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 6 or higher

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,” and install it like you would any other app.
After installing, you will need to set up the app for the first time:

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

   ![TimeClock Plus setup screen]

   - **https**
     - rs2.tcplusondemand.com
     - Leave blank
     - Leave as is
   - 224987
     - Leave as is
     - Use your Davidson College ID

2. Enter correct information here. This will consist of:
   - **Scheme**: If TimeClock Plus is using a security certificate, you will choose HTTPS. If not, choose HTTP.
   - **Domain**: This is the location of your server, or the top-level URL used to access TimeClock Plus.
   - **Port**: If TimeClock Manager was installed on a port other than the default, you can fill in the port here.
   - **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.
   - **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.
   - **Company ID**: This is the company's ID number.
   - **Individual ID**: This is the employee's ID number.
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.

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.

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- **Use PIN entry**: If this is checked, then you will be provided with a field to fill in the PIN number, if one is available.
- **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.

3. Click Submit. If the settings are correct, you should receive a message telling you that the operation was successful.
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.

Viewing Hours (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. 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 operation type.

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.