

# **Quick Guide**

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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.



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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.



¥ tr
GoTimeCloud
Connectoda
Usename
Passwort:
Seriember user
✓ Enter
I forest mic allowing
by ZKT200 Copyright 6 2023 ZivTeco Europe UTD All rights reserved.

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.

GoTimeCloud						👩 admin 🗢 Aa
🖨 Start	Start Initial page				There are no punched yet.	
M Employees				09:46:08 0000 - Work		v & Punch
19 Log	Administrator Supervisor User					
b Punches	Closure status			Evolution of the current period		e D
Pettions	14 0.0 Mon 1 14 15 16	17 18 19 20 21	22 23 24 25			
🔒 Devices 🗸 🗸	The Pri Set C	tooer Occoper	Set         Sun         Man           03         04         05         06			
Ō Closures	Conter Orner Or	ober October October Notember Notember	November November November			
🖾 Reports 🗸 🗸	07 08 09 November November November Nov	File Sec. How Two 10 11 12 13 14 How the How the How the	15 15 Notember Notember Notember			
B Configurations ~		Sun Mon Tue Wed 19 20 21 22 November Hovember November			73.3%	
					0 150	
				Number of employees		C C
	&× 8.57%	Absenteeism rate: November				
	Punches without closure					
	Date Purches Time	Employee	,			
					01.00	
					21.0%	
					E Drobywa	
				Licence expiration (26/06/2024)		C C
		No data				
					59.2%	
			人山公文号		0 09.270 HE	
			~~~**			
E						

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).



	Employees						
		nent of employees					
Log							<b>Y</b> Filter
Punches	Code		Sumames	Center	Department		
	0000	00001 Elaine	Harrison James	00000 - Madrid	00001 - Administración		
	0000	00003 Andy	Phillips Wade	00000 - Madrid	00003 - Comercial	C Archive	Delete
	0000	00004 Ellen	Davidson Jensen	00000 - Madrid	00002 - RRHH	Archive 💭	💼 Delete
Closures	0000	00005 Norma	Little Alexander	00000 - Madrid	00003 - Comercial	Archive 💭	💼 Delete
	0000	Jimmie Jimmie	Kuhn Hicks	00000 - Madrid	00004 - Almacén	Archive	💼 Delete
Reports ~	0000	00007 Edna	Wade Powell	00000 - Madrid	00003 - Comercial	Archive	💼 Delete
Configurations v	0000	00008 Kenzi	Coleman Moreno	00000 - Madrid	00003 - Comercial	Archive	Delete
	0000	Javier Javier	Kennedy Morgan	00000 - Madrid	00004 - Almaoén	Archive	Delete
	0000	00010 Jane	Hunter Owens	00000 - Madrid	00004 - Almacén	Archive	Delete
	0000	00011 Suzanne	Hopkins Gregory	00000 - Madrid	00001 - Administración	Archive	💼 Delete
	0000	00012 Jordan	Kim Stewart	00000 - Madrid	00004 - Almacén	Archive	Delete
	0000	00013 Ava	Mills Jensen	00000 - Madrid	00004 - Almacén	Archive	Delete
	0000	00014 Cherly	Garza Kelly	00000 - Madrid	00003 - Comercial	Archive	Delete
	0000	00015 Jessie	Alexander Pearson	00000 - Madrid	00003 - Comercial	Archive	Delete
	0000	00016 Tyler	Hicks Bailey	00000 - Madrid	00004 - Almacén	Archive	Delete
	0000	00017 Terra	Jackson Mitchell	00000 - Madrid	00001 - Administración	Archive	Delete
	0000	00018 Tyler	Jones Elliott	00000 - Madrid	00004 - Almacén	Archive	Delete
	0000	00019 Peter	Smith	00000 - Madrid	00001 - Administración	Archive	Delete
	0000	00022 G3 Pro		00000 - Madrid	00001 - Administración	Archive	Delete

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

Employees / 00000001 - Elaine Modification of emp Personal data Profile				
Code:				9
Name:	Elaine			
Sumames:	Harrison James			
Doc. number.		Date of birth:	01/10/1961	
Address:	Lambeth Rd			
Town:	Landon			
Province:		Postal Code:	28108	
Telephone:	(908)-254-9286	Cell phone:		6
E-mail:	elaine.harrison@example.com			Change photo
Center:	00000 - Madrid	✓ Depart	tment: 00001 - Administración	~
Supervisor:	None			
Workday:	0000 - General		<ul> <li>Has night sh</li> </ul>	ift.
Rate 1;	Rate 2: Rat	te 3:	Rate 4:	Rate 5:
		🗸 Accept		× Cancel

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.



blic calenda	ar assigned:	000000000 -	Seneral					
Decer	mber		~ 2	023		Yearly view		
Mon	Tue	Wed	Thu	Fri	Sət	Sun	Day type:	
				1	2	3	Event:	None
							Workday:	None
4	5	6	7	8	9	10	Variant:	None
								C Force variant
			-				Comments:	
11	12	13	14	15	16	17		
			Event 0004 Holidays	Event 0004 Holidays				
18	19	20	21	22	23	24		
			Event 0004	Event 0004				
			Holidays	Holidays				
25	26	27	28	29	30	31		
								Clean selected days
								Apply changes to selection
			4					Range generation
								Export calendar
Events			Daj	/ types:			0 - No Worki	g Dey 🛄 3 - Seturdey
Variants							📒 1 - Working 0	y 1 🧧 4 - Sunday

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.



								admin 🕀
Start	Punches Management of	f punches						
Employees		002 - Jessica Ramirez I	Fernandez					✓ Q From date. 24/11/2023  To date. 04/12/2023  From date. 24/11/2023  From date.
	Show days w	ith odd punches	Day	s without special circumstance	s 🕜 t	Days with no punches		Days with unprocessed punches Pending petitions
Punches			_					
Petitions	Date	In	Out	in	Out	In	Out	Workday/Events
	24/11/2023 [Fr]	08.59	13:57	14.52	18:09			0000 - General
	27/11/2023 [Mo]	09.02	13:56	15:04	18:03			0000 - General
	28/11/2023 (Tu)	08:05	13:51	15:03	18:04			0000 - General
Reports ~	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 [Mo]	08:17	14:30	15:03	Missing punch			None
								x ی ن ا

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.

GoTime Good	Aurone Management o Dramare EC Dramare		unch 000000002 - Jessica Rarr 04/12/2023 0000 - Work	irez Fernandez Time 17.14.00	×	for an arrange	tran artica	
	104					and the local		
	DATI DELET			✓ Accept		an laward		
	-	12.54	15.54	144		Test Lawrence		
	2611-2007/24							
	Derivative.	14.04						
	1011000.7%							
	* at/1200395	1405	15.04					
	participation (see							
								A & # X.W
				y kent				

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.



	Punches Management o	f punches						
🖆 Employees	Employee: 000000		Fernandez					✓ Q From date 24/11/2023  To date 04/12/2023  Pefresh
	Show days w	vith odd punches	Day	/s without special circumst	ances	Days with no punches		Days with unprocessed punches Pending petitions
Punches			_					
Petitions	Date	In	Out	In	Out	In	Out	Workday/Events
	24/11/2023 [Fr]	08.59	13:57	14.52	18:09			0000 - General
	27/11/2023 [Mo]	09.02	13:56	15:04	18.03			0000 - General
	28/11/2023 [Tu]	08:05	13:51	15:03	18:04			0000 - General
Reports	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
Configurations	01/12/2023 (Fr)	09:04	14:06	15:08	18:00			0000 - General
	04/12/2023 [Mo]	08.17	14:30	15:03	17:15			None

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

GoTimeCloud			admin 🕀
Start	Reports / Reports Reports		
Employees			
	Title	Туре	
Punches	Employees report	Employees report.	Delete
	Payrolls and time report	Payrolls and time report	Delete
	Punches report	Punches report	Delete
	×		
Reports			
Reports			
Formulas			
Formulas Report visibility			
Report visibility			
	- • • ·		

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.



leports / Reports / Rep Report	port					
Report type:	Punches	~	Absenteeism report			$\sim$
Title:	Absenteeism report					
From employee:	All		v Q	To employee:	None	~ Q
Centro/Center:	All		×	Departament:	All	~
From date:	01/ <b>06</b> /2023		Ö	To date:	04/12/2023	Ö
Page per	r employee			Employ	rees with at least only one absence	
			@ Genera	ate 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.

Absenteeism report								
From: Centro/Center: From date:	All All 01/06/2023			To: Departament: To date:		None All 04/12/2023		
Date		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
000000001 - Elaine Harrison Jam	les							
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
000000002 - Jessica Ramirez Fe	rnandez							
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
000000003 - 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

Ether	net
IP Address	192.168.1.138
Subnet Mask	255.255.255.0
Gateway	192.168.1.1
DNS	8.8.8.8
TCP COMM.Port	4370
DHCP	ON

STEP 3: Activate the DHCP ON option

Cloud Se	erver Setting
Server Mode	ADMS
Enable Domain Name	ON
Server Address	devices.gotimecloud.co
Enable Proxy Server	OFF
HTTPS	ON

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

		Comm.
	Ē	Ethernet
	<b>_</b>	Serial Comm
		PC Connection
		Cloud Server Setting
	•	Wiegand Setup
STEP 2	: Ethe	ernet configuration submenu

# Comm. Ethernet Image: Serial Comm Image: PC Connection Image: Cloud Server Setting Image: Wiegand Setup

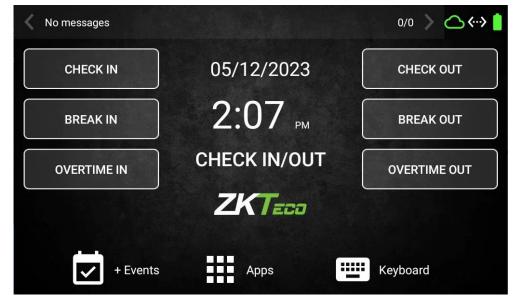
**STEP 4:** Now go to the **Server Configurations** menu



**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)

🗲 Attendan	ce Settings	A
Punch	Enable Push Protocol Disable push protocol to change address and port	0
Manage Data	Push Server Address devices.gotimecloud.com	
↑ Push	Push Server Port 4372	
Web Server	Timeout 30	
Relay	Enable HTTPS Default protocol is HTTP	
Data Info		

#### 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



$\leftarrow$ Attenda	nce Settings	A
Punch	Enable Push Protocol Disable push protocol to change address and port	
↑ <sub>↓ Push</sub>	Push Server Address devices.gotimecloud.com	
Relay	Push Server Port 4372	
Data Info	Timeout 30	
	Enable HTTPS 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.

GoTimeCloud				🌍 admin 🖽 🌶
🔒 Start	Devices / Devices Management of devices			
Employees				
	Code Description	Serial number	Last connection	
	🖸 🥝 001 London	BWNE201260108	At 17:27 of 23/11/2023	🛅 Delete
Punches				
] Devices	~			
Devices				
Groups of devices				
) Closures				
Reports	- • ·			
Configurations				
	Delete selected + Add			1 i 2 x E

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

001	
London	
BWNE201260108	
[UTC] Western European Time, Greenwich Mean Time	~
All	Ŷ
	001 Londor BWNE201200108 [UTC] Western European Time, Greenwich Mean Time



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

GoTimeCloud	J. J			ədmin 🖨 Aq
🔒 Start	Devices / Devices Management of devices			
💒 Employees				
D Log	Code Description	Serial number	Last connection	
La Punches	🖸 🥝 001 London	BWNE201260108	At 17:27 of 23/11/2023	Toelete
Petitions				
Devices ^				
Devices				
Groups of devices				
Ō Closures				
I Reports ~				
S Configurations ~				
	Delete selected + Add			人 山 金 x 号
E				av sin at T

## 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

Employees / 000000001 - Ele Modification of en	nployee		
Personal data Profile	Calendar Duty time Status Device data Note	s Comments	
Privileges:	Normal user		Ý
Groups of devices:	All		~
Fingerprints Card	ls Passwords Biometries		
Card		Value	
Card 1		Undefined	â Delete
			A 点 金 本 号
		✓ Accept.	× Cancel



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

Modifica	ation of Card	×
Card:	000000000123456789	
	√ Accept	

**Step 3:** You check that in the app (<u>Google Play</u> or <u>App Store</u>) the employee's QR has been correctly created in the QR section.

GoTimeCloud	<b>○ 8</b>
I∎IR4	
Y	
- UT T	
- m 73	RS.

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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