



# ExakTime Mobile Quick Start Guide

The advice and the content of this introductory letter and guides are based on the feedback from existing ExakTime users. They are not intended as legal advice or employment advice. State and local rules vary, and it is your responsibility to make sure the practices and recommendations you implement are valid and legal according to your local laws, rules and regulations.

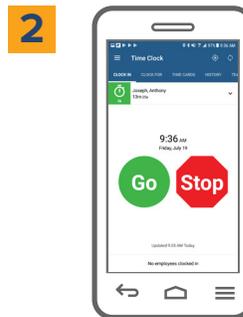
# Clocking In With ExakTime Mobile

## Android

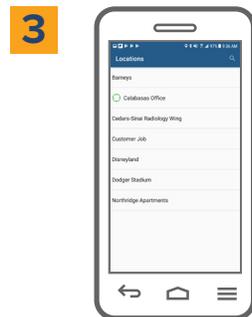
To use the ExakTime Mobile app, first download it from Google Play. The app can easily be found by searching for “ExakTime”. Once downloaded, enter your activation code. If you don’t have an activation code, ask your company’s ExakTime administrator to generate one for you by signing into ExakTime Connect and navigate to Manage > Mobile Devices.



**1 Enter PIN.**  
Type in your PIN to clock-in and out of ExakTime Mobile - just like an ATM!



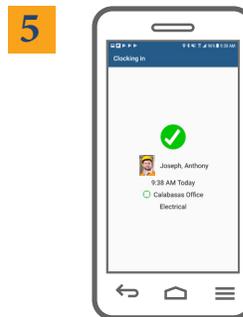
**2 Green for GO. Red for STOP.**  
Select **GO** to clock-in and **STOP** to clock-out. It's that simple!



**3 Select Location.**  
If you are on the jobsite, a green 'bullseye' will appear next to that site.



**4 Select Cost Code.**  
Select the job activity (cost code) you'll be performing.



**5 You're Clocked In!**  
The confirmation screen indicates a successful clock-in.

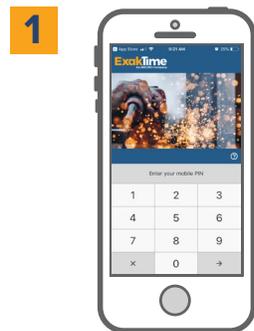
### Legend



# Clocking In With ExakTime Mobile

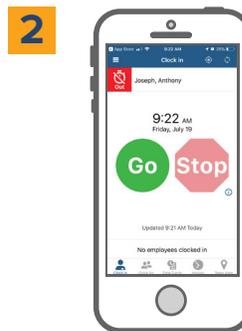
## iPhone, iPad

To use the ExakTime Mobile app, first download it from the App Store. The app can easily be found by searching for “ExakTime”. Once downloaded, enter your activation code. If you don’t have an activation code, ask your company’s ExakTime administrator to generate one for you by signing into ExakTime Connect and navigate to Manage > Mobile Devices.



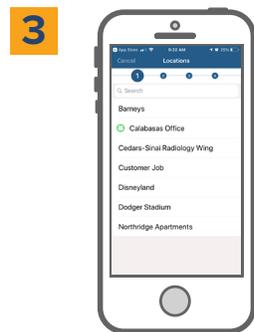
1

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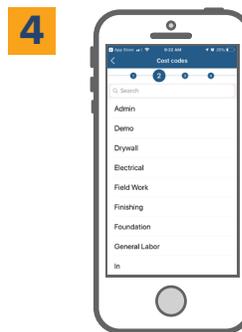
2

**Green for GO. Red for STOP.**  
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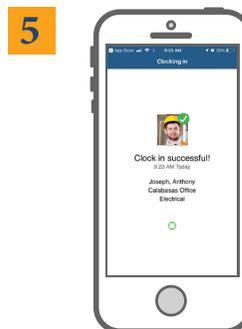
3

**Select Location.**  
If you are on the jobsite, a green ‘bullseye’ will appear next to that site.



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**Select Cost Code.**  
Select the job activity (cost code) you’ll be performing.



5

**You’re Clocked In!**  
The confirmation screen indicates a successful clock-in.

### Legend



GPS fix



No GPS fix



Sync device

# ExakTime Mobile

## Questions and Answers

**Q: Why do I see a red 'X' when I try to use my PIN?**

**A:** The PIN you entered is incorrect. Try again, if it still does not work, then contact your ExakTime Administrator.

**Q: What do I do if my phone is broken?**

**A:** You can use any coworker's device to clock in. You will need to make sure you are logged in with your own PIN before clocking in.

**Q: What if I don't have internet/cell service when I clock in/out?**

**A:** You can still clock in! ExakTime mobile will store your records and will send them out the next opportunity it gets.

**Q: Why do I see the wrong name in ExakTime Mobile?**

**A:** It is likely that you are logged in as someone else. Logout of the app to return to the PIN entry screen and enter your PIN to login as yourself.

**Q: When does ExakTime Mobile use the camera and voice recording?**

**A:** Only when you allow it to. The camera is only used when clocking in/out or when making a Field Note. The voice recording is only used when making a Field Note.

**What if the location/cost code I need is missing?**

If there is a location or cost code you expect to be there but isn't, sync ExakTime

**Q:** Mobile using the 'Sync device' button in the upper right corner. If that does not work,

**A:** contact your ExakTime administrator.

**When does ExakTime Mobile sync?**

**Q:** The timing of automatic syncing is determined by your ExakTime administrator.

**A:** Syncing can also be done manually by pressing the 'Sync Device' button in ExakTime Mobile.

**When does ExakTime mobile use my GPS?**

**Q:** ExakTime mobile will only use your GPS when you are clocked in. ExakTime does not

**A:** track your location once you have clocked out.