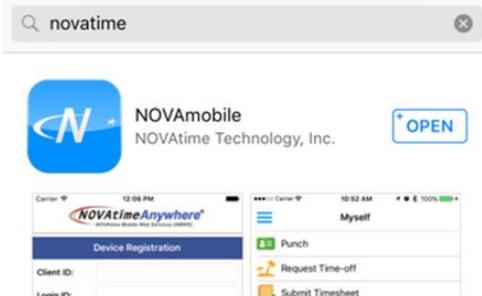
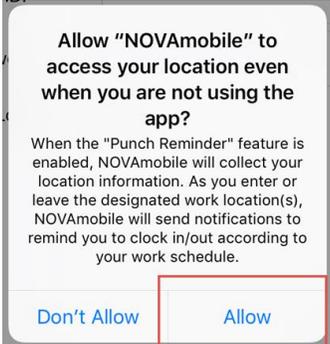


# Phone App Setup - Employee

You **MUST** have a password setup and an email or phone number programmed in the system before using the app.

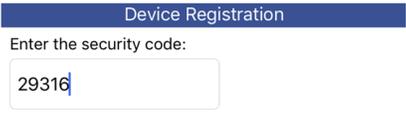
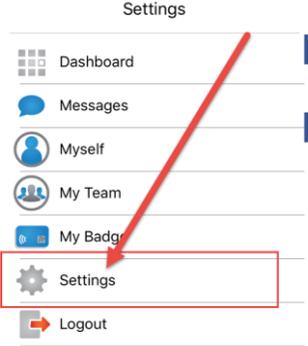
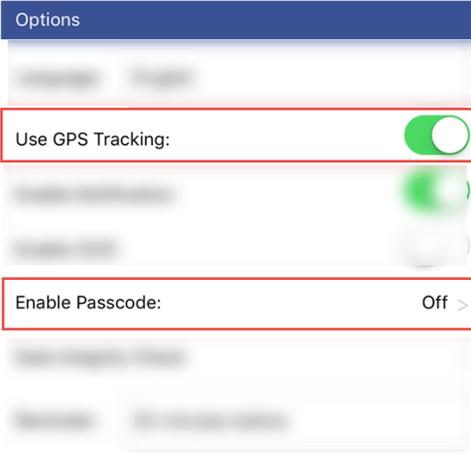
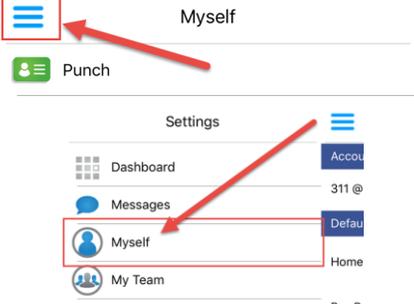
<p>1. Download the blue <b>NOVAMOBILE</b> app.</p>	
<p>2. Open the phone app.</p> <p><b>Allow</b> the app to use the <b>location services</b>.</p> <p>You are not using the "Punch Reminder" option so the phone will only look at your location when you make the punch. <b>It will not track you.</b></p> <p>NOVAtime does not need to send you notifications</p>	
<p>3. Enter in the following information:</p> <ol style="list-style-type: none"> <li><b>Client ID:</b> (Shows on NOVAtime login screen)</li> <li><b>Login ID:</b> This is their employee id or badge number without any leading zeros.       <ol style="list-style-type: none"> <li>0123 = 123</li> </ol> </li> <li>Enter the <b>password</b></li> <li>Don't enable the SSO Login (leave it as it shows by default)</li> </ol>	
<p>4. Select where the <b>security code</b> should be sent. This should be a <b>cell phone</b> or <b>email address</b> 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><b>Device Registration</b></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"> <li><input type="radio"/> Email crystalg@integratedtime.com</li> <li><input type="radio"/> Text (414) 727-7800</li> <li><input type="radio"/> Text (414) 727-7800</li> </ul>

(800) 654-0441 (Toll Free)

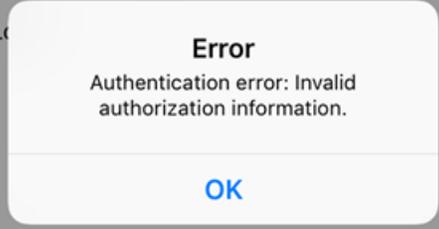
www.integratedtime.com

San Diego, CA || San Francisco, CA

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

<p>6. Enter in the Code</p> <p>7. Click Next</p>	 <p>The screenshot shows the 'Device Registration' screen. At the top, it says 'Device Registration' in a blue header. Below that, it says 'Enter the security code:' followed by a text input field containing the number '29316'.</p>
<p>8. Click on the <b>blue menu bar</b></p>	 <p>The screenshot shows the 'Myself' screen. On the left side, there is a blue menu bar with three horizontal lines. A red box highlights this menu bar, and a red arrow points to it from the right. Below the menu bar, there is a green icon with a person silhouette and the word 'Punch' next to it.</p>
<p>9. Click on <b>Settings</b></p>	 <p>The screenshot shows the 'Settings' screen. At the top, it says 'Settings' in a blue header. Below that, there is a list of menu items: 'Dashboard', 'Messages', 'Myself', 'My Team', 'My Badg', and 'Settings'. A red box highlights the 'Settings' item, and a red arrow points to it from the right. Below the list, there is a 'Logout' option with a red arrow icon.</p>
<p>10. <b>Enable</b> 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 <b>Enable Passcode.</b></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>The screenshot shows the 'Options' screen. At the top, it says 'Options' in a blue header. Below that, there are two toggle switches. The first one is labeled 'Use GPS Tracking:' and is turned on (green). The second one is labeled 'Enable Passcode:' and is turned off (grey). Both toggle switches are highlighted with red boxes.</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>	 <p>The screenshot shows the 'Myself' screen. On the left side, there is a blue menu bar with three horizontal lines. A red box highlights this menu bar, and a red arrow points to it from the right. Below the menu bar, there is a green icon with a person silhouette and the word 'Punch' next to it. Below that, there is a 'Settings' screen with a list of menu items: 'Dashboard', 'Messages', 'Myself', 'My Team', and 'My Badg'. A red box highlights the 'Myself' item, and a red arrow points to it from the right. On the right side of the 'Settings' screen, there are several options: 'Accou', '311 @', 'Defau', 'Home', and 'Pay Pr'.</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>	