Time Collection via Mobile App

1.0 Installation for Mobile Devices
Download the TimeTrex mobile app by searching for **'TimeTrex'**, at the App Store, for Apple iOS or the Google Play Store, for Android.

2.0 Initial Setup

Once the mobile app is installed you will be asked to go through the **Quick Start Wizard**. Ensure to update as prompted the information indicated below.

- You must select **Allow** location services to use the mobile app.
- Important: change the URL from https://ondemand1.timetrex.com to **https://peocanada.timetrex.com**
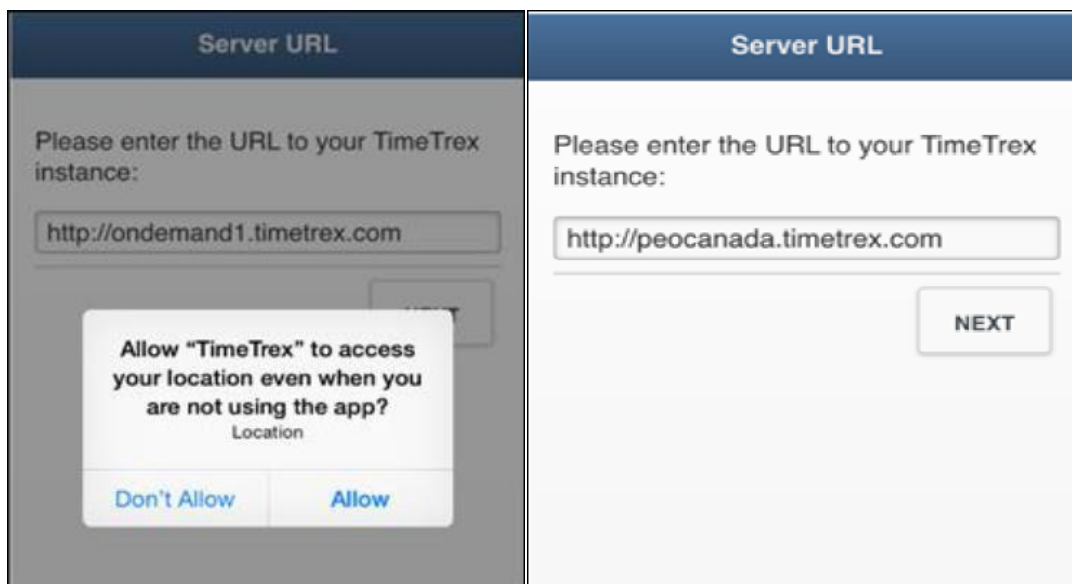
Quick Punch ID/Password

- Enter in your Quick Punch ID/Password , next then Done

(Note: If you get a Device Mode window with the question, "Will this device be used by multiple employees as a kiosk?" Please indicate No.)

3. To use the application

Find and open the icon on your phone or tablet, then Login using your **Quick Punch ID** and **Password**.

Verify the **Punch Type** – in most cases your will use the default option **Normal**.

For In/Out - select whether you are starting or ending your work day.
In=Starting
Out = Ending

In some cases you might be required to enter information concerning Branch, Department, Job and or Task if these choices appear on your screen (they may not appear).

Note You can also use the Note field to indicate information that will be attached to this punch.
E.g. running late due to weather/traffic etc.

Then select **Save**.

You can then exit the app using the menu on the top left to **Log Out.**