TimeMoto®

TimeMoto®

WELCOME

You will be guided through the setup of your TimeMoto terminal.

Please select your language: English

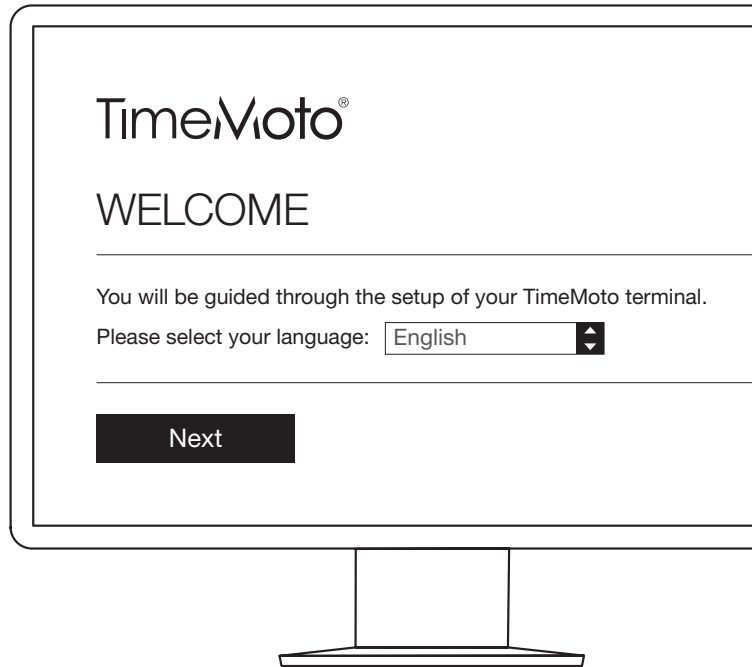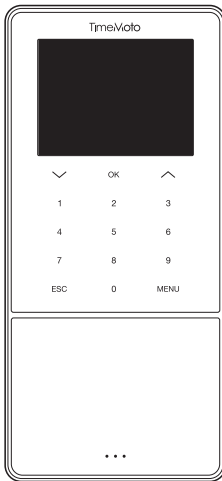Next

GET STARTED

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TIMEMOTO TM-600 AND TM-800 SERIES WITH
TIMEMOTO TIME AND ATTENDANCE PC SOFTWARE

1. INTRODUCTION

This guide helps you to get started with your TimeMoto TM-600 & TM-800 series Time Clock and the TimeMoto Time and Attendance PC Software. It describes the basic setup and installation functions. For more detailed operating instructions of the TimeMoto TM-600 & TM-800 series or the TM PC Software, please see the full user manual, available for download at www.safescan.com/manual_PC.

As the TimeMoto TM-600 TM-800 series and the TM PC Software has many advanced functions which are not all described in this Get Started Guide, we strongly recommend you to download and save a copy of the full user manual on your computer for future reference.

2. SETTING UP THE TERMINAL AND SOFTWARE

2.1. INSTALL SOFTWARE AND CONNECT TIME CLOCK TERMINAL TO NETWORK

1. Download the software from the provided link and run the installer.
Follow the steps on your computer screen in order to install the software.

2. Start the TM software (double-click the icon on your desktop to start the software).

After the software has started you will be asked to enter your license key and the email address it is linked to (the email address to which the license key was sent).

Option #1 – You may enter the email address and license key and fully activate the TM software (see section #1 in the diagram below).

Option #2 – You may start the TM Plus software in trial mode for 30 days and enter the email address and license key at any time during this 30 day trial period (see section #2 in the diagram below).

It is possible to upgrade your TM License to TM Plus by purchasing a new license.

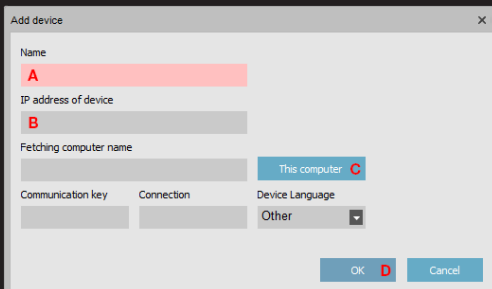# 3. CONNECT TIME CLOCK TERMINAL TO THE TM SOFTWARE

In the TM software, go to the "Device" page(1), and click on the "Scan" icon 👁 (2) at the upper right of the screen. The software will find and connect to your time clock. If you have more than one TM terminal, please verify if the IP Address shown in the pop-up is the same as seen on the device. Press **OK** (3) to establish connection.
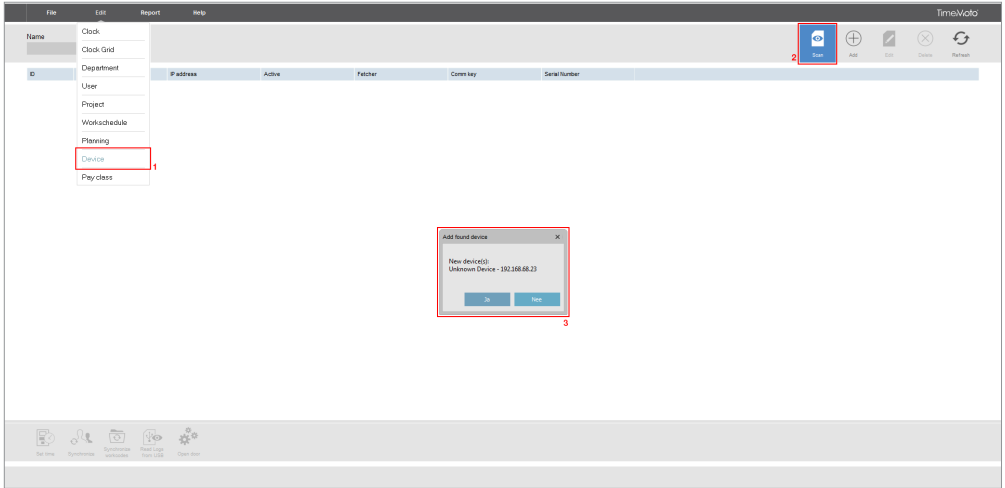
SPECIAL NOTE

In some cases, the TM software will not be able to find the time clock on your network. In this case, click on ⊕ at the upper right side of the screen. In the "Add device" pop-up window, please do the following:

A. Enter a name (e.g. TIMECLOCK)
B. Enter the IP Address. Be sure to enter a dot (.) between each numeric group.
C. Click on the "This computer" button to link the time clock to your PC.
D. Click on **OK** to save.

Your time clock terminal and the TM software are now connected. You can view this connection on the "Device" page of the TM software (see following diagram).

ID	Name	IP address	Active	Fetcher	Comm key	Serial Number
1	USB		☒ USB drive not present	SAFESCAN-RES38		
2	TM-828	192.168.68.23	☑ Connected	SAFESCAN-RES38		125048714390032

NOTE:

If the time clock could not connect successfully, the message "Not Connected" will be shown. In this case, please visit the TimeMoto Time Attendance support center via https://www.TimeMoto.com/en/customer-service

4. ADD USERS TO THE TM SOFTWARE

Now that your time clock terminal is linked to the software, you can start adding users.

1. In the software, click on "edit" and "User" (1).

2. To add a user, click on "Add" ⊕ (2) at the upper right of the "User"screen. A pop-up window will open (please note that the software will automatically assign the User ID number that is shown in the pop-up window; please do not enter a different number). Click on OK in the pop-up window to continue setting up the new user.

Please select the "System data" tab (see following diagram).

In the lower section of the screen, please enter the following data for the new user:

1. **User Name** – enter a name for the user here. This name will be displayed when the user clocks in/out at the time clock. This field is limited to 8 characters (full names for the reporting will be added in a later step).

2. **Privilege** – select a privilege level for the new user. Choose either "Supervisor" or "User". DO NOT USE "Enroller" or "Administrator" (these levels are used for much older time clocks that are still in service).

3. **Password** – click on the blue "Change password" button. A pop-up window will open and you can enter a numeric password. Please use a numeric password (numbers only, e.g. 1234) as you'll also be able to use this password to access the time clock if you're locked out of it.

To enter the full name of the user (and any other desired personal information), please select the "Personal data"(1) tab (see following diagram).

In the "Personal data" tab, please enter the following information:
1. First name;
2. Last Name;

It is possible to add additional data at this point.

System data	Personal data	Identification	Work Time	Vacation	
First name	Street	Private phone		Birthday	Comments
1 Simon					
Last name	Zip code / Postal code	Mobile phone		Joined company	
2 Appleton				02-09-2015	
Personnel no	City	Private email		Left company	
909					

IMPORTANT: when you have entered all of the information for the new user (in the "System Data" and "Personal Data" screens), be sure to click on "Save". Clicking on "Save"(3) will add your new user to the list of users in the top half of the screen.

System data	Personal data	Identification	Work Time	Vacation	
First name	Street	Private phone		Birthday	Comments
Simon					
Last name	Zip code / Postal code	Mobile phone		Joined company	
Appleton				02-09-2015	
Personnel no	City	Private email		Left company	
909					

Edit **3** Save Cancel Amend

3. Repeat the above steps as often as necessary until all new users are added.

You can add identification data to the User with the TimeMoto Time and Attendance software directly. In case you have a fingerprint or RFID device connected to your PC, you can even scan and add fingerprints and badges.

IMPORTANT NOTE:

Only users with the privilege level of "Supervisor" will have access to the TM software and the menus on the time clock terminal. Supervisors will need to enter their USER NAME & PASSWORD (from above steps) to gain access to the TM software & time clock terminal. Copy your User Name & Password below:

SUPERVISOR USER NAME: _____

PASSWORD: _____

5. SYNCHRONIZE USERS FROM TM SOFTWARE TO TIME CLOCK TERMINAL

The process of "synchronization" transfers user data between the time clock terminal (device) and the TM software (DB -or- database). Any time that you add a new user or make any change to a user's data, you'll need to synchronize the user information. After synchronization is complete, clocking data for the users will be transferred automatically between the TM software and the time clock terminal.

The **DIRECTION** of the synchronization is important. Please note the following:

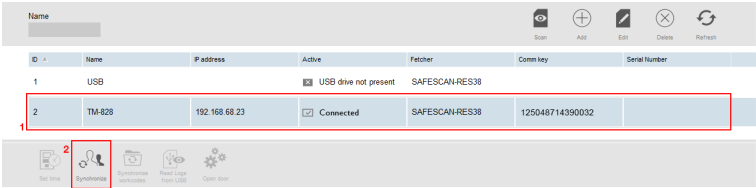TM>PC: copies user information from the TM (time clock terminal) to the PC (computer).

PC>TM: copies user information from the PC (computer) to the TM (time clock terminal).

When adding a user or making changes to user data on the PC, use "PC>TM" when synchronizing. When making changes to user data on the TM (time clock terminal), use "TM>PC".

To synchronize the user data, please follow these steps:

1. Go to the "Device" page of the TM software. Select the device to be synchronized by clicking on its name. The row in which the device is listed will become light blue in color (1).

ID	Name	IP address	Active	Fetcher	Comm key	Serial Number
1	USB		USB drive not present	SAFESCAN-RES38		
2	TM-828	192.168.68.23	Connected	SAFESCAN-RES38	125048714390032	

2. After you select the device in step 1 above, the icons at the lower left of the screen will be unlocked. Click on the "Synchronize" icon (2)

3. The pop-up window "Synchronization device" will then open.

User-ID	Finger	Kind	RESOLUTION	Difference
1		DB only	Do nothing	
2		DB only	Do nothing	
3		DB only	Do nothing	

In this example, the new user was created on the PC and this information now needs to be transferred to the time clock terminal. In the synchronization window, click on PC>TM (1) and then click on "Commit" (2). The user information from the PC will now be copied over to the TM (time clock terminal).

WARNING:

Be sure to note where you have made the changes to the user data. If you are changing user information on the PC, you'll need to choose "PC>TM" when synchronizing. If you are changing user information on the time clock, you'll need to select "TM>PC" when synchronizing. If you choose the wrong direction, you may overwrite existing user data.

6. REGISTER FINGERPRINTS AND RFID BADGES/FOBS

Now that you have added the users to the system, you can add fingerprints and/or RFID badges to their user profiles.

1. On the time clock terminal, press MENU on the keypad and identify yourself as a supervisor. You can identify yourself as a supervisor by doing the following:

    a. Press MENU on the time clock's keypad.
    b. If you have created a user with the privilege level of "supervisor" and synchronized this user over to the time clock, the time clock display will show "Please verify." If there is no "supervisor on the device, anyone can access the menu.
    c. Enter the supervisor's ID number (e.g. 1) on the time clock's keypad. The display will show "User ID" and the number that you just entered. Press OK to verify the User ID number.
    d. Enter the numeric password that was defined when setting up the user profile and press OK .
    e. "Main Menu" will now be displayed on the time clock's display.

2. Select "User Management" and press OK .
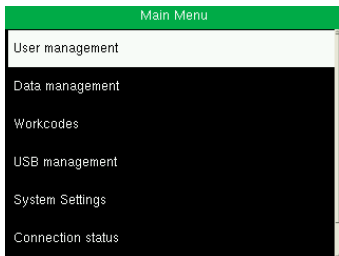
3. Use the ▲ ▼ to navigate through the user list and select the desired user. Press OK to access the user's profile.

4. Select "Edit" and press OK .

5. TO SCAN A FINGERPRINT FOR A USER: In the user detail screen:
    a. Use the ▲ ▼ to highlight "Fingerprint" and press OK .
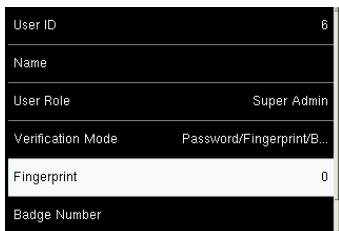
    b. Follow the on-screen instructions on the time clock to scan the fingerprints.

6. **TO ADD AN RFID badge FOR A USER:** In the user detail screen:

   a. Use the ▲ ▼ to highlight "Badge Number" and press OK.

Name	
User Role	Super Admin
Verification Mode	Password/Fingerprint/B...
Fingerprint	0
Badge Number	
Password	******

   b. Hold the RFID badge or key fob in front of the time clock's sensor. The Unique card or Key fob number is displayed at the "Badge Number".

7. **TO ADD A Face Template FOR A USER:** In the user detail screen:

   a. Use the ▲ ▼ to highlight "Face" and press OK.

Name	
User Role	Super Admin
Verification Mode	Password/Fingerprint/B...
Fingerprint	0
Badge Number	
Password	******

   b. Follow on-screen instructions.

PLEASE NOTE:

Adding fingerprints, an RFID badge or a Face Template to a user makes it necessary to synchronize the user data. As the fingerprint, RFID badge or Face template was added at the time clock, you'll need to synchronize in the direction "TM>PC". This helps the process of getting all the verification to other terminals, without reregisteren any of the identification methods. See the directions in this guide on synchronization for more detail.

7. CORRECTING CLOCKING ERROS

In order for the software to correctly calculate the hours worked by an employee, the system needs to have both an IN (clocking in) and an OUT (clocking out). The software needs a regular sequence of IN, OUT, IN, OUT…. in order to be able to calculate the hours worked correctly. Users may occasionally makes mistakes when clocking in/out at the time clock terminal; such incorrect clocking data will generate incorrect reports.

Please make sure to review all clocking data on the CLOCK page of the TM software before generating any reports.

On the CLOCK page, all incorrect clockings are marked in red. Listed below are the most common mistakes along with the methods for correcting them.

7.1. MISSING CLOCKING

The employee forgot to clock in or out at the time clock terminal.

In the above example, there is a CLOCK IN missing on 12/21 (1). As there is no IN time, The Report is not correct. All clockings of that day will be marked red.

To correct this error, you will need to add a CLOCK IN for the employee on that day. Click on the Add icon⊕ (2) at the top right side of the screen. Alternatively, you can use a right mouse click on the list of clockings and select "Add clock time" in the drop down menu. The "Add clock time" window will pop up and you can then enter all of the information for the missing clocking.

Make sure you enter the correct date, time, and In/Out state. Click on OK to save the corrections.

7.2 DOUBLE CLOCKING

Even though TimeMoto terminals have a built-in system to prevent double clocking, it may still occur due to the system being not set up or turned off. In this event, an employee may be able to clock in or out twice. Please use the following steps to correct any double clockings:

In the above example, the employee clocked in twice. To correct this error, the second Out clocking (1) should be ignored. Use a right mouse click on the second Out clocking and in the drop down menu, select "Change to Ignore" (2).

The clocking sequence is now correct.

7.3 INCORRECT CLOCKING STATE

If users do not press the CLOCK IN or CLOCK OUT button and check the display to confirm that they are clocking in or out, it may happen that they clock with an incorrect state. For example, someone wishing to clock out may instead accidentally clock in (1).

In order to correct this, you need to change the In/Out state of the clocking. Double click on the incorrect clocking (2). A pop-up window will appear. In this window change the In/out(3) state to the correct value. Click on OK to save the corrections.
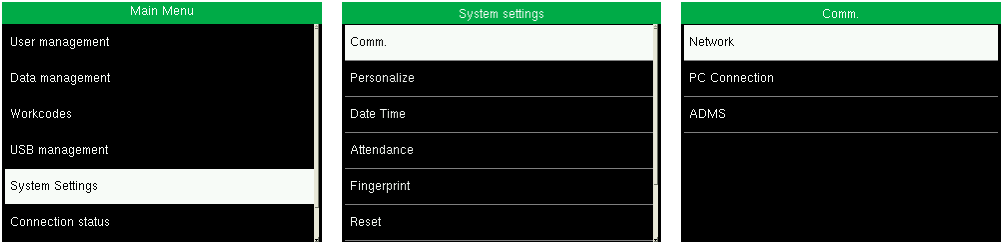

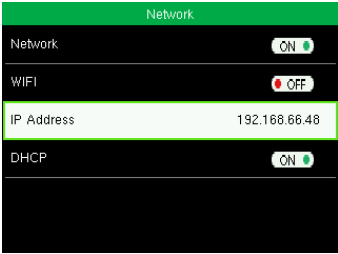The clocking sequence is now correct.

8.1. MAIN NETWORK SCREEN

On the time clock's keypad, press the [MENU] key, and use the [▲] [▼] on the keypad to highlight "System Settings". Once "System Settings" is highlighted, press the [OK] key. Then select "Communication" using [▲] [▼] the and press [OK] . In the Communication Section, Select "Network" and press [OK] .

Main Menu
User management
Data management
Workcodes
USB management
System Settings
Connection status

System settings
Comm.
Personalize
Date Time
Attendance
Fingerprint
Reset

Comm.
Network
PC Connection
ADMS

8.2. TROUBLESHOOT LAN CONNECTION

| Network	
Network	ON
WIFI	OFF
IP Address	192.168.66.48
DHCP	ON

If troubleshooting LAN connection, select "Ethernet". Make sure a LAN cable is plugged in at the back of the device. Use the [▲] [▼] to highlight "DHCP" and press the [OK] key to disable DHCP (in case it is already selected). Wait for about 20 seconds and press the [OK] again. You should see a valid IP Address in the "IP Address" section. (green box).

8.3. TROUBLESHOOT WI-FI CONNECTION

In case you want to troubleshoot your Wi-Fi connection. Please make sure "WIFI" is selected.
Use the ▲ ▼ to highlight your Wi-Fi Network and press the OK key. If it is a password protected network, you need to enter the password using the numeric Key T9 option.
Confirm the password by pressing the OK key.
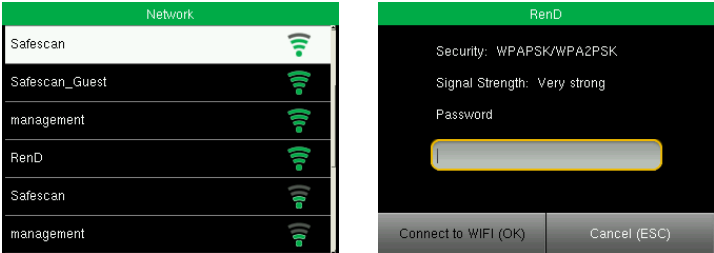
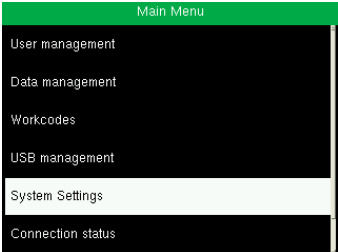Your TimeMoto device will try to connect to your network (red box). After successfully connecting to your Wi-Fi Network, the device will show you the current IP address below the connection status (green box).
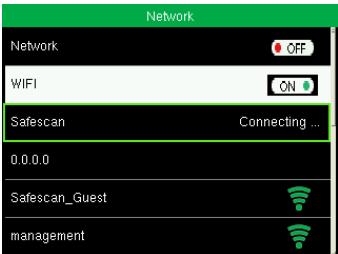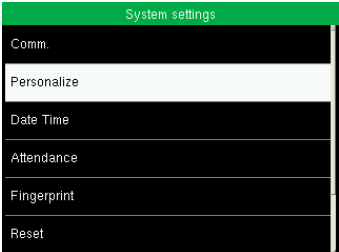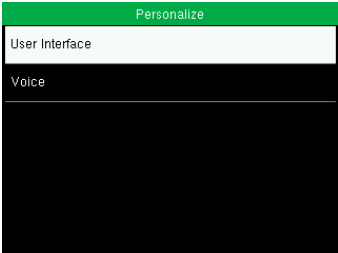
9. CHANGE LANGUAGE OF THE TERMINAL

The default language of the terminal is English. To change the terminal language:
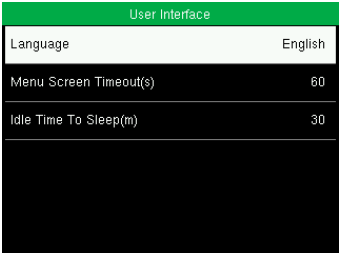
Main Menu
User management
Data management
Workcodes
USB management
System Settings
Connection status

System settings
Comm.
Personalize
Date Time
Attendance
Fingerprint
Reset

Press MENU, use the ▲ ▼ keys to navigate to "System Settings" and press OK .

Use the ▲ ▼ to navigate to "Personalise" and press OK .

Personalize
User Interface
Voice

User Interface	
Language	English
Menu Screen Timeout(s)	60
Idle Time To Sleep(m)	30

Press OK once again at the "User Interface".

Press OK to select one of the following language: EN, ES, FR, DE, IT, PT, NL, PL, SK, HU, SV, DA, FI, ZH

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