



Quick Guide

May 2023
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Powered by:



About this Manual.

This document introduces the first steps and operations with the GoTime Cloud software.

All designs and specifications are subject to change without notice.

This manual assumes full compatibility of your device with the GoTime Cloud software. In addition, this manual also assumes that the user has sufficient user permissions to manage and configure the devices and software. For more information about how the system is configured, we recommend reading the User Manual.

This manual is structured in steps in order to cover all the necessary points for implementing the GoTime Cloud solution.

Important notice.

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Due to the products constantly being updated, the company is unable to 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. Pre-commissioning warnings

Before you start the process of setting up GoTime Cloud, there are a few things to bear in mind.

1. Configuration and clocking into the terminal prior to GoTime Cloud configuration.

Any user configurations made on the terminal prior to the GoTime Cloud configuration will be replaced by those present in the GoTime Cloud at the time of configuration. In the same way, the punches that have been made in the terminal will be deleted and in no case can they be included in the Cloud.

This means that no user configuration or punches can be done before the GoTime Cloud is set up, as this will be lost when the terminal is registered.

2. Disconnection of devices.

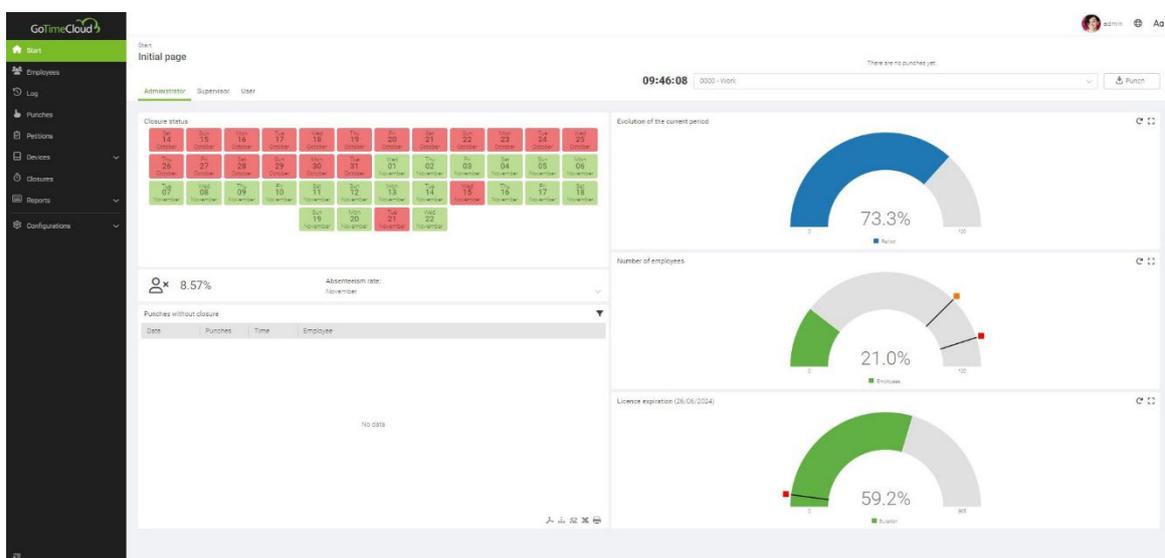
As above, in the event of a loss of connection to the terminal at any time, it is important not to de-register the terminal in GoTime Cloud, as re-registering the terminal will delete the existing configuration and the punches made, including those that could not be transmitted to GoTime Cloud due to the disconnection. In this case, there would be a loss of punches that could not be recovered.

1. GoTime Cloud: Quick guide

You can launch the login page by typing in the URL you chose when contracting the service and will be something like <https://mi-empresa.gotimecloud.com>. You will then see the home page again.



You will be able to log in either as an administrator, with your username and password, or as a normal user if your user account has previously been created.



Once you have logged in, the main page appears, with the Administrator, Supervisor and User tabs where you can see general information about the application, the employees you manage or your own user account respectively.

If you click on the “Employees” tab, you will see the employees you manage (a normal user will only see themself).

Code	Name	Surnames	Center	Department	Archive	Delete
00000001	Elaine	Harrison James	00000 - Madrid	00001 - Administración		
00000003	Andy	Phillips Wade	00000 - Madrid	00003 - Comercial		
00000004	Ellen	Davidson Jensen	00000 - Madrid	00002 - RRHH		
00000005	Norma	Little Alexander	00000 - Madrid	00003 - Comercial		
00000006	Jimmie	Kuhn Hicks	00000 - Madrid	00004 - Almacén		
00000007	Edna	Wade Powell	00000 - Madrid	00003 - Comercial		
00000008	Kenzi	Coleman Moreno	00000 - Madrid	00003 - Comercial		
00000009	Javier	Kennedy Morgan	00000 - Madrid	00004 - Almacén		
00000010	Jane	Hunter Owens	00000 - Madrid	00004 - Almacén		
00000011	Suzanne	Hopkins Gregory	00000 - Madrid	00001 - Administración		
00000012	Jordan	Kim Stewart	00000 - Madrid	00004 - Almacén		
00000013	Ava	Mills Jensen	00000 - Madrid	00004 - Almacén		
00000014	Cherly	Garza Kelly	00000 - Madrid	00003 - Comercial		
00000015	Jessie	Alexander Pearson	00000 - Madrid	00003 - Comercial		
00000016	Tyler	Hicks Bailey	00000 - Madrid	00004 - Almacén		
00000017	Terra	Jackson Mitchell	00000 - Madrid	00001 - Administración		
00000018	Tyler	Jones Elliott	00000 - Madrid	00004 - Almacén		
00000019	Peter	Smith	00000 - Madrid	00001 - Administración		
00000022	G3 Pro		00000 - Madrid	00001 - Administración		

By clicking on an employee line, you can see the employee's details.

Employees / 000000001 - Elaine Harrison James
Modification of employee

Personal data Profile Calendar Duty time Status Device data Notes Comments

Code: 000000001

Name: Elaine

Surnames: Harrison James

Doc. number: Date of birth: 01/10/1961

Address: Lambeth Rd

Town: London

Province: Postal Code: 28108

Telephone: (908)254-9286 Cell phone:

E-mail: elaine.harrison@example.com

Center: 00000 - Madrid Department: 00001 - Administración

Supervisor: None

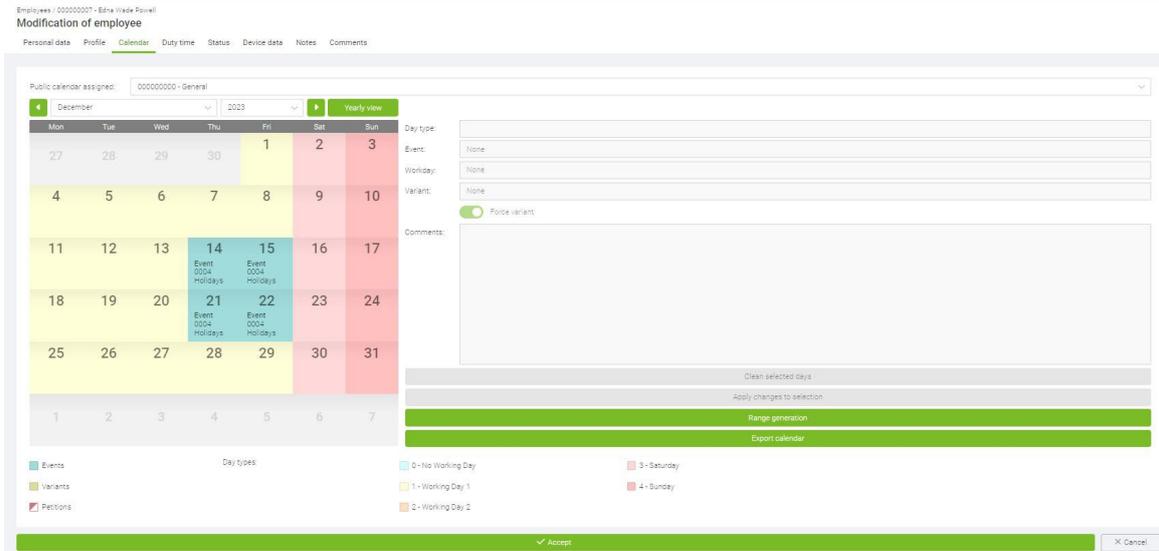
Workday: 0000 - General Has night shift:

Rate 1: Rate 2: Rate 3: Rate 4: Rate 5:

Accept

When you are in the employee's profile, in addition to their main details, you can select different tabs to access other data, such as their personal calendar with holidays, variant, etc.

In the employee's calendar view, you can keep track of the events that have been assigned on a specific day, for example, by selecting the day to view its event indicator, and observing its equivalence in the menu on the right.



Another useful feature of the Calendar view is the ability to request holidays from your manager. To do this, you select the days you want to request as holidays, and then choose holidays from the menu on the right.

After applying the selection changes, a holiday petition will be generated and sent to your manager. Once it has been accepted, the day in the calendar will change from having the event with the tick in the top left corner indicating that it is a petition to having the event "holiday".



In the punches tab, you can see the data related to the punches made.

Date	in	Out	in	Out	in	Out	Workday/Events
24/11/2023 [Pj]	08:59	13:57	14:52	18:09			0000 - General
27/11/2023 [Mc]	09:02	13:56	15:04	18:03			0000 - General
28/11/2023 [Tu]	08:05	13:51	15:03	18:04			0000 - General
29/11/2023 [We]	08:58	14:06	15:01	18:06			0000 - General
30/11/2023 [Th]	08:52	14:05	15:00	18:04			0000 - General
01/12/2023 [Fr]	09:04	14:06	15:08	18:00			0000 - General
04/12/2023 [Mc]	08:17	14:30	15:03	Missing punch			None

In this same tab, you can choose the period and the employee (limited to the employees for whom you have permissions) for whom you want to view their punches. By double clicking on a punch, you can make a petition to change this punch (if you have write privileges, it will be created and accepted).

By double clicking on an empty punch, you can create a punch request to be validated by your manager.

Creation of punch

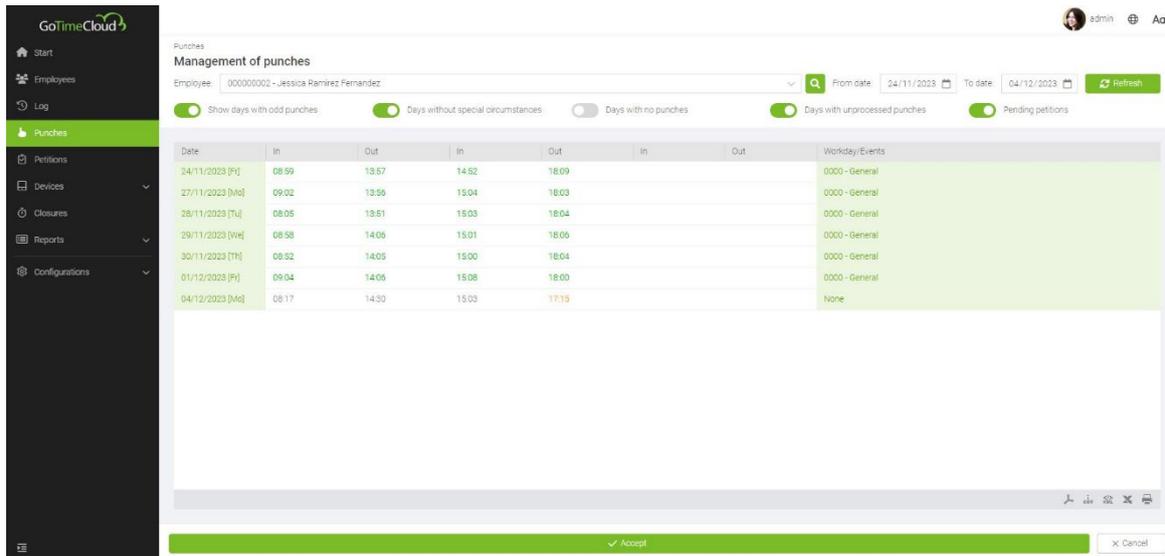
Employee: 00000002 - Jessica Ramirez Fernandez

Date: 04/12/2023 Time: 17:18:00

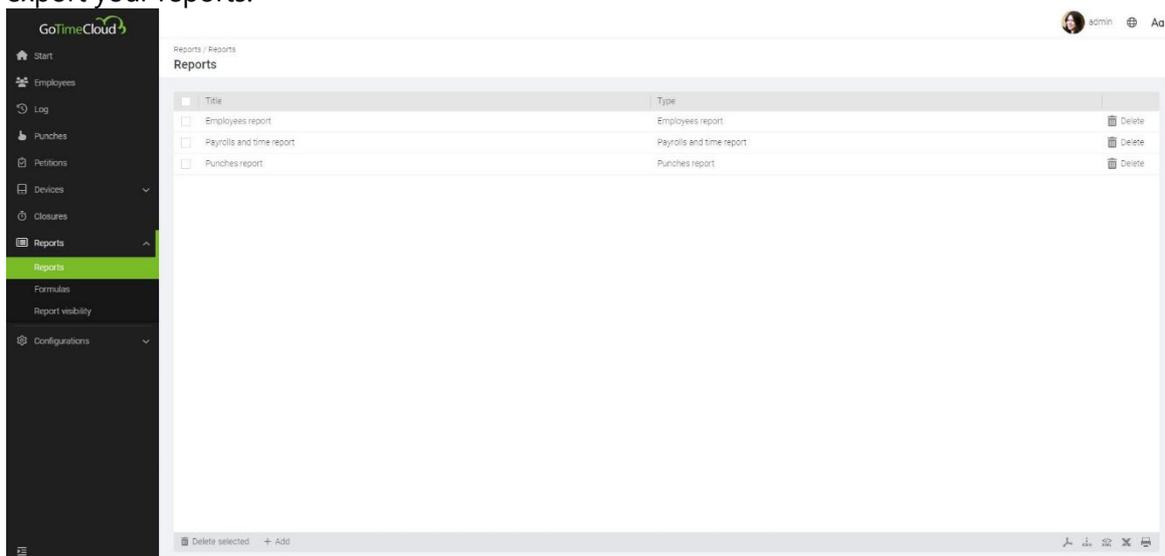
Event: 0000 - Work

Accept

In this case, the user had forgotten to clock out for lunch. It will appear in orange as “provisional” until the accept button at the bottom is clicked to confirm the creation of this punch.



You can access the Reports tab, where you can create templates and you can view, print and export your reports.



If you want to create a punches report. You will need to select the report type as Punches report from the drop-down submenu.

In this case, we are interested in knowing how many days all the company's employees were absent from June to December of this year. After making the user and calendar selections, I click on Generate report.

Reports / Reports / Report

Report

Report type: Punches Absenteeism report

Title: Absenteeism report

From employee: All To employee: None

Centro/Center: All Department: All

From date: 01/04/2023 To date: 04/12/2023

Page per employee Employees with at least only one absence

[Generate report](#)

[Save](#) [Cancel](#)

The result of the Absenteeism report is shown below. A new window will open in your browser and you will be able to save, export or print the result.

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Print | List | CSV | PDF | XLS | XLSX

Absenteeism report

From: All To: None
 Centro/Center: All Department: All
 From date: 01/06/2023 To date: 04/12/2023

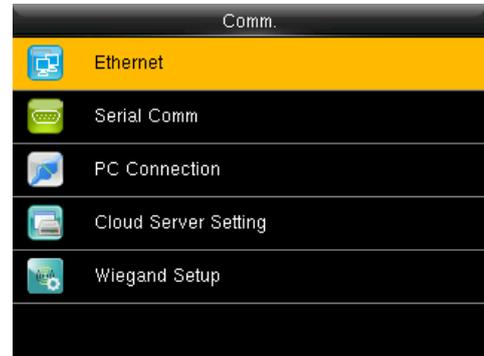
Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
00000001 - Elaine Harrison James							
Week 39: 25 from September - 01 to October	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Holiday
Week 40: 02 from October - 08 to October	Present	S004 - Unjusti...	Present	Present	Present	Holiday	Holiday
Week 41: 09 from October - 15 to October	Present	Present	Present	Present	Present	Holiday	Holiday
Week 42: 16 from October - 22 to October	Present	Present	Present	Present	Present	Holiday	Holiday
Week 43: 23 from October - 29 to October	Present	Present	Present	Present	Present	Holiday	Holiday
Week 44: 30 from October - 05 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 45: 06 from November - 12 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 46: 13 from November - 19 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 47: 20 from November - 26 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 48: 27 from November - 03 to December	Present	Present	Present	Present	Present	Holiday	Holiday
00000002 - Jessica Ramirez Fernandez							
Week 39: 25 from September - 01 to October	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Holiday
Week 40: 02 from October - 08 to October	Present	S004 - Unjusti...	Present	Present	Present	Holiday	Holiday
Week 41: 09 from October - 15 to October	Present	Present	Present	Present	Present	Holiday	Holiday
Week 42: 16 from October - 22 to October	Present	Present	Present	Present	S004 - Unjusti...	Holiday	Holiday
Week 43: 23 from October - 29 to October	Present	Present	Present	S004 - Unjusti...	S004 - Unjusti...	Holiday	Holiday
Week 44: 30 from October - 05 to November	Present	Present	Present	Present	Present	Holiday	Holiday
Week 45: 06 from November - 12 to November	Present	Present	Present	Present	Present	Holiday	Present
Week 46: 13 from November - 19 to November	Present	Present	Present	Present	Present	Holiday	Present
Week 47: 20 from November - 26 to November	Present	Present	Present	Present	Present	Holiday	Present
Week 48: 27 from November - 03 to December	Present	Present	Present	Present	Present	Holiday	Present
00000003 - Andy Phillips Wade							
Week 39: 25 from September - 01 to October	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Unprocessed	Holiday
Week 40: 02 from October - 08 to October	Present	Present	Present	Present	Present	Holiday	Holiday
Week 41: 09 from October - 15 to October	Present	Present	Present	Present	S004 - Unjusti...	Holiday	Holiday
Week 42: 16 from October - 22 to October	Present	Present	S004 - Unjusti...	S004 - Unjusti...	Present	Holiday	Holiday

2. How to add a device to GoTime Cloud

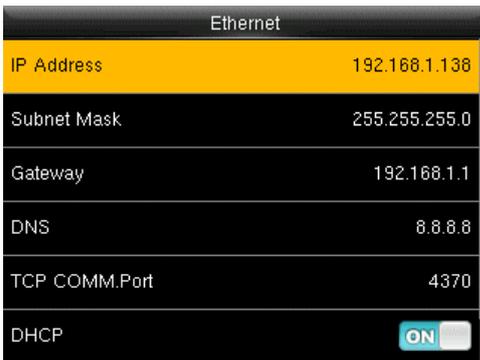
1. iClock device configuration:



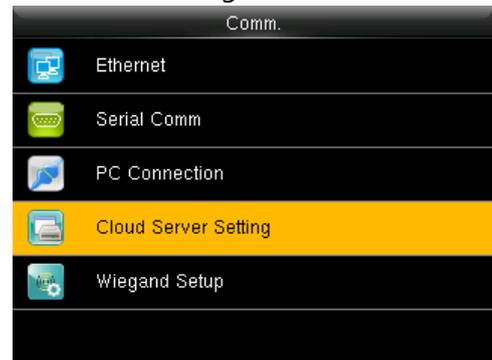
STEP 1: Go to the menu **Common Options**



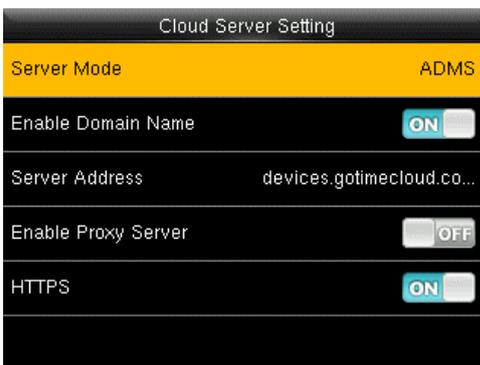
STEP 2: **Ethernet** configuration submenu



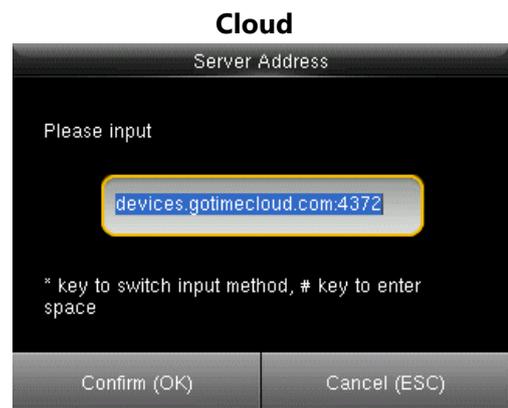
STEP 3: Activate the **DHCP ON** option



STEP 4: Now go to the **Server Configurations** menu

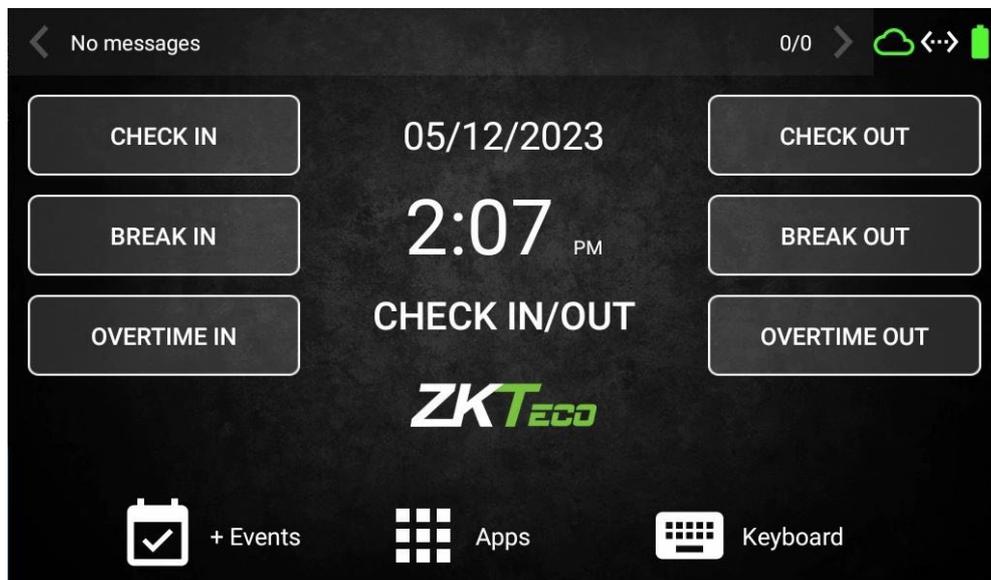


STEP 5: From there, go to the **Server Address** menu.

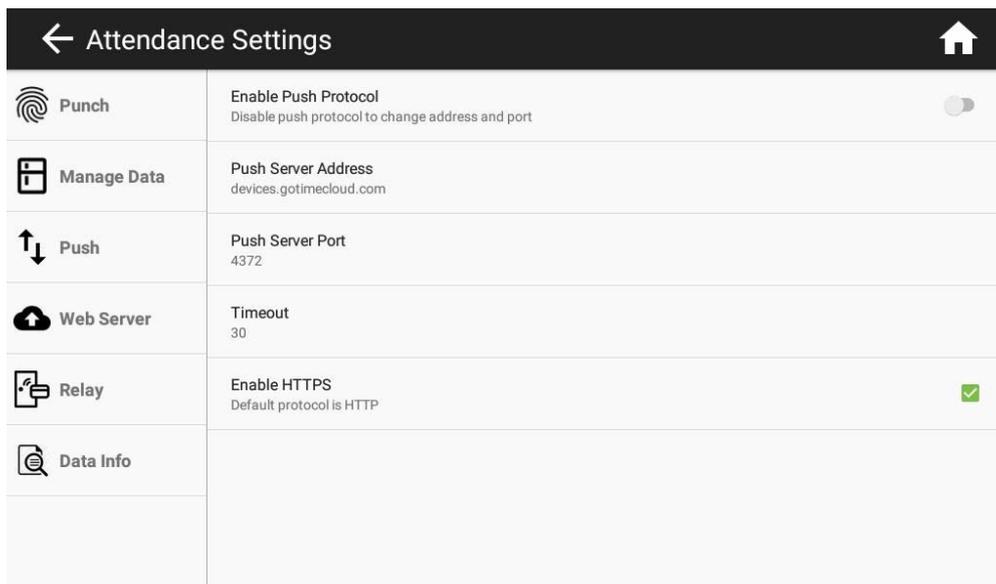


STEP 6: Enter the following server address:
devices.gotimecloud.com:4372 > (HTTPS)

2. ZPad Plus device configuration:



STEP 1: Go to the **Apps** menu in the **(bottom bar)**



STEP 2: Go to the **Push** submenu

STEP 3: Enter the following Push server address/name: **devices.gotimecloud.com**

STEP 4: Enter the following Push server port: **4372**

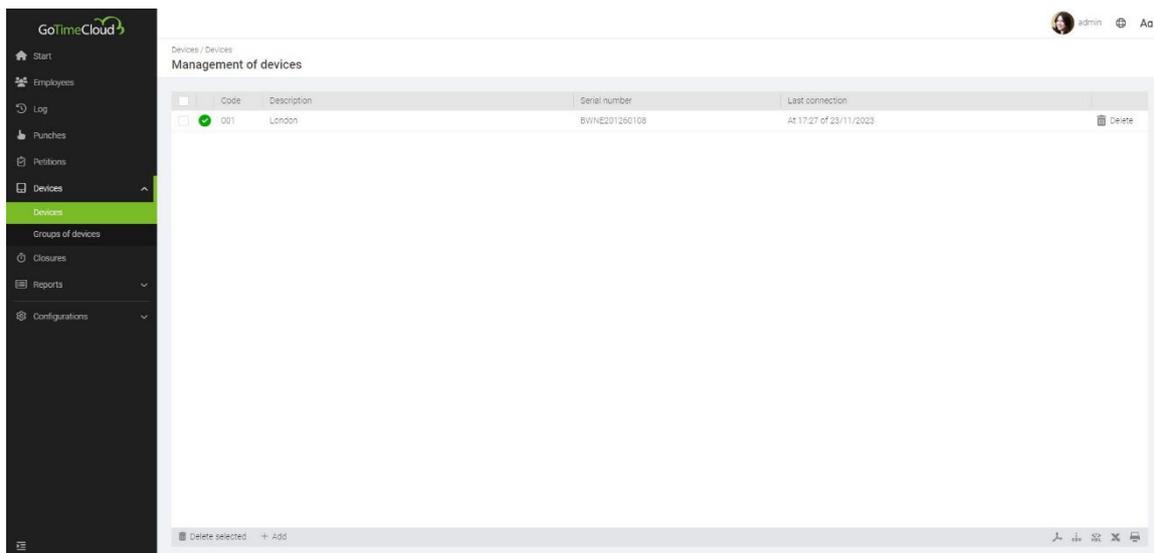
STEP 5: Activate **HTTPS** protocol

← Attendance Settings 🏠	
 Punch	Enable Push Protocol Disable push protocol to change address and port <input checked="" type="checkbox"/>
 Push	Push Server Address devices.gotimecloud.com
 Relay	Push Server Port 4372
 Data Info	Timeout 30
	Enable HTTPS <input checked="" type="checkbox"/> Default protocol is HTTP

STEP 5: Activate the **Push** protocol

3. Configuration of the application

STEP 1: Go to the Terminal Menu and click on the “add” option at the bottom left.



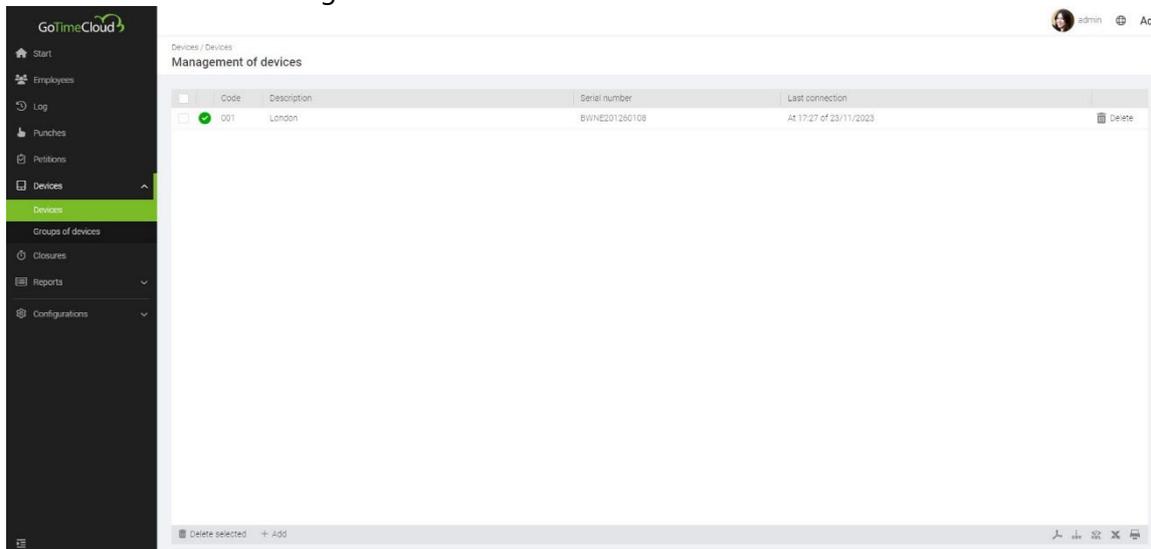
STEP 2: Add the device name, serial number and time.

The screenshot shows the 'Modification of device' form in the GoTimeCloud application. The form is titled 'Modification of device' and has a 'Data' tab selected. A 'Show advanced options' toggle is visible in the top right. The form fields are as follows:

- Code: 001
- Description: London
- Serial number: BWNE201260108
- UTC: [UTC] Western European Time, Greenwich Mean Time
- Group: All

At the bottom of the form, there is a green 'Accept' button and a 'Cancel' button.

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

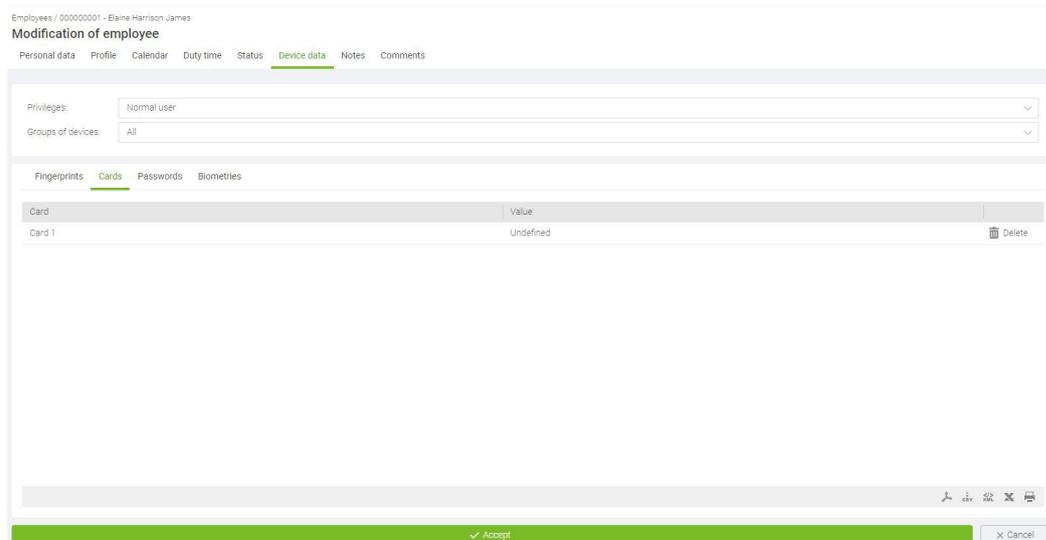


3. How to use QR codes*.

*Only with compatible devices

Steps to register a QR code for an existing employee:

Step 1: Go to Employees/Terminal Data/Cards



Step 2: Add the card number that you want to associate to the QR code (only numbers and up to 20 digits) .

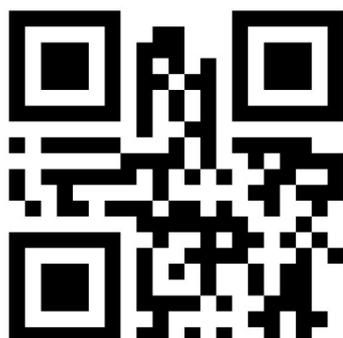


Modification of Card

Card: 0000000000123456789

✓ Accept

Step 3: You check that in the app ([Google Play](#) or [App Store](#)) the employee's QR has been correctly created in the QR section.



After synchronisation of the terminal with the card, user validation can be performed using the QR code from the app on the terminal.

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