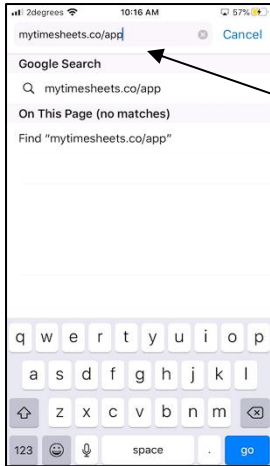


Installing on an iPhone

This process only needs to be completed once.



Step 1

Go to Safari (browser) on your phone or iPad. In the browser enter the website address, which is **mytimesheets.co/app**

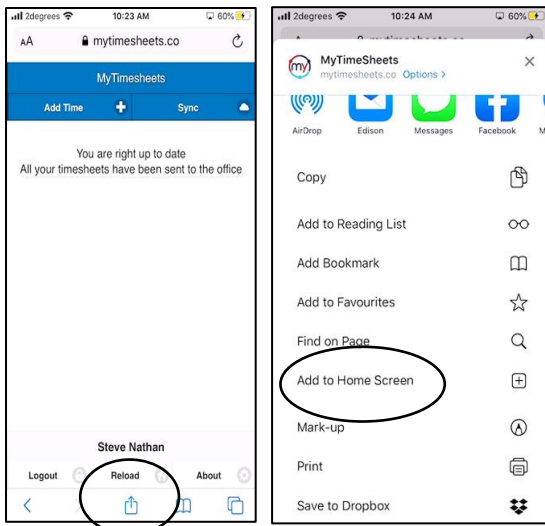
That will bring you into the MyTimesheets App screen for you to login.

1. Now enter your email address or the one that you have been provided by your employer.
2. Then enter your password, which you have also been provided and your company code.
3. Click **Login** - You are now logged in.



When you are logged you will be taken into the actual app screen.

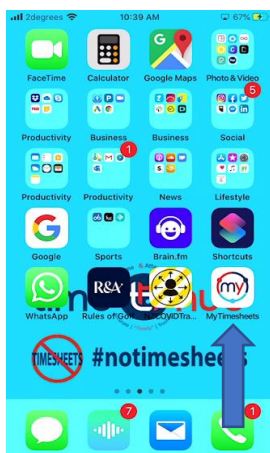
Step 2



IMPORTANT: At this stage you are still in a "browser" view, so you need to add the MyTimesheets App to your phones Home Screen.



On you iPhone, there is a button down the bottom of your screen to do this. Tap the button and select Add to Home Screen from the menu. Once you have done this you will notice that you have a MyTimesheets icon on the **home** screen/desktop of your phone. From that icon you can access the app.



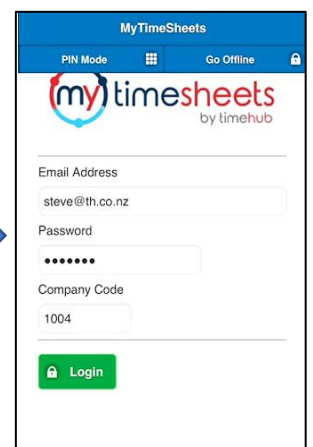
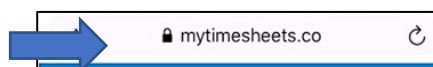
Step 3

When you access the App the very first time through this method, it requires you to log in one more time. This is just to verify that the first logon was correct and to register this phone to your login details.

Enter the same email address, Password and Company code as you did before and click **Login**. Once again you will be logged in.

From now on if you come back into the app via the icon, you are always logged in unless you have chosen to swap accounts or log out.

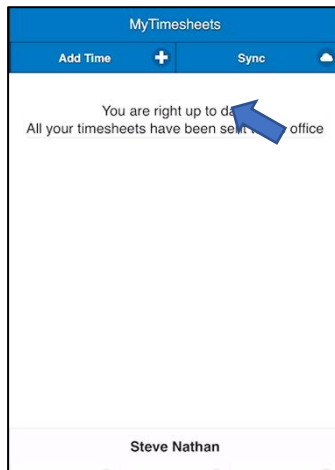
Note: If you can still see the Website Address (URL) the app is NOT installed correctly, and you will need to repeat the process.



If the app is online with a connection, either through Wi-Fi or through the cell phone network, the top panel will be **BLUE**, and it will be syncing the data to our servers in real time.

If it is **YELLOW**, that means the device is offline, you can still clock your time and enter data on the device, whether it's online or offline, but that colour change will take place. The data will sync when you next clock with the device online or when you click the **Sync Button**

Clocking In/Out or Entering Timesheets



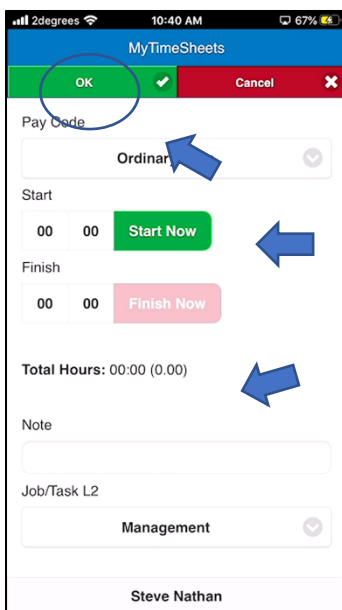
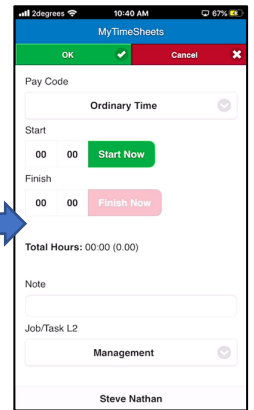
You can now clock In and/or Out.

To do this tap the MyTimesheets Icon –

In some cases, you will go straight to the Start Now button screen or you can Click "Add Time" in the Blue panel at the top left of the screen.

When in the Time Entry screen use the **Start Now** and/or **Finish Now** buttons to record your time.

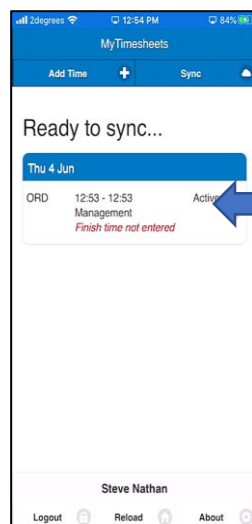
In some cases, you may be asked/able to enter your timesheet data by selecting the Start and Finish Time fields but this is not common.



Clock IN:

After you click **Start Now**, please click **OK** and you will be taken back to the Add Times screen.

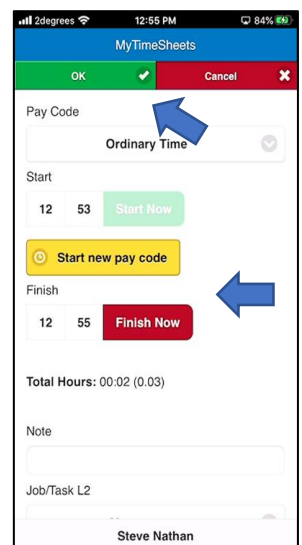
Note: Your employer may also ask you to choose a **Job/Task** from a list/s near the bottom of the screen and/or **enter notes**



Clock OUT:

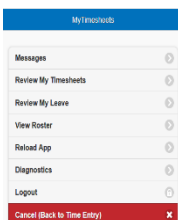
Then when you are ready to finish the day or time on a job Open the app and select the **Entry in the 1st screen**.

Then click **Finish Now** and **Ok**.



This will take you back to the Add Times screen where you can Add another Time, Close the App or:

Access the Menu to...



Send and Receive Messages: This will allow you to send and receive messages to and from your manager.

Review My Timesheets: This button will allow you to see your timesheet data for the week. There is also a Notify/Message button that you can use to send a to a manager. In some cases, you may also be able to add data using the **Add** button.

Review My Leave: If enabled, this button will allow you to apply for Leave, see your current Leave balance and message a manager.

View Roster: If enabled, this button will allow you to view your Roster apply for Leave and message a manager.

