

GoTimeCloud

Speedface V5L TD and Proface X TD

Quick Guide

V1.0 October 2020

About this Manual.

- This document introduces the first steps and configurations of TD terminals with the GoTime Cloud software.
- All designs and specifications are subject to change without prior notice.
- This manual assumes that your device is fully compatible with the GoTime Cloud software. In addition, this manual also assumes that the user has sufficient permissions to manage and configure the devices and software. For more information about system settings, we recommend reading the User's Manual.
- This manual is structured in steps in order to know all the necessary points for the implementation of TD terminals with the GoTime Cloud solution.

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Due to the constant updating of the products, the company cannot ensure compliance between the product and the information contained in this document, including the technical requirements of the product. Please excuse any inadvertent changes.

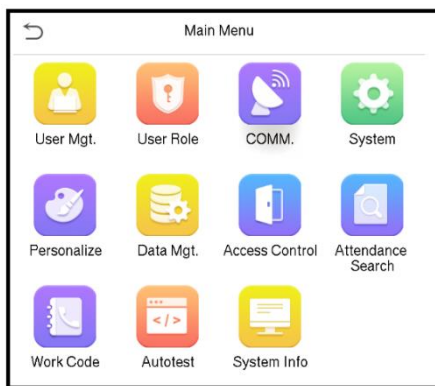
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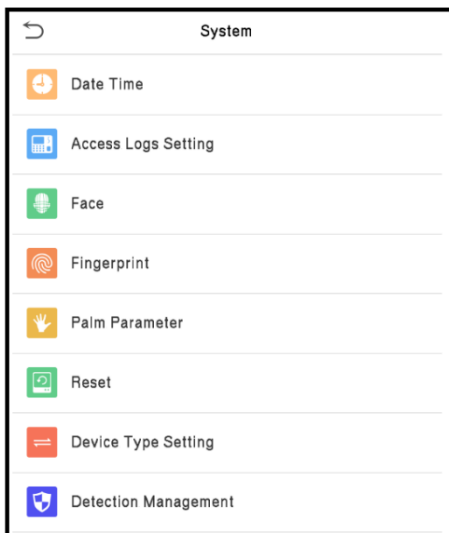
1. TD terminal requirements for connecting to GoTimeCloud:

- Have the latest version of approved firmware. Currently there is version: ZAM170- NF-1.5.7-6928-02. (if you have questions, use the the following channel <https://gotimecloud.supportsync.com/>)
- It must be set as: "Time Attendance Terminal". The steps to activate this mode are:

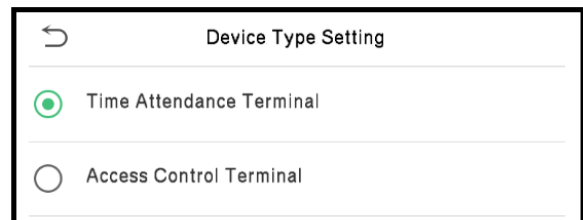
STEP 1: Go to Main Menu



STEP 2: Go to System



STEP 3: Go to Device Type Setting

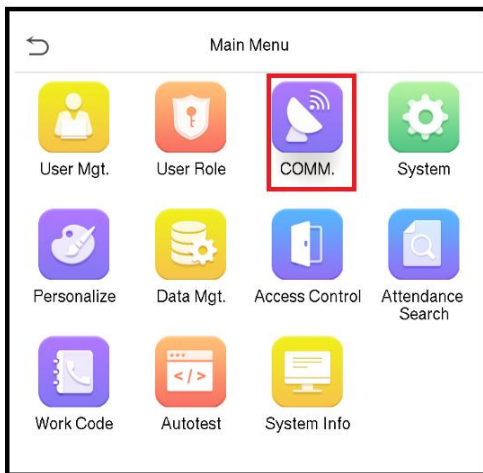


- Have Internet available by fixed IP, dynamic or WIFI

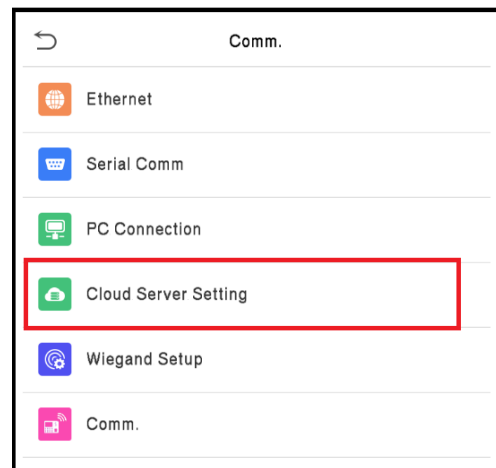
2. How to add a TD terminal to GoTimeCloud:

The steps to add a new terminal to the cloud platform are as follows:

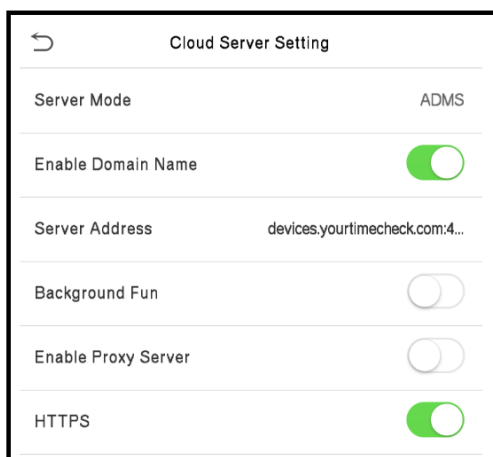
2.1 TD Terminal configuration:



STEP 1: Go to the **COMM.**



STEP 2: Go to the **Cloud Server Setting**



STEP 3: Once inside activate "Enable domain name" and enter "Server address" (devices.yourtimecheck.com:4372). Activate the option HTTPS.

2.2 Application Settings

STEP 1: Go to the **Devices** Menu and click on the "add" option at the bottom left.

The screenshot shows the ZKTimeCloud interface with the 'Devices' menu selected. The top navigation bar includes 'Summary', 'Employees', 'History', 'Punches', 'Petitions', 'Devices', 'Closures', 'Reports', and 'Configurations'. The 'Devices' menu is active, displaying a table of device configurations. The table has columns for Status, Code, Description, Serial number, and Last connection. Each row includes a checkbox, a status indicator (red or green dot), and a 'Delete' button. The 'Add' button at the bottom left is circled in red.

<input type="checkbox"/>	Status	Code	Description	Serial number	Last connection	Delete
<input type="checkbox"/>	●	001	TEST ZAM	CJRZ201360061		✕ Delete
<input type="checkbox"/>	●	003	TEST SPEEDFACE	CKJF201760184	At 11:20 of 22/10/2020	✕ Delete
<input type="checkbox"/>	●	005	zmm170.1.5.8	CKJC202161067		✕ Delete
<input type="checkbox"/>	●	009	TEST 680	CH3X192260039		✕ Delete
<input type="checkbox"/>	●	050	GDPR	BRCQ201160098		✕ Delete
<input type="checkbox"/>	●	099	Brass speedface	CKJF201460080		✕ Delete
<input type="checkbox"/>	●	150	S560	CJAW200360208		✕ Delete

STEP 2: Add device name, serial number and timezone

Code: Description:

Data

Serial number:

UTC:

Show advanced options

STEP 3: Check that the communication has been successful. The button indicating the connection status should be green.

User: admin (Administrator) | User management | Password change | Disconnect | 11:41:12 on Thursday, 22 October 2020

Summary Employees History Punches Petitions Devices Closures Reports Configurations

Status	Code	Description	Serial number	Last connection	
<input type="checkbox"/>	001	TEST ZAM	CJRZ201360061		<input type="checkbox"/> Delete
<input checked="" type="checkbox"/>	003	TEST SPEEDFACE	CKJF201760184	At 11:41 of 22/10/2020	<input type="checkbox"/> Delete
<input type="checkbox"/>	005	zmm170.1.5.8	CKJC202161067		<input type="checkbox"/> Delete
<input type="checkbox"/>	009	TEST 680	CH3X192260039		<input type="checkbox"/> Delete
<input type="checkbox"/>	050	GDPR	BRCQ201160098		<input type="checkbox"/> Delete
<input type="checkbox"/>	099	Brass speedface	CKJF201460080		<input type="checkbox"/> Delete
<input type="checkbox"/>	150	S560	CJAW200360208		<input type="checkbox"/> Delete

2.3 TD terminals data records in the GoTimeCloud

Once the TD terminals have been correctly configured in the GoTimeCloud, you can view all the data records generated, as shown in the following images:

- Mask and Normal Temperature:

The screenshot shows the GoTimeCloud interface for employee 000000150 - PRACTICE. The date range is from 01/10/2020 to 22/10/2020. The interface displays a table of punch records for 08/10/2020 [Th]. A tooltip is shown over a punch record at 10:50, displaying the following details:

Date	In	Out	In	Out	In	Out	Workday/Events
08/10/2020 [Th]	10:11 [0150]	10:12	10:12	10:13 [0150]	10:14	10:15 [0150]	0001 - Mañana
	10:16 [0150]	10:16 [0005]	10:19 [0150]	10:24	10:24	10:24	
	10:25	10:26	10:26	10:50 [0001]	10:51	10:51	
	11:40	13:18					

Tooltip details for 10:50 punch:

- Date: 08/10/2020
- Time: 10:50
- Device: 010 - Unknown
- Closed: Yes
- Event: 0001 - Bocado
- Temperature: 36.3°C
- Mask: Yes

- Without Mask and Normal Temperature:

The screenshot shows the GoTimeCloud interface for employee 000000150 - PRACTICE. The date range is from 01/10/2020 to 22/10/2020. The interface displays a table of punch records for 08/10/2020 [Th]. A tooltip is shown over a punch record at 13:18, displaying the following details:

Date	In	Out	In	Out	In	Out	Workday/Events
08/10/2020 [Th]	10:11 [0150]	10:12	10:12	10:13 [0150]	10:14	10:15 [0150]	0001 - Mañana
	10:16 [0150]	10:16 [0005]	10:19 [0150]	10:24	10:24	10:24	
	10:25	10:26	10:26	10:50 [0001]	10:51	10:51	
	11:40	13:18					

Tooltip details for 13:18 punch:

- Date: 08/10/2020
- Time: 13:18
- Device: 010 - Unknown
- Closed: Yes
- Event: 0000 - Trabajo
- Temperature: 36.3°C
- Mask: No

3. Activate QR code in TD Terminal and GoTimeCloud

The steps to register a QR code to a registered user:

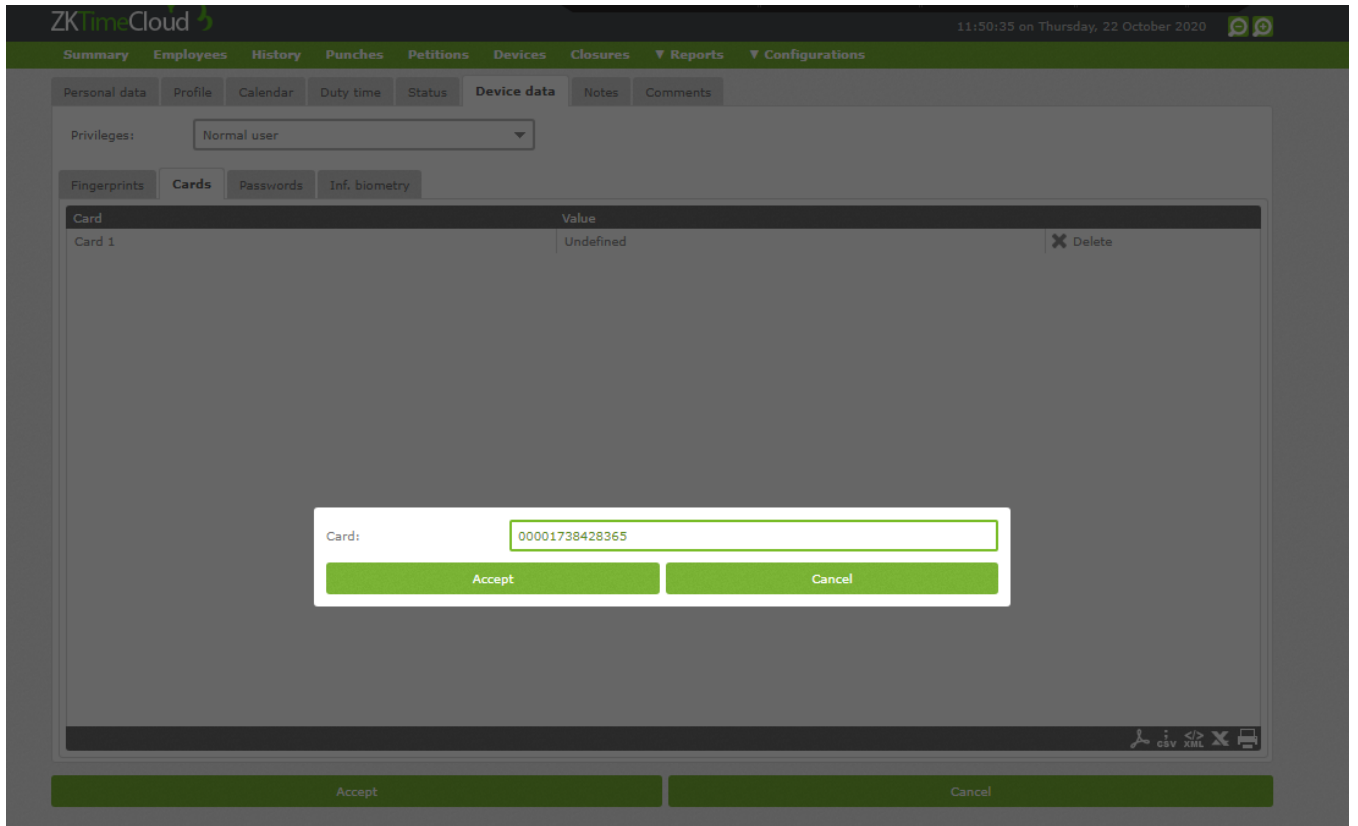
STEP 1: Go to the Employees/Device data /Cards

The screenshot shows the ZKTimeCloud web interface. At the top, the user is logged in as 'admin (Administrator)'. The navigation menu includes 'Summary', 'Employees', 'History', 'Punches', 'Petitions', 'Devices', 'Closures', 'Reports', and 'Configurations'. The 'Devices' tab is selected, and the 'Device data' sub-tab is highlighted with a red circle. The form contains the following fields:

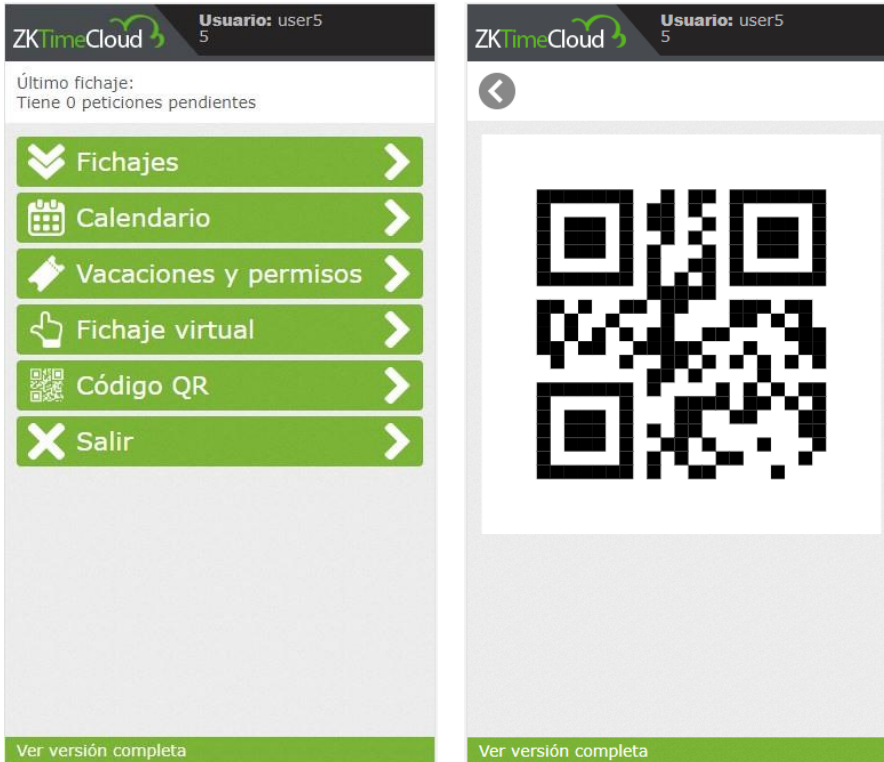
- Code: 000000150
- Name: PRACTICE
- Surnames: (empty)
- Doc. number: (empty)
- Date of birth: 08/10/1986
- Address: (empty)
- Town: (empty)
- Province: (empty)
- Postal Code: (empty)
- Telephone: (empty)
- Cell phone: (empty)
- E-mail: (empty)
- Departamento: 00001 - Administracion
- Centro: 00001 - Madrid
- Supervisor: None
- Workday: 0001 - Mañana
- Has night shift:
- Rate 1: (empty)
- Rate 2: (empty)
- Rate 3: (empty)
- Rate 4: (empty)
- Rate 5: (empty)
- matricula: (empty)

Buttons for 'Send e-mail', 'Change photo', 'Accept', and 'Cancel' are visible at the bottom of the form.

STEP 2: Add the card number associated to the QR code (only numbers and up to 18 integers to ensure that the terminal does not truncate the value when reading the QR)

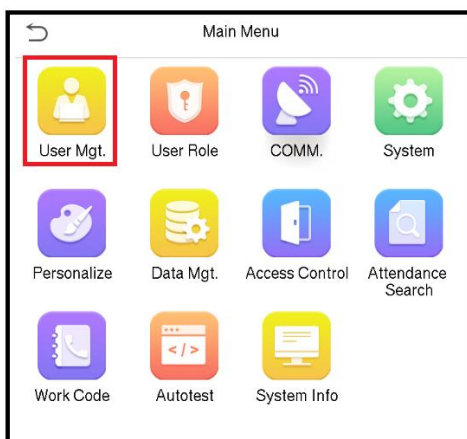


STEP 3: We check that the APP version (<https://empresa.yourtimecheck.com/mobile>) has correctly created the QR associated to the previous employee.

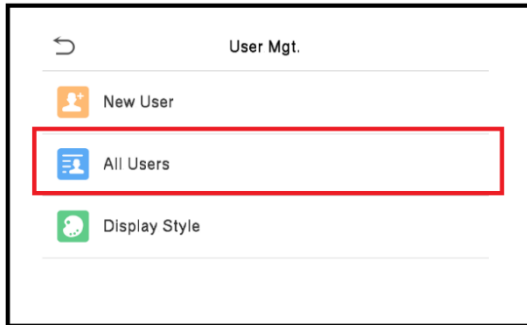


After the above, we will check that the terminal is completely synchronized, and we will enable the verification by QR

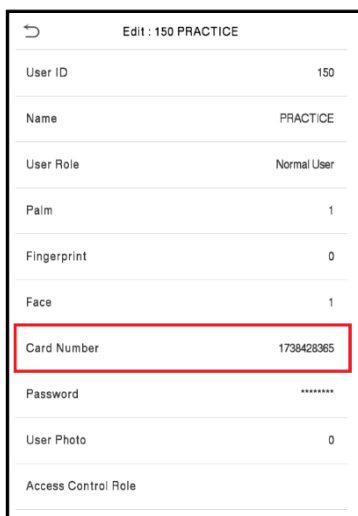
STEP 4: Go to **User Mgt**



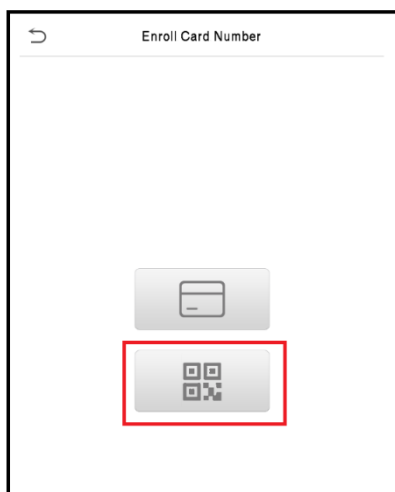
STEP 5: Go to **All users** and select the one you want to edit



STEP 6: Go to **Card Number**



Step 7: Select QR and present to the terminal (by means of a cell phone) the code that needs to be registered (NOTE: in case of registering directly the QR in the terminal it would not be necessary to load it previously in the cloud platform).



NOTE: If you have a third party QR code, it is recommended to perform a reading on the terminal beforehand to check that the information read corresponds to that stored in the QR (respecting the recommendations of Step 2 above).

ZKTeco Europe

sales@zkteco.eu

www.zkteco.eu

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