

888.836.2720 | help@tsheets.com

Our Company URL is

.tsheets.com

Your User Name is

Your Password is

# Using the TSheets App for iPhone

### Installing the App

#### Signing In

Download the TSheets app through the App Store by touching the *GET* 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.

You may also be asked to enter your company's URL.

# **Clocking In**

- 1. The Time Card screen displays options to enter Jobs, 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 Job Code field.
- 2. Select which job code you'd like to switch to.



Forget to clock in? With permissions, you can add your timesheet later.

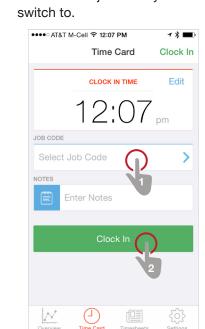
- 1. Select timesheets from the bottom menu.
- 2. Touch the "+" in the top menu.
- 3. Edit the In Time, the Out Time, or Enter Hours Only, to add a manual entry.

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The only time tracker app that offers an intuitive experience when clocking in and out employees, changing job codes, and performing other time tracking and management actions on-the-go. Now with robust background synchronization technology and enhanced GPS functionality that won't drain your battery!...more

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# Using the TSheets App for iPhone (Continued)

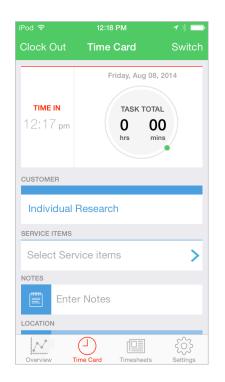
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# **Editing Your Time**

If you have permission, you can make edits to your current timesheet from the *Time Card* screen.

Tap a field to make changes to it.

**Tip:** Changing the times in the *Time Card* will only change them for the current timesheet. This is useful if you made a mistake when you clocked in, or if you want to add a service item or notes while you're on that job. If you're starting a new job, use the Switch button. Switching saves the previous timesheet and creates a new one.



### **Overview & Who's Working**

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

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

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# Submitting Your Time

- 1. Select timesheets from the bottom menu.
- 2. Touch *SUBMIT TIME* 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.

#### Syncing

While TSheets periodically syncs to the cloud, you may want to manually sync if you've recently made changes. To sync manually, go to *Settings* then tap *Sync Now.* 

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