

**FINGERTEC**  
www.fingertec.com



**timeTec**  
www.timeteccloud.com

**STAFF ATTENDANCE &  
SCHEDULING MADE EASY**  
Workforce Management Solution



A great vision, a decisive beginning

## THE COMPANY

### **Who are we?**

We were born in 2000 with a visionary objective of bringing the then high-tech fingerprint technology normally used by government sector into a technology that is viable, affordable and reachable by mass commercial market in time and attendance and access control industry. Today, the brand FingerTec has its presence in over 150 countries around the world.

### **Our vision**

Foreseeing the future trend of cloud computing in time and attendance, we have created TimeTec Cloud, an endeavor to spearhead the expansion of our workforce management solutions.

### **We make things easy**

That is our promise to customers who have placed their trust in our brand FingerTec and products. We extended our promise, We Make Things Easy to include TimeTec Cloud, and turned the sophisticated system to an ease-of-use system for all types and all sizes of organizations.



Denver



Chicago



Miami

When mankind starts to time,  
the value tends to multiply

## THE CLOCKING DEVICES & TIMETEC CLOUD

Efficiency is key in any business organization – the mismanagement of staff's time & effort will only hold a company back. The usage of advanced time clocking devices and TimeTec Cloud automate Time & Attendance system will help your company operates at its full potential.

### Time clocking devices

- Minimizes data & human error
- Enforces pay & attendance policies
- Reduces overall cost, maximizes gain
- Operates quickly and conveniently

### TimeTec Cloud

- Centralizes all clocking data
- Performs comprehensive functions in a friendly UI
- Reduces manual and timely admin tasks
- Ensures application of work & pay rules





# THE MOBILE CLOCKING DEVICES

## Mobile electronic gadgets with apps

TimeTec Mobile app is a real-time solution aimed at providing maximum convenience and flexibility especially to industries that have staff who are constantly on-the-move, enabling them to report their attendance wherever they are. Supervisors can experience the convenience of tracking and enforcing attendance policies easier than before, as the TimeTec Mobile connects to the TimeTec server, allowing employees and superiors to use their smartphones to clock-in their attendance with geolocation tag, view attendance sheets and print out attendance reports.

TimeTec Mobile app is available on iOS, Android and BlackBerry.

Download your TimeTec mobile app now!

Corporate efficiency starts from a simple time clocking

FINGERTEC



## THE BIOMETRICS & CARD CLOCKING DEVICES

### Stationary time clocking devices

FingerTec time clocking devices offers various biometrics and RFID card verification methods, can be installed easily in the office, accurately and efficiently taking the clocking times of every staff when they come to work and leave the office. All time data can be easily and seamlessly uploaded to TimeTec Cloud Server via broadband/LAN in real time.

Personal computer can be used as alternative stationary time clocking device if FingerTec device is not installed. TimeTec Cloud provides a web check-in page for users to clock in and out online.

CE FC RoHS

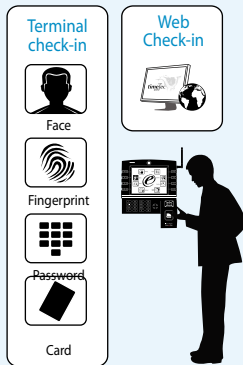


# THE WORKFLOW

Smooth flow of time data even in different time zones

## Headquarters & Branches

Collecting Time Data



Viewing & Scheduling



Processing, Reporting & Editing



Payroll Interfacing



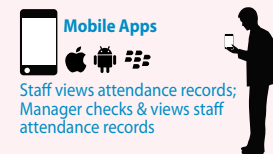
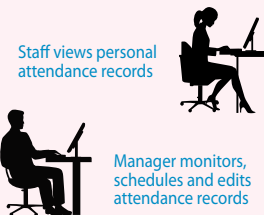
Time attendance rules automatically applies

Interface with third party system

Mobile Staff & Remote Site



Home







Routine for automation,  
schedule for success

## THE PROCESS

### **Data collecting, viewing & scheduling**

TimeTec Cloud automates your process of time data collection and seamlessly integrates with FingerTec Biometrics identification devices to eliminate 'buddy-punching' and to collect time data.

### **Time and attendance processing**

TimeTec Cloud is flexible, easy to use, and is able to handle complex time and attendance rules in most organizations.

### **System and data management**

TimeTec Cloud offers easy and automatic daily full system data backup and simplified full system recovery.

### **Reporting and editing**

Employees' attendance data is valuable for companies, as the data can be used to generate relevant reports to help manage your business.

### **Interface with third party system**

TimeTec Cloud has an open architecture, enabling it to provide maximum flexibility for integrating time and attendance information with your existing system, eg. payroll.

# THE KEY FEATURES

Keys to unlock the value  
of time management



## Terminal management

**Terminal Setup:** Remotely manage terminal including upload, download or delete users, clear terminal data and many more.

FingerTec Terminal

This tab enables you to view and edit information for the FingerTec terminals that you have previously added to the system.

Terminal ID	Serial No.	Terminal Group	Description	Model	Product ID	Activation Key	Firmware	User Count	Fingerprint	Time Zone	Last Connection	Enabled	Action
2	5202886	1	Main entrance	TA200 Plus	DS81-8071-M477	CUMGCS0W68	Ver 6.60 Nov 9 2015	5	1	UTC+08:00	35 days 0 hours	<input checked="" type="checkbox"/>	
3	7133582	1	Production area	TA200C	B4LS-PRCW-LUFM	KAMKCS5865	Ver 6.60 Nov 15 2015	5	2	UTC+08:00	4 days 1 hours	<input checked="" type="checkbox"/>	
4	2202562	1	Packing	FaceID2	T410-88WV-JJZ	CEMH0Y8M76K	Ver 6.60 Apr 9 2015	0	0	UTC+08:00	35 days 5 hours	<input checked="" type="checkbox"/>	
5	8212825	1	Branch (Kuala Lumpur)	R2	TK31-67RD-T099	WSZPZY1CZE	Ver 6.60 May 29 2015	4	1		35 days 4 hours	<input checked="" type="checkbox"/>	
45	728545	1	Branch (Jakarta)	Q0	X054-ILKX-YMEF	H80Y289858	Ver 6.60 Mar 25 2012	2	1	UTC+08:00	11 days 1 hours	<input checked="" type="checkbox"/>	

**Terminal Grouping:** Groups the terminals for easy management and reference.

Terminal Group

This tab enables you to add terminals into TimeTec to track employee's attendance records. Connecting terminals to TimeTec allows you to download and monitor all relevant information effectively. TimeTec cannot update any information from terminals that are not connected to it.

Terminal Group	Description	Enable Group	Action
1	Dubai	<input checked="" type="checkbox"/>	
2	Kuala Lumpur	<input checked="" type="checkbox"/>	
3	Jakarta	<input checked="" type="checkbox"/>	
4	New York	<input checked="" type="checkbox"/>	

**Terminal Raw Data Management:** Provides the feasibility to check, trace or export the terminal raw data.

Data Audit List

This tab enables you to view all of the downloaded clocking activities along with its relevant information such as when and where a particular event or activity takes place.

Select Date: 29/08/2015

Log ID	Terminal ID	Serial No.	User ID	Employee Name	Clocking Time	Clocking Type	Remark	Location	Attendance	Stat
147458871			2025	Vincent	29/08/2015 06:53:52 PM	0: Check-In			29/08/2015	12
147458872			2025	Vincent	29/08/2015 06:58:08 PM	0: Check-In			29/08/2015	12
14745885	g	4828102	5119	Julliana	29/08/2015 06:06:03 PM	0: Check-In		148 Jalan BK 2/7, Sندان Kinara 2, 47180 Puchong, Selangor, Malaysia		
14745885	g	4828102	5119	Julliana	29/08/2015 06:06:03 PM	0: Check-In		148 Jalan BK 2/7, Sندان Kinara 2, 47180 Puchong, Selangor, Malaysia		

## User management

**User Profile:** Provides a user friendly interface to manage thousands of user profile details.

User Profile

This tab allows you to edit the profile of the user, insert relevant information for your organization/company.

User ID	Employee Name	Employee No.	Company / Branch	Department	Section	Duty Group	Suspended	Action
5039	Henry Daltz	5039	Bravo Tyres Expert (Singapore)	Production	local	1	<input checked="" type="checkbox"/>	
2025	Vincent	2025	Bravo Tyres Expert (Singapore)	Sales and marketing	International	7	<input checked="" type="checkbox"/>	
8087	Justin	645 8087	High Tech Auto Accessories (Bangkok)	Research and Development	Engineering	5	<input checked="" type="checkbox"/>	
5119	Julliana	ARS 5119	Evolution Automobile Parts (Jakarta)	Technical Support	International	2	<input checked="" type="checkbox"/>	
5040	Henry	TECF955	Advance Car Audio (Shuztaka)	Research and Development	Engineering	3	<input checked="" type="checkbox"/>	



**User Identity:** Management of user identity such as username, privilege, password, fingerprint or face and etc.

User ID	Employee Name	Company / Branch	Department	Section	Privilege	Username	Card No.	Fingerprint	Face ID	Terminal Group	Action
3039	Henry Daltz	Bravo Tyres Expert (Singapore)	Production	local	User		0	1			
2023	Vincent	Bravo Tyres Expert (Singapore)	Sales and marketing	International	User		0				
8087	Justin	High Tech Auto Accessories (Bangkok)	Research and Development	Engineering	User	Justin	8370558300				
3129	Julianna	Evolution Automobile Parts (Jakarta)	Technical Support	International	Supervisor		0				
3040	Henry	Advance Car Audio (Australia)	Research and Development	Engineering	User		0				

**User Access Right:** Allows assignment of administrators, assistants, operators and employee level to access the system.

Username	User Info	Privilege	Last Sign In	Suspended	Action
henry@cinetada.com		Operator	05/20/2013 02:17:59 PM		
techsupport@infringer.com		System Administrator	07/20/2013 04:17:42 PM		
vincent@bravotyres.com		Administrator	04/20/2013 10:57:45 AM		

## Attendance and scheduling

**Attendance Sheet:** Users' attendance records are available in real-time for editing and viewing by users and authorized administrators.

No.	Date	User ID	Employee Name	Day Type	Shift No.	In	Out	Work	Overtime	Start	Leave Type	Leave Hour	Overtime	Action
5	12/08 Mon	3040	Henry	Workday	3	07:58 AM	12:54 PM	9:45						
7	12/08 Tue	3040	Henry	Workday	3	08:53 AM	08:29 PM	7:20						
11	14/08 Wed	3040	Henry	Workday	3	09:23 AM	03:46 PM	5:07						

**Clocking Schedules:** Provides daily, weekly, and flexible clocking schedules with job costing feature to support normal, overnight and multiple shifts configuration.

Week Day	Day Type	In	1st Break	2nd Break	3rd Break	4th Break	5th Break	Out	OT	Action
Sunday	Restday							08:00 AM 10:00 PM		
Monday	Workday	08:00 AM	10:00 AM 10:30 AM	12:00 PM 12:30 PM	02:00 PM 02:30 PM	04:00 PM 04:30 PM	06:00 PM 06:30 PM	08:00 PM		
Tuesday	Workday	08:00 AM	10:00 AM 10:30 AM	12:00 PM 12:30 PM	02:00 PM 02:30 PM	04:00 PM 04:30 PM	06:00 PM 06:30 PM	08:00 PM		
Wednesday	Workday	08:00 AM	10:00 AM 10:30 AM	12:00 PM 12:30 PM	02:00 PM 02:30 PM	04:00 PM 04:30 PM	06:00 PM 06:30 PM	08:00 PM		
Thursday	Workday	08:00 AM	10:00 AM 10:30 AM	12:00 PM 12:30 PM	02:00 PM 02:30 PM	04:00 PM 04:30 PM	06:00 PM 06:30 PM	08:00 PM		
Friday	Workday	08:00 AM	10:00 AM 10:30 AM	12:00 PM 12:30 PM	02:00 PM 02:30 PM	04:00 PM 04:30 PM	06:00 PM 06:30 PM	08:00 PM		
Saturday	Restday							08:00 AM 10:00 PM		

**Duty Roster:** Able to configure individual or group duty roster with the calendar based user interface.

Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2012	Jan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2013	Jan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2014	Jan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

## Reporting

### 31 Preconfigured Reports:

Provides 31 preconfigured combinations of details, summary, listing and analysis reports.

- Report
- My Profile
- Attendance Listing
- Attendance Analysis
- Terminal Analysis
- Duty Schedule Listings
- Table Listings
- Electronic Time Card
- Electronic Time Card (6 columns)
- Daily Attendance Listing
- Weekly Attendance Listing
- Attendance Sheet
- Job Cost Analysis
- Detailed Employee Time Card
- Correction Report
- Tardiness Report
- On Leave Report
- Overtime Approval Worksheet
- Vacation and Disease Report

**Multiple Filter Options:** Multiple filter options are provided to meet diverse needs.

User	Branch	Department	Section	Group
<input checked="" type="checkbox"/>	Advance Car Audio (Australia)			
<input checked="" type="checkbox"/>	Bravo Tyres Expert (Malaysia)			
<input checked="" type="checkbox"/>	Bravo Tyres Expert (Singapore)			
<input checked="" type="checkbox"/>	Cool Air Tinted (Vietnam)			
<input checked="" type="checkbox"/>	Evolution Automobile Parts (Jakarta)			
<input checked="" type="checkbox"/>	High Tech Auto Accessories (Bangkok)			

Date: 01/10/2015 - 31/10/2015

Sort By: User ID (Emp No. / Employee Name)

Employee No.: User ID (Emp No. / Group by Dept)

Option:  Group by Dept,  Work/OT Totals,  Leave in hours

**Save Reports Into Various Format:** Able to save the generated reports into various formats like pdf, xls, doc, rtf and html formats for printing and for integration purposes.



No man is an island



## THE INTEGRATION

### Payroll

TimeTec Cloud can easily export your data from the software into any third party payroll providers. Currently we support:



*Many more to come and upon customer's request.*



### CRM: *Salesforce.com*

TimeTec Cloud can integrate with the most popular CRM system in the world, Salesforce.com for viewing of Salesforce information in TimeTec Cloud directly without having to login to Salesforce website.

### SDK

TimeTec Cloud SDK provides a Web Service Application Programming Interface (API) to enable third party application developers to integrate with TimeTec Cloud. The API provides a complete set of interfaces to access your organization's information using simple, powerful, and secure application programming interfaces.

### Excel

TimeTec Cloud provides export options to Excel in native .xls and .csv formats, enabling data portability of-line or online.

We speak your language



## THE LANGUAGES

### **FingerTec clocking devices support**

English, Arabic, Indonesia, Malay, Chinese (Traditional & Simplified), Thai, Spanish, Portuguese (Portugal & Brazil), French, Russian, German, Italian, Turkish, Kurdish & Persian. *Other languages are available upon request.*

### **TimeTec Cloud supports**

English, Indonesia, Chinese (Traditional & Simplified), Thai, Spanish and Arabic with Hijri and Persian calendar; many more to come. *Other languages are available upon request.*



Put the right person, in the right place,  
at the right time, and, every time



## THE BENEFITS

Advanced in features, simplicity in delivery

Control labor cost

Improves workforce productivity

Makes better and informed decisions

Tracking attendance activities in no time whenever and wherever you want

Better workforce management to meet business goals and objectives

Minimize compliance risk

# THE GUIDANCE

All roads lead to Rome



**Webinar**  
Training made easy  
online



**Wizard**  
Assisted system  
setup



**Video guide**  
Watch and learn



**Guide me**  
Use this to find  
Your way



**Technical tips**  
Learn tips and  
Troubleshooting

# THE SUPPORT 24/7/365

We are here for you,  
in case you need us



### By email

Drop us a line anytime and  
we shall reply



### By TeamViewer

Let us take care of  
it for you



### By Skype

Let's communicate &  
solve problems



### By Livechat

We standby to help you





A small price for the priceless

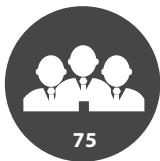
## THE PRICING

**USD2** per month per user is all you need to pay for an effective method to manage time attendance at your workplace. It is time to make that switch to TimeTec Cloud.

# THE COSTING



## TimeTec Cloud Possible Deployment Scenario : **CONSULTING FIRM**



Total Headcount



Total Countries

### What is the cost to implement TimeTec Cloud?

Each user is USD2 and TimeTec Cloud is offered at 10 users/block.

The cost of one block is equivalent to **USD20** per month.

75 workers / 10 = **8 blocks.**

Hence: 8 blocks x USD20 = **USD160 monthly**

Total cost per month : **Only USD160**



A predictable cost in an unpredictable  
business environment



## TimeTec Cloud Possible Deployment Scenario : **CHAIN STORE**



Total Headcount



Total Stores

### What is the cost to implement TimeTec Cloud?

Each user is USD2 and TimeTec Cloud is offered at 10 users/block.

The cost of one block is equivalent **USD20** per month.

200 workers / 10 = **20 blocks**.

20 blocks x USD20 = **USD400 monthly**.

Total cost per month : **Only USD400**



# THE COSTING

The price of inaction is far greater than the cost



## TimeTec Cloud Possible Deployment Scenario : **FACTORY**



Total Headcount



Clocking Terminal\*

### What is the cost to implement TimeTec Cloud?

Each user is USD2 and TimeTec Cloud is offered at 10 users/block.

The cost of one block is equivalent to USD20 per month.

$350 \text{ workers} / 10 = 35 \text{ blocks}$ .

$35 \text{ blocks} \times \text{USD}20 = \text{USD}700 \text{ monthly}$ .

Total cost per month : **Only USD700**

*\* Buy clocking terminal separately from our resellers worldwide  
<http://www.fingertec.com/worldmap/worldmap.html>*

# THE FREE TRIAL

Free from error begins with a Free Trial

30 Days **FREE Trial**

Hesitate to commit to TimeTec Cloud subscription yet?

No worries, it's fair to give TimeTec Cloud a try and experience it for yourself.

Head on to [www.timetecloud.com/free\\_trial](http://www.timetecloud.com/free_trial) and **sign up today!**

**Go Live** even when you're still in trial period.



#### **COPYRIGHT NOTICE**

All rights reserved. No part of this book may be reproduced or transmitted in any forms or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without written permission from Timetec Computing Sdn Bhd. Every precaution has been made to supply complete and accurate information. Information in this document is subject to change without prior notice.

#### **DISCLAIMER**

No person should rely on the contents of this publication without first obtaining advice from a qualified professional person. The company expressly disclaims all and any liability and responsibility to any reader or user of this book, in respect of anything, and of the consequences of anything, done by any such person in reliance, whether wholly or partially, upon the whole or any part of the contents of this book.

*TIMETEC COMPUTING SDN BHD*



© 2014 Timetec Computing Sdn Bhd. All rights reserved. • 072014