Mobile App User Guide (Job Tracking Punchboard + Timesheet + Leave + Roster)

How to use your Timecloud app to clock in and out, view your timesheets, your roster, and apply for leave.

Download the Timecloud App from the App Store

- The Timecloud app can be found here:

Google Play
https://play.google.com/store/apps/details?id=com.timecloud.Timecloud
Apple App Store
https://apps.apple.com/nz/app/timecloud/id1310368549

The app will be named 'Timecloud' and the icon should look like this:

Login and Clock in from the Punchboard

How to sign out at the end of the day:
1. Open the Timecloud app and the punch board should automatically open

2. Select the job items from the drop down box

3. Press 'OUT' at the bottom on the screen to submit your attendance
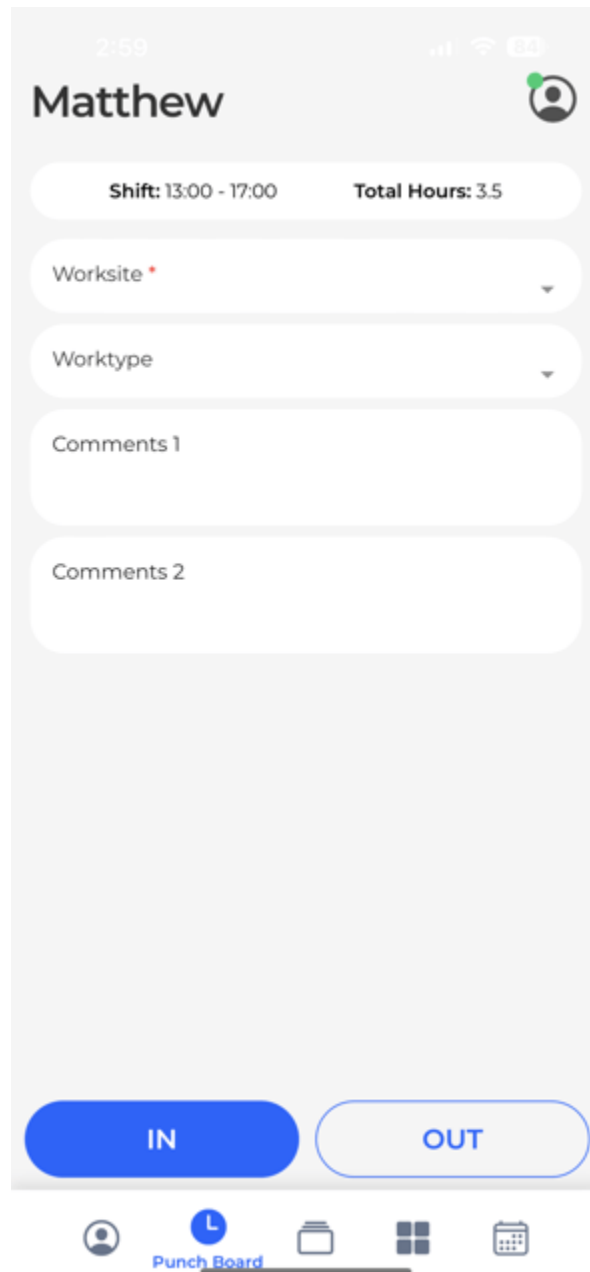
Preview previous timesheet

1. Open the Timecloud app and open the Timesheet tab (located at the bottom of your screen)

2. You will automatically view the current day

3. Swipe left and right to change days

4. To change your view to a 'weekly overall view', click "Week" - located at the top right corner

5. To view a calendar view to change dates, click the calendar at the top right corner of the screen

To view the Roster

1. Navigate to the Roster page

2. scroll up and down or use the calendar to view relevant shifts and dates.
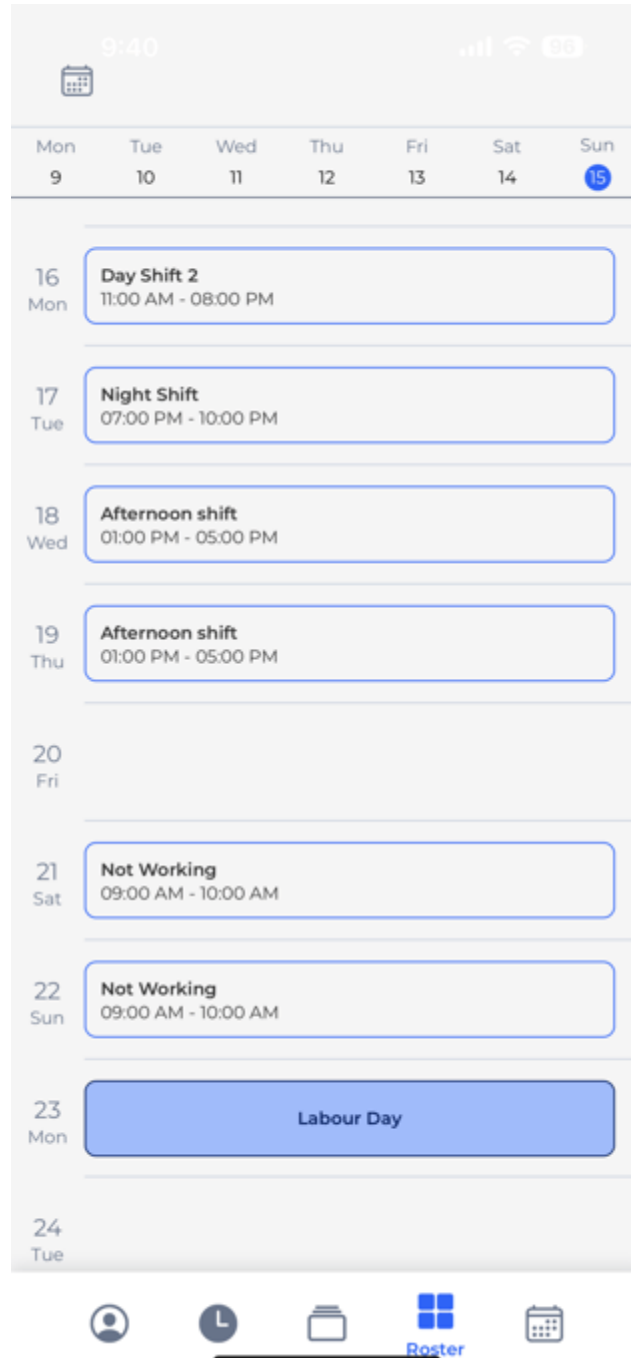
How to apply for leave

1. Press the 'Leave' button at the bottom of the screen
2. On this screen you can view approved, pending and all previous leave history
3. To apply for leave, press the '+' icon:
4. Select the leave type you wish to apply for
5. Select the dates to apply for leave
6. Add any comments for your manager to review and click

to edit a pending leave application

1. click on the application to edit and follow steps 1 - 8 above.

We can use the "Approved", "Pending", "History" tabs to filter between leave requests
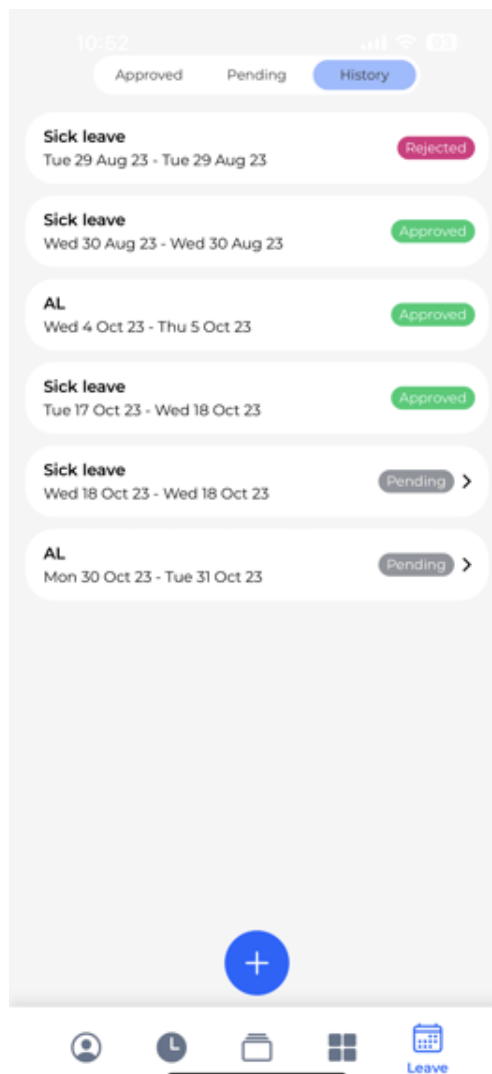
Remember Previous Job Items

- It may be helpful to enable Remember Previous Job Items if your company is using multiple Job Tracking fields or mandatory fields.