TIMECUBE

USER Manual

Timecube APP

Version: 1.0
Date: August, 2017

ZKTeco

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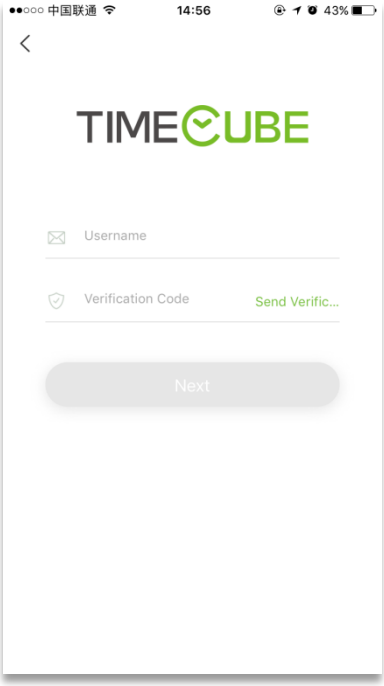
1 Installation, Registration and Sign in

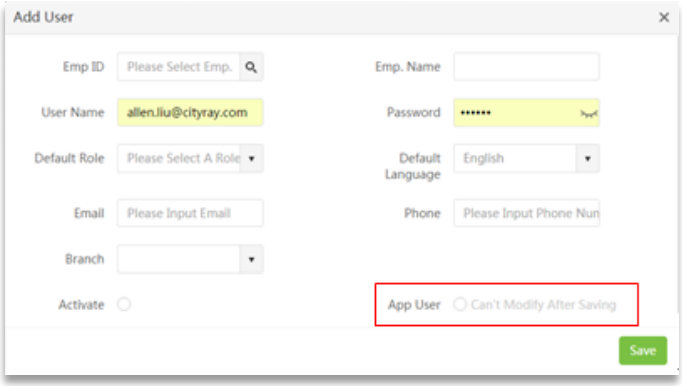
Scan the following QR code on the phone. Download the APP by wizard and install it.

IOS and Android

1.1 Registration

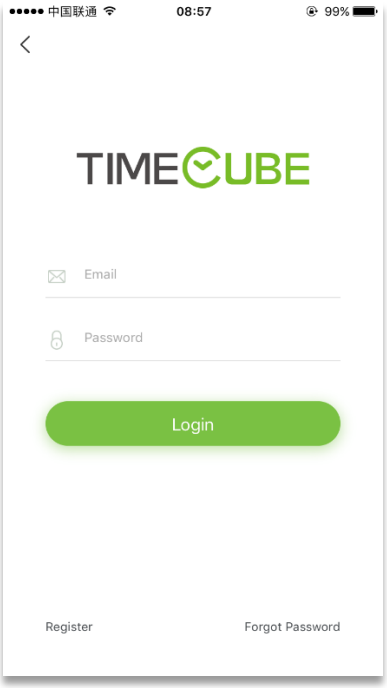
The enterprise creator can click [Register] on the bottom left corner of the page to register business account; other employees created by the enterprise by adding employee information in Timecube cloud Web Server, and check the [System Settings] > [User Management] > [APP User]. Then employees can use the User Name and password to log in to APP.

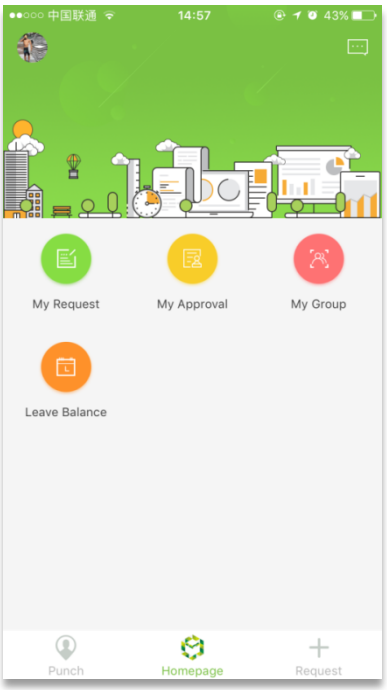




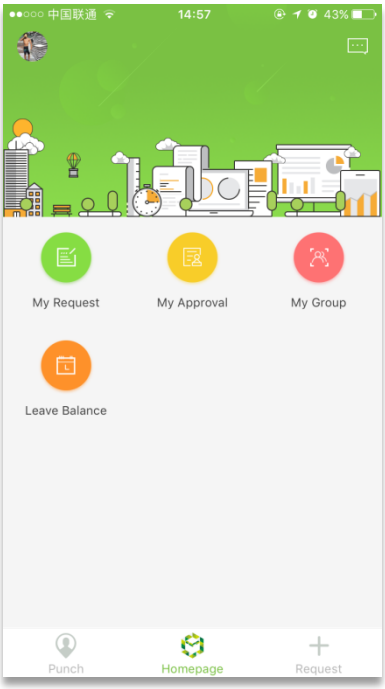
1.2 Sign in

Input the correct user name and password to login in APP, click [login] to enter the main interface.





2 Homepage



Homepage includes My Request, My Approval, My Group, Leave Balance, Personal Settings and Message.

My Request: You can view all requests in it.

My Approval: Administrators with approval authority can approve.

My Group: You can view Group Attendance, Group GPS-Track and Group Leave Balance in My Group.

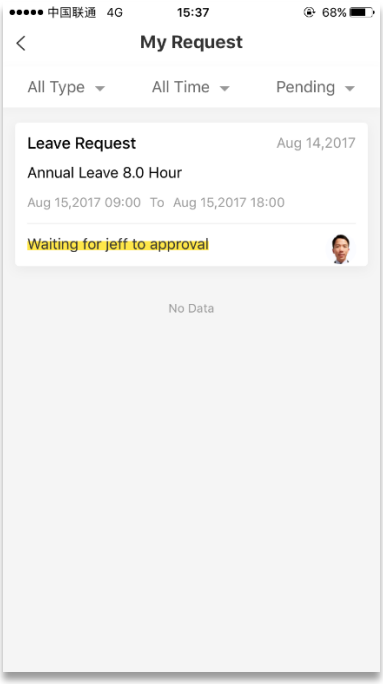
Leave Balance: You can view your annual leave and sick leave in leave balance.

Personal Settings: Set Personal Information (Picture, Employee Name, Gender, Birthday, Phone Number and E-Mail), Account Security, Language, About and Logout.

Message: You can view Pending and Notification.

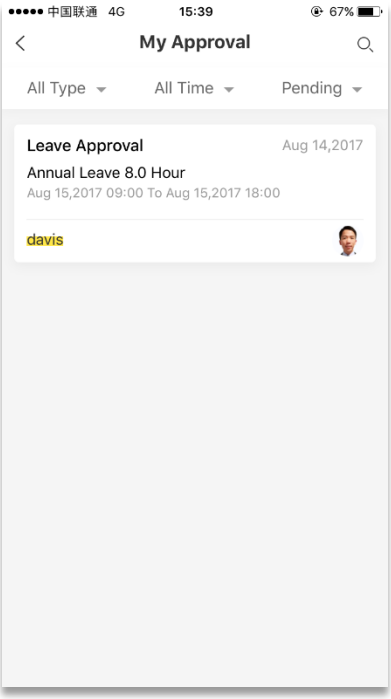
2.1 My Request

User can check request in My Request. Request types include Leave Request, GPS-Track Request, Outdoors-Report Request, and Track-Attendance Request. You can view the request by time (within one week, one month, one year) or by status (Pending or Done).



2.2 My Approval

User can check approval in My Approval. Administrators with approval authority can approve Approval types include Leave Approval, GPS-Track Approval, Outdoors-Report Approval, and Track-Attendance Approval. You can view the approval by time (within one week, one month or one year) or by status (Pending or Done).



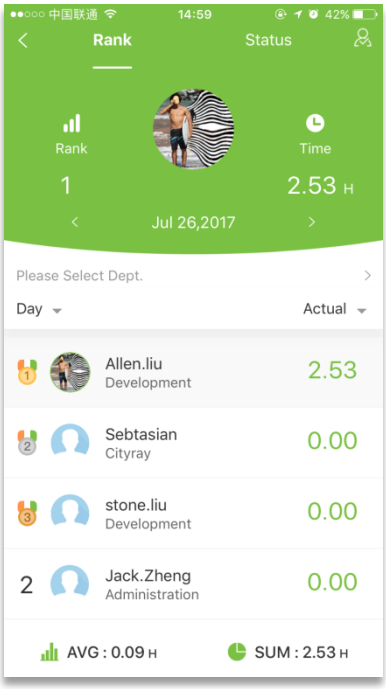
Click button in the upper right corner, enter Emp. ID or Name to search.

2.3 My Group

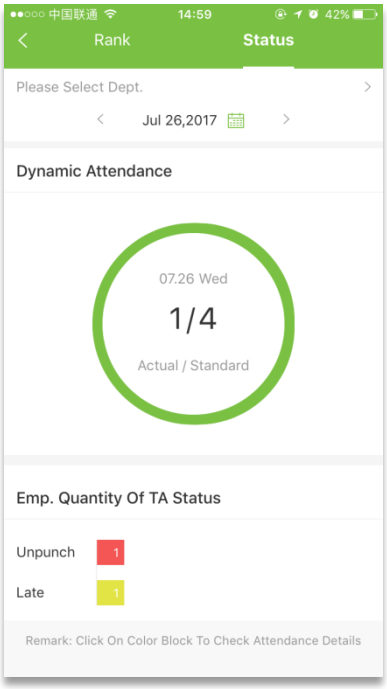
View Group Attendance, Group GPS-Track and Group Leave Balance in My Group.

- Group Attendance

View group attendance records in group attendance.



Rank



Status

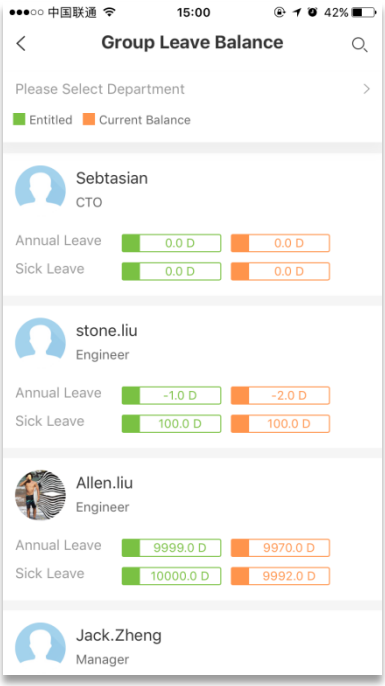
Administrators click button in the upper right corner to set permissions. Turn on the permission switch that everyone can view the team attendance records, otherwise only the leader can view their subordinate's attendance records

- Group GPS-Track

View the GPS-Track List and Outdoors-Report of group members in group gps-track.

- Group Leave Balance

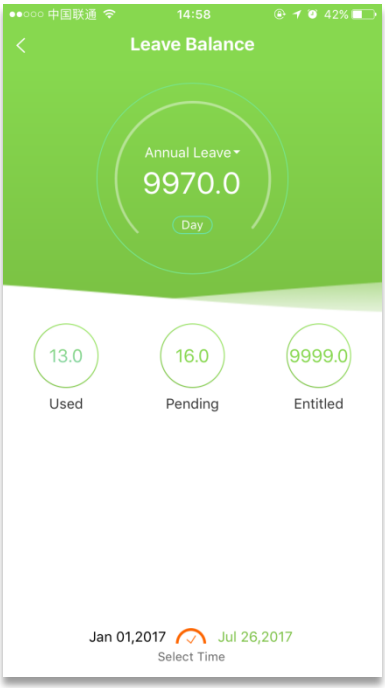
You can view the annual leave and sick leave of group members in group leave balance.



Click button in the upper right corner, enter Emp. ID, Name or Positon to search the employee's leave balance.

2.4 Leave Balance

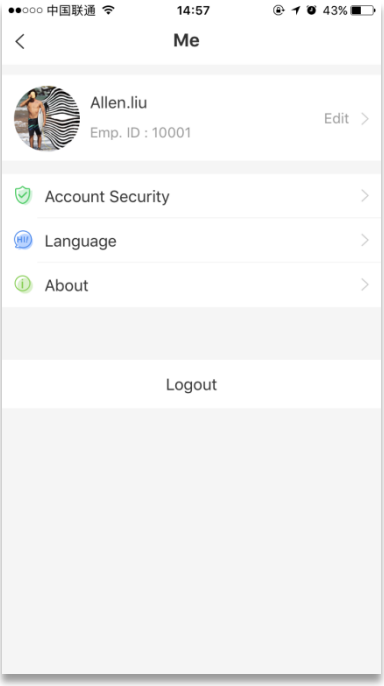
You can view your annual leave and sick leave in leave balance.



2.5 Personal Settings

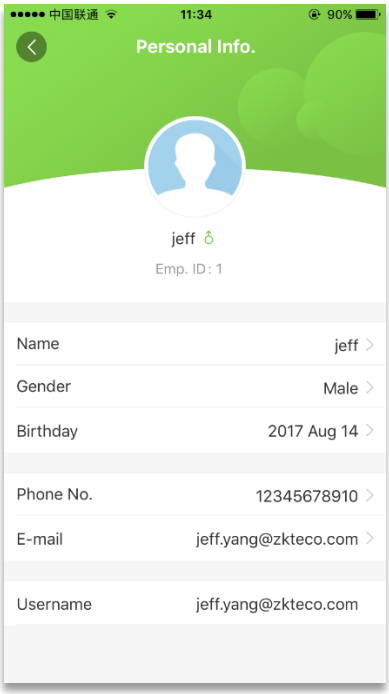
Set Personal Information(Picture, Employee Name, Gender, Birthday, Phone Number

and E-Mail), Account Security, Language, About and Logout.



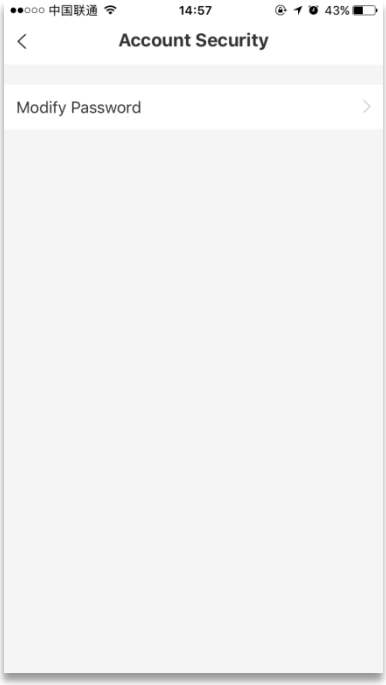
- Set Personal Information

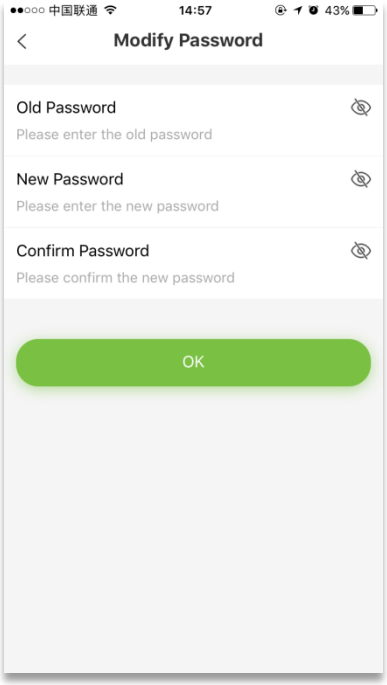
Set Picture, Employee Name, Gender, Birthday, Phone Number and E-Mail.



- Account Security

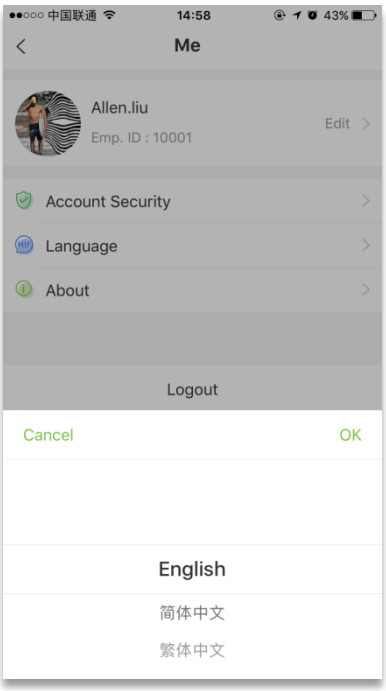
You can modify your password here.





- Language

The APP is available in three languages: English, Chinese and Traditional Chinese. Select the language you want to use and click [OK] to switch language.



- About

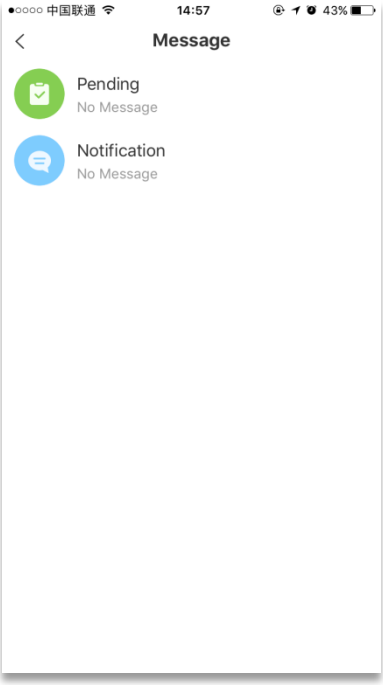
View the software version and the official website.

- Logout

Click to log out.

2.6 Message

You can view Pending and Notification.


●○○○○ 中国联通
14:57
43%
Message
Pending
No Message
Notification
No Message

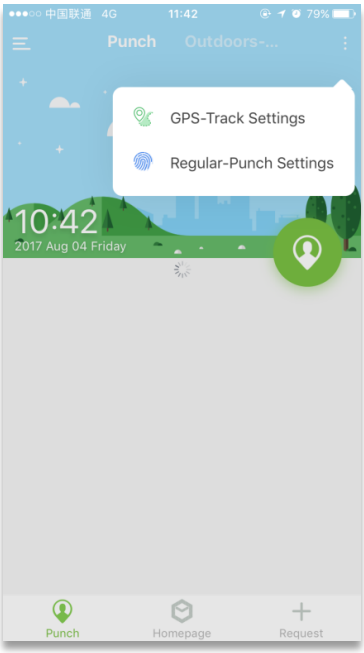
3 Punch

Only users with administrative privileges can set Regular-Punch rules and GPS-Track rules. Normal user can only punch and submit outdoors-report in this page.

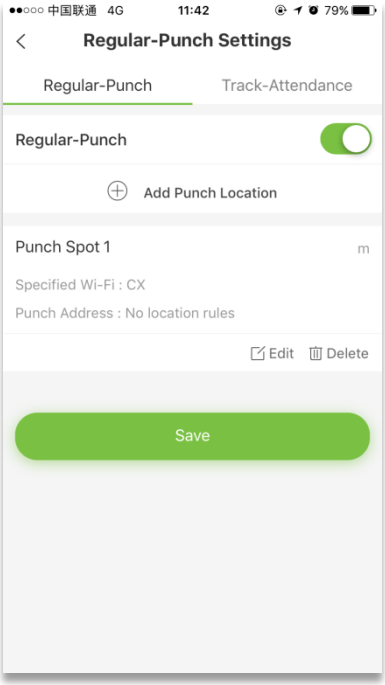
3.1 Regular Punch

- Set the Regular-Punch rule

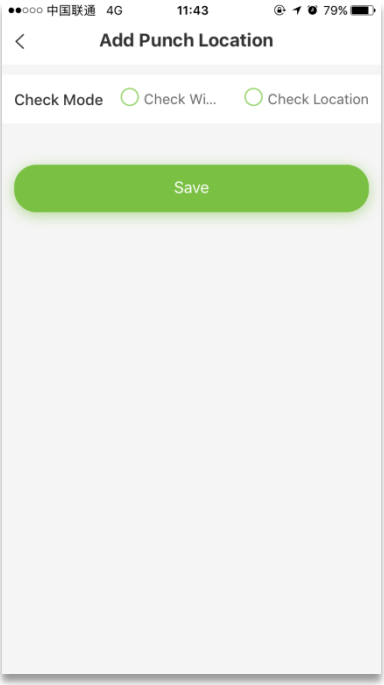
1. Click button in the upper right corner and set the Regular-Punch rules.



2. Select a shift group; click [Regular-Punch Rules] in the Modify Shift Group page.



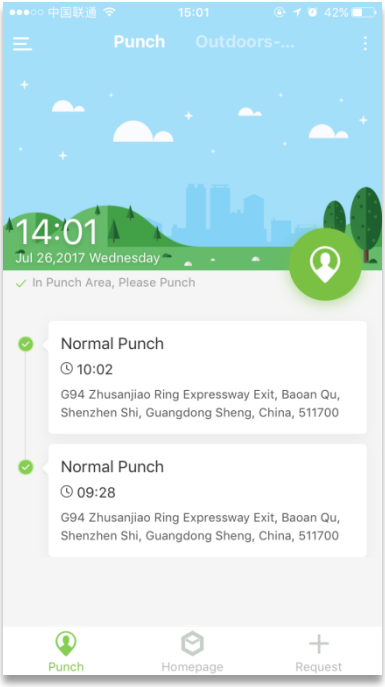
3. Do not check any Check Mode in Add Punch Location page and click [Save].



✍Note: After setting successfully, user can punch anytime and anywhere.

- After finishing the Regular Punch Settings, you can punch directly

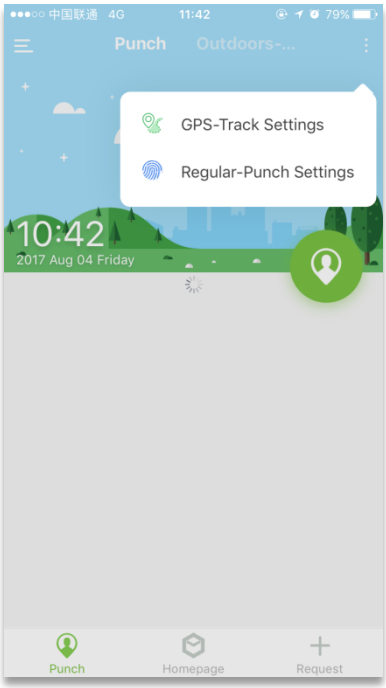
Directly click the punch icon in the punch page.



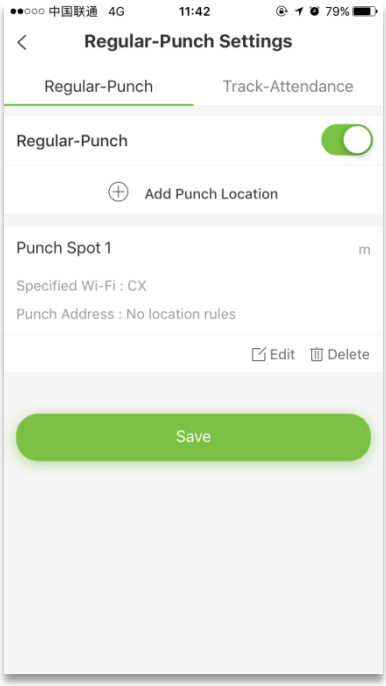
3.2 Set Wifi Rules

- Wifi Rules

1. Click button in the upper right corner and set the Regular-Punch rules.

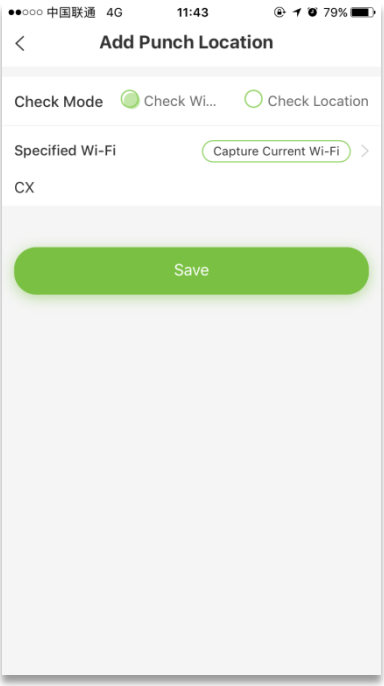


2. Select a shift group; click [Regular-Punch Rules] in the Modify Shift Group page.



✍Note: After setting successfully, user can only punch within the range of connectable Wi-Fi.

3. Check check Wi-Fi mode and capture current Wi-Fi in Add Punch Location page, then click [Save].



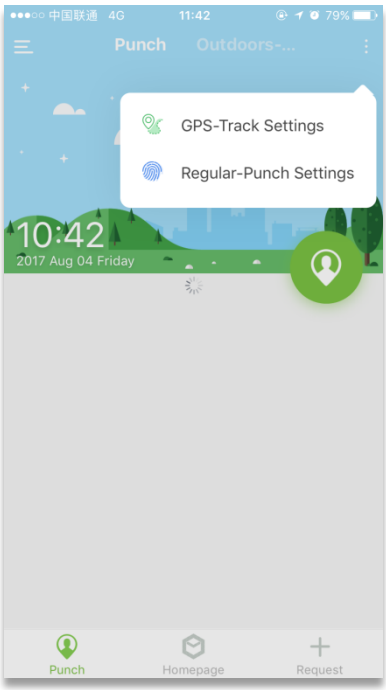
- Wi-Fi Punch

Directly click the punch icon in the punch page.

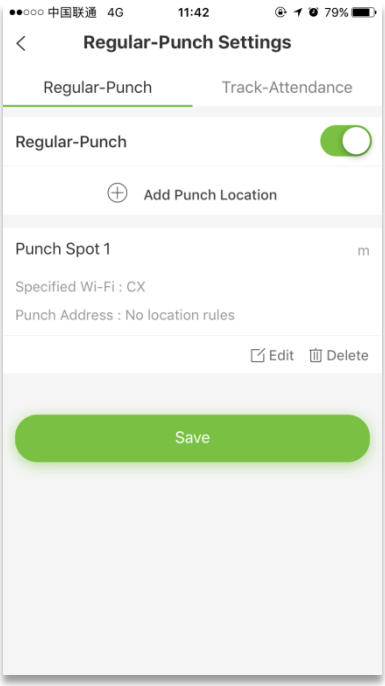
3.3 Set Location Rules

- Set Address

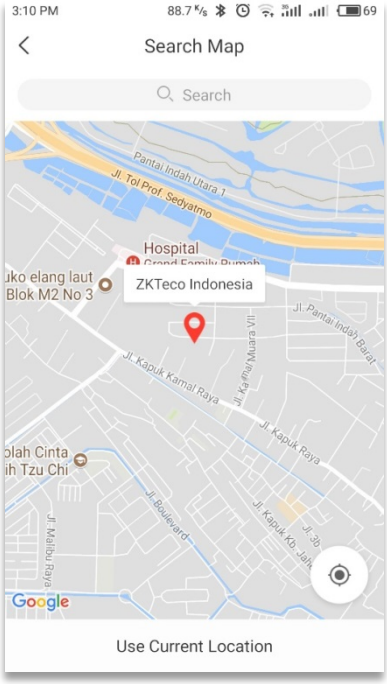
1. Click button in the upper right corner and set the Regular-Punch rules.

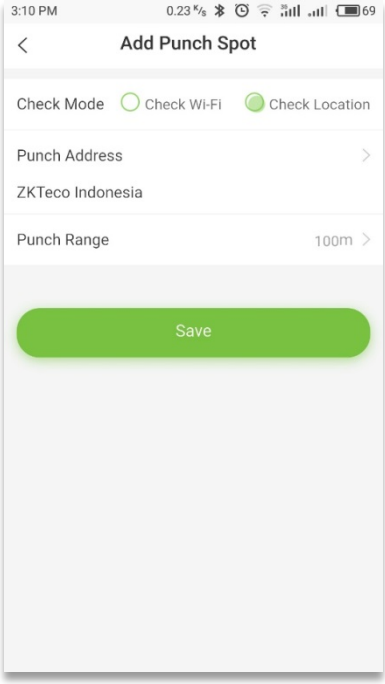


2. Select a shift group; click [Regular-Punch Rules] in the Modify Shift Group page.



3. Check check Location mode, select punch address and punch range in Add Punch Location page, then click [Save].





✍Note: After setting successfully, user can only punch within the range of punch address.

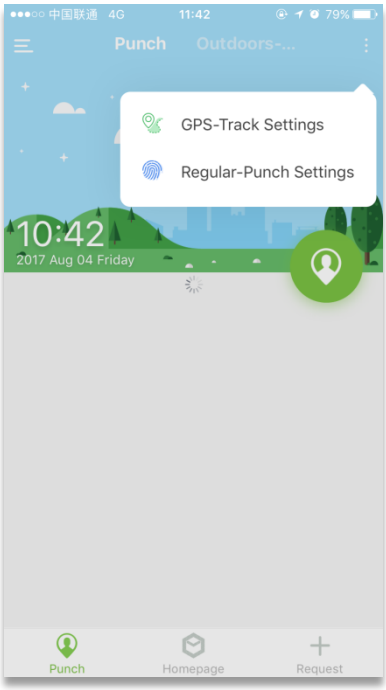
- After finishing the Regular Punch Settings, you can punch directly

Directly click the punch icon in the punch page.

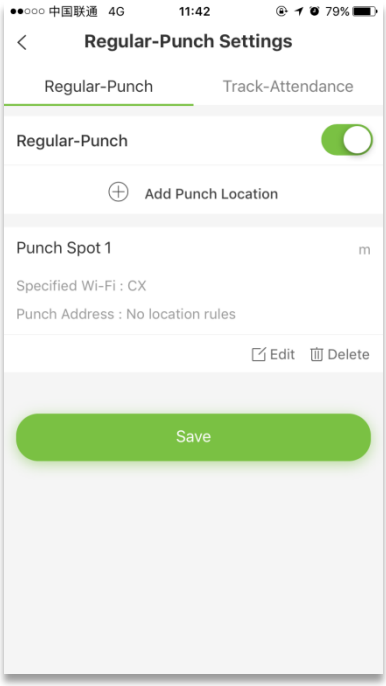
3.4 Wifi+Location check

- Set Wifi and Address

1. Click button in the upper right corner and set the Regular-Punch rules.

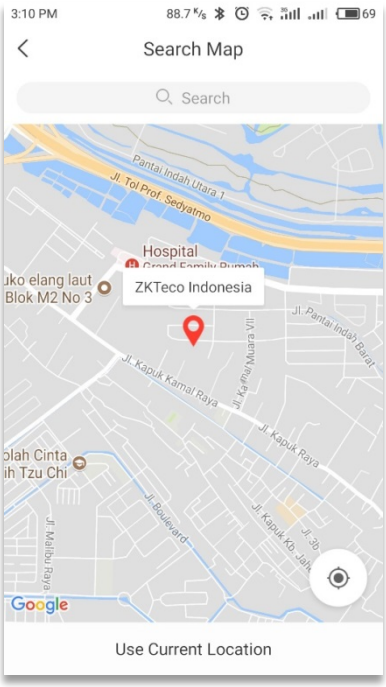


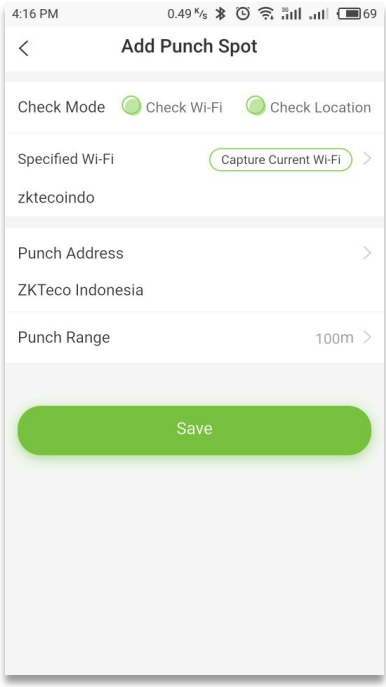
2. Select a shift group; click [Regular-Punch Rules] in the Modify Shift Group page.



✍Note: After setting successfully, user can only punch within the range of connectable Wi-Fi and punch address.

3. Check check Wi-Fi and check Location mode, capture current Wi-Fi, select punch address and punch range in Add Punch Location page, then click [Save].





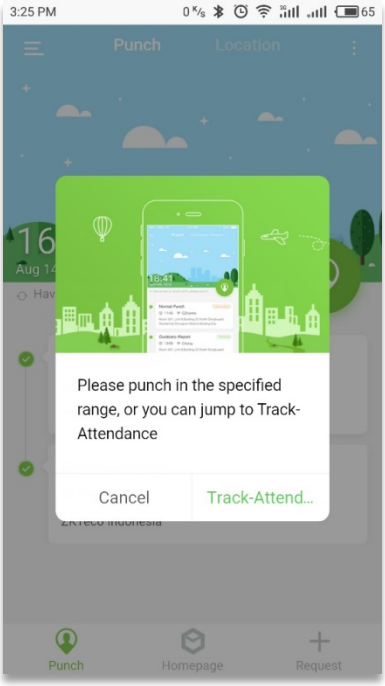
- Punch

Directly click the punch icon in the punch page.

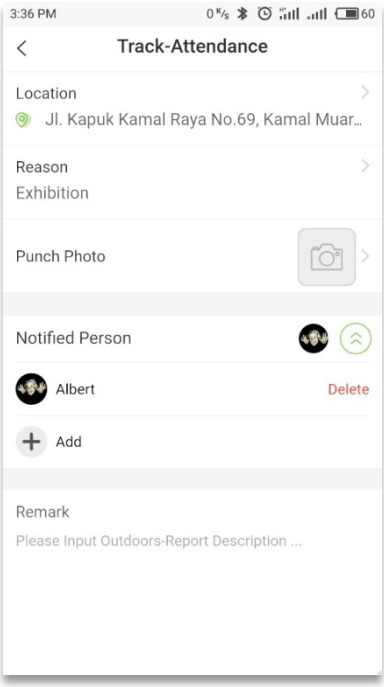
3.5 Track-Attendance

Track-Attendance will trigger in the absence of the designated location.

Step①: Click on the button of punch when you are out of the punch area, the pop-up box will appear:

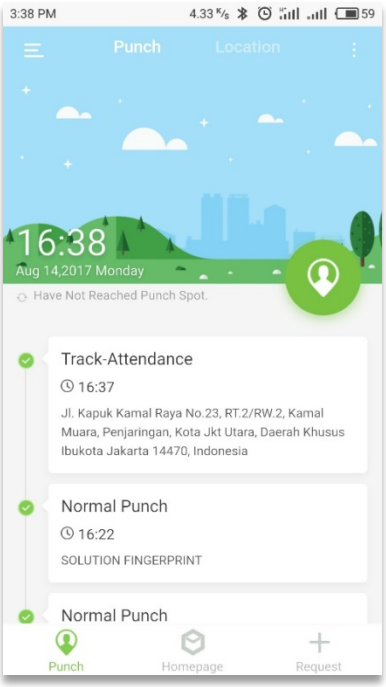


2. Click [Track-Attendance], pop-up out Track-Attendance page.



3. Click [Location] and select the address in the address list of the pop up map.

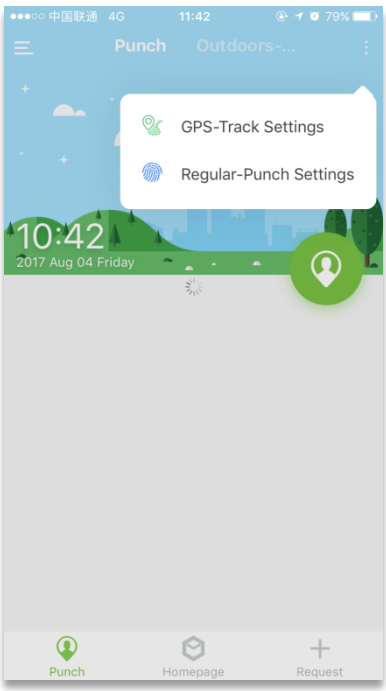
4. Click [Save] and Track-Attendance displays in the punch page.



3.6 Outdoors-Report

- Set the GPS-Track rule

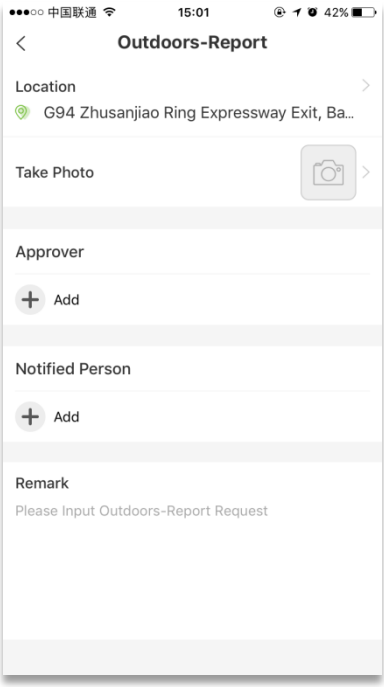
1. Click button in the upper right corner and set the GPS-Track rules.



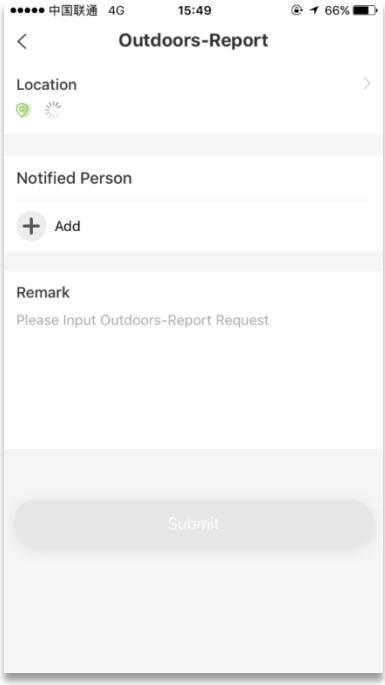
If [Submit The Request First] is turned on, you need to submit a GPS-track request first when submitting an outdoors-report. For more details, please refer to 4.2 GPS-Track Request.

- Outdoors-Report

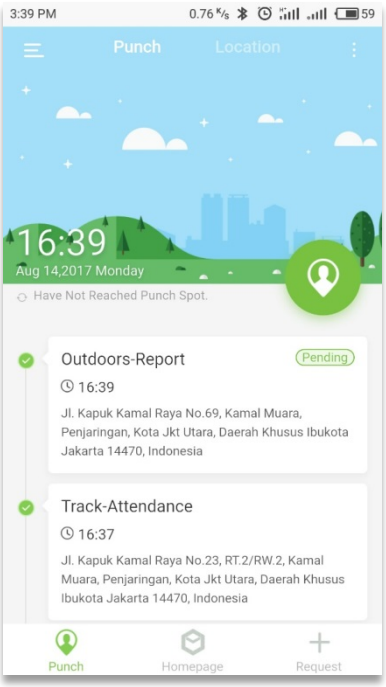
1. Click [Punch] > [Outdoors-Report], pop-up outdoors-report settings page.



2. Click [Location], select the address in the pop-up address list and click [OK].

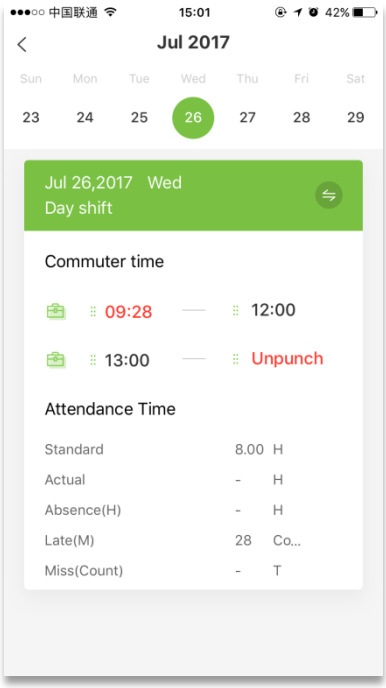


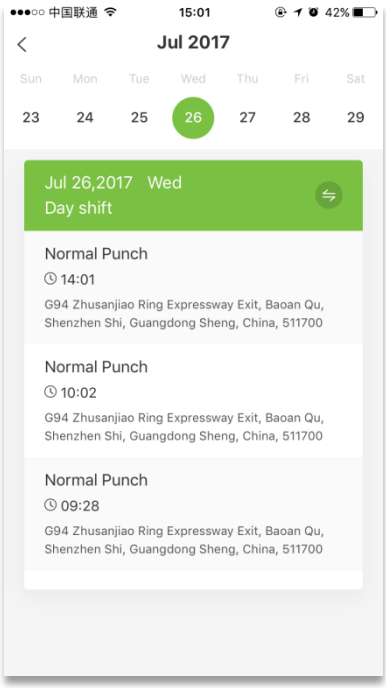
3. Take photo and enter the relevant data, then click [Submit]. The report is displayed on the punch page after approved.

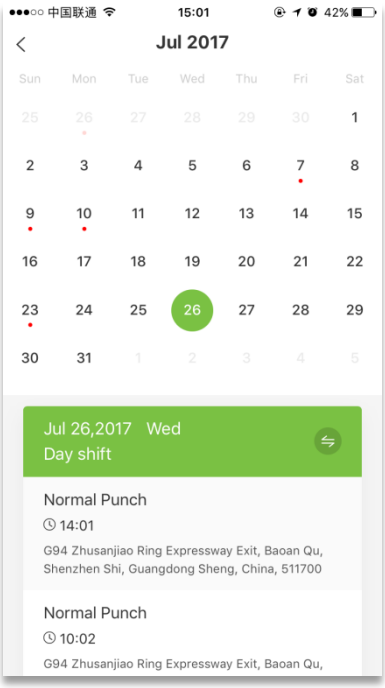


3.7 Attendance Records

Click button in the upper left corner to view personal attendance details.



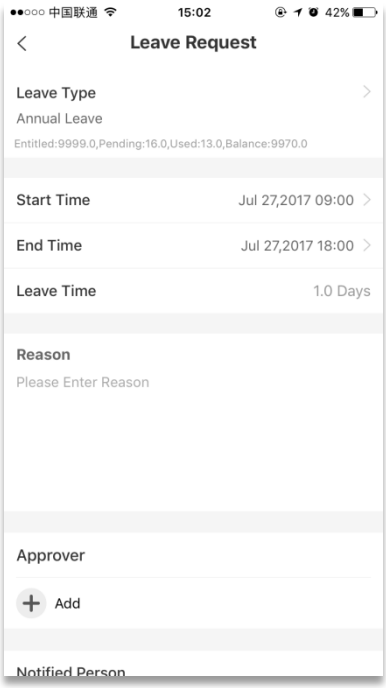




4 Request

4.1 Leave Request

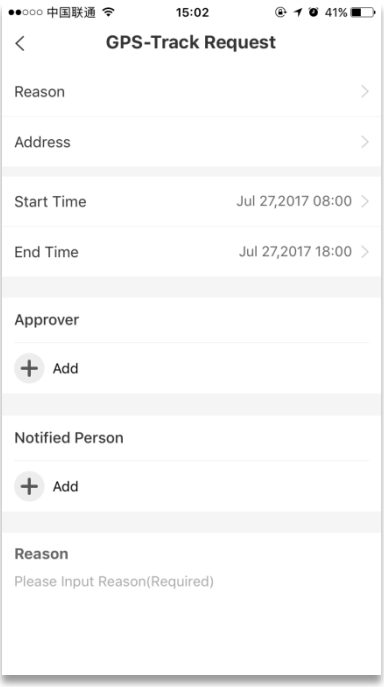
1. Click [Request] > [Leave Request], pop-up Leave Request page.



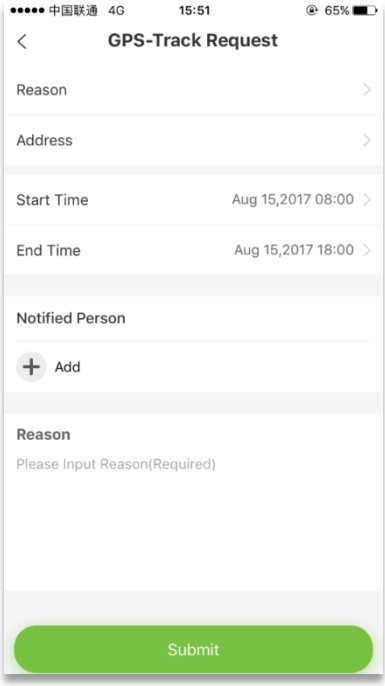
2. Enter the relevant data, and then click [Submit]. You can view or cancel the request in My Request.

4.2 GPS-Track Request

1. Click [Request] > [GPS-Track Request], pop-up GPS-Track Request page.



2. Click [Address], select or input the address in the pop-up search map and click [Use Current Location].



3. Enter the relevant data, and then click [Submit]. Then you can submit an outdoors-report.