



Timeero App Guide

Mobile and desktop time tracking for mobile teams.

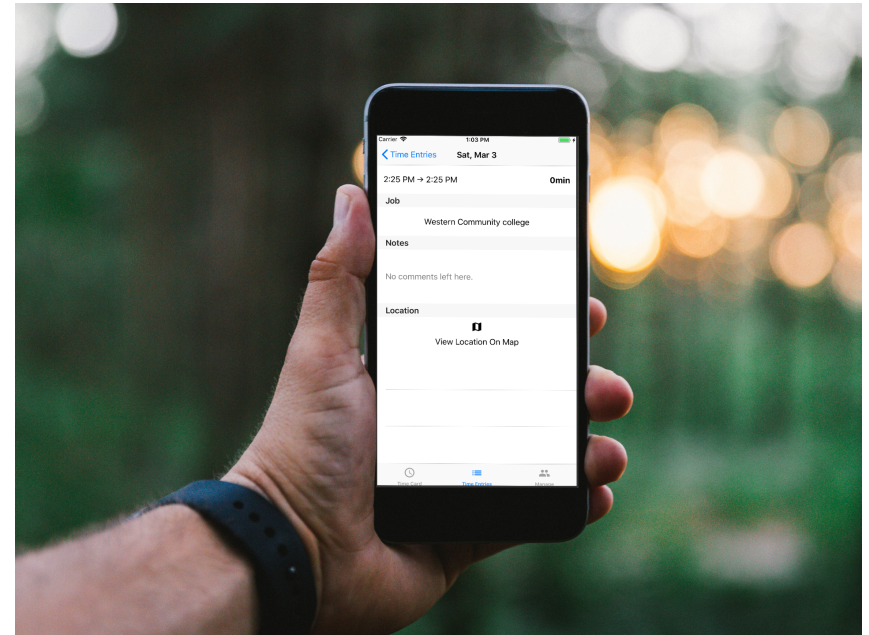


Welcome to Timeero

Paper time sheets are very prone and difficult to use for everyone. Employees are likely to lose valuable hours and employers are likely to overpay when using paper time sheets. They are inefficient and inaccurate, hence your company has decided to use Timeero to fix your timesheet issues. Our goal at Timeero is to make sure that your time tracking is easy and fast, so you can focus on getting to your job.

We have created free mobile apps that you can install on your smartphones and tablets. With a few taps, you can start tracking time accurately without any hassle. There is no need to start guessing the times and locations that you worked at. With Timeero, your time and clock in/out locations are stored in the cloud. So even if you lost your phone or tablet, you would still be able to access your time sheets. Your manager and account administrator can also access your data hence there will be no confusion or arguments about when and where you worked at.

At Timeero, our job is to make your life easier. If you have questions regarding any of our apps and services, you can always reach out to us via our phone support, web live chat and email.



Mobile Apps

Timeero provides free mobile apps on the Apple AppStore and Google PlayStore. Tracking time with Timeero is extremely easy and can be done from anywhere and at anytime. We understand that you may not always have the best internet connection. Knowing this, the Timeero mobile apps are built to work offline. If you are the administrator for your company, you can log into the apps with your email and password, after you've created an account.

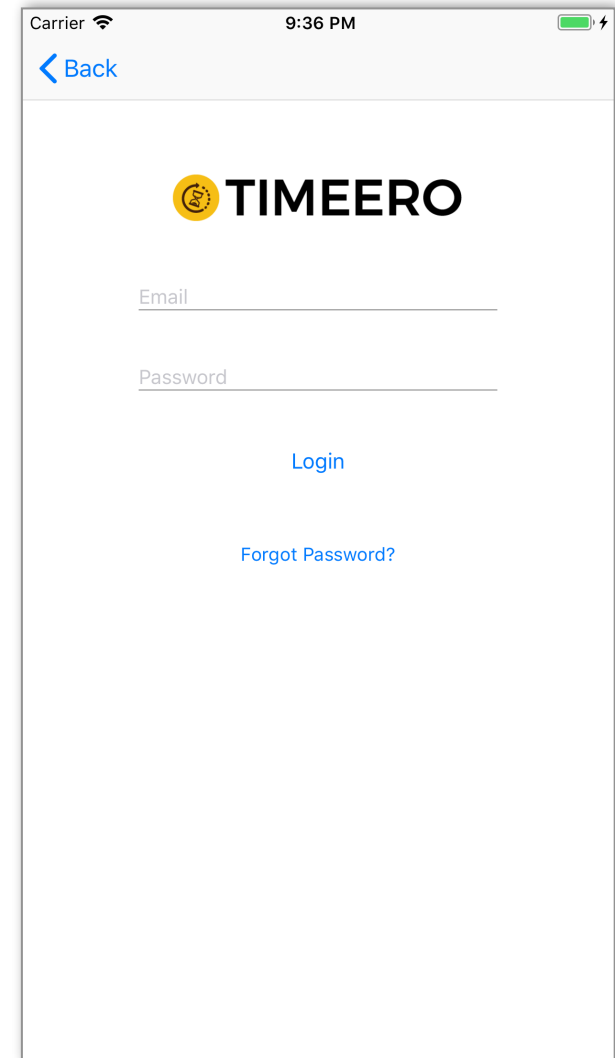
If you are an employee, you should have received an invitation from your employer or administrator (If you haven't received an email, talk to your administrator to add you as a user to Timeero or check your spam inbox. You will receive an email when invited). You can download the iOS and Android apps here.

[Download Timeero for iOS](#)

[Download Timeero for Android](#)

After downloading and installing the apps on your device, use the given email address and password provided by your account administrator to log in.

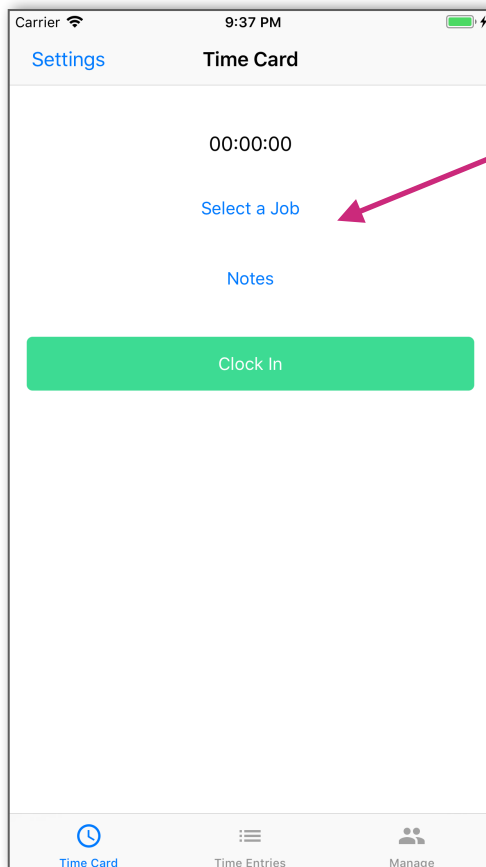
Once you enter in the correct email and password, you will get logged in. On Android, you will be asked if the Timeero app can access your location. The iOS app will likewise ask you, when you try to clock in the first time. You should accept and allow the apps to access your location, this way, you can clock in and have your location and time recorded and reported.



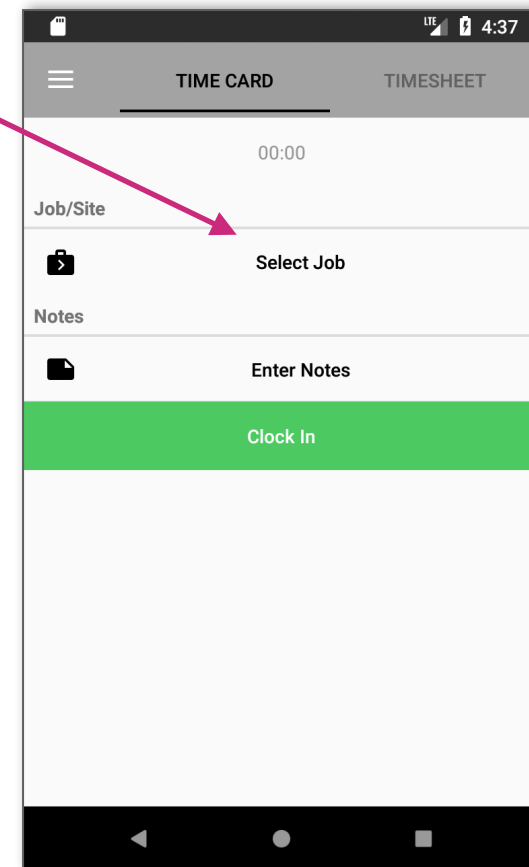
Time Clock

Once you are logged in, you will see a Time Card screen similar to the one below or it's equivalent.

To clock in, select a job from the drop down field. If your company setting does not require you to select a job to clock in, then the Select Job button will be grayed out. Hence you can skip selecting a job and then hitting the Clock In button.

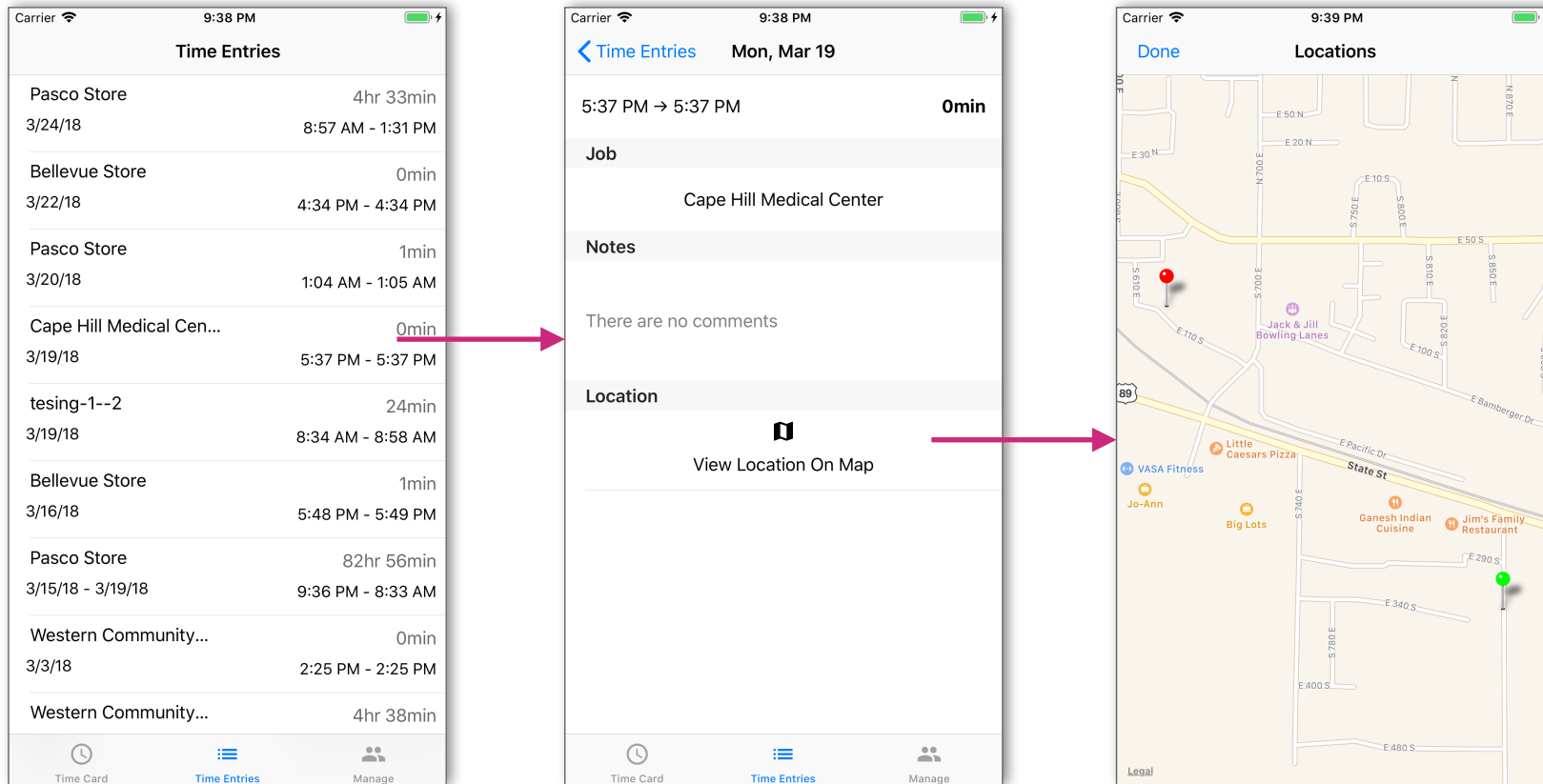


Select a job



After you hit the clock in button, wait for the app to capture your time and location, before exiting the app.
When clocked in, you can add Notes to your time sheets.

To view more details on a past or time sheet, you can tap on it. This will allow you to view items like the clock in and clock out times, notes, and locations:



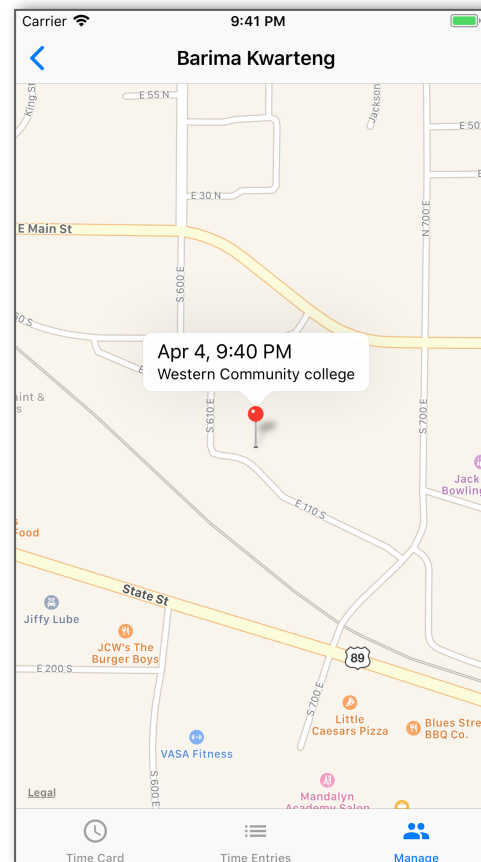
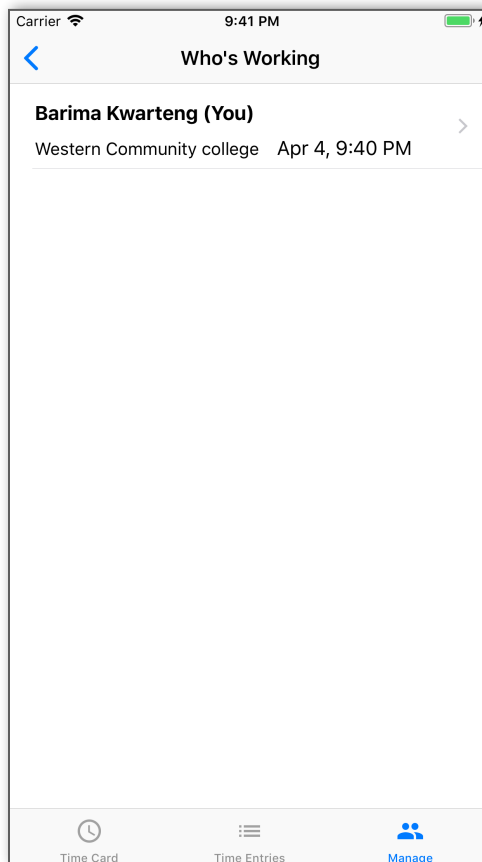
(Above screenshots are from iOS app)

Timeero Administrative Mobile Privileges

Users with administrative privileges will have the “**Manage**” tab on iOS, or “**Management**” on Android. Users without administrative privileges or users with the Employee role, will not have access to these options. The administrative privileges provide administrators access to see who’s working, and their locations. Also some administrative tasks, like managing jobs & sites can be done straight from the mobile app.

Who’s Working

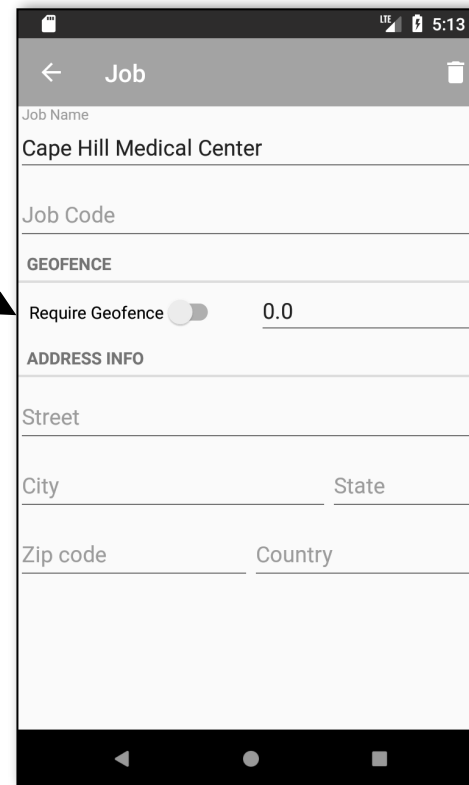
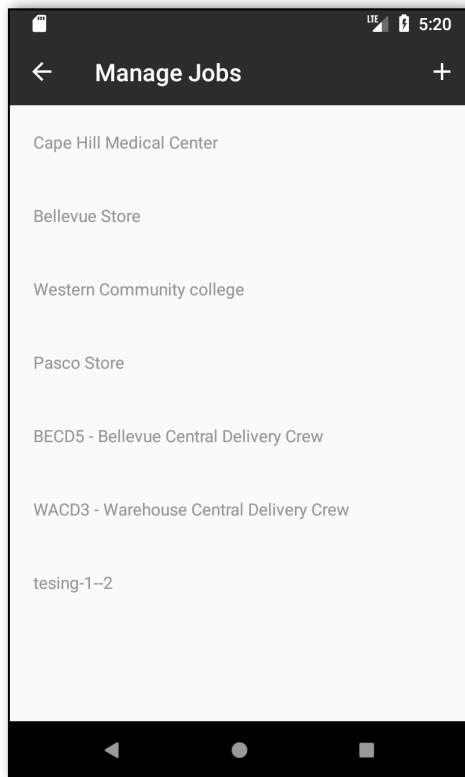
The Who’s Working feature tells you who’s currently on the clock and their locations. The pin on the map shows you where



Timeero Administrative Mobile Privileges (continued)

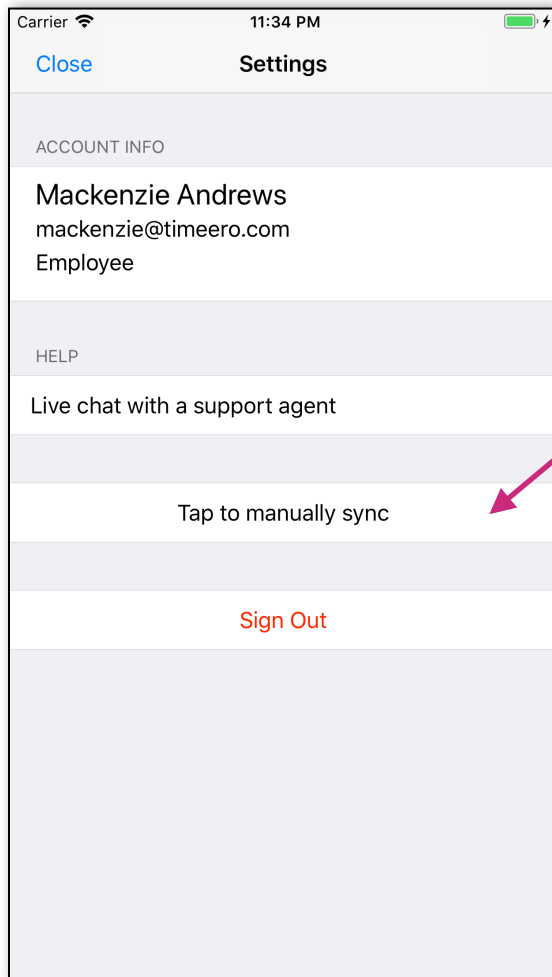
Managing Jobs

Users with administrative privileges can manage jobs on the go. The Timeero mobile app, allows admins to create, change and delete jobs right from their smartphones. When **Require Geofence** is turned on, a valid address will need to be input, so employees can clock in to the correct job locations. If you do not need the geofencing feature, simply clear out the address fields and turn off the **Require Geofence** switch.

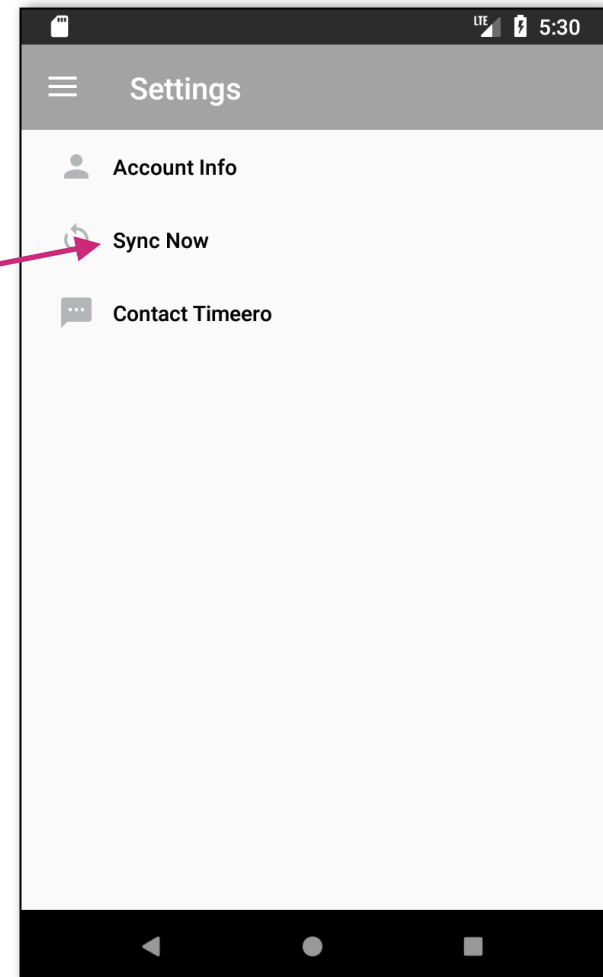


Syncing Changes

Timeero is built to work offline so you can continue tracking time even when you do not have wifi or a data connection. Once you are within a reasonable connection range, you can re-open your app and your data will be synced up. Syncing happens periodically and enough times not to use up very much of your phone data plan. Some changes made on your device or outside your device may not manifest immediately. For example, if a job is added by your administrator, it may not show up immediately. However if you want it to show up immediately, you can trigger a sync by going to **Settings** and tapping on Sync . This will manually force a sync on your device hence all your changes on the device will be pushed to the cloud (if they haven't already), and the latest changes from the cloud will get saved on your phone.



Force trigger a sync



Need Help?

If you need any help with using Timeero, feel free to call Timeero at:

1 (888) 998-0852

Or email us at:

info@timeero.com