

# Administrator Manual Mobile App



Enterprise Time, Attendance and Workforce Management

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## Notices

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#### Mobile App

Android or IOS app for your mobile

Server URL https://tc8.treeringws.com
Company Code treering
<b>Card ID</b> 40462
PIN
Login
Forgot PIN? English   Español

- Login to TreeRing Time via mobile app using TreeRing Time login credentials
- Mobile app captures the geo location of the employee at the time of punch in and punch out and update the TimeClock database
- Punch in / punch out
- Lunch break out
- Ability to change home Business Unit / site if employee site changes and then punch in / out using mobile app (allow an employee to have a "home" default location, but also have the ability so select a different job code/site on an as needed basis while roaming between work locations; restricted based on Level Hierarchy Plan.
- Attestation questions

## Download TreeRing Time Mobile App

Get the TreeRing Time iOS app:

https://itunes.apple.com/us/app/treeringtime/id1271644201

Get the TreeRing Time Android app:

https://play.google.com/store/apps/details?id=com.msb.treeringtime

#### Interface Menu

- Start: Press to begin a shift. You may be prompted for your organizational level and activity.
- End: Press to end your shift. You may be asked for the number of hours you worked.
- Lunch Leave: Press to take your lunch break.
- Lunch Return: Press when returning from lunch.
   Note: If a Minimum Lunch Time is configured for your organization, and you try to punch in for a Lunch Return before that time is up, you will be prevented from punching back in until the Minimum Lunch Time has passed.
- Start Break: Press when taking a break.
- End break: Press when returning form your break.
- Switch: You can switch organizational levels during a shift when the department, task, pay, or benefits change.
- Language: Press to select an alternate language.
- View Schedule: Displays your schedule for the current pay period.
- PTO Request: You can use eTimeClock to enter a paid time off (PTO) request.
- View Time Sheet: Displays your time sheet for the current pay period.
- More Options: Used to configure users (admin only), connection settings, logs, clear data and log off.

## Setting up TimeClock Server URL and Company Code

You need the following information to login into

- URL to mobile web services: For SaaS use https://tc8.treeringws.com
- Company Code: Unique to each company (email support for company code for a specific company)
- User name: EMPLOYEE CARDID
- Password: PIN in EMP PROFILE

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m Note:}$  user account must be assigned to an employee role to use mobile application

1. Open the app.

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- 2. Enter the TimeClock Server URL address. (contact TreeRing Support if you do not have this information)
- 3. Enter the Company Code (contact TreeRing Support if you do not have this information)
- 4. Enter your Card ID.
- 5. Enter your Pin.
- 6. Press Login.

# Clocking In and Out

Using the mobile app clock In and Out is easy.

1. Click the punch type button (In, Out, Start Lunch, End Lunch, Start Break, End Break, Transfer).



2. If you are prompted for Department, Job, or any other codes, select from the dropdown list provided or enter the code and click **Enter**.

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L	Enter Department	Atlanta
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	DONE	
		_
	View Latest	Punch

- 3. Your punch will be accepted, and you will be returned to the default screen.
- 4. **Transfer** key can be used to change divisions and business unit.

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L	Enter Division	Purchasing
L	Enter Department	Atlanta
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	View Latest	Punch

5. If you company is using attestation feature, then you may be asked to answer the following questions. Please toggle between **Yes** or **No** to answer these questions. Click **Done**.

Back to TestFlight     11:39 AM     Were your breaks and/or lunches     provided to you today (under 8 hrs.     break / over 8 hrs. 30 min. lunch)?	≁ ∦ ■ Yes
Did you have an injury free / accident free workday today?	Yes
	_
DONE	

Your punch will be accepted, and you will be returned to the default screen.

#### Administrators

Prior to deploying the instructions to employees for the mobile application, administrators will need to:

- Add Mobile Profile
- Assign Employees to mobile profile

#### Adding Mobile Profile

While the user is adding the TreeRing Time app to their device, the administrator will need to create a mobile profile and assign employees to mobile profile.

To add a Mobile Profile:

1. In TreeRing Time top level menu, go to Configuration > Time Clocks > Mobile Profile for Employees.

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Clock Status         10 / 27           Only show online clocks         Name ↑         Status         Last Connection (EST)           18070007D         OFF-LINE         03/10/22 08:39 AM         Difference           2732a054db6/rd9         ON-LINE         05/18/23 05:30 PM         Difference           2732a054db6/rd9         OFF-LINE         05/24/22 08:39 AM         Difference           273a054db6/rd9         OFF-LINE         05/24/22 08:39 PM         Difference           28 Budy Test         OFF-LINE         05/24/21 09:48 AM         Difference           29 Cristian         OFF-LINE         05/24/23 04:31 PM         Difference           20 Cristian Tablet         OFF-LINE         05/20/23 04:44 PM         Difference           20 Cristian Tablet         OFF-LINE         01/01/20 12:03 AM         Difference           20 Cristian         OFF-LINE         01/01/20 12:00 AM         Difference           20 Cristian         OFF-LINE         01/01/20 12:00 AM         Difference           20 Demo Cristian         OFF-LINE         04/05/23 06:18 PM         Difference	C P	PTO Plans Time Clocks Attendance Histor Automated Report Break Time Allower Employees Schedu Attestations SMS Message Can Paid Lunch	ry , ts d He Builde	Time Clock Server Biometric Templates Validation Groups Company Config Mobile Profiles for Em Time Clock Server 9 e Timeclock	Weekly approaching vertime         9 / 9           warked hours	
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2. Right click on **Add New Mobile Profile**. The Details Tab displays.

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- 3. Enter the Profile Code, Description
- 4. Check all the punch types, scheduling, and level hierarchy you want the employee to use on their tablet.
- 5. Check if you want to display **Tips** or want the employee to enter **Quantities**.
- 6. Enter values for the **Duplicate Punch** tolerance.
- 7. Click Save.

#### Assign Employees to Mobile Profile

Administrators need to assign employees to mobile profile

1. Click Assign Employees - The Details Tab displays

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- 2. Click employees to assign them to this profile.
- 3. Click **Confirm**

# Getting Assistance

Contact our Technical Support Department with questions and troubleshooting assistance at

- 1.855.861.4381 option 2
- <u>support@treeringws.com</u>
- <u>https://treeringws.myportallogin.com</u>