





1800 726 313 | help@tsheets.com.au

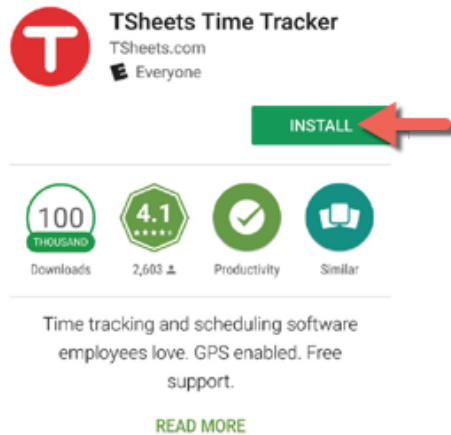
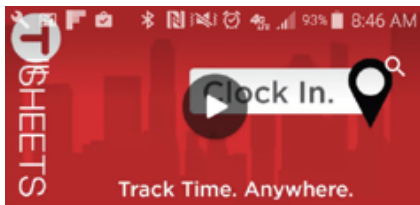
Our company's TSheets URL is _____ .tsheets.com

Your username is _____ Your password is _____

How to Get Started Using TSheets on a Mobile Device

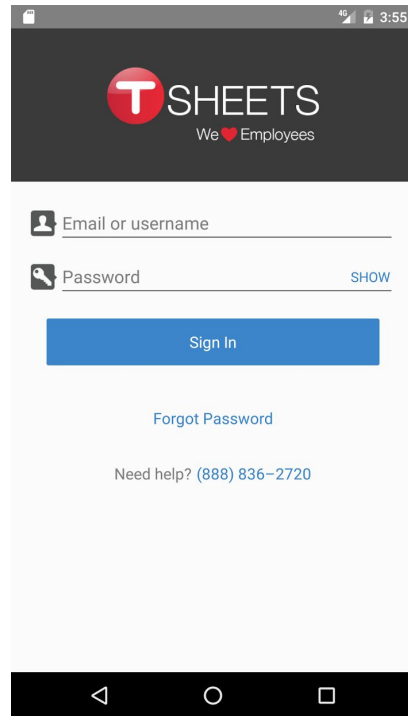
How to Install the App


- Go to one of these:
 - Android: Play Store 
 - iOS: App Store 
- In the **Search** bar, enter **TSheets**.
- Select **TSheets Time Tracker**, and tap **INSTALL** > **OPEN**.



How to Sign In and Out

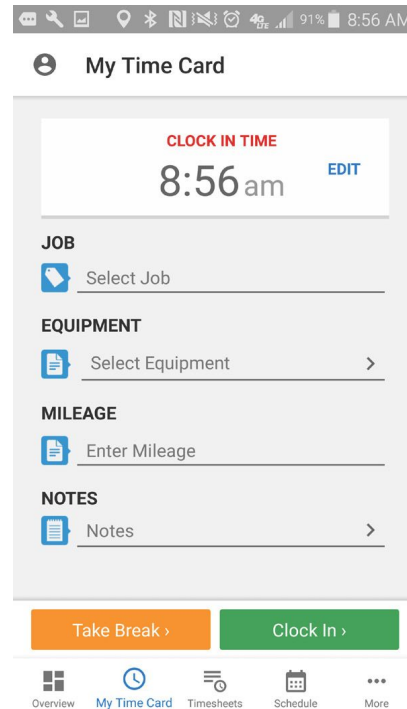
- To sign in:**
 - Enter your username and password (shown above).
 - Tap **Sign In**. TSheets will keep you signed in, even if you are not using the app.



- To sign out:** In the top left corner, tap  > **Sign Out**.

How to Clock In

- On **My Time Card**, if you need to adjust your clock-in time, tap **EDIT**, adjust the time, and tap **DONE**.
- Select a job or customer (if shown), and tap **Clock In**.



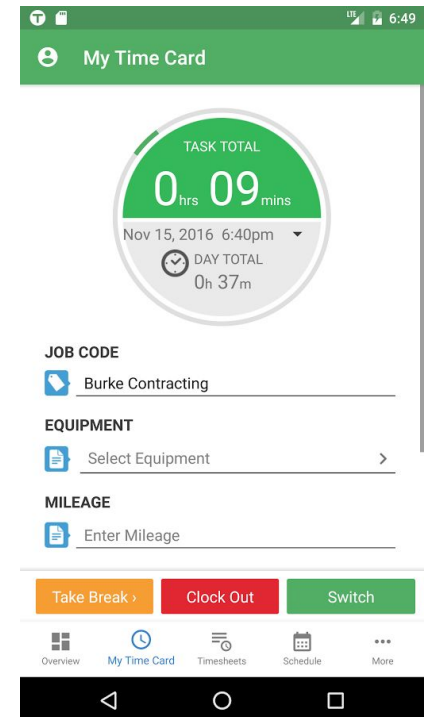
How to Switch Jobs or Customers

During your workday, while clocked in:


- On **My Time Card**, tap **Switch** > **Job** or **Customer**.
- Select from the list, and tap **Switch**.

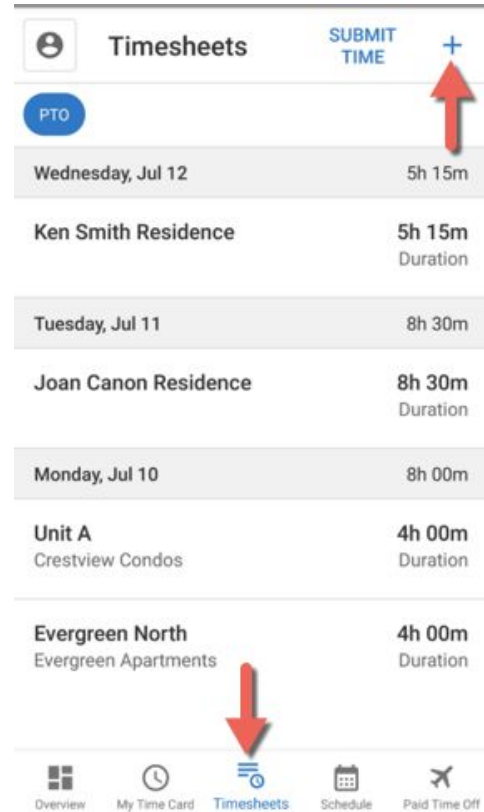
How to Clock Out

On **My Time Card**, tap **Clock Out**.



How to Manually Add Hours

1. At the bottom of the screen, tap  then **+**.
2. Tap **ENTER HOURS** or **TIME IN/TIME OUT**, select the date and time, and tap **DONE**.
3. Select a job or customer (if shown), and, at the top right, tap **SAVE**.





Timesheets **SUBMIT TIME** +

PTO

Wednesday, Jul 12	5h 15m
Ken Smith Residence	5h 15m Duration
Tuesday, Jul 11	8h 30m
Joan Canon Residence	8h 30m Duration
Monday, Jul 10	8h 00m
Unit A Crestview Condos	4h 00m Duration
Evergreen North Evergreen Apartments	4h 00m Duration

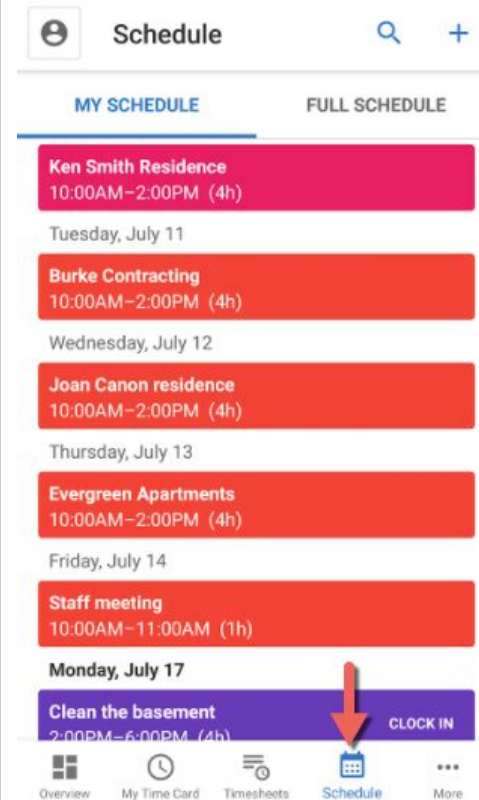
Overview My Time Card **Timesheets** Schedule Paid Time Off

How to Edit a Timesheet

1. At the bottom of the screen, tap , and select the timesheet.
2. At the top right, tap .
3. Tap the item you want to change (for example, In Time, Out Time, Job, etc.).
4. Make the changes, and, at the top right, tap **SAVE**.

How to View Your Schedule

At the bottom of the screen, tap **Schedule**.



Schedule

MY SCHEDULE FULL SCHEDULE

Ken Smith Residence
10:00AM-2:00PM (4h)

Tuesday, July 11

Burke Contracting
10:00AM-2:00PM (4h)

Wednesday, July 12

Joan Canon residence
10:00AM-2:00PM (4h)

Thursday, July 13

Evergreen Apartments
10:00AM-2:00PM (4h)

Friday, July 14


Staff meeting
10:00AM-11:00AM (1h)

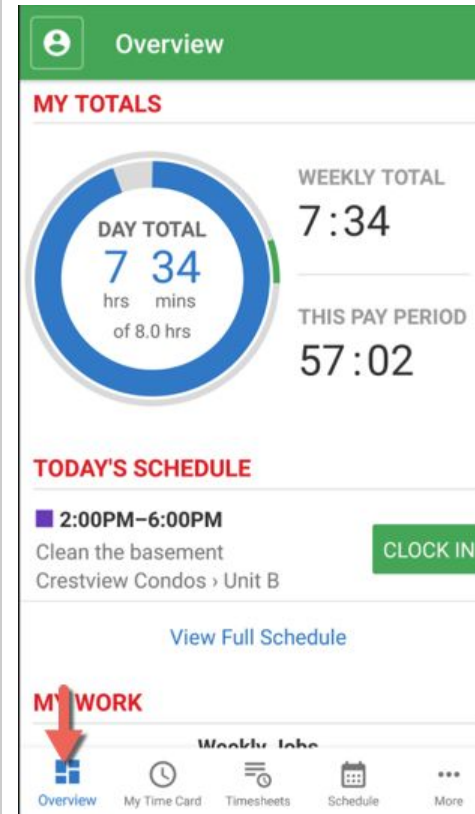
Monday, July 17

Clean the basement
2:00PM-6:00PM (4h) **CLOCK IN**

Overview My Time Card Timesheets **Schedule** More

How to Review Hour Totals

At the bottom of the screen, tap . The following screen displays:



Overview

MY TOTALS

WEEKLY TOTAL
7:34

DAY TOTAL
7 34
hrs mins
of 8.0 hrs

THIS PAY PERIOD
57:02

TODAY'S SCHEDULE

2:00PM-6:00PM
Clean the basement
Crestview Condos > Unit B **CLOCK IN**


View Full Schedule

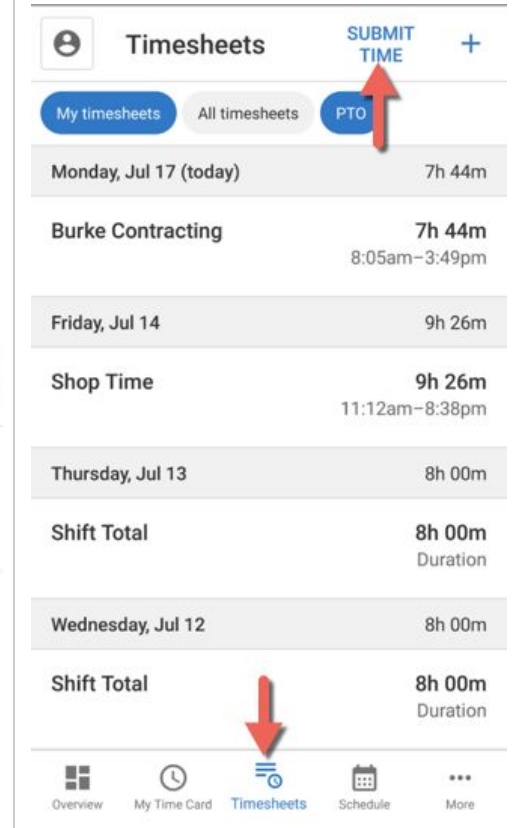
MY WORK

Overview My Time Card Timesheets Schedule More

How to Submit Your Hours

Note: After you submit your hours, the submission is locked, and you cannot make further changes unless your manager rejects the timesheet.

1. Tap  > **SUBMIT TIME**.
2. Select the days you would like to submit, and tap **SUBMIT**.
3. To confirm, tap **SUBMIT**.



Timesheets **SUBMIT TIME** +

My timesheets All timesheets PTO

Monday, Jul 17 (today)	7h 44m
Burke Contracting	7h 44m 8:05am-3:49pm
Friday, Jul 14	9h 26m
Shop Time	9h 26m 11:12am-8:38pm
Thursday, Jul 13	8h 00m
Shift Total	8h 00m Duration
Wednesday, Jul 12	8h 00m
Shift Total	8h 00m Duration

Overview My Time Card **Timesheets** Schedule More