

TIME RECORDER APP – GENERAL INSTRUCTIONS



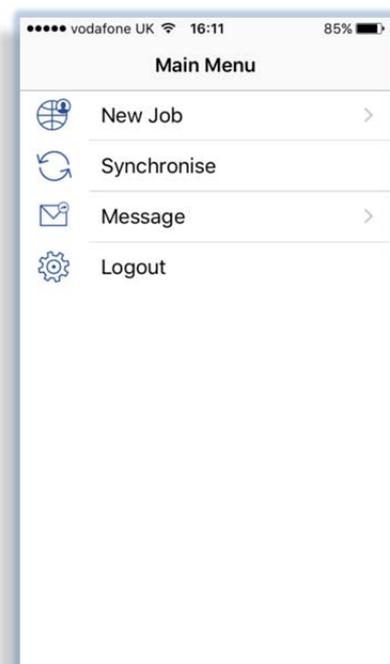
IMPORTANT The Time Recorder Logo acts as the Back Button for the Web Admin Console.

The Phone/ Tablet App does NOT have access to the Web Administration Console.

Desktop Console



Phone / Tablet Interface



When setting up new operations, vehicles and customers on the Web Admin Console remember the Manager must complete the following.

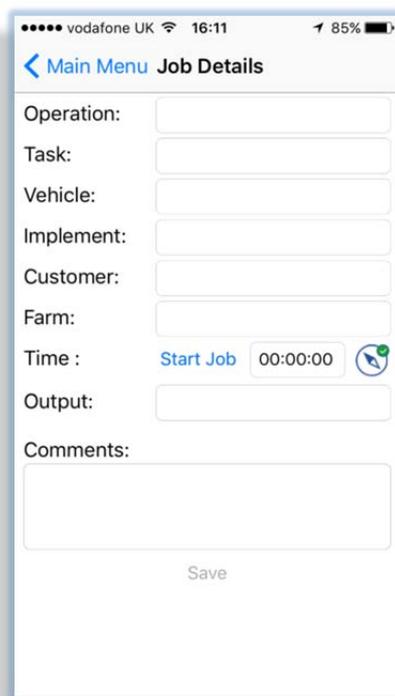
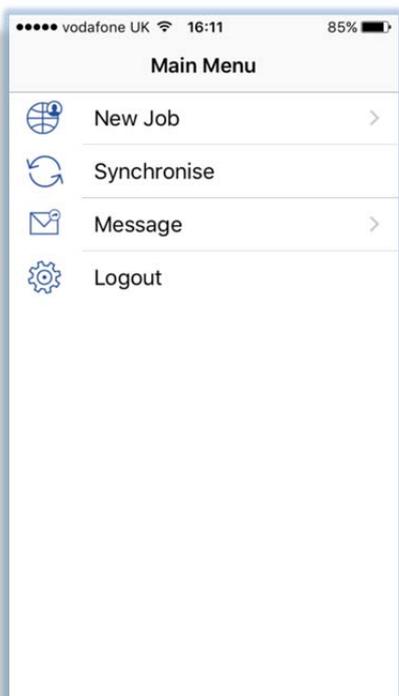
All **OPERATIONS** require associated **TASKS** even if the task is not required, add a task as N/A.

All **VEHICLES** require associated **IMPLEMENTS** even if the implement is not required add an implement as N/A.

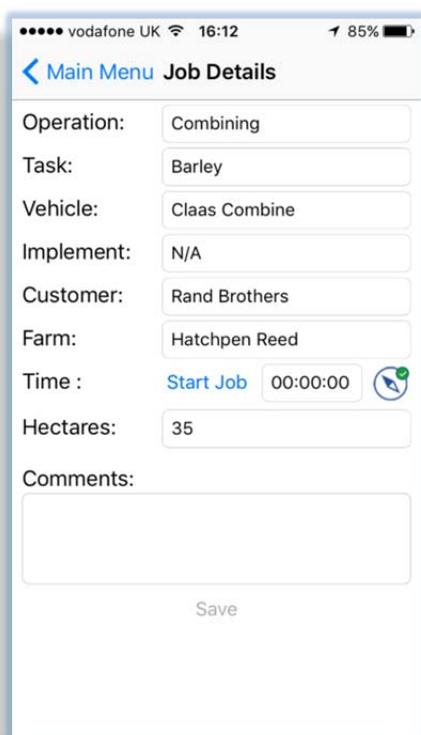
All **CUSTOMERS** require associated **FARMS**.

These parameters are needed so that when the user goes to his/her Phone/Tablet interface and selects NEW JOB, as below

Which brings up this Job Details menu



An **Operation** can then be selected with a **Task**



A **Vehicle** can then be selected with an **Implement** even if this is N/A, but N/A needs to be in the drop down selection list.

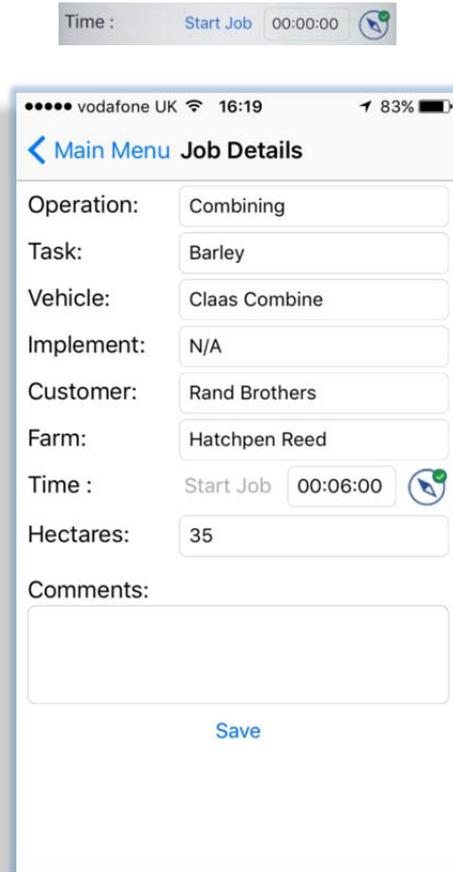
A **Customer** can then be selected with a **Farm**.

The **Units** and **Comments** boxes are optional.

IMPORTANT, when setting up in the WEB CONSOLE all Operations need associated Tasks, all Vehicles need associated Implements and all Customers need associated Farms – even if these are entered as N/A.

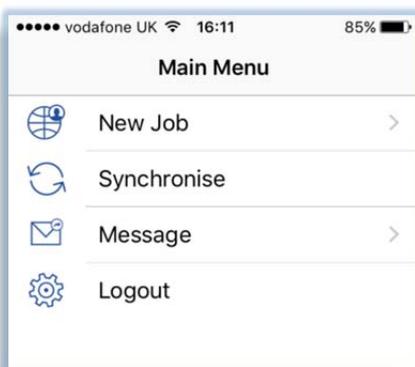
Without all six boxes on the Operator App being selected the App will not run and give the SAVE option at the end of the Job.

Once all these parameters are in place the operator can press **Start Job**



At the end of the Job the operator will press **Stop Job** and this will then activate the **Save** option turning it from **Grey** to **Blue** saving the length of time of the job, start / stop GPS positions and any optional inputs such as Units (i.e. Hectares) or Comments.

At this point the job is saved on the device. When the operator can he/she should synchronise the device with the Web Admin Console at which point all completed/saved jobs are transferred to the Management/Admin Console.



Press Synchronise Button to Sync all saved Jobs back to the Web Admin Console, where they are viewable under the Reporting Tab.



The Compass icon at the right of the **Start / Stop Job** when ticked Green, will record the location of the operators Start and Stop times.

If the phone / tablet has its GPS module switched on the compass tick will be green and the GPS positions recorded. NOTE older phones may not have a GPS recording ability.

These locations are viewable on the Web Admin Console under the reporting Tab as View Map

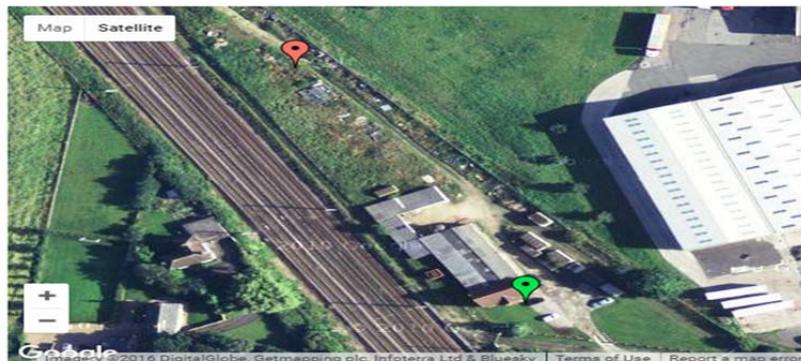


Press Reporting, then in next screen press

View Map.



Which will produce an image with Green and Red markers showing the Start and Stop positions of the operator.



ALSO. In this (Job Reporting) screen you have the option to Export to CSV. This saves the reporting file as a file that is importable into other software packages such as SAGE.