeMoto software. If your terminal already contains time logs, they will gradually be imported into the cloud. Depending on the number of logs in your device, this process may take up to one hour. You can freely use the device and the software during that time.

02 CREATING NEW USERS

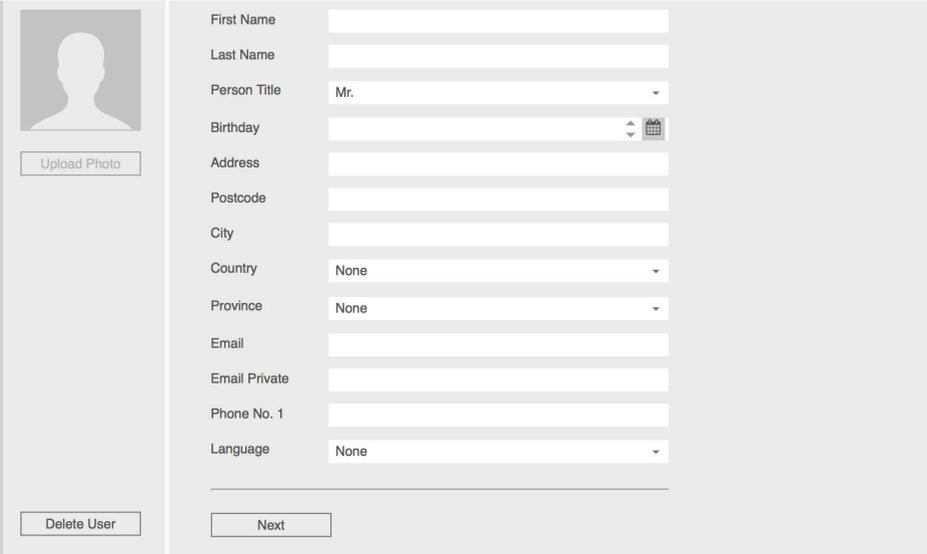
New users are created directly in the TimeMoto software. Even though your TA device has the ability to register users, do not create users on the device. Create new users only in the TimeMoto software.



In the TimeMoto software, click on Settings in the top navigation bar. Select Users in the drop-down menu.



Click on 'Add User'.



The form is divided into two main sections. On the left, there is a placeholder for a user profile picture with an "Upload Photo" button below it and a "Delete User" button at the bottom. The right section contains a series of input fields and dropdown menus for user information:

- First Name: Text input field
- Last Name: Text input field
- Person Title: Dropdown menu with "Mr." selected
- Birthday: Text input field with a calendar icon
- Address: Text input field
- Postcode: Text input field
- City: Text input field
- Country: Dropdown menu with "None" selected
- Province: Dropdown menu with "None" selected
- Email: Text input field
- Email Private: Text input field
- Phone No. 1: Text input field
- Language: Dropdown menu with "None" selected

At the bottom of the form, there is a "Next" button.

Fill in the fields in the form.

First name and last name are mandatory and must be filled in in order to create a new user.



This form is similar to the one above but includes two checkboxes:

- TimeMoto.com:
- Mobile clocking:

Below the checkboxes is a "Next" button. The "Upload Photo" and "Delete User" buttons are also present on the left side.

If you want this user to be able to access the TimeMoto software, check the "TimeMoto.com" checkbox, and enter his/her e-mail address. An activation e-mail will be sent to the employee, enabling him or her to define a password. (See chapter 4 for information on how to create a valid password.)

Check the "Mobile clocking" checkbox to allow this user to perform clocking actions from his or her computer or mobile device.

You can assign one of three privilege levels to the new user: "user", "manager" or "supervisor".

- A user can only see his or her own time logs and personal reports.
- A manager has full rights for one department and/or one or more location(s). He or she can create new users for this location(s) and/or department, and access complete information on the users of this location(s) and/or department.
- An administrator has full rights for the entire system.
(See Section 4 for more details on user rights.)

Click on Save.

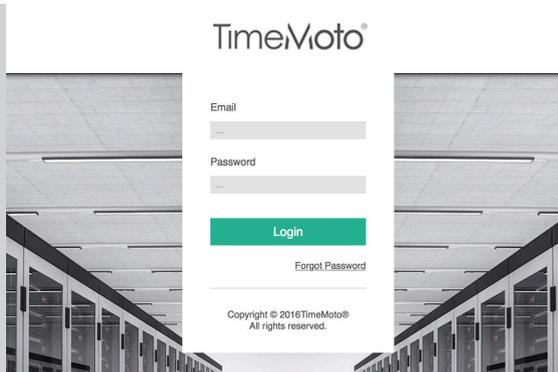
Note: You have to create and save the user before you can add a photo.

See chapter 4 for more information on managing user profiles.

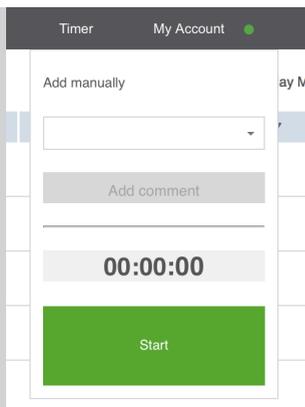
03 CLOCKING ACTIONS USING THE MOBILE TIMER

The mobile timer enables your employees to register their working hours without clocking on the TA terminal. The timer is particularly useful for employees who work on multiple projects during the day, employees visiting other work sites, employees visiting customers, employees who are on business trips and employees working from home.

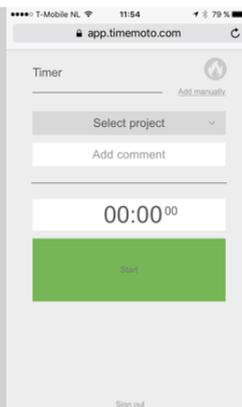
3.1 USING THE AUTOMATIC TIMER



Open your browser and log in to app.timemoto.com.



On your computer: Click on Timer in the top navigation bar. The timer will open in a new browser window.



On your phone : the timer automatically opens.

Select a project from the dropdown menu if desired.

Add a comment if you'd like to tag your starting time with one.

Press Start to start logging your time.

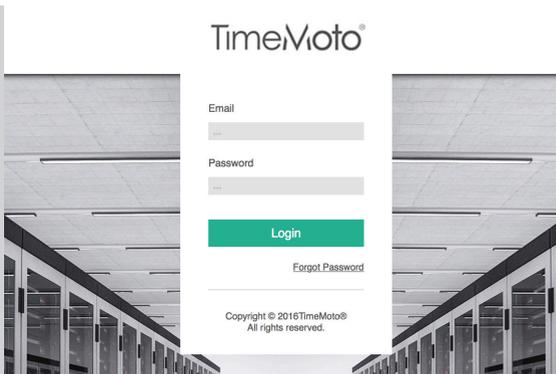
When you are about to stop logging your time, you have the option to type in a comment when required.

Press Stop to stop logging.

You can also manually add your time into TimeMoto. This feature is useful if you need to register time you haven't already captured using the TA device or the automatic timer.

3.2 TO ADD TIME MANUALLY

Open your web browser, go to www.timemoto.com and log in (administrator rights required).



Open your browser and log in to app.timemoto.com

On your phone: the timer automatically opens.

Click on "Add manually".

On your computer (option A): Click on Timer in the top navigation bar. The timer will open in a new browser window. (You can also simply hover over Timer in the top navigation bar.)

Click on "Add manually".

On your computer (option B): Simply hover over Timer in the top navigation bar.

Timer My Account

Back to Timer

▼

Add comment

16/09/2016

▼ ▼

Save

Select a date and enter a duration (hours and minutes). You can also select a project and add a comment if desired.

Click on Save.

04 MANAGING USER PROFILES

TimeMoto® Presence Reports Settings

Range

Today

Yesterday

This Week

Last Week

Users

Projects

Schedules

Planning

General

In the TimeMoto software, click on Settings in the top navigation bar. Select Users in the drop-down menu.

[Add User](#)[Email](#)[Print](#)[Export](#)[Location](#)[Add a new user](#)[Personnel Number](#)[Schedule](#)

To create a new user, click on 'Add User'. See chapter 2.

To view or edit an existing user's profile, click on the employee's line.

You can view and edit all the information for an employee on his or her user profile page. Only the first name and last name are mandatory. (Note that you have to first create and save a user before you can add a photo to his or her profile.)

The initial User ID Number and Username are automatically generated by the system.

4.1 AUTHORIZING USERS TO USE TIMEMOTO AND MOBILE CLOCKING

If you want your user to be able to access the TimeMoto software, check the “TimeMoto.com” checkbox, and provide a valid e-mail address. An activation e-mail will be sent to the employee, enabling him or her to define a password.

Check the “Mobile clocking” checkbox to allow this user to clock time from his or her computer or mobile device.

4.2 PASSWORDS

User passwords must meet the following requirements:

- At least 1 lowercase letter (a, b, c ... z)
- 1 uppercase letter (A, B, C ... Z)
- 1 number (0, 1, 2 ... 9)
- 1 non-alphanumeric character (! @ # \$ % & *)

The following symbols may not be used in passwords: ^ ' / \

4.3 USER RIGHTS

You can assign one of three privilege levels to the new user: “user”, “manager” or “supervisor”. Every new profile defaults to the “user” level unless you change this in the Privilege field.

A user can only see his or her own time logs and personal reports.

A manager has full rights within his or her defined scope. That scope can include one department and/or one or more location(s). Within that scope, he or she can create, edit, and delete users, edit user events, view and edit user profiles, and generate reports.

An administrator has full rights for the whole system. He or she can create, edit and delete users, edit user events, view and edit user profiles, and generate reports for every department and location, as well as manage departments, locations, and devices.

General

Company

Authorisation

Schedules

TA Device

Settings | Janey Doe



Personnel Number

Locations

Department

Privilege

User Account

Joined

Left

Safety Team

Upload Photo

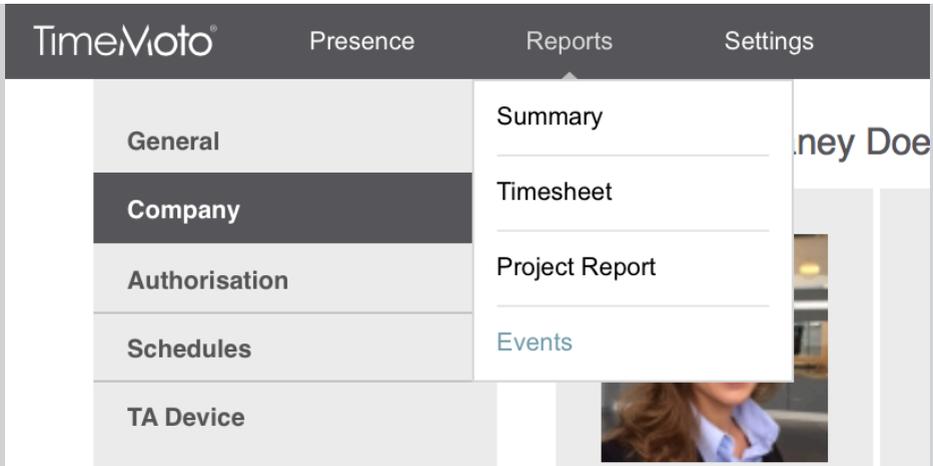
Delete User

Save

To change the user's level, click in the Privilege field and select the desired level from the menu.

When you've finished editing the user's profile, click on Save.

05 MANAGING USER EVENTS



In the TimeMoto software, click on Reports in the top navigation bar. Select Events in the drop-down menu.

The event page displays all user time logs. You can use the filters in the side bar to see only those time logs that meet specific criteria, such as time frame, user, department, project, location or status.

The list can be printed, e-mailed, or saved as a .CSV file using the icons on the right side of the task bar.

You can also perform several other actions from this screen:

5.1 ADD AN EVENT

You can directly add a new time log (for example if an employee forgot to clock in or out).

The screenshot shows the 'ADD AN EVENT' form in the TimeMoto software. The form has several fields: 'User Name' (a dropdown menu with 'Userid 1' selected), 'In/Out' (a dropdown menu with 'Ignored' selected), 'Date' (a date picker), 'Project' (a text input field), 'Comment' (a text input field), and 'Time' (a time picker). Below the form, there is a table of user events. The table has columns for 'User', 'In/Out', 'Status', and 'Date/Time'. The first row shows 'Userid 1' with 'In/Out' values of '1000000' and '1000000', a status of 'Unknown-1000000', and a date/time of '15/09/2016 17:11'. The second row shows 'Userid 2' with 'In/Out' values of '666' and '666', a status of 'Unknown-666', and a date/time of '15/09/2016 17:11'. The table also includes a 'Canc' button and a list of user names: 'Sylvia Mancha', 'Paul Colls', 'Dick Greenwood', 'Ron Mc Cain', 'David Hechter', 'Frederic Lorca', and 'Sebastian O.'.

User	In/Out	Status	Date/Time
Userid 1	1000000 1000000	Unknown-1000000	15/09/2016 17:11
Userid 2	666 666	Unknown-666	15/09/2016 17:11

Click in the User Name field and select the appropriate employee from the list.

User Name	First Name	Last Name	User ID	Department	Clock-in Location	Personnel Number	Date / Time	Durat
User Name	Userid 1		In/Out	In	Date			
Project	Comment		Time					
Cancel		Save						
U1	Userid 1000000	Userid	1000000	Unknown-1000000	15/09/2016 17:11			

Click in the In/Out field and select the type of event.

User Name	First Name	Last Name	User ID	Department	Clock-in Location	Personnel Number	Date / Time	Duration	In/Out
User Name	Userid 1		In/Out	In	Date				
Project	Comment		Time						
Cancel		Save							
U1	Userid 1000000	Userid	1000000	1000000					
U6	Userid 866	Userid	866	666					

Enter the date of the event in the Date field.

User Name	First Name	Last Name	User ID	Department	Clock-in Location	Personnel Number	Date / Time	Duration	In/Out
User Name	Userid 1		In/Out	In	Date	16/09/2016			
Project	Comment		Time		forgot to clock in 08:35				
Cst. Visit		Sale Meeting							
Sick		Fair Plan.							
op7		1000000		1000000		Unknown-1000000		15/09/2016 17:11	
U1									Out

Select a work code and type in a comment if you like (these are not mandatory fields).

Click Apply to save the new event.

5.2 IGNORE AN EVENT

You can specify that an event should be ignored in the calculations for reports, etc. (Please note: to protect both the employer and the employee, it is not possible to delete an event, only to ignore it in the calculations. The event will still be displayed in the event list, so it can be viewed in case of conflict.)

User Name	Department	Clock-in Location	Date / Time	Duration	In/Out	Project
U1	Userid 1000000		15/09/2016 17:11		Out	

Click on the X icon at the end of the event's line in the list.

User Name	Department	Clock-in Location	Date / Time	Duration	In/Out	Project
U1 Userid 1000000			15/09/2016 17:11		Ignored	

The event's In/Out status will change to "Ignored".

5.3 EDIT AN EVENT

You can change the data stored with an event.

User Name	<input type="text" value="Userid 1000000"/>	In/Out	<input type="text" value="Ignored"/>	Date	<input type="text" value="15/09/2016"/>
Project	<input type="text"/>	Comment	<input type="text" value="Automatically clocked o"/>	Time	<input type="text" value="17:11"/>
<input type="button" value="Cancel"/>		<input type="button" value="Save"/>			

Edit whichever fields you want to change.

Click Save to save the edited event.

Please note: if you change the date / time of an event, the original event is set as ignored, and a new event is created.

06 GENERATING REPORTS

The screenshot shows the TimeMoto software interface. At the top, there is a dark navigation bar with the TimeMoto logo and four menu items: Presence, Reports, and Settings. The Reports menu is open, displaying a list of report options: Summary, Timesheet, Project Report, and Events. On the left side of the interface, there is a sidebar with four menu items: Search, Range, Locations, and Department, each with a downward-pointing arrow.

In the TimeMoto software, click on Reports in the top navigation bar. Select the desired report in the drop-down menu.

You can select three different reports from the Reports page.

The summary report displays one line per user for the selected time period, showing the total hours each employee worked during that period. Click on any employee's line to see all his or her time logs within the selected period.

The timesheet report displays one line for each day of the selected time period of one specific user.

The project report groups the individual time logs for the selected period by project.

You can use the filters in the task bar (the bar on the left side of the screen) to include only those records that meet specific criteria such as department, user, location or project.

Every report can be printed, e-mailed, or exported as .csv or .xlsx file (Excel) using the icons on the top right side of the screen.

6.1 THE SHIFT START PARAMETER

For employees working after midnight, you will get more accurate results if you change the Shift Start parameter in the task bar. 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.

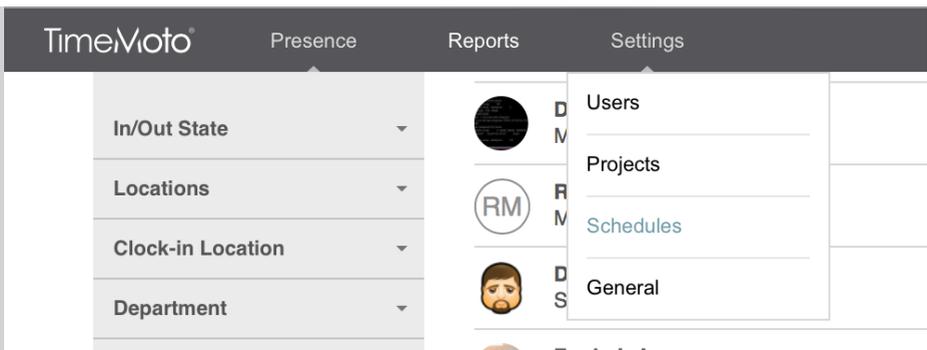
07 USING WORK SCHEDULES

You can create work schedules and assign them to your employees. The software will then be able to compare the actual clocked hours to the hours they were scheduled to work.

TimeMoto offers two different types of work schedules:

- based on presence times.
- based on the number of hours an employee has to work.

7.1 CREATING A WORK SCHEDULE BASED ON PRESENCE TIMES.



In the TimeMoto software, click on Settings in the top navigation bar. Select Schedules in the drop-down menu.

Click on “Add” at the top right side of the screen.

The screenshot shows the 'Schedules' page with a sidebar on the left containing 'Work Time', 'Breaks', and 'Roundings'. The main content area is titled 'Schedules' and contains a form with the following fields: 'Name' (text input), 'Description' (text input), 'Type' (dropdown menu set to 'Hours'), and a weekly schedule grid with radio buttons and input fields for hours per day (Mon-Sun, all set to 0.00). There are 'Delete' and 'Save' buttons at the bottom of the form.

A new empty work schedule will appear on the screen.

Give your schedule a name (mandatory) and a description (optional).

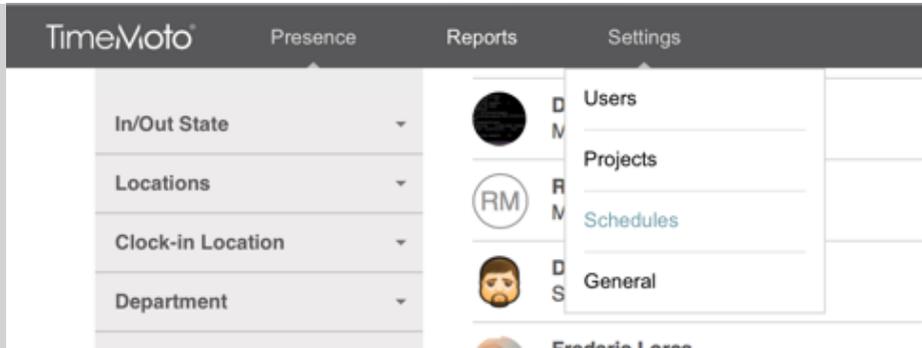
This close-up shows the 'Name' and 'Description' text inputs. The 'Type' dropdown menu is open, showing 'Hours' as the selected option and 'Days' as an alternative. Below the dropdown is a radio button interface for selecting between 'Hours' and 'Days'. The weekly schedule grid is partially visible, showing 'Mon 0.00', 'Tue 0.00', 'Wed 0.00', and 'Thu 0.00'. 'Delete' and 'Save' buttons are at the bottom.

In the type drop-down, select Days

This close-up shows the form with 'Full Time' in the 'Name' field and '40 hours per week' in the 'Description' field. The 'Type' dropdown is set to 'Days'. Below the dropdown, the first radio button is checked, and the second is unchecked. The weekly schedule grid shows 'From' and 'To' time selection fields for each day. 'Delete' and 'Save' buttons are at the bottom.

Check the checkbox in front of the first line

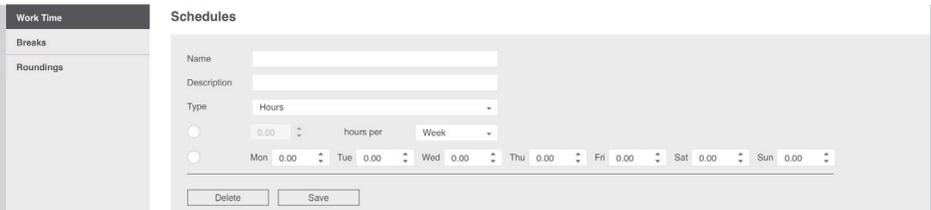
7.2 CREATING A WORK SCHEDULE BASED ON THE NUMBER OF HOURS.



In the TimeMoto software, click on Settings in the top navigation bar. Select Schedules in the drop-down menu.

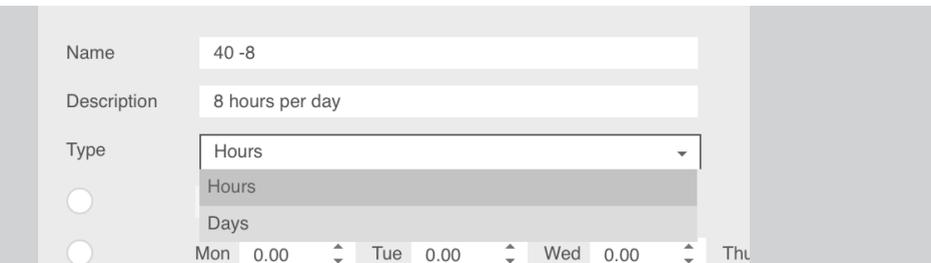


Click on "Add" at the top right side of the screen.



A new empty work schedule will appear on the screen.

Give your schedule a name (mandatory) and a description (optional).



In the type drop-down, select Hours
You can choose one from two options

Name

Description

Type

hours per

Mon Tue Wed Thu

1 Select a number of hours to be worked in a defined period (week or month)

Name

Description

Type

hours per

Mon Tue Wed Thu Fri Sat Sun

2 Select the number of hours to be worked for each day of the week

When you've finished setting up your work schedule, click on Save.

7.3 ADDING EMPLOYEE BREAKS TO YOUR SCHEDULE

In addition to “Clock In” events, there are different types of breaks you can use in your schedule. If your schedule is based on presence times:

Work Time

Breaks

Roundings

Schedules | Full Time

From To

From To

An Included Break is a break that will not be deducted from the employee's hours worked if taken during the defined period. The employee doesn't have to clock in and out when taking a break.

An Excluded Break is a break for which the employee must specifically clock in and out. The time logged is deducted from the employee's hours worked.

An Implicit Break is a break that is automatically deducted from the employee's hours worked. The employee doesn't have to clock in and out when taking a break.

If your schedule is based on number of hours:

Work Time

Breaks

Roundings

Schedules | 40 -8

<input checked="" type="checkbox"/>	Deduct <input style="width: 60px;" type="text" value="30.00"/> mins for <input style="width: 40px;" type="text" value="8"/> hours worked
<input type="checkbox"/>	Deduct <input style="width: 60px;" type="text"/> mins for <input style="width: 40px;" type="text"/> hours worked

Delete
Save

You can deduct xx mins per xx hours worked. This is an implicit break, which is automatically deducted from the employee's hours worked. The employee doesn't have to clock in and out when taking a break.

7.4 ADDING ROUNDING TO YOUR SCHEDULE

Work Time

Breaks

Roundings

Schedules | 40 -8

<input checked="" type="checkbox"/>	Round all in to the <input style="width: 100px;" type="text" value="Next"/> <input style="width: 40px;" type="text" value="5.00"/>
<input checked="" type="checkbox"/>	Round all out to the <input style="width: 100px;" type="text" value="Closest"/> <input style="width: 40px;" type="text" value="5.00"/>
<input type="checkbox"/>	Round all actions to the <input style="width: 100px;" type="text" value="Closest"/> <input style="width: 40px;" type="text" value="0.00"/>

Delete
Save

When required, you can round the clocking actions performed by the employees. 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.

7.5 EDITING A WORK SCHEDULE

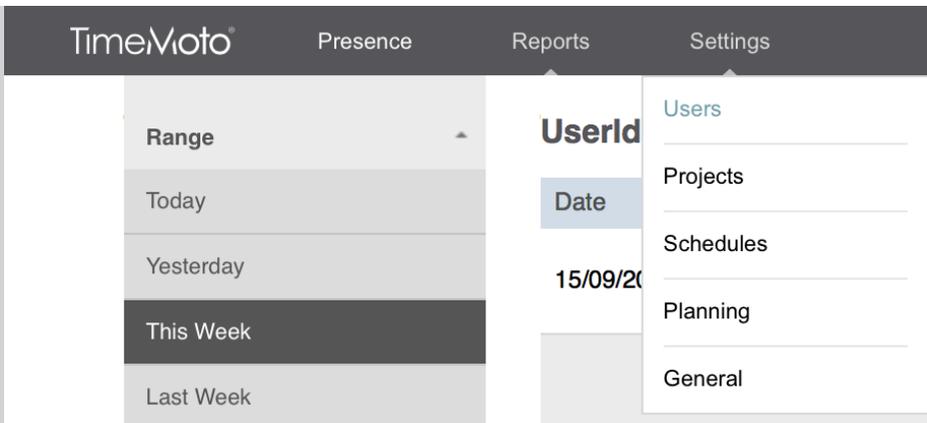
In the TimeMoto software, click on Settings in the top navigation bar. Select Schedules in the drop-down menu.

Click on the schedule you want to edit in the list.

Edit the schedule.

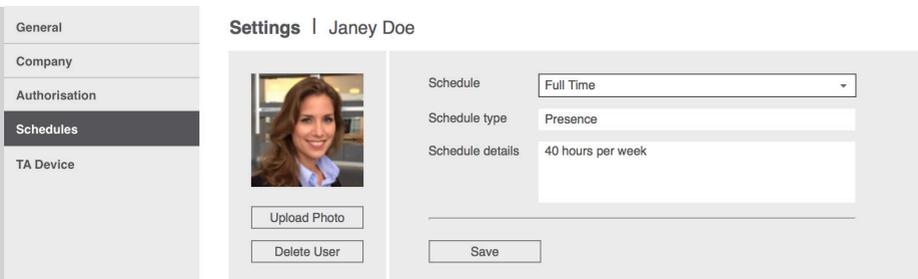
Click Save to save your changes.

7.6 EDITING A WORK SCHEDULE



In the TimeMoto software, click on Settings in the top navigation bar. Select Users in the drop-down menu.

Click on the line of the employee who you want to link to a work schedule.



On the left side of the screen, select the Schedule tab
 Select the work schedule you want to use in the dropdown menu.
 Click Save to save your changes.

The hours clocked by this employee will now be compared to the selected work schedule, and you will see the results (balance) in the reports you generate.

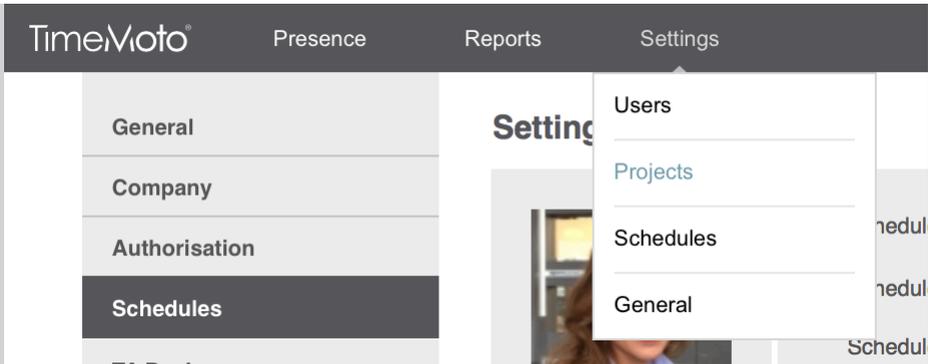
NB: limitations with work schedules based on the number of hours:

It is only possible to get a balance in the reports if the period of the report matches the period of the schedule. i.e. if an employee is due to work xx hours per month you cannot get a balance in a weekly report.

08 USING PROJECT CODES

You can set up project codes that your employees can use when they clock in and out. By using project codes you can generate project reports that show you how much time has been spent on a specific task / project.

8.1 ADDING A NEW PROJECT CODE



In the TimeMoto software, click on Settings in the top navigation bar. Select Projects in the drop-down menu.

Projects Email Print Export

ID	Name	Description	Customer	
1	Cst. Visit	Customer visit	RB	+
2	Sale Meeting	Weekly sales meetings	Me	⊗

Add a new project.

Click on the + icon located at the top right of the project list.

Projects Email Print Export

ID	Name	Description	Customer	
Name <input type="text"/> ID <input type="text"/> Description <input type="text"/> Customer <input type="text"/>				
<input type="button" value="Cancel"/> <input type="button" value="Save"/>				

A new line will appear on top of the list.

Fill in the project Name and ID number (mandatory).

Fill in a Description and Customer if desired (optional).

Click on the Save button.

Use a project code when clocking in and out

Using the mobile timer in your browser or the app:

Select the desired project code from the project list before you click Start. See chapter 3 for more information

Using a Safescan TA terminal:

Press the Project Code (a.k.a. Work Code) button (the default button is F5). Select a project code from the list and press . After this the user needs to identify himself with fingerprint, RFID badge or pin code.

IMPORTANT: your terminal must be set up to use the desired project code (refer to your device's manual for more details).

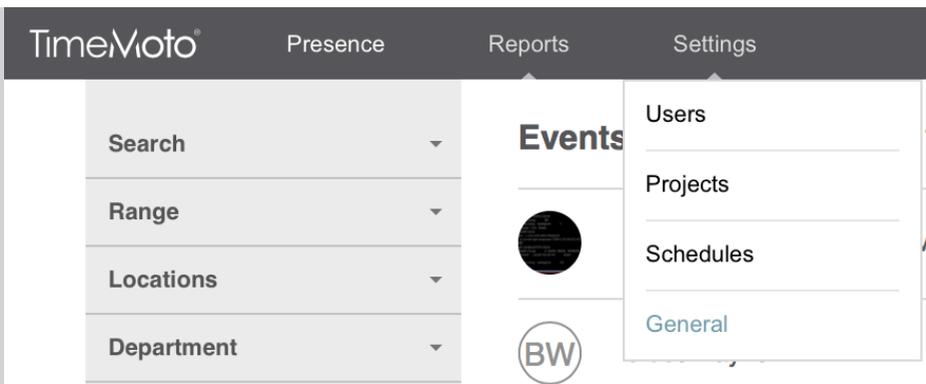
The project ID used in the terminal must match the one used in the TimeMoto software.

09 USING LOCATIONS

You can define work locations that can then be linked to GPS coordinates. There are many reasons you may want to use this feature, such as these:

- You can link a Safescan TA terminal to a location, and all the time logs clocked using this device will be linked to that location in your lists and reports.
- If you use TimeMoto's mobile timer in your browser or in the dedicated app, your GPS coordinates will be automatically registered and compared to your company's list of locations. If a match is found, your time log will be automatically linked to the known location.

9.1 ADDING A NEW LOCATION



In the TimeMoto software, click on Settings in the top navigation bar. Select General in the drop-down menu.

TimeMoto Presence Reports Settings ? Timer My Account

General
Devices
Locations
Departments

Locations

Name	Description	
Office 2	Product dev.	⊕
Main Office	London	⊗
Warehouse		⊗

Select the Locations tab from the menu on the left.



Add a new location.

Click on the + icon located at the top right of the locations list.

A new line will appear in the list.

Fill in the Name (mandatory).

Fill in a Description, Latitude, Longitude and Range if desired (optional).

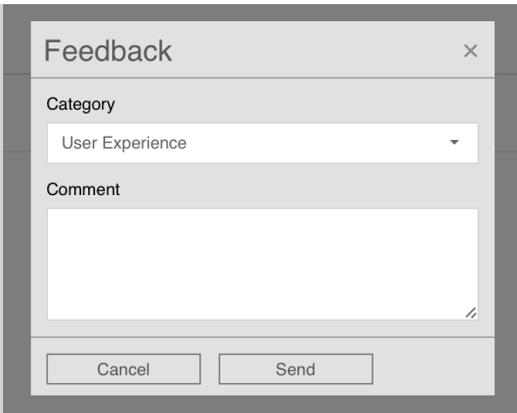
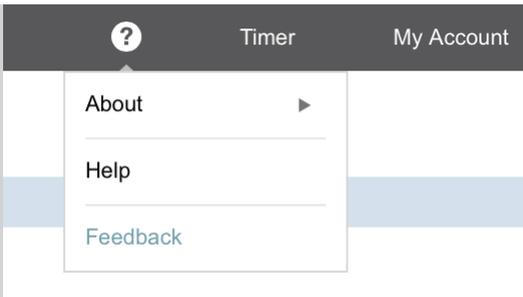


If you don't know the location's latitude and longitude, click Get Location. Then click on the location on the popup map. When you've selected the location you want, click Save.

Click Save to save the new location.

In the lists, filters and reports of the TimeMoto software you will see two different kinds of locations: one is called Location, and the other is called Clock-in Location. Location refers to the work location an employee is associated with in his or her user profile (such as the office where he or she usually works). Clock-in Location refers to the actual location where a time log was recorded.

10 PROVIDING FEEDBACK



If you want to provide feedback or report a bug to the TimeMoto development team, click the question mark icon in the top navigation bar and select Feedback. Press Send to send your message to the TimeMoto team.

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