myGeoTracking Service FAQs

Smart Phone Application

MyGeoTracking has been selected as the software provider to improve staff productivity and simplify time & attendance reporting. This is a simple application downloaded to your smartphone. The application runs in the background between scheduled work hours, and can be controlled by the employee during work hours to indicate the start and end of shift, and other job status changes as required by the company. The application will only send a GPS location to the myGeoTracking server based on the employee's work schedule, or when the employee uses the app to indicate a job status change (on/off shift, start/end break, etc.) That is all it does. If you are not working, you have the ability to turn the application off on your phone.

Data Usage

Data usage is minimal with this application. The location signal consumes 4kb of data. Working 22 days in a month, the location will be transmitted a maximum of 3,960 times. This is 15.8MB of data or 1.6% of a gigabyte of data. With all data plans costing less than $10.00/gb, this is a monthly cost to the employee of $.16 per month.

Privacy

The only information transmitted by the application is the GPS location, or photos taken for proof of service or proof of work that will be submitted to the system. When activating the application, you will be presented an end user agreement to approve (attached). Although MyGeoTracking markets applications that collect additional information, the only information used by, or provided to, myGeoTracking concerning your personal information is name, company address, cell phone number, cell phone service provider, current location and job site addresses.

Activation

You will receive a text message from MyGeoTracking. Respond to the message by typing YES and send the message. You will then receive a link to download the MyGeoTracking Agent. Follow the link and install the application.

Use of the Application

There is no requirement to use any functions within MyGeoTracking Agent unless required by the company. The application will send location updates to the system only on those days you have been assigned to work. Should you choose to activate and deactivate the application at the start and end of your working day, follow these steps:

- Open the application
- Select "Time Clock" from the menu

- Select "Off Shift"
- To activate the application, select "On Shift"

Using the App for Time-Clocking

- Open the application
- Select "Time Clock" from the menu
- Select the proper job status, which could be On Shift, Start Job End Job, Break, etc. and other buttons as determined by the company
- You will also be presented with the option to capture simple notes or scan barcodes/QR codes. Simply type the note or take the needed action and click the "Submit" button.
- You may also be presented with a specialized customer and task list. Simply choose from the pull-down pick lists when making your job status change.

Reminders

1. The MyGeoTracking Agent must be active from the time you leave the home in the morning until you return home at the end of the work day.

2. This system replaces the time clock and the mileage logs so they must remain active.

3. You may receive a text message reminding you to activate the application before the start of your work shift .

Implementation Timing

This system has been tested in the field and has proven to provide reliable and accurate information. On _____, you will receive the activation text message and the link to download the application. You will immediately be live in the system and participating in the productivity improvement program.