

Our Company URL is _____ .tsheets.com

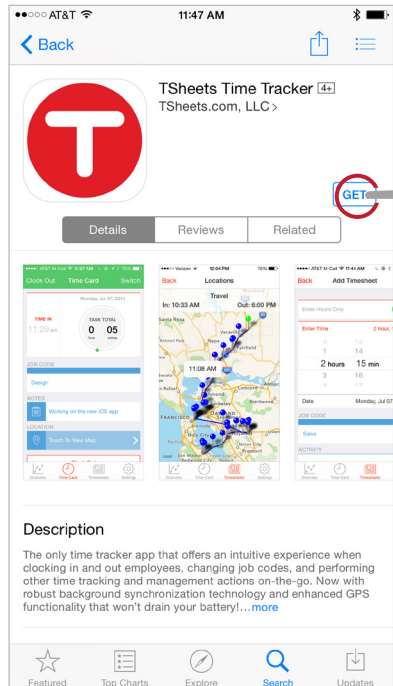
Your User Name is _____

Your Password is _____

Using the TSheets App for iPhone

Installing the App

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

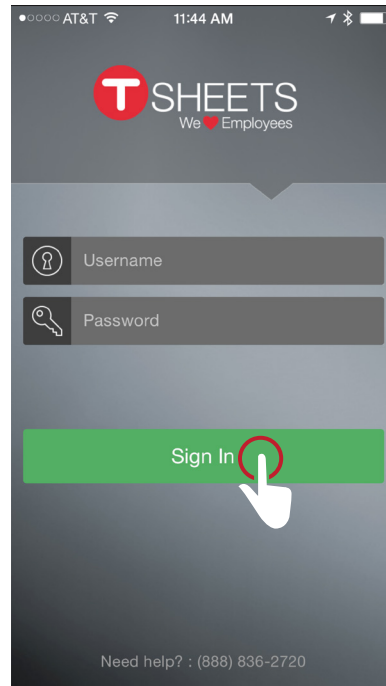


Signing In

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.

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.

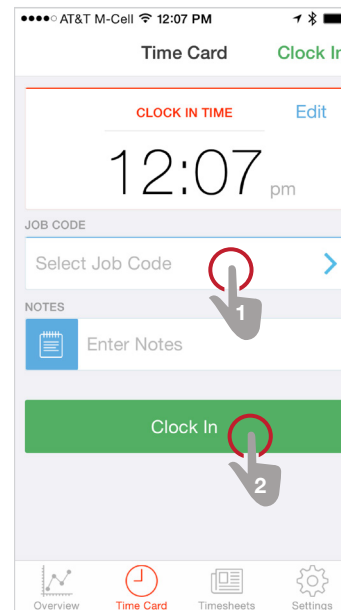
2. Click the green *Clock In* button at the bottom of the screen.

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.



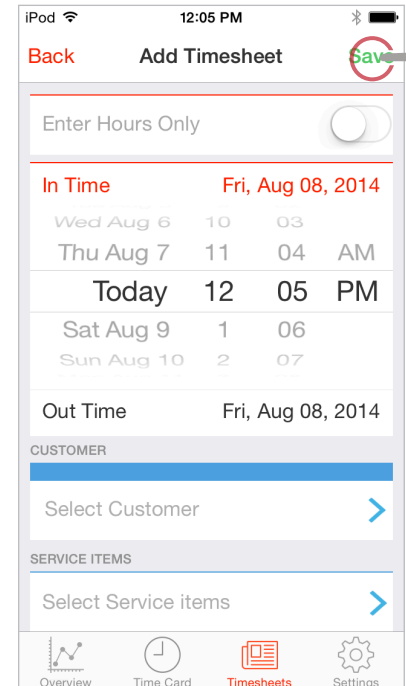
Creating Timesheets

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.

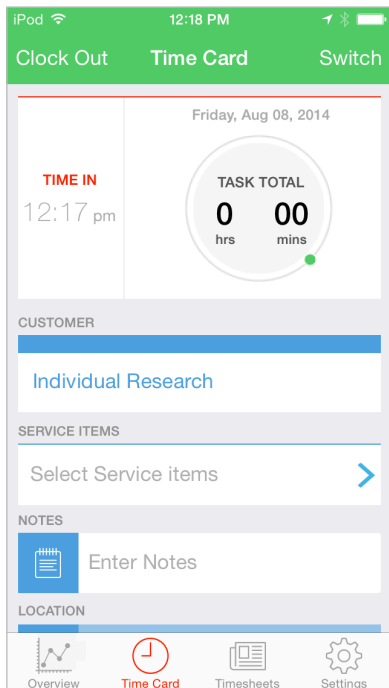


Editing Your Time

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.

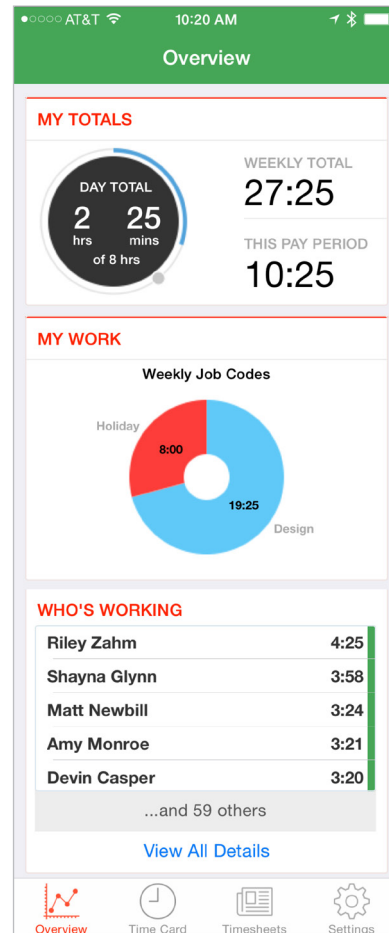
Tip: Changing the times in the *Time Card* will only change them for the current timesheet. This is useful if you made a mistake when you clocked in, or if you want to add a service item or notes while you're on that job. If you're starting a new job, use the Switch button. Switching saves the previous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

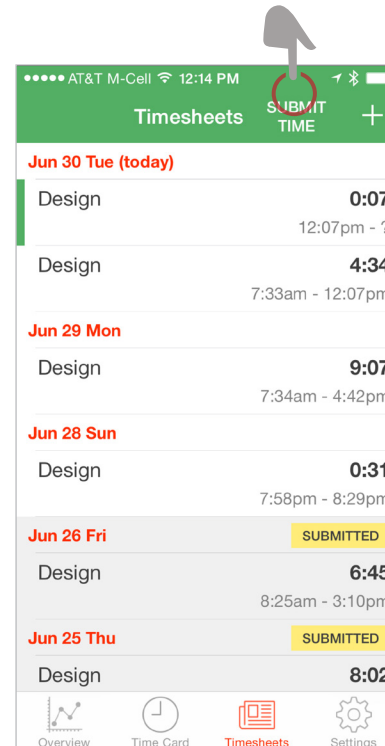
If your admin has given you permission, you may also see who's working from this screen.



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*.

