Sunset Vista Time Tracker

User Guide — Version 2

For vineyard workers at Sunset Vista Enterprises

Track your time from your phone — no app download required.

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1. Getting Started — Passwords & First Login

The Time Tracker runs in your phone's browser — no app to install. Your manager will provide the web address, which 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.

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. Your name is remembered in a cookie so you won't be asked again on the same device.

Creating Your Password

NEW **New in this version.** Every worker must now create a personal password before using the application. This is the same password used for your Profile page.

The first time you open the app (or when your session has expired), you will see one of two screens:

- **Create Password** — if no password has been set yet. Enter a new password that meets the three requirements below, confirm it, and tap **[Set Password & Enter →]**.
- **Enter Password** — if you have already created a password. Enter it and tap **[Unlock →]**.

Password requirements:

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

TIP **Show/Hide:** Tap **[👁 Show]** next to any password field to reveal what you have typed. Tap **[☎ Hide]** to mask it again.

NOTE **Sessions last 60 minutes** by default. When the session expires you will be prompted to enter your password again. The timeout can be changed by the manager in the Admin panel.

2. The Start a Job Screen

This is the main screen you see after logging in. The layout from top to bottom is:

Activity dropdown	Choose what work you are doing.
Activity tip	Collapsible tip panel — appears when the selected activity has tips. Tap ▶ to expand.
Tags section	Chip buttons for block, variety, or trellis — tap to select, multi-select allowed.
Custom tag input	Type a new tag and tap Add to create it.
Tag tips	A collapsible tip panel appears for each selected tag that has a tip.
Location dropdown	Pre-filled from the activity default. Change if needed.
Comment button	Tap to reveal a text area for a pre-start note.
▶ Start Job	Starts the clock immediately.
Add Record	Records a past-date activity without starting the live clock.

The button row below the fields also contains:

- **[Job Review]** — view your completed records by date range
- **[Profile]** — update contact info, export records, change password
- **[Tip]** — opens the tip popup for the current activity and selected tags

TIP Add the site to your Home Screen (Safari: Share → Add to Home Screen; Chrome: Menu → Add to Home Screen) to open it full-screen like a native app.

3. Job Tips

NEW **New in this version.** Tips are best-practice notes built into the application for each activity and tag.

Activity Tip Panel

When you select an activity that has tips, a slim collapsible panel appears directly below the dropdown. It shows a ▶ triangle, the label 💡 **Tips**, and a count of notes.

- Tap the summary line to expand and read the tips.
- Tap again to collapse.
- Tips flagged ⚑ in red italic are marked for manager review — treat them as a reminder to confirm with your supervisor.

Tag Tip Panel

After selecting tags, a separate collapsible 🏷 **TagName** panel appears for each selected tag that has tips — for example 🏷 **MQ** or 🏷 **VSP**.

- Tag tip panels appear and disappear in real time as you select or deselect tags.
- Each tag gets its own panel so tips stay organised when multiple tags are selected.

Tip Popup Button

The **[💡 Tip]** button is visible both on the Start a Job screen and on the Active Job screen. Tapping it opens a full popup showing the general activity tips first, then one section per selected tag that has tips.

NOTE Tips are loaded from the jobs.json configuration file. The manager can add or update tips by editing that file and uploading it to the server.

4. Starting a Job

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

1 **Select the Activity**
Tap the Activity dropdown. The list covers all vineyard and winery activities. Selecting an activity pre-fills the location and shows any relevant tips.

2 **Review the Activity Tip (optional)**
If a ▶ 💡 Tips panel appears below the dropdown, tap it to read best-practice notes for that activity before you begin.

3 **Select Tags**
Tap the chip buttons for the block, variety, or trellis system you are working on. Multiple chips can be selected at once. Tag tips appear as you select.

4 **Add a Custom Tag (if needed)**
If a tag you need is not in the list, type it in the custom tag field and tap Add. The tag is saved for future sessions and logged in the time records.

5 **Confirm the Location**
The location pre-fills based on the activity. Change it if you are working somewhere different.

6 **Add a Starting Comment (optional)**
Tap 💬 Comment to reveal a text area for any pre-start notes — equipment used, conditions, etc.

7 **Start the Clock**
Tap ▶ Start Job. The timer begins immediately and the screen switches to the Active Job view.

NOTE Only one job can be active at a time. End the current job before starting a new one.

5. Selecting Tags & Tag Tips

Standard Tags

Tags identify the specific vineyard block, grape variety, or trellis system for a job. Common tags:

MQ	Marquette (red wine variety)
PP	Petite Pearl (red wine variety)
LC	LaCrescent (white wine variety)
PS	Prairie Star (white wine variety)
FB	Frontenac Blanc (white wine variety)
HWC	High Wire Cordon trellis system
VSP	Vertical Shoot Positioning trellis system
SO2	SO_2 (sulfite) adjustment
Yeast	Adding yeast to start fermentation
Oak	Adding oak to tank
Malo	Starting malolactic fermentation
Rose	Rosé wine
Amber	Amber (orange-style) wine
Port	Port-style wine

Selecting Multiple Tags

Tap each chip you need — selected chips turn dark green. Tap again to deselect. There is no limit on how many can be selected at once.

Adding a Custom Tag

Type the new tag in the field labelled *"Enter custom tag… and click Add"* and tap **[Add]**. The tag becomes a selected chip immediately. It is also saved to `jobs.json` for future sessions, and an audit row is written to TimeRecords.xlsx recording who created it and when.

Tag Tips

A 🏷 **TagName** tip panel appears below the custom tag input for each selected tag that has notes. The panel is collapsed by default — tap the ▶ line to read. Tips update in real time as you change your tag selection.

6. Pausing and Resuming a Job

Paused time is not counted in your final duration.

To Pause

Tap **[⏸ Pause]** on the Active Job screen. The timer freezes and a ⏸ **Paused** badge appears.

To Resume

Tap **[▶ Resume]**. The timer continues from where it stopped. All paused intervals are subtracted automatically when the job ends.

7. Adjusting the Start Time

If you forgot to start the timer before beginning work, you can correct the start time while the job is still running.

1 **Open the adjustment**
Tap 🕐 Adjust Start Time on the Active Job screen.

2 **Enter the correct time**
The current start time is pre-filled. Type or adjust the correct time.

3 **Save**
Tap Update. The elapsed display recalculates immediately.

TIP The adjusted start time cannot be in the future. If you enter a future time the update will be rejected.

8. Adding Comments

Comments are timestamped notes attached to a job record.

Before Starting

Tap **[💬 Comment]** on the Start a Job screen to reveal a text area. Notes entered here are saved when you tap Start Job.

While a Job is Running

Type in the **Add Comment** field on the Active Job screen and tap **[💬 Add Comment]**. Each note is timestamped automatically — for example:

```
[9:42 AM] Tractor fuel low — switched to hand pruning.
```

Multiple comments stack in order and are all saved to the Comment column of the record.

> **TIP** Use comments to flag equipment issues, weather stops, safety incidents, or anything that might affect your duration.

9. Ending a Job

Tap **[■ End Job]** on the Active Job screen, then confirm. The system records the end time, calculates the duration (excluding all paused intervals), and saves the row to TimeRecords.xlsx.

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

> **!** The record is saved immediately. Once you start a new job the completed record can only be corrected, not undone (see Section 12).

10. Adding a Record for a Past Date

NEW **New in this version.** Use this when you worked but forgot to start the timer, or need to log hours from a previous day.

Tap **[Add Record]** on the Start a Job screen. A sheet slides up from the bottom of the screen.

Setting Up the Activity First

Before tapping Add Record, set the **Activity**, **Tags**, and **Location** dropdowns on the Start a Job screen exactly as you would for a live job. The Add Record sheet uses whatever is currently selected.

Time Entry Mode (Default)

The sheet opens in time entry mode. Fill in:

- **Date of Activity** — tap the date field and pick the date the work was performed. Future dates are not allowed.
- **Start Time** and **End Time** — enter the times using the time pickers. As soon as both are filled in, the calculated duration appears below the fields — e.g. **Duration: 1.50h (1h 30m)**.
- **Comment** (optional) — any notes about this record.

NOTE If the end time is earlier than the start time, the system assumes the job crossed midnight and adds 24 hours to the end time automatically.

Duration Entry Mode

If you prefer to enter a decimal duration directly, tap the **[Use Duration]** toggle button (turns green when active). The time fields are replaced by a single decimal-hours input — e.g. **1.5** for one hour thirty minutes.

To switch back to time entry mode, tap the button again — it will say **[Use Times]**.

What Gets Saved

Tap **[Save Record]**. The row written to TimeRecords.xlsx contains:

Date	The date you entered.
Day of Week	Calculated from the entered date.
Activity	From the Activity dropdown.
Location	From the Location dropdown.
Tag(s)	All selected tags joined with – dashes.
Comment	[Manual Entry: MM/DD/YYYY H:MM AM TZ] plus any notes you typed.

Start Time	Time entry mode: your entered start time. Duration mode: the moment you tapped Save.
End Time	Time entry mode: your entered end time. Duration mode: same as Start Time.
Duration (hrs)	Decimal hours — either calculated from start/end or entered directly.
Name	Your name.

TIP Decimal hour conversions: 0.25 = 15 min · 0.5 = 30 min · 0.75 = 45 min · 1.5 = 1h 30m · 2.25 = 2h 15m

11. Reviewing Your Time Records

Tap **[Job Review]** on the Start a Job screen to open the review panel for your own records.

Period Filters

Six tabs are available: Today, Yesterday, This Week, Last Week, This Month, and Last Month. Tap any tab to filter the list.

Summary Bar

Shows the record count, total hours, and number of days worked for the selected period.

Record Cards

Each card shows the activity, date, day, time range, location, tags as chips, comments, and duration. Only your own records are ever shown in Job Review.

12. Correcting a Job Duration

If a duration is wrong — for example because you forgot to pause — you can submit a correction from the Job Review screen.

1 **Find the record**
Open Job Review, select the period, and scroll to the record.

2 **Enter the corrected duration**
Tap the "Correct duration:" field at the bottom of the card and type the correct decimal hours.

3 **Save**
Tap Save next to the field.

NOTE The original row is preserved with [CORRECTED] in the Activity column. A new row with the corrected duration is appended immediately after it.

13. Managing Your Profile

Tap **[Profile]** from the Start a Job screen. This uses the same password as your application login — enter it when prompted.

Contact Information

Enter your email address and phone number and tap **[Save Profile]**. Your email is used as the default destination when you request a record export.

Session Timer

A countdown in the top bar shows the remaining session time. When it reaches zero you will be prompted to log in again. Your manager can adjust the session length from the Admin panel (default 60 minutes).

Changing Your Password

Scroll to the **Change Password** section. Enter your current password, then your new password twice, and tap **[Update Password]**. Your session refreshes automatically — you will not be logged out. This also updates your application login password since they are the same.

TIP If you forget your password, ask your manager to clear your password hash from names.json. The next time you open the app you will be prompted to create a new one.

14. 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 summary and a CSV attachment.

Requesting an Export

1 **Open your profile**
Tap 👤 Profile and log in.

2 **Choose a period**
Tap one of the five period buttons:

Today	Records from today only.
This Week	Monday of the current week through today.
Last Week	The full previous week (Mon–Sun).
Since Last Export	Only records created after your last export timestamp. Use this for regular weekly sends.
All Records	Every record you have ever saved.

3 **Confirm the email address**
The Send To field is pre-filled from your profile email. Change it if needed.

4 **Send**
Tap ✉ Send Export. A confirmation shows how many records were included.

What the Email Contains

The email body groups records by activity. Each session is listed with:

- Date and time range
- Duration in decimal hours
- Tags — shown after a **|** separator on the same line as the time range
- Comment — on the next line if present

Per-activity totals and a Grand Total are shown at the end. Example:

```
[Netting]:
  Tue 4/28/26, 9:11 PM to 9:13 PM (0.03h) | MQ
  [9:11 PM] Check on bird pressure
  Total: 0.03h
```

```
Grand Total: 0.03h
```

A CSV file is also attached with the same columns as the master TimeRecords.xlsx spreadsheet.

NOTE Each export is logged in TimeRecords.xlsx as an "Export Records" audit row.

15. Quick Reference

Keep this page handy for everyday use.

Task	How to do it
Log in / create password	Open the app → enter or create password at the prompt
Start a job	Activity → tags → location → [▶ Start Job]
Read activity tips	Tap the ▶ 💡 Tips panel below the activity dropdown
Read tag tips	Select a tag → tap its ▶ 🏷 TagName panel
Add a custom tag	Type in custom tag field → tap Add
Pause the clock	Tap [⏸ Pause] on the Active Job screen
Resume after a break	Tap [▶ Resume] on the Active Job screen
Fix the start time	Tap [🕐 Adjust Start Time] → enter time → tap Update
Add a comment mid-job	Type in Add Comment field → tap [💬 Add Comment]
End a job	Tap [■ End Job] → confirm → record saved
Add a record for past date	[📝 Add Record] → set activity/tags/location first → date → times or duration → Save
Review your records	Tap [📋 Job Review] → choose period filter
Correct a duration	Job Review → find record → enter new value → tap Save
Open your profile	Tap [👤 Profile] → enter password
Save contact info	Profile → email/phone fields → [💾 Save Profile]
Change your password	Profile → Change Password → old + new × 2 → [🔐 Update Password]
Export your records	Profile → Export → choose period → confirm email → [📧 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.