



*Time Machine
Employee Time Card Machine
User's Manual*

*Rev. 2.0
Date: 26th March 2020*

This manual belongs to: _____

Company: _____



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Thank You

Sena World, Inc. thanks you for purchasing this product and hopes that it can fulfil all your CNG controller needs now and in the future.



Revision History

Version	Page	Date	Reason
1.0		03/07/19	Initial release
2.0		03/26/20	Update

Please Note:

Sena World, Inc. encourages and appreciates customer feedback regarding this document errors or improvements. If you have any questions regarding this manual or this product, please call or write to the following:

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Internet Home page:
E-mail:

www.Sena World.com
patelnp@sena-corp.com



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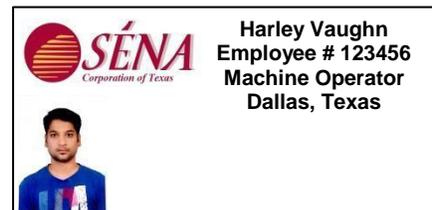
Introduction

SENA Corporation's Time Machine is a device used to replace the older employee punch card machines. The unit has capabilities to record employee in/out times and take a snap shot every time the employee activates their RFID card. The unit has built-in WiFi capability so that employer can add, edit or delete current employees, save snap shots, upload/download information and manage the entire operation remotely through the local WiFi network. The unit can also be operated via the LCON website where the employer logs into a secure SENNA operated website and can access multiple time machines which can be at different locations.

Each employee is given a card which contains:

- Employee RFID identification
- Employee full name
- Employee Number
- Employee Type
- Location
- Department
- Position
- Title
- Date of Hire
- Employee photo

Front Side



Back Side
3.375" x 2.125"
Card: 0.03"
123456



Each card can also be printed with:

- Square Code
- Employee Data
- Company Logo
- Time Card ID

SENA Corporation will customize and provide such cards as ordered.

Shipping Carton

- 1) Time Machine
- 2) Power Supply (120/240 VAC)
- 3) Manual
- 4) Warranty card
- 5) Test cards
- 6) Mounting Screws



Back Side

Front Side



Power Supply

Warranty Card

Model: NP300TM
SN#: 03072019

Date:

Sold To:

Address:

Mail to:
SENA Corporation
10606 Shady Trail
Suite 106
Dallas, TX 75220

Attn: Merchandize Warranty



Figure 1

Setup Target Directory

- Sharing a folder allows the TM300 unit's to access the Target Directory.
- In order to share a folder, the following steps must be take:
 - 1) Sign into the target network as administrator account
 - 2) Locate and right-click the directory that needs to be shared.
 - 3) From the context menu, click on "Properties" (figure 2)
 - 4) From the folder's properties box that opens up, go to the Sharing tab. (Figure 2)
 - 5) From the displayed options, click "Share with"
- 1) Click "Add" (Figure 3).

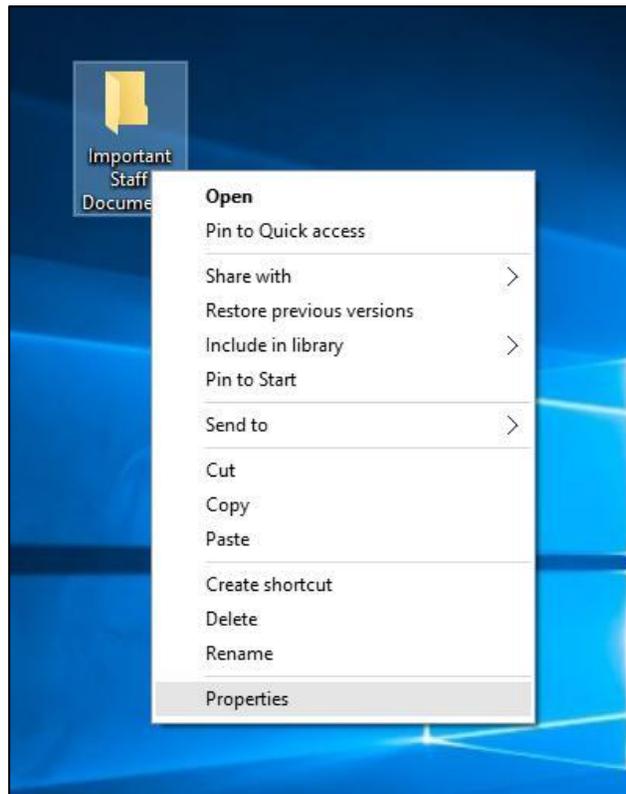


Figure 2

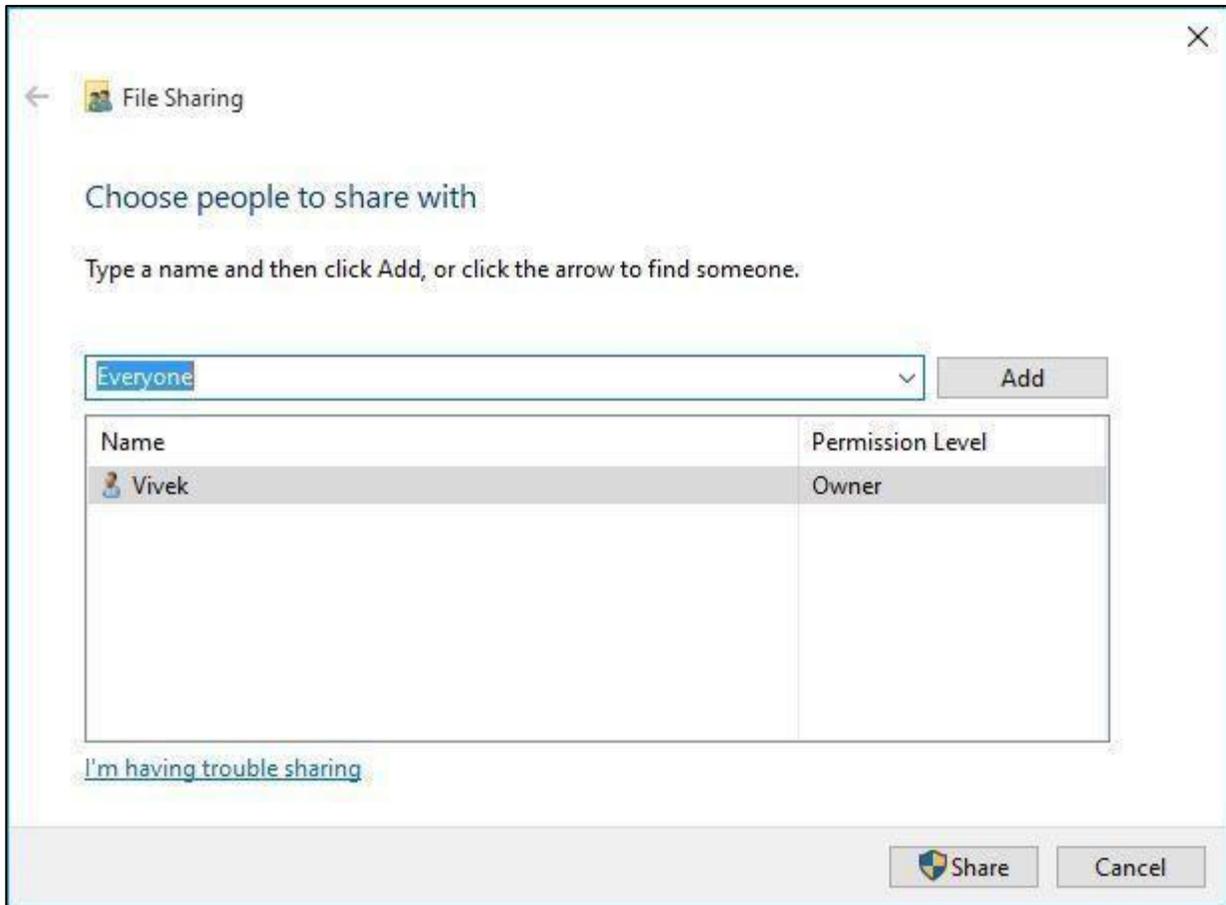


Figure 3

- 1) Once added to the list, you can click the down arrow for the user or group under the "Permission Level" column.
- 2) Choose the permission level that you want to set for the user/group on the shared folder. (Default is Read.)

Note: This path must be used by the remote users to locate and access the shared folder over the network.

- 3) Click Done to share the folder.
- 4) On the next box, note the share path for the folder from under its name displayed in the Individual Items list.

5) Click “Done” (Figure 3).

Another, more advanced way of sharing a folder in Windows 10 is by adding the users or groups and setting the permissions more granularly. You can do so by following the steps given below:

- 1) Follow the above instructions from steps 1 to 5.
- 2) From the displayed options in the Sharing tab (figure 4) of the folder’s properties box, click the Advanced Sharing button from under the “Advanced Sharing” (figure 4) section.

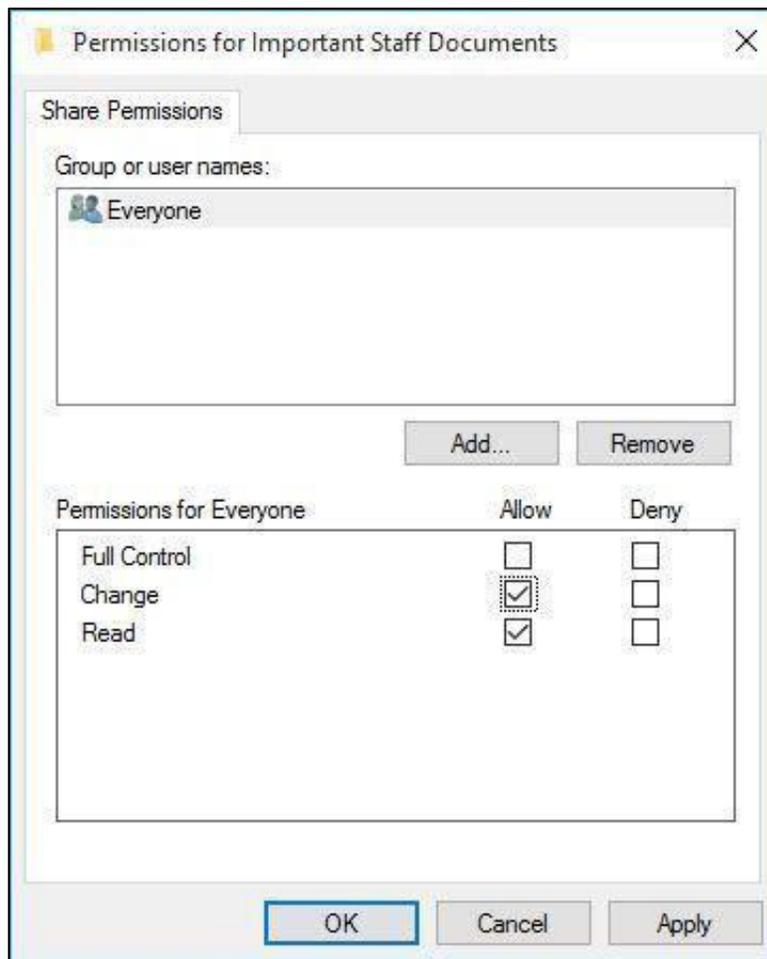


Figure 4

3) On the “Advanced Sharing” box (figures 4), check the Share this folder checkbox.

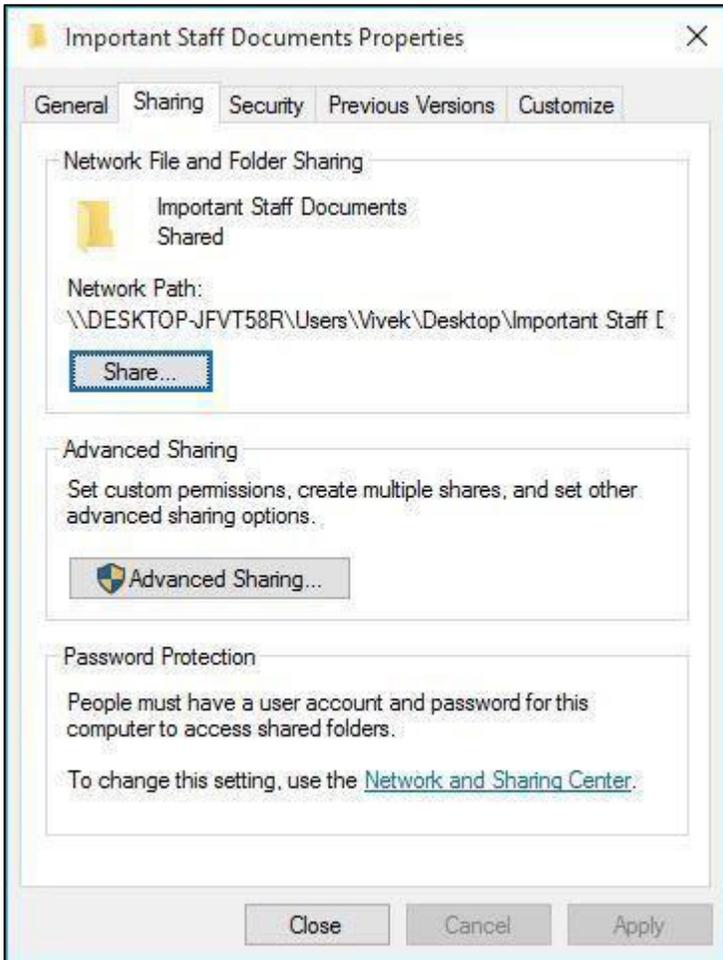


Figure 5

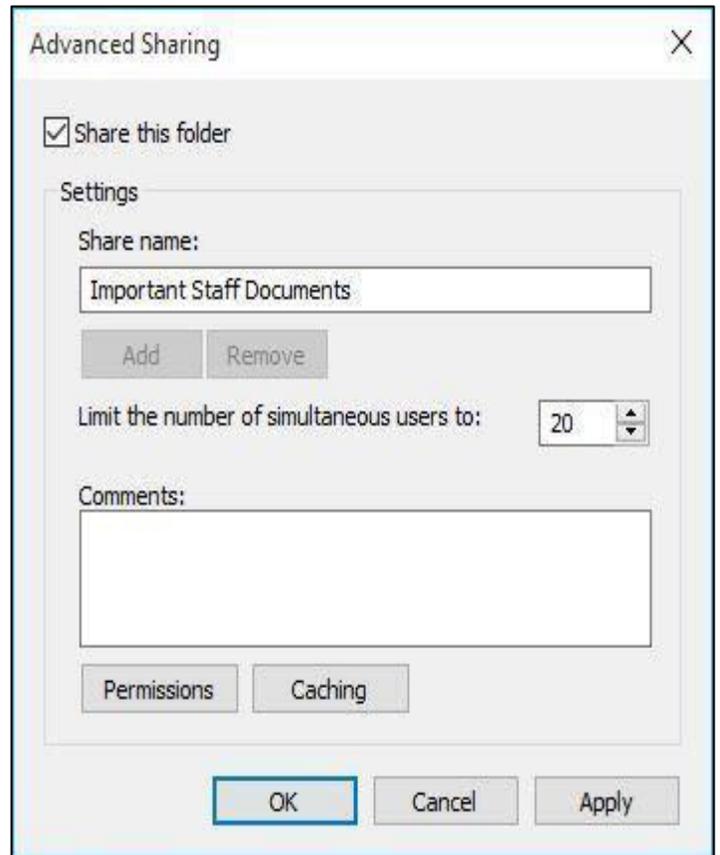


Figure 6

- 4) On the next box (figure 6) that opens up, click to select the user or group from the Group or user names list
- 5) Note: You can also add a different user or group to the list by clicking the Add button.
- 6) From the permissions list in the lower section, check or uncheck the checkboxes to set the desired permission level for the selected user or group.
- 7) Click "OK" (figure 6) when done and close all the opened boxes and windows.

Setup Local Server

- 1) Open Control Panel.
- 2) Click on Network and Internet.
- 3) Click on Network and Sharing Center.
- 4) On the left pane, click the Change adapter settings link.
- 5) Right-click the network adapter and select Properties.
- 6) Select the Internet Protocol Version 4 (TCP/IPv4) option.
- 7) Click the Properties button.

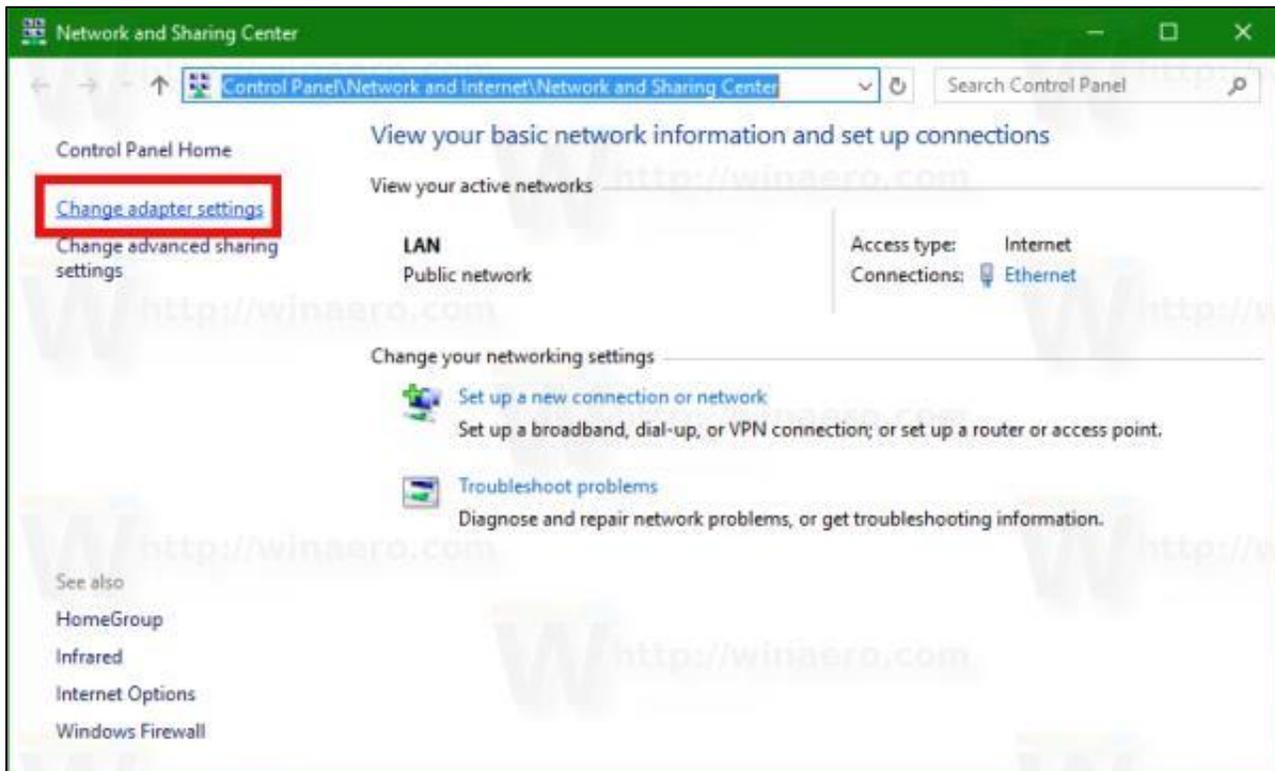


Figure 7

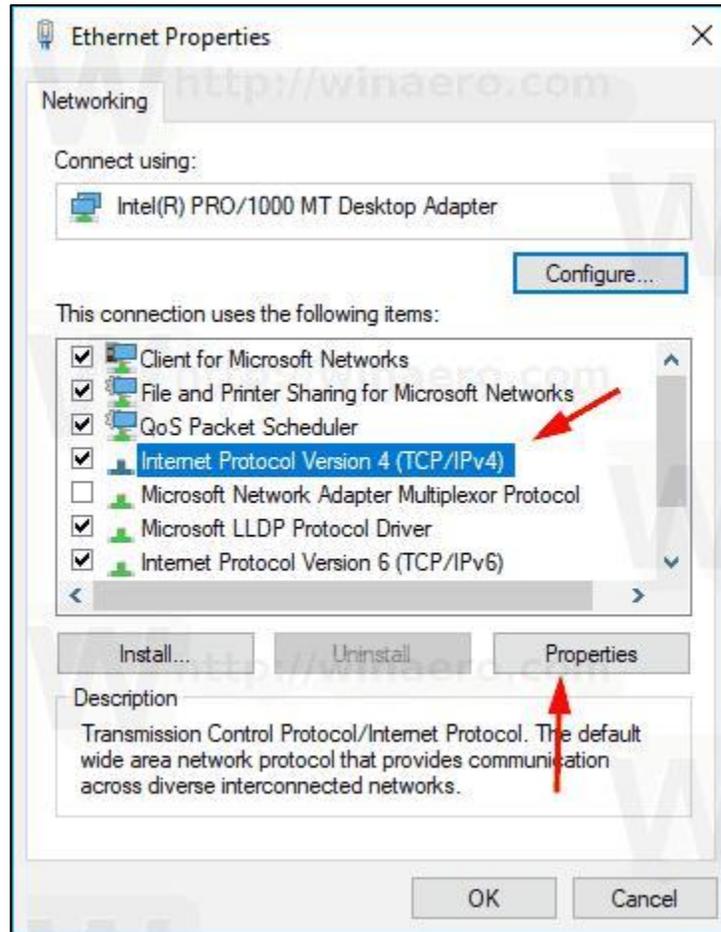


Figure 8

- 8) Select the Use the following IP address option.
- 9) Set the IP address (e.g., 10.0.2.15).
- 10) Set the Subnet mask. Usually, on a home network, the subnet mask is 255.255.255.0.
- 11) Set the Default gateway. This address is typically your router's IP address (e.g., 10.0.2.2).
- 12) Under the "Use the following DNS server addresses set Preferred DNS server" section, which is usually your router's IP address, or IP address of the server providing DNS resolutions (e.g., 10.0.2.2)?
- 13) (Optional) Enter set the Alternative DNS server, which your computer will use if it can't reach the preferred server.
- 14) Click the OK button.
- 15) Click the Close button again to close the network adapter properties.

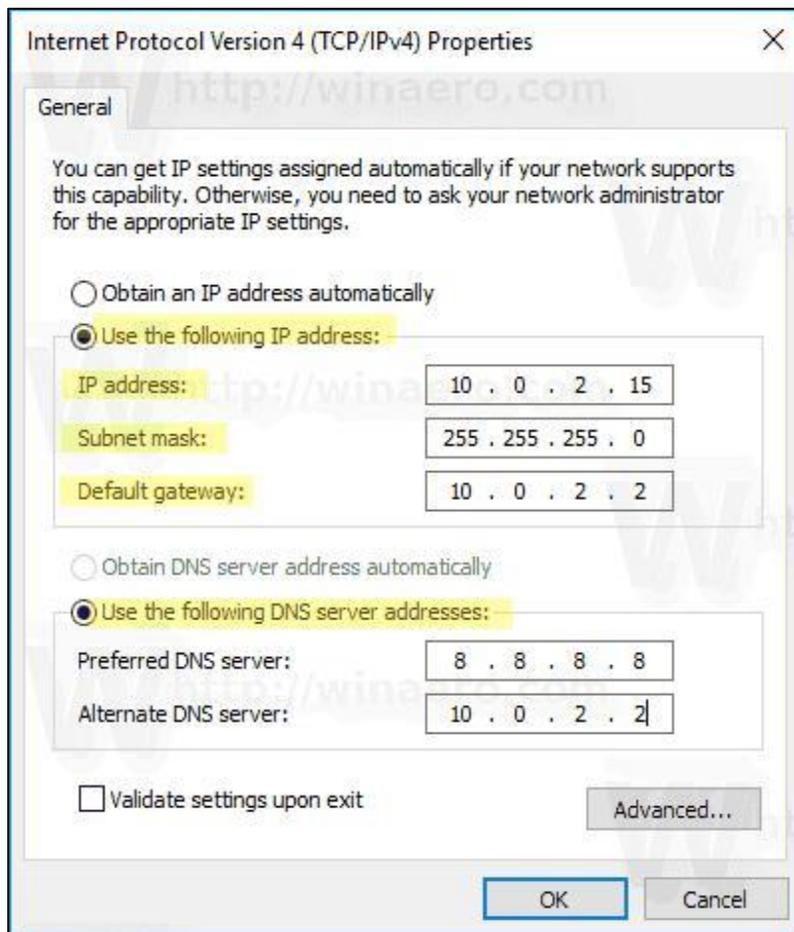


Figure 9

Install TM300 unit

1. Survey site the time machine is to be installed
2. Mark spot where unit is to be installed i.e. position of the 4 mounting holes
3. Using the appropriate screws, install the unit on the wall so that it is vertical
4. Make sure there is a marked spot on the floor where employee will stand for picture
5. This mark should be about 2' or 600 mm from wall where unit is installed
6. Connect 120/240 VAC wall plug to nearest available AC receptacle
7. Connect the other end of the power cable to unit at connector marked "C1"

Setup TM300 Unit

- Apply power to the unit
- Unit indicator LED will flash Green every one second
- Access your WiFi network as administrator (figure 10)
- Unit number of the device will be one of the WiFi networks choices on the WiFi list for example “TM3000001”.
- Click on this network and enter password as “rslcon”

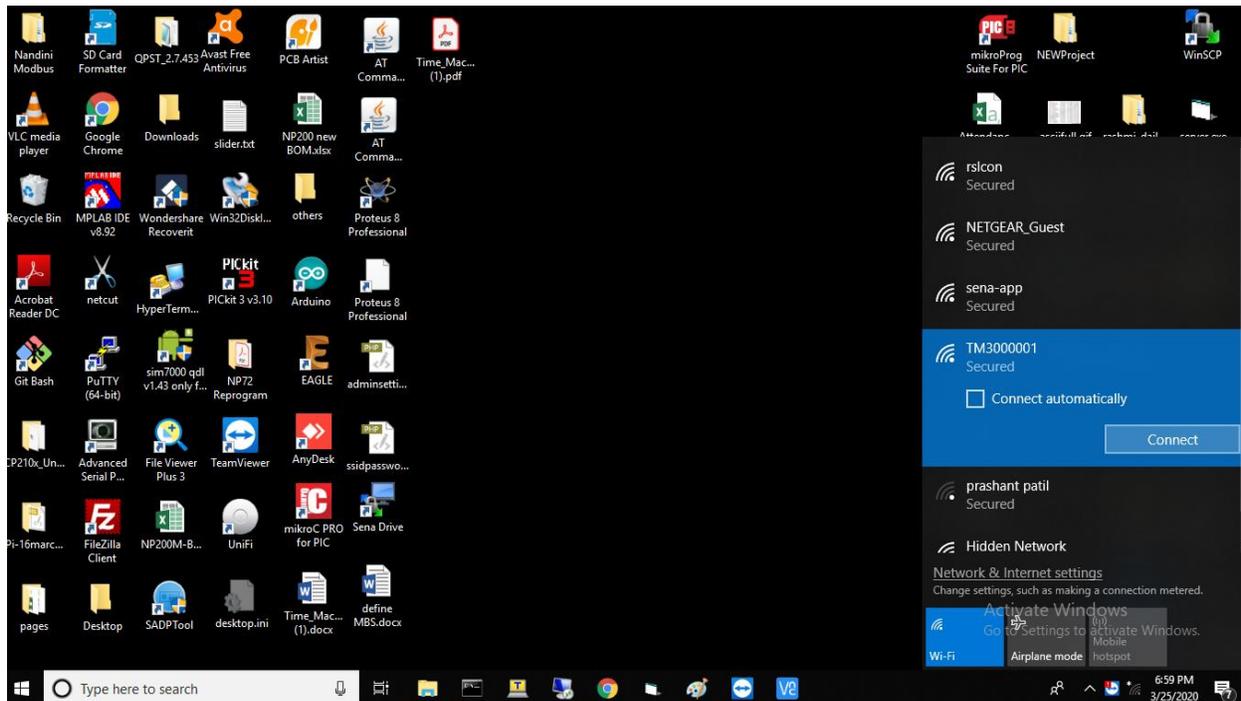
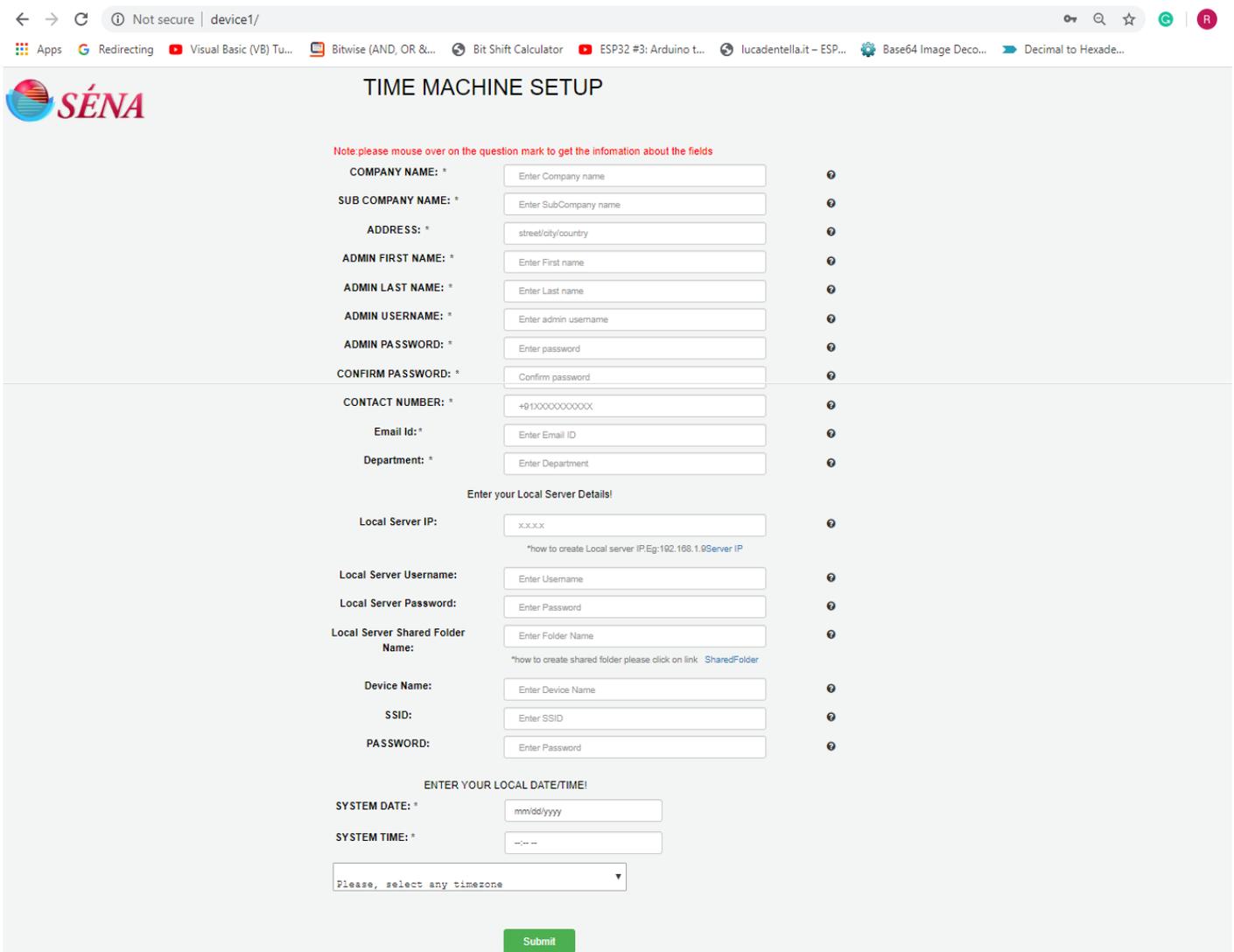


Figure 10

- When successfully connected, type unit number for example “http://TM3000001” or IP address 10.0.0.1 in your Device browser
- This will result in display of Time Machine Menu as shown below: (figure 11)

NOTE – All these (*) Fields are mandatory

- a. Company Name (*)
- b. Sub Company Name (*)
- c. Address (*)
- d. Customer network information – SSID, pwd, etc. (*)
- e. Admin information: First name , last Name, Admin number, department, Email ID , etc. (*)
- f. Device name (*)
- g. Local server IP, Username, password and shared folder name (*)
 - 1) If you don't know how to assign static IP to local server, please refer point “**Setup Local Server**”) Page 12
 - 2) If you don't know how to share folder on network, please refer point “**Setup Target Directory**”) Page 07
- h. File structure on local network where employee information will be stored i.e. uploaded with customer information, RFID tag #, time/date, time zone, picture, etc.
- i. Reports –weekly.



← → ↻ ⓘ Not secure | device1/

Apps Redirecting Visual Basic (VB) Tu... Bitwise (AND, OR &... Bit Shift Calculator ESP32 #3: Arduino t... lucadentella.it – ESP... Base64 Image Deco... Decimal to Hexade...

SENA TIME MACHINE SETUP

Note please mouse over on the question mark to get the infomation about the fields

COMPANY NAME: * ⓘ

SUB COMPANY NAME: * ⓘ

ADDRESS: * ⓘ

ADMIN FIRST NAME: * ⓘ

ADMIN LAST NAME: * ⓘ

ADMIN USERNAME: * ⓘ

ADMIN PASSWORD: * ⓘ

CONFIRM PASSWORD: * ⓘ

CONTACT NUMBER: * ⓘ

Email Id: * ⓘ

Department: * ⓘ

Enter your Local Server Details!

Local Server IP: ⓘ
*how to create Local server IP Eg:192.168.1.9Server IP

Local Server Username: ⓘ

Local Server Password: ⓘ

Local Server Shared Folder Name: ⓘ
*how to create shared folder please click on link [SharedFolder](#)

Device Name: ⓘ

SSID: ⓘ

PASSWORD: ⓘ

ENTER YOUR LOCAL DATE/TIME!

SYSTEM DATE: *

SYSTEM TIME: *

Figure 11



TM300 Operations

- 1) LED blinks When ready
- 2) Employee need to stand in front of TM 300
- 3) TM300 need to install max 65 inch from ground
- 4) Unit is now ready for local operation
- 5) Give each employee their corresponding cards
- 6) Every time the RFID card is swiped, a record is inserted in the weekly file in shared folder.
- 7) Each entered record will contain:
 - a) Employee Name: John Doe
 - b) Date: mm/dd/yy
 - c) Time: hh:mm:ss am/pm
 - d) Registered At
 - e) Swiped At
 - f) Employee snap shot
- 8) Enter Device name in browser that you have entered at the time of Time Machine setup eg. If you entered device name as “test” then enter “http://test” in browser, Login page will be display. (Figure 12)
- 9) Enter username and password



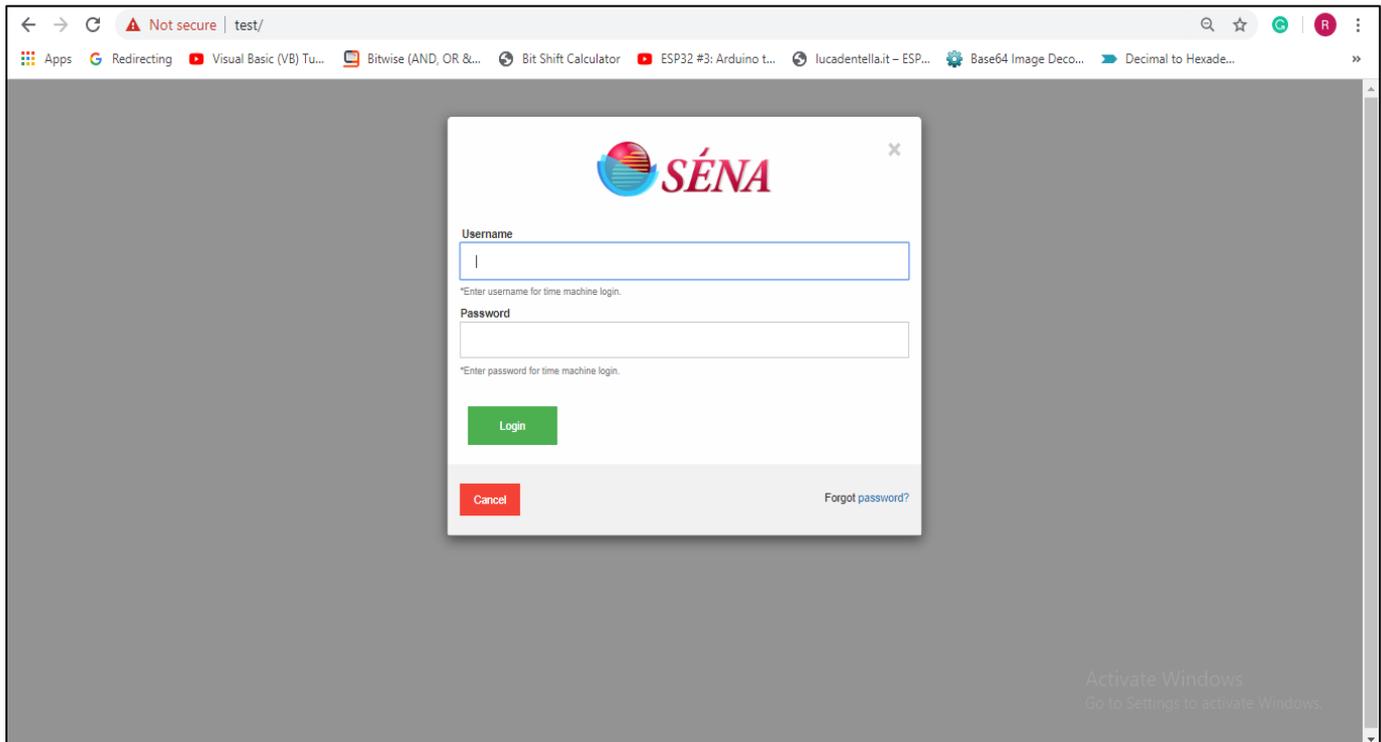
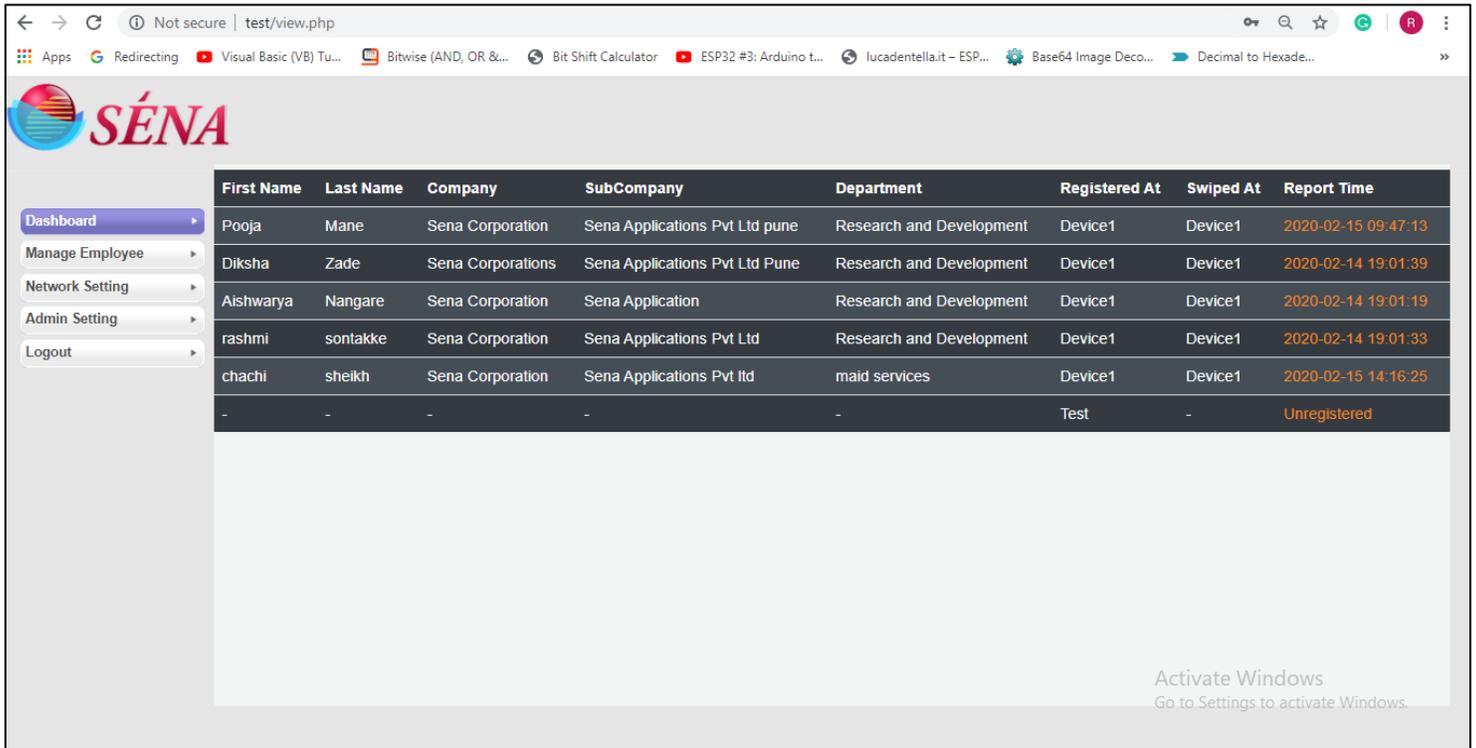


Figure 12

- 10) After Login, Customer can see his Dashboard. (Figure 13)
- 11) All registered and unregistered entries will show on dashboard. If customer wants to register pending entry, then click on “Unregistered”
- 12) If that unregistered card needs to be registered. Identify the employee by his profile pic and fill up all the details of that employee. Then click on “Submit” (Figure 14)
- 13) Distribute each employee registered card to respective employees

Difference between Registered and Unregistered cards:

Registered Card can:



First Name	Last Name	Company	SubCompany	Department	Registered At	Swiped At	Report Time
Pooja	Mane	Sena Corporation	Sena Applications Pvt Ltd pune	Research and Development	Device1	Device1	2020-02-15 09:47:13
Diksha	Zade	Sena Corporations	Sena Applications Pvt Ltd Pune	Research and Development	Device1	Device1	2020-02-14 19:01:39
Aishwarya	Nangare	Sena Corporation	Sena Application	Research and Development	Device1	Device1	2020-02-14 19:01:19
rashmi	sontakke	Sena Corporation	Sena Applications Pvt Ltd	Research and Development	Device1	Device1	2020-02-14 19:01:33
chachi	sheikh	Sena Corporation	Sena Applications Pvt ltd	maid services	Device1	Device1	2020-02-15 14:16:25
-	-	-	-	-	Test	-	Unregistered

Figure 13

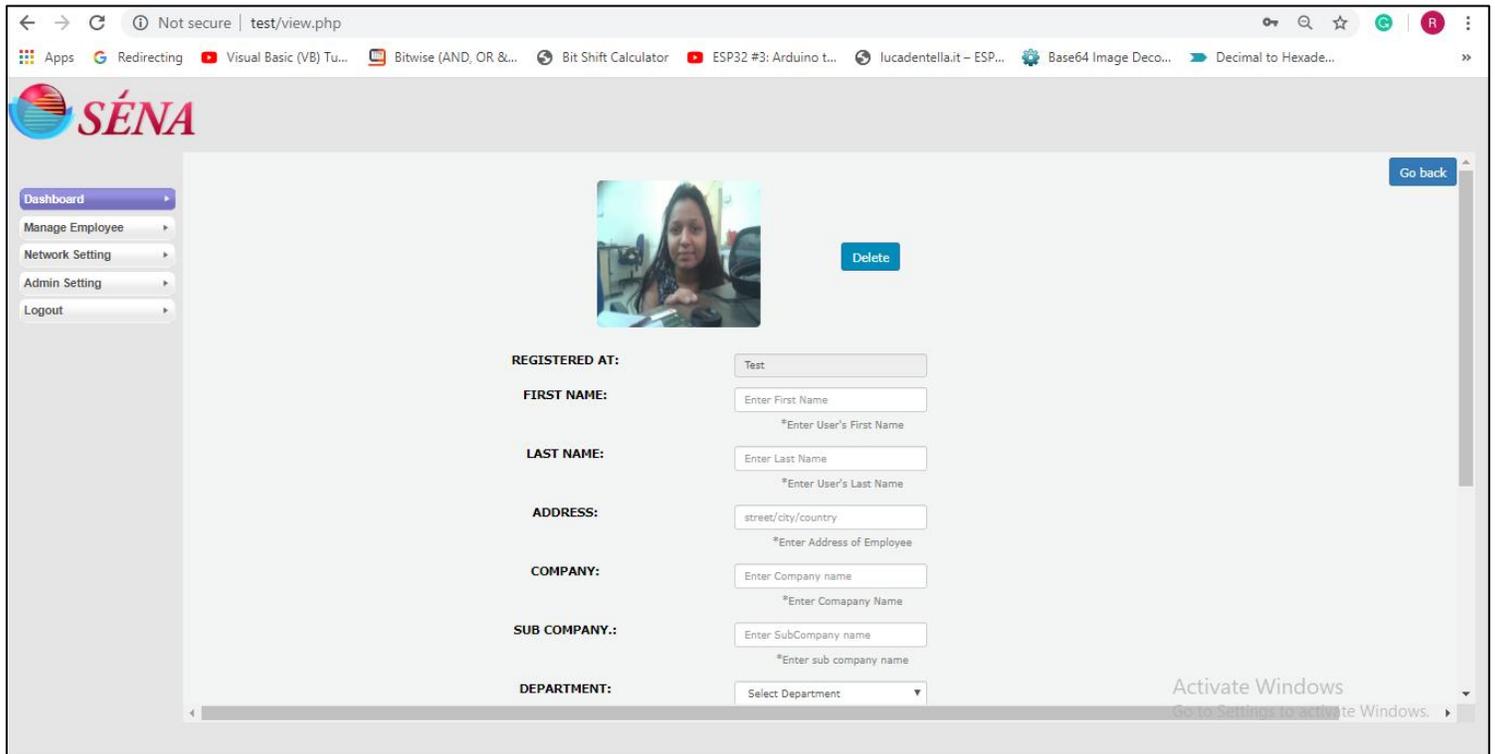


Figure 14

14) On the dashboard page click on text in the Report time column to see the attendance history of Employee (figure 15)

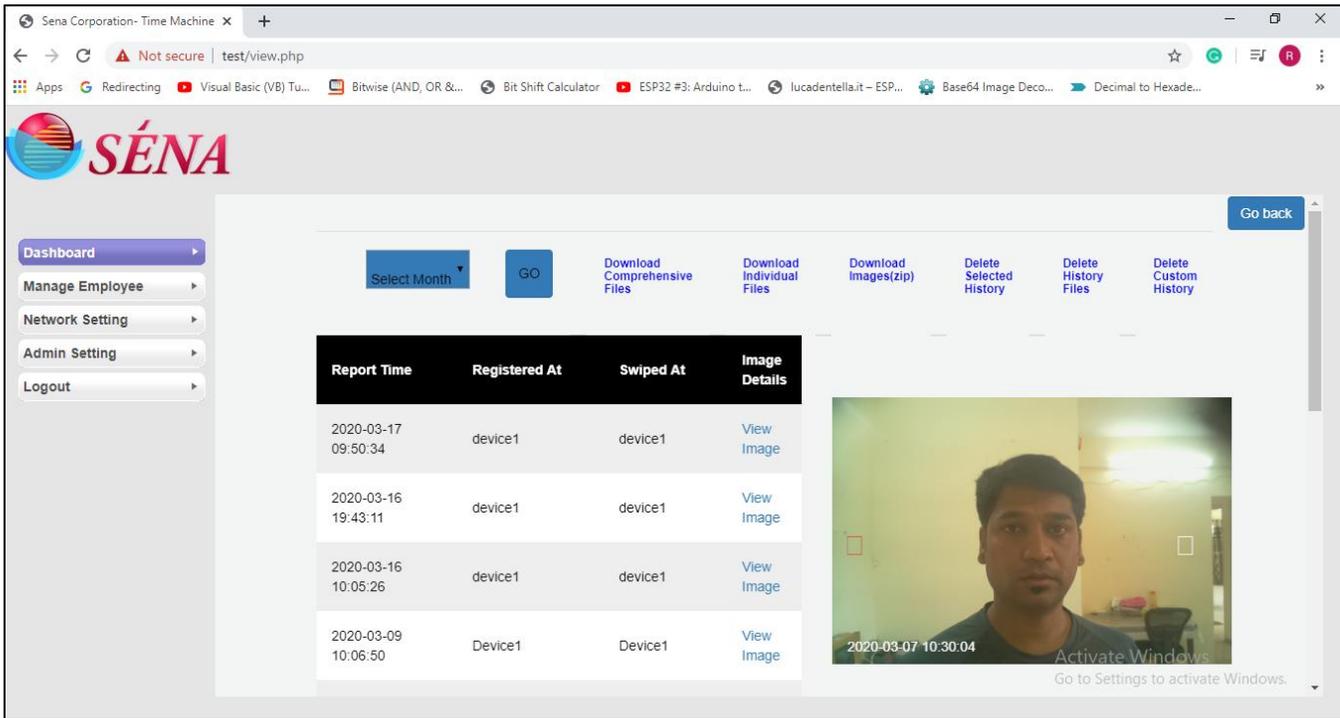


Figure 15

- 15) On Attendance History page for downloading Comprehensive attendance files select option “Download Comprehensive files” on the history page (figure 16).
- 16) On Attendance History page for downloading individual attendance files select option “Download Individual files” on the history page (figure 17).

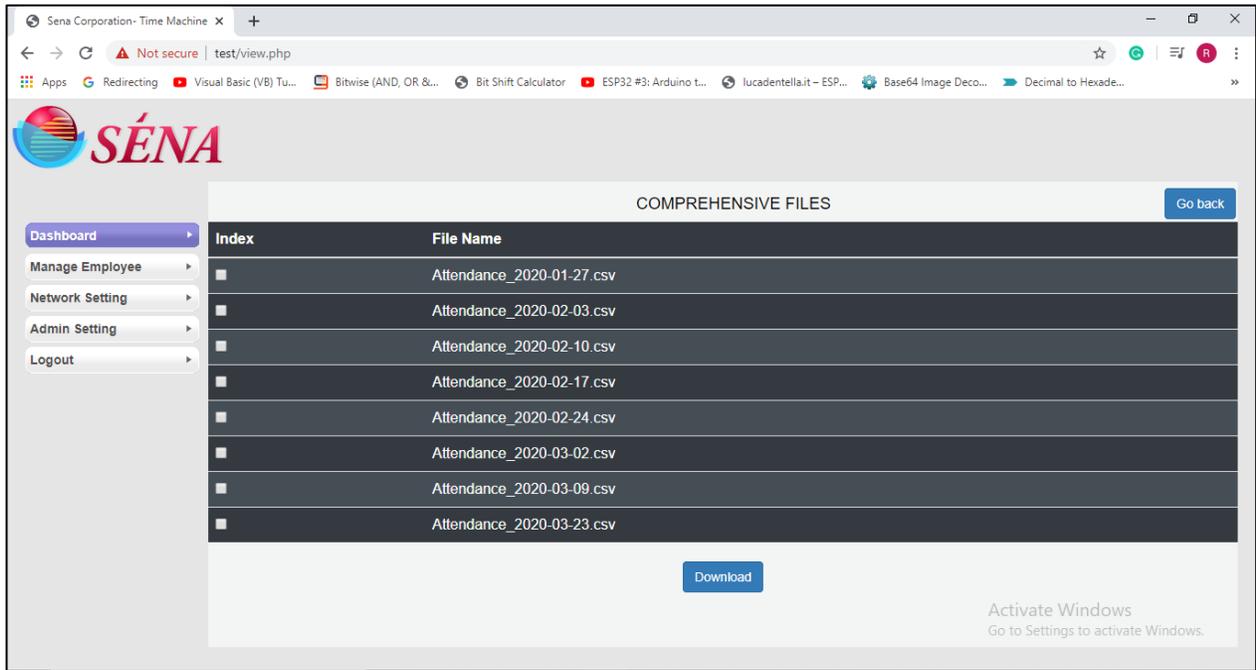
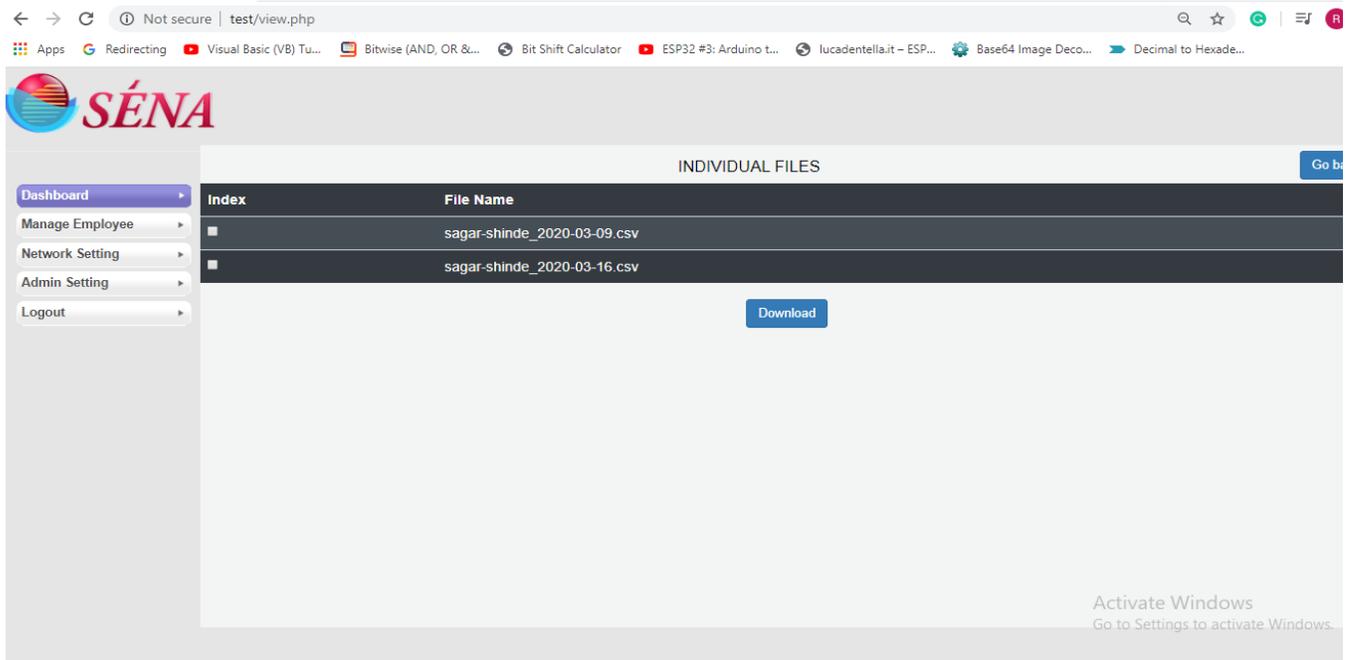


Figure 16



Not secure | test/view.php

Apps Redirecting Visual Basic (VB) Tu... Bitwise (AND, OR &... Bit Shift Calculator ESP32 #3: Arduino t... lucadentella.it - ESP... Base64 Image Deco... Decimal to Hexade...

SENA

INDIVIDUAL FILES [Go b...](#)

Index	File Name
■	sagar-shinde_2020-03-09.csv
■	sagar-shinde_2020-03-16.csv

[Download](#)

Activate Windows
Go to Settings to activate Windows...

Figure 17

17) Manage Employee will help you to Edit and delete employee information (figure 18)

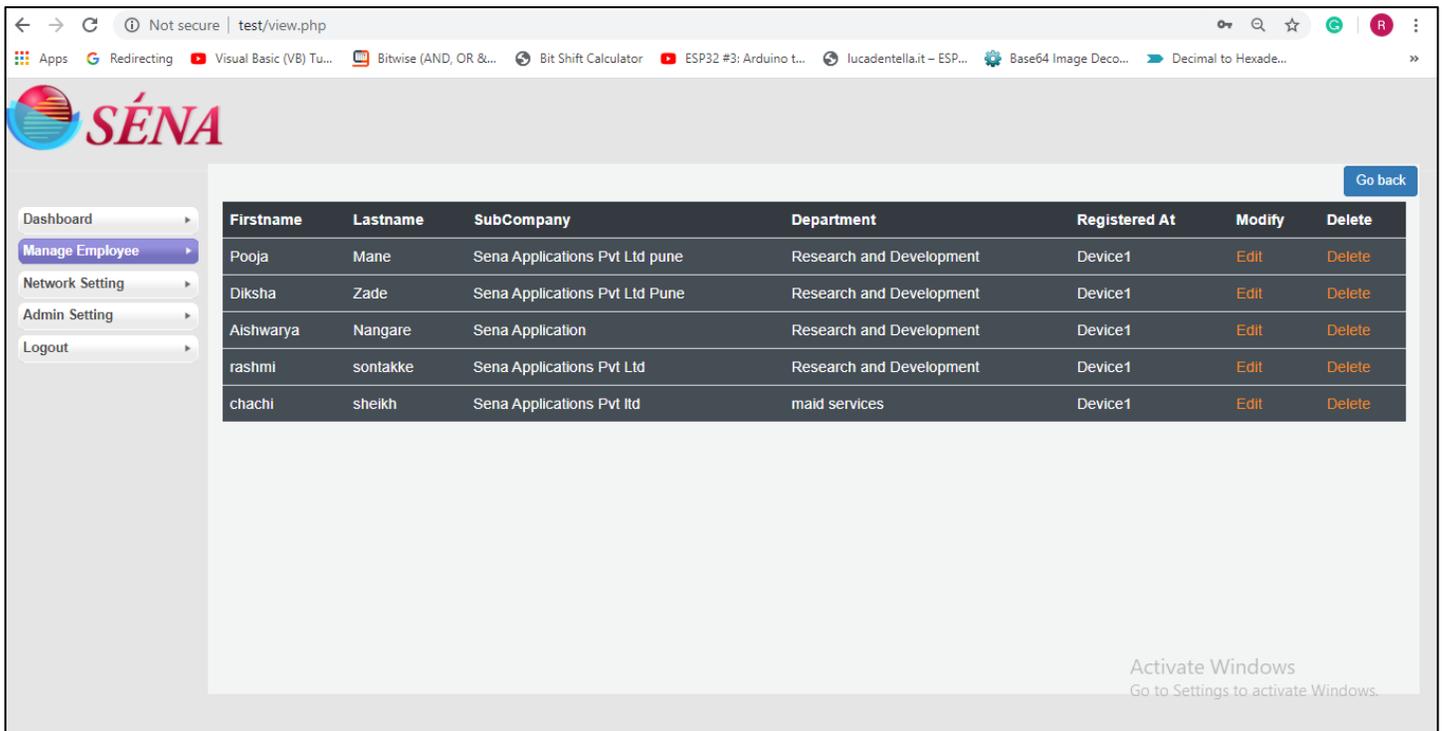


Figure 18

- 18) For changing network details, he can change it on clicking “**Network Setting**” from side bar menu (figure 19).
- 19) **SSID:** Enter a SSID of Your Wi-Fi network.
- 20) **Password:** Enter a password of your Wi-Fi Network.
- 21) **Server IP:** Enter the static IP of local server. If you not create Static IP then Kindly refer "HowToSetUpStaticIPAddress.pdf" file.
- 22) **Server User Name:** Enter the username of local server.
- 23) **Server password:** Enter the password of local server.
- 24) **Folder Name:** Enter the folder name of shared folder. If you have not shared folder on network Kindly refer "HowtoSharedFolder.pdf" file.
- 25) Enter network details and click on submit.

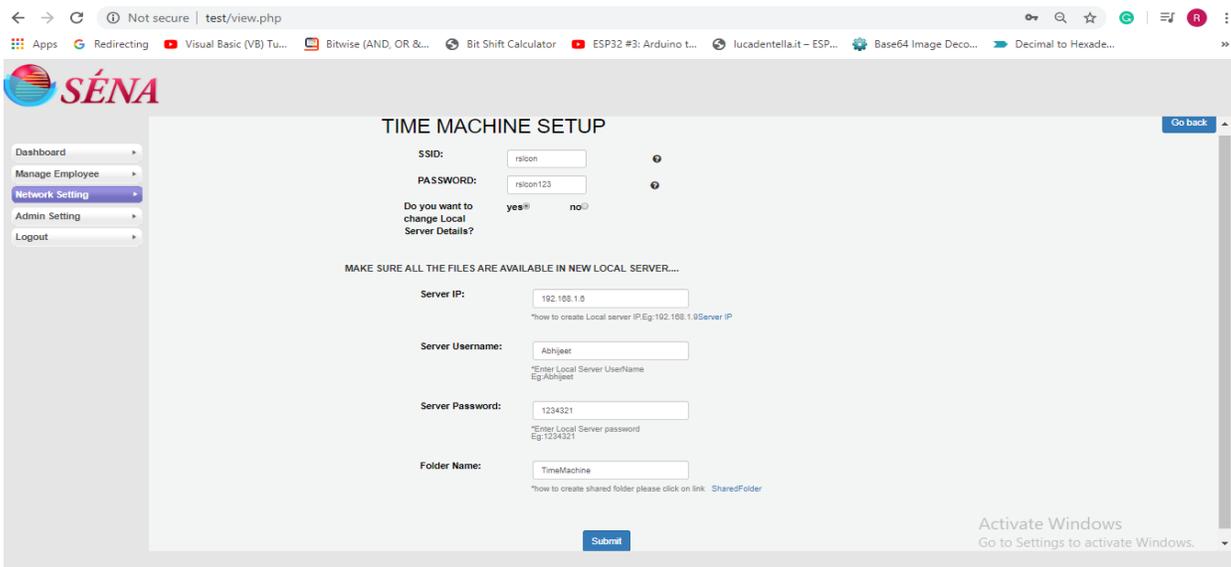


Figure 19

- 26) For changing Admin Login credential and sub-company name, he can change it on clicking “**Admin Setting**” from side bar menu. He can also change Date/time and Time zone from here (figure 20). Enter details and click on submit.

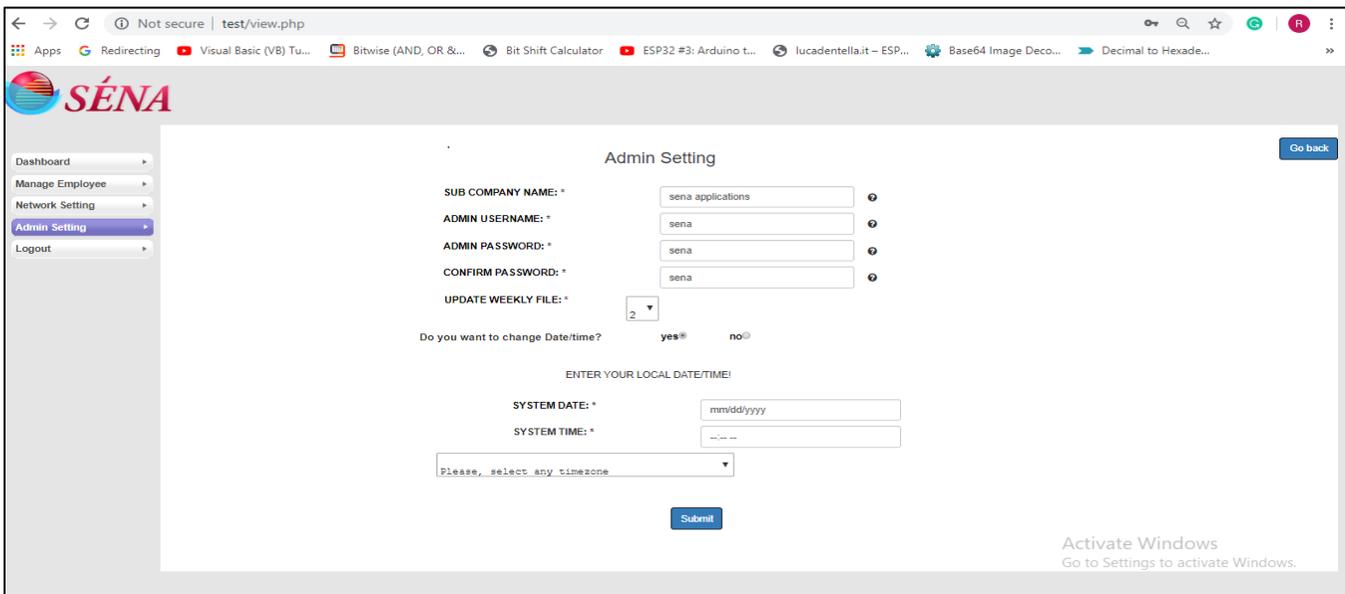


Figure 20

Shared folders contain below folders. These folders automatically get created once the time machine successfully gets installed. (Figure 21)

1. Attendance
2. Images
3. System Files.

27) Attendance:

a) This folder contains two folders **Comprehensive** and **Individual**. Refer Figure 22

28) Comprehensive folder contains one file for report time which you have selected at the time of Time machine configuration. Refer Figure 23

- 29) Each individual folder contains a subfolder for each employee. And that folder contains an attendance file for each employee. Refer Figure 24
- 30) Both the files comprehensive and individual have the same type of Data Only Difference is a comprehensive file having all the employee attendance data in one file. And individual attendance files have only one employee's attendance Data. Refer Figure 25
- Below Columns are in the attendance file. Refer Figure 25
1. Name: Name Of employee
 2. Date Time: Time of card get swiped
 3. Registered At: This column shows where the card gets registered. eg. if any company has multiple time machines installed. It's helpful to identify the employee's gate/door/department.
 4. Swiped at: This column shows where the card gets swiped. eg. if any company has multiple time machines installed. It's helpful to identify the employee entering from which gate/door/department .
 5. Image name: This column shows name of image at the time he/her swiped the card.
 6. RFID no: This column shows the RFID card no gets allocated to the employee
 7. Working Hours: This column show the count of working hours per day
- 31) Image: This folder contains a subfolder as per the weekly report time gets selected at the time of time machine configuration. Refer Figure 26
- 32) System Files: This folder is for factory use ONLY; please do not open this folder.

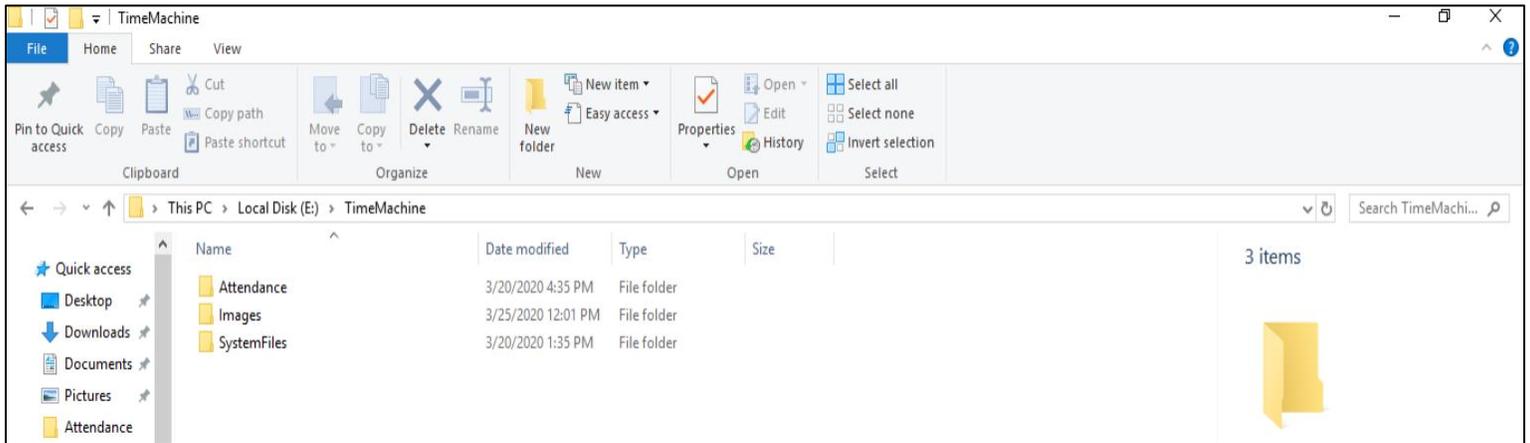


Figure 21

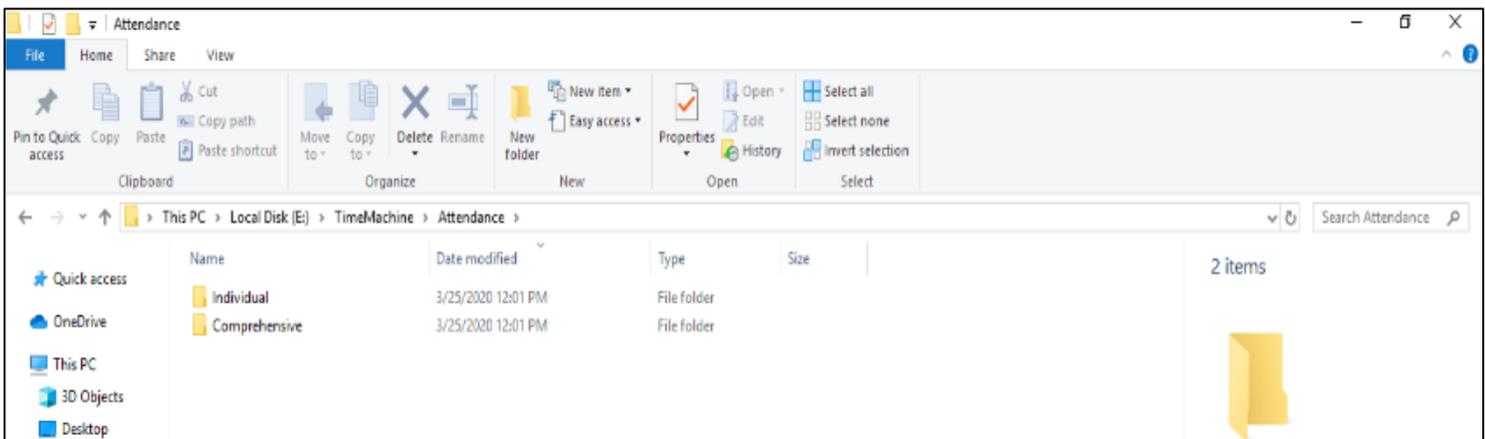


Figure 22

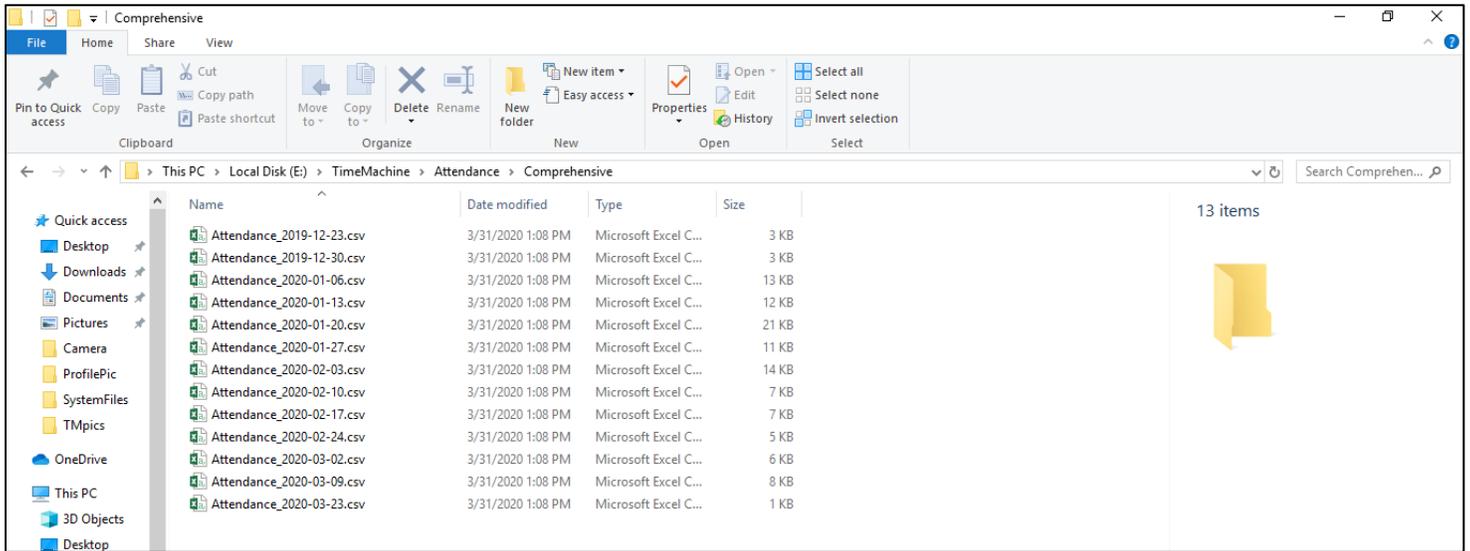


Figure 23

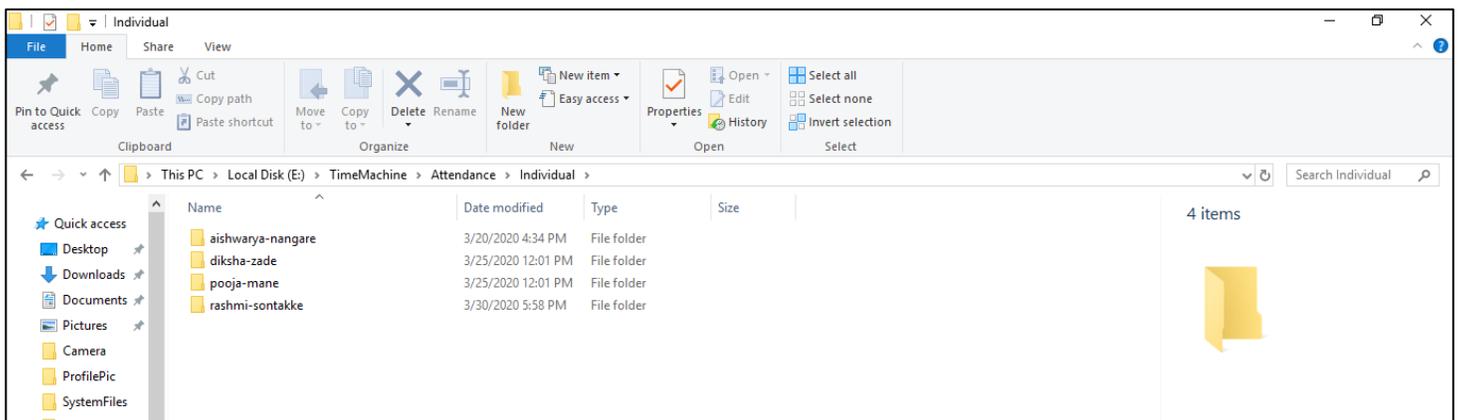


Figure 24

	A	B	C	D	E	F	G	H
1	Name	DateTime	Registered At	Swipe At	Image Name	RFIDNo	Working Hours	
2	rashmi sontakke	19/03/20 17:10	TM3000001	TM3000001	rashmi_sontakke-1D0079C743E0-2020_03_19_17_10_30.jpg	1D0079C743E0	0:12:38	
3	pooja mane	19/03/20 17:10	TM3000001	TM3000001	pooja_mane-1D0079C97AD7-2020_03_19_17_10_27.jpg	1D0079C97AD7	0:12:31	
4	pooja mane	19/03/20 16:57	TM3000001	TM3000001	pooja_mane-1D0079C97AD7-2020_03_19_16_57_56.jpg	1D0079C97AD7	0:05:38	
5	rashmi sontakke	19/03/20 16:57	TM3000001	TM3000001	rashmi_sontakke-1D0079C743E0-2020_03_19_16_57_52.jpg	1D0079C743E0	0:05:59	
6	diksha zade	19/03/20 16:57	TM3000001	TM3000001	diksha_zade-1D0079CD963F-2020_03_19_16_57_43.jpg	1D0079CD963F	0:06:01	
7	pooja mane	19/03/20 16:52	TM3000001	TM3000001	pooja_mane-1D0079C97AD7-2020_03_19_16_52_18.jpg	1D0079C97AD7	0:10:29	
8	rashmi sontakke	19/03/20 16:51	TM3000001	TM3000001	rashmi_sontakke-1D0079C743E0-2020_03_19_16_51_53.jpg	1D0079C743E0	0:09:51	
9	diksha zade	19/03/20 16:51	TM3000001	TM3000001	diksha_zade-1D0079CD963F-2020_03_19_16_51_42.jpg	1D0079CD963F	0:09:25	
10	diksha zade	19/03/20 16:42	TM3000001	TM3000001	diksha_zade-1D0079CD963F-2020_03_19_16_42_17.jpg	1D0079CD963F	0:13:10	
11								
12								
13								

Figure 25

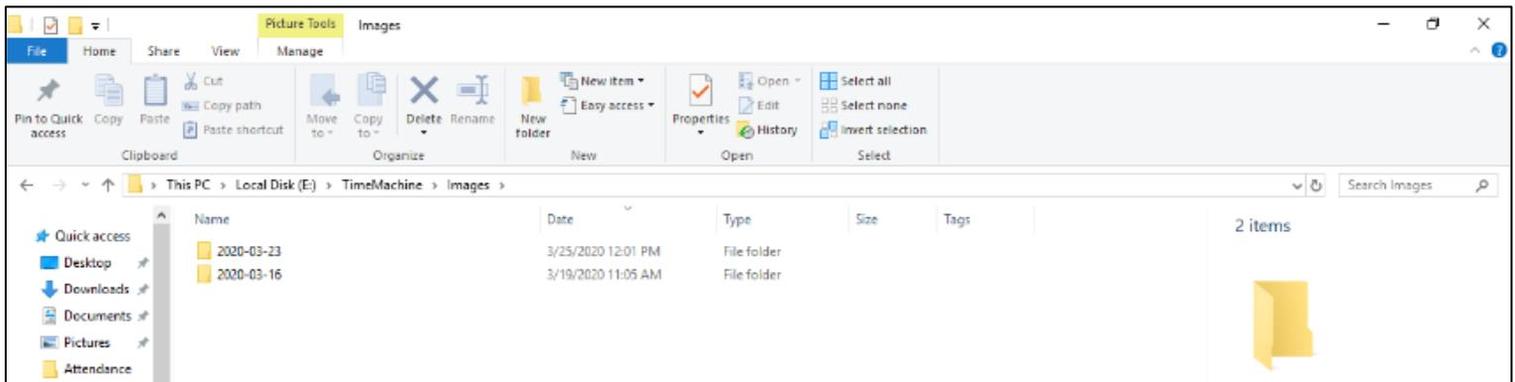


Figure 26

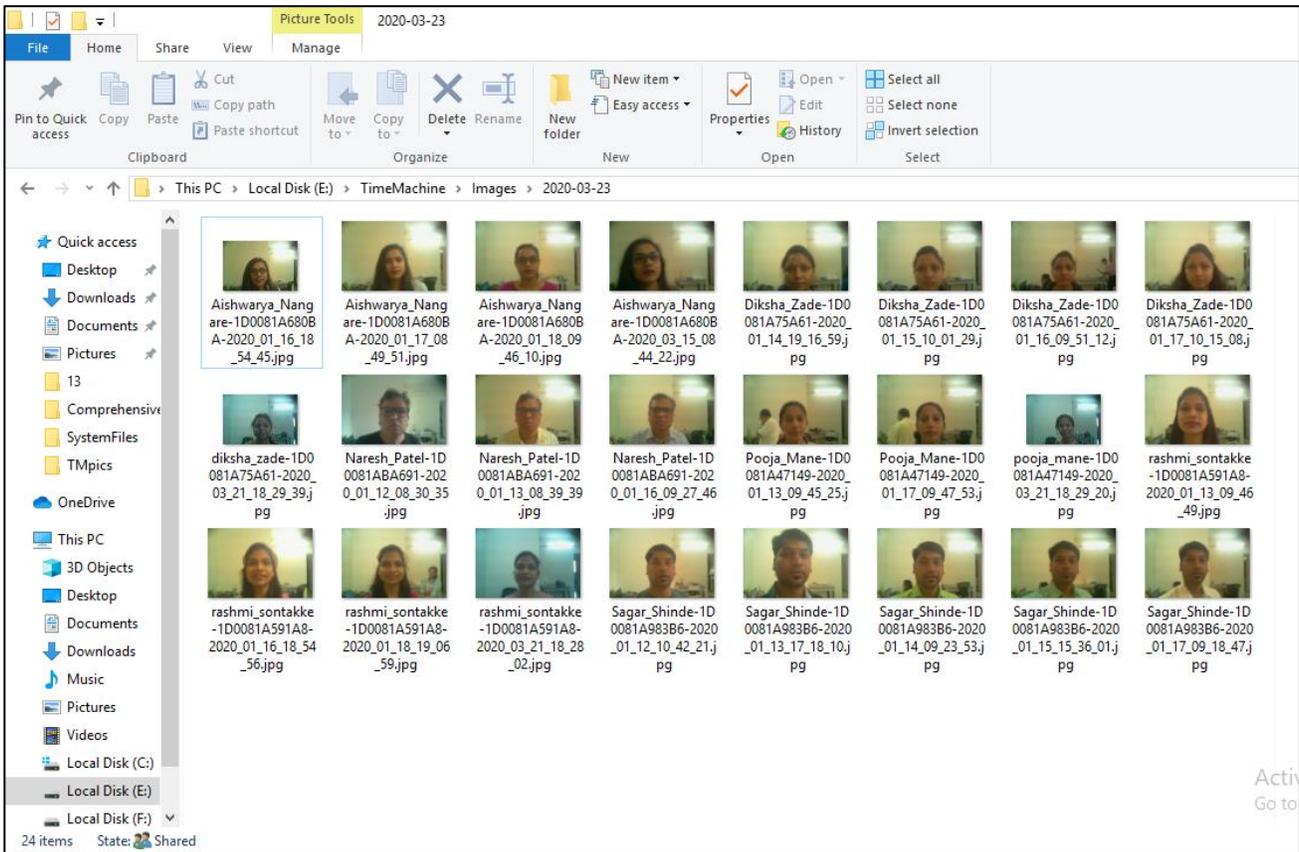


Figure 27

Do Not Delete/Edit any file from the local server. If you delete or edit any file sena corporation will not be responsible for any cause.

LCON Operations.

- 1) It is assumed here that customer WiFi has internet access
- 2) Access your internet and go to sena-corp.com
- 3) In the upper right corner click on “Login”
- 4) Login into LCON with your credentials. (If you don't have login credentials please contact Sena Email: patelnp@sena-corp.com)
- 5) Click on “Submit” figure 28
- 6) LCON page will now display
- 7) Click On “Show Report”. figure 29
- 8) Dashboard Page will now display. figure 30
- 9) Identify the Unit and click on text in Description tab
- 10) Now Time Machine Dashboard page will open. Figure 31

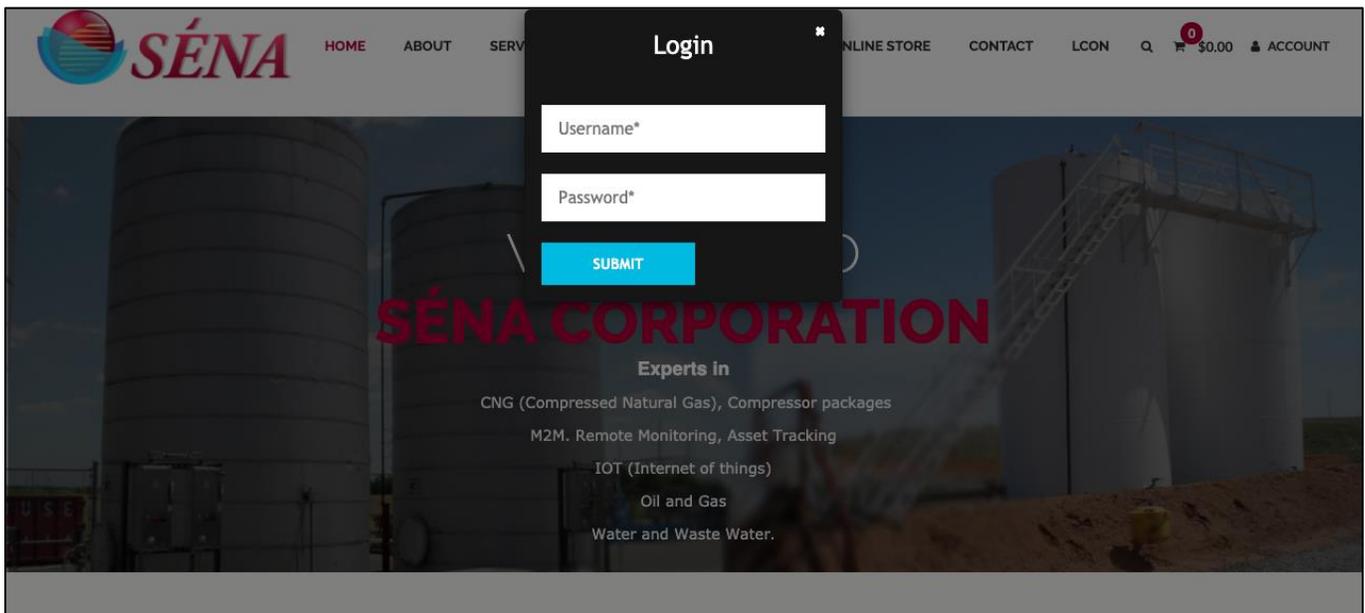


Figure 28

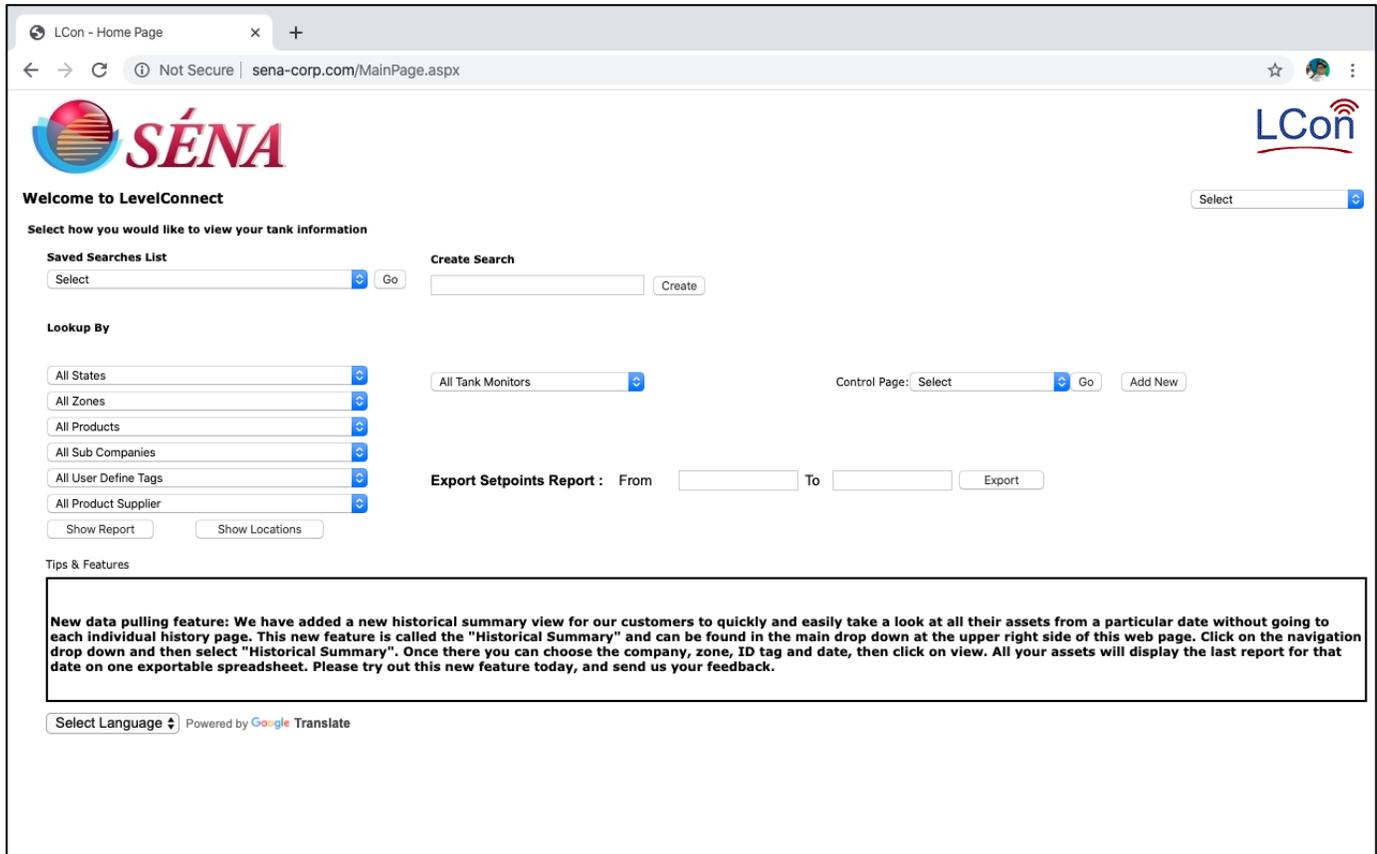


Figure 29

- 11) Click On Text which in name Column in Figure 31 to see employee Information (figure 32)
- 12) Click On Text which in Report Time Column in Figure 31 to see employee attendance history figure 33
- 13) You can download month wise history as well as images from this page

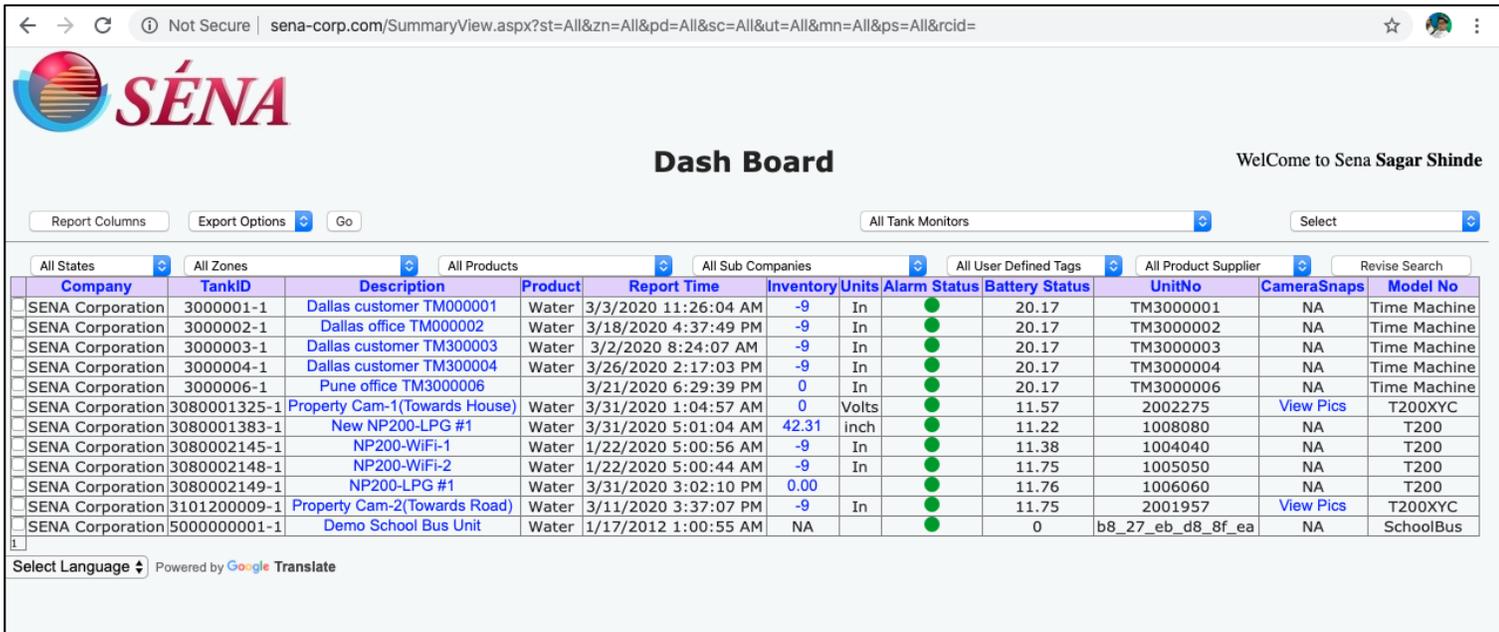
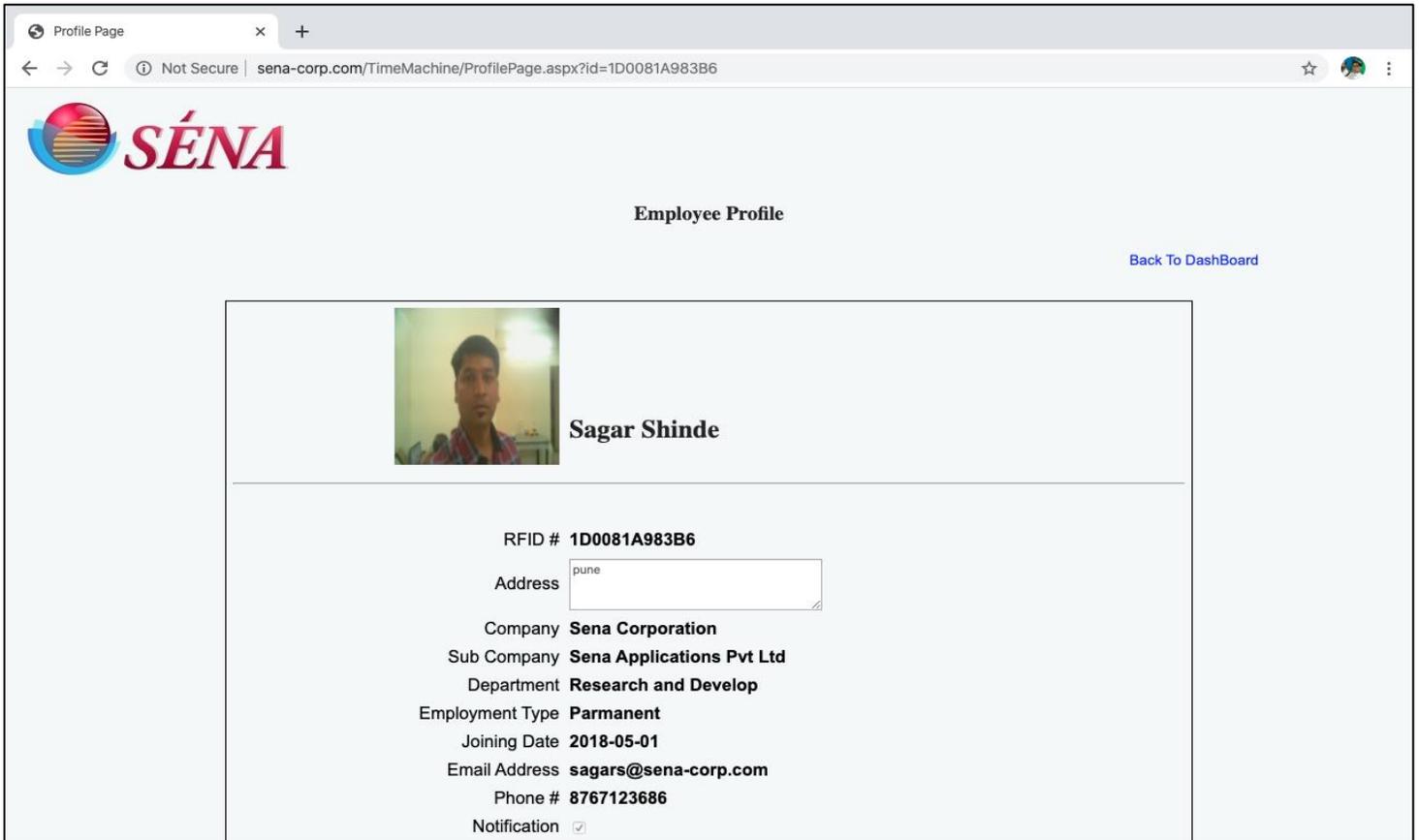


Figure 30



Figure 31



Profile Page x +

Not Secure | sena-corp.com/TimeMachine/ProfilePage.aspx?id=1D0081A983B6



Employee Profile

[Back To Dashboard](#)



Sagar Shinde

RFID # **1D0081A983B6**

Address

Company **Sena Corporation**

Sub Company **Sena Applications Pvt Ltd**

Department **Research and Develop**

Employment Type **Parmanent**

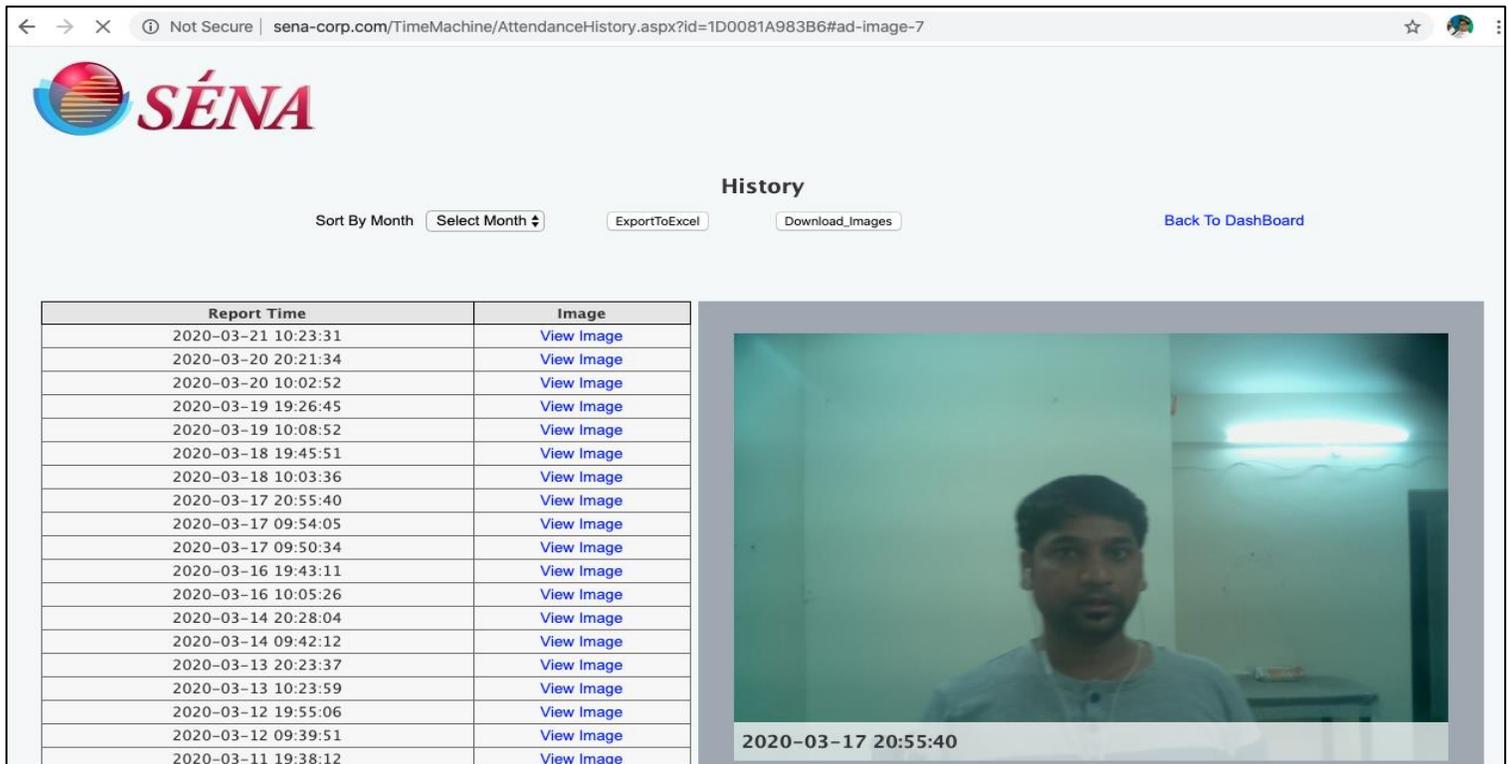
Joining Date **2018-05-01**

Email Address **sagars@sena-corp.com**

Phone # **8767123686**

Notification

Figure 32



SENA

History

Sort By Month [Back To Dashboard](#)

Report Time	Image
2020-03-21 10:23:31	View Image
2020-03-20 20:21:34	View Image
2020-03-20 10:02:52	View Image
2020-03-19 19:26:45	View Image
2020-03-19 10:08:52	View Image
2020-03-18 19:45:51	View Image
2020-03-18 10:03:36	View Image
2020-03-17 20:55:40	View Image
2020-03-17 09:54:05	View Image
2020-03-17 09:50:34	View Image
2020-03-16 19:43:11	View Image
2020-03-16 10:05:26	View Image
2020-03-14 20:28:04	View Image
2020-03-14 09:42:12	View Image
2020-03-13 20:23:37	View Image
2020-03-13 10:23:59	View Image
2020-03-12 19:55:06	View Image
2020-03-12 09:39:51	View Image
2020-03-11 19:38:12	View Image

2020-03-17 20:55:40

Figure 33

