

888.836.2720 | help@tsheets.com

Our Company URL is _____

.tsheets.com

Your User Name is _____

Your Password R	is	Password	Your
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Using the TSheets App for Android

Installing the App

Signing In

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



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

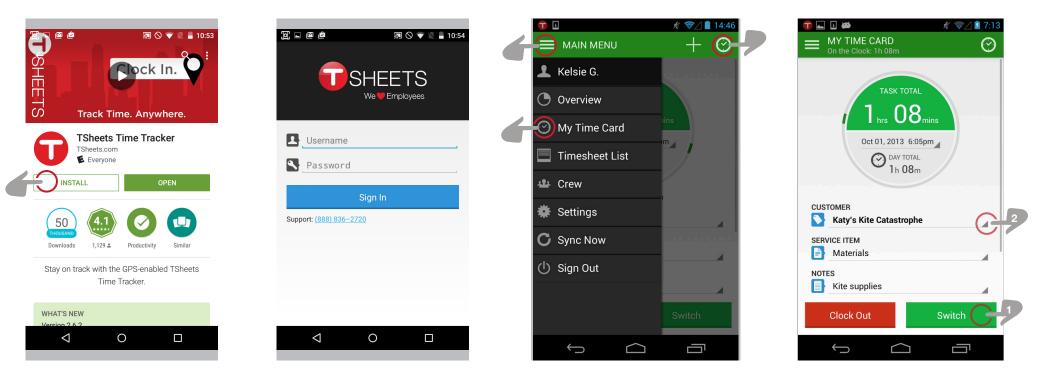
Access the *Time Card* from the main menu or by touching the clock icon in the upper right.

- 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.





Using the TSheets App for Android (Continued)

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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.

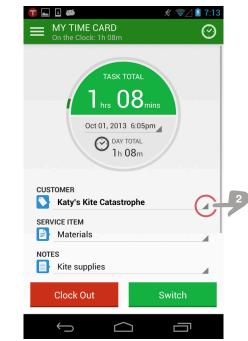
🔜 🗉 🍑 1 🛜 7:20 TIMESHEET LIST \odot ADD A NEW TIMESHEET 🕐 1_h15_m Katy's Kite Catastrophe Matt's Majestic Flights 1h56m $2_{h}09_{m}$ Nate's Barley Brews YESTERDAY 3h17m Brandon's Brilliant Bakery 1h00m Greta's Glittery Handbags 3h20mBobby's Billiard Tables SEPTEMBER 28, 2013 8h07m Jared's Jam Band SEPTEMBER 25, 2013 Todd's Tenacious Tubas 4h59mĴ \frown Ŀ

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.

oj 🖬 🖻	🔊 🛇 マ 🔪 🛢 10:55
OVERVIEW You're off the Clock	$+ \odot$
MY TOTALS	
DAY TOTAL 0 05 brs. mins	WEEKLY TOTAL
of 8 hrs	THIS PAY PERIOD
MY WORK	
Weekly J	ob Codes
City of Metropo	207 National Securit
WHO'S WORKING	
Nick Fury	0:05

...and 4 others View All Details

Dawn Brolin

Tights Capes R Us

Elastica Incredible

Captain America

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.

Ũ			マ 465 🛋 🗎 9:32
≡	SUBMIT You're on th	TIME ne Clock: 0h 51m	\odot
	Apr 6 Monday		8h15m 1 timesheet
	Apr 3 Friday		8 h 00m 1 timesheet
<	Apr 2 Thursday		8h01m 1 timesheet
<	Apr 1 Wednesday		8h34m 1 timesheet
<	Mar 31 _{Tuesday}		8h38m 1 timesheet
	Mar 30 Monday		9 h 52m 1 timesheet
MAR 2	7		SUBMITTED
ABC	Inc		8 h 09 m 9:01am - 5:10pm
THROU Apr 3	GH	TOTAL 43 h 05 m	Submit
	\bigtriangledown	0	