



Web Portal User Manual

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Updated: May 2023

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GENERAL INFORMATION

Introduction

Thank you for purchasing a 2nd Sight product. The 2nd Sight Web Portal, a secure website, allows you to manage data related to the following 2nd Sight systems:

- FairPick
- FairPick Flex
- FairTrak
- QuickPick
- MobileClock
- InstaCaliper
- StockTrak
- TellyTrack
- TCTrak

For your safety, carefully read and follow all warnings and cautions in this manual. Only use the Web Portal in the manner for which it is intended.

The following signs call attention to special warnings and cautions.



CAUTION: Failure to follow these instructions creates a hazard for the operator.



WARNING: Failure to follow these instructions creates a hazard for the device.



NOTE: Important information provided.

System Requirements

The Web Portal

- Desktop computer
- Secure connection to the internet
- Customer Certificate

TERMS AND DEFINITIONS

Term	Definition
Application (App)	<i>An application designed for a mobile device – either 2nd Sight's Registration Station, Ruggedized Handheld Computer (RHC), or an Android smartphone.</i>
Configuration Card	<i>Radio-frequency identification (RFID) card used to program a Weighing Station with specific settings such as time zone, language, containers, and tracking settings. Program Configuration Cards using the Registration Station App.</i>
Customer ID	<i>A unique code used to identify a company in the system.</i>
Web Portal	<i>Secure website where users enter information related to their business processes, manage employee payroll information, view uploaded data, and download data and reports. Web Portal address: http://portal.2ndsightbio.com.</i>
Customer Secret	<i>A unique code used to identify a company in the 2nd Sight system.</i>
Employee Badge	<i>Radio-frequency identification (RFID) card assigned to an employee.</i>
Registration Station	<i>Windows application for programming radio-frequency identification (RFID) cards. Including employee badges, key cards, and configuration cards.</i>
RFID Card	<i>Employee Badge.</i>
Ruggedized Handheld Computer (RHC)	<i>A rugged, Android-based pocket PC used to run 2nd Sight applications (FairTrak, InstaCaliper, etc.).</i>
Password	<i>A secret word or phrase that must be used to gain access to administrator functions on the Web Portal and Registration Station.</i>
Username	<i>A unique code used to access administrator functions on the Web Portal.</i>
Weighing Station	<i>Portable field unit employees use to weigh agricultural produce.</i>

LOG IN

With the purchase of a 2nd Sight product, you receive account information that allows you to access the secure Web Portal from any internet-enabled device. Account information includes a **Username**, **Password**, **Customer ID**, and **Customer Secret**.



NOTE: Use a desktop computer for optimal viewing of the Web Portal. The Web Portal may not work on mobile devices.

Step 1 Visit <http://www.2ndsightbio.com>, and select “Log in.” You will find “Log in” in the upper right corner of the screen.

Or

Visit the Web Portal directly at <http://portal.2ndsightbio.com/login>.



Step 2 You will receive a Customer Certificate in the box with your purchased product. You will also receive a Customer Certificate via email. This certificate lists the **Username**, **Password**, **Customer ID**, and **Customer Secret** needed to access the Web Portal.



Step 3 Use these credentials to log in to your Web Portal.



NOTE: 2nd Sight provides the Customer Certificate. Please contact 2nd Sight if your certificate is lost or missing.



WARNING: Keep your Customer Certificate in a safe place. This information allows access to your company's information and data.

RESET YOUR PASSWORD

If you forget your password or need to change it, do the following.

- Step 1** From the Web Portal (<http://portal.2ndsightbio.com/login>), select **Reset Password** on the menu at the top of the screen.



- Step 2** Enter your Username or email address in the “Username or email address” box.

Customer Portal Log in
Username or email address:

- Step 3** Click the **Reset Password** button. You will receive an email with instructions and a link to reset your password.

Customer Portal Log in
An email has been sent to ...@test.com. It contains a link you must click to reset your password.

PORTAL USERS

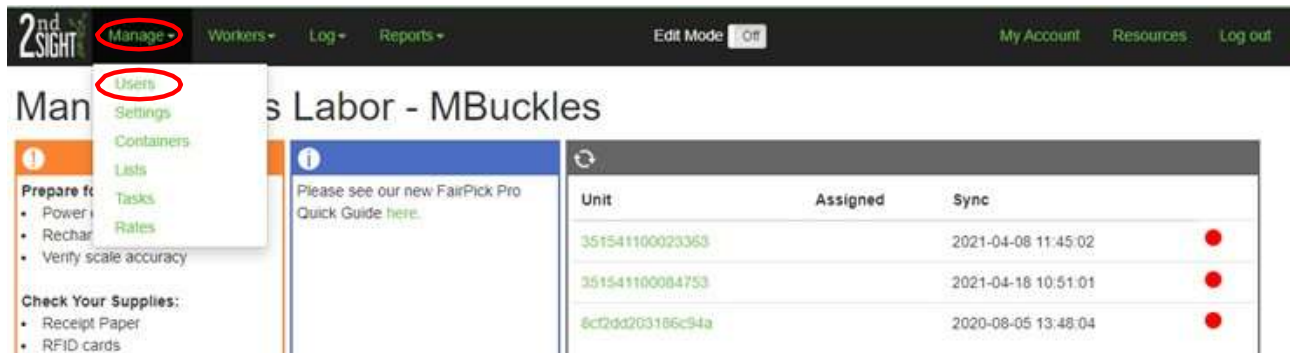
Add Portal Users and set their administrative rights to control who has access to information on the Web Portal. This section covers adding, editing, and deleting Web Portal users and managing their administrative rights.

Create New Portal User Account

To add a new user account(s), log in to the Web Portal.

Step 1 Choose “Manage” from the main menu.

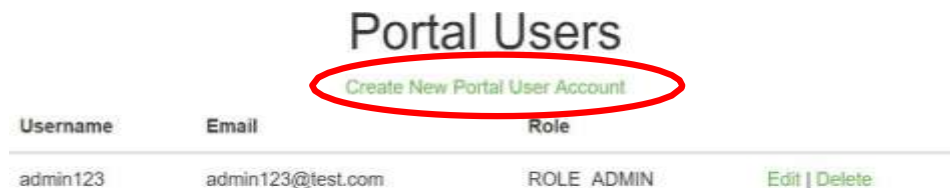
Step 2 Choose “Users” from the dropdown menu.



Step 3 This will open the *Portal Users* screen, which lists registered users.



Step 4 Select “Create New Portal User Account,” found under *Portal Users*.



Step 5 A *Create Portal User Account* screen will appear. Fill in the boxes labeled Username, Email, Password, Password (verify).

Create Portal User Account

Step 6 In the last box on the *Create Portal User Account* screen, select the “Role” you wish to assign to the user. See the table below for information about the available roles.



NOTE: Only Portal Users with ROLE_ADMIN rights can add, edit, and archive information. (see Role definitions below)



NOTE: Remember to follow Username and Password guidelines found in the section [Log In](#).

Step 7 Click **Save**.

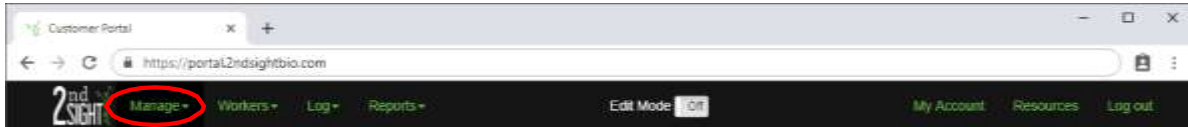
Step 8 Provide the created Username and Password to users who need access to the Web Portal.

ROLE_CREW_BOSS	Can only view some or all of the following screens: Task Log, Time Clock, Weigh Log, Inventory Log, and InstaCaliper Log. This user cannot edit.
ROLE_OFFICE_MANAGER	Can edit and view Employees. Can also view but not edit Logs and Reports.
ROLE_ADMIN	Grants access to all Portal features. Can view, add, inactivate, and edit. This is the only user that can use Edit Mode in the Logs.

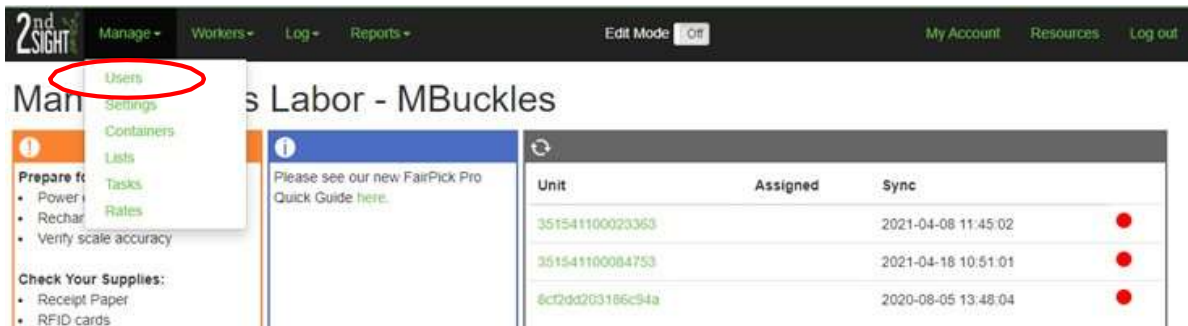
Edit Portal User Account

With this feature, it is possible to change usernames, passwords, and the roles to which Web Portal users are assigned.

Step 1 Once logged in to the Web Portal, choose “Manage” from the main menu.



Step 2 From the dropdown menu, choose “Users.”



Step 3 The *Portal Users* screen will appear showing registered users.

Portal Users

Create New Portal User Account

Username	Email	Role	
2ndsightesting	2ndsightesting@gmail.com	ROLE_ADMIN	Edit Delete
CrewBoss	crewboss@test.com	ROLE_CREW_BOSS	Edit Delete
OfficeManager	OfficeManager@test.com	ROLE_OFFICE_MANAGER	Edit Delete

Step 4 Select “Edit” next to the user whose information you wish to edit.

Portal Users

Create New Portal User Account

Username	Email	Role	
admin123	admin123@test.com	ROLE_ADMIN	Edit Delete

Step 5 The *Create Portal User Account* screen appears. Make username, password or role changes as needed. Verify the changes, then click **Save**.

Create Portal User Account

Username: monkacet
 Email: farm@test.com
 Password: *****
 Password (verify): *****
 Role:

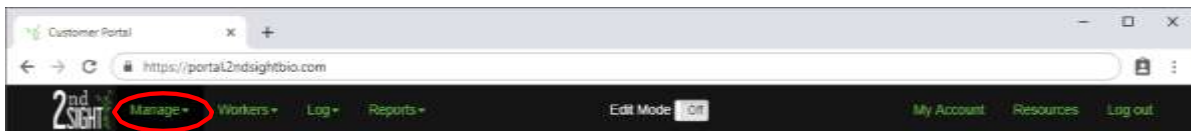
- ROLE_CREW_BOSS
- ROLE_OFFICE_MANAGER
- ROLE_ADMIN

Save

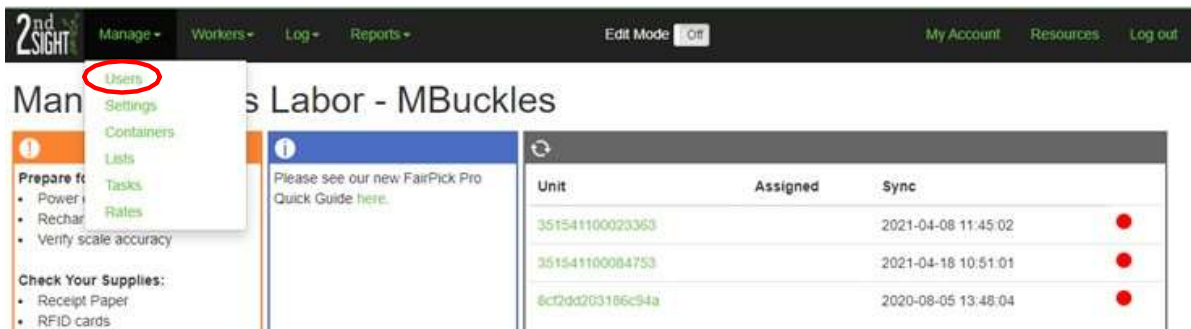
Delete Portal User Account

To remove user account(s) from the Web Portal –

Step 1 Choose “Manage” from the main menu.



Step 2 Then choose “Users” from the dropdown menu.



Step 3 Users who have accounts in the system will appear under *Portal Users*. Select “Delete” next to the user to delete the account.

Portal Users

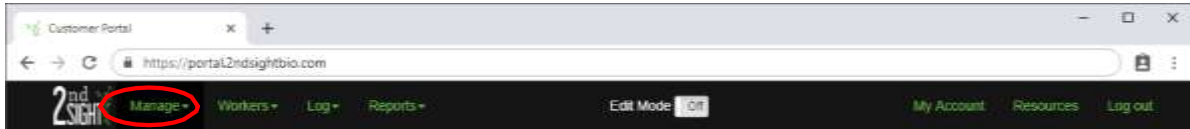
[Create New Portal User Account](#)

Username	Email	Role	
admin123	admin123@test.com	ROLE_ADMIN	Edit Delete
officemanager1	officemanager1@test.com	ROLE_OFFICE_MANAGER	Edit Delete

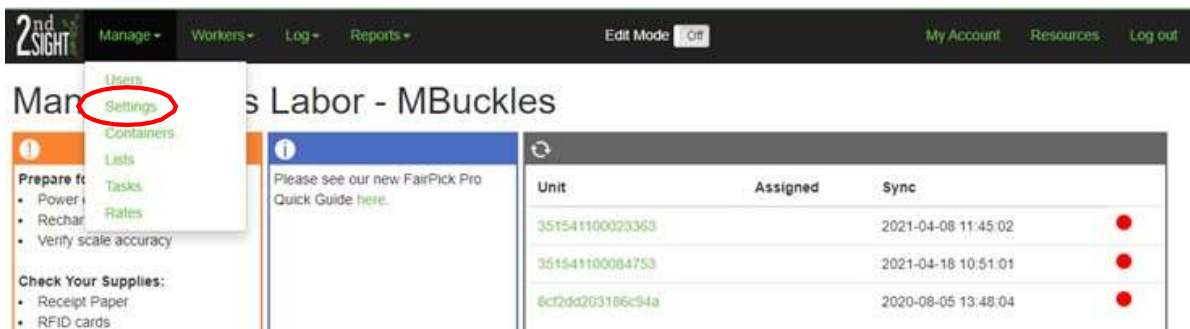
GENERAL SETTINGS

In *General Settings*, you set important global workplace information such as workday start time, type of currency, language, minimum wage, and units of measure.

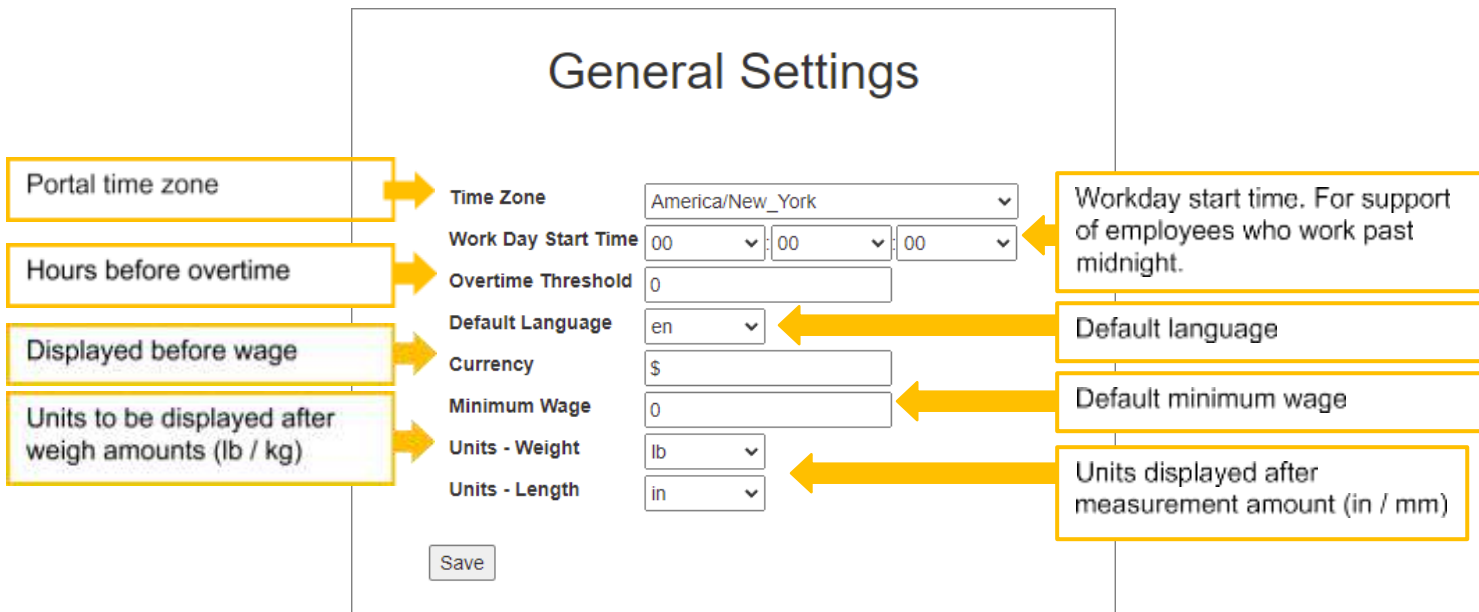
Step 1 Choose “Manage” from the main menu.



Step 2 Select “Settings” from the dropdown submenu.



Step 3 Set up or change general settings to meet your needs.



General Settings

Portal time zone	Time Zone	America/New_York	Workday start time. For support of employees who work past midnight.
Hours before overtime	Work Day Start Time	00 : 00 : 00	
	Overtime Threshold	0	
Displayed before wage	Default Language	en	Default language
	Currency	\$	Default minimum wage
Units to be displayed after weigh amounts (lb / kg)	Minimum Wage	0	
	Units - Weight	lb	Units displayed after measurement amount (in / mm)
	Units - Length	in	

Save

Time Zone

A time zone is a region of the globe that observes a uniform standard time for legal, commercial, and social purposes. For accurate time tracking, select the time zone in which the machine is located.

Select the appropriate time zone from the dropdown list next to "Time Zone."



NOTE: 2nd Sight may have already selected the correct time zone for your location.

General Settings

Time Zone	<input type="text" value="America/New_York"/>
Work Day Start Time	<input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="00"/>
Overtime Threshold	<input type="text" value="0"/>
Default Language	<input type="text" value="en"/>
Currency	<input type="text" value="\$"/>
Minimum Wage	<input type="text" value="0"/>
Units - Weight	<input type="text" value="lb"/>
Units - Length	<input type="text" value="in"/>

Work Day Start Time

Work Day Start Time is the dividing point between one day and the next. Midnight (00:00) is the Web Portal's default dividing point.

However, if you have an employee whose shift includes midnight (e.g., 5pm - 3am), the Web Portal's default setting will not calculate that employee's work time correctly.

If you have employees working overnight, set the Work Day Start Time to a period when no one is working.



NOTE: When inputting time in the Web Portal, use a twenty-four hour clock (e.g., 2pm = 14:00)

- Step 1** Determine if you have employees working shifts crossing over midnight.
- Step 2** Select a "Work Day Start" Time when no employees are working.

General Settings

Time Zone	<input type="text" value="America/New_York"/>
Work Day Start Time	<input type="text" value="00"/> <input type="text" value="00"/> <input type="text" value="00"/>
Overtime Threshold	<input type="text" value="0"/>
Default Language	<input type="text" value="en"/>
Currency	<input type="text" value="\$"/>
Minimum Wage	<input type="text" value="0"/>
Units - Weight	<input type="text" value="lb"/>
Units - Length	<input type="text" value="in"/>

Overtime Threshold

Number of hours in which employees are eligible to receive overtime pay when they work more than.

Enter the desired hours in the “Overtime Threshold” box. For example, if you set the overtime threshold at 40 hours, the Web Portal will automatically calculate pay rates at the overtime rate after an employee has worked 40 hours.

- 40
- 55
- 60



NOTE: Leave Overtime Threshold at 0 to omit.

General Settings

Time Zone	America/New_York	▼	
Work Day Start Time	00	00	00
Overtime Threshold	0		
Default Language	en	▼	
Currency	\$		
Minimum Wage	0		
Units - Weight	lb	▼	
Units - Length	in	▼	

Save



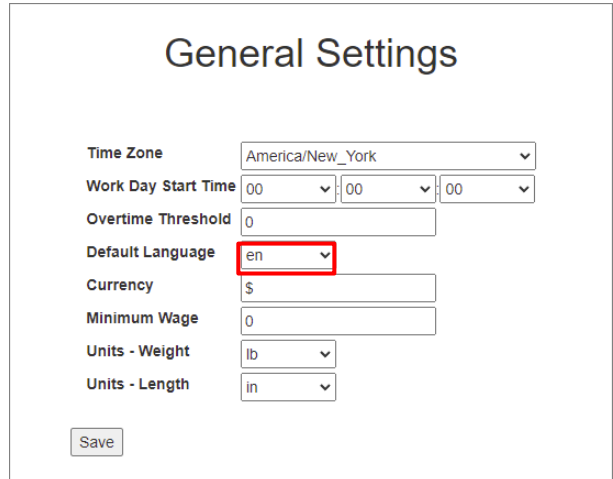
WARNING: Be aware of federal, state, and local overtime laws and set the overtime threshold correctly.

Default Language (FairPick)

The system's default language is English. However, because FairPick is capable of "speaking" in languages other than English, you can set the language that the FairPick will use in the field. For more information, please see the **FairPick User Manual**.

Select the "Default Language" from the dropdown list.

- en – English
- es – Spanish
- fr – French
- pn – Punjabi
- pg – Portuguese



The screenshot shows the "General Settings" form. The "Default Language" dropdown menu is highlighted with a red box, and the selected value is "en". Other settings include Time Zone (America/New_York), Work Day Start Time (00:00:00), Overtime Threshold (0), Currency (\$), Minimum Wage (0), Units - Weight (lb), and Units - Length (in). A "Save" button is located at the bottom left.



NOTE: If you would like the FairPick to "speak" in a language that is not listed above, please contact 2nd Sight at 509-381-2112 or info@2ndsighttech.com to discuss additional language capabilities.

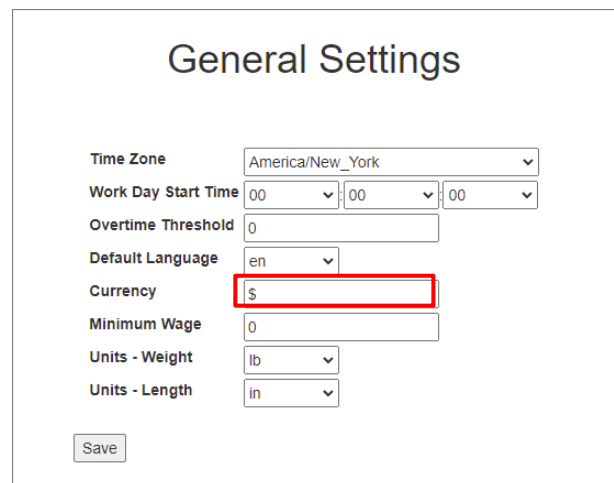
Currency

This box sets the currency symbol that will be displayed before monetary amounts.

Enter the desired currency symbol (e.g., \$ DOLLAR, € EURO, ¥ YEN, £ POUND)



NOTE: Enter a blank space to omit a currency symbol.



The screenshot shows the "General Settings" form. The "Currency" text input field is highlighted with a red box and contains the dollar sign "\$". Other settings are the same as in the previous screenshot. A "Save" button is located at the bottom left.

Minimum Wage

Here, you can set a default value for employees' hourly wages. Generally, this is federal, state or local minimum wage.



WARNING: Be aware of federal, state, and local minimum wage laws. Employers may set a system minimum wage that is in excess required federal, state, and local state minimum wages.

The screenshot shows the 'General Settings' form. The 'Minimum Wage' field is a text input containing the value '0', which is highlighted with a red rectangular border. Other fields include 'Time Zone' (America/New_York), 'Work Day Start Time' (00:00:00), 'Overtime Threshold' (0), 'Default Language' (en), 'Currency' (\$), 'Units - Weight' (lb), and 'Units - Length' (in). A 'Save' button is located at the bottom left of the form.

Units Weight

Choose the units of weight displayed after weighed amounts.

- lb = pounds
- kg = kilograms

The screenshot shows the 'General Settings' form. The 'Units - Weight' dropdown menu is highlighted with a red rectangular border and shows 'lb' selected. Other fields are identical to the previous screenshot: 'Time Zone' (America/New_York), 'Work Day Start Time' (00:00:00), 'Overtime Threshold' (0), 'Default Language' (en), 'Currency' (\$), 'Minimum Wage' (0), and 'Units - Length' (in). A 'Save' button is located at the bottom left of the form.

Units Length

Choose the units of measure displayed.

- in = inches
- mm = millimeter

General Settings

Time Zone	America/New_York	▼				
Work Day Start Time	00	▼	00	▼	00	▼
Overtime Threshold	0					
Default Language	en	▼				
Currency	\$					
Minimum Wage	0					
Units - Weight	lb	▼				
Units - Length	in	▼				

Save

EMPLOYEE PROFILES

Employers can group employees who share common minimum wage and break information using employee *Profiles*. Profiles make setting up employee information for payroll processing easier.



WARNING: Once created, employee Profiles cannot be deleted or renamed. To “delete” a Profile, see [Archiving Profiles](#).

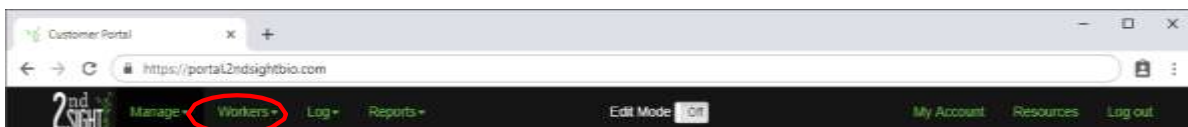
The screenshot shows the 'Add Profile' form with the following fields and callouts:

- Profile name and wage:** Points to the 'Name' and 'Minimum Wage' fields.
- Calculate paid or non-paid break time in reports. Once or more per day:** Points to the 'Lunch' section, including 'Paid', 'Once Per Day', and 'Quantity' fields.
- Calculate paid or non-paid break time in reports:** Points to the 'Breaks' section, including 'Paid' and 'Quantity' fields.
- Used to calculate non productive work time once per day:** Points to the 'Non Productive' section, including the 'Quantity' field.

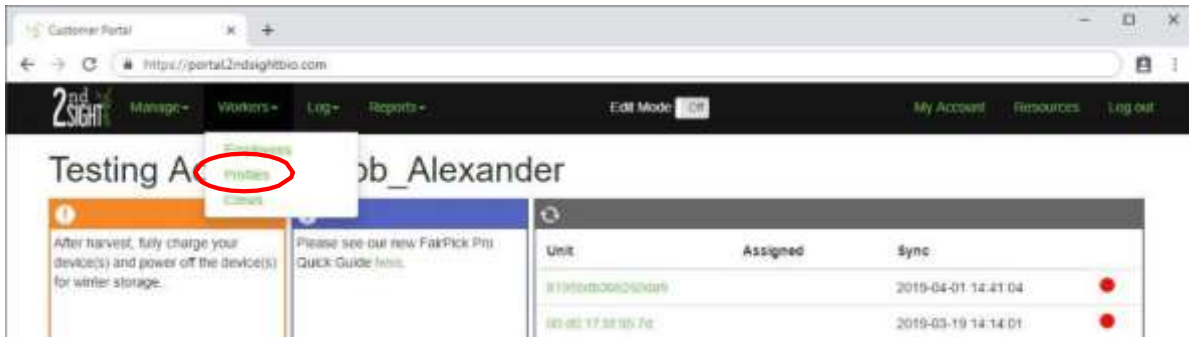
A 'Save' button is located at the bottom of the form.

Creating Profiles

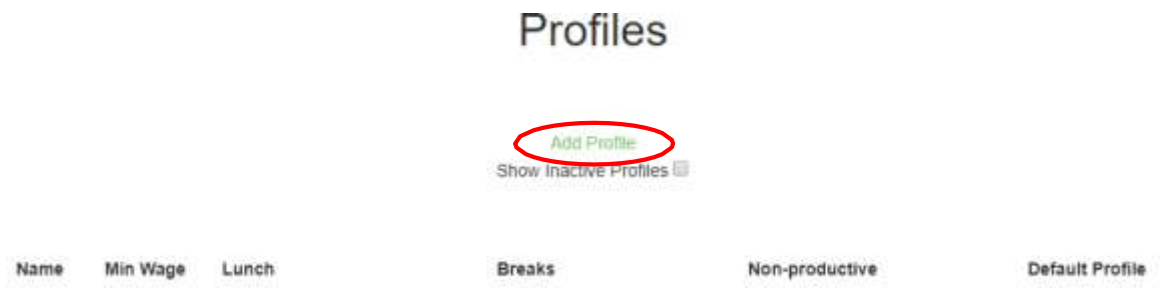
Step 1 Choose “Workers” from the main menu.



Step 2 Select “Profiles” from the dropdown menu.



Step 3 When the *Profiles* screen appears, click “Add Profile.”

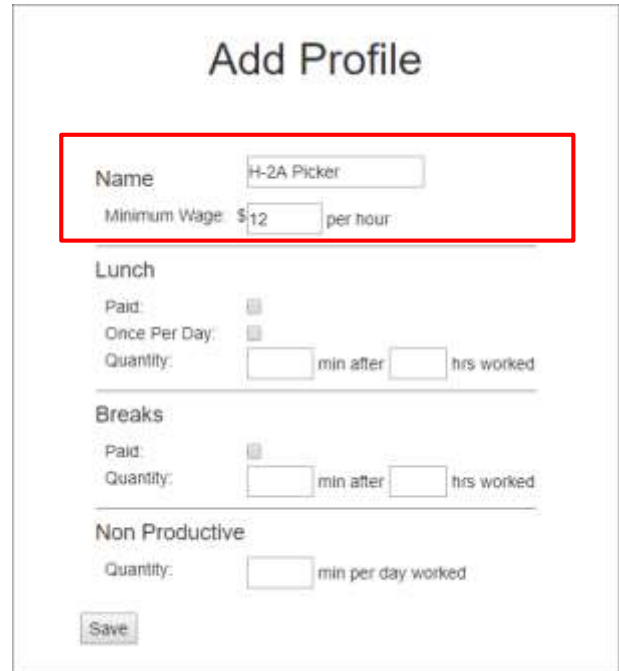


Name

At the top of the *Add Profile* screen, you will see a “Name” box. This is a Profile identifier for the employer-designated employee grouping.

Step 1 In the “Name” box, give the Profile a descriptive name. In this example, the “Name” is “H-2A Picker.”

Step 2 In the “Minimum Wage” box, type in the minimum hourly wage for report calculations if different from the *General Settings* default wage.



The screenshot shows the 'Add Profile' form. The 'Name' field is highlighted with a red box and contains the text 'H-2A Picker'. The 'Minimum Wage' field contains '\$12 per hour'. Below these are sections for 'Lunch', 'Breaks', and 'Non Productive' with various input fields and checkboxes. A 'Save' button is at the bottom.

Lunch

The next box contains “Lunch” information. “Lunch” is the period of time during a work day or shift when an employee has downtime to eat a meal.



WARNING: Federal, state and local law governs what compensation employees must receive during break times. It is the employer’s responsibility to be aware of these laws and set up and use lunch break information accordingly.



NOTE: If employees manually clock out and then back in for lunch, leave the information blank.

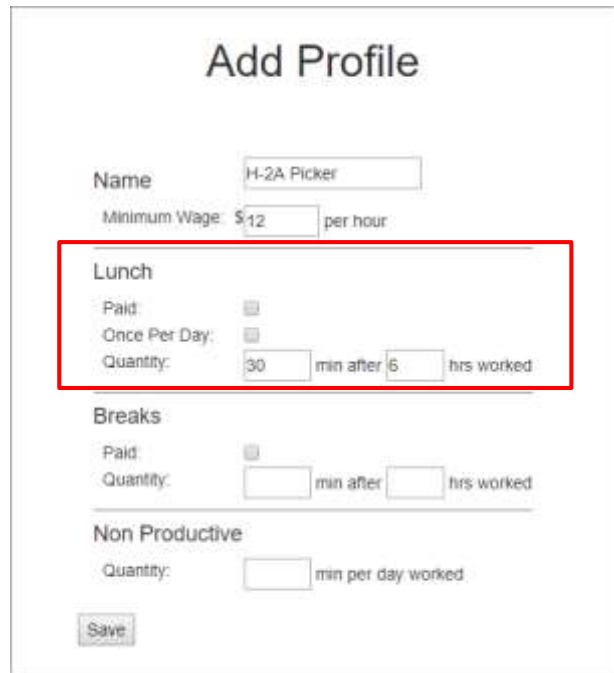
Step 1 “Paid” – When enabled (box checked), “Paid” shows cumulative hours in the “Total Paid Breaks” column of certain reports.

When disabled (box not checked), “Paid” does not show cumulative hours in the “Total Paid Breaks” column of certain reports.

To enable, check the box next to “Paid.”

Step 2 Enable (check the box) “Once Per Day,” to subtract lunch time only once per workday.

Step 3 In “Quantity,” set the number of minutes of lunch break per number of hours worked.



The screenshot shows a web form titled "Add Profile". It contains several sections: "Name" with a text input field containing "H-2A Picker"; "Minimum Wage" with a text input field containing "\$12" and "per hour"; "Lunch" section which is highlighted with a red box, containing "Paid:" with a checked checkbox, "Once Per Day:" with a checked checkbox, and "Quantity:" with input fields for "30" and "6" (representing minutes and hours respectively); "Breaks" section with "Paid:" (unchecked) and "Quantity:" (empty) fields; and "Non Productive" section with "Quantity:" (empty) field. A "Save" button is at the bottom left.

Breaks

A break at work is a period of downtime during a shift in which an employee is allowed to take a short rest from working.



WARNING: Federal, state and local law governs what compensation employees must receive during break times. It is the employer’s responsibility to be aware of these laws and set up and use break information accordingly.



NOTE: If employees manually clock out and then clock back in from breaks, leave the information blank.

Step 1 When enabled (box checked), "Paid" will show cumulative hours in the "Total Paid Breaks" column of certain reports.

To enable, check the box next to "Paid."

Step 2 Disabling "Paid" (box not checked) will add hours to reports featuring "Total Unpaid Breaks."

Step 3 Set the number of minutes of downtime allowed after a certain number of hours worked.

The screenshot shows a web form titled "Add Profile". The form contains several sections: "Name" with a text input field containing "H-2A Picker"; "Minimum Wage" with a text input field containing "\$12" and the label "per hour"; "Lunch" section with a "Paid:" checkbox (checked), "Once Per Day:" checkbox (checked), and "Quantity:" input fields containing "30" and "6" with labels "min after" and "hrs worked" respectively; "Breaks" section with a "Paid:" checkbox (unchecked), and "Quantity:" input fields containing "10" and "20" with labels "min after" and "hrs worked" respectively; and "Non Productive" section with a "Quantity:" input field and the label "min per day worked". A "Save" button is located at the bottom left. A red rectangular box highlights the "Breaks" section.

NonProductive

The “Non Productive” box allows an employer to automate the time that employees will receive pay even though they may not be producing income for the business.

Non-productive time can fall into a variety of categories and may include time before and after the period employees perform productive work (e.g., clocking in, putting on uniforms, moving from the office to the job site, etc.).

Set the number of minutes for which employees will be paid for non-productive time during each day worked.



WARNING: Employers may wish to consult an attorney regarding pay for non-productive time.

Add Profile

Name:

Minimum Wage: \$ per hour

Lunch

Paid:

Once Per Day:

Quantity: min after hrs worked

Breaks

Paid:

Quantity: min after hrs worked

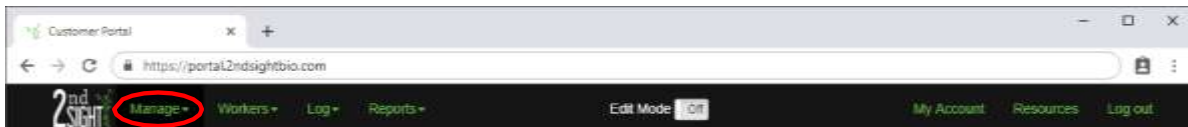
Non Productive

Quantity: min per day worked

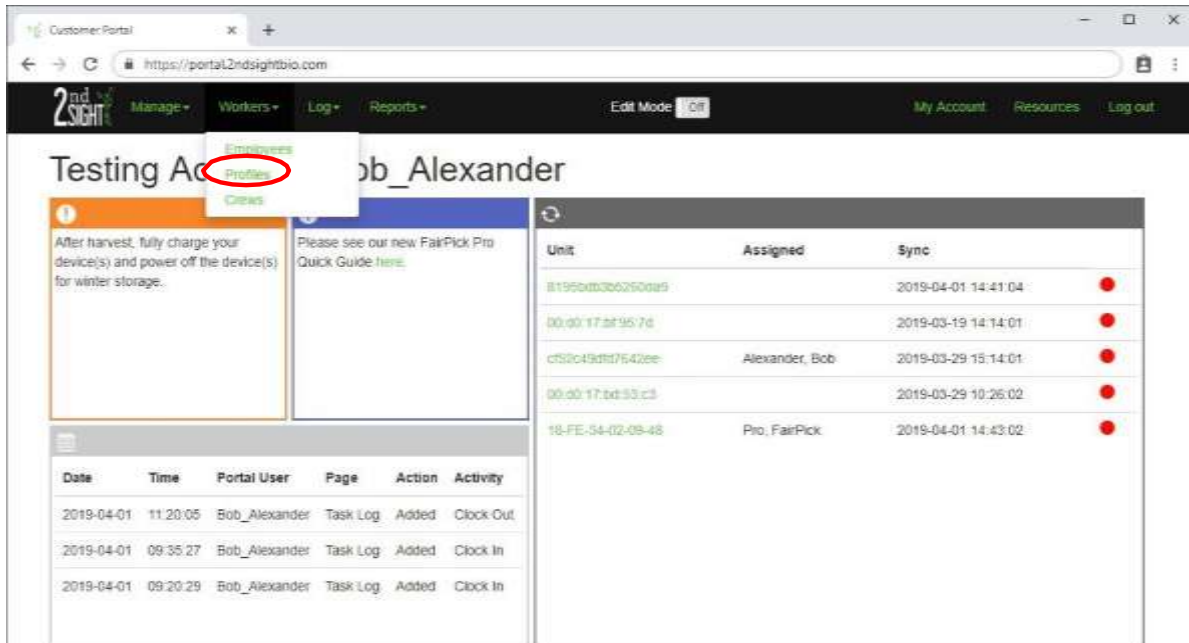
Editing Profiles

Because things change all the time, you may want to edit information about a given Profile. To edit a Profile:

Step 1 Choose “Manage” from the main menu.



Step 2 Select "Profiles" from the dropdown menu.



Step 3 The *Profiles* screen will appear. Click on the name of the user whose information you wish to edit.

Profiles

[Add Profile](#)

Name	Min Wage	Lunch	Breaks
Default	10		

Step 4 The *Edit Profile* screen will appear. Make any needed changes to the selected Profile. Then click **Save** to finalize the changes.

Edit Profile
Profiles List

Name: Hourly
Default:
Minimum Wage: \$11.5 per hour

Lunch
Paid:
Once Per Day:
Quantity: 30 min after 6 hrs worked

Breaks
Paid:
Quantity: 10 min after 2 hrs worked

Non Productive
Quantity: min per day worked

Save Archive Profile

Setting Default Profile

To make adding new employees faster, you can set one default Profile. When adding a new employee, the “Profile” box will automatically populate with the default Profile.

Step 1 Follow the steps for [Editing Profiles](#) above.

Step 2 Check the box next to “Default,” and click **Save**.

Edit Profile
Profiles List

Name: Picker
Default:
Minimum Wage: \$11 per hour

Lunch
Paid:
Once Per Day:
Quantity: 30 min after 5 hrs worked

Breaks
Paid:
Quantity: 15 min after 4 hrs worked

Non Productive
Quantity: 15 min per day worked

Save Archive Profile

Step 3 Verify that a star symbol (★) appears next to the default Profile name.

Profiles

[Add Profile](#)

[Show Inactive Profiles](#)

Name	Min Wage	Lunch	Breaks	Non-productive	Default Profile
Hourly	11.5			No non-productive time paid	
Picker	11	30 min after 5 hours Unpaid	15 min after 4 hours Paid	15 minutes of non-productive time paid per day	★

Archiving Profiles

At times, you may wish to hide an employee Profile from your Web Portal. Archiving profiles removes the Profile from the *Profile* screen and apps, but it does not delete the Profile.



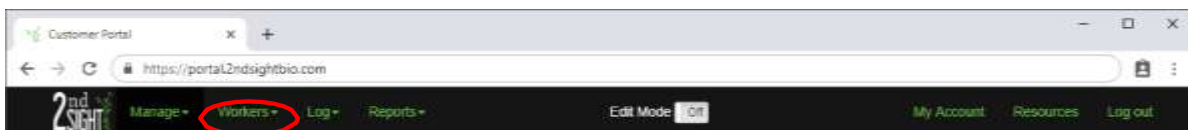
NOTE: Archiving a Profile does not delete the Profile. To reuse a Profile that has been archived, see [Restoring Archived Profiles](#).



NOTE: Because archived Profiles are not deleted from the Web Portal, you cannot create a new Profile with the same name as an archived Profile.

To archive a Profile –

Step 4 Choose “Workers” from the main menu.



Step 5 Then, from the dropdown menu, select “Profiles.”

The screenshot shows a web browser window with the URL <https://portal2ndsightbio.com>. The page title is "Testing A Bob_Alexander". A dropdown menu is open under the "Workers" tab, with "Profiles" highlighted in red. Below the menu, there are two informational boxes: one about charging devices and another about a new FairPick Pro Quick Guide. To the right is a table of assigned units with columns for Unit, Assigned, and Sync. Below that is an activity log table with columns for Date, Time, Portal User, Page, Action, and Activity.

Unit	Assigned	Sync
81950db3b6250da9		2019-04-01 14:41:04
00:00:17:df:95:7d		2019-03-19 14:14:01
c732c49dtd7642ee	Alexander, Bob	2019-03-29 15:14:01
00:00:17:bd:33:c3		2019-03-29 10:26:02
18-FE-54-02-08-48	Pro, FairPick	2019-04-01 14:43:02

Date	Time	Portal User	Page	Action	Activity
2019-04-01	11:20:05	Bob_Alexander	Task Log	Added	Clock Out
2019-04-01	09:35:27	Bob_Alexander	Task Log	Added	Clock In
2019-04-01	09:20:29	Bob_Alexander	Task Log	Added	Clock In

Step 6 In the *Profiles* screen, click on the profile name you wish to remove.

The screenshot shows the "Profiles" screen with a green "Add Profile" button and a "Show Inactive Profiles" link. Below is a table of profiles with columns for Name, Min Wage, Lunch, Breaks, Non-productive, and Default Profile. The "Picker" profile is circled in red.

Name	Min Wage	Lunch	Breaks	Non-productive	Default Profile
Hourly	11.5			No non-productive time paid	
Picker	11	30 min after 5 hours	Unpaid 15 min after 4 hours Paid	15 minutes of non-productive time paid per day	

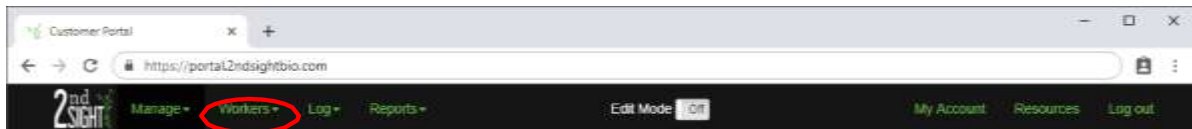
Step 7 The *Edit Profile* screen will appear. Select “Archive Profile” at the bottom of the *Edit Profile* screen. When the confirmation message appears, press **OK**.



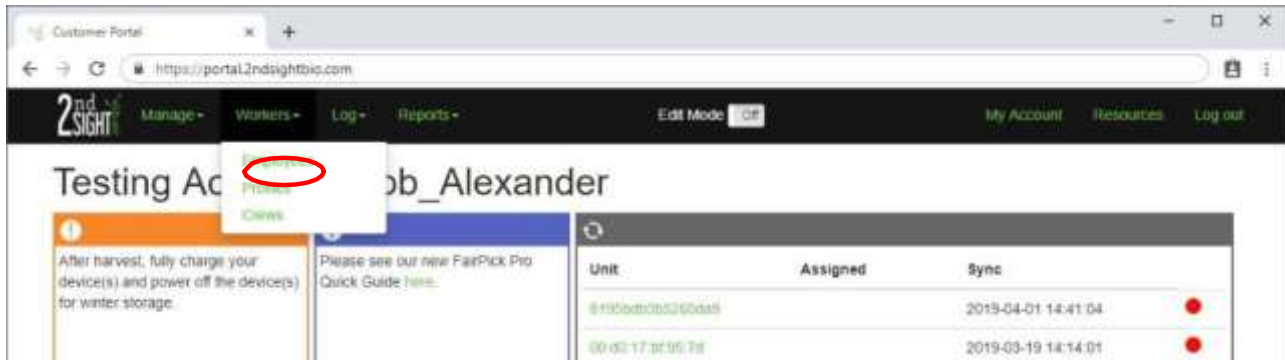
Restoring Archived Profiles

You can restore archived Profiles at any time.

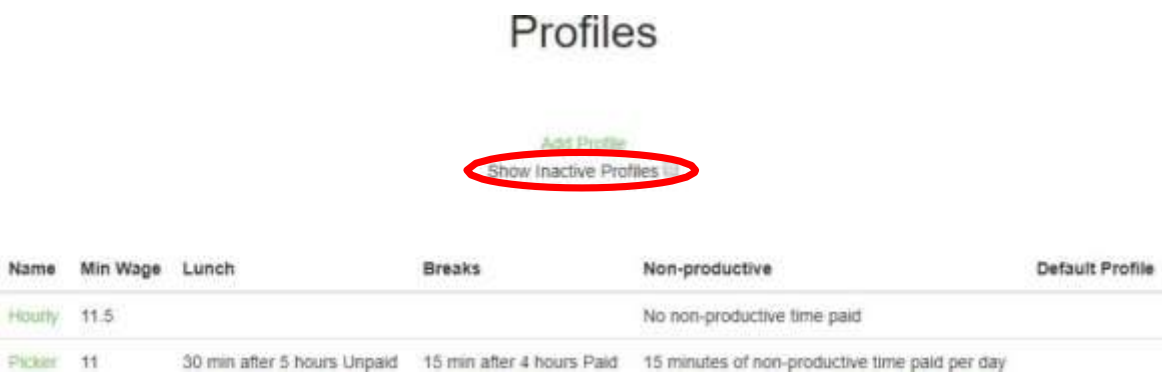
Step 1 Choose “Workers” from the main menu.



Step 2 Then, from the dropdown menu, select “Profiles.”



Step 3 In the *Profiles* screen, click on the “Show Inactive Profiles” box.



Step 4 The list of inactive Profiles will appear. Click on the name of the Profile you want to restore.

Profiles

[Add Profile](#)
Show Inactive Profiles

Name	Min Wage	Lunch	Breaks	Non-productive	Default Profile
Break Test	11	30 min after 5 hours Unpaid	11 min after 4 hours Paid	No non-productive time paid	
clock out for lu	10.25			No non-productive time paid	

Step 5 An *Edit Profile* screen will appear for the Inactive Profile selected. At the bottom of the screen, you will see “Restore Profile” next to the **Save** button.

Edit Profile

[Profiles List](#)

Name: Break Test

Default:

Minimum Wage: \$11 per hour

Lunch

Paid:

Once Per Day:

Quantity: 30 min after 5 hrs worked

Breaks

Paid:

Quantity: 11 min after 4 hrs worked

Non Productive

Quantity: min per day worked

[Restore Profile](#)

Step 6 Click on “Restore Profile.” You will immediately be returned to the active *Profiles* screen, and the restored Profile will be on the active Profiles list.

CONTAINERS (FAIRPICK & FAIRPICK FLEX)

With 2nd Sight weighing systems (*i.e.*, FairPick or FairPick Flex), employers can pay employees either 1) based on the employee's container weight or 2) by the number of containers presented at the FairPick or FairPick Flex.



NOTE: This section applies only to *FairPick* or *FairPick Flex* weighing systems. If you do not use these systems, you will not see this function on your Web Portal account.

If employers pay by container weight, the weight of the empty container must be subtracted from the total weigh event to correctly determine pay.

The empty container's weight is called the "tare weight." On 2nd Sight's weighing systems, employers can enter container tare weights.

Employers can set a single tare weight for all containers if all employees use the same type container.

If each employee uses a different container, the tare weight of the employee's container can be linked to the Employee Badge, and, at each weigh event, the tare weight of the employee's container will be subtracted from the total amount weighed.



WARNING: Failure to enter correct Container tare weight will produce inaccurate net weights, which may result in over- or underpayment of wages.

Add Container

The form contains the following fields and callouts:

- Container Name:** A text input field with a callout: "Name of the container".
- Paid by the:** A dropdown menu with "weight" selected and a callout: "Pay by weight or container."
- Standardized Tare:** A checkbox that is checked with a callout: "Uniform or unique weight".
- Tare Weight:** A text input field with "0" and "lbs" with a callout: "Empty container weight".
- Container Tracking Enabled:** A checkbox that is unchecked with a callout: "Barcodes / RFID tracking".
- Minimum Weigh Interval:** A text input field with "minute(s)" with a callout: "Time between weighs".
- Payroll Code:** A text input field with a callout: "Optional accounting codes".

A "Save" button is located at the bottom of the form.

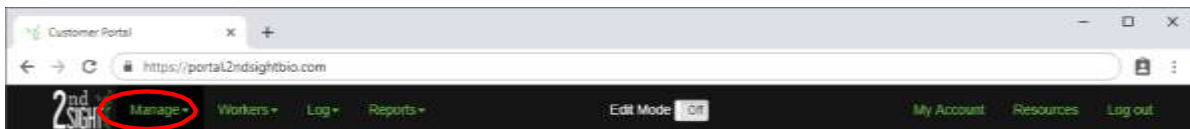
Adding Containers

Employers using 2nd Sight weigh systems will need to add container information to the Web Portal.

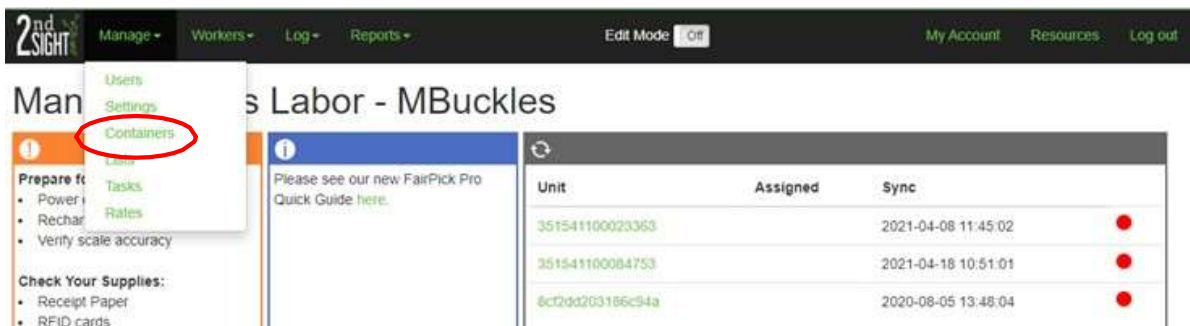


WARNING: Once created, Container names cannot be deleted or renamed. To “delete” a Container name, see [Inactivating Containers](#).

Step 1 From the main Web Portal menu, choose “Manage.”



Step 2 From the dropdown menu, select “Containers.”



Step 3 In the next screen, select “Add Container.” The “Add Container” screen will appear.



Step 4 In the first box, give the container type a “Container Name.”

Add Container

Container Name

Paid by the

Standardized Tare

Tare Weight lbs

Container Tracking Enabled

Minimum Weigh Interval minute(s)

Payroll Code

Step 5 The “Paid by the” field contains a dropdown menu. Select either “weight” or “container” for this field.

- i. “Weight” calculates pay based on a container’s weight.
- ii. “Container” calculates pay based on the number of containers presented.

Add Container

Container Name

Paid by the

Standardized Tare

Tare Weight lbs

Container Tracking Enabled

Minimum Weigh Interval minute(s)

Payroll Code

Step 6 If all employees use standardized containers, check the “Standardized Tare” box. A standardized tare will subtract the same tare weight from the total amount weighed for each weigh event.

If each employee has a unique, non-standard container, uncheck the “Standardized Tare” box.



NOTE: If employees use their own containers during harvest, uncheck the “Standardized Tare” box. The weighing system will register each employee’s container tare weight upon clock-in. See *FairPick* or *FairPick Flex User Manuals* for more information.

Step 7 If the “Standardized Tare” box is checked, enter the container’s “Tare Weight.”

Add Container

Container Name

Paid by the

Standardized Tare

Tare Weight lbs

Container Tracking Enabled

Minimum Weigh Interval minute(s)

Payroll Code

Save

Step 8 Select “Container Tracking Enabled” to link RFID tags or barcodes to a weigh event. This allows the employer to trace produce from field to processor.

Step 9 FairPick Pro – Can track using RFID cards. FairPick Flex – Can track using RFID cards and barcodes.

Add Container

Container Name

Paid by the

Standardized Tare

Tare Weight lbs

Container Tracking Enabled

Minimum Weigh Interval minute(s)

Payroll Code

Save



NOTE: On the FairPick, the container name and tare weight resides on the Container RFID label or card. The *Registration Station User Manual* has instructions about how to properly program Container RFIDs for FairPick Pro.

Step 10 Enter the “Minimum Weigh Interval.” This feature sets the minimum time interval (e.g., 1 minute, 2 minutes) between weigh events, preventing an employee from double weighing within the set time. You can choose to leave this field blank.

Add Container

Container Name

Paid by the

Standardized Tare

Tare Weight lbs

Container Tracking Enabled

Minimum Weigh Interval minute(s)

Payroll Code

NOTE: If an employee attempts to weigh a container before the “Minimum Weigh Interval” has expired, the second attempt will be rejected.

Rejected weigh events are highlighted in red in the Web Portal Weigh Log. To view rejected weigh events, check the “Show Rejected” checkbox in the *Weigh Log*.

Show

- Unassigned Archived Entries Added Entries Edited Entries Rejected Entries



Date	Name	Last	Event	Station ID	Weight ID	Payroll Code	Type	Status	Barcode	Weight	Price Rate	Qty	Net Weight	Taring ID	Station ID	Station Location ID	Tare
08/17/18	WESTIN	EMPLOYEE	35	35	12000002	9912000	FairPick Pro - Log	Log	1844-0028-00-00	1.0000	\$1.00	1.000	1.000	0000	0400	0400	0.000
08/17/18	WESTIN	EMPLOYEE	35	35	12000002	9912000	FairPick Pro - Log	Log	1844-0028-00-00	1.0000	\$1.00	1.000	1.000	0000	0400	0400	0.000
08/17/18	WESTIN	EMPLOYEE	34	34	10100000	9910000	FairPick Pro - Log	Log	0027-00-00-00-00	1.0000	\$1.00	1.000	1.000	0000	0400	0400	0.000
08/17/18	WESTIN	EMPLOYEE	35	35	12000002	9912000	FairPick Pro - Log	Log	1844-0028-00-00	1.0000	\$1.00	1.000	1.000	0000	0400	0400	0.000
08/17/18	WESTIN	EMPLOYEE	35	35	12000002	9912000	FairPick Pro - Log	Log	1844-0028-00-00	1.0000	\$1.00	1.000	1.000	0000	0400	0400	0.000



NOTE: When rejected, a weigh event WILL NOT be used in any report calculations. If the weigh event was valid, use Restore in the Weigh Log “Edit Mode” for the entry to count. See [Weigh Log \(FairPick Flex, FairPick Pro\)](#) for more information.

Step 11 Enter an optional code in the box next to “Payroll Code.”

Add Container

Container Name

Paid by the

Standardized Tare

Tare Weight lbs

Container Tracking Enabled

Minimum Weigh Interval minute(s)

Payroll Code

Step 12 Select **Save** to finish adding the Container.

Add Container

Container Name

Paid by the

Standardized Tare

Tare Weight lbs

Container Tracking Enabled

Minimum Weigh Interval minute(s)

Payroll Code

Editing Containers

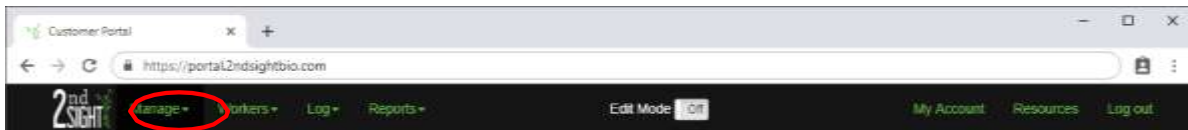


WARNING: Do NOT edit a Container during the harvest day. Making changes to Container settings mid-day, before data upload, may result in inaccurate weigh data.

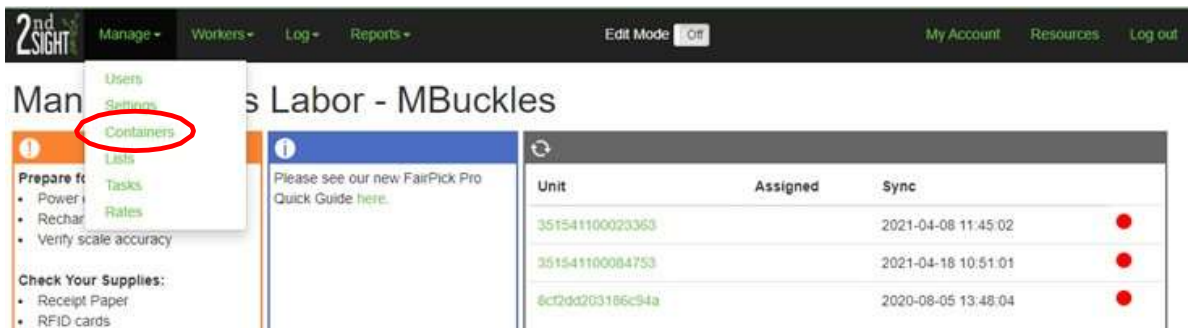


NOTE: Remember, for changes made to a Container setting on any 2nd Sight system to show on field apps, you MUST “Sync” the RHC and update any Configuration Cards used to program the system.

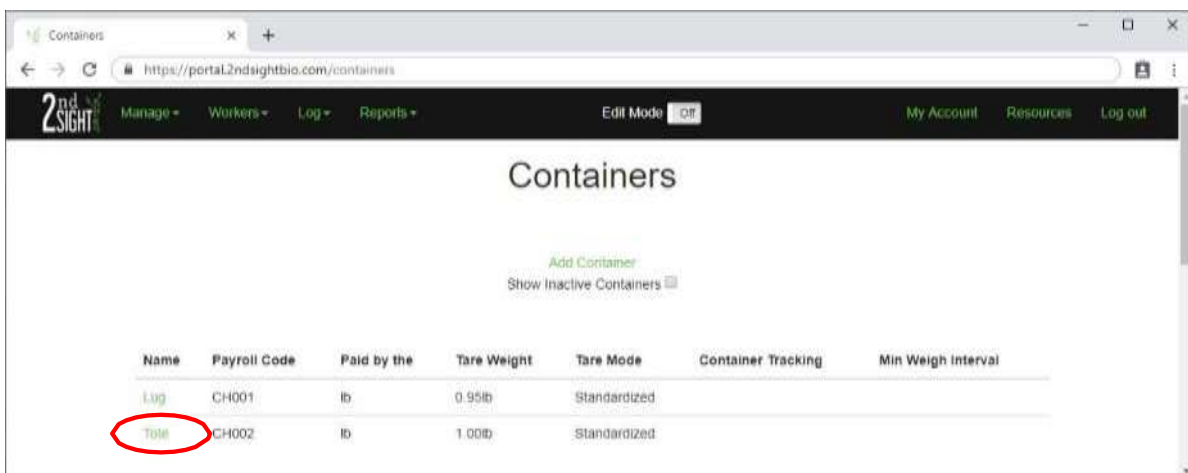
Step 13 Choose “Manage” from the Web Portal main menu.



Step 14 Select “Containers” from the dropdown menu.



Step 15 Select the appropriate “Container” from the list by clicking on its name.



Step 16 The *Edit Container* screen will appear. Edit the desired boxes, then click **Save**. Container names are fixed and cannot be changed.



NOTE: Once created, Container names cannot be deleted or changed. If you need to change a Container name, deactivate the unwanted Container name and add a new Container with the correct name. For more information, see [Adding Containers](#) and [Inactivating Containers](#).

Edit Container

Container Name: Lug
Paid by the: Weight
Standardized Tare:
Tare Weight: 0.95 lb
Container Tracking Enabled:
Minimum Weigh Interval: minute(s)
Payroll Code: CH001
Active:
Save

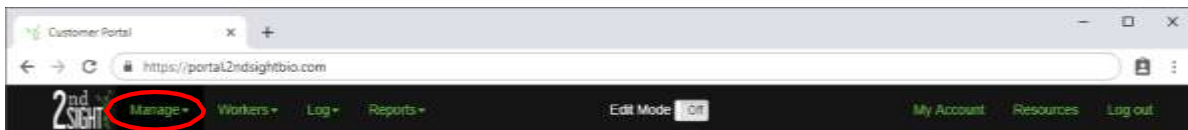
Inactivating Containers

If you are no longer using a Container type, you may want to make it inactive so it no longer appears in any app.

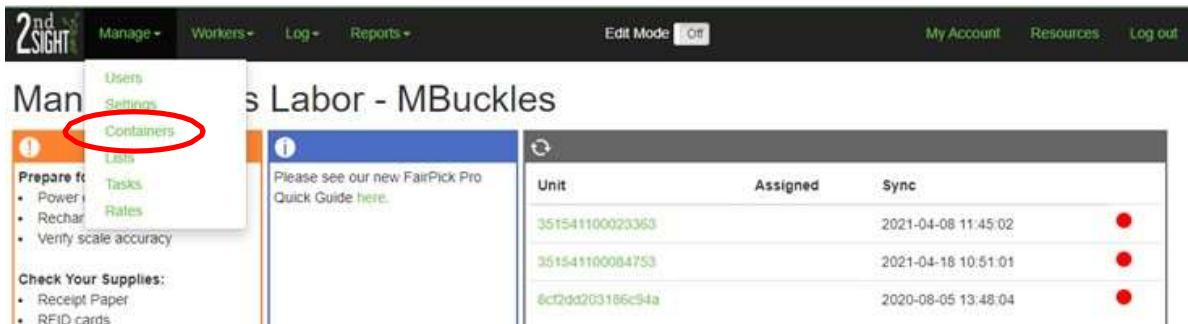


NOTE: Inactive Containers are not deleted. To restore an inactive Container, See [Restoring Inactive Containers](#).

Step 1 Choose “Manage” from the Web Portal main menu.



Step 2 Select “Containers” from the dropdown menu.



Step 3 Select the Container name you wish to deactivate.

The screenshot shows a web browser window with the URL <https://portal.2ndsightbio.com/containers>. The page title is "Containers". There are navigation links for "Manage", "Workers", "Log", and "Reports" on the left, and "Edit Mode" (set to "off"), "My Account", "Resources", and "Log out" on the right. Below the navigation is a "Containers" heading with "Add Container" and "Show Inactive Containers" links. A table lists containers with the following data:

Name	Payroll Code	Paid by the	Tare Weight	Tare Mode	Container Tracking	Min Weigh Interval
Lug	CH001	lb	0.95lb	Standardized		
Tare	CH002	lb	1.00lb	Standardized		

The "Tare" container name in the first column is circled in red.

Step 4 An *Edit Container* screen will appear. Uncheck the box next to “Active” to inactivate. Inactive Container names are not listed on the Web Portal Container screen nor on the Registration Station application’s Container List.

Edit Container

Container Name: Lug

Paid by the: Weight

Standardized Tare:

Tare Weight: 0.95 lb

Container Tracking Enabled:

Minimum Weigh Interval: minute(s)

Payroll Code: CH001

Active:

Save

Step 5 Make sure to **Save** to finalize the change.

Edit Container

Container Name: Lug

Paid by the: Weight

Standardized Tare:

Tare Weight: 0.95 lb

Container Tracking Enabled:

Minimum Weigh Interval: minute(s)

Payroll Code: CH001

Active:

Save

Step 6 To view and edit Inactive Containers, click the box next to “Show Inactive Containers” on the *Container* screen. All inactive Containers will appear.

Containers

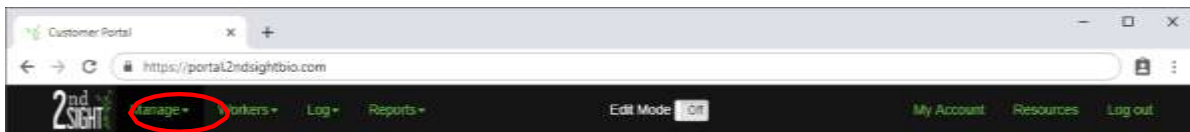
Add Container
Show Inactive Containers

Name	Payroll Code	Paid by the	Tare Weight	Tare Mode	Container Tracking	Min Weigh Interval
Pale		lb	0.5lbs	Standardized		
BowHill1		lb	0.1lbs	Standardized		

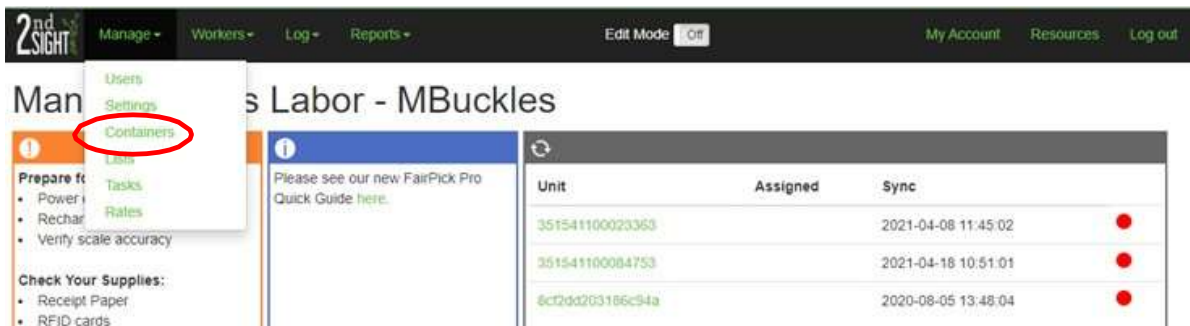
Restoring Inactive Containers

At some point, you may wish to use a Container that you have inactivated. You may restore Container information to the active Container table.

Step 1 Choose “Manage” from the Web Portal main menu.



Step 2 Select “Containers” from the dropdown menu.



Step 3 Click on the “Show Inactive Containers” box. A table with the inactivated Containers will appear. Select the name of the Container you wish to reactivate.

Containers

[Add Container](#)
Show Inactive Containers

Name	Payroll Code	Paid by the	Tare Weight	Tare Mode	Container Tracking	Min Weigh Interval
Bean Bucket		lb	2.60lb	Standardized	Enabled	
Berry Flat		lb	2.00lb	Standardized	Enabled	
Downhill		lb	0.10lb	Standardized		

Step 4 The *Edit Container* screen will appear. Check the box next to the word “Active,” then click **Save**. You will immediately return to the active *Containers* screen with the restored Container now viewable.

Edit Container

Container Name: lug
Paid by the: Weight
Standardized Tare:
Tare Weight: 0.95 lb
Container Tracking Enabled:
Minimum Weigh Interval: minute(s)
Payroll Code: CR001
Active:

SETTING UP THE WEB PORTAL

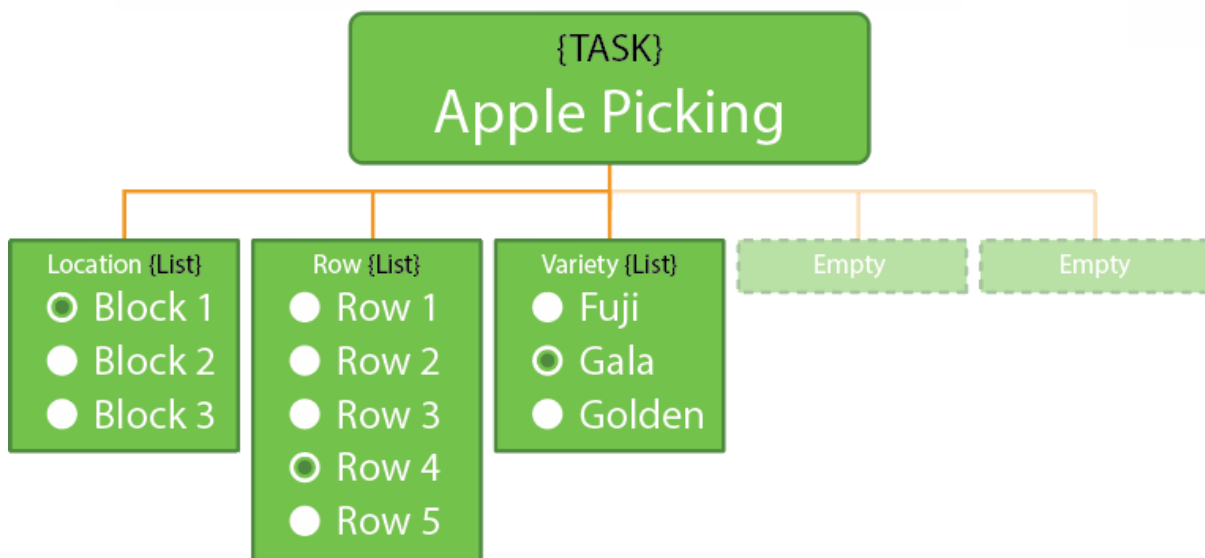
(FairPick Flex, FairTrak, InstaCaliper, MobileClock, QuickPick, StockTrak, TCTrak & TallyTrak)

Tasks, Lists & List Items

Employers can track employees using 2nd Sight equipment by creating work categories (“Tasks”), subcategories under those categories (“Lists”), and divisions under the subcategories (“List Items”). See the diagram below to help visualize the setup.



NOTE: For ease of use, employers should map processes first and consider adding “List” and “List Item” entries to the Task Type before setting up “Tasks.” See [Understanding Task Types](#) and [Adding Lists and List Items](#).



Task

In the Web Portal, a “Task” is a job that employers wish to track - a Task is usually based on an action. Task creation depends on employer processes. In the above graphic, “Apple Picking” is the Task.

Employers can create unlimited Tasks on the Web Portal. Each Task is linked to one piece rate or payroll code.

List

Lists are a subcategory of Task; they provide additional information about a Task. A List can be attached to more than one Task.

Often, it is easier to create Lists before creating Tasks, as the Task setup will ask you to attach Lists to a Task. In the above graphic, “Location,” “Row,” and “Variety” are Lists.

Add up to five Lists per Task (four Lists per Task if using FairPick Flex).

List Item

A List Item is a subdivision of a List that provides additional information. In the above graphic, under the List “Location,” the employer has added List Items “Block 1,” “Block 2, and “Block 3.”

Add as many List Items to a List as needed.

Understanding Task Types

Each Task created must be assigned a Task Type. The Task Type determines the kind of data recorded and workflow. The following Task Types are available, depending on the 2nd Sight product(s) purchased.

FairPick Flex: Weigh, Nonproductive, PaidBreak, UnpaidBreak

FairTrak: Container, Hourly, Piece, Nonproductive, PaidBreak, UnpaidBreak

InstaCaliper, TallyTrak: InstaCaliper (aka “measurement”)

MobileClock: Container, Hourly, Nonproductive, Piece, PaidBreak, UnpaidBreak

QuickPick: Piece, Nonproductive, PaidBreak, UnpaidBreak

StockTrak, TCTrak: Inventory

Labor-related Task Types (FairPick, FairPick Flex, MobileClock, QuickPick)



Container



Hourly



Piece



Weigh

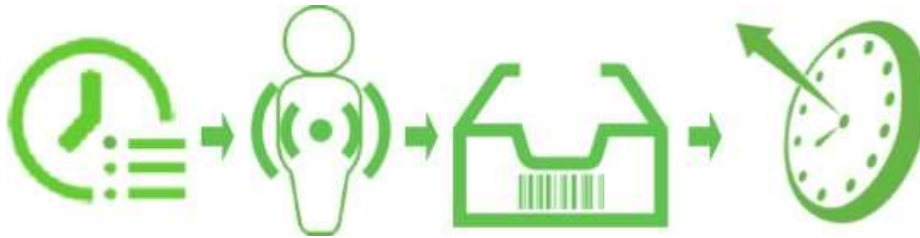


Container Task Type (FairTrak)

A Container Task Type links one or more employees to one or more barcodes or RFID tags.

Container Task Workflow

A Container Task Type requires an employee to scan a barcode during the work process.



Clock Employee in to Container Task (using RFID tag) → Work → Log Task → Scan Employee Badge(s) → Scan Barcode(s)/RFID tag(s) → Clock Employee out of Container Task.



NOTE: Container Tasks require a piece rate per container. Several employees can be linked to one Container during one logged event. When this occurs, the Piece Rate per Container is divided evenly among all employees involved in that logged event.

Hourly Task Type (FairTrak, MobileClock)



Any job that does not require a barcode scan or a count to determine wages is an hourly task. An Hourly Task Type workflow requires an employee only to clock in and clock out of a Task.

Hourly Task Workflow



Clock Employee in to Hourly Task → Work → Clock Employee out of Hourly Tasks/



Piece Task Type (FairTrak, QuickPick, MobileClock)

If a count or number is associated with a Task, it is a piece task. A Piece Task Type gives employees credit for a set value (e.g., 2 containers, 3 flats).

Piece Task Workflow



*Clock Employee in to Piece Task → Work → Log Number of Task completed → Scan **Employee Badge** → Enter the Number of Pieces (FairTrak) → Clock Employee out of Piece Task.*



Weigh Task Type (FairPick Flex)

A Weigh Task Type indicates that the system will be connected to a scale. Only the FairPick Flex uses the Weigh Task Type

Break Task Types

(FairPick, FairPick Flex, MobileClock, QuickPick)



Nonproductive



PaidBreak



UnpaidBreak



WARNING: Ensure all breaks are deducted correctly. For example, automatically deducting lunch breaks using [Employee Profiles](#) AND clocking an employee in and out for a “Lunch Break” deducts two lunch breaks in one day. This would result in the employee being underpaid.



WARNING: Federal, state, and local law govern what compensation employees must receive during break times. It is the employer’s responsibility to be aware of these laws and set up the app accordingly.

Nonproductive Task Types

(FairPick, FairPick Flex, MobileClock, QuickPick)



Allows employers to track time employees spend on tasks related to production (e.g., clocking in and out, putting on uniforms, driving to the picking site). A Nonproductive Task Type tracks time spent performing work indirectly related to piecework and populates the Nonproductive time column in the standard reports.

PaidBreak Task Types

(FairPick, FairPick Flex, MobileClock, QuickPick)



A PaidBreak Task Type tracks the employee resting time for which employers must pay (i.e., paid breaks). This calculates paid breaks for both hourly and piece rate workers.

UnpaidBreak Task Types

(FairPick, FairPick Flex, MobileClock, QuickPick)



An UnpaidBreak Task Type tracks unpaid employee resting time (e.g., lunch break).

InstaCaliper Task Type (InstaCaliper, TallyTrak)

The InstaCaliper Task Type works with the InstaCaliper and TallyTrak apps. This Task Type measures units of width.

Users can create specific measurement-related Tasks for different field locations, types of plants, etc.

Inventory Task Type (StockTrak, TCTrak)

StockTrak and TallyTrak use Inventory Task Type. Inventory Task Type tracks product, not labor (employees).

Managing Tasks

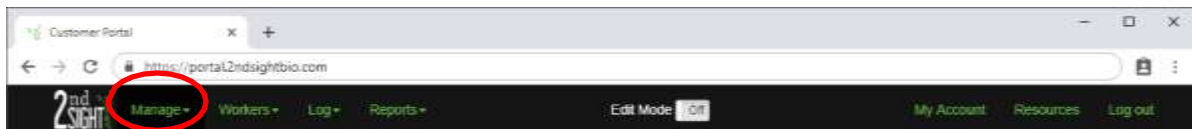
After reading the [Understanding Task Types](#) section above, you are ready to add Tasks to the Web Portal and manage them. Active Tasks appear on the Web Portal and the various field apps associated with the Web Portal.

Adding Tasks

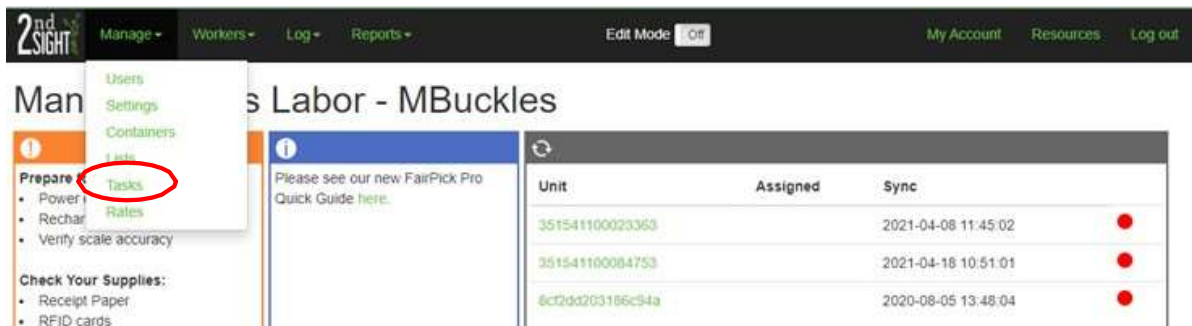


WARNING: Once created, Tasks cannot be deleted or renamed. To “delete” a Task, see [Inactivating Tasks](#).

Step 1 Choose “Manage” from the main menu.



Step 2 Select “Tasks” from the dropdown menu.



Step 3 Click the “Add Task” button.

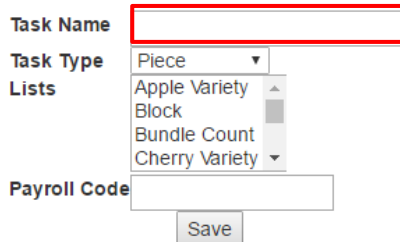
FairTrak Tasks

[Add Task](#)

Name	Task Type	Active
------	-----------	--------

- Step 4** On the *Add Task* screen, give the Task a descriptive “Task Name.” Remember you cannot change the Task name once the Task is saved. This name appears on the app.

Add Task



The screenshot shows the 'Add Task' form with the following fields: 'Task Name' (a text input field with a red border), 'Task Type' (a dropdown menu showing 'Piece'), 'Lists' (a list box showing 'Apple Variety', 'Block', 'Bundle Count', and 'Cherry Variety'), and 'Payroll Code' (a text input field). A 'Save' button is located at the bottom.

- Step 5** Click the down arrow in the “Task Type” box to view “Task Type” options. Select the appropriate Task Type for the new Task.

Add Task



The screenshot shows the 'Add Task' form with the 'Task Name' field containing 'Pruning'. The 'Task Type' dropdown menu is open, showing options: 'Piece', 'Hourly', 'Container', 'InstaCaliper', 'Weigh', and 'Inventory'. The 'Piece' option is highlighted with a blue selection bar. A 'Save' button is visible at the bottom.



NOTE: Refer to the [Understanding Task Types](#) section of this User Manual to decide which Task Type best fits the job.

Step 6 Select up to five Lists to associate with this Task. Highlight the List name desired to select it. To select multiple Lists (generally up to five) to associate with a Task, hold down the keyboard's **Ctrl** or **Alt** key.

Add Task

Task Name: Example Task
Task Type: Piece
Lists: Apple Variety, Block, Bundle Count, Cherry Variety
Payroll Code:
Save

Hold the "Ctrl" or "Alt" keyboard button to select multiple lists.

Step 7 Enter an optional Task "Payroll Code." This may be useful for processing payroll.

Add Task

Task Name: Example Task
Task Type: Piece
Lists: Apple Variety, Block, Bundle Count, Cherry Variety
Payroll Code: Example Code
Save

Step 8 Click **Save** to finish creating the Task.

Add Task

Task Name: Example Task
Task Type: Piece
Lists: Apple Variety, Block, Bundle Count, Cherry Variety
Payroll Code: Example Code
Save

Step 9 The new Task appears on the Task screen.

FairTrak Tasks

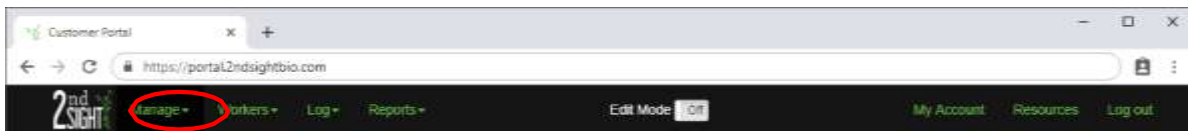
[Add Task](#)
 Show Inactive Tasks

Name	Task Type	Payroll Code	Lists
Example Task	Piece	Example Code	Block, Apple Variety.

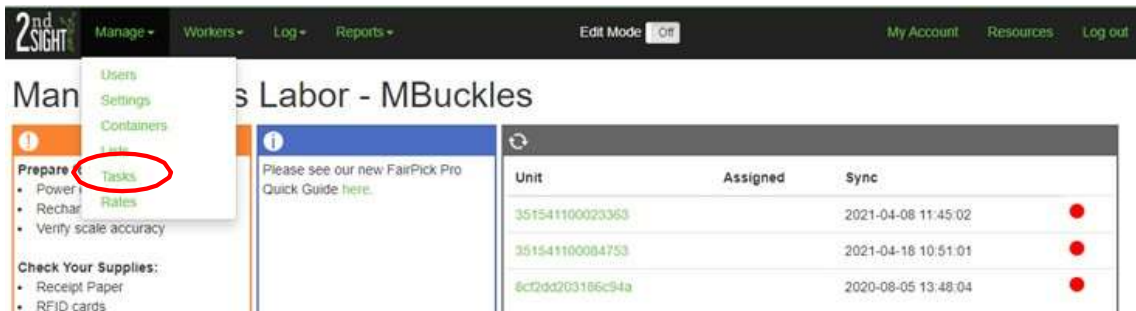
Editing Tasks

Edit Tasks to update, change, or remove Task Types, Lists, and payroll codes.

Step 1 Choose “Manage” from the main menu.



Step 2 Select “Tasks” from the dropdown menu.



Step 3 Click the name of the Task to edit it.

FairTrak Tasks

[Add Task](#)
[Show Inactive Tasks](#)

Name	Task Type	Payroll Code	Lists
Maintenance - Hourly	Hourly		Location, Cherry Variety, Orchard, Crew Boss, Block,

Step 4 Make any changes, then click **Save**.

Edit Task

Task Name: Maintenance - Hourly

Task Type: Hourly

Lists: Apple Variety, Block, Bundle Count, Cherry Variety

Payroll Code:

Active:

Save

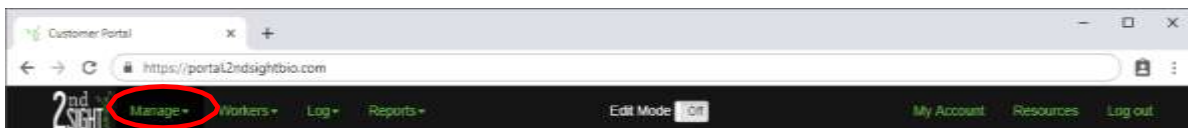
Inactivating Tasks

You can hide unused Tasks from view. Inactive Tasks do not appear on the Web Portal or its associated apps.

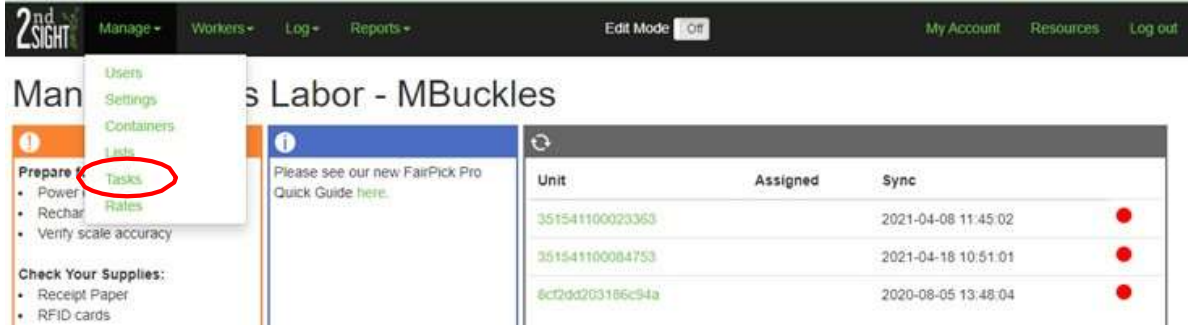


NOTE: Inactive Tasks are not deleted. To restore inactive Tasks, See [Restoring Inactive Tasks](#).

Step 1 Choose “Manage” from the main menu.



Step 2 Select "Tasks" from the dropdown menu.



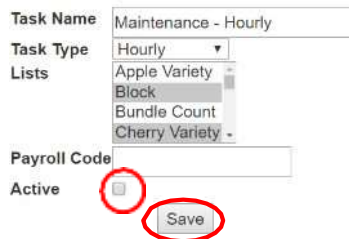
Step 3 Select the Task name.

FairTrak Tasks



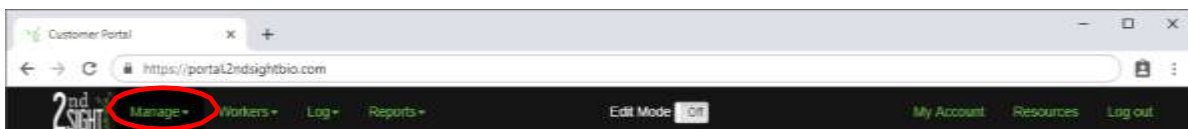
Step 4 Uncheck the box next to Active, then click **Save**.

Edit Task

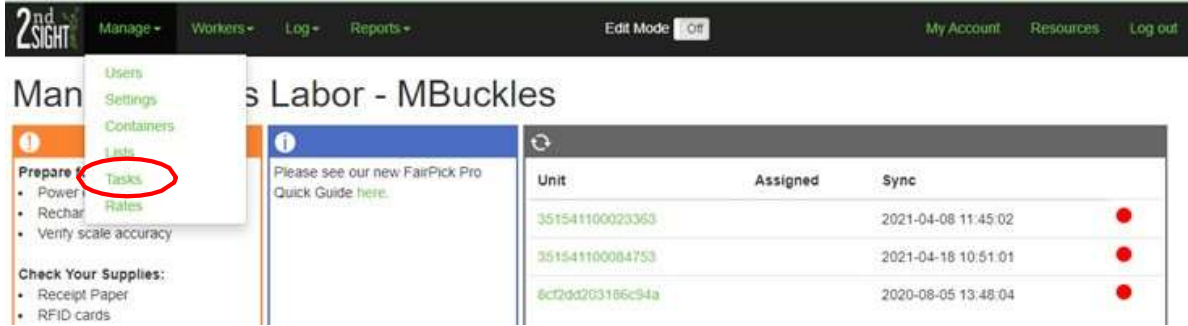


Viewing and Restoring Inactive Tasks

You can see which Tasks are inactive and restore them for your use.

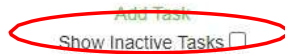


Step 1 Select “Tasks” from the dropdown menu.



Step 2 In the *Tasks* screen, check the box next to “Show Inactive Tasks.”

Tasks



Name	Task Type	Payroll Code	Lists
Apple - Piece	Piece	003	Block, Apple Variety, RHC TYPE,
Blueberry - Piece	Piece		Crew Boss, Block, BB Variety,
Blueberry - Weigh	Weigh		Block, BB Variety,

Step 3 This brings up the inactivated Tasks.

Tasks



Name	Task Type	Payroll Code	Lists
11.27.18 CONTAINER	Container		BB Variety, Cherry, Crew,
11.27.18 HOURLY	Hourly		Crew Boss, Block, Apple Variety, Block Name, Business,
11.27.18 NP TIME	Nonproductive		

Step 4 From this screen, click on the Task you want to restore. An *Edit Task* screen will appear.

Edit Task

Task Name	11.27.18 CONTAINER
Task Type	Container
Lists	ABC Quick Select Apple Variety Apples BB Variety
Payroll Code	
Time Violation (sec)	
Active	<input type="checkbox"/>
	Save

Step 5 Check the box next to “Active,” then **Save**. You will be returned to the *Task* screen, and the reactivated Task will appear on the active Task table.

Edit Task

Task Name	11.27.18 CONTAINER
Task Type	Container
Lists	ABC Quick Select Apple Variety Apples BB Variety
Payroll Code	
Time Violation (sec)	
Active	<input checked="" type="checkbox"/>
	Save

Managing Lists and List Items

Lists and List Items allow you to subdivide information in a way that makes sense for your business. Map out your business processes, then consider creating Lists and List Items before adding Tasks to the Web Portal. This way, you can associate Lists and List Items to Tasks more easily during setup.

Adding Lists and List Items

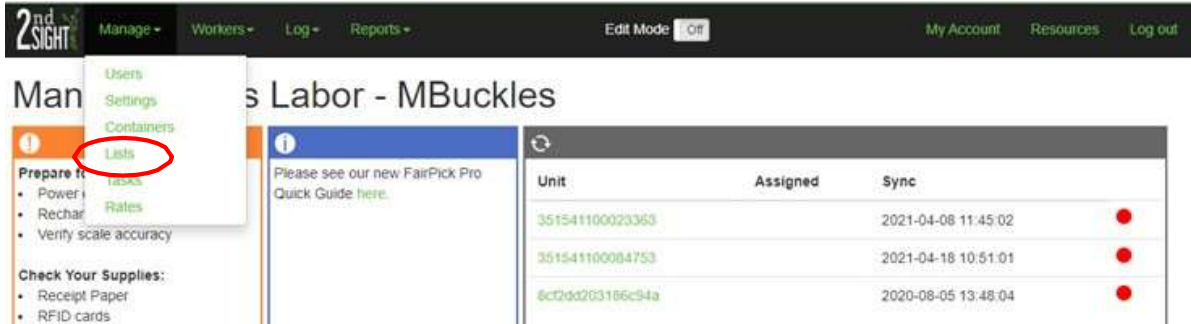


WARNING: Once created, Lists cannot be deleted. To “delete” a List, see [Inactivating Lists](#). List Items can be deleted.

Step 1 Choose “Manage” from the main menu.



Step 2 Select “Lists” from the dropdown menu.



Step 3 Click the “Add List” button.

Lists



Step 4 When you see *Add List*, give the List a descriptive name, then click **Save**.

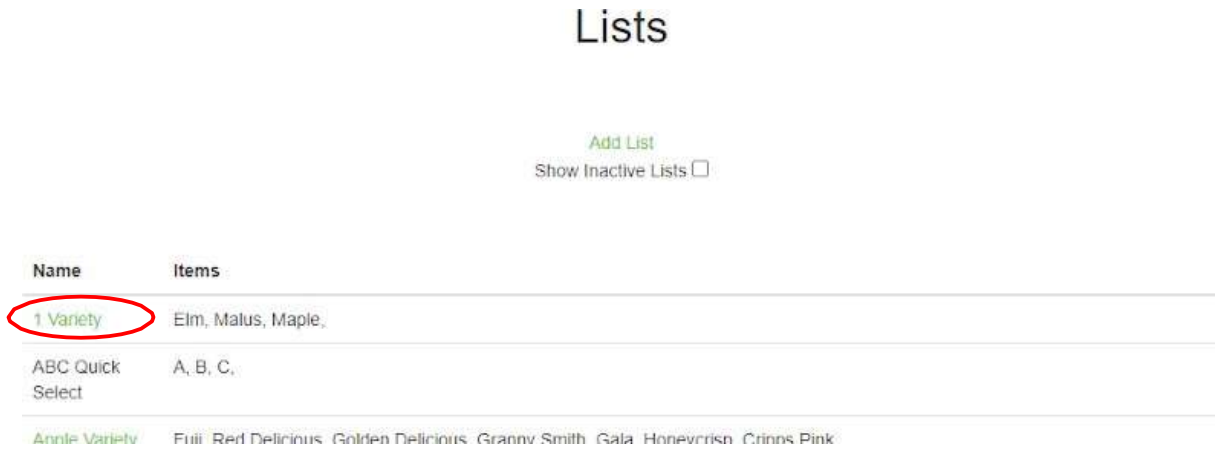


WARNING: Once created, Lists cannot be deleted or renamed. You can archive a List so that it is no longer visible. See [Inactivating Lists](#). List Items can be deleted.

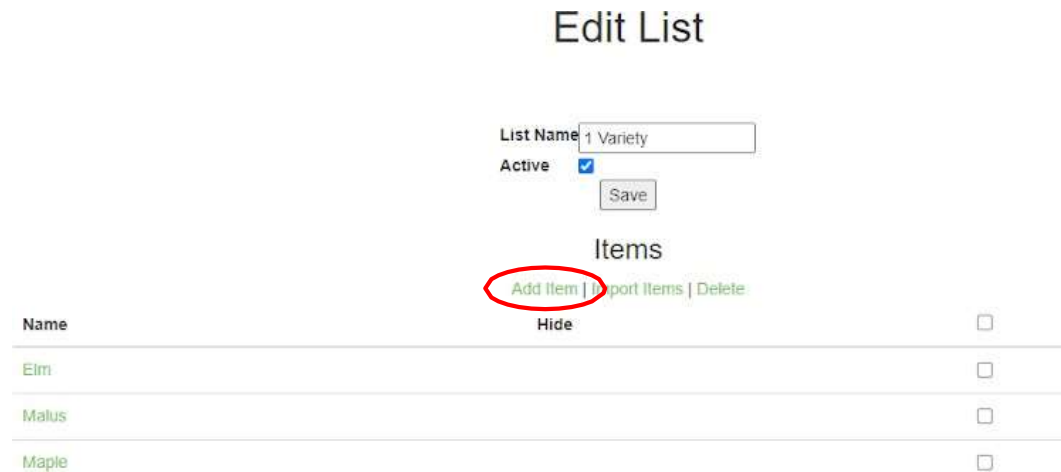
Add List



Step 5 Once you create a List, you will see it on the *List* screen. Click on the name of the newly created List to add List Items.



Step 6 You will see the *Edit List* screen. You can add List Items one at a time in the newly-created List. To add items one at a time, click “Add Item.”



List Items can also be added using a *.CSV file. See **Step 9**.

Step 7 Enter the List Item “Name,” click **Save** or **Save and add another**.

Add List Item

Name

Hide

Save Save and add another

Step 8 New List Items appear in the List table under the List name.

Edit List

List Name

Active

Save

Items

[Add Item](#) | [Import Items](#) | [Delete](#)

Name	Hide
Elm	<input type="checkbox"/>
Malus	<input type="checkbox"/>
Maple	<input type="checkbox"/>
Oak	<input type="checkbox"/>

Step 9 To import multiple List Items using a *.CSV file, select “Import Items” and then select **Choose File**.

Edit List

List Name

Active

Items

Import List Items

List Items File No file chosen



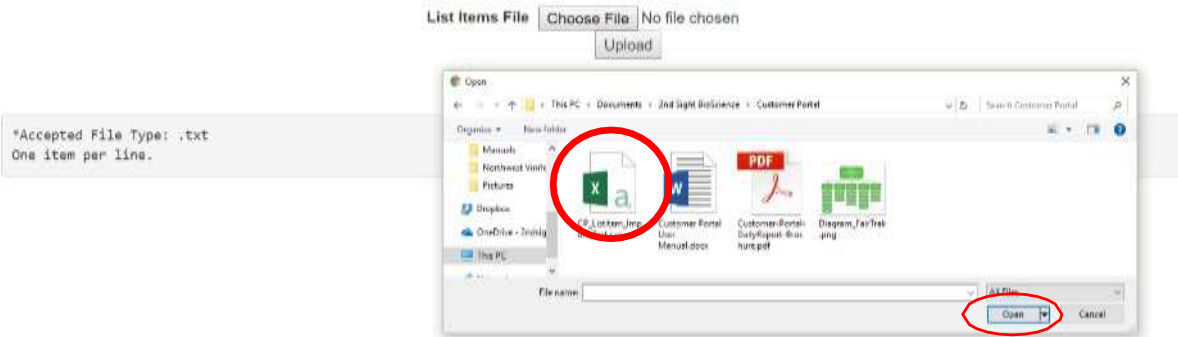
NOTE: Import file must be a *.CSV file with one entry in column A only.

	A	B	C	D
1	Grannysmith			
2	Honeycrisp			
3	Pink Lady			
4	Golden			
5	Red			
6	Fuji			
7	Pinata			
8	Cosmic Crisp			
9				
10				
11				
12				

Hint: To make a .CSV file, open Excel and type information in Column A. Then, when saving, choose “Save As” and “*.CSV.”

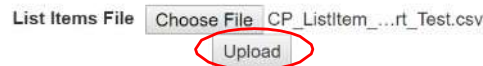
Step 10 Select the *.CSV file to upload, then click **Open**.

Import List Items



Step 11 Click **Upload**.

Import List Items



Step 12 If the file imports successfully, new List Items appear on the *Edit List* screen under List Name (here the List Name is "Test List").

Edit List

List Name

Active

Items

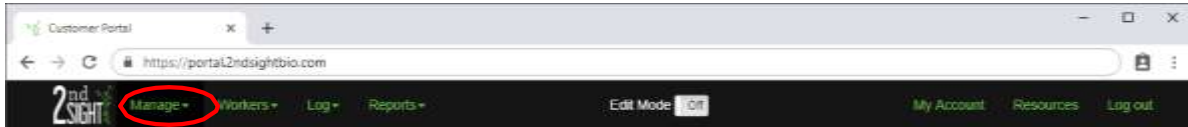
[Add Item](#) | [Import Items](#) | [Delete](#)

Name	Hide
Gala	<input type="checkbox"/>
Grannysmith	<input type="checkbox"/>
Honeycrisp	<input type="checkbox"/>
Pink Lady	<input type="checkbox"/>
Golden	<input type="checkbox"/>
Red	<input type="checkbox"/>
Fuji	<input type="checkbox"/>
Pinata	<input type="checkbox"/>
Cosmic Crisp	<input type="checkbox"/>

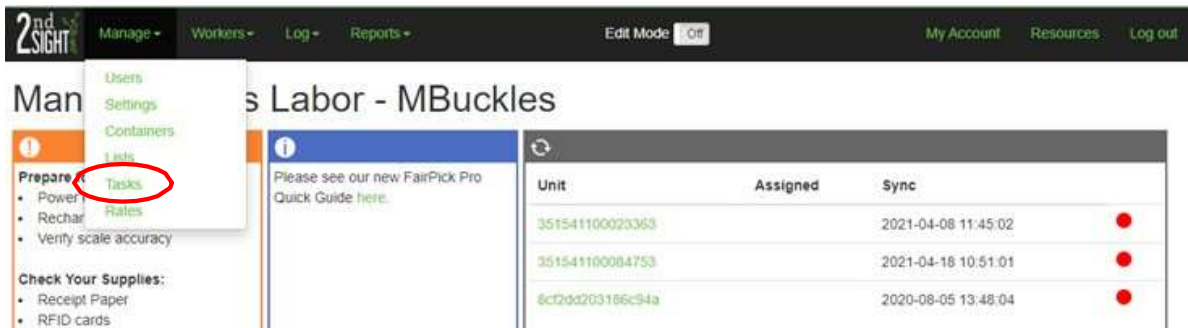
Assigning Lists to a Task

After creating one or more Lists and associated List Items, you can assign Lists to Tasks. You can assign between one and five Lists to each Task.

Step 1 Choose “Manage” from the main menu.



Step 2 Select “Tasks” from the dropdown menu.



Step 3 Select the Task to which you want to add a List.

Tasks

[Add Task](#)
 Show Inactive Tasks

Name	Task Type	Payroll Code	Lists
Apple - Piece	Piece	003	Apple Variety, RHC TYPE,
Blueberry - Piece	Piece		Crew Boss, Block, BB Variety,
Blueberry - Weigh	Weigh		Block, BB Variety,
Cherry - Weigh	Weigh		Crew Boss, Field Location, Cherry,
Elongation	Inventory		Clones, Lines, Medium, Operator, Genotype,
Fertilize/machine	Hourly	3	
FlexHub QC Task1	Piece		List A,
FP Lite 4.20.20	Weigh	42020	Growers, Row, Field, Delete List 1, Crew,

Step 4 In the “Lists” box, you can select one or more List names to associate with the Task.

To select multiple Lists simultaneously, hold **CTRL** or **ALT** on your keyboard, and click on other List names to select multiples. Then click **Save**.

Edit Task

Task Name: Apple - Piece
Task Type: Piece
Lists: 1 Variety, ABC Quick Select, Apple Variety, Apples
Payroll Code: 003
Time Violation (sec):
Active:
Save

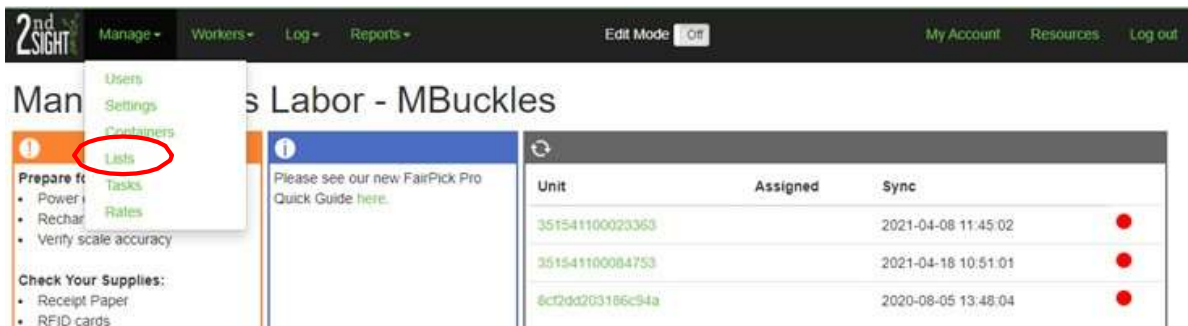
Inactivating Lists

To hide a List that is no longer used, inactivate the List. The List will no longer appear on the Web Portal or on the associated field apps.

Step 1 Choose “Manage” from the main menu.



Step 2 Select “Lists” from the dropdown menu.



Step 3 Click on the List name that you want to deactivate.

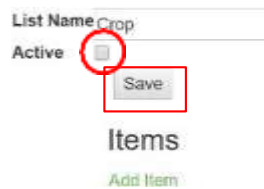


The screenshot shows the 'FairTrak Lists' interface. At the top, there is a title 'FairTrak Lists' and a green 'Add List' button. Below is a table with three columns: 'Name', 'Items', and 'Active'. The 'Name' column contains the word 'Crop', which is circled in red. The 'Items' column contains a list of items: 'sweet banana stem on,sweet banana stem off,sweet banana decapped,sweet banana coloured stem on,sweet banana coloured'. The 'Active' column contains the word 'Active'.

Name	Items	Active
Crop	sweet banana stem on,sweet banana stem off,sweet banana decapped,sweet banana coloured stem on,sweet banana coloured	Active

Step 4 In the *Edit List* screen, you will see the List Name of the List you wish to deactivate. Active Lists have a checked box next to the word “Active.” Uncheck the “Active” box. Click **Save** to finalize any changes.

Edit List



The screenshot shows the 'Edit List' screen. It has a 'List Name' field containing 'Crop'. Below it is an 'Active' checkbox, which is currently checked and circled in red. To the right of the checkbox is a 'Save' button, also circled in red. Below the 'Active' checkbox is an 'Items' section with a green 'Add Item' button.

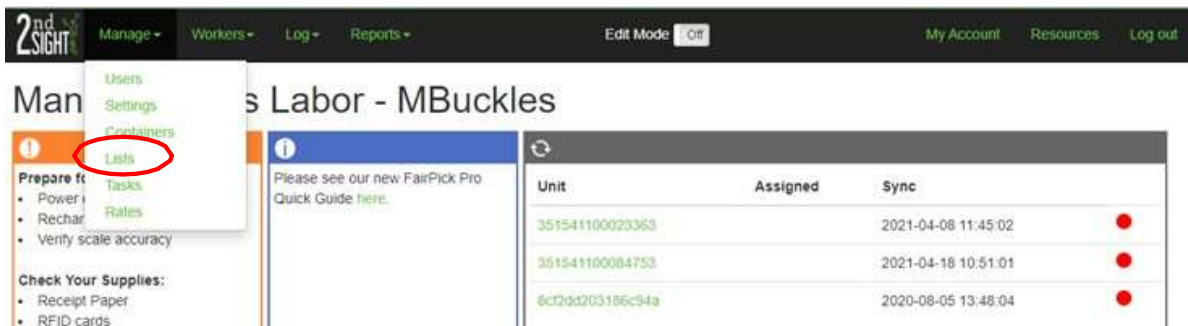
Viewing and Restoring Inactive Lists

Archived Lists are not deleted from the system; they are just hidden from view on the Web Portal and in the apps used in the field. You can view Lists that are no longer active.

Step 1 Choose “Manage” from the main menu.

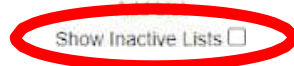


Step 2 Select “Lists” from the dropdown menu.



Step 3 In the *List* screen, click on the box “Show Inactive Lists.”

Lists



Step 4 Once you click the “Show Inactive Lists” box, the system automatically brings up the Lists and their corresponding List Items.

Lists

Add List
Show Inactive Lists

Name	Items
1st 4 Desc + Common	ACER TRIDENT MAPLE, ACER EMERALD SPLENDOR, ACER GREENSTREET, ACER HEDGE KING, ACER HEDGE MAPLE, ACER STATE STREET, ACER ARMSTRONG, ACER AUTUMN BLAZE, ACER AUTUMN FANTASY, ACER CELEBRATION, ACER MARMO, ACER SALEM ARMSTRONG, ACER SIENNA, ACER GINNALA FLAME, ACER PAPERBARK MAPLE, ACER SENSATION, ACER BLOODGOOD MAPLE, ACER BURGUNDY LACE, ACER CRIMSON

Step 5 Click on the name of the List you wish to reactivate. Then, check the “Active” box and **Save**. This will return this List and its corresponding List Items to the *Lists* screen.

Edit List

List Name: 1st 4 Desc + Common

Active

Save

Items

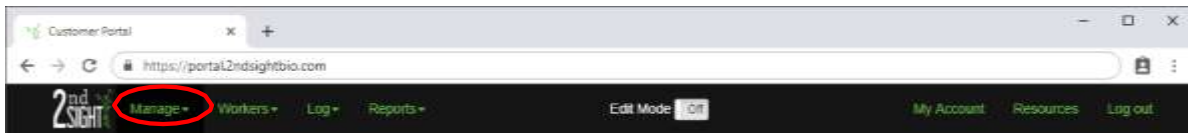
Add Item | Import Items | Delete

Name	Hide
ACER TRIDENT MAPLE	<input type="checkbox"/>
ACER EMERALD SPLENDOR	<input type="checkbox"/>
ACER GREENSTREET	<input type="checkbox"/>
ACER HEDGE KING	<input type="checkbox"/>
ACER HEDGE MAPLE	<input type="checkbox"/>

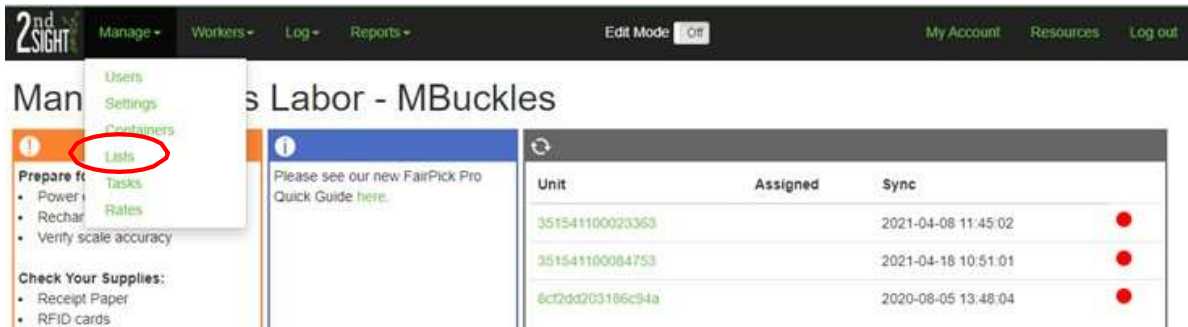
Deleting List Items

Deleting List Items permanently removes them from the associated List.

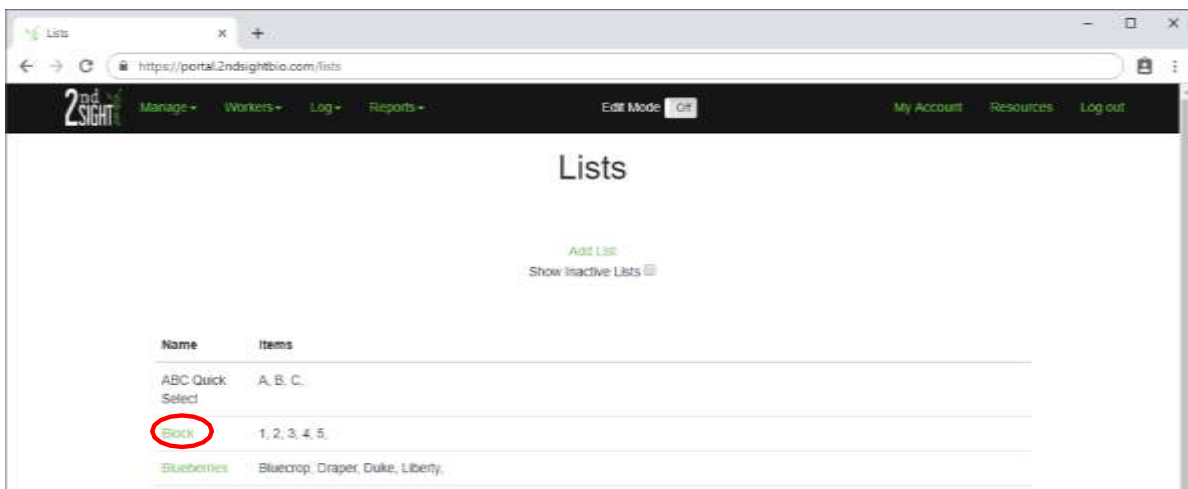
Step 1 Choose “Manage” on the menu at the top of the screen.



Step 2 Select “Lists” from the dropdown menu.



Step 3 Click the List name to navigate to the List Items.



Step 4 Check the box to the right of the List Item, then click “Delete.” The List Item is permanently deleted and can not be restored.

Edit List

List Name

Active

Items

[Add Item](#) | [Import Items](#) | [Delete](#)

Name	Hide	
Liberty	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bluecrop	<input type="checkbox"/>	<input type="checkbox"/>

PIECE RATES

The Piece Rate function allows you to assign monetary amounts to units and weights.

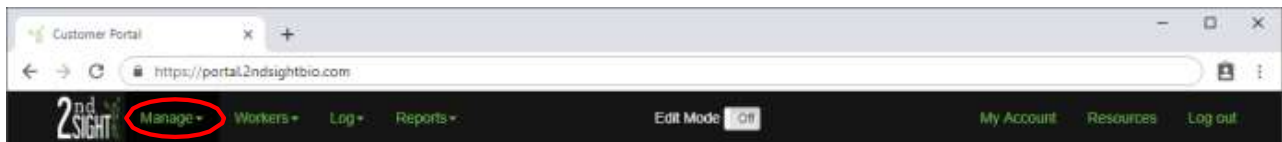


NOTE: The Piece Rate function is only available for Tasks that have been set up with a Task Type of Container or Piece. See [Understanding Task Types](#)

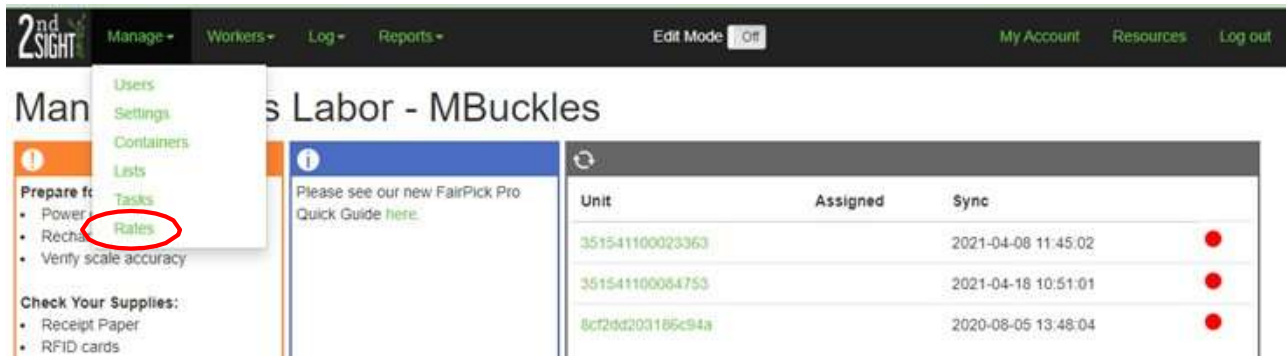
Rate Changes

Changing the Piece Rate on the Web Portal updates the amount paid per pound, kilogram, or count.

Step 5 Choose “Manage” from the main menu.




Step 6 Select “Rates” from the dropdown menu.



Step 7 A *Piece Rate* screen populated with Container and/or Task names and their respective current Piece Rates will appear.

Piece Rates



Container	Current Price
Lug	\$2.00/lb
Tote	\$0.88/lb
Box	\$0.30/lb
Bin	\$0.45/lb
Bucket	\$0.50/lb
Flat	\$0.29/lb
Kidney Bucket	\$0.48/lb
Cherry Bucket	\$0.25/lb



Task	Current Price
Pruning - Piece	\$0.45/unit
Grape Harvest - Cont.	\$10.00/unit
Pear Harvest - Cont.	\$10.00/unit
Apple - Piece	\$15.00/unit




NOTE: Containers are associated with the FairPick and FairPick Flex.



NOTE: Tasks are associated with the FairTrak, QuickPick, and MobileClock.

Step 8 To change the Piece Rates, click the Container name or Task name.

Piece Rates



Container	Current Price
Lug	\$2.00/lb
Tote	\$0.88/lb
Box	\$0.30/lb
Bin	\$0.45/lb
Bucket	\$0.50/lb
Flat	\$0.29/lb
Kidney Bucket	\$0.48/lb
Cherry Bucket	\$0.25/lb



Task	Current Price
Pruning - Piece	\$0.45/unit
Grape Harvest - Cont.	\$10.00/unit
Pear Harvest - Cont.	\$10.00/unit
Apple - Piece	\$15.00/unit

- Step 9** You will see a *Set Rate* screen. Enter the new piece rate in the “Piece rate” box. Piece rates can have up to three digits after the decimal point (e.g., 15.757). The system saves all three digits but only two digits are visible after saving.

Set Rate

Piece rate /lb

Effective as of

:

- Step 10** Next, set an “Effective as of” date and time for the piece rate change. You can set a rate for any date and/or time, past or future. Remember to use the 24-hour clock time.

Set Rate

Piece rate /lb

Effective as of

:

- Step 11** Verify the details are correct, then click **Save**.

Set Rate

Piece rate /lb

Effective as of

:

Step 12 Once you save the new Piece Rate, that rate is added to the list of “Historical Rates.” In the “Historical Rates” table, you can see all dates, times, and rates, as well as the name of the user who changed the rate and when the rate was changed.

Change Rate for Container: Lug

[Back to Manage Piece Rates](#)

Historical Rates

Filters:
Start Date End Date

0-9 of 12 Next

Effective as of	Piece Rate	Set by
2017-03-14 09:20	\$0.59/lb	2ndsighttesting at 2017-03-14 09:21:28
2017-02-01 10:22	\$0.55/lb	2ndsighttesting at 2017-02-01 10:29:05
2017-01-06 08:00	\$2.00/lb	2ndsighttesting at 2017-01-06 14:04:19

Step 13 Click “Back to Manage Piece Rates” to return to the *Piece Rates* page.

Change Rate for Container: Box

[Back to Manage Piece Rates](#)

EMPLOYEE DATA

You can add employee data one employee at a time, or you can import employee data from an employee list that already exists or that you create. Records are sorted by Name, Employee ID#, Payroll Code, and Profile.

Key Cards

- Step 1** All systems have at least one RFID Key Card that allows on-the-fly configuration. You will want to configure several RFID Key Cards for use in the field.
- Step 2** These specially configured Key Cards have “Key Card” status. To give those cards that status, check the box next to “Key Card”. Checking this box gives this RFID card certain special privileges when using the FairPick and other 2nd Sight apps in the field.

Edit 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 1
First Name	Key 1
Middle Name	Key 1
Employee ID Number	Key 1
Payroll Code	
Badge #	3612052211
Profile	Default
Crew	
Key Card	<input checked="" type="checkbox"/>
Active	

NOTE:

FairPick: Key cards unlock the weighing stations for configuration or upload.

QuickPick: Key cards allow employees to unlock the Log screen to set the piece increment and minimum scan time.

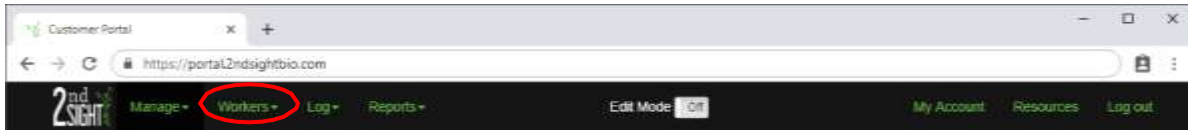


NOTE: 2nd Sight recommends creating dedicated “Key Cards” with the Key Card status. An employee who is a crew boss should have BOTH a personal RFID card for clocking in and out AND a Key Card to be able to reconfigure equipment in the field.

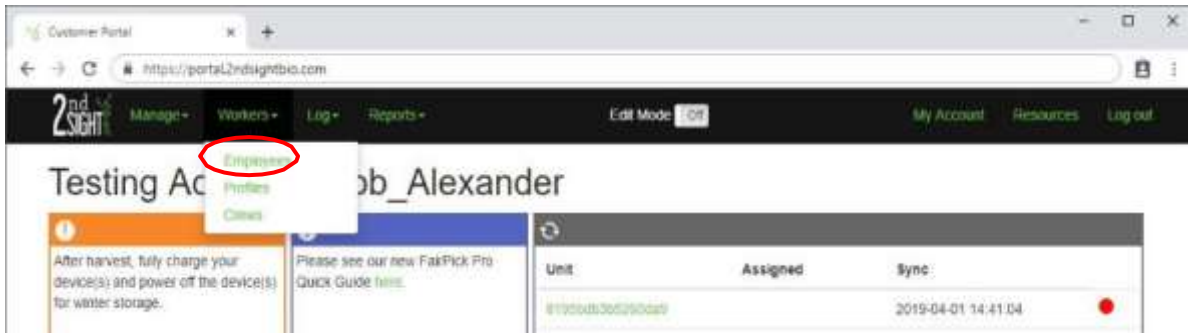
Adding a New Employee Individually

Enter employee information one at a time by doing the following:

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



Step 2 Select “Employees” from the dropdown menu.



Step 3 The *Employees* screen will appear. Select “Add Employee” to add one employee at a time.

Employees

Employee

Add Employee Import Employee List Export All Employees Export Selected Employees

Show

Crew Boss Inactive Flagged Mobile Clock Active

Filters

Name ID# Badge Payroll Code

Profile

<< Prev 1 2 Next >>

Showing Results: 0.99 of 115

Flag	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile	Crew Boss	Active	Mobile Clock Active	Select
	Bob	B1		B1	two	585457898	Picker	No	Active	Inactive	<input type="checkbox"/>
	Bob	B10		B10		579863785	Picker	No	Active	Active	<input type="checkbox"/>
	Bob	B11		B11		1000000000	Crew Boss	Yes	Active	Inactive	<input type="checkbox"/>

- Step 4** The *Add Employee* screen will appear. Enter the employee's Last Name, First Name, and Middle Name (optional) in the appropriate boxes (see green highlighted boxes).

Add Employee

Last Name
First Name
Middle Name
Employee ID Number
Payroll Code
Profile
Crew Boss
Active

Save

- Step 5** Enter a unique employee identifier (can use letters or numbers) in the box labeled “Employee’s ID Number” (see blue highlighted box). This number is employer assigned and SHOULD NOT be an employee’s social security number or birth date.



NOTE: Each Employee must be assigned a unique Employee ID Number. The Employee ID Number may contain up to six (6) alpha and/or numeric characters.



WARNING: Federal, state and local privacy laws regarding use of employee social security numbers and dates of birth vary. To avoid legal liability, refrain from using this information as employee identifiers in any Add Employee field.

- Step 6** Enter an optional Employee Payroll Code (see yellow highlighted box).

- Step 7** “Profile” allows you to assign an employer-designated employee Profile by choosing from the dropdown menu (see circled area).



NOTE: The dropdown “Profile” menu contains Employee Profiles. For information about adding Employee Profiles, refer to the [Employee Profiles](#) section above.

Step 8 The “Active” box is the system default (box is checked). This means that the person added is currently your employee and will appear in the Web Portal. For information about deactivating employees, see [Inactivating Employees](#).

Add Employee

Last Name	Hernandez
First Name	Corina
Middle Name	Natalia
Employee ID Number	465387
Payroll Code	1
Profile	Picker
Crew Boss	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>
<input type="button" value="Save"/>	

Step 9 Verify the information, then press **Save**.

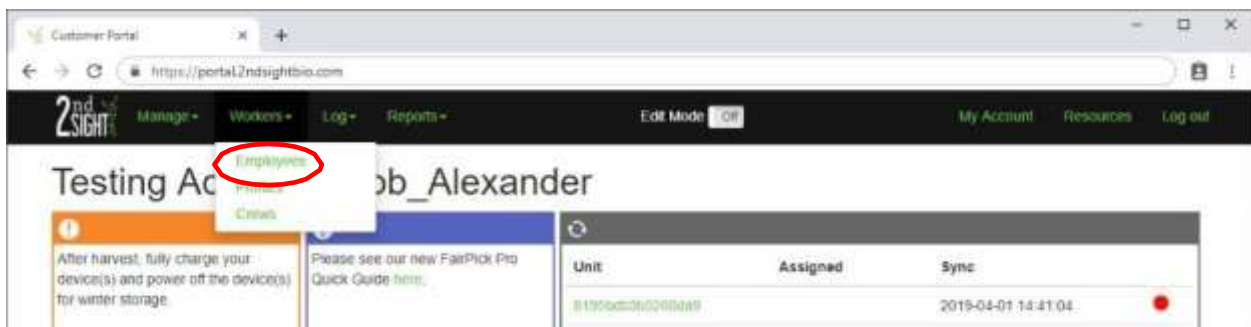
Importing Employee List

Use “Import Employee List” to add multiple employee records simultaneously.

Step 1 Choose “Workers” on the menu at the top of the screen.



Step 2 Select “Employees” from the dropdown menu.

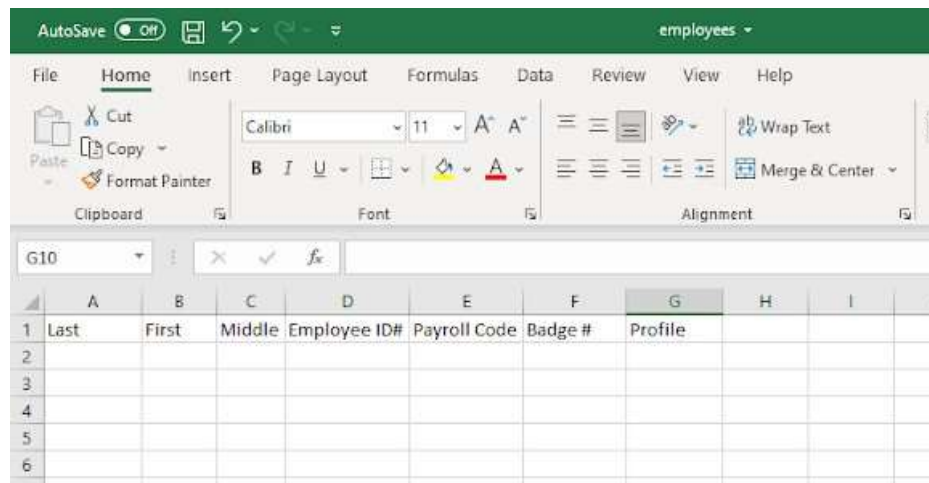


Step 3 When the *Employees* screen appears, you are ready to import. You can obtain a template for upload by selecting the “Export Employee List” option.



The screenshot shows the 'Employees' management interface. At the top, there are three buttons: 'Add Employee' (green), 'Import Employee List', and 'Export Selected Employees' (circled in red). Below these are filter options for 'Crew Boss', 'Inactive', 'Flagged', and 'Mobile Clock Active'. A 'Filters' section contains input fields for 'Name', 'ID#', 'Badge', and 'Payroll Code', along with a 'Profile' dropdown menu. At the bottom of the filters are 'Filter' and 'Clear' buttons.

Step 4 A *.CSV file will download from the Web Portal. Open the file in MicroSoft Excel or Google Sheets, and fill in the appropriate information.



The screenshot shows an Excel spreadsheet with the following columns: Last, First, Middle, Employee ID#, Payroll Code, Badge #, and Profile. The rows are numbered 1 through 6. The 'Employee ID#' column is highlighted in green.

	A	B	C	D	E	F	G	H	I
1	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile		
2									
3									
4									
5									
6									

Step 5 Fill in Last Name, First Name, Middle Name(optional), Employee ID# (employer generated), and Payroll Code (optional).



NOTE: Each Employee must be assigned a unique Employee ID Number. The Employee ID Number may contain up to six (6) alpha and/or numeric characters.

Do not fill in the Badge # column, as this is where an employee’s RFID card number is assigned.

Finally, you can fill in the Profile (see [Employee Profiles](#)), although this is not required.



NOTE: A Middle Name, Payroll Code, or Profile Name are NOT required to upload a file. You can edit employees' information individually after importing to assign Profiles.

Last Name REQUIRED	First Name REQUIRED	Middle Name	EE ID# REQUIRED	Payroll Code	Profile Name
------------------------------	-------------------------------	-------------	---------------------------	--------------	--------------

	A	B	C	D	E	F
1	Flores	Emmanuel	David	EMPLOYEE ID 1	PAYROLL CODE	PROFILE
2	Garcia	Emiliano	Jose	EMPLOYEE ID 2	PAYROLL CODE	PROFILE
3	Gomez	Elieis	Alma	EMPLOYEE ID 3	PAYROLL CODE	PROFILE
4	Gutierrez	Erubiel	Alva	EMPLOYEE ID 4	PAYROLL CODE	PROFILE
5	Hayes	Felipe	Ignacio	EMPLOYEE ID 5	PAYROLL CODE	PROFILE



NOTE: If the Profile information is not filled in here, the system's default Profile will be entered in the employee information.

Step 6 Remove the headers from the table, and save the file as a *.CVS file. You are ready to import the information into the system.



NOTE: REMOVE column headers. Columns must be formatted *Last Name, First Name, Middle Name, Employee ID, Payroll Code, Profile Name*. If you do not format appropriately, the upload will fail.

Step 7 In the *Employees* screen, select "Import Employee List" option at the top of the screen.

Employees

Employee

Show

Crew Boss
 Inactive
 Flagged

Filters

Name:
 ID#:
 Badge:
 Payroll Code:

Profile:

Step 8 When the *Import Employees* screen appears, select **Choose File**.

Import Employees

Employee File **Choose File** No file chosen
Upload

*Accepted File Type: .csv
*Profile Name must match exactly
*Columns should be formatted:
Last Name,First Name,Middle Name,Employee ID,Payroll Code,Profile Name



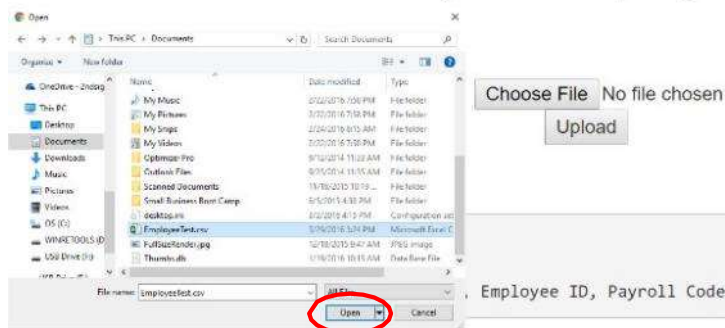
NOTE: The import file must be in a *.CSV (comma separated values) file format.



NOTE: View and open *.CSV files with spreadsheet applications such as Microsoft Excel or Google Sheets. You can create a *.CSV file using Excel and choosing “Save As,” which will give you the option of saving your Excel spreadsheet as a *.CSV file.

Step 9 Select the *.CSV file with the employee information on it from the file on your computer, then click **Open**.

Import Employees



Step 10 The file name should appear next to the “Choose File” box. Click **Upload**.

Import Employees



Step 11 If the upload is successful, the employee information will populate the *Employees* table on the Web Portal.

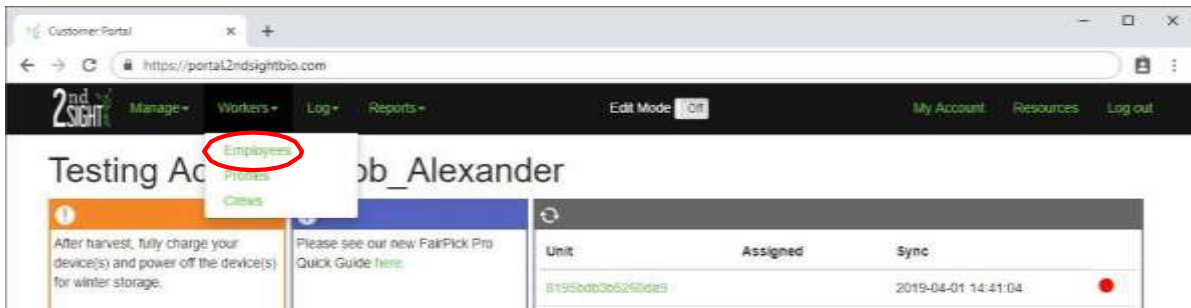
Editing Employee Data

After employee data is added to the *Employees* table, you may need to edit it.

Step 1 Choose “Workers” from the main menu.



Step 2 Select “Employees” from the dropdown menu.



Step 3 Select the last name of the employee whose information you wish to edit.



Flag	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile	Crew Boss	Active	Select
	Alexander	Bob		1457			Picker	No	Active	

Step 4 The *Edit Employee* screen will appear. Edit the employee's information as needed. Verify the changes, then click **Save**.

Edit Employee

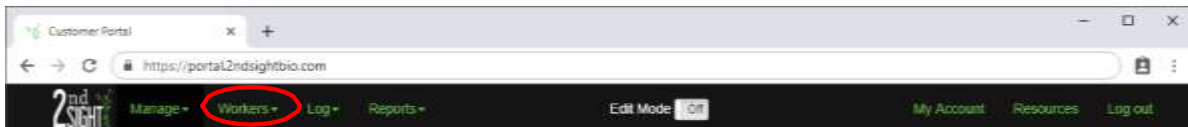
Last Name	Hernandez
First Name	Corina
Middle Name	Natalia
Employee ID Number	465387
Payroll Code	1
RFID	
Profile	Picker
Crew Boss	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>
Save	

Inactivating Employees

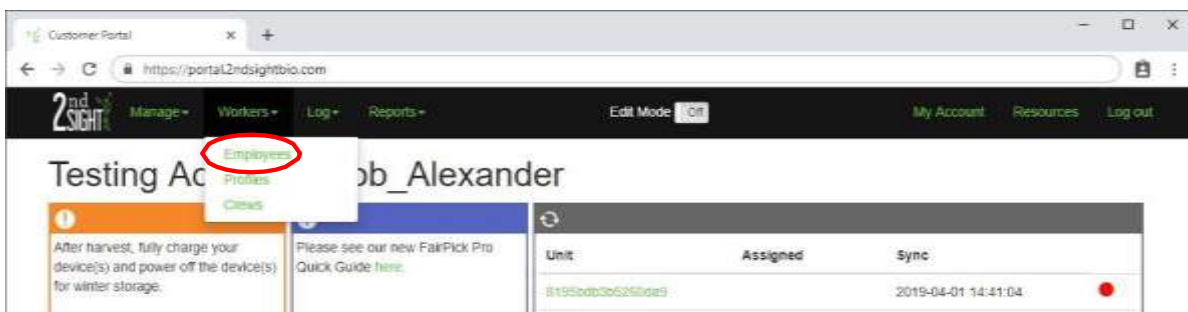
An employee may leave, and you may want to keep the employee data but eliminate the employee's name from view on the *Employees* screen.

When you inactivate an employee, the RFID card/Employee Badge that employee used is no longer linked to the former employee's name and ID number. You can reprogram and reuse that employee badge with 2nd Sight products. The former employee will no longer receive credit for any work in any reports.

Step 1 Choose "Workers" from the main menu.



Step 2 Select "Employees" from the dropdown menu.



Step 3 From the list, choose the Employee last name for the employee you want to inactivate.



Showing Results: 0-99 of 107

Flag	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile	Crew Boss	Active	Select
	Alexander	Bob		1457			Picker	No	Active	

Step 4 The *Edit Employee* screen will appear. Uncheck the “Active” box at the bottom of the screen to change the employee’s status to inactive, and press **Save** to finish.

Edit Employee

Last Name	Hernandez
First Name	Corina
Middle Name	Natalia
Employee ID Number	465387
Payroll Code	1
RFID	
Profile	Picker
Crew Boss	<input type="checkbox"/>
Active	<input type="checkbox"/>
	Save

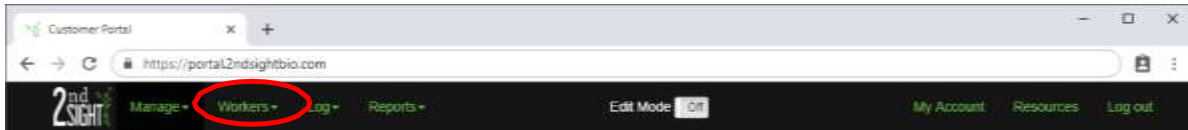


NOTE: Inactivating an employee does not delete the employee’s data. The employee’s name disappears from the list; however, the data can be reactivated if the employee is rehired. See [Reactivating Employees](#).

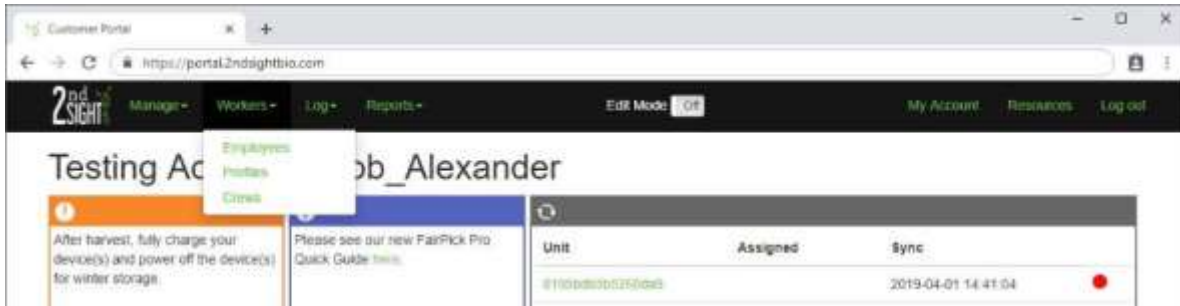
Reactivating Employees

You may wish to reactivate employee information if you rehire a former employee.

Step 1 Choose “Workers” from the main menu.



Step 2 Select “Employees” from the dropdown menu.



Step 3 The “Show” box (second box from the top of the *Employees* screen) has three choices. Click the “Show Inactive” box (circled below) to bring up former employees’ data.



Step 4 When the list of former employees appears, click on the name of the employee you wish to reactivate. An *Edit Employee* screen for the chosen employee should appear. Check the box next to “Active,” and then **Save**.

Edit Employee

Last Name	Hernandez
First Name	Corina
Middle Name	Natalia
Employee ID Number	465387
Payroll Code	1
RFID	
Profile	Picker
Crew Boss	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>
	Save

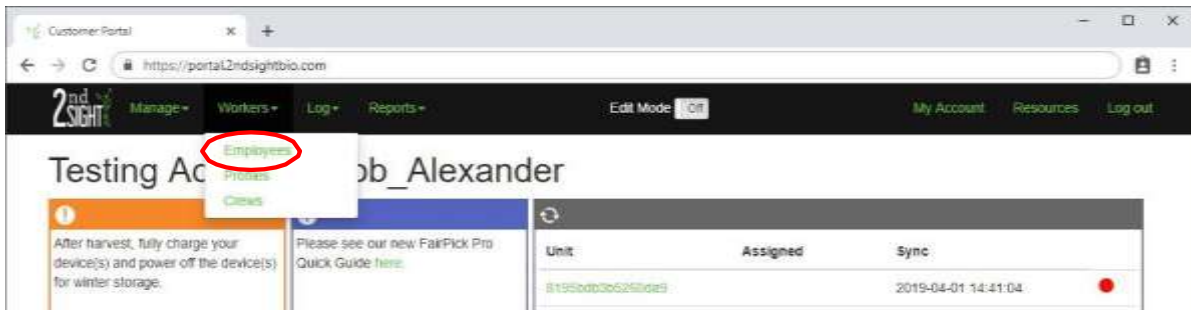
Filtering Employee Data

The Web Portal allows you to review and filter employee information:

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



Step 2 Select “Employees” from the dropdown menu.



Step 3 Employee records appear on the screen sorted alphabetically by the employees’ last names. Records can be filtered by:

- Name – Employee first, middle, or last name.
- ID# –Employee ID number.
- Badge – Badge number.
- Payroll Code – Payroll Code.
- Profile – Profile dropdown list.

Employees

Employee

Show

Crew Boss Inactive Flagged

Filters

Name ID# Badge Payroll Code

Profile

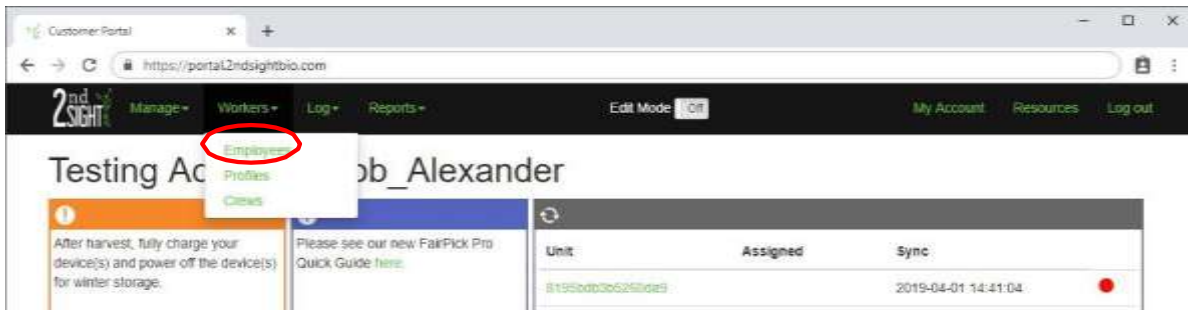
Making Batch Changes

2nd Sight's Web Portal software allows you to make three types of batch changes, *i.e.*, change characteristics of multiple entries simultaneously - changing the employee Profile, inactivating employees, and reactivating.

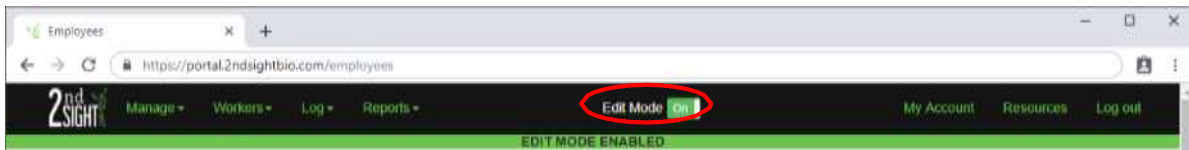
Step 1 Choose "Workers" from the main menu.



Step 2 Select "Employees" from the dropdown menu.



Step 3 Enable "Edit Mode" by toggling the "Edit Mode" button to **On**.



Step 4 Check the box next to the employee(s) whose data you want to edit in a batch. Or check "Select" at the top of the list to select all employees.

Flag	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile	Crew Boss	Active	Select
	Bob	B10		B10		575853785	Picker	No	Active	<input checked="" type="checkbox"/>
	Bob	B11		B11		1002032750	Picker	Yes	Active	<input checked="" type="checkbox"/>

Changing Profile of Selected Employees

One of the three batch changes you can make is to change several employees' assigned Profile at once.

- Step 1** Following the instructions above, select the employees whose Profile you wish to change, and make sure "Edit Mode" is on. See [Making Batch Changes](#).
- Step 2** Once the employees are selected, find the "Batch Edit" box, and open the "Profile" dropdown. From the dropdown menu, choose the desired Profile, see red box below.

The screenshot shows the 'Employees' management interface. At the top, there are buttons for 'Add Employee', 'Import Employee List', 'Export All Employees', and 'Export Selected Employees'. Below this is a 'Show' section with checkboxes for 'Crew Boss', 'Inactive', and 'Flagged'. The 'Filters' section includes input fields for 'Name', 'ID#', 'Badge', and 'Payroll Code', along with a 'Profile' dropdown menu. A 'Filter' button and a 'Clear' button are also present. The 'Batch Edit' section features a 'Profile' dropdown menu with a red box around the 'Picker' option. Other buttons in this section are 'Change Profile of Selected', 'Activate Selected', and 'Deactivate Selected'. Below the dropdown is a pagination control showing '1' of 2 pages. The main table displays employee data with columns for 'Flag', 'Last', 'First', 'Middle', 'Employee ID#', 'Payroll Code', 'Badge #', 'Profile', 'Crew Boss', 'Active', and 'Select'. Two rows are visible, both with 'Picker' as the profile.

Flag	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile	Crew Boss	Active	Select
	Bob	B10		B10		575863785	Picker	No	Active	<input type="checkbox"/>
	Buti	B11		B11		1002032750	Picker	Yes	Active	<input type="checkbox"/>


- Step 3** Press the **Change Profile of Selected** to finalize the profile change.

This close-up screenshot focuses on the 'Batch Edit' section. The 'Profile' dropdown menu is set to 'Picker'. The 'Change Profile of Selected' button is highlighted with a red box, indicating the next step in the process.

Inactivating Selected Employees

You can also do a batch edit to inactivate several active employees.

- Step 1** Navigate to the *Employees* screen, and make sure the “Edit Mode” is on. See [Making Batch Changes](#).
- Step 2** In the *Employees* screen and under the “Select” column, check the box next to the employee(s)’ name(s) you wish to inactivate.



Flag	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile	Crew Boss	Active	Select
	Alexander	Bob		1029			Picker	No	Inactive	<input type="checkbox"/>
	Cebrowski	Monika		89577	Blue M Farms		Hourly	No	Inactive	<input checked="" type="checkbox"/>

- Step 3** Press the “Deactivate Selected” button to inactivate the employee(s). These employees’ names will no longer appear on the “Employees” screen or on employee lists in the corresponding apps. However, the employees’ names remain in the system and can be reactivated, if needed.



Batch Edit

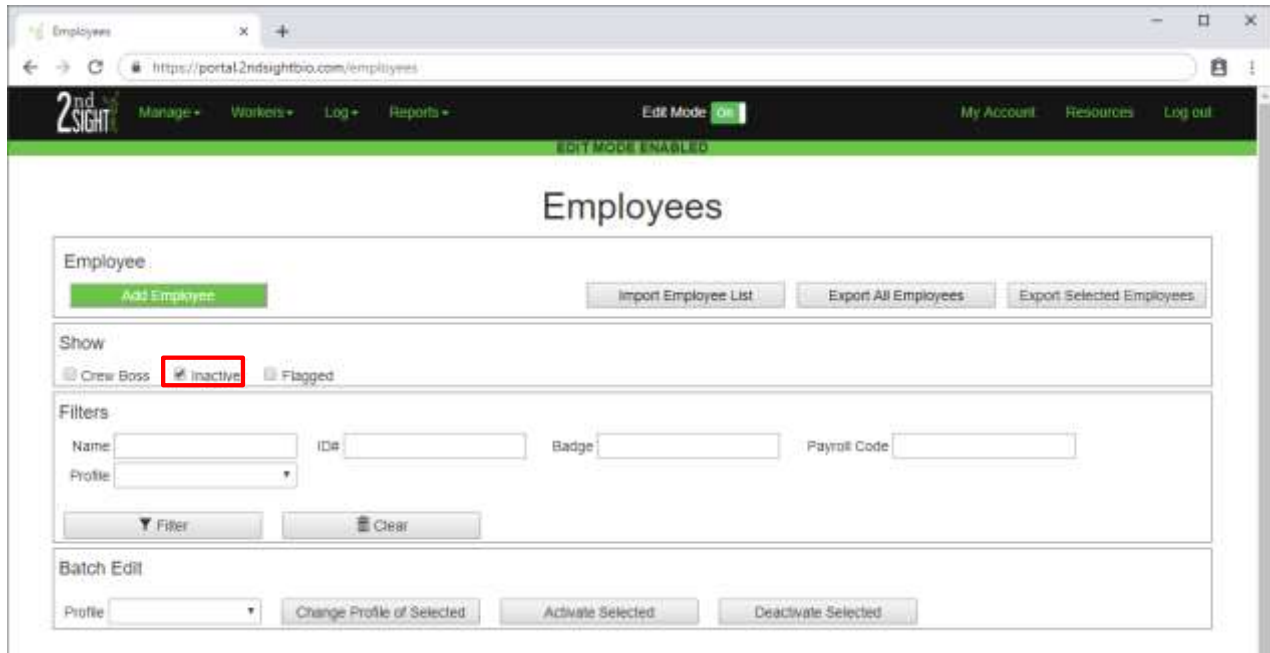
Profile: ▼

Reactivating Inactive Employees

Another batch change you can make is to reactivate as employees whose records have been inactivated.

- Step 1** Navigate to the *Employees* screen, and turn on “Edit Mode.” See [Making Batch Changes](#).

Step 2 In the “Show” box, click on “Inactive.” A list of inactive employees will appear.



Step 3 Check the “Select” box next to the name of the employee(s) you wish to reactivate, or choose “Select” at the top of the list to select all employees.



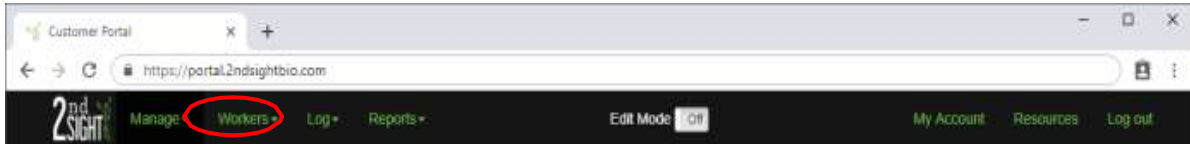
Step 4 In the “Batch Edit” box, press the **Activate Selected** to reactivate the employee(s).



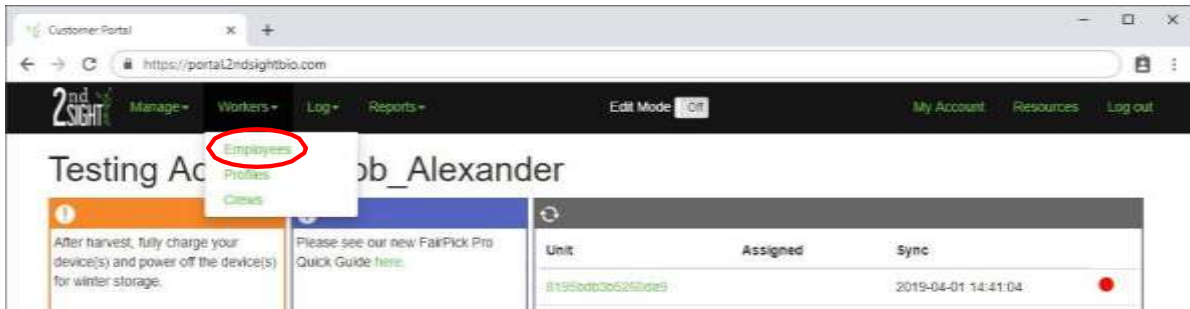
Exporting a List of All Employees

There may be times when you wish to export all employee records. The Web Portal allows you to export employee data.

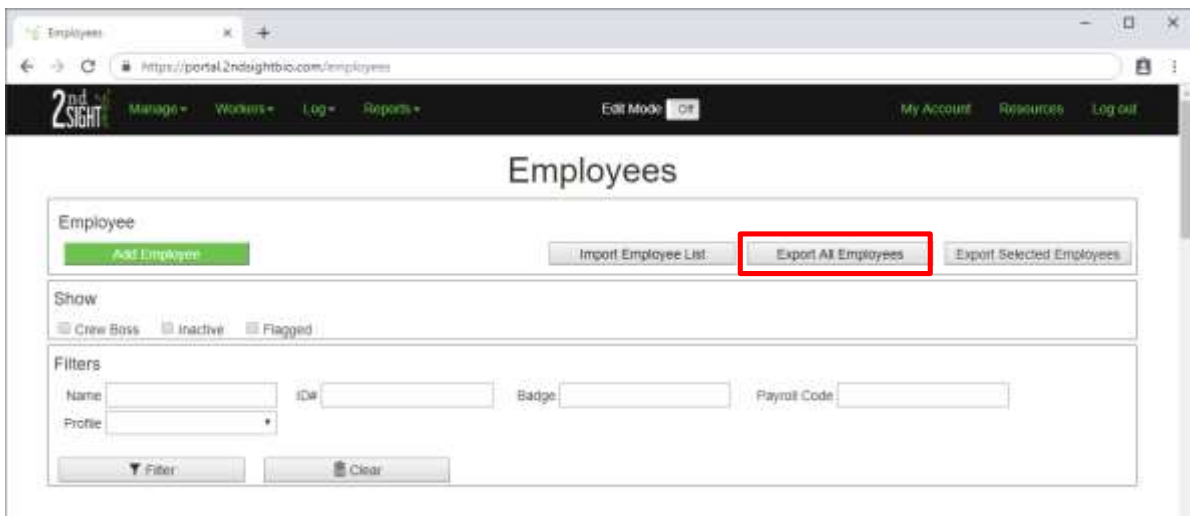
Step 1 Choose “Workers” on the menu at the top of the screen.



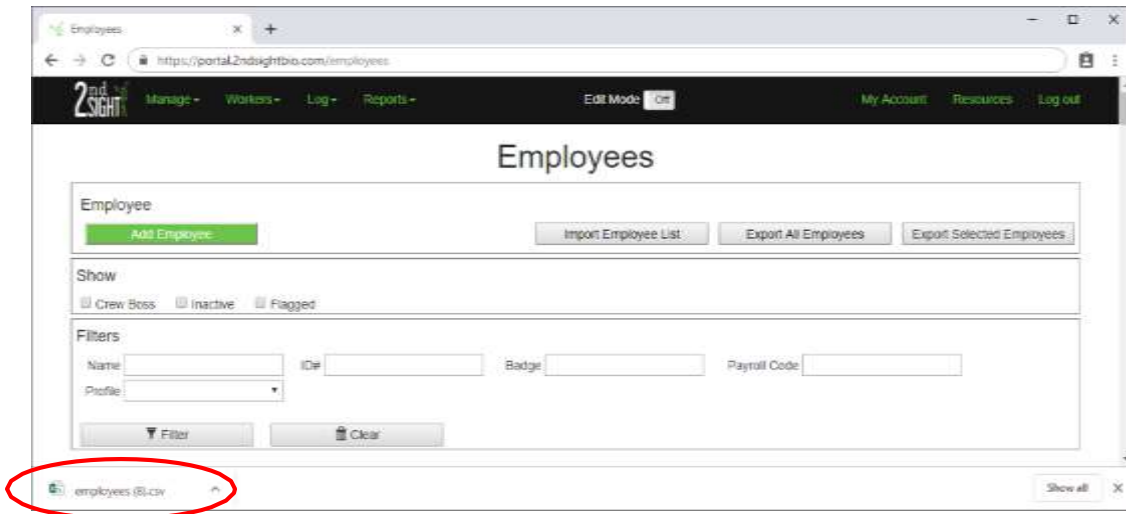
Step 2 Select “Employees” from the dropdown menu.



Step 3 Select “Export All Employees.”



Step 4 The Web Portal creates a *.CSV file that downloads to your computer and that can be viewed with spreadsheet applications Microsoft Excel or Google Sheets.



Using “Employee Features”

Each employee record comes with a set of features that are visible when you open the *Edit Employee* screen.

These features provide a location for additional and useful employee information. The table below describes the features available.

General	Edit employee general information
Rates	Set employee hourly rate and rate enable override.
Mobile Options	Allow this employee to use the MobileClock app to track time on a personal cellular device.
History	History: A date/time-stamped list or audit trail of events that occurred to this employee.
Notes	Flag and add comments about this employee.

Step1 To access features for an individual employee, go to the *Employees* screen by choosing “Workers” from the main menu and “Employees” from the corresponding dropdown menu. The *Employees* screen will appear, listing all active employees.

Step2 Click on the last name of the employee whose features you would like to access.

Flag	Last	First	Middle	Employee ID#	Payroll Code	Badge #	Profile	Crew Boss	Active	Mobile Clock	Select
	Alexander	Bob		1457TT		1778655760	Picker	No	Active	Active	<input type="checkbox"/>

You will see the *Edit Employee* screen. On the left appears a menu of the features available for each employee.

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

Edit Employee

- General
- Rates
- Mobile Options
- History
- Notes

Last Name: Alexander
First Name: Bob
Middle Name:
Employee ID Number: 1457TT
Payroll Code:
Badge #: 1778655760
Profile: Picker
Crew: Crew 1
Crew Boss:
Active:

Save Save and Return

General

The General tab, which is the default tab, allows you to edit an employee’s “Last Name,” “First Name,” “Middle Name,” “Employee ID,” “Payroll Code,” “Badge #,” “Profile,” “Crew,” and “Active” status.

Note the green box next to the word “General” below. A green box appears next to the feature that you are viewing.

Rates

Here you can set an employee's hourly rate. By checking the "Use Task Rate if Higher" box, the system knows to pay the employee the Task rate, if the Task rate is higher than the hourly rate.

Edit Employee

General	Hourly Rate	<input type="text" value="5"/>
Rates	Use Task Rate if Higher	<input checked="" type="checkbox"/>
Mobile Options		<input type="button" value="Save"/> <input type="button" value="Save and Return"/>
History		
Notes		

Mobile Options

The feature allows employees to use MobileClock with a personal cellular device to track work hours. To activate, check the box next to "MobileClock Active." Be sure to fill in the employee's e-mail address. For more information about MobileClock, see the ***MobileClock User Manual***.

Edit Employee

General	First Name	Bob
Rates	Middle Name	
Mobile Options	Last Name	Alexander
History	ID	1457TT
Notes	MobileClock Active	<input checked="" type="checkbox"/> Send Email
	Email	<input type="text" value="bob@ogbob.com"/>
	PIN	9429
		<input type="button" value="Save"/> <input type="button" value="Save and Return"/>

History

By selecting the “History” feature, you can see details related to the employee’s digital file, e.g., the date the employee record was created. This shows when data was edited and who did the editing.

Edit Employee

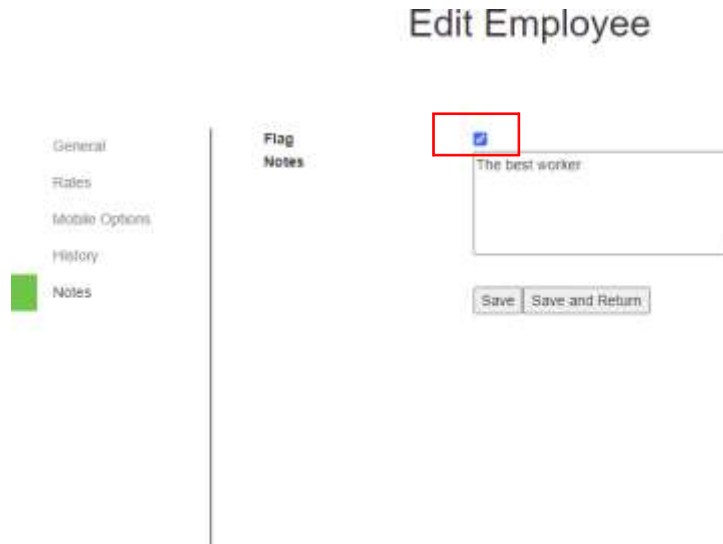
- General
- Rates
- Mobile Options
- History**
- Notes

First Name Bob
Last Name Alexander
Middle Name
ID 1457TT

Date	Event	Note	Portal User
2022-04-29 11:50:51	Activated	Bob Alexander	Bob_Alexander
2021-06-10 09:43:43	Badge Edit	From 1917212138 to 1778655760	Bob_Alexander
2020-12-16 08:38:34	Employee Rate Edit	From to 5	testing1
2019-07-05 11:45:06	Id Edit	From 1457 to 1457TTT	Bob_Alexander
2019-04-17 15:08:24	Activated	Bob Alexander	Bob_Alexander
2019-04-17 14:53:26	Deactivated	Bob Alexander	Bob_Alexander
2019-04-16 15:51:07	Name Edit	From Bob asdf Alexander to Bob Alexander	Bob_Alexander
2019-01-16 22:11:55	Created	Bob Alexander	Bob_Alexander
2019-01-16 15:10:00	Activated	Bob asdf Alexander	testing1
2019-01-15 15:09:00	Deactivated	Bob asdf Alexander	testing1
2019-01-15 15:09:00	Name Edit	From Bob Alexander to Bob asdf Alexander	testing1

Notes

In the “Notes” feature, you can add any additional information about the employee. To easily find employees with additional information on the *Employees* screen, click the “Flag” button. This allows you to filter “Flagged” employees from the main Employee screen.



Filtering for Flagged Employee Information

- Step 1** To filter for flagged employee information, go to the *Employees* screen by choosing “Workers” from the main menu and “Employees” from the dropdown menu.
- Step 2** You can see flagged employees by searching for a flag symbol in the first column of the employee list.

Flag	Last	First	Middle	Code	Badge #	Profile	DOB	Active	Active
	Alexander	Bob		1457TT	1778655760	Picker	No	Active	Active

Step 3 You can also filter flagged employees by checking the “Flagged” box in the “Show” box and clicking **Filter**.

A list of employees with flagged information attached to their digital file will appear. Note the flag next to the employee’s last name.

Employees

Employee

[Add Employee](#) [Import Employee List](#) [Export All Employees](#) [Export Selected Employees](#)

Show

Crew Boss Inactive Flagged Mobile Clock Active

Filters

Name ID# Badge Payroll Code

Profile

[Filter](#) [Clear](#)

<< Prev 1 Next >>

Showing Results: 0-1 of 1

Flag	Last [↑]	First [↑]	Middle	Employee ID# [↑]	Payroll Code [↑]	Badge # [↑]	Profile	Crew Boss	Active	Mobile Clock Active	Select
	Alexander	Bob		6		1778655760	Salaried	No	Active	Active	<input type="checkbox"/>

[Top](#)

LOG

The Log submenu contains raw data logs, which contain the information used to calculate payroll. On the Log screen, you can see data that has been added and stored in the Web Portal.

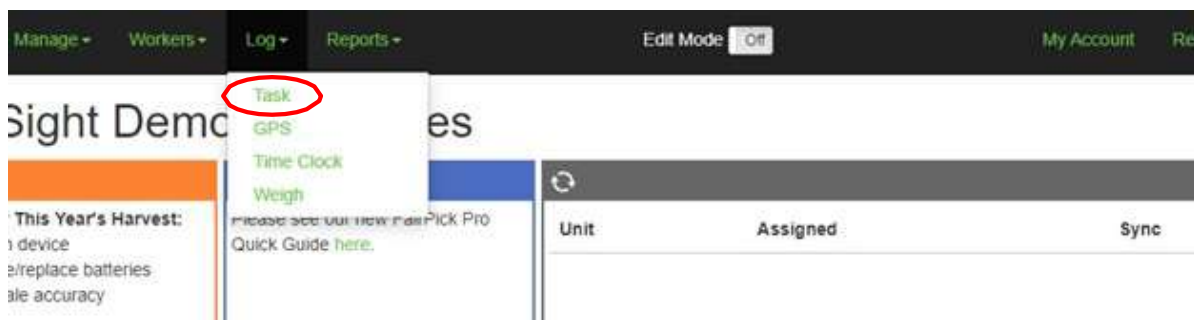


NOTE: Logs are product specific. Some logs discussed here may not appear on your account.

Step 1 Choose “Log” from the main menu.



Step 2 Select the particular type of Log you wish to view from the dropdown menu.



Task Log (FairPick, FairPick Flex, FairTrak, QuickPick, MobileClock)

The Task Log is a master log that displays data from all the products you use in the field (and most 2nd Sight products). This log lets you view all “raw” data synced from field devices to the Web Portal.

Task Log

Show

Unassigned Archived Entries Added Entries Edited Entries Rejected Entries Duplicate Tracking ID Duplicate Event Notes

Filters

Employee Employee ID Payroll Code Badge ID

Start Date End Date Start Time End Time

Piece Rate Event Task

Identifier Station List

Tracking ID

[Download](#) | [Import](#) | [Show on Map](#)

Add

Apple - Piece

Edit

The top of the Task Log contains a number of boxes that allow you to filter data, add data or edit data.

Show – The “Show” function allows you to filter on various entries. You can find Unassigned entries, Archived entries, Added Entries, Edited Entries, Rejected Entries, Duplicate Tracking IDs, Duplicate Events and Notes using the boxes here.

Step 1 Check one or more boxes depending on the type of data you are looking for.

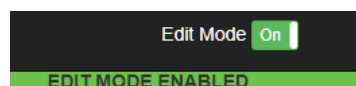
Step 2 Press **Filter** to see the data.

Filters – Filters allow you to select more specific data.

Step 1 Enter one or more criteria into the filter boxes.

Step 2 Click **Filter** to complete the filtering process.

NOTE: “Add” and “Edit” are only visible when “Edit Mode” is toggled “On”.



Add – Here you can manually add Clock In, Clock Out, and Log events.

Step 1 Select a Task from the dropdown menu.

Step 2 Press the button of the desired event (e.g., Clock in, Clock out, or Log).



NOTE: The type of Log events that you can add depends on the product you are using. Please see the manual specific to the product you are using for more information.

Edit – Use this to mass edit Task, Employee, Time, Restore, and Archive events.

Step 1 In the “Employees” screen, select the employees for which you wish to make a batch edit.

Step 2 Check events to edit.

Step 3 Press the button of the desired event.

Step 4 Make the edit.

Time Clock Log (Available with FairTrak, QuickPick, FairPick Flex, FairPick Pro)

The Time Clock Log allows access to all clock in (CI) and clock out (CO) events recorded on and uploaded from 2nd Sight.

Time Clock

Show

Unassigned Archived Entries Added Entries Edited Entries Rejected Entries

Filters:

Employee ID Badge ID Station

Start Date End Date Start Time End Time

Piece Rate

Add

Apple - Piece



NOTE: The Key Card may have multiple Clock-in and Clock-out events during a single day. These events represent configurations, batch actions, and data uploads.

Show – The “Show” function allows you to filter on various types of entries - Unassigned, Archived, Added Entries, Edited Entries, and Rejected Entries.

Step 1 In the “Show” box, check one or more boxes.

Step 2 Press **Filter** to see the items selected.

Filters – Filters allow you to more specifically select data.

Step 1 Enter one or more criteria into the filter boxes.

Step 2 Press **Filter** to complete the filtering process.

Add – This allows you to manually add Clock In and Clock Out events.

Step 1 Select a Task from the dropdown menu.

Step 2 Press **Clock In** or **Clock Out** to edit an employee’s clock in or out time.

Weigh Log (Available with FairPick Flex, FairPick Pro)

The Weigh Log displays uploaded weigh events.

Show – Shows information from various types of weigh events - Unassigned, Archived Entries, Added Entries, Edited Entries and Rejected Entries.

Step 1 Check one or more boxes to select the type of information you want to see.

Step 2 Click **Filter** to show those entries.

Filters – Filters allow you to see selected data.

- Step 1** Enter one or more criteria into the filter boxes. To see all possible filters, choose **Advanced** from the lower right-hand corner of the screen.
- Step 2** Press **Filter** to see the selected information.
- Step 1** Press the button of the desired event.

InstaCaliper Log (Available with InstaCaliper, TallyTrak)

The InstaCaliper Log displays uploaded measure events recorded on the InstaCaliper and TallyTrak systems.

InstaCaliper Log

Show

Archived Entries Added Entries Edited Entries

Filters

Start Date: End Date: Start Time: End Time:

Station: Measurement: Task: List:

Metric: Millimeter Centimeter Meter

Standard: Inch Foot

Show – The “Show” function allows you to filter on various types of entries - Archived Entries, Added Entries, and Edited Entries.

- Step 1** Check one or more boxes depending on the type of information you wish to see.
- Step 2** Click **Filter** to the information selected.

Filters – Filters allow you to see selected data.

- Step 1** Enter one or more criteria into the filter boxes.
- Step 2** Click **Filter** to complete the filtering process.

Units of Measure– Converts to the unit of measurement selected.

- Step 1** Select the radio button for the unit of measure.
- Step 2** Click **Filter** to convert..

Stock Track Log

The Inventory Log displays uploaded measure events recorded on the StockTrak or TCTrak apps.

StockTrak Log

Show

Archived Entries Added Entries Edited Entries

Filters

Start Date: 2022-01-01 End Date: 2022-05-27 Start Time: hh:mm:ss End Time: hh:mm:ss

Barcode: Task: Unit ID: Location:

Filter Clear Advanced

Show – The “Show” function allows you to filter on various types of entries - Archived Entries, Added Entries, and Edited Entries.

Step 1 Check one or more boxes for the items you wish to view.

Step 2 Click **Filter** to complete the filtering process.

Filters – Filters allow you to see selected data.

Step 1 Enter one or more criteria into the filter boxes.

Step 2 Click **Filter** to complete the filtering process.

Tissue Culture Log (TCTrak)

The Tissue Culture Log displays uploaded tissue culture tracking events recorded on the TCTrak app.

Tissue Culture Log

Show

Archived Entries

Filters

Item Code: Batch: Parent Batch: Location: Start Date: End Date: Start Time: hh:mm:ss End Time: hh:mm:ss

Task: Lots: *

Filter Clear

Add

In

Edit

Archive Edit

Show – The “Show” function allows you to filter on Archived Entries.

Step 1 Check the Archived Events to see those events that have been archived.

Step 2 Click **Filter** to show the information selected.Filters

Filters – Filters allow you to see selected data.

Step 1 Enter one or more criteria into the filter boxes.

Step 2 Click **Filter** to complete the filtering process.

Filtering Log Data

Use Log filters to find specific entries. Filtering selects items based on matching criteria.

Filter Definitions

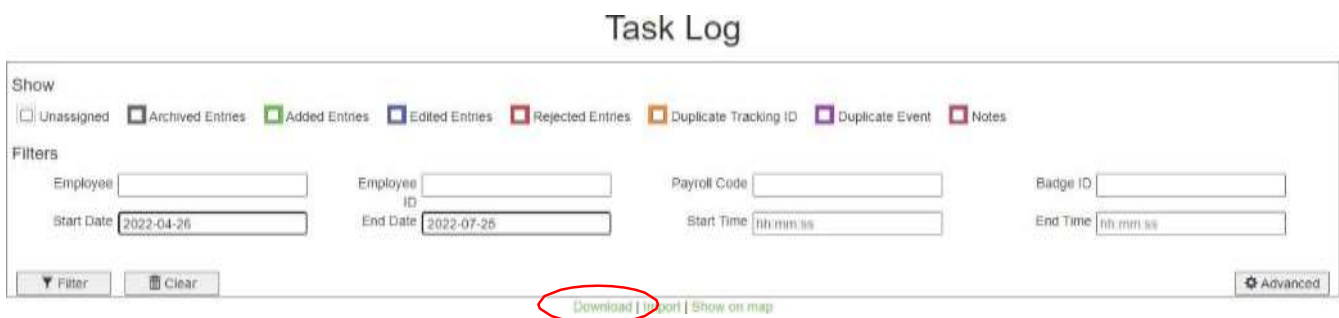
Name:	Employee last, first or middle name
ID:	Employee identification, assigned by employer
Payroll Code:	Optional code assigned to an employee by employer
Badge ID:	Identification number permanently pre-programmed into each RFID Employee Badge
Station:	Identification code pre-programmed into each Weighing Station (WS ID) or Unit identification code of the RHC
Location ID:	Optional user-entered code programmed to a Configuration Card
Tracking ID:	An identification code pre-programmed into each Container Label if Container tracking is enabled.
Batch ID:	Optional user-entered code programmed to a Configuration Card
Start Date:	The calendar date entered in the year-month-day format (ex: 2016-06-10) to display harvest data collected on or after that date
End Date:	The calendar date entered in the year-month-day format (ex: 2016-06-10) to display harvest data collected on or before that date
Start Time:	Enter a time in the 24-hour format (ex: 1:00 pm = 13:00:00) to display data collected on or after that time

End Time:	Enter a time in the 24-hour format (ex: 1:00 pm = 13:00:00) to display data collected on or before that time
Weight:	A number representing the pounds or kilograms picked. To obtain a range, click the dropdown arrow to change to "<" (less than), ">" (greater than), or "=" (equal to) before entering the number.
Piece Rate:	A number representing the amount per piece to be paid (e.g., USD0.5/lb.). To obtain a range, click the dropdown arrow to change to "<" (less than), ">" (greater than), or "=" (equal to) before entering the number.
Container:	The named containers used in picking. Click the dropdown menu to view Container options by which to sort.

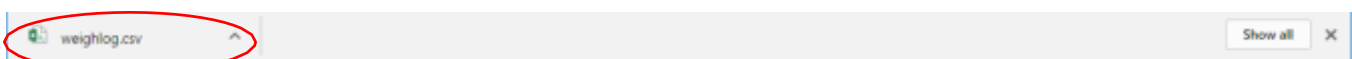
Downloading Log Data

View Log data in Microsoft Excel or Google Sheets to manipulate or save the data on a personal computer or laptop.

- Step 1** Once logged-in to the Web Portal, select "Log" from the main menu. Then select from the menu a specific Log to download.
- Step 2** Filter the Log to obtain the data to download (optional, see [Filtering Log Data](#)).
- Step 3** Click "Download," which can be found under the "Filter" box.



- Step 4** Once the file downloads to your computer, click the *.CSV file to open the Log.



Import Log Data

Save data in Microsoft Excel or Google Sheets as CSV file format to import data.

Step 1 Once logged-in to the Web Portal, select “Log” from the main menu.

Step 2 Click “Import,” which can be found under the “Filter” box.

Task Log

Show

Unassigned Archived Entries Added Entries Edited Entries Rejected Entries Duplicate Tracking ID Duplicate Event Notes

Filters

Employee Employee ID Payroll Code Badge ID

Start Date End Date Start Time End Time

[Download](#) | [Import](#) | [Show on map](#)

Step 3 Select the “Chose File” button.

Step 4 Click “Import,” which can be found under the “Filter” box.

Import Task Events

Import File No file chosen

DATA EDITING

Only Portal users assigned the administrator role (Role_Admin) can edit data. Only one Role_Admin user at a time can edit Web Portal data.

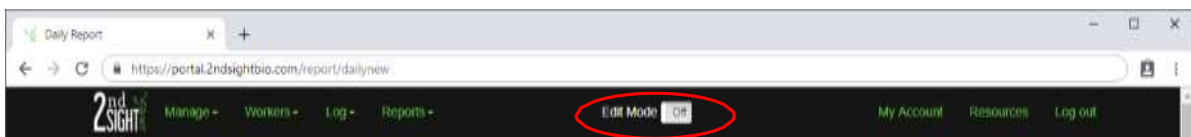


WARNING: After editing data, you **MUST** recalculate the Daily Report. Go to the Daily Report. Turn on “Edit Mode,” and press *Recalculation* for ALL days affected during editing.

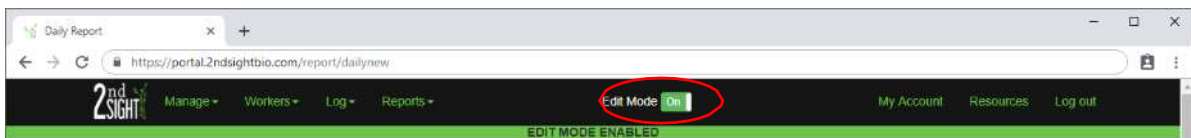
Enabling Edit Mode

To start editing data, you must first enable “Edit Mode.”

Step 1 Toggle on “Edit Mode” button, found in the center of the main menu



Step 2 Once the button is green and shows the word “On,” Edit Mode is enabled, and the Role_Admin can make changes.








WARNING: Only one Role_Admin should make changes at one time. If two users edit data concurrently, the data may be corrupted.




Step 3 Navigate to the appropriate Log screen to begin editing data. For information about Log screens, see [Log](#).

Editing Overview

When in “Edit Mode,” you will see additional buttons and checkboxes on the Log screens. These additional tools give you the ability to edit, add, and archive individual entries or to batch edit and archive multiple entries.

When an entry is changed in some way, or rejected by the Web Portal, the date stamp of the entry is highlighted. Each color indicates a different type of entry. The color-coding is as follows:

 Unassigned	Unassigned (All labor products) Indicates an entry that has a Badge ID, but is not properly linked to an Employee ID on the Portal.
 Archived Entries	Archived Entries (All products) Displays archived entries. These entries are not displayed in active data and not used in report calculations.
 Added Entries	Added Entries (All products) Indicates an entry that has been manually added on the Web Portal in Edit Mode.
 Edited Entries	Edited Entries (All products) Indicates an entry that has been edited in some way. An added entry that has been edited will also turn blue.
 Rejected Entries	Rejected Entries (FairPick Pro, FairPick Flex) Indicates an employee logged a container within the minimum scan time interval set for that container. The entry is recorded, but not used in Report calculations. For the employee to receive credit for this entry, the entry will need to be edited and restored.

 Duplicate Tracking ID	<p>Duplicate Tracking ID (All products)</p> <p>Indicates an entry has a duplicate barcode or RFID number.</p>
 Duplicate Event	<p>Duplicate Event (All products)</p> <p>Indicated two events occurred at the same time.</p>
 Notes	<p>Notes (All products)</p> <p>Indicates notes recorded and synced from a 2nd Sight app (FairTrak/QuickPick).</p>

Adding New Entries

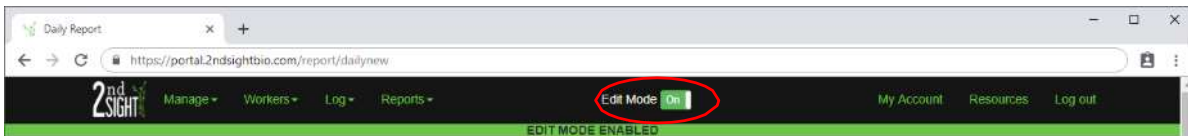
Remember to enable Edit Mode (see [Enabling Edit Mode](#)) to add a new entry to a Log. Only one entry at a time can only be added to the Portal using this feature.

Task Log Entries

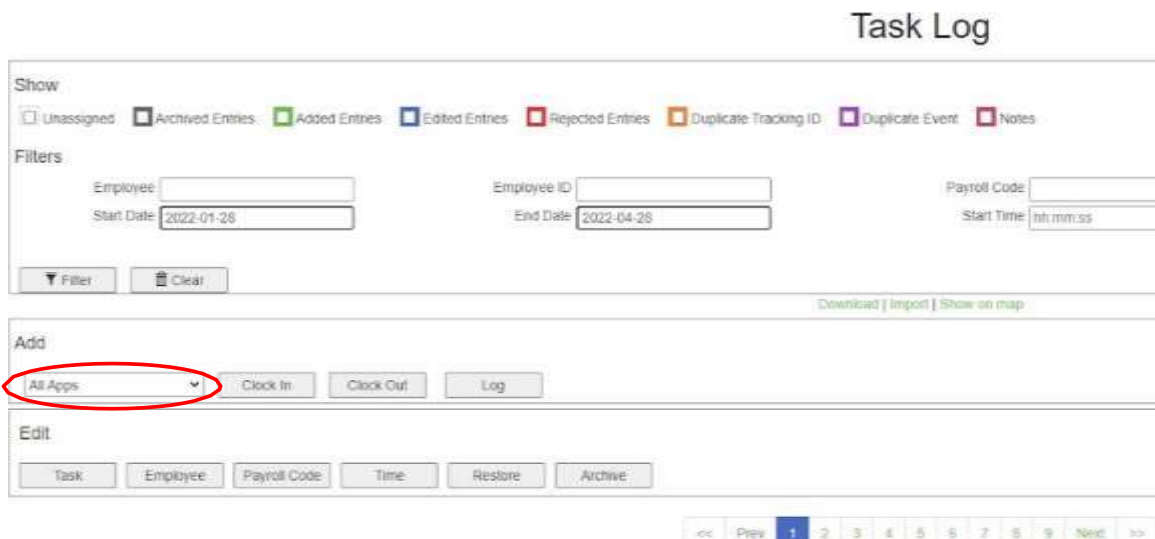


NOTE: The type of Log events that you can add depends on the product you use. For more information, consult the manual specific to your product.

Step 1 Enable “Edit Mode.”



Step 2 Put in the information .



Step 3 To add a “Clock in” or “Clock out” event for a Task, select the appropriate Task from the dropdown menu under “Add.”



Step 4 Select the “Clock in” button to add a new clock in entry or the “Clock Out” button to add a new clock out entry. Select the “Log” button to add a new log entry.

Step 5 On the New Entry screen, you are required to complete the fields shown in red below. Other fields are optional.

Clock in/Clock out Entries

EDIT MODE ENABLED

New Entry

Local Date: Nov 9 2017 11:12

ID: 224466 (Alvarita, Felix)

Badge ID: [Empty]

Payroll Code: [Empty] Leave blank to be filled automatically

Station: [Empty]

Event: Clock In

Task: [Empty]

Location: GS1

Cancel Save

Local Date (Required): Use the 24-hour clock.

ID (Required): Select from list of all active employees

Badge ID: Hard-coded number of RFID badge

Payroll Code: Optional, or will auto-fill

Station: Optional unit ID of RHC or Weighing Station

Event: Type of entry

Task: Task Name

Log Weigh Event Entries (FairPick Pro, FairPick Flex)

EDIT MODE ENABLED

New Entry

Local Date: Nov 9 2017
11:08

ID: 224466 (Alvarita, Felix)

Badge ID:

Payroll Code: Leave blank to be filled automatically

Station:

Event: Log

Task:

Net Weight: lb

Piece Rate: The Piece Rate will be determined from the Container and UTC Date

Tracking ID:

Container: Lug

Tare: lb

Batch ID:

Location ID:

Gross: lb

Local Date (Required): Use the 24-hour clock.

ID (Required): Select from list of all active employees

Badge ID: Hard-coded number of RFID badge

Payroll Code: Optional, or will auto-fill

Station: Optional unit ID of RHC or Weighing Station

Event: Type of entry

Task: Task Name

Net Weight (Required): Actual weight of produce

Piece rate: Will auto-fill

Tracking ID: RFID number of Container Label

Container: Container used to harvest

Tare: Weight of empty container selected

Log Pieces (FairTrak, QuickPick)

EDIT MODE ENABLED

New Entry

Local Date: Nov 9 2017 12:47

ID: 224466 (Alvarita, Felix)

Badge ID:

Payroll Code: Leave blank to be filled automatically

Station:

Event: Log

Task:

Pieces: 10

Piece Rate: The Piece Rate will be determined from the Task and UTC Date

Cherry Variety: Chelan

Orchard: North

Crew Boss: Juan

Block:

Local Date (Required): Use the 24-hour clock.

ID (Required): Select from list of all active employees

Badge ID: Hard-coded number of RFID badge

Payroll Code: Optional, or will auto-fill

Station: Optional unit ID of RHC or Weighing Station

Event: Type of entry

Task: Task Name

Pieces (Required): Number of units earned

Piece rate: Will auto-fill

Cherry Variety (Example): Lists associated with the Task. Select the appropriate List Items

Orchard (Example): Lists associated with the Task. Select the appropriate List Items

Crew Boss (Example): Lists associated with the Task. Select the appropriate List Items

Block (Example): Lists associated with the Task. Select the appropriate List Items

Log Containers (FairTrak)

EDIT MODE ENABLED

New Entry

Local Date	Nov 19 2017
ID	224466 (Alvarita, Felix)
Badge ID	
Payroll Code	Leave blank to be filled automatically
Station	
Event	Log
Task	
Tracking ID	123456789
Piece Rate per Container	The Piece Rate will be determined from the Task and UTC Date
# Employees	
Block	KA01
Pear Variety	Bosc

Cancel Save

Local Date (Required): Use the 24-hour clock.

ID (Required): Select from list of all active employees

Badge ID: Hard-coded number of RFID badge

Payroll Code: Optional, or will auto-fill

Station: Unit ID of RHC or Weighing Station

Event: Type of entry

Task: Task Name

Tracking ID (Required): Code of container, gives employee credit for one (1) unit

Piece rate: Will auto-fill

#Employees: If container code is linked to more than one employee, put a number in this box, the piece-rate is divided by the number of employees entered

Block (Example): Lists associated with the Task. Select the appropriate List Items

Pear Variety (Example): Lists associated with the Task. Select the appropriate List Items

Crew Boss (Example): Lists associated with the Task. Select the appropriate List Items

Block (Example): Lists associated with the Task. Select the appropriate List Items

Step 6 Verify the information is correct, and then click **Save**.

Step 7 The Event History page lists the details of the new entry along with the Status, Audit Date, and Audit User to help identify who made the change and when. For more information, see [Other Employee Tracking & Reporting Features](#).

UTC Date	Login Date	Last Name	First Name	Middle Name	ID	Payroll Code	Badge ID	Station	Task	Event	Identifier	Net Weight	Training ID	Piece Rate	Piece Rate Pay	Date	Status	Audit Date	Audit User
2017-11-09 19:00:00	2017-11-09 19:00:00	Alvarita	Felix		224466				FairPick Pro	Log	Lug	17lb		\$0.59/lb	\$10.03	2017-11-09 12:07:07	Success	2017-11-09 12:07:07	2ndSight

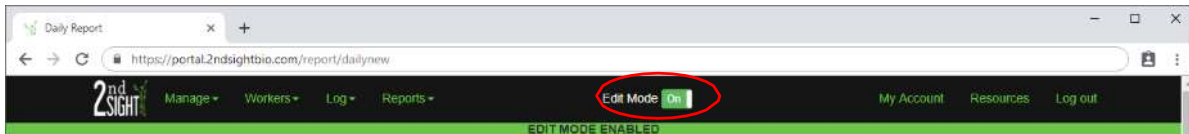
Step 8 The new entry appears in the Task Log highlighted in green.

Date	Time	Last	First	Middle	ID	Badge ID	Payroll Code	Task	Event	Station	Identifier	Piece Rate	Pay	Net Weight	IL
2017-11-09	11:56:00	Alvarita	Felix		224466			FairPick Pro	Log		Lug (008)	\$0.59/lb	\$10.03	17 lb	

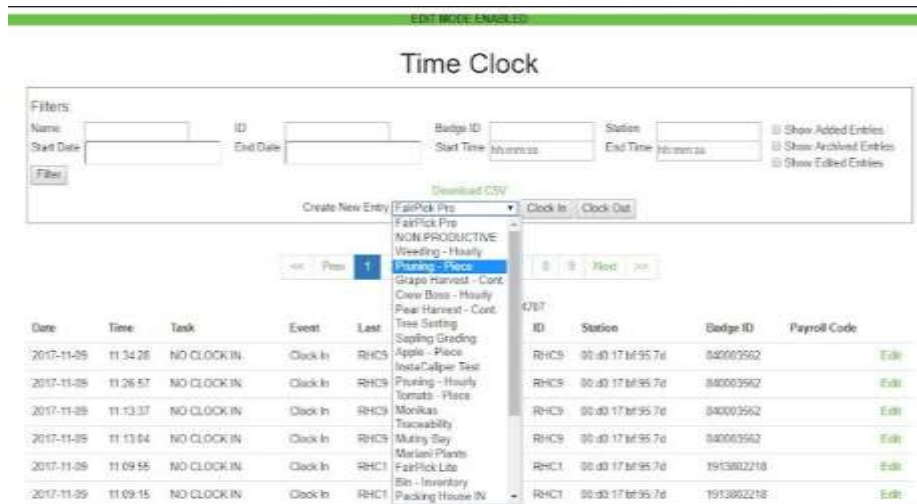
Time Clock Log Entries

From the Time Clock Log, add Clock in and Clock out entries

Step 1 Enable “Edit Mode.”



Step 2 In the filter box next to “Create New Entry,” open the drop-down menu to view and select the appropriate Task.



Step 3 Click the Task name to highlight it in blue and select it.



Step 4 Select the “Clock In” button to add a new clock in entry, select the “Clock Out” button to add a new clock out entry.

Step 5 On the New Entry screen, only certain fields require information (shown in red below).

Local Date (Required): Use the 24-hour clock.

ID (Required): Select from list of all active employees

Badge ID: Hard-coded number of RFID badge

Payroll Code: Optional, or will auto-fill

Station: Optional unit ID of RHC or Weighing Station

Event: Type of entry

Task: Task Name

Step 6 Verify the information is correct, and then click **Save**.

Step 7 The Event History page lists the details of the new entry along with the Status, Audit Date, and Audit User to help identify who made the change and when. For more information, see [Other Employee Tracking & Reporting Features](#).

UTC Date	Login Date	Last Name	First Name	Middle Name	ID	Payroll Dept	Badge ID	Station	Task	Event	Identifier	Net Weight	Tracking ID	Piece Rate	Piece Rate Pay	Costs	Status	Audit Date	Audit User
2017-11-09 18:00:00	2017-11-09 11:56:00	Alvarita	Felix		224466				FairPick Pro	Log	Lug (008)	\$0.59/lb		\$10.03		Done	2017-11-09 12:07:07	2017-11-09 12:07:07	

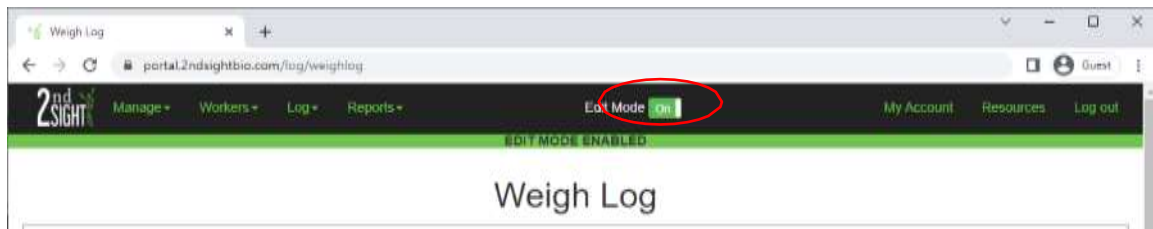
Step 8 The new entry appears in the Time Clock Log highlighted in green.

Date	Time	Last	First	Middle	ID	Badge ID	Payroll Code	Task	Event	Station	Identifier	Piece Rate	Pay	Net Weight	T	IL
2017-11-09	11:56:00	Alvarita	Felix		224466			FairPick Pro	Log		Lug (008)	\$0.59/lb	\$10.03	17 lb		

Weigh Log Entries (FairPick Flex, FairPick Pro)

From the Weigh Log, you can add Log entries (weights)

Step 1 Enable Edit Mode.



Step 2 In the Add box select the “Log” button.

2nd SIGHT
Manage Workers Log Reports
Edit Mode On My Account Resources Log out
EDIT MODE ENABLED

Weigh Log

Show
 Unassigned Archived Entries Added Entries Edited Entries Rejected Entries

Filters
Employee: Employee ID: Payroll Code: Badge ID:
Start Date: 2022-01-01 End Date: 2022-04-29 Start Time: hh:mm:ss End Time: hh:mm:ss

Filter Clear Download | Show on map Advanced

Add
Log

Edit
Task Employee Tare Container Batch Location Restore Archive

[Download CSV](#) | [Show on map](#)

Create New Entry **Log**



NOTE: On the “Weigh Log,” when you “Log” an entry, you are registering additional weight to an employee using the FairPick and FairPick Flex systems.

Step 3 On the “New Entry” screen, you are required to complete certain fields (shown in red below). Other fields are optional.

	<p>Local Date (Required): Use the 24-hour clock.</p> <p>ID (Required): Select from list of all active employees</p> <p>Badge ID: Hard-coded number of RFID badge</p> <p>Payroll Code: Optional, or will auto-fill</p> <p>Station: Optional unit ID of RHC or Weighing Station</p> <p>Event: Type of entry</p> <p>Task: Task Name</p> <p>Net Weight (Required): Actual weight of produce</p> <p>Piece rate: Will auto-fill</p> <p>Tracking ID: RFID number of Container Label</p> <p>Container: Container used to harvest</p> <p>Tare: Weight of empty container selected</p>
--	--

Step 4 Verify the information is correct, and then click **Save**.

Step 5 The Event History page lists the details of the new entry along with the Status, Audit Date, and Audit User to help identify who made the change and when. For more information, see [Other Employee Tracking & Reporting Features](#).

EDIT MODE ENABLED

Event History

UTC Date	Local Date	Last Name	First Name	Station Name	ID	Payroll Date	Badge ID	Station	Task	Event	Weight	Station ID	Piece Rate	Piece Rate Pay	List	Status	Audit Date	Audit User
2017-11-09 18:08:00	2017-11-09 11:56:00	Alvarita	Felix		224466				FairPick Pro	Log	17.0	008	\$0.59/lb	\$10.03	008	2017-11-09 12:42:07	2017-11-09 12:42:07	2017-11-09 12:42:07

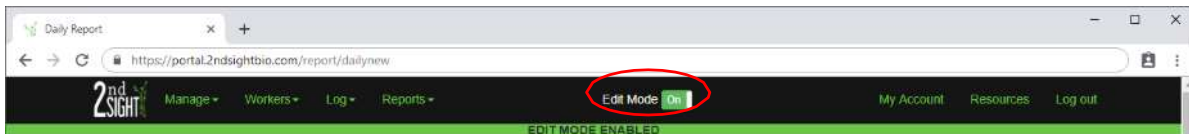
Step 6 The new entry appears in the Weigh Log highlighted in green.

Date	Time	Last	First	Middle	ID	Badge ID	Payroll Code	Task	Event	Station	Identifier	Piece Rate	Pay	Net Weight	II
2017-11-09	11:56:00	Alvarita	Felix		224466			FairPick Pro	Log		Lug (008)	\$0.59/lb	\$10.03	17 lb	

InstaCaliper Log Entries (InstaCaliper)

In Edit Mode, you can log InstaCaliper measurements not captured in the field.

Step 1 Enable Edit Mode.



Step 2 In the filter box next to “Create New Entry,” open the drop-down menu to view and select the appropriate Task.



Step 3 Select the “Log” button to add a new log entry.

Create New Entry Sapling Grading ▾ Log

On the New Entry screen, only some fields require information (shown in red below). The other fields are optional.

EDIT MODE ENABLED

New Entry

Local Date Nov ▾ 9 ▾ 2017 ▾
12 ▾ : 56 ▾

Station ▾

Event Log

Task

Diameter 1.25 in

Field Field A ▾

Block Name Mill Creek ▾

Cancel Save

Local Date (Required): Use the 24-hour clock.

ID (Required): Select from list of all active employees

Station: Optional unit ID of RHC or Weighing Station

Event: Type of entry

Task: Task Name

Diameter (Required): Number of units earned

Field (Example): Lists associated with the Task. Select the appropriate List Items

Block Name (Example): Lists associated with the Task. Select the appropriate List Items.

Step 4 Verify the information is correct, and then click Save.

Step 5 The Event History page lists the details of the new entry along with the Status, Audit Date, and Audit User to help identify who made the change and when. For more information, see [Other Employee Tracking & Reporting Features](#).

EDIT MODE ENABLED

Event History

Full | Archived | Back to Task Log

UTC Date	Local Date	Last Name	First Name	Middle Name	ID	Payroll Code	Badge ID	Station	Task	Event	Diameter	Lists	Status	Audit Date	Audit User
2017-11-09 22:23:00	2017-11-09 14:23:00								Sapling Grading	Log	1.25in	Field: Field A, Block Name: Mill Creek	Added	2017-11-09 14:24:13	Jacobgustafson

Step 6 The new entry appears in the Weigh Log highlighted in green.

Date	Time	Task	Station	Diameter	Block	Block Name	Description	Feet	Field	Inches	Ready	Codes	Variety (PS)
2017-11-09	14:23:00	Sapling Grading		1.25	Mill Creek				Field A				Edit

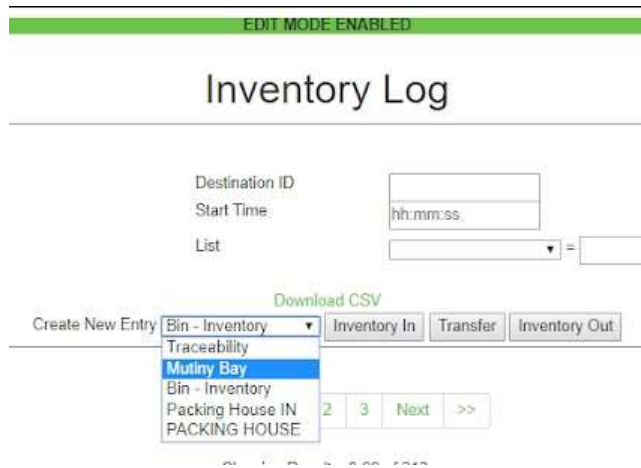
Inventory Log Entries (StockTrak)

From the Inventory Log, add Inventory In, Transfer, and Inventory out entries

Step 1 Enable “Edit Mode.”



Step 2 In the filter box next to “Create New Entry,” open the drop-down menu to view and select the appropriate Task.



Step 3 Select “Inventory in,” “Transfer,” or “Inventory Out” to create a new entry.



Step 4 On the New Entry screen, only some fields require information.



New Entry

Local Date: Nov 9 2017 14:44

Station: [Dropdown]

Event: Inventory In

Task: Bin - Inventory

Item ID: [Input]

Destination ID: [Input]

Quantity: [Input]

Tree: Acer Palmatum [Dropdown]

Cancel Save

Local Date (Required): Use the 24-hour clock.

Station: Optional unit ID of RHC or Weighing Station

Event: Type of entry

Task: Task Name

Item ID (Required): Item barcode number

Destination ID (Required): Destination barcode number

Quantity (Required): Number of children from Item ID

Tree Example: Lists associated with the Task. Select the appropriate List Items.

Step 5 Verify the information is correct, and then click **Save**.

Step 6 The Event History page lists the details of the new entry along with the Status, Audit Date, and Audit User to help identify who made the change when. For more information, see [Other Employee Tracking & Reporting Features](#)

REPORTS


The Web Portal software generates automated reports from uploaded data and other information entered on the Web Portal.



NOTE: The type of Reports you will see depends on the product you are using. Please see the manual specific to the product you are using for more information about Reports.

NOTE: Click on the green "i" or "information" bubbles to learn more about how the calculations are being made.

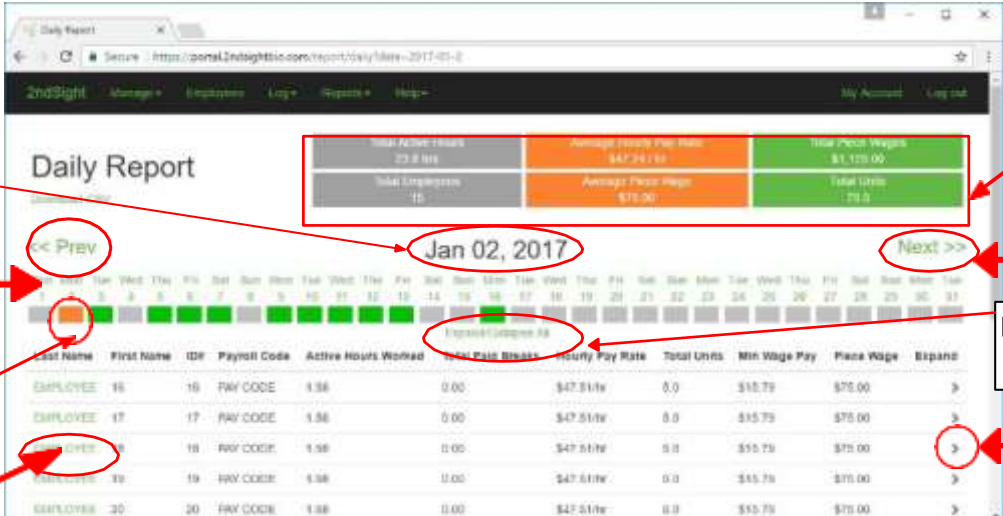


Active Hours Worked 

Sum of "All Hours" minus "Total Paid Breaks" and "Total Unpaid Breaks" derived from "Employee Profile." Does not include "Non Productive Hours."

Daily Report (Labor Tracking)

The Daily Report is designed to show employees' hours worked, hours spent in paid and unpaid breaks, their rate of pay (piece or hourly), and to compare their piece rate pay to minimum wage on any given day.



The screenshot shows the 'Daily Report' interface. A summary table at the top provides key metrics:

Total Active Hours	Average Hourly Piece Rate	Total Piece Wages
23.8 hrs	\$47.24/hr	\$1,125.00
Total Employees	Average Piece Wage	Total Units
15	\$17.00	175.0

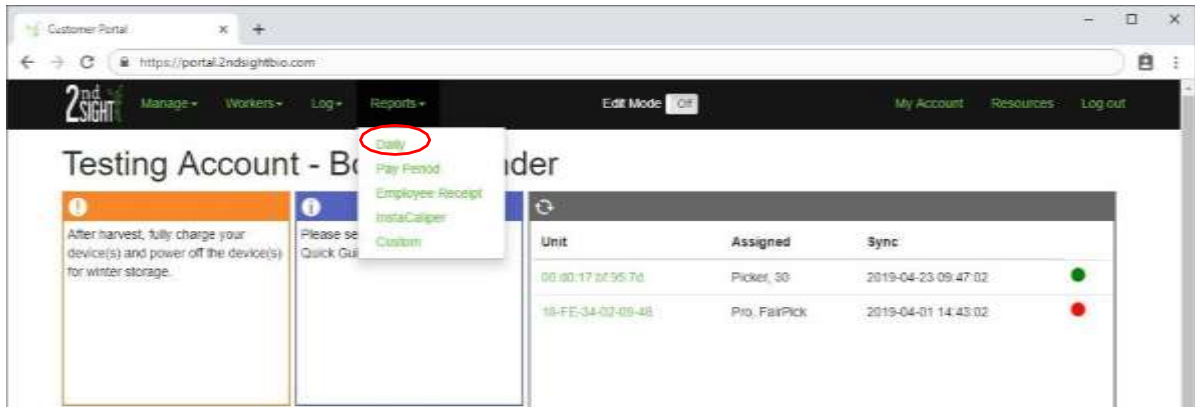
Below the summary is a calendar view for January 2017, with 'Jan 02, 2017' selected. A table lists employee data for that day:

Last Name	First Name	ID#	Payroll Code	Active Hours Worked	Total Paid Breaks	Hourly Pay Rate	Total Units	Min Wage Pay	Piece Wage	Expand
EMPLOYEE	16	16	RAY CODE	1.56	0.00	\$47.51/hr	0.0	\$15.75	\$75.00	>
EMPLOYEE	17	17	RAY CODE	1.56	0.00	\$47.51/hr	0.0	\$15.75	\$75.00	>
EMPLOYEE	18	18	RAY CODE	1.56	0.00	\$47.51/hr	0.0	\$15.75	\$75.00	>
EMPLOYEE	19	19	RAY CODE	1.56	0.00	\$47.51/hr	0.0	\$15.75	\$75.00	>
EMPLOYEE	20	20	RAY CODE	1.56	0.00	\$47.51/hr	0.0	\$15.75	\$75.00	>

Callouts on the left side of the screenshot identify: 'Selected Date' (pointing to the date field), 'Previous Day' (pointing to the '<< Prev' button), 'Selected Day' (pointing to the selected date in the calendar), and 'Employee' (pointing to an employee row in the table). Callouts on the right side identify: 'Days Summary' (pointing to the summary table), 'Next Day' (pointing to the 'Next >>' button), 'Expand/Collapse All Entries' (pointing to the 'Expand/Collapse All' button), and 'Expand for Employee Details' (pointing to the expand icon in a table row).

Accessing and Using Daily Reports

Select “Reports” from the main menu, then click “Daily” from the submenu.



NOTE: If an employee does not manually Clock in or out, the software will use the time of the employee’s first log event as the Clock in time and the time of the employee’s last log event as the Clock out time.



NOTE: If an employee’s Piece Wage does not meet minimum wage requirements for that day, the Piece Wage value shows in **red**.

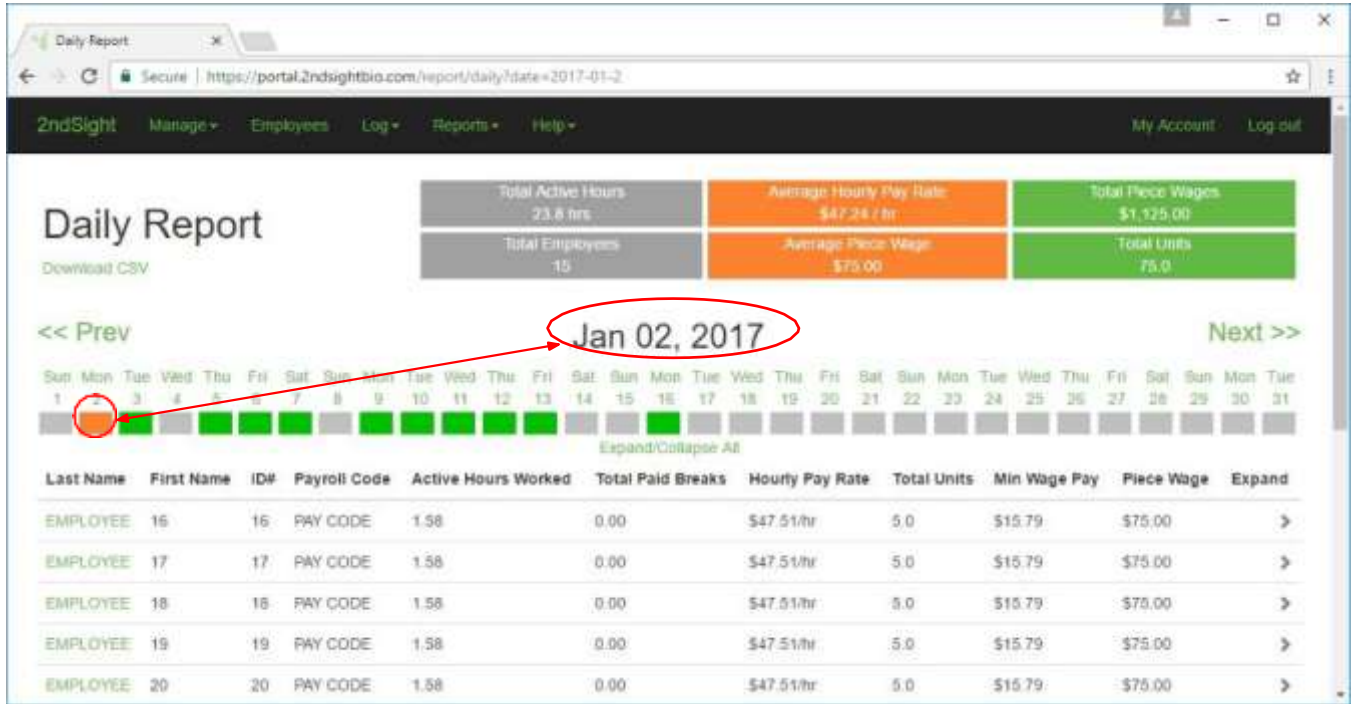
Navigating the Daily Reports Screen

The Summary Boxes, found at the top of the *Daily Report* screen, display a summary of employee events for the chosen day.

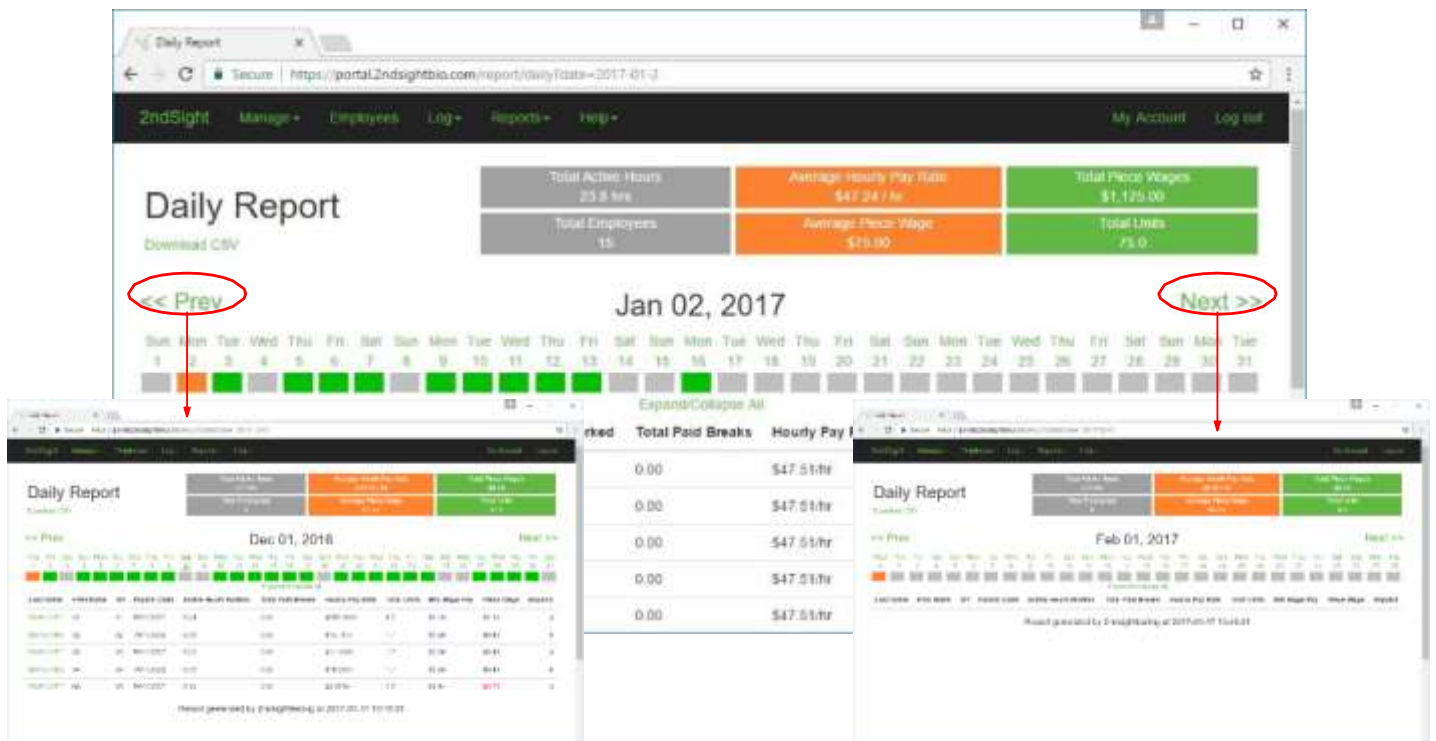
Total active hours — Time all employees worked on a selected day.	Average hourly pay rate — All wages (piece/hourly) earned divided by total active hours	Total piece wages of all employees						
<table border="1"> <tr> <td>Total Active Hours 23.8 hrs</td> <td>Average Hourly Pay Rate \$47.24 / hr</td> <td>Total Piece Wages \$1,125.00</td> </tr> <tr> <td>Total Employees 15</td> <td>Average Piece Wage \$75.00</td> <td>Total Units 75.0</td> </tr> </table>	Total Active Hours 23.8 hrs	Average Hourly Pay Rate \$47.24 / hr	Total Piece Wages \$1,125.00	Total Employees 15	Average Piece Wage \$75.00	Total Units 75.0		
Total Active Hours 23.8 hrs	Average Hourly Pay Rate \$47.24 / hr	Total Piece Wages \$1,125.00						
Total Employees 15	Average Piece Wage \$75.00	Total Units 75.0						
The total number of employees who worked on the selected day.	Average piece wages of all employees.	Total pieces/units/lbs/kg collected by employees that day						

After viewing the Summary Boxes, you can see work and pay details for any given calendar day.

Step 1 From the middle of the Daily Report, choose the calendar day for which you want to see data. Once selected, the calendar day will appear on the screen and the box under the day/date will turn orange.



Step 2 Click on the “Next” or “Prev” buttons to navigate to the next or previous month.



Step 3 Select an employee's name to open the Task Log for that employee on that day. The Task Log shows the data underlying the totals on the *Daily Report* screen.

The image shows two overlapping browser windows from the 2ndSight application. The top window displays the 'Daily Report' for 'Jan 02, 2017'. It features a summary table with the following data:

Total Active Hours	Average Hourly Piece Rate	Total Piece Weights
22.8 hrs	\$47.24 /hr	\$1,076.26
Total Employees	Average Piece Weight	Total Units
15	\$73.00	74.0

The bottom window displays the 'Task Log' for the same date and employee. A red circle highlights the employee name in the 'Daily Report' window, with an arrow pointing to the 'Task Log' window. The 'Task Log' window includes a filter section and a table of activity:

Filters:

Name: ID: Payroll Code: Badge ID:
 Start Date: End Date: Start Time: End Time:
 Station: Piece Rate: task: Data:

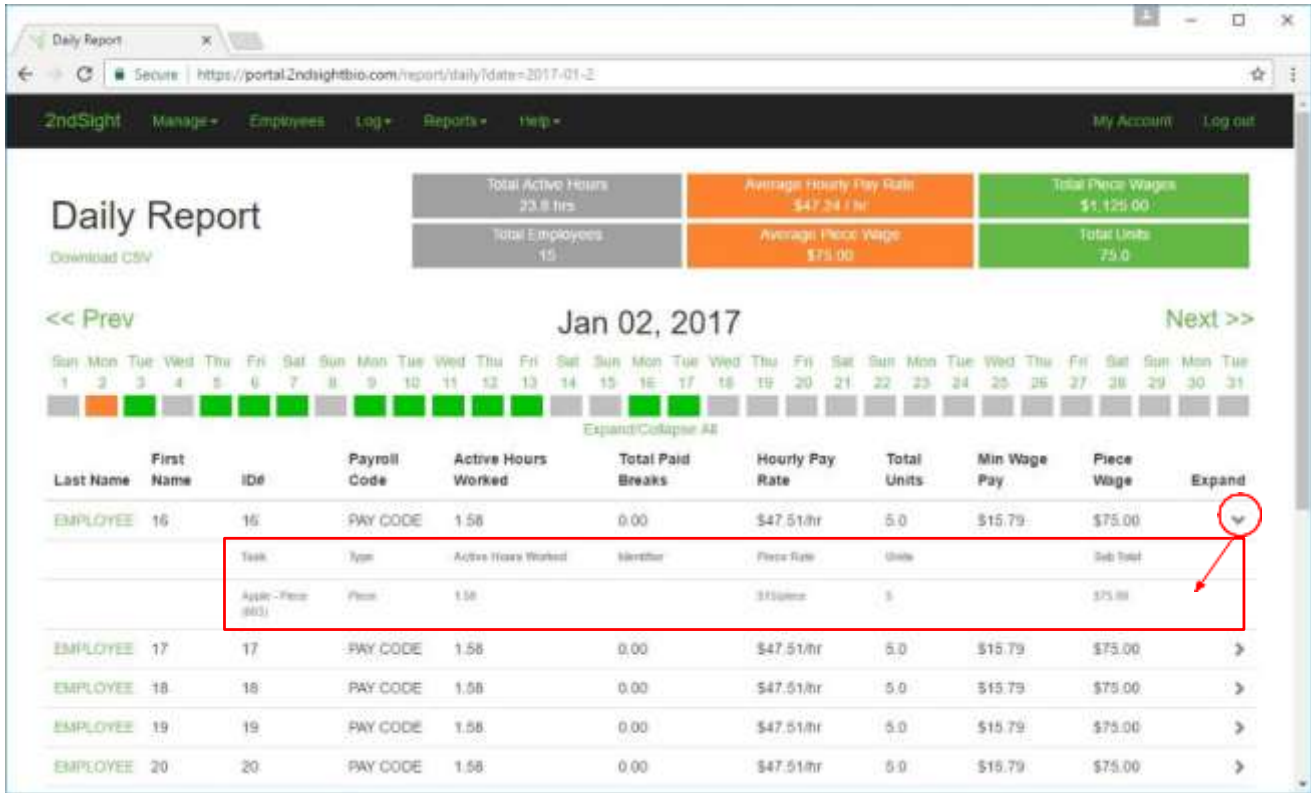
Download CSV | Show on map

All times are in the timezone configured on the FaxTrak Unit.

0-3 of 3

Date	Time	Last	First	Middle	ID	Badge ID	Payroll Code	Task	Event	Station	Piece Rate	Pay	Weight	Tracking ID	Diameter	Pieces	Apple Variety
2017-01-02	12:13:25	EMPLOYEE	16		16	4209583375	PAY CODE	Apple	Clock Out	5c:65:15:09:56:82							
2017-01-02	10:40:04	EMPLOYEE	16		16	4209583375	PAY CODE	Apple	Log	5c:65:15:09:56:82	\$15/piece	\$75			0		Honey
2017-01-02	10:38:42	EMPLOYEE	16		16	4209583375	PAY CODE	Apple	Clock In	5c:65:15:09:56:82							Honey

Step 4 You can also select the “Expand” arrow to view more detailed information about that employee’s work. This information is totaled, whereas the Task Log shows raw data.



Here is a description of the various columns that you see on screen, both in the condensed and expanded version of the report.

Column Name	Description
Last Name	Employee surname
First Name	Employee given name
ID#	Employee identification number
Payroll Code	Optional code used to identify an employee for payroll
Active Hours Worked	Total hours spent working (All hours recorded minus Paid and Unpaid Break Time)

Total Paid Breaks	Hours calculated based on hours worked and information in the assigned Employee Profile
Hourly Pay Rate	Piece Wage divided by Total Active Hours Worked
Total Units	Total pieces / units / lbs. / kg collected by the employee
Min Wage Pay	Minimum Pay (specified in Employee Profile) *Total Active Hours Worked
Piece Wage	The total amount earned (piece rate x units)
Expand	The down arrow that you click to expand the data regarding a particular employee.
Task	The Task performed. See Task
Type	The type of task: piece, hourly, container or weigh. See Understanding Task Types
Units	Pieces / units (lb or kg) collected during Task
Identifier	Container name (for FairPick only)
Sub Total	Piece rate for units produced, collected, scanned or weighed

Downloading Daily Reports

You can download most 2nd Sight reports in *.CSV format to view in Microsoft Excel and for import into other software/applications.

- Step 1** Select the “Download CSV” button at the top of the screen to download the information contained in the Daily Report (in *.CSV format).

Last Name	First Name	ID#	Payroll Code	Active Hours Worked	Total Paid Breaks	Hourly Pay Rate	Total Units	Min Wage Pay	Piece Wage	Expand
EMPLOYEE	16	16	PAY CODE	1.58	0.00	\$47.51/hr	5.0	\$15.79	\$75.00	>
EMPLOYEE	17	17	PAY CODE	1.58	0.00	\$47.51/hr	5.0	\$15.79	\$75.00	>
EMPLOYEE	18	18	PAY CODE	1.58	0.00	\$47.51/hr	5.0	\$15.79	\$75.00	>
EMPLOYEE	19	19	PAY CODE	1.58	0.00	\$47.51/hr	5.0	\$15.79	\$75.00	>

- Step 2** Open the *.CSV file to view the Daily Report Data.

1	Last Name	First Name	ID#	Payroll Code	Task	Type	Active Hours	Piece Rate	Units	Piece Wage	Total Paid	Total Active	Hourly Pay	Total Unit	Min Wage	Total Piece Wage
2	EMPLOYEE	16	16	PAY CODE	Piece	1.58	15.00	5	75.00	0	1.58	47.51	5	15.79	75	
3	EMPLOYEE	17	17	PAY CODE	Piece	1.58	15.00	5	75.00	0	1.58	47.51	5	15.79	75	
4	EMPLOYEE	18	18	PAY CODE	Piece	1.58	15.00	5	75.00	0	1.58	47.51	5	15.79	75	
5	EMPLOYEE	19	19	PAY CODE	Piece	1.58	15.00	5	75.00	0	1.58	47.51	5	15.79	75	
6	EMPLOYEE	20	20	PAY CODE	Piece	1.58	15.00	5	75.00	0	1.58	47.51	5	15.79	75	
7	EMPLOYEE	21	21	PAY CODE	Piece	1.59	15.00	5	75.00	0	1.59	47.23	5	15.88	75	
8	EMPLOYEE	22	22	PAY CODE	Piece	1.59	15.00	5	75.00	0	1.59	47.23	5	15.88	75	
9	EMPLOYEE	23	23	PAY CODE	Piece	1.59	15.00	5	75.00	0	1.59	47.23	5	15.88	75	
10	EMPLOYEE	24	24	PAY CODE	Piece	1.59	15.00	5	75.00	0	1.59	47.23	5	15.88	75	
11	EMPLOYEE	25	25	PAY CODE	Piece	1.59	15.00	5	75.00	0	1.59	47.23	5	15.88	75	
12	EMPLOYEE	26	26	PAY CODE	Piece	1.6	15.00	5	75.00	0	1.6	46.98	5	15.96	75	
13	EMPLOYEE	27	27	PAY CODE	Piece	1.6	15.00	5	75.00	0	1.6	46.98	5	15.96	75	
14	EMPLOYEE	28	28	PAY CODE	Piece	1.6	15.00	5	75.00	0	1.6	47	5	15.96	75	
15	EMPLOYEE	29	29	PAY CODE	Piece	1.6	15.00	5	75.00	0	1.6	47.01	5	15.96	75	
16	EMPLOYEE	30	30	PAY CODE	Piece	1.6	15.00	5	75.00	0	1.6	47.01	5	15.96	75	

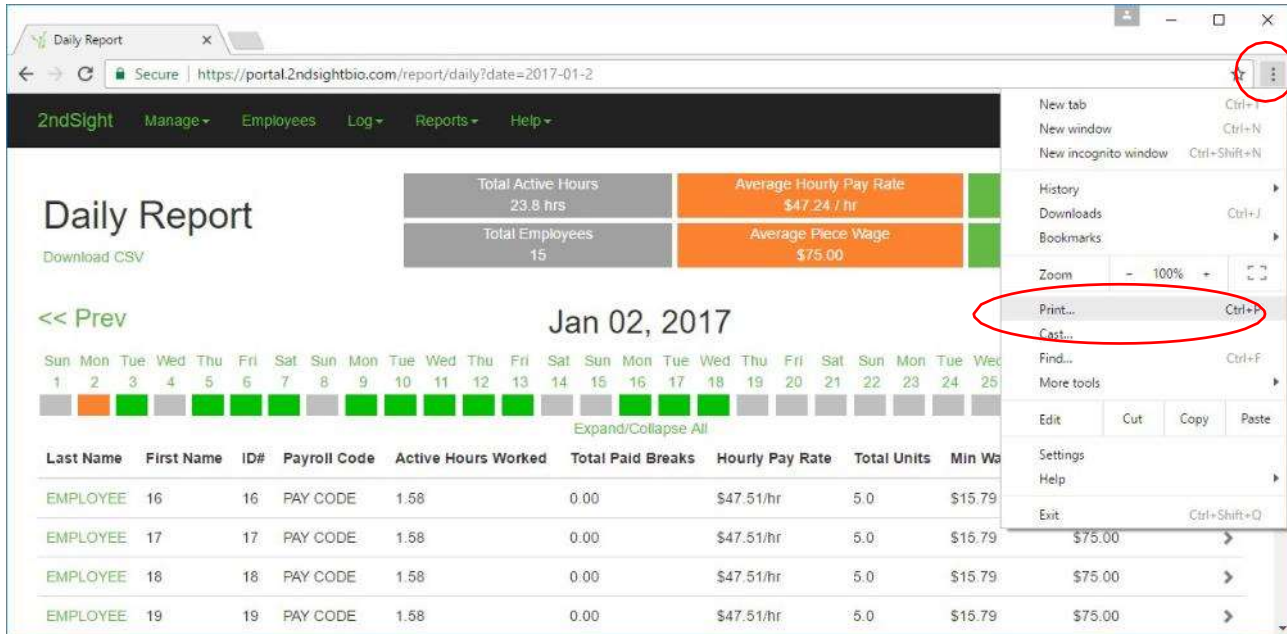


NOTE: A *.CSV file can be opened in any program, however, for most users, a *.CSV file is best viewed through a spreadsheet program such as Microsoft Excel, Open Office Calc or Google Sheets.

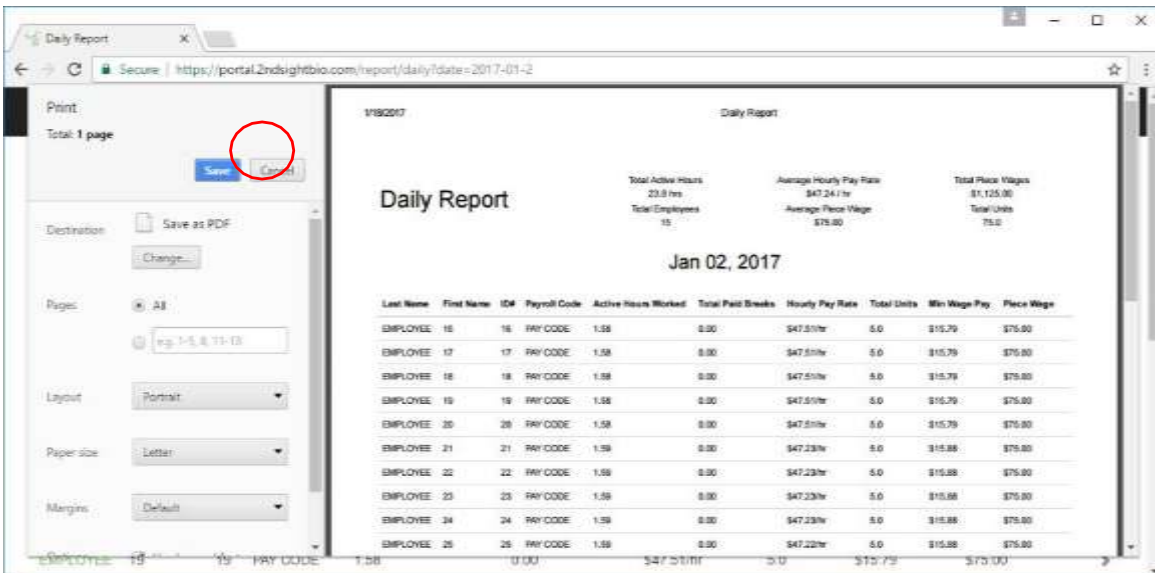
Step 3 Click the menu button and then click **Print** to print or download the Daily Report in .PDF format.

OR

Right click the webpage and select Print to print or download the Daily Report in PDF.



Step 4 If saving as a PDF, click **Save**.



Pay Period Report (Labor Tracking)

The Pay Period Report combines uploaded hourly or piece rate data from a selected range of dates. The Pay Period Report mirrors the Daily Report with the addition of a selectable date range.

The screenshot shows the 'Pay Period Report' page. A date range of '2019-09-03' to '2019-09-05' is selected and circled in red, with a callout box labeled 'Selected Date(s)'. A summary table is highlighted with a red box and labeled 'Period Summary'. The table contains the following data:

Total Active Hours	Average Hourly Pay Rate	Total Piece Pieces
43.3 hrs	\$9.55/hr	\$296.4
Total Employees	Average Piece Wage	Total Units
21	\$18.89	754.2

Below the summary is a table of employee events. The first row is circled in red and labeled 'Employee Events'. The last row is also circled in red, with a callout box labeled 'Employee Summary' pointing to the 'Piece Wage' value of 43.82.

Last Name	First Name	ID#	Payroll Code	Active Hours Worked	Total Paid Breaks	Hourly Pay Rate	Total Units	Min Wage Pay	Piece Wage	Expand
Amazon	Lebanter	P0001	1	3.17	1	\$14.0/hr	63.3	\$91.66	\$44.96	>
Bill	Samuel	P0002	2	3.18	1	\$12.44/hr	65.2	\$81.39	\$59.8	>
Chris	Wabe	P0003	3	4.45	0.17	\$9.77/hr	63.6	\$64.88	43.82	>

Accessing Pay Period Report

Select "Reports" from the main menu, then click "Pay Period" from the submenu.

The screenshot shows the 'Customer Portal' interface. The 'Reports' menu is open, and 'Pay Period' is highlighted with a red circle. The main content area shows a 'Testing Account - B...' and a table with columns 'Unit', 'Assigned', and 'Sync'.

Unit	Assigned	Sync
00-00-17-00-95-70	Picket, 30	2019-04-23 09:47:02
16-FE-34-02-09-48	Piq, FairPick	2019-04-01 14:43:02



NOTE: If an employee does not clock in or out with an RFID card, the employee's first log (the first time there is employee activity such as a weigh event) serves as the clock in time and the employee's last log serves as the clock out time.



NOTE: If an employee's Piece Wage earnings do not meet minimum wage requirements for that pay period, the Piece Wage value will be red.

Navigating Pay Period Reports

The Pay Period Report contains Employee summary data for a user-selected date range (i.e. the number of days for one pay period). For more information about the Summary Boxes and the information that you see in each column, see [Daily Report](#).

Step 1 Select a date range by clicking in the date box and selecting a date on the calendar.

OR

Manually enter a date range in the date box.

The screenshot shows the 'Pay Period Report' page. At the top, there are navigation links: 2ndSight, Manage, Employees, Log, Reports, Help, My Account, and Log out. The main heading is 'Pay Period Report'. Below it, a date range selector shows '2016-09-05' to '2016-09-10', both dates circled in red. To the right, a summary table displays:

Total Active Hours	41.5 hrs	Average Hourly Pay Rate	\$9.55 / hr	Total Piece Wages	\$396.6
Total Employees	21	Average Piece Wage	\$18.89	Total Units	754.2

Below the summary is a calendar for September 2016 with the 5th highlighted. A table below the calendar lists employee data:

Payroll Code	Active Hours Worked	Total Paid Breaks	Hourly Pay Rate	Total Units	Min Wage Pay	Piece Wage	Expand
01 1	3.17	1	\$14.2/hr	63.3	\$31.66	\$44.96	>
02 2	3.16	1	\$12.44/hr	65.2	\$31.59	\$39.3	>
03 3	4.49	0.17	\$9.77/hr	63.6	\$44.86	\$43.82	>
04 4	1.07	0	\$12.11/hr	16.5	\$10.74	\$13	>
Ellis Gabriel P0005 5	1.08	0	\$17.62/hr	14.2	\$10.75	\$18.94	>
Flores Emmanuel P0006 6	1.08	0	\$12.09/hr	16.5	\$10.75	\$13	>

Step 2 Select an Employee's name to view the Task Log for the employee on that day.

This screenshot shows the same 'Pay Period Report' page, but with a 'Task Log' window open for the employee 'Gabriel, Ellis'. In the main report table, the name 'Ellis' is circled in red, and a red arrow points from it to the Task Log window. The Task Log window displays a detailed view of the employee's work activities for the selected date range.

The Task Log window includes a 'Filter' section with fields for Name, Date, Payroll Code, and Date Range. Below this is a table of work activities:

Code	Time	Unit	Rate	Hours	Rate	Pay	Weight	Other	Pay	Weight	Other	Pay	Weight	Other
0101	08:00	1.00	14.20	1.00	14.20	14.20	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0102	08:00	1.00	12.44	1.00	12.44	12.44	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0103	08:00	1.00	9.77	1.00	9.77	9.77	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0104	08:00	1.00	12.11	1.00	12.11	12.11	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Step 3 Select “Expand” to view more detailed information about the employee’s work.

The screenshot displays a web browser window with the URL <https://portal.2ndsightbio.com/report/payperiod?start=2016-09-05&end=2016-09-10&format=web>. The page title is "Pay Period Report".

Summary statistics are shown in a grid:

Total Active Hours	41.5 hrs	Average Hourly Pay Rate	\$9.55 / hr	Total Piece Wages	\$396.6
Total Employees	21	Average Piece Wage	\$18.89	Total Units	754.2

The main table lists employee work details. The first row is for Alejandro Sebastians (ID# P0001, Payroll Code 1). The "Expand" column for this row is circled in red. A red box highlights the expanded details for this employee:

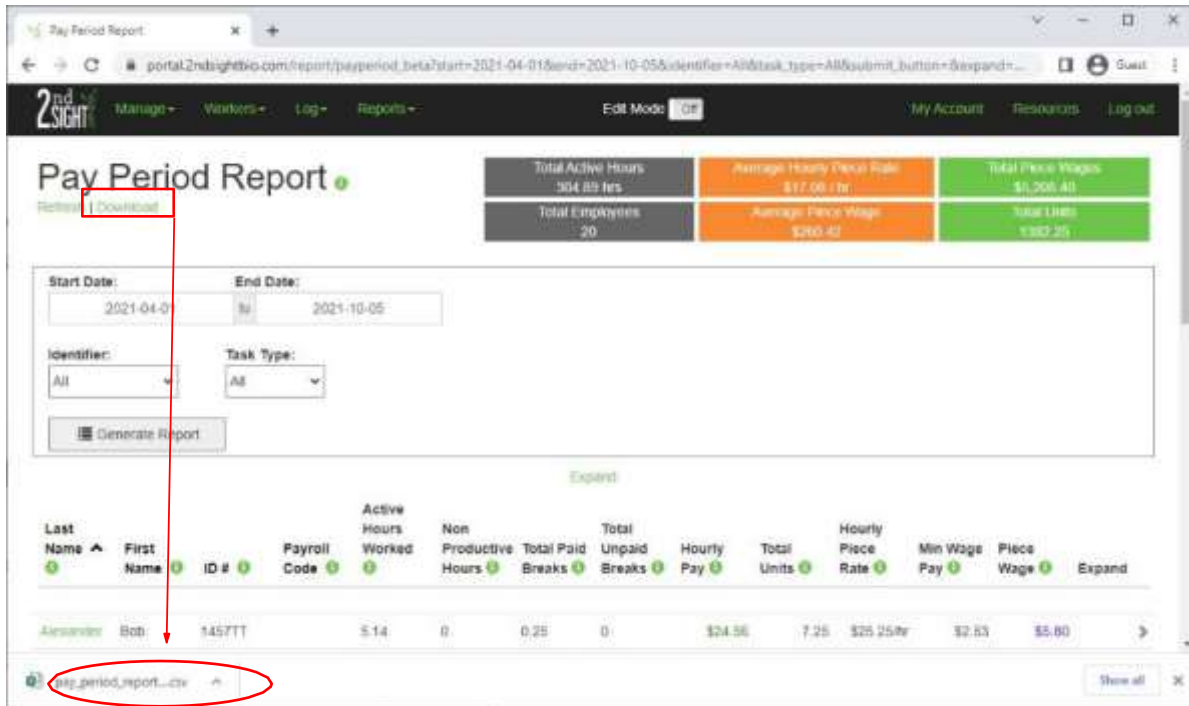
Task	Type	Active Hours Worked	Identifier	Piece Rate	Units	Sub Total
FastPick Pro	Weight	N/A				
Lug (001)				USD0.5/lb	24	\$12
Bin				USD0.4/lb	15	\$6
Tote (004)				USD0.88/lb	25.5	\$22.44
Box				USD0.3/lb	11.9	\$3.57
Bucket				USD0.5/lb	1.9	\$0.95

Other employees listed include Samuel Bell (ID# P0002, Payroll Code 2) and Mateo Cruz (ID# P0003, Payroll Code 3).

Downloading Pay Period Reports

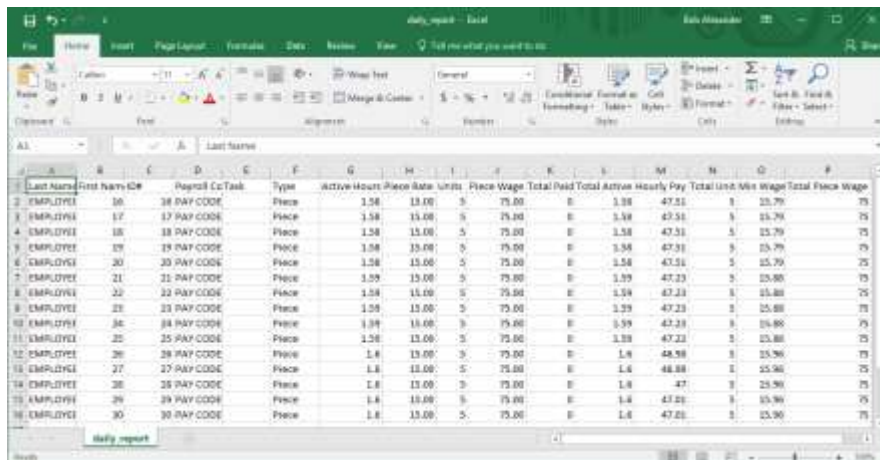
Most 2nd Sight reports in *.CSV format to view in Microsoft Excel and import into other software/applications.

Step 1 Select the “Download CSV” button at the top of the screen to download the information contained in the Daily Report (in *.CSV format). A *.CSV file will download to your computer.



The screenshot shows the 'Pay Period Report' interface. At the top, there are summary statistics: Total Active Hours (304.89 hrs), Average Hourly Piece Rate (\$17.06 /hr), Total Piece Wages (\$5,206.48), Total Employees (20), and Average Piece Wage (\$260.42). Below these are filters for Start Date (2021-04-01), End Date (2021-10-05), Identifier (All), and Task Type (All). A 'Generate Report' button is present. A table below shows columns for Last Name, First Name, ID #, Payroll Code, Active Hours Worked, Non Productive Hours, Total Paid Breaks, Total Unpaid Breaks, Hourly Pay, Total Units, Hourly Piece Rate, Min Wage Pay, and Piece Wage. A red arrow points from the 'Download' button to the download icon in the file explorer at the bottom, which shows a file named 'pdp_period_report...csv'.

Step 2 Open the *.CSV file to view the Pay Period Report Data.



The screenshot shows a Microsoft Excel spreadsheet with the following data:

	Last Name	First Name	ID #	Payroll Code	Task Type	Active Hours	Piece Rate	Units	Piece Wage	Total Paid	Total Unpaid	Hourly Pay	Total Units	Min Wage	Piece Wage	Total Piece Wage
1	EMPLOYEE	16	16	38 PAY CODE	Piece	1.58	13.00	5	75.00	0	1.58	47.51	5	15.79	75	75
2	EMPLOYEE	17	17	38 PAY CODE	Piece	1.58	13.00	5	75.00	0	1.58	47.51	5	15.79	75	75
3	EMPLOYEE	18	18	38 PAY CODE	Piece	1.58	13.00	5	75.00	0	1.58	47.51	5	15.79	75	75
4	EMPLOYEE	19	19	38 PAY CODE	Piece	1.58	13.00	5	75.00	0	1.58	47.51	5	15.79	75	75
5	EMPLOYEE	20	20	38 PAY CODE	Piece	1.58	13.00	5	75.00	0	1.58	47.51	5	15.79	75	75
6	EMPLOYEE	21	21	38 PAY CODE	Piece	1.59	13.00	5	75.00	0	1.59	47.23	5	15.80	75	75
7	EMPLOYEE	22	22	38 PAY CODE	Piece	1.59	13.00	5	75.00	0	1.59	47.23	5	15.80	75	75
8	EMPLOYEE	23	23	38 PAY CODE	Piece	1.59	13.00	5	75.00	0	1.59	47.23	5	15.80	75	75
9	EMPLOYEE	24	24	38 PAY CODE	Piece	1.59	13.00	5	75.00	0	1.59	47.23	5	15.80	75	75
10	EMPLOYEE	25	25	38 PAY CODE	Piece	1.58	13.00	5	75.00	0	1.58	47.51	5	15.79	75	75
11	EMPLOYEE	26	26	38 PAY CODE	Piece	1.8	13.00	5	75.00	0	1.8	48.58	5	15.76	75	75
12	EMPLOYEE	27	27	38 PAY CODE	Piece	1.8	13.00	5	75.00	0	1.8	48.58	5	15.76	75	75
13	EMPLOYEE	28	28	38 PAY CODE	Piece	1.8	13.00	5	75.00	0	1.8	47	5	15.90	75	75
14	EMPLOYEE	29	29	38 PAY CODE	Piece	1.8	13.00	5	75.00	0	1.8	47.23	5	15.90	75	75
15	EMPLOYEE	30	30	38 PAY CODE	Piece	1.8	13.00	5	75.00	0	1.8	47.23	5	15.90	75	75



NOTE: A *.CSV file can be opened in any program; however, for most users, a *.CSV file is best viewed through a spreadsheet program such as Microsoft Excel, Open Office Calc or Google Sheets.

Step 3 Click the menu button, and then click **Print** to print or to download the Daily Report in .PDF format.

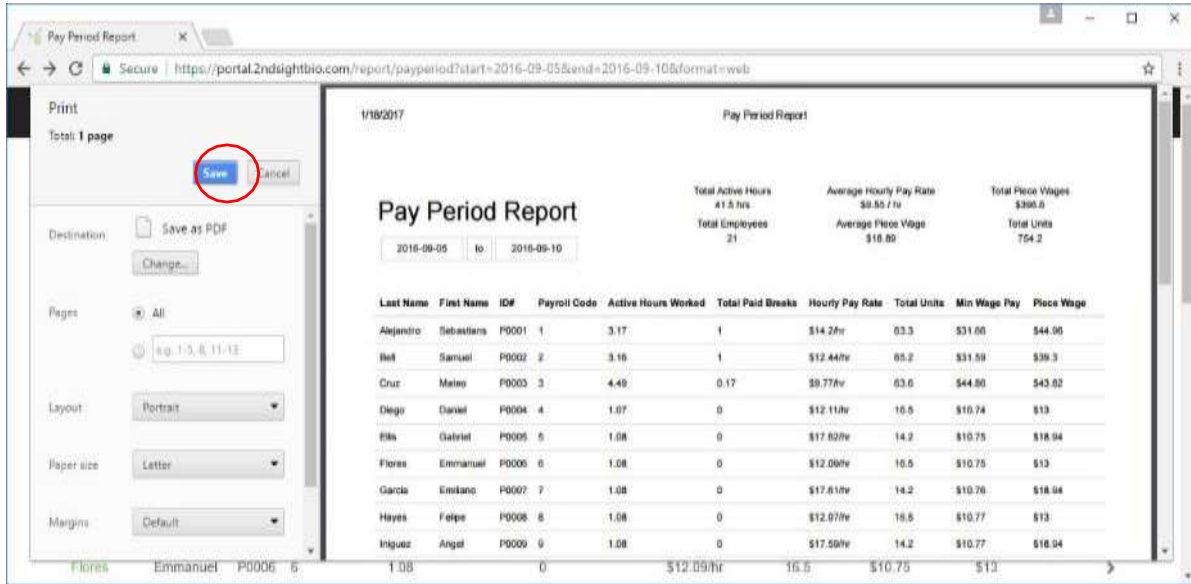
OR

Right click the webpage and select **Print** to print or download the Daily Report in PDF.

The screenshot shows a web browser window displaying a 'Pay Period Report' from 2nd Sight. The browser's context menu is open, with the 'Print...' option highlighted. The report page includes summary statistics, filters, and a data table.

Last Name	First Name	ID #	Payroll Code	Active Hours Worked	Non Productive Hours	Total Paid Breaks	Total Unpaid Breaks	Hourly Pay	Total Units	Hourly Piece Rate	Min Wage Pay	Piece Wage	Expand
Alexander	Bob	1457TT		5.14	0	0.25	0	\$24.56	7.25	\$25.25/hr	\$2.53	\$5.80	

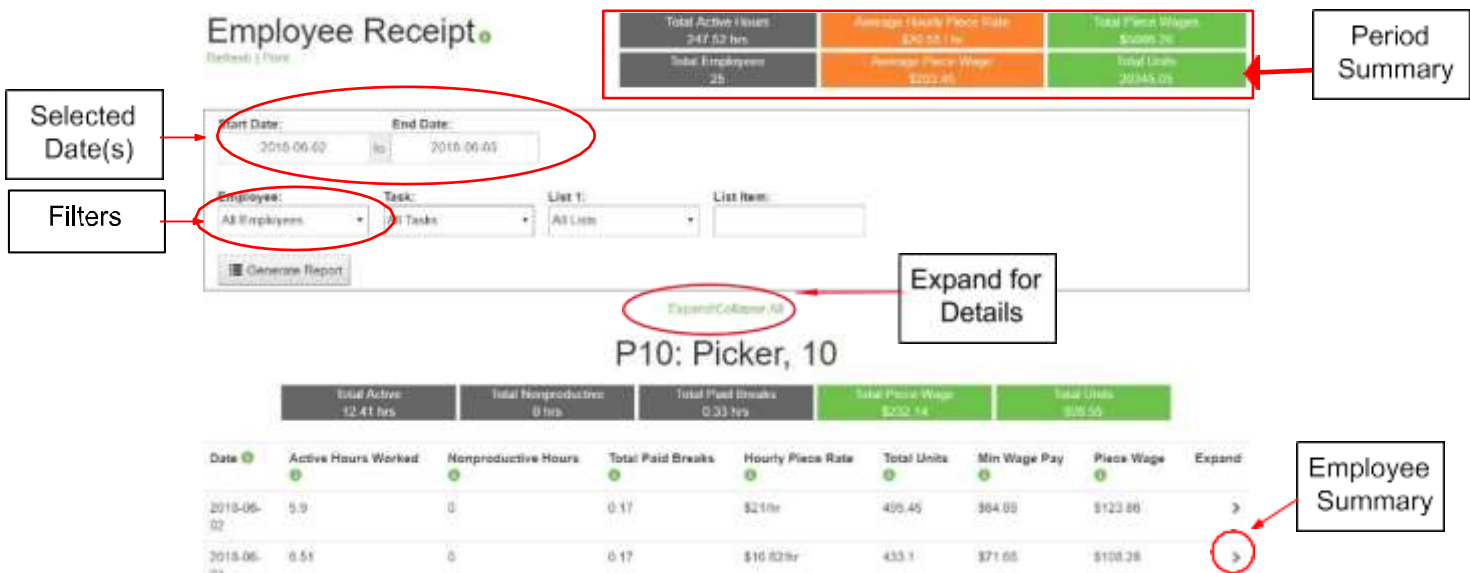
Step 4 Click **Save** to save as a PDF file.



Employee Receipt Report (Labor Tracking)

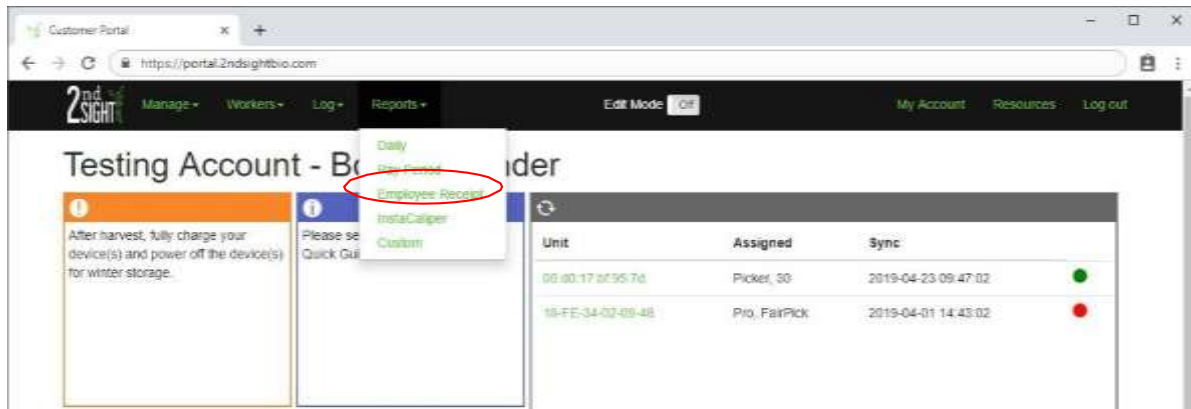
This standard report displays allows you to filter on an employee and a data range to give you work and pay information for that employee. You can print this receipt directly from your web browser. Each employee's records will print on a separate page so you can give it to workers or attach directly to pay stubs.

An explanation of the Summary Boxes and the information provided are the same as the information provided by the Daily Report. See [Navigating the Daily Reports Screen](#).



Accessing Employee Receipt Report

Select “Reports” from the main menu, then click “Employee Receipt” from the submenu. Employee receipts will appear in alphabetical order.



Navigating Employee Receipt Reports

The Employee Receipt Report contains Employee summary data from a user selected date range.

Step 1 Select a date range by clicking in the date box and selecting a date on the calendar.

OR

Manually enter a date range in the date box.



Step 2 Click **Generate Report**, and you will get a receipt for each employee who worked during the date range selected.

Step 3 You can also filter by a specific employee. In the *Employee Receipt* screen, select the name of the employee from the dropdown menu.

Employee Receipt Refresh | Print

Total Active Hours	247.52 hrs	Average Hourly Piece Rate	\$20.68 / hr	Total Piece Wages	\$5086.26
Total Employees	25	Average Piece Wage	\$203.46	Total Units	20345.06

Start Date: 2018-06-02 to End Date: 2018-06-03

Employee: All Employees (circled in red) Task: All Tasks List 1: All Lists List Item:

[Expand/Collapse All](#)

P10: Picker, 10

Total Active		Total Nonproductive		Total Paid Breaks		Total Piece Wage		Total Units	
12.41 hrs		0 hrs		0.33 hrs		\$232.14		929.56	
Date	Active Hours Worked	Nonproductive Hours	Total Paid Breaks	Hourly Piece Rate	Total Units	Min Wage Pay	Piece Wage	Expand	
2018-06-02	5.9	0	0.17	\$21/hr	495.45	\$94.88	\$123.86	>	
Task	Type	All Hours	Identifier	Piece Rate	Units	Sub Total			
FairPick Pro	Wegit	6.56	Clean Bucket	\$0.25/b	495.45	123.8625			
2018-06-03	6.51	0	0.17	\$16.02/hr	433.1	\$71.66	\$108.28	>	
Task	Type	All Hours	Identifier	Piece Rate	Units	Sub Total			
FairPick Pro	Wegit	7.18	Clean Bucket	\$0.25/b	433.1	108.275			

Step 4 Select “Expand” to view more detailed information about the employee’s work.

Employee Receipt Refresh | Print

Total Active Hours	247.52 hrs	Average Hourly Piece Rate	\$20.68 / hr	Total Piece Wages	\$5086.26
Total Employees	25	Average Piece Wage	\$203.46	Total Units	20345.06

Start Date: 2018-06-02 to End Date: 2018-06-03

Employee: All Employees Task: All Tasks List 1: All Lists List Item:

[Expand/Collapse All](#)

P10: Picker, 10

Total Active		Total Nonproductive		Total Paid Breaks		Total Piece Wage		Total Units	
12.41 hrs		0 hrs		0.33 hrs		\$232.14		929.56	
Date	Active Hours Worked	Nonproductive Hours	Total Paid Breaks	Hourly Piece Rate	Total Units	Min Wage Pay	Piece Wage	Expand	
2018-06-02	5.9	0	0.17	\$21/hr	495.45	\$94.88	\$123.86	>	
Task	Type	All Hours	Identifier	Piece Rate	Units	Sub Total			
FairPick Pro	Wegit	6.56	Clean Bucket	\$0.25/b	495.45	123.8625			
2018-06-03	6.51	0	0.17	\$16.02/hr	433.1	\$71.66	\$108.28	>	
Task	Type	All Hours	Identifier	Piece Rate	Units	Sub Total			
FairPick Pro	Wegit	7.18	Clean Bucket	\$0.25/b	433.1	108.275			

Printing Employee Receipt Reports

The Employee Receipt Report is printer-friendly.

Step 1 Click the menu button and then click Print to print or download the Daily Report in .PDF format.

OR

Right click the webpage and select Print to print or download the Daily Report in PDF.

Employee Receipt
Refresh Print

Total Active Hours 247.52 hrs	Average Hourly Piece Rate \$20.55 / hr	Total Piece Wages \$5086.26
Total Employees 25	Average Piece Wage \$203.45	Total Units 20345.05

Start Date: 2018-06-02 to End Date: 2018-06-03

Employee: All Employees Task: All Tasks List 1: All Lists List Item:

Generate Report

Expand/Collapse All

P10: Picker, 10

Total Active 12.41 hrs	Total Nonproductive 0 hrs	Total Paid Breaks 0.33 hrs	Total Piece Wage \$232.14	Total Units 920.55
---------------------------	------------------------------	-------------------------------	------------------------------	-----------------------

Date	Active Hours Worked	Nonproductive Hours	Total Paid Breaks	Hourly Piece Rate	Total Units	Min Wage Pay	Piece Wage	Expand														
2018-06-02	5.9	0	0.17	\$21/hr	495.45	\$94.88	\$123.86															
<table border="1"> <thead> <tr> <th>Task</th> <th>Type</th> <th>All Hours</th> <th>Identifier</th> <th>Piece Rate</th> <th>Units</th> <th>Sub Total</th> </tr> </thead> <tbody> <tr> <td>FairPick Pro</td> <td>Wght</td> <td>6.56</td> <td>Chosen Bucket</td> <td>\$0.25/lb</td> <td>495.45</td> <td>123.8625</td> </tr> </tbody> </table>									Task	Type	All Hours	Identifier	Piece Rate	Units	Sub Total	FairPick Pro	Wght	6.56	Chosen Bucket	\$0.25/lb	495.45	123.8625
Task	Type	All Hours	Identifier	Piece Rate	Units	Sub Total																
FairPick Pro	Wght	6.56	Chosen Bucket	\$0.25/lb	495.45	123.8625																
2018-06-03	6.51	0	0.17	\$16.02/hr	433.1	\$71.66	\$108.28															
<table border="1"> <thead> <tr> <th>Task</th> <th>Type</th> <th>All Hours</th> <th>Identifier</th> <th>Piece Rate</th> <th>Units</th> <th>Sub Total</th> </tr> </thead> <tbody> <tr> <td>FairPick Pro</td> <td>Wght</td> <td>7.18</td> <td>Chosen Bucket</td> <td>\$0.25/lb</td> <td>433.1</td> <td>108.275</td> </tr> </tbody> </table>									Task	Type	All Hours	Identifier	Piece Rate	Units	Sub Total	FairPick Pro	Wght	7.18	Chosen Bucket	\$0.25/lb	433.1	108.275
Task	Type	All Hours	Identifier	Piece Rate	Units	Sub Total																
FairPick Pro	Wght	7.18	Chosen Bucket	\$0.25/lb	433.1	108.275																

Step 2 Click **Save** to save as PDF.

Pay Period Report

1/18/2017

Total Active Hours: 41.5 hrs
Total Employees: 21

Average Hourly Pay Rate: \$9.55 / hr
Average Piece Wage: \$18.89

Total Piece Wages: \$396.6
Total Units: 754.2

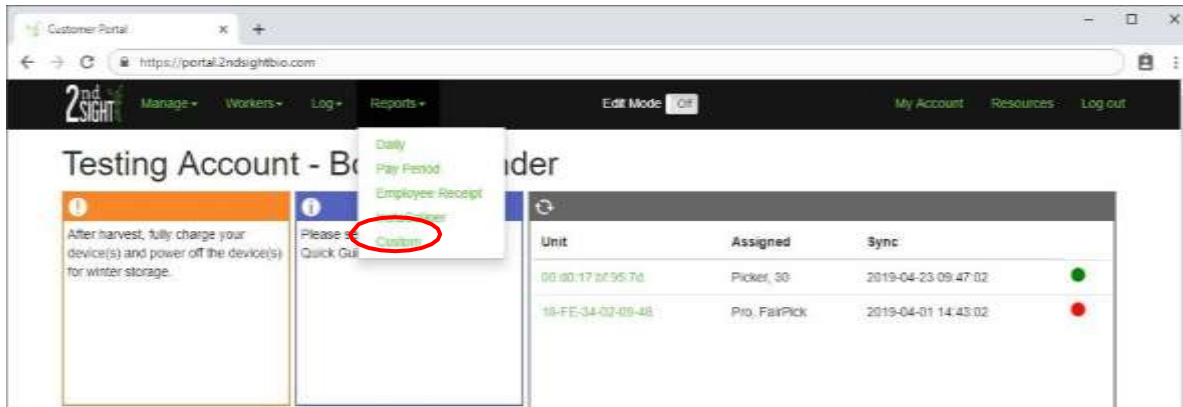
Last Name	First Name	ID#	Payroll Code	Active Hours Worked	Total Paid Breaks	Hourly Pay Rate	Total Units	Min Wage Pay	Piece Wage		
Alejandro	Sebastians	P0001	1	3.17	1	\$14.2/hr	63.3	\$31.06	\$44.96		
Bell	Samuel	P0002	2	3.16	1	\$12.44/hr	65.2	\$31.59	\$38.3		
Cruz	Mateo	P0003	3	4.49	0.17	\$9.77/hr	63.6	\$44.86	\$43.82		
Diego	Daniel	P0004	4	1.07	0	\$12.11/hr	16.5	\$10.74	\$13		
Ella	Gabriel	P0005	5	1.08	0	\$17.62/hr	14.2	\$10.75	\$18.94		
Flores	Emmanuel	P0006	6	1.08	0	\$12.09/hr	16.5	\$10.75	\$13		
García	Emiliano	P0007	7	1.08	0	\$17.61/hr	14.2	\$10.76	\$18.94		
Hayes	Felipe	P0008	8	1.08	0	\$12.07/hr	16.5	\$10.77	\$13		
Iniguez	Angel	P0009	9	1.08	0	\$17.59/hr	14.2	\$10.77	\$18.94		
				Flores Emmanuel P0006	6	1.08	0	\$12.09/hr	16.5	\$10.75	\$13

Custom Reports

Custom Reports offer 2nd Sight customers the data they need in a specified format. With Web Portal data, many custom reports can be generated to fit your needs.

If 2nd Sight has provided you with a customized report, you will find it on the submenu under “Reports” on the main menu of the Web Portal.

Contact 2nd Sight at 509-381-2112 or at info@2ndsighttech.com to learn more about pricing for a custom report generated from data collected by 2nd Sight systems.



RESOURCES

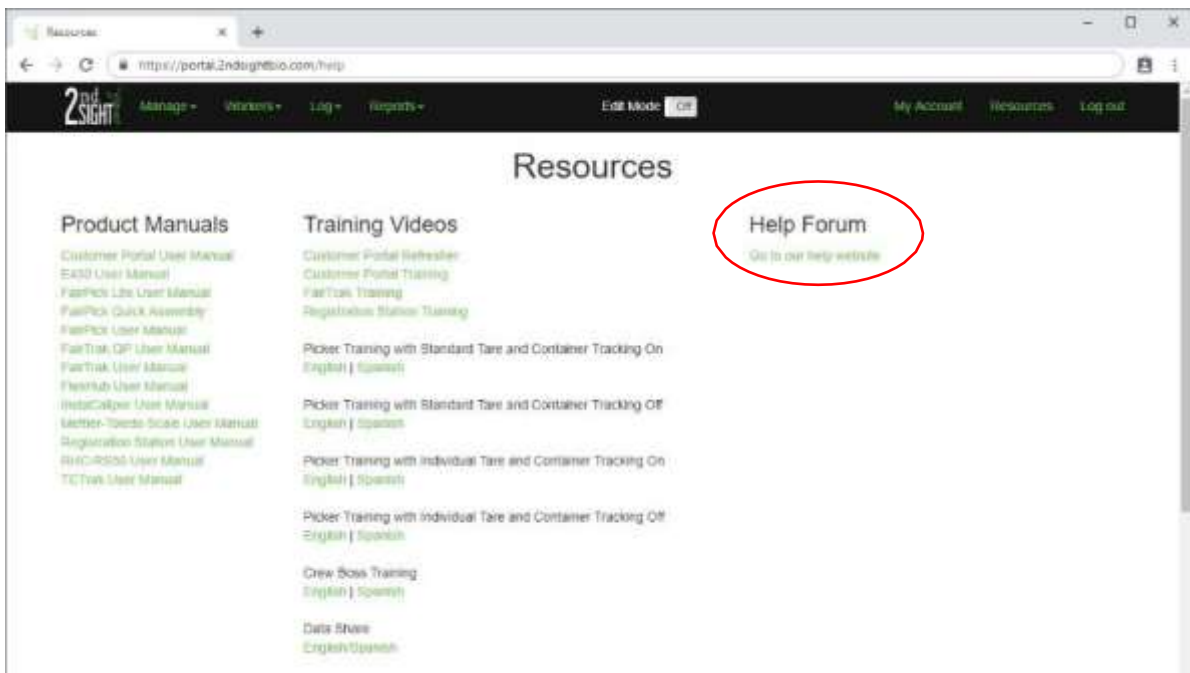
For additional help, training and information, access videos, user manuals, and other helpful product information in the Resource Center on your Web Portal account.

2nd Sight continues to keep this documentation up-to-date with any changes in hardware and software operation.

Step 1 Once logged-in to the Web Portal, select “Resources” from the menu at the top of the screen

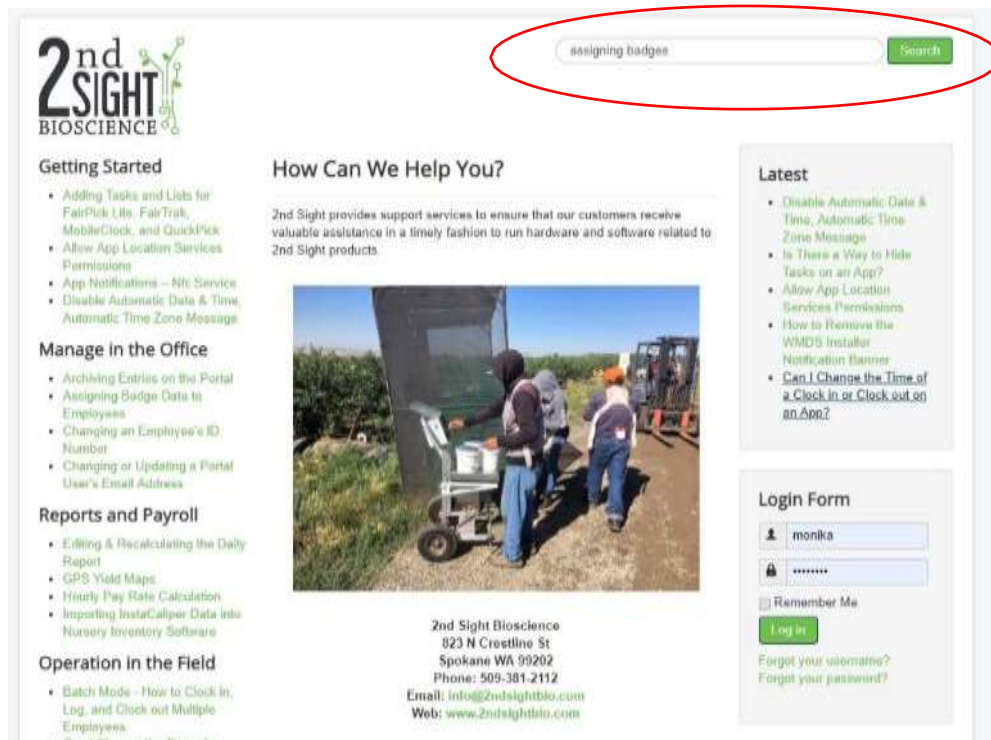


Step 2 Click the title of the video or document you wish to view.



Step 3 For immediate answers to your questions, use the 2nd Sight Help Forum. Click on the Help Forum link, and you’ll be directed to <http://help.2ndsightbio.com>.

Step 4 Type questions or topics into the Search bar, then click “Search” to find answers and instructions.



The screenshot shows the 2nd Sight Bioscience website. At the top right, a search bar contains the text "assigning badge" and a green "Search" button, which is circled in red. The website layout includes a logo on the left, a main content area with a central image of workers in a field, and several sidebar sections: "Getting Started", "Manage in the Office", "Reports and Payroll", "Operation in the Field", "How Can We Help You?", "Latest", and "Login Form".

2nd SIGHT BIOSCIENCE

Getting Started

- Adding Tasks and Lists for FairPick Lite, FairTrack, MobileClock, and QuickPick
- Allow App Location Services Permissions
- App Notifications – Nfc Service
- Disable Automatic Date & Time, Automatic Time Zone Message

Manage in the Office

- Archiving Entries on the Portal
- Assigning Badge Data to Employees
- Changing an Employee's ID Number
- Changing or Updating a Portal User's Email Address

Reports and Payroll


- Editing & Recalculating the Daily Report
- GPS Yield Maps
- Hourly Pay Rate Calculation
- Importing InstaCalliper Data into Nursery Inventory Software

Operation in the Field

- Batch Mode - How to Clock In, Log, and Clock out Multiple Employees
- How to Remove the Time of a

How Can We Help You?

2nd Sight provides support services to ensure that our customers receive valuable assistance in a timely fashion to run hardware and software related to 2nd Sight products.



2nd Sight Bioscience
823 N Croftline St
Spokane WA 99202
Phone: 509-381-2112
Email: info@2ndsightblo.com
Web: www.2ndsightblo.com

Latest

- [Disable Automatic Date & Time, Automatic Time Zone Message](#)
- [Is There a Way to Hide Tasks on an App?](#)
- [Allow App Location Services Permissions](#)
- [How to Remove the WMD5 Installer Notification Banner](#)
- [Can I Change the Time of a Clock in or Clock out on an App?](#)

Login Form

Remember Me

[Forgot your username?](#)

[Forgot your password?](#)

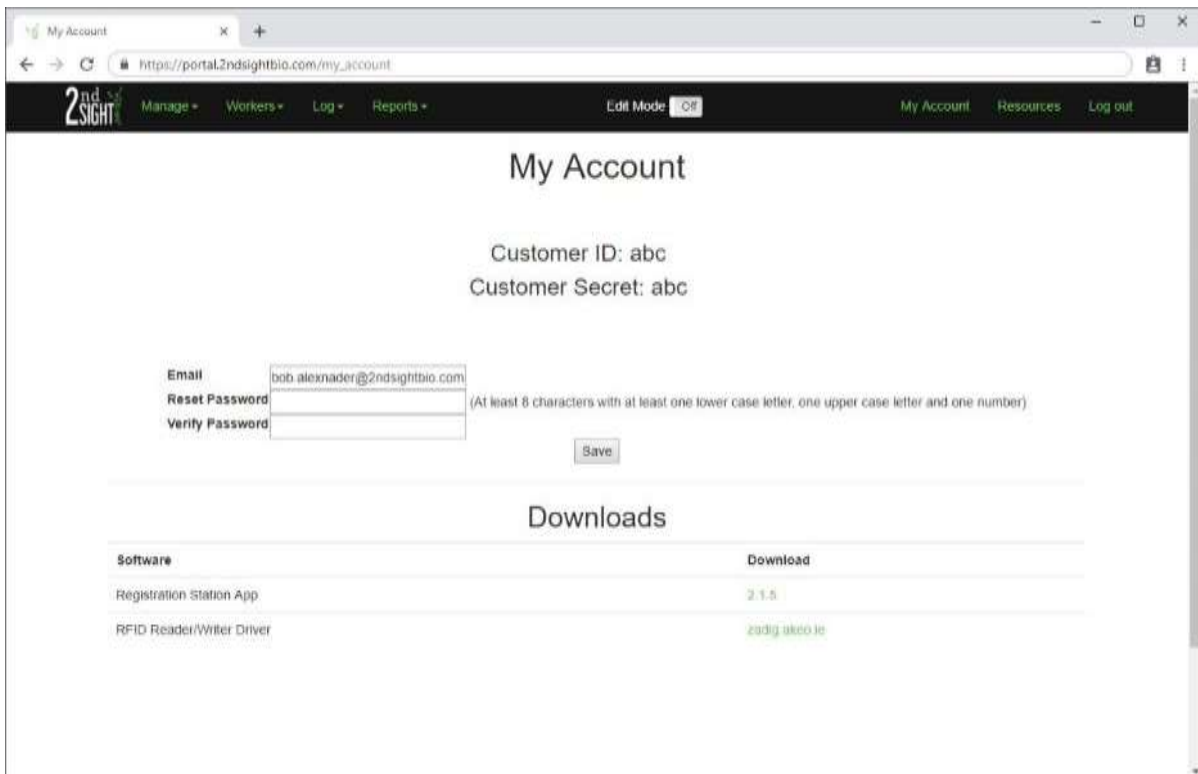
MY ACCOUNT

This feature allows you to edit your own Portal Account information.

- Step 1** Once logged-in to the Web Portal, select “My Account” found on the upper right of the main menu at the top of the screen.



- Step 2** Edit your email address or reset your password. Then click **Save**.

A screenshot of the 'My Account' page in the 2nd Sight Web Portal. The page displays the following information:

- Customer ID: abc
- Customer Secret: abc
- Email: bob.alexnader@2ndsightbio.com
- Reset Password: (At least 8 characters with at least one lower case letter, one upper case letter and one number)
- Verify Password: (input field)
- Save button
- Downloads section with a table:

Software	Download
Registration Station App	2.1.5
RFID Reader/Writer Driver	zadig_ateo1e



NOTE: Only Portal Users with `ROLE_ADMIN` permissions will see both the Customer ID and Customer Secret on the My Account screen. Both codes can also be found on your Customer Certificate received upon initial purchase of your 2nd Sight product.

LOG OUT

Log out of the Web Portal when you're finished working. After 15 minutes of inactivity, the Web Portal will log the user out automatically.

Once logged-in to the Web Portal, select Log out from the menu at the top of the screen. You are now logged out.

