



TimePilot Times

TimePilot newsletter No. 69, March 2022



TimePilot 5 Q&A

Q. We have TimePilot Extreme Blue. Can we set the clock-in time at 6:45 a.m. no matter what time the employees clock in? Some employees clock in at 6:30 or even 6:20 but only start working at 6:45.

A. Yes, that's a common situation. You'll be using a feature called "Snap-To" in the TimePilot software. TimePilot's Snap-To function allows employees to clock in early and not go "on the clock" until their shift starts. It also allows them to clock out late but go "off the clock" when their shift ends. In Snap-To setup, you can designate how many minutes will be "snapped" and when that will occur. For details and instructions on how to set up Snap-To, see [this page](#) in TimePilot 5 help.

Q. How do I print a report listing the transactions of all employees?

A. Click the "Reports" tab on the left side of

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Time Trivia

A smoother view of time. Scientists now believe that our eyes and brains work to "smooth out" what we see around us so it's not so jarring to our senses. Instead of analyzing everything we see, we perceive in a given moment an average of what we saw in the past 15 seconds, the researchers reported.

Source: Popular Mechanics

Need a vacation? Take one this weekend.

UCLA researchers found that when people are nudged to treat a weekend as a vacation they return to work on Monday happier than the control group that spent their weekend doing the usual activities. The researchers determined that once nudged out of their normal weekend routine, those who treated the weekend like a vacation spent the time being more present in whatever they were doing.

Source: UCLA Anderson Review



TimePilot Lead Story

GPS and Geofencing (Or... Where Did Joe Clock In?)

One of the coolest features of TimePilot's new Cloud-based systems is TimePilot Mobile, our app that allows employees to clock in and out on their smartphones instead of at an actual time clock. Oh, and did we mention it's free, and you can have as many employees using the app as you want?

The app is designed for iPhones and Android smartphones and is available on Apple's App Store and Google Play. You can see a screenshot of it at right. The app can handle individual employees or groups.

Our current customers can keep using their Extreme Blue, Vetro or Tap time clocks and iButtons, and easily make the switch to the Cloud Edition, which adds free TimePilot Mobile apps, free TimePilot PC desktop time clocks, free support for as long as you use the product and the ability to access your clock-in and clock-out data anywhere there's an internet connection. [Click here to learn more](#), or contact us at sales@timepilot.com or 630-879-6400.

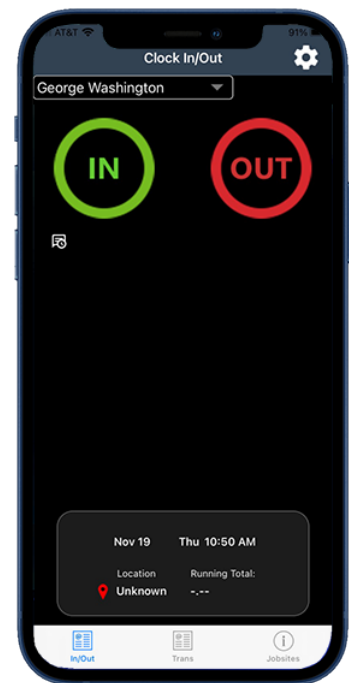
By now you're probably wondering "How do I know that Joe was where he should have been when he clocked in on his phone?"

TimePilot Mobile has a solution. The instant Joe taps the "In" or the "Out" button on his phone's screen, the phone sends his location along with Joe's clock in or clock out time to the TimePilot database in the Cloud.

It's important to note that the app is not tracking Joe's movements; it merely takes a "snapshot" of the phone's location at the moment Joe taps the "In" or "Out" button.

How does the phone know where it is? The phone communicates with at least three of the 24 Global Positioning System (GPS) satellites run by the

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U.S. government and calculates its position based on the satellites' positions. Various apps (including TimePilot's) can take that location and superimpose it on a map.

So how do you find out where Joe was when he clocked in? You start TimePilot Central 5. In the list of transactions, you'll see a column labeled "GPS."

(Don't see it? Right-click the black bar of column headers and choose "Show/Hide Columns." Scroll down and check the box next to "GPS," then click OK.)

In the GPS column, you'll see an icon for each transaction that was performed by the TimePilot Mobile app. The black and white icon (shown at right) indicates a clock-in or clock-out inside a geofenced jobsite (read on for more on geofencing); a red icon with a question mark indicates a clock-in or clock-out at an unknown area.

Right-click the icon and choose "Map Location." A map will pop up indicating where the clock-in or clock-out took place. If you spin your mouse's scroll wheel, you can zoom in and out.



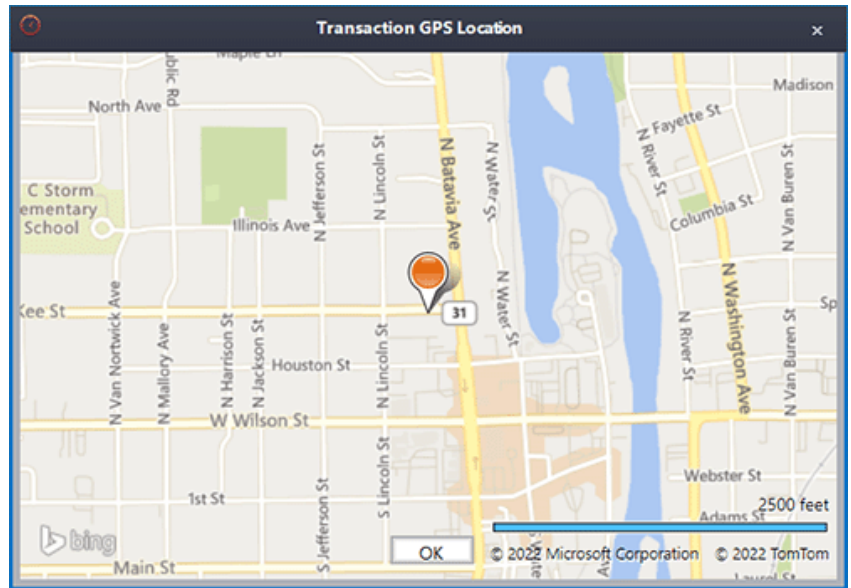
But that's just half the feature. The other half is "Geofencing."

What is Geofencing? Geofencing, as TimePilot uses it, is a virtual circular area around a particular location point; if an employee clocks in anywhere within that circle, the TimePilot will report that they were at that location.

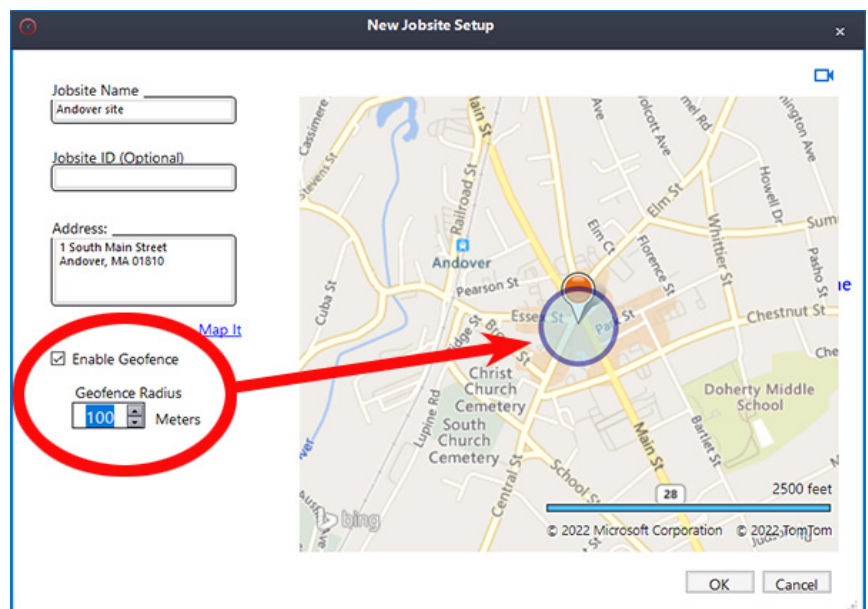
If an employee clocks in or out with the TimePilot Mobile app, the app records the GPS coordinates and then determines if the transaction falls within a jobsite geofence that you set up in the software. If it falls within a jobsite area the transaction is recorded as occurring at the jobsite, otherwise the transactions are marked as "Unknown" in the transaction list. This makes it easier for the employer to determine where an employee was when they clocked in or out: Instead of having you look at a map every time, the system simply lists the name you gave the location when you set it up.

Jobsites have their own column in TimePilot Central 5. (Don't see it? Right-click the black bar of column headers and choose "Show/Hide Columns." Scroll down and check the box next to "Jobsite," then click OK.)

When you set up a jobsite in the TimePilot software, you can set the size of the circle. You can make it as large as you want. If you have a large jobsite, say, 250 meters in diameter, you can set the geofence at 250 meters, centered on the middle of the site. That way an employee doesn't have to get to a particular point at the jobsite to clock in or out.



When you click "Map Location" in TimePilot Central, you see on a map where the transaction took place. (In this case, at TimePilot HQ.)



The Geofence diameter has been set to 100 meters at this jobsite.



Cool Stuff

Every once in a while, our employees come across “cool stuff.”
This is where they share their finds.

Reynolds Kitchens Slow Cooker Liners

Slow cookers are great timesavers--until you have to clean the pot. Reynolds Kitchens Slow Cooker Liners are plastic bags that fit into the pot like a trash bag fits into a trash can. The food cooks inside the bag, leaving the crock completely clean. You can even put two bags in one pot and cook two things at once.

[\\$3.18 for 6 on Amazon.](#)



TimePilot Q&A

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TimePilot Central 5. On the screen that appears, you'll see five main report categories: Memorized Reports, Summary Reports, Transaction Reports, Administrative Reports and Profile Reports. In the Transaction Reports category, click the icon labeled "Transaction."

When that report opens, you can customize it so that it fits your needs. To get a list of each employee's transactions, go to the top of the screen where the employee's name is shown. Click the dropdown arrow and select "All Employees" from the list that appears. You can change the date range of the report with the other menu items at the top of the screen. And if you click the Customize button at the top left, you can add or delete columns of data in the report.

For more on reports, see [this page](#) in the TimePilot 5 help.

Q. If we have multiple clocks across multiple sites with different managers at each site, do I need to purchase software and support for each?

A. No. You'll need one "Starter Kit": That includes one clock (Extreme Blue, Vetro or Tap), plus TimePilot 5 software, 10 iButtons and the accessories you'll need. After that, you'll just add individual clocks—and you can add any of the three

clocks mentioned above to an existing system. If you purchase a Cloud-Based system you get unlimited support covering everything; if you buy an On-Premise system you get 30 days of free support and can purchase a year's worth of tech support for \$179 that covers everything.

Q. We just bought another Extreme Blue clock. Do I need to reprogram all our employees' iButtons on the new clock?

A. The clock will not require that the iButtons be re-assigned. The clock does not match the iButton to the employee, this is done within the app or the software.

Q. I'm upgrading to Windows 11. What version of TimePilot Central can I run on Windows 11? Is there a cost for upgrading my local version?

A. Both our newest version, TimePilot 5, and our older version, TimePilot 4, are very happy on Windows 11. If you are upgrading the operating system on the computer you are currently using, you may want to uninstall and reinstall the TimePilot software to ensure you have the most recent version. [Here's a link to the software's download page.](#) Make sure you click the link for your version of the TimePilot software. Uninstalling the software will not delete any of your data. You can also use the link above to download the software if you are getting a new computer.