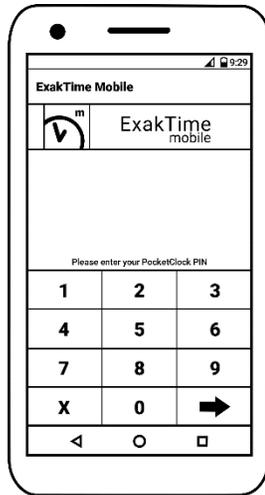


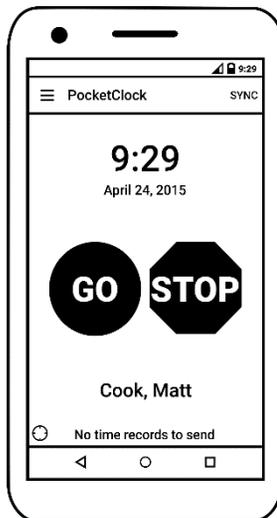
1. Open ExakTime Mobile.



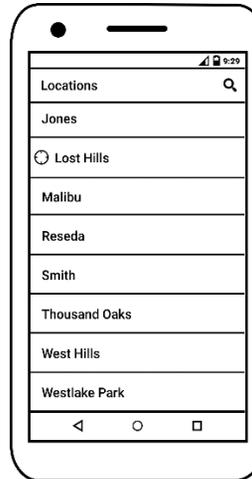
2. Enter your PIN. Press the Arrow.



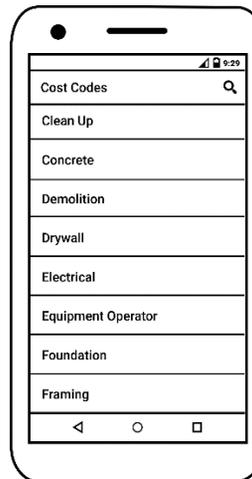
3. Press GO.



4. Select your Job Site

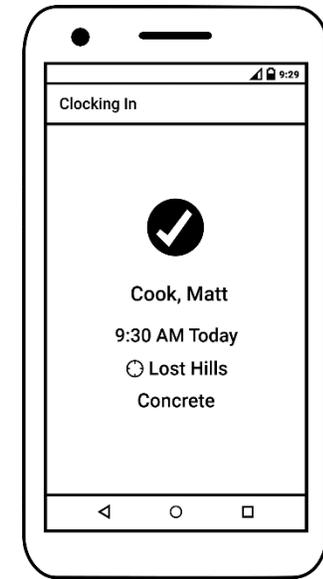


5. Select your Activity



6. Take your photo as needed.

When completed, it will notify you that your clock in was successful.



If you need to change your location/jobsite or activity, press GO again and select the appropriate location and/or cost code.

You DO NOT need to press STOP to change your task.

If you press STOP your time will no longer be tracked.

Press STOP when you are off the clock (e.g. Lunch, End of Day, etc.)

Setting Up ExakTime Mobile

Search for “ExakTime Mobile” in the App Store or Play Store and install it as needed.



Upon opening the app, specify how you will be setting up your app as dictated by your TimeSummit administrator.

I HAVE AN EMAIL / PASSWORD

I HAVE AN ACTIVATION CODE

Enter the email and password or activation code provided.

Specify the name of the device;
e.g. “John’s Phone” or “Shop Tablet”

FAQ

Q. Why do I see a red X when I try to use my PIN?
A. The PIN you had entered is incorrect. Either try again or contact your TimeSummit Administrator.

Q. What do I do if my phone is broken?
A. You can use a coworker’s device if necessary. They will need to logout so you can sign in with your PIN and clock in/out.

Q. Do I have to use the same device all day?
A. No, you can clock in and out on different devices throughout the day. Each punch is consolidated to create your resulting time card.

Q. What if I don’t have internet when I clock in/out?
A. ExakTime Mobile will store your records and send any unsent records on the next opportunity.

Q. Why do I see the wrong name in ExakTime Mobile?
A. If you do not see your name in ExakTime Mobile, logout of the app to return to the PIN entry screen and enter yours.

Q. How much data does ExakTime Mobile use?
A. 100 time punches with FaceFront photos will be around 1MB.

Q. When does ExakTime Mobile use the camera and the voice recording?
A. The camera is only used when clocking in/out and when taking a photo for a Field Note. The voice recording is only used when making a Field Note.

Q. What if the location/cost code I need is missing?
A. If there is a location or cost code you expect to be there, but isn’t, sync ExakTime Mobile by pressing the ≡ in the top left and press the “Sync” button at the bottom.

Q. Why and how often does ExakTime Mobile sync?
A. Syncing is used to ensure that the information on the computer and ExakTime Mobile are consistent. How often ExakTime Mobile automatically syncs is dictated by your TimeSummit Administrator. Syncing can be done manually by pressing the “Sync” button in ExakTime Mobile as well.

For clarification or any questions regarding
ExakTime Mobile,
please contact your
TimeSummit administrator
or go to Help.Exaktime.com

ExakTime Mobile Quick Start Guide