TimeMoto®

TERMINAL AND PC SOFTWARE - GET STARTED

09/07/2018

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1 DESCRIPTION AND LAYOUT

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

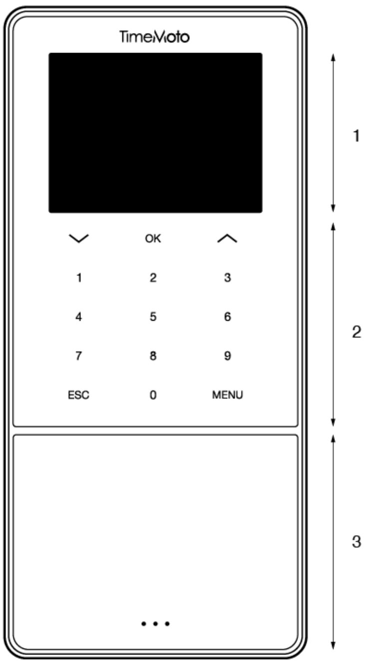
- "TimeMoto Terminal" below
- "TimeMoto PC Software" on page 11

1.1 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 7
- "Connections" on page 8
- "Supervisor menu" on page 8

1.1.1 FRONT



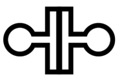
The front of the TimeMoto Terminal consists of:

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 1.

1.1.2 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

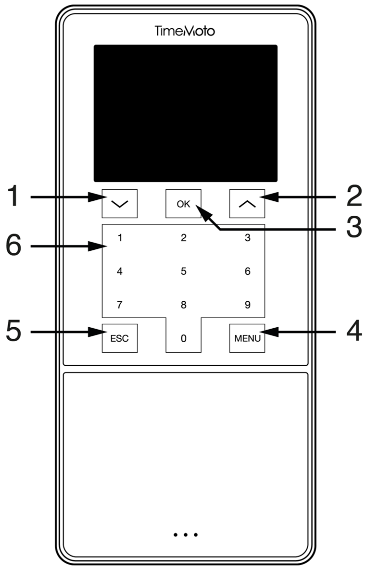
During identification the display shows you:

- 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.

1.1.3 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.

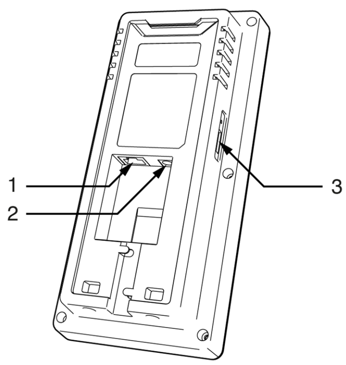
1.1.3.1 ALPHANUMERIC INPUT AND SYMBOLS

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	& _ | $
0	Space	

1.1.4 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

1.1.5 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.

1.1.5.1 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.

1.1.5.2 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

1.1.5.3 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.

1.1.5.4 USB MANAGEMENT

In case the terminal is not connected to the network, you will need USB Management to transfer terminal data manually to a USB flash drive. USB Management allows you to download the following data to a USB flash drive:

- Attendance data
- User data
- Project data

For more details on synchronization, see "How to synchronize terminals" on page 57.

1.1.5.5 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.

1.1.5.6 CONNECTION STATUS

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

1.1.5.7 SYSTEM INFO

System Info allows you to:

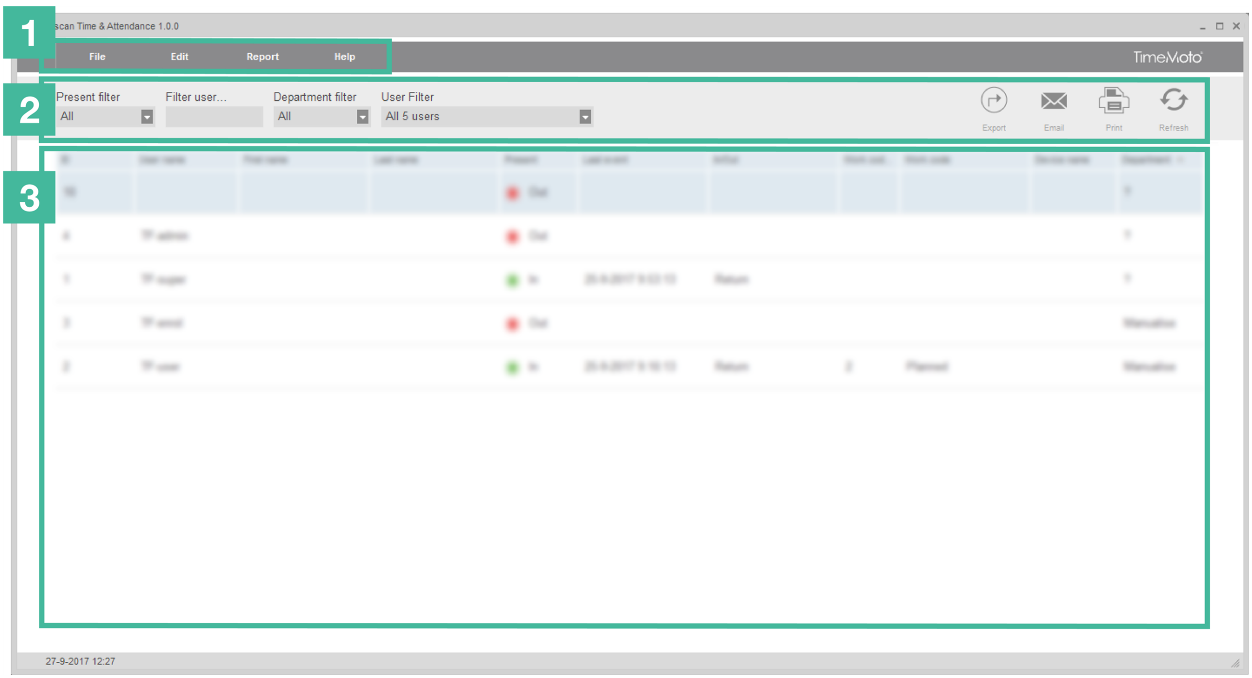
- check the available capacity of the used and maximum number of registered fingerprints (TM-626 and TM-828 only);
- check the available capacity of the used and maximum number of registered faces (TM-838 only);
- check device info, e.g. the serial number;
- check software info, e.g. the firmware version.

1.2 TIMEMOTO PC SOFTWARE

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

- "Layout" below
- "Toolbar buttons" on page 13
- "Handling data in tables" on page 13
- Menu item "File" on page 14
- Menu item "Edit" on page 15
- Menu item "Report" on page 18

1.2.1 LAYOUT



The interface of the TimeMoto PC Software consists of:

1. Menu

The Menu is always present in the top part of the window. With the Menu you can access all screens of the software.

Under menu item File you can navigate to your preference and license settings and view the events log. Furthermore, you can choose File/Exit to close the program. For more details, see "File" on page 14

Under the main menu item Edit you can edit clock times, Users, Projects, schedules, planning, devices and pay classes. Fore more details, see "Edit" on page 15

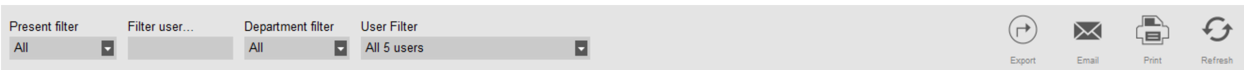
With Reports you can view, email, print and export clocking data. TimeMoto PC Software offers the following type of reports:

- Presence
- Day
- Period
- Timesheet
- Project
- Payment
- Classification

For more details, see "Report" on page 18

2. Toolbar

The Toolbar is always present under the Menu. With the Toolbar you can manage the data and settings presented in the Data area. On the right side find the Toolbar buttons for specific actions, e.g. editing or exporting to an Excel file. The Toolbar functionality depends on the screen that you select from the Menu.



Fore more information on the buttons, see "Toolbar buttons" on the facing page.

3. Data area

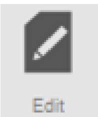
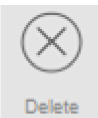
The Data area is the large area under the Toolbar. This is where your settings or data are presented, depending on the screen you select from the Menu. With the Toolbar you can manage the data, e.g. by filtering or exporting. Most of the data in the Data area is presented in tables.

You must select a data entry before you can use the Toolbar buttons Edit or Delete. You can also double click on a data entry to open it for editing.

More is explained in "Handling data in tables" below

1.2.2 TOOLBAR BUTTONS

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

Toolbar button	Function
	Exports the displayed data to a file.
	Opens a new email with a report of the displayed data in PDF format.
	Opens a print dialogue to send a report of the displayed data to your printer.
	Starts a new data entry.
	Opens the selected item for editing.
	Deletes the selected item.
	Refreshes the displayed data.

For several screens the Toolbar is equipped with dedicated buttons. E.g. the screen Edit/Device has the button Scan to detect new terminals.

1.2.3 HANDLING DATA IN TABLES

1.2.3.1 SORT TABLE

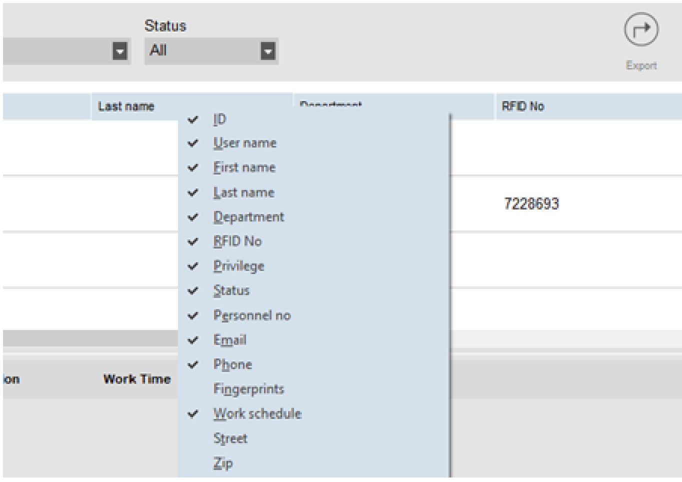
You can sort data in tables by clicking on the header of the column you need to sort. Another click will reverse the sorting order.

1.2.3.2 REARRANGE COLUMN ORDER

You can rearrange the column order in the tables by dragging any header to the desired location.

1.2.3.3 TOGGLE COLUMN VISIBILITY

A right-click on any column will display a list of all columns available to display. Click on the column names you want to show/hide.



1.2.4 FILE

Under menu item File you can navigate to your preference and license settings and view the events log. Furthermore, you can choose File/Exit to close the program.

1.2.4.1 FILE/PREFERENCES

Under File/Preferences you can view and edit the following program Settings:

Region

Use the Region settings to match the software to your regional standards for week numbering and to set the language of the menu. Learn more about week numbering. *The week numbering system depends on your region or company policy. The most common is the International Standard ISO 8601 with Monday as the first day of the week. Other systems have Sunday as first day (US) or Saturday (Islamic). Week 1 of the year is defined in the software by the selected date to include that week. ISO 8601 defines Week 1 as the week that contains January 4.*

Actions (TimeMoto Plus only)

Under Actions you can choose to Close year. The Close Year action allows the transfer of all overtime and vacation hours from the previous year to the current year. After clicking on Close year, the software will generate a report of the modifications.

⚠ The Close year action cannot be undone. Please make sure that the data from the previous year is correct and make a backup first.

Clock

Under Clock you can edit the time settings for double clocking prevention and rounding. The software prevents duplicate entries from the same employee by blocking a second punch during the set time.

Furthermore, here you can set the time interval for rounding. Set a feature to None if you want to disable it. Learn more about the time interval for rounding.*The set time interval determines how the software rounds incoming time stamps to the nearest option. For example with a time interval of 15 minutes: An employee clocks in at 8:07, the system will round down and register a time entry at 8:00. If the employee had clocked in a minute later at 8:08, the system would have rounded up to 8:15.*

Vacation (TimeMoto Plus only)

Here you can choose to manage vacation in hours or in days.

Back up

Under Back up it is possible to create a backup-file of your data. This backup can be done manually or automatically.

In/Out translation

This section is not applicable for TimeMoto terminals.

1.2.4.2 FILE/LOG

The Log screen can be accessed through the menu bar by clicking on File and Log. The Log screen displays the actions that have been performed on the terminal(s).

1.2.4.3 FILE/LICENSE

File/License displays information on the current software licence. A license code (and related email account) can be entered here in case you need to activate another license.

1.2.4.4 FILE/EXIT

Choos File/Exit to close the program.

1.2.5 EDIT

Under the main menu item Edit you can edit clock times, Users, Projects, schedules, planning, devices and pay classes.

1.2.5.1 EDIT/CLOCK

The Edit/Clock screen displays all clocking data as a list. From here you can check, edit, and add clocking data. Anytime an error is detected by the software, the In/Out state of the line with a suspected error will be highlighted in red. It is important to realise that the software can only provide calculation results if the clocking sequence is valid.

A **In → In** sequence is also considered as valid, even though red highlights will be displayed. All odd Ins are considered as “In”, all even Ins are considered as “Out”.

⚠ To protect the employer and the employee, the software will not allow you to delete clocking data from the database of the software. However, a clocking item can be set to ignored so that it is not taken into account for the hours calculation.

Find out how to add a clock time with TimeMoto PC Software.
Find out how to edit a clock time with TimeMoto PC Software.

1.2.5.2 EDIT/CLOCK GRID (TIMEMOTO PLUS ONLY)

The Clock Grid screen displays all clocking data, as well as work schedule hours and planned hours. It gives a simple and straightforward view over the “ins” and “outs” of your employees.

- A red exclamation mark is displayed anytime the software detects errors in the clocking sequence.
- The Project legend on the right side of the screen shows the colours and the names of the different Projects.
- You can toggle on/off the Project legend with the Project button.

1.2.5.3 EDIT/DEPARTMENT

The Department screen displays a list of the available departments. Use the Toolbar buttons to Add or Edit a department.

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.

1.2.5.4 EDIT/USER

The User screen consists of:

1. List of User accounts
2. Account information
3. Account toolbar

Use the Toolbar buttons to Add or Delete a User. For the steps to add a User, see "Add a User" on page 30.

List of User accounts

The List of User accounts presents the Users in a table with their primary data and current status. Select a User by clicking on the row.

Account information

The account information of a selected User is presented in five tabs below the list of Users:

1. System data *Tab with information needed for communication with your terminal*
2. Personal data*Tab with personal information among which the Joined company date. When a User starts in the middle of the year, it is necessary to fill the start date, so the software can start all calculations with this date instead of the beginning of the year.*
3. Identification*Tab with identification data, see also Add Identification to a User*
4. Work Time*Tab with information regarding the working hours annually and from the previous month. Furthermore a Pay class can be selected for a user.*
5. Vacation (TimeMoto Plus only) *Tab with information regarding the vacation hours*

Account toolbar

The Account toolbar consists of buttons for editing actions concerning the account information:

1. Edit*Makes the Account information editable.*
2. Save *Saves any changes to the account*
3. Cancel*Cancel editing*
4. Amend (TimeMoto Plus only)*For more details, see "How to Amend Overtime" on page 1*

⚠ The terminals must be synchronised with the TimeMoto PC Software for the changes to take effect, see Synchronise User Data.

1.2.5.5 EDIT/PROJECT

Projects are used to specify time spent on projects or activities and to register absences. The Project screen displays a list of the available Projects. Use the Toolbar buttons to Add or Edit a Project.

Fore more details, see "Learn more about Projects" on page 32

1.2.5.6 EDIT/WORKSCHEDULE

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

Use the Toolbar buttons to Add or Edit a Work schedule.

For more details, see "Learn more about Work schedules" on page 34.

1.2.5.7 EDIT/PLANNING (TIMEMOTO PLUS ONLY)

Planning is suited for Users with varying working days and times. For Users with fixed working days and times you can link to a Work schedule.

Learn more about Work schedules.

1.2.5.8 EDIT/DEVICE

The Device screen displays a list of your clocking devices. Use the Toolbar buttons to scan for new devices or add/edit one manually.

A Device has the following properties:

- Name: this is the display name of the device.
- IP address: the IP address of the terminal, leave this field empty when using a USB stick.
- Fetching computer name: the name of the computer handling the communication between the device and the database. In most case the fetcher should be the computer running the TA software.
- Communication key: it is possible to enter a numeric key to secure the connection between the device and the software.
- Device language: this option allows the terminal to adapt to some languages specifications.

The Synchronize Toolbar is located at the bottom of the screen. The Synchronize Toolbar consists of buttons for synchronizing actions for the selected device.

Fore more information on synchronization, see "How to synchronize terminals" on page 57.

1.2.5.9 EDIT/PAY CLASS

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.

For more details, see "Learn more about Pay classes" on page 41.

1.2.6 REPORT

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

1.2.6.1 REPORT/PRESENCE

The Presence screen allows you to view, email, print and export the current presence of your employees (In or Out).

1.2.6.2 REPORT/DAY

This report displays the time stamps, scheduled and worked hours and breaks per employee per day for a given range.

1.2.6.3 REPORT/PERIOD

This report displays the worked hours per employee per day for a given range and displays the total scheduled and worked hours for that range.

1.2.6.4 REPORT/REPORT

When Report is selected, the software generates a timesheet report automatically. Every page starts with another User. Change the report to your needs.

1.2.6.5 REPORT/PROJECT

This report displays time booked on specific Projects.

1.2.6.6 REPORT/PAYMENT

In a Payment report the payment for a User for a selected period is specified and summed. Multiplication factors because of Pay class conditions are also displayed and factored.

For more information on Pay classes, see "Learn more about Pay classes" on page 41.

1.2.6.7 REPORT/CLASSIFICATION

The Classification report displays an overview per use of hours booked on the default pay rate, paid leave and the related pay class. Select the type of report (Quickbooks, Paychex, ADP, ADP2, DATEV) and click on Export.

2 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.

1. "Set Preferences" below
2. "Set Date/Time" below
3. "Set Attendance Rules" on the next page
4. "Add a User" on page 23
5. "Add Identification to a User" on page 23

2.1 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 "TimeMoto Terminal" on page 5

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)
   - 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)

2.2 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.

2.2.1 SET THE TIME WITH THE TIMEMOTO PC SOFTWARE

You can set the time remotely with the TimeMoto PC Software:

1. Log in to TimeMoto PC Software.
2. Go to Edit /Device.
3. Select the device from the list.
4. Click on Set Time to set the time of your computer to the TimeMoto Terminal.

2.2.2 SET THE DATE/TIME MANUALLY

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

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		

2.3 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.

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

Menu item	Description	Input
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		

2.4 ADD A USER

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

Go to "Add a User" on page 30.

2.5 ADD IDENTIFICATION TO A USER

⚠ If you have created a new User with the TimeMoto PC Software: Make sure to synchronize the User Data of the terminal with the software first. Otherwise the new User will not be available on the device. For instructions, see "Synchronize User Data" on page 57.

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" below
- "Add a Fingerprint" on the facing page*
- "Add a Face" on page 26**

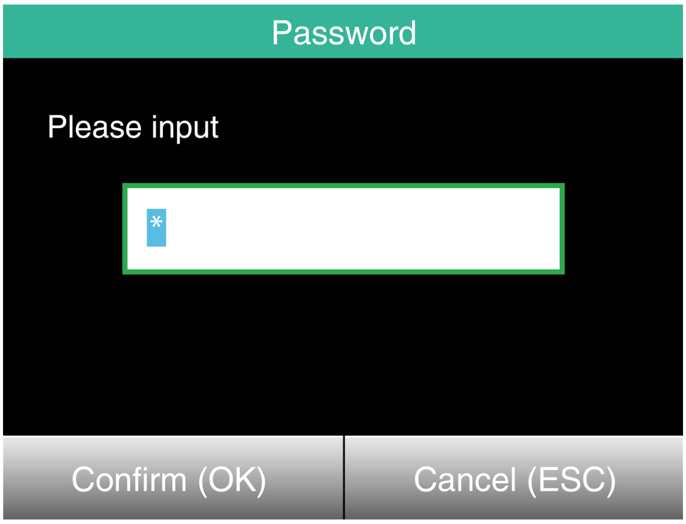
* TM-626 and TM-828 only
** TM-838 only

You can also add identification data with the TimeMoto PC Software, see "Add Identification to a User" on page 31.

2.5.1 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.

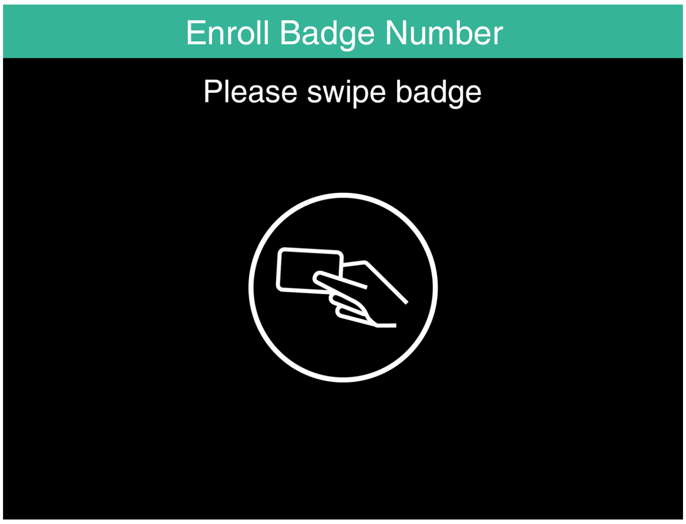
You can also change the PIN code with the TimeMoto PC Software, see "Change a PIN code" on page 31.

2.5.2 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.

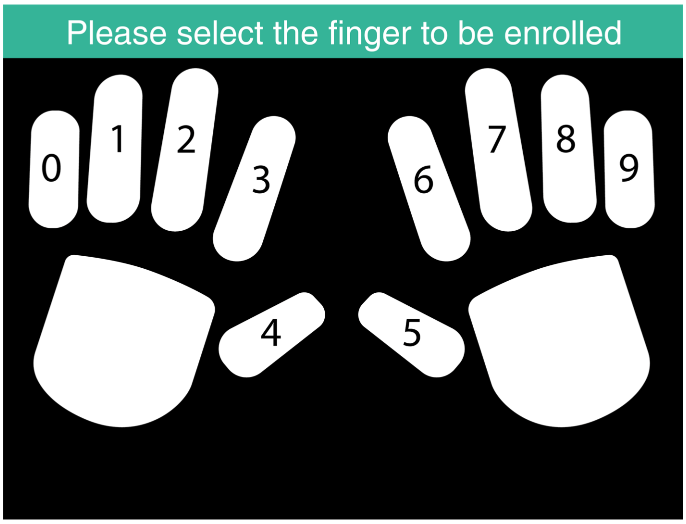


You can also add a RFID tag with the TimeMoto PC Software, see "Add a RFID tag" on page 31.

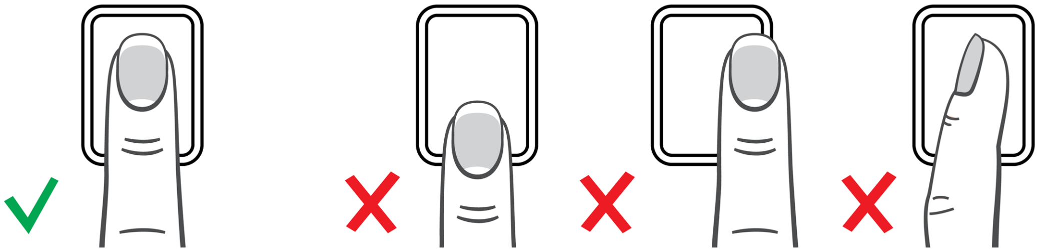
2.5.3 ADD A FINGERPRINT

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.



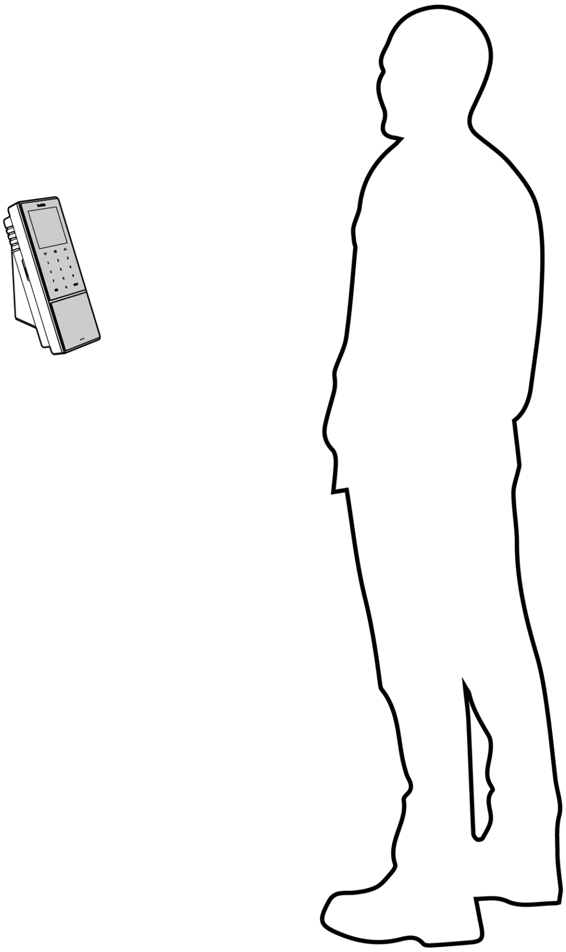
9. Repeat twice with the same finger.

You can also add a Fingerprint with the TimeMoto PC Software, see "Add a Fingerprint" on page 32.

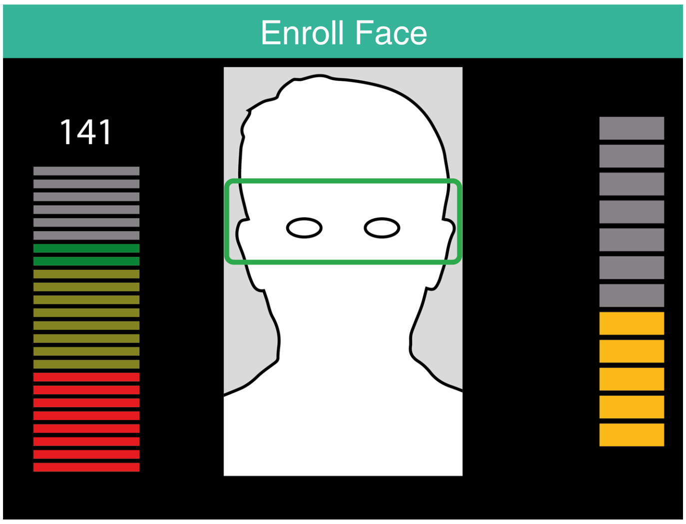
2.5.4 ADD A FACE

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.

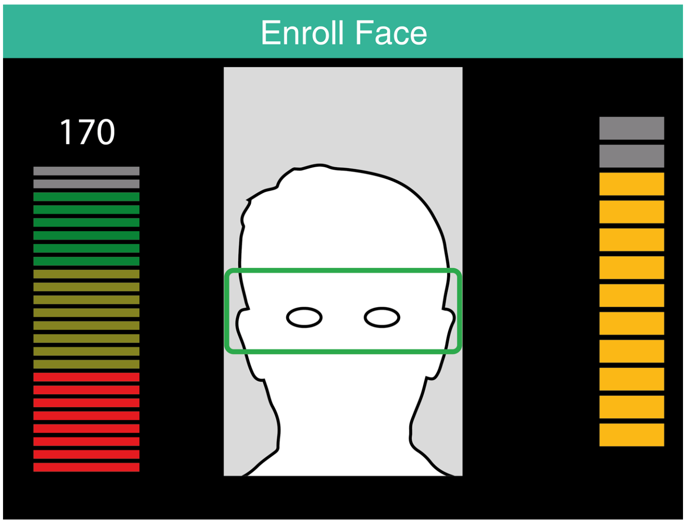
7. Have the User stand in front of the terminal and look straight at the identification area.



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.



3 GET STARTED WITH TIMEMOTO PC SOFTWARE

After completing the Installation, get started with TimeMoto PC Software:

1. "Log in" below
2. "Set your preferences" below
3. "Add a TimeMoto Terminal" below
4. "Add a Department" on the next page
5. "Add a User" on the next page
6. "Add Identification to a User" on page 31
7. "Learn more about Projects" on page 32
8. "Learn more about Work schedules" on page 34
9. "Learn more about Planning (TimeMoto Plus only)" on page 34
10. "Learn more about Pay classes" on page 41

3.1 LOG IN

After the Installation the program starts for the first time. The program starts with an empty database without any registered users. In any other case the program will prompt the log in Screen. Fill in your User Name or User ID and your Password (by default the same as your User ID). Make sure your User account has Supervisor rights.

If you have forgotten your Username and/or password, you can unlock the application by filling in your registration email address as Username and your license key as password.

3.2 SET YOUR PREFERENCES

Go to File/Preferences and set your language and week numbering settings. Furthermore you can edit the time settings for double clocking prevention and rounding. Check "File/Preferences" on page 14 for more information.

3.3 ADD A TIMEMOTO TERMINAL

3.3.1 ADD A NETWORK-CONNECTED TIMEMOTO TERMINAL

1. Go to Edit/Device
2. Click Scan. The program searches for new devices on the network. If found a screen pops up with the device name and IP address of the terminal.

3. Click Yes to establish a connection the device and the software. The device appears in the list with the status ‘Connected’.

You can edit the device name and data by double-clicking on it in the list or by selecting it in the list and hitting the Edit button.

3.3.2 ADD AN OFFLINE TIMEMOTO TERMINAL

1. Go to Edit/Device.
2. Click Add. The Add device screen is shown.
3. Fill in a Name.
4. Click This computer to set the current computer as the fetching computer.
5. Leave other fields blank.
6. Click on OK.

Find out "How to synchronize terminals" on page 57.

3.4 ADD A DEPARTMENT

1. Go to Edit/Department.
2. Click Add. The Add department screen is shown.
3. Fill in a Name and Description.
4. Select a Pay class if applicable.
5. Click on OK.

3.5 ADD A USER

1 Go to Edit/User.

2 Click Add. The Add User screen is with the next free User ID number.

3 If desired you can change the User ID. However, we strongly recommend you to keep the designated User ID.

4 Select a department.

5 Click on OK.

6 You can now fill in the User data. For more information, see "Account information" on page 16.

7 Click on Save.

8 Now add identification data to the User:

You can add identification data to the User with theTimeMoto PC Software directly. In case you have a fingerprint or RFID device connected to your PC you can even scan and add fingerprints and badges. For instructions, see "Add Identification to a User" on the facing page.

You can also add identification data to the User with a TimeMoto Terminal. For instructions, see "Add Identification to a User" on page 23.

3.6 ADD IDENTIFICATION TO A USER

With TimeMoto PC Software you can change the PIN code and add a RFID tag to a User. When you connect a fingerprint device to your computer you are also able to add fingerprints. Also a RFID device can be used for reading out badges or tags.

For instructions, see:

- "Change a PIN code" below
- "Add a RFID tag" below
- "Add a Fingerprint" on the next page

Adding a face must done locally for each related terminal, see "Add a Face" on page 26.

3.6.1 CHANGE A PIN CODE

The default PIN code for a User is identical to his/her User ID. To change the PIN code:

1. Go to Edit/User.
2. Double-click on a User or select a User from the list and click on Edit.
3. Go to the System data tab.
4. Click on Change password.
5. Fill in a new password.
6. Click on OK.
7. Click on Save.

Find out how you can also Change a PIN code with a terminal.

3.6.2 ADD A RFID TAG

1. Go to Edit/User.
2. Double-click on a User or select a User from the list and click on Edit.
3. Go to the Identification tab.
4. Fill in the RFID number in the RFID field or connect a RFID device to read out a badge or tag.
5. Click on Save.

Find out how you can also Add a RFID tag with a terminal.

3.6.3 ADD A FINGERPRINT

1. Connect a fingerprint device to your computer. (If you don’t own such a device, you can "Add a Fingerprint" on page 25 with a terminal)
2. Go to Edit/User.
3. Double-click on a User or select a User from the list and click on Edit.
4. Go to the Identification tab.
5. Select a square that relates to the finger.
6. Click on Register and follow instructions.
7. Repeat for other fingers if desired.
8. Click on Save.

Find out how you can also Add a Fingerprint with a terminal.

3.7 LEARN MORE ABOUT PROJECTS

Projects are used to specify time spent on projects or activities and to register absences. Projects are specified by an ID number, description and colour. Projects are key elements of the TimeMoto PC Software. This section explains their role in the software.

Projects enable you to:

- oversee what your Users are currently doing in Report/Presence;
- quickly recognise projects or activities by their colour in Edit/Clock Grid;
- create reports of time spent on projects or activities with Report/Project;
- create a planning.

3.7.1 DEFAULT PROJECTS

By default, the software has some pre-defined Projects. These Projects can be edited to suit your business.

Name Description

ID	Name	Description	Color
6	Deplan	Unplanned time	
4	Holiday	Holiday time	
2	Planned	Scheduled time	
1	Project	Assignment time	
7	Sick	Sick	
5	Vac.P	Planned Vacation time	
3	Vacation	Vacation time	

3.7.2 PROJECT FIELDS

A Project always consists of the following fields:

- Project *The Project ID can be changed (e.g to reflect an account or job number)*
- Name *This field is mandatory*
- Description *This field is mandatory*
- Project type (TimeMoto Plus only) *There are several different Project types, see* *"Project types (TimeMoto Plus only)" below*
- Regular out (TimeMoto Plus only) *Signifies end of working day, see* *"Regular out" below*
- Colour *Changes the colour of the Project in the planning and the Clock grid*

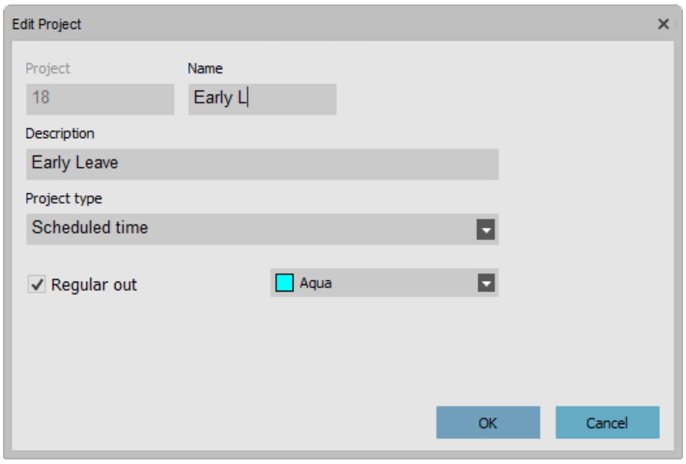
3.7.3 PROJECT TYPES (TIMEMOTO PLUS ONLY)

There are 7 Project types, which all have a different impact on the calculations in the software:

- Scheduled time *For regular working hours.*
- Assignment time *For assignment to projects (calculated as normal hours)*
- Vacation time *The hours of the existing work schedule of the User are converted into vacation hours, they are deducted from the vacation hours total*
- Holiday time *National holidays, reported as paid days*
- Planned vacation time *To enter vacations for Users without regular work schedules*
- Unplanned time *Cancel an existing work schedule (It is possible to add Scheduled time or Assignment time over Unplanned time)*
- Sick *Project type for sick leave, reported as paid time*

3.7.4 REGULAR OUT

When a User clocks out using a Project, the software considers that the User is still working. Using a Project with "Regular out" checked allows to signify that the User is not working any more. This option can be used for leaving early during work time.



3.8 LEARN MORE ABOUT WORK SCHEDULES

You can create Work schedules and assign one to a User. The software will then compare the actual clocking actions and hours with the assigned Work schedule for that User:

- If a User has not clocked in on a scheduled working day, the software will mark the scheduled hours as absent.
- If a User has clocked in on a non-scheduled day, the software will not count hours as overtime.
- If a User clocks more hours than scheduled, the software will result in a positive balance for that day.
- If a User clocks less hours than scheduled, the software will result in a negative balance for that day.
- If a User clocks in on a scheduled day from a Time In/Out schedule and he/she forgets to clock out, the software will automatically assign the scheduled end time.

A Work schedule is defined by a set of rules for presence times or number of work hours, see "Work schedule rules" below.

Work schedules are suited for Users with fixed working days and times. Go to Edit/Workschedule to add/edit Work schedules. Go to the System Data tab of Edit/User to assign a Work schedule to a User.

Work schedules are not suited for Users with varying working days and times. For this type of User you need to make a Planning. Planning is only available for TimeMote Plus users, see "Learn more about Planning (TimeMoto Plus only)" below.

3.8.1 WORK SCHEDULE RULES

A Work schedule is defined by a set of rules for presence times or number of work hours. TimeMoto PC Software offers the following types of rules:

- Hours Per Day
- Hours Per Month
- Hours Per Week
- Pause Per Day
- Time In/Out
- Time Pause
- Time Pause excl
- Time Pause incl

3.9 LEARN MORE ABOUT PLANNING (TIMEMOTO PLUS ONLY)

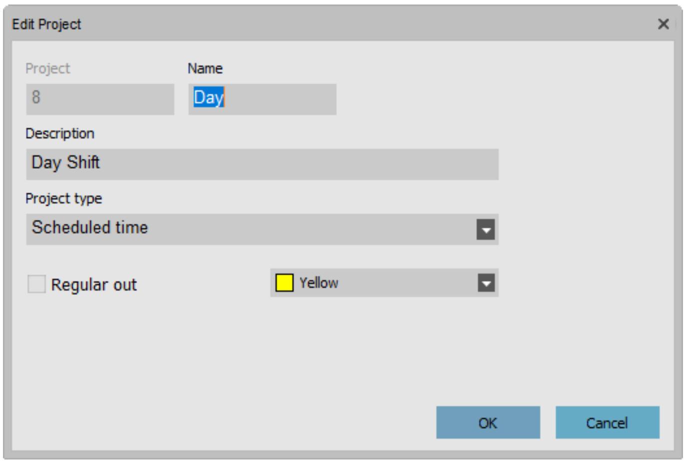
Planning is suited for Users with varying working days and times. For Users with fixed working days and times you can make a Work schedule, see "Learn more about Work schedules" above.

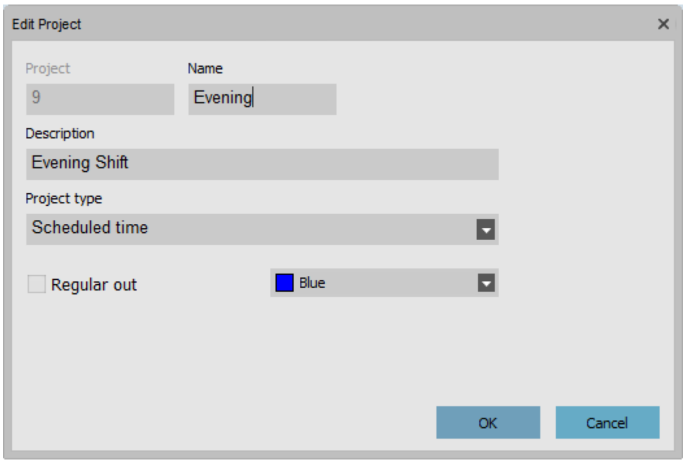
Learn how to:

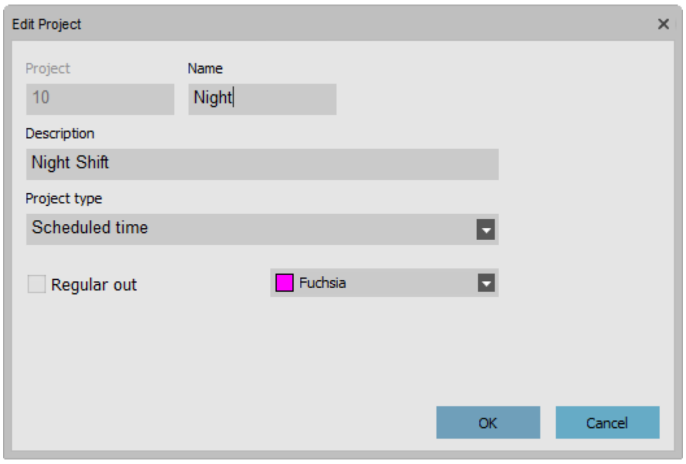
- "Add a work planning" below
- "Add a national holidays planning" on page 39
- "Add a vacations planning" on page 39

3.9.1 ADD A WORK PLANNING

You can create a planning by assembling various templates. These templates are created by the association of a time plan and a Project. We will take the example of a company where employees can work 3 different shifts. One shift runs from 8:00 to 17:00 with a clocked break from 12:00 to 13:00. The second shift runs from 17:00 to 01:00 with a break from 21:00 to 22:00, and the third shift runs from 01:00 to 08:00 without break. Firstly, we will create three different Projects, one for each shift.

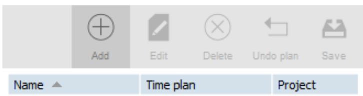






Let's create templates for these shifts. Go to the 'Planning' page.

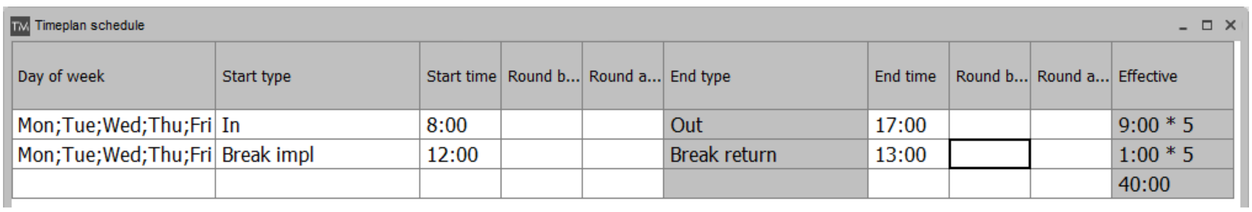
On the right side of the screen, you will see an empty table, click on the "Add" icon to create a new schedule template.

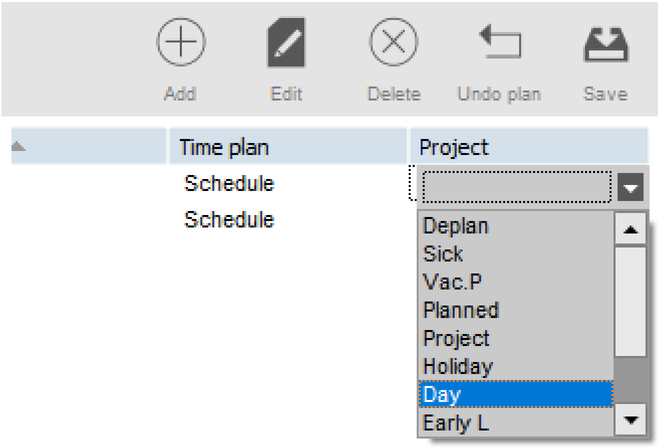


Enter a name for the template (in this case Day), then click on the "Edit" button. A new window will pop-up.

You can fill-in this window in the same way you filled-in the work schedule. There are four different start types:

- In: used to notify the start of the working day.
- Break Incl: Is used if the breaks are part of the working day. This is for information purposes only and has no impact on the total worked hours.
- Excl break: Use Excl break when employees clock in and out for their break.
- Break impl: Is used if you want break(s) to be deducted automatically from the total worked hours without the employees clocking for it.





Click on ‘OK’ to save. Select the ‘Day’ Project you have created previously in the Project drop-down list.

Save your template by clicking on the “Save plan”icon.

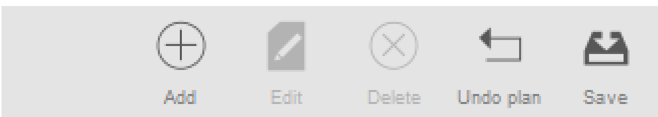
We can proceed the same way for the two remaining shifts (Evening and Night).

Timeplan schedule

Day of week	Start type	Start time	Round b...	Round a...	End type	End time	Round b...	Round a...	Effective
Mon;Tue;Wed;Thu;Fri	In	17:00			Out	1:00			8:00 * 5
Mon;Tue;Wed;Thu;Fri	Excl break	21:00			Break return	22:00			1:00 * 5
									35:00

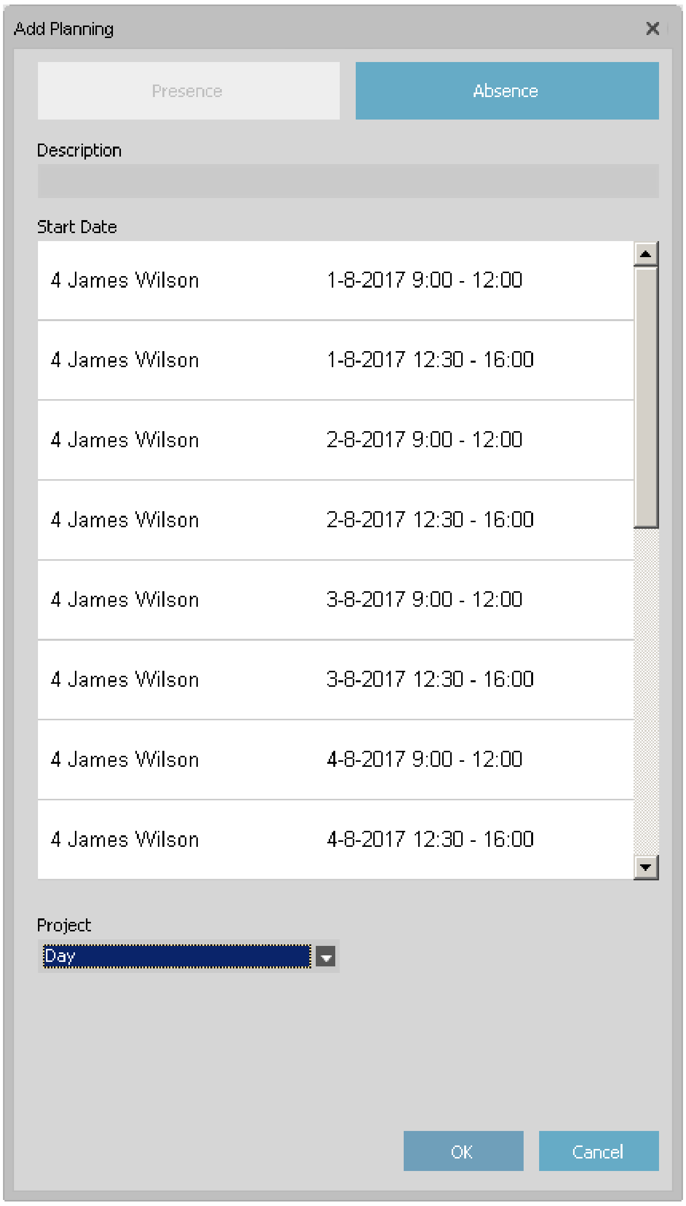
Timeplan schedule

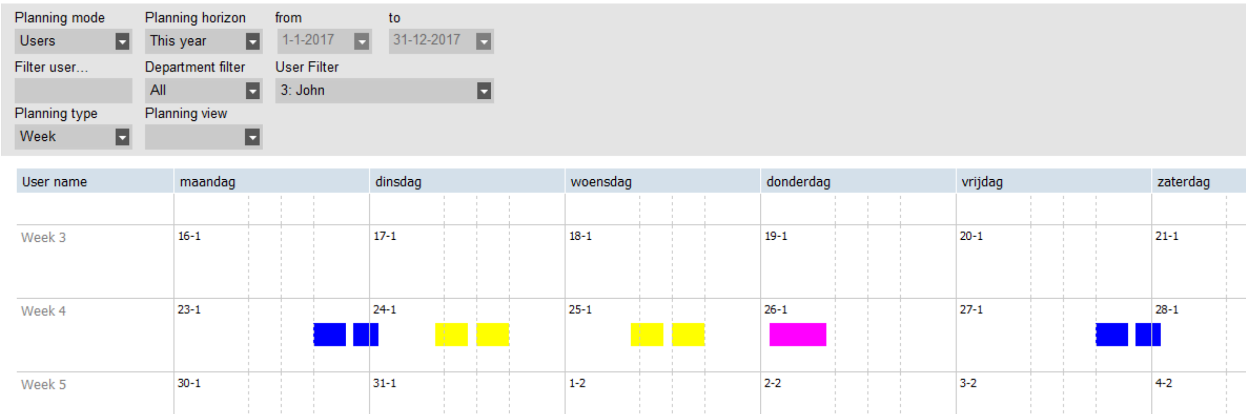
Day of week	Start type	Start time	Round b...	Round a...	End type	End time	Round b...	Round a...	Effective
Mon;Tue;Wed;Thu;Fri	In	1:00			Out	8:00			7:00 * 5
									35:00



Name	Time plan	Project
Day	Schedule	Day
Evening	Schedule	Evening
Night	Schedule	Night

Select days on the planning at the left side of the screen, and simply drag and drop the desired template. A window will pop-up giving you the option of leaving feedback on your operation, you can still change the associated Project or cancel the operation. Click ‘OK’ to save.



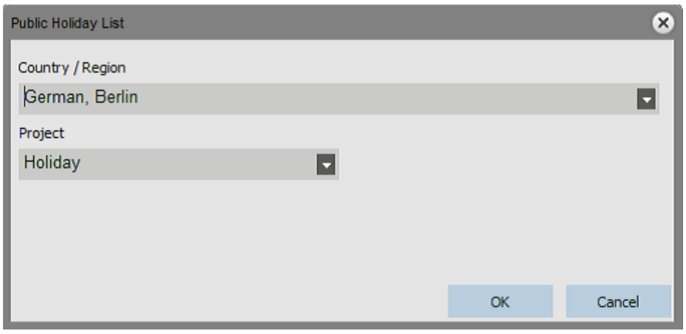


Repeat the procedure until you are done with the planning.

3.9.2 ADD A NATIONAL HOLIDAYS PLANNING

The planning of national holidays is a straightforward process. Go to the ‘Planning’ page and click on the ‘import holidays’ button located on the top right hand side of the page.

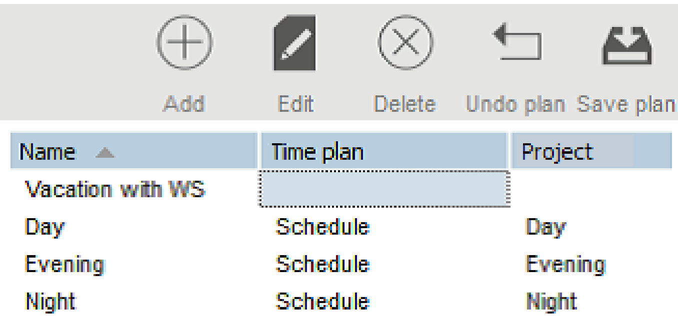
Select your country in the drop-down list of the window that just popped-up. Leave the default selected Project. Validate your choice by clicking ‘OK’.



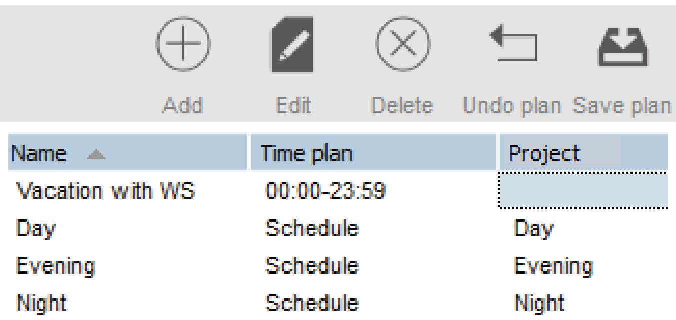
Please note: If you have deleted the “Holiday” Project from your Projects list, please create a new Project with “Holiday” as Project type before importing the national holidays. Otherwise the software will generate an error because of the missing Project.

3.9.3 ADD A VACATIONS PLANNING

Planning vacations will differ depending on your employees working with a regular working or planning schedule. Also, if you have selected hours or day calculation. Below an example for hours calculation.

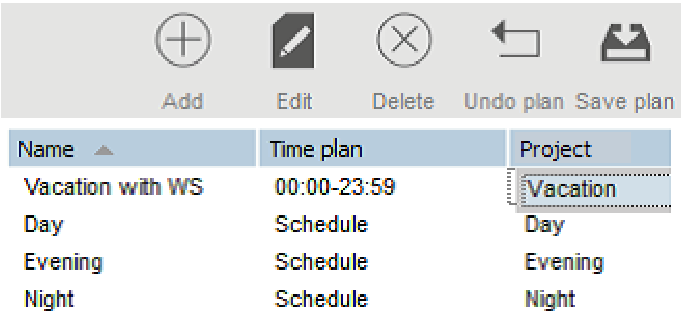


Let’s create a template to apply on the planning. We will name it as seen previously, but instead of creating a planning for the template, we will specify a time range in the ‘Time plan’ cell.



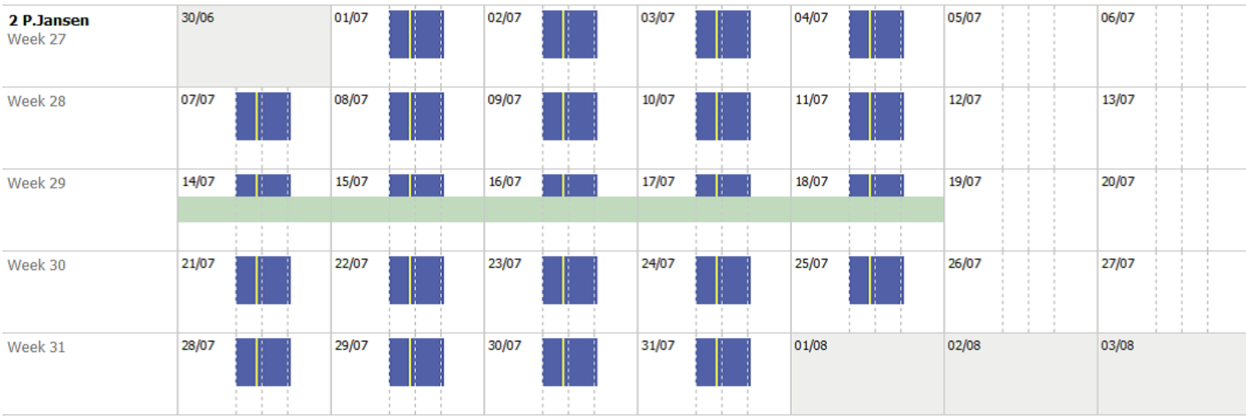
This range has to cover the work schedule linked to the employee. In our work schedule example the employee's work schedule runs from 9:00 to 17:00.

We can fill-in 9:00-17:30 in the time plan cell. If you want to cover all types of work schedule, you can fill-in '00:00-23:59' in the 'time plan' cell.

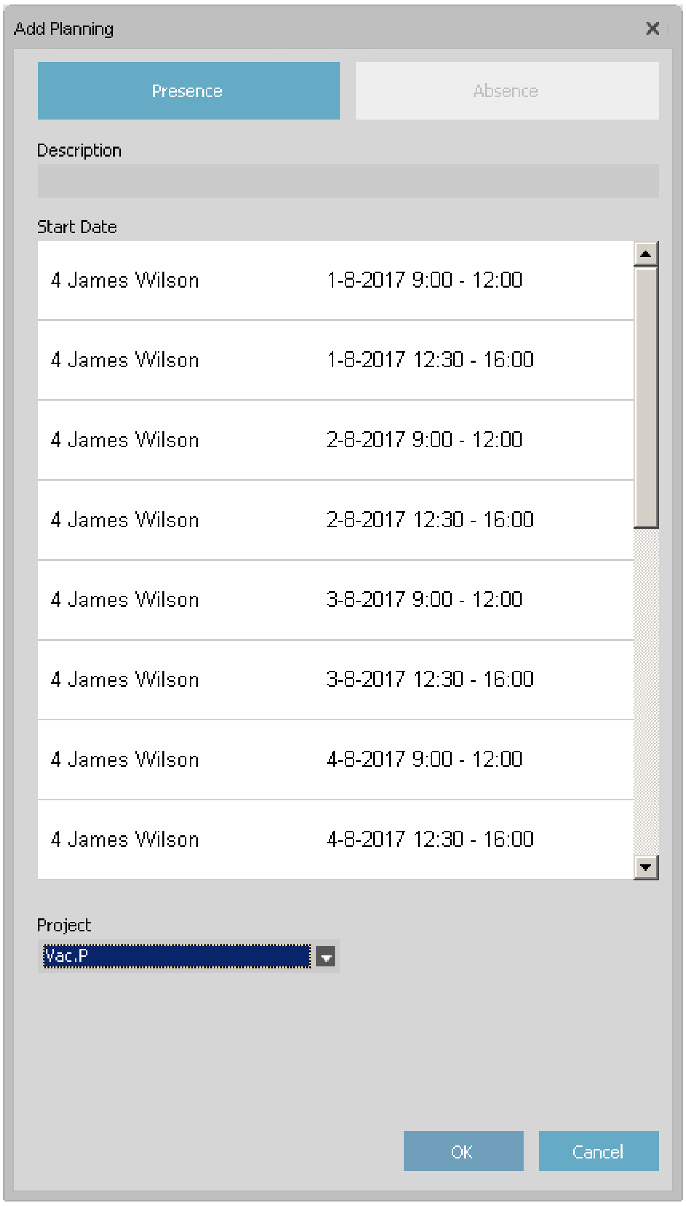


We do not need to create a new Project for this template, we only need to select standard 'Vacation' Project. Save your template by clicking on the "Save plan" icon on the right side of the screen.

After that, we only need to select the vacation days on the planning, and drag and drop our vacation template.



Employees with planning:



To plan vacation for an employee working with a planning, drag a template that you already use for this employee over the days you want to set as vacation days. When the pop-up window appears change the Project to 'Vac.P'.

Alternatively, you can also create a template with the correct number of hours linked to the 'Vac. P' Project.

3.10 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.

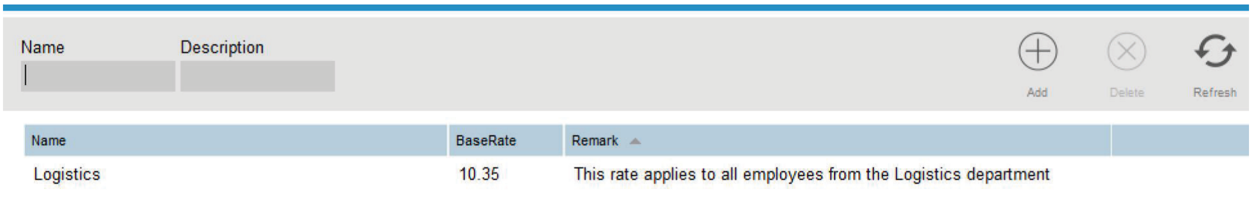
Each Pay class has a name and description, and is linked to a basic pay rate. For every Pay classes you will define a set of rules that will modify the payrate according to the worked hours. Each rule of the Pay class will be triggered when one or more conditions are met.

For in-depth instructions, see:

- "Pay class screen" below
- "Pay class report screen" on the facing page
- "Create and implement a Pay class" on page 44
- "Pay classes in practice" on page 47

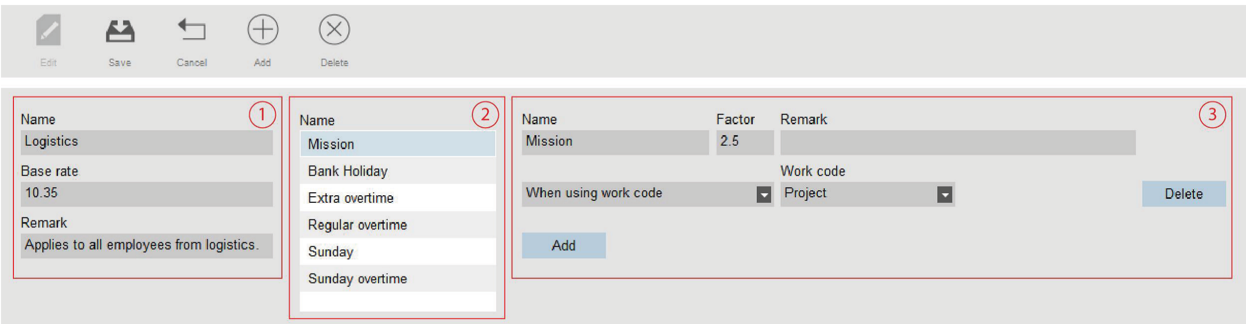
3.10.1 PAY CLASS SCREEN

The screen is divided into two sections. On the top you will see the list of existing pay classes as well as their base rate and possible description.



The bottom part of the screen displays the details of the selected pay class.

On the left side of the bottom screen (1), you can see and edit the basic information of the pay class. In the middle (2) is displayed the list of all rules applied to this pay class. Finally, on the right (3) are displayed the details of any selected rule. Rule details (3):



For each rule, you will be able to see/edit the rule name, the multiplying factor, any eventual remark, and a list of conditions.

There are 9 different types of conditions:

- After X hours per day: the rule will be triggered after a certain number of worked hours per day.
- After X hours per week: the rule will be triggered after a certain number of worked hours per week.
- After X hours per month: the rule will be triggered after a certain number of worked hours per month.
- After X consecutive days: the rule will be triggered after a certain number of consecutive worked days.
- After a specific time: the rule will be triggered after a given hour.
- Before a specific time: the rule is triggered when someone works before a given hour.

- During bank holidays: the rule is triggered when a day has been marked as bank holiday (see Projects and planning).
- On specific day(s): the rule is triggered on one or more specific week day(s).
- When using Project: the rule is triggered when an employee uses a given Project.

When using more than one condition for one rule, all conditions have to be matched for the rule to be triggered. If the conditions to trigger more than one rule are met, the rule with the highest factor will prevail.

3.10.2 PAY CLASS REPORT SCREEN

This screen displays the pay class report as a PDF. The report is divided into two sections: on top (1) is displayed the information per day, at the bottom (2)is displayed the totals per rules.

Date: 14-05-2015
Time: 00:00

Pay class Report

01-04-2015 - 30-04-2015

Name: **John Smith** ID: **1** Work schedule: Std
Office Department: Logistics Personnel no: 123-32

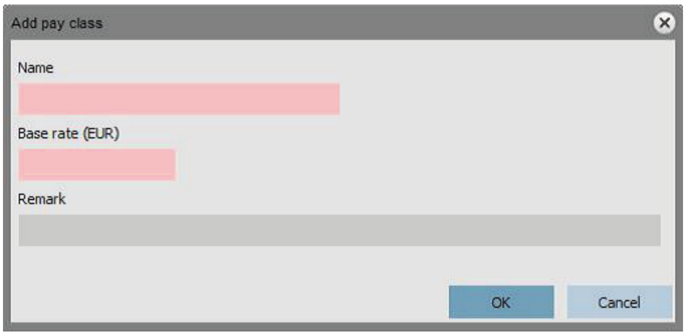
Date	Day	Class	Factor	Per hour	Hour	Total	Hours
01-04	Wed	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
02-04	Thu	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
03-04	Fri	Bank Holiday	2.00 x	29.60	5:30	162.80	9:00-12:00 12:30-15:00
08-04	Wed	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
09-04	Thu	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
10-04	Fri	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
11-04	Sat	Week-end	1.80 x	26.64	4:05	108.78	10:00-14:05
13-04	Mon	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
14-04	Tue	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
15-04	Wed	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
16-04	Thu	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
17-04	Fri	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
		8+	1.50 x	22.20	0:57	21.09	17:30-18:27
20-04	Mon	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
21-04	Tue	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
22-04	Wed	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
		8+	1.50 x	22.20	1:13	27.01	17:30-18:43
23-04	Thu	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
24-04	Fri	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
26-04	Sun	Week-end	1.80 x	26.64	4:17	114.11	8:35-12:52
27-04	Mon	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
28-04	Tue	-	-	14.80	8:00	118.40	9:00-12:00 12:30-17:30
						2446.59	
		-	-	14.80	136:00	2012.80	
		Bank Holiday	2.00 x	29.60	5:30	162.80	
		Week-end	1.80 x	26.64	8:22	222.89	
		8+	1.50 x	22.20	2:10	48.10	
						2446.59	

3.10.3 CREATE AND IMPLEMENT A PAY CLASS

3.10.3.1 ADD A PAY CLASS

Go to the Pay class management screen (Edit > PayClass).

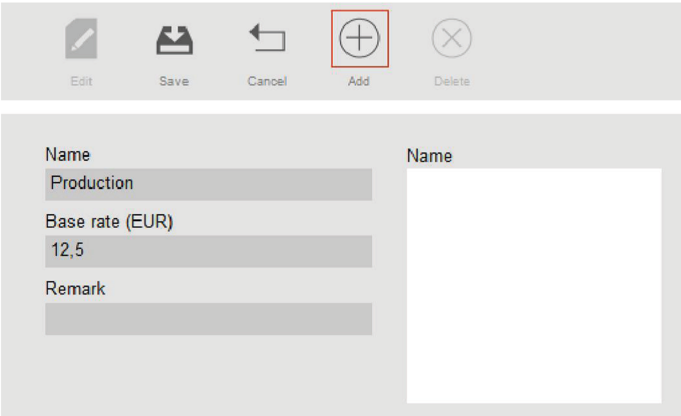
Click on the 'Add' icon located on the top right side of the screen. A new window will pop up.



Fill in the basic information (name and Pay rate), and press OK.

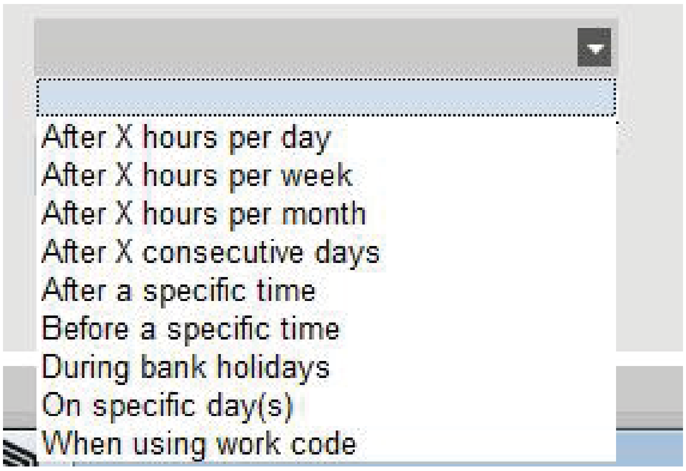
3.10.3.2 ADD A RULE

Click on the 'Add' icon located on the left in the bottom part of the screen.

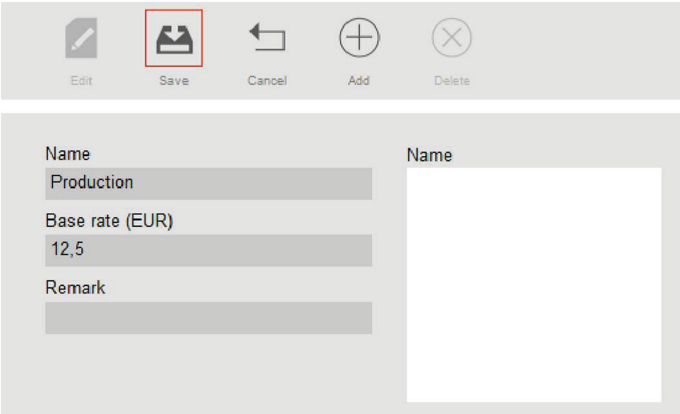


Fill in the name and factor (the factor is the multiplier applied to the basic pay rate when the conditions of this rule are fulfilled).

Add conditions



Select a condition in the drop down list. Depending on the type of condition selected you will have to fill different information (number of hours, number of days, specific day or Project…). If you need to add more than one condition, click on the [Add] button located under the last condition.

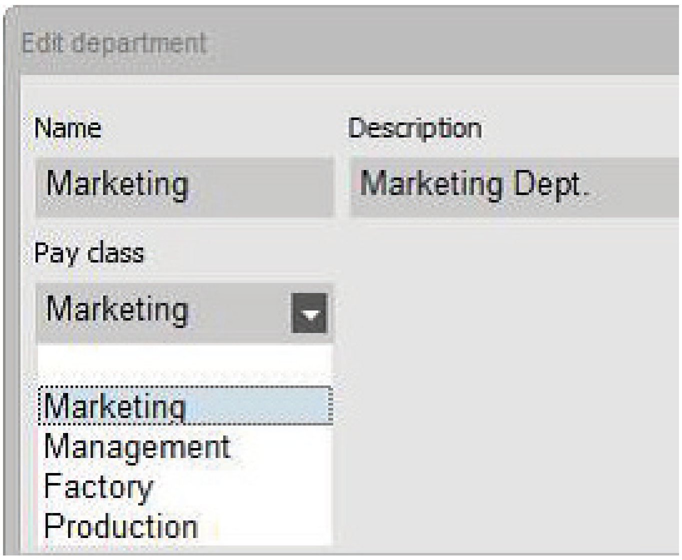


When finished, click on the save icon located on the left of the bottom part of the screen. It is possible to link this newly created pay class with a Department or with a single User.

Link a Pay class to a Department

Go to the Department management screen. Every user in this Department will have this Pay class set by default.

Select a department and click on the edit button.



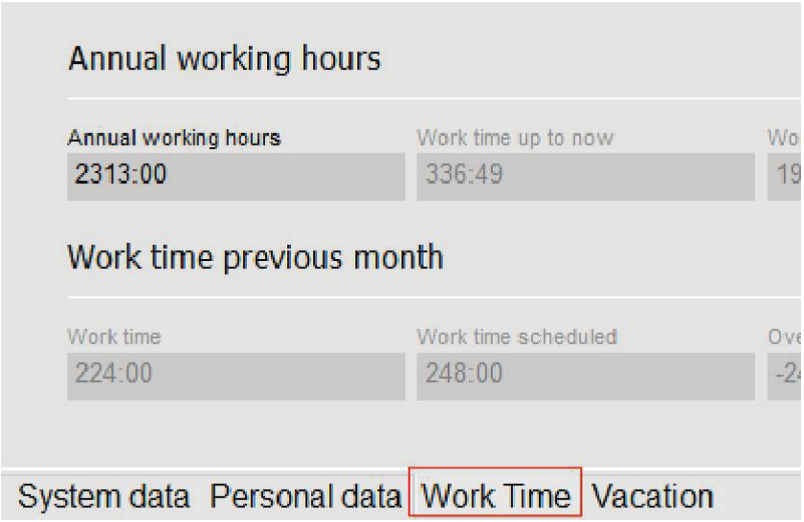
Choose the pay class in the Pay class drop-down list. Save.

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

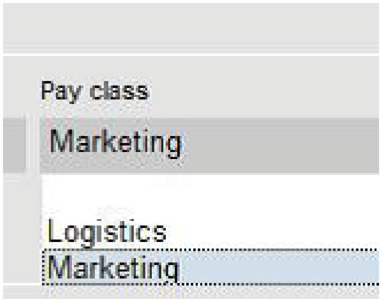
Link a Pay class to a User

Go to the User page, select a User and click on the “Edit” icon.

Select the Work Time tab.



Select the pay class you want to use in the Pay class drop down list. Leave this field blank to apply the superior Pay class setting of the Department.



Click Save.

Changing the pay rate for one User

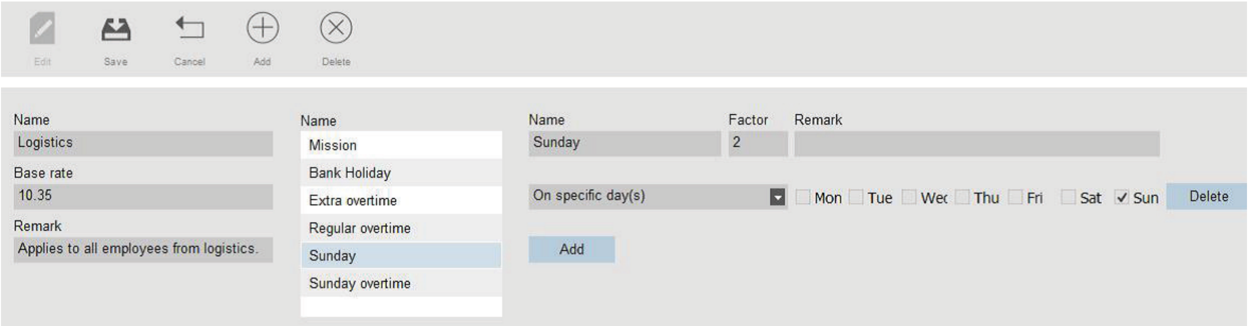
You can change the basic pay rate for each User.

In the Work Time tab, enter the desired value in the Base rate field. This will override the basic pay rate of the applied pay class.

3.10.4 PAY CLASSES IN PRACTICE

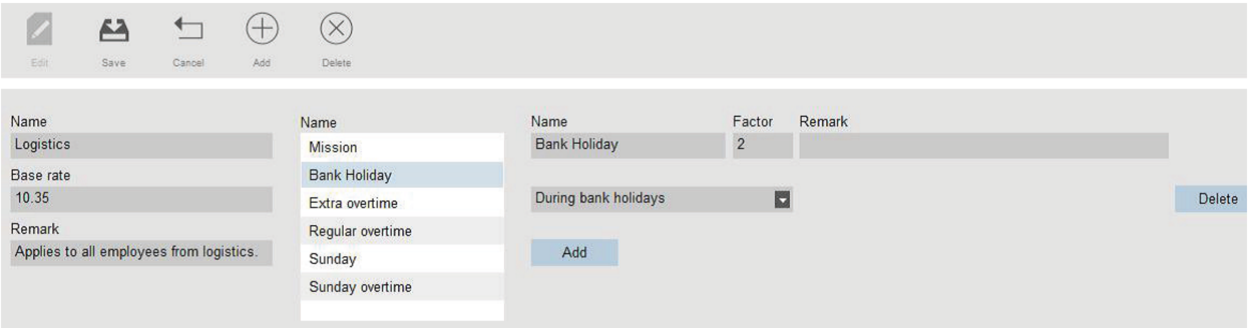
3.10.4.1 DOUBLE SALARY ON SUNDAYS

Create one rule for the pay class, name it and give a factor of 2. Add a “On a specific day” condition and check the box for Sunday. Save.



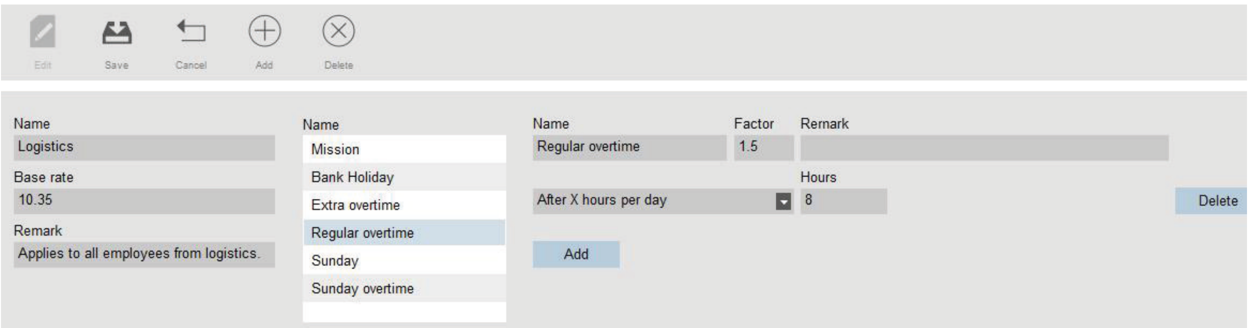
3.10.4.2 DOUBLE SALARY ON SUNDAYS AND BANK HOLIDAYS

Here we have two different rules. We just created the rule applying on Sundays, we now need to add a rule for the bank holidays. Add a new rule, name it, and give a factor of 2. Add a “During bank holidays” condition. Save.



3.10.4.3 SALARY *1.5 (150%) AFTER 8 HOURS PER DAY

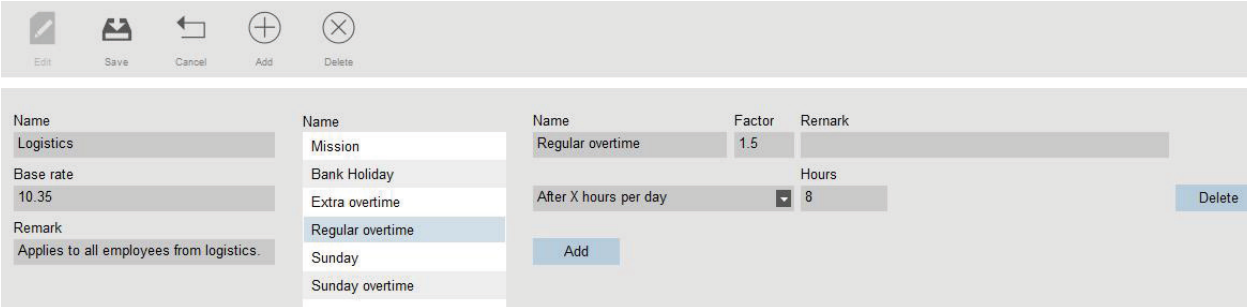
Add a new rule, name it, and give a factor of 1.5. Add a “After X hours” condition, set the number of hours to 8. Save.



3.10.4.4 SALARY * 1.5 (150%) AFTER 8 HOURS AND *2 (200%) AFTER 10 HOURS PER DAY

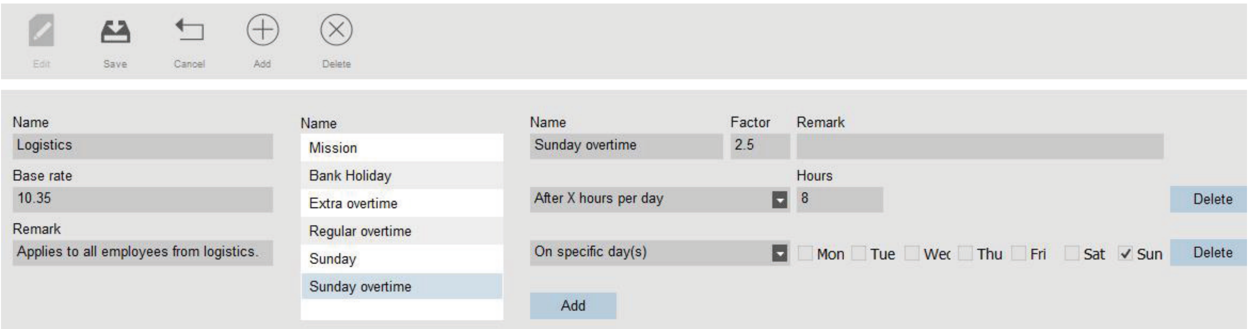
Here we have two different rules. We just created the rule applying on more than 8 hours worked, we now need to add a rule for the more than 10 hours.

Add a new rule, name it, and give a factor of 2. Add a “After X hours” condition, set the number of hours to 10. Save.



3.10.4.5 OVERTIME ON A SUNDAY

This case is managed with one rule with two conditions: the first condition is an “after X hours” condition, here the value is 8. The second condition is “On specific days”, with Sunday checked. Save.



4 HOW TO CLOCK YOUR PRESENCE

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

4.1 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.

4.2 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).

- "Identification with a TimeMoto Terminal" below
- "Clock in/out with a TimeMoto Terminal" on page 53

4.3 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.

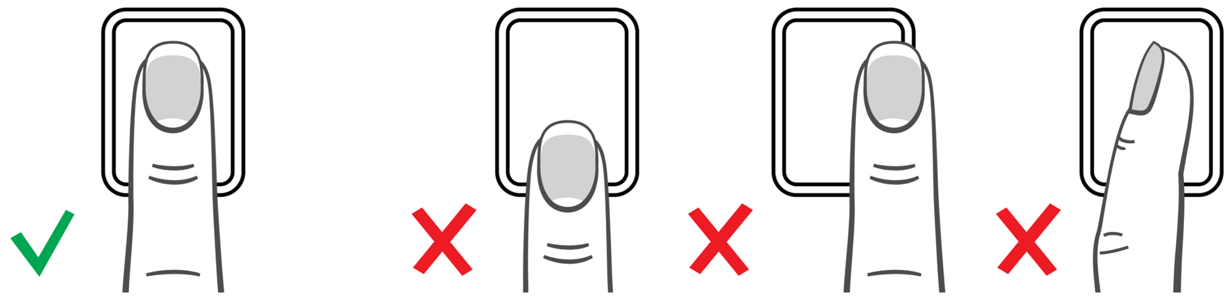
RFID badge

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 5.

Fingerprint identification

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

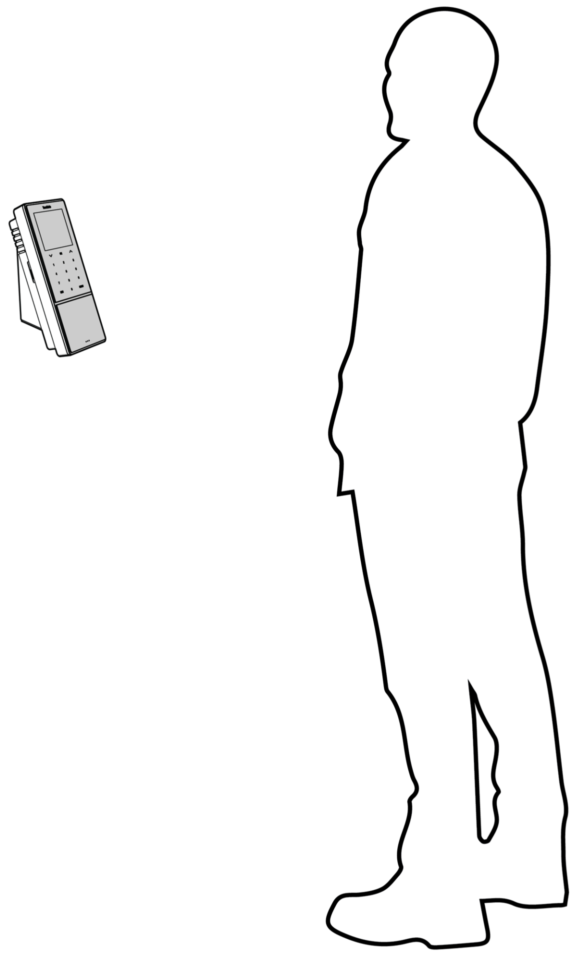
When you are asked to verify your Fingerprint or if you want to start the identification with your fingerprint: Place your fingertip on the sensor, with the nail facing in opposite direction.



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.



4.4 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.

5 HOW TO CHECK/REPORT CLOCKING TIMES

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

5.1 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.

5.2 CHECK/REPORT CLOCKING TIMES IN TIMEMOTO PC SOFTWARE

Start the TimeMoto PC Software and Log in. Go to Report.

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

- Presence
- Day
- Period
- Timesheet
- Project
- Payment
- Classification

For more information, see "Report" on page 18.

6 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" below
- "Synchronize User Data" below
- "Synchronize Projects" below

Furthermore you can "Retrieve the attendance log from an offline terminal" on the next page.

6.1 SET TIME

TimeMoto PC Software allows you to set the time of your computer onto a network-connected TimeMoto Terminal:

1. Go to Edit/Device.
2. Select a terminal with status ‘Connected’.
3. Click on Set Time.

6.2 SYNCHRONIZE USER DATA

To synchronize User Data between a network-connected TimeMoto Terminal and your TimeMoto PC Software:

1. Go to Edit/Device.
2. Select a terminal with status ‘Connected’.
3. Click on Synchronize. A new window will pop-up displaying the differences between the data in the software and the data on the terminal.
4. Click on TA>PC to send the data from the terminal to the software. Or click on PC>TA to send the data from the software to the terminal.
5. Confirm with Commit.

6.3 SYNCHRONIZE PROJECTS

To send all Project codes from the software to a terminal:

1 Go to Edit/Device.

2 Select a terminal with status ‘Connected’.

3 Click on Synchronize Projects.

6.4 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.

7 HOW TO ADD/EDIT CLOCK TIMES OF USERS

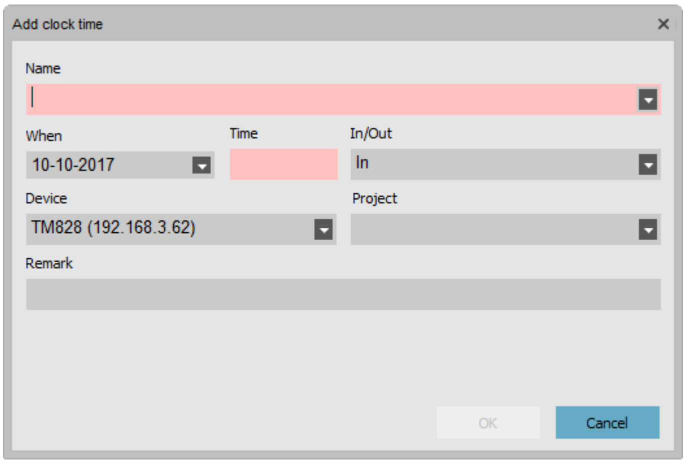
This section explains how you can add or edit clock times of users.

Learn how to:

- "Add a new clock time with TimeMoto PC Software" below
- "Edit an existing clock time with TimeMoto PC Software" below

7.1 ADD A NEW CLOCK TIME WITH TIMEMOTO PC SOFTWARE

1. Go to Edit/Clock.
2. Click on the Add button. You can also right mouse click in the Data area and choose Add clock time from the roll-out menu. The Add clock time window pops up.



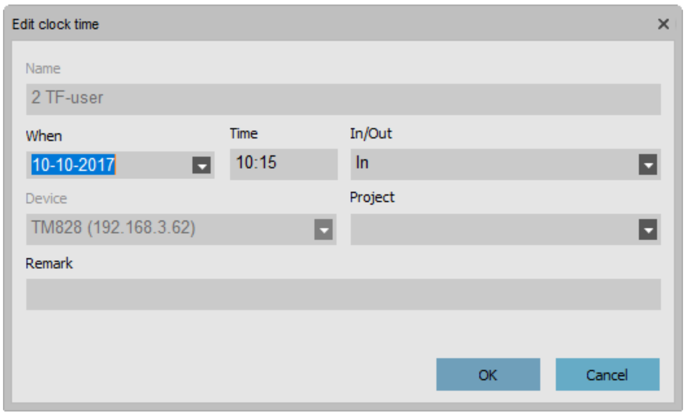
3. Add the data and click on OK. Add the data and click on OK.

⚠ The OK button is only available when all required fields are filled in.

7.2 EDIT AN EXISTING CLOCK TIME WITH TIMEMOTO PC SOFTWARE

1. Go to Edit/Clock.
2. Select the entry you want to edit and click on the Edit button (or double-click on the entry).

The Edit clock time window pops up.

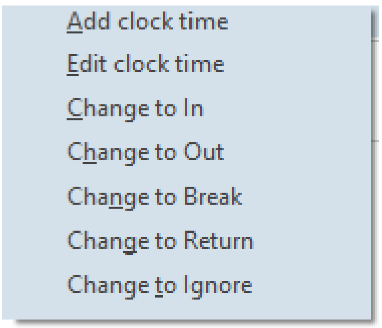


3. Edit the data and click on OK.

When you change the date/time the software will automatically create a new entry and give the obsolete entry the state Ignore. Then the obsolete entry is ignored by the software for the hours calculation and remains present in the list.

You can also quickly change the In/Out state

Right mouse click on the entry and select the desired change from the roll-out menu.



TimeMoto® by Safescan®

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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.