

Your Quick Punch ID is your Employee ID Number

Your Password is the last 6 digits of your SIN (Social Insurance Number)

Time Collection via Mobile App

1.0 Installation for Mobile Devices

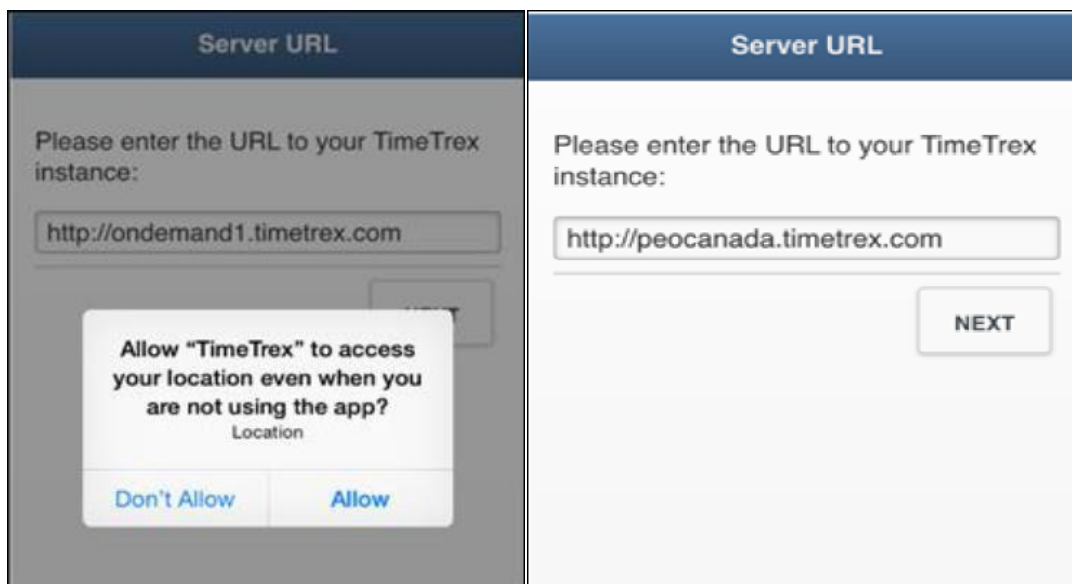
Download the TimeTrex mobile app by searching for 'TimeTrex', at the App Store, for Apple iOS or the Google Play Store, for Android.



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

The first screenshot, titled "Login Information", has a dark blue header. Below the header, it says "Please enter your Quick Punch ID and Password:". There are two input fields: "Quick Punch ID:" and "Password:". At the bottom, there are two buttons: "BACK" and "NEXT".

The second screenshot, titled "Completed", has a dark blue header. Below the header, it says "Congratulations!". Underneath, it says "Your mobile device has now been initialized, you may now punch in/out.". At the bottom, there are two buttons: "BACK" and "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**.

The screenshot shows the "Suzy - In/Out" app interface. At the top, there's a header with a menu icon, the title "Suzy - In/Out", and a camera icon. Below the header, there are several fields: "Time:" with the value "09:59 AM" and a "Transfer:" checkbox; "Punch Type:" with a dropdown menu showing "Normal"; "In/Out:" with a dropdown menu showing "In"; "Branch:" with a dropdown menu showing "Branch 1 - ON"; "Department:" with a dropdown menu showing "--"; "Job:" with a dropdown menu showing "1" and "Boats"; "Task:" with a dropdown menu showing "8" and "11000-0"; "Quantity:" with "Good:" and "Bad:" fields, both showing "0"; "Overtime:" with an empty input field; and "Note:" with an empty input field. At the bottom, there are two buttons: "Save" and "Refresh".

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**.