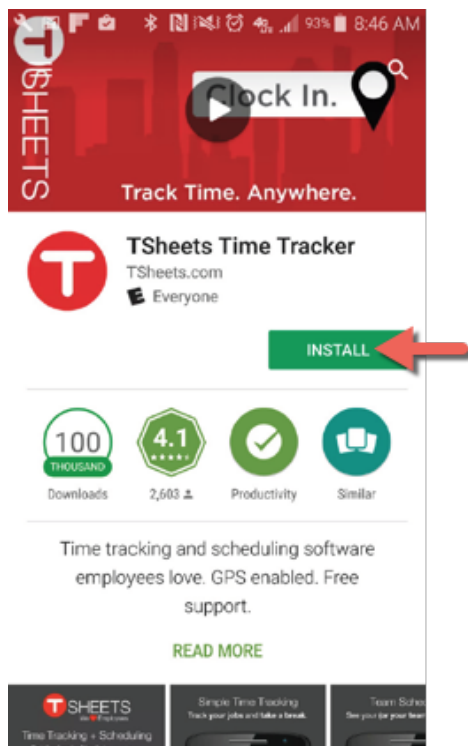


Our company's TSheets URL is _____ .tsheets.com
Your username is _____ Your password is _____

How to Get Started Using TSheets on a Mobile Device

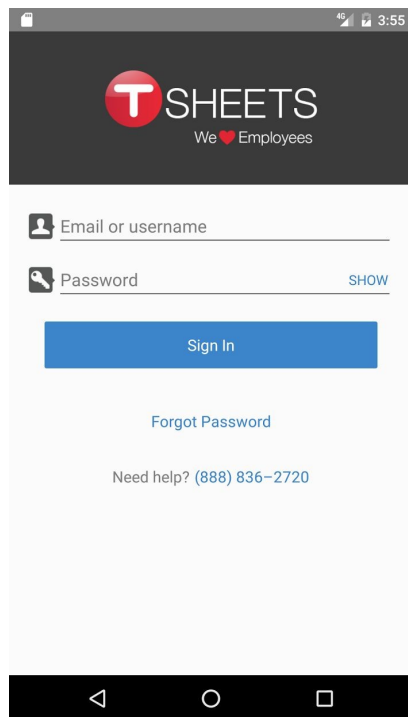
How to Install the App


- 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

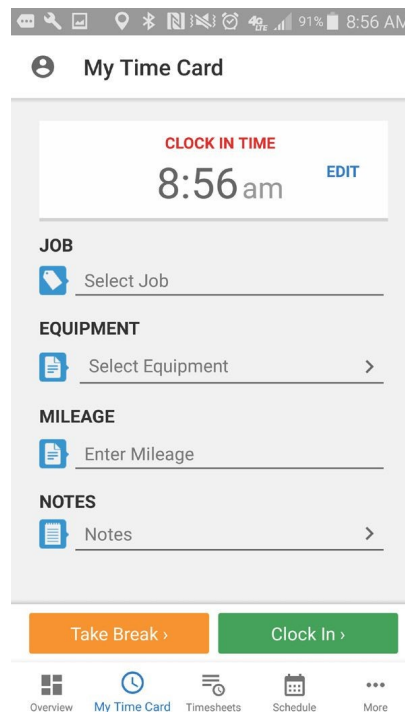
- To sign in:**
 - Enter your username and password (shown above).
 - Tap **Sign In**. TSheets will keep you signed in, even if you are not using the app.



- 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**.

