

**Preface:** TimeClock Plus' MobileClock App is designed to provide employees a handheld time and attendance solution. This solution relies on your cellular network provider and gives a mobile connection to Denton ISD's TimeClock Plus system, allowing employees to use their Android™ or iPhone® to perform clock operations whenever and wherever they need. This document will explain how to set up and start using the TimeClock Plus MobileClock App.

**Getting started:** Installing the TimeClock Plus MobileClock App is easy and takes little time. Before you get started you will need to check your device for the following operating system compatibilities:

- Android version 4.4 ("KitKat") or higher.
- iOS version 8 or higher for iPhone or iPad.

After you have checked your device to ensure that it is running a compatible operating system, you may install the app to your Android™ or iPhone®. The TimeClock Plus MobileClock App is available for free from the Google Play™ store and the Apple App Store®. To download, simply search for "TimeClock Plus", choose the app labeled "TimeClock Plus v7" with a blue icon and white silhouette of an hourglass, and install it like you would any other app.



**Setting up:** Once the app is installed, open it on your device. This action should bring you to the **Server Settings** screen where you will be prompted for the following information:

- **Scheme:** HTTPS
- **Domain:** tcp.dentonisd.org
- **Port:** 443
- **Path:** Should always be **api/v0000**.
- **Namespace:** Leave Blank

Review and input these settings into the app and press the blue **Submit** button.

**Configuring:** If the settings you have entered are correct, you should be taken to the **Configuration** screen. This screen will prompt you for the following additional information:

- **Geolocation Timeout:** 5
- **Sync Offline Data:** Once a week
- **Select Company:** Denton ISD – Auxiliary 1
- **Badge Number:** Enter your five digit employee ID number

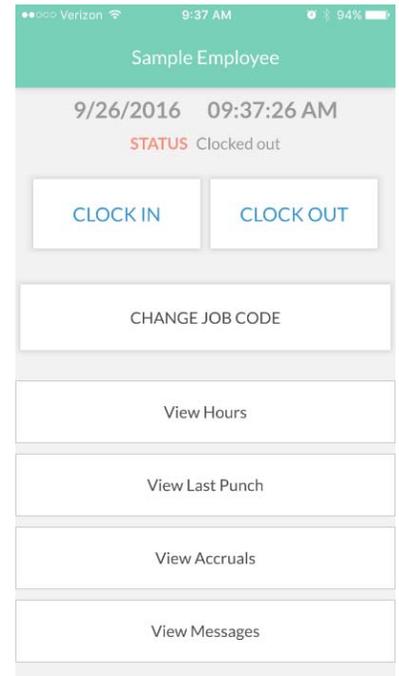
Review and input these settings into the app and press the blue **Submit** button.

**PIN Entry:** Enter your four digit PIN – this is the last four digits of your social security number.

Press the blue **Log On** button.

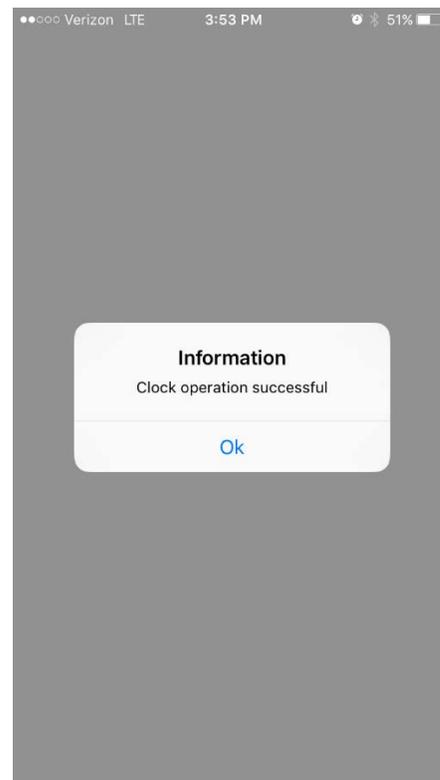
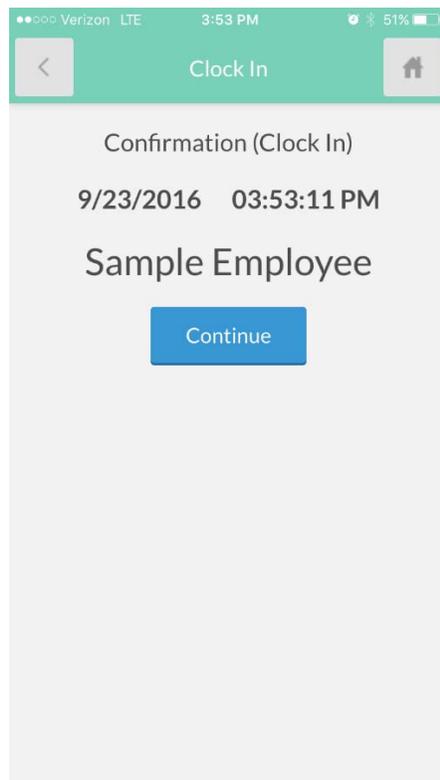
If the settings you entered are correct, you should be taken to the **Dashboard** screen. This screen is where you are going to be performing all of the clock operations and basic tasks within the TimeClock Plus MobileClock App. On this screen you will be able to perform the following:

- **Clock In/Out:** Perform a clock operation in order to record a punched time.
- **Change Job Code:** Perform a clock operation in order to change the Job Code you are working.
- **View/Approve Hours:** Enables you to view and approve hours you have worked in the current period.
- **View Last Punch:** Enables you to view prior clock operations.
- **View Accruals:** Enables you to view personal or sick time.
- **View Messages:** Enables you to view messages sent to you through TimeClock Plus



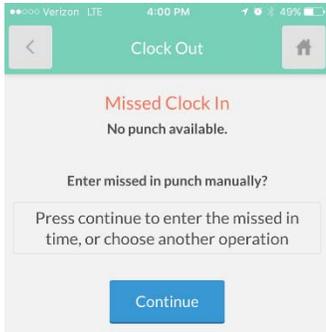
**Everyday Use:** Once the TimeClock Plus MobileClock App is installed and correctly configured, you may begin using it to clock in & clock out for time worked.

Open the app and tap clock in or clock out, the app will confirm your clock operation, press the blue **Continue** button. The screen will change and tell you "Clock operation successful", press **Ok** in blue. Your screen will return to the main **Dashboard**.

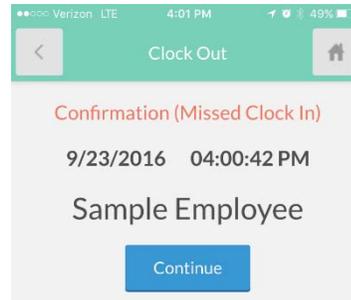


**Missed punches:** If you have missed a clock in or a clock out, the TimeClock Plus MobileClock App will prompt you to correct the missed operation

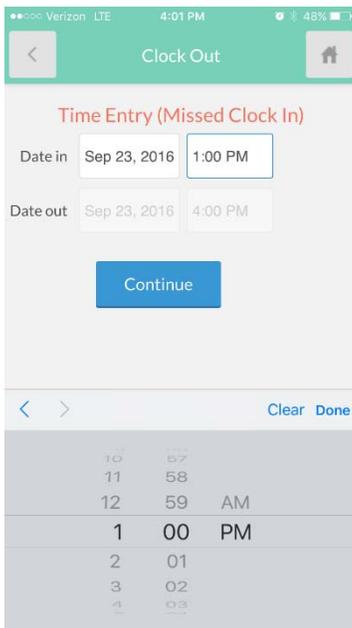
- You will not be able to clock in or clock out until the missed operation is corrected.
- When a missed punch operation is performed, the app will correct your missed punch and clock you in/out simultaneously.



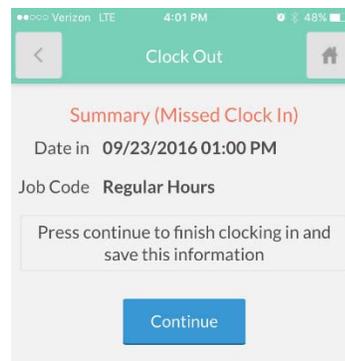
If after tapping clock in or clock out, the app takes you to the missed punch screen, press the blue **Continue** button.



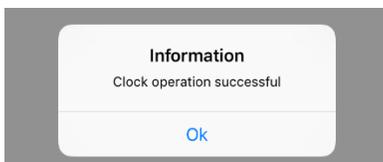
Confirm your missed clock operation by pressing the blue **Continue** button again.



The app will prompt you to enter the date and time of your missed clock operation, once you have selected the correct information, press the blue **Continue** button.



The app will provide a summary of the missed operation you just corrected, press the blue **Continue** button.



The screen will change and tell you "Clock operation successful", press **Ok** in blue. Your screen will return to the main **Dashboard**.

Some features shown in the demonstrated images may be limited by Denton ISD. Check with your TimeClock Plus administrative team if you have any issues installing, configuring or utilizing the TimeClock Plus MobileClock App.