



AsureForce Mobile **Version 3.0**

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Quick Reference

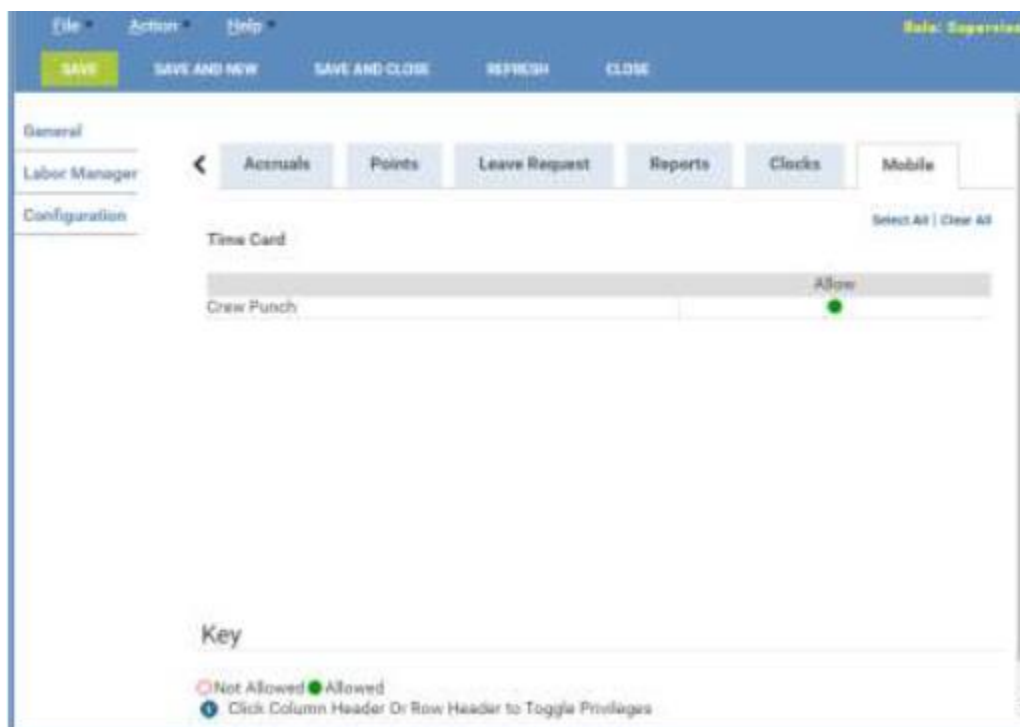
Getting Started

System Requirements

- iOS
 - 10.3 or later
- Android
 - 4.4 or later

AsureForce Time configurations

1. Employees and Supervisors who will use AsureForce Mobile must have an active employee profile with “Allow Web Login” enabled and a user name and password.
2. Supervisors who will use the Crew Punch feature, will need to have permissions to the Crew Punch located in Configurations > Administration > Security Role. Open the supervisor security role and select Labor Manager on the left and then choose Allow on the Mobile tab.



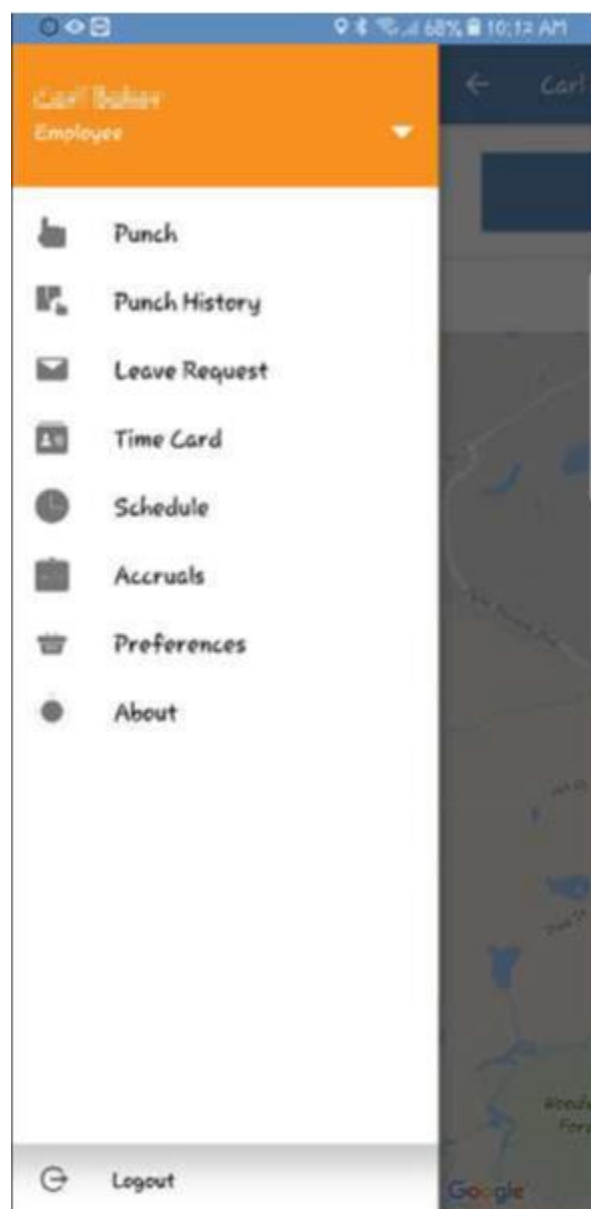
AsureForce Mobile – App Setup

1. Users can download the free AsureForce mobile app from the Google Play or iTunes store (search for AsureForce Mobile)
2. After the app has been installed, tap the icon to launch the app and enter the following information:
 - a. Site URL (e.g. <https://yoursitename.asureforce.net>)
 - b. User Name (provided by your AsureForce system administrator)
 - c. Password (provided by your AsureForce system administrator)

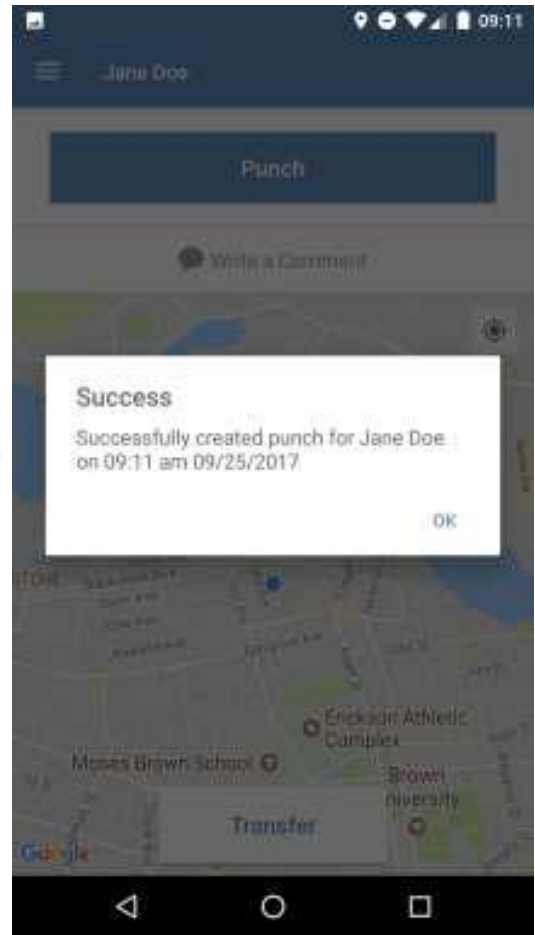
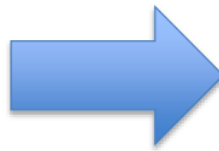
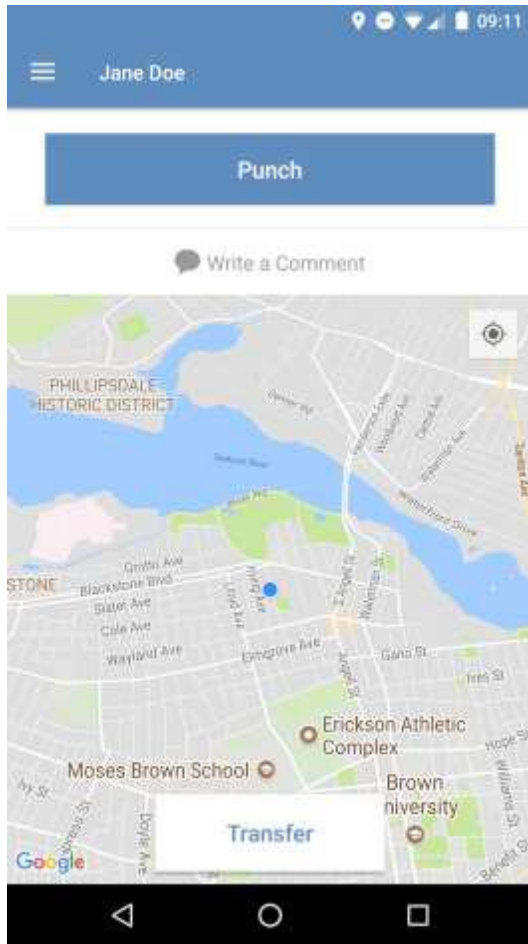
AsureForce Mobile – Using the app

Employee functions

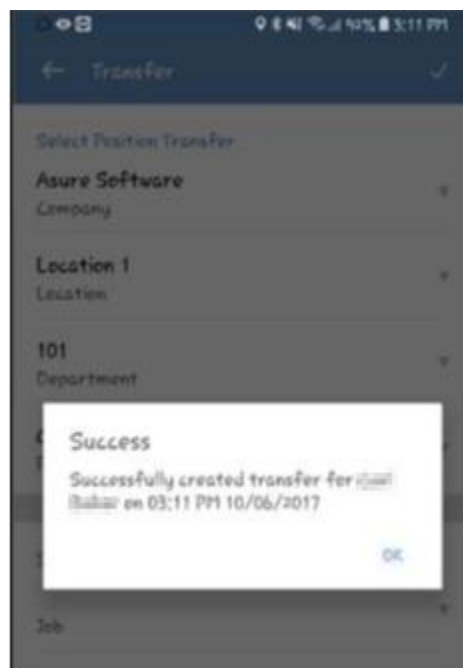
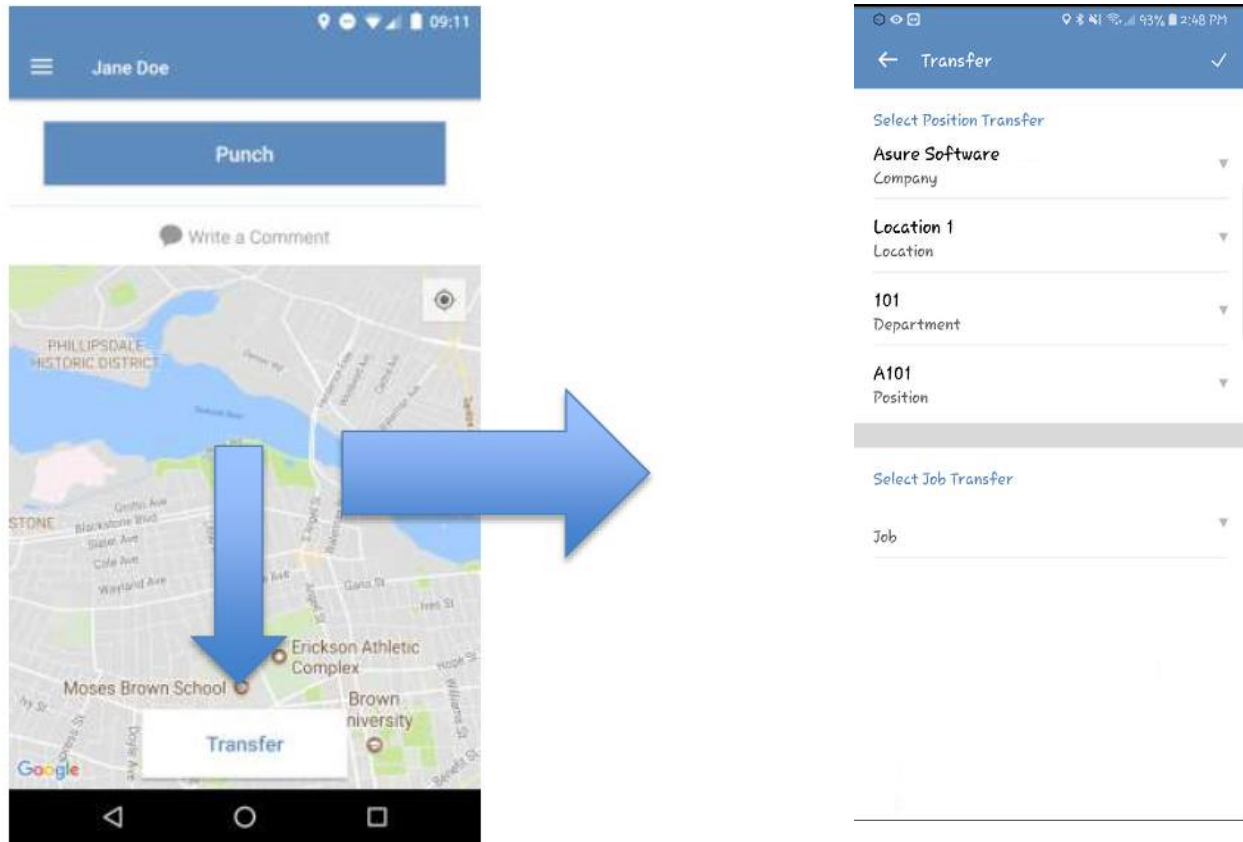
1. The options available in AsureForce mobile will be based upon your security role. Tap the menu on the left to view and select options.
2. The following options are available in AsureForce Mobile:
 - a. Employee Punch
 - b. Employee Transfer
 - c. Employee Create Leave Request
 - d. Employee View:
 - i. Schedule
 - ii. Time Card
 - iii. Leave Request
 - iv. Accrual balance



3. Tap Punch to clock in or out



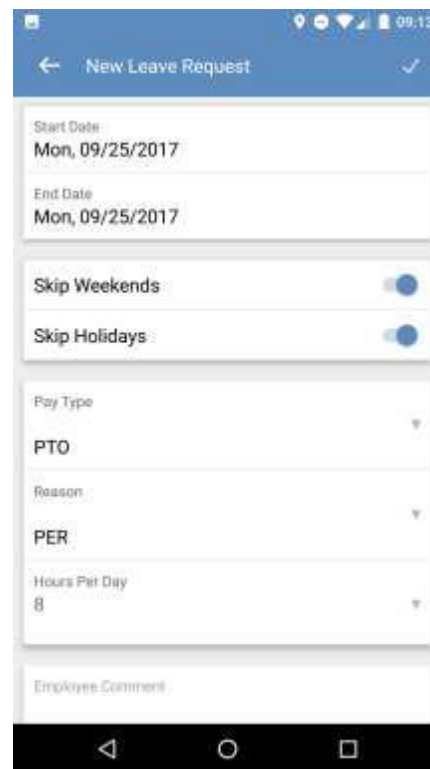
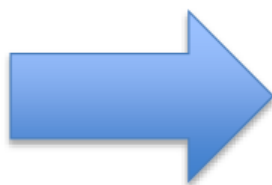
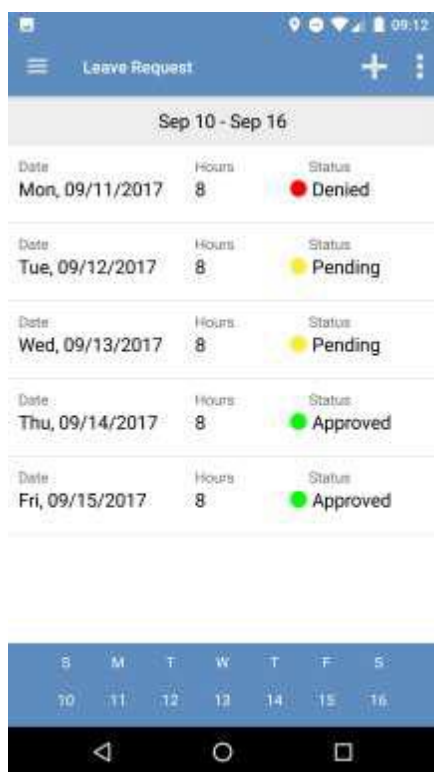
Tap Transfer to clock in or out and assign a specific hierarchy level and/or job. Note that the default is your home department, tap each level (if applicable and choose the level you wish to transfer to and then tap the check mark.



5. Tap Leave Request to view the status of your leave requests, use the date slider to navigate to previous or future periods.

6. To add a new leave request, tap the + on the top right

- a. Select the start and end date for your leave request
- b. Select the pay type (time off type)
- c. Select a reason
- d. Enter the number of hours per day
- e. Tap the checkmark to submit your leave request

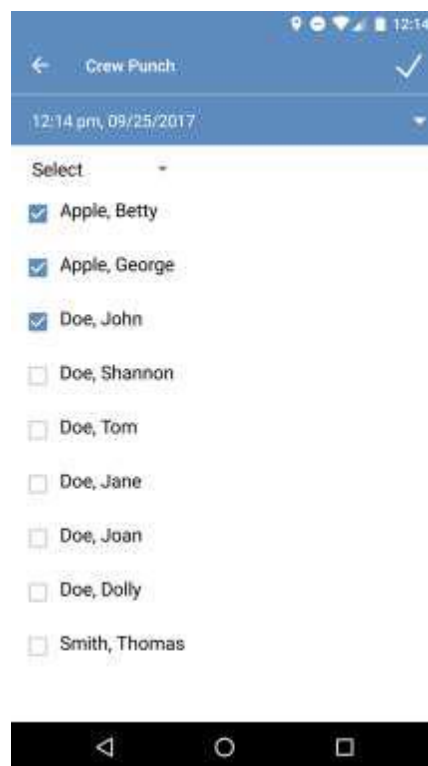
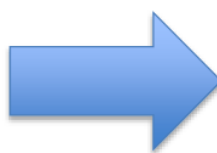
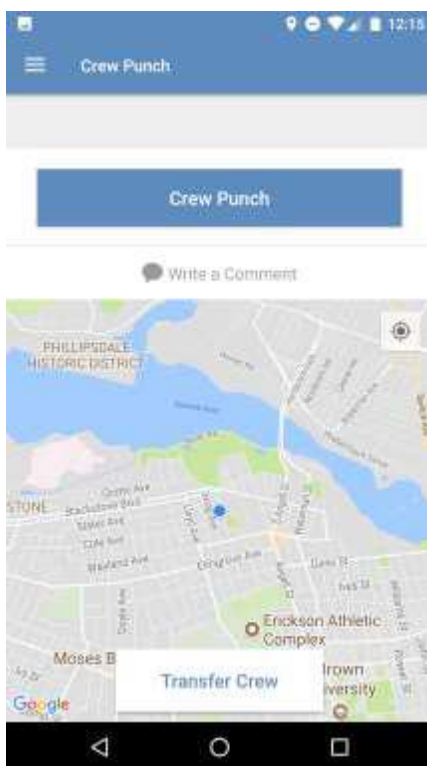
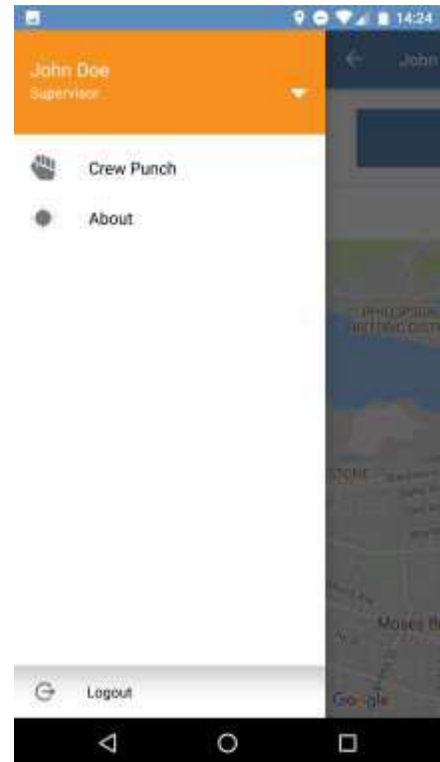


1 Leave requests must be entered in whole hours.

Supervisor Functions

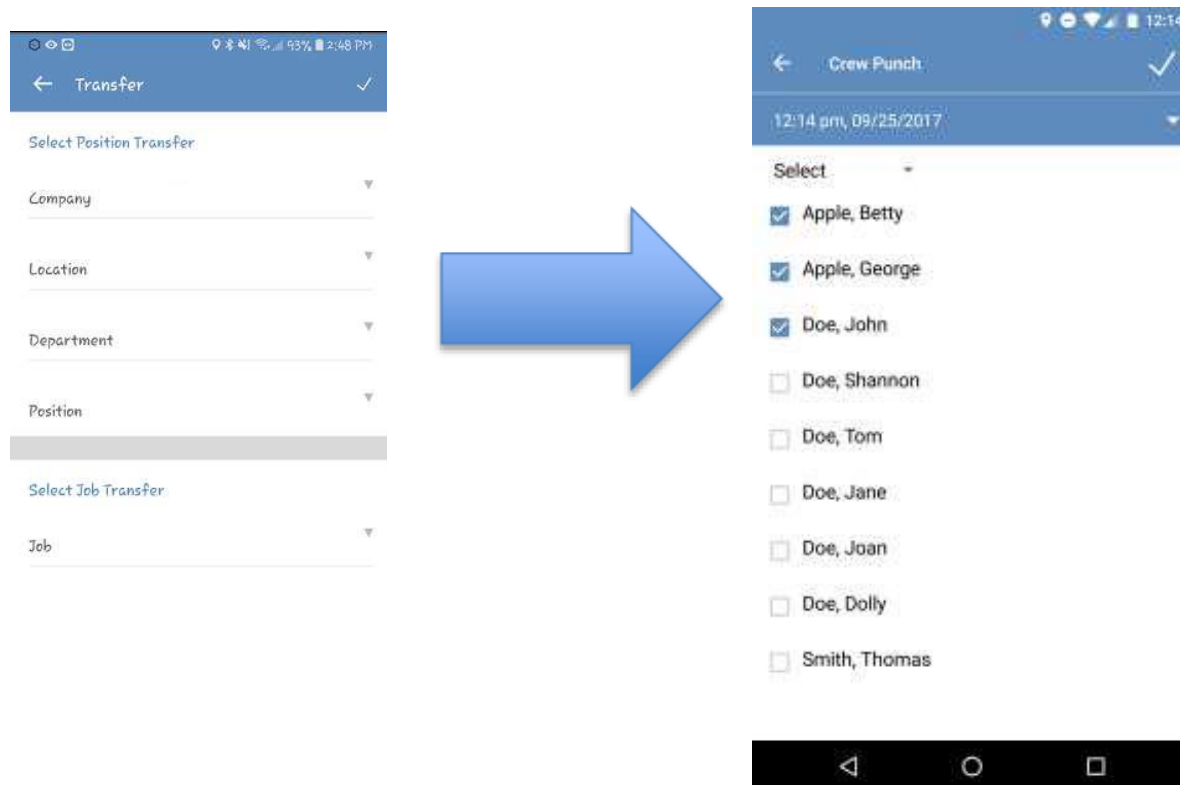
Supervisors with permission, can clock their employee's in and out via the Crew Punch feature

- Tap the menu and tap the Orange block to toggle to the supervisor menu, then tap Crew Punch
- Tap Crew Punch
- Date will default to the current date/time, tap to change (if applicable)
- Select the employees you wish to clock in or out, then tap the check to accept and submit crew punches.



8. Alternatively, to transfer your employees into another level or job, tap Transfer Crew. Select the level you wish to transfer, followed by tapping the checkmark, then choose the employees.

9. Tap the checkmark to submit the Crew Transfer. Note you should see a successfully transferred crew message.



Important notes:

- The appearance of options on the menus are based on your security setting in AsureForce Time. For example if you are not allowed to punch then the punch option will not be shown. The order of the features will be displayed as follows:
 - o Punch > if no then
 - o Leave Request > if no then
 - o Time Card > if no then
 - o Schedule > if no then
 - o Accrual > if no then
 - o About