



FairTrak™
Flexible Tracking Solution

User Manual

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GENERAL INFORMATION

Introduction

Thank you for purchasing the FairTrak™. To use FairTrak, the flexible tracking solution, you will need one or more 2nd Sight Ruggedized Handheld Computers (RHC) with RFID and barcode-scanning capabilities and the 2nd Sight FairTrak software. Combined, this system electronically tracks piece rate and hourly tasks for improved labor management.

This manual provides information to users about using the FairTrak safely and effectively.

For your safety, please carefully read and follow all warnings and cautions in this manual. The FairTrak must only be used in the manner for which it is intended. Any other use of the FairTrak 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 Equipment Requirements

2nd Sight Ruggedized Handheld Computer

Cipherlab RS51 Mobile Computer, Android 8.0

- Dimensions: 162mm (L) x 80mm (W) x 26mm (H)
- Weight: (330/365 g)
- Power: Input: AC 100-240V, 50-60Hz; output: 5V/2A
- Battery: 3.8V 4000mAh/3.75V 5300mAh (Standard/Extended) rechargeable.
- Operating Temperature: AC Mode: -4F to 122F (-20C to 50C)
- Storage Temperature: -22°F to 158°F (-30°C to 70°C)
- Charging Temperature: 32°F to 113°F (0°C to 45°C)
- Operating Humidity: 10% to 90% non-condensing
- Operating Humidity: 5% to 95% non-condensing

RFID PVC Cards

13.56 MHz RFID chip technology with PVC card covering

Web Portal

Printers

To print receipts using the FairTrak, a FairTrak user has two options, both of which are sold separately:



Star Micronics Rugged Bluetooth Printer



2nd Sight FlexHub integrated printer

Terms and Definitions

Term	Definition
Container Type Task	Any job task where the number of pieces completed or earned governs employee pay (e.g., payment for each filled apple bin). Each piece is associated with a barcode or RFID number. When a Container Task is logged, the Piece Rate is divided evenly among all employees working on that Container. For example, five employees pick into one apple bin, the grower pays \$25/ bin. Each employee logged into this Container Type Task and associated with the bin receives \$5.
Customer ID	Unique identifier for each customer account using the 2 nd Sight system.
Web Portal	Secure website where users access uploaded data, view reports based on that data, and manage employees, tasks, lists, and piece rates. Web Portal web address: http://portal.2ndsightbio.com
Customer Secret	Unique identifier for each customer account in the 2 nd Sight system.
Employee Badge	Radio-frequency identification (RFID) card assigned to an employee. The employee uses an RFID card to interact with the system.
Hourly Type Task	Any job task for which employees are paid a wage based on hours worked.
List	User-defined data fields providing additional information for a specific Task. Up to five Lists per Task.
List Items	Sub-items under a List. No limit to the number of List Items.
NFC	NFC (near field communication) is the technology that allows two devices to talk to each other when they're close together.
Nonproductive Type Task	Task type used to track work time considered "nonproductive" (e.g., transport to field, clocking in and clock out) for which the employee must be paid. Also defined as work indirectly related to piecework activities.
Password	Secret word or phrase used to access the Web Portal and Registration Station.
PaidBreak Type Tasks	Task type used to track paid break time (between clock in and clock out).
Piece Type Task	Task for any job for which employees are paid by the number of units completed or filled.
Power Button	Button that turns devices on and off.

Term	Definition
Registration Station Application	2 nd Sight software required to read and write data to various types of RFID cards used with the system (e.g., employee badges and container tags).
RFID	Radio-Frequency Identification
RFID Reader/Writer	USB attachment or dongle plugged into a personal computer. Once plugged into a personal computer that reads and writes data to RFID cards.
Ruggedized Handheld Computer (RHC)	Ruggedized pocket personal computer with RFID/barcode-scanning capabilities used to run FairTrak software and other applications.
Task	Unit of work or job an employer wishes to record, labeled either Container, Hourly, or Piece (see definitions). Users create Tasks based on their farm's process via the 2nd Sight Web Portal. Users can create as many Tasks as they wish.
UnpaidBreak Type Task	Task type used to track unpaid break time.
Username	Identification code used to access the Web Portal and Registration Station application.

INSTALLATION

Unpacking and Inspection



Note: Save the original box and packaging material. Shipping the FairTrak in a different box or with different packaging material may damage the machine and void the warranty. To repackage, follow the inverse order of the unpacking instructions.

Unpack the boxes and examine their contents. If anything is missing or damaged, contact 2nd Sight immediately at 509-381-2112.

The FairTrak system may contain:

Part#	Part Description
SW00001	Registration Station App
SW00004	FairTrak App
RS00002	RFID Reader/Writer
FT00014	2nd Sight RHC-RS50, Hardware Only
FT00003	FairTrak Package (RHC-RS50 & App)
FT00004	Bluetooth Printer

Unpacking the RHC Box

- Step 1** Open the box.

- Step 2** Remove the smaller RHC box(es) and place the unit in a safe location on a steady surface.

- Step 3** Carefully remove the RHC from the box.

Install the FairTrak App on the RHC

The FairTrak app, an Android-based app available on the Google Play Store, allows the RHC user to collect Task data.

To download the app onto the RHC, you will need a 2nd Sight Customer ID and Customer Secret, which can be found on the Customer Certificate issued upon purchase of a FairTrak. You should have received a copy of your Customer Certificate via e-mail. Contact 2nd Sight at info@2ndsightbio.com or 509-381-2112 if you did not receive or are unable to locate your Customer Certificate.

For more detailed information and instructions about using the RHC, refer to the *RHC User Manual*.



Warning: Once installed, DO NOT uninstall or delete the FairTrak app unless instructed by your 2nd Sight support representative. Uninstalling the FairTrak app permanently deletes all data it recorded.

- Step 1** Push the button on the right-hand side of the RHC to turn it on.
- Step 2** Press and slide the circle at the bottom of the screen to unlock the screen.
- Step 3** Locate the *Google Play Store* icon.
- Step 4** Select **Search**
- Step 5** Click the search box, and start typing “FairTrak.”
- Step 6** When the FairTrak app appears, press **Enter**.

Step 7 Verify that the app is 2nd Sight's **FairTrak Flexible Tracking Solution** app. You should see this:



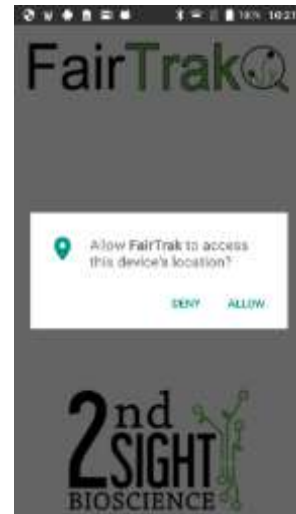
Step 8 Press **Install**.

Step 9 Press **Open** when the app finishes installation

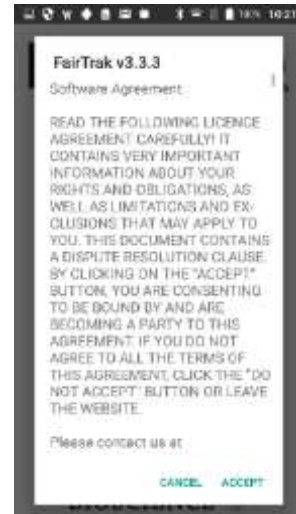


Note: To access the *Google Play Store*, you must have a Google account. For instructions on how to create a Google account, refer to *RHC User Manual*.

Step 10 Press **Allow** when prompted to use location services.



Step 11 Press **Accept** after reading the 2nd Sight Software Agreement.



Step 12 Enter your Customer ID and Customer Secret when prompted. You will find these on the Customer Certificate issued when you purchased the FairTrak. You can also find these codes on your Web Portal Account under the “My Account” page.

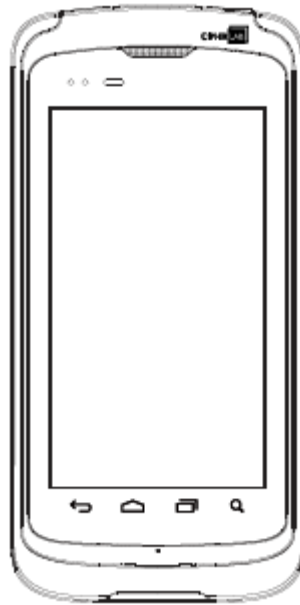
My Account

Customer ID: 59aabf
Customer Secret: 7cb856



LAUNCHING THE FAIRTRAK APP

Step 1 Power on the RHC.



Step 2 Unlock the screen by pressing and sliding the circle to the right or left.



Step 3 Press the FairTrak app icon to launch the app.



FairTrak App Set-up and Features

Config Screen

Before using the FairTrak, you will need to configure your device. You can enable and disable certain features in the Configuration ("CONFIG") screen.

Step 1

From the main screen, press and hold the "CONFIG" button on the FairTrak's main screen.



Step 2

After pressing and holding the "CONFIG" button, you should arrive at this screen. Here you can decide what features to enable or disable.



Config Screen Features

The default mode for the FairTrak is to have all features disabled (checkbox empty; word "Disabled" next to checkbox).

To enable a feature, click on the checkbox after the feature and before the word "Disabled." When enabled, the checkbox will turn blue, will have a check in it, and will be followed by the word "Enabled."


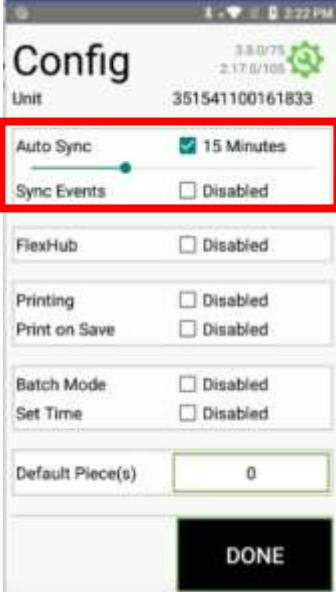
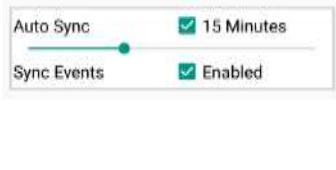
Feature	Explanation
Auto Sync	Auto Sync allows the RHC to sync with the Web Portal at set time intervals when the RHC is connected to the Internet via WiFi or cellular data. If the RHC is not connected to cellular data in the field, it will auto sync only if connected to a hotspot.
Sync Events	The “Sync Events” feature allows RHCs to communicate with one another via the Web Portal. RHCs must be connected to the Internet via WiFi or cellular for this feature to function.
FlexHub	The electronic box to which the RHC attaches for use with various 2 nd Sight labor tracking systems.
Printing	FairTrak data can be printed to a stand alone mini-printer. Data can also be printed on a FlexHub, which has an integrated printer.
Print on Save	The “Print on Save” feature was designed for a specific tracking application. Most users can ignore this feature and leave this box unchecked.
Print Log	When enabled, this feature prints each time an action is logged on the RHC.
Batch Mode	<p>The Batch Mode feature allows a field boss or crew boss to use a key card to clock in, log, and clock out multiple employees without scanning individual employee RFID cards.</p> <p>To use this feature, employees must initially clock in to the FairTrak using their employee RFID cards.</p>
Set Time	Batch Mode must be enabled for this feature to work. “Set Time” allows employees’ clock in or clock out times to be manually adjusted.
Default Piece(s)	<p>This feature allows the employer to set a default number of pieces that will be logged each time an employee completes a Task by Piece.</p> <p>Only works in the Task by Piece mode.</p>
Hourly Mode	This feature disables the FairTrak’s midnight reset default, allowing night shift workers to use the clock functions and “Summary” screen.
ABC Select	<p>This feature allows the employer/crew boss to log the grade of produce turned in.</p> <p>This feature contains sub-features, which are discussed in the section devoted to “ABC Select.”</p>
Active Tasks	This allows users to hide Tasks that do not need to be visible on the RHC.

Auto Sync

To automatically push data to the Web Portal at selected intervals, enable “Auto Sync.” With this feature enabled, data will sync with the Web Portal when the FairTrak is connected to the Internet via Wi-Fi or cellular data.



Note: The FairTrak Auto Sync feature only works if the FairTrak is connected to the Internet via Wi-Fi or a cellular hotspot.

<p>Step 1 To enable FairTrak Auto Sync, press and hold the "CONFIG" button on the FairTrak's main screen.</p>	
<p>Step 2 Press the checkbox next to "Auto Sync" to enable it. When enabled, the box next to "Auto Sync" will show a check mark and change to the color blue.</p> <p>A slide bar will appear under "Auto Sync" and the default of "15 minutes" will appear.</p>	
<p>Step 3 Slide the bar under the word "Auto Sync" to adjust the sync time interval (from 5 to 60 minutes).</p> <p>The interval will show next to the word "AutoSync."</p> <p>Then, press "Done" to save this setting.</p>	


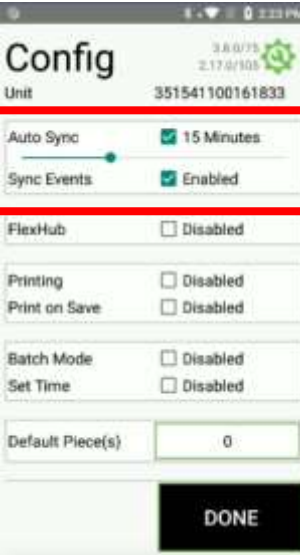
Sync Events

The FairTrak's "Sync Events" feature allows two or more RHC's to "talk" to each other. 2nd Sight recommends enabling "Auto Sync" with "Sync Events." The FairTrak needs to be connected to the Internet for RHCs to sync to one another.

The RHC's do not share data directly; they utilize the Web Portal to communicate (see diagram below - the cloud represents the Web Portal).

Data from both RHC A and RHC B sync to the Web Portal. While connected to Web Portal, the RHC B detects new data from RHC A and vice versa. Then, each RHC downloads the data from the other RHC.



<p>Step 1 To enable “Sync Events,” press and hold the "CONFIG" button.</p>	
<p>Step 2 Press the checkbox next to “Sync Events” to enable it. The checkbox will appear with a check in it and become blue.</p> <p>Step 3 Press DONE to complete setup.</p>	
<p>Step 4 Repeat steps 1-2 for all RHC’s that will share data.</p>	

FlexHub

If the user purchased a 2nd Sight FlexHub for use in the field (FairPick Flex, QuickPick), the FairTrak can pair with the FlexHub via Bluetooth.

The FlexHub provides additional battery, external RFID badge reader, and integrated printer. Follow these steps to pair an RHC-running FairTrak to a FlexHub.

For more information about using the RHC and the FairTrak app with FlexHub, refer to the *FlexHub User Manual*.

Printing

“Printing” allows the user to print employee receipts from the “Summary,” “In,” and “Out” screens on the FairTrak main screen.

Users can print on a 2nd Sight FlexHub (see the FlexHub User Manual) or a Star Micronics Rugged Bluetooth Printer, both of which are sold separately.

Using a Star Micronics Rugged Bluetooth Printer

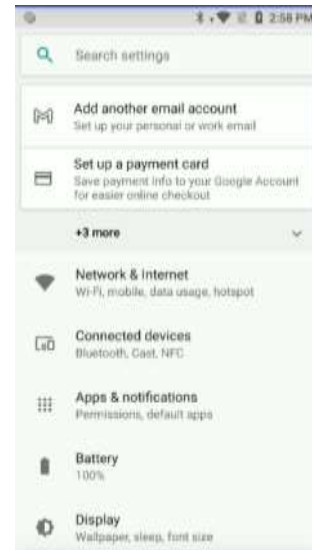
Step 1 Press the Star Micronics Printer power button to turn the printer on.



Step 2 Search for and open “Settings” on the RHC.



Step 3 The “Settings” screen will appear. Press “Connected Devices.”

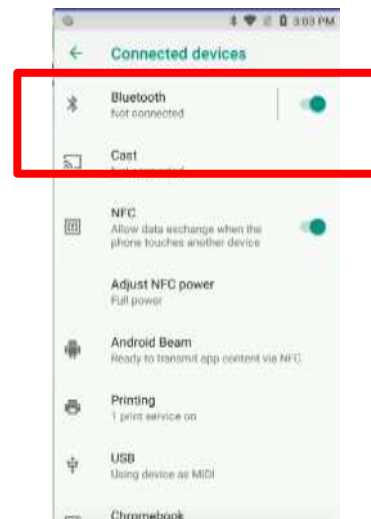


Step 4 Make sure “Bluetooth” is on, then touch the word “Bluetooth.”

Under “Bluetooth,” “On” appears with a blue dot next to it. Touch “Bluetooth” to open a screen where you will see “+ Pair New Device.”

Touch the plus sign to go to the next screen.

The Star Micronics printer should be listed under “Available Devices.”



Step 5 Tap “Star Micronics” to open the pairing screen.



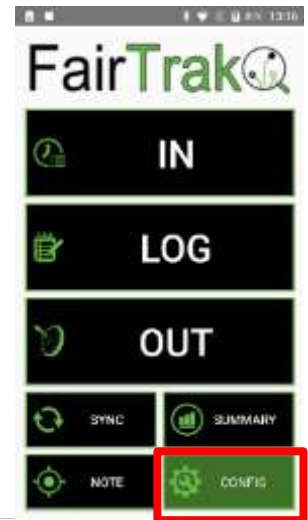
Step 6 Enter 1234 and press **OK**.



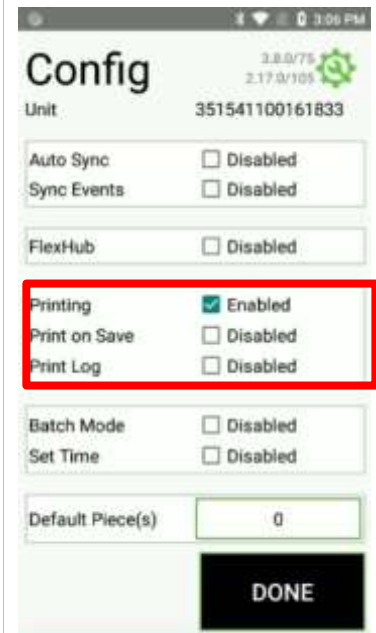
Step 7 Close “Settings,” and launch the FairTrak app.



Step 8 Press and hold the "CONFIG" button.



Step 9 Check the box next to "Printing." When enabled, the checkbox will appear with a check in it; will be blue, and the word "Enabled" will show next to the box.



Step 10 When "Printing" is enabled, the Star Micronics Printer should appear in the menu. Press **DONE** to finish pairing.



Print on Save

The "Print on Save" feature was designed for a specific tracking application. Most users can ignore this feature and leave this box unchecked. If you would like more information about this feature, please contact 2nd Sight at 509-381-2112 or info@2ndsightbio.com.

Print on Log

When enabled, the printer will print a receipt each time an activity is logged on the RHC.

Batch Mode

The Batch Mode feature allows a field or crew boss to clock employees into a new Task, log Tasks, and clock out multiple employees without using individual employee badges.

Batch Mode requires employees to initially clock in to the FairTrak using their employee badges on that day.

Step 1 Press and hold the "CONFIG" button.

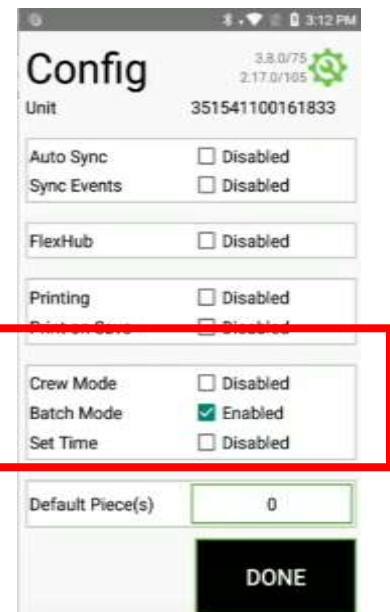


Step 2 Check the box next to "Batch Mode" to enable the feature.

For "Batch Mode" to work, employees clock in to a Task on the FairTrak by presenting an RFID card.

Once employees are clocked in, the crew boss or FairTrak user can move employees between crews and clock multiple employees in or out of Tasks.

The crew boss will need a specially programmed Key Card to perform batch edits on FairTrak. For more information about Key Cards, see Registration Station User Manual.



Crew Mode

When “Batch Mode” is enabled, the user can enable this feature to allow for the separation of workers by crew.

1. Scan Key Card
2. Select Crew
3. Only employees associated with the Crew are highlighted and displayed.
4. Save as normal

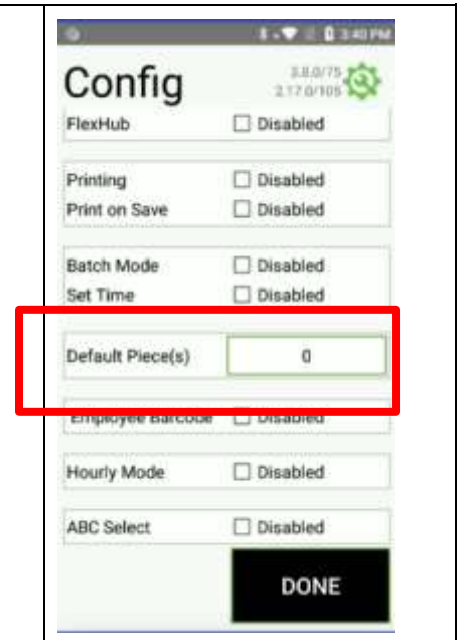
Set Time

When “Batch Mode” is enabled, the user can enable this feature to allow a person with a Key Card to modify Clock In, Log, and Clock Out time.

1. Scan Key Card
2. Select Time
3. Change Time.
4. Save as normal

Default Pieces

In situations in which the picking process allows for employees to log a certain number of buckets or containers each time, the user can set a number to reflect this generality. For example, pickers may get credit for 2 buckets each time they approach the checker.



Employee Barcode

When enabled, the FairTrak will scan an employee barcode rather than an RFID card.

Hourly Mode

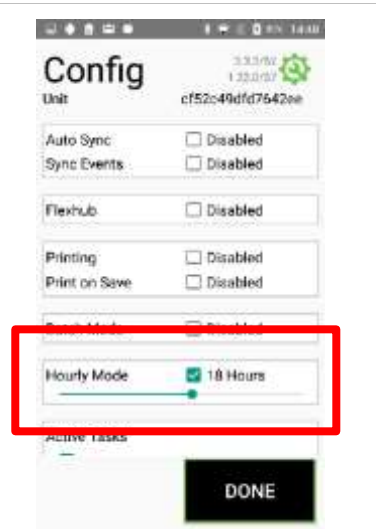
By default, the FairTrak app resets once the internal RHC clock goes past midnight. If your employees work beyond midnight (e.g., from 8pm - 2am), enabling "Hourly Mode" tells the FairTrak app that the work day should extend. This allows night shift workers to use the clock functions and "Summary" screen.

Step 1 Press and hold the "CONFIG" button.



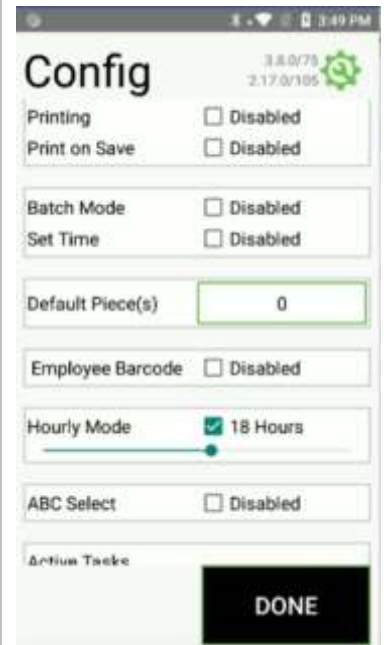
Step 2

Check the box next to “Hourly Mode” to enable the feature. The checkbox will turn blue, show a check mark in it, and a number of hours will appear to the right of the checkbox.



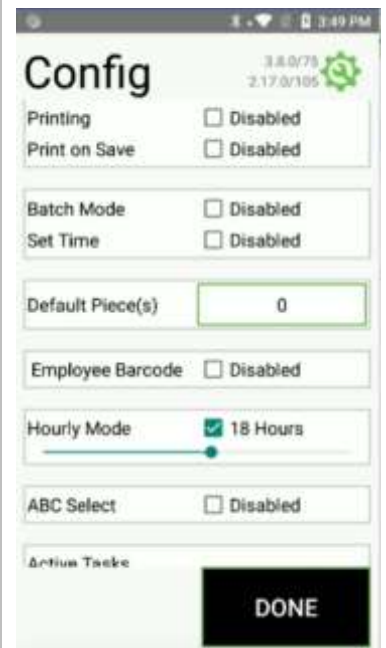
Step 3

Slide the bar to adjust the day adjustment time (12-24 hours).



Step 4

Press **DONE** to save, and return to the main screen.

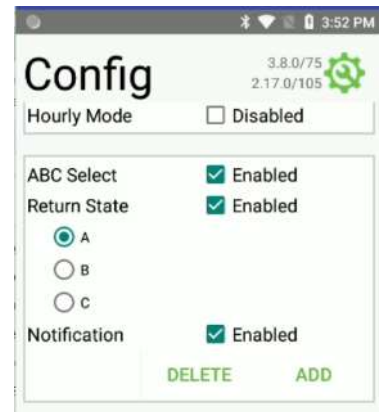


ABC Select

This feature adds a grader to the FairTrak settings.

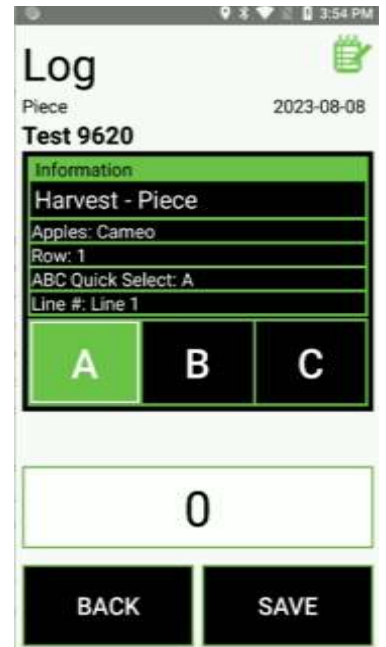
Step 5

Choosing “ABC Select” from the “CONFIG” screen allows the user to include product grade information in the Log.



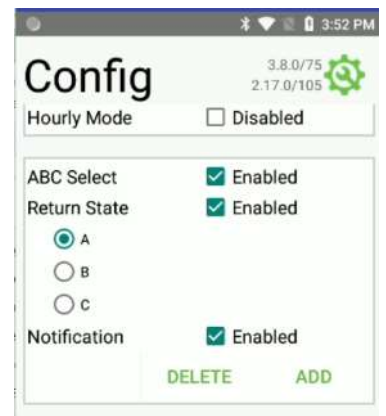
Step 6

Returning to the “Log” screen, the user tracking picking information can choose “A,” “B” or “C” in the Log to indicate the quality of produce picked.



Return State

When the user has “ABC Select” enabled, “Return State” can be enabled as well. Users will choose to which grade the system will return after a log occurs.



Notification

When this feature is enabled, users can add circumstances under which the user receives notice of employee activities.

To add a Notification, enable “ABC Select” and “Notification.” Then press the word “ADD” underneath.

For example, the user may decide that a warning should appear after an employee turns in a “C” grade product two times and that, after turning in a “C” grade product three times, the employee cannot continue picking.

In this situation, the user would highlight the “C” box, set the range of “2” on the left and “3” on the right, and pick a symbol that will appear when the situation occurs. The user can also type in a message that appears.

With these settings in place, an employee who turns in three “C” grade products will get a warning and will not be able to scan a badge the fourth time.

The screenshot shows a configuration interface for notifications. It is organized into several sections:

- Letter:** Three black boxes with white text labeled 'A', 'B', and 'C'. The 'C' box is highlighted with a green border.
- Range:** Two empty white input boxes with green borders.
- Symbol:** Four square buttons with rounded corners. From left to right: a green checkmark, a blue information 'i' icon, an orange exclamation mark, and a red 'X' icon. The orange exclamation mark icon is highlighted with a green border.
- Message:** A large, empty white text area with a green border.
- Buttons:** Two black buttons with white text at the bottom: 'Cancel' on the left and 'Save' on the right.

Active Tasks

By default, all Tasks activated on the customer’s web portal will show on the user’s FairTrak after the devices have been synced.

If a user does not need to see certain Tasks on the FairTrak, Tasks can be hidden from view by changing disabling a Task. To disable a Task, simply click the blue, checkmarked box next to the Task name. To reactivate, simply go into “CONFIG,” find the “Active Tasks” box, and check the box next to the Task name.

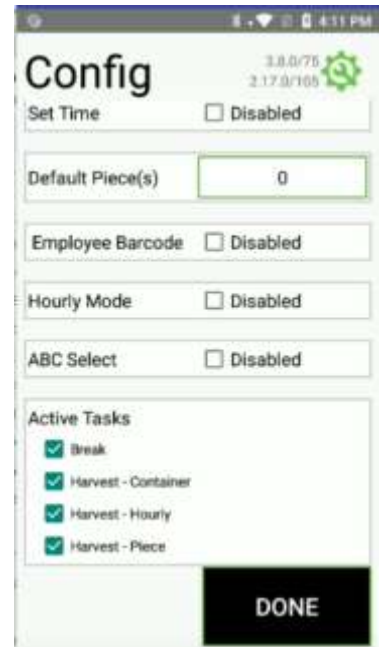
Step 1 Press and hold the "CONFIG" button.



Step 2 Under "Active Tasks," an enabled Task (displaying a blue box with a check mark) is visible on the FairTrak device.

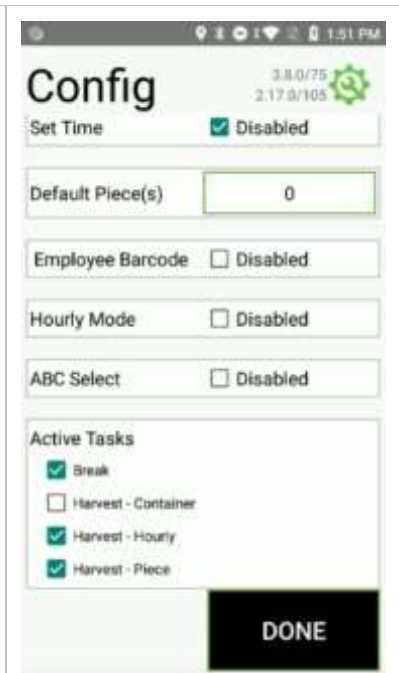
To hide a Task when clocking in to FairTrak, uncheck the box next to the Task name in the Task selection menu.

Limiting Task options can minimize user error in the field.



Step 3

Press **DONE** to save, and return to the main screen.



USING THE FAIRTRAK APP

After setting up the Web Portal and configuring the FairTrak app, you are ready to use the system.

Upon opening the app, it is a good idea to press the “Sync” button while the RHC is within WiFi range. Syncing the app to the web portal downloads the latest Task, List and List Item configuration and the latest list of employees.

Sync Data to the Web Portal

When the user presses the “Sync” button, the FairTrak app does the following:

- 1) Looks for new Tasks, Lists, List Items and employee names from the registered Web Portal account;
- 2) Pushes any new data collected on the RHC up to the Portal.

2nd Sight recommends syncing the RHC at the start of each work day as well as at the end of each work day. Data will remain on the RHC after a sync.



Note: To sync the RHC, the device must be connected to the internet via Wi-Fi or a cellular network.

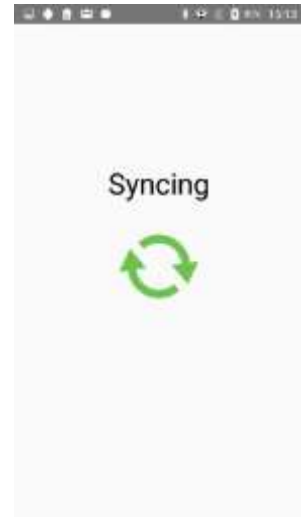
Step 1

On the FairTrak’s main screen, press the “Sync” button.



Step 2

A confirmation screen (see below) appears showing that the sync data function worked.



Step 3

If the data sync was not successful, press the "Retry" button.
To return to the home screen, press "Back."
Verify that the RHC is connected to the Internet and that the internet is working.



Clock In

Clocking in one or more employees into a specific Task is fast. List information associated with a Task can be changed and updated during the clock in process.

Clocking in Employee(s)

Step 1 On the main screen, press **IN**.



Step 2 The “Select Task” screen will appear. Select the appropriate Task from the items shown by touching the Task name..



Step 3 The Clock In screen will appear, and you will see the Information box. The first line will contain the Task name you selected.



Step 4 Once the Task has been chosen, scan an employee RFID card by holding it to the back of the RHC until the NFC reader chimes.

The employee's name and a success message appear on the screen.



Step 5 Clock additional employees into the same Task by holding another RFID card to the back of the RHC until the NFC reader chimes and the success screen shows.



Step 6 Press **DONE** to return to the home screen.

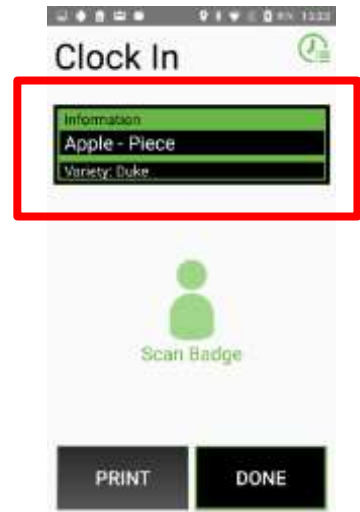


Changing Tasks & Lists/List Items

Employees can be clocked into different Tasks and/or List Items using the same device.

Step 1

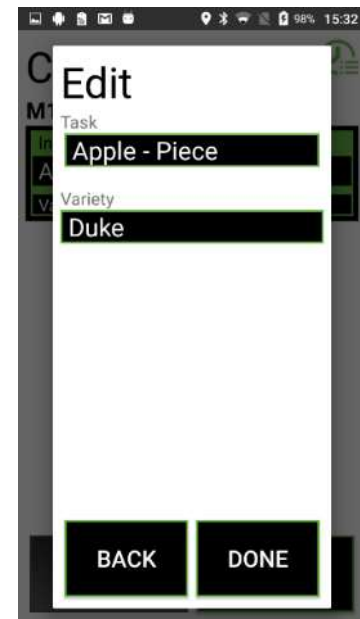
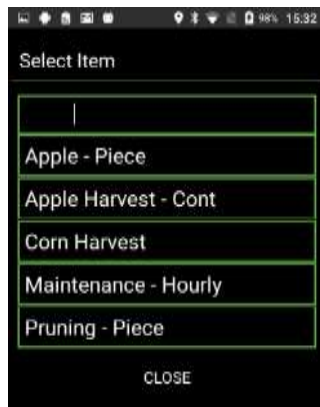
Press the “Information” box. An **Edit** screen will appear.



Step 2

Press the box showing the Task (in this example, the black box that says “Apples - Piece”) to open the Task menu.

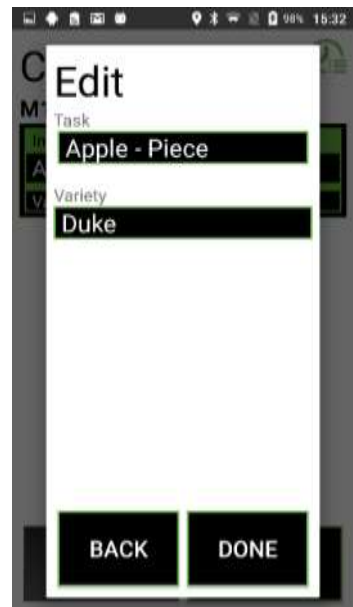
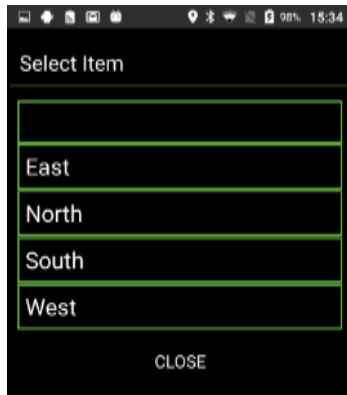
Use the search bar to find the desired Task. Press the Task name to select it.



Step 3

Press the second black box to open the List menu (in this example, the black box under the word "Variety").

Use the search bar to find the List Item. Press the List Item name to select it.



Step 4

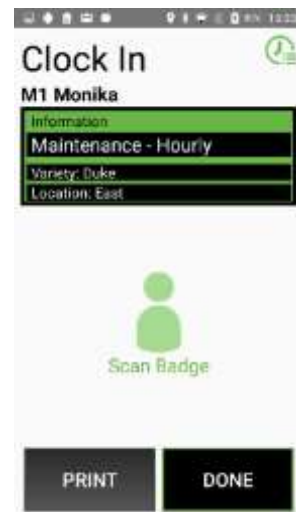
Press **DONE** to save the changes and return to the "Clock In" screen.



Step 5

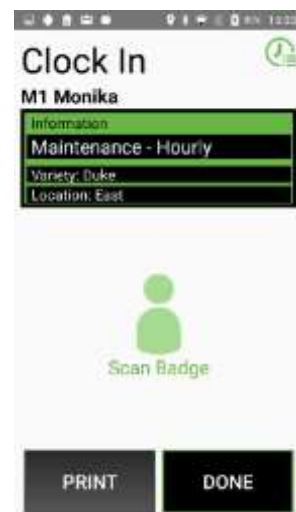
Clock additional employees into this Task by holding another RFID card to the back of the RHC until the NFC reader chimes.

Continue until all desired employees are clocked into this Task.



Step 6

Press **DONE** to finish clocking employees in and return to the home screen



Batch Mode – Clock in

When enabled (see [Batch Mode](#)), the Batch Mode feature allows a field or crew boss to clock employees into a new Task, log Tasks, and clock out multiple employees without using individual employee badges.

Batch Mode requires employees to initially clock in to the FairTrak using their employee badges on that day.

Step 1

After employees have clocked in with their RFID cards at the start of the work day, an employee with a Key Card can use Batch Mode.

The administrator/user makes key cards in the web portal and assigns them using the Registration Station. For more information about key cards, see Portal User's Manual.

The screenshot shows a web form titled "Add Employee". At the top, there is a warning: "Warning! Do NOT import or add private employee social security numbers or dates of birth to Employee information on this portal. Collection, retention and disclosure of this information may be prohibited by state and federal law." Below the warning are several input fields: "Last Name" (KEY), "First Name" (KEY), "Middle Name" (empty), "Employee ID Number" (1001), "Payroll Code" (empty), "Profile" (Employee dropdown), "Crew" (dropdown), "Key Card" (checkbox checked), and "Active" (checkbox checked). At the bottom are two buttons: "Save" and "Save and add another".

Step 2

To clock in one or more employees to a new Task using Batch Mode, ensure that Batch Mode is enabled, then press **IN**.



Step 3 Choose a Task.



Step 4 Scan the Key Card.



Step 5 A list of clocked-in employees will appear. Select individual employees by pressing each employee's name. The selected employees' names will turn green.



Note: An employee will NOT appear on the list unless he or she has clocked in on the RHC with an RFID card (generally at the beginning of the work day).

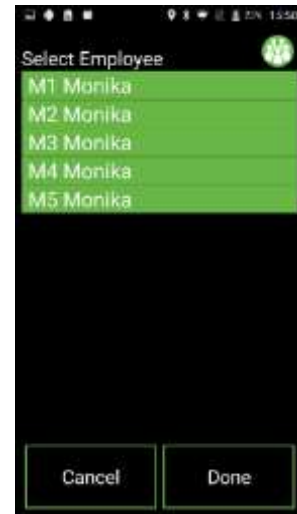
Step 6

To select or deselect all employees, press the people icon in the top right.



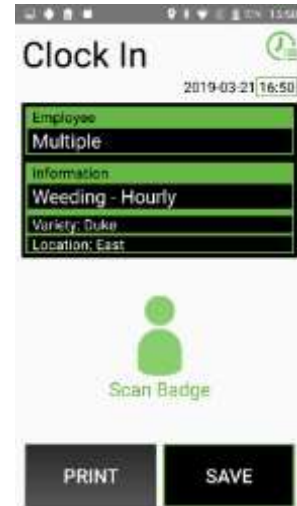
Step 7

After selecting (or deselecting the desired employee(s)), press **DONE**.



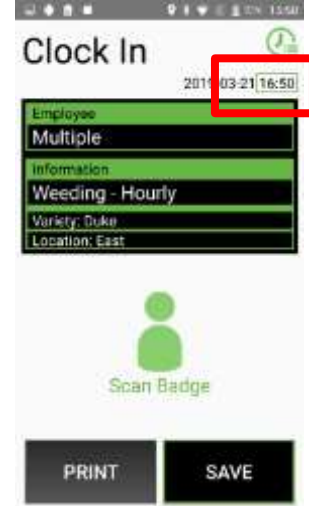
Step 8

Confirm that the Task and List Item information boxes are correct.
If you need to alter Information, tap on the Information box to open the Edit screen where you can change Task and List Item information.



Step 9

If you need to adjust the time employees clocked in to a specific Task, tap the current time (enclosed in a green box) listed in the upper right corner.



Step 10

Move the clock arm to adjust the hour.



Step 11

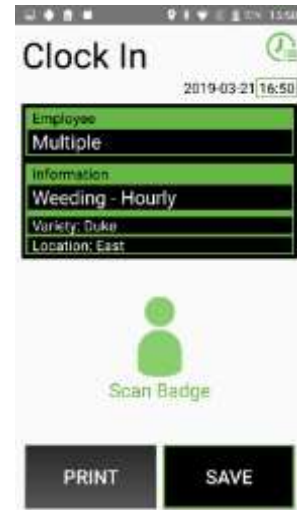
Move the clock arms to adjust the minutes.



Step 12 Press **OK** to exit the clock.



Step 13 Press **SAVE** to complete the clock in action in Batch Mode.



Log

The log is the list of data points that have been recorded by the FairTrak app and uploaded to the customer's web portal.

The process of logging adds data to the web portal log. Data is categorized by Tasks and information gathered depends upon the type of Task an employee is clocked into. The user determines the Task name and Task Type in the web portal. These are the available Task Types:

- Unpaid, Paid, and Nonproductive Tasks update the List Items associated with the employee's logged data.
- Hourly Tasks update the List Items associated with the employee's logged data.
- Piece Tasks update the List Items associated with the employee's logged data and enter a piece count
- Container Tasks update the List Items associated with the employee's logged data. and scan barcodes/RFID tags.



Note: An employee must be clocked into a Task in order to log a Task. If an employee is not clocked into a Task, the FairTrak will not know which Task to log.

Logging a Task

Step 1

Press **LOG**.

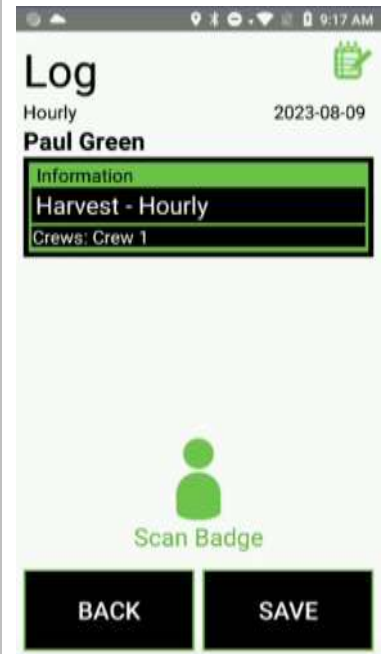


Note: Scanning an employee badge on the home screen will bypass the Log Task screen.



Step 2

Scan an employee badge by holding it to the back of the RHC until the NFC reader chimes, the assigned Task and name of the employee will appear on the screen.



Hourly Tasks

Hourly Task allows the user to update the List Items associated with the employee's Task. Up to five Lists appear on this screen.

Step 3

Press **LOG**.



Note: Scanning an employee badge on the home screen will bypass the Log Task screen.



Step 4

Scan an employee badge by holding it to the back of the RHC until the NFC reader chimes, the assigned Task and name of the employee will appear on the screen.



Step 5

In the Information box, choose the List containing the List Item you wish to change.

For example, you may wish to change the List Item associated with the List “Crew.”



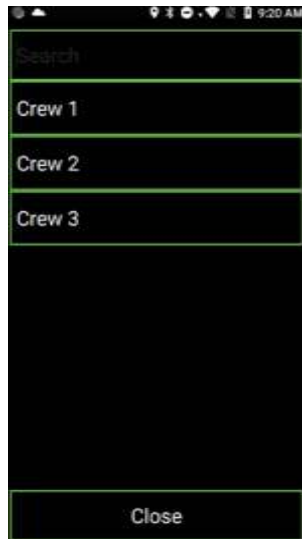
Note: In the following example, Crew 1 will be replaced by Crew 2.



Step 6

Press the black part of the Information box. This will open an Edit screen where the user can change the List Items associated with the Task/List shown.

Here, the user would choose “Crew 2.”



Step 7

Select the **Done** button to return to the Log Task screen.

The employee's Task is now associated with the "new" Crew "Crew 2."



Step 8

Press **SAVE** to save the data. A Success dialog box appears, indicating the data has been saved.



Optional: Press **BACK** to exit without saving the data.



Piece Tasks

By using "Piece Tasks," the field or crew boss can update the List Items associated with an employee's Task and enter a piece count.

Step 1

Once the employee has clocked into a Piece Task, press **LOG**.

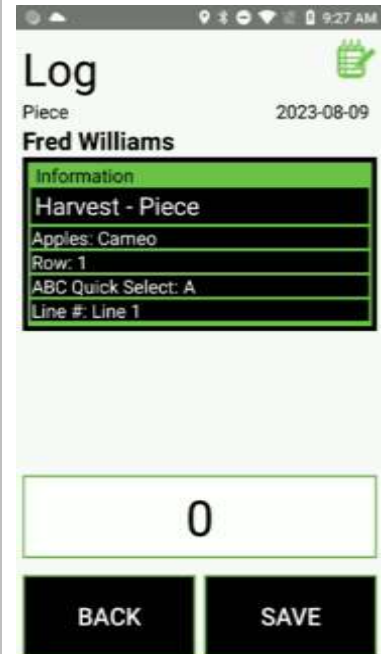


Note: Scanning an employee badge on the home screen will bypass the Log Task screen.

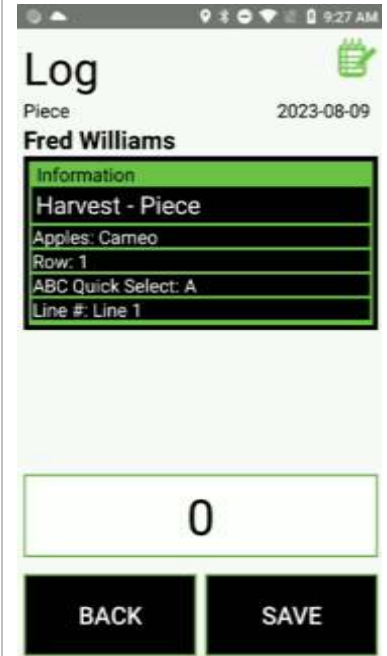


Step 2

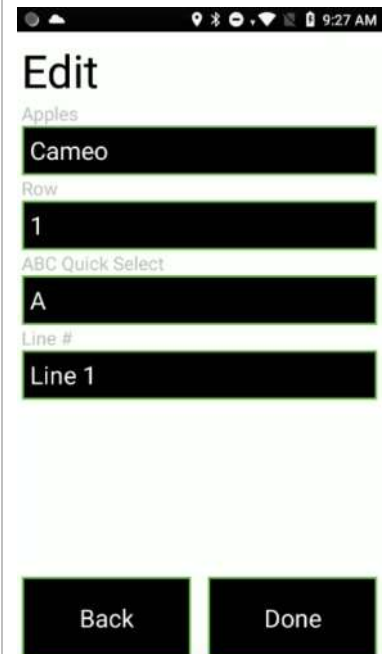
Scan an employee badge by holding it to the back of the RHC until the NFC reader chimes, the assigned Task and name of the employee will appear on the screen.



Step 3 Press the “Information” box.



Step 4 Select the List (in this case “Apples”) to open the List Item menu. Select the appropriate List Item, in this case “Fuji.”

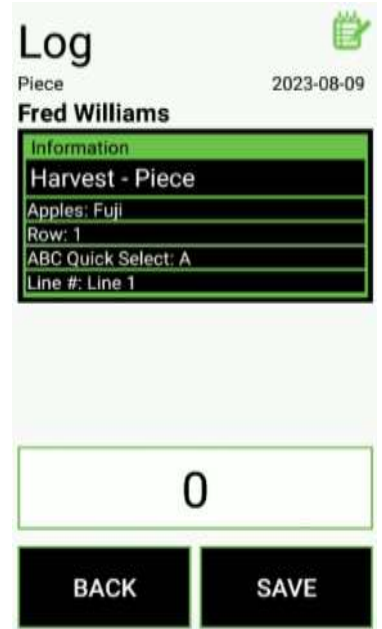


Step 5 Select **Done** to return to the Log Task screen.

The screenshot shows a mobile application interface titled "Edit". It contains four input fields, each with a label above it and a blacked-out value below it. The labels are "Apples", "Row", "ABC Quick Select", and "Line #". The values are "Fuji", "1", "A", and "Line 1" respectively. At the bottom of the screen, there are two buttons: "Back" on the left and "Done" on the right.

Step 6

Press the box that shows “0” to open the number pad.

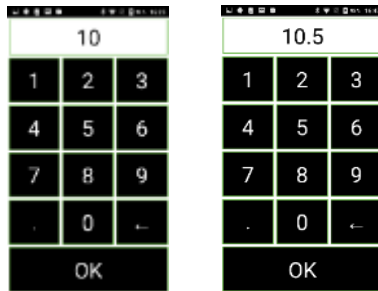


Step 7

Enter the desired piecework count by entering the numbers using the number pad.



Note: Enter whole numbers or numbers with decimals.



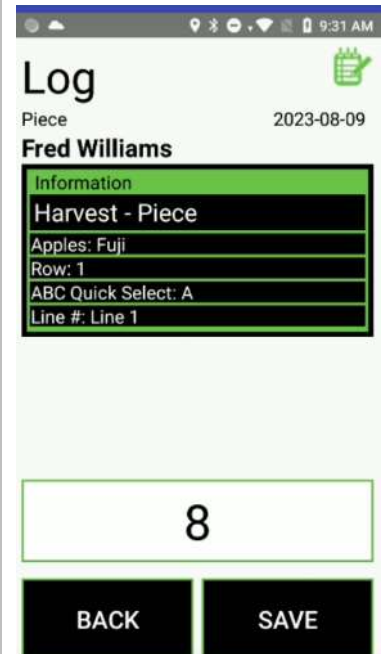
Step 8 Press **OK** to continue.



Step 9 Press **SAVE** to log the count. A “Success” dialog box appears indicating the data has been saved.



Optional: Press **BACK** to exit without saving the data.



Batch Mode - Pieces

When enabled (see [Batch Mode](#)), the Batch Mode feature allows a field or crew boss to clock employees into a new Task, log Tasks and pieces, and clock out multiple employees without using individual employee badges.

Batch Mode requires employees to initially clock in to the FairTrak using their employee badges on that day.

Step 1

Have a Key Card ready. This is an employee badge created using the web portal and the Registration Station.

For more information see the Portal User's Manual and the Registration Station User's Manual.

Add Employee

Warning! Do NOT input or add private employee social security numbers or dates of birth to Employee information on this portal. Collection, retention, and disclosure of this information may be prohibited by state and federal law.

Last Name	KEY
First Name	CARD
Middle Name	
Employee ID Number	
Payroll Code	
Profile	Employee
Crew	
Key Card	<input checked="" type="checkbox"/>
Active	<input checked="" type="checkbox"/>
	<input type="button" value="Save"/> <input type="button" value="Save and add another"/>

Step 2

To log pieces for one or more employees using Batch Mode, press **LOG**.

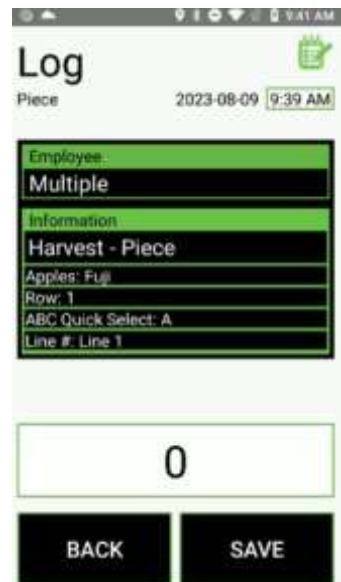


<p>Step 3 Scan the Key Card by putting it up to the back of the RHC.</p>	
<p>Step 4 Select individual employees by pressing the employee's name. When selected, the name will turn green.</p>	
<p>Step 5 Select or deselect all employees by pressing the people icon at the top right of the screen.</p>	

Step 6 Press **Done** to select the employee(s).



Step 7 Press the box with the "0" in it to open the number pad.



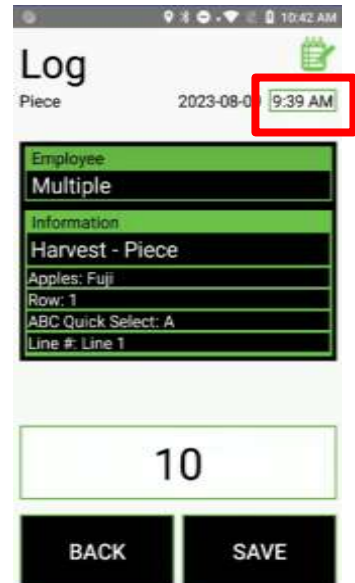
Step 8 Enter a count for piecework earned by each employee.



Step 9 Press **OK** to save.



Step 10 To adjust the time, tap the current time listed in the upper right corner.



Step 11 Move the clock arm to adjust the hour.



Step 12 Move the clock arms to adjust the minutes.



Step 13 Press **OK** to exit the clock. **CANCEL** will return the user to the **LOG** screen.



Step 14 Press **SAVE** to complete the Batch action.



Container Task

Container Tasks enable the user to update the employees' List Items and to scan barcodes/RFID tags that are attached to a container.

Step 1

Press **LOG**.

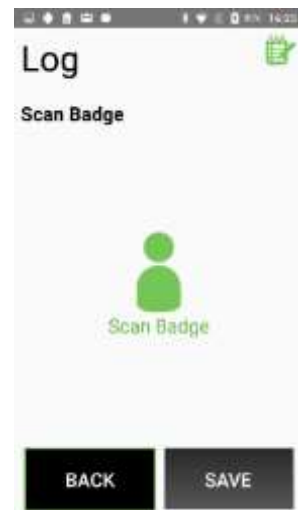


Note: Scanning an employee badge on the home screen will bypass the Log Task screen.



Step 2

Scan an employee badge by holding it to the back of the RHC until the NFC reader chimes, the assigned Task and name of the employee will appear on the screen.



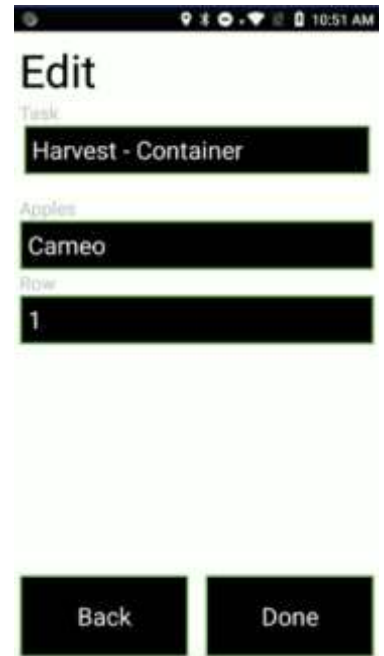
Step 3

Press the Information box.



Step 4 Select the List containing the List Item to replace.

Step 5 Select the new List Item.

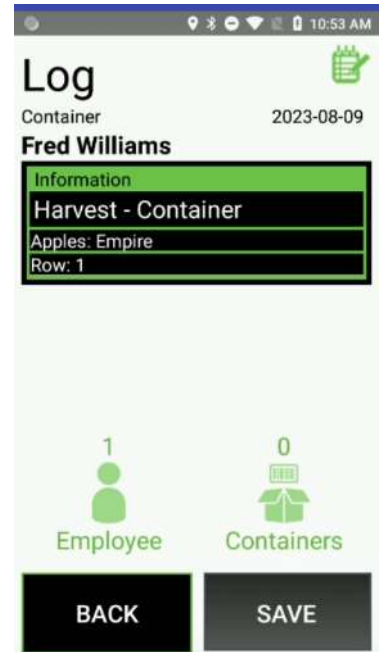


Step 6 Select **DONE** to save and return to the **LOG** screen.



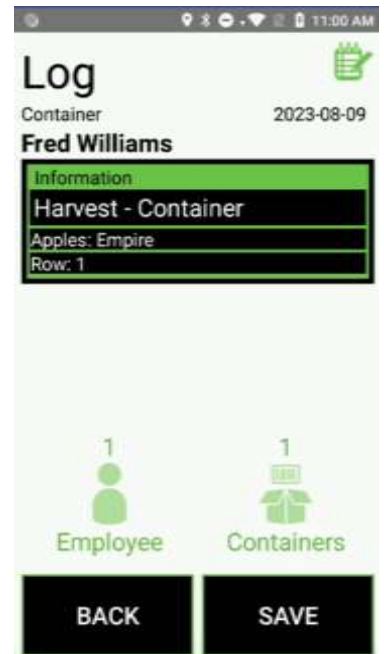
Step 7

Scan the employee(s) RFID card(s). To scan a container barcode, press and hold the yellow button on the side of the RHC to scan.



Step 8

To scan an RFID tag, hold it to the back of the RHC until the NFC reader chimes.



Optional: Continue scanning Container barcodes, Container RFID tags, and employee badges.



Note: The system only allows a barcode to be scanned once per log event to prevent double scanning.



Note: If multiple employees' RFID cards are scanned, the Container piece rate paid will be divided between the scanned employees.

In the example to the right, each employee would receive half of the Container piece rate (1 container/2 employees).



Step 9

Press **SAVE** to save the data. A Success box indicates the data has been saved.





Optional: Press "BACK" to exit without saving the data.






Batch Mode - Container

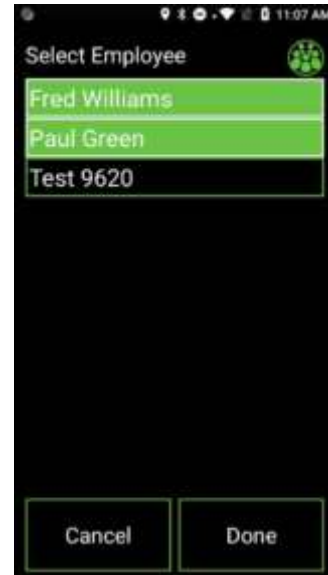
When enabled (see [Batch Mode](#)), the Batch Mode feature allows a field or crew boss to clock employees into a new Task, log Tasks, and clock out multiple employees without using individual employee badges.

Batch Mode requires employees to initially clock in to the FairTrak using their employee badges on that day.

<p>Step 1 Have a Key Card ready. This is an employee badge created using the web portal and the Registration Station.</p> <p>For more information see the Portal User's Manual and the Registration Station User's Manual.</p>	
<p>Step 2 To log pieces for one or more employees using Batch Mode, press LOG.</p>	

<p>Step 3 Scan the Key Card.</p>	
<p>Step 4 Select individual employees by pressing the employee's name.</p>	
<p>Step 5 Select or deselect all employees by pressing the people circle icon on the top right.</p>	

Step 6 Press **Done** to select the employee(s).



Step 7 Scan additional employees, barcodes, or RFID tags.



Step 8

To adjust the time, tap the current time listed in the upper right corner.



Step 9

Move the clock arm to adjust the hour.



Note: "Set Time" must be enabled in "Config."



Step 10

Move the clock arms to adjust the minutes.



Step 11 Press **OK** to exit the clock.



Step 12 Press **SAVE** to complete the Batch clock in action.



Clock Out

Clock out one or more employees.

Clocking out Employee(s)

Step 1 Press **OUT**.



Step 2 Scan an employee badge by holding it to the back of the RHC until the NFC reader chimes, a success message and name of the employee appears on the screen.



Optional: In “Clock Out,” you can scan multiple employee RFID cards at one time without returning to the home screen.

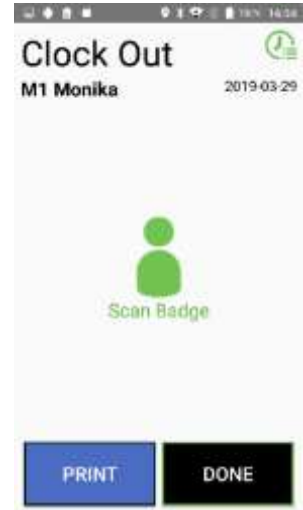


Step 3

Press the Print button if you want your employee to have a physical record of the current day's piece work.

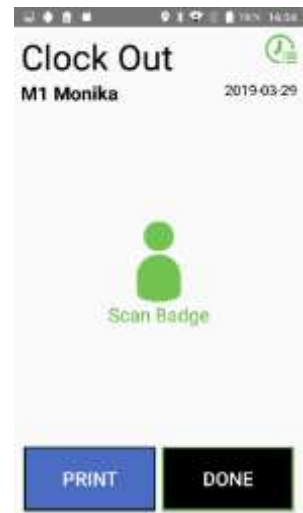


Note: A Bluetooth printer or FlexHub printer must be connected to the RHC and "Printing" must be enabled in Config for the Print button to become active.



Step 4

Press **DONE** to return to the home screen.



Batch Mode - Clock out

When enabled (see [Batch Mode](#)), the Batch Mode feature allows a field or crew boss to clock employees into a new Task, log Tasks, and clock out multiple employees without using individual employee badges.

Batch Mode requires employees to initially clock in to the FairTrak using their employee badges on that day.

Step 1

Have a Key Card ready. This is an employee badge created using the web portal and the Registration Station.

For more information see the Portal User's Manual and the Registration Station User's Manual.

Add Employee

Warning! Do NOT import or add private employee social security numbers or dates of birth to Employee information on this portal. Collection, retention and disclosure of this information may be prohibited by state and federal law.

Last Name	KEY
First Name	CARD
Middle Name	
Employee ID Number	
Payroll Code	
Profile	Employee
Crew	
Key Card	<input checked="" type="checkbox"/>
Active	<input checked="" type="checkbox"/>
<input type="button" value="Save"/> <input type="button" value="Save and add another"/>	

Step 2

To clock out one or more employees using Batch Mode, press **OUT** on the main screen.



Step 3

Scan the Key Card.



Step 4 Select individual employees by pressing the employee's name.



Step 5 Select or deselect all employees by pressing the people circle icon on the top right.



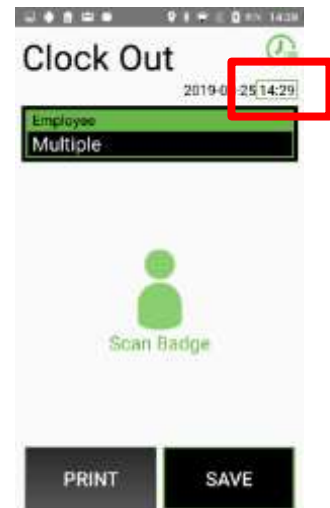
Step 6 Press **Done** to select the employee(s).



Step 7 To adjust the time, tap the current time listed in the upper right corner.



Note: "Set Time" must be enabled in "Config."



Step 8 Move the clock arm to adjust the hour.



Step 9 Move the clock arms to adjust the minutes.



Step 10 Press **OK** to exit the clock.

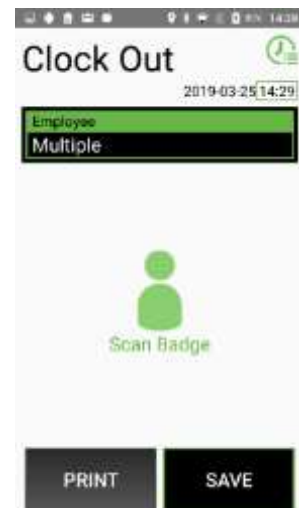


Step 11 Press **SAVE** to complete the Batch clock out action.



Note: You cannot print when clocking out using Batch Mode.

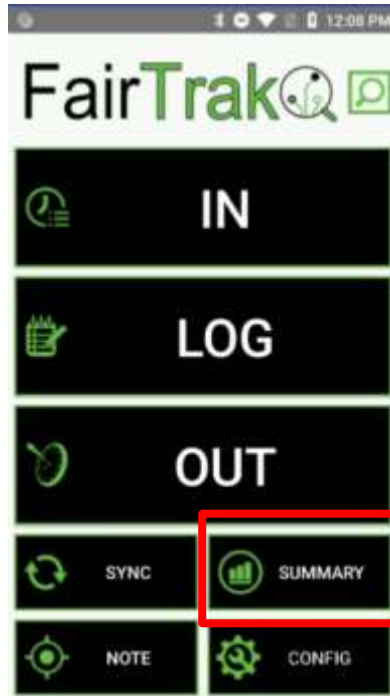
To print summary receipts, press Done to return to the main screen, then press SUMMARY, then choose the Employee tab.



Data Summary

The **SUMMARY** button on the FairTrak app allows the user to view data recorded on the RHC for the day and to print individual employee receipts.

When you press the **SUMMARY** button, a screen will open with a navigation bar at the top that says “Task,” “Employee” and “Data.”



- **Task** tab displays data sorted by task with employee totals.
- **Employee** tab displays data sorted by employee and most recent clock in or clock out time.
- **Data** tab displays the last 100 clock in, clock out, and log data entries in raw, unprocessed form.

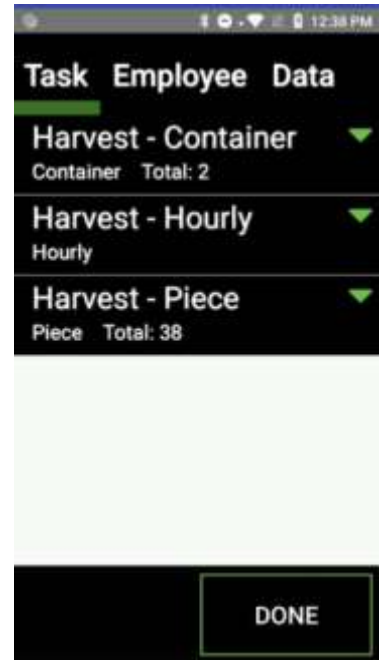
Task Tab

Step 1

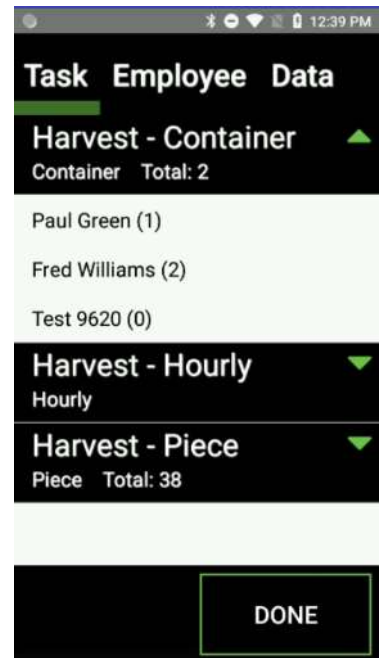
Press **SUMMARY..**



Step 2 Select the Task tab to view data sorted by Task.



Step 3 Press the Task name to view employee totals.
The information shows that employee Paul Green had one log for the Task "Harvest - Container," employee Fred Williams had two, and Test 9620, who is clocked into this Task, had none.

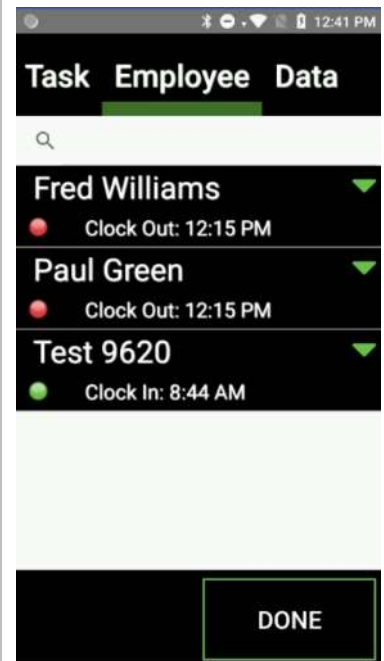


Employee Tab

Step 1 Press **SUMMARY..**

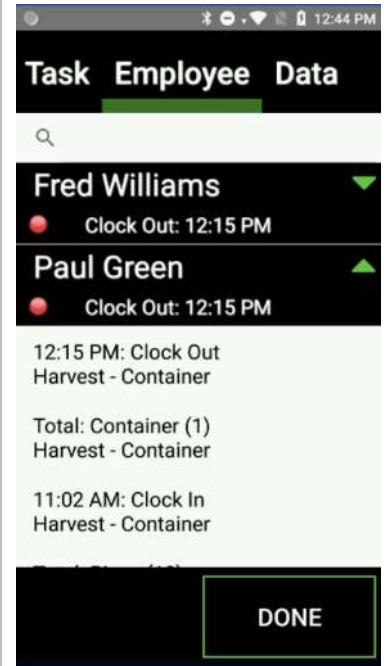


Step 2 Press the Employee tab. Use the Search box to find employees, if necessary.
Here, the red dot indicates that employees Fred Williams and Paul Green have clocked out. Employee Test 9620 is still clocked in.



Step 3

Press an employee's name to expand and view clock in, log, and clock out data.



Step 4

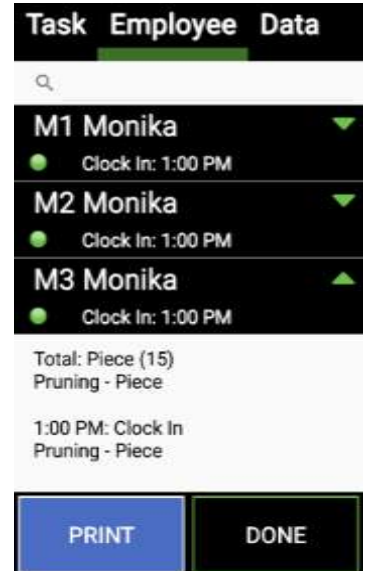
The Print button becomes active when one or more employee's data is expanded.



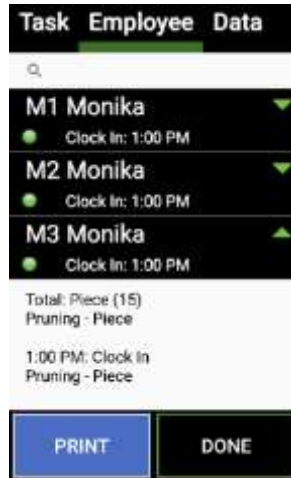
Note: ONLY expanded employee data will print



Note: Printing must be enabled in Config. Requires connection to a portable Bluetooth printer or FlexHub printer.



Step 5 Press **DONE** to return to the main screen.



Clock out from Summary

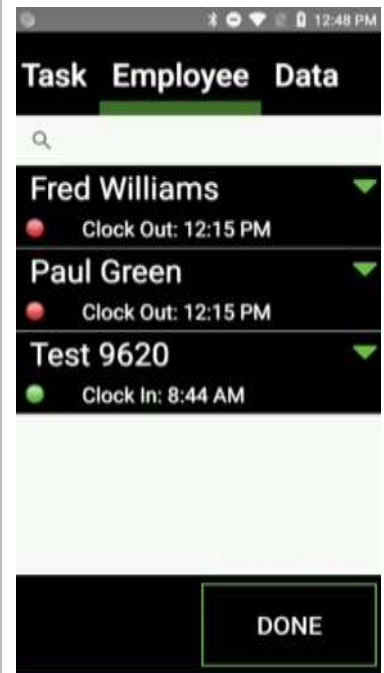
Step 1 Press **SUMMARY..**



Step 2 Press the Employee tab.

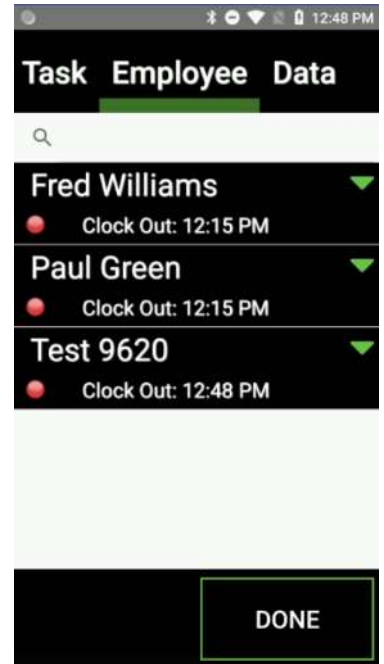


Note: Use the Search box to find employees.



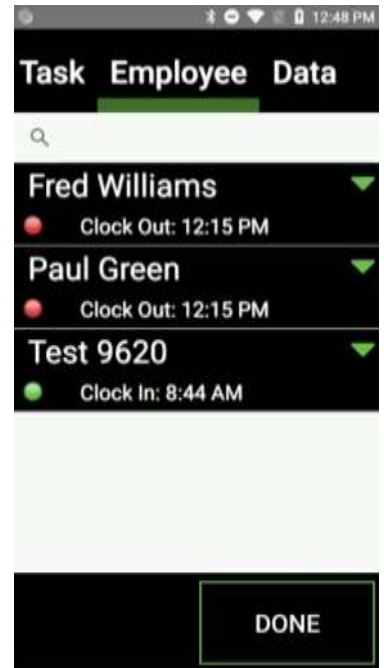
Step 3

Press and hold an employee's name to clock the employee out. The green status circle turns red.



Step 4

Press and hold the employee's name again to clock him/her back into the Task previously clocked into.



Step 5 Press **DONE** to return to the main screen.



Note: New data entries reflect that the employee was clocked out and then clocked back in.



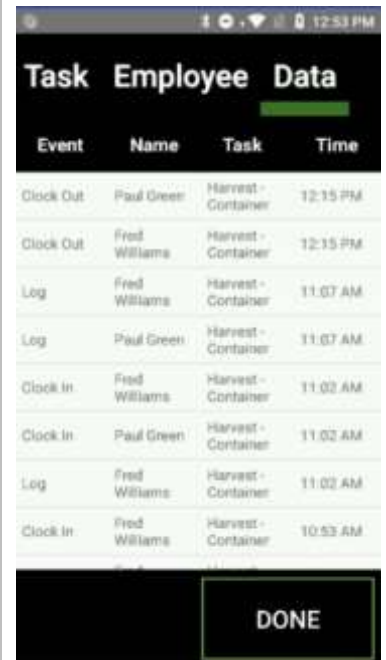
Data Tab

The Data tab displays the last 100 clock in, clock out, and log data entries in raw, unprocessed format.

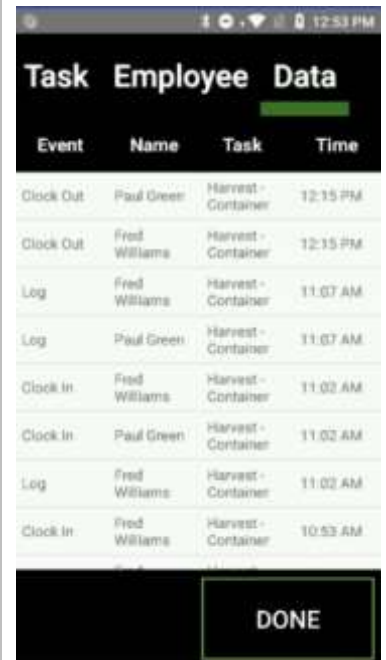
Step 1 Press **SUMMARY..**



Step 2 Select the "Data" tab to view the last 100 clock in, clock out, and log data entries in raw unprocessed form.



Step 3 Press **DONE** to return to the main screen.



The screenshot shows a mobile application interface with a dark theme. At the top, there is a status bar with the time 12:58 PM. Below it, the title "Task Employee Data" is displayed in white text. A green horizontal bar is positioned under the word "Data". Below the title is a table with four columns: "Event", "Name", "Task", and "Time". The table contains ten rows of data. At the bottom right of the screen, there is a black button with the word "DONE" in white capital letters.

Event	Name	Task	Time
Clock Out	Paul Green	Harvest - Container	12:15 PM
Clock Out	Fred Williams	Harvest - Container	12:15 PM
Log	Fred Williams	Harvest - Container	11:07 AM
Log	Paul Green	Harvest - Container	11:07 AM
Clock In	Fred Williams	Harvest - Container	11:02 AM
Clock In	Paul Green	Harvest - Container	11:02 AM
Log	Fred Williams	Harvest - Container	11:02 AM
Clock In	Fred Williams	Harvest - Container	10:53 AM

Notes

The Note section allows a user to create notes out in the field, tag this note with a GPS location, and sync these notes up to the web portal.

Taking Notes

Step 1 Press the **NOTE** button.



Step 2 Select **CREATE**.



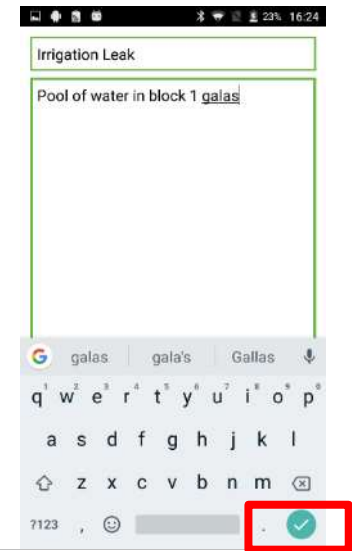
Step 3

Give the note a title and description using the RHC keyboard.



Step 4

Press the blue check mark on the keyboard to close the keyboard.



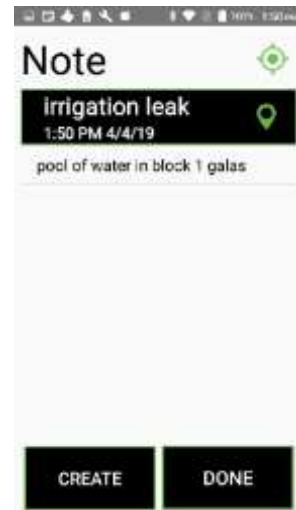
Step 5

Press **SAVE**.



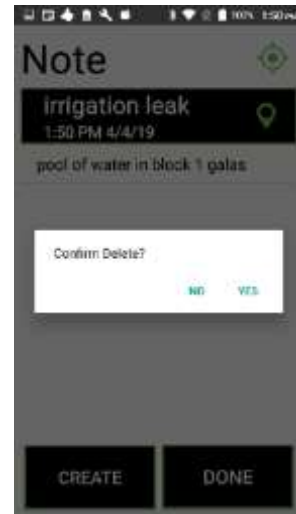
Step 6

The new note appears in the list. Press the note to expand the description.



Step 7

Press and hold the note to delete it. Press YES to confirm delete.



Receipts

Printing receipts requires a portable rugged Bluetooth or 2nd Sight FlexHub printer to be connected to the RHC and FairTrak app.

If you plan to print receipts, verify this connection in "CONFIG." Check that "Printing" is enabled and that the printer "Star Micronics" or "FlexHub Printer" is connected.

The following diagram explains the Summary receipt that can be printed for an employee from the Employee tab on the Summary screen.

<p>FairTrak Summary 2:23 PM 4/4/19 ***** Customer ID: abc123 Unit: 8195bdb30da9 Sync: 2:20 PM 4/4/19 ***** John Smith Badge: 4065029866 Pruning – Piece 0da9 Total: 15 Cherry – Container 0da9 Total: 4 *****</p>	<p>Date and time of receipt print</p> <p>Customer ID of linked Customer Portal account Unique Unit ID of the RHC Time and date of last RHC sync to Portal</p> <p>Employee First and Last names Unique hard-coded number of RFID card</p> <p>Task 1 Last 4 digits of RHC Unit ID Totals per Task</p> <p>Task 2 Last 4 digits of RHC Unit ID Totals per Task</p>
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