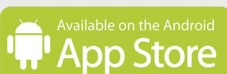
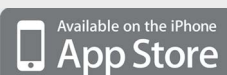




# XactTime Mobile USER MANUAL



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# XT MOBILE

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# Configuration

The first screen to appear after installing will be the login screen.

## URL

In the URL section, enter the URL given by an administrator. It should appear as <https://<brand>.taserver.com/site>

(NOTE: The administrator can find in **Configuration** → **XT Mobile Administration** in the **Global Settings** tab.)

## Company ID

Enter the **Company ID**. This is also known as the Client ID or Company Alias.

## Login ID

**Login ID** is the value setup by the administrator for each individual employee in the employees' details page. Also called Web Login ID in the Web Access section.

## Password

The password is also configured in the employees' detail page in the Web Access section under the Web Login ID.

## Service Key

The **Service Key** is a 10-digit numeric code. The administrator can find this in **Configuration** → **XT Mobile Administration** in the **Global Settings** tab.

Press **Accept**. If all information was entered correctly and the phone has internet access, the application will proceed to the [HOME](#) screen.

A screenshot of a mobile application configuration screen. At the top, there is a globe icon and the text 'URL'. Below this are four input fields, each with a blue header: 'COMPANY ID', 'LOGIN ID', 'PASSWORD', and 'SERVICE KEY'. At the bottom of the screen, there are two buttons: a green 'accept' button with a checkmark icon and a red 'cancel' button with an 'x' icon.

# Home

The **Home Screen** is the starting screen for the application once logged in.

## IN

Press the green button to clock in.

## OUT

Press the red button to clock out.

## Other

**Other** will take the user to the **Other** menu option that includes buttons to view hours worked, schedules, submit a time off request, or transfer labor levels.

## Start Break

Press to clock out for a break.

## End Break

Press to clock in from a break.

## Start Lunch

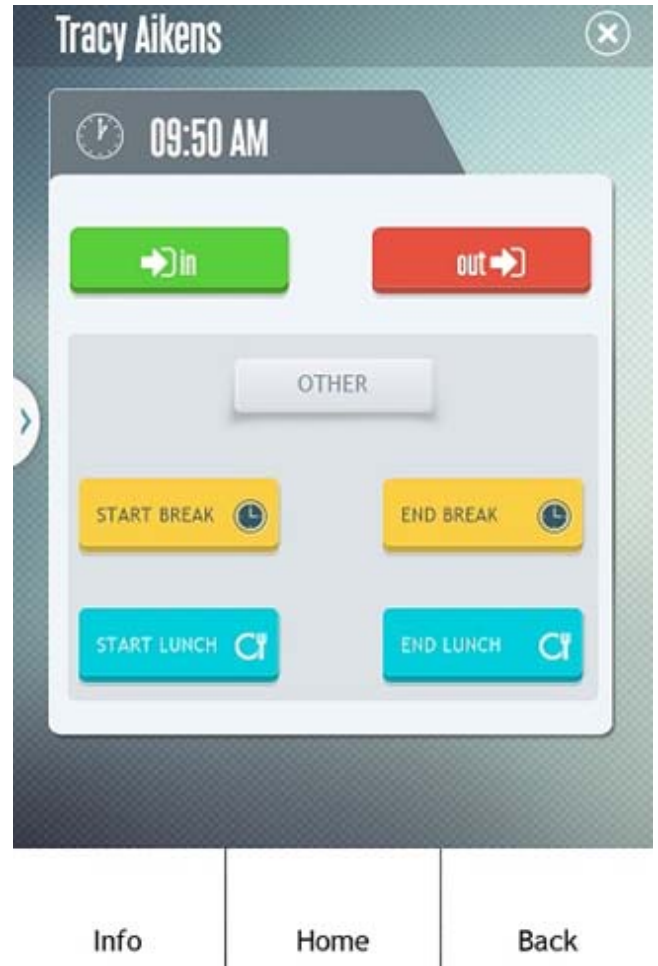
Press to go to lunch.

## End Lunch

Press to come back from lunch.

## Info – Home – Back

INFO from here will take the user to the login page, HOME does nothing on this page (this is the home page), and BACK will close the application.



# Punch Details

The **Punch Details** screen shows the user the actions they are taking along with the date and time that will be submitted. This is the screen displayed before a punch is actually created which allows the employee to confirm the details of their punch.

## Action

The **Action** displays the punch type the employee is submitting. For example: clock in, clock out, start break, end break, start lunch, end lunch, transfer.

## Punch Time

The **Punch Time** displays the data that will be submitted. This time will advance if this screen is left open and time is allowed to lapse while it is open.

## Punch Date

The **Punch Date** displays the data that will be submitted.

## View/Change Labor Level

The employee can change the **Labor Level** they are creating the punch for by pressing this button. If they do, they will be taken to the [Change Labor Level](#) page.

## Accept

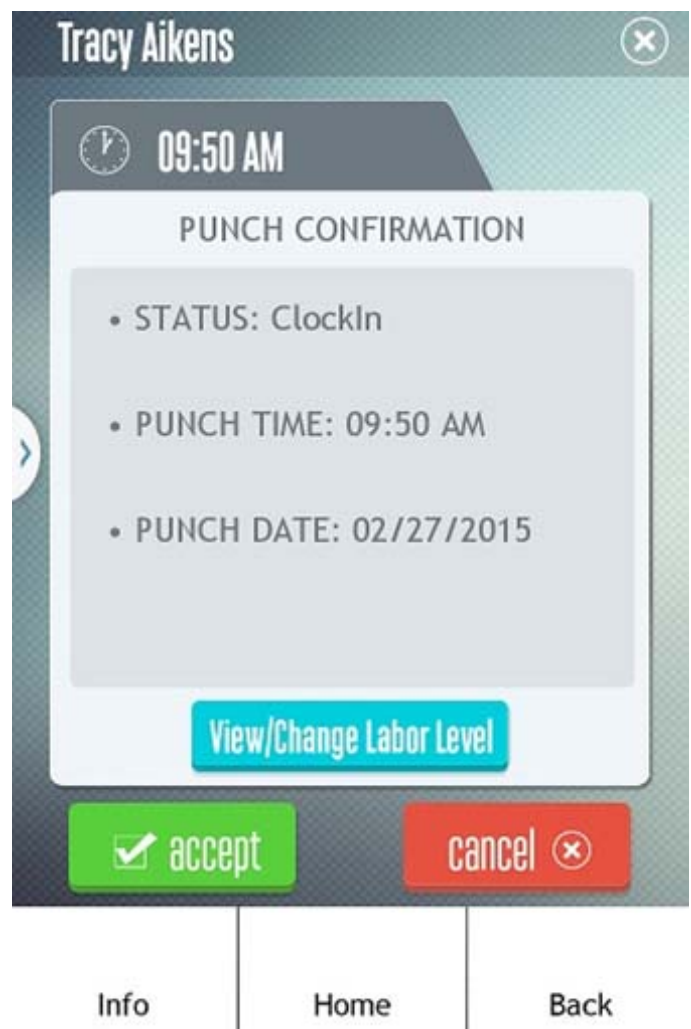
The punch will be submitted to the website with the displayed information.

## Cancel

Return to the previously displayed change and nothing will be submitted.

## Info – Home – Back

[INFO](#) will take the user to the login page, [HOME](#) returns the user to the home screen, and [BACK](#) will take us back to the screen last displayed.



# Change Labor Level

The **Change Labor Level** screen displays the labor levels and details the user is allowed to transfer into. The options are limited by what has been assigned to them by an administrator. The **Department**, **Job**, and **Step** headers in the screenshot listed below are examples.

## Change Labor Level

The different labor levels will be displayed based on the setup in the software. Select each one to bring up a menu of all available labor levels for each class and select the desired level from the list displayed.

## Accept

Accept the change(s) and return to the **Punch Confirmation** screen.

## Cancel

Ignore changes and return to the **Punch Confirmation** screen.

## Info – Home – Back

[INFO](#) will take the user to the login page, [HOME](#) returns the user to the home screen, and [BACK](#) will take us back to the screen last displayed before this one.

The screenshot shows a mobile application interface for 'Tracy Aikens' at '09:50 AM'. A modal window titled 'CHANGE LABOR LEVEL' is open, featuring three dropdown menus: 'Department' (Test Dept 1), 'Job' (Job Test 1), and 'Step' (Step Test 1). At the bottom of the modal are two buttons: a green 'accept' button with a checkmark icon and a red 'cancel' button with an 'x' icon. Below the screenshot, three vertical lines separate the labels 'Info', 'Home', and 'Back' from the corresponding buttons in the screenshot.

# Punch Confirmation

The **Punch Confirmation** page shows the action performed and the date and time that action was submitted to the server and accepted.

## Status

The status displays the action being submitted. For example, **Clock IN**, **Clock OUT**, **Transfer**, **Start Break**, **End Break**, **Start Lunch**, and **End Lunch**.

## Punch Time

**Punch Time** is the saved data for the transaction that was submitted.

## Punch Date

**Punch Date** is the saved data for the transaction that was submitted.

## OK

The **OK** button will take the user back to the [Home](#) screen.

## Info – Home – Back

[INFO](#) will take the user to the login page, [HOME](#) returns the user to the home screen, and [BACK](#) will take us back to the screen last displayed before this one.



Info

Home

Back

# Other Options

## Hours Worked

The **Hours Worked** button will bring up the employee's shift totals for the month.

## Schedules

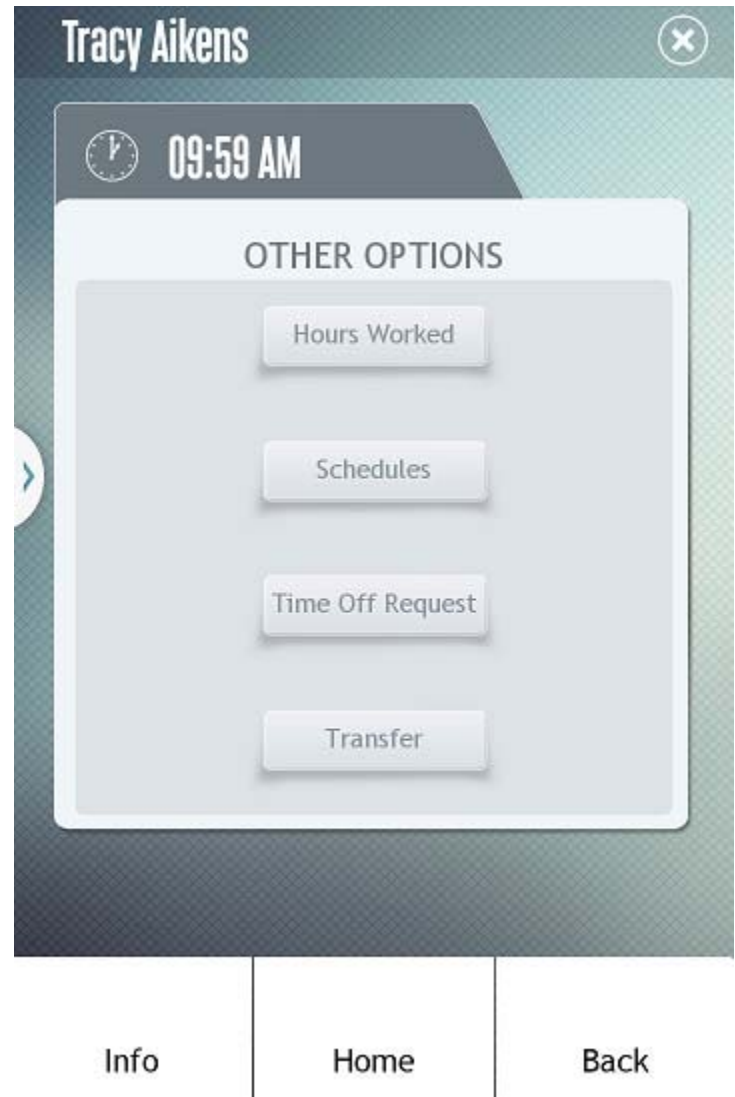
The **Schedules** button will bring up the employee's schedules for the month.

## Time Off Request

The **Time Off Request** button allows the employee to submit time off requests for their different benefit types.

## Transfer

The **Transfer** button will take the employee to the **Punch Details** screen to allow the employee to change their elected labor level.



## Info – Home – Back

[INFO](#) will take the user to the login page, [HOME](#) returns the user to the home screen, and [BACK](#) will take us back to the screen last displayed before this one.

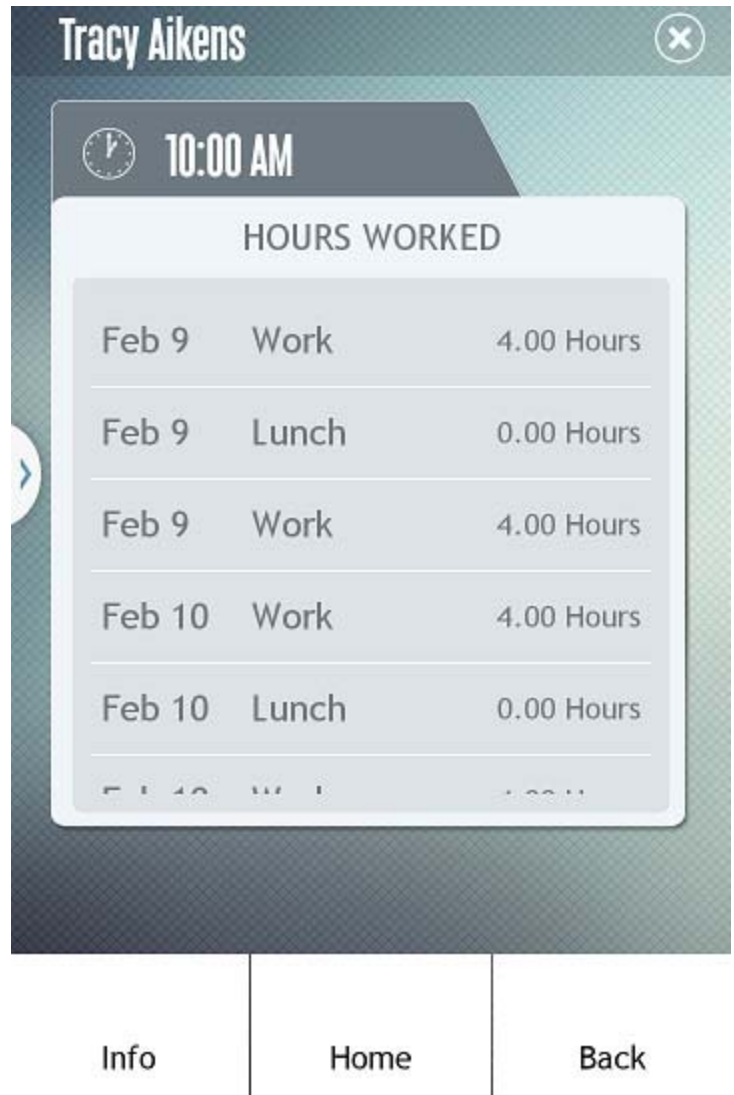
# Hours Worked

## Hours Worked

The **Hours Worked** screen displays the employees' shifts with totals for the current month.

Each shift appears on its own line with its own total.

First column is the date, the middle column shows the pay type for that entry, and the last column displays the total number of hours (with two digits after the decimal) for that period.



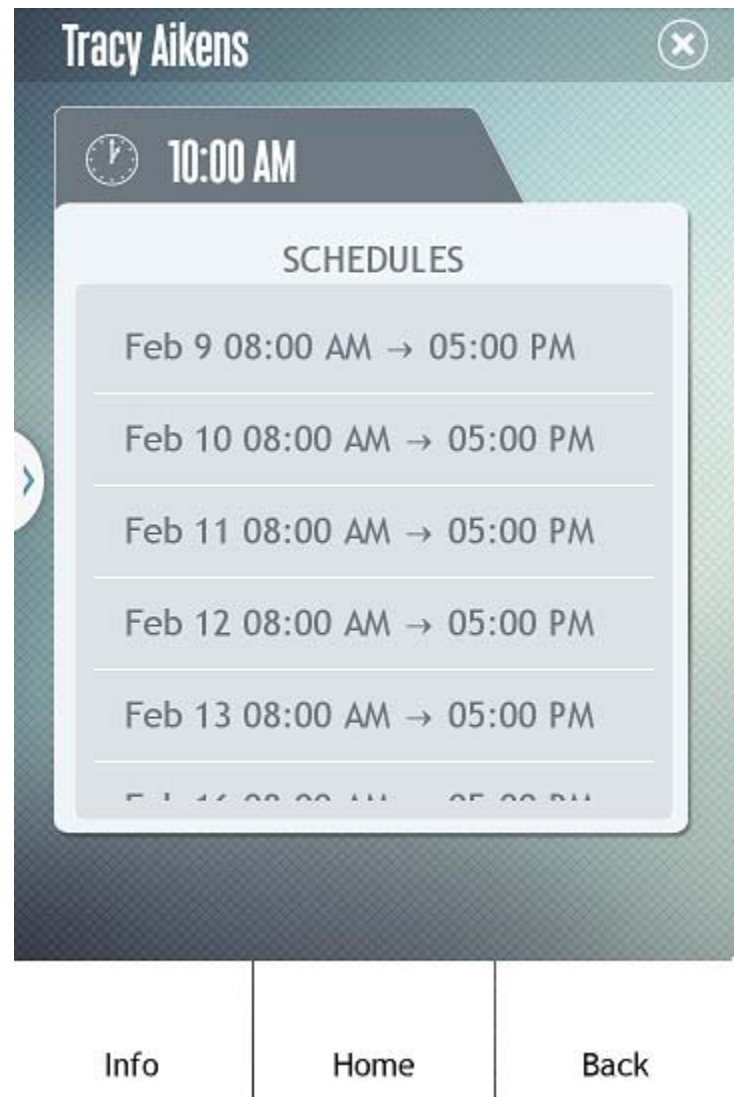
## Info – Home – Back

[INFO](#) will take the user to the login page, [HOME](#) returns the user to the home screen, and [BACK](#) will take us back to the screen last displayed before this one.

# Schedules

## Schedules

The **Schedules** screen displays the employee's scheduled work shifts for the current month. First column is the date, followed by the start time and the end time.



## Info – Home – Back

[INFO](#) will take the user to the login page, [HOME](#) returns the user to the home screen, and [BACK](#) will take us back to the screen last displayed before this one.

# Time Off Request

The **Time Off Request** allows employees to submit requests for days off.

## Type

This drop down menu displays any benefits defined by the administrator that the employee may select.

## Date Range

The employee should fill in the **Date Range** with the day the benefits should begin and end. If the employee wishes to request only one day off, both fields should have the same date.

## Include Weekends

By default, weekends are not included when submitting requests. The system will automatically skip them. If they need to be included, click to select **YES**.

## Hours Per Day

The employee should indicate the number of hours per day the benefit should cover.

## Accept

**Accept** the information and submit the request to manager.

## Cancel

**Cancel** the request and return to the [OTHER OPTIONS](#) menu.

## Info – Home – Back

[INFO](#) will take the user to the login page, [HOME](#) returns the user to the home screen, and [BACK](#) will take us back to the screen last displayed before this one.

The screenshot shows a mobile application interface for Tracy Aikens. At the top, there's a header with the name 'Tracy Aikens' and a close button (X). Below that, a clock icon shows '10:00 AM'. The main content is a 'TIME OFF REQUEST' form with the following fields: 'TYPE:' with a dropdown menu, 'DATE RANGE:' with two input boxes separated by 'TO', 'INCLUDE WEEKENDS:' with a 'No' button, and 'HOURS PER DAY:' with an input box containing '8'. At the bottom of the form are two buttons: a green 'accept' button with a checkmark icon and a red 'cancel' button with an X icon. Below the form, there are three navigation options: 'Info', 'Home', and 'Back'.