



Getting Started With TSheets on a Mobile Device

How to Install the App:

- Go to:
 - **Android:** Play Store
 - **iOS:** App Store
- In the **Search** bar, enter **TSheets**.
- Select **TSheets Time Tracker**, and tap **Install** or **GET**.
- Find and open the app.

How to Sign In:

- Enter your username and password.
- Tap **Sign In**. TSheets will keep you signed in, even when you are not using the app.

How to Sign Out:

In the top left corner, tap your profile > **Sign Out**.

TSheets by quickbooks

Email or username

Password

Company URL .tsheets.com

[Forgot password?](#)

Sign In

How to Clock In:

- At the bottom, tap **Time Clock**.
- If available, tap **Select Job** or **Select Customer** and choose from the list.
- Fill out any other available fields.
- Tap **Clock In**.

How to Clock Out:

- At the bottom, tap **Time Clock**.
- Tap **Clock Out**.

RD Time Clock

DAY TOTAL 3h 57m STATUS Off The Clock

Start Time Today, 3:33 PM

JOB Select Job >

EQUIPMENT Select Equipment >

TASK Select Task >

NOTES Enter Notes

Take Break > Clock In >

Overview Time Clock Timesheets Schedule More

How to Switch Jobs:

- First, on **Time Clock**, tap **Switch**.
- Choose a new job or customer and fill out any other available fields if necessary.
- Tap **SAVE**.

How to Take a Break:

- Whether on or off the clock, on **Time Clock**, tap **Take Break** and choose a break type.
- To end the break, tap **End Break**.

RD Time Clock

DAY TOTAL 4h 01m 04m 08s

Start Time Today, 3:30 PM

JOB Burke Contracting >

EQUIPMENT Cement Mixer >

TASK Foundation >

NOTES Laying foundation

ATTACHMENTS

Take Break > Clock Out Switch >

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How to View Timesheets:

- Tap **Timesheets**.
- Timesheets are listed with the most recent timesheet first.
- For details, tap a timesheet.

How to Submit Time:

- In **Timesheets**, in the top right corner, tap **SUBMIT TIME**.
- Select which days you want to submit and tap **SUBMIT**.
- To confirm, tap **SUBMIT**.

RD Timesheets SUBMIT TIME +

PTO

Mon Aug 27 (today)	4h 01m
Burke Contracting	04m 3:30pm-?
Eagle Elementary School	3h 57m 8:32am-12:29pm
Wednesday, Jul 4	8h 00m
Drive Time	8h 00m
Tuesday, Jul 3	4h 27m
Burke Contracting	4h 27m
Tuesday, Jun 26 • SUBMITTED	30m
Drive Time	00m 1:30pm-1:30pm
Burke Contracting	30m 1:00pm-1:30pm
Lunch Break UNPAID BREAK	00m 1:00pm-1:00pm

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How to Manually Add Hours:

1. At the bottom, tap **Timesheets**.
2. In the top right corner, tap **+**.
3. Tap **Type** and choose of the following:
 - **Duration:** Date and Total hours.
 - **Time In/Out:** Start and End Time.
4. If available, tap **Select Job** or **Select Customer** and choose from the list.
5. Fill out any other available fields.
6. Tap **SAVE**.

How to View Shifts:

1. At the bottom, tap **Schedule**.
2. Tap **My Schedule** to view only your shifts, or **Full Schedule** to view your company's shifts.

How to Clock Into Shifts:

A **Clock In** or **Switch** option displays on the shift when it is within 15 minutes of the start time. Tap the displayed option to begin the shift.

More:

Note: What you see in the **More** menu depends on how the account is set up.

At the bottom, tap **More**:

- **Who's Working** - Tap to see who's on the clock.
- **Paid Time Off** - Tap to view your current PTO timesheets. Tap the + icon to add a new PTO timesheet.
- **Notifications** - Tap to view any recent notifications.
- **Settings** - See next section.

Settings:

Tap **Settings** in the **More** menu:

- **General** - Selection, file, and location settings.
- **Notifications** - Customize your notification settings.
- **Reset App** - Make sure all data has synced before resetting (tap Last Sync in the profile menu).
- **Help & Support** - Find support contact and help pages here.
- **About TSheets**