

# Mobile App User Guide (Punchboard + Timesheet + Leave + Roster)

How to use your Timecloud mobile app to clock in and out, view your hours, your roster and request 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>

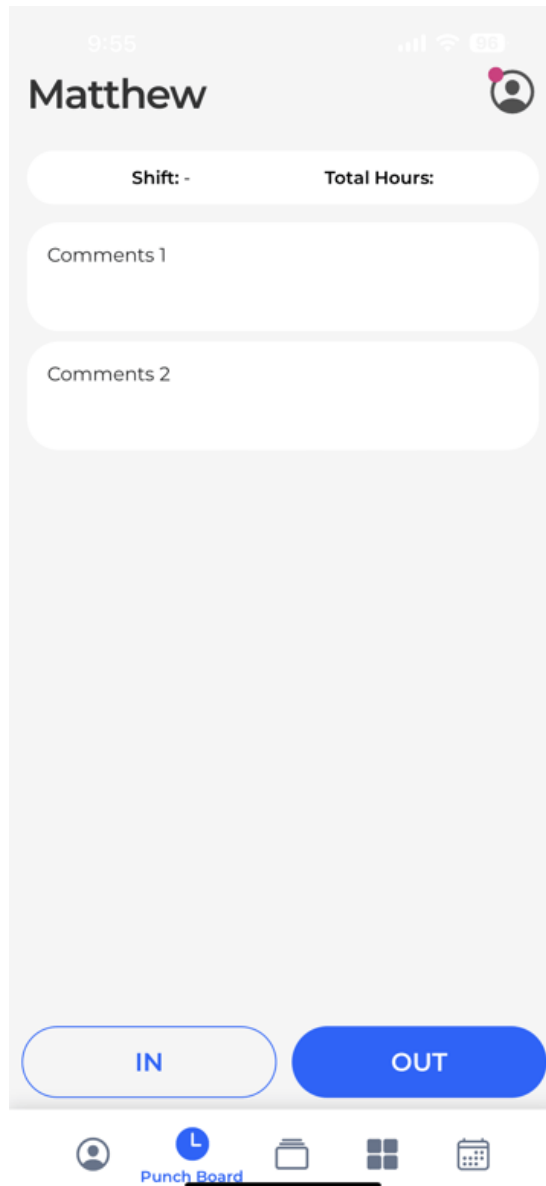
The app will be named 'Timecloud' and the icon should look like this:



## Login and Clock in from the Punchboard

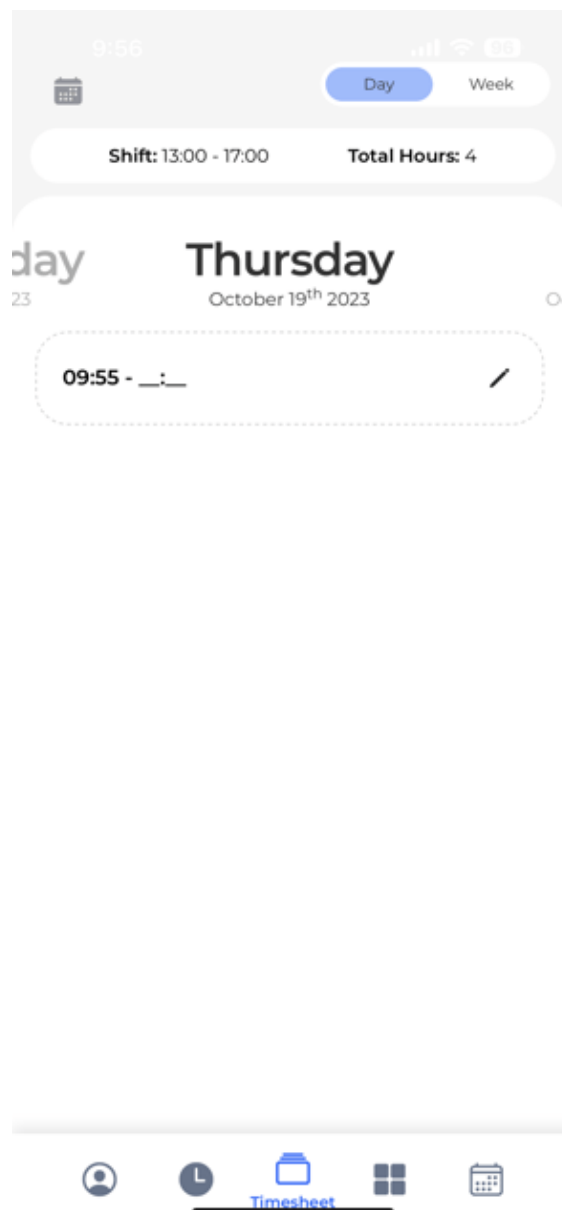
How to sign out at the end of the day:

1. Open the Timecloud app and the punch board should automatically open
2. 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



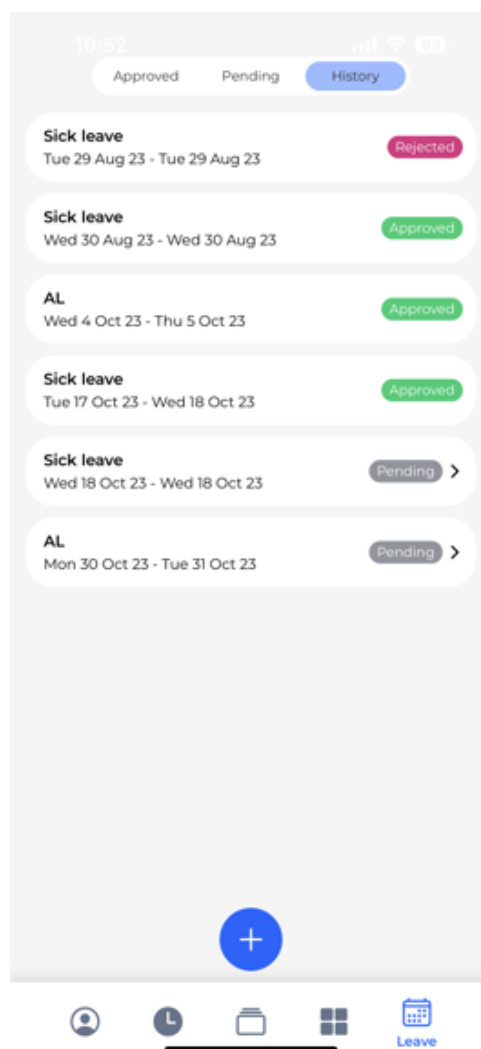
## How to apply for leave

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 view the "Approved", "Pending", and "History" tabs for filters



## 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.

