

Integrated Time

Simplify | Satisfy

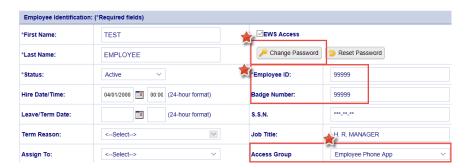
740 N. Plankinton Ave, #730, Milwaukee, WI 53203

Administrator Setup

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

1. Employee category | General page

- a. Click on the employee's name in the left list display.
- b. Make sure the **Access Group** is set to one that has the phone app turned on.
- c. Create a **password** for the employee, <u>if the employee is not creating their own.</u>
- d. 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.
 - i. Employees WILL NOT enter in the leading zero(s) when setting up the phone app.
 - ii. 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.



2. <u>Employee category</u> | <u>Personal page</u>

- a. 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.
 - i. 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.
 - ii. You can always delete this information after the app is setup.



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



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Phone App Setup

Download the blue NOVAMOBILE app.	○ novatime
	NOVAmobile NOVAtime Technology, Inc. 12.08 PM 12.08 PM 12.008 PM 12.008 PM 13.008 PM 14.000 PM 15.000 P
	Client ID: Lealn ID: Lealn ID: Submit Timesheet
2. Open the phone app.	Allow "NOVAmobile" to
Allow the app to use the location services.	access your location even when you are not using the app?
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.	When the "Punch Reminder" feature is enabled, NOVAmobile will collect your location information. As you enter or leave the designated work location(s), NOVAmobile will send notifications to remind you to clock in/out according to your work schedule.
NOVAtime does not need to send you notifications	Don't Allow Allow
3. Enter in the following information:	
a. Client ID: (Shows on NOVAtime	NOVAtime Anywhere* NOVAtime Mobile Web Services (NMWS)
login screen)	Device Registration
b. Login ID : This is their employee id or badge number without any	Client ID:
leading zeros. i. 0123 = 123	Login ID: 311
c. Enter the password	Password:
d. Don't enable the SSO Login (leave it as it shows by default)	SSO Login
4. Select where the security code should be	Device Registration
sent. This should be a cell phone or email address that you have access to as you are setting up the phone app.	Before you can register this device, you need to verify your identity with a security code. How would you like to receive your code?
This is step 2 from the Administrator	Email crystalg@integratedtime.com
5. Click Next	☐ Text (414) 727-7800☐ Text (414) 727-7800



San Diego, CA || San Francisco, CA



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6. Enter in the Code	Device Registration
	Enter the security code:
7. Click Next	29316
, , ens., , , ens., , , ens., , ens., ens.	23314
O Clist as the lite areas has	
8. Click on the blue menu bar	Myself
	≗ ≡ Punch
O Click on Cottings	O. Winner
9. Click on Settings	Settings
	Dashboard
	Messages
	Myself
	My Team
	My Badge
	Settings
	<u> </u>
	Logout
10. Enable the "Use GPS Tracking."	
a. If it doesn't let you, that means	Options
the phones location services is	
turned off. You need to turn that	The same of the sa
on first.	Use GPS Tracking:
11. Click on Enable Passcode .	ose ors fracking.
12. Enter in a passcode two times.	
a. This allows you to login to the	
app with the passcode instead of	
the password.	Enable Passcode: Off >
b. It might also ask you to turn on	
the biometrics, this would allow	
you to login to the app with the	The second
biometric information saved on	
the phone. This is optional.	
13. Click back on the blue menu buttons and	Myself
click on "Myself."	
	<u>₿</u> Punch
You are now free to log out or explore the other	Settings
functions of this app.	Dashboard
	Messages 311 @
	Defau
	Myself
	My Team
	Pay Pe





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Common Issues with Setup

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.	Error Authentication error: Invalid authorization information. OK
This error means that you do not have an email address or phone number programed on your Personal page in NOVAtime. Speak with your supervisor or NOVAtime administrator about adding that information.	Error Your user profile has missing email and phone number. You will need one of them to receive security token for the registration. Contact your supervisor if you don't have access to update your profile. OK