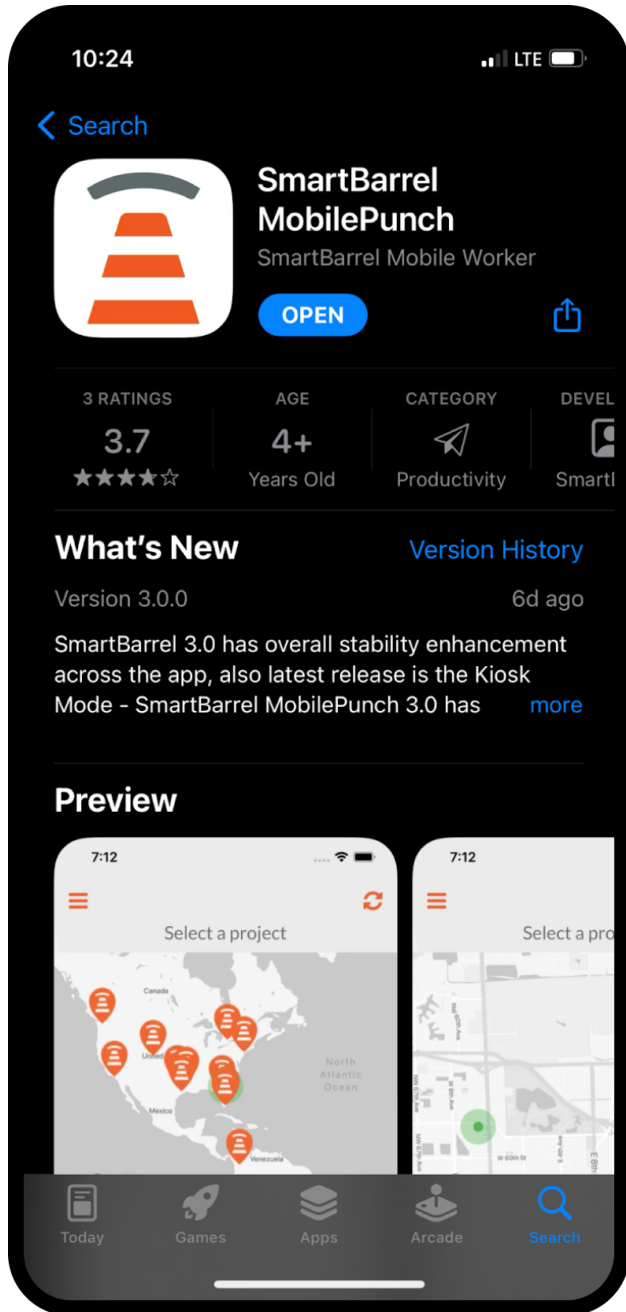# How to use the SmartBarrel MobilePunch app

Step 1: Download "SmartBarrel MobilePunch" from the AppStore. *Ensure that you were given access to the Mobile/Kiosk App by your Admin.*


SMART**B≡RREL**

Step 2: The app will prompt you to enter your phone number to login. Once you enter your phone number you will receive a verification code to complete the login process
Notes below are for SmartBarrel admins
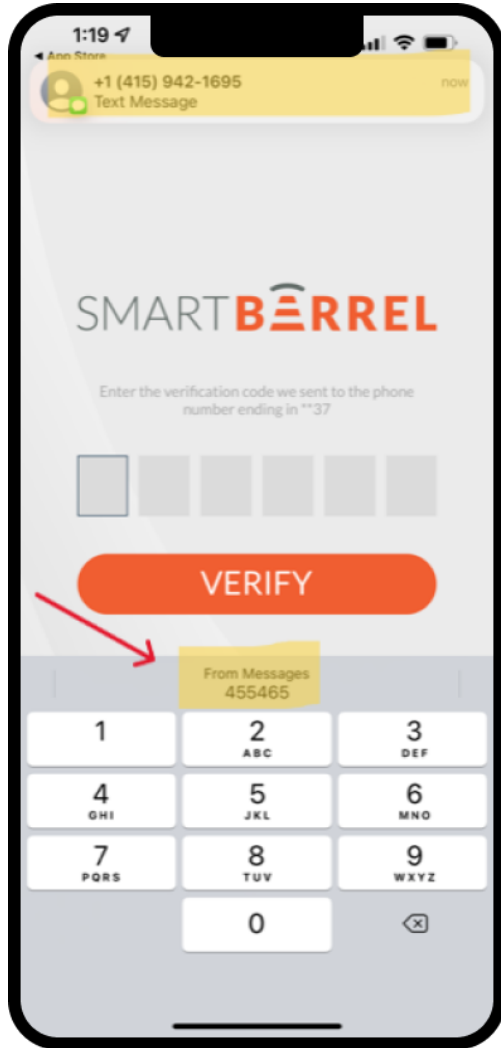
Note: If the verification code doesn't work or does not appear please do the following:
-Make sure the employee is using the same cell phone number listed under their profile in SmartBarrel.
-Make sure they have the latest version of the app installed.

If the verification code doesn't work or appear to the worker you can generate a new one.
-Login to the dashboard.
-Select the "workers" tab on the left
-Find the worker who needs the code
-Click on the "cell phone" icon -a code should appear

	Calvin Brewton	(786) 308-6521		
	Christiano Ronaldo	(111) 000-1364		1 5 6 7 4 5
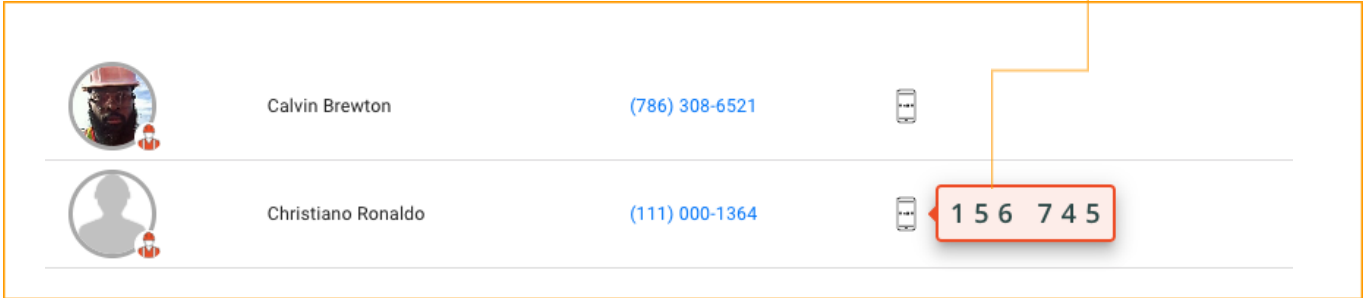
Step 3: Project List

You will see a list of all the projects that you can clock into/report on, there may be a filter applied so you would only see the job closest to you depending on the geo fence (this makes it easier to find the job you want to select so you aren't searching through a list of jobs).

Note for user: If no projects show up on your app/device, please contact your SmartBarrel admin:
Note for Admin: If "Enable Mobile App" is toggled "off" on the dashboard - it will show no projects will show up on the users app/device.
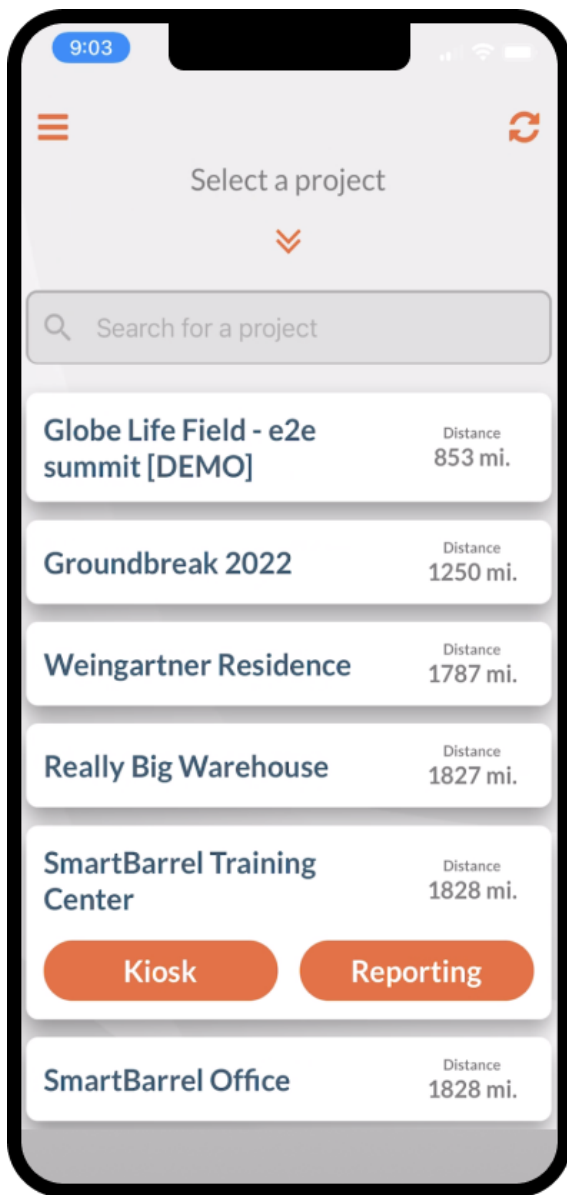

If you are just checking in yourself please see Step 4 below, if your device will be used to check-in multiple workers, please scroll down to Step 4a.

Step 4: Clocking in on the Mobile App

Select the project that you are working on, once the project is selected, select the "punch" button which will prompt you to take a picture of your face. Congratulations! As simple as that, you have clocked-in on the job. The same process is used to clock-out.

Note for Admin: If "Kiosk mode" is not enabled it will only allow the Worker to use their device to allow others to clock in.
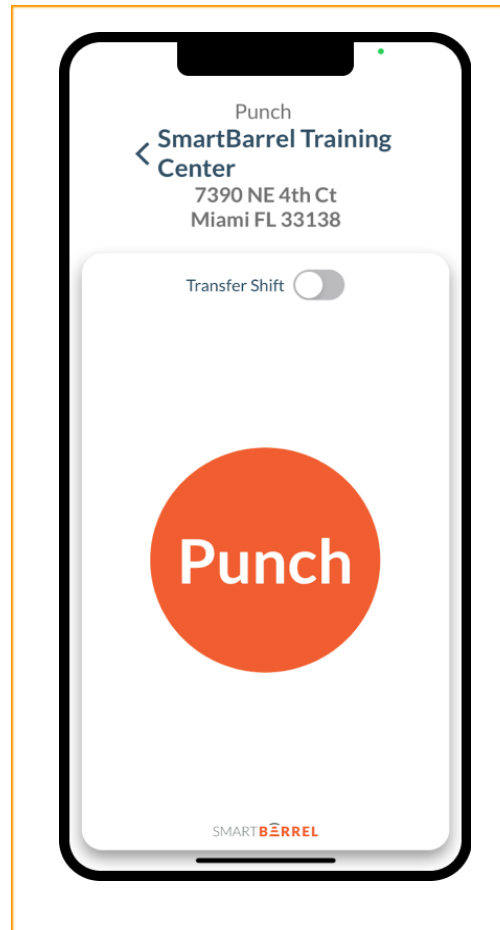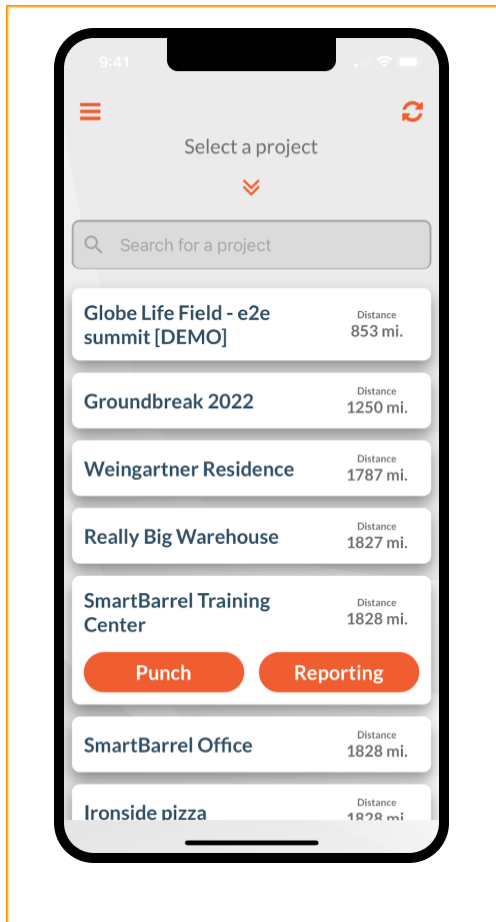
Step 4a: Kiosk Mode enables you to have multiple workers check in/out using your device.

To clock in/out, select the project that you and your crew are working on, once the project is selected, tap the "kiosk" button, and type in your phone number and press "enter", once you press "enter" a picture of your face will be taken instantaneously. . Once that is complete, pass your device to the next person and have them enter their phone number in and follow the same process for all other workers in your crew.
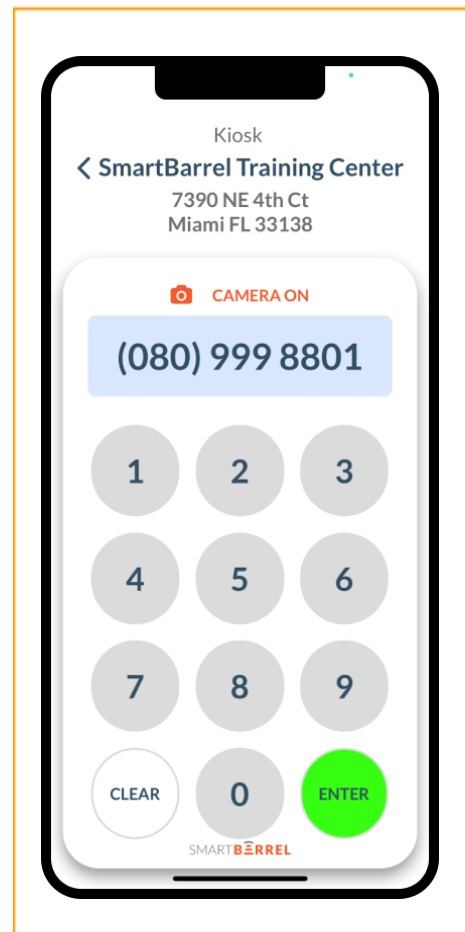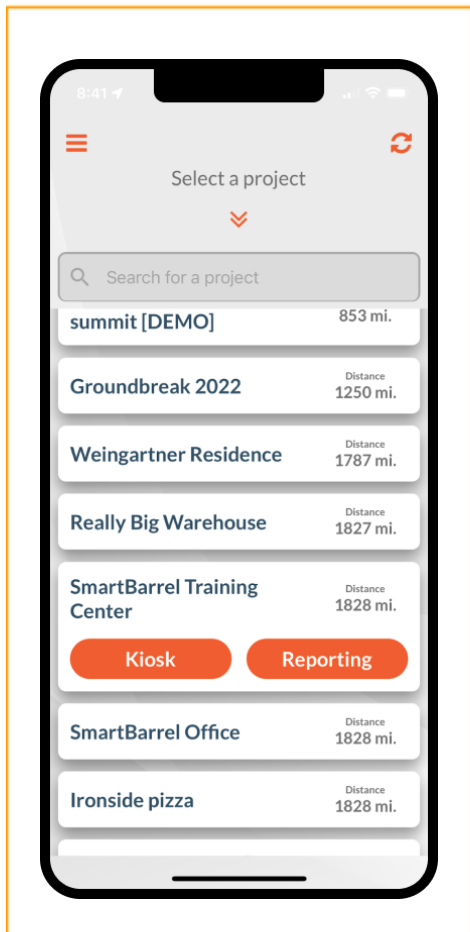
Step 5: Reporting: The Reporting feature will allow you to use the mobile app and input what work was performed, report on incidents, and record toolbox talks.

Work Summary: Work Summary allows you to submit any information that you would like regarding the project. Mostly used to submit work performed for the day, material updates, job status updates, or delays/weather updates.Updates can be submitted and will show up in the project dashboard under "work summary" just above the time sheets. You can also submit pictures through the app using the camera icon on the top right.
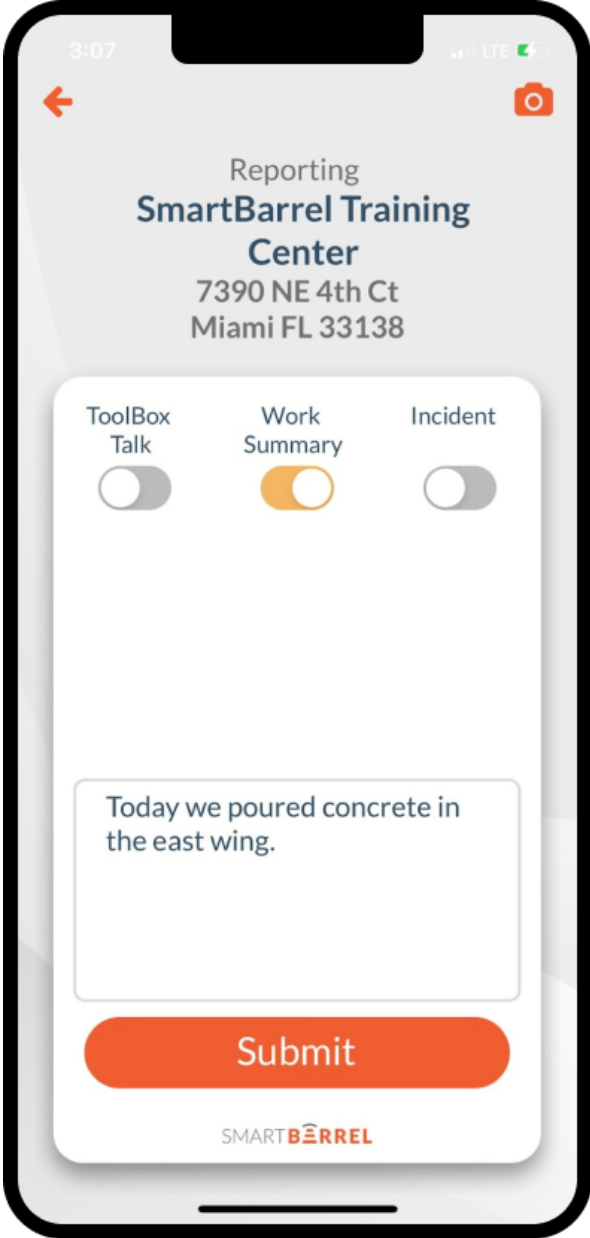
Step 6: ToolBox Talk

ToolBox Talk: After everyone is clocked in you can submit notes of what the ToolBox Talk was about. This will show up in the project dashboard under "ToolBox Talk" just above the timesheets.
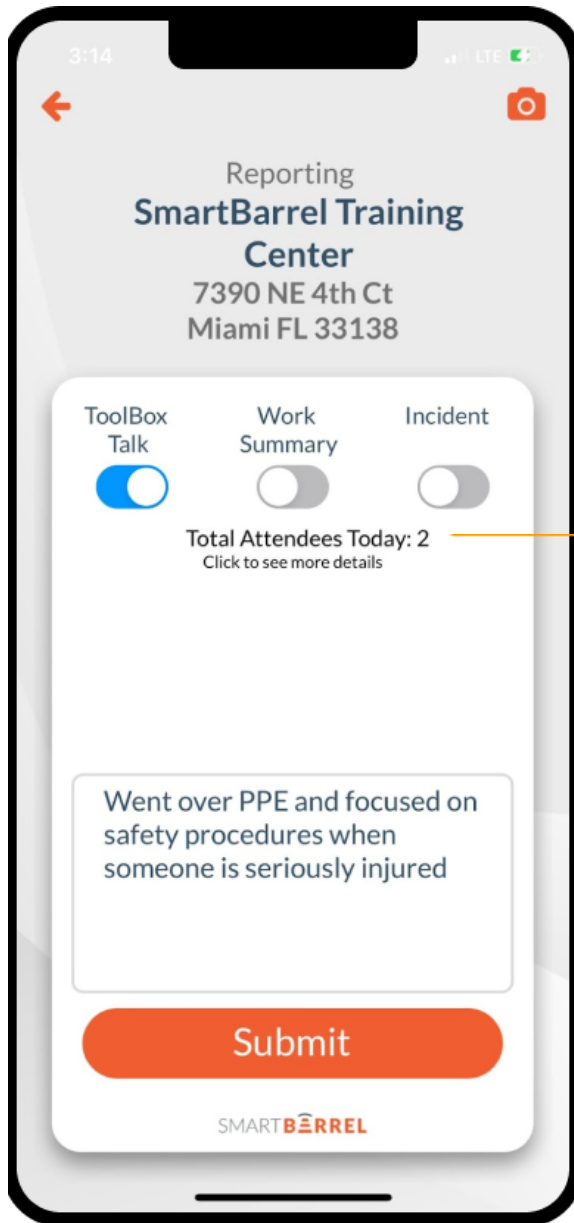
You can see that 2 people clocked in and were present for the ToolBox Talk meeting. If you click on this button it will show you a list of those workers.

Step 7: Incident Summary

Incident Summary: If a worker is injured on the project, the worker can either submit that information on the app directly or a supervisor can submit an incident report via the app. In the project dashboard this will show up under "incident summary" just above the timesheets.
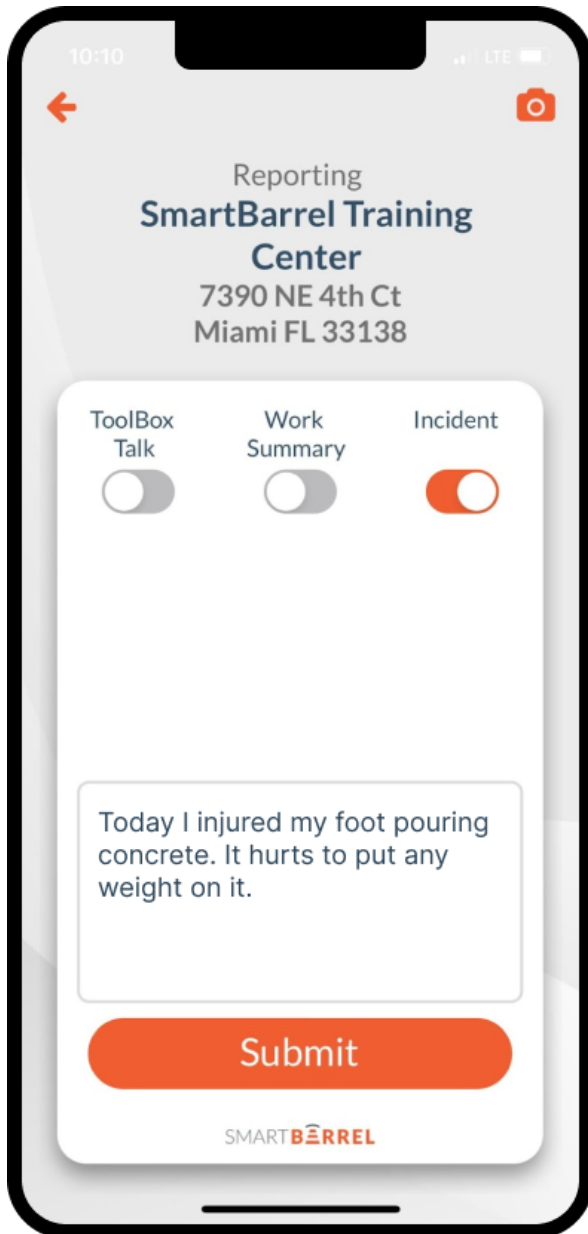
Note: When an incident is filed. It will be toggled as "open". Meaning that it still has to be addressed and then "closed". This can be addressed in the dashboard.

Step 8: Diagnostics

The Diagnostics of the app and mobile settings can be viewed by selecting the 3 bars in the upper left corner and then tapping the (Diagnostics) button. This will tell the user if their camera is working, the GPS location of the project, and cell signal. It's a quick way for the user to know if the issue can be solved from their end or if they need to reach out to support.
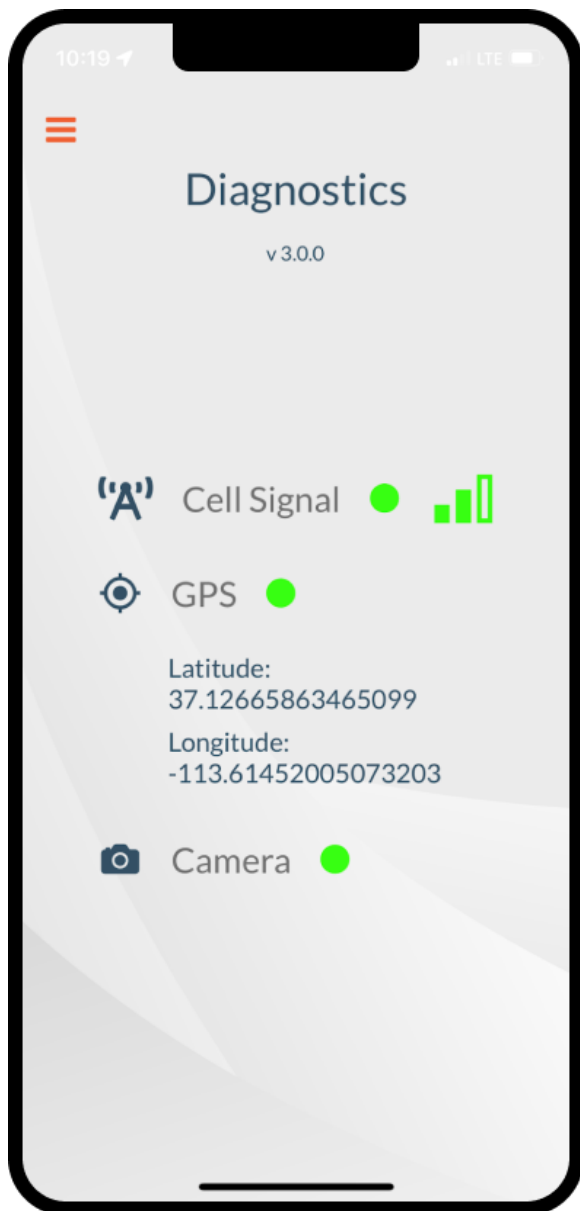
Step 9: Support

The support tab can also be found by clicking the 3 bars in the upper left corner of the app. Tap the (support) button and you will see multiple options of how to contact a support representative.