

**AMANO** TimeGuardian

# **Cloud Setup Guide**

To order an Amano Time Guardian product go to:

<https://timeguardian.net>

or call **1-800-253-9836**.



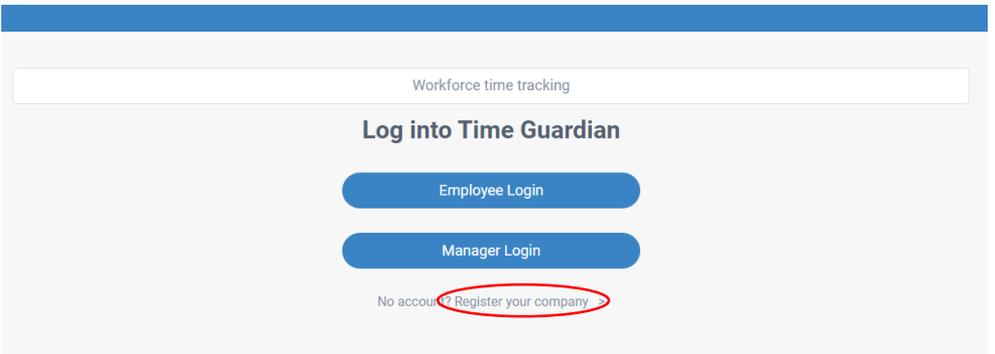
**Complete time tracking versatility. Choose from physical/biometric employee time clocks, mobile phones or online time clock**

**If you have already purchased an Amano Time Guardian product, CONGRATULATIONS!**

To begin set up of the Time Guardian cloud application please go to:

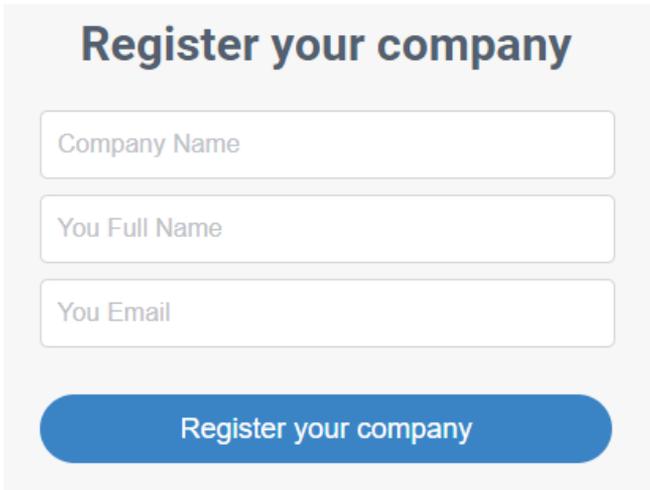
<https://timeguardian.app>

If you already have an account click on your login type (Employee or Manager) and you will be brought directly to the Dashboard. There you can select the section that you would like to edit. (**Timecards, Employees, Reports, Settings, or Billing**)



If you have **NOT** yet set up an account you will first need to register your company by clicking on “*Register your company*”.

Fill in your Company Name, Your Full Name, and Your Email, as shown below, and then click on “Register your company”.



The image shows a registration form titled "Register your company". It contains three input fields: "Company Name", "You Full Name", and "You Email". Below the fields is a blue button labeled "Register your company".

You will then receive an email from **Time Guardian** with a link to begin setup.

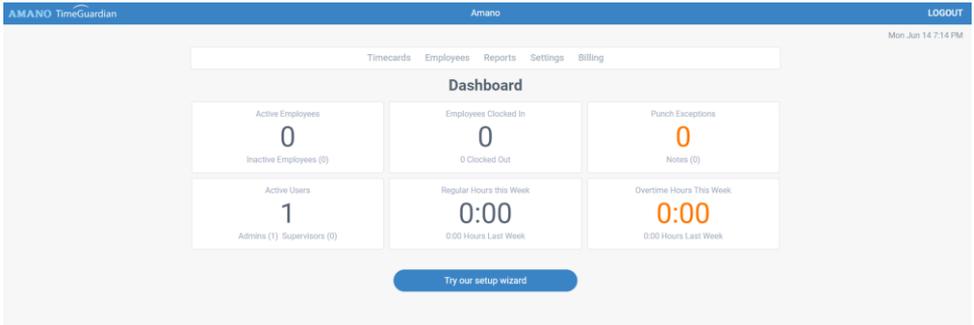
Click on the link provided in the email (example below) to log in.

**EXAMPLE ONLY:** <https://admin.timeguardian.app/login/QBYIm3rEX2U>

*NOTE: If you do not click on the link within 5 minutes the link will expire.*

For support, please call 1-800-896-7035 (option 3) or email us at [tgsupport@amano.com](mailto:tgsupport@amano.com)

Once you click on your provided link it will bring you to the **Dashboard**.



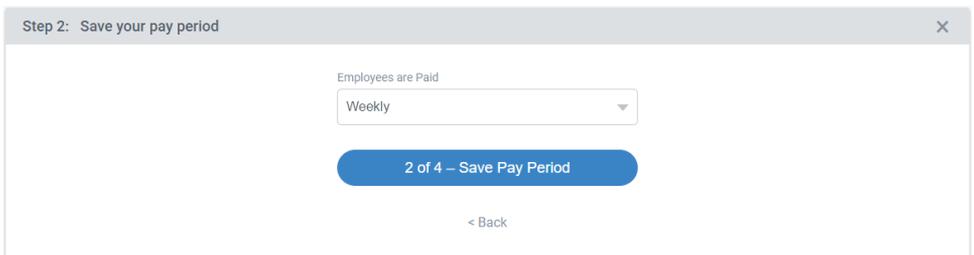
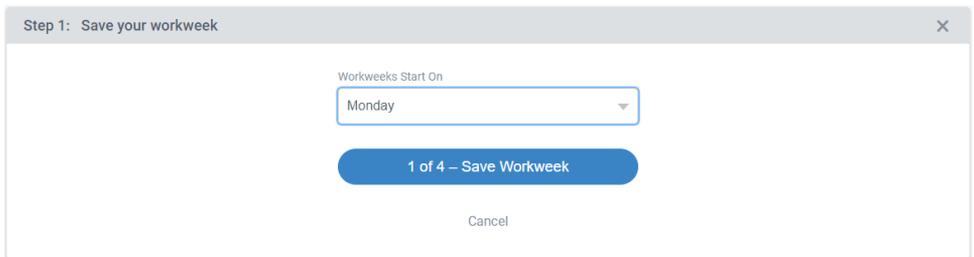
From here you can set up your **Timecards**, **Employees**, **Reports**, **Settings**, and **Billing**.

Click “Try our setup wizard” to start entering your information.

**Note:** *Once each category is initially created you can then skip around from category to category by clicking on the header of the category that you would like to view.*

The first category that the setup wizard will bring you to is: **Timecards**

Click on the drop down menu to highlight the appropriate selection for each step, and then click “Save”.



Step 4: Save your rounding rules



Employees are Paid to the

Exact Minute

Based On

Each Punch

4 of 4 – Save Rounding

< Back

Step 3: Save your overtime rules



Weekly Overtime After

40:00 hours

Weekly DOUBLE Time After

OFF

Daily Overtime After

OFF

Daily DOUBLE Time After

OFF

California 7th Day Overtime

OFF

Hours Worked On Holidays Considered Overtime

OFF

3 of 4 – Save Overtime

< Back

Step 4: Save your rounding rules



Employees are Paid to the

Exact Minute

Based On

Each Punch

4 of 4 – Save Rounding

< Back

Once you have clicked save on Step 4 you will receive confirmation that basic setup is complete and immediately be taken to the **Employee** tab.

## Setup Wizard

Basic setup complete! ×

Please Enter your Employees

&lt; Back

Type in the required information requested on each screen and click the blue oval button beneath the text box once complete.

If you make a mistake, you can always click “Cancel” to go back and edit the previous screen.

Add Employee ×

Full Name

Add

Cancel

For each employee added you can customize their information on each of the following tabs: **Main, Assignments, Access, HR, Schedule, Contact, and Wages.**

## Lila Callie

Main ×[Main](#) [Assignments](#) [Access](#) [HR](#) [Schedule](#) [Contact](#) [Wages](#)

Full Name

Employee ID

Save

Cancel

Assignments X

Main Assignments Access HR Schedule Contact Wages

Pay Class  
Main Pay Class

Department  
STAFF

Job Title  
Employee

Supervisor  
----

Time Zone  
US Eastern

**Save**

Cancel

**NOTE:** If you are using the Proximity cards to set up users simply enter the badge number, shown on each proximity card, into the highlighted box below and then click **Save/Send Data to Clock(s)**.

Access X

Main Assignments Access HR Schedule Contact Wages

Clocking ID  
1002

Password  
[Empty]

**Badge Number**  
[Empty]

Web Punch Company ID  
SM2026

Web Punch Access  
OFF

Web Punch IP Security  
OFF

Web Punch GPS Tracking  
OFF

**Save / Send Data to Clock(s)**

Cancel

HR X

Main Assignments Access HR Schedule Contact Wages

Overtime Calculation

Paid Holidays

Hire date

Birth date

Leave date

Cancel

Schedule X

Main Assignments Access HR Schedule Contact Wages

< **Mon Aug 23 - Sun Aug 29 2021** >

Monday Aug 23

Tuesday Aug 24

Wednesday Aug 25

Thursday Aug 26

Friday Aug 27

Saturday Aug 28

Sunday Aug 29

Save this schedule to occur

Cancel

Contact ✕

Main Assignments Access HR Schedule Contact Wages

Email

Phone

Street address

City

State

Zip

Emergency contact name

Emergency contact phone

**Save**

Cancel

Wages ✕

Main Assignments Access HR Schedule Contact Wages

Active ( 0 ) | Archived ( 0 ) + ADD

Rate	Effective Date
No records found	

Done

Add Wage ✕

Wage

Effective Date

**Add**

Cancel

Timecards Employees Reports Settings Billing

## Employees

Active ( 1 ) | Archived ( 1 ) + ADD

Q Employee name, department, or employee ID

	Name	Employee ID	Clocking ID	Department	
1	Lila Callie	1002	1002	STAFF	Archive

CSV PRINT

To add another employee click on **+ADD** and enter the required information.

Add Employee X

Full Name

**Add**

Cancel

After adding all employees click on the **“Reports”** tab to move on to the next section.

Amano

Timecards Employees **Reports** Settings Billing

## Reports

Hour Summaries	Employee payroll hours by pay period
Presence Report	Employee status by current date and time
Exceptions Reports	Punch exceptions by workweek
Timecard Reports	Hours detail by workweek or custom date range

The following options are available in the Host Summary Report:

**Filter** – Select all or individual employees, departments and/or pay codes.

**Generic** – Export summary information to a plain excel spreadsheet.

**CSV** – Export summary information into a text file that has a specific format which allows data to be saved in a table structured format.

**Print** – Print all selected summary information.

### Hour Summaries – Employee payroll hours by pay period

Summary							
<		Mon Jun 14 - Sun Jun 20 2021				>	
Name	Emp ID	REG	OT	DT	PTO	TOTAL	APPROVED
1	Lila Callie	1002					

FILTER   GENERIC   CSV   PRINT

### Report Filter

Save Filter ✕

Employee

Department

Pay Code (Hours Report Only)

### Presence Report – Employee status by current date and time

Presence				
Mon Jun 14 7:30 PM				
🔍 Employee name, department, or employee ID				
Name	Emp ID	Department	Last Punch	Status
1	Lila Callie	1002		OUT

PRINT

## Exceptions Report – Punch exceptions by work week

Exceptions				
<		Mon Jun 14 - Sun Jun 20 2021	>	
Employee name, department, or employee ID				
Name	Emp ID	Department	Punch	Exception
No records found				

## Timecard Reports – Hours detail by workweek or custom data range

Hours							
<		Mon Jun 14 - Sun Jun 20 2021	>				
Date	Name	Department	REG	OT	DT	PTO	TOTAL
No records found							

FILTER DATE RANGE CSV PRINT

### Report Date Range

Save Date Range ×

Date Range  
Weekly

Save

Cancel

In addition to the **Filter**, **CSV** and **Print** options the Timecard Reports also give you the ability to select a specific **Date Range** for viewing.

After reviewing all reports click on the **“Settings”** tab to move on to the next section.

Click on the name of each Setting to fill in the specified information.

Settings	
Companies	Manage multiple companies
Company	Main settings for company
Departments	Assigned to employees or as jobs
Holidays	Paid holiday list
IP Networks	Authorized IP Addresses
Job Titles	Assigned to employees
Pay Classes	Pay periods and policies
Pay Codes	Identifies types of hours for payroll
Shift Schedules	Assigned to employee schedules
Time Clocks	Assigned to company
Users	Administrators and supervisors

## Companies – *manage multiple companies*

Companies			
Active ( 1 )   Archived ( 0 )		+ ADD	
Q Search			
Name			
1	Amano	LOGGED IN	Default
Done			
PRINT			

To add another company click on **+ADD** and enter the required information, or click “Done” to go back to the Settings page.

Add Company X

Name

**Add**

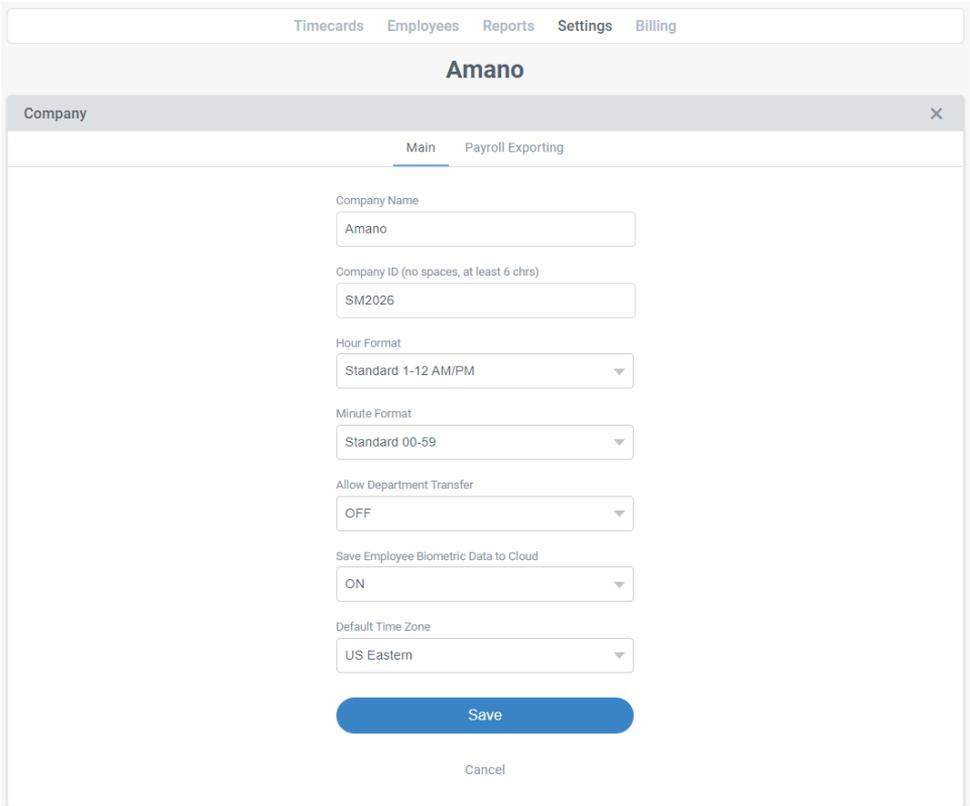
Cancel

## Company – Main settings for company

There are two tabs in the Company setting screen – **Main** and **Payroll Exporting**.

The Setup Wizard will automatically start you on the “Main” tab.

Type in all necessary information and then click “Save”.



The screenshot shows the Amano application interface. At the top, there are navigation tabs: Timecards, Employees, Reports, Settings, and Billing. Below this is the Amano logo. The main content area is titled "Company" and has two tabs: "Main" (selected) and "Payroll Exporting". The "Main" tab contains several form fields:

- Company Name: A text input field containing "Amano".
- Company ID (no spaces, at least 6 chrs): A text input field containing "SM2026".
- Hour Format: A dropdown menu with "Standard 1-12 AM/PM" selected.
- Minute Format: A dropdown menu with "Standard 00-59" selected.
- Allow Department Transfer: A dropdown menu with "OFF" selected.
- Save Employee Biometric Data to Cloud: A dropdown menu with "ON" selected.
- Default Time Zone: A dropdown menu with "US Eastern" selected.

At the bottom of the form, there is a blue "Save" button and a "Cancel" link.

Type in all necessary information and then click “Save”.

Next, click on the **Payroll Exporting** tab to specific the payroll export type and Company ID/Code and then click “Save”.

The screenshot shows the 'Payroll Exporting' settings page for the company 'Amano'. At the top, there are navigation tabs: 'Timecards', 'Employees', 'Reports', 'Settings', and 'Billing'. Below the company name, there are two sub-tabs: 'Main' and 'Payroll Exporting'. The 'Payroll Exporting' tab is active. It contains a 'Payroll Summary Export' dropdown menu currently set to 'GENERIC CSV'. Below it is a text input field for 'Payroll Company ID/Code'. At the bottom, there are two buttons: a blue 'Save' button and a 'Cancel' link.

This is a close-up of the 'Payroll Summary Export' dropdown menu. The menu is open, showing a list of options: 'GENERIC CSV' (which is highlighted in blue), 'ADP Run', 'ADP Workforce Now', 'PayChex Preview', 'SurePayroll', and 'Sage50'. A red arrow from the main screenshot points to this dropdown.

Go back to the **Settings** tab and click on **Departments**.

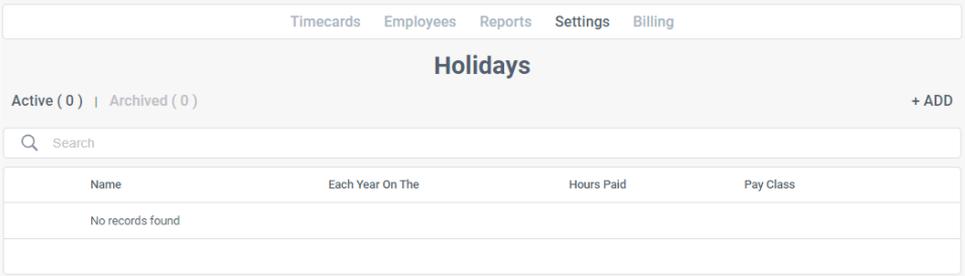
The screenshot shows the 'Departments' settings page. At the top, there are navigation tabs: 'Timecards', 'Employees', 'Reports', 'Settings', and 'Billing'. Below the company name, there are two sub-tabs: 'Main' and 'Departments'. The 'Departments' tab is active. It shows 'Active (1) | Archived (0)' and a '+ ADD' button in the upper right corner. Below this is a search bar with a magnifying glass icon and the text 'Search'. Underneath is a table with the following data:

	Name	Department ID	
1	STAFF	1000	Default

At the bottom of the page, there are two buttons: 'Done' and 'PRINT'.

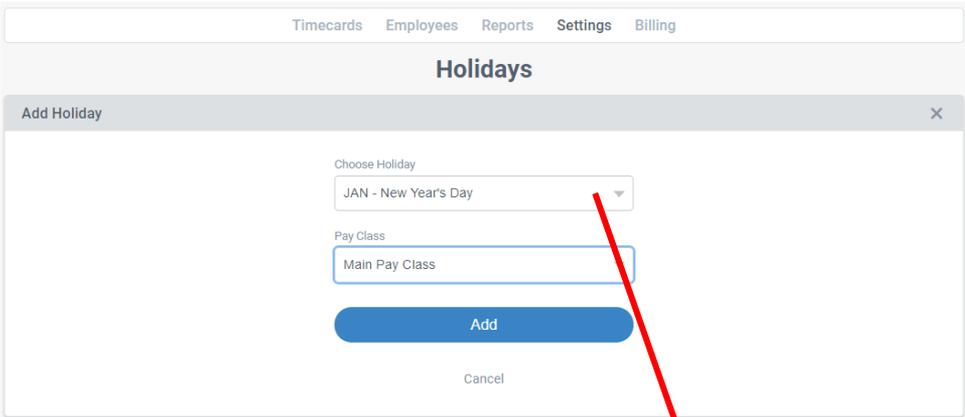
Add additional Departments, if needed, by clicking on **+ADD** in the upper right corner.

Go back to the **Settings** tab and click on **Holidays**.



The screenshot shows the 'Holidays' settings page. At the top, there are navigation tabs: Timecards, Employees, Reports, Settings, and Billing. Below the tabs, the page title is 'Holidays'. Underneath, it says 'Active (0) | Archived (0)' and a '+ ADD' button. A search bar is present with the text 'Search'. Below the search bar is a table with the following headers: Name, Each Year On The, Hours Paid, and Pay Class. The table content shows 'No records found'.

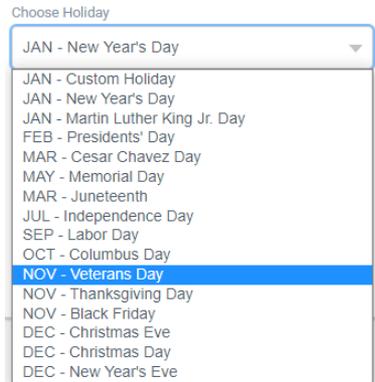
Here you can add paid holidays, if desired.



The screenshot shows the 'Add Holiday' dialog box. It has a title bar 'Add Holiday' and a close button 'X'. Inside, there is a 'Choose Holiday' dropdown menu with 'JAN - New Year's Day' selected. Below it is a 'Pay Class' input field with 'Main Pay Class' entered. At the bottom, there is a blue 'Add' button and a 'Cancel' link.

Choose from the list of drop down options or create your own Custom Holiday.

Highlight and click "Add" for each holiday you would like included.



The screenshot shows the 'Choose Holiday' dropdown menu. The list of options is: JAN - New Year's Day, JAN - Custom Holiday, JAN - New Year's Day, JAN - Martin Luther King Jr. Day, FEB - Presidents' Day, MAR - Cesar Chavez Day, MAY - Memorial Day, MAR - Juneteenth, JUL - Independence Day, SEP - Labor Day, OCT - Columbus Day, NOV - Veterans Day (highlighted in blue), NOV - Thanksgiving Day, NOV - Black Friday, DEC - Christmas Eve, DEC - Christmas Day, and DEC - New Year's Eve.

Highlight and click on the desired name to edit their Job Title Name, or click **+ADD** to add a new job title.

Edit Job Title ✕

Job Title Name

**Save**

Cancel

**Job Titles**

Add Job Title ✕

Job Title Name

**Add**

Cancel

Go back to the **Settings** tab and click on **Pay Classes**.

**Pay Classes** + ADD

Active ( 1 ) | Archived ( 0 )

🔍 Search

	Name	Pay Period	Weekly OT
1	Main Pay Class	Weekly	40 hrs

Done PRINT

Highlight and click on the desired Pay Class, or click **+ADD** to add a new Pay Class.

When you click on the desired Pay Class you will be given the option to customize the following categories: **Main, Pay Period, Overtime, Rounding, Schedule, Meals.**

Type in and/or select from the drop down menus and then click “Save” for each category.

Main Pay Period Overtime Rounding Schedule Meals

Pay Class Name  
Main Pay Class

Workweeks Start On  
Monday

Maximum Shift Hours (Between IN/OUT)  
14 Hours

Save

Cancel

Main ×

Main Pay Period Overtime Rounding Schedule Meals

Pay Class is Paid  
Weekly

Save

Cancel

Main ×

Main Pay Period Overtime Rounding Schedule Meals

Weekly Overtime After  
40:00 hours

Weekly Double Time After  
OFF

Daily Overtime After  
OFF

Daily Double Time After  
OFF

California 7th Day Overtime  
OFF

Hours Worked On Holidays Considered Overtime  
OFF

Save

Cancel

Main ×

Main Pay Period Overtime Rounding Schedule Meals

Rounding

Each Punch

Round to Nearest

OFF

**Save**

Cancel

Main ×

Main Pay Period Overtime Rounding Schedule Meals

Hours Before Shift Require Authorization

OFF

Hours After Shift Require Authorization

OFF

Hours Unscheduled Require Authorization

OFF

**Save**

Cancel

Main ×

Main Pay Period Overtime Rounding Schedule Meals

After These Straight Hours Worked

OFF

Deduct These Minutes

OFF

**Save**

Cancel

Go back to the **Settings** tab and click on **Pay Codes**.

Pay Codes				
Active ( 6 )   Archived ( 9 )				
Q Search				
	Description	Pay Code	Multiplier	
1	Regular Hours	REG	1.00	
2	Overtime Hours	OT	1.50	
3	Double Time Hours	DT	2.00	
4	Vacation Leave	VAC	1.00	Archive
5	Sick Leave	SIC	1.00	Archive
6	Holiday Leave	HOL	1.00	Archive

**Done**

PRINT

Edit Pay Codes by highlighting and clicking on the Description. Click “Save” once edits are complete and then click “Done” to return to the Pay Codes list.

Go back to the **Settings** tab and click on **Shift Schedules**.

Shift Schedules	
Active ( 0 )   Archived ( 0 )	
Q Search	
Shift Name	Start-End
No records found	

**Done**

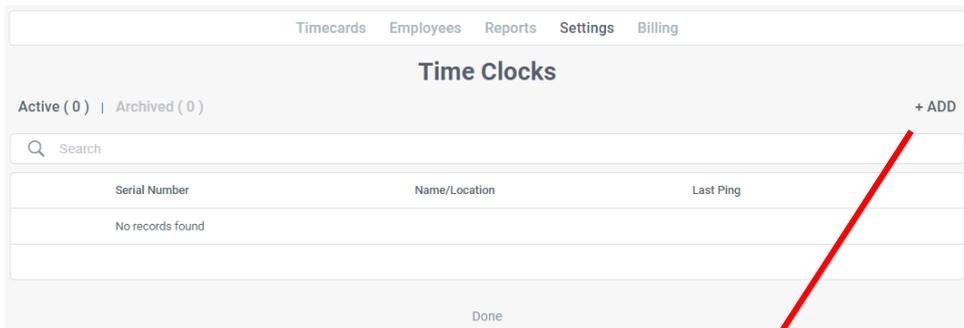
**+ ADD**

Click on **+ADD** in the upper right corner to add a new Shift Schedule.

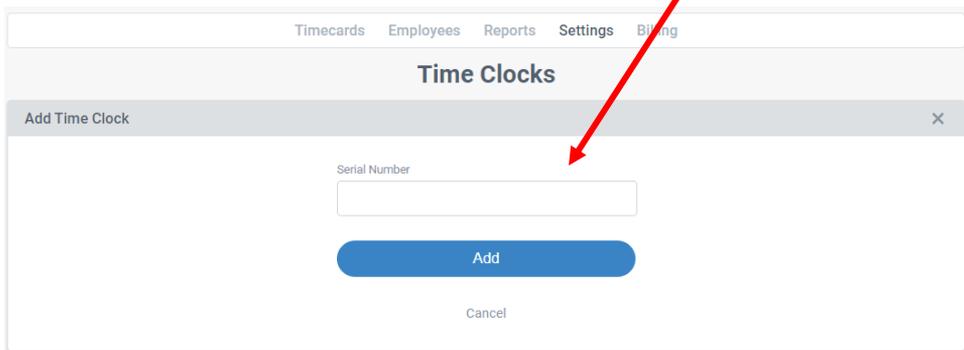
Shift Schedules	
Add Shift Schedule <span style="float: right;">X</span>	
Start Time	<input type="text" value="9:00 AM"/>
End Time	<input type="text" value="5:00 PM"/>
<b>Add</b>	
Cancel	

Make sure your Time Clock is connected to your network and powered on, or powered on and then connected to your WiFi.

Go back to the **Settings** tab and click on **Time Clocks**.



Click on **+ADD** in the upper right corner to add a new Time Clock by typing in the clock's serial number.



## To find your Amano Time Guardian Time Clock serial number:

From the home screen of the **MTX-30F** or **MTX-30P** click on **System Info** and then **Device info**. The serial number is displayed as the second line on the screen.

From the home screen of the **AFR-100** or **AFR-200** press and hold "More Options" (represented by six dots in three columns) which will reveal the serial number.

**NOTE:** Make sure to use ALL CAPS when entering the serial number.

Once you have added the serial number, go back to the **Settings** tab and click on **Users**.

Timecards Employees Reports Settings Billing			
Users			
Active ( 1 )		Archived ( 0 )	+ ADD
<input type="text" value="Search"/>			
Full Name	Role	Phone	
1	Lori Baron	Lead Administrator	
Done			
PRINT			

Highlight and click on the Full Name to edit User information or click **+ADD** in the upper right corner to add a new User.

Add User ✕

Full Name

**Add**

Cancel

Edit User ✕

Full Name

Login Email

Phone

User Role (Access)

Created

**Save**

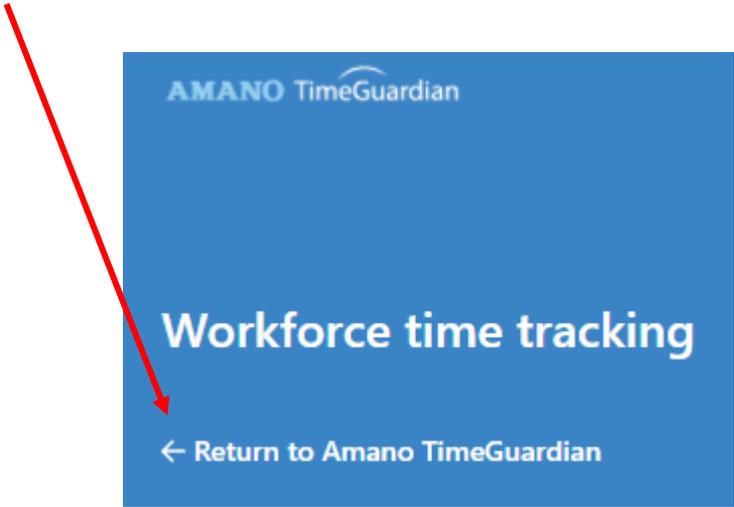
Cancel

Click "Save" once complete.

From the Dashboard you can also access the **Billing** tab which will cover the current plan, payment method, billing information and billing history.

Use this tab to update, change or cancel a current plan.

Once you have confirmed your Billing information, return to the Amano Time Guardian application.



Click on the **Settings** header and then click on “*Time Clocks*”.

Timecards Employees Reports <b>Settings</b> Billing	
<b>Settings</b>	
Companies	Manage multiple companies
Company	Main settings for company
Departments	Assigned to employees or as jobs
Holidays	Paid holiday list
IP Networks	Authorized IP Addresses
Job Titles	Assigned to employees
Pay Classes	Pay periods and policies
Pay Codes	Identifies types of hours for payroll
Shift Schedules	Assigned to employee schedules
<b>Time Clocks</b>	Assigned to company
Users	Administrators and supervisors

Highlight and select the serial number of the Time Clock that you are programming.

Timecards Employees Reports Settings Billing				
Time Clocks				
Active ( 2 )   Archived ( 0 )		+ ADD		
Q Search				
Serial Number	Name/Location	Last Ping		
1	4891204800095	Time Clock	Fri Jul 16 04:20 PM	Archive
2	BJJ6211260001	Time Clock 2	Not connected	Archive
Done				
PRINT				

**IMPORTANT:** After entering the clock serial number it will take approximately five minutes for the clock to “ping” the Time Guardian application.

A current date/time must appear in the **Last Ping** column in order to move on to the time clock **Commands** functions.

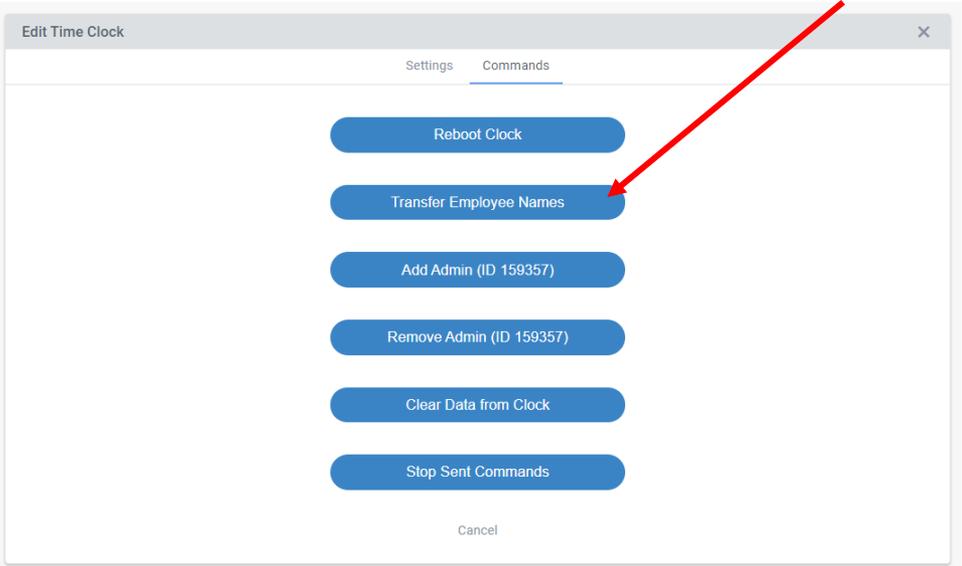
If after five minutes the time clock still shows “Not Connected” make sure your included Ethernet cable is connected to the time clock and your router, and powered on.

From the home screen of the time clock highlight the COMM button and click enter. Next, make sure “Ethernet” is highlighted and press enter again.

There should be an IP address shown on the time clock screen. If the IP address shows 0.0.0.0 use the down arrows to highlight DHCP and toggle from ON to OFF using the enter button. Then toggle the DHCP back to ON to reset the IP address. You should then use the current IP address.

If the Time Guardian software still shows “Not connected” please contact TG Support.

After confirming that your time clock is connected and has currently “Pinged” the software, next, select the **Commands** Header and then click on **Transfer Employee Names**.



All employee info that you saved in your Time Guardian Cloud application will now be available through the time clock.

If you would like to add fingerprints, facial recognition or proximity cards for a new user they must go to the actual Time Clock and input the appropriate information needed. (Refer to the User Manual for your specific time clock model for directions on adding new users.)

# AMANO

*Corporate Headquarters*  
140 Harrison Avenue, Roseland, NJ 07068-1239  
(800) 526-2559

[www.amano.com](http://www.amano.com)