Mobile App User Guide (Punchboard + Timesheet)

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

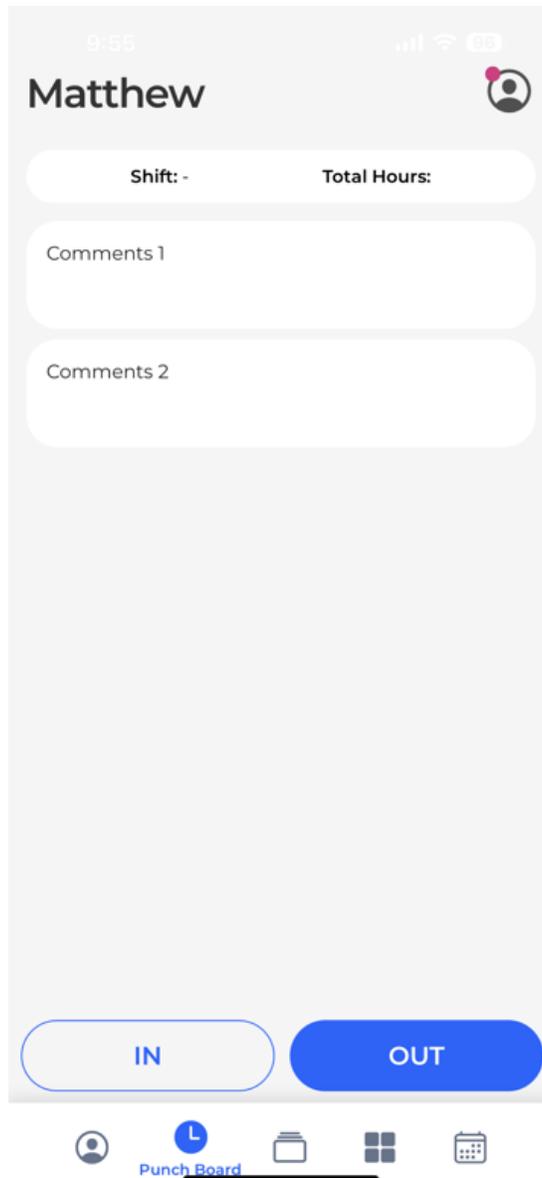https://apps.apple.com/nz/app/timecloud/id1310368549

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