

Our Company URL is \_\_\_\_\_ .tsheets.com

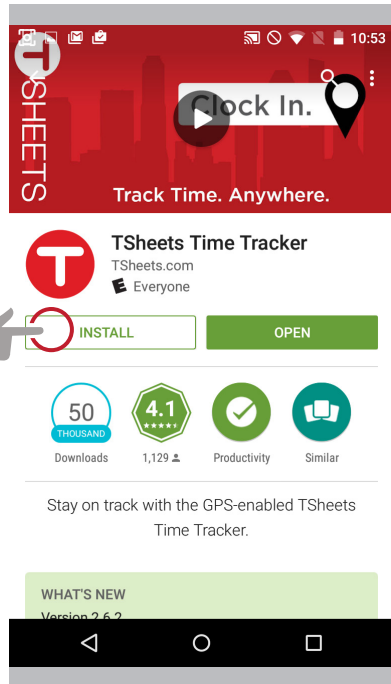
Your User Name is \_\_\_\_\_

Your Password is \_\_\_\_\_

## Using the TSheets App for Android

### Installing the App

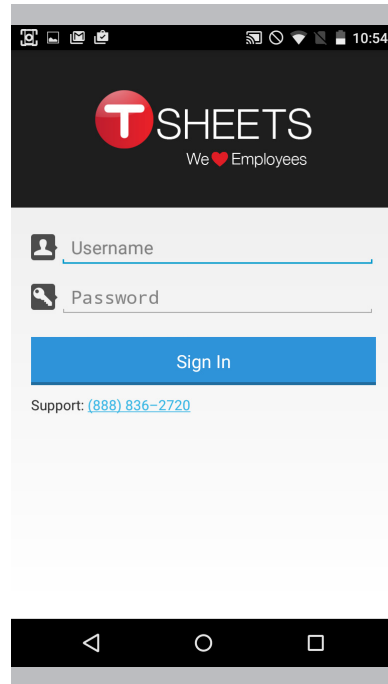
Download the TSheets app through the Google Play Store by touching the *Install* button.



### Signing In

1. Enter your username and password (listed above)

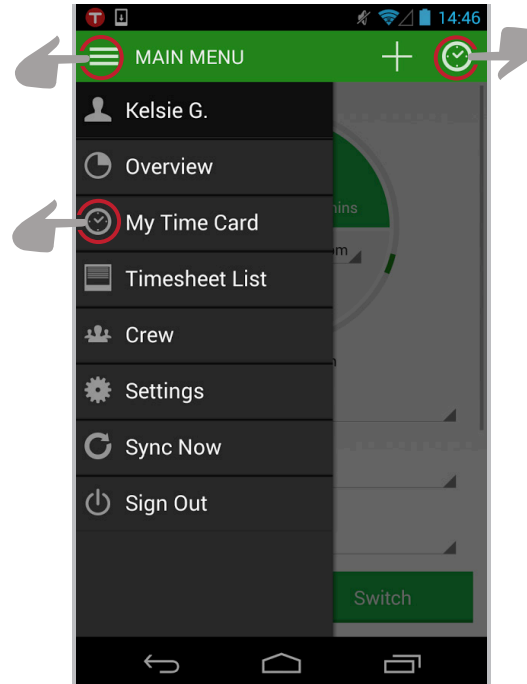
The app will keep you signed in even if you're not using it. You can go to *Settings* if you want to sign out.



### Clocking In

Access the *Time Card* from the main menu or by touching the clock icon in the upper right.

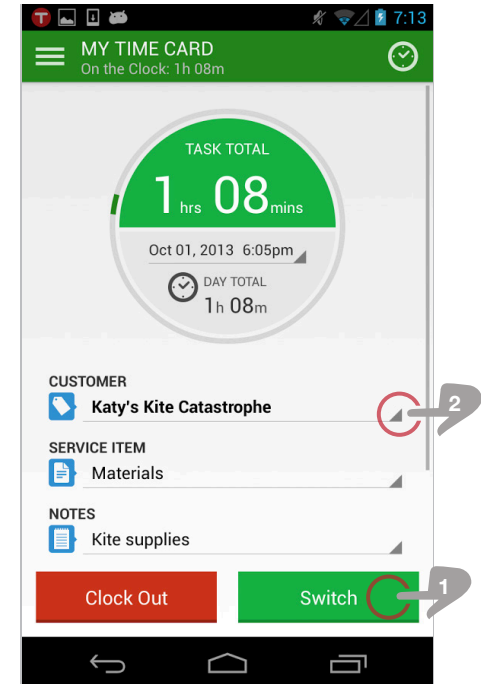
1. The *Time Card* displays options to enter Job Codes, Customers, Notes and any other required fields.
2. Click the green *Clock In* button at the bottom of the screen.



### Switching Job Codes

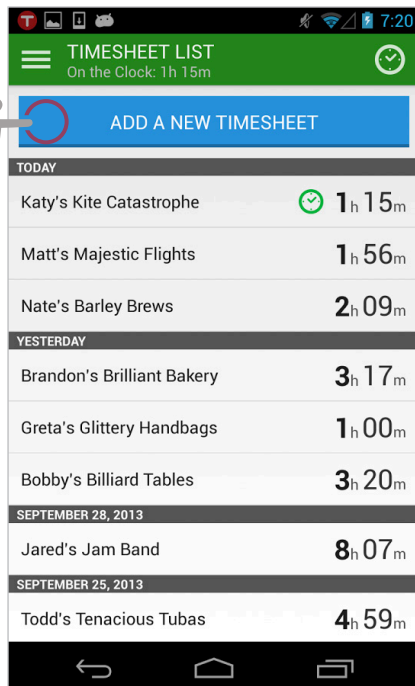
When changing your task, job, or customer, you should switch job codes.

1. While already on the clock, touch the *Switch* button.
2. Select which job code you'd like to switch to.
3. Touch *Done*.



## Creating Manual Timesheets

1. Select *Timesheet List* from the main menu in the left corner of the app.
2. Touch the *Add New Timesheet* button.
3. Enter the hours and select job codes.
4. Touch the *Create Timesheet* button.

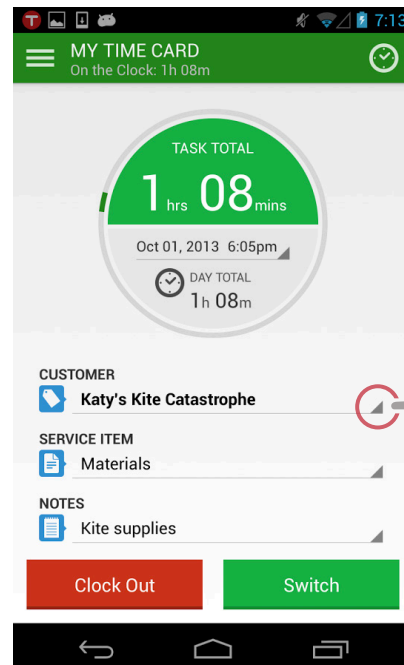


## Editing Your Current Timesheet

1. Go to *My Time Card*
2. Touch the field you would like to edit.
3. Make adjustments.
4. Touch the *Save* button.

## Editing Past Timesheets

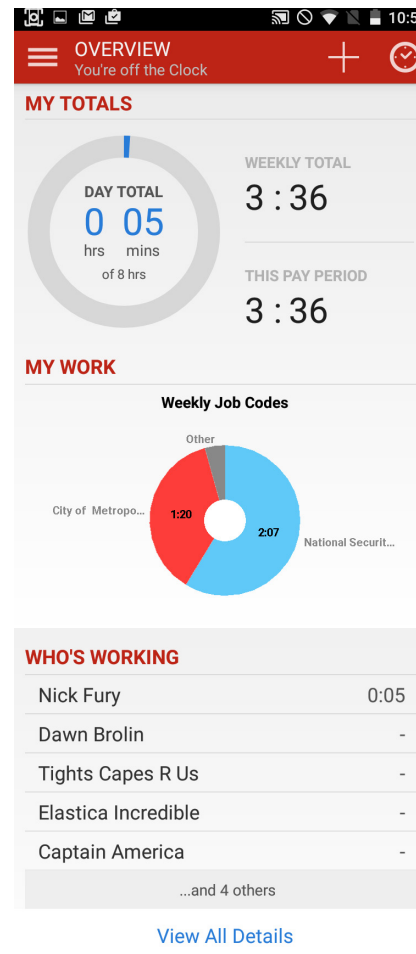
1. Select *Timesheet List* from the main menu in the left corner of the app.
2. Select the timesheet you would like to edit.
3. Touch the field you would like to adjust and make your changes.
4. Touch the *Save* button.



## Overview

You can review your daily, weekly and pay-period hourly totals on the *Overview* screen from the main menu.

If your admin has given you permission, you may also see who's working from this screen.



## Submitting Your Time

1. Select *Timesheet List* from the main menu.
2. Touch the *SUBMIT TIME* button at the top.
3. Select which days you'd like to submit and confirm.

**Tip:** After you submit your time, it is locked and you cannot make further changes.

