



The enterprise solution for
time tracking.

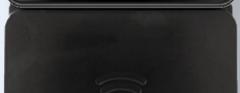
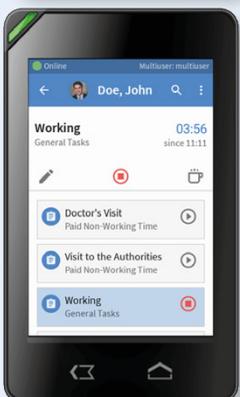
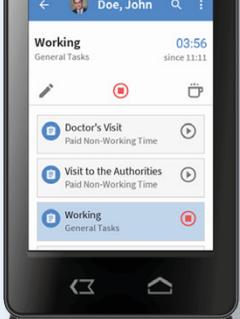
Getting started with TimeTac

Manual for the Mini Time Clock

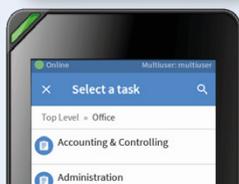
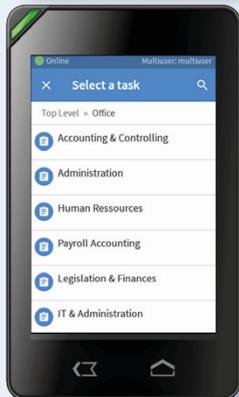
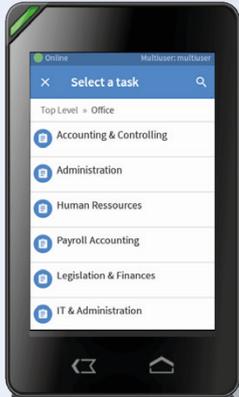
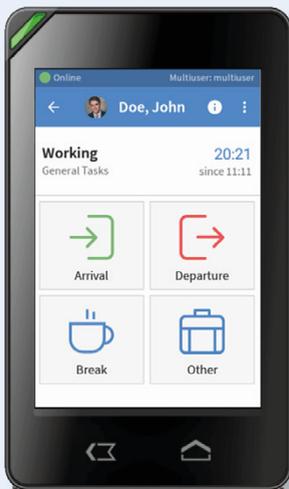


Information
www.timetac.com

Knowledge Base
support.timetac.com



Welcome to the Mini Time Clock!



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Overview and initial activation

We are happy to introduce you to the Mini Time Clock and wish you a successful start with TimeTac!

Mounting your time clock

If you wish to mount the **time clock** ① on a wall, use the included mounting. Press the device into the **backside** ② of the wall mounting. Note, that the aperture, that allows the power cable to connect to the device, must be on the upper side of the time clock. The backside of the mounting is correctly affixed to the device, if it has clicked into place. The **frontside** ③ must then be brought on top of the device and pressed on. Connect the **power cable** ④ to the time clock and mount it on the wall.

The following chapter describes the possibilities you have for connecting your time clock to the internet.



Initial activation

Via the included cable you can connect your time clock to a socket. Press the **on/off button** ① and the start screen will appear soon after.

The upper left corner of the start screen features the **network status indicator** ②. After the setup, this display indicates if your Mini Time Clock is connected to the internet (green light = online, red light = offline). Once the internet connection has been established, the name of the **connected multuser access** appears in the top right corner ③. The main section of the start screen displays the current date and time.

Further controls

- ④ charging socket
- ⑤ volume button
- ⑥ transponder reader unit
- ⑦ back button
- ⑧ home button



Establishing an internet connection

In order to track time with the Mini Time Clock, it must be connected to the internet. There are two possible ways of establishing an internet connection:

Connection via Wi-Fi

Press the upper volume button ① for two seconds in order to get to the **device menu**. Tap now on the arrow below the menu **Connectivity** ②. Enable the option **WIFI** ③, select your preferred wifi source ④ and login by inserting the respective password.



Connection via mobile network

Open the Mini Time Clock by dragging the **rear cover** ① down and take out the battery ②. The **insertion opening SIM (G+W)** ③ is where you must insert your sim card. Then, put the battery back in and the rear cover back on. Your time clock can then be connected to a **socket** via the included **cable for power supply** ④. Press the on/off button and wait until the start screen appears. The connection to the mobile network is then established automatically.



Configuration of transponders

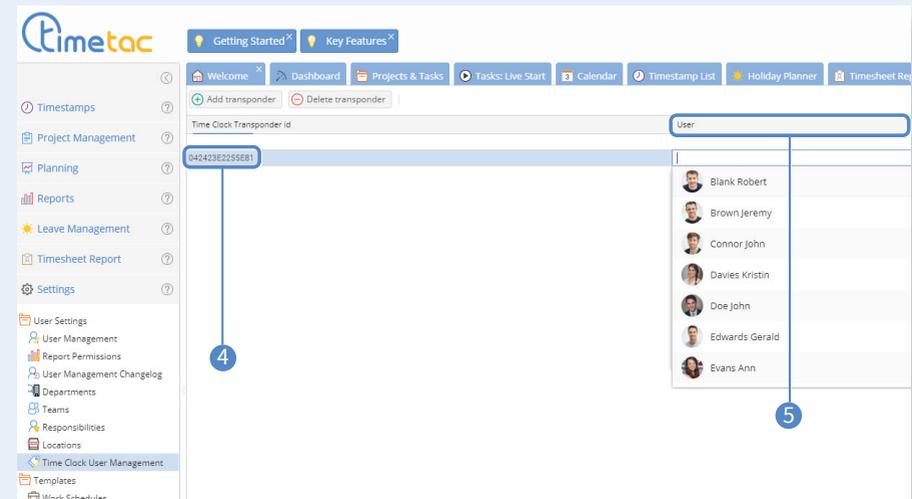
Bring a new transponder to the reader unit **1** on the lower end of the time clock. The notification "Unknown Transponder" appears on your screen. Tap on "Yes" **2** to continue the configuration.

The screen now displays "Register transponder" **3**. Bring your transponder again to the reader unit until the notification changes to "Transponder registered". The preparations on the time clock are now completed. To continue in the web interface, make sure that the account used belongs to the user group **Manager** and the setting **Full Employee Access** is enabled as well as the permissions **Show User Settings Menu** and **Show Assign Transponders Menu** are in hand. Open the settings in the side menu on the left-hand side of the web interface and select Settings > User Settings > Time Clock User Management.

Within this menu item you will find a row that indicates a new transponder's ID **4**, however, without assignment to a user. Double click in this row and within the column called User **5**. A **dropdown menu** appears which allows you to select an employee, the transponder shall be assigned to. After that, the transponder can be used immediately.



 Assign the transponders one by one!



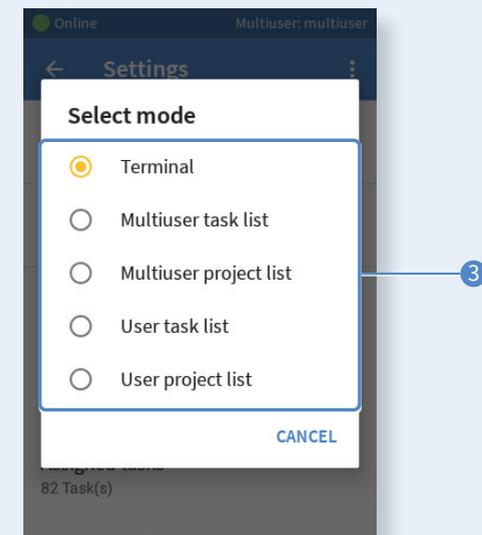
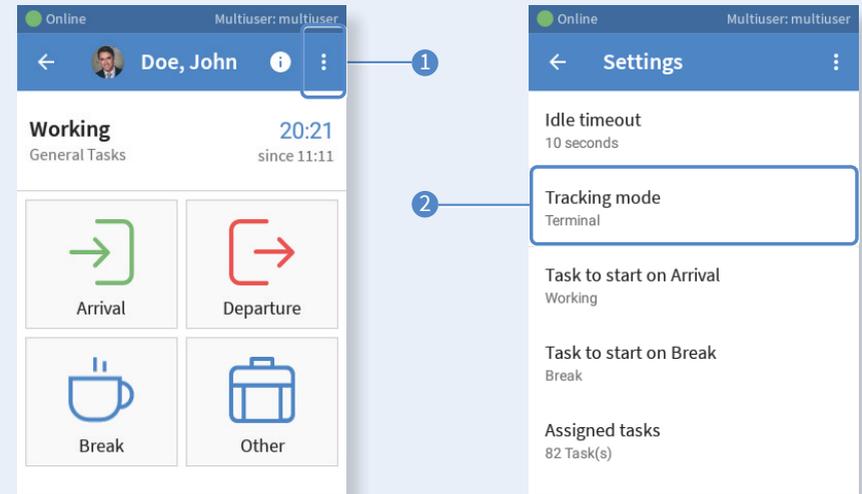
Settings

In order to open the settings you must login on the time clock via the transponder of a **manager with Full Employee Access**. Bring the respective transponder to the reader unit until the **time tracking mode** appears on the screen. In the upper right corner you can find a **setting symbol** (three points) ①. Tap on it to open the settings.

Changing the tracking mode

In the settings menu, tap on **Tracking mode** ② in order to choose between available **modes** ③. Find out on p. 20 how these modes differentiate from each other and how to use them.

 Be aware of the fact that these changes apply for all users.



Individual adjustment of tasks

Thanks to pre-defined defaults, your time clock is ready to track right away. When a timestamp is started, time is then accounted to a pre-set task. If you desire to adjust this automatically started task, follow the instructions below.

Defining a task for arrival

Within the **settings menu** you can find the item **Task to start on arrival** ①. Tap on it to define the task that should be started when you identify at the time clock and indicate your arrival.

Defining a task for break

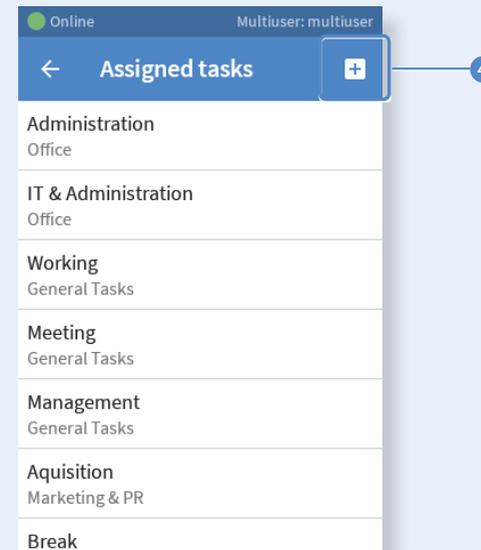
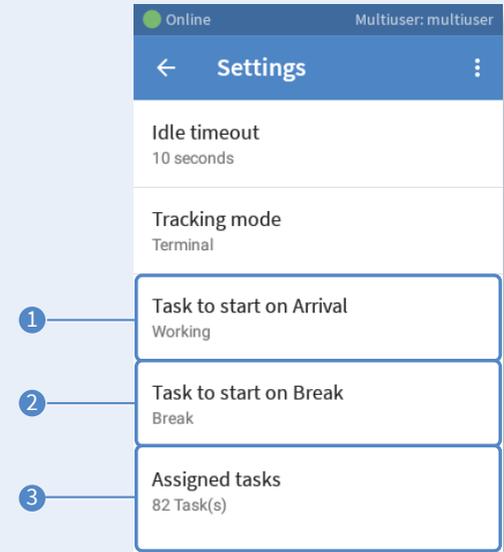
Within the **settings menu** you can find the item **Task to start on break** ②. Tap on it to define the task that shall be started when you identify at the time clock and indicate your break.

Define further tasks

Within the **settings menu** you can find the item **Assigned Tasks** ③. Open this menu item to see the tasks that are currently startable at the time clock. In order to add a task, you must define them beforehand in the web interface of Time-Tac. To do so, go to the respective menu, either via **Task Management > Define Tasks** (Employee Time Tracking) or via **Project Management > Projects & Tasks** (Project Time Tracking). Then, switch again to the time clock and tap on the **plus symbol** ④ within the menu item Assigned Tasks in order to add a task.



Defining tasks for arrival, pause etc. is only possible if **terminal** is set as tracking mode.



Activate acoustic feedback

Scroll down in order to see the option **acoustic feedback** ①. Tap on the **slider** to activate this function. If you now start, stop or pause your time tracking on this Mini Time Clock, a **signal tone** will confirm your entry. This function can be deactivated any time.



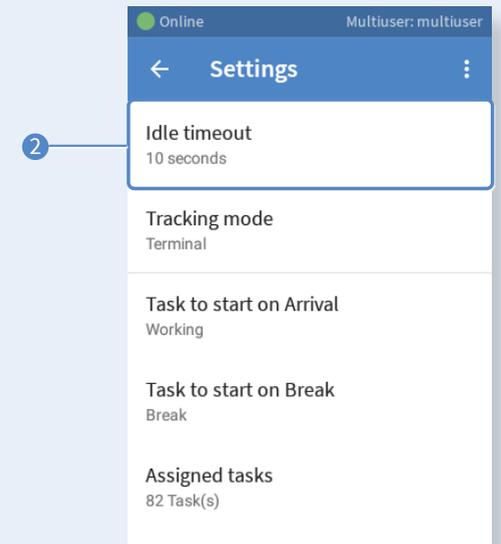
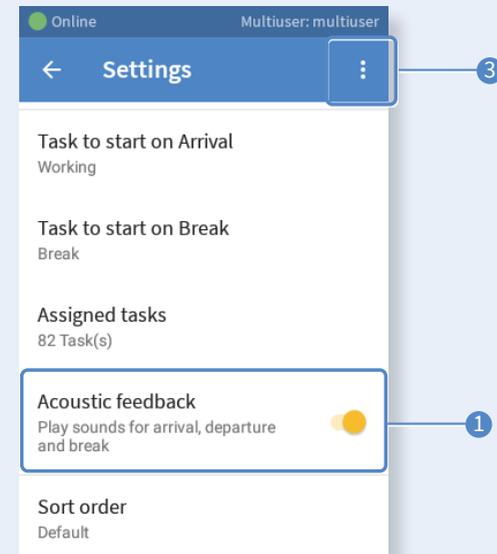
The acoustic feedback can only be used if the tracking mode is set to terminal.

Define a Timeout

With the aid of the Timeout you can define a time span after which the time clock (if not used) changes back to the **start screen**. Tap on **Idle Timeout** ② in the settings menu in order to choose your preferred time span.

Logout

Within the settings menu you can logout via the bottom menu item ③. However, you don't have to logout during the regular usage of the Mini Time Clock.



Time tracking with the different modes

The Mini Time Clock offers several ways to track working hours. **Five different modes** ensure that time tracking can be done quickly and easily for you and your employees:

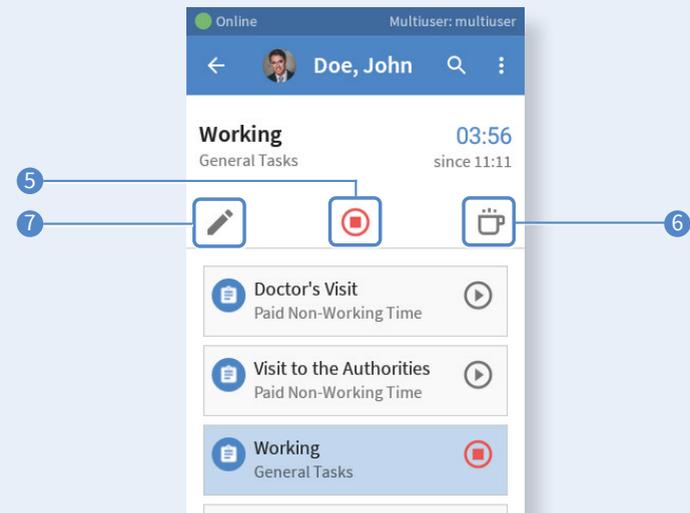
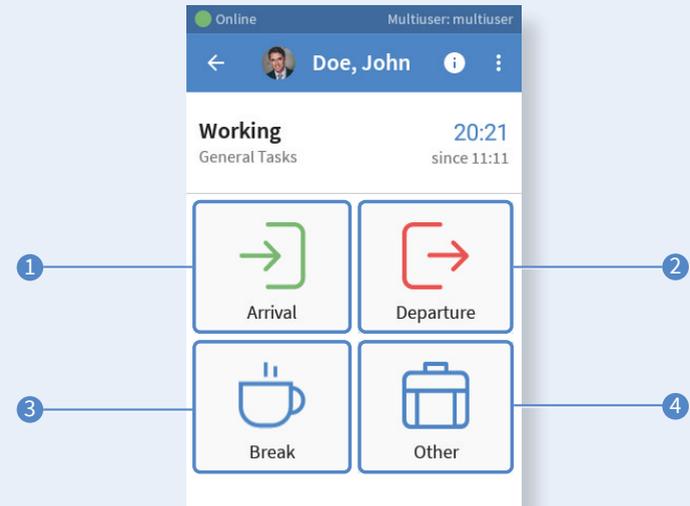
Terminal

This mode offers you a simple user interface with **four different buttons**. With a single touch on the **clock-in field** ① time tracking starts, which can be stopped with a tap on the **clock-out field** ②, and the **pause button** ③ pauses your time tracking, which can be restarted after the pause with the clock-in button. Under **Others** ④ you will find a selection of time tracking tasks. **Managers with full employee access** can determine which task is tracked when you start time tracking or which tasks are available under Others.

Multiuser task list

In this view, you have similar buttons as in the terminal view: a **start/stop button** ⑤ and a **pause button** ⑥. When the time tracking is running, a **pencil icon** ⑦ appears additionally, which can be used to edit the currently running task or to add a note. In the main area of this view, **tasks are listed** which have been previously **activated for the time clock** in the web application. Tap on the start button next to the desired task to start tracking your time.

 Learn on p. 14 how to change the tracking mode.



Multiuser project list

This mode is similar to the multiuser task list but instead of tasks, **projects** ① are listed, which have been **activated for the time clock** in the web application. These can be opened to start subordinate tasks.

User task list

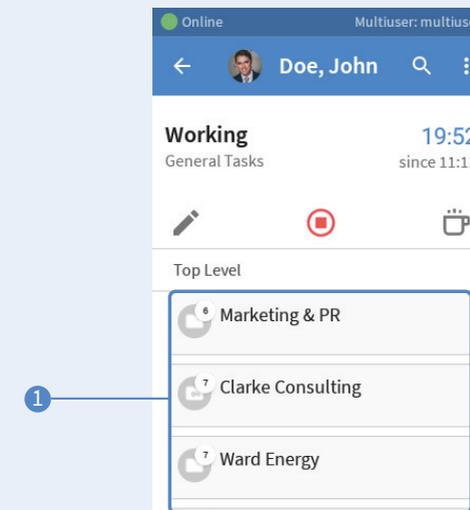
In comparison to the multiuser task list, this mode only differs in the following point: All **tasks assigned to the respective employee** are listed here, regardless of whether they have been activated for the time clock in the web application.

User project list

This mode differs in the following point compared to the multiuser project list: Here, all **projects** are listed that have been **assigned to the respective employee**, no matter if they have been activated in the web application or not.

Start, stop and pause time tracking

In order to reach the personal area, you must identify at the Mini Time Clock via transponder. Depending on the tracking mode defined, employees can start, stop, and pause time tracking. Cross-module icons are used for this. The **start symbol** (or the **clock-in icon** in terminal mode) starts a time entry. The **stop symbol** (or the **clockout icon** in terminal mode) ends a timestamp. The **coffee cup icon** stands for pause. Accordingly, a break is noted when tapping this button.



Multiuser login

If you are logged out at the terminal, you must login again by inserting your **login data**. Enter the account name **1**, that appears at the end of your web browser link ([https://go.timetac.com/\[accountname\]](https://go.timetac.com/[accountname])). Then, insert your username **2** and password **3**. You can view this data within the **Multiuser Menu** in the web browser **4**. Click on Settings > Account Settings > Multiuser.

Tap on **Login 5**.

The screenshot shows the Timetac web interface. On the left is a navigation menu with options like 'Zeitbuchungen', 'Aufgabenverwaltung', 'Auswertungen', 'Stundenabrechnung', 'Einstellungen', 'Benutzereinstellungen', 'Benutzerverwaltung', 'Auswertungsberechtigungen', 'Historie Benutzerverwaltung', 'Abteilungen', 'Zuständigkeiten', 'Terminal-Transponderzuordnung', 'Vorlagen', 'Arbeitszeitmodelle', 'Schichtmodelle', 'Feiertagskalender', 'Account-Einstellungen', 'Accountverwaltung', 'Multiuser', and 'Kontakt'. The main content area has a header with 'Willkommen', 'Dashboard', 'Kalender', 'Zeitbuchungliste', 'Stundenabrechnung', 'Statusübersicht', and 'Multiuser'. Below the header is a 'Viele Nutzer - ein Zugang!' section with explanatory text and a table of user data. A 'Neuen Multiuser anlegen' form is visible below the table, with a blue circle '4' pointing to the 'Benutzername' field.

Zugangsdaten für den Multiuser-Zugang:	
Mark Robert	00:54:29
Edvard Gerold	00:00:40
Andreas Bross	00:15:37
Thomson Giese	00:26:29
Conny Jahn	00:54:29
Kobany Jiri	00:23:13
Thomas Jahn	00:15:37
Walter Magg	10:09:2016

Benutzername	Passwort	Zugeordnete Mitarbeiter
terminal	xapft	manager

A close-up of the login form with numbered callouts: 1 points to the 'Company Account' field containing 'yourcompany1'; 2 points to the 'Username' field containing 'multiuser'; 3 points to the 'Password' field containing masked characters; 4 points to the 'Remember me' checkbox which is checked; 5 points to the 'LOGIN' button.

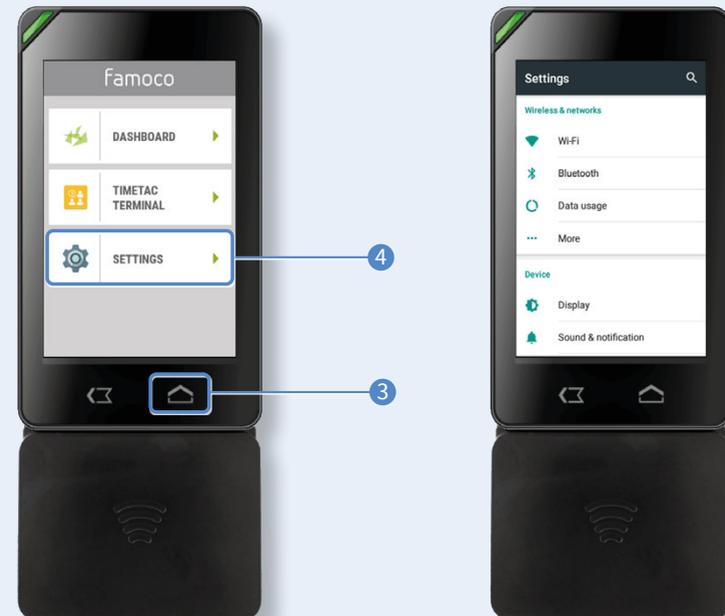
Device menu

If our support team asks you in a support case to open the device menu, please follow these instructions: Firstly, **deactivate the auto launch** of TimeTac. Do so by pressing the volume button for a few seconds. You then enter the **dashboard** ① and open the menu item **Device Information**. Here, you can deactivate the auto launch ②.

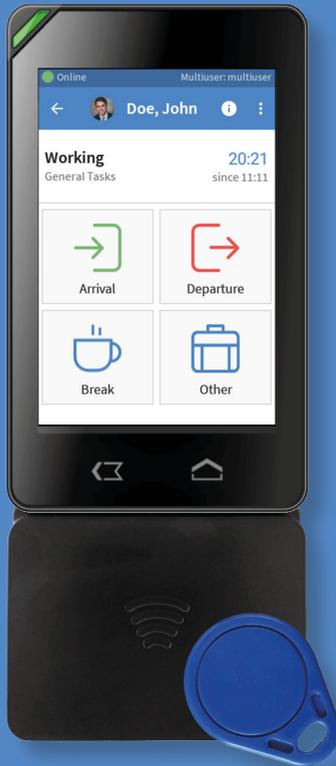
Then, tap on the **home button** ③ and select **Settings** ④ in order to make adjustments concerning the device.



Reactivate the auto launch, once you have adjusted the settings to your preferences.



Have a successful start with TimeTac!




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