Quick Start Guide

What is ExakTime Mobile?

ExakTime Mobile is a time clock app that allows you to track your attendance to help calculate your hours worked. The goal is to not need to turn in paper time sheets or enter your hours by hand into a computer.

Download ExakTime Mobile

Download ExakTime Mobile from the App/Play Store

or scan the QR Codes.

Set Up ExakTime Mobile

1. Open ExakTime Mobile and press **Enter My Company Setup Code.**

2. Enter the company setup code, name your device and press **Setup.**
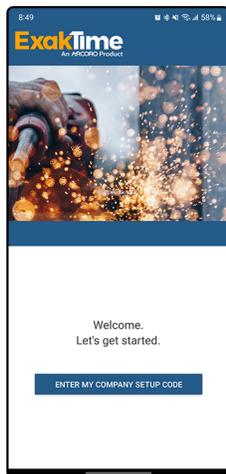
Log In to ExakTime Mobile

1. Enter your PIN as provided and press the arrow in the bottom-right.

2. When you see the GO & STOP button, you can start tracking your time.
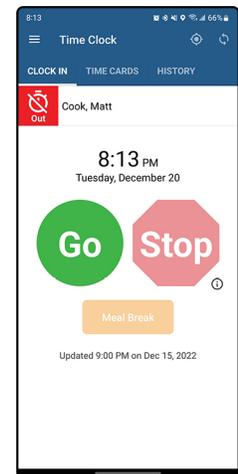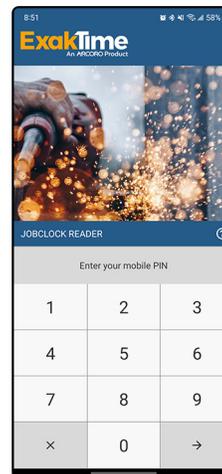
Need Help?

Check out our help topics in ExakTime Mobile with the steps below.

- Press **?** and press **Help Topics** from the PIN Pad.

- Press ≡, press **Help,** and press **Help Topics** while logged in.

Have any questions that we do not answer? Ask your ExakTime Administrator for help.

Clocking In & Out
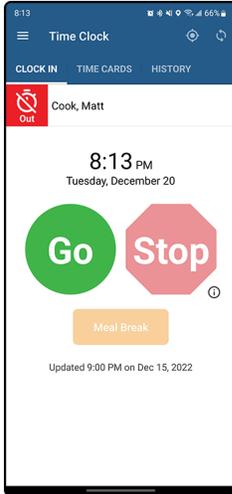
1 Press **GO** to clock in.
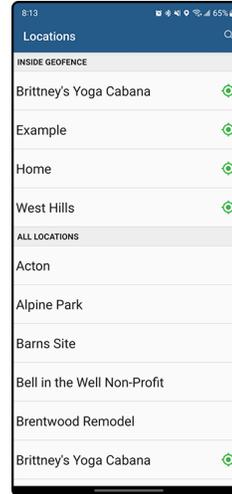
2 Select your **current** location (jobsite). There may be a 'crosshair' ⊕ icon if you are on the job site.
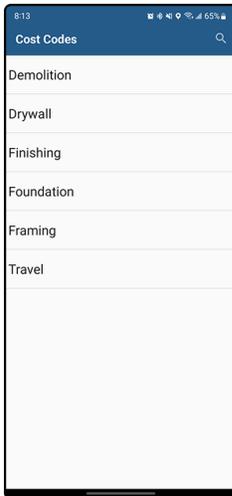
3 Select the cost code (job activity) you are performing.

4 Complete any other prompts such as Facefront, questions, etc.
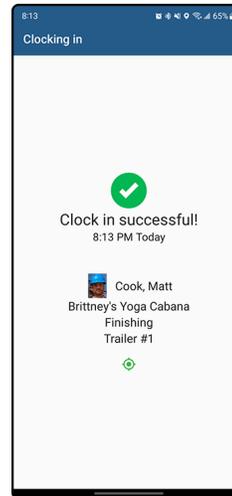
You will see **Clock in successful!** when finished.
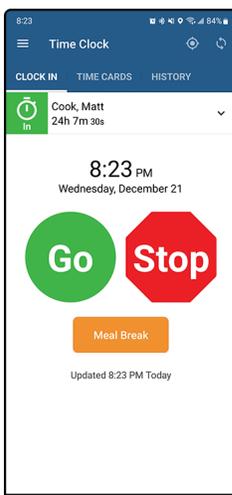
5 Only press **Stop** when you are done tracking your time.

Complete any other prompts such as Facefront, questions, etc.

You will see **Clock out successful**! when finished.

Change Location or Cost Code

- You do not need to press STOP before changing your Location and/or Cost Code
- Just press GO and complete the Clock In process again.
- We will automatically conclude your previous clock in.
- You only need to press STOP when you are no longer tracking your time, such as for a break or for the end of the day.