



## MobileClock Essentials



The TimeClock Plus® **MobileClock** app allows employees to log into TimeClock Plus and perform clock operations and view hours via an app on Android™ or Apple® smartphones and tablet devices. This is useful in cases where employees may be working on-site without access to WebClock or a conventional clock device.

After an employee uses MobileClock, managers can view where a punch took place via the built-in GPS tracking, and can even set GPS as a requirement so employees cannot perform clock operations from home.

### Compatibility

- Android version 4.4 ("KitKat") or higher.
- iOS version 8 or higher for iPhone® and iPad®.

### Installation and Setup

The MobileClock app is freely downloadable from Google Play™ and the Apple App Store®. To find it, simply search for "TimeClock Plus," choose MobileClock, and install it like you would any other app.

After installing, you will need to set up the app for the first time:

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1. Open the app on your device. This should present you with a setup screen.

TimeClock Plus

Scheme

Domain

Port

Path

Namespace

Client Version:7.0.41.0  
Server Version:v0000  
Revision:31420

2. Enter correct information here. This will consist of:
  - **Scheme:** If TimeClock Plus is using a security certificate, you will choose HTTPS. If not, then you will choose HTTP.
  - **Domain:** This is the location of your server, or the top-level URL used to access TimeClock Plus. In this case, you will use **tcplusondemand2.com**.
  - **Port:** If TimeClock Manager was installed on a port other than the default, you can fill in the port here. You can leave this field blank.
  - **Path:** This is the API path for this company, meaning that it helps connect the app to the toolset used by TimeClock Plus for mobile functionality. For TimeClock Plus OnDemand, the API path is **api/v0000**.
  - **Namespace:** If you are using TimeClock Plus OnDemand, or if your installation uses more than one namespace for multiple company setups, then that information will be completed here. This field is not required if you do not use namespaces. The namespace is taken from your TimeClock Plus Customer ID number, which can be found at the end of your TimeClock Plus OnDemand login URL.



3. Press **Save**. If the settings are correct, you should be taken to a second configuration screen. Here, you will enter the following supplemental information:
  - **Geolocation timeout:** This is the amount of time before the geolocation tracking will fail.
  - **Sync offline data:** The app can periodically check and sync information from the server in case it goes offline. This way, if an employee has to perform an offline punch, they will use the most up-to-date data.
  - **Select Company:** Select the proper company from the dropdown menu.
  - **ID Number:** This is the employee's ID number.
  - **PIN:** If the employee has a PIN, it will be entered here.
4. Press **Submit** to save the settings.

**TIP:** To change these settings, browse to the **Configure** option within the app.

5. To ensure that the employee has permission to use the app, browse to the employee's **Access** tab in **TimeClock Manager > Employee > Employee Profiles**. Beneath the **Clock Configurations** section, place a check mark next to **MobileClock** and choose a configuration from the dropdown. Click **Save**.
6. To enable GPS requirements, browse to **Configuration > Other Configurations > Clock Configurations** and choose the clock configuration that the employee is using with



**TimeClock Plus**

MobileClock. Under the **Access Restrictions** section, place a check mark next to **Prevent clock operation when no geolocation found**, and click **Save**.

**TIP:** GPS requirements are recommended because they prevent an employee from deactivating the GPS for the app, thus allowing managers to make sure that their employees are clocking in from a job site and not from home or elsewhere. Please note, however, that the GPS accuracy is limited to that of the device's location tracking.

## Using MobileClock

Functionally, MobileClock behaves just like the WebClock or an RDTg clock device, in that many of the same operations are available in the same layout.

If you need to return to the main screen, this can be accomplished with the gray **Home** button.

### Clocking In

1. Select **Clock In**.
2. Confirm your information is correct and select **Continue**.
3. If enabled, you will be prompted to select a job code and select **Continue**.
4. If enabled, you may also need to enter in a tracked amount before continuing.

### Clocking Out

1. Select **Clock Out**.
2. You will be prompted to confirm your information is correct. Select **Continue**.
3. If enabled, you may also need to enter in a tracked amount or answer a question before continuing.

### Clocking Out for Break (if enabled)

1. Select **Start Break**.
2. Confirm your information is correct and select **Continue**.

### Clocking In from Break (if enabled)

1. Select **End Break** or **Clock In**.
2. Confirm your information is correct and select **Continue**.

### Changing Job Codes (if enabled)

1. Select **Change Job Code**.
2. Confirm your information is correct and select **Continue**.
3. Choose the new job code and select **Continue**.

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### **Viewing Hours and Shift Notes (if enabled)**

1. Select **View Hours**.
2. Each shift and absent segment will be listed on separate lines, and any relevant totals will be noted beneath. Use the **Prev** and **Next** buttons to browse from week to week.
3. If enabled, employees can approve each shift by pressing the check mark on the left side of the segment.
4. To view shift notes, expand a segment in the list, then press the **Note** button to access the **View Notes** screen. To add a new note, select the green **Add** button at the top of this screen, type a note, and press **Save**.
5. If punch rounding is being used, employees can tap each segment to view the actual punch times in addition to the rounded times.

### **Viewing Schedules (if enabled)**

1. Select **View Schedules**.
2. Each scheduled shift will be listed on separate lines. Use the **Prev** and **Next** buttons to browse from week to week.

### **Viewing Last Punch (if enabled)**

1. Select **View Last Punch**.
2. The **Last Punch** screen will show you the last clock operation, including the date, time, job code, and what kind of operation it was.

### **Viewing Accruals (if enabled)**

1. Select **View Accruals**.
2. Each accrual bank will be listed within its own table. Here you can view the amounts accrued, the amounts used, and the forecast usage.
3. If you need to see a different accrual forecast, use the **Select forecast date** dropdown at the top of the window to choose a new date.

### **Viewing Messages (if enabled)**

1. Select **View Messages**.
2. Each message will be listed on a separate line. In addition to the message's contents, each message will display the date the message was sent, as well as the ID of the user who sent the message.
3. If enabled, employees can mark a message as **Read** by using the check mark on the left side of the message. Once all messages are marked, confirm by pressing the **Submit** button at the bottom of the **View Messages** window.

**For assistance please call Customer Support at: (325) 223-9300  
M-F, 7AM to 6PM Central Time, Excluding Holidays**