



ExakTime Mobile Quick Start Guide

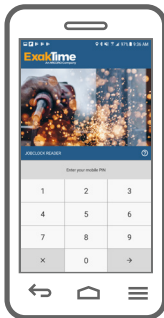
The advice and the content of this introductory letter and guides are based on the feedback from existing ExakTime users. They are not intended as legal advice or employment advice. State and local rules vary, and it is your responsibility to make sure the practices and recommendations you implement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

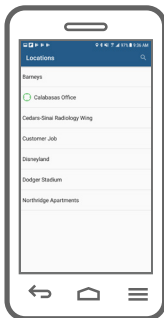
2



Green for GO. Red for STOP.

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

3



Select Location.

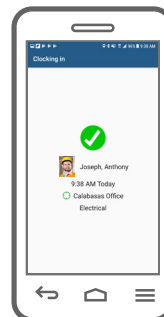
If you are on the jobsite, a green 'bullseye' will appear next to that site.

4



Select Cost Code.

Select the job activity (cost code) you'll be performing.



You're Clocked In!

The confirmation screen indicates a successful clock-in.

Legend



GPS fix



No GPS fix

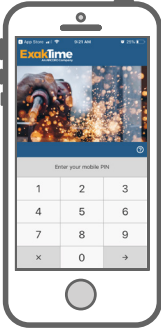


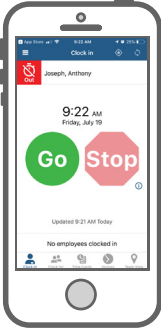
Sync device



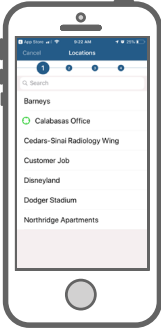
Clocking In With ExakTime Mobile


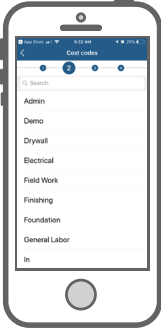
iPhone, iPad

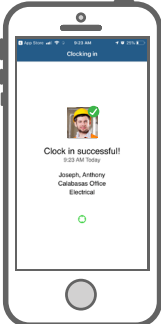
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- 

1 Enter PIN.
Type in your PIN to clock-in and out of ExakTime Mobile - just like an ATM!
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2 Green for GO. Red for STOP.
Select  to clock-in and  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.
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4 Select Cost Code.
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You’re Clocked In!
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Legend



GPS fix



No GPS fix



Sync device

Clocking In and Out

Step-By-Step

Below, please find when you should clock in and out during your shift. You should have a minimum of 4 clock punches per shift.

Start of shift: **CLOCK IN**

Going to lunch break: **CLOCK OUT**

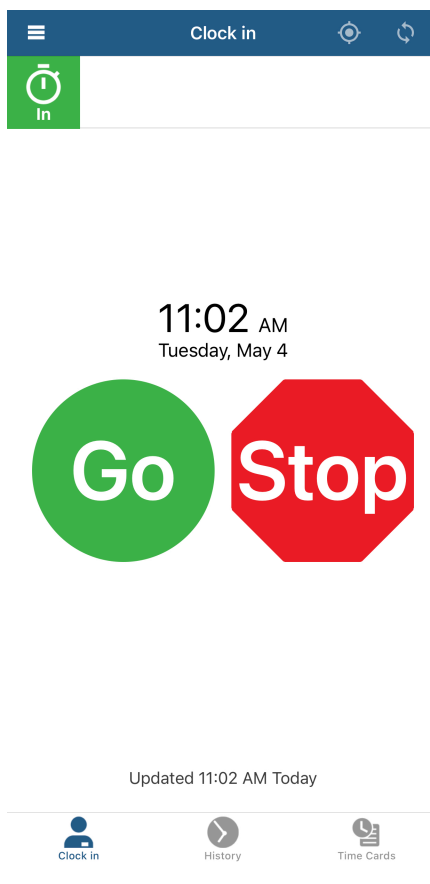
Return from lunch break: **CLOCK IN**

End of shift: **CLOCK OUT**

To clock in, press the green button that says Go.

To clock out, press the red button that says Stop.

Example Clock Page



Correcting an Error & Leaving Notes

Comments

In the case of an incorrect clock in/out or if you forgot to clock in/out during your shift, follow the below instruction on how to alert the Covelo team of the error.

When you clock out, you'll be prompted to leave an optional comment. If you experienced an error, or missed a punch during your shift, please describe what happened in the comment section. Please be as specific as possible.

Example Comment Page

Cancel Comment (optional) Next

1

Please write a note here

Hide

here's hereby

q w e r t y u i o p

a s d f g h j k l

⬆ z x c v b n m ⬇

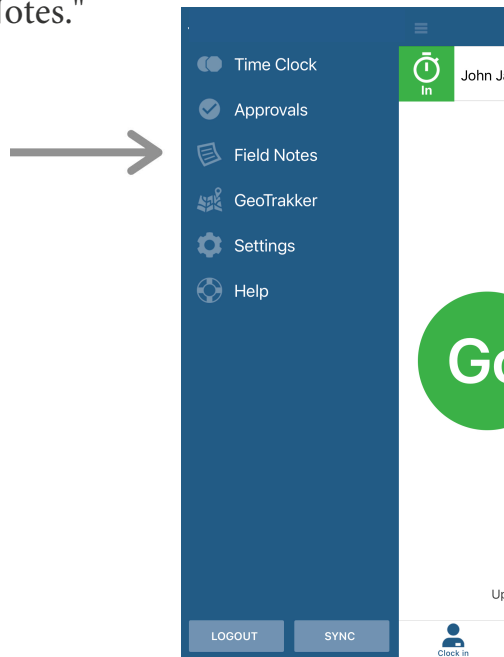
123 😊 space return

Correcting and Error & Leaving Notes

Field Notes

If you have already clocked out for the day and forgot to leave a comment, you can use the field note section to alert the Covelo team of any potential time tracking issues you experienced.

1. In the top left corner of the app, click on the 3 horizontal lines to open the menu, then click "Field Notes."



2. To add a message for the Covelo team, type in the box provided. Please be as specific as possible and include the date of your shift.

A screenshot of the 'Add Field Note' form. The form has a dark blue header with a hamburger menu icon, the text 'Add Field Note', and a 'Save' button. Below the header, there are two input fields: 'Subject:' and 'Note:'. To the right of the 'Subject:' field is a plus sign icon. Below the input fields, there is a section for attachments with a camera icon and a microphone icon. Below that, it says 'No Attachments'. At the bottom of the form, there are two buttons: 'Add Field Note' (with a plus icon) and 'History' (with a right arrow icon).

Example field note: I forgot to clock out for lunch during my shift on May 10. I was not able to log in to the app during my shift on May 11 and missed all punches.

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.