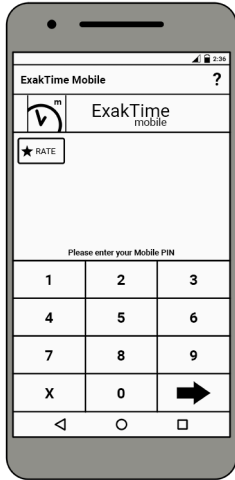


Clocking In and Out

1 Enter your PIN then press the arrow.



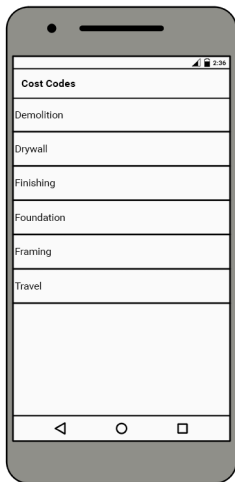
2 Press **GO** to clock in or **STOP** to clock out.



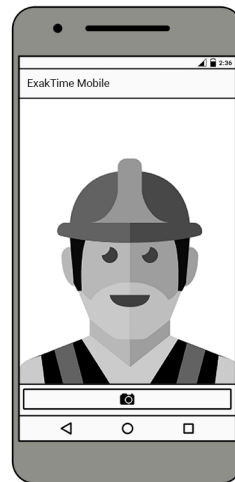
3 Select a Location.



4 Select a Cost Code.



5 Press the Camera icon if requested to clock in.



! Important Notes

If you need to change your location or activity, press **GO** again and select the appropriate location and/or cost code.

You **DO NOT** need to press **STOP** to change your task.

If you press **STOP** your time will no longer be tracked.

Press **STOP** when you are off the clock (e.g. Lunch, End of Day, etc.) as specified by your ExakTime administrator.

Setting Up

Search for “ExakTime Mobile” in the App Store if using an iOS device or Play Store if using an Android device.

Download and install ExakTime Mobile.



After opening the app, select if you will be setting up ExakTime Mobile with an email/password or with a company setup code as instructed by your ExakTime administrator and enter the information as provided.

(If your company setup code has expired, contact your administrator.)

I HAVE AN EMAIL / PASSWORD

I HAVE A COMPANY SETUP CODE

Company Setup Code:

Code Expires On _____.

Enter the name of the device;
E.g. “John’s iPhone” or “Shop Tablet”

FAQ

Q. Why do I see a red X when I try to use my PIN?

A. The PIN you had entered is incorrect. Either try again or contact your ExakTime Administrator.

Q. What do I do if my phone is broken?

A. You can use a coworker’s device if necessary. They will need to logout so you can sign in with your PIN and clock in/out.

Q. Do I have to use the same device all day?

A. No, you can clock in and out on different devices throughout the day. Each punch is consolidated to create your resulting time card.

Q. What if I don’t have internet when I clock in/out?

A. ExakTime Mobile will store your records and send any unsent records on the next opportunity.

Q. Why do I see the wrong name in ExakTime Mobile?

A. If you do not see your name in ExakTime Mobile, logout of the app to return to the PIN entry screen and enter yours.

Q. How much data does ExakTime Mobile use?

A. 100 time punches with FaceFront photos will be around 1MB.

Q. When does ExakTime Mobile use the camera and the voice recording?

A. The camera is only used when clocking in/out and when taking a photo for a Field Note. The voice recording is only used for Field Notes.

Q. What if the location/cost code I need is missing?

A. If there is a location or cost code you expect to be there, but isn’t, sync ExakTime Mobile by pressing the ☰ in the top left and press the “Sync” button at the bottom.

Q. Why and how often does ExakTime Mobile sync?

A. Syncing is used to ensure that the information on the computer and ExakTime Mobile are consistent. How often ExakTime Mobile automatically syncs is dictated by your ExakTime Administrator. Syncing can be done manually by pressing the “Sync” button in ExakTime Mobile as well.

For questions regarding ExakTime Mobile,
please contact your
ExakTime Connect administrator.

ExakTime

ExakTime Mobile

Quick Start Guide