

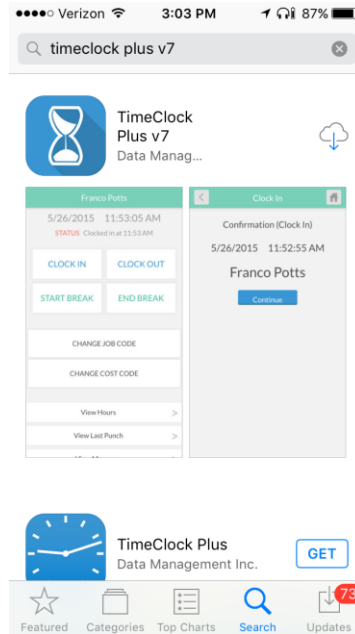


TimeClock Plus – Configuring and Using the Mobile App



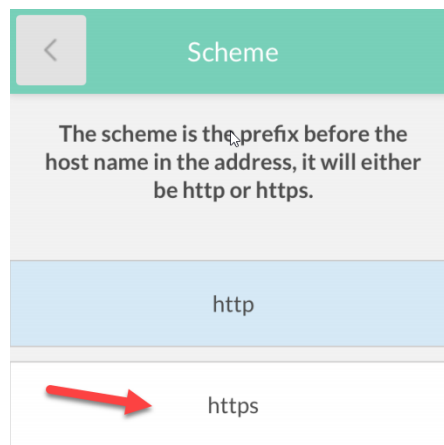
Downloading the App

- In the iOS or Android app store, search for “TimeClock Plus v7”
- Download the app for free



Configuring the App

- When the app is first open, the following settings must be set
- Scheme: choose “HTTPS”



- Host: enter "113870.tcplusondemand.com"
- Port: leave as "443"

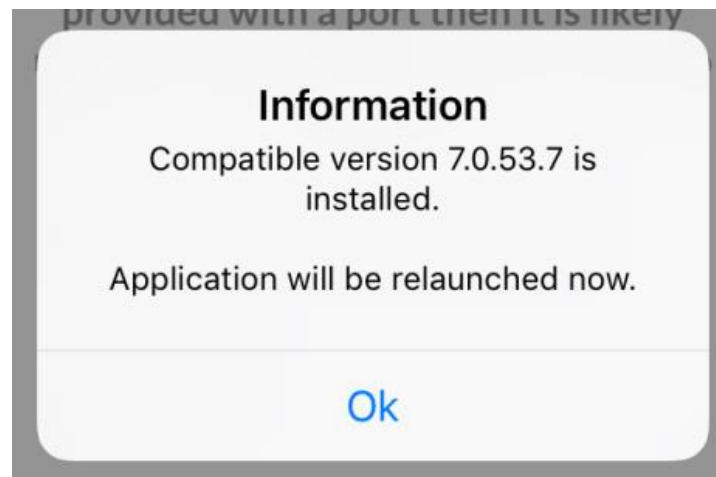
The host is the name of the server, or the network hosting the server, the port is the TCP port that the server is listening on, if you have not been provided with a port then it is likely using the default so there is no need to change it.

Host 113870.tcplusondemar

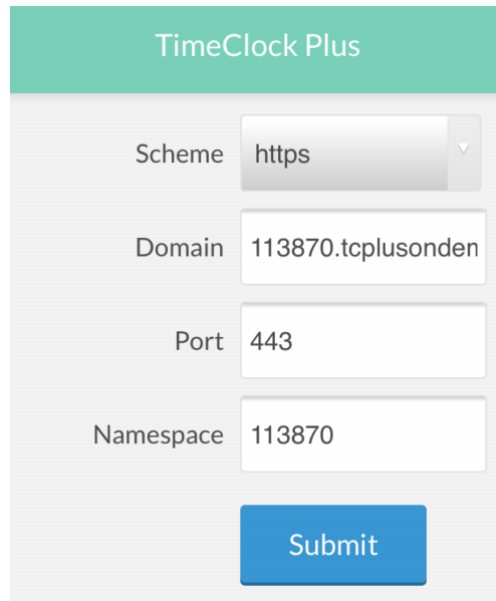
Port 443

Next

- The app will be relaunched

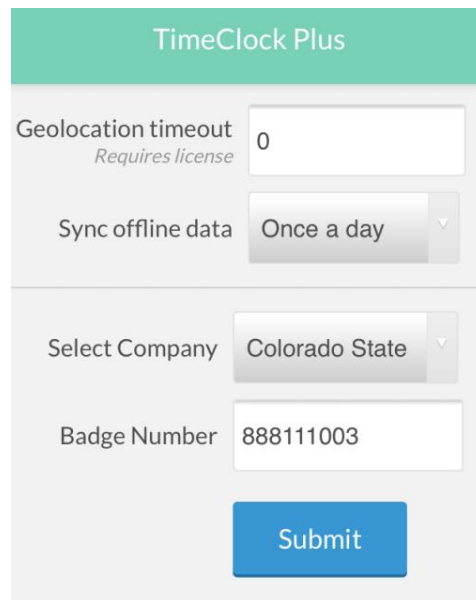


- After the app restarts, enter “113870” in the Namespace field



The screenshot shows the 'TimeClock Plus' configuration screen. It features a green header with the app name. Below the header, there are four input fields: 'Scheme' with a dropdown menu set to 'https', 'Domain' with the text '113870.tcplusonden', 'Port' with the text '443', and 'Namespace' with the text '113870'. A blue 'Submit' button is located at the bottom of the form.

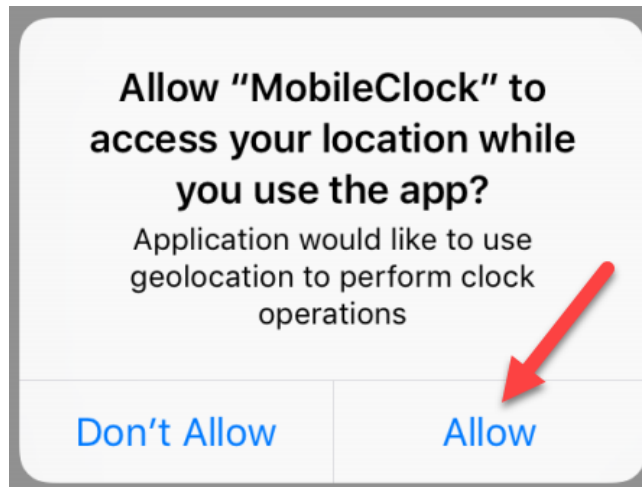
- Change the “Sync offline data” setting to “Once a day” (particularly important if you clock in and out when not connected to wireless internet or phone service)
- Enter your 9-digit CSU ID in the Badge Number field



The screenshot shows the 'TimeClock Plus' configuration screen. It features a green header with the app name. Below the header, there are four input fields: 'Geolocation timeout' with a text box containing '0' and a note '*Requires license*', 'Sync offline data' with a dropdown menu set to 'Once a day', 'Select Company' with a dropdown menu set to 'Colorado State', and 'Badge Number' with a text box containing '888111003'. A blue 'Submit' button is located at the bottom of the form.

- You will only have to enter the CSU ID number the first time the app is opened

- The first time you open the app, you will also be asked if you want the app to be able to access your location; answer “Yes” to allow the full functionality of the app
- Some departments may prohibit the app from functioning unless the device is on the worksite, so the app must be able to access the location



Using the App

- The app interface looks very similar to the web interface
- Scroll down to see all the options available, including viewing previous shifts, viewing accruals, and request sick or annual leave if eligible

