



# MobileClock

MobileClock™  
Worktime Tracking Solution

**User Manual**

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# GENERAL INFORMATION

## *Introduction*

MobileClock work tracking software electronically records hourly tasks for improved labor management.

The purpose of this manual is to provide information to users about safely and optimal operation of the MobileClock.

For your safety, it is critical that you carefully read and follow all warnings and cautions in this manual. The MobileClock must only be used in the manner for which it is intended. Any other use of the MobileClock may cause damage to the device and harm to the user.

**The following signs call attention to special warnings and cautions.**



**Caution: Failure to follow these instructions constitutes a hazard to the operator.**



**Warning: Failure to follow these instructions constitutes a hazard to the device.**



**Note: Important note.**

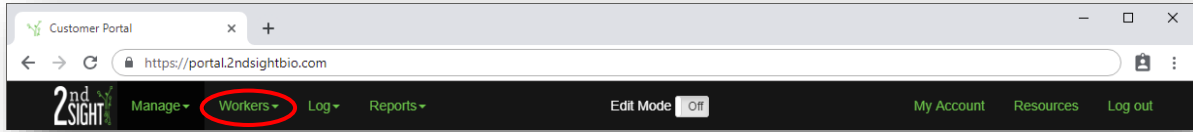
## ***System Requirements***

Android 4.2 or greater smart phone

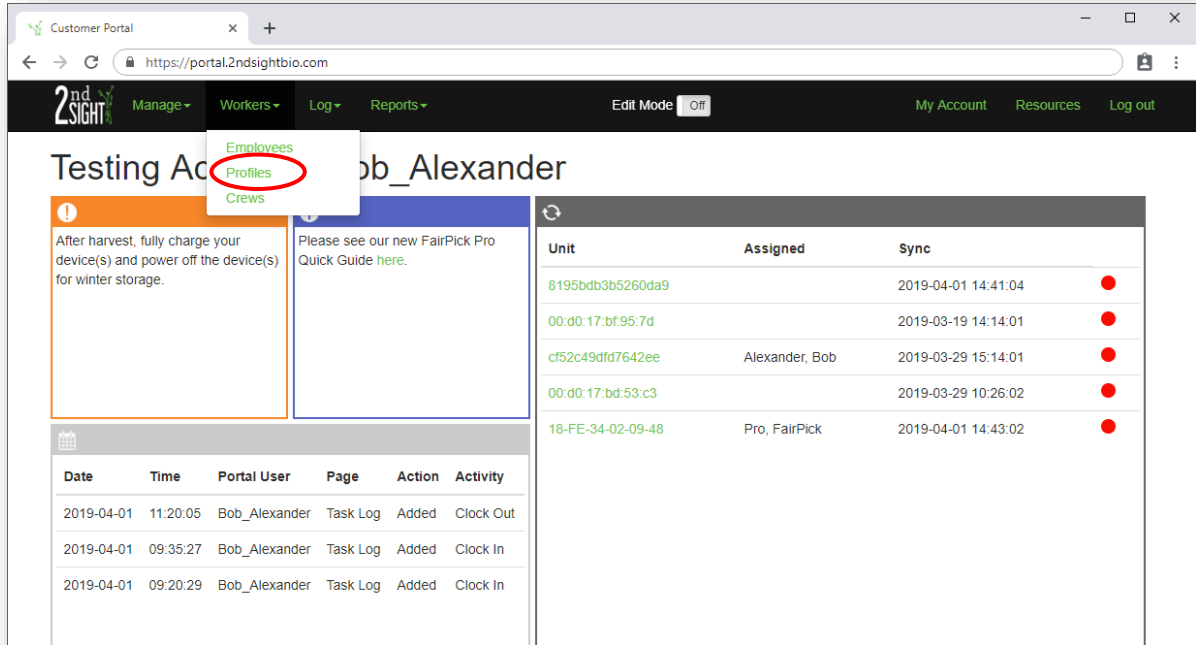
iPhone 12.1 or greater iPhone, iPad, or iPod touch

# ENABLE MOBILELOCK

**Step 1** Click “Workers” from the menu at the top of the screen.



**Step 2** Select “Employees”.



### Step 3 Select the employee's last name.

The screenshot shows the 'Employees' management interface. At the top, there are navigation links for 'Manage', 'Workers', 'Log', and 'Reports'. Below the header, there are buttons for 'Add Employee', 'Import Employee List', 'Export All Employees', and 'Export Selected Employees'. A 'Show' section includes checkboxes for 'Crew Boss', 'Inactive', and 'Flagged'. A 'Filters' section contains input fields for 'Name', 'ID#', 'Badge', and 'Payroll Code', along with a 'Profile' dropdown and 'Filter' and 'Clear' buttons. A pagination control shows '1' selected. Below the table, it says 'Showing Results: 0-99 of 107'. The table lists three employees, with the first one having the last name 'Alexander' highlighted in red.

Flag	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile	Crew Boss	Active	Select
	Alexander	Bob		1457			Picker	No	Active	<input type="checkbox"/>
	Alexander	Bob		1029			Picker	No	Active	<input type="checkbox"/>
	Alexander	Bob		1234A			Picker	No	Active	<input type="checkbox"/>

### Step 4 Select "Mobile Options".

The screenshot shows the 'Edit Employee' form. On the left, there is a sidebar with tabs: 'General', 'Mobile Options' (highlighted in red), 'History', and 'Notes'. The main form area contains the following fields: 'Last Name' (Alexander), 'First Name' (Bob), 'Middle Name', 'Employee ID Number' (1234A), 'Payroll Code', 'Badge #', 'Profile' (Picker), 'Crew Boss' (checkbox), and 'Active' (checkbox checked). A 'Save' button is located at the bottom right of the form.

**Step 5** Select the “MobileClock Active check box.

2nd SIGHT Manage Workers Log Reports Edit Mode Off My Account Resources Log out

### Edit Employee

General  
Mobile Options  
History  
Notes

**First Name** Bob  
**Middle Name**  
**Last Name** Alexander  
**ID** 1234A  
**MobileClock Active**  Enabling MobileClock allows this employee to clock in and out from his or her Android device! Only \$5.00 /mo.

**Step 6** Press the save button.

2nd SIGHT Manage Workers Log Reports Edit Mode Off My Account Resources Log out

### Edit Employee

General  
Mobile Options  
History  
Notes

**First Name** Bob  
**Middle Name**  
**Last Name** Alexander  
**ID** 1234A  
**MobileClock Active**  Enabling MobileClock allows this employee to clock in and out from his or her Android device! Only \$5.00 /mo.

**Step 7** Enter the workers unique email address and press save.

2nd SIGHT Manage Workers Log Reports Edit Mode Off My Account Resources Log out

### Edit Employee

General  
Mobile Options  
History  
Notes

**First Name** Bob  
**Middle Name**  
**Last Name** Alexander  
**ID** 1234A  
**MobileClock Active**   
**Email** user\_email@mail.com  
**PIN** 8286

**Step 8** Provide the Email and PIN to the worker.

# EMAIL THE USER

**Step 1** Select "Send Email" from the Mobile Options page.

The screenshot shows a web browser window titled "Edit Employee" with the URL "https://portal.2nd sightbio.com/employee/edit/41575/mobile\_options". The page has a navigation bar with "Manage", "Workers", "Log", and "Reports" menus, and "My Account", "Resources", and "Log out" links. The main content area is titled "Edit Employee" and contains a sidebar with "General", "Mobile Options", "History", and "Notes". The "Mobile Options" section is active, showing a form with the following fields: "First Name" (Bob), "Middle Name", "Last Name" (Alexander), "ID" (1234A), "MobileClock Active" (checked), "Email" (user\_email@mail.com), and "PIN" (8286). A "Send Email" button is highlighted with a red box next to the "MobileClock Active" checkbox. A "Save" button is located at the bottom of the form.



**Note:** The employee will receive an email with their username, PIN, and link the download the app.



**Note:** Check the Junk/Spam folder for the MobileClock email.

You have been invited to download MobileClock.

Please follow the links below.

Username: [users.email@email.com](mailto:users.email@email.com)

PIN: 1234

Download links:

Android: <https://play.google.com/store/apps/details?id=net.secondsight.fairtraklite>

iOS: <https://apps.apple.com/us/app/mobileclock/id1475990465>

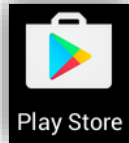


# INSTALL THE MOBILELOCK APP

The MobileClock app allows the user to collect hourly Task data using their smart phone.

## Downloading the App

**Step 1** Locate the Google Play Store icon or App Store icon.

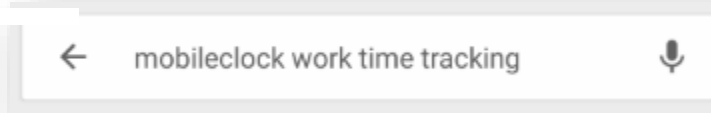


Direct link: <https://play.google.com/store/apps/details?id=net.secondsight.fairtraklite>

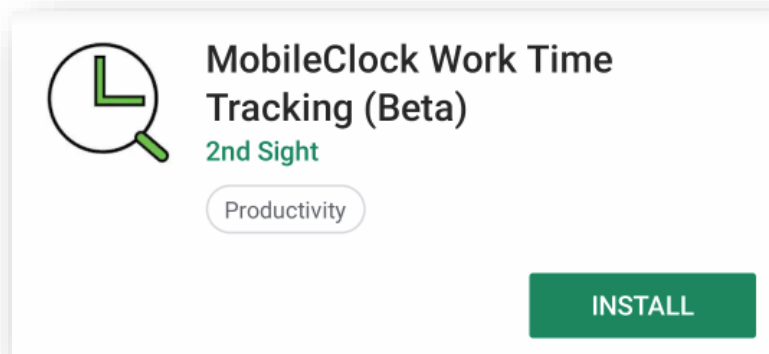


Direct link: <https://apps.apple.com/us/app/mobileclock/id1475990465>

**Step 2** Search for “MobileClock Work Time Tracking”

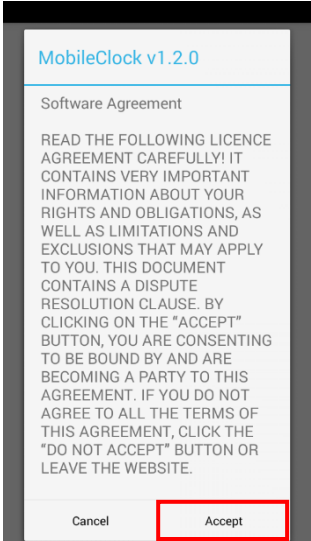
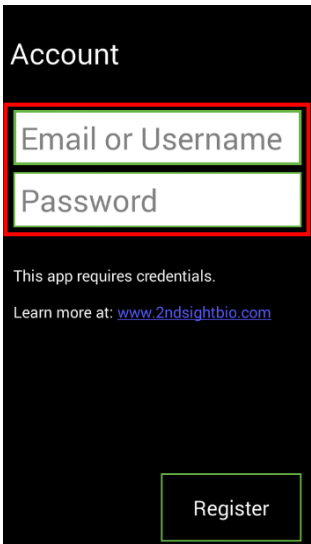
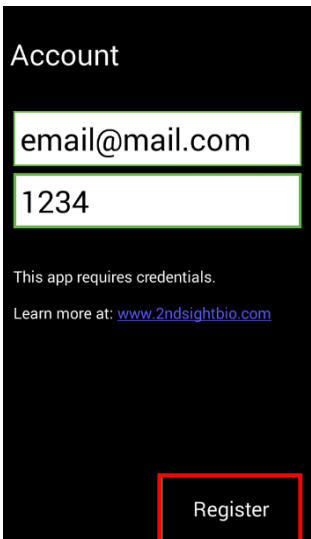


**Step 3** Install the app.



**Note:** The Employees require a username (email) and PIN to activate the app.

## Registering the App

<p><b>Step 1</b> Press “Accept” after reading the Software Agreement.</p>	
<p><b>Step 2</b> Enter your “Email or Username” and 4-digit “PIN”.</p>	
<p><b>Step 3</b> Press Register.</p>	

# CLOCK

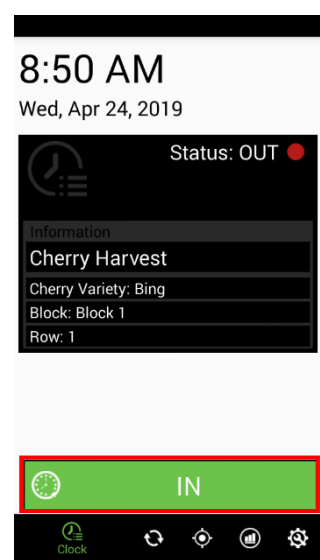
Clock in and out from a specific task (job) and edit lists.



**Note: Tasks and lists can be updated at any time.**

## Clock In

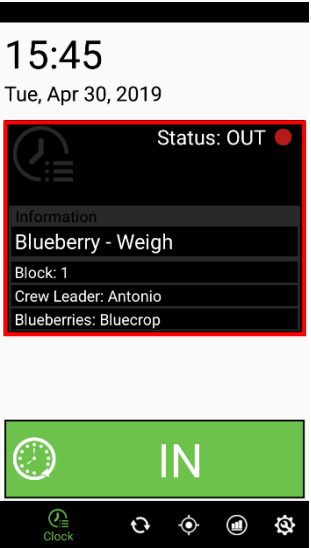
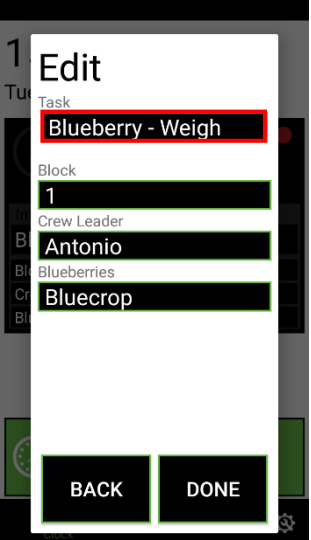
**Step 1** Press the green “IN” button to clock in.



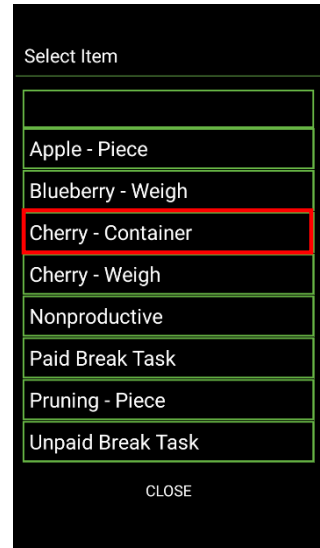
## Tasks & Lists

Tasks represent the job being done and lists represent details associated with the job.

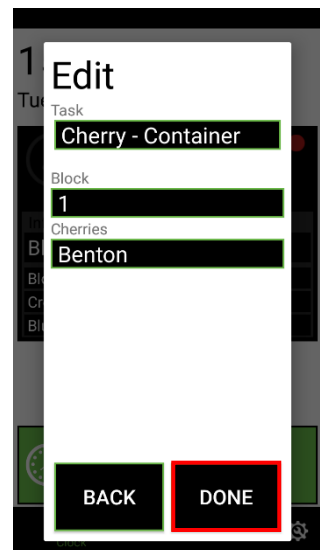
### Change Tasks

<p><b>Step 1</b> Press the Information box.</p>	 <p>The screenshot shows a mobile application interface. At the top, the time is 15:45 and the date is Tue, Apr 30, 2019. Below this, there is a status indicator 'Status: OUT' with a red dot. A red box highlights the 'Information' section, which contains the following text: 'Blueberry - Weigh', 'Block: 1', 'Crew Leader: Antonio', and 'Blueberries: Bluecrop'. Below the information section is a green button with a clock icon and the text 'IN'. At the bottom, there is a navigation bar with icons for 'Clock', a refresh icon, a location pin icon, a speech bubble icon, and a settings icon.</p>
<p><b>Step 2</b> Select the Task to change.</p>	 <p>The screenshot shows an 'Edit' screen in the mobile application. The title is 'Edit' and the subtitle is 'Task'. A red box highlights the task name 'Blueberry - Weigh'. Below the task name, there are several input fields: 'Block' with the value '1', 'Crew Leader' with the value 'Antonio', and 'Blueberries' with the value 'Bluecrop'. At the bottom of the screen, there are two buttons: 'BACK' and 'DONE'.</p>

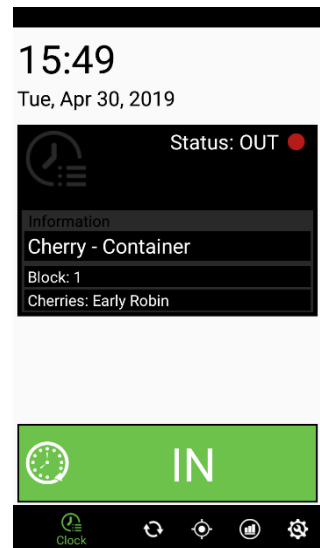
**Step 3** Select the new task.



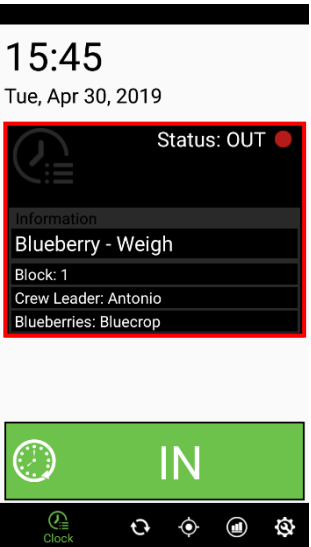
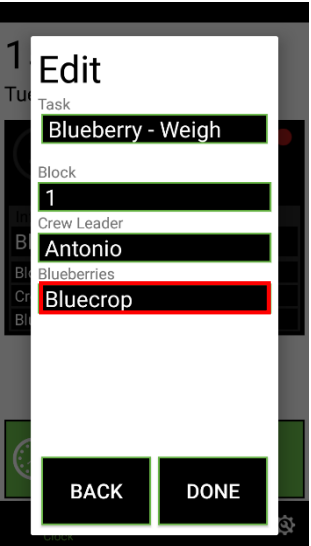
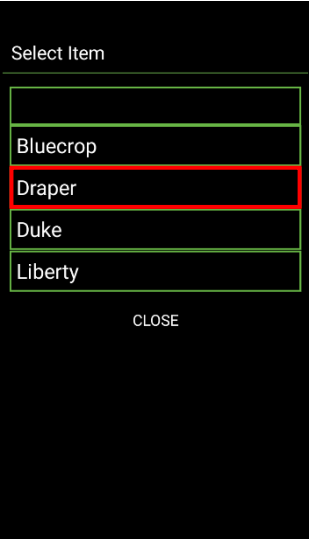
**Step 4** Press Done to exit the Edit screen.



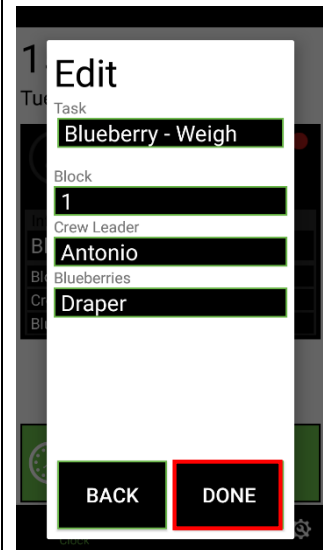
**Step 5** The new task is now active.



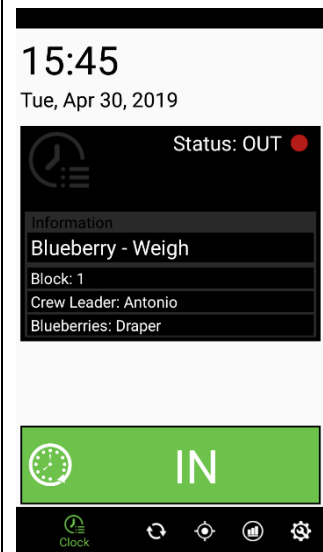
## Change Lists

<p><b>Step 1</b> Press the Information box.</p>	 <p>The screenshot shows the top of the mobile application. At the top, the time is 15:45 and the date is Tue, Apr 30, 2019. Below this, the status is 'OUT'. A red box highlights the 'Information' section, which contains the following text: 'Blueberry - Weigh', 'Block: 1', 'Crew Leader: Antonio', and 'Blueberries: Bluecrop'. At the bottom of the screen, there is a green 'IN' button and a 'Clock' icon.</p>
<p><b>Step 2</b> Select the List to change.</p>	 <p>The screenshot shows the 'Edit' screen of the mobile application. The title is 'Edit'. Below the title, there are several input fields: 'Task' (Blueberry - Weigh), 'Block' (1), 'Crew Leader' (Antonio), and 'Blueberries' (Bluecrop). A red box highlights the 'Bluecrop' text in the 'Blueberries' field. At the bottom of the screen, there are two buttons: 'BACK' and 'DONE'.</p>
<p><b>Step 3</b> Select the new list item.</p>	 <p>The screenshot shows the 'Select Item' dialog of the mobile application. The title is 'Select Item'. Below the title, there is a list of items: 'Bluecrop', 'Draper', 'Duke', and 'Liberty'. A red box highlights the 'Draper' item. At the bottom of the screen, there is a 'CLOSE' button.</p>

**Step 4** Press Done to exit the Edit screen.

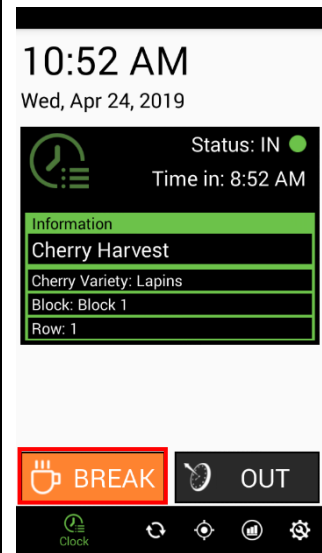


**Step 5** The new list item is now active.

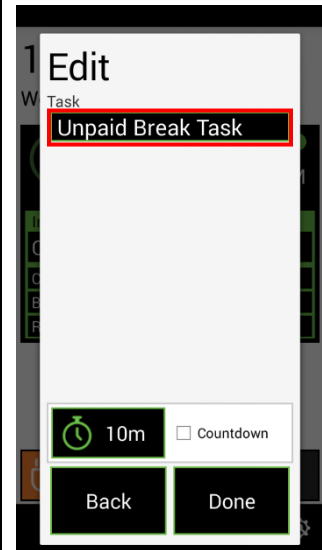


## Breaks

**Step 1** Press the orange “BREAK” button to enter break mode.



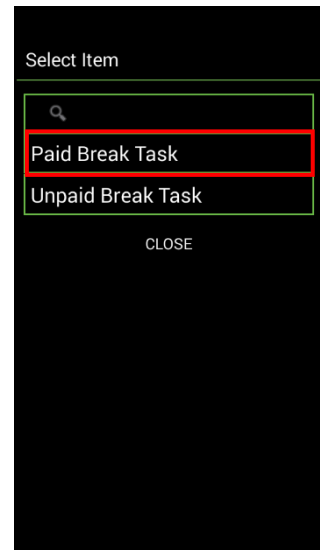
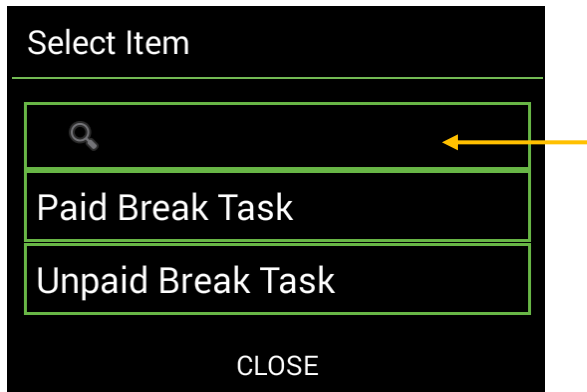
**Step 2** Select the Task box to change the task.





**Step 3** Select the desired task.

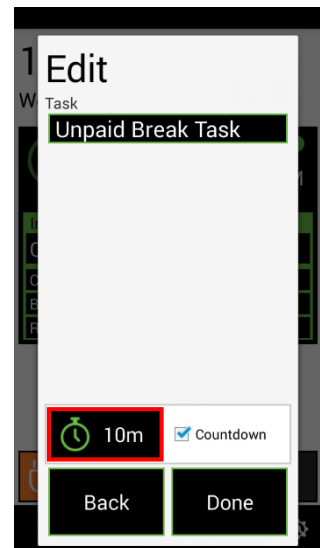
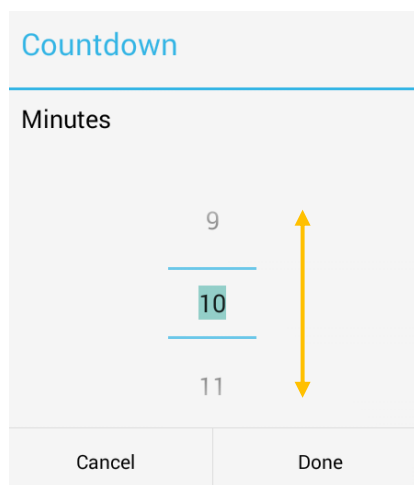
**Optional:** Use the search box to filter the tasks.



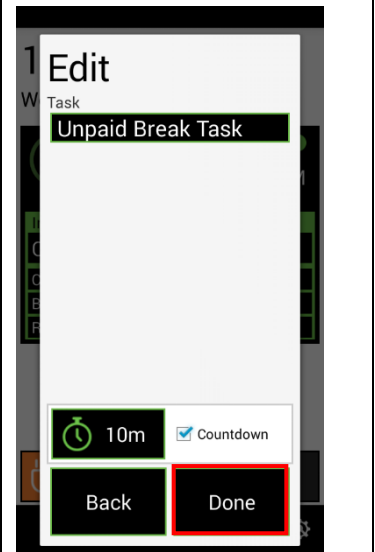
**Step 4** Select the Countdown checkbox to time out of the break and automatically clock in.



**Step 5** Press the timer button to edit the break time.

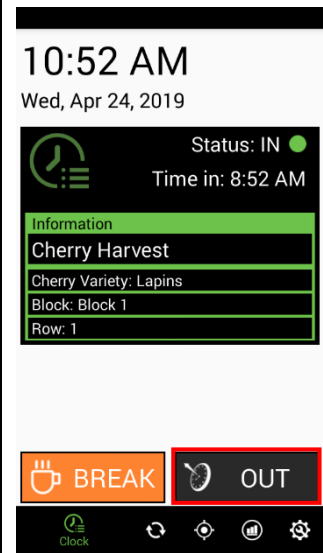


**Step 6** Press Done to start the break. The app will automatically clock the user back into the previous Task after the break countdown is complete.



## Clock Out

**Step 1** Press the grey “OUT” button to clock out.

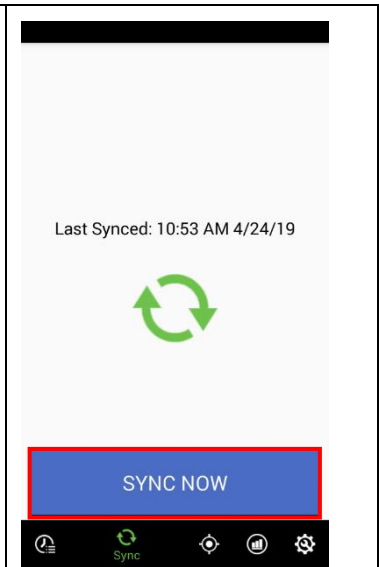

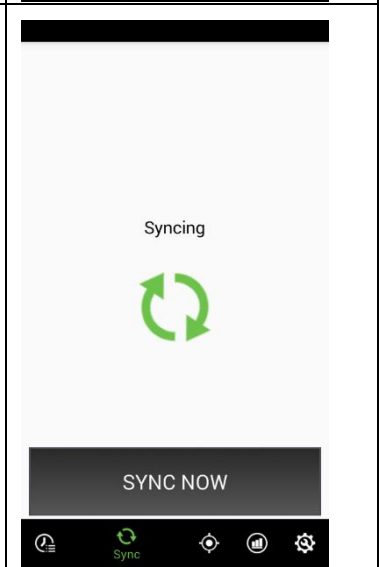


# SYNC

The app syncs data to a main Customer Portal.



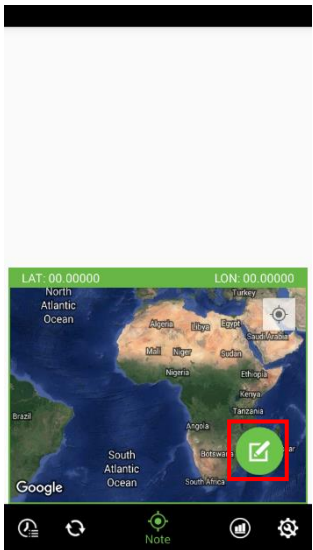
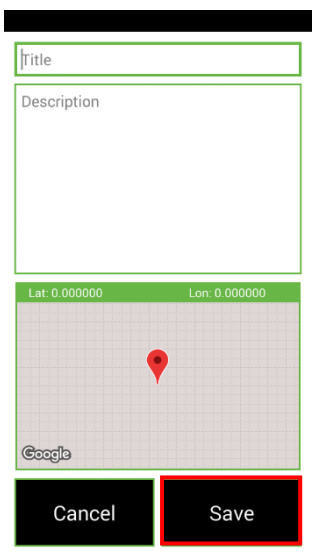
**Note:** Timesheet data will automatically upload when the smart phone has Wi-Fi or cellular access.

<p><b>Step 1</b> Press the grey “SYNC NOW” button to manually push time sheet data to the Customer Portal. out.</p>	
<p><b>Step 2</b> A confirmation screen appears saying, “Success”.</p> 	

# NOTE

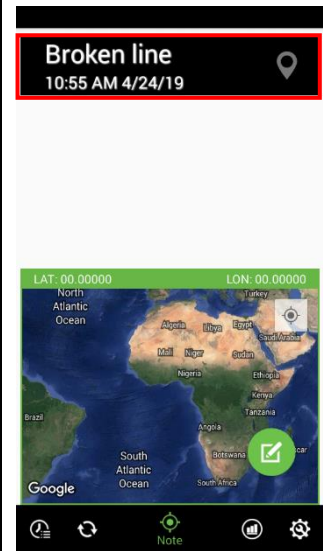
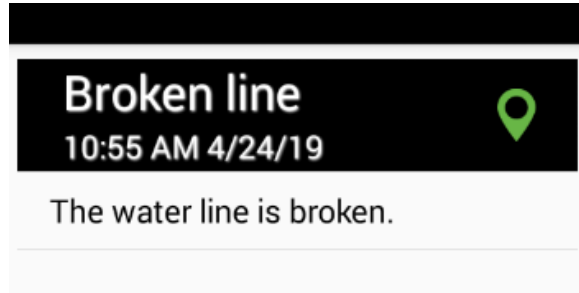
Notes allow users to categorize ideas, remember problems, and plan tasks.

## Add Note

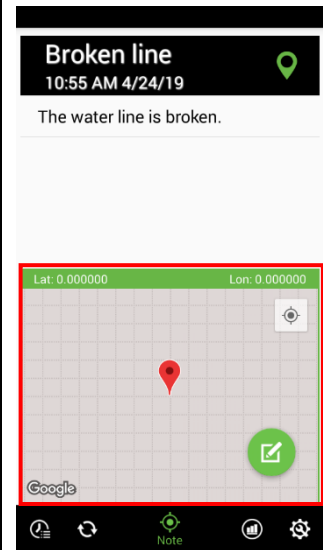
<p><b>Step 1</b> Press the Note icon to create a note.</p>	 <p>The screenshot shows a mobile application interface. At the top, there is a header bar. Below it is a map of Africa and the surrounding oceans. The map displays latitude and longitude coordinates: LAT: 00.00000 and LON: 00.00000. A red square highlights a green icon with a white checkmark and a pencil, located in the bottom right corner of the map area. Below the map is a navigation bar with several icons, including a green circle with a white checkmark and a pencil, which is the 'Note' icon.</p>
<p><b>Step 2</b> Enter a title and / or description and press save.</p>	 <p>The screenshot shows a mobile application interface for creating a note. It features a form with two input fields: 'Title' and 'Description'. Below the form is a map with a red pin indicating a location. The map displays latitude and longitude coordinates: Lat: 0.000000 and Lon: 0.000000. At the bottom of the screen are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red border.</p>

## View Note

**Step 1** Press the Note to view the description.

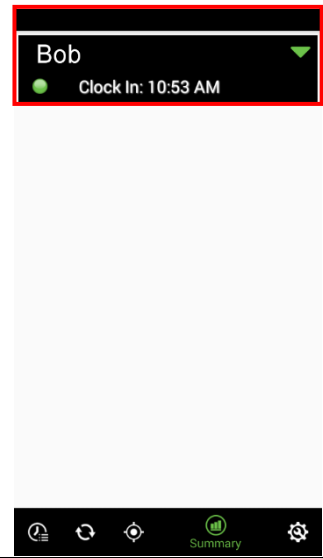
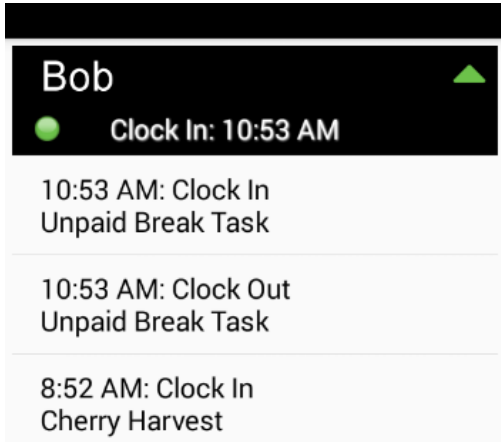


**Step 2** The GPS location, where the note was taken, will be displayed on the map.



# SUMMARY

**Step 1** Press the name box to view the full description of hours worked.

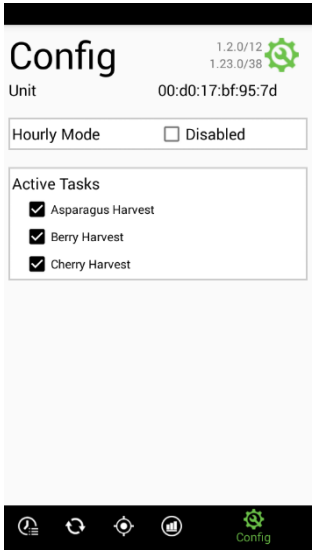
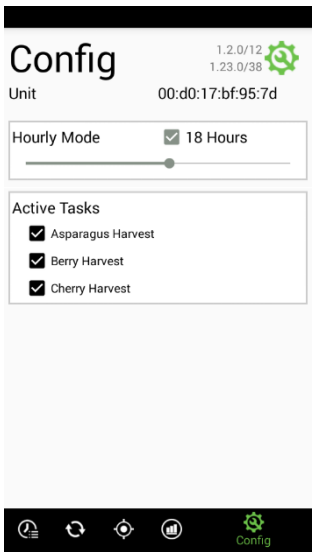


# CONFIG

Enable and disable certain features in the Configuration (“Config”) screen.

## Hourly Mode

By default, the app resets once the internal RHC clock goes past midnight. If you work over midnight, enabling Hourly Mode tells the app that the work day should extend. This allows midnight shift workers to utilize the clock functions and Summary screen.

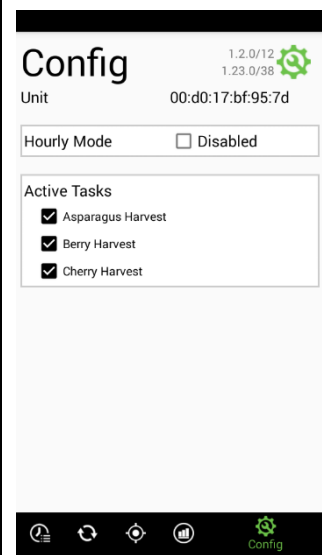
<p><b>Step 1</b> Check the box next to Hourly Mode to enable the feature.</p>	 <p>The screenshot shows the 'Config' screen with the following details: Title 'Config', version '1.2.0/12' and '1.23.0/38', unit ID '00:d0:17:bf:95:7d'. The 'Hourly Mode' toggle is set to 'Disabled'. Under 'Active Tasks', three items are listed with checked boxes: 'Asparagus Harvest', 'Berry Harvest', and 'Cherry Harvest'. The bottom navigation bar includes icons for Home, Back, Location, and Config.</p>
<p><b>Step 2</b> Slide the bar to adjust the day adjustment time (12, 18, or 24 hours).</p>	 <p>The screenshot shows the 'Config' screen with the following details: Title 'Config', version '1.2.0/12' and '1.23.0/38', unit ID '00:d0:17:bf:95:7d'. The 'Hourly Mode' toggle is set to '18 Hours' with a slider bar below it. Under 'Active Tasks', three items are listed with checked boxes: 'Asparagus Harvest', 'Berry Harvest', and 'Cherry Harvest'. The bottom navigation bar includes icons for Home, Back, Location, and Config.</p>



## Active Tasks

Hide certain Tasks from view on the clock in screen by selecting Tasks to be Active or Inactive.

**Step 1** Uncheck or turn off the corresponding check box.



**Step 2** The unchecked Task will no longer be listed as a selectable item.

