

# **TIMES SOFTWARE**

## **TIMES PRO Mobile** (Timesolution version)

### Introductory Guide

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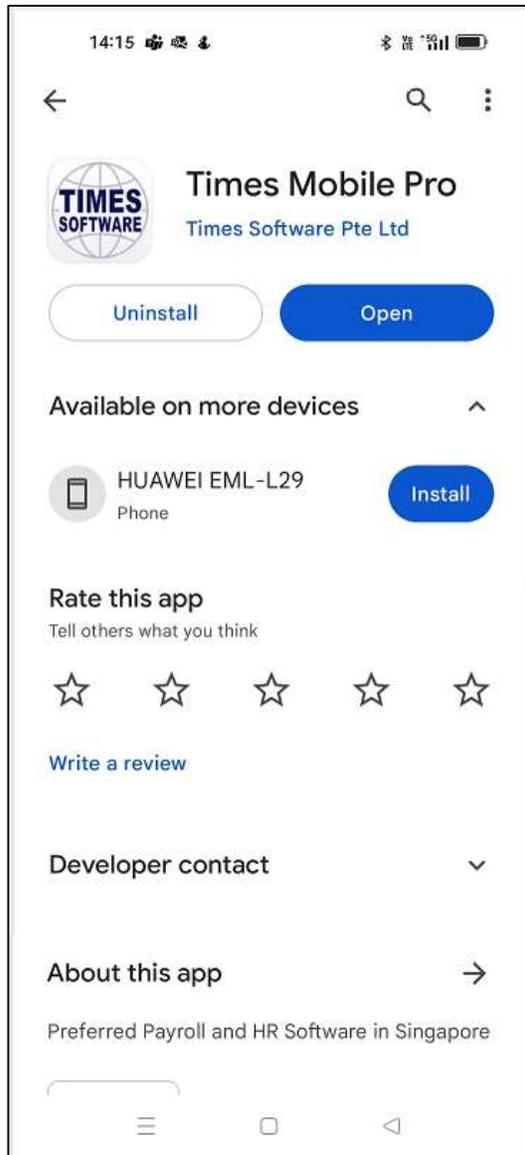
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## Install TIMES PRO Mobile App

To start using the TIMES PRO Mobile application, first look for **Times Mobile Pro** in your Google Play Store or Apple App Store and install it on your mobile phone.

Google Play Store:



Apple App Store:

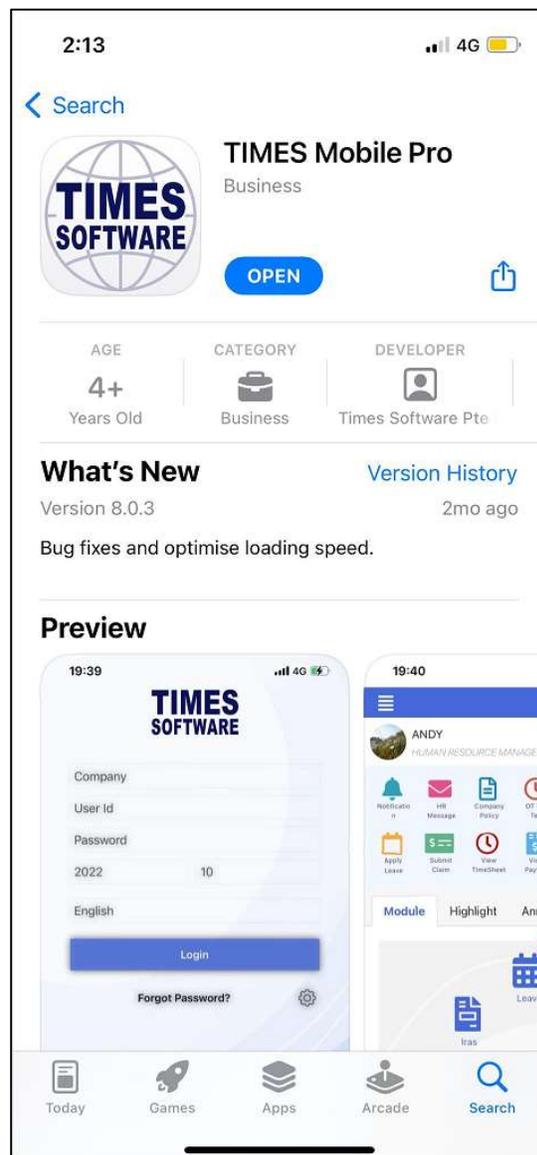
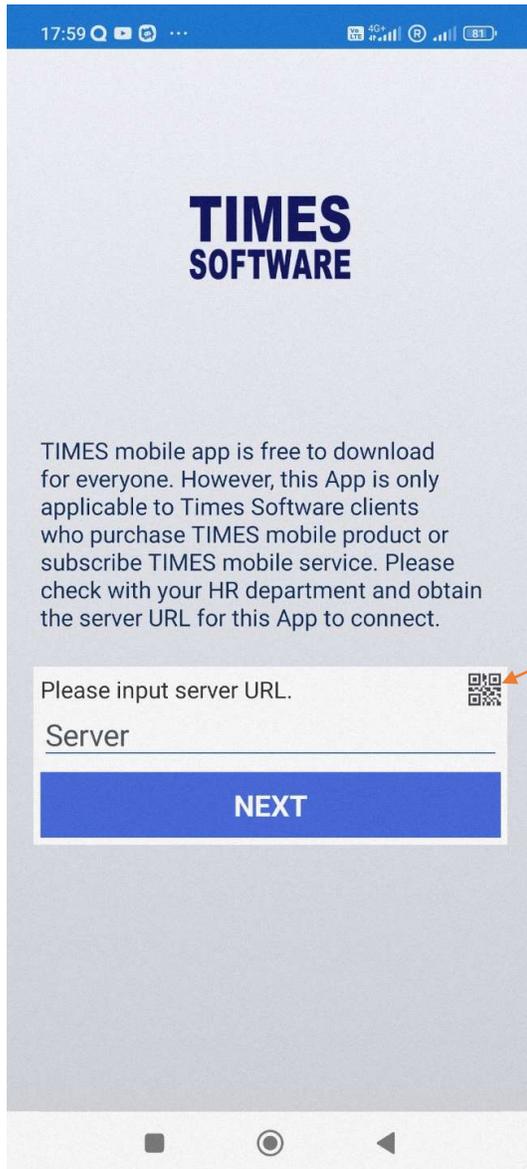


Figure 1 TIMES PRO Mobile application

## Configure TIMES PRO Mobile App

Open the TIMES PRO Mobile App and you will be presented with the configuration page.



Tap on the **QR Code** icon and allow camera settings on your phone to scan the QR Code on your TIMESOLUTION web portal login page.

Figure 1 TIMES PRO Mobile application configuration page sample



Scan the QR Code on your TIMESOLUTION web portal login page to configure the mobile app. Once configured, you will see the TIMES PRO Mobile app login page.

## Login to your Account

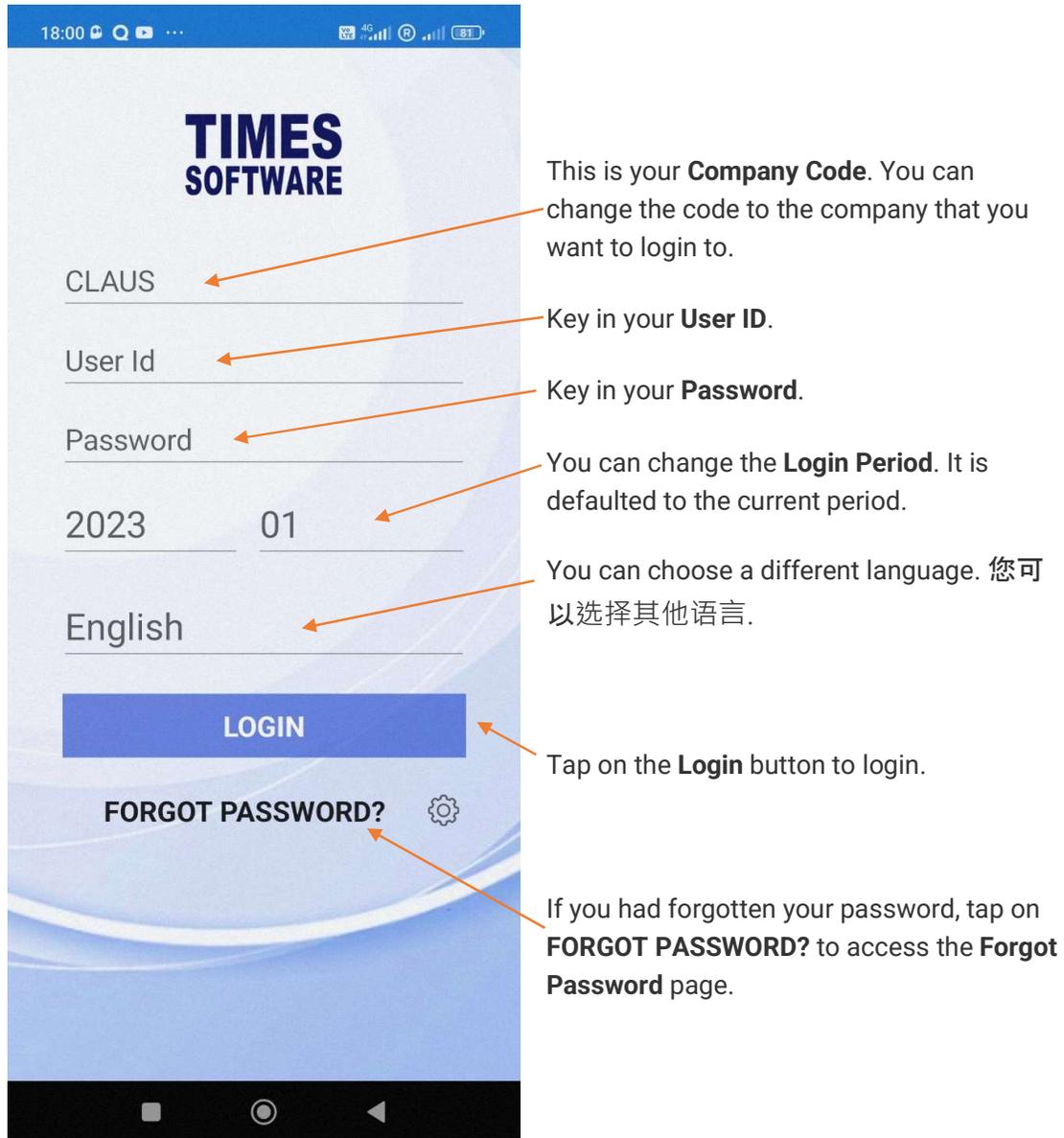
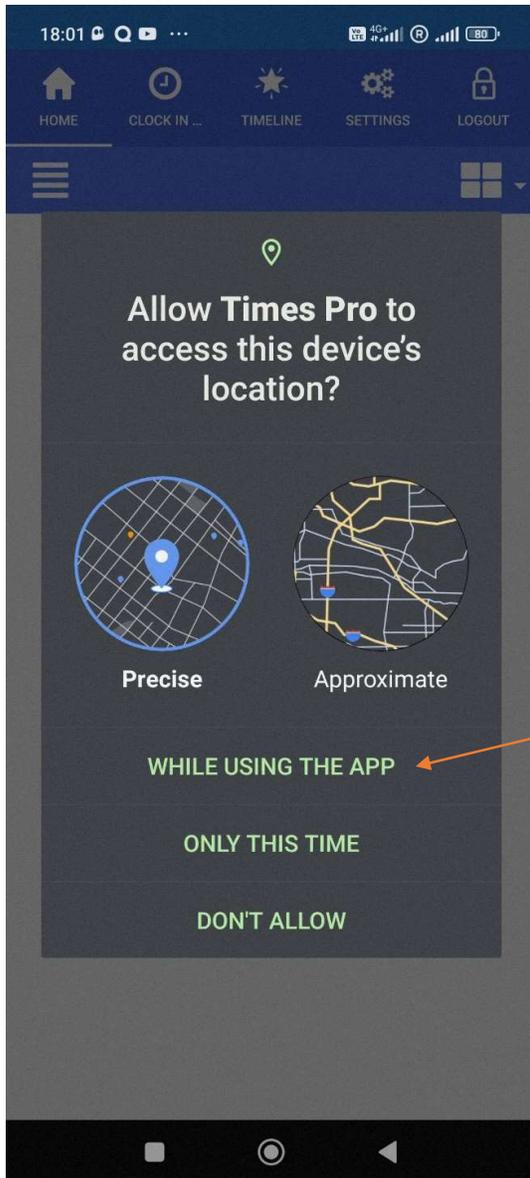


Figure 2 TIMES PRO Mobile login page sample

## Forgot Password

Figure 3 TIMES Mobile PRO Forgot Password page sample

## Access Device Location



If your company has implemented **TIMES TimeSheet**, after you login to your account, you need to grant TIMES PRO Mobile application access to your device's location.

Once granted, you can use your phone's **GPS** system to record your location when you clock in and clock out from work in the mobile application.

## HOME Page

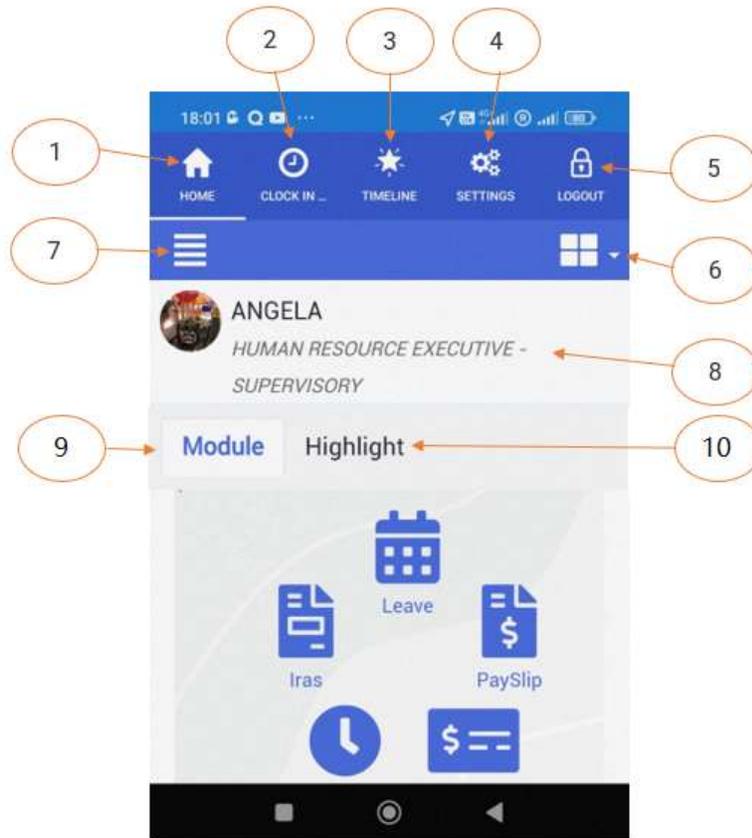


Figure 4 TIMES PRO Mobile Home page sample

1	This is the <b>Home</b> button. Tap it to view the <b>Home</b> page.
2	The <b>Clock In</b> button is available if your company has implemented the <b>TIMES TimeSheet</b> . You can tap it to access the <b>Clock In</b> page to clock in and out from work.
3	Tap on the <b>Timeline</b> button to view all the important activities, such as leave submission, claim submission, booking schedule, etc; in the system in a timeline format.
4	Tap the <b>Settings</b> button to access the <b>App Settings</b> page.
5	Tap the <b>Logout</b> button to log out from the mobile application.
6	Tap on the <b>Right Sidebar</b> button to access the list of TIMES PRO Mobile modules in the <b>Right Sidebar Menu</b> .
7	Tap on the <b>Left Sidebar</b> button to view your profile and access the <b>Left Sidebar Menu</b> . If you have accessed a specific TIMES PRO Mobile module, the <b>Left Sidebar Menu</b> will show you the list of features available to use for the module.
8	This shows your profile summary information. You can tap on it to view your detail <b>Employee Profile</b> .
9	Tap on the <b>Module</b> to access the TIMES PRO Mobile module list. Each module is presented with an icon in a wheel layout. Tap on the module icon to access it.
10	Tap on the <b>Highlight</b> to view all the essential information to take note such as leave submission status progress, time sheet overtime and lateness, etc.

## View your Employee Profile

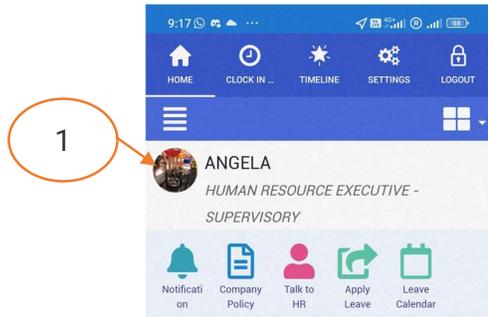


Figure 5 TIMES PRO Mobile Home page Profile Summary

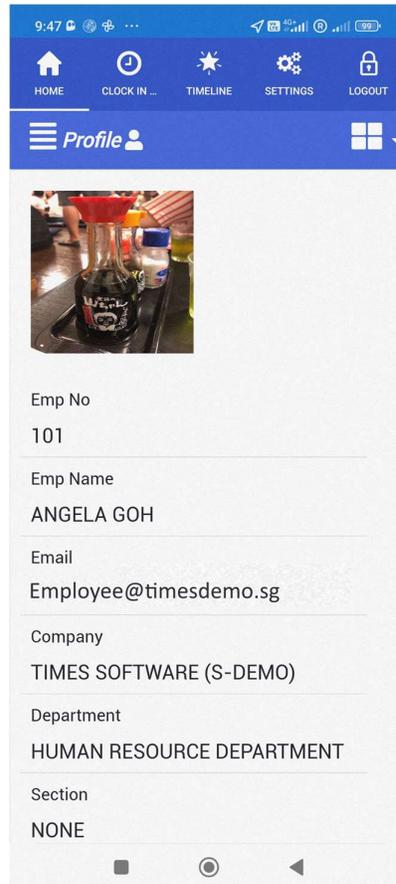


Figure 6 TIMES PRO Mobile Employee Profile page sample

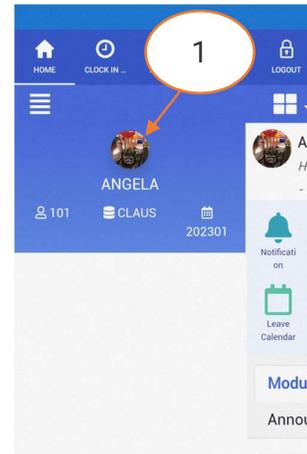


Figure 7 TIMES PRO Mobile Left Side Bar Menu

1	You can access your <b>Employee Profile</b> page by tapping on your summary information at the <b>Home</b> page or by tapping on your profile picture at the <b>Left Sidebar Menu</b> .
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## App Settings

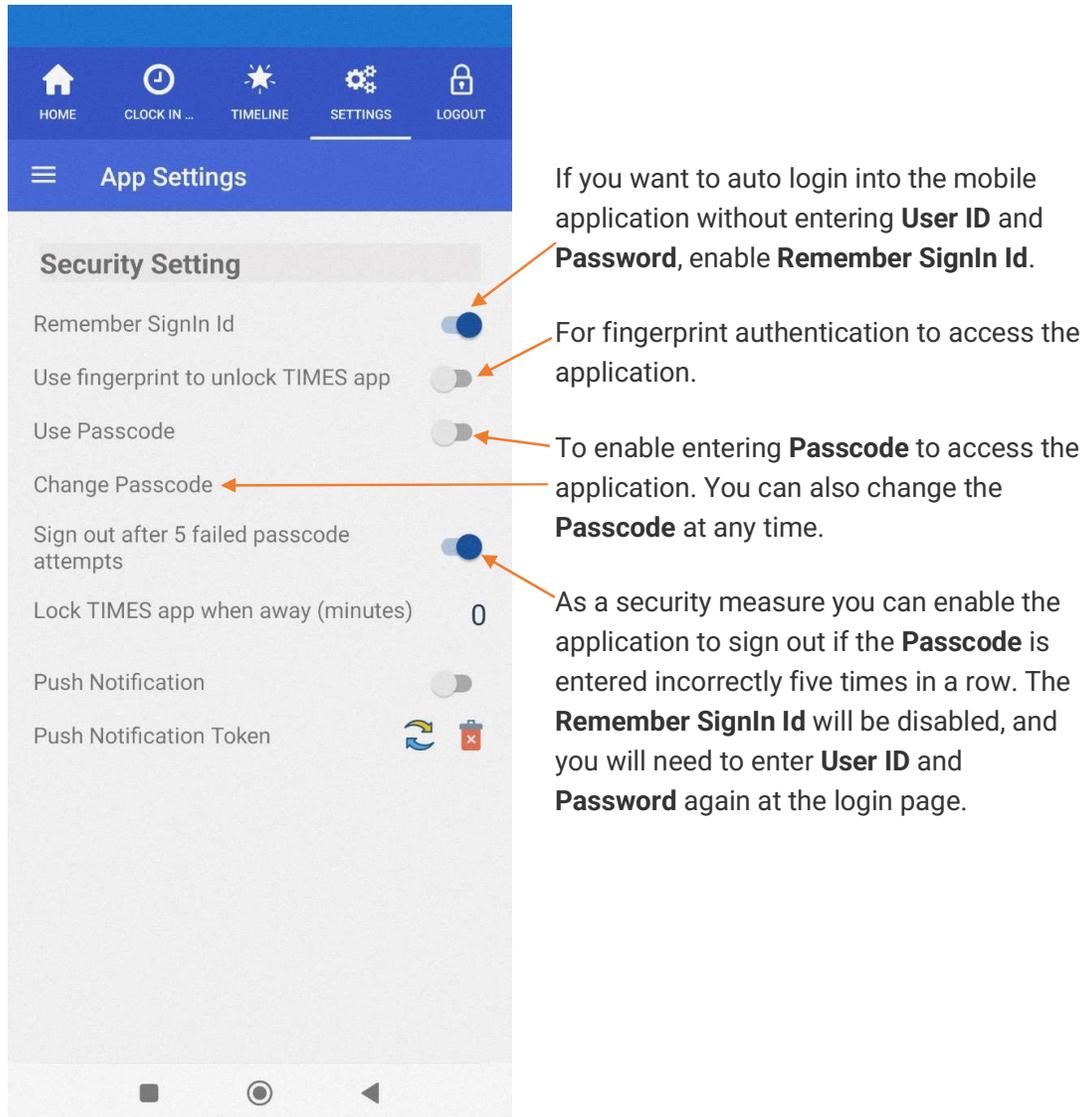
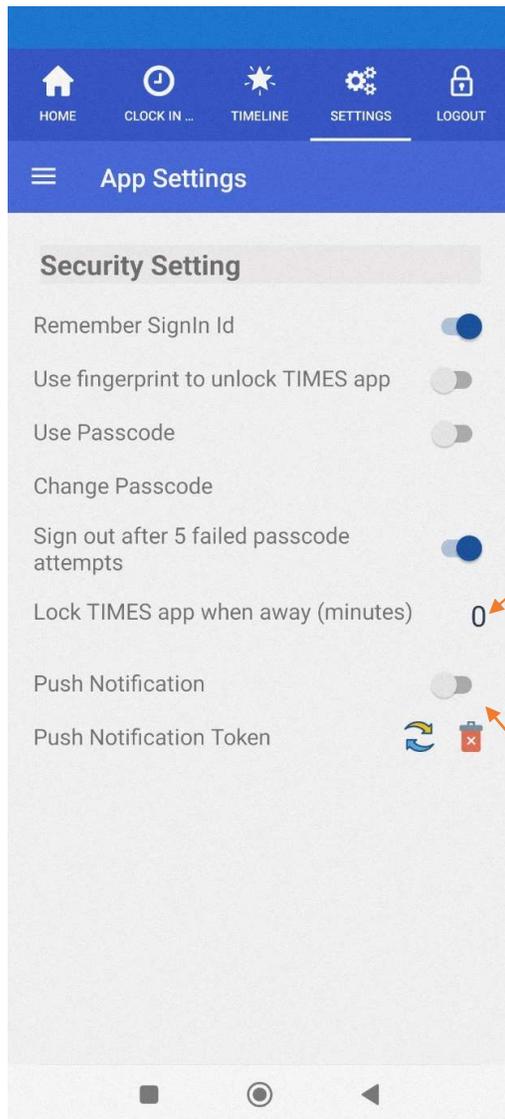


Figure 8 TIMES PRO Mobile App Settings page sample



Tap here to set the number of minutes for the application to auto lock if you are not using the application. You will need to enable either fingerprint authentication or **Passcode** for this to work.

If you want **Push Notification**, enable it here. If there is an issue with the notification you can refresh or delete the **Push Notification Token**.

## Change Password

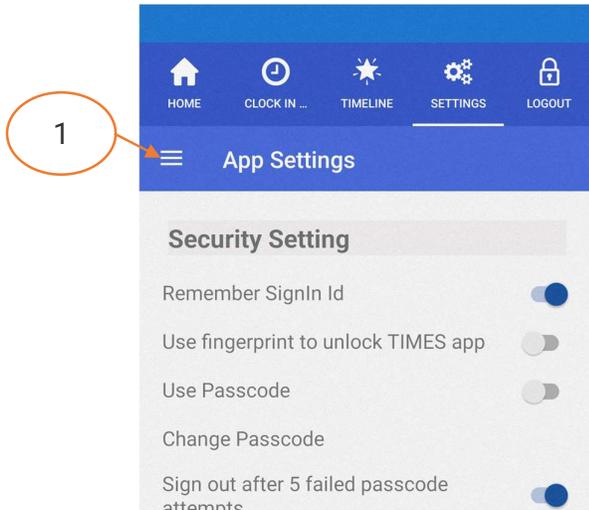


Figure 9 TIMES PRO Mobile App Settings page sample

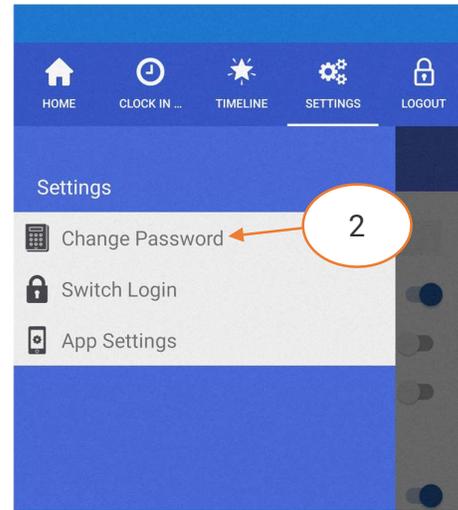


Figure 10 App Settings Left SideBar Menu

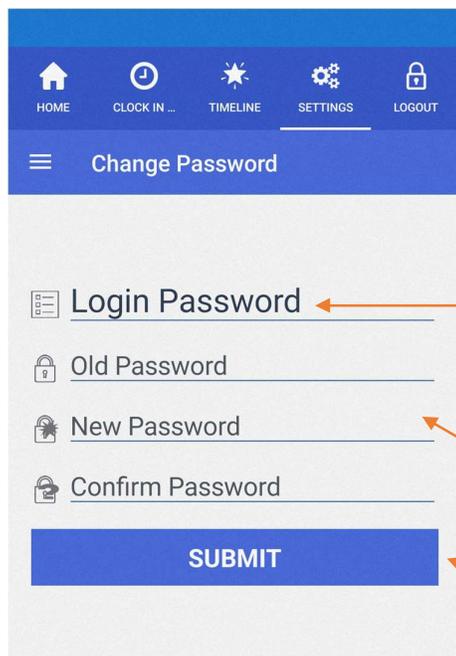


Figure 11 TIMES PRO Mobile Change Password page sample

- |   |   |
|---|---|
| 1 | To access the <b>Change Password</b> page, go to <b>App Settings</b> and tap on the <b>Left Sidebar</b> button. |
| 2 | Tap on the <b>Change Password</b> option in the <b>Left Sidebar Menu</b> .                                      |

Choose **Login Password** to change the password to login to the mobile application or **E-Password** to change the password for the electronic documents such as payslips.

Enter your **Old Password**, **New Password** and **Confirm Password**.

Tap on the **Submit** button to submit the changes.

## Change Login Period

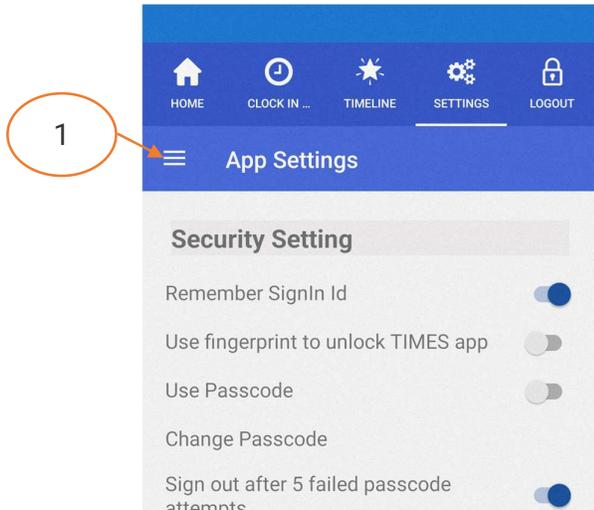


Figure 12 TIMES PRO Mobile App Settings page sample

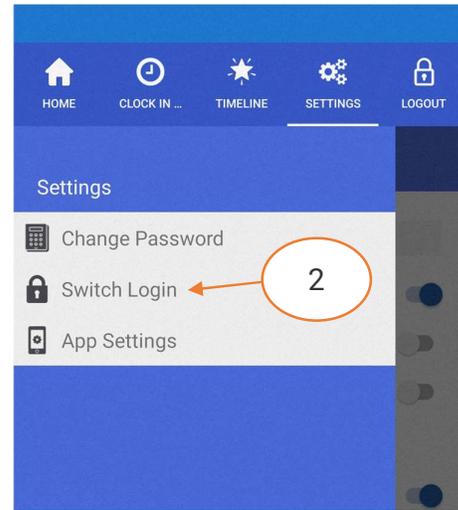


Figure 13 App Settings Left SideBar Menu

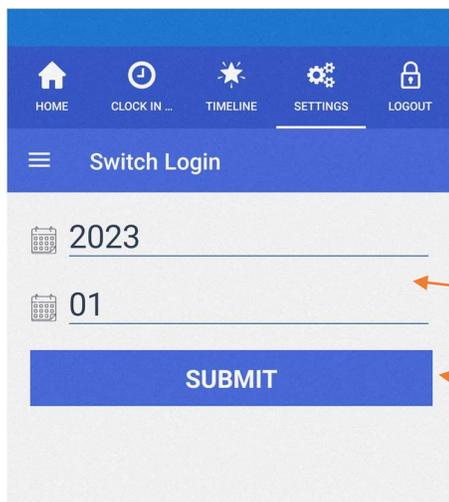


Figure 14 TIMES PRO Mobile Switch Login page sample

- |   |  |
|---|--|
| 1 | To access the <b>Switch Login</b> page, go to <b>App Settings</b> and tap on the <b>Left Sidebar</b> button. |
| 2 | Tap on the <b>Switch Login</b> option in the <b>Left Sidebar Menu</b> .                                      |

Choose the **Year** and **Month** for the login period.

Tap on the **Submit** button to change the period.

The data that you will have access to will be accurate as at the login period. This is useful if you want to see previous year's data.

End of Document