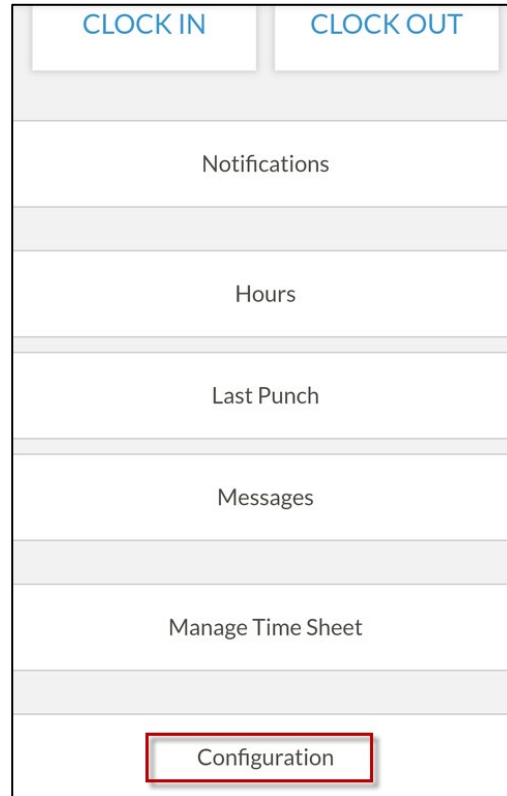


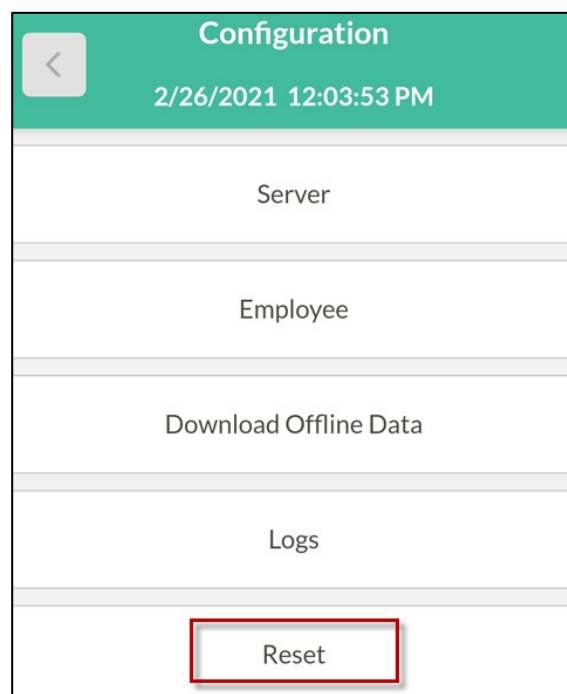
Reconfiguring MobileClock for the Cloud

****NOTE: If you do not already have the mobile clock installed on your device, refer to the Installing Mobile Clock guide****

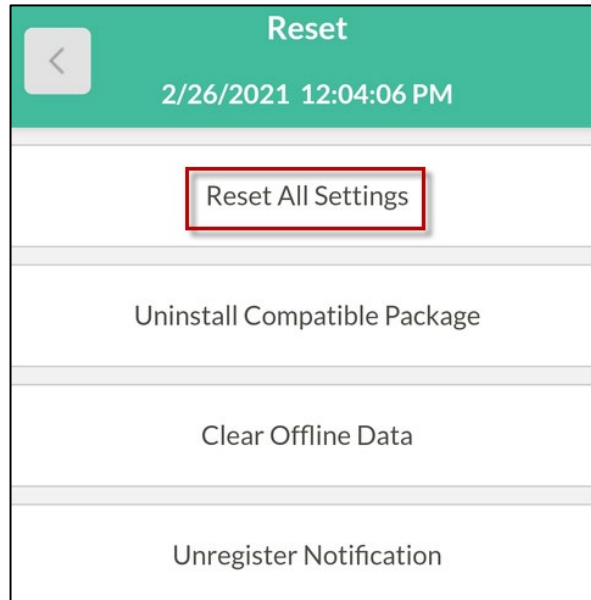
1. Open the TimeClock Plus v7 MobileClock app. Scroll down and Tap “Configuration”.



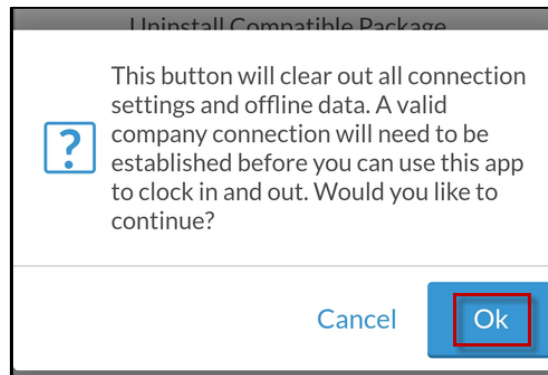
2. Tap “Reset”



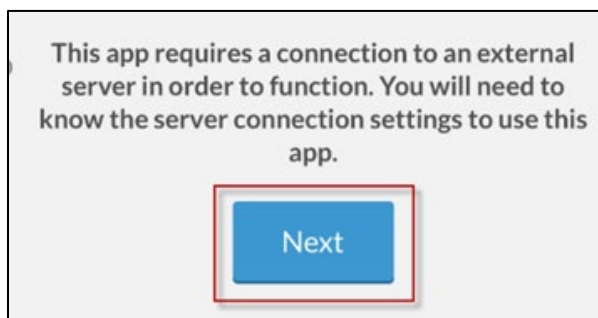
3. Tap “Reset All Settings”



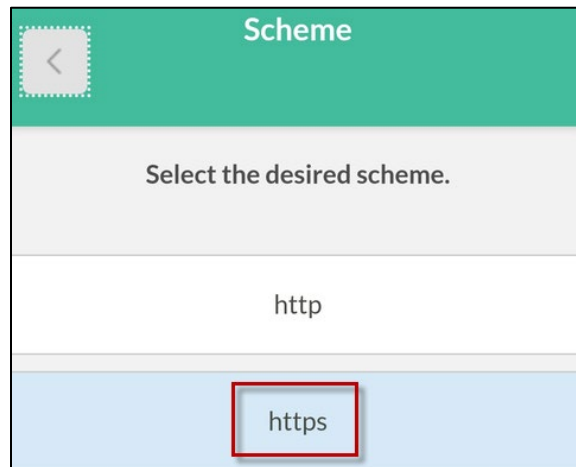
4. Tap “Ok”



5. Tap “Next”



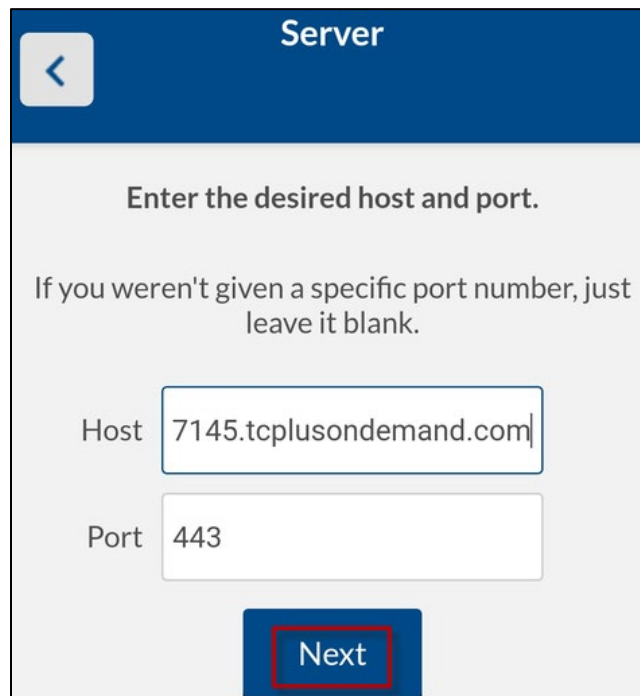
6. When prompted for scheme, tap **https**.



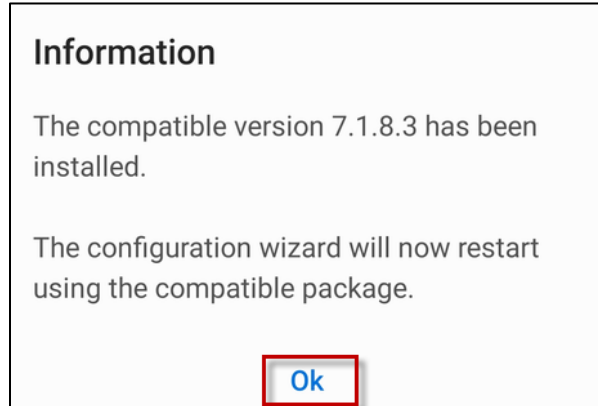
7. Enter the following as the Host and Port. Then tap Next.

Host: 207145.tcplusondemand.com

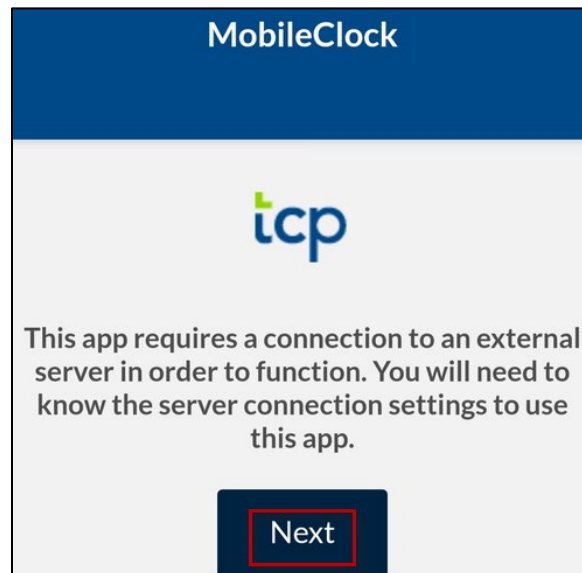
Port: 443



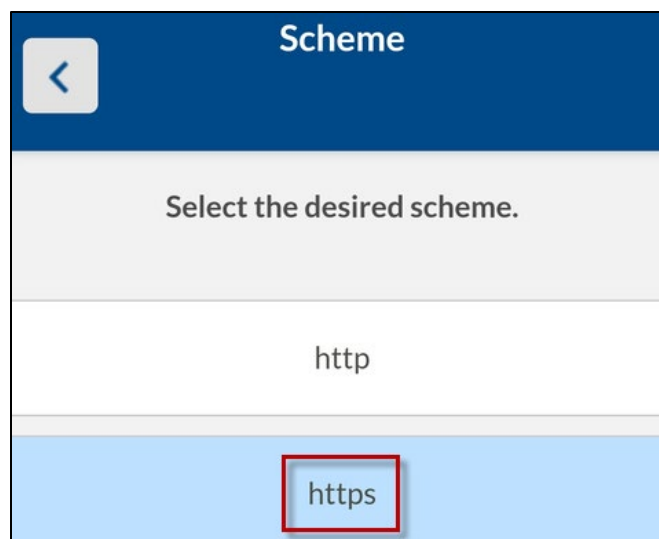
8. If you receive a “compatible version xxxx has been installed” message or other message confirming the version, click Ok.



9. Tap “Next”



10. When prompted for scheme again, tap **https**.



11. The Host and Port will retain your earlier changes. Tap “Next”

Server

Enter the desired host and port.

If you weren't given a specific port number, just leave it blank.

Host 7145.tcplusondemand.com

Port 443

Next

12. When prompted for Namespace, enter **207145** and tap “Next”.

Namespace

2/26/2021 02:01:43 PM

Enter the desired namespace.

The namespace tells the server what database to connect to. If you have not been provided with a specific namespace, leave this field blank.

Namespace

207145

Next

13. Tap your department from the company list. If you have questions about your company number, contact your supervisor.

Select Company
2/26/2021 02:02:15 PM

Select the company that you want to log hours for.

- Athletics - PROD 1
- Amarillo Pediatrics - PROD 2
- School of Law Library - PROD 3
- Library EP - PROD 4
- Permian Basin - PROD 5
- Environmental Health and Safety - PROD 6

14. Enter your TCP employee ID number (R-number without R) and tap “Log On”.

ID
2/26/2021 02:04:27 PM

Enter your Employee ID number.

Badge/ID Number 99999999

Log On

Example R Number

15. You should now see the Clock In and Clock Out buttons. If not, contact your supervisor to see if the mobile app is enabled. Please note that location services need to be enabled on your phone to clock in/out.

