2016

# Web Training

# Web Training

## Table of Contents

**Logging In** ..... **2**
**Menus** ..... **3**
**Real Time Entry** ..... **4**
Clocking In ..... 4
Changing Task ..... 5
Clocking Out ..... 6
**Manual Time Entry** ..... **7**
**Crews** ..... **8**
**Review Time** ..... **10**
**Editing & Distributing Time** ..... **10**
Edit Records ..... 11
Distribute Hours On Entry (Manual Time) ..... 12
Distribute Hours After Entry (Manual & Real Time) ..... 15
**Approving Time** ..... **19**
**Equipment Time** ..... **20**
**Daily Logs** ..... **21**
Daily Quantity ..... 22
Per Diem ..... 23
Production ..... 23
Readings ..... 24
**Budget** ..... **25**
**Reports** ..... **25**
**Documents** ..... **28**
Documents Manager ..... 28
**Help** ..... **30**

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.

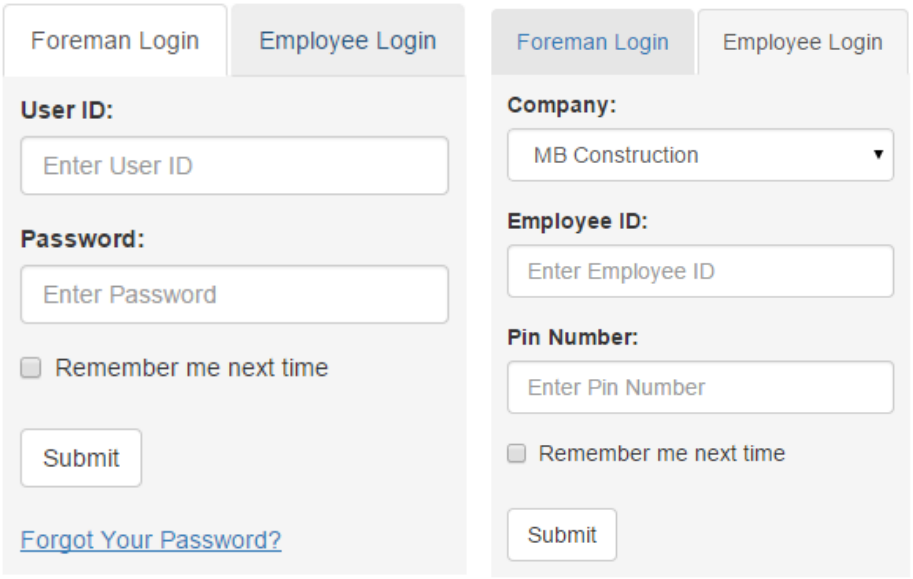
## Logging In

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

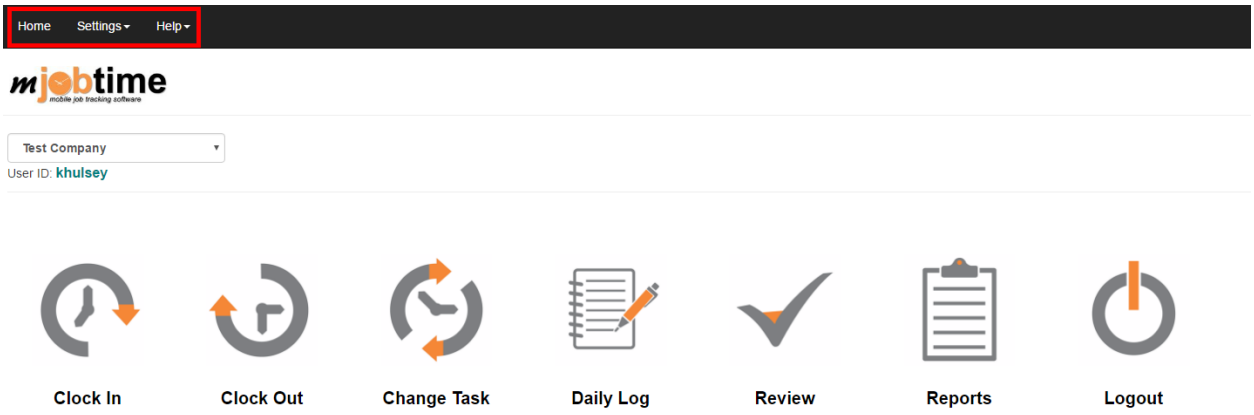
Foremen: Enter a valid mJobTime user ID and password and click Submit.

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.




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).

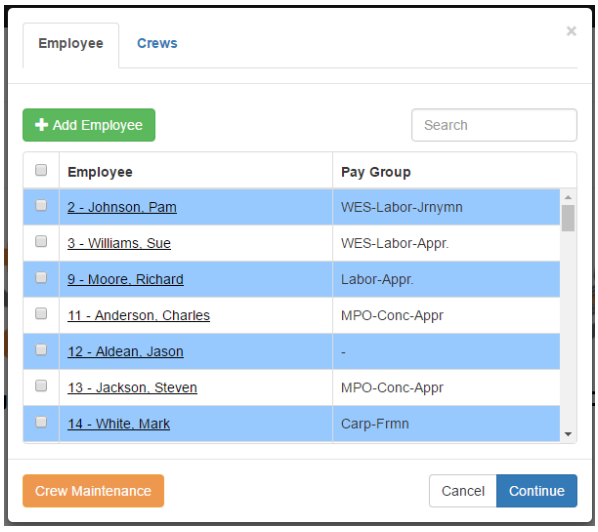
**Barcode Only** – If the foreman record is set for barcode scan only and the mobile device contains a built-in camera, the barcode scanner will be activated upon clicking the Clock In button.

**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.

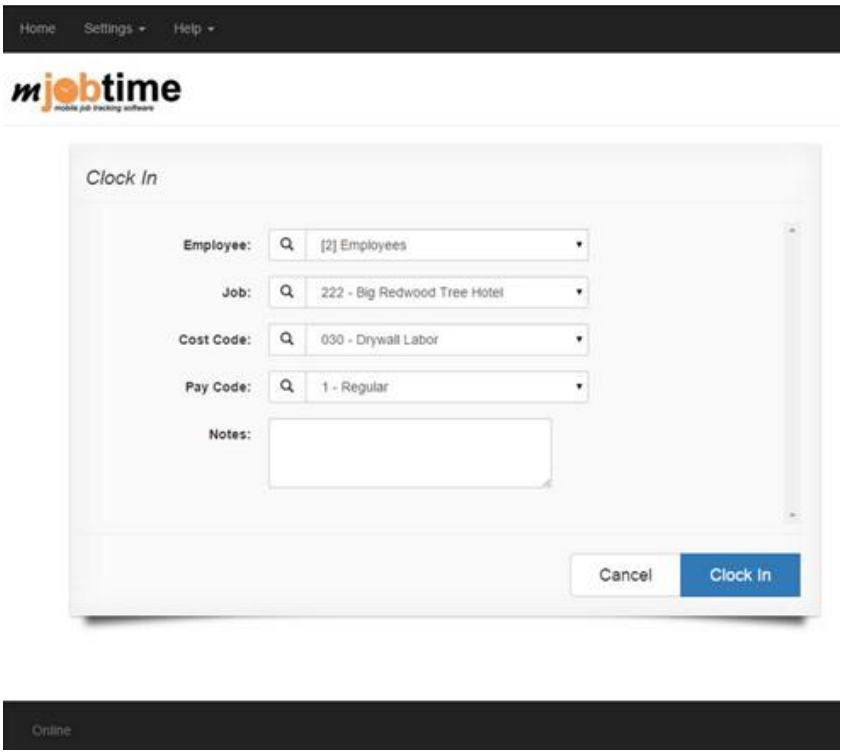
A list of available (off clock) employees will be displayed.

- **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.




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.




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.

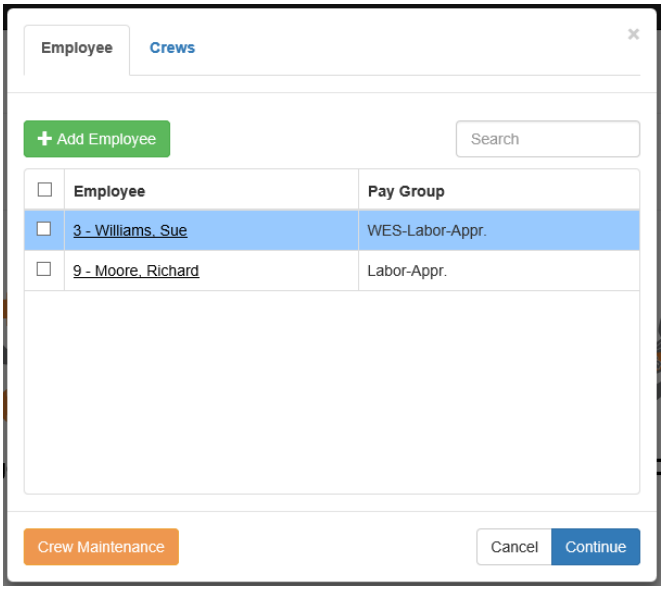
## Change Task

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.



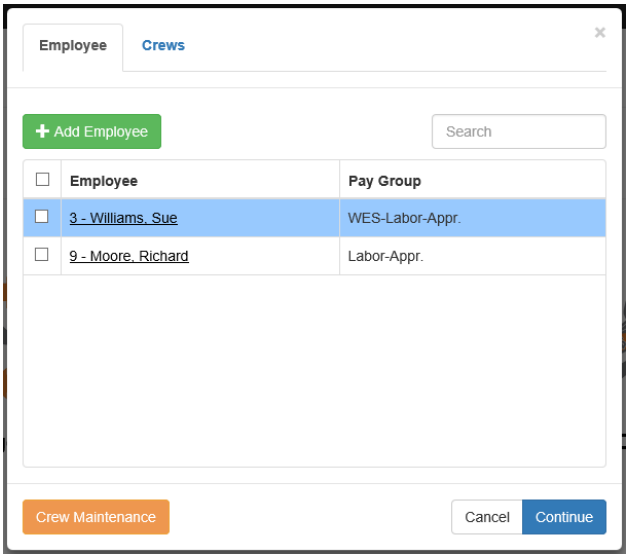

Once you have selected an employee or a group of employees, the Clock In screen will display. Follow the Clock In instructions above to clock into the new task and clock out of the old task.

## 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.



# 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.

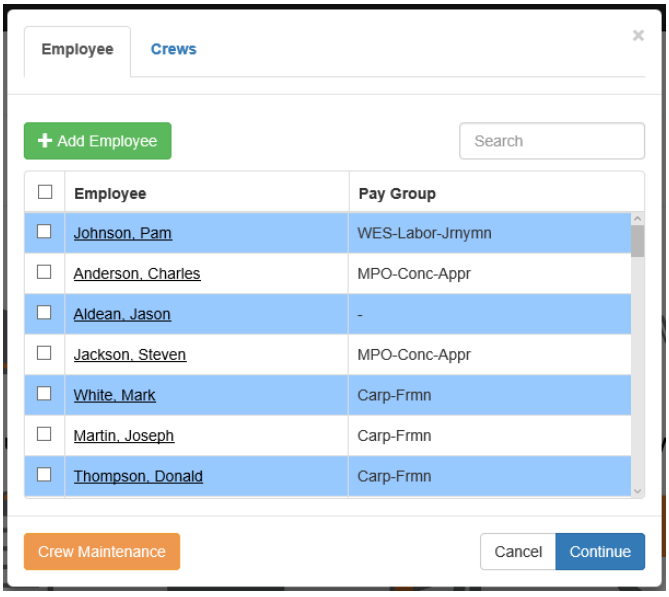
**Individual License** – If the foreman record is assigned to an individual employee, the user will be directed to the Enter Time screen.

**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.

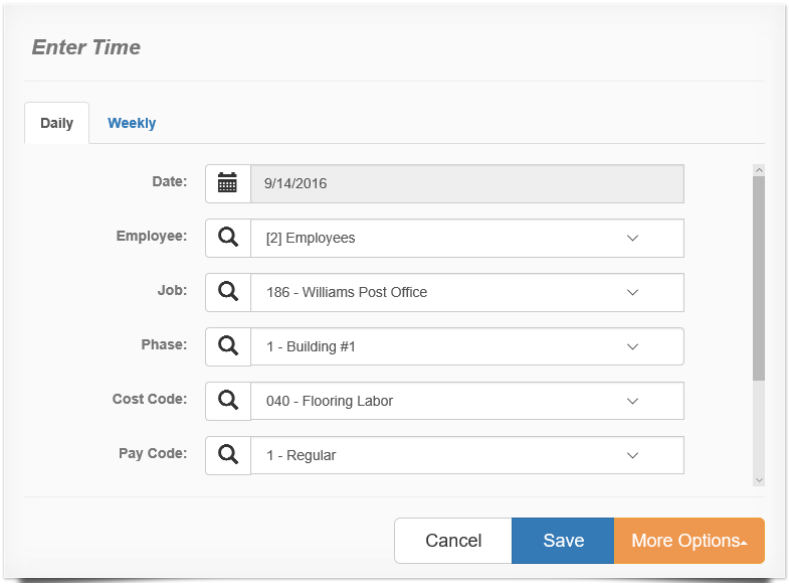
A list of available employees will be displayed.

- **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.




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.

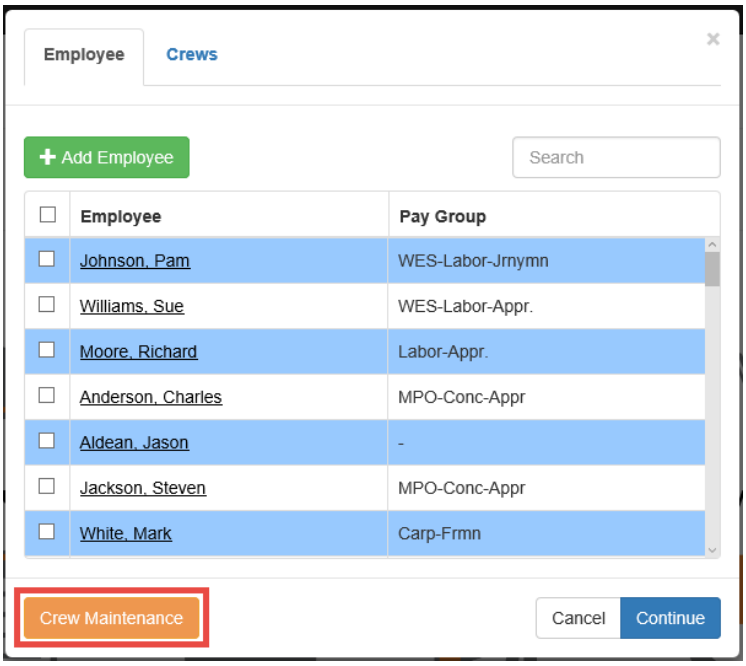



Tap the Save button when all values are correct **or** tap the More Options button and select Save & Distribute to distribute the time entered.

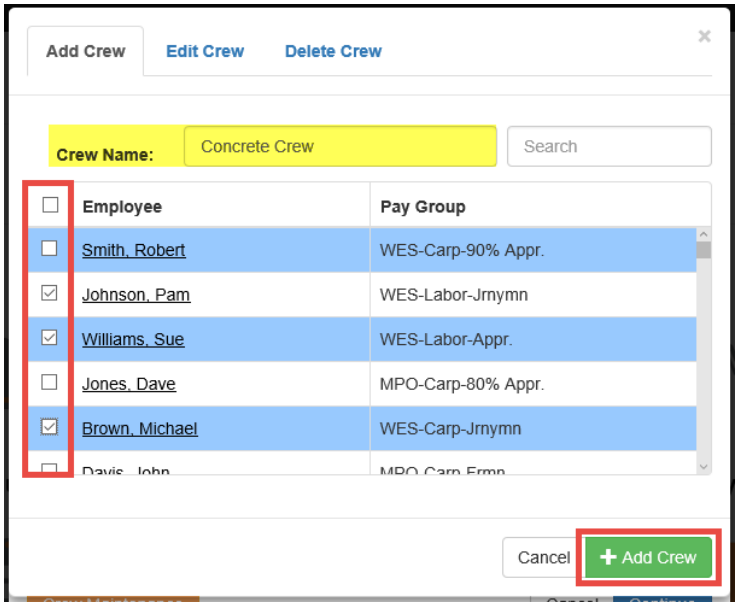
## Crews

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.

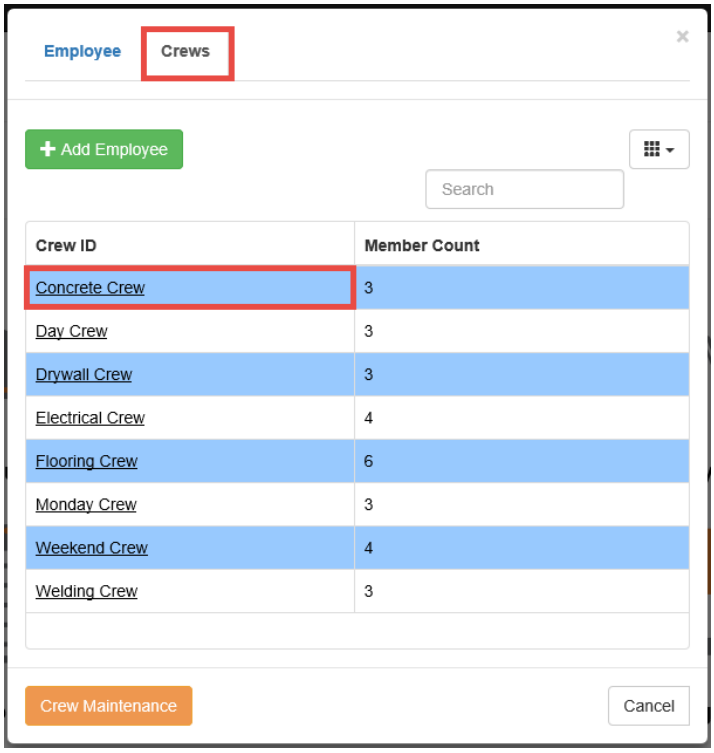
From the Clock In/Labor screen, select the Crew Maintenance button



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




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.




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

# Review Time

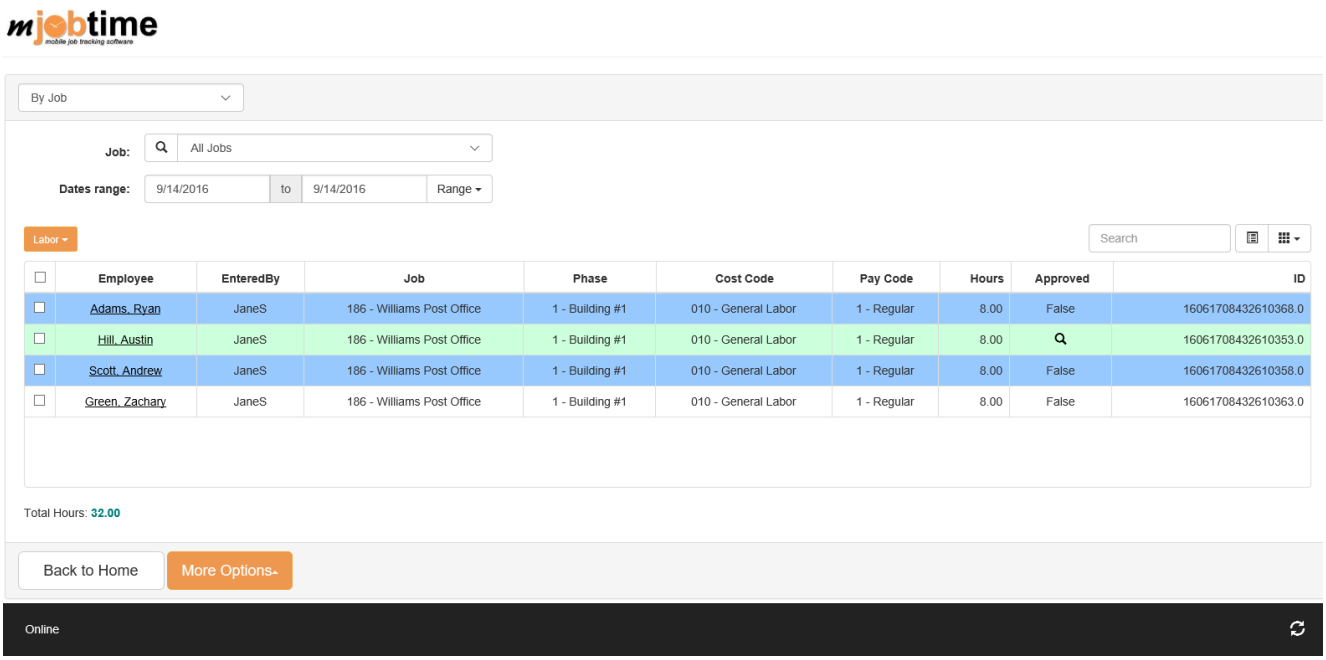
mJobTime users can review and edit time records by job or employee for a range of work dates.

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.




# Edit & Distribute Time

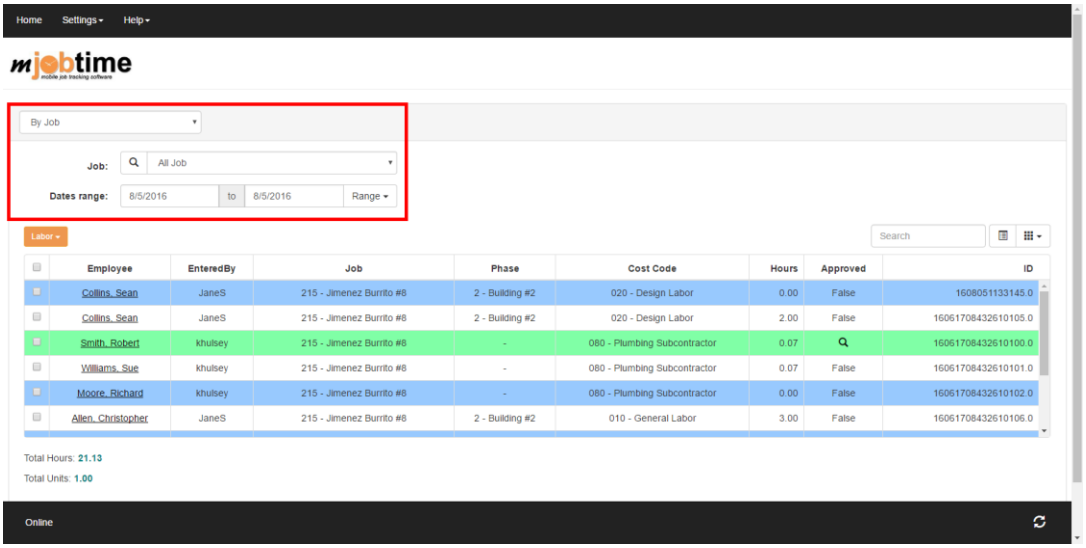
mJobTime allows users to edit and distribute their time records in the field if the following is true:

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

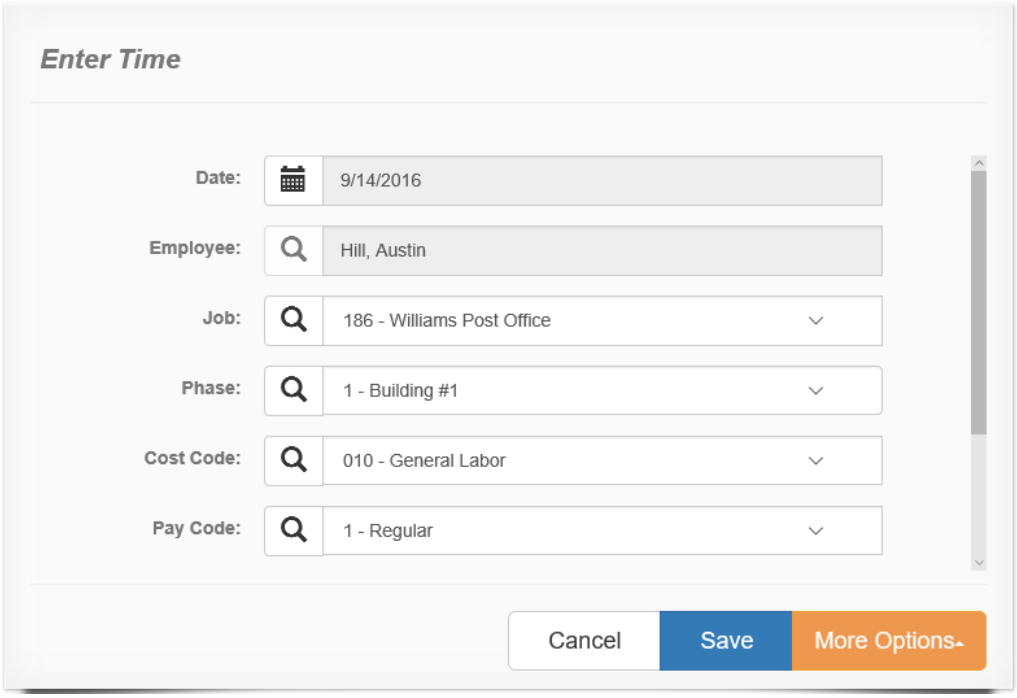
## Edit Records

Tap on the button from the Home screen.

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




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

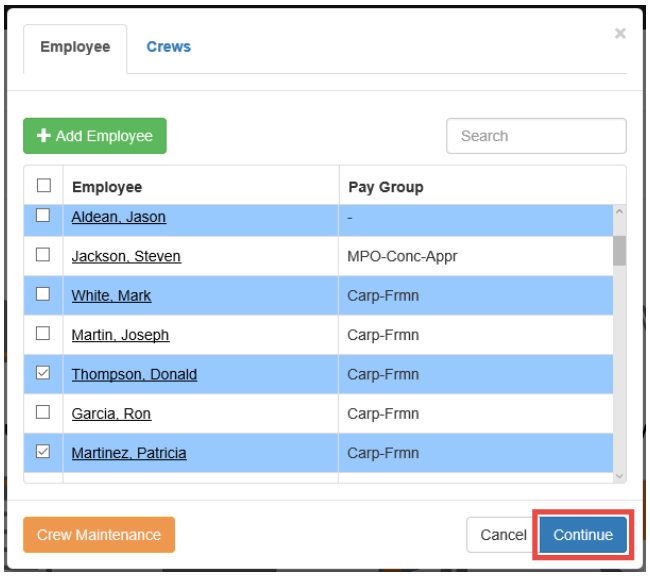


**Distribute Hours On Entry (Manual Time users)**

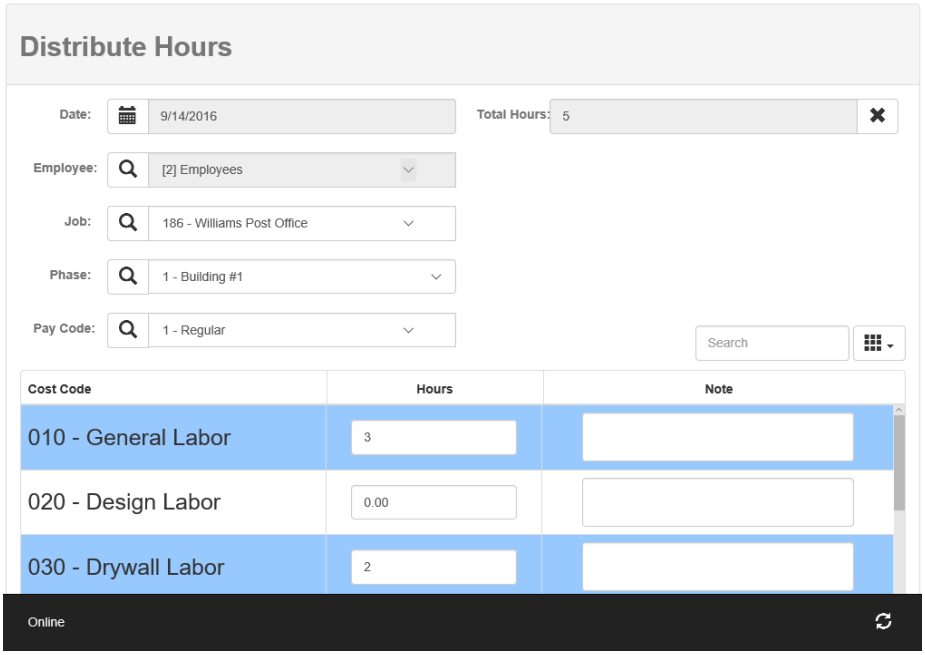
Manual time entry users can distribute time on entry to multiple jobs, phases, cost codes, etc.

Tap on the button

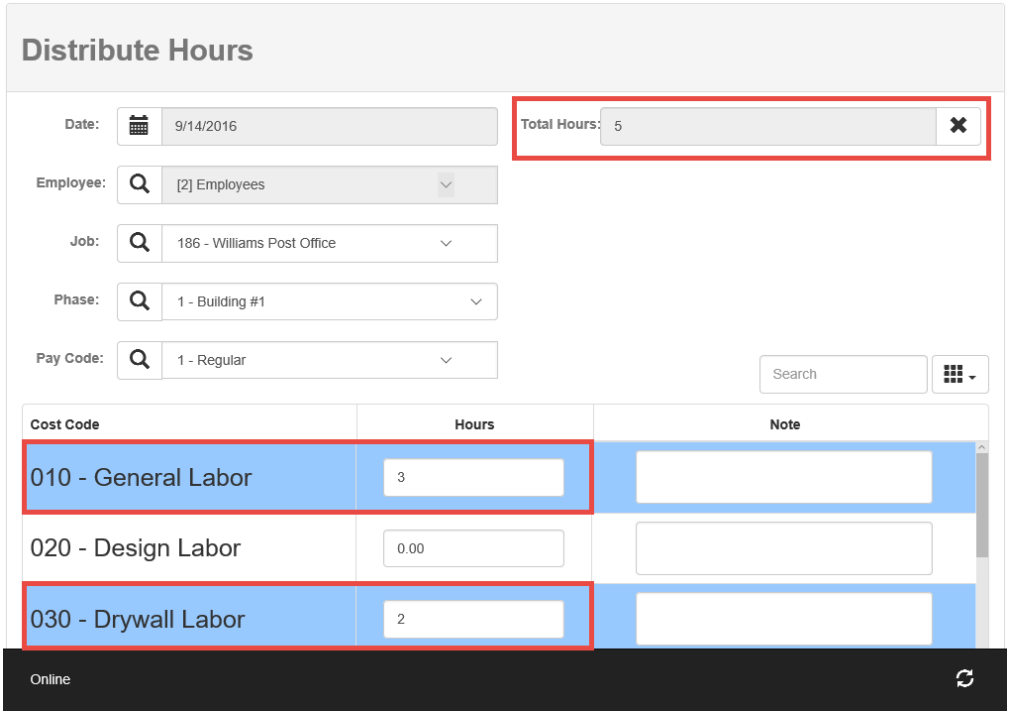
Select the employee(s) you want to distribute time for and tap the Continue button.



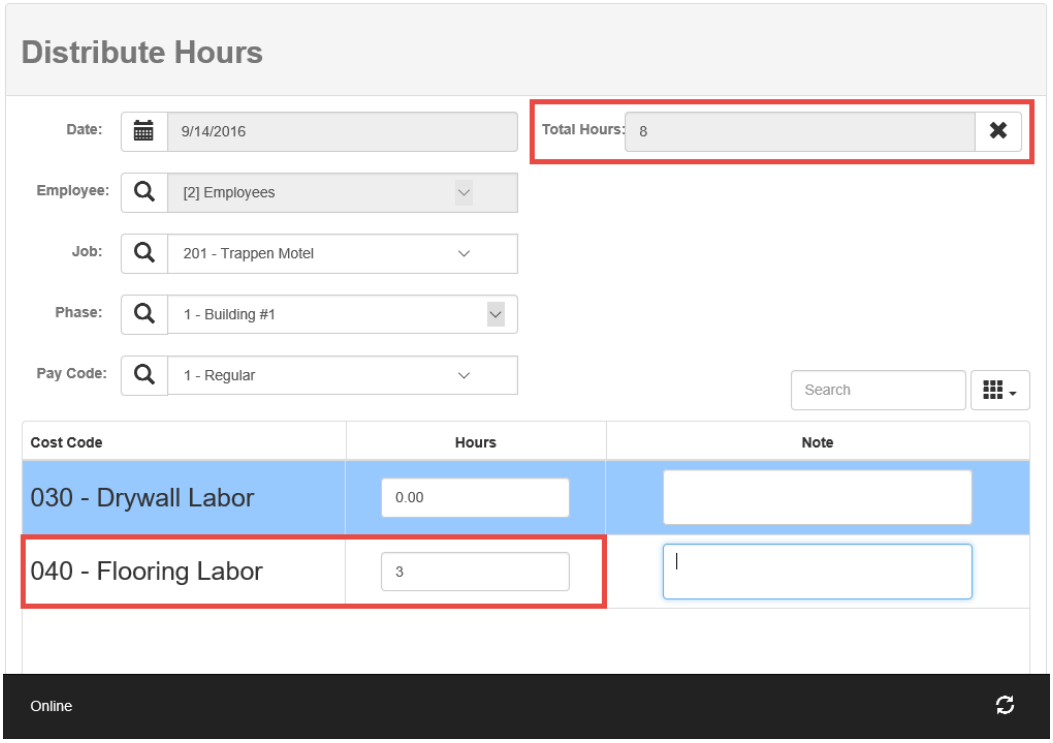

The Distribute Hours screen will display and will include all available cost codes for the selected job.



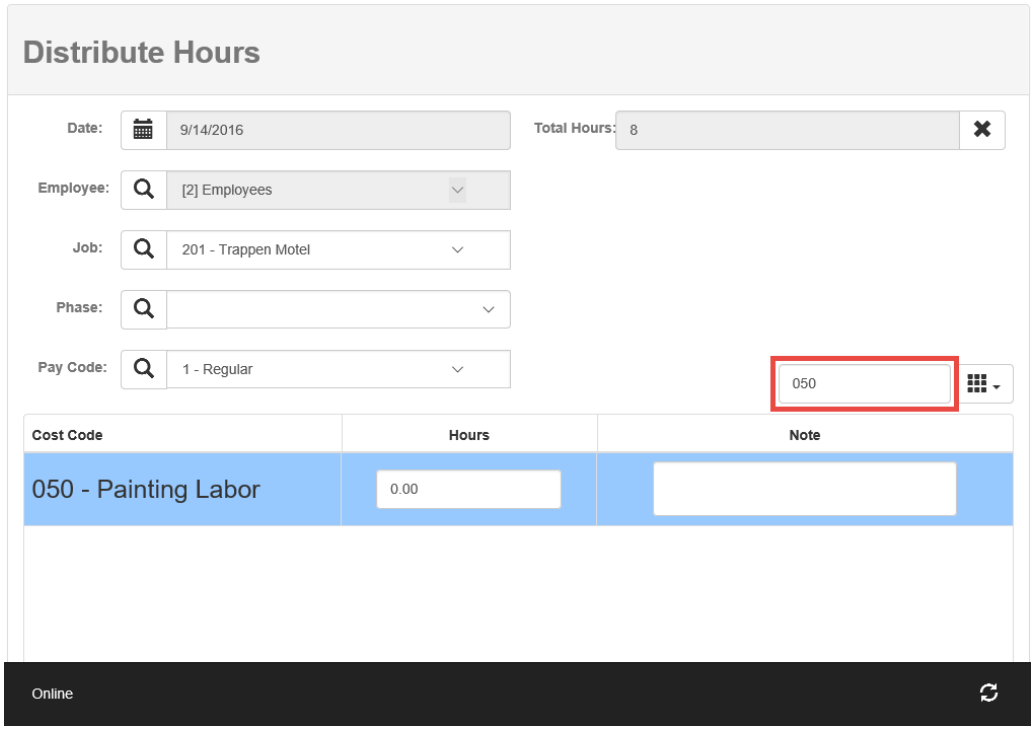
Users can enter hours for multiple cost codes, jobs, phases and pay codes. In the following screenshot we have distributed 5 hours to two cost codes.



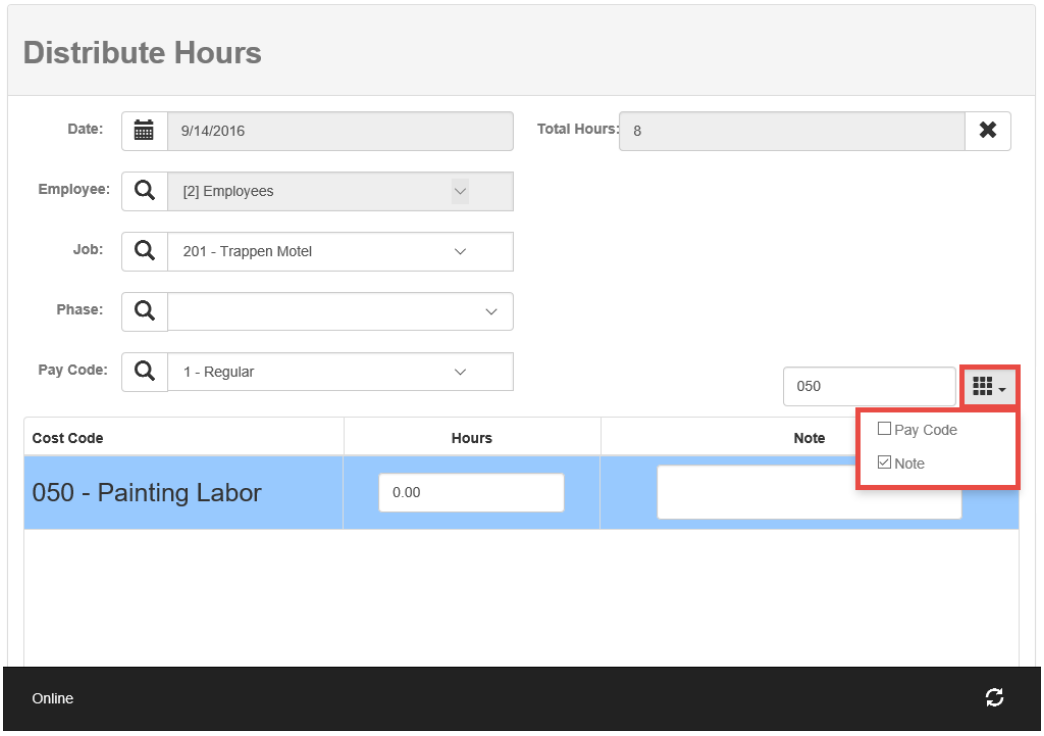

The same employee(s) worked on a different job and cost code that day, so we select that job and enter hours for the other cost code. Notice that the total hours now shows 8.



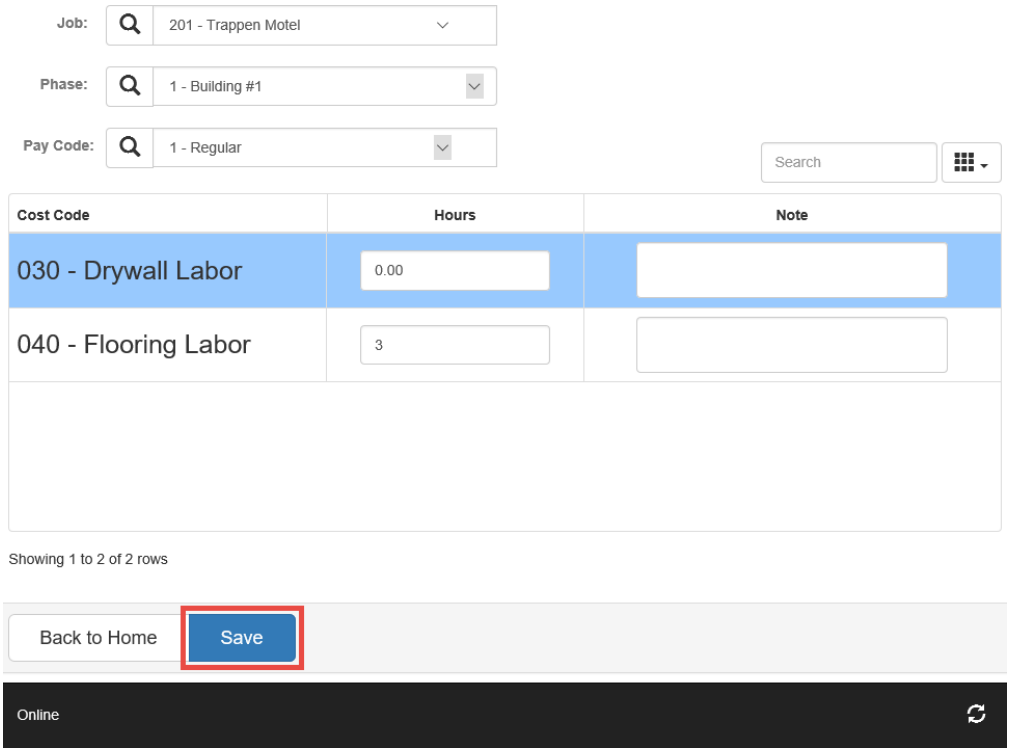
Use the Search box to search for specific cost codes if you have a long list.




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



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



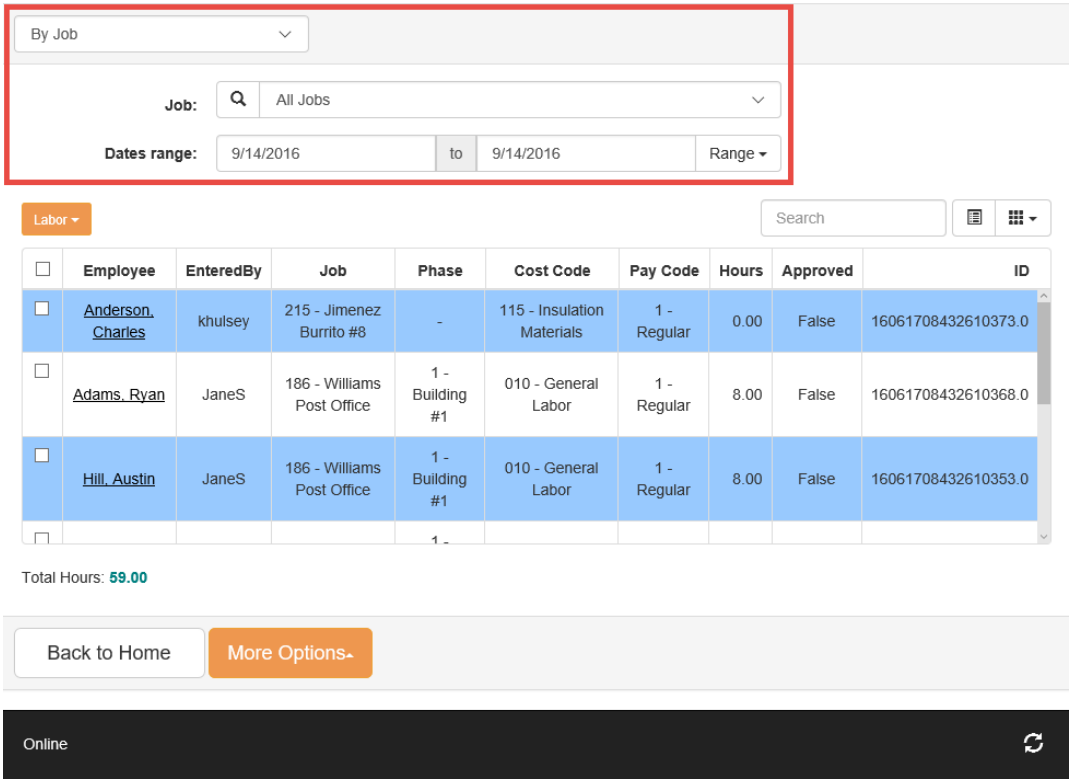

This creates a timecard for each cost code that you have distributed to.

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

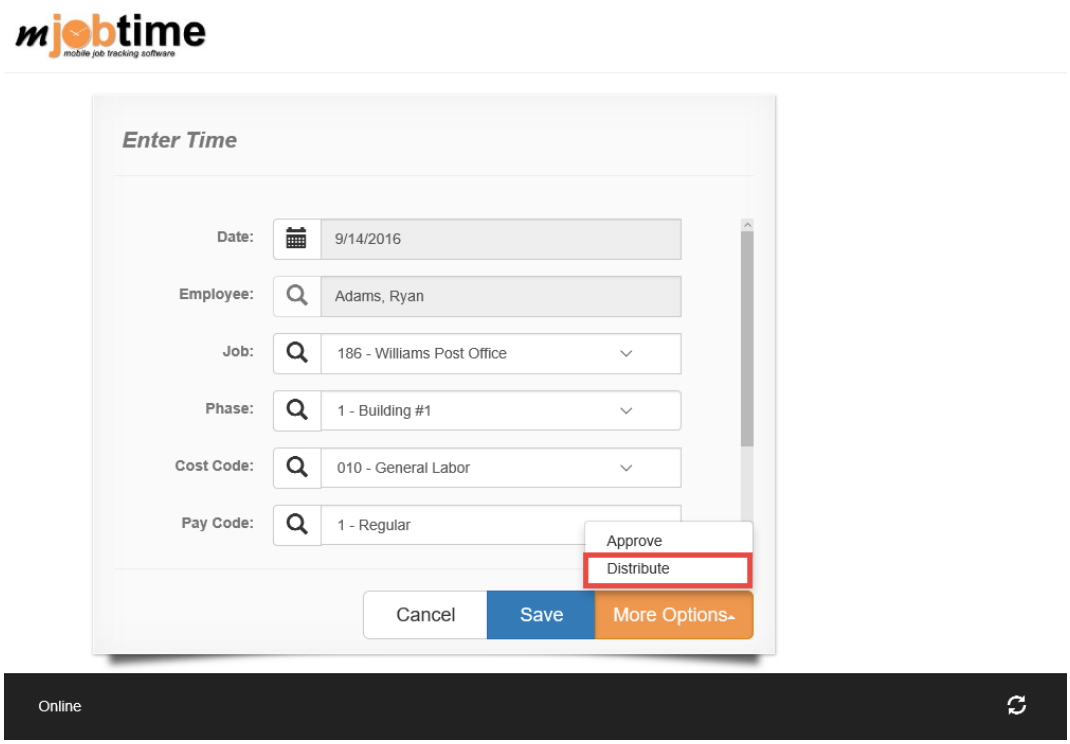
Unapproved records can be distributed, after they were created, from the Review screen.

Tap the button.

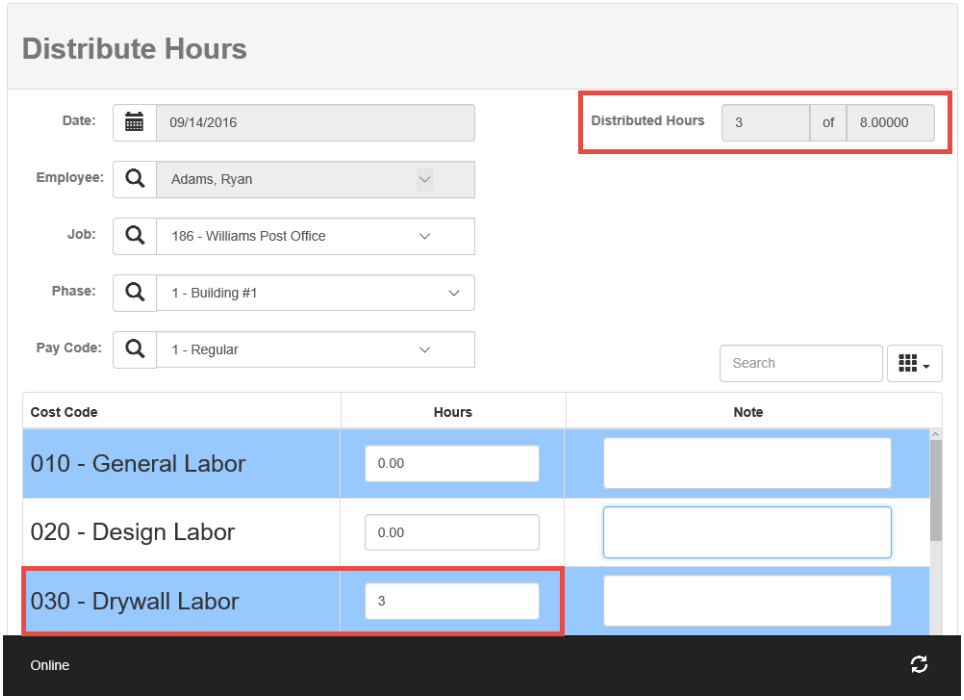
Use the filters at the top to find the record you want to distribute.



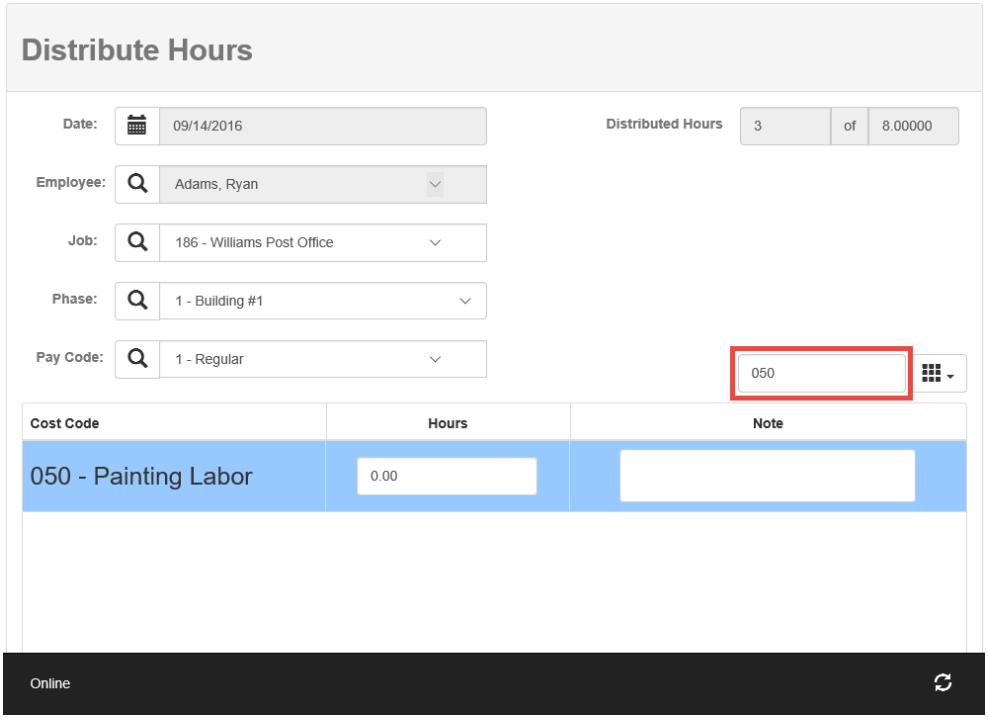

Tap on the record you want to distribute time for. This will open the record on the Review screen where you will tap on the More Options button and select Distribute.



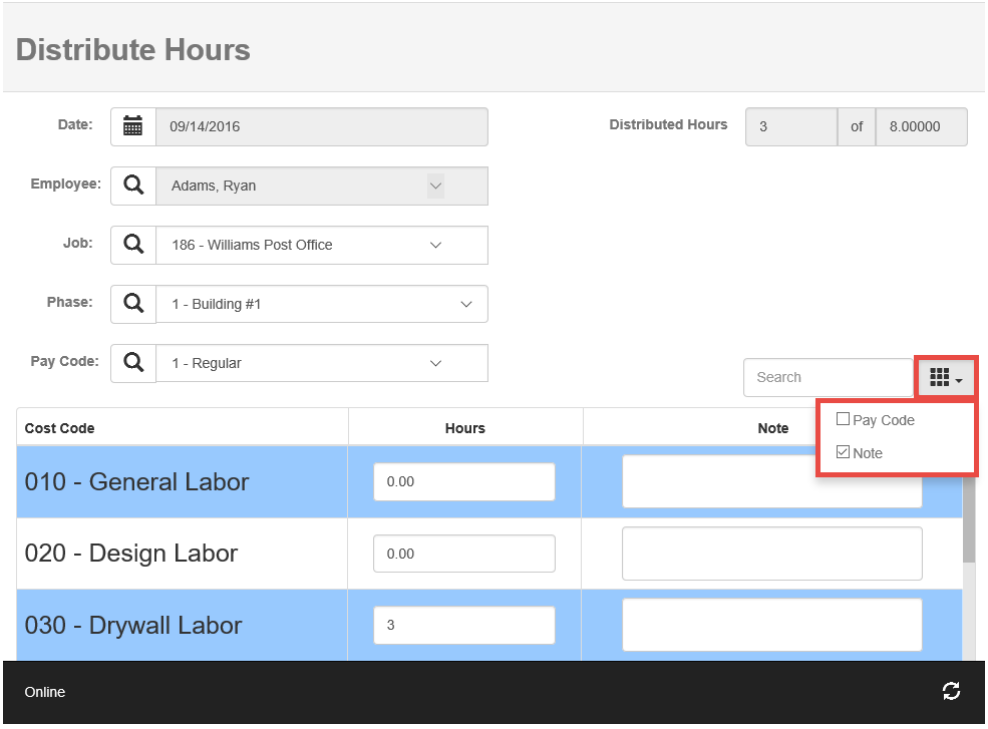
Enter the hours for each cost code worked and change job or phase, if necessary. Hours distributed from the original amount of hours will total in the Distributed Hours field at the top as they are entered. You cannot distribute for more hours than the original amount display in the Hours field.



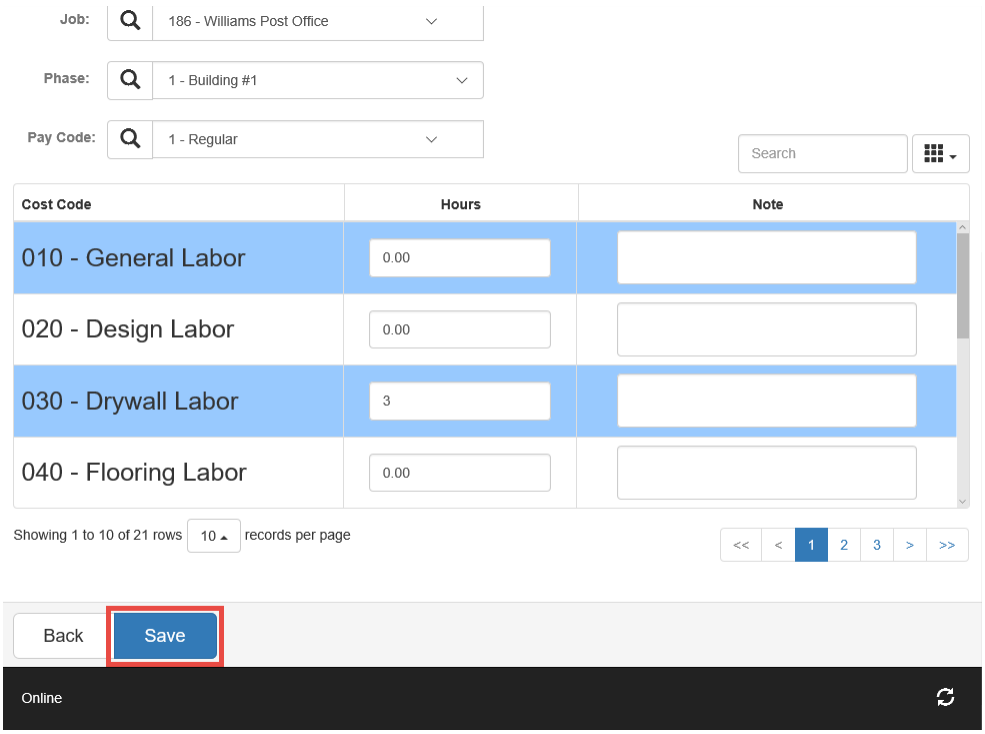

Use the Search box to search for specific cost codes if you have a long list.



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




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.



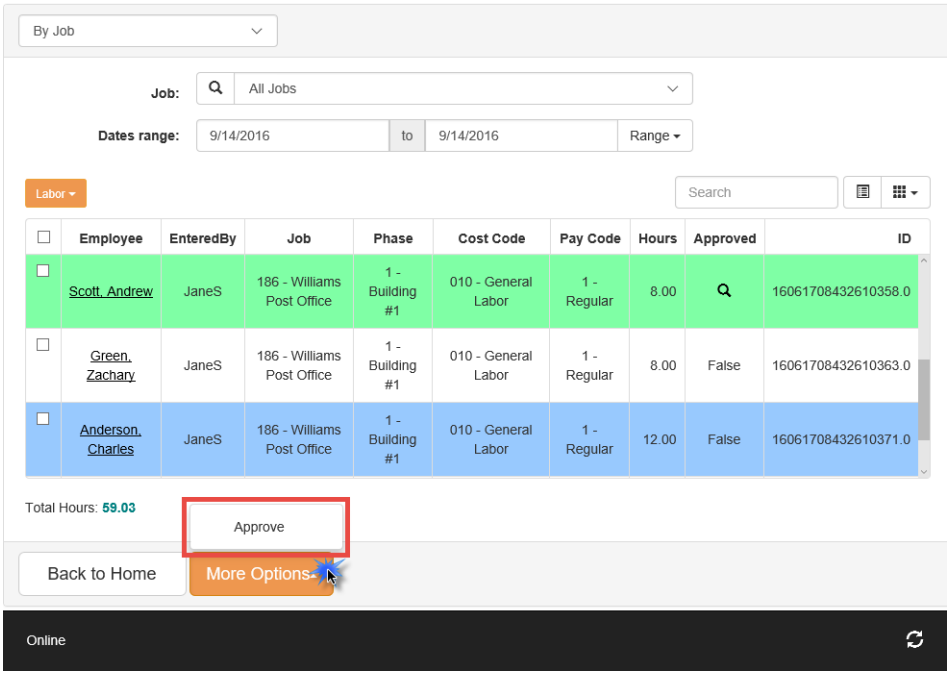
# Approving Time

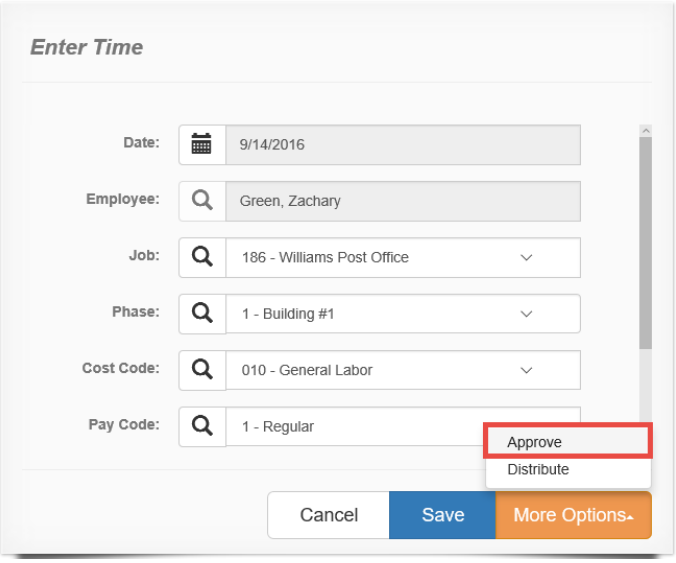
mJobTime offers foremen and employees multiple options to approve their time records in the field:

- 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.



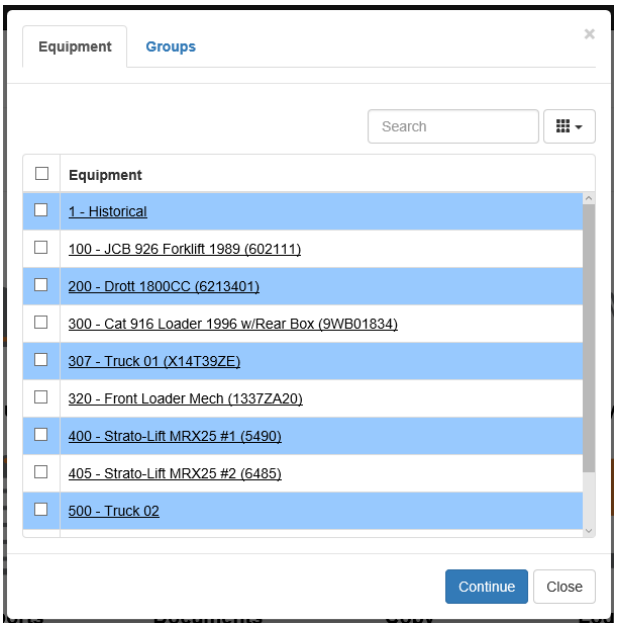



# Equipment Time

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

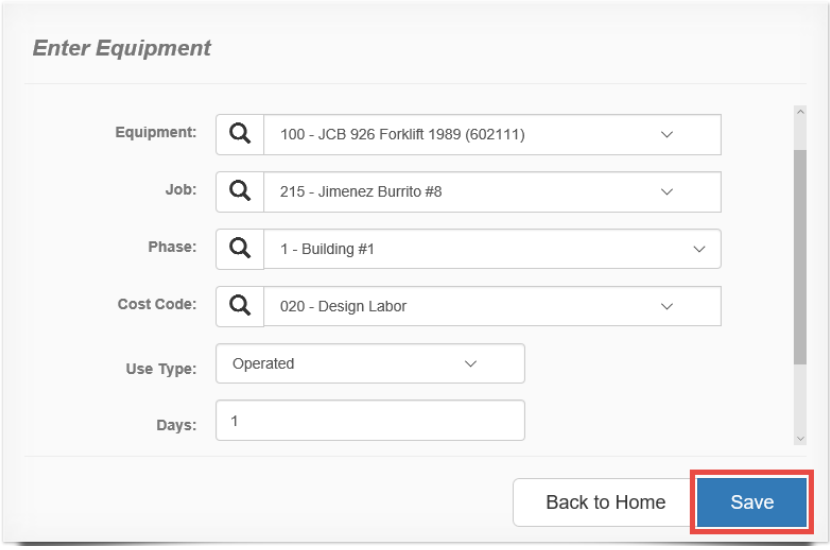
Tap the button.

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.

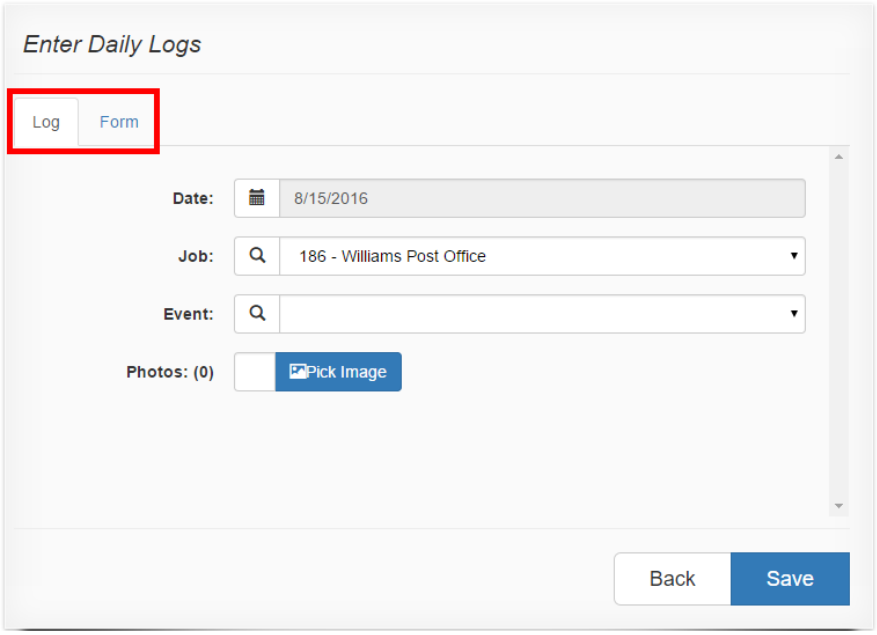


# Daily Logs

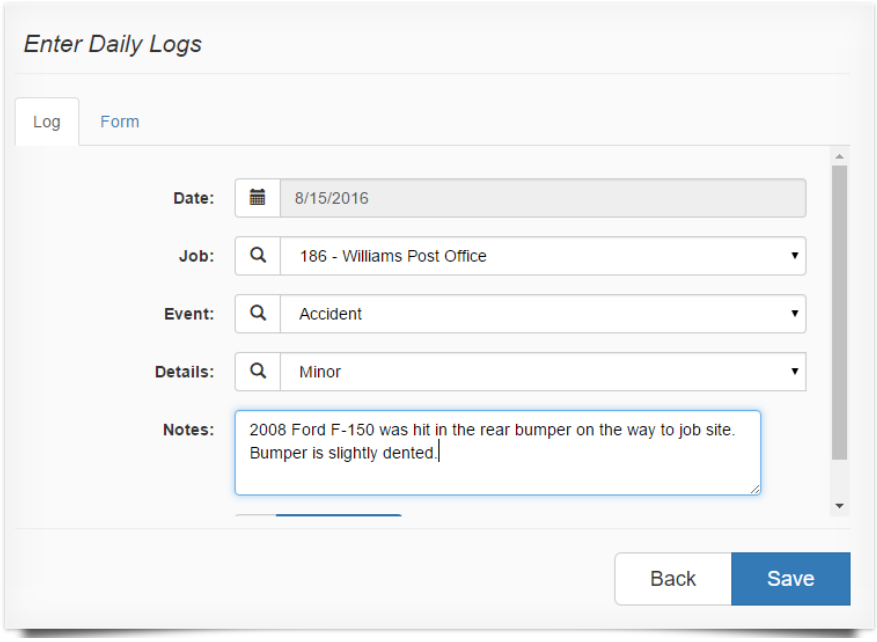
Daily logs are used to keep track of data, other than time, such as weather conditions, accidents, per diem, etc.

To access the Daily Log screen, select the button.

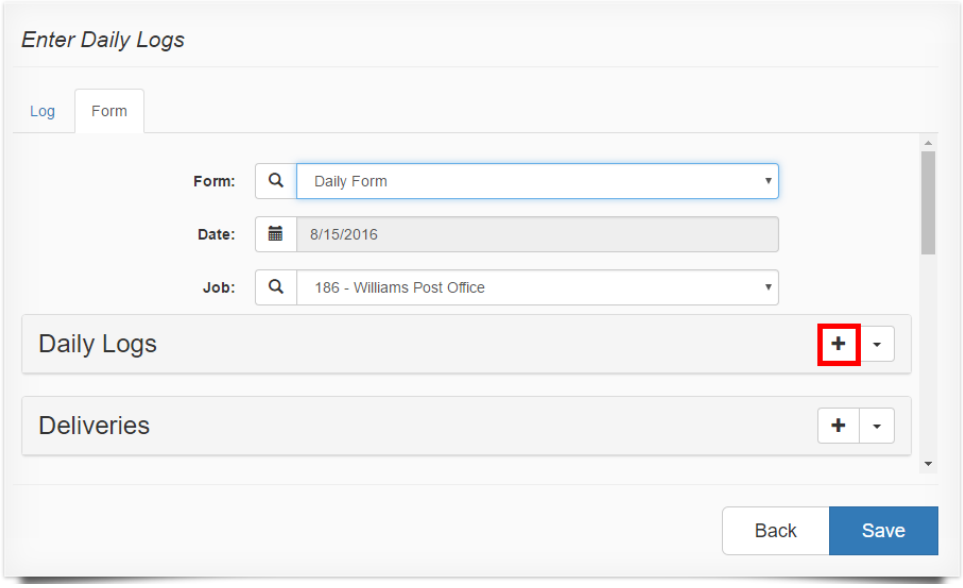
If Daily Logs and Daily Forms are enabled, you will see a tab for each.




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.



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.

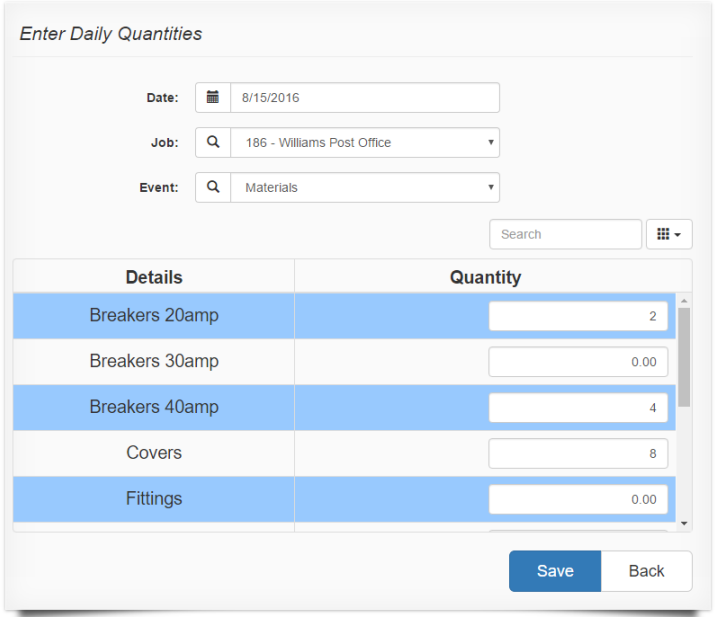



## *Daily Quantity*

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.



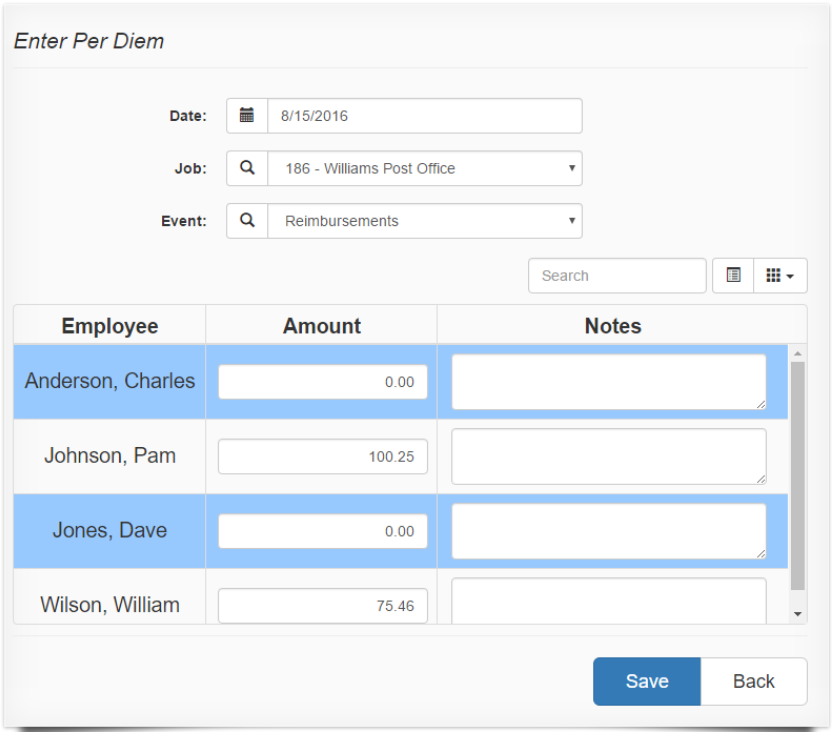
## *Per Diem*

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).



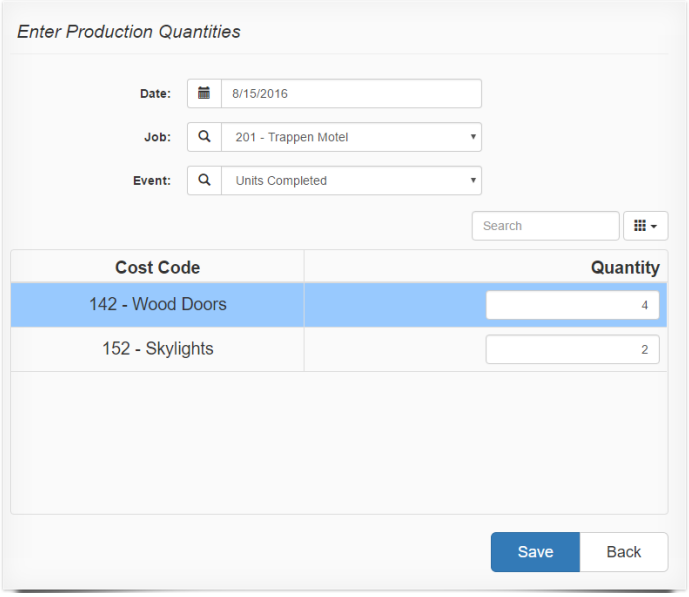

## *Production*

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.

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



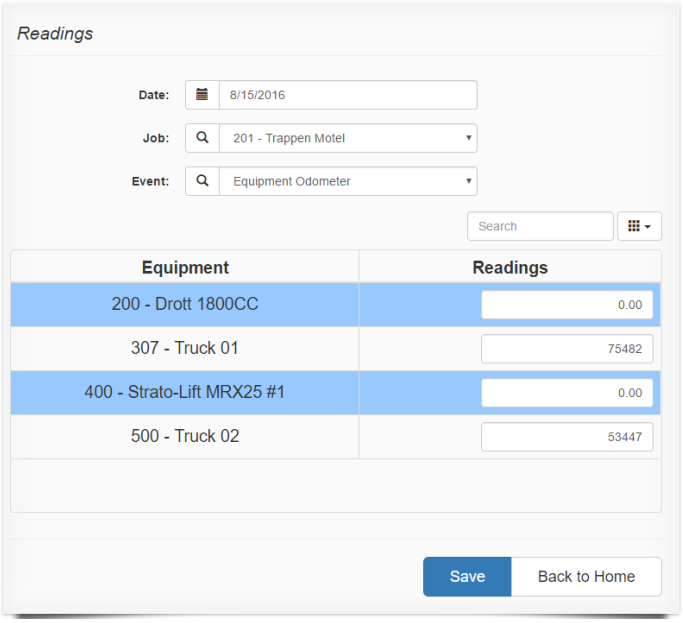

## *Readings*

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.

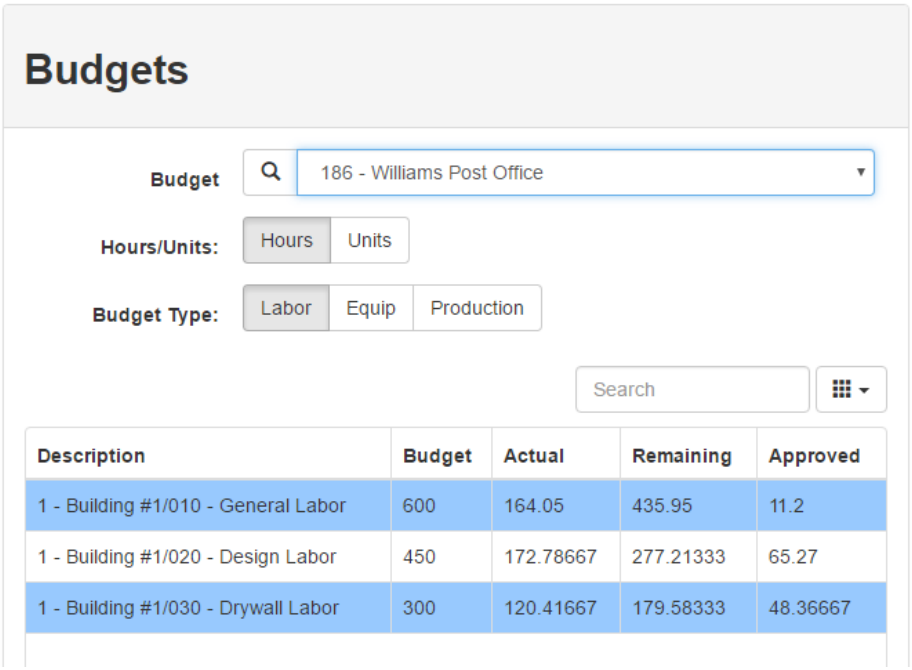


# Budget

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.




# Reports

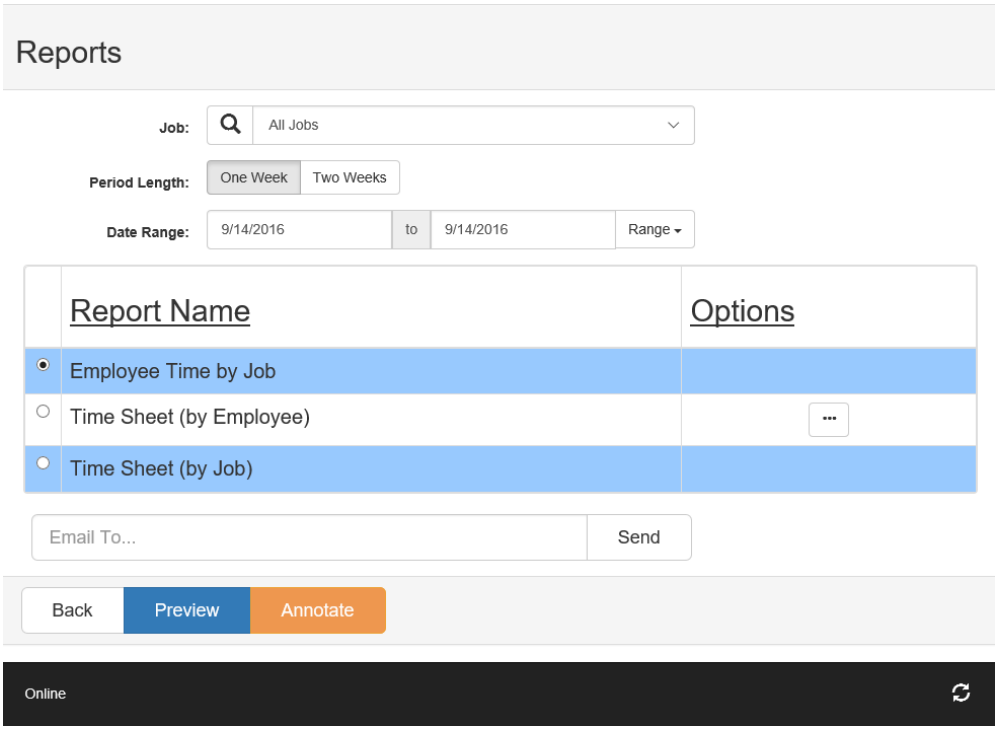
Web users have the option of viewing the time that they have input and/or have access to in a report format. There are three reports available:

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

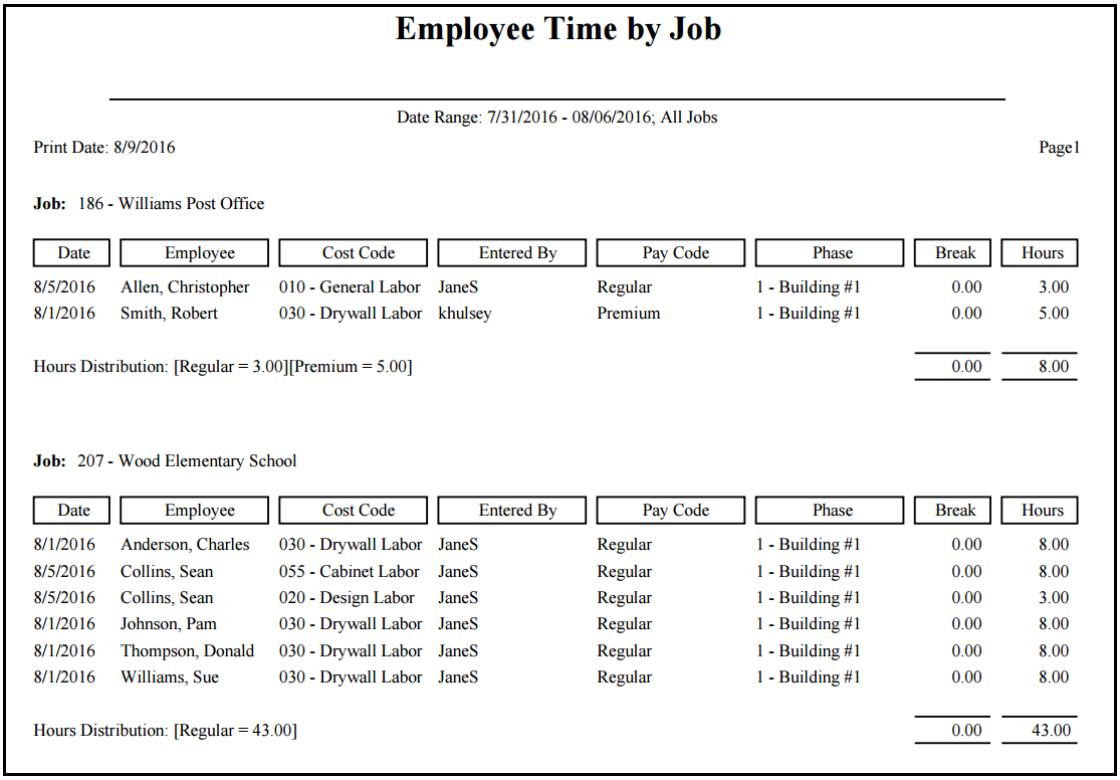
To access reports, select the button.

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.




Example Reports:



**Employee Time by Job**

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

Print Date: 8/9/2016 Page1

**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 Page 1

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

**Hours Distribution**
[Regular: 13.00] [Premium: 15.50]

For Week Ending 8/6/2016

| Job | Pay Code | 7/31 Sun | 8/1 Mon | 8/2 Tue | 8/3 Wed | 8/4 Thu | 8/5 Fri | 8/6 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 Page 1

**Job:** 186 - Williams Post Office

| Employee | Craft Code | 7/31 Sun | 8/1 Mon | 8/2 Tue | 8/3 Wed | 8/4 Thu | 8/5 Fri | 8/6 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

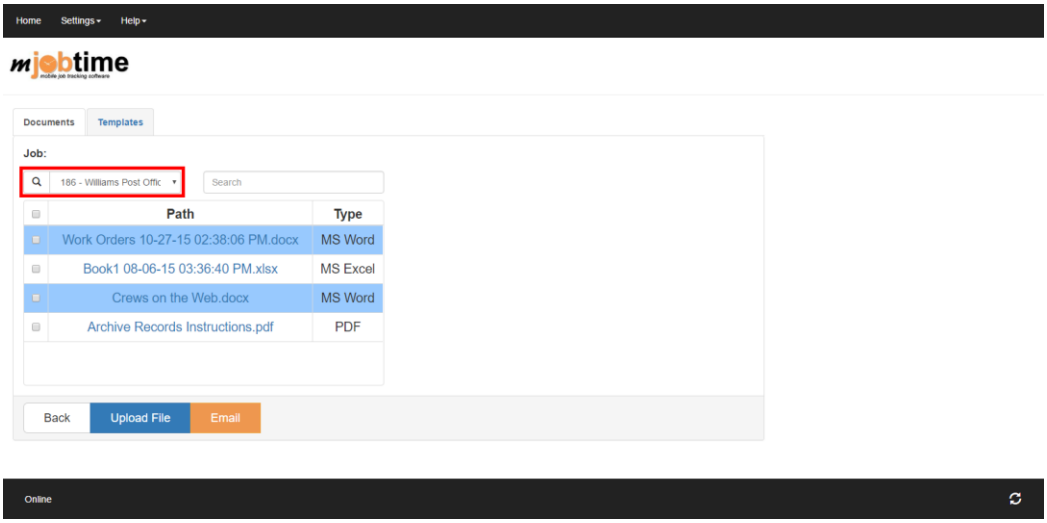
| Employee | Craft Code | 7/31 Sun | 8/1 Mon | 8/2 Tue | 8/3 Wed | 8/4 Thu | 8/5 Fri | 8/6 Sat | Total Hrs |
|---|---|---|---|---|---|---|---|---|---|
| Anderson, Charles | 0 | 0.00 | 8.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.00 |
| Collins, Sean | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 11.00 | 0.00 | 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.

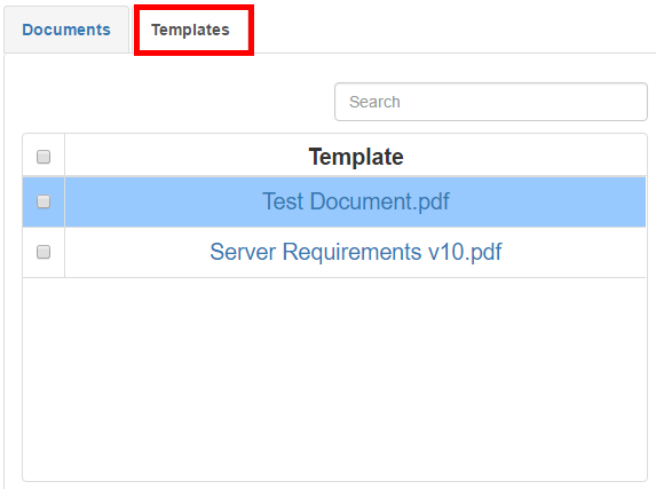



Tap on the document you want to view **or** tap or the Upload File button to add a document to that job.

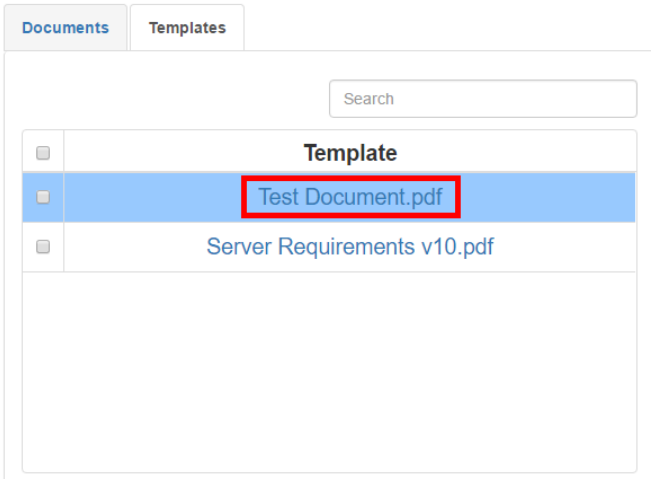
To email a document, check the box next to it and tap the Email button.

### Documents Manager

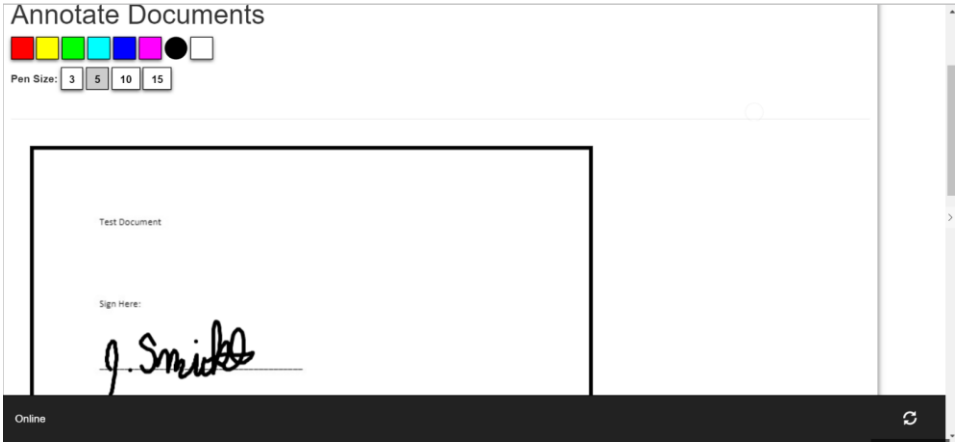
If the foreman has the Documents Manager module enabled on their user license, there will be a Templates tab on the Documents screen. This allows you to annotate documents and reports.



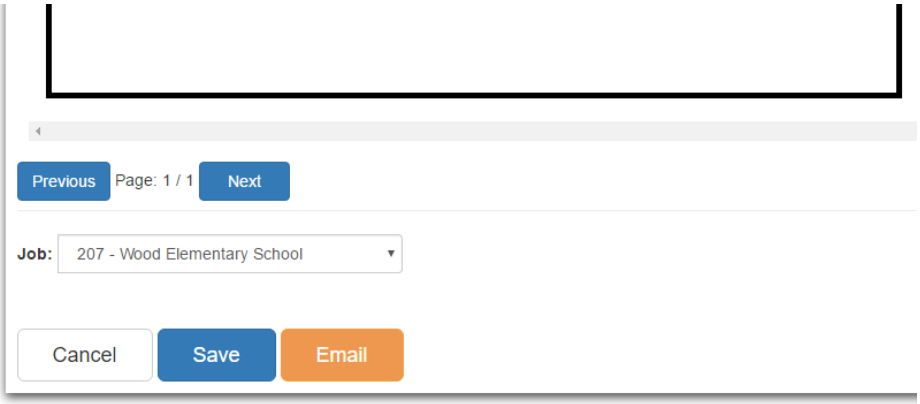
From the Documents screen, select the Templates tab and then select the document you want to annotate.




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**.