



www.frobergs.se

QUICK START MANUAL

Fröbergs RFID / Fingerprint
(TM-600 Series)



1. INTRODUCTION

This manual will help you to setup the time attendance devices Fröbergs RFID and Fröbergs Fingerprint, including the TimeMoto software.

It will guide you through the basic functions of the system.

The system has many advanced functions which will not be guided in this quick start manual. More detailed instructions for these functions can be found in the full manual, which can be downloaded at www.frobergs.se/tm

If you are going to use the software as personnel attendance tracking system (personalliggare) to fulfill the Swedish Tax Agency's (Skatteverket) requirements for certain business, it's of most importance to follow the instructions, found in the separate manual.

2. INSTALLATION OF THE TERMINAL

The terminal can be connected to the network by Wi-Fi or LAN-cable. If no network is available, the attendance logs can be transferred with a USB-memory. Follow the steps below according to the connection type you want to use.

Connection by Wi-Fi

1. Connect the power cable of the terminal to a wall outlet.
2. The welcome screen on the terminal shows "SSID: Timemoto-" and a device unique six digit number.
3. The terminal has created a Wi-Fi hotspot to ease the installation process. Use a computer to connect to the Wi-Fi hotspot stated on your terminal welcome screen. If your computer doesn't have a wireless network card, you can use your smartphone to connect to the hotspot. This hotspot is only used for basic setup of the terminal. After this setup, the hotspot will disappear.
4. Open a web browser window on your connected computer or device and go to the following address: <http://192.168.8.1>.
5. Follow the instructions in the browser to install the terminal.

...

- Choose language

TimeMoto®

Setup your terminal

Please select the language for your terminal:

English

Next

- Choose software. Normally this will be the TimeMoto PC-Software (the second listed option). Only if you bought the optional Cloud-software, should you choose the first option.

TimeMoto®

Software selection:

Select your software

Setup your terminal for use with TimeMoto Cloud
Suitable for any computer / tablet / smartphone: Windows 7, 8 or 10 - Mac OSX - iOS / Android and iOS / Android Apps.

Setup your terminal for use with TimeMoto PC software
Suitable for single PC: Windows 7, 8 or 10.

Next

- Choose setup with Wi-Fi.

TimeMoto®

Select your network connection

How do you want your TimeMoto terminal to connect to your network?

Wi-Fi

LAN (Local Access Network)

Next

- Select Wi-Fi name and enter credentials. “Use DHCP” should normally be selected. If your network SSID is hidden, select “Other” and enter it’s name.

TimeMoto®

Your Wi-Fi network details

Network Name:

Password:

Use DHCP *

*TimeMoto recommends to use DHCP.

- Confirm your settings.

TimeMoto®

Confirm your settings

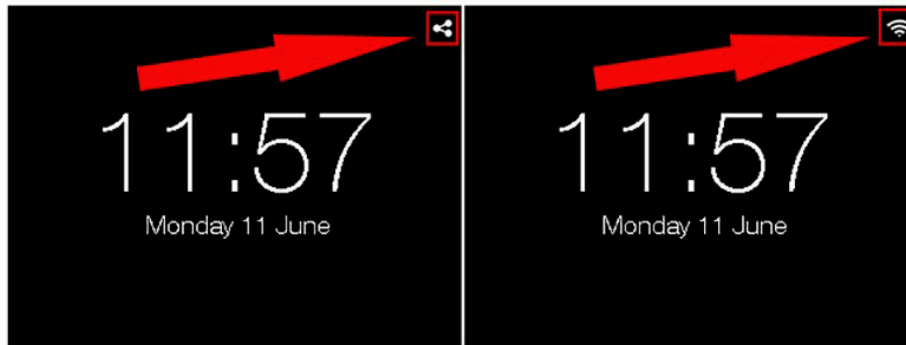
Language: **English**
Selected Software: **TimeMoto PC Software**
Network Type: **Wi-Fi**
Network Name: **FROBERGS**
Password: 
Network Address: **Automatic**

- At the following screen, close your browser. Your device is pre-registered.

TimeMoto®

Finishing the setup of your terminal

Your TimeMoto terminal is successfully configured and will now restart. If you have setup everything correctly, You should see the connection status as seen in the screenshots below.



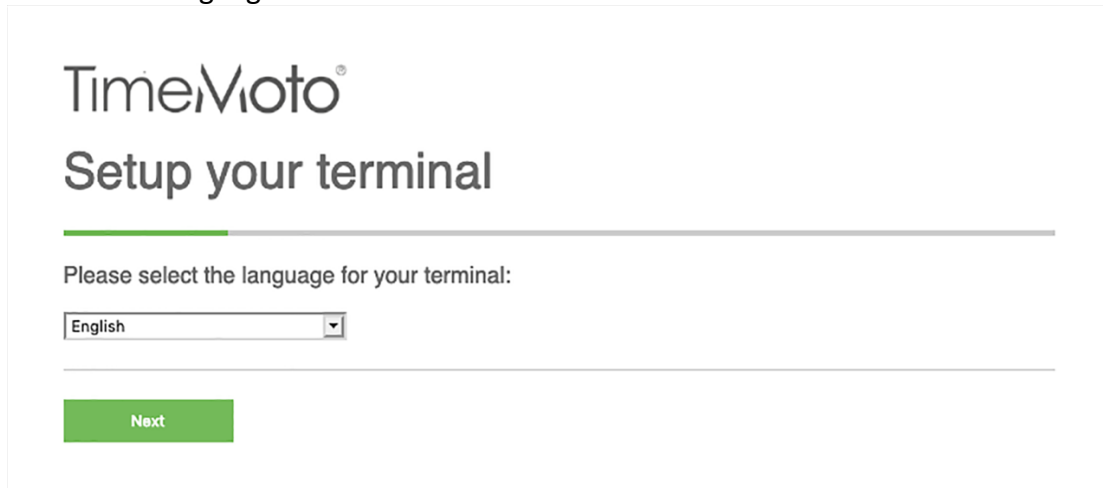
Wait until Timeclock reconnects to your network. Once you have internet access, you can register your product online. Please wait until you see the register button bellow.

Register

Connection by LAN-cable

1. Connect the power cable of the terminal to a wall outlet.
2. Connect a RJ-45 LAN-cable to the terminal and to your network (router/switch/firewall).
3. Press the "MENU" button on the terminal.
 - Scroll down to "System settings" using the arrows and press the "OK" button.
 - Select "Communication", and press the "OK" button.
4. Select "Network and press "OK".
5. Make a note of the IP-address of the terminal (ex. 192.168.1.130)
6. Open a browser on a computer connected to the same network as the terminal. Type the address http:// followed by the IP-address of the terminal. (ex. http://192.168.1.130)
7. Follow the instructions in the browser to install the terminal.

- Choose language



TimeMoto®

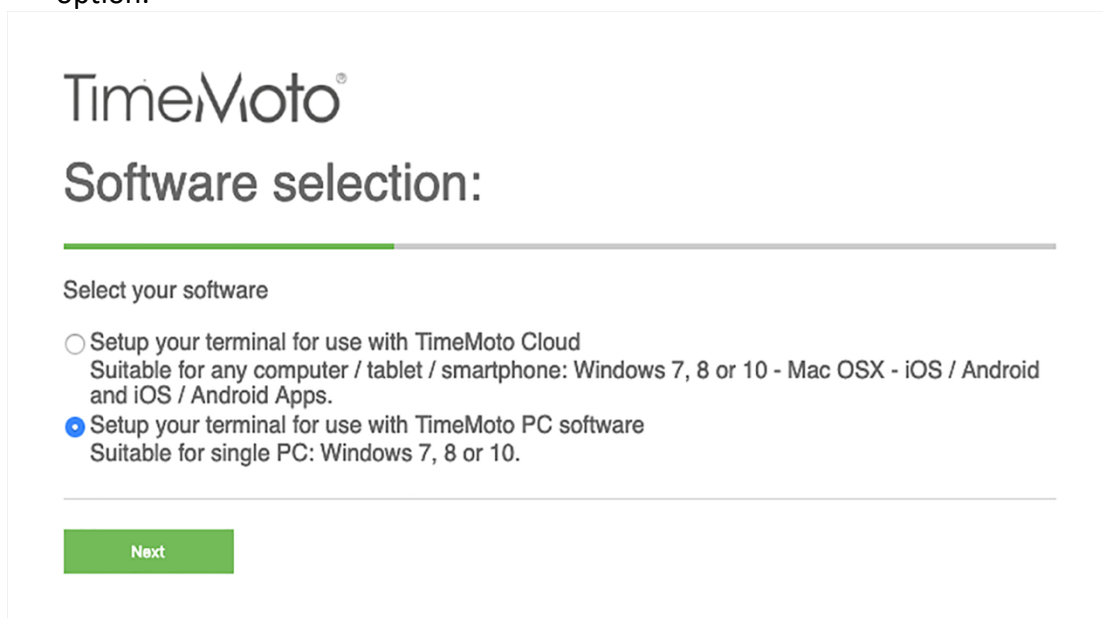
Setup your terminal

Please select the language for your terminal:

English

Next

- Choose software. Normally this will be the TimeMoto PC-software (the second listed option.) Only if you bought the optional Cloud-software, should you choose the first option.



TimeMoto®

Software selection:

Select your software

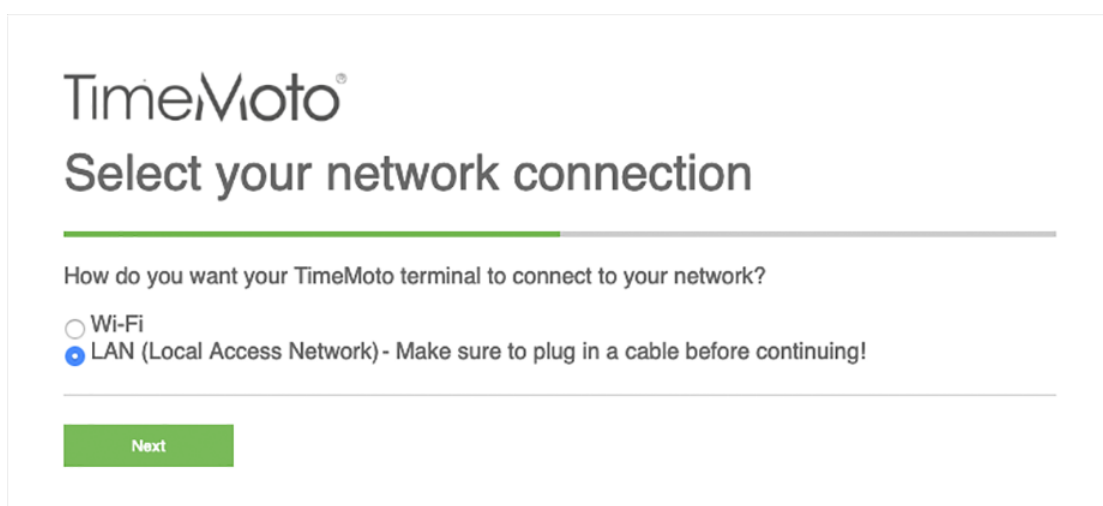
Setup your terminal for use with TimeMoto Cloud
Suitable for any computer / tablet / smartphone: Windows 7, 8 or 10 - Mac OSX - iOS / Android and iOS / Android Apps.

Setup your terminal for use with TimeMoto PC software
Suitable for single PC: Windows 7, 8 or 10.

Next

- Select connection with LAN (Local Area Network).

*Guide says "Local Access Network", which is incorrect.



TimeMoto®

Select your network connection

How do you want your TimeMoto terminal to connect to your network?

Wi-Fi

LAN (Local Access Network) - Make sure to plug in a cable before continuing!

Next

- “Use DHCP” should normally be selected.

TimeMoto®
LAN CONNECTION:

Use DHCP

*TimeMoto recommends to use DHCP.

Next

- Confirm your settings.

TimeMoto®
Confirm your settings

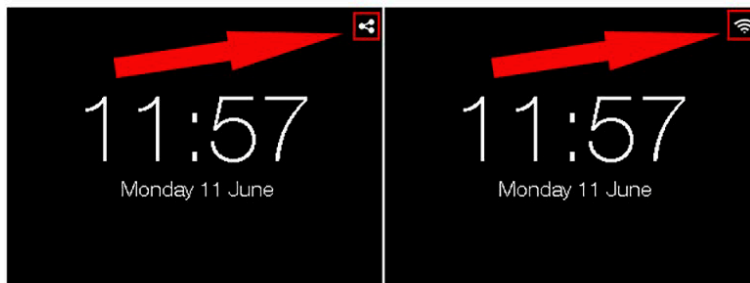
Language: **English**
Selected Software: **TimeMoto PC Software**
Network Type: **LAN (Local Access Network)**
Network Address: **Automatic**

Next **Change**

- At the following screen, close your browser. Your device is pre-registered.

TimeMoto®
Finishing the setup of your terminal

Your TimeMoto terminal is successfully configured and will now restart. If you have setup everything correctly, You should see the connection status as seen in the screenshots below.



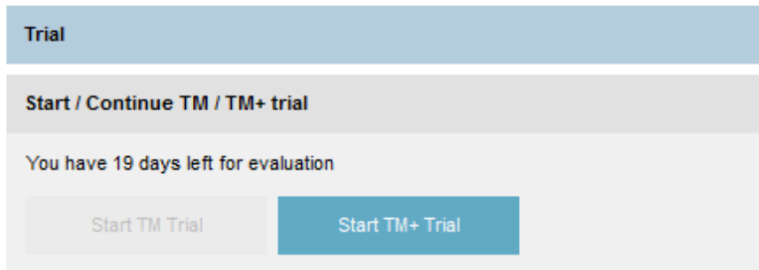
Successfull LAN Connection. Successfull Wifi Connection.
Wait until Timeclock reconnects to your network. Once you have internet access, you can register your product online. Please wait until you see the register button below.

Register

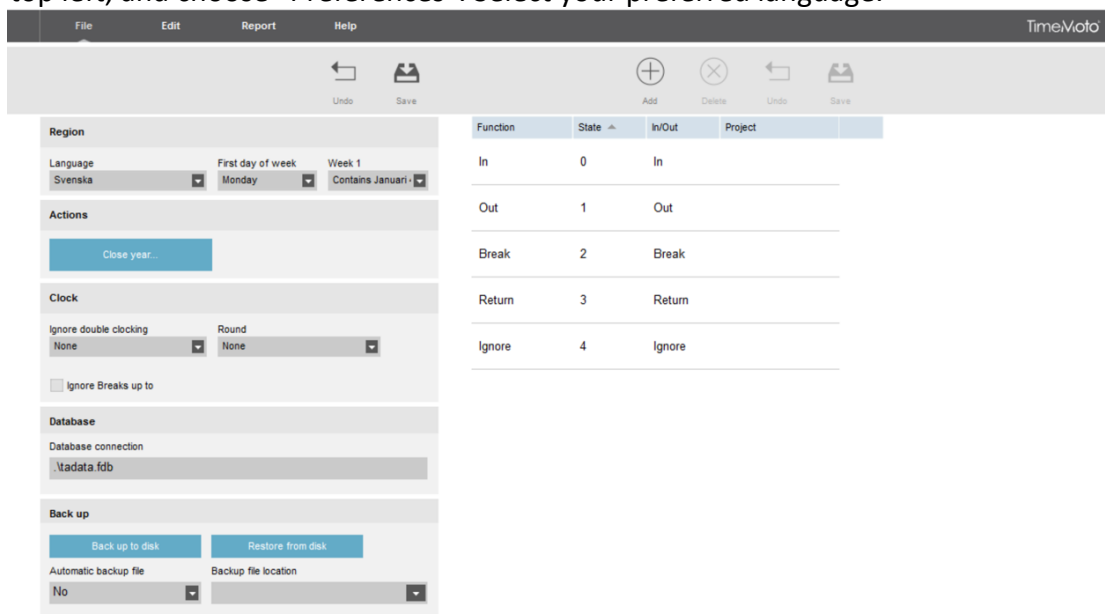
3. INSTALLING THE PC-SOFTWARE

The PC-software is supposed to be installed on one client computer on the same network as the terminal. Note that the software is a one PC-software and is not for server installation.

1. Download the PC-software setup file from www.frobergs.se/tm
2. Extract and run the setup file (TMsetup.exe) and follow the instructions on your screen.
3. The PC-software is now installed and you'll find an icon for TM (TA) on your desktop.
4. Start the TM (TA) software. Choose **"Start TM+ Trial"**, see image below. Within 30-days from your purchase you will receive your license key, by e-mail. The software will work just as normal in trial mode, until you receive your license key.



5. If you want to change the language of the software, go to "File" in the main menu to the top left, and choose "Preferences". Select your preferred language.

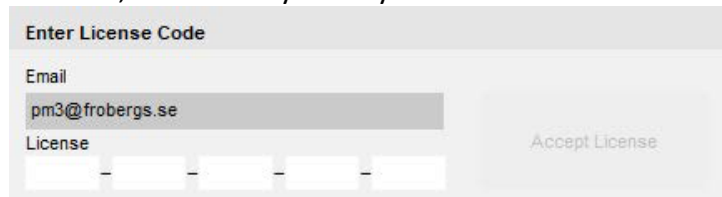


Click "Save" after selecting, then press "OK" in the popup window and your software will close. Next time the software is opened, the language will be changed to your setting.

Licensing the software

Within 30-days of your purchase, you will receive your license key by e-mail.

You enter your license, by choosing File/License in the main menu of the software. In the grey box “Enter License Code”, you enter the provided e-mail and license key. Click “Accept License”, to activate your key.



The screenshot shows a dialog box titled "Enter License Code". It has two input fields: "Email" and "License". The "Email" field contains the text "pm3@frobergs.se". The "License" field consists of five empty boxes separated by dashes. To the right of the "License" field is a button labeled "Accept License".

Notice! Save your licensing information! This might be needed in the future to reinstall the software. The license details can also be used as login credentials to the software, if the Supervisor has lost their login credentials.

4. CONNECT THE SOFTWARE TO THE TERMINAL

1. Open the software TM (TA).
2. Click “Edit” in the main menu and choose “Device”.
3. Click the button “Scan” in the top right corner. In most cases, the software locates your device and connects it. In some cases, the software doesn’t the terminal and you have to connect to it manually. This is done by adding the device using it’s IP-address. If scan the scan fails, follow the steps below.

Manual connection of the terminal, in the software

1. Press the “MENU” button on the terminal.
2. Select “System Settings” and press “OK” (Use the up and down arrows to select).
3. Select “Communication” and press “OK”.
4. Select “Network” and press “OK”.
5. Take note of the IP-address shown.
6. Back at the computer, go to “Edit” in the main menu and select “Device”. Click “Add”.
 - Name your device, so it’s easy to identify, what device it is, if you have multiple devices now or in the future.

- Enter the IP-address of the terminal, from previous step.
- Click the button “This computer” and the software will automatically enter your PC’s name.
- Click “OK”.

The device should now be added and shown as connected, in the column “Active”.

ID	Name	IP address	Active	Fetcher	Comm key	Serial Number
1	My terminal	192.168.0.34	<input checked="" type="checkbox"/> Connected	FUSION-WIN10		125058617460093

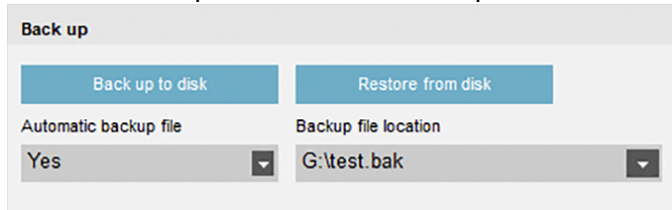
If the connection still doesn’t work, you might need to check that your computer is connected to the same network and that they are on the same subnet. For this you might need help from your IT-technician or IT-department. If you need to set a static IP of the device, there is a specific manual for this at www.frobergs.se

5. BASIC SETTINGS OF THE SOFTWARE

Backup

Set the software to take automatic backups. Go to File/Preferences. Change “Automatic backup file” to “Yes” and choose “Backup file location”.

Remember to press “Save” in the top of the window to save your setting.



Import country specific holidays *only available in TM+

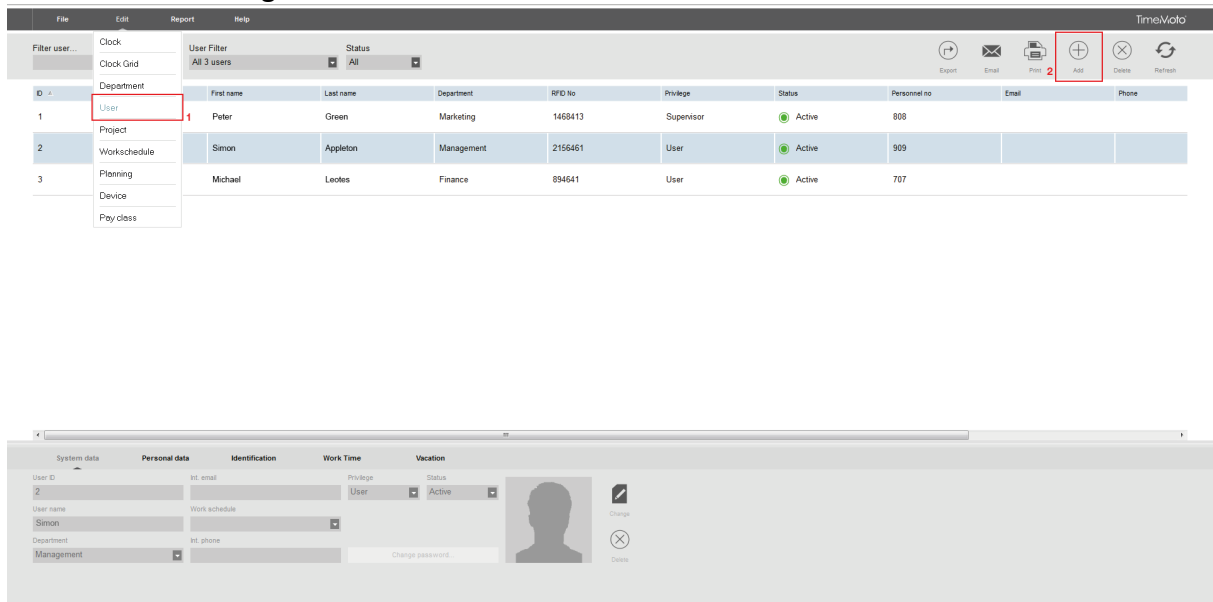
To import country specific holidays, go to the menu “Edit” and choose “Planning”. Press the button “Load Holidays”, in the top right corner of the window. Select country and press “OK”.



6. ADD USERS

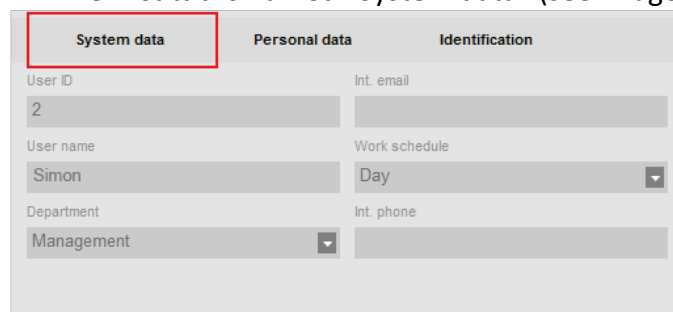
This is how you add a user.

1. In the software go to the menu “Edit” and choose “User”.



2. Click “Add” (+) in the top right corner. (See image above).
An editable window appear in the bottom of the screen. (Notice that a “User ID” is automatically created. This ID, should not be changed and is also locked.)

- The first tab is named “System data” (see image below).



3. In the system data tab, you enter the following:

- Username – this is the name shown in the device when the user identifies and is also the name the user can use to login in the PC-software. This field takes a max of 8 characters. (Full name is not entered here. That is entered in a later step.)
- Privilege – select a permission level for the user. Choose “User” or “Supervisor”. Users with the level of “Supervisor”, has full access in the PC-software and to the terminal menu. Users with the level “user”, can only check in/out in the terminal and can login to the PC-software, with limited access. A user can only see their own attendance-

logs but can see the attendance panel. They have no access to make any changes.

- Password – press the button “Change password”. A popup window opens and you can enter a password, which can be used to check in/out in the terminal, but is also the password that is used to login into the PC-software.

Notice! Use only passwords with numbers, since you won’t be able to use letters to identify with password in the terminal.

- Work Schedule – this is changed later. (Steps for this will be found, later in this manual.)

A screenshot of a user profile form. The form contains several fields: User ID (1), Int. email, Privilege (Supervisor), Status (Active), User name (Simon), Work schedule, Department (Marketing), and Int. phone. A red box labeled '1' highlights the 'User name' field. A red box labeled '2' highlights the 'Privilege' dropdown menu. A red box labeled '3' highlights the 'Change password...' button. There is also a 'Delete' button and a 'Change' button with a pencil icon.

4. Change tab to the “Personal data” tab.

A screenshot of the 'Personal data' tab in the user profile form. The 'Personal data' tab is highlighted with a red box and the number '1'. The form shows fields for User ID (2), Int. email, User name (Simon), Work schedule (Day), Department (Management), and Int. phone.

In the “Personal data” tab, you enter the “First name” and “Last name” of the user. In the field “Joined company”, you choose the date when you plan to start using the system. If you use an earlier date in this field, problems related to summaries for previous attended time might occur.

You can add as much details as you prefer.

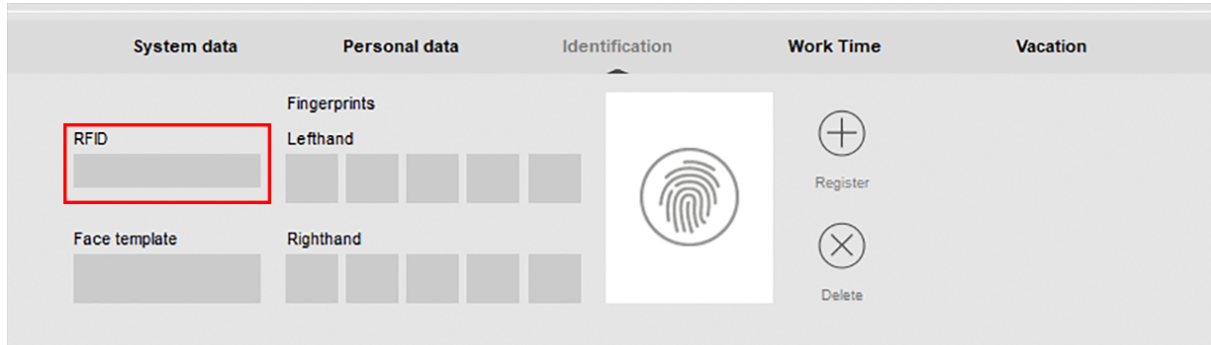
NOTICE! If the system is to be used as employee attendance tracking (“personalliggare”), for the Swedish tax agency (“Skatteverket”), you are required to input certain data. See the specific manual for this.

A screenshot of the 'Personal data' tab in the user profile form. The 'Personal data' tab is highlighted with a red box and the number '1'. The form shows fields for First name (Simon), Last name (Appleton), Personnel no (909), Street, Zip code / Postal code, City, Private phone, Mobile phone, Private email, Birthday, Joined company (02-09-2015), and Left company. A red box labeled '2' highlights the 'Last name' field. There is also a 'Comments' field with a scroll bar.

5. Change tab to "Identification", if you plan to use RFID-cards/tags. In the field "RFID", you enter the 7-digit number of the RFID-card/tag this user is going to use.

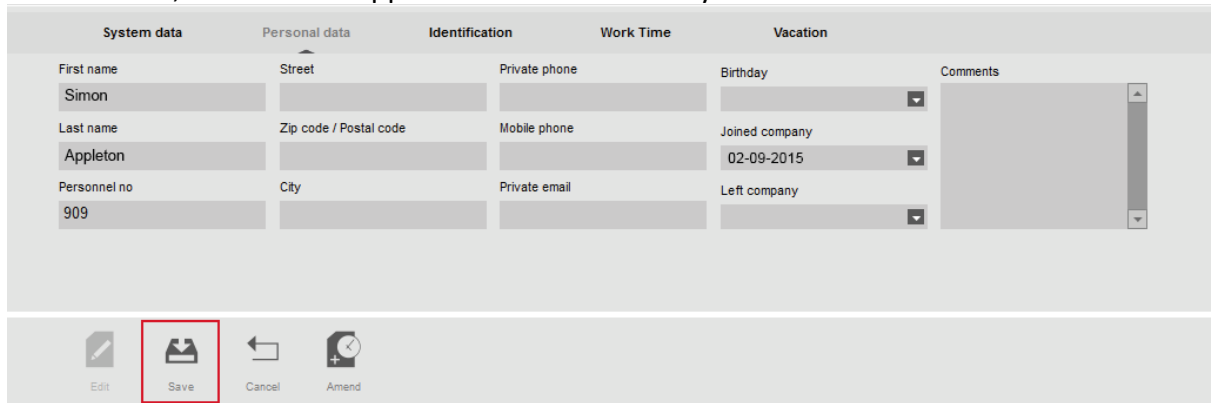
If no RFID number is found on the RFID-card/tag, you can enroll RFID, by scanning them in the terminal. (See how to do this, later in this manual.)

If your user is going to use fingerprint, you can skip this step, since fingerprints are enrolled in the terminal.



The screenshot shows the 'Identification' tab of a user management interface. The 'RFID' field is highlighted with a red box. Below it is the 'Face template' field. To the right, there are 'Fingerprints' sections for 'Lefthand' and 'Righthand', each with five placeholder boxes. A central area shows a fingerprint icon. On the far right, there are 'Register' (+) and 'Delete' (X) buttons.

IMPORTANT! When all required user data is entered, remember to press save! When the user is saved, the user will appear in the list above in your software.



The screenshot shows a user profile for 'Simon Appleton'. The 'Save' button is highlighted with a red box. The profile includes fields for 'First name', 'Last name', 'Personnel no', 'Street', 'Zip code / Postal code', 'City', 'Private phone', 'Mobile phone', 'Private email', 'Birthday', 'Joined company', and 'Left company'. There is also a 'Comments' field.

6. Repeat the above steps for all users you need to add.

7. SYNCHRONIZE USERS FROM THE PC-SOFTWARE TO THE TERMINAL

To transfer users or changes to users, between the PC-software and the terminal, synchronization must be performed.

Notice! When you add a fingerprint/RFID/password to a user on the terminal, synchronization also must be performed.

When the terminal and the PC-software is synchronized correctly, attendance logs from the terminal will transfer automatically to the pc software.

It's very important to synchronize users. If this is not done on changes, it can easily end up in communication and database problems. REMEMBER to synchronize your changes to users.

The **DIRECTION** of the synchronization is important. Note the following:

TM > PC: copies users from the terminal (TM) to your computer (PC).

PC > TM: copies users from your computer (PC) to the terminal (TM).

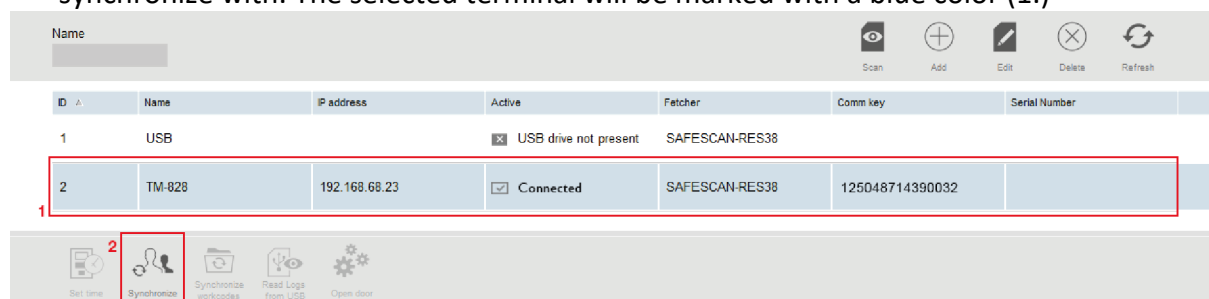
When you added/edited or removed a user in the pc-software, you synchronize in the direction "PC>TM".

When you add a RFID/Fingerprint in the terminal, you synchronize in the other direction ("TM>PC").

Performing synchronization

When you need to perform a synchronization, follow these steps:

1. Go to the menu Edit/Device in the PC-software. Select the terminal you wish to synchronize with. The selected terminal will be marked with a blue color (1.)



2. When you have select your terminal, some icons in the bottom of the window will be unlocked. Press the button "Synchronize" (2 in the above image).

3. A popup window will appear. “Synchronize users” is open.



In this example picture above, some users were created in the PC-software and need to be transferred to the terminal. In the window “PC>TM” (1) is clicked to choose the direction and then “Commit” (2) is clicked to perform the action. User data is copied from the computer to the terminal.

IMPORTANT! Remember were you perform changes, to users. If you synchronize in the wrong direction, you might erase or overwrite user information. The most regular place for making changes to users are in the PC-software. For that reason “PC>TM” is most often used.

NOTICE! Attendance logs from the terminal, can never be synchronized manually over the network. Over the network, attendance logs are only automatically performed.

8. ENROLLING FINGERPRINTS AND RFID IN THE TERMINAL

If your users are going to use fingerprint, their fingerprints must be enrolled directly in the terminal after the user is synchronized from the PC-software. Follow the steps below for “Enrolling fingerprints”.

If your users are going to use RFID and the RFID-number is printed on the cards/tags (RFID cards/tags bought from Fröbergs, normally has this printed), it’s easier to enroll the RFID number directly when you add the user. See step 5, in chapter 6. ADD USERS.

If your RFID-cards/tags doesn’t have the RFID number printed on them, follow the steps below for “Enrolling RFID”.

If your users are going to use PIN-code, it’s easier to assign their passwords directly when you create the user. See chapter 6. ADD USERS.

Enrolling Fingerprints

1. On the terminal, press the “MENU” button.

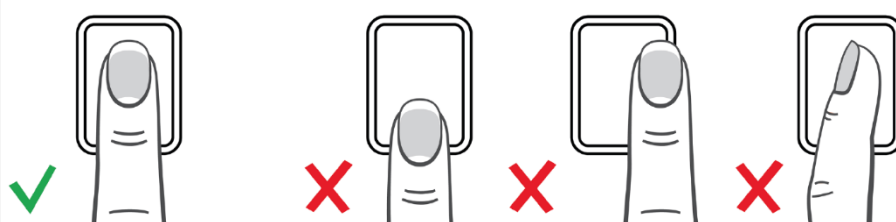
If you have created a user with the privilege of “Supervisor” and synchronized this user to the terminal, you will have to “Identify”, to gain access to the menu. If no “Supervisor” exists in the terminal, you will gain access to the menu directly.

If you are required to “Identify”, press the user ID number of the supervisor user, then press the “OK” button. Select “Password” and press “OK”, then enter the password set for the supervisor user followed by “OK”.

2. In the menu of the terminal, select “User management” (first option) and press “OK”.
3. Use the arrows up and down to scroll through the user list and select the user you wish to enroll, then press “OK”. (Instead of scrolling through the list, you can also enter the ID number for the user you wish to enroll and press “OK”.)
4. Select “Edit” and press “OK”.
5. Use the arrows and select “Fingerprint”, then press “OK”.
6. Select the finger you wish to enroll by pressing the number for that certain finger, displayed in the terminal display, then press “OK”. Follow the instructions given in the display.

We recommend that you enroll at least 1 finger on each hand, for every user. This is solely for backup identification if the first finger would become injured. Recommended fingers are the index- and the middle-fingers. Avoid thumbs, since these are quite tricky to use.

Notice! A correct finger positioning on the sensor is crucial. Try to cover as much of the sensor as possible with your finger. Avoid pressing to hard, since the sensor will see the fingerprints as “smudged”, but do not press to loosely either. See images below for correct positioning.



To enroll another finger for the same user, simply press “OK” on the option “Fingerprint” in the menu again, when the first finger has been enrolled. Select another finger by choosing a finger displayed with a different number from last one.

7. Repeat the process for all users you wish to enroll. Select another user by pressing the “ESC” button, twice, to return to the user list and select another user.

8. When the desired fingerprints have been enrolled, you must synchronize the user data with the PC-software again.

Because the fingerprints were added to the user on the terminal, you must synchronize in the direction "TM>PC".

It's very important to choose the correct direction. See instructions for synchronization in chapter 7.

Enrolling RFID-cards/tags

1. On the terminal, press the "MENU" button.

If you have created a user with the privilege of "Supervisor" and synchronized this user to the terminal, you will have to "Identify", to gain access to the menu. If no "Supervisor" exists in the terminal, you will gain access to the menu directly.

If you are required to "Identify", press the user ID number of the supervisor user, then press the "OK" button. Select "Password" and press "OK", then enter the password set for the supervisor user followed by "OK".

2. In the menu of the terminal, select "User management" (first option) and press "OK".
3. Use the arrows up and down to scroll through the user list and select the user you wish to enroll, then press "OK". (Instead of scrolling through the list, you can also enter the ID number for the user you wish to enroll and press "OK".)
4. Select "Edit" and press "OK".
5. Use the arrows and select "Badge Number", then press "OK".
6. Present the card/tag to the RFID reader and the RFID number will be scanned and registered by the terminal. Remember what card/tag the user was assigned.
7. Repeat the process for all users you wish to enroll, by pressing the "ESC" button twice, to return to the users list and select another user.
8. When the desired RFID-cards/tags has been enrolled, you must synchronize the user data with the PC-software again.

Because the RFID number were added to the user on the terminal, you must synchronize in the direction "TM>PC".

It's very important to choose the correct direction. See instructions for synchronization in chapter 7.

9. WORK SCHEDULES

You can create work schedules and assign them to a user or a department. The software will then compare the actual attendance data with the user's specified schedule.

The software can also be used without a schedule, if only the user's attended time is of interest.

Usage of work schedules gives the following functions:

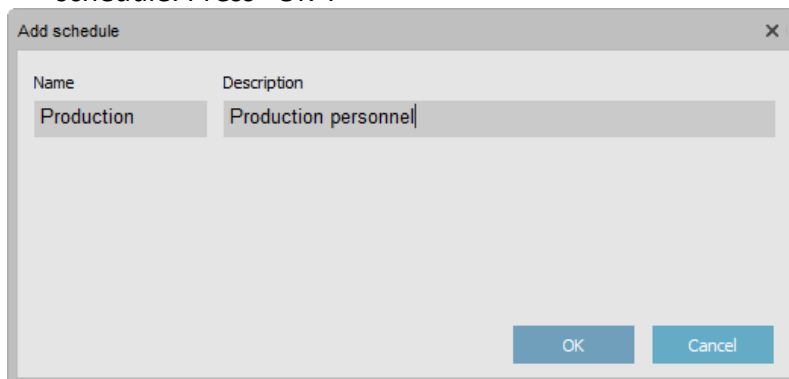
- If a user doesn't check in a scheduled day, the software marks their absence.
- If a user's attendance is longer than scheduled, a positive time balance is recorded in the reports.
- If a user's attendance is less than scheduled, a negative time balance is recorded in the reports.
- If a user check's in a scheduled day but forgets to check out when their work shift end, the report automatically ends the day with the shift's end in the work schedule.
- Marking absence during sick leave is possible.

Work schedules are suitable for users with fixed workdays and times. It's possible to have different times for different weekdays, but with reoccurrence of the same schedule each week. If users have different schedules each week, it's more suitable to use planned workschedules.

Creating a work schedule

Work schedules can be based on a shift start and a shift end. It can also be based on a goal of hours per day, week or month. The example below shows a schedule based on shift start and shift end with an automatically subtracted lunch break.

1. Go to the "Edit" menu in the software and select "Work schedule".
2. Click "Add" (+) in the top right corner and assign a name and add a description of the schedule. Press "OK".



Name	Description
Production	Production personnel

OK Cancel

- The work schedule is now created and now we need to define start, break and end times. Click the blue button “Add” and select “Time In/Out”.

Edit Save Cancel

Name: Production Description: Production personnel

Time In/Out: Mon Tue Wed Thu Fri Sat Sun

Breaks excl. after End Round before Round after Delete

Breaks impl.

Breaks incl.

Hours Per Day

Hours Per Month

Hours Per Week

Pause Per Day

Time In/Out

2019-03-10 22:37

- Select the days that have the same start and end time. Input the start, end and if there is a rounding to be applied.

In the example below, the work schedule is Monday-Thursday 07:00-16:30 and Friday. The personnel in this schedule should not receive worktime if they check in up to 30 minutes before the work schedule and they should not receive any work time the first 30 minutes past the work schedule.

Edit Save Cancel

Name: Production Description: Production personnel

Time In/Out: Mon Tue Wed Thu Fri Sat Sun

Start Round before Round after End Round before Round after Delete

07:00 30 16:30 30

Add

2019-03-10 23:01

- Now we'll define the schedule for Fridays. Click the blue button "Add" again and choose another "Time In/Out". In this example the personnel have a shorter schedule for Friday, 07:00-14:30.

The screenshot shows a scheduling interface with the following fields:

- Name:** Production
- Description:** Production personnel
- Time In/Out:** A dropdown menu.
- Days:** Mon, Tue, Wed, Thu, Fri, Sat, Sun
- Start:** 07:00
- Round before:** 30
- Round after:** 0
- End:** 16:30
- Round before:** 30
- Round after:** 0
- Delete:** Button

The second entry, highlighted with a red box, has the following values:

- Time In/Out:** (dropdown)
- Days:** Mon, Tue, Wed, Thu, Fri, Sat, Sun
- Start:** 07:00
- Round before:** 30
- Round after:** (empty)
- End:** 14:30
- Round before:** (empty)
- Round after:** 30
- Delete:** Button

Add: Button

2019-03-10 23:10

- Now we'll add the automatically logged lunch breaks. This means that a check in and a check out, is automatically input at the specified times, if a user with the schedule has checked in that day, before this scheduled break.

The screenshot shows the scheduling interface with the following fields:

- Name:** Production
- Description:** Production personnel
- Time In/Out:** (dropdown)
- Days:** Mon, Tue, Wed, Thu, Fri, Sat, Sun
- Start:** 07:00
- Round before:** 30
- Round after:** 0
- End:** 16:30
- Round before:** 30
- Round after:** 0
- Delete:** Button

The second entry, highlighted with a red box, has the following values:

- Time In/Out:** (dropdown)
- Days:** Mon, Tue, Wed, Thu, Fri, Sat, Sun
- Start:** 07:00
- Round before:** 30
- Round after:** 0
- End:** 14:30
- Round before:** 0
- Round after:** 30
- Delete:** Button

The third entry, highlighted with a red box, has the following values:

- Breaks impl.:** (dropdown)
- Days:** Mon, Tue, Wed, Thu, Fri, Sat, Sun
- Start:** 12:00
- Round before:** (empty)
- Round after:** (empty)
- End:** 13:00
- Round before:** (empty)
- Round after:** (empty)
- Delete:** Button

Add: Button

2019-03-11 11:35

- Remember to click "Save".** Now the schedule in the example is done. This way you can build different schedules, if not only one schedule is suitable for all personnel.

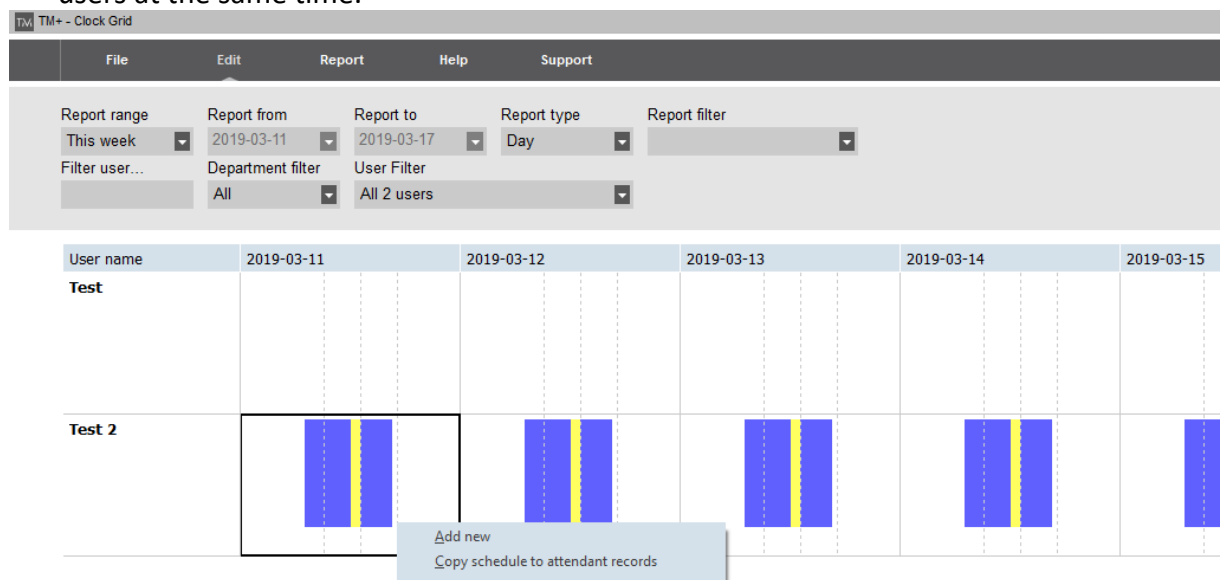
A schedule with only a fixed break, can be made, if your personnel is paid per hours, with a fixed break.

10. REGISTERING ABSENCE

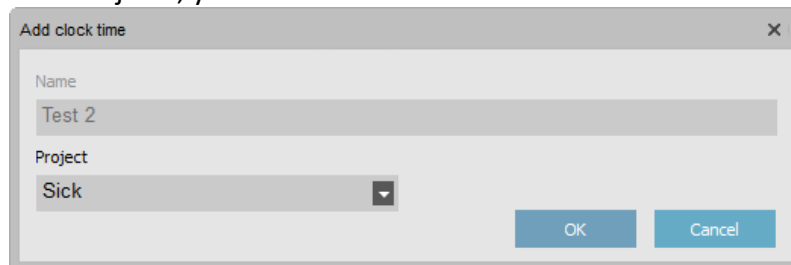
Registering a full day absence when using work schedules.

If you're using work schedules or planned schedules, for your users, it's easy to adjust absence reasons. For example, absence due to illness or vacation.

1. Go to "Edit" in the main menu and select "Clock Grid".
2. Select filter for time period and what users to display in the grid.
3. Right click on a day, you wish to add absence to. You can select multiple days or multiple users at the same time.



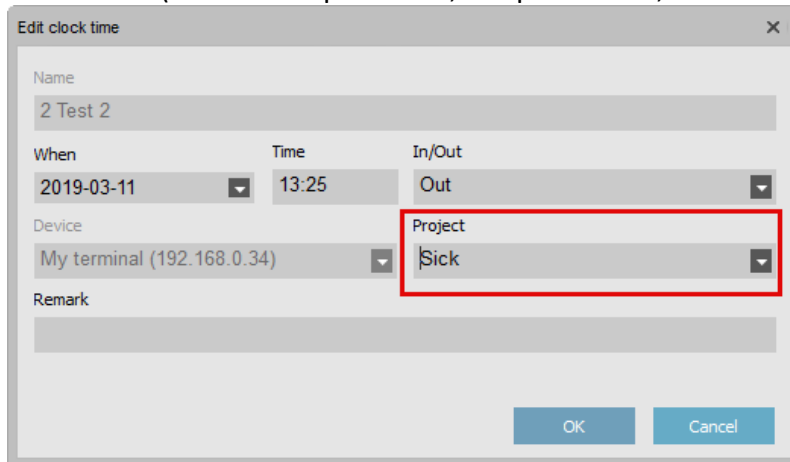
4. Choose "Copy schedule to attendant records" and a new window will appear. In the field "Project", you choose the reason for the absence and click "OK".



Notice! This will mark the whole day with the choose absence. If you need to mark, only a part of the day with an absence reason, follow the steps below instead.

Registering a part day absence when using work schedules.

1. Go to “Edit” in the main menu and select “Clock”.
2. Double click the check out, that needs to be adjusted.
3. In the window, that appear, simply adjust the “Project” work code with the absence reason. (In the example below, the person left, due to illness).

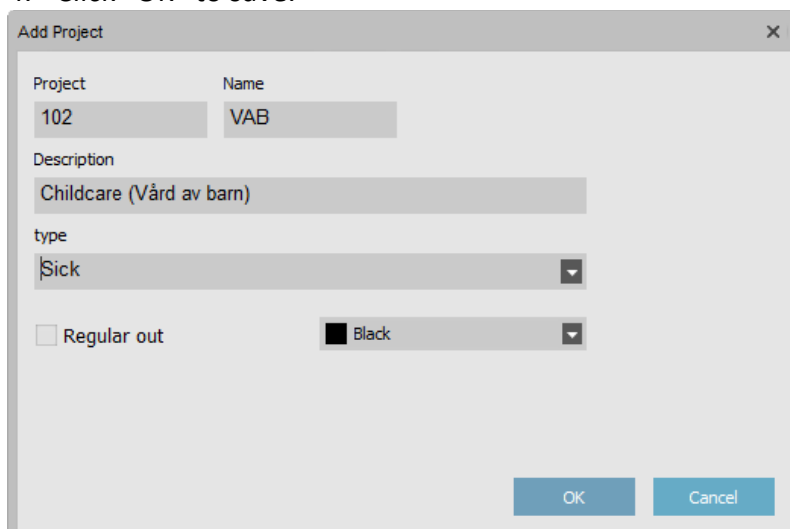


The screenshot shows a dialog box titled "Edit clock time". It contains several fields: "Name" (2 Test 2), "When" (2019-03-11), "Time" (13:25), "In/Out" (Out), "Device" (My terminal (192.168.0.34)), and "Project" (Sick). The "Project" dropdown menu is highlighted with a red box. At the bottom, there are "OK" and "Cancel" buttons.

Adding custom absence reasons

To add other absence reasons than the default ones, see the steps below.

1. Go to “Edit” in the main menu and select “Project”.
2. Click the “Add” (+) button
3. Name and add a description of the absence. Type for absence should normally be “sick”.
4. Click “OK” to save.

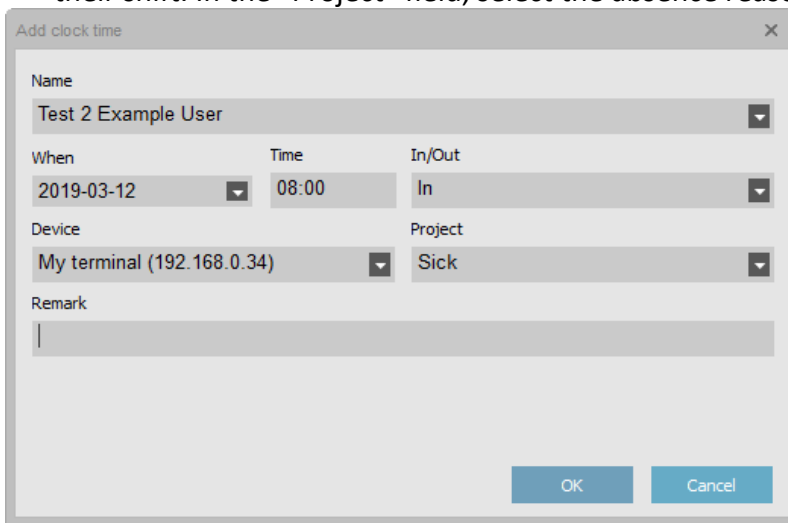


The screenshot shows a dialog box titled "Add Project". It contains several fields: "Project" (102), "Name" (VAB), "Description" (Childcare (Vård av barn)), "type" (Sick), and "Black" (selected). At the bottom, there are "OK" and "Cancel" buttons.

Registering absence when not using work schedules.

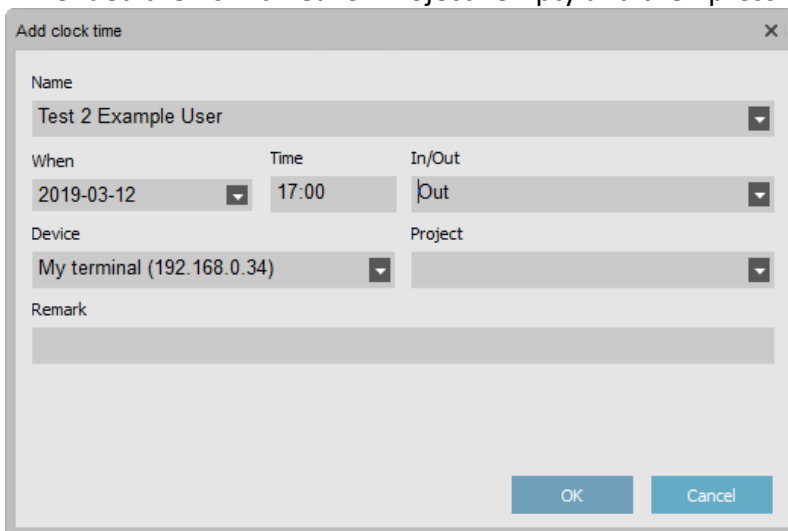
When no schedules are used, it's more difficult to register absence, but it can be done following these procedures.

1. Go to "Edit" in the main menu and select "Clock".
2. Click "Add" (+) button, or right click in the window and select "Add Clocktime".
3. Select the user, fill in the correct date and fill in the time the user should have started their shift. In the "Project" field, select the absence reason and then press "OK".



The screenshot shows a dialog box titled "Add clock time" with a close button (X) in the top right corner. It contains several input fields: "Name" (Test 2 Example User), "When" (2019-03-12), "Time" (08:00), "In/Out" (In), "Device" (My terminal (192.168.0.34)), and "Project" (Sick). There is also a "Remark" text area and "OK" and "Cancel" buttons at the bottom.

4. Add another time, by clicking the "Add" (+) button, or right click in the window and select "Add Clocktime".
5. Fill in the same user and date as above, then fill in the time the user's shift should have ended their shift. Leave "Project" empty and then press "OK".



The screenshot shows the same "Add clock time" dialog box, but with the "Time" field set to "17:00" and the "In/Out" field set to "Out". The "Project" field is now empty.

The above steps 1-5 must be done for each day the user has been absent.

11. CORRECTING INCORRECT ATTENDANCE LOGS

For the software to be able to calculate the correct time of attendance, the system needs to have values for both “IN” (Check in) and “OUT” (Check out). The minimum is one “Check in” and one “Check out”, per day.

Notice! If the user has a schedule, the software can calculate the day with only one check in, but having a real check out, is much more beneficial, as the true time a user has attended can be calculated.

The sequence for the attendance is important. The software does allow multiple “Check in’s” in a followed sequence, if you need to check in to a project, or to switch to another project during the day.

But the software does NOT allow a day to start with a “Check out”, or multiple “Check out’s” in a followed sequence.

It sometimes happens that a user clock’s incorrectly.

For example, if a user “Check in” one day and forgets to check out, he will be asked if he want to check out, when he arrives the following day. This is due to the last clocking was a “Check in”.

This can however be solved by the user directly, if he clicks one of the arrows beside the “OK” button and select the type of recording they want (in this example “Check in”) and then press “OK” on their selection. **But this is only possible if the user has a work schedule or a planned work shift in the PC-software, since the software still needs to know, when to end the previous day.**

It is of best practice to correct clocking’s, before generating any reports.

Notice! If you miss this, you still can correct them afterwards and regenerate the reports.)

Correcting of clocking’s are usually done in the menu “Edit” and “Clock”.

Notice! To protect both the employer and the employee, the software will not allow you to completely remove a clocking in the software. If you change a clocking, the software will make a new clocking with the adjustments and change the original one to “Ignore”.

See some examples of how to correct incorrect clocking’s on the next page.

Correcting a missing clocking

In this example, the user has forgot to “Check in” and the start of the shift.

Us...	User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Project	Remark	User update	Changed
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 8:45:00	TM-828	In	Manual				3-1-2018 10:01:42
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:01:00	TM-828	Ignore	Manual				3-1-2018 10:02:32
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:01:56	TM-828	Break	Manual				3-1-2018 10:02:32
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:28:33	TM-828	Return	Manual				3-1-2018 10:03:28
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 17:28:42	TM-828	Out	Manual				3-1-2018 10:04:17
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 12:01:56	TM-828	Break	RFID				3-1-2018 10:02:32
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 12:28:33	TM-828	Return	RFID				3-1-2018 10:03:28
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 17:28:42	TM-828	Out	RFID				3-1-2018 10:04:17

In the example above, there is a “Check in”, missing 21/12 (1).

Because there is no “Check in” for that day, the software marks all the clocking’s that day in red, so it’s easier for the administrator to see that there is a problem with the clocking sequence that day.

To correct this problem, you need to add the “Check in”, manually. This is done by clicking the “Add” button (2), or by right clicking in the window and selecting “Add clock time”. Then select what user to add a clocking to, what date, what time and what type (in/out) of clocking.

Notice! Be sure to select the correct date of the clocking, as the software window for adding clock time always defaults to the current date!

Double clocking

The system has a built in function, to ignore clocking's that happen to close to each other, but if this function is not turned on or if the user has clocked out twice in a row, there will be red marked clocking's to correct as well.

Us...	User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Project	Remark	User update	Changed
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 8:45:00	TM-828	In	Manual				5-1-2018 10:01:42
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:01:00	TM-828	Ignore	Manual				5-1-2018 10:02:32
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:01:56	TM-828	Break	Manual				5-1-2018 10:02:32
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:28:33	TM-828	Return	Manual				5-1-2018 10:03:28
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 17:28:42	TM-828	Out	Manual				5-1-2018 10:04:17
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 8:45:00	TM-828	1 Out	Manual				5-1-2018 10:04:25
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 12:01:00	TM-828	Ignore	Manual				5-1-2018 11:26:54
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 12:01:56	TM-828	Break	Manual				5-1-2018 13:02:45
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 12:28:33	TM-828	Return	Manual				5-1-2018 13:28:13

In the example above, the user has checked out, twice. To correct this, simply right click on the second clock out in sequence for that day and choose "Change to ignore", seen on the image below.

Us...	User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Project	Remark	User update	Changed
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 8:45:00	TM-828	In	Manual				5-1-2018 10:01:42
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:01:00	TM-828	Ignore	Manual				5-1-2018 10:02:32
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:01:56	TM-828	Break	Manual				5-1-2018 10:02:32
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 12:28:33	TM-828	Return	Manual				5-1-2018 10:03:28
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 17:28:42	TM-828	Out	Manual				5-1-2018 10:04:17
2	Simon	Simon	Appleton	Manage...	909	3-1-2018 17:28:42	TM-828	1 Out					5-1-2018 10:05:25
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 12:01:00	TM-828	Ignore					5-1-2018 11:26:54
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 12:01:56	TM-828	Break					5-1-2018 13:02:45
2	Simon	Simon	Appleton	Manage...	909	4-1-2018 12:28:33	TM-828	Return					5-1-2018 13:28:13

The clocking sequence will now be correct.

Incorrect IN/OUT

In this example, the user has forgotten to check out the previous day and was accidentally checked out, when he arrived at work. This usually happens, because the terminal remembers what type of clocking a user has done lastly.

TM+ - Clock

File Edit Report Help Support

Report range: This week
Report from: 2019-03-11
Report to: 2019-03-17
End of day: 00:00

Filter user... Department filter: All User Filter: Simon (Appleton Simon)

User name	First name	Last name	Department	Personnel no	When	Device	In/Out	Verify Mode	Project	Remark
Simon	Simon	Appleton	Manage...	909	2019-03-11 08:00:00	My terminal	In	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-11 09:00:00	My terminal	Break	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-11 09:10:00	My terminal	Return	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-11 12:00:00	My terminal	Break	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-11 12:30:00	My terminal	Return	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-12 07:59:00	My terminal	Out	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-12 08:59:00	My terminal	Break	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-12 09:10:00	My terminal	Return	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-12 12:30:00	My terminal	Return	Manual		
Simon	Simon	Appleton	Manage...	909	2019-03-12 16:30:00	My terminal	Out	Manual		

To fix this, you need to add the “Check out” clocking for the previous day and change the incorrect out, to in.

1. Click the “Add” (+) button, select what user, what date, time and the type “Out”. Then press “OK”, and their missing out clocking should exist.

If the user has a work schedule, you can skip this above step and follow the step below, if you do not wish to add a more specific clocking and just let the software correct this according to the schedule.

2. Then, simply right click the incorrect out clocking (the “Out” which sits at the start of the day) and select “Change to in”.

The clocking should now be correct.

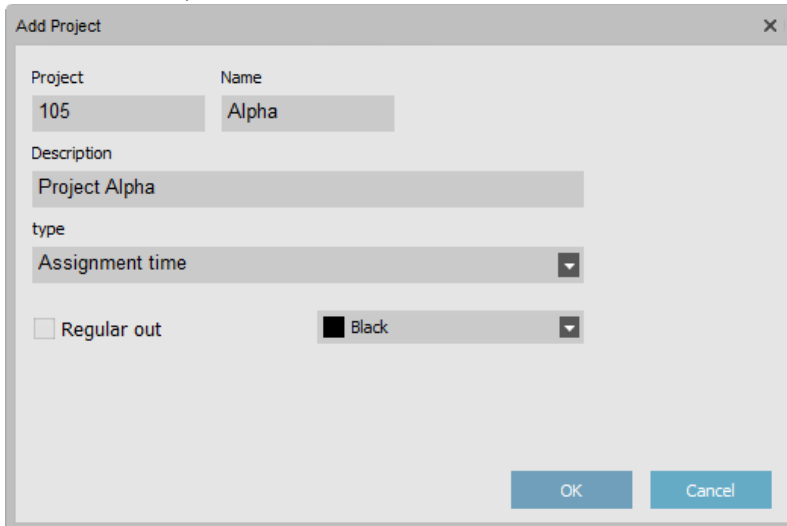
12. PROJECT

With the system it's also possible to keep track of how much time has been spent on certain projects. Time spent on projects will appear in the "Project" report.

Adding new projects

This is how you add a new project:

1. Go to the menu "Edit" and select "Project".
2. Click the "Add" (+) button.
3. Name your project and add a description. Normally type should be "Assignment time".
4. Click "OK", to save.



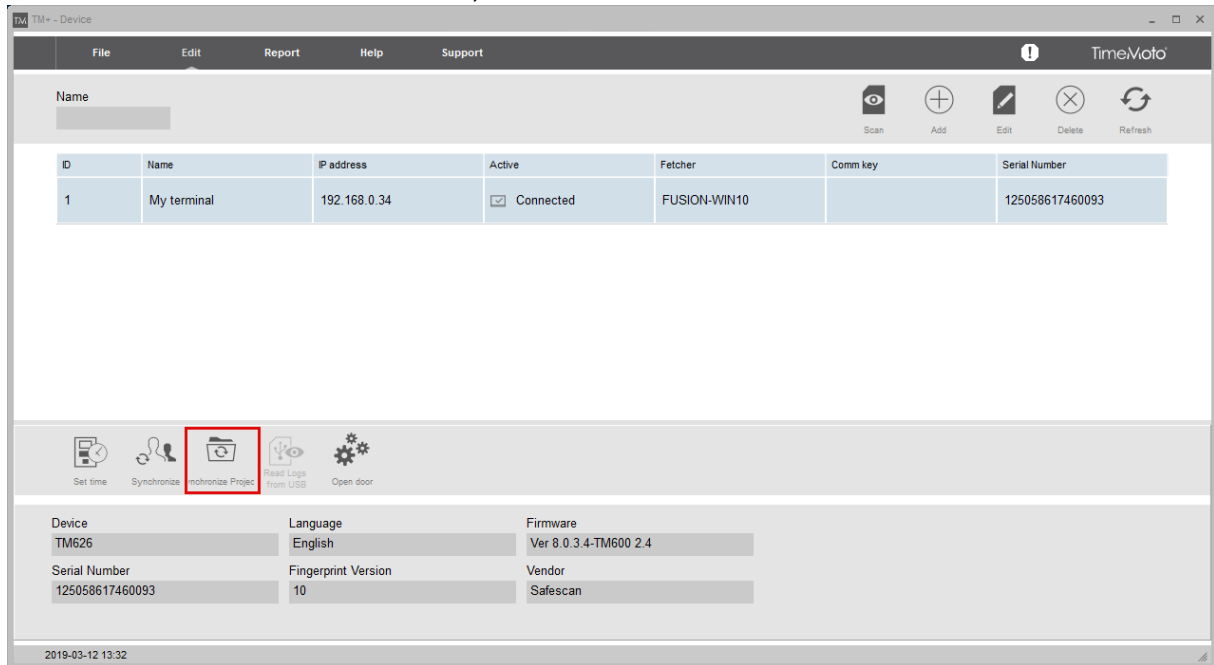
The screenshot shows a dialog box titled "Add Project" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Project:** A text input field containing the value "105".
- Name:** A text input field containing the value "Alpha".
- Description:** A text input field containing the value "Project Alpha".
- type:** A dropdown menu with "Assignment time" selected.
- Regular out:** An unchecked checkbox.
- Color:** A color selection dropdown menu with "Black" selected.
- Buttons:** "OK" and "Cancel" buttons located at the bottom right of the dialog.

Synchronize projects to the terminal

When you want to synchronize projects with the terminal, follow these steps:

1. Go to “Edit” in the main menu and select “Device”. Select your device by clicking on it in the list. The row with the device, will show in a blue color.



2. When the terminal is selected, some icons in the bottom of the screen, will unlock. Click the button “Synchronize Projects”.
3. The popup window, “Synchronize projects” appear. Select the direction you want to synchronize and click “Commit”. This procedure is almost identical to synchronizing users.

Checking in on projects

To “Check in” on a project in the terminal, you press any of the arrows beside the “OK” button, directly after identifying for a clock in the terminal.

A list appears, were you scroll down to “5. Project” and click the “OK”, button. Choose your project in the list or type the number of the project and then press “OK”.

You will now be checked in to the selected project. If you want to leave a project to a regular “Check in” or to change project, simply identify to the terminal again and press any of the arrow keys and select either “Check in” or go to “5. Project” and select another project.

If you want to check out, you simply identify to the terminal as usual and the terminal should ask “Check out?”.

Project report

Time spent on projects, can be found in the PC-software “Project report”. This is found in the main menu under “Report” and “Project”.

13. REPORTS

In the main menu, you can find “Report”, which includes multiple different report types.

- Presence – Displays the current status of users. If they are checked in, out, etc. and when their last activity was.
- Day – Displays chosen users attended time, for the chosen time period. This report is mostly suitable for excel exports, if you want to display attendance for every separate day in a chosen time period. (This report, is not so commonly used.)
- Period – This report displays chosen users attended time for the chosen time period. This report is also most suitable for excel exports.
- Report – This report is they report, most suitable for reading and is also the best one for printing as PDF or on paper. (This is the most commonly used report.)
- Project – This report shows information of time spent on work codes and projects. If a person as shown as “Sick”, in the “Report” above, you can tell how long they spent a certain day as sick, in this report.
- Payment report shows a report that is suitable for printing as PDF or on paper. Shows a good overlook of both attended time, and if the person has clocked in a payment rule zone (for example Overtime).
- Classification – This report shows time spent in regular work hours and time spent in different pay class rule zones.

In most reports found in the software, you get options for sending the report by e-mail, printing (both as PDF, or on paper) and for exporting (as excel or csv).

In all reports, you can specify different filters for, users, departments and time ranges, to be shown in the report.

In a select few reports, you can choose if you want the displayed time in hours and minutes or in hours and 1/100 hour. This is done by unchecking or checking the “Decimals” checkbox.

You can also set the time for day change in the report. This is useful if a user works past 00:00 at night, and you want to sum the shift on one day in the report.

14. MORE FUNCTIONS AND INSTRUCTIONS

The system has a few more functions not described in this manual.

- Payment class rules
- Scheduling using the “Planning” grid for users with non-fixed schedules

For more information about these functions, or more detailed instructions about functions found in this manual, we ask you to instead see the full manual.

More manuals for this system can be found at:

www.frobergs.se/tm

and

www.tidsupport.se/kb2

For support contact us at:

tid@frobergs.se

or create an account and a support ticket at:

www.tidsupport.se