

**Mobile App User Guide for Android**

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| **Webster, Texas 77598** Published: June 2019[**www.goclockwise.com**](http://www.goclockwise.com) | **Clockwise by GHG Corporation**  **960 Clear Lake City Blvd** Document By: Joe Driscoll |

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Table of Contents

[Introduction 3](#_Toc11855453)

[Requirements 3](#_Toc11855454)

[Login Process 4](#_Toc11855455)

[Timesheet 8](#_Toc11855456)

[In/Out Punches 9](#_Toc11855457)

[Adding Punches 9](#_Toc11855458)

[Editing Punches 12](#_Toc11855459)

[Removing Punches 15](#_Toc11855460)

[Hours Worked 17](#_Toc11855461)

[Adding Hours Worked 17](#_Toc11855462)

[Editing Hours Worked 23](#_Toc11855463)

[Removing Hours Worked 25](#_Toc11855464)

[Timesheet Submission 27](#_Toc11855465)

[Submitting Timesheets 27](#_Toc11855466)

[Unsubmitting Timesheets 29](#_Toc11855467)

[Timesheet Comments 30](#_Toc11855468)

[Adding Comments 30](#_Toc11855469)

[Removing Comments 34](#_Toc11855470)

[Timesheet Documents 35](#_Toc11855471)

[Adding Documents 35](#_Toc11855472)

[Removing Documents 37](#_Toc11855473)

[Schedule Tab 39](#_Toc11855474)

[Leave Tab 41](#_Toc11855475)

[Settings Tab 45](#_Toc11855476)

[FAQ 50](#_Toc11855477)

# Introduction

Clockwise strives to provide the easiest to use time and attendance system for both management and employees. This user guide will explore our mobile app on Android products. This new app will allow employees to use many of the features of the Clockwise website, from the convenience of their Android phone or tablet. They will be able to clock in, clock out, add hours, and submit their timesheet. They will also be able to request leave, and view their schedule.

# Requirements

The following is required to use the Clockwise Android app:

* Site version 7.5.3.12 or higher
* Android Software version API 19 or higher
* Device ID assigned to the user
* Internet Access
* Must allow outside access (for self-hosted only)
* 3MB Size

# Login Process

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| When you first open the app, the first thing you will see is the login screen. |  |
| The first item to type in will be the URL for your company’s Clockwise site. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\1.png |
| Once you’ve typed in the URL, you will need to enter your username. |  |
| Once your username is entered, type your password. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\5.png |
| Selecting **“Remember Me”** will save the URL and the username. You would still need to enter your password every time you log into the app. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\3.png |
| Once all of the information is entered, select the Clockwise Logo at the bottom to log in. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\4.png |
| Once logged into the app, you will see the home screen. It will show your name, as well as your most recent punch. From here, you can tap **‘Clock In’** or **‘Clock Out’** to record an in or out punch respectively. To navigate anywhere in the app, open the hamburger menu in the top right-hand corner. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\6.png |
| From the menu, you can choose **Home, Timesheet, Leave, Schedule,** and **Settings.** You can also log out from here. |  |
| **Process Complete** | |

# Timesheet

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| When you first open the **Timesheet** page, you will see the current timesheet. You can use the arrows to the left and right of where it says **Timesheet End Date** to scroll through past or future timesheets. It also shows the In/Out Totals and Hours Worked for each day during that timesheet. Tapping on that date will bring you to a more detailed breakdown of the selected day. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\7.png |
| Once you tap the day, you can see the specific details for that day. This includes all In and Out punches, and which groups, pay types, charge codes, and tasks have been assigned.  This page also shows the In/Out and Hours Worked Totals. Tapping the **Plus Sign (+)** in the top left corner will allow the employee to Add In/Out punches, or hours worked. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\8.png |

# In/Out Punches

## Adding Punches

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| To manually add an In or Out punch, first go to the details for the day you want to add punches on. Once there, tap the plus sign in the top right corner of the screen, then tap **In/Out**. |  |
| The *Add In/Out*page is where you manually enter any in and out punches. This is also where you would enter any Charge Codes or Tasks associated with the punches. To add a new punch, tap **ADD** in the top right-hand corner. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\9.png |
| Next, tap the **In Punch** or **Out Punch** field, use the time picker to enter the time. Once the times have been entered, select **OK** when finished. |  |
| Once the times for the punches have been entered, the employee will also have the option to add a Charge Code and/or Task to this specific set of punches. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\10.png C:\Users\joseph.driscoll\Desktop\Android Screenshots\11.png |
| Once finished entering your punches, tap **Add** in the top right corner. | C:\Users\joseph.driscoll\Desktop\Mobile iPhone Screenshots\21.png |
| After adding the punches, you will be brought back to the details for that day. If you need to edit the punches after adding them, tap on the **IN/OUT LIST** box. | C:\Users\joseph.driscoll\Desktop\Mobile iPhone Screenshots\68.png |
| **Process Complete** | |

## Editing Punches

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| To edit a punch, first, tap the set of punches you wish to edit from the detail page for that day. |  |
| Once you have tapped the set of punches you need to edit, tap the specific punch that you are editing. |  |
| Next, use the time picker to change the punch to the appropriate time. Once done, tap OK. |  |
| Finally, once you have made the needed changes, tap **UPDATE** in the top right corner. |  |
| After tapping UPDATE you will be brought back to the details for the day, with the punches correct. Be sure to tap the back arrow and then SAVE to ensure that the changes are saved. |  |
| **Process Complete** | |

## Removing Punches

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| In order to delete a set of punches, you would need to go to the details page for that specific day, and tap on the set of punches you wish to remove. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\12.png |
| After you have selected there will be three dots in the top right corner. Tap those, and tap the **Delete** button that appears. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\13.png |

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| Once you have tapped the delete button, a confirmation message will appear asking “*Are you sure you want to delete this in/out pair?*” Tap yes. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\14.png |
| Once the punches are removed, you will be brought back to the day’s page, and the punches will be gone. |  |
| **Process Complete** | |

# Hours Worked

## Adding Hours Worked

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| To add Hours Worked, tap the plus sign in the top right corner of the screen, then tap **Hours Worked**. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\15.png |
| After tapping **Hours Worked**, the app will take you to the Add Hours Page. |  |
| **Process Complete** | |
| You can use the **Plus (+)** and **Minus (-)** buttons to add or subtract in one-hour increments. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\16.png |
| If you tap the number, you can type a specific number in tenths of an hour. |  |
| Once the hours are entered, tap the **Group** box to enter the Group associated with these hours. |  |
| Once the Group is entered, tap the **Charge Code** box to enter the Charge Code associated with these hours. |  |
| After choosing a Charge code, tap the **Pay Type** box and select the pay type needed. |  |
| Finally, tap the **Task #** box, and select the appropriate task. |  |
| Another option is the **Populate previously used charges** button, which allows you to enter previously used charge codes. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\17.png |
| Once you tap **Populate previously used charges**, it will bring up a list of the all of the charge codes you have used this pay period. Select the charge code you wish to use. After, it will automatically fill in the Group, Charge Code, Pay Type, Organization, and Task #. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\18.png |
| Once you have entered your hours worked, tap **ADD** in the top right corner. Confirm the information is correct, and tap the back arrowagain, to bring you to the timesheet for the current period. |  |
| Once on the timesheet, tap **Save** in the top right-hand corner of the page. This will save any changes made to your timesheet during this session. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\19.png |

## Editing Hours Worked

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| To edit Hours Worked, tap on the set of hours you would like to edit. |  |
| Once you tap the hours, you will be brought to the *Update Hours* screen. From here, tap on an item to make any changes needed, either to Group, Charge Code, etc, or to the number of hours worked. Once changes have been made, tap UPDATE in the top right hand corner. |  |
| **After tapping UPDATE you will be brought back to the details for the day, with the hours corrected. Be sure to tap the back arrow and then SAVE to ensure that the changes are saved.** |  |
| **Process Complete** | |

## Removing Hours Worked

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| After you have selected there will be three dots in the top right corner. Tap those, and tap the **Delete** button that appears. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\21.png |
| Once you have tapped the delete button, a confirmation message will appear asking “*Are you sure you want to delete these hours worked?*” Tap yes. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\22.png |
| Once the Hours Worked are removed, you will be brought back to the day’s page, and the Hours Worked will be gone. |  |
| **Process Complete** | |

# Timesheet Submission

## Submitting Timesheets

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| Once you are ready to submit your timesheet, you can tap the three dots in the top left corner from the Timesheet page. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\23.png |
| A menu will pop up with four options. Tap the **Submit** option. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\24.png |
| After tapping **Submit** a message will pop up asking “*Are you sure you want to submit your timesheet?****”*** Select Yes. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\25.png |
| After confirming, a message saying “*Timesheet Submitted*” will pop up briefly. |  |
| **Process Complete** | |

## Unsubmitting Timesheets

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| Once the timesheet is submitted, no changes can be made to it. If you attempt to make any changes after submission, you will get an error message stating “*It looks like your timesheet is submitted. To add hours, you will need to unsubmit it.*”  To unsubmit a timesheet, you will need to tap the three dots in the top corner again, and the only options will be **Unsubmit**. Select **Unsubmit** to unsubmit the timesheet. |  |
| After unsubmitting, a message with a checkbox saying “Timesheet unsubmitted” will pop up briefly. At this point, you will be able to make any needed changes to their timesheet. |  |
| **Process Complete** | |

# Timesheet Comments

## Adding Comments

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| In order to leave a comment on the Timesheet, you will need to tap the three dots in the top right corner of the Timesheet page. Then, tap the **Add Comment** button to bring up the Comment box. |  |
| Once the comment box is up, type the comment, and tap the **Add** button. |  |
| **Process Complete** | |
| Once the comment is added, a black message with words “*Comment Added*” will appear over the timesheet. |  |
| Once you have added the comment, be sure to tap **SAVE** in the top right corner to assure that the comments are saved to the timesheet. |  |
| In order to edit a comment that was already made, press the three dots in the top right corner, and tap “**Update Comment.**” |  |
| Once the Update Comment box shows up, make any changes needed to the existing comment, and tap **Update.** |  |
| After the comment is updated, a black message with words “*Comment Updated*” will appear over the timesheet. |  |

## Removing Comments

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| To remove a comment, simply go through the same process as updating a comment, and delete all of the text in the box, then tap Update. No confirmation message will appear. |  |
| After you have deleted the comment, a message stating “*Comment removed.*” will appear. |  |
| **Process Complete** | |

# Timesheet Documents

## Adding Documents

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| To upload a document, the first step is to tap the three dots in the top corner of the Timesheet page, and tap **Attach Document**. |  |
| Tapping **Attach Document** will bring you to a menu where you can choose if you want to upload a document, or a photo. Tap **Upload Document.** |  |
| Once **Upload Document** is tapped, your device will pull up a list of all of the documents saved on your device. Tap the document you wish to upload. | C:\Users\joseph.driscoll\Desktop\Android Screenshots\26.png |
| Once the document is uploaded, a black message with words “*Upload of [DOCUMENT NAME] successful.*” will appear over the timesheet.  **NOTE:** This process may take some time. There is no uploading indicator at this point, so it may seem frozen for up to ten seconds. |  |
| **Process Complete** | |

## Removing Documents

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| In order to remove a document, tap the three dots, and then tap **View Documents**. |  |
| Once you tap **Document List,** a list of all of the documents you have uploaded to this particular timesheet will populate. Next to the document that you wish to remove, tap thetrash can on the right side. |  |
| Once the trash can is tapped, a message will appear stating “*Are you sure you would like to delete this document? This action cannot be undone.*” Tap **DELETE**. |  |
| After the document is deleted, you will be brought back to the Timesheet Documents list, and the document will be gone from the list, along with a message stating “*Document deleted successfully*”. |  |
| **Process Complete** | |

# Schedule Tab

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| When you first tap the **Schedule** tab, it will show you information for the current week, as how many hours you’re scheduled to be working each day. You can use the left and right arrows to look at past and future schedules. |  |
| In order to view a certain day with more details, tap on the day you want to view. |  |
| Once you have selected the day you wish to view, you will be brought to the screen for the specific day. The top box will show your scheduled in/out times. The bottom box will show your Total Hours, amount of Break time, and any comments. |  |
| **Process Complete** | |

# Leave Tab

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| Once you tap the **Leave** tab in the Navigation drawer in the top left hand corner, the first thing that is displayed is the list of all leaves available to you, and your current balance for all of these leaves. |  |
| To request leave, the first step is to tap **REQUEST LEAVE** in the top right-hand corner, which will bring you to the Leave Request page. |  |
| Once on the Leave Request page, you will need to enter the Start Date, End Date, Leave Code, and Hours per day. Today’s date will be the default Start and End Date. |  |
| Next, Tap the **Start Date**, and use the calendar to scroll for the date you wish to start the leave. Once your start date is picked, go through the same process with the **End Date.** |  |
| Next, tap **Select leave code...**, and select the type of leave you wish to request. |  |
| The next step is to tap the **Hours per day** box, and type the number of hours of the leave that you are requesting to take per day, for that time period. |  |
| Finally, tap the **SUBMIT REQUEST** button to submit your request. |  |
| Once your request is submitted, a message will pop up stating “***Success*** *Your leave request has been successfully submitted”* |  |
| **Process Complete** | |

# Settings Tab

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| The Settings tab allows you show or hide code descriptions, enable and disable Fingerprint use, and allow the app permission to use your location. It will also show you a complete history of transactions made on the app, and show you the license information. |  |
| For the **Display Code Descriptions** option, toggle the switch on if you want to show the descriptions in all of the codes in the app. Toggle it off if to show just the names. |  |
| The **Use Fingerprint** option allows youtoggle the switch on if you would like to use your fingerprint to login. Toggle it off if you only want to be able to use your password to login. |  |
| **Location Permissions** allows you to enable or disable location services for the app. |  |
| Once you tap **Location**, you will be brought to the *APP INFO* page. From here, tap **Permissions.** |  |
| Once you tap **APP PERMISSONS**, it will allow you to toggle location on and off. Specifically, the app only uses location for tagging your location from where you make a punch. |  |
| Tapping **Transaction Log** shows a complete list of all the user generated activity in the app. |  |
| Once in the transaction log, it will show a full list of all transactions made from the app.  **NOTE:** This will show ALL activities performed by ALL uses that have made transactions from this device. |  |
| The **License Agreement** tab will show the End User License, which is legal documentation stating what you are able to do with our app. |  |
| Once you tap **End User License Agreement**, a box with all of the information for the licensing will pop up. |  |

# FAQ

**Does the Clockwise Mobile app work on tablets?**

Yes. This app will function on an Android tablet just as well as it does on an Android phone.

**Why has my leave balance not changed after I requested leave?**

The Leave balances will still be the same after the request, and will not change until the leave is actually taken.

**Will this user guide help with using the Apple version of the app?**

This guide will walk users through the main processes and features of the Android app. While similar, there are a few minor differences between the iOS and Android apps, and we do have a guide specifically for Apple users as well.

**Why do exempt employees still have the options to clock in and out?**

The In/Out are a built-in feature of the mobile app, but should not be used by any user who does not have In/Outs visible on their timesheet. The remaining features are still accessible.