ExakTime Mobile Quick Start Guide

ExakTime

Date: _____

To: _____

From: _____

      Starting _____ we will begin using ExakTime's mobile time clock app to track attendance. This will help ensure that your pay accurately reflects the time you have worked. The ExakTime app will track hours worked and calculate overtime limiting the potential for human error. The goal is to not have to turn in paper time sheets and we will not have to enter hours into the computer by hand.

Your PIN is private and it should never be given to another employee.

There are 5 basic steps to use the mobile app:

      1. Enter your PIN on the keypad to log in
      2. Tap GO to clock in
      3. Select your work location from the list
      4. Select a job activity (cost code) from the list
      5. Take a picture if asked

Between now and _____, please submit your normal paper timecards AND begin using the ExakTime mobile app. That will provide us with a backup while we transition to the new system. **Forgetting to clock in or out may delay your paychecks several days.** "I forgot" is not an acceptable excuse for not clocking in or out. Make sure that you have worked with the Mobile App ahead of time and are comfortable using it.

Employees are expected to do their part to make this system work. Remember: touching a button is much easier than filling out a paper timecard and trying to remember your hours at the end of the week. If you have questions about using ExakTime Mobile, please contact your ExakTime Administrator, _____.

Data Usage With ExakTime

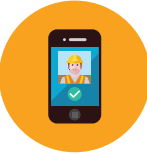| Data Used	What was sent
2,200 bytes	1 ExakTime record
2,900 bytes	2 ExakTime records
7,000 - 11,000 bytes	1 record with a FaceFront picture

Standard App Usage

Standard clocking in and out
at 100 punches in a month = .1 MB.

x **100 per month** **=** **.1 MB**

FaceFront Photo ID Verification
with 100 FaceFront punches a month = ~1 MB.

x **100 per month** **=** **~1 MB**

Average Data Usage

Average smartphone users comsume about 2.9 GB of data/month*. ExakTime Mobile at maximum use adds 10 MB/month (.01 GB).

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*Money Magazine, June 2015 (light users consume ~500 MB).

GeoTrakker

For a stationary mobile user,
Geotrakker = 6 KB per hour (.006MB)

= **6 KB per hour** (.006 MB)

Driving at 60 MPH = ~42 KB/hour (0.042 MB)

@60 mph **=** **~42 KB per hour** (.042 MB)

Driving 60 MPH continuously
for 8-hour work day = 0.34 MB

@60 mph **@** **8-hr work day** **=** **0.34 MB**

Driving 60 MPH continuously for 40-hour week
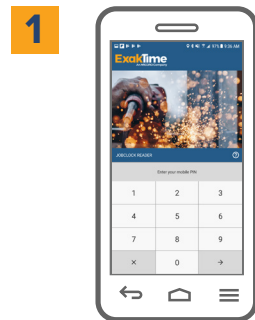= 1.68 MB (about 6 MB/month)

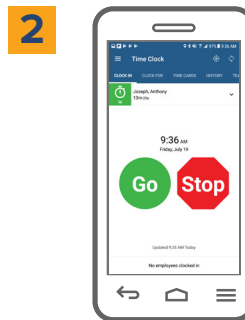**@60 mph** **@** **40-hr work week** **=** **1.68 MB** (~6 MB/mo.)
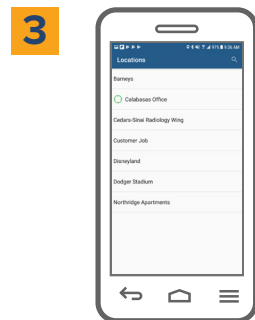
Clocking In With ExakTime Mobile
Android

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

Take a Picture.
Tap on the camera icon ⟲ at the bottom of the screen to snap a picture.

6

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

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.
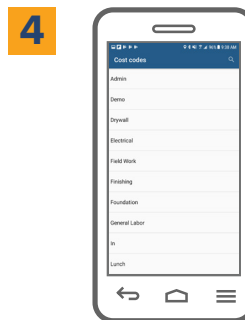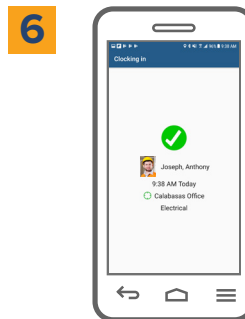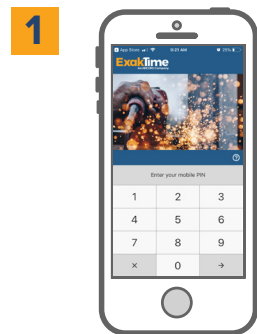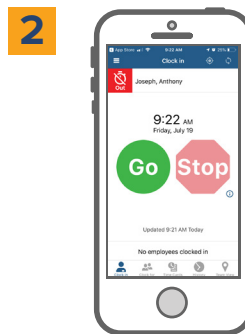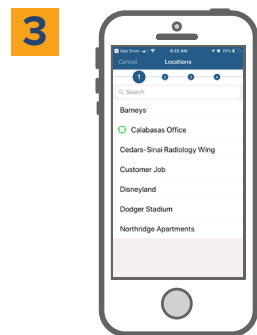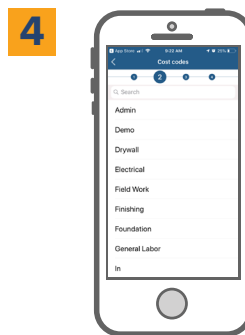
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ExakTime Mobile

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: **How much data does ExakTime Mobile use?**

A: 100 time punches with FaceFront photos will be around 1MB. As a reference to how little data the app uses, consider that watching 1 hour of streaming video uses about 800MB. (When GeoTrakker is enabled, ExakTime mobile can use up to 10MB/month. See ExakTime Mobile Data Usage on page 3 for more info.)

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.

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 using the 'Sync device' button in the upper right corner. If that does not work, contact your ExakTime administrator.

Q: **When does ExakTime Mobile sync?**

A: The timing of automatic syncing is determined by your ExakTime administrator. Syncing can also be done manually by pressing the 'Sync Device' button in ExakTime Mobile.

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

A: ExakTime mobile will only use your GPS when you are clocked in. ExakTime does not track your location once you have clocked out.