

Why use the TimeFiler Mobile App?

Employees, managers and administrators increasingly expect to use their mobile devices (such as smartphones and iPads) to access rosters, leave and timesheet information, rather than waiting until they are in front of a computer.



The TimeFiler Mobile App allows:

- Employees to view their roster, apply for leave, complete their timesheets and receive notifications/messages while they are away from the workplace
- Managers to view their employees' rosters, approve their employees' leave requests and timesheets, and send notifications/messages to their employees. An added bonus is they can run reports on their devices when out of the office
- Payroll Administrators to process Actions such as sending leave reminders, opening rosters for editing, creating timesheets and locking periods without having to be at their desk (refer page 3 of this guide).

What is required?

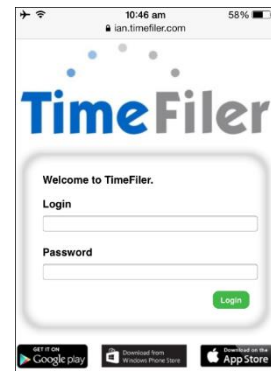
Prior to installing the Mobile App, you must have:

- an existing TimeFiler system and be a TimeFiler user
- a supported mobile device, such as iPhone, iPad, Android phone or tablet, or a Windows phone
- an internet connection, via either Wi-fi or mobile
- your TimeFiler logon credentials, which are:
 - subdomain name (for example, if the web link you currently access TimeFiler with is <https://mycompany.timefiler.com>, then your subdomain is mycompany)
 - username (typically this is your employee code)
 - password (the password you currently use when logging into TimeFiler)
 - Note, some companies have an auto-logon process e.g. via Self Service, where a username and password is not required. If this is your company, the Administrator can contact TimeFiler Support for set-up assistance.

Installing the Mobile App

It is quick and simple to install the App on your mobile device:

1. Access the TimeFiler web link logon page from your mobile device (e.g. <https://mycompany.timefiler.com>) and download the applicable App using one of the black icons at the bottom
2. Open the App and the Wizard will step you through entering your logon credentials. You will be requested to create a PIN to secure your logon (this is useful if more than one person share the same mobile device, however the mobile App is designed for single users preferably).

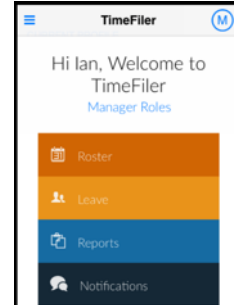



Using the Mobile App

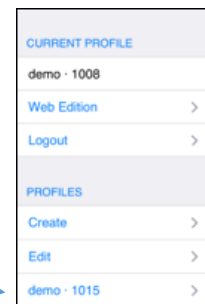
The App is simple and intuitive and users will navigate rosters, leave and timesheets in a similar way as they do when using the web application.

Useful features of the Mobile App are:

1. **Employees who have multiple TimeFiler roles** can switch between them by simply tapping on the role name on the home screen. For example:
 - Managers can switch between being an employee and a manager
 - Payroll Administrators can switch between being an employee and an Administrator (refer page 3).
2. **Employees can share a mobile device** by having more than one logon profile on the device (e.g. a shared iPad in the office)

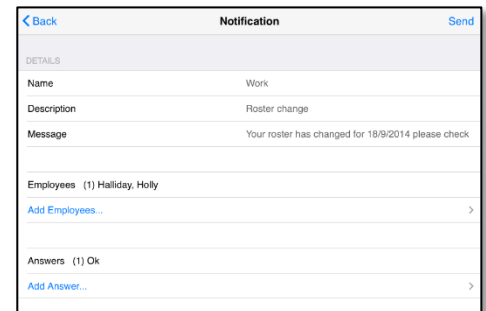


To do this, click on the  symbol and create an additional profile. The Wizard will step you through establishing the additional logon credentials and a PIN.



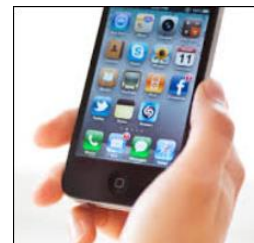
A list of user profiles will appear under Profiles. Each user will access their profile using their PIN.

3. **Sending notifications to employees devices** is simple:
 - Name/label your message e.g. Work
 - Add Description e.g. Roster change
 - Type a message e.g. Your roster has changed...
 - Select employees to send message to
 - Add the choice of answers you'd like back e.g. Ok, No thanks, Maybe ring me



Basic troubleshooting

1. Want to delete the TimeFiler App and start again?
 - a. Simply hold your finger on the App icon and then tap 'X'
2. Want to 'kill' an App if it seems to have crashed or frozen?
 - a. Simply double tap the device's home button and 'swipe up' the TimeFiler App screen
3. One employee (on a shared device) has forgotten their PIN
 - a. The App will need to be deleted and reloaded and all sharing employees re-loaded
4. I have forgotten my password, who do I contact?
 - a. Contact your Payroll Administrator who can re-set it for you



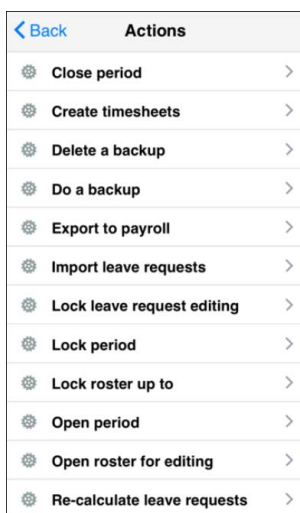
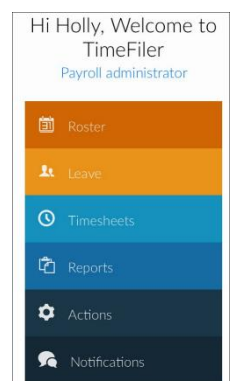
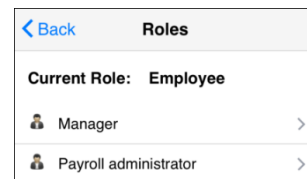
Administrator access

Payroll Administrators are able to access the TimeFiler Actions via the Mobile App, provided they are an employee in the database and have an Admin Role assigned to them. 'Role-based' employees need to be specifically configured in your TimeFiler database

- Note, traditional set-up for Administrators is they have a separate URL and separate logon credentials (e.g. ADMIN) to access TimeFiler, meaning they do not have to be an employee within that database i.e. they could be an employee in a different database, or a contractor, or business owner. For Administrators to use the Mobile App for Admin tasks, this would be turned off and Administrators would need to be employees within the TimeFiler database and have an 'Admin Role' assigned.

If an Administrator is configured within TimeFiler to access Actions from the Mobile App, it will look like this:

- The employee/administrator would be able to swap between being an employee and Administrator on their mobile device
- When acting as the Administrator, they will see **Actions** in their menu list
 - Note, the Administrator will be able to do all other functions as well, such as enter leave requests and timesheets on behalf of employees; approve leave requests and timesheets on behalf of managers; edit/view rosters, send Notifications, and run reports
- When selecting **Actions**, a list of the Admin functions is available to run directly from their mobile device. The functions work exactly the same as if the Administrator was running them on their PC at work



- The benefit of this is the Administrator does not have to be in the office, or have to access the URL via the internet, to be able to do TimeFiler functions.

Order customisation

If this feature would be of benefit to you, please contact TimeFiler Support at support@timefiler.com to arrange to have Administrator access via a mobile device.

Costing will be advised. Some organisations may already have 'Roles' configuration in their TimeFiler database which means the cost will be minimised.