TIMES PRO Mobile

Introductory Guide
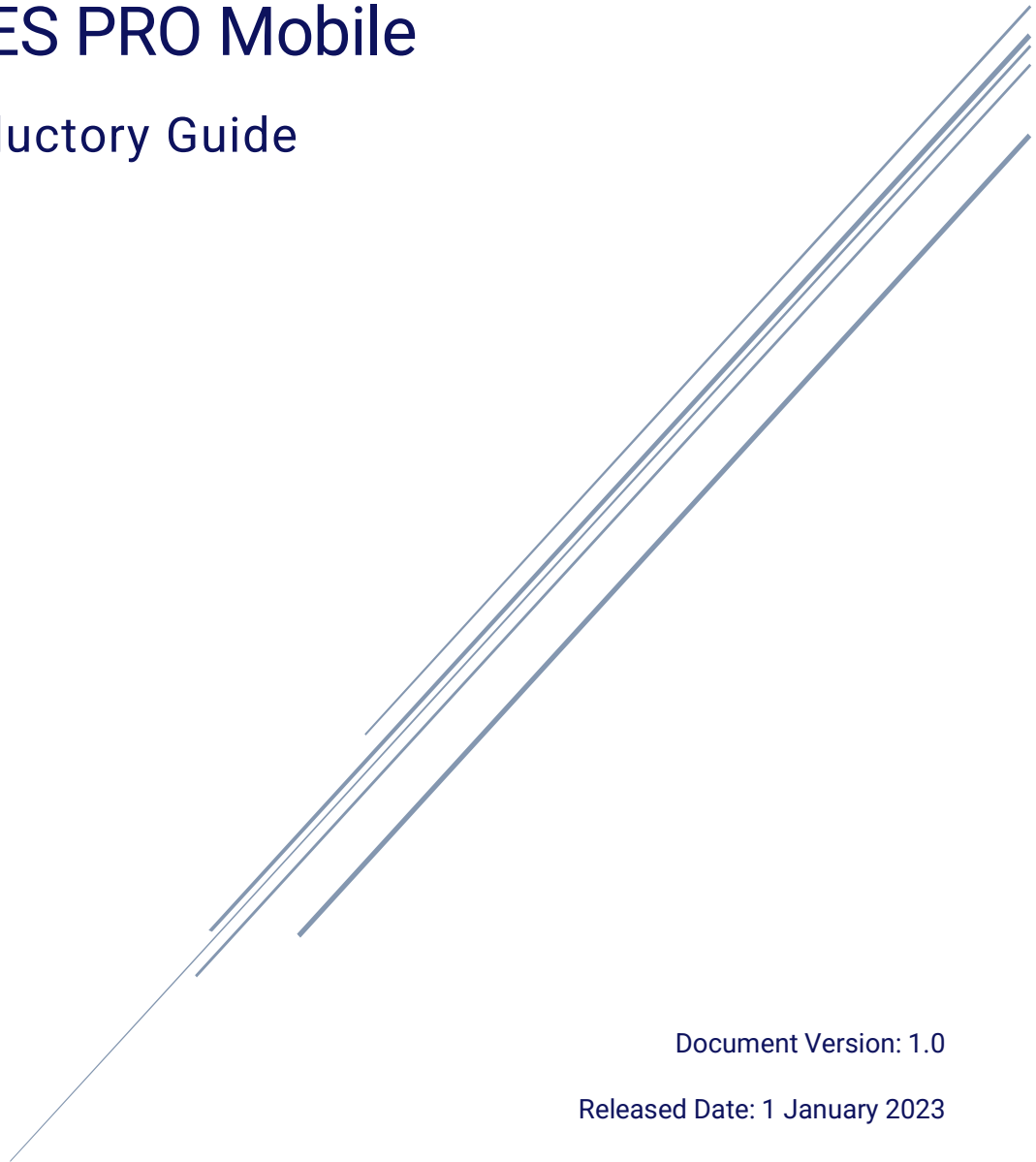
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Install TIMES PRO Mobile App

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.
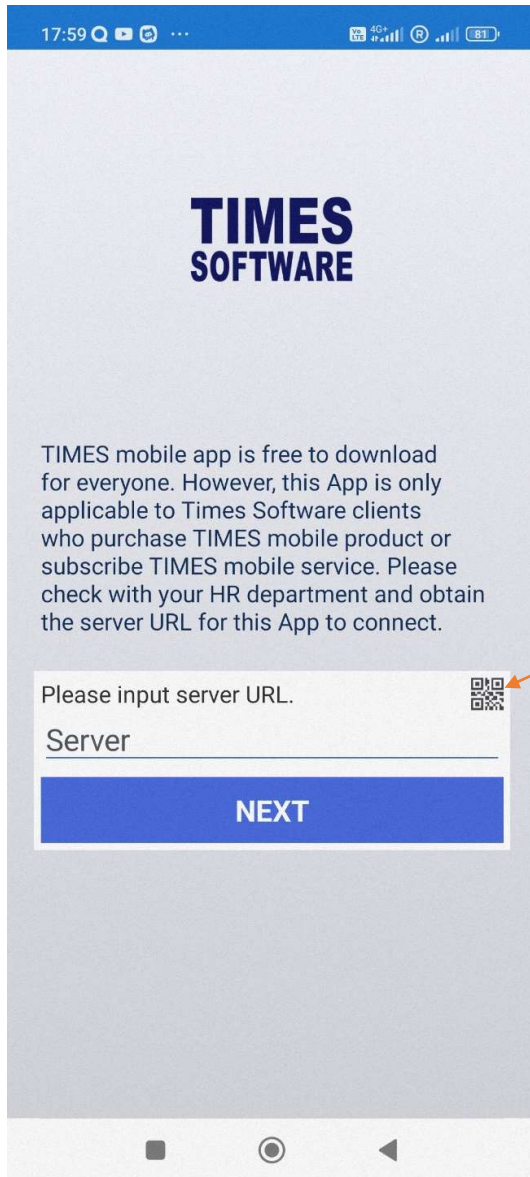

Figure 1 TIMES PRO portal login page sample

You can also visit your TIMES PRO corporate website on your mobile phone and tap on the banner at the **TIMES MOBILE APP** section to download the 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 TIMES PRO portal login page.

Figure 2 TIMES PRO Mobile application configuration page sample

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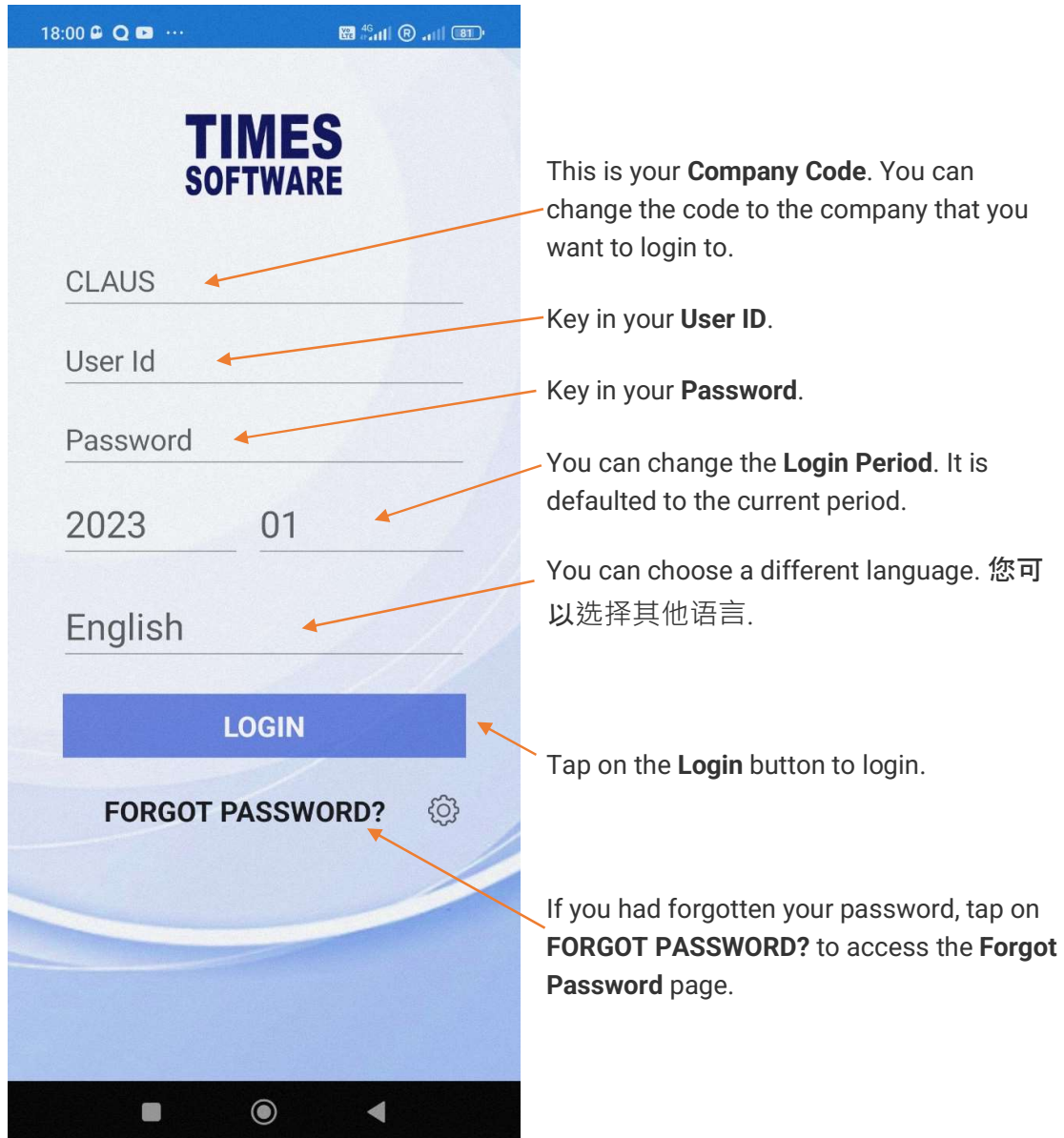
Login to your Account

This is your **Company Code**. You can change the code to the company that you want to login to.

Key in your **User ID**.

Key in your **Password**.

You can change the **Login Period**. It is defaulted to the current period.

You can choose a different language. 您可以选择其他语言.

Tap on the **Login** button to login.

If you had forgotten your password, tap on **FORGOT PASSWORD?** to access the **Forgot Password** page.

Figure 3 TIMES PRO Mobile login page sample

Forgot Password

Ensure the correct **Company Code**. If not, you can change it.

Enter your **User ID**. If you had forgotten your User ID, please contact your Human Resource ("**HR**").
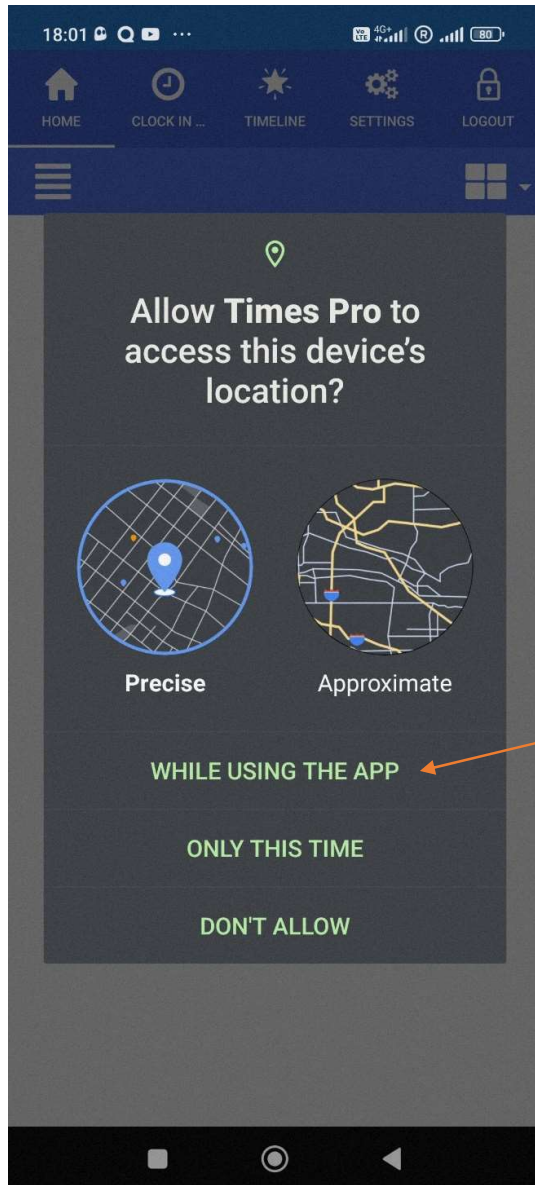
Enter your **Date of Birth**.

Tap on the **Submit** button.

Your password retrieval procedure email is sent to your corporate email address.

Figure 4 TIMES Mobile PRO Forgot Password page sample

Access Device Location

If your company has implemented **TIMES PRO 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.
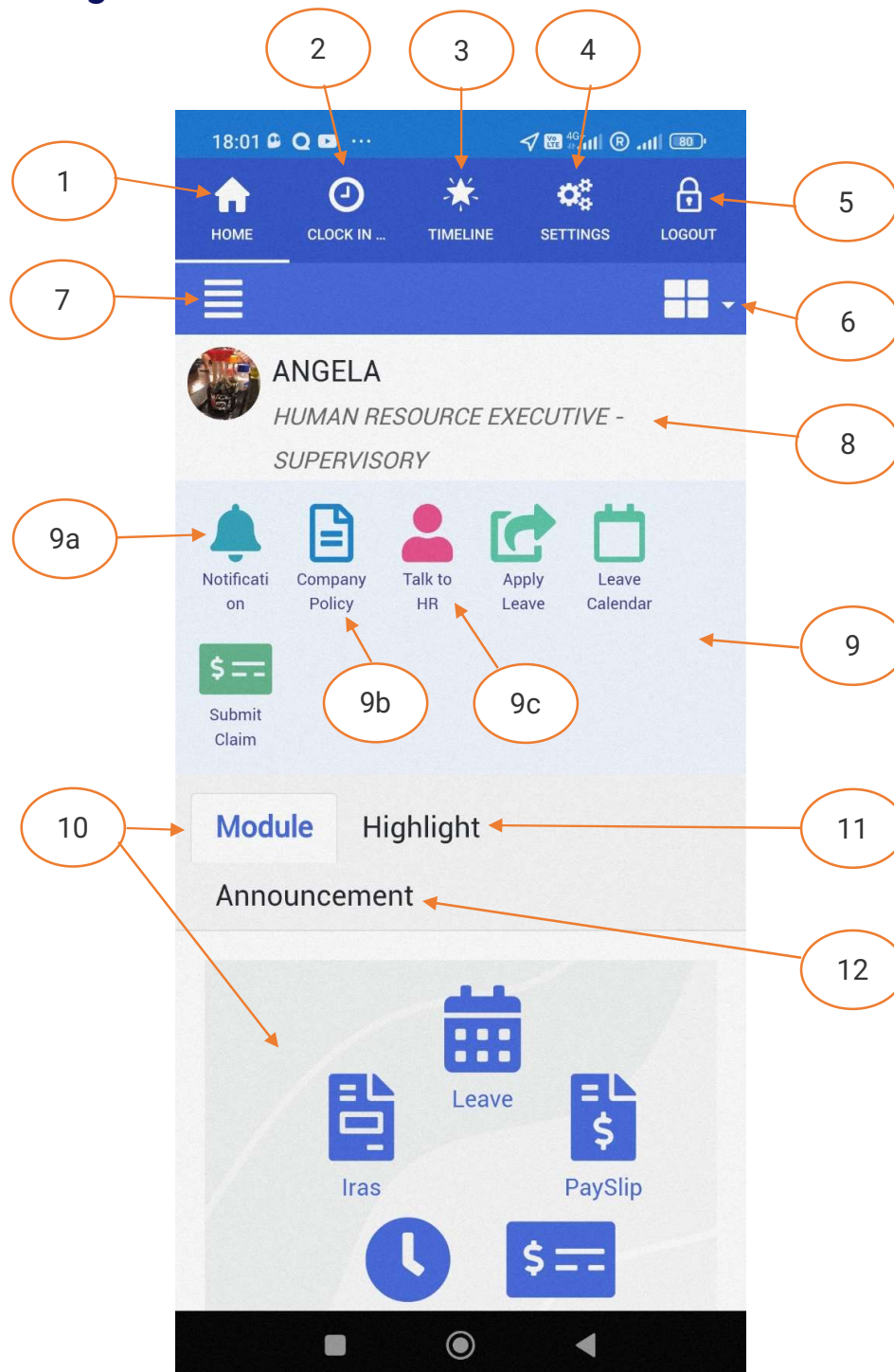
HOME Page

Figure 5 TIMES PRO Mobile Home page sample

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1	This is the **Home** button. Tap it to view the **Home** page.
2	The **Clock In** button is available if your company has implemented the **TIMES PRO TimeSheet**. You can tap it to access the **Clock In** page to clock in and out from work.
3	Tap on the **Timeline** 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 **Settings** button to access the **App Setttings** page.
5	Tap the **Logout** button to log out from the mobile application.
6	Tap on the **Right Sidebar** button to access the list of TIMES PRO Mobile modules in the **Right Sidebar Menu**.
7	Tap on the **Left Sidebar** button to view your profile and access the **Left Sidebar Menu**. If you have accessed a specific TIMES PRO Mobile module, the **Left Sidebar Menu** 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 **Employee Profile**.
9	This is the **Action Bar** that shows you the most common features to which you can quickly access. Tap on the icon to access the feature. The features available depends on the TIMES PRO modules that your company has implemented.
9a	To view all the push notifications tap on the **Notification** button.
9b	To view your company policy tap on the **Company Policy** button.
9c	To chat with your HR personnel in your company, tap on the **Talk to HR** button to access the system's internal messaging feature.
10	Tap on the **Module** 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.
11	Tap on the **Highlight** to view all the essential information to take note such as leave submission status progress, time sheet overtime and lateness, etc.
12	Tap on the **Announcement** to view any announcements made by your company.

View your Employee Profile
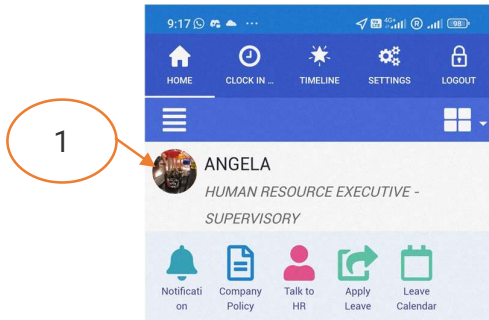
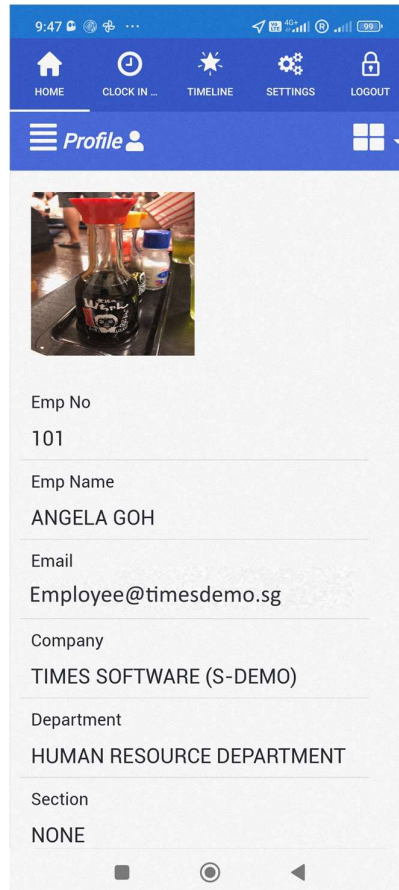Figure 6 TIMES PRO Mobile Home page Profile Summary

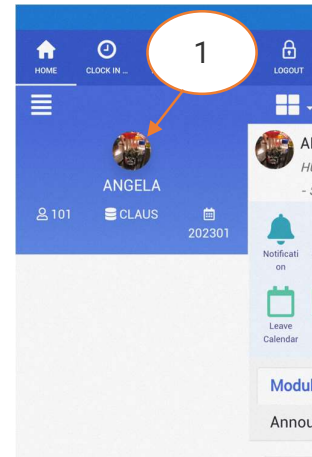Figure 7 TIMES PRO Mobile Employee Profile page sample

Figure 8 TIMES PRO Mobile Left Side Bar Menu

1	You can access your **Employee Profile** page by tapping on your summary information at the **Home** page or by tapping on your profile picture at the **Left Sidebar Menu**.

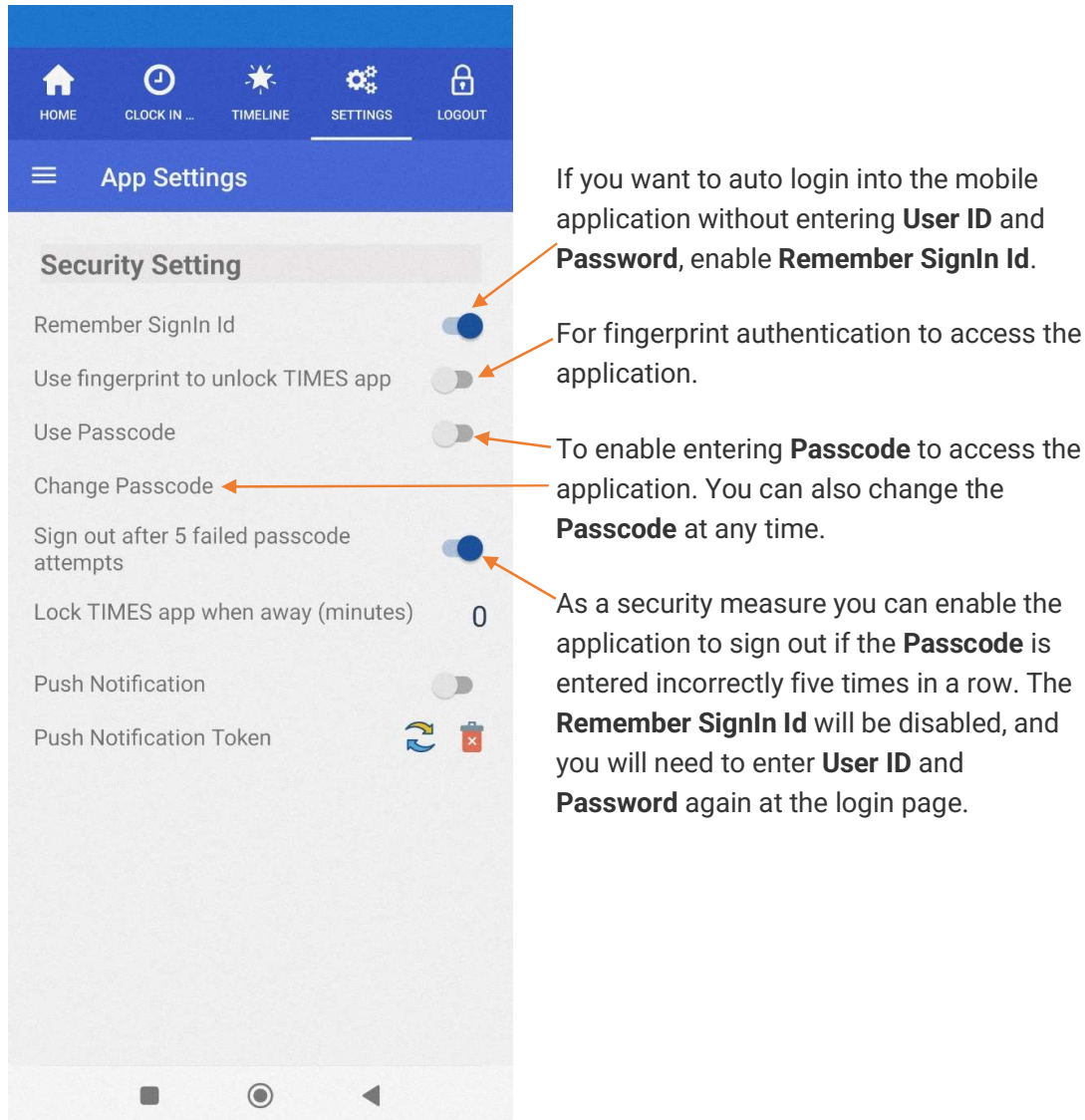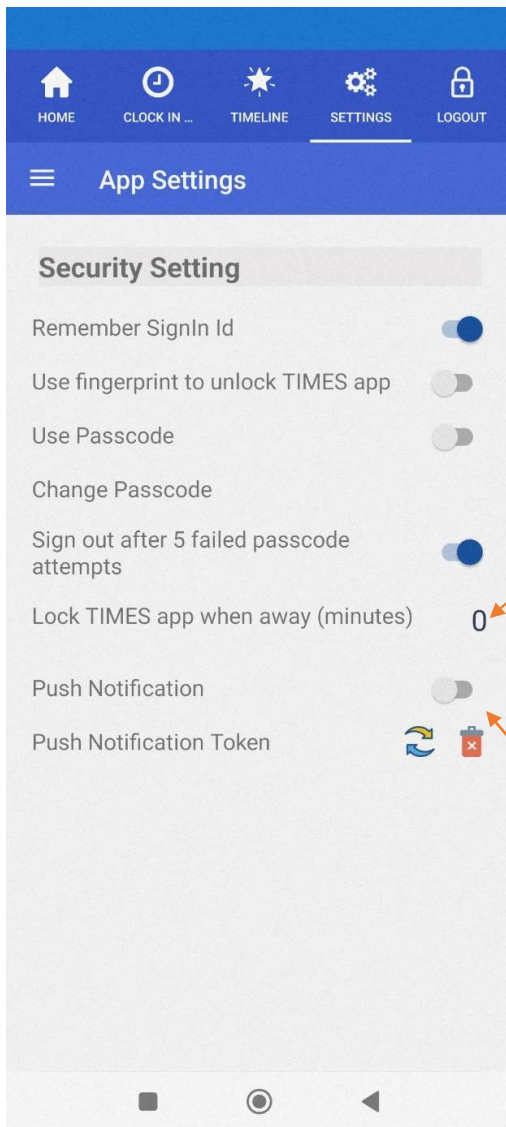# App Settings

If you want to auto login into the mobile application without entering **User ID** and **Password**, enable **Remember SignIn Id**.

For fingerprint authentication to access the application.

To enable entering **Passcode** to access the application. You can also change the **Passcode** at any time.

As a security measure you can enable the application to sign out if the **Passcode** is entered incorrectly five times in a row. The **Remember SignIn Id** will be disabled, and you will need to enter **User ID** and **Password** again at the login page.

Figure 9 TIMES PRO Mobile App Settings page sample

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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**.
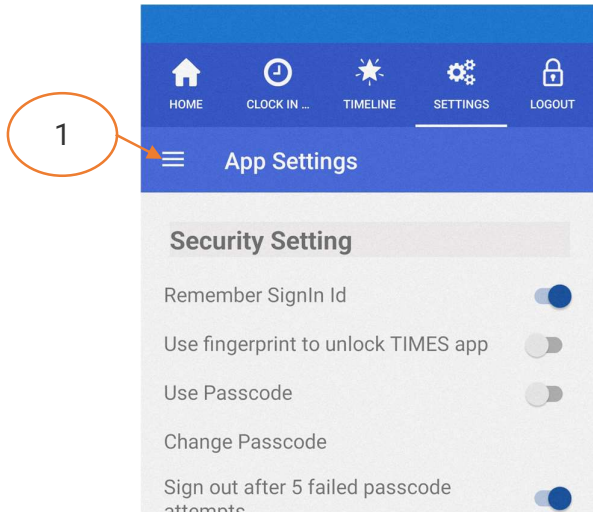
Change Password

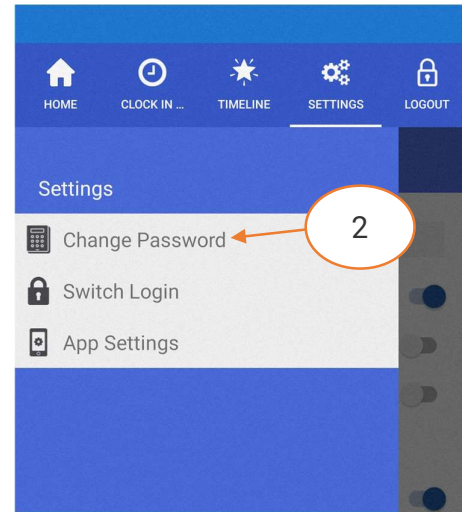*Figure 10 TIMES PRO Mobile App Settings page sample*
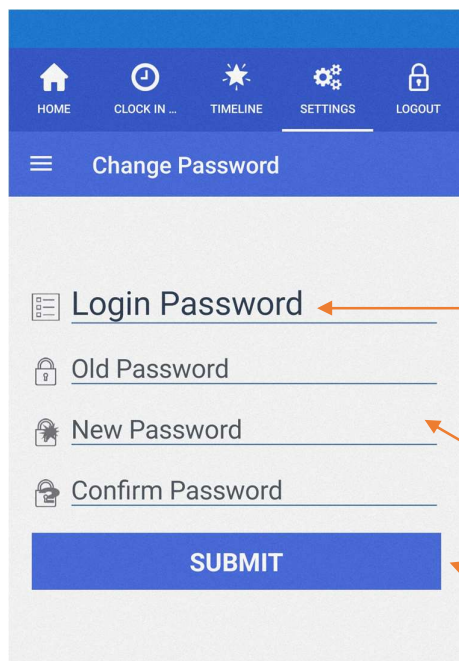

Figure 11 App Settings Left SideBar Menu

Figure 12 TIMES PRO Mobile Change Password page sample

1	To access the **Change Password** page, go to **App Settings** and tap on the **Left Sidebar** button.
2	Tap on the **Change Password** option in the **Left Sidebar Menu**.

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**.

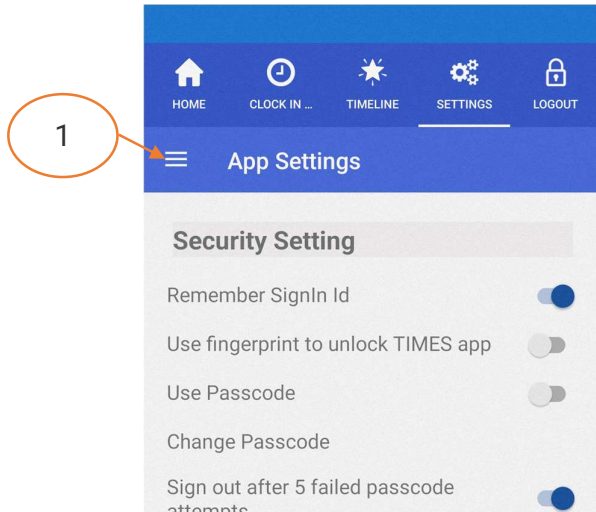Tap on the **Submit** button to submit the changes.

Change Login Period

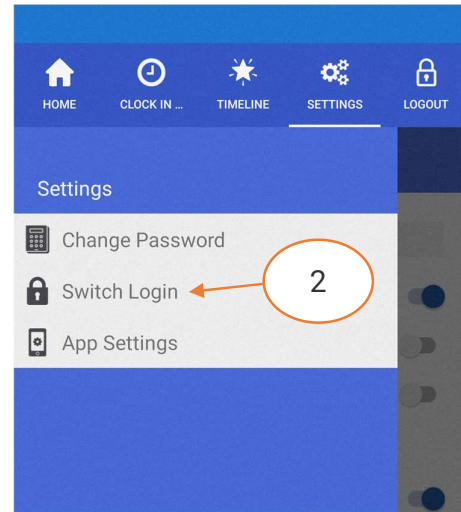*Figure 13 TIMES PRO Mobile App Settings page sample*

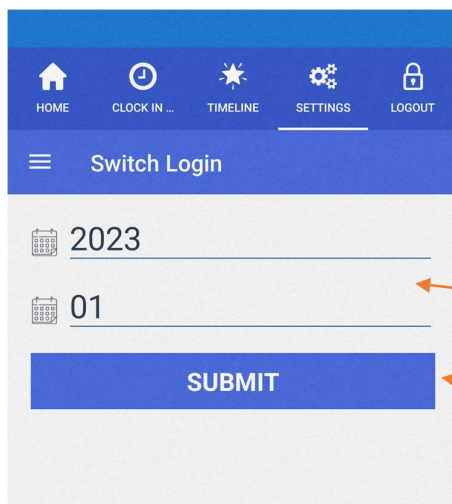
Figure 14 App Settings Left SideBar Menu

Figure 15 TIMES PRO Mobile Switch Login page sample

1	To access the **Switch Login** page, go to **App Settings** and tap on the **Left Sidebar** button.
2	Tap on the **Switch Login** option in the **Left Sidebar Menu**.

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