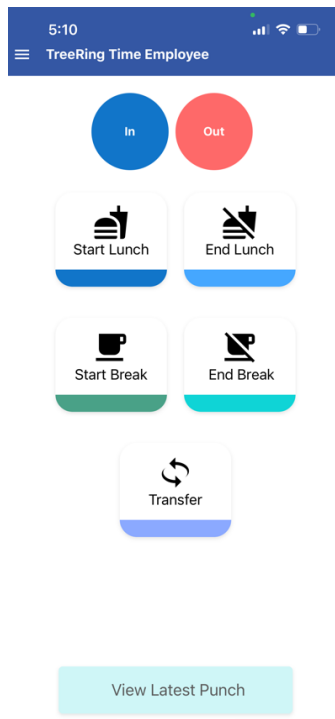


# TreeRing

Workforce Solutions

## Administrator Manual Mobile App



Enterprise  
Time, Attendance and  
Workforce Management

# Notices

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## Mobile App

Android or IOS app for your mobile



**Server URL**  
https://tc8.treeringws.com

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**Company Code**  
treering

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**Card ID**  
40462

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**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 from 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



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

1. Open the app.



**Server URL**  
<https://tc8.treeringws.com>

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**Company Code**  
treering

---

**Card ID**  
40462

---

**PIN**

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Login

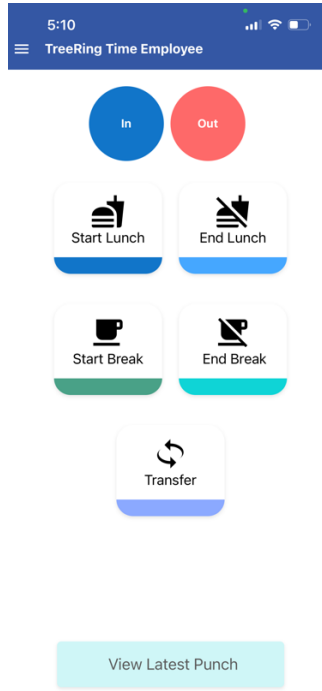
[Forgot PIN?](#) [English](#) | [Español](#)

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**.

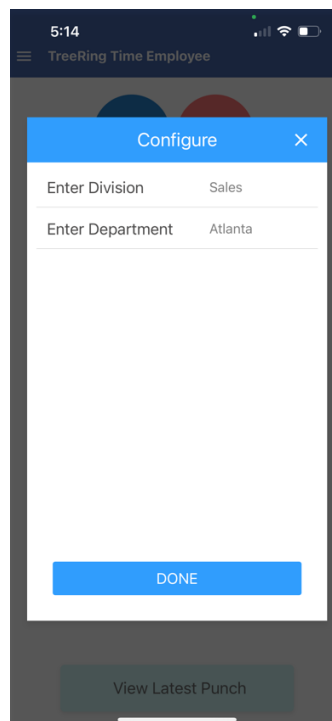
## Clocking In and Out

Using the mobile app clock In and Out is easy.

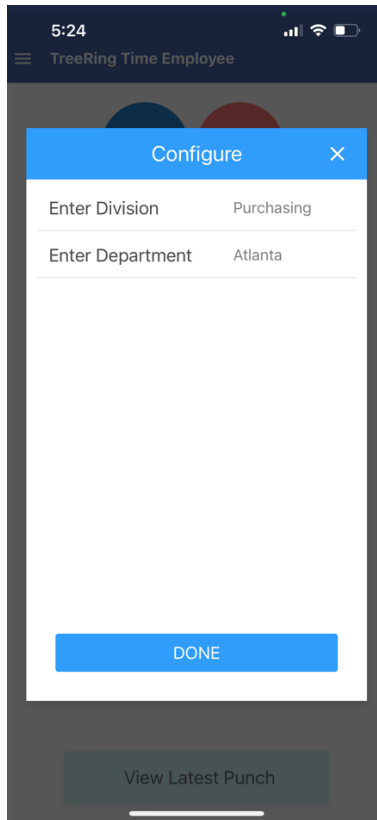
1. Click the punch type button (**In**, **Out**, **Start Lunch**, **End Lunch**, **Start Break**, **End Break**, **Transfer**).



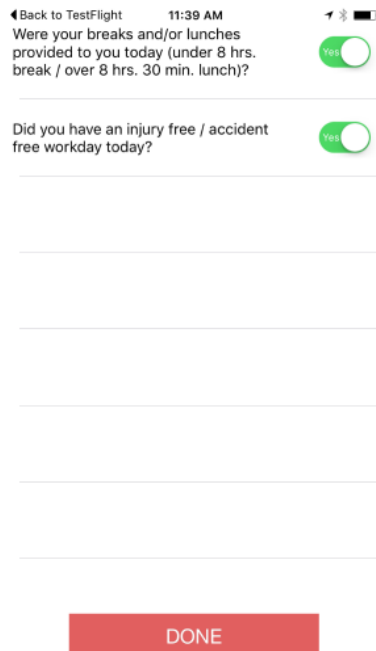
2. If you are prompted for Department, Job, or any other codes, select from the dropdown list provided or enter the code and click **Enter**.



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.



5. If your 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**.



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:

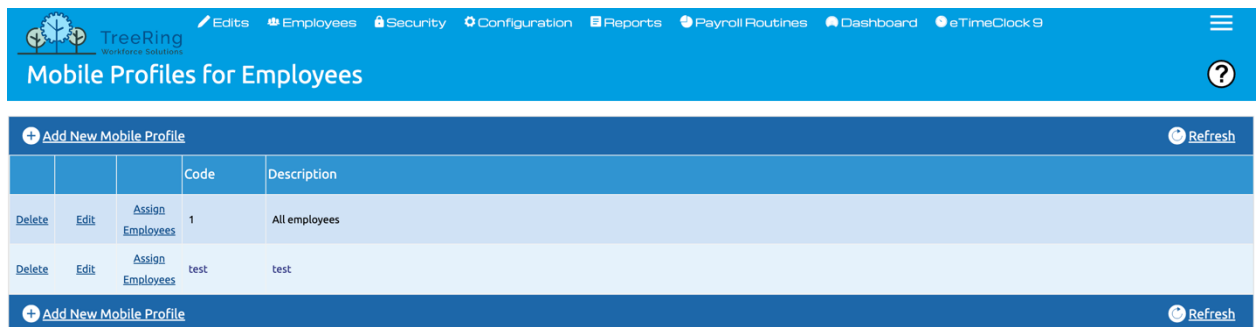
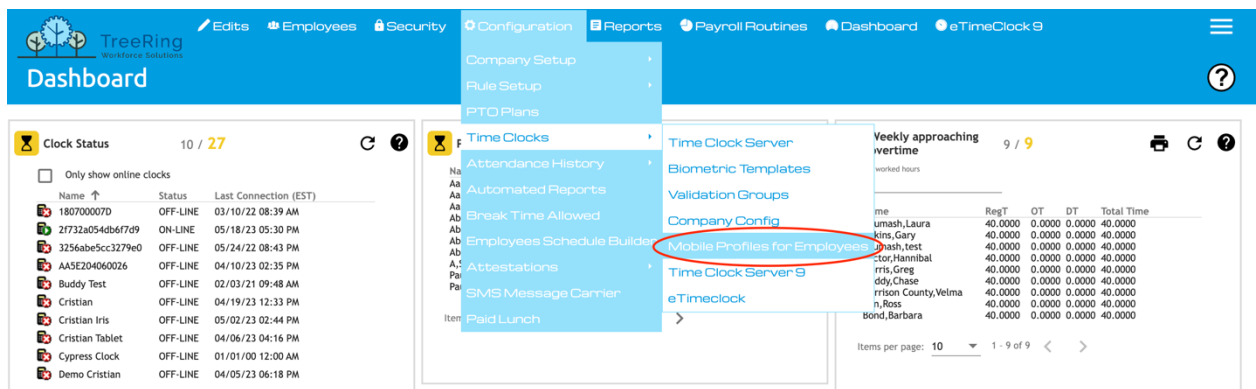
- Add Mobile Profile
- Assign Employees to mobile profile

## Adding Mobile Profile

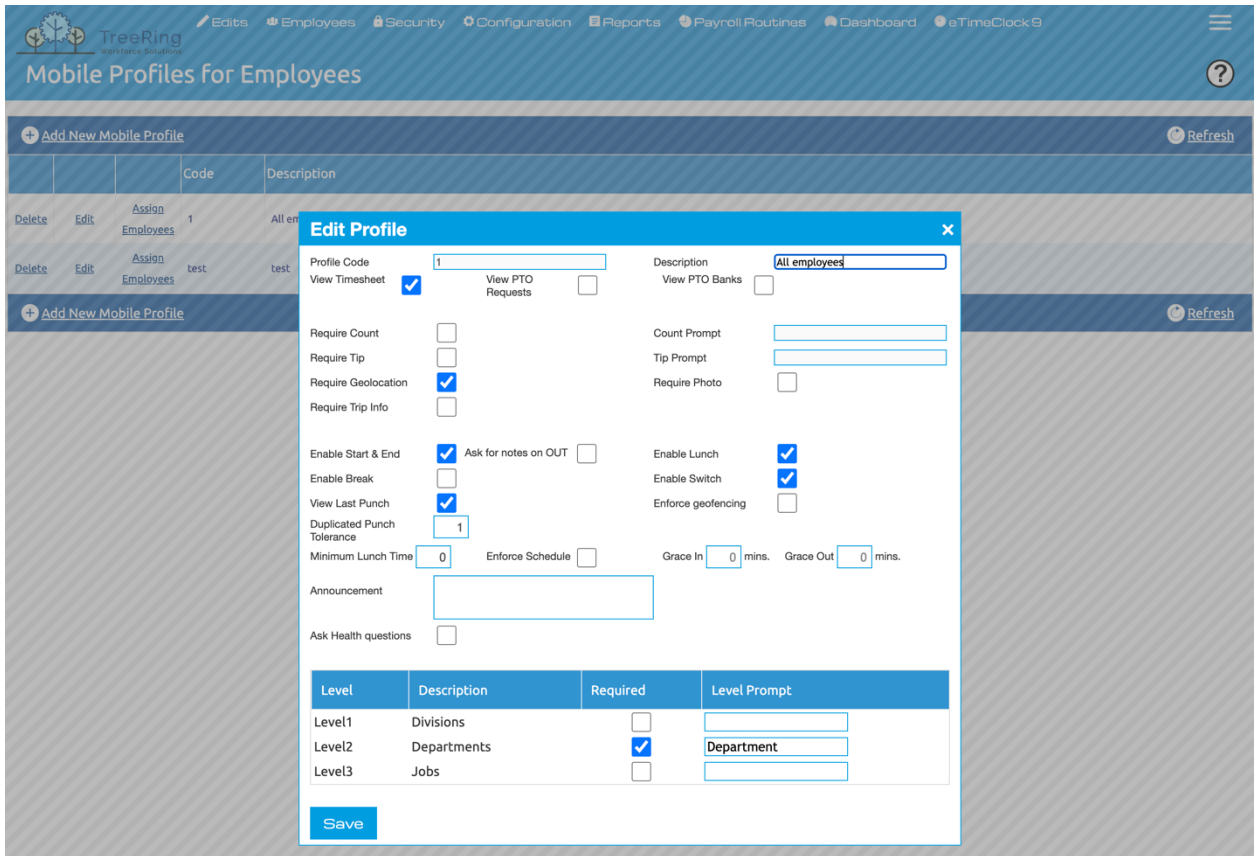
While the user is adding the TreeRing Time app to their device, the administrator will need to create a mobile profile and assign employees to mobile profile.

To add a Mobile Profile:

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



2. Right click on **Add New Mobile Profile**. The Details Tab displays.



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

TreeRing Workforce Solutions

Edits Employees Security Configuration Reports Payroll Routines Dashboard eTimeClock 9

## Mobile Profiles for Employees

+ Add New Mobile Profile Refresh

			Code	Description
Delete	Edit	Assign Employees	1	All employees
Delete	Edit	Assign Employees	test	test

+ Add New Mobile Profile Refresh

### Employee Assignment

Card Id  Employee Name

Main Supervisor

Level   Level

Level   Include Inactive

Filter View Assigned Confirm

<input type="checkbox"/>	Card Id	First Name	Last Name	Other Id
<input type="checkbox"/>	3002	Paul	Lopez	null
<input type="checkbox"/>	3001	Richie	Harris	null
<input type="checkbox"/>	2558	Patrick	Hutchinson	null
<input type="checkbox"/>	3003	Ramon	Santana	null
<input type="checkbox"/>	3004	Randy	Sparks	null
<input type="checkbox"/>	2559	Steve	Magoolaghan	null
<input type="checkbox"/>	2560	Erich	Ilg	null
<input type="checkbox"/>	2561	Metford	Edwards	null
<input type="checkbox"/>	1519	Joseph	Urancar	null
<input type="checkbox"/>	1839	Daniel	Stok	null

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**
- [support@treeringws.com](mailto:support@treeringws.com)
- <https://treeringws.myportallogin.com>