

GPS TRACKING

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Online & Offline Capability

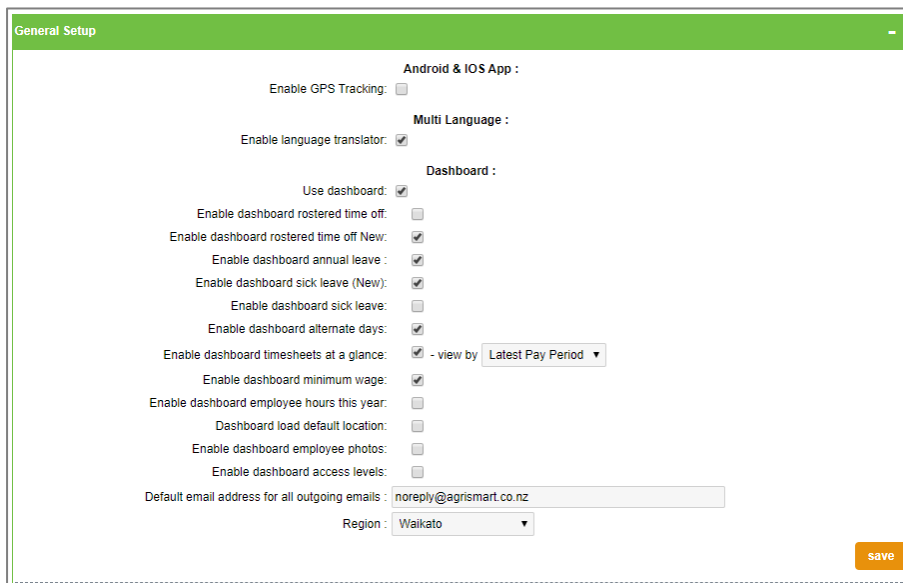
GPS tracking will pick up the start and end locations of the team members timesheets regardless of whether they are done online or offline. Please note, if an Android user does not have reception, their locations will not be tracked whilst offline.

Enable GPS Tracking

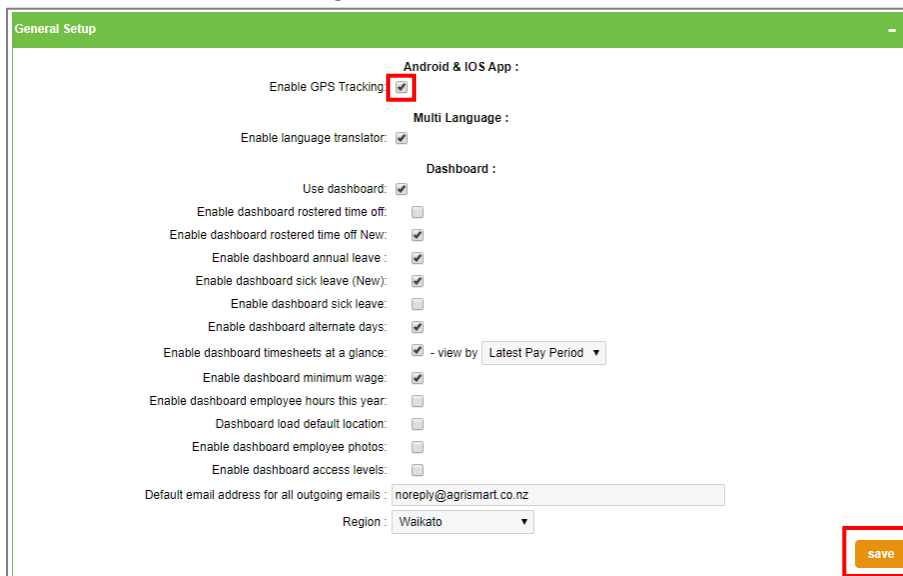
1. Click on *Setup*:



The following screen will appear:

A screenshot of the 'General Setup' configuration page. The page has a green header with the text 'General Setup'. Below the header, there are several sections of settings. The 'Android & IOS App' section contains the 'Enable GPS Tracking' option, which is currently unchecked. Other sections include 'Multi Language', 'Dashboard', and a 'Default email address' field. A 'save' button is located in the bottom right corner of the form area.

2. Tick *Enable GPS Tracking*, then click *Save*:

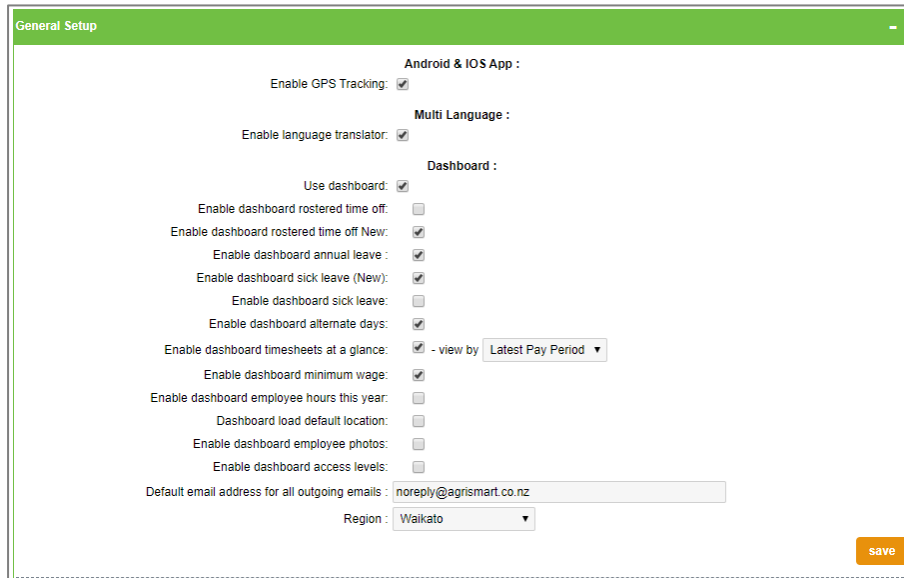
A screenshot of the 'General Setup' configuration page, identical to the previous one, but with the 'Enable GPS Tracking' checkbox in the 'Android & IOS App' section now checked. Additionally, the 'save' button in the bottom right corner is highlighted with a red rectangular border.

Disable GPS Tracking

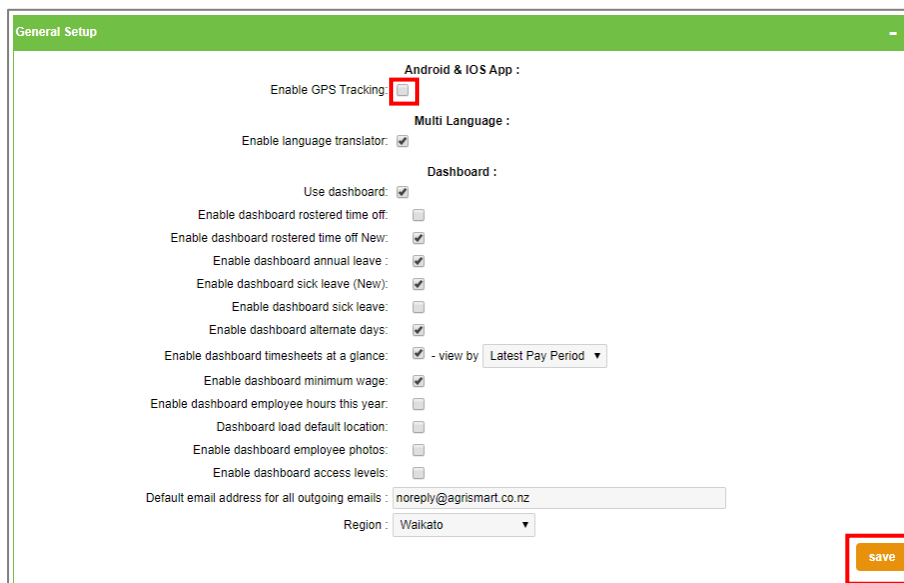
1. Click on *Setup*:



The following screen will appear:

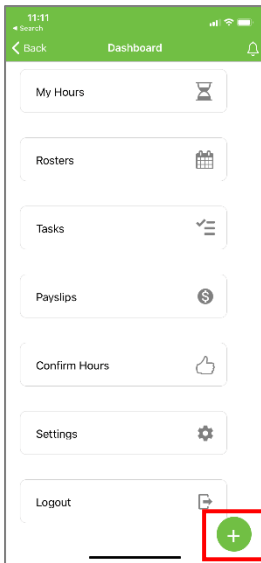
A screenshot of the 'General Setup' page. The page has a green header with the text 'General Setup'. Below the header, there are several sections of settings. The first section is 'Android & IOS App :', which contains 'Enable GPS Tracking: '. The second section is 'Multi Language :', which contains 'Enable language translator: '. The third section is 'Dashboard :', which contains several settings, all with checkboxes. The 'Default email address for all outgoing emails' is 'noreply@agrismart.co.nz'. The 'Region' is 'Waikato'. A 'save' button is located in the bottom right corner.

2. Untick *Enable GPS Tracking*, then click *Save*

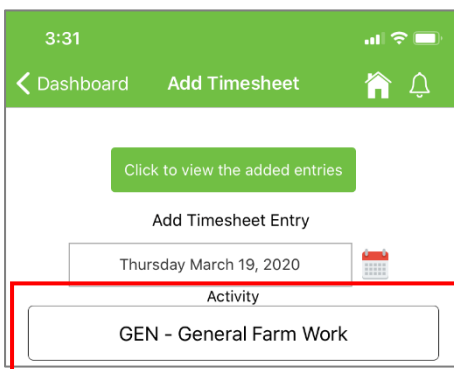
A screenshot of the 'General Setup' page, identical to the previous one, but with the 'Enable GPS Tracking' checkbox unchecked. The checkbox is now empty, and it is highlighted with a red rectangular border. The 'save' button in the bottom right corner is also highlighted with a red rectangular border.

What the Team Member needs to do

1. Log into the app and bring up the *Add Timesheet* screen by clicking on the green plus icon:
NB: GPS tracking will only work for the current day

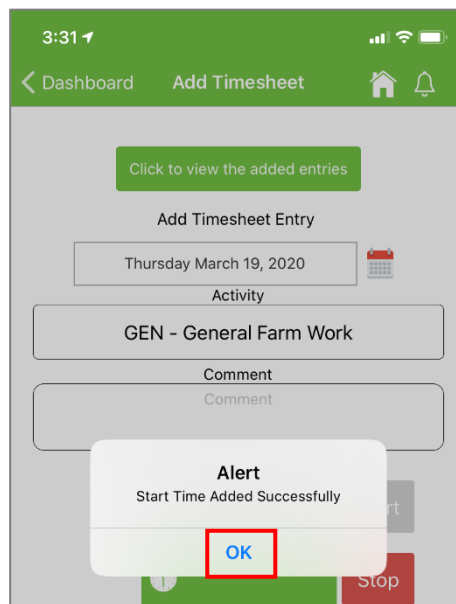
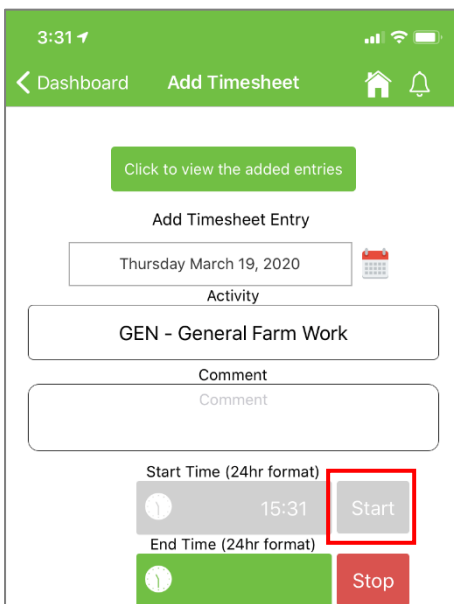


2. Select the applicable *Activity*:

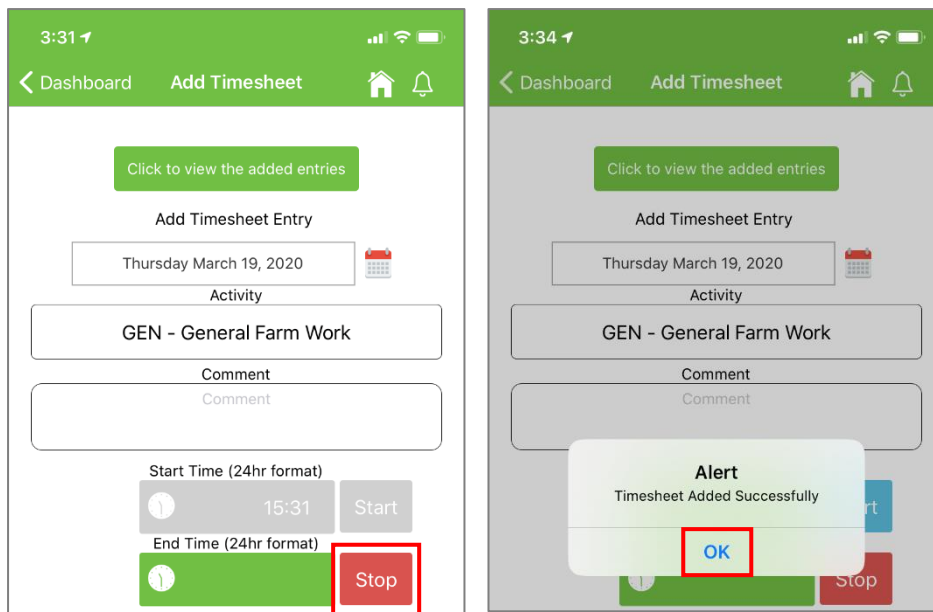


3. Press *Start*, then *OK*:

NB: This needs to be done as soon as the team member gets to work and is on the clock



4. When the team member finishes for the day/goes on a break, go back into the app and press *Stop*, then *OK*:

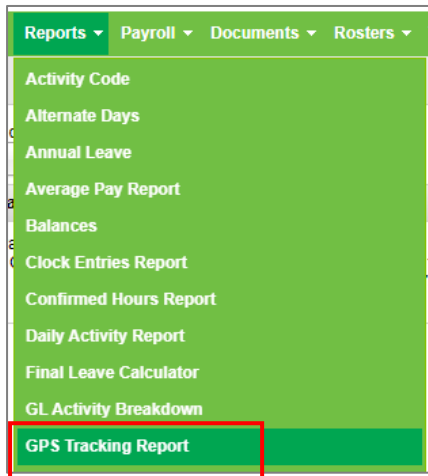


5. You will then be able to view their *Start* and *Stop* location(s) via the GPS Tracking Report (more on this below)

Please note: If the team member does not use the Start/Stop function on the app, GPS tracking will not work. The team member however, can still enter in their time for the day as normal. The only difference will be that the location of the team member when the time was entered will not be recorded.

GPS Tracking Report

1. Hover on *Reports* and click on *GPS Tracking Report*:

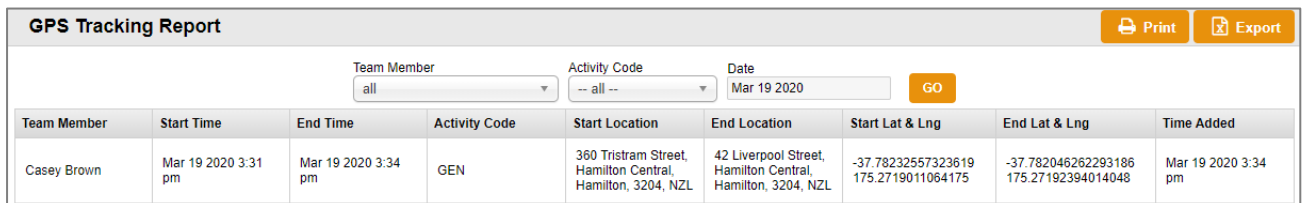


2. Adjust the filters as necessary, then click *GO*:



A screenshot of the 'GPS Tracking Report' filter form. The form has three dropdown menus: 'Team Member' (set to 'all'), 'Activity Code' (set to '-- all --'), and 'Date' (set to 'Mar 19 2020'). A 'GO' button is highlighted with a red rectangular box.

3. You will then be able to see the Start and End location(s) of your team member(s) when they entered their timesheet(s):



A screenshot of the 'GPS Tracking Report' results table. The table has a header row and one data row. The data row shows a record for Casey Brown on Mar 19 2020 at 3:31 pm, with a start location of 360 Tristram Street, Hamilton Central, Hamilton, 3204, NZL and an end location of 42 Liverpool Street, Hamilton Central, Hamilton, 3204, NZL.

Team Member	Start Time	End Time	Activity Code	Start Location	End Location	Start Lat & Lng	End Lat & Lng	Time Added
Casey Brown	Mar 19 2020 3:31 pm	Mar 19 2020 3:34 pm	GEN	360 Tristram Street, Hamilton Central, Hamilton, 3204, NZL	42 Liverpool Street, Hamilton Central, Hamilton, 3204, NZL	-37.78232557323619 175.2719011064175	-37.782046262293186 175.27192394014048	Mar 19 2020 3:34 pm