



Sunset Vista Time Tracker

User Guide

For workers at Sunset Vista Enterprises
Track your time from your phone — no app download required.

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1. Getting Started

The Time Tracker runs in your phone's browser — no app to install. Your manager will give you the web address. The URL looks like:

```
https://sunsetvistaenterprises.com/work.php?name=YourName
```

Replace **YourName** with your own name (e.g. *work.php?name=Andy*). Bookmark this URL on your phone for quick access.

Alternatively, you may open <https://sunsetvistaenterprises.com> and use the Time Tracker menu to access the Time Tracker application.

Selecting Your Name

If you open the site without a name in the URL, a **Who's working?** prompt appears. Select your name from the dropdown, or choose **[+ Enter new name...]** to add yourself.

NOTE

Your name is remembered in a cookie on this device. You won't be prompted again on the same phone or browser unless you clear your cookies.

The Start a Job Screen

This is the main screen you see each time you visit. From here you can:

- Start a new job by selecting an activity, location, and tags
- Open past time records with the [ **Job Review**] button
- Access your personal profile with the [ **Profile**] button

TIP

Add the site to your Home Screen — Safari: Share → Add to Home Screen; Chrome: Menu → Add to Home Screen — so it opens full-screen like a native app.

2. Starting a Job

Follow these steps each time you begin a new work activity.

1 **Select the Activity**
Tap the Activity dropdown and choose what you will be doing — for example Pruning, Harvest, or Wine making. The list matches the work types used on your payroll.

2 **Confirm the Location**
The location field automatically pre-selects the most common location for that activity. Change it if you are working somewhere different — for example switching from WSR to Tank Room.

3 **Select Tags**
Tags appear as tap-to-select chips below the location. They identify the specific block, variety, or task — for example MQ, PP, LC, VSP. Select all that apply. Multiple tags can be selected at once.

4 **Add a Starting Comment (optional)**
Tap the [🗨 Comment] button to reveal a text area. Type any notes before you begin — equipment used, field conditions, etc.

5 **Start the Clock**
Tap the green [▶ Start Job] button. The timer begins immediately and the screen switches to the Active Job view.

NOTE Only one job can be active at a time. If you need to switch tasks, end the current job first, then start a new one.

3. Selecting Tags

Tags are how the system identifies which block or variety your time applies to. They appear as coloured chips once you choose an activity.

Standard Tags

Each activity has its own set of predefined tags. Common vineyard block and trellis tags are:

MQ	Marquette block
PP	Petit Pearl block
LC	La Crescent block
PS	Prairie Star block
FB	Frontenac Blanc block
HWC	High Wire Cordon trellis system
VSP	Vertical Shoot Positioning trellis system

Selecting Multiple Tags

Tap each chip you want to include. A selected chip turns dark green. Tap it again to deselect. There is no limit on how many you can select at once.

Adding a Custom Tag

If the tag you need is not in the list, type it into the text box labelled *"Enter custom tag... and click Add"*, then tap **[Add]**. Your custom tag appears as a selected chip and is saved to the system for future jobs of the same activity.

TIP

Custom tags you add are automatically remembered for next time. You will not have to re-enter them on future jobs of the same activity.

4. Pausing and Resuming a Job

The clock tracks only the time you are actively working. Paused time is not counted in your final duration.

To Pause

From the Active Job screen, tap the orange [|| **Pause**] button. The elapsed timer stops and a || **Paused** badge appears.

To Resume

Tap the [▶ **Resume**] button. The timer restarts. The paused interval is automatically subtracted from your total when you end the job.

NOTE

You can pause and resume as many times as needed — for example during a lunch break, a safety stop, or when switching between a powered tool and hand work.

5. Adjusting the Start Time

If you forgot to start the timer and began working a few minutes ago, you can correct the start time while the job is still running.

1

Open the adjustment field

On the Active Job screen, tap the gray [⌚ Adjust Start Time] button.

2

Enter the correct time

A time picker appears showing the current recorded start time. Tap the field and type or adjust the correct time.

3

Save the change

Tap [Update]. The start time is corrected immediately and the elapsed display refreshes.

TIP

The adjusted start time cannot be set in the future. If the time you enter is later than the current time, the update will be rejected.

6. Adding Comments

Comments are timestamped notes attached to a job record. They appear in the Comment column of the time records spreadsheet.

Before Starting

On the Start a Job screen, tap [ **Comment**] to reveal the comment box. Type your note and it will be saved when you tap [ **Start Job**]. The timestamp is the moment the job starts.

While a Job is Running

On the Active Job screen, type in the **Add Comment** field and tap [ **Add Comment**]. Each comment is prepended with the current time, for example:

```
[9:42 AM] Tractor fuel low – switched to hand pruning for north row.
```

Multiple comments are separated by line breaks and stacked in order. All previous comments are shown in the **Previous Comments** section below the input.

TIP

Use comments to flag anything that might affect your duration or needs supervisor attention — equipment issues, weather stops, safety incidents, or task handoffs.

7. Ending a Job

When your task is complete, tap the red [ **End Job**] button on the Active Job screen.

A confirmation prompt appears. Tap **OK** to confirm. The system records the exact end time, calculates your duration (total elapsed minus all paused intervals), saves a row to the master TimeRecords spreadsheet, and clears the active job so you can start a new one.

The **Job Complete** screen shows your activity, time range, and duration in decimal hours — for example **1.5 hrs** for one hour and thirty minutes.



The time record is saved immediately. Once you tap [+ Start New Job] to begin again, the completed record cannot be undone — only corrected (see Section 9).

8. Reviewing Your Time Records

The Job Review screen lets you see all your saved time records filtered by date range. Tap [ **Job Review**] on the Start a Job screen to open it.

Choosing a Period

Six period filters are available at the top of the review screen:

Today	All records from midnight to now today.
Yesterday	All records from the previous calendar day.
This Week	Monday of the current week through today.
Last Week	The full previous Monday-to-Sunday week.
This Month	The 1st of the current month through today.
Last Month	The full previous calendar month.

Reading the Summary Bar

At the top of the record list, three summary chips show:

- **Records:** how many jobs were completed in this period
- **Hours total:** the sum of all durations for this period
- **Days:** how many distinct calendar days have records

Reading a Record Card

Each card in the list shows:

- Activity name and location
- Date, day of week, and time range (start → end)
- Tags shown as coloured chips
- Any comments you added
- Duration in decimal hours — displayed prominently on the right side

NOTE

Only your own records are shown in Job Review. Other workers' records are never visible to you.

9. Correcting a Job Duration

If a job's recorded duration is wrong — for example because you forgot to pause during a break — you can submit a correction from the Job Review screen.

How to Correct

1**Open Job Review**

Tap [📄 Job Review] from the Start a Job screen and select the period that contains the record.

2**Find the record**

Scroll to the job you need to fix. Each card shows the current duration in the top-right corner.

3**Enter the corrected duration**

At the bottom of the record card, find the "Correct duration:" field. It is pre-filled with the current value. Type the corrected number of hours in decimal format — for example 2.5 for two and a half hours.

4**Save the correction**

Tap the [Save] button next to the field. A confirmation message appears.

What Happens to the Original

The original row in the spreadsheet is marked **[CORRECTED]** in the Activity column. A new row is appended immediately after it with the same date, time, tags, and comments but the updated duration. Both rows are preserved for audit purposes.

TIP

Duration is entered in decimal hours. Quick conversions: 0.25 = 15 min · 0.5 = 30 min · 0.75 = 45 min · 1.5 = 1h 30m · 2.25 = 2h 15m · 2.75 = 2h 45m

10. Managing Your Profile

Your profile stores your contact information and lets you set a personal password to protect your data. Tap [ **Profile**] from the Start a Job screen to open it.

Setting Your Profile Password

The first time you open your profile, you will be prompted to create a password. This password is personal — no one else can access your profile or your export history.

Your password must meet all three requirements:

- **8 or more characters**
- **At least one uppercase letter** (A–Z)
- **At least one number** (0–9)

As you type, the three requirement indicators change from ○ to ● as each condition is met. All three must be ● before you can save.

NOTE

Tap the [ Show] button to the right of any password field to reveal what you have typed. Tap [ Hide] to mask it again.

Saving Contact Information

Once logged in, fill in your **email address** and **phone number** in the Contact Information section and tap [ **Save Profile**]. Your email address is used as the default destination when you request a record export.

Session and Security

Your profile session lasts one hour. A countdown timer in the top bar shows the remaining time. When it expires, you will be prompted to enter your password again.

To log out immediately, tap [ **Logout**] in the top bar or at the bottom of the profile page.

Changing Your Password

Scroll to the **Change Password** section at the bottom of the profile page. Enter your current password, then your new password twice. Tap [ **Update Password**]. Your session is automatically refreshed — you will not be logged out.

TIP

If you forget your profile password, contact your manager. They can reset it from the server so you can create a new one on your next visit.

11. Exporting Your Time Records

From your Profile page you can email yourself a summary of your time records for any date range. The email includes a plain-text activity summary and a CSV spreadsheet attachment.

Requesting an Export

1 Open your profile
 Tap [👤 Profile] on the Start a Job screen and log in with your profile password.

2 Choose the export period
 Tap one of the five period buttons in the Export My Time Records section:

Today	Records from today only.
This Week	Monday of the current week through today.
Last Week	The full previous Monday-to-Sunday week.
Since Last Export	Records saved after the exact timestamp of your last export. Use this for regular weekly sends to avoid duplicates.
All Records	Every record you have ever saved.

3 Confirm the email address
 The Send To field is pre-filled with your profile email. Change it if you want the export sent to a different address.

4 Send
 Tap [✉ Send Export]. A confirmation message shows how many records were included.

What the Email Contains

The email body shows your records grouped by activity, with each session listed on its own line with the date, start/end times, and duration. Totals are shown per activity and a Grand Total at the end:

```
[Pruning]: Mon 3/2/26, 7:00 AM to 12:00 PM (5h) Total: 5h [Harvest]: Tue 3/3/26,
8:00 AM to 4:30 PM (8.5h) Total: 8.5h Grand Total: 13.5h
```

The attached CSV file contains the same columns as the master spreadsheet: Date, Day of Week, Activity, Location, Tags, Comment, Start Time, End Time, Duration (hrs), and Name.

NOTE

Each export is logged in the master TimeRecords spreadsheet as an "Export Records" row, recording the time, your IP address, and the destination email address.

12. Quick Reference

Keep this summary handy for everyday use.

Task	How to do it
Start a job	Activity → location → tags → [▶ Start Job]
Add a custom tag	Type in custom tag box → tap Add
Pause the clock	Tap [⏸ Pause] on the Active Job screen
Resume after a break	Tap [▶ Resume] on the Active Job screen
Adjust the start time	Tap [🕒 Adjust Start Time] → enter time → tap Update
Add a comment mid-job	Type in Add Comment box → tap [💬 Add Comment]
End a job	Tap [■ End Job] → confirm → record is saved
Review your records	Tap [📄 Job Review] → choose period filter
Correct a duration	Job Review → find record → enter correct value → tap Save
Open your profile	Tap [👤 Profile] → enter profile password
Update contact info	Profile → fill in email/phone → tap [💾 Save Profile]
Change your password	Profile → Change Password → enter old + new → tap [🔒 Update Password]
Export your records	Profile → Export → choose period → confirm email → tap [📧 Send Export]
Show/hide a password	Tap [👁 Show] / [🙈 Hide] next to any password field

Need help? Contact your manager or speak with Michael at Sunset Vista Enterprises.