



# TCP MobileClock Essentials

 By TCP



# TCP MobileClock Configuration

## Overview

The TCP MobileClock app is a new and improved version of the TimeClock Plus V7 app. The new app carries the all the functionality of the old one, with the addition of many improvements made to help modernize and simplify the overall look and feel of the app.

## Compatibility

- **Android version 5.0 or higher**
- **iOS version 9 or higher**

## Installation

To download and connect to the mobile app, please follow the steps below:

1. Go to the Apple or Google Play Store.
2. Search for TCP MobileClock and download the app
3. Open the app, enter the correct Customer ID, tap Next
  - If company does not have a Customer ID, tap Manual setup above the Next button and follow the instructions below:
    - i. On the Server Information screen, select HTTPS for the Scheme.
    - ii. Next to Host, insert the URL for your organization's TCP software between the "https://" and the "/app."
    - iii. Leave the Port blank or at 443 if it fills automatically.
    - iv. Then click Next.
    - v. On the Namespace screen, enter your Customer ID, tap Next
4. On the Select Company screen, select the correct company from list
  - *If there is only one company associated with that Customer ID, this step will be skipped*
5. On the Log On screen, enter the correct Employee ID, tap Next



- If configured, enter the correct Employee PIN or Password for that employee, tap Next

The employee will now be logged into the app and on the Dashboard.

## Granting Employee Access

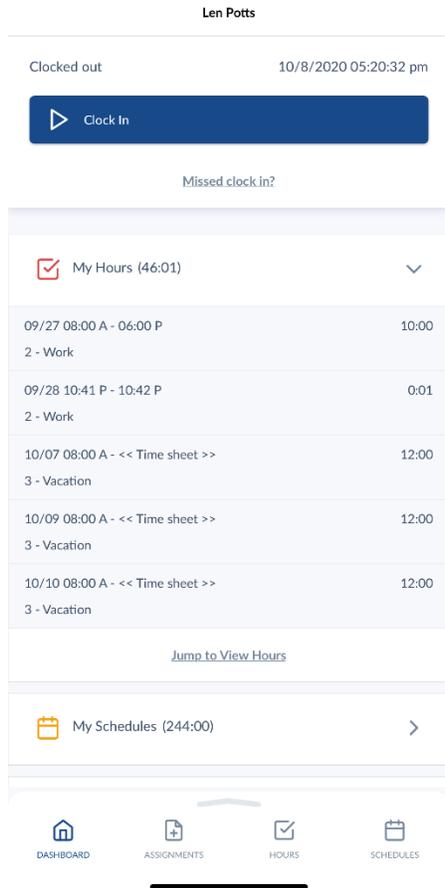
- To ensure the employee has permission to use the app, log into TCP Manager.
- Go to Employee > Employee Profiles > Access Tab > Clock Configuration Branch.
- Verify that TCP MobileClock is present, checked and a Clock Configuration is assigned.

## Enabling GPS requirements

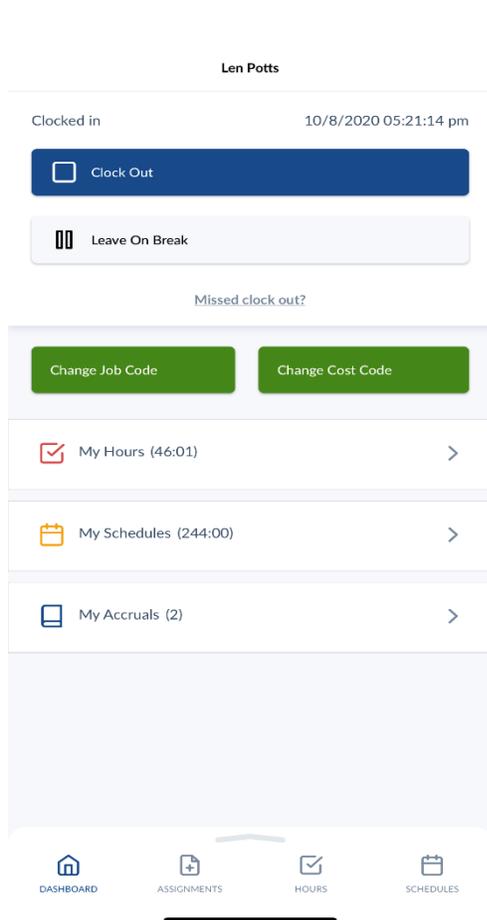
- To enable GPS requirements, log into TCP Manager.
- Go to Configuration > Other Configurations > Clock Configurations.
- Select the correct Clock Configuration.
- Go to the General tab > Access Restrictions.
- Check the option Prevent clock operation when no geolocation found (MobileClock only).
- Click Save.

## New Key Features

- **Dashboard Widgets:** The Dashboard Widgets feature is newly added functionality that allows the employee to view the same Hours, Schedules, and Accruals widgets as they can in WebClock. These widgets are configured the same way as they are for WebClock, using Dashboard Templates.



- **Missed Punches:** The Missed Punches workflow has been given a minor improvement. Instead of attempting to perform a clock operation, there is a “Missed In/Out” button right on the Dashboard.



- **CodePush:** This allows our development team to push updates directly to the app without the user having to go to the Apple or Google Play store and update it manually.