



Quick Start Guide

Setup steps

This guide describes the quickest way to start operating in 4 steps.

STEP 1

CREATE DIVISIONS

STEP 2

CREATE EMPLOYEE TYPES

STEP 3

ADD EMPLOYEE

STEP 4

CONFIGURE TIME RECORDER SETTINGS

Start operating

I wonder if I can do the settings correctly.
Everything seems so complicated.



No worries!
Let's start off with 4 basic steps, shall we?
No matter how complicated things there
are, you can break them down with simple
and easy directions.



I'm so glad you're with me.

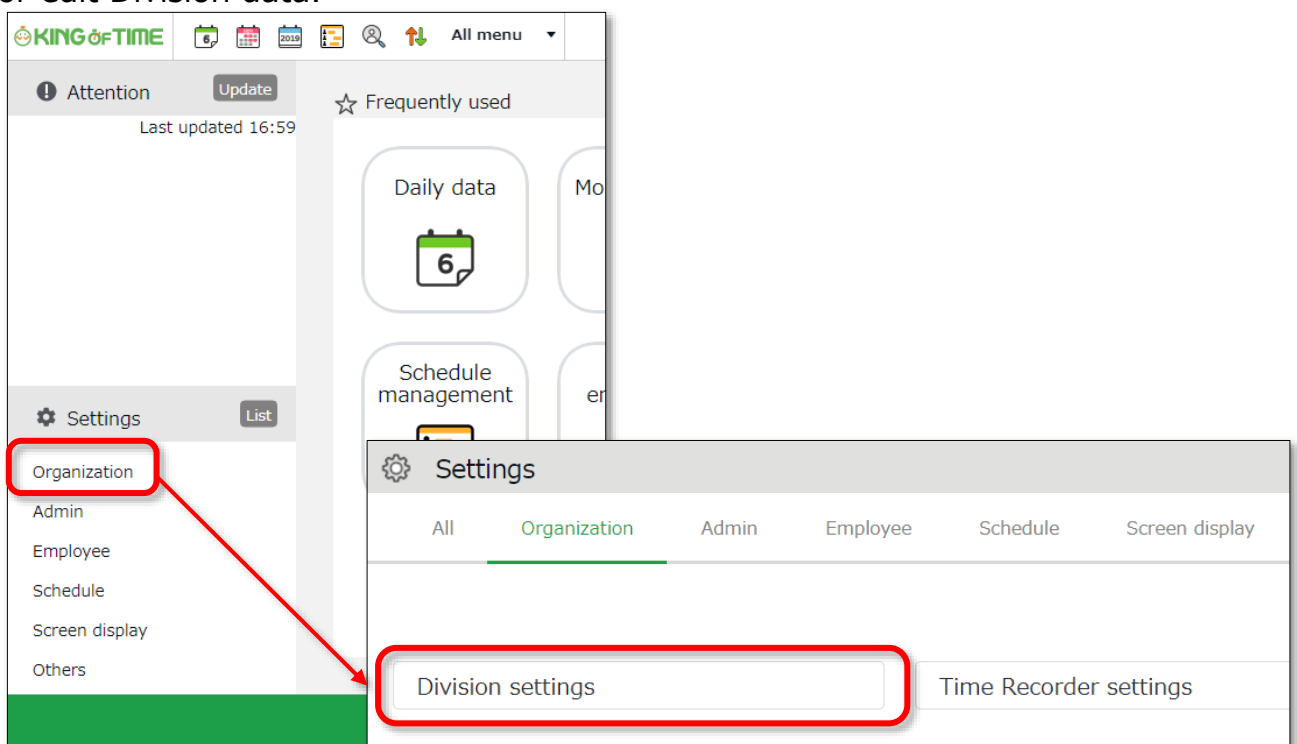
STEP 1 Create Divisions

(Duration: approx. 5 minutes)

Add Branch stores or offices where your Time Recorder is located. If divisions or teams have different request approval flows, create a Division according to the smallest unit.



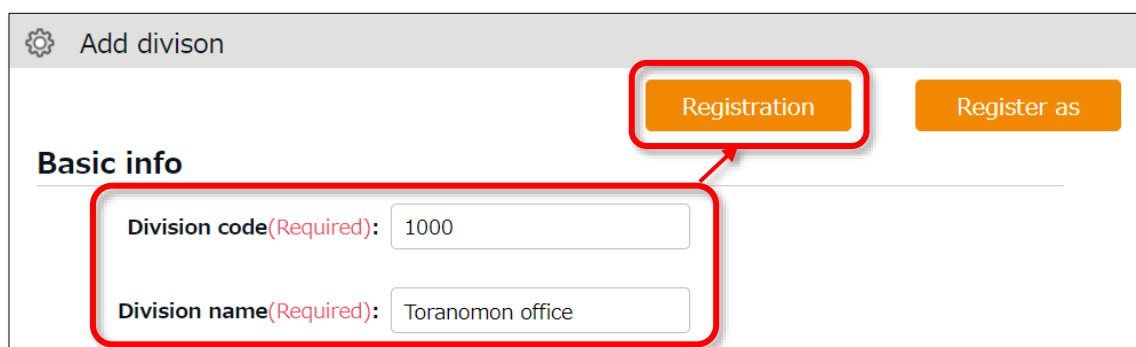
Go to Home page > [Settings] > [Organization] > [Division settings] to create or edit Division data.



Please feel free to use our sample data.

Go to the [Edit] screen and edit [Division code] and [Divisions].

Click [Registration] to save the changes.



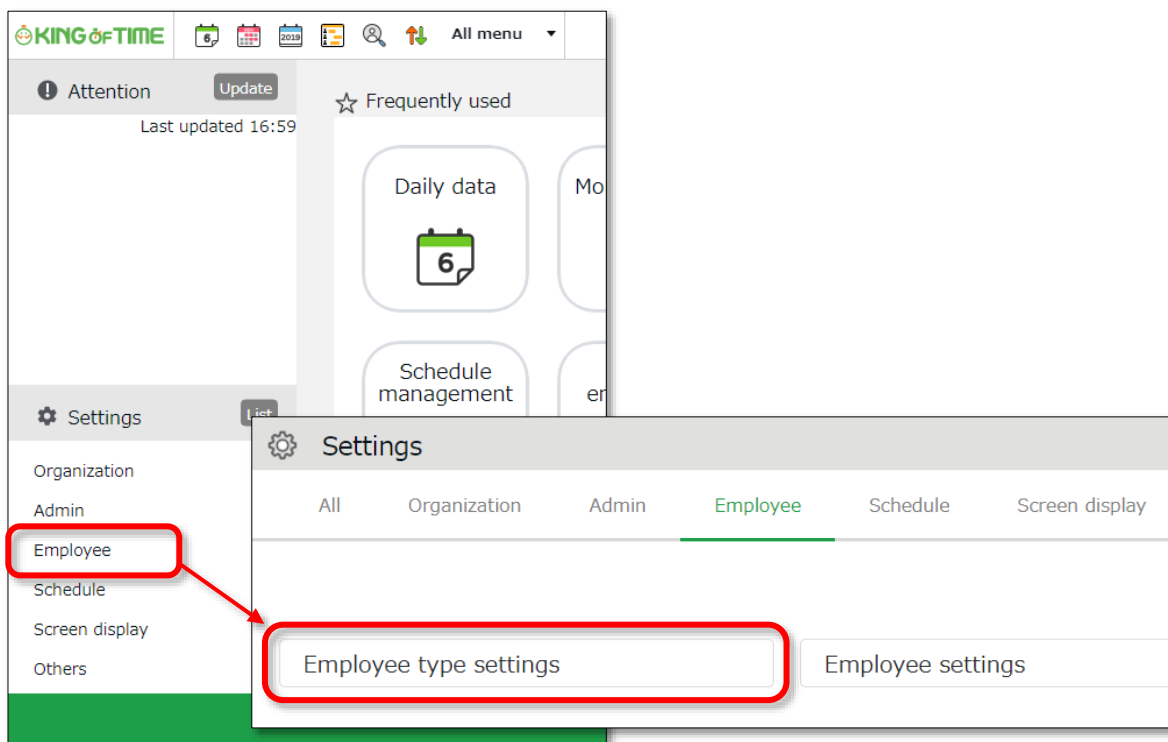
STEP 2 Create Employee types

(Duration: approx. 5 minutes)

Add employee types such as “Full time” and “Part time”. Employee type settings determine calculation rules. When applying different closing days or overtime calculation methods, please create Employee types for each method individually. (e.g. Even if they are under the same “Full time” category, create two if different methods are applied)



Go to Home page [Settings] > [Employee] > [Employee type] to create or edit Employee type data.



Please feel free to use our sample data.
Go to the [Edit] screen and edit [Closing date].
Click [Registration] to save the changes.

⚙️ Add employee type

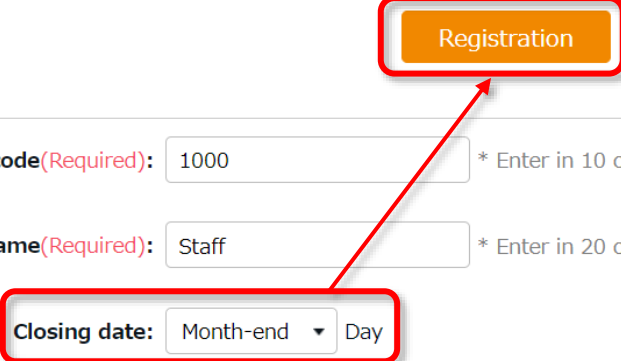
Registration **Register as**

Basic info **Base** **Detail**

Employee type code(Required): * Enter in 10 characters or less.

Employee type name(Required): * Enter in 20 characters or less.

Closing date:



STEP 3

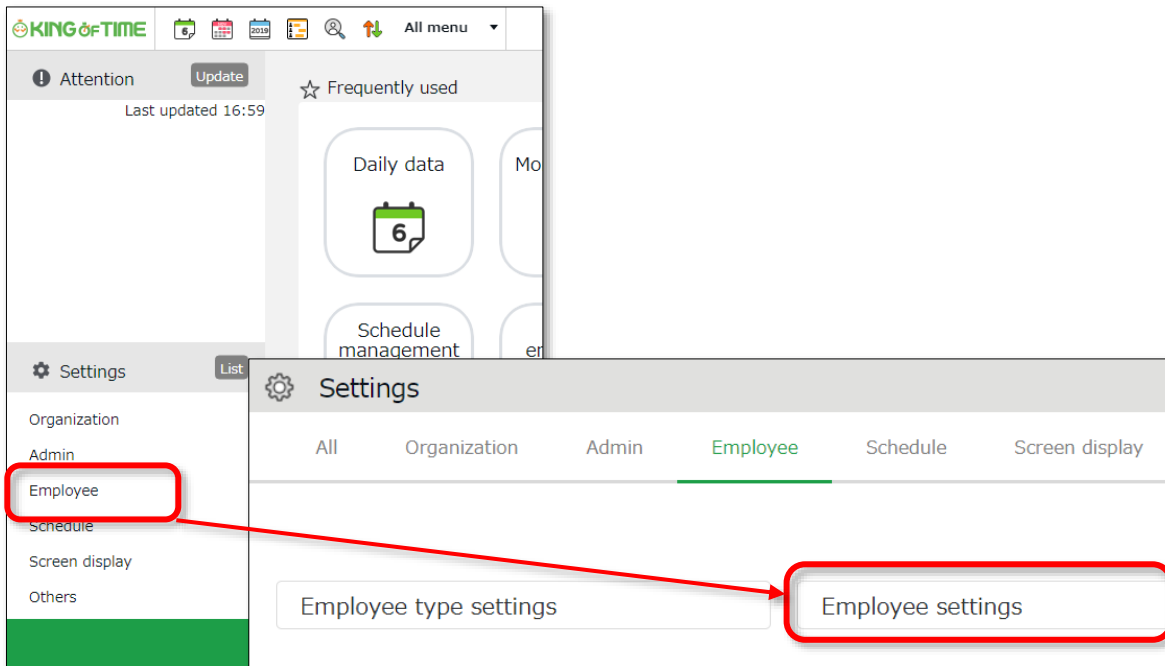
Add [Employee]

(Duration: approx. 10 minutes)



Add [Employee] to manage attendance.

Go to Home page [Settings] > [Employee] > [Employee Settings] to create or edit Employee data.



Click [New Registration] and start by creating 2 or 3 employees.

The basic setting items are as follows.

| | |
|--------------------------------------|---|
| Employee code (Required) | Set a code for identifying employees. |
| Last/First name (Required) | Enter the name of employee. |
| Email address | Email address is required for sending My Recorder URL in STEP 4. It is also used for notifying Request/Approvals. |
| Division (Required) | Select employee's Division created in STEP 1. |
| Employee type (Required) | Select Employee type created in STEP 2. |
| Hired date | It is used for paid leave administration, etc. Note: You cannot record attendances before this date. |

STEP 4 Configure Time Recorder settings

(Duration: approx. 10 minutes)

Send an Email to instruct employees to install and access the Time Recorder.

There are [Personal] and [Division] Time Recorders, which require different procedures.

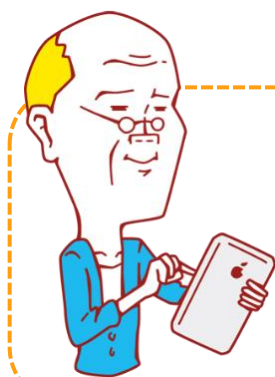


Personal Time Recorder

Personal Time Recorders are used on personal mobile phones or PC.

There are 2 types of this Recorder.

| Time Recorder name | Time recording method | Detail |
|--------------------------------|--------------------------------------|--|
| My Recorder | Click authentication using a browser | Log in to Time Recorder with a smartphone or PC browser. |
| Mobile browser recorder | Click authentication using a browser | Employees are given individual URLs to clock in and out with their feature phone browser. Also available for smartphone browsers. Not available for PC browsers. |

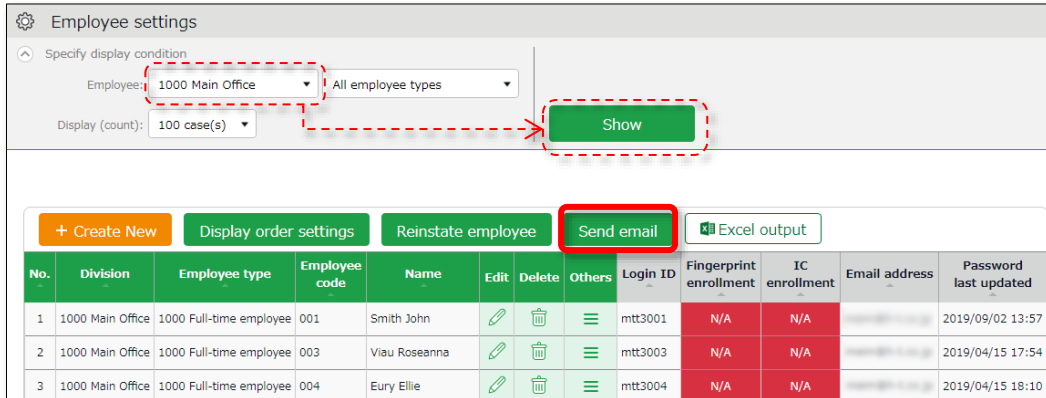


You don't need to install special apps to use these Time Recorders. They can be very useful. Since they also record location info, they can come in handy when clocking-in/out at a remote location.

Administrator's task

Send Time Recorder instructions to employees by Email.
(Requires employee Email address. See STEP3.)

1. Go to Home page > [Settings] > [Employee] > [Employee settings].
Select a division from the list and click [Show].
Click the [Send email] button that shows on the screen.



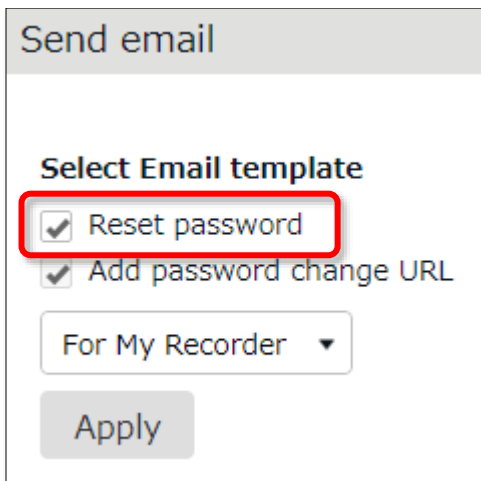
| No. | Division | Employee type | Employee code | Name | Edit | Delete | Others | Login ID | Fingerprint enrollment | IC enrollment | Email address | Password last updated |
|-----|------------------|-------------------------|---------------|---------------|------|--------|--------|----------|------------------------|---------------|---------------|-----------------------|
| 1 | 1000 Main Office | 1000 Full-time employee | 001 | Smith John | | | | mtt3001 | N/A | N/A | ... | 2019/09/02 13:57 |
| 2 | 1000 Main Office | 1000 Full-time employee | 003 | Viau Roseanna | | | | mtt3003 | N/A | N/A | ... | 2019/04/15 17:54 |
| 3 | 1000 Main Office | 1000 Full-time employee | 004 | Eury Ellie | | | | mtt3004 | N/A | N/A | ... | 2019/04/15 18:10 |

2. Select an Email template.

You can also choose whether to add a password reset/change link*.

- **Reset password:** Resets the employee's password. The employee can set a new password using the link attached to the Email.
- **Add password change link:** Adds a link that allows the employee to set a new password.

* If you do not select anything, the system will automatically set the employee's Employee Code as the initial password. We recommend selecting [Reset password].



Send email

Select Email template

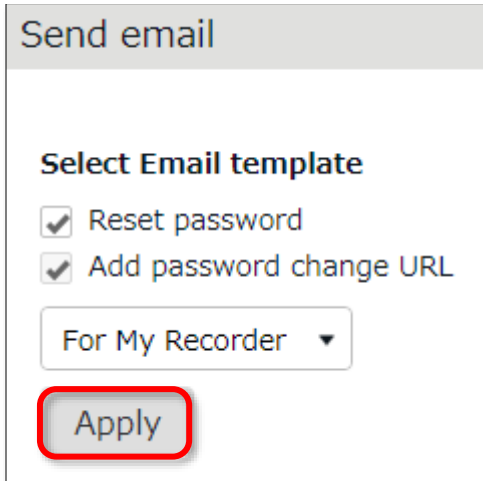
Reset password

Add password change URL

For My Recorder ▾

Apply

3. Select [For My Recorder], then click [Apply].



4. Select destination and click [Send email] in the bottom of the screen.

Employees' task (Clock-in/out)

Employees can start using the Time Recorder by following the instructions sent by Email. If the employee receives a password change link, he/she must set a new password first.

Division Time Recorder

A Division Time Recorder shared by multiple employees, is usually placed at the office entrance.

There are various time-recording methods using different authentication systems, such as biometric and IC card authentication.

| Time Recorder name | Time recording method | Detail |
|--|--|---|
| Time Recorder (Desktop version) | Biometric authentication | Connect the biometric scanner to the PC where you have installed the app. Place your finger on the device. <small>* There are 3 types of biometric authentication scanners: Hybrid finger scanners, finger vein scanners and fingerprint scanners.</small> |
| | IC authentication | Connect the IC card reader to the PC with the app installed. Place your IC card over the device to clock in/out. |
| | Password authentication | Clock in/out by entering your password into the PC with the app installed. |
| Time Recorder for iPad | Chameleon code authentication | Clock-in/out by photographing color codes with an iPad app. |
| | Face authentication | Uses face authentication app on an iPad to clock-in/out. |
| Cloud Recorder | Click authentication using a browser | Access the Time Recorder URL from the WEB browser. Enter your password to clock-in/out. |
| PitTouch Pro 2 | Time recording device (IC authentication) | Records attendances using a dedicated device. |
| BT Series | Time recording device (IC authentication and biometric authentication) | Records attendances using a dedicated device. (Uses finger hybrid authentication or IC card.) |

Various authentication methods are available on KING OF TIME.

- Prevent cheating in attendance
- Manage by card
- Make clock-in/out easier, etc.

Customers can choose any method that suits their work environment.



Installation instructions

Send Time Recorder setting instructions by Email.

1. Go to Home page > [Settings] > [Organization] > [Time Recorder settings].
2. The Division name set in STEP1 is displayed under Division Time Recorder settings.
Click [≡] in the Others column and select [Send Time Recorder URL].

⚙️ Time Recorder settings

Specify display condition

Display (count): 100 case(s) ▼
View

📄 Excel output

Basic time recorder settings

| No. | Company code | Company name | Edit | Authentication device |
|-----|--------------|------------------|------|-------------------------|
| 1 | 1000 | Toranomon office | ✎ | Password authentication |

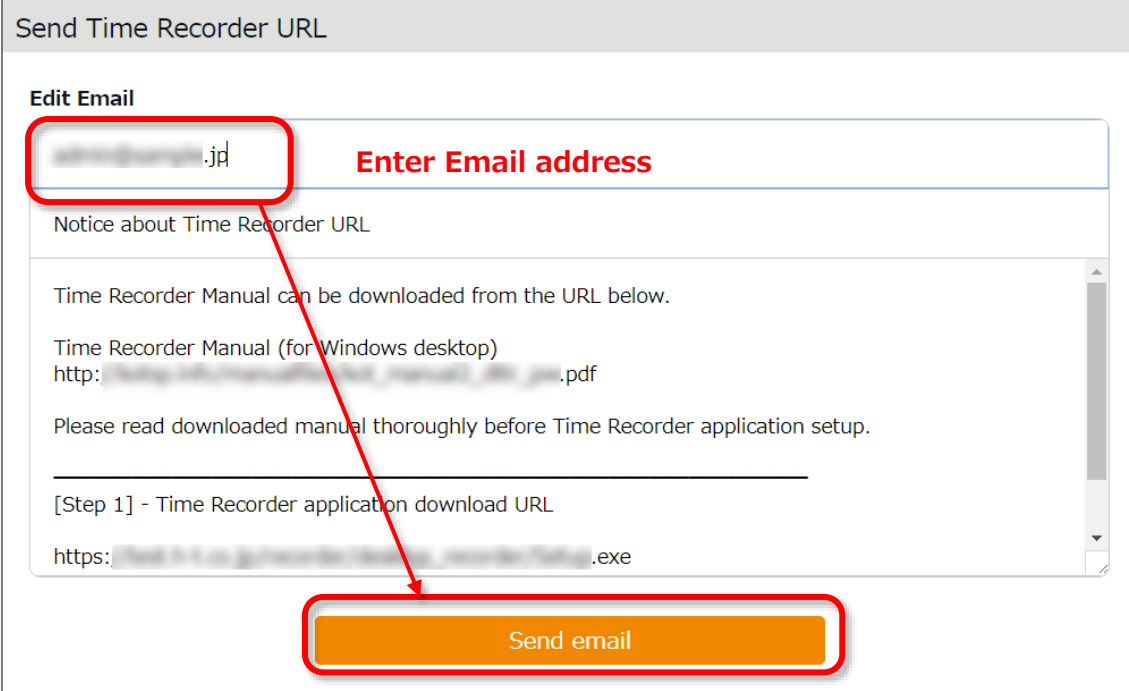
Division Time Recorder settings

| No. | Division code | Division name | Edit | Others | Time Recorder ID | Authentication device |
|-----|---------------|------------------|------|--------|------------------|------------------------|
| 1 | 1000 | Toranomon office | ✎ | ☰ | 1800005277 | Follow company setting |

Send Time Recorder URL

Add help

3. Enter the Email address and click [Send email].



4. You can send Time Recorder setting details to Email addresses you entered in the step above.

The Time Recorder Manual is available from the URL shown in the Email.

Please follow the setup instructions in the manual.

Operations guide is also included in the manual.

PitTouch Pro 2 and the BT series do not require initial setup on the Admin screen. The delivered product will be set up and ready for immediate use.

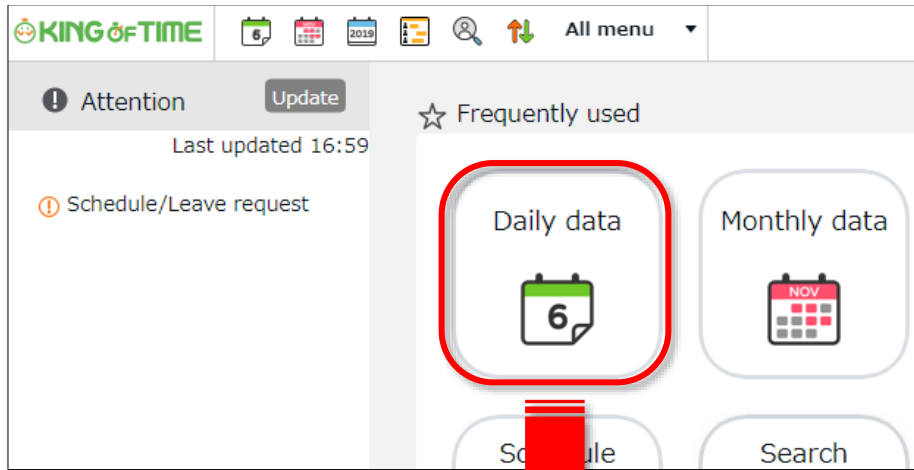
All you need to do is to turn the switch on and connect it to your LAN.



Start operating!



You can check Time record data from [Daily data] in the [Frequently used] menu.



| No. | Name | Time card | Edit | Clock-in | Clock-out | Start break | End break | Assigned | Unassigned | Overtime | La |
|-------|-------------------|-----------|------|--------------------|---------------|-----------------|---------------|----------|------------|----------|----|
| 1 | 1001 John King | | | P 05/01 08:52 | P 05/01 18:07 | P 05/01 12:02 | P 05/01 12:57 | 8.00 | | 0.20 | |
| 2 | 1002 Robert King | | | P 05/01 09:05 | P 05/01 18:30 | P 05/01 12:25 | P 05/01 13:19 | 8.00 | | 0.31 | |
| 3 | 1003 Michael King | | | P 05/01 08:31 | P 05/01 19:24 | P 05/01 13:01 | P 05/01 13:58 | 8.00 | | 1.56 | |
| Total | | | | 3 people attending | 3 clocked out | 3 started break | 3 ended break | 24.00 | | 2.47 | |

Yes ! I think I've made it!



You've made an excellent start. Congrats!
There are many other advanced calculation/managements feature you can use.
You can configure the settings as needed.



Use KING OF TIME to the fullest

Not only it can run calculations that fit your office regulations, it can help you improve attendance management efficiency.



Please refer to the following manuals for further details.

Admin Manual

<https://help.kingtime.jp/h-t/web/Detail.aspx?id=2299>

Employee Manual

<https://help.kingtime.jp/h-t/web/Detail.aspx?id=3489>



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