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TimeCard™

QUICK START GUIDE

Welcome to **Corrigo TimeCard**. This Quick Start Guide will help you set up your basic site and associated phones and staff.

Logging Into the TimeCard Web Console

Your **Welcome** email should contain your website **User Name** and **Password**. This information is only for the TimeCard Web console, not the phone application. There is additional documentation if you need help setting up your device.

1. Open you browser and go to http://www.cingulartimecard.com. The TimeCard Login page will open, similar to the image at left.

2. Enter your **User Name**. This is typically an email address. Be careful not to put any spaces in the address. It is not case sensitive.

3. Enter your **Password**. This is case sensitive. Be aware of any capitals and lower case letters. There shouldn't be any spaces.

4. When you are done entering the information, click on the **Login** button.

You should now see the TimeCard **Home** page. This page will normally display details about your employees. If this is the first time you've accessed the system, the list will be empty.

Adding Phones

Before you can use phones to track employee location and for employees to log their time, you must first install the TimeCard **Java Application** on the device. See the relevant TimeCard installation guide for your device type.

The next step is to set up the phones as devices in the TimeCard system.

1. Click on the **Settings** tab to open the main **Settings** page.

2. Click on the **Devices** link from the **Setup** menu.

3. Click on the **Create Device** button on the **Devices** page.

4. Enter the phone number of the phone as ten digits with no hyphens or spaces… e.g. (555) 555-1234 would be **5555551234.**

5. Select the **Carrier** – your cellular phone service provider.

6. Click on the **Create Device** button to save the device and return to the **Devices** page. You should now see in the list the device that you just added.
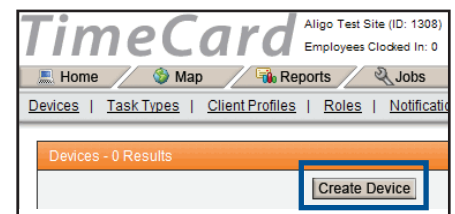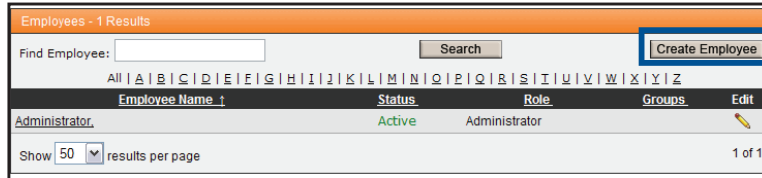
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Add an Employee

Create one or more employees in the TimeCard system. These are employees who will use the phone to log their own time and who you may wish to track.

1. Click on the **People** tab. You should now see a list of employees. If you are adding your first employee, the list will be empty except for the administrator.

2. Click on the **Create Employee** button. The **Create Employee** page opens.

3. Enter the personal information about the employee – red fields (name, employee number, status, and local time zone) are required.

4. Under **Select Role**, select **Device Capable Role**, keep **Device Profile** as **Default**, and enter the last 4 digits of the employee's mobile phone number for the **Device Login**.

5. Click the **Create Employee** button. Your newly created employee will appear on the main **People** page.

Using the BlackBerry 8800

Once you have installed the TimeCard Java application on the BlackBerry and set it up as a device in the TimeCard web console, the device is ready for use in the field.

Logging In

1. When you first turn on the device, press the **Menu** key, then use the trackball to scroll to the **TimeCard** icon and click the trackball again. The **Login** screen will open.

2. Enter your employee **Device Login** code.

3. Enter the **Phone Number** of the device you are using.

4. Click the **Menu** key, then use the trackball to highlight **Submit** and click.

TimeCard icon

Menu key

Escape key

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Start Shift

1. After logging in, the **Start Shift** screen will open.

2. To start a shift, press the **Menu** key, then use the trackball to highlight **Yes** and click.
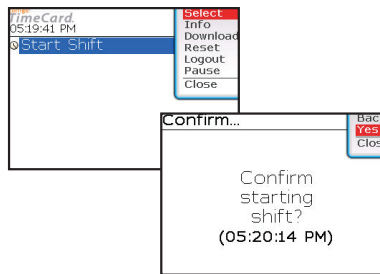
On Shift Options

Depending on your company's TimeCard configuration, you can use the device to start and end jobs, start and end breaks, enter notes, and even download new assignments. Simply use the same menu-highlight-click procedure outlined above.

Using the Console to Monitor Employees

The TimeCard web console allows managers to know where their people are and when and where they start and end their shifts.

Home Screen Overview

Click the **Home** tab. This overview shows the current location of your device-using employees and their status, such as **On Shift**, **Off Shift** or **On Break**. (To ensure that all employees display, make sure the filters show **All Groups** and **All Statuses**, click **All** on the **Letter Bar**, and click **Refresh Now.**)

If you have many employees, use the pull-down menus on the filters to choose specific groups or employees with a particular status.

You can look up people quickly by using the **Find Employee** search or clicking on the first character of their last name on the **Letter Bar**.

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Viewing a Specific Employee

To view an employee's activities in more detail, click on the name in the main screen to open the detail view.

Select **Action** to see more details on the employee

From here, you can take particular actions for this employee through the **Actions Menu** at the left.

- **Edit Employee** – To change or update information

- **Run Time Card Report** – Creates a report on hours worked for a specified time period

- **Run Location Report** – Creates a report of GPS locations for a specific time period.

- **Dispatch a Job** – Assign the person to a specific job

- **Send Text Message** – Sends a message directly to the phone

- **Show Map** – Launches a map showing user location (see below)

User location and time