



Getting Started With TSheets on a Mobile Device

How to Install the App:

- Go to:
 - **Android:** Play Store
 - **iOS:** App Store
- In the **Search** bar, enter **TSheets**.
- Select **TSheets Time Tracker**, and tap **Install** or **GET**.
- Find and open the app.

How to Sign In:

- Enter your username and password.
- Tap **Sign In**. TSheets will keep you signed in, even when you are not using the app.

How to Sign Out:

In the top left corner, tap your profile > **Sign Out**.

The screenshot shows the sign-in interface with the following fields and options:

- TSheets logo by quickbooks
- Input field: Email or username
- Input field: Password
- Input field: Company URL (with ".tsheets.com" as a placeholder)
- Link: [Forgot password?](#)
- Button: **Sign In**

How to Clock In:

- At the bottom, tap **Time Clock**.
- If available, tap **Select Job** or **Select Customer** and choose from the list.
- Fill out any other available fields.
- Tap **Clock In**.

How to Clock Out:

- At the bottom, tap **Time Clock**.
- Tap **Clock Out**.

The screenshot shows the 'Time Clock' screen with the following information and controls:

- Header: RD Time Clock
- DAY TOTAL: 3h 57m | STATUS: Off The Clock
- Start Time: Today, 3:33 PM
- JOB: Select Job >
- EQUIPMENT: Select Equipment >
- TASK: Select Task >
- NOTES: Enter Notes
- Buttons: **Take Break >** (orange), **Clock In >** (green)
- Bottom navigation: Overview, Time Clock, Timesheets, Schedule, More

How to Switch Jobs:

- First, on **Time Clock**, tap **Switch**.
- Choose a new job or customer and fill out any other available fields if necessary.
- Tap **SAVE**.

How to Take a Break:

- Whether on or off the clock, on **Time Clock**, tap **Take Break** and choose a break type.
- To end the break, tap **End Break**.

The screenshot shows the 'Time Clock' screen during a break:

- Header: RD Time Clock
- DAY TOTAL: 4h 01m | Break timer: 04m 08s
- Start Time: Today, 3:30 PM
- JOB: Burke Contracting >
- EQUIPMENT: Cement Mixer (with close icon) >
- TASK: Foundation (with close icon) >
- NOTES: Laying foundation
- ATTACHMENTS: (empty)
- Buttons: **Take Break >** (orange), **Clock Out** (red), **Switch >** (green)
- Bottom navigation: Overview, Time Clock, Timesheets, Schedule, More

How to View Timesheets:

- Tap **Timesheets**.
- Timesheets are listed with the most recent timesheet first.
- For details, tap a timesheet.

How to Submit Time:

- In **Timesheets**, in the top right corner, tap **SUBMIT TIME**.
- Select which days you want to submit and tap **SUBMIT**.
- To confirm, tap **SUBMIT**.

The screenshot shows the 'Timesheets' screen with the following details:

- Header: RD Timesheets SUBMIT TIME +
- Filter: PTO
- Table of timesheets:

Mon Aug 27 (today)	4h 01m
Burke Contracting	04m 3:30pm-?
Eagle Elementary School	3h 57m 8:32am-12:29pm
Wednesday, Jul 4	8h 00m
Drive Time	8h 00m
Tuesday, Jul 3	4h 27m
Burke Contracting	4h 27m
Tuesday, Jun 26 • SUBMITTED	30m
Drive Time	00m 1:30pm-1:30pm
Burke Contracting	30m 1:00pm-1:30pm
Lunch Break UNPAID BREAK	00m 1:00pm-1:00pm

- Bottom navigation: Overview, Time Clock, Timesheets, Schedule, More



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How to Manually Add Hours:

1. At the bottom, tap **Timesheets**.
2. In the top right corner, tap **+**.
3. Tap **Type** and choose of the following:
 - **Duration:** Date and Total hours.
 - **Time In/Out:** Start and End Time.
4. If available, tap **Select Job** or **Select Customer** and choose from the list.
5. Fill out any other available fields.
6. Tap **SAVE**.

Edit Timesheet SAVE

Type DURATION

Date Yesterday

Total 1h 0m

JOB

Main Office

EQUIPMENT

Select Equipment

TASK

Select Task

NOTES

Enter Notes

ATTACHMENTS

+

How to View Shifts:

1. At the bottom, tap **Schedule**.
2. Tap **My Schedule** to view only your shifts, or **Full Schedule** to view your company's shifts.

How to Clock Into Shifts:

A **Clock In** or **Switch** option displays on the shift when it is within 15 minutes of the start time. Tap the displayed option to begin the shift.

Schedule

My Schedule Full Schedule

Friday, August 24

Monday, August 27

Admin 7:00am - 3:00pm (8h)

Shift 3 8:00am - 3:00pm (7h)

Shift Work 10:30am - 6:30pm (8h)

Tuesday, August 28

Admin 7:00am - 3:00pm (8h)

Eagle Elementary School 8:00am - 12:00pm (4h)

Wednesday, August 29

Admin 7:00am - 3:00pm (8h)

Shift Work 10:30am - 6:30pm (8h)

Overview Time Clock Timesheets Schedule More

More:

Note: What you see in the **More** menu depends on how the account is set up.

At the bottom, tap **More**:

- **Who's Working** - Tap to see who's on the clock.
- **Paid Time Off** - Tap to view your current PTO timesheets. Tap the + icon to add a new PTO timesheet.
- **Notifications** - Tap to view any recent notifications.
- **Settings** - See next section.

More

Who's Working

Paid Time Off

Notifications

Settings

Overview Time Clock Timesheets Schedule More

Settings:

Tap **Settings** in the **More** menu:

- **General** - Selection, file, and location settings.
- **Notifications** - Customize your notification settings.
- **Reset App** - Make sure all data has synced before resetting (tap Last Sync in the profile menu).
- **Help & Support** - Find support contact and help pages here.
- **About TSheets**

Settings

General

Notifications

Reset App

Help & Support

About TSheets

Overview Time Clock Timesheets Schedule More