

2016



Web Training

Web Training

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MJOBTIME WEB TRAINING

The mJobTime web application allows users to enter and review job-related information including employee and equipment time, custom daily log events, production units, per diem, equipment readings and more. Users can track GPS coordinates, compare actual hours or units to budgets, and view documents attached to the job. All this information can be entered from the jobsite via Android phones and tablets, iPhones, iPads, and laptops.

Logging In

Launch your device's web browser and browse to the address of your mJobTime web server.

Foremen: Enter a valid mJobTime user ID and password and click Submit.

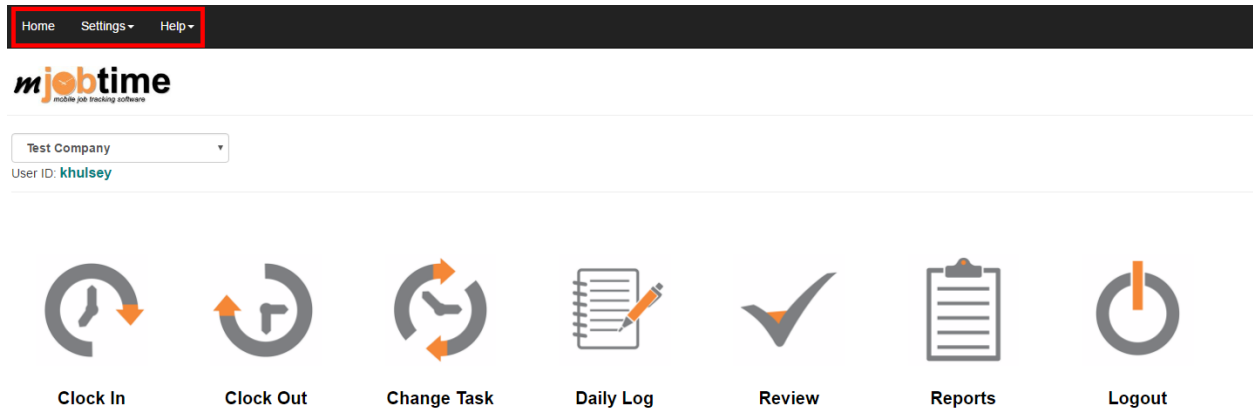
Employees: Choose the company, enter their mJobTime employee ID and personal pin number, and click Submit. With this login, the employee can view their own hours worked for the last week or two weeks.

Check the "Remember me next time" checkbox to save the login credentials.

The image displays two side-by-side login forms. The left form is titled 'Foreman Login' and the right form is titled 'Employee Login'. Both forms have a 'Remember me next time' checkbox and a 'Submit' button. The left form also has a 'Forgot Your Password?' link. The right form has a 'Company' dropdown menu.

Foreman Login	Employee Login
User ID: <input type="text" value="Enter User ID"/>	Company: <input type="text" value="MB Construction"/>
Password: <input type="password" value="Enter Password"/>	Employee ID: <input type="text" value="Enter Employee ID"/>
<input type="checkbox"/> Remember me next time	Pin Number: <input type="text" value="Enter Pin Number"/>
<input type="button" value="Submit"/>	<input type="checkbox"/> Remember me next time
Forgot Your Password?	<input type="button" value="Submit"/>

After logging in, foreman users will be presented with the main menu screen. This screen will vary depending upon which modules and options are configured for the particular foreman.



Menus

The menus at the top include:

- **Home** – Click on Home to go back to the above Home screen at any time.
- **Settings**
 - Sort Order – Choose whether to sort Employees, Jobs, Phases, etc. by ID or Description
 - Language – Choose from the available languages
 - Online Only – If you want to disable working offline, check the box next to the modules you want to disable this for.
 - View Location – View your location on a map if using GPS module
 - Clock Out Note – Choose if you would like to be able to include a note on all Clock Outs (real time entry)
 - Work Offline – By default, mJobTime will automatically switch to offline status if an Internet connection fails. This option allows you to manually choose to work offline.
Note: If this option is manually chosen, remember to change this setting when you have service again so your time cards will be sent to the server.
 - Store Timecards – Choose the amount of days you would like to store time cards on your device for viewing if you are not going to have service for an extended period of time.
Note: Clearing the cache on your device will remove time cards stored on the device. Make sure all time cards have been sent to the server first, in the event that you need to clear the cache on your device.
- **Help**
 - About – View your Web build number and browser details.
 - Online Support – Customer Support Portal
 - Send Log Data – Sends data regarding the device's browser and local storage objects to aid in troubleshooting.

There will also be a black bar at the bottom of the screen that displays your Online/Offline status on the left. This updates automatically as you lose and gain service, unless you manually choose Online Only or Work Offline options.



Real Time Entry

Clock In

Tap the  button.

The clock in process will vary depending on the options set up in the foreman record.

Individual License – If the foreman record is assigned to an individual employee, user will be directed to the Clock In screen (see page 5).

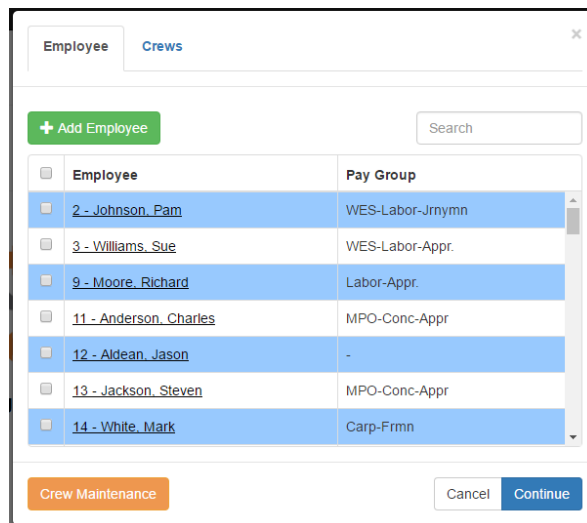
Barcode Only – If the foreman record is set for barcode scan only and the mobile device contains a built-in camera, the barcode scanner will be activated upon clicking the Clock In button.

PIN # Clock In – If the foreman record is set for PIN # clock in, a number pad will be displayed to allow PIN entry upon clicking the Clock In button.

Standard License – If the foreman has a Standard license with multiple employees assigned on their foreman record, the Employee Listing screen will be displayed.

A list of available (off clock) employees will be displayed.

- **Single Employee** - To clock in a single employee, tap the employee's name.
- **Multiple Employees** - To clock in multiple employees, tap the appropriate check boxes and then tap the Continue button.
- **All Employees** – To clock in all employees, tap the top check box beside the “Employee” header and then the Continue button.
- **Crew** – To clock in a crew that has already been created, tap the Crews tab and select the crew.



<input type="checkbox"/>	Employee	Pay Group
<input checked="" type="checkbox"/>	2 - Johnson, Pam	WES-Labor-Jrnyrn
<input type="checkbox"/>	3 - Williams, Sue	WES-Labor-Appr.
<input checked="" type="checkbox"/>	9 - Moore, Richard	Labor-Appr.
<input type="checkbox"/>	11 - Anderson, Charles	MPO-Conc-Appr
<input checked="" type="checkbox"/>	12 - Aldean, Jason	-
<input type="checkbox"/>	13 - Jackson, Steven	MPO-Conc-Appr
<input checked="" type="checkbox"/>	14 - White, Mark	Carp-Frmn

Once you have selected an employee or a group of employees, the Clock In screen will display. Default values will appear for job, phase cost code, etc., depending on the user's configuration. To change any value, tap anywhere on the value you wish to change and choose from the dropdown list. You can also type in any notes relevant to this clock in.

Note: Available fields and field names may vary with system configuration.

Home Settings Help

mjobtime
mobile job tracking software

Clock In

Employee: [2] Employees

Job: 222 - Big Redwood Tree Hotel

Cost Code: 030 - Drywall Labor

Pay Code: 1 - Regular

Notes:

Cancel Clock In

Online

Tap the Clock In button when all values are correct.

Note: If GPS is enabled, mJobTime will automatically capture the location of the device upon clock in.

Change Task

With the mJobTime web application, there is no need to clock employees out and back in when they move to a new job, cost code or task.

Tap the  button.

A list of available (on the clock) employees will be displayed.

- **Individual Employee** - To change task for an individual employee, tap the employee's name.
- **Multiple Employees** - To change task for multiple employees, tap the appropriate check boxes and then tap the Continue button.
- **Crew** – To change task for a crew that has already been created, tap the Crews tab and select the crew.

<input type="checkbox"/>	Employee	Pay Group
<input checked="" type="checkbox"/>	3 - Williams, Sue	WES-Labor-Appr.
<input type="checkbox"/>	9 - Moore, Richard	Labor-Appr.

Once you have selected an employee or a group of employees, the Clock In screen will display. Follow the Clock In instructions above to clock into the new task and clock out of the old task.

Clock Out

Tap the  button.

A list of available (on the clock) employees will be displayed.

- **Single Employee** - To clock out a single employee, tap the employee's name.
- **Multiple Employees** - To clock out multiple employees, tap the appropriate check boxes and then tap the Continue button.
- **Crew** – To enter time for a crew that has already been created, tap the Crews tab and select the crew.

<input type="checkbox"/>	Employee	Pay Group
<input checked="" type="checkbox"/>	3 - Williams, Sue	WES-Labor-Appr.
<input type="checkbox"/>	9 - Moore, Richard	Labor-Appr.

Manual Time Entry

Manual Time Entry is used to manually enter time instead of clocking in and out real time. The start and stop time can be entered or just hours worked, according to how the foreman record is configured.

Tap the  button.

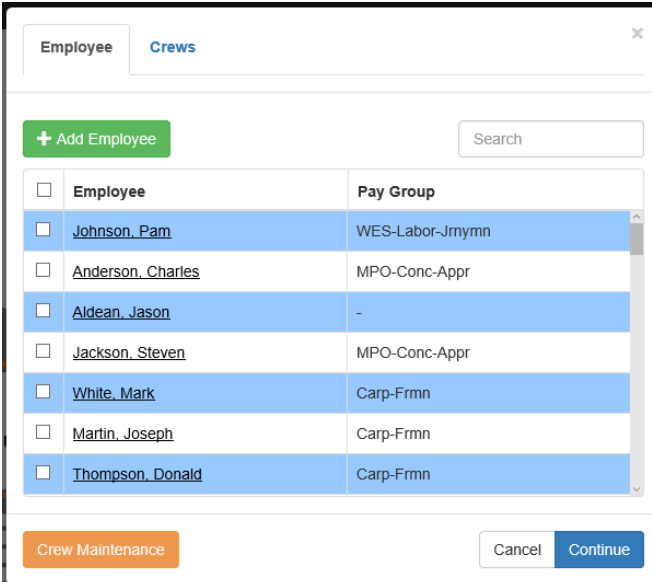
Individual License – If the foreman record is assigned to an individual employee, the user will be directed to the Enter Time screen.

PIN # Entry – If the foreman record is set for PIN entry, a number pad will be displayed to allow PIN entry upon clicking the Labor button.

Standard License – If the foreman has a Standard License and is assigned multiple employees, the Employee Listing screen will be displayed.

A list of available employees will be displayed.

- **Single Employee** - To enter time for a single employee, tap the employee's name.
- **Multiple Employees** - To enter time for multiple employees, tap the appropriate check boxes and then tap the Continue button.
- **All Employees** – To enter time for all employees, tap the check box next to the "Employee" header.
- **Crew** – To enter time for a crew that has already been created, tap the Crews tab and select the crew.




<input type="checkbox"/>	Employee	Pay Group
<input type="checkbox"/>	Johnson, Pam	WES-Labor-Jmymn
<input type="checkbox"/>	Anderson, Charles	MPO-Conc-Appr
<input type="checkbox"/>	Aldean, Jason	-
<input type="checkbox"/>	Jackson, Steven	MPO-Conc-Appr
<input type="checkbox"/>	White, Mark	Carp-Frmn
<input type="checkbox"/>	Martin, Joseph	Carp-Frmn
<input type="checkbox"/>	Thompson, Donald	Carp-Frmn


Once you have selected an employee or a group of employees, the Enter Time screen will display. Default values will appear for job, phase cost code, etc., depending on the user's configuration. To change any value, tap anywhere on the value to you wish to change and choose from the dropdown list. You can also type in any notes relevant to this entry.


Note: Available fields and field names may vary with system configuration.


Enter Time


Daily **Weekly**


Date:  9/14/2016

Employee:  [2] Employees

Job:  186 - Williams Post Office

Phase:  1 - Building #1

Cost Code:  040 - Flooring Labor

Pay Code:  1 - Regular

Cancel **Save** **More Options**

Tap the Save button when all values are correct **or** tap the More Options button and select Save & Distribute to distribute the time entered.

Crews

Crews can be created in the web application to enable a quicker method of entering time for a group of employees that commonly work together on the same task.

From the Clock In/Labor screen, select the Crew Maintenance button

Employee **Crews**

+ Add Employee

<input type="checkbox"/>	Employee	Pay Group
<input type="checkbox"/>	<u>Johnson, Pam</u>	WES-Labor-Jrmyrn
<input type="checkbox"/>	<u>Williams, Sue</u>	WES-Labor-Appr.
<input type="checkbox"/>	<u>Moore, Richard</u>	Labor-Appr.
<input type="checkbox"/>	<u>Anderson, Charles</u>	MPO-Conc-Appr
<input type="checkbox"/>	<u>Aldean, Jason</u>	-
<input type="checkbox"/>	<u>Jackson, Steven</u>	MPO-Conc-Appr
<input type="checkbox"/>	<u>White, Mark</u>	Carp-Frmn

Crew Maintenance **Cancel** **Continue**

MJOBTIME WEB TRAINING

Type in a Crew Name, select the employees to add to the crew and select the Add Crew button.

Add Crew **Edit Crew** **Delete Crew**

Crew Name: Concrete Crew

<input type="checkbox"/>	Employee	Pay Group
<input type="checkbox"/>	Smith, Robert	WES-Carp-90% Appr.
<input checked="" type="checkbox"/>	Johnson, Pam	WES-Labor-Jrmyrn
<input checked="" type="checkbox"/>	Williams, Sue	WES-Labor-Appr.
<input type="checkbox"/>	Jones, Dave	MPO-Carp-80% Appr.
<input checked="" type="checkbox"/>	Brown, Michael	WES-Carp-Jrmyrn
<input type="checkbox"/>	Davis, John	MPO-Carp-Emp

To enter crew time, tap the Crew tab when you get to the employee list. Then tap the crew name to get to the Clock In/Enter Time screen.


Employee **Crews**

Crew ID	Member Count
Concrete Crew	3
Day Crew	3
Drywall Crew	3
Electrical Crew	4
Flooring Crew	6
Monday Crew	3
Weekend Crew	4
Welding Crew	3

Crews can also be edited or deleted by going to the Crew Maintenance button at the bottom of the list.

Review Time

mJobTime users can review and edit time records by job or employee for a range of work dates.

Tap the  button from the Home screen

A list of time records for all jobs and the current date will be displayed.

- Review a different job or date by tapping on the job field or date field(s) and choosing a new value.
- Use the Range button to quickly review time periods.
- To review records by employee instead of job, tap the By Job drop down at the top.
- Sort any column by tapping on the column header.
- To view details of a record or to edit the record, tap on the underlined field.

Note: If Approvals are enabled, the More Options button will be displayed. Approved records will be displayed in green. All other records are available for approval.



By Job

Job:

Q

All Jobs

Dates range:

9/14/2016

to

9/14/2016

Range

Labor

Search

	Employee	EnteredBy	Job	Phase	Cost Code	Pay Code	Hours	Approved	ID
<input type="checkbox"/>	<u>Adams, Ryan</u>	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	8.00	False	16061708432610368.0
<input type="checkbox"/>	<u>Hill, Austin</u>	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	8.00	Q	16061708432610353.0
<input type="checkbox"/>	<u>Scott, Andrew</u>	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	8.00	False	16061708432610358.0
<input type="checkbox"/>	<u>Green, Zachary</u>	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	8.00	False	16061708432610363.0

Total Hours: 32.00

Back to Home

More Options

Online


Edit & Distribute Time

mJobTime allows users to edit and distribute their time records in the field if the following is true:

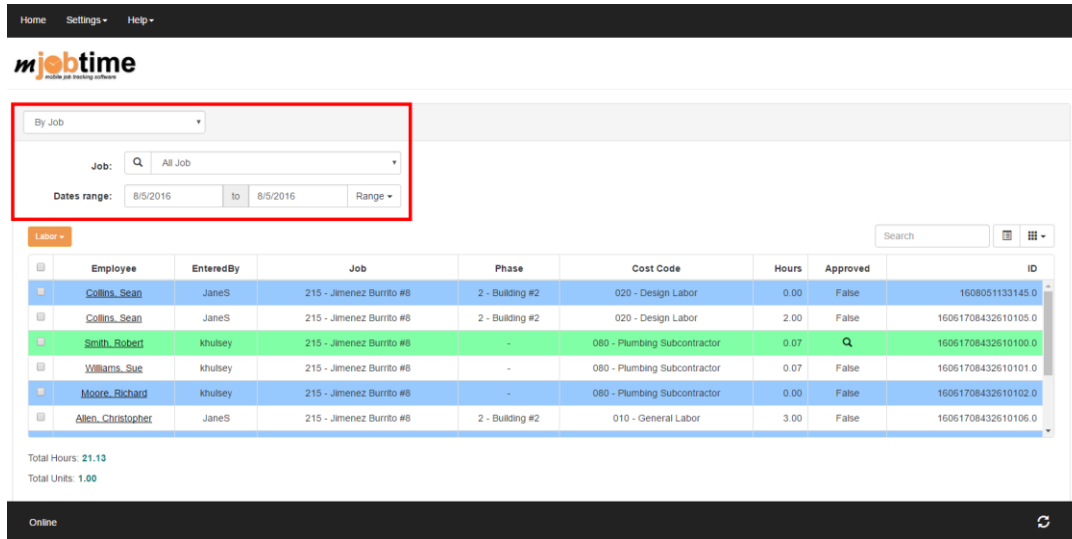
- Time Editing is enabled on the foreman record
- The record has not already been approved
- The record is not currently on the clock

MJOBTIME WEB TRAINING

Edit Records

Tap on the  button from the Home screen.

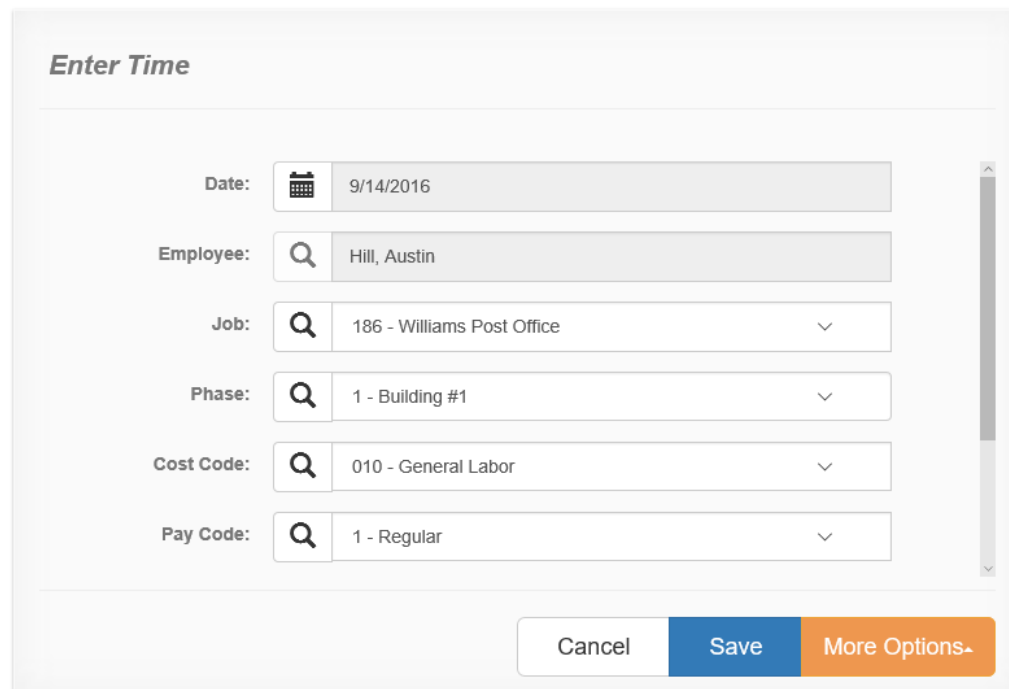
Use the filters at the top to find the record(s) you want to edit.



The screenshot shows the mjobtime web application interface. At the top, there are navigation links: Home, Settings, and Help. Below the mjobtime logo, there is a filter section highlighted with a red box. This section includes a 'By Job' dropdown, a 'Job' search field with a magnifying glass icon and a dropdown arrow, and a 'Dates range' section with two date pickers (8/5/2016 and 8/5/2016) and a 'Range' dropdown. Below the filter section is a table with columns: Employee, EnteredBy, Job, Phase, Cost Code, Hours, Approved, and ID. The table contains several rows of data. The first row is highlighted in blue. The second row is highlighted in green. The third row is highlighted in green. The fourth row is highlighted in blue. The fifth row is highlighted in blue. The sixth row is highlighted in blue. Below the table, there are summary statistics: Total Hours: 21.13 and Total Units: 1.00. At the bottom, there is a footer with the text 'Online' and a refresh icon.

Employee	EnteredBy	Job	Phase	Cost Code	Hours	Approved	ID
<u>Collins, Sean</u>	JaneS	215 - Jimenez Burrito #8	2 - Building #2	020 - Design Labor	0.00	False	1608051133145.0
<u>Collins, Sean</u>	JaneS	215 - Jimenez Burrito #8	2 - Building #2	020 - Design Labor	2.00	False	16061708432610105.0
<u>Smith, Robert</u>	khulsey	215 - Jimenez Burrito #8	-	080 - Plumbing Subcontractor	0.07	Q	16061708432610100.0
<u>Williams, Sue</u>	khulsey	215 - Jimenez Burrito #8	-	080 - Plumbing Subcontractor	0.07	False	16061708432610101.0
<u>Moore, Richard</u>	khulsey	215 - Jimenez Burrito #8	-	080 - Plumbing Subcontractor	0.00	False	16061708432610102.0
<u>Allen, Christopher</u>	JaneS	215 - Jimenez Burrito #8	2 - Building #2	010 - General Labor	3.00	False	16061708432610106.0

Tap on the underlined field to open a single record. Then change any fields that are incorrect and select Save.



The screenshot shows the 'Enter Time' form in the mjobtime web application. The form has a title 'Enter Time' and a search bar. Below the search bar, there are several input fields with labels and search icons: Date (9/14/2016), Employee (Hill, Austin), Job (186 - Williams Post Office), Phase (1 - Building #1), Cost Code (010 - General Labor), and Pay Code (1 - Regular). Each field has a dropdown arrow. At the bottom of the form, there are three buttons: Cancel, Save, and More Options.

Enter Time

Date: 9/14/2016

Employee: Hill, Austin

Job: 186 - Williams Post Office

Phase: 1 - Building #1

Cost Code: 010 - General Labor

Pay Code: 1 - Regular

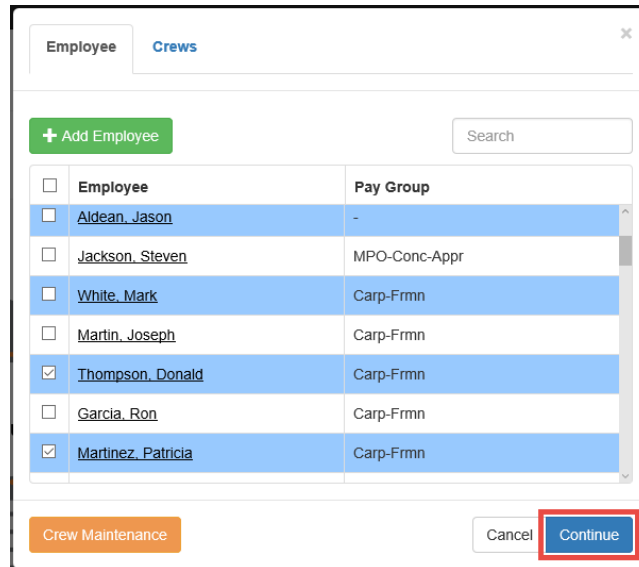
Cancel Save More Options

Distribute Hours On Entry (Manual Time users)

Manual time entry users can distribute time on entry to multiple jobs, phases, cost codes, etc.

Tap on the  button

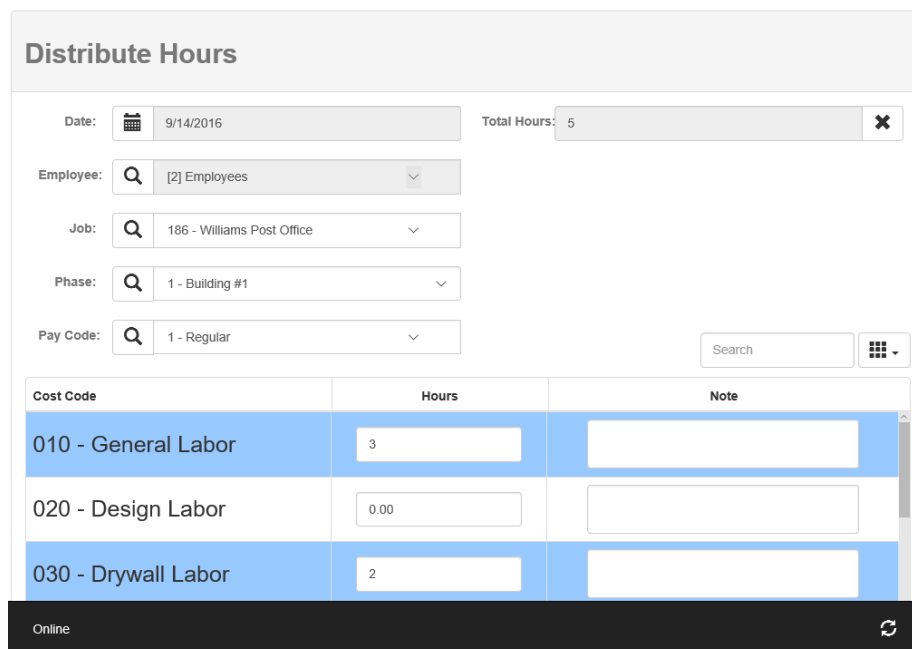
Select the employee(s) you want to distribute time for and tap the Continue button.



The screenshot shows a mobile application interface for selecting employees. At the top, there are tabs for 'Employee' and 'Crews'. Below the tabs is a green '+ Add Employee' button and a search bar. A list of employees is displayed with checkboxes and their respective pay groups. The 'Continue' button at the bottom right is highlighted with a red box.

Employee	Pay Group
<input type="checkbox"/> Aldean, Jason	-
<input type="checkbox"/> Jackson, Steven	MPO-Conc-Appr
<input type="checkbox"/> White, Mark	Carp-Frmn
<input type="checkbox"/> Martin, Joseph	Carp-Frmn
<input checked="" type="checkbox"/> Thompson, Donald	Carp-Frmn
<input type="checkbox"/> Garcia, Ron	Carp-Frmn
<input checked="" type="checkbox"/> Martinez, Patricia	Carp-Frmn

The Distribute Hours screen will display and will include all available cost codes for the selected job.




The screenshot shows the 'Distribute Hours' screen. It includes a form with the following fields: Date (9/14/2016), Total Hours (5), Employee ([2] Employees), Job (186 - Williams Post Office), Phase (1 - Building #1), and Pay Code (1 - Regular). Below the form is a table with three columns: Cost Code, Hours, and Note. The table contains three rows of data.


Cost Code	Hours	Note
010 - General Labor	3	
020 - Design Labor	0.00	
030 - Drywall Labor	2	



MJOBTIME WEB TRAINING



Users can enter hours for multiple cost codes, jobs, phases and pay codes. In the following screenshot we have distributed 5 hours to two cost codes.



Distribute Hours



Date:  9/14/2016


Total Hours: 5 

Employee:  [2] Employees 


Job:  186 - Williams Post Office 

Phase:  1 - Building #1 

Pay Code:  1 - Regular 


Search 


Cost Code	Hours	Note
010 - General Labor	3	
020 - Design Labor	0.00	
030 - Drywall Labor	2	



Online 



The same employee(s) worked on a different job and cost code that day, so we select that job and enter hours for the other cost code. Notice that the total hours now shows 8.



Distribute Hours



Date:  9/14/2016


Total Hours: 8 

Employee:  [2] Employees 


Job:  201 - Trappen Motel 

Phase:  1 - Building #1 

Pay Code:  1 - Regular 

Search 


Cost Code	Hours	Note
030 - Drywall Labor	0.00	
040 - Flooring Labor	3	


Online 



MJOBTIME WEB TRAINING



Use the Search box to search for specific cost codes if you have a long list.



Distribute Hours



Date:  9/14/2016


Total Hours: 8 

Employee:  [2] Employees 


Job:  201 - Trappen Motel 

Phase:  

Pay Code:  1 - Regular 


050 


Cost Code	Hours	Note
050 - Painting Labor	0.00	



Online 



Use the menu button beside the search box to add or remove a pay code or notes distribution column.



Distribute Hours



Date:  9/14/2016


Total Hours: 8 

Employee:  [2] Employees 

Job:  201 - Trappen Motel 

Phase:  


Pay Code:  1 - Regular 

050 

Cost Code	Hours	Note
050 - Painting Labor	0.00	

☐ Pay Code

☒ Note

Online 

MJOBTIME WEB TRAINING

Tap Save at the bottom after changing job or phase and entering cost code hours.

Job:

Phase:

Pay Code:

Cost Code	Hours	Note
030 - Drywall Labor	<input type="text" value="0.00"/>	<input type="text"/>
040 - Flooring Labor	<input type="text" value="3"/>	<input type="text"/>
<div>Showing 1 to 2 of 2 rows</div>		

Online

This creates a timecard for each cost code that you have distributed to.

Distribute Hours After Entry (Manual Time & Real Time users)

Unapproved records can be distributed, after they were created, from the Review screen.

Tap the button.

Use the filters at the top to find the record you want to distribute.

MJOBTIME WEB TRAINING

By Job

Job:

Q

All Jobs

▼

Dates range:

9/14/2016

to

9/14/2016

Range ▼

Labor ▼

Search

📅

🔍

<input type="checkbox"/>	Employee	EnteredBy	Job	Phase	Cost Code	Pay Code	Hours	Approved	ID
<input type="checkbox"/>	Anderson, Charles	khulsey	215 - Jimenez Burrito #8	-	115 - Insulation Materials	1 - Regular	0.00	False	16061708432610373.0
<input type="checkbox"/>	Adams, Ryan	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	8.00	False	16061708432610368.0
<input type="checkbox"/>	Hill, Austin	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	8.00	False	16061708432610353.0
<input type="checkbox"/>				1 -					

Total Hours: **59.00**

Back to Home

More Options▶

Online

🔄

Tap on the record you want to distribute time for. This will open the record on the Review screen where you will tap on the More Options button and select Distribute.



Enter Time

Date:

📅

9/14/2016

Employee:

Q

Adams, Ryan

Job:

Q

186 - Williams Post Office

▼

Phase:

Q

1 - Building #1

▼

Cost Code:

Q

010 - General Labor

▼

Pay Code:

Q

1 - Regular

Approve

Distribute

Cancel

Save

More Options▶


Online

🔄


MJOBTIME WEB TRAINING


Enter the hours for each cost code worked and change job or phase, if necessary. Hours distributed from the original amount of hours will total in the Distributed Hours field at the top as they are entered. You cannot distribute for more hours than the original amount display in the Hours field.


Distribute Hours


Date:  09/14/2016

Distributed Hours 3 of 8.00000


Employee:  Adams, Ryan

Job:  186 - Williams Post Office


Phase:  1 - Building #1

Pay Code:  1 - Regular

Search




Cost Code	Hours	Note
010 - General Labor	<input type="text" value="0.00"/>	<input type="text"/>
020 - Design Labor	<input type="text" value="0.00"/>	<input type="text"/>
030 - Drywall Labor	<input type="text" value="3"/>	<input type="text"/>


Online 


Use the Search box to search for specific cost codes if you have a long list.


Distribute Hours


Date:  09/14/2016


Distributed Hours 3 of 8.00000

Employee:  Adams, Ryan


Job:  186 - Williams Post Office

Phase:  1 - Building #1

Pay Code:  1 - Regular



Cost Code	Hours	Note
050 - Painting Labor	<input type="text" value="0.00"/>	<input type="text"/>

Online 

MJOBTIME WEB TRAINING

Use the menu button beside the search box to add or remove a pay code or notes distribution column.

Distribute Hours


Date: Distributed Hours of

Employee:


Job:

Phase:

Pay Code:

Search 

Cost Code	Hours	Note
010 - General Labor	<input type="text" value="0.00"/>	<input type="text"/>
020 - Design Labor	<input type="text" value="0.00"/>	<input type="text"/>
030 - Drywall Labor	<input type="text" value="3"/>	<input type="text"/>

Online 


☐ Pay Code
☒ Note

Tap Save at the bottom after changing job or phase and entering cost code hours. Any hours that you do not distribute will remain on the original job, phase, cost code, etc.

Job:

Phase:

Pay Code:


Search 

Cost Code	Hours	Note
010 - General Labor	<input type="text" value="0.00"/>	<input type="text"/>
020 - Design Labor	<input type="text" value="0.00"/>	<input type="text"/>
030 - Drywall Labor	<input type="text" value="3"/>	<input type="text"/>
040 - Flooring Labor	<input type="text" value="0.00"/>	<input type="text"/>

Showing 1 to 10 of 21 rows records per page

<< < 1 2 3 > >>

Back **Save**

Online 

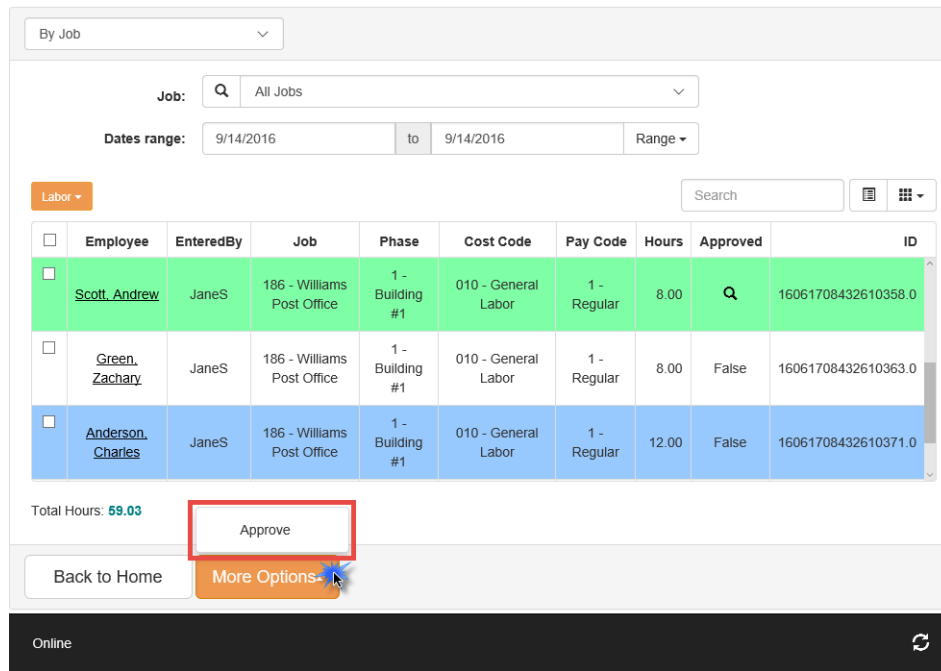
Approving Time

mJobTime offers foremen and employees multiple options to approve their time records in the field:

- One click approval (foreman)
- PIN # approval (employee)
- Signature approval (employee)

The Approve button is available (More Options>Approve) when reviewing and editing records. Users can approve single records or groups of records from the Review screen. Approved records will also be displayed in green. All other records are available for approval.

Note: Once a record has been approved, it can only be edited by a user with a higher approval level.



By Job

Job:

Dates range: 9/14/2016 to 9/14/2016 Range

Labor

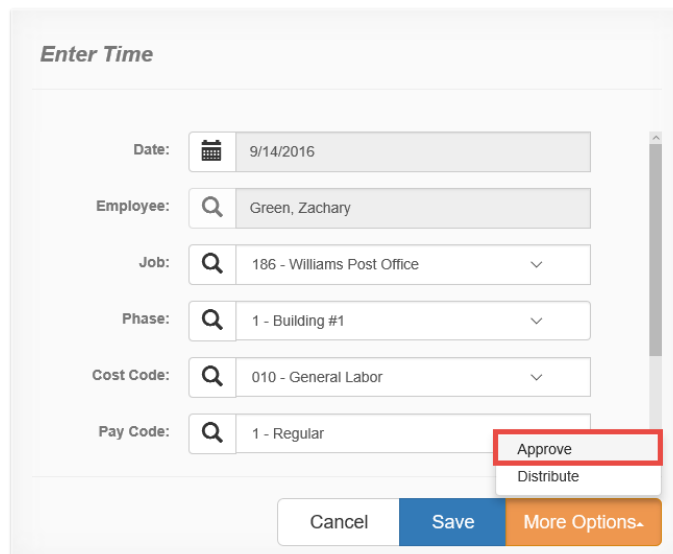
<input type="checkbox"/>	Employee	EnteredBy	Job	Phase	Cost Code	Pay Code	Hours	Approved	ID
<input checked="" type="checkbox"/>	Scott, Andrew	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	8.00		16061708432610358.0
<input type="checkbox"/>	Green, Zachary	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	8.00	False	16061708432610363.0
<input type="checkbox"/>	Anderson, Charles	JaneS	186 - Williams Post Office	1 - Building #1	010 - General Labor	1 - Regular	12.00	False	16061708432610371.0

Total Hours: 59.03

Approve

Back to Home More Options

Online



Enter Time

Date:

Employee:

Job:

Phase:

Cost Code:

Pay Code:

Approve

Distribute

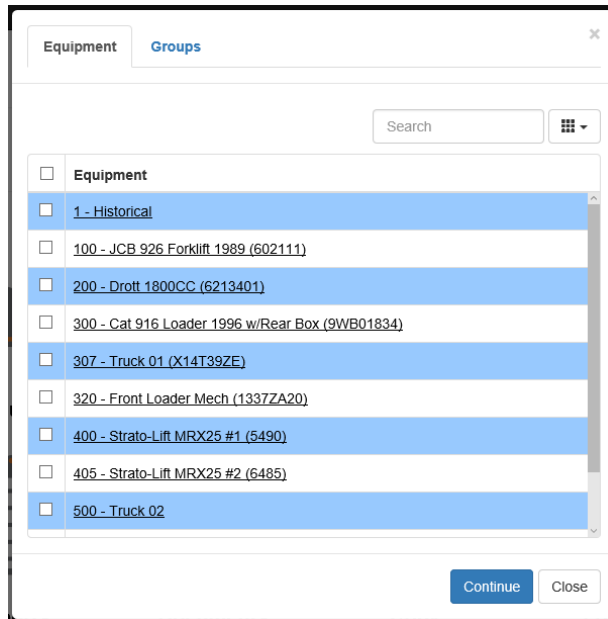
Cancel Save More Options

Equipment Time

Equipment Time allows users to record daily Equipment Time by Job and cost item (i.e. Cost Code, Phase, Task, etc.).

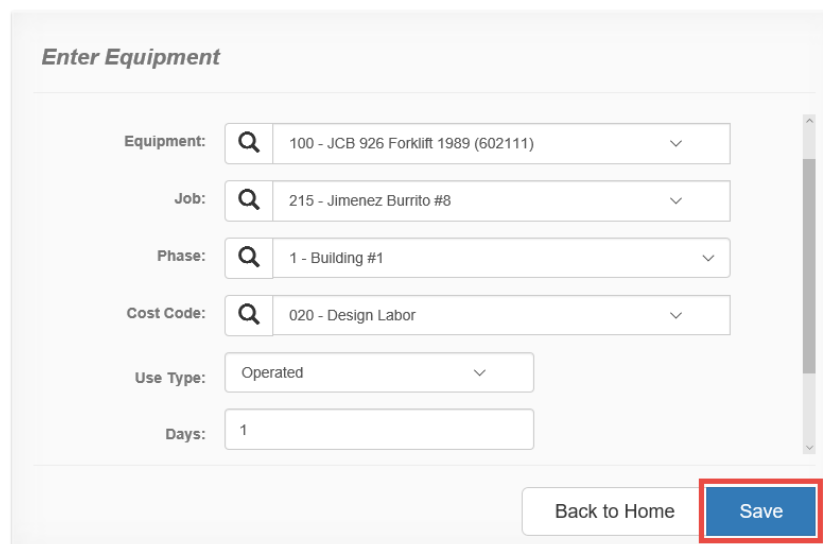
Tap the  button.

Select the piece of equipment from the list by tapping on it or using the check boxes to select multiple pieces of equipment and then selecting the Continue button.




Enter the job, cost code, etc. Then select the Save button when done.

Note: The magnifying glass to the left of each drop down can be used to search for equipment, jobs and cost codes.

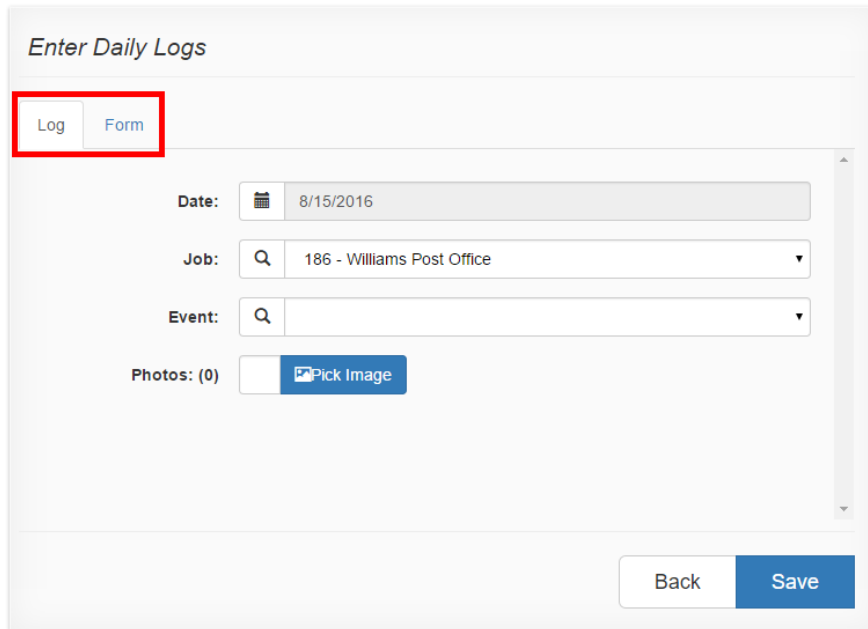


Daily Logs

Daily logs are used to keep track of data, other than time, such as weather conditions, accidents, per diem, etc.


To access the Daily Log screen, select the  button.


If Daily Logs and Daily Forms are enabled, you will see a tab for each.





Enter Daily Logs

Log Form

Date:  8/15/2016

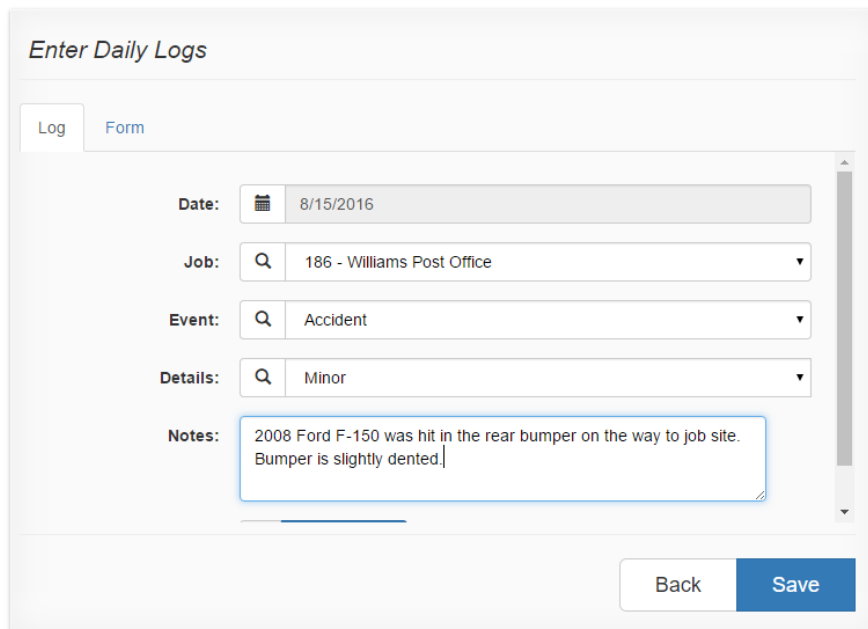
Job:  186 - Williams Post Office

Event: 

Photos: (0)  Pick Image


Back Save


To enter a single daily log, select the date, job and event. Once the event is selected, more fields will be enabled based on how that event is configured in the desktop version of mJobTime.





Enter Daily Logs

Log Form

Date:  8/15/2016

Job:  186 - Williams Post Office

Event:  Accident

Details:  Minor

Notes: 2008 Ford F-150 was hit in the rear bumper on the way to job site. Bumper is slightly dented.

Back Save

If entering a Daily Form, select the form, date and job. Then the daily log events that are assigned to that form will be enabled. To start filling out an event under that form, select the + button next to it.

Enter Daily Logs

Log Form

Form:

Date:

Job:


Daily Logs +

Deliveries +

Back Save

Daily Quantity

Daily Quantities is used to keep track of the amount of items used, such as materials. The Daily Quantities screen is based off of daily log events with the Daily Quantities group assigned.

To access the Daily Quantity screen, select the  button.

Select the date, job and event. The details assigned to the event will then populate and you can enter the quantity of each used.

Enter Daily Quantities

Date:

Job:

Event:

Search


Details	Quantity
Breakers 20amp	<input type="text" value="2"/>
Breakers 30amp	<input type="text" value="0.00"/>
Breakers 40amp	<input type="text" value="4"/>
Covers	<input type="text" value="8"/>
Fittings	<input type="text" value="0.00"/>

Save Back

Per Diem


Per Diem is used to enter things such as meals, overnight stays, etc. The Per Diem screen is based off of daily log events with the Per Diem group assigned.


Note: If entering per diem through this screen, it will only display employees that already have time entered for that day.


To access the Per Diem screen, select the  button from the Home screen.



Select the date, job and event. Then enter the amount per employee and any relevant notes. The amount can be entered as a unit (ex: 1 day of per diem) or an actual amount (ex: \$100.25 per diem).

Enter Per Diem

Date:  8/15/2016

Job:  186 - Williams Post Office

Event:  Reimbursements

Search  


Employee	Amount	Notes
Anderson, Charles	<input type="text" value="0.00"/>	<input type="text"/>
Johnson, Pam	<input type="text" value="100.25"/>	<input type="text"/>
Jones, Dave	<input type="text" value="0.00"/>	<input type="text"/>
Wilson, William	<input type="text" value="75.46"/>	<input type="text"/>

Save Back

Production

The Production screen is used to enter production numbers such as the number of windows or doors installed by a particular foreman/crew that day. The Production screen is based off of daily log events with the Production Units group assigned.

Note: This screen is based on cost codes and will only allow you to make entries for cost codes that already have time entered against them for that day.

To access the Production screen, select the  button from the Home screen.

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Select the date, job and event. Then enter your quantity per cost code and Save.

Enter Production Quantities

Date:

Job:


Event:

Cost Code	Quantity
142 - Wood Doors	<input type="text" value="4"/>
152 - Skylights	<input type="text" value="2"/>

Readings

Equipment Readings is used to keep track of data such as mileage, manometer readings, etc. The Readings screen is based off of daily log events with the Equipment Readings group assigned.

Note: The Equipment Readings screen will only display equipment that you have already entered time against that day.

To access the Readings screen, select the  button from the Home screen.

Select the date, job and event. Then enter the readings for each piece of equipment.

Readings

Date:

Job:

Event:

Equipment	Readings
200 - Drott 1800CC	<input type="text" value="0.00"/>
307 - Truck 01	<input type="text" value="75482"/>
400 - Strato-Lift MRX25 #1	<input type="text" value="0.00"/>
500 - Truck 02	<input type="text" value="53447"/>

Budget

The Budget screen is used to view hours or units that have been entered and approved and how many remain against the budget.

To access the Budget screen, select the  button from the Home screen.

Select the job, hours/units and budget type to view the information.

Budgets

Budget

Hours/Units:

Hours Units

Budget Type:


Labor Equip Production

Description	Budget	Actual	Remaining	Approved
1 - Building #1/010 - General Labor	600	164.05	435.95	11.2
1 - Building #1/020 - Design Labor	450	172.78667	277.21333	65.27
1 - Building #1/030 - Drywall Labor	300	120.41667	179.58333	48.36667

Reports

Web users have the option of viewing the time that they have input and/or have access to in a report format. There are three reports available:

- Employee Time by Job (any date range)
- Time Sheet by Employee (weekly report)
- Time Sheet By Job (weekly report)

To access reports, select the  button.

Select the report you want to generate and then use the filters at the top to choose the job/employee and date(s). Select Preview to view the report.

Note: The Annotate button will be displayed if the user record tied to the foreman has the Documents Manager module enabled.

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Reports

Job:

Period Length:

Date Range: to

	Report Name	Options
<input checked="" type="radio"/>	Employee Time by Job	
<input type="radio"/>	Time Sheet (by Employee)	...
<input type="radio"/>	Time Sheet (by Job)	

Online

Example Reports:

Employee Time by Job

Date Range: 7/31/2016 - 08/06/2016; All Jobs

Print Date: 8/9/2016 Page 1

Job: 186 - Williams Post Office

Date	Employee	Cost Code	Entered By	Pay Code	Phase	Break	Hours
8/5/2016	Allen, Christopher	010 - General Labor	JaneS	Regular	1 - Building #1	0.00	3.00
8/1/2016	Smith, Robert	030 - Drywall Labor	khulsey	Premium	1 - Building #1	0.00	5.00
Hours Distribution: [Regular = 3.00][Premium = 5.00]						0.00	8.00

Job: 207 - Wood Elementary School

Date	Employee	Cost Code	Entered By	Pay Code	Phase	Break	Hours
8/1/2016	Anderson, Charles	030 - Drywall Labor	JaneS	Regular	1 - Building #1	0.00	8.00
8/5/2016	Collins, Sean	055 - Cabinet Labor	JaneS	Regular	1 - Building #1	0.00	8.00
8/5/2016	Collins, Sean	020 - Design Labor	JaneS	Regular	1 - Building #1	0.00	3.00
8/1/2016	Johnson, Pam	030 - Drywall Labor	JaneS	Regular	1 - Building #1	0.00	8.00
8/1/2016	Thompson, Donald	030 - Drywall Labor	JaneS	Regular	1 - Building #1	0.00	8.00
8/1/2016	Williams, Sue	030 - Drywall Labor	JaneS	Regular	1 - Building #1	0.00	8.00
Hours Distribution: [Regular = 43.00]						0.00	43.00

Employee Time Report: Collins, Sean Test Company

Print Date: 8/9/2016

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Period Total Hours: 7/31/2016 - 08/06/2016	28.50
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Hours Distribution

[Regular: 13.00] [Premium: 15.50]

For Week Ending 8/6/2016

		7/31	8/1	8/2	8/3	8/4	8/5	8/6	
Job	Pay Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hrs
207 - Wood Elementary School	Regular	0.00	0.00	0.00	0.00	0.00	11.00	0.00	11.00
215 - Jimenez Burrito #8	Premium	0.00	9.50	6.00	0.00	0.00	0.00	0.00	15.50
215 - Jimenez Burrito #8	Regular	0.00	0.00	0.00	0.00	0.00	2.00	0.00	2.00
		0.00	9.50	6.00	0.00	0.00	13.00	0.00	28.50

Hours Distribution

[Regular: 13.00] [Premium: 15.50]

Labor Notes

Date	Job	Notes
8/5/2016	215 - Jimenez Burrito #8	Left early due to rain.

Time Sheet by Job

Date Range: 7/31/2016 - 08/06/2016

Print Date: 8/9/2016

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Job: 186 - Williams Post Office


		7/31	8/1	8/2	8/3	8/4	8/5	8/6	
Employee	Craft Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hrs
Allen, Christopher	0	0.00	0.00	0.00	0.00	0.00	3.00	0.00	3.00
Smith, Robert	WES-Carp-90% Appr.	0.00	5.00	0.00	0.00	0.00	0.00	0.00	5.00
		0.00	5.00	0.00	0.00	0.00	3.00	0.00	8.00

Job: 207 - Wood Elementary School

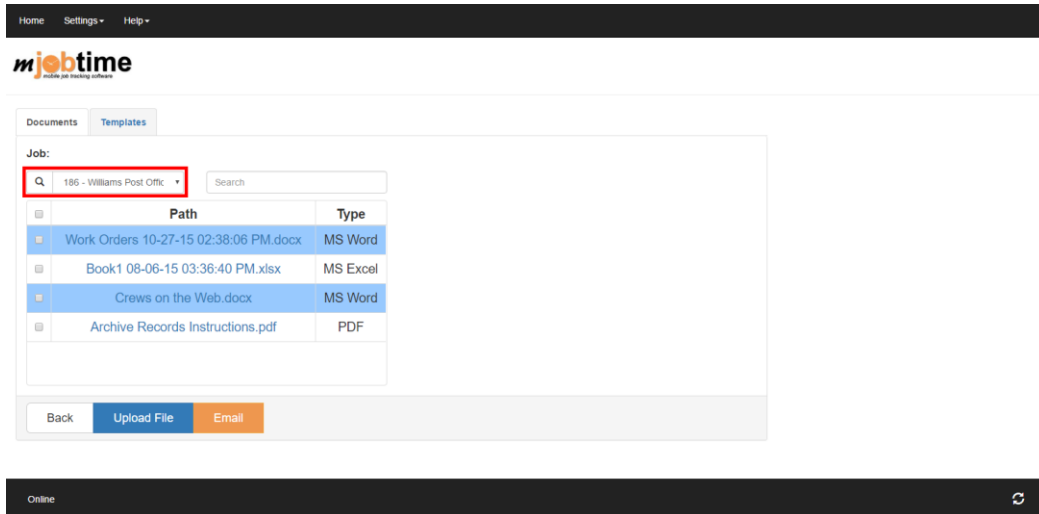
		7/31	8/1	8/2	8/3	8/4	8/5	8/6	
Employee	Craft Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total Hrs
Anderson, Charles	0	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Collins, Sean	0	0.00	0.00	0.00	0.00	0.00	11.00	0.00	11.00
Johnson, Pam	77	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Thompson, Donald	0	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
Williams, Sue	WES-Labor-Appr.	0.00	8.00	0.00	0.00	0.00	0.00	0.00	8.00
		0.00	32.00	0.00	0.00	0.00	11.00	0.00	43.00

Documents

The Documents module is used to upload documents to a specific job that can be viewed again on the web or desktop version of mJobTime.

Tap the  button from the Home screen.

Select the job you want to view or add documents to.

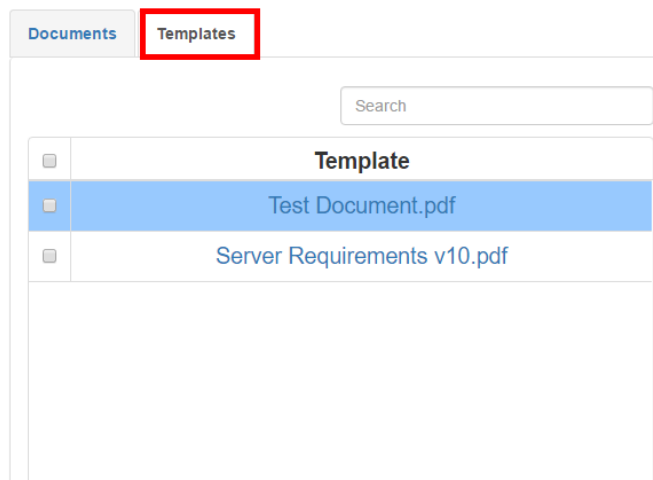


Tap on the document you want to view **or** tap or the Upload File button to add a document to that job.

To email a document, check the box next to it and tap the Email button.

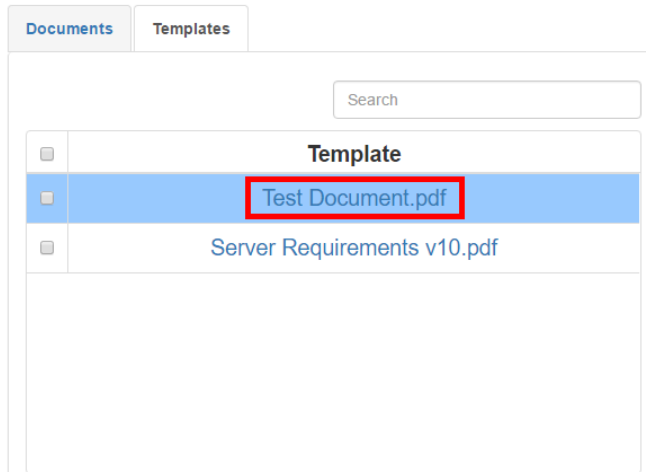
Documents Manager

If the foreman has the Documents Manager module enabled on their user license, there will be a Templates tab on the Documents screen. This allows you to annotate documents and reports.



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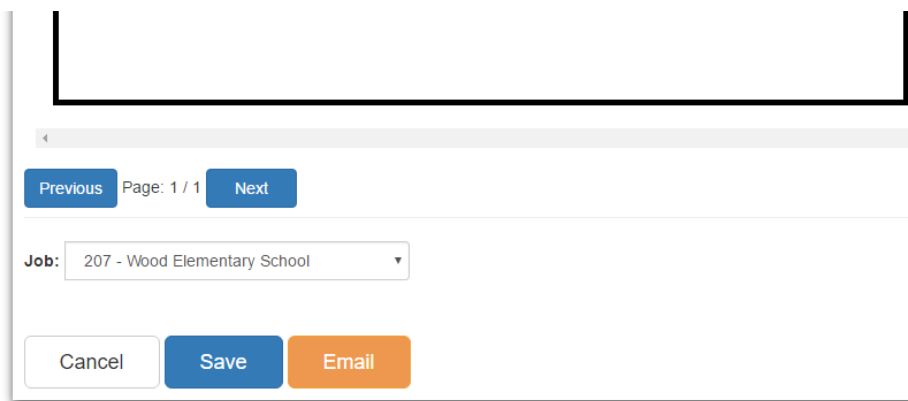
From the Documents screen, select the Templates tab and then select the document you want to annotate.



Select your color and pen size. Then annotate your document.



After you've annotated your document, choose the job you want to save it to and click the Save button.



If you'd like to view the document you just saved to the job, go back to the Documents tab and select the job.

Help

For further documentation, go to <https://mjobtime.helpdocsonline.com>. The On-Line Help Manual is constantly being updated. If you do not see the information you need posted, please contact Technical Support.

Note: You will need a Zendesk account to log in and see the manual. To request login credentials for Zendesk, send an email to Technical Support at the address below with the subject line "Support Login Request".

To report any other issues or concerns, please contact Technical Support at:

support@mjobtime.zendesk.com

or

800-387-1109

Technical Support is available Monday through Friday 8:00am – 5:00pm **Central Time**.