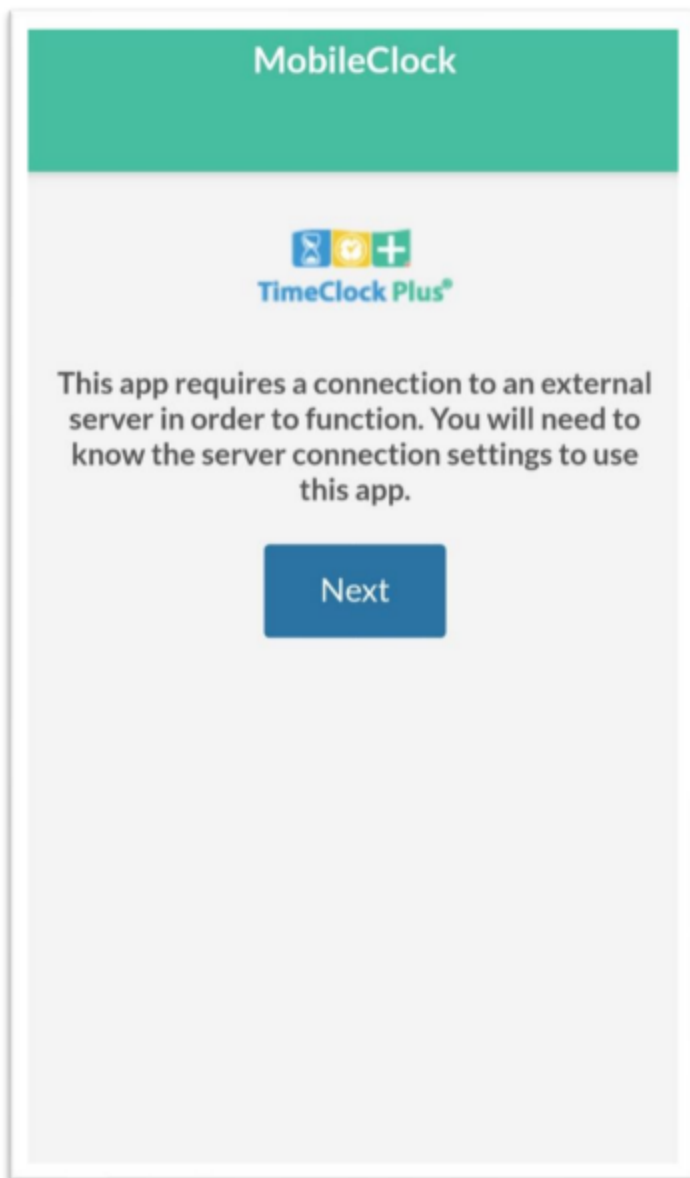# Timeclock Plus Mobile App v7 User Guide

The Timeclock Plus Mobile App v7 is a tool employees can utilize to clock in to work through their phone, and is available for iPhones and Androids. You can download this through the App Store for iPhone users or the Play Store for Android users. Below are the instructions for installation and set up of the TimeClock Plus v7 mobile app.


- Search for TimeClock and you will see the v7 app available. Make sure you select the app that looks like the screenshot below:
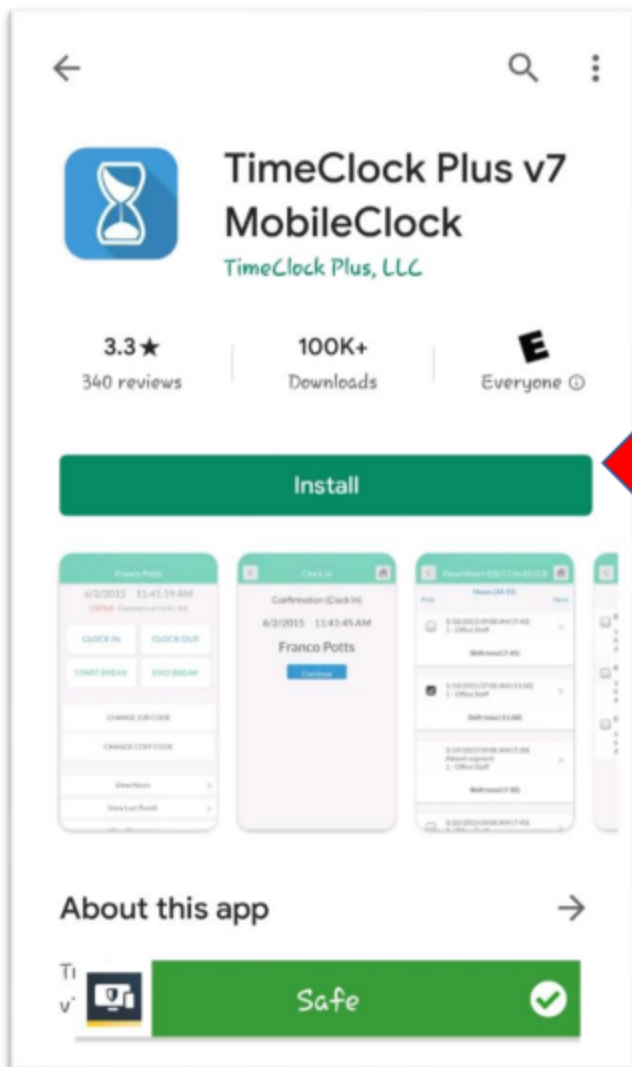
- Once the app has been loaded to your phone, the server application settings will need to be installed. The following screen will open after you have installed the app to your mobile device.
- Click next on this screen to go to the configuration setup screen.

MobileClock

TimeClock Plus®

This app requires a connection to an external server in order to function. You will need to know the server connection settings to use this app.

Next

- The first setting is the scheme page. Make sure that you only select the https as this is a secure scheme and offers higher levels of security.
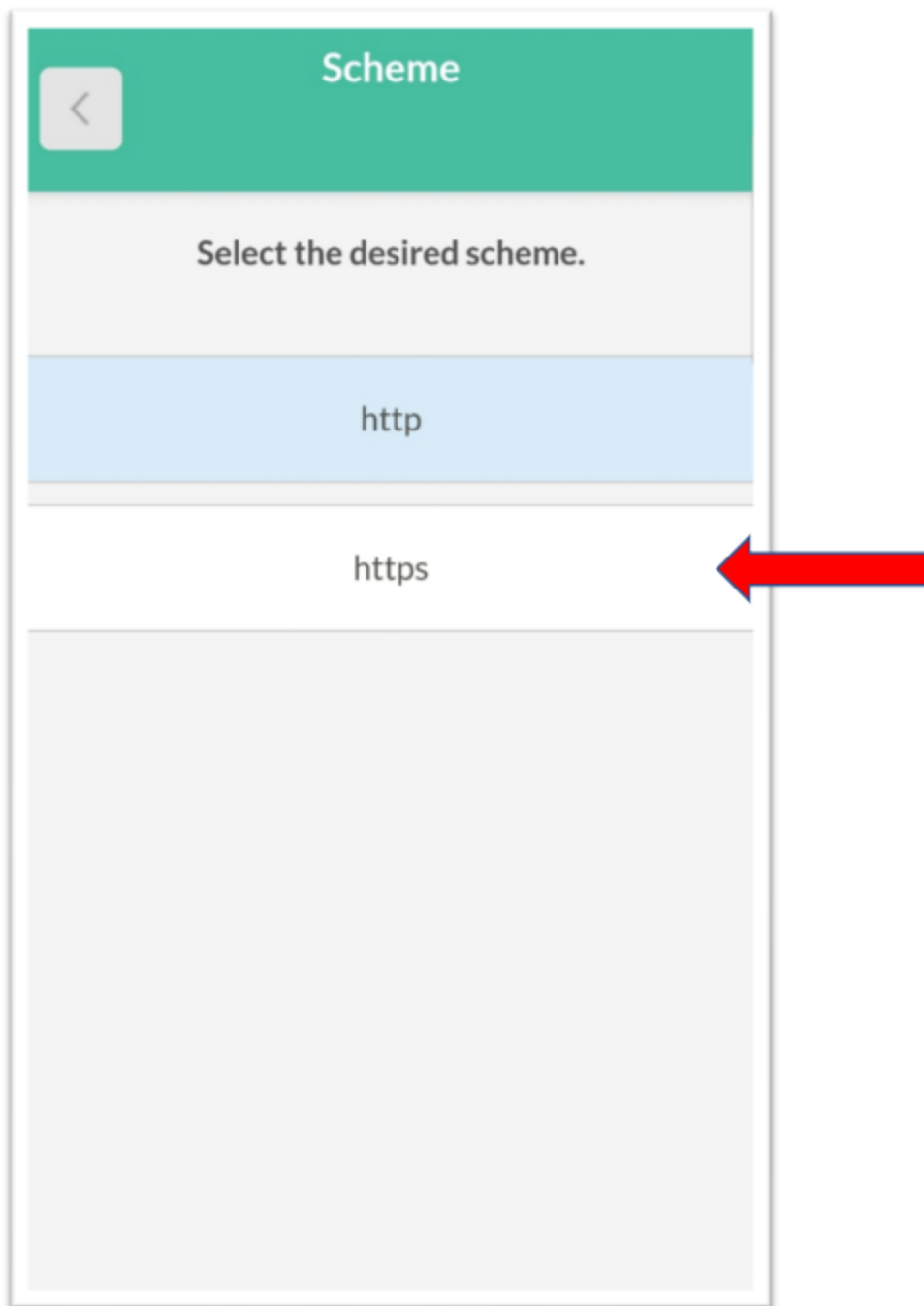
- The next information that is entered will tell the server the address to the server for the mobile app. Please make sure that you enter this information carefully or your mobile app will not work.
- The information to be added in for the HOST field is as follows: 132298.tcplusondemand.com.
- The PORT should say 443. If it does not, delete what is in there and enter 443 in it's place.

Server

<

Enter the desired host and port.
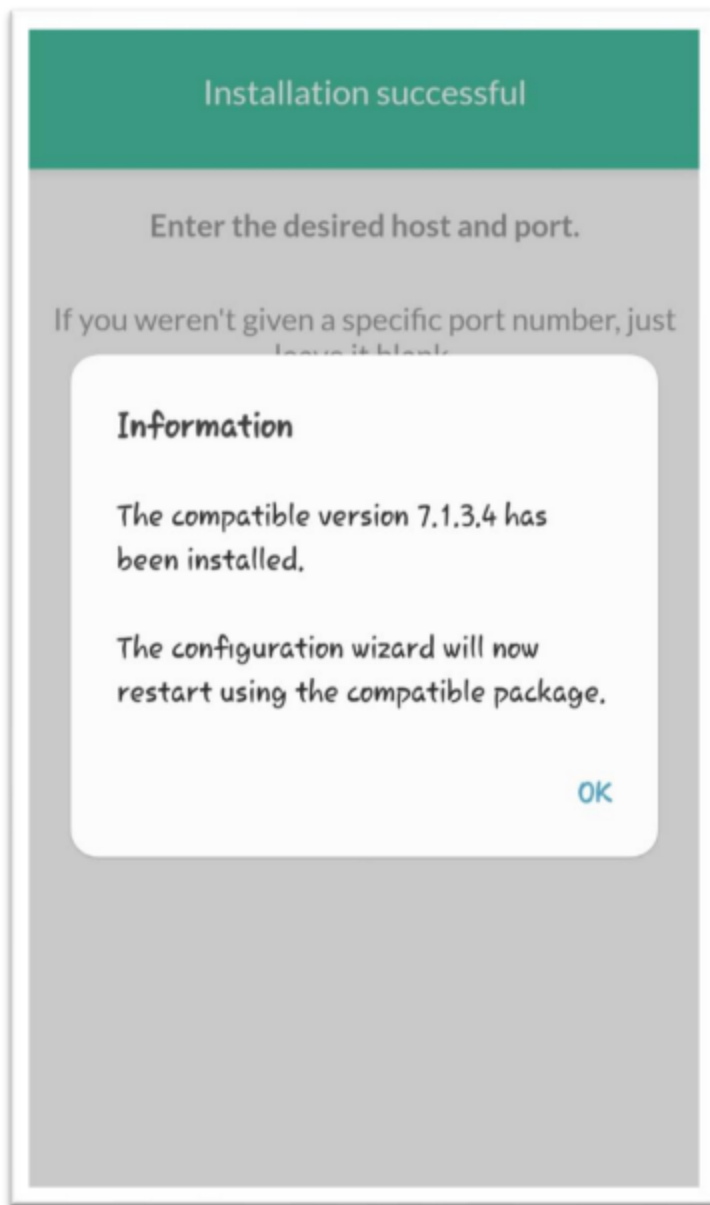
If you weren't given a specific port number, just leave it blank.
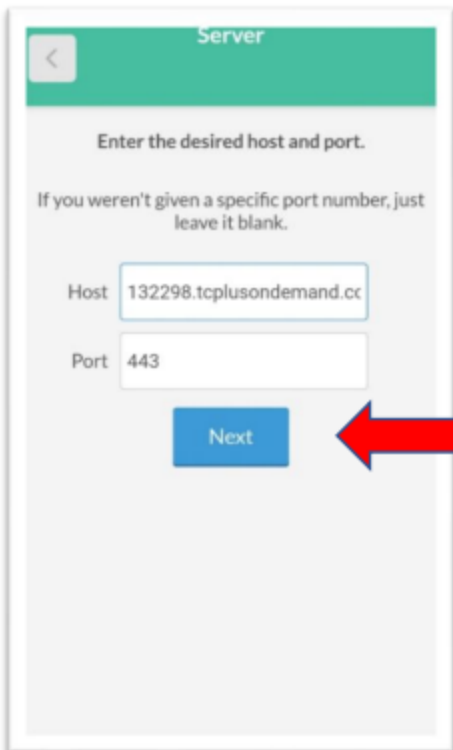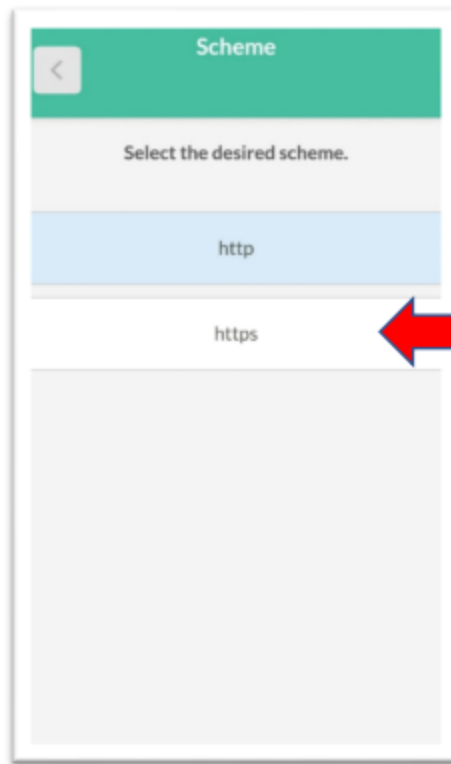
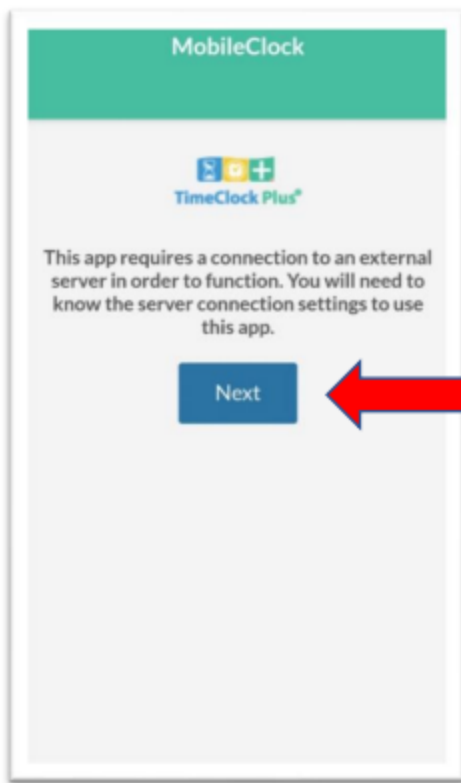Host   132298.tcplusondemand.cc

Port   443

Next

- At this point, double check to make sure we are using the most update version of the app. It may take a couple of minutes for it to complete the update to the applications. This screen is what will show up:

Installation successful

Enter the desired host and port.

If you weren't given a specific port number, just
~~leave it blank.~~

Information

The compatible version 7.1.3.4 has
been installed.

The configuration wizard will now
restart using the compatible package.

OK

- After it has completed installing the correct version, it will tell you the application has been installed and the configuration wizard will now restart using the compatible version. At this point, you can click the OK button to move forward.
- The application will take you back to the beginning screen. You can click the next button as it will remember the information that you have already entered. Make sure to touch the https button and it will go to the next screen. Everything you already entered on the Host and Port screen will still be populated. Just hit next to go forward.

MobileClock

TimeClock Plus®

This app requires a connection to an external server in order to function. You will need to know the server connection settings to use this app.

Next

Scheme

Select the desired scheme.

http

https

Server

Enter the desired host and port.

If you weren't given a specific port number, just leave it blank.

Host 132298.tcplusondemand.cc

Port 443

Next

- After you have clicked through the first three screens again, it will bring you to the NAMESPACE screen. This is what tells the server which database to connect to. Enter in 132298 in the space provided and hit the next button.

- At this point it will bring you to the company name. Make sure that Mesa Unified School District #4 1 is showing in the highlighted field. This is very important as this will be the company that you are clocking hours for. Click on the Mesa Unified School District #4 1 and it will take you to the next screen.

Select Company

8/31/2020 12:47:36 PM

<

Select the company that you want to log hours for.

Mesa Unified School District #4 1

On this screen it will ask you to enter your Employee ID number. Make sure that you add your number just as it appears on your badge. It is very important that you only add your employee ID number and you will be the only one who will be able to clock in on your mobile device. This app on your mobile device is to only be used by you and nobody else. Enter your Employee ID number and click the Log On button. *Please note, you may get a notice that your location must be turned on to use the mobile app. Without the location turned on, you will not be able to use the app.*

Congratulations, you have now set up the mobile app for your use for clocking in and clocking out.

- You will now see the following screens and option for you to choose from. In this example you will be able to clock in, clock out, clocking in and out for lunch and using the change job code to transfer to another position. There is also other information available on these screens. You can view your hours for the week and see what you last punch was.

- You will also be able to view your available accruals and check for any messages that may have been sent by Mesa Public Schools Administration.
- AGAIN, please make sure you never let another staff member use your phone to clock in as it is only configured for your use only.

8/31/2020 11:01:30 AM

| LEAVE ON LUNCH | RETURN FROM LUNCH |

CHANGE JOB CODE

Hours

Last Punch

Accruals

Messages