

NOVAMobile Application Basic Configuration



Overview

This document provides an overview as to how to configure the NOVAmobile application for usage for employees, supervisors, and administrators.

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NOVAmobile Application Overview

Description

The NOVAmobile App may be downloaded from the App Store and Google Play they are an extension of the NOVAtime 5000 solution for iPhone and Android smart phone users.

Designed with today's demanding workforce in mind, NOVAmobile offers true workforce management / time and attendance functionality on the go. Whether you are a remote employee or a manager in the field supervising a team of employees, our time and attendance apps offer the flexibility to accomplish critical workforce management tasks wherever and whenever needed.

This **app** can collect and transmits (or allows the transmission of) geolocation information to the NOVAtime Workforce Management solution. The **app** accesses geolocation information for the sole purpose of recording the location of employee time punches to allow supervisors/managers to verify permissible work premises.

NOVAmobile incorporates the latest features to transcend time and attendance and become a strategic part of the daily management of your company from an HR, Payroll, and Accounting perspective. NOVAmobile is easy to configure and install. It provides secure access to only those authorized to use the time and attendance apps. General validation procedures also simplify deployment across large organizations and those supporting BYOD (bring your own device) policies.

NOVAmobile Template - Function Keys

Description

The Template function key provides the functionality needed by various users while using the Mobile application. There are different function keys templates that are available for employees and supervisors. You can create different templates for the various groups of users. For example, you have hourly (non-exempt) employees who may be granted access to “Punch In/Out” this group of employees would be given access to the “Swipe-N-Go” function key to record punches throughout the day. Then, you have a different group of employees who are classified as salary (exempt) they are not required to “Punch In/Out” throughout the day so this group would not be given access to the “Swipe-N-Go” function key template.

Below finds a list of the function key templates that can be used by the various user groups:

Employee Function Key Templates

- Clock in and out
- Input missed punches
- Perform job/project transfers
- Automatic time punch lockout based on the GPS location
- Geofencing – Automatic job or department transfer based on pre-defined geographic coordinates or the address associated with a job or a department
- Review work hours for the entire pay period
- Submit timesheet
- View work schedules for the current and following weeks
- Request sick leave hours, vacation hours, personal leave time, etc.
- Review time-off request statuses
- Submit FMLA requests
- Submit expense reports
- View and edit employee profile/personal data
- Automatic punch alert using the beacon technology.
- Meal punch reminder using the beacon technology.

Supervisor Function Key Templates

- Review and manage employee timesheets, including editing existing times, add and delete times
- Approve employee timesheet
- Team punch – build your team on the go with easy punches and transfers throughout the workday
- Review, approve and decline time-off requests
- Manage expenses
- View FMLA cases/requests
- Supports Find My Employee feature, able to track employees indoors using Beacon technology and outdoors using GPS technology

NOVAmobile Design and Templates Configuration Overview

Description

When working with a Solution Consultant or Support technician on designing the experience you would like to create for Mobile users there are a few things you need to think about before you get started.

Design Considerations:

It may be prudent to review the number and type of access groups in your database.

- For example, you may want an employee access group without access to the mobile application, and another employee access group with access to the mobile application.

NOVAmobile App Template Considerations:

Think about how many types of templates and the function key type/s each group will have access to.

- For example, you may need to create multiple employee access groups to accommodate the needs of various users. Depending on the various types of users and functionality required if it differs between groups you will need to create different mobile templates based upon feature usage.

Here are some mobile app template examples that can be created if these scenarios apply to your organization.

- For example, you have a group of employees who may use a template to only request time off and view their timesheet, but they do NOT have the ability to punch **In** or **Out**. Then, you have other employees who have full functionality and access to punch **In** or **Out** and can request time-off, view and submit their timesheet.

Note: Please work with your Solution Consultant when creating templates for both the employee and the user templates.

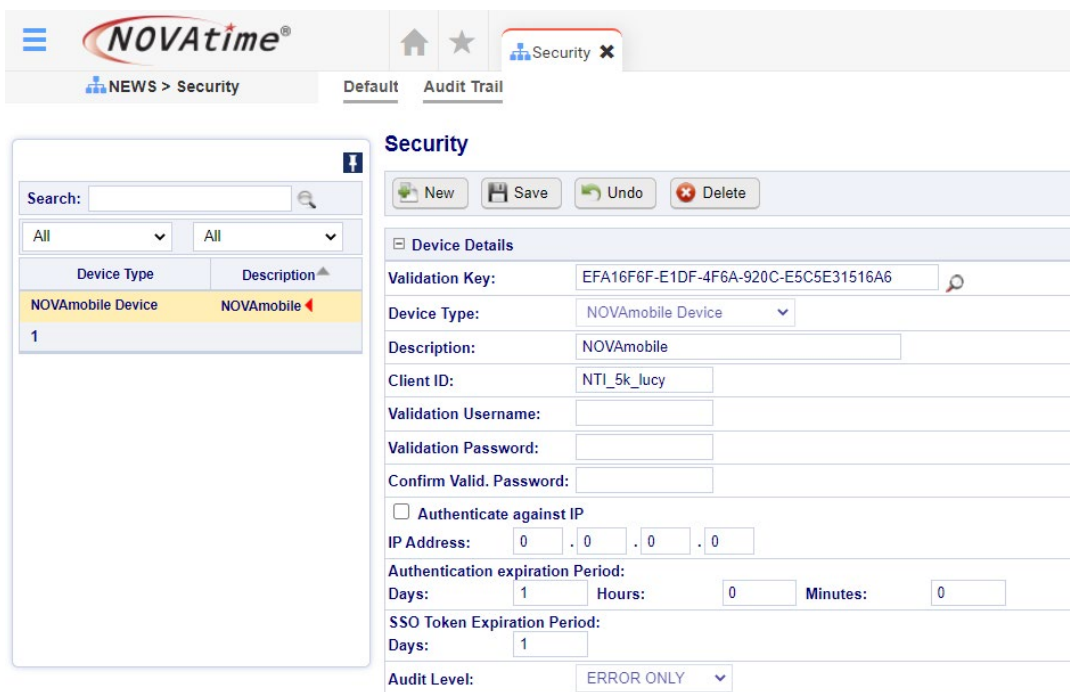
NEWS Security Page - Initial Set-Up

Description

There are a few steps that must be completed before users can access the NOVAMobile app. A NEWS Security record will need to be created for the database.

1. Log into the Administrator Web Services (AWS) portal.
2. Navigate to the **NEWS** Category
3. Click on the “**Security page**” to add a **NEWS** security record. Ensure the **Device Type** is listed as “**NOVAmobile Device**”
4. Validate and ensure the **Client ID** listed matches your database information. System will then generate a Validation key.
5. If everything looks good, select the **Save** button.

Important: Only create one Security record per Database.



The screenshot shows the NOVAMobile Security configuration interface. The breadcrumb trail is 'NEWS > Security'. The page title is 'Security'. There are buttons for 'New', 'Save', 'Undo', and 'Delete'. A table on the left shows a list of security records with columns for 'Device Type' and 'Description'. The main form area is titled 'Device Details' and contains the following fields:

- Validation Key: EFA16F6F-E1DF-4F6A-920C-E5C5E31516A6
- Device Type: NOVAmobile Device
- Description: NOVAmobile
- Client ID: NTI_5k_lucy
- Validation Username: (empty)
- Validation Password: (empty)
- Confirm Valid. Password: (empty)
- Authenticate against IP
- IP Address: 0 . 0 . 0 . 0
- Authentication expiration Period: Days: 1, Hours: 0, Minutes: 0
- SSO Token Expiration Period: Days: 1
- Audit Level: ERROR ONLY

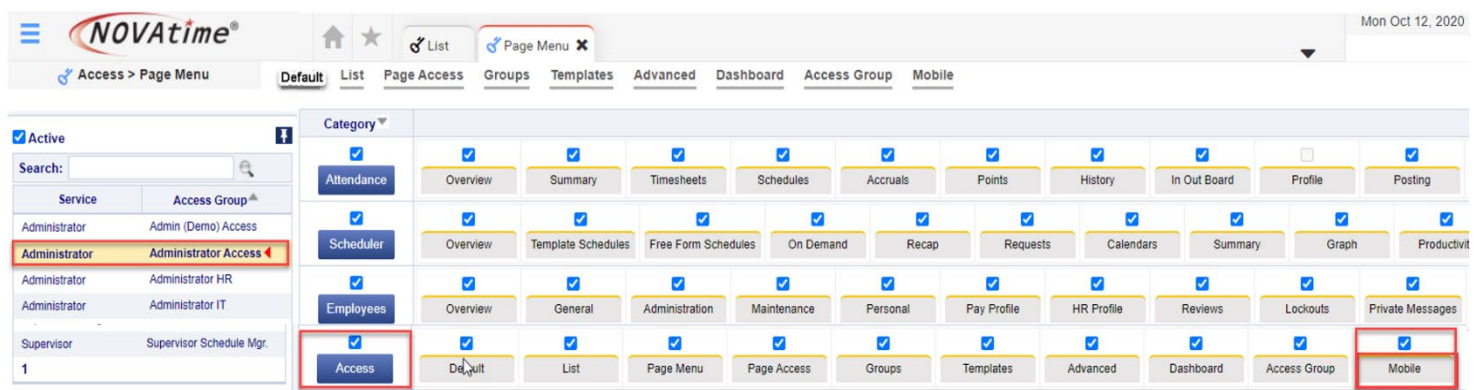
Access Category > Page Menu and Page Access

Description

The Access Category plays a key role in enabling the NOVAmobile app. However, before proceeding think about the access group/s you would like to enable this feature for?

For this example, we will enable the NOVAmobile App for the system Administrator.

1. Navigate to the Access Category > List Page and select the Administrator Access group.



Category	Attendance	Scheduler	Employees	Access	Default	List	Page Menu	Page Access	Groups	Templates	Advanced	Dashboard	Access Group	Mobile
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scheduler	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Three steps to enable the NOVAmobile app:

1. Access Category > Page Menu

- Navigate to the Access > Page Menu page to enable the Access > Mobile page for your administrator access group

2. Access Category > Page Access

- Navigate to the Access > Page Access page to make sure you have full access to the Access > Mobile page.

Important: Once these parameters are set, log-off and back on again this will ensure all changes go into effect.

3. Access Category > Mobile page

- Navigate to the Access Category > **Mobile page**.
 - a. Enable the “**Allow Mobile Access**” option,
 - b. Select the login preference & function key template
 - c. Choose the “**Timesheet Fields**” used by the Manage Timesheet option.
 - d. Save

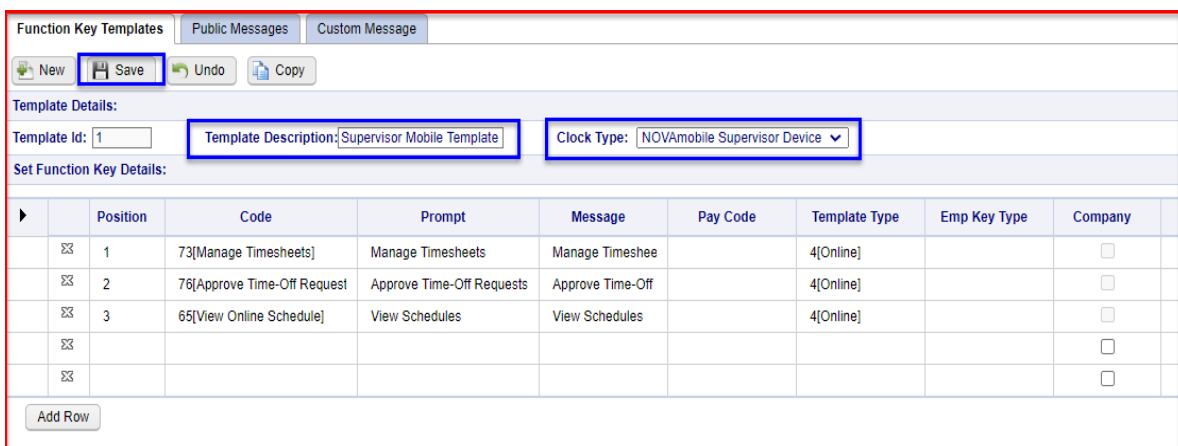
HW Devices – Template and Function Key Set-up

Description

Templates and function keys play a crucial role in the NOVAmobile app set-up. The Template set-up provides the functionality needed by various users while using the Mobile application. Before creating and configuring templates for both employees and supervisors, the Administrator needs to think about the type of experiences they would like to create for each group of users.

To create templates and assign function keys proceed and follow these steps:

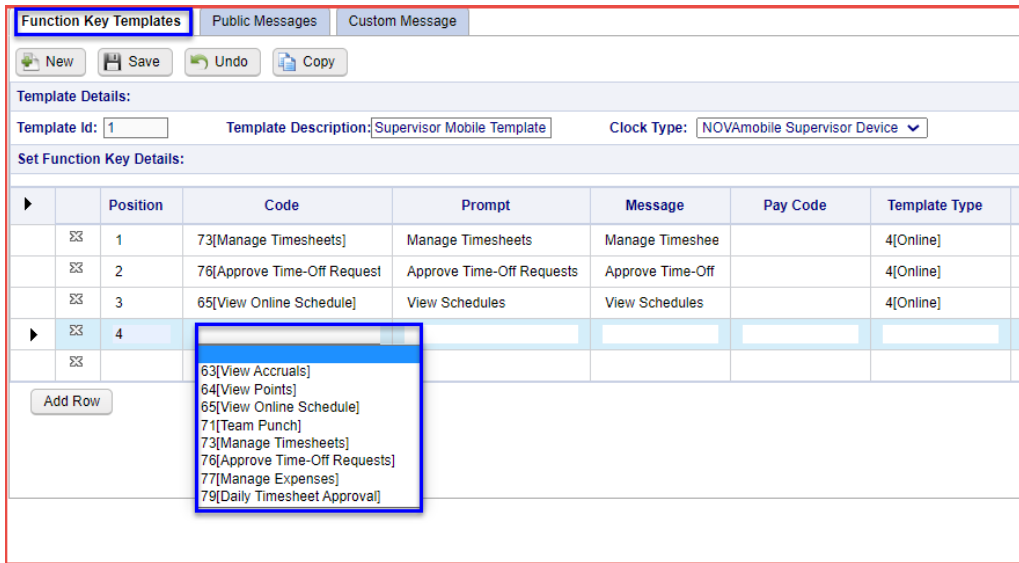
1. Navigate to the **HW Devices > Templates > Function Key Template** page tab
2. Select the **“New”** button.
3. Fill-in the **“Template Description”** field.
For example, in the Template Description enter, **Supervisor Mobile**
4. Fill-in the **“Clock Type”** field.
Click on the drop-down arrow and select the appropriate clock type
5. Click on the **“Save”** button.
If both employees and supervisors will be using the Mobile app create (2) templates:
For example:
 - a. Supervisor Mobile Template
 - b. Employee Mobile Template



	Position	Code	Prompt	Message	Pay Code	Template Type	Emp Key Type	Company
Σ	1	73[Manage Timesheets]	Manage Timesheets	Manage Timeshee		4[Online]		<input type="checkbox"/>
Σ	2	76[Approve Time-Off Request	Approve Time-Off Requests	Approve Time-Off		4[Online]		<input type="checkbox"/>
Σ	3	65[View Online Schedule]	View Schedules	View Schedules		4[Online]		<input type="checkbox"/>
Σ								<input type="checkbox"/>
Σ								<input type="checkbox"/>

6. The default set of function for “Supervisors” or “Employees” mobile templates will populate into the template as shown on the above example. **Note:** There are a series of functions available beyond the initial default set, shown as follows (select position 4 and double click in the blank row under the column labeled “Code”

Additional functions can be added for both Supervisors and Employees.



Function Key Templates | Public Messages | Custom Message

New Save Undo Copy

Template Details:
 Template Id: 1 | Template Description: Supervisor Mobile Template | Clock Type: NOVAmobile Supervisor Device

Set Function Key Details:

Position	Code	Prompt	Message	Pay Code	Template Type
1	73[Manage Timesheets]	Manage Timesheets	Manage Timeshee		4[Online]
2	76[Approve Time-Off Request]	Approve Time-Off Requests	Approve Time-Off		4[Online]
3	65[View Online Schedule]	View Schedules	View Schedules		4[Online]
4					

63[View Accruals]
 64[View Points]
 65[View Online Schedule]
 71[Team Punch]
 73[Manage Timesheets]
 76[Approve Time-Off Requests]
 77[Manage Expenses]
 79[Daily Timesheet Approval]

Add Row

7. Prior to selecting the function keys decide if the **Template Type** will be available Offline, Online or Read-Only.

Template Types:

- a. **Template Type = Offline:** Any function keys that are set to off-line can be used if mobile app has no connection. Once internet connection is restored any changes made while offline can be uploaded.
- b. **Template Type = Online:** This allows users to punch and perform other functions only if they are connected to the internet.
- c. **Template Type = Read Only:** This allows an employee to view information only.

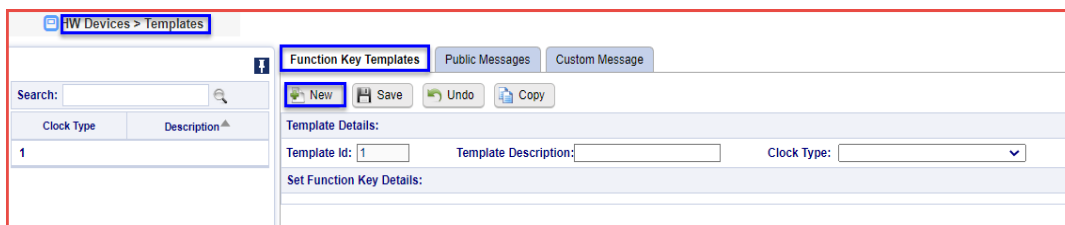
Note: * All function keys have the different template type options available. The available Function Key templates may differ between keys, some may have access to pick and set-up a template type as: Offline, Online, or Read-only and other Function keys may only have one default setting for example, an Offline option.

Function keys available to Supervisors/Admins:

- a. Team punch
- b. Manage timesheet
- c. Daily Timesheet approval
- d. Approve time-off requests
- e. View online Schedule
- f. View Accruals
- g. View Points
- h. Manage Expense

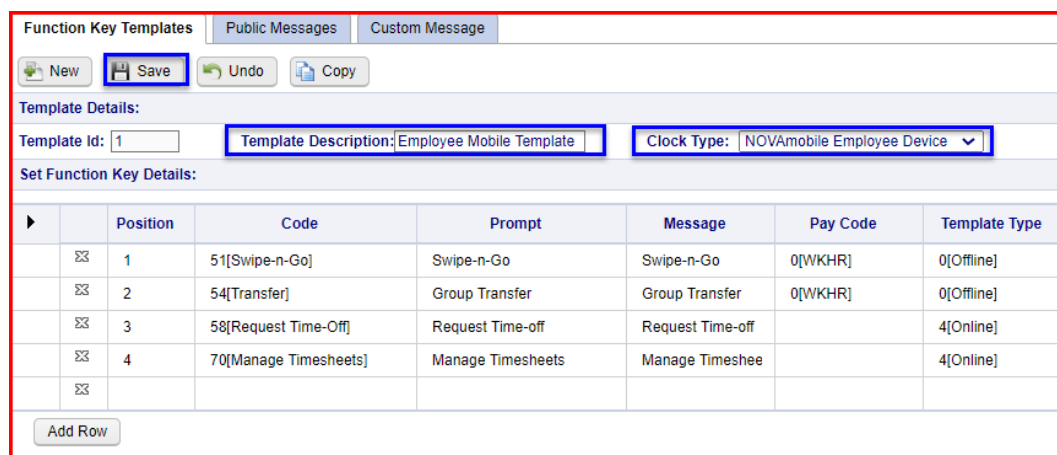
Employee Mobile Application:

8. Repeat the procedure to set up the **Employee Mobile Application** app template under **HW Devices > Templates > Function Key Templates** tab.
9. Select the “**New**” button.



The screenshot shows the 'Function Key Templates' interface. The 'New' button is highlighted with a blue box. The interface includes a search bar, a table with columns 'Clock Type' and 'Description', and a 'Template Details' section with fields for 'Template Id', 'Template Description', and 'Clock Type'.

10. Fill-in the “**Template Description**” field.
For example, in the Template Description enter, “**Employee Mobile**” or “**Salary Emp**”
11. Fill-in the “**Clock Type**” field.
Click on the drop-down arrow and select the appropriate clock type
12. Click on the “**Save**” button.

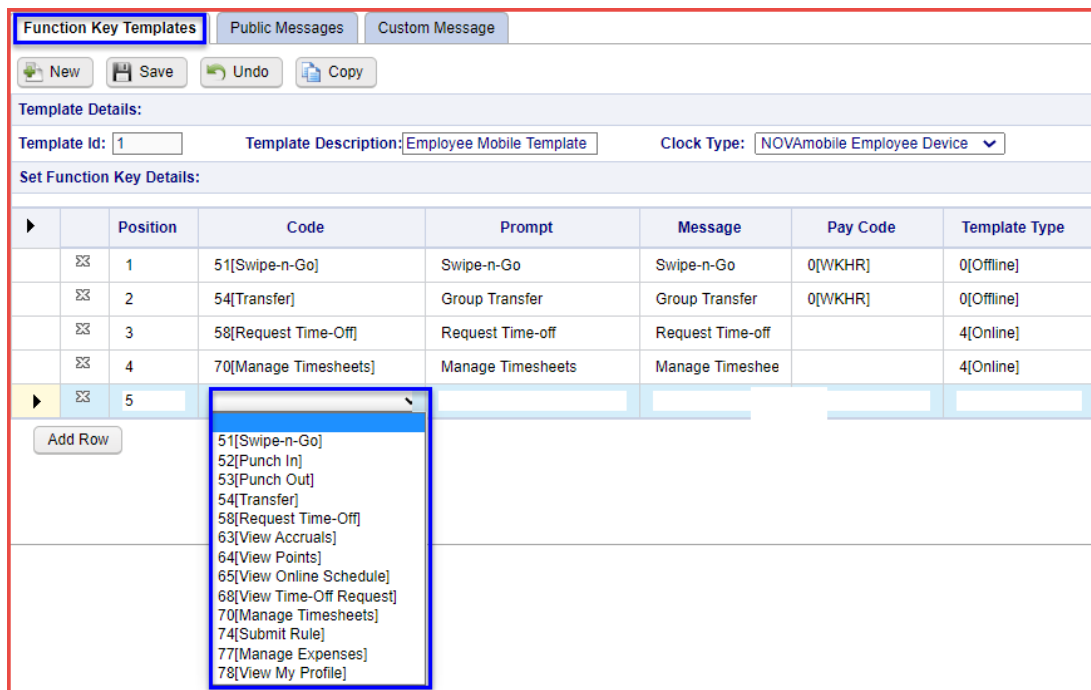


The screenshot shows the 'Function Key Templates' interface with the 'Save' button highlighted. The 'Template Description' field is filled with 'Employee Mobile Template' and the 'Clock Type' dropdown is set to 'NOVAmobile Employee Device'. Below the form is a table with columns: Position, Code, Prompt, Message, Pay Code, and Template Type.

	Position	Code	Prompt	Message	Pay Code	Template Type
Σ	1	51[Swipe-n-Go]	Swipe-n-Go	Swipe-n-Go	0[WKHR]	0[Offline]
Σ	2	54[Transfer]	Group Transfer	Group Transfer	0[WKHR]	0[Offline]
Σ	3	58[Request Time-Off]	Request Time-off	Request Time-off		4[Online]
Σ	4	70[Manage Timesheets]	Manage Timesheets	Manage Timesheet		4[Online]
Σ						

13. The default set of functions for the employee mobile template will populate into the template, as shown above in positions 1, 2, 3 and 4.

14. There are a series of functions available beyond the initial default set, shown as follows (select position 5 and double click in the blank row under the column labeled “Code”)



The screenshot shows the 'Function Key Templates' interface. At the top, there are tabs for 'Function Key Templates', 'Public Messages', and 'Custom Message'. Below the tabs are buttons for 'New', 'Save', 'Undo', and 'Copy'. The 'Template Details' section includes 'Template Id: 1', 'Template Description: Employee Mobile Template', and 'Clock Type: NOVAmobile Employee Device'. The 'Set Function Key Details' section contains a table with the following data:

Position	Code	Prompt	Message	Pay Code	Template Type
1	51[Swipe-n-Go]	Swipe-n-Go	Swipe-n-Go	0[WKHR]	0[Offline]
2	54[Transfer]	Group Transfer	Group Transfer	0[WKHR]	0[Offline]
3	58[Request Time-Off]	Request Time-off	Request Time-off		4[Online]
4	70[Manage Timesheets]	Manage Timesheets	Manage Timesheet		4[Online]
5					

Below the table, there is an 'Add Row' button and a dropdown menu for the 'Code' column of row 5. The dropdown menu lists the following options:

- 51[Swipe-n-Go]
- 52[Punch In]
- 53[Punch Out]
- 54[Transfer]
- 58[Request Time-Off]
- 63[View Accruals]
- 64[View Points]
- 65[View Online Schedule]
- 68[View Time-Off Request]
- 70[Manage Timesheets]
- 74[Submit Rule]
- 77[Manage Expenses]
- 78[View My Profile]

Function Key Features available for Employees:

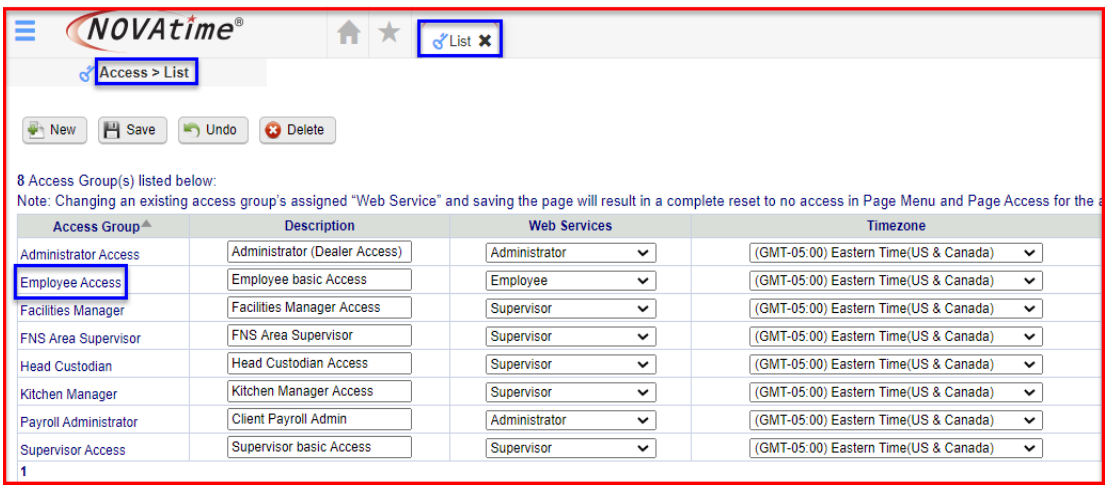
- Swipe-and-Go
- Punch In
- Punch Out
- Transfer
- Request Time-off
- View Accruals
- View Points
- View online Schedule
- View time-off request
- Manage timesheets (replacing the “Submit Timesheet” feature by setting up the Template Type with the “Online –Read Only” option)
- Submit Rule
- Manage Expenses
- View my Profile

Apply Newly Created Templates to the Appropriate Access Group/s

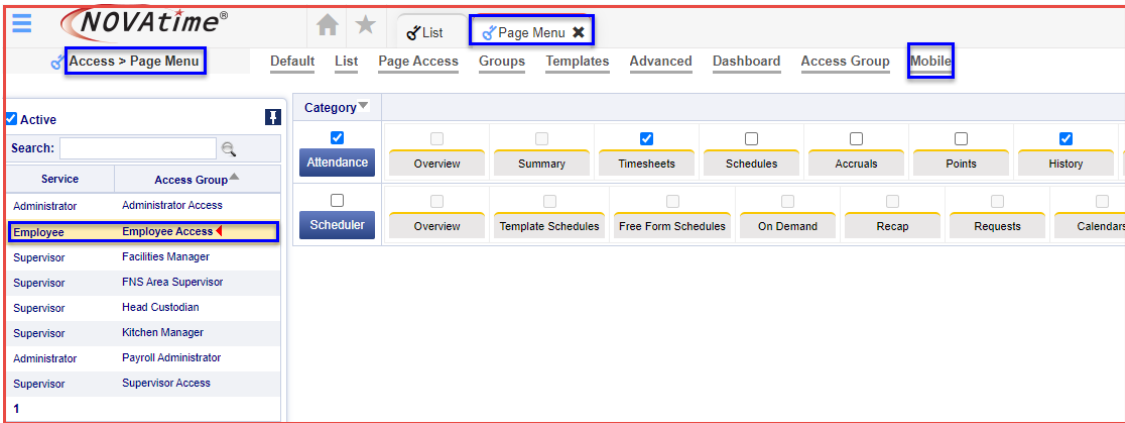
Description

Once the NOVAmobile app templates have been created for the different users the next step is to assign the appropriate template to the corresponding access groups.

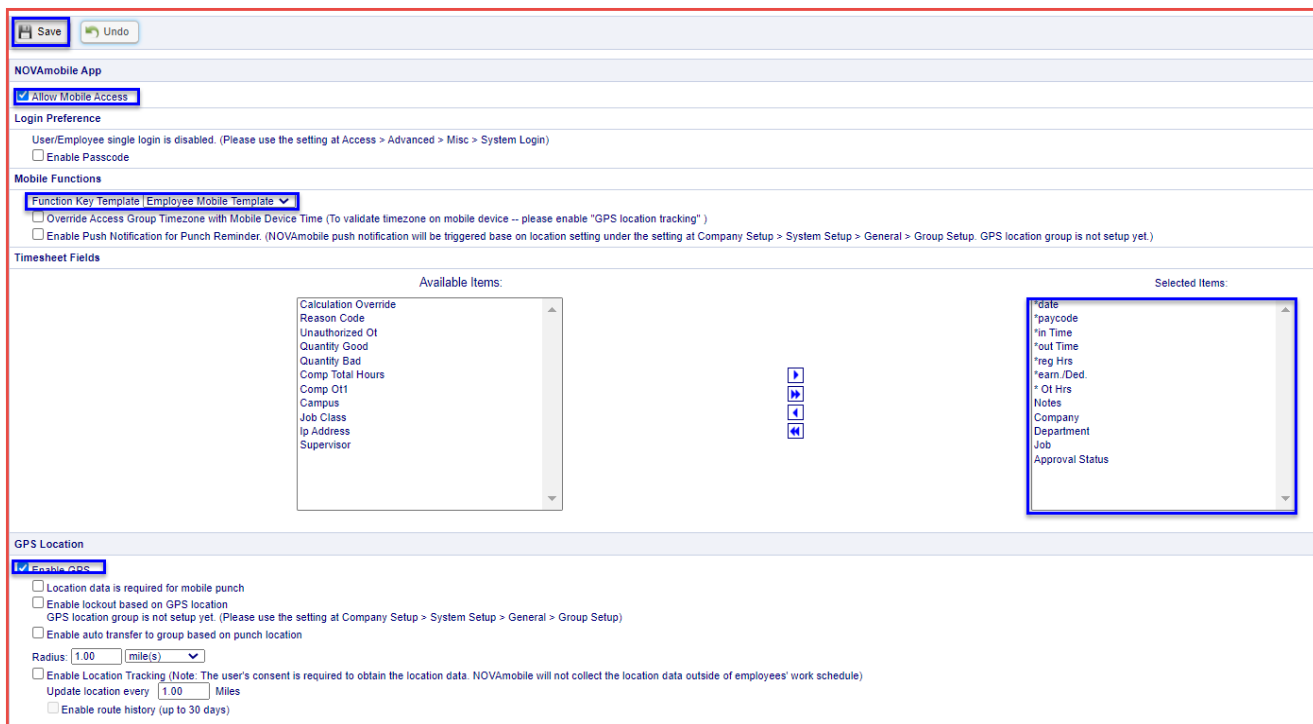
1. Navigate to the Access Category, select List
2. Select the Access Group to which you wish to apply the mobile template to, for example Employee Access Group



3. Once you select the access group this will bring you to the following:
 - Access Category > Page Menu
4. Select, Mobile tab from the top of the page



5. From the Mobile page:
 - a. Place a checkmark in the **“Allow Mobile Access”** checkbox.
 - b. From the **“Mobile Function”** section, Select the appropriate template from the **“Function Key Template”** drop-down box.
 - c. From the **“Timesheet Fields”** section, Select the appropriate Timesheet fields you wish to have available on the Mobile app for the access group with which you are working.
 - o The fields with an asterisk (*) are required fields.
 - d. **Recommended** to use:
 - o the Notes field, as well as the group level fields (example: Company, Department, Job, etc.)
 - o use the Approval Status field.
 - e. Check the **“Enable GPS”** checkbox. *If applicable to your organization set-up.*
 - f. Click the **“Save”** button



Save Undo

NOVAmobile App

Allow Mobile Access

Login Preference

User/Employee single login is disabled. (Please use the setting at Access > Advanced > Misc > System Login)

Enable Passcode

Mobile Functions

Function Key Template Employee Mobile Template

Override Access Group Timezone with Mobile Device Time (To validate timezone on mobile device -- please enable "GPS location tracking")

Enable Push Notification for Punch Reminder. (NOVAmobile push notification will be triggered base on location setting under the setting at Company Setup > System Setup > General > Group Setup. GPS location group is not setup yet.)

Timesheet Fields

Available Items:	Selected Items:
Calculation Override	*date
Reason Code	*paycode
Unauthorized Ot	*in Time
Quantity Good	*out Time
Quantity Bad	*reg Hrs
Comp Total Hours	*earn./Ded.
Comp Ot1	*Ot Hrs
Campus	Notes
Job Class	Company
Ip Address	Department
Supervisor	Job
	Approval Status

GPS Location

Enable GPS

Location data is required for mobile punch

Enable lockout based on GPS location

GPS location group is not setup yet. (Please use the setting at Company Setup > System Setup > General > Group Setup)

Enable auto transfer to group based on punch location

Radius: 1.00 (mile(s))

Enable Location Tracking (Note: The user's consent is required to obtain the location data. NOVAmobile will not collect the location data outside of employees' work schedule)

Update location every 1.00 Miles

Enable route history (up to 30 days)

Install NOVAmobile app

Description

Once the NOVAmobile application configuration set-up is complete, the templates have been created and applied to the appropriate access groups, please download the NOVAmobile application to a mobile phone and confirm login connection to the database when initially launching the mobile application.



The NOVAmobile app may be downloaded from the App Store and Google Play they are an extension of the NOVAtime 5000 solution for iPhone and Android smart phone users.

NOVAmobile app Registration

Description

Once the NOVAmobile application has download, launch the application, and proceed to registering your device.

Be sure to have the following information on hand and ensure your employee profile has a valid email or cell phone on record.

Login requirements:

1. Client ID
2. Employee Login ID
3. Employee Password
4. Employee Profile (*this page must have a valid email or cell number on file*)

Once the application is launched proceed and register your mobile device.

Registering your device is a (3) step process:

Step 1 – Enter the following:

1. Client ID
2. Employee ID
3. Password



Step 2 - Select the method you would like system to send security code. Usually users have an email and/or a cellphone number on file.

Select the applicable method:

1. E-mail
2. Cellphone



Step 3 - Enter the security code. Click the **Finish** button



Congratulations! You have successfully registered your device.