

Administrator Setup

These steps must be done BEFORE the employee's phone app can be setup.

1. Employee category | General page

- Click on the employee's name in the left list display.
- Make sure the **Access Group** is set to one that has the phone app turned on.
- Create a **password** for the employee, if the employee is not creating their own.
- Make sure the employee has the correct number in the **Badge number** or **Employee ID** field. If you are not sure which field your company uses, please contact Integrated Time Systems.
 - Employees WILL NOT enter in the leading zero(s) when setting up the phone app.
 - The option to use Employee ID or Badge number is configured in the backend of the system. This matches the number the employee uses to use the web services. The default option is the Employee ID, but can be changed to be Badge number.

Employee Identification: (*Required fields)	
*First Name:	TEST
*Last Name:	EMPLOYEE
*Status:	Active
Hire Date/Time:	04/01/2000 00:00 (24-hour format)
Leave/Term Date:	(24-hour format)
Term Reason:	<--Select-->
Assign To:	<--Select-->
<input checked="" type="checkbox"/> EWS Access	
Change Password Reset Password	
Employee ID:	99999
Badge Number:	99999
S.S.N.:	***-**-**
Job Title:	H. R. MANAGER
Access Group:	Employee Phone App

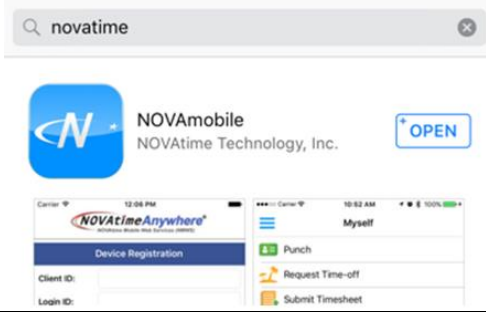
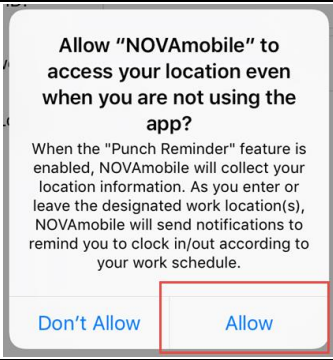

2. Employee category | Personal page

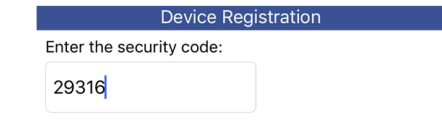
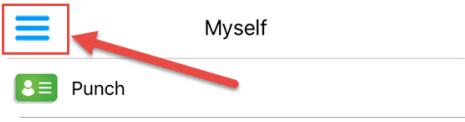
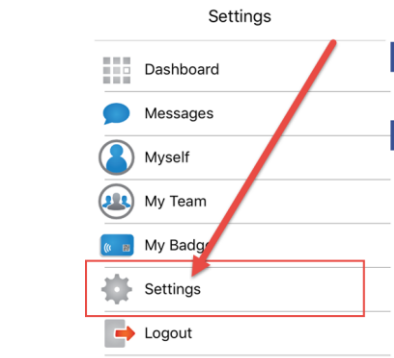
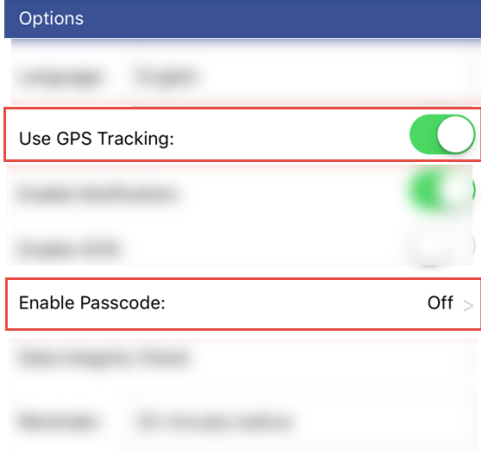
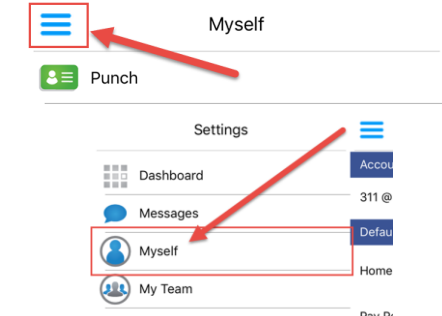
- The employee must have a **phone number** or **email address** on this page. This can be your phone number or your email address, as long as you have access to it while setting up the phone app.
 - The app will ask you where you want the validation code to be sent to and you will need this code immediately to finish setting up the app.
 - You can always delete this information after the app is setup.

Contact Information	
Email:	support@integratedtime.com
Phone #1:	4147277800

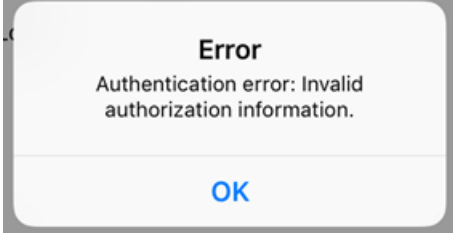
You don't need both, you only need one.

Phone App Setup

<p>1. Download the blue NOVAMOBILE app.</p>	
<p>2. Open the phone app.</p> <p>Allow the app to use the location services.</p> <p>You are not using the "Punch Reminder" option so the phone will only look at your location when you make the punch. It will not track you.</p> <p>NOVAtime does not need to send you notifications</p>	
<p>3. Enter in the following information:</p> <ul style="list-style-type: none">a. Client ID: (Shows on NOVAtime login screen)b. Login ID: This is their employee id or badge number without any leading zeros.<ul style="list-style-type: none">i. 0123 = 123c. Enter the passwordd. Don't enable the SSO Login (leave it as it shows by default)	
<p>4. Select where the security code should be sent. This should be a cell phone or email address that you have access to as you are setting up the phone app. This is step 2 from the Administrator</p> <p>5. Click Next</p>	<p>Device Registration</p> <p>Before you can register this device, you need to verify your identity with a security code. How would you like to receive your code?</p> <ul style="list-style-type: none"><input type="radio"/> Email crystalg@integratedtime.com<input type="radio"/> Text (414) 727-7800<input type="radio"/> Text (414) 727-7800

<p>6. Enter in the Code</p> <p>7. Click Next</p>	
<p>8. Click on the blue menu bar</p>	
<p>9. Click on Settings</p>	
<p>10. Enable the “Use GPS Tracking.”</p> <p>a. If it doesn't let you, that means the phones location services is turned off. You need to turn that on first.</p> <p>11. Click on Enable Passcode.</p> <p>12. Enter in a passcode two times.</p> <p>a. This allows you to login to the app with the passcode instead of the password.</p> <p>b. It might also ask you to turn on the biometrics, this would allow you to login to the app with the biometric information saved on the phone. This is optional.</p>	
<p>13. Click back on the blue menu buttons and click on “Myself.”</p> <p>You are now free to log out or explore the other functions of this app.</p>	

Common Issues with Setup

<p>This error means your password is incorrect. Talk to your supervisor about setting up your password, or log on to the Employee Web Services to create one.</p>	
<p>This error means that you do not have an email address or phone number programmed on your Personal page in NOVAtime. Speak with your supervisor or NOVAtime administrator about adding that information.</p>	