



PestPac Mobile App Timesheets Usage

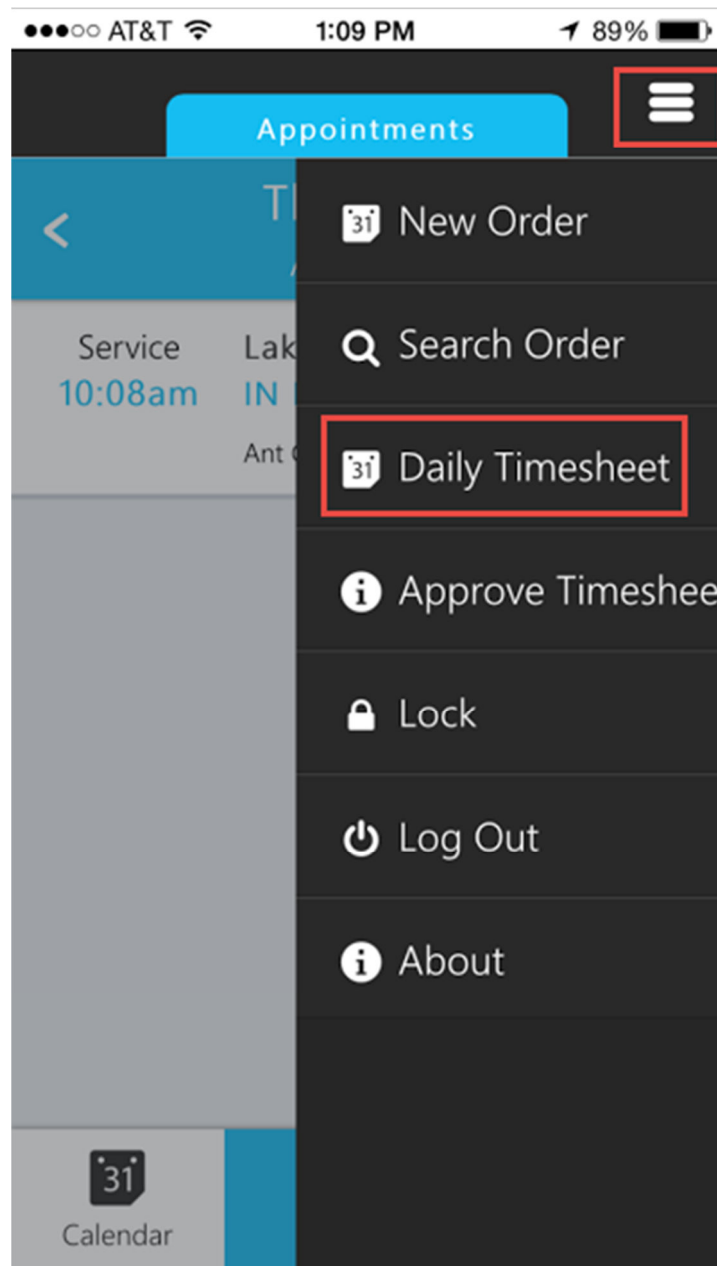
This document will cover training for using Timesheets within the PestPac Mobile App after the module has already been set up. Note: Prior to using the app for Timesheets you must first set up the module. Refer to the Training Link in PestPac or go to: <http://www.pestpac.com/training-documents>

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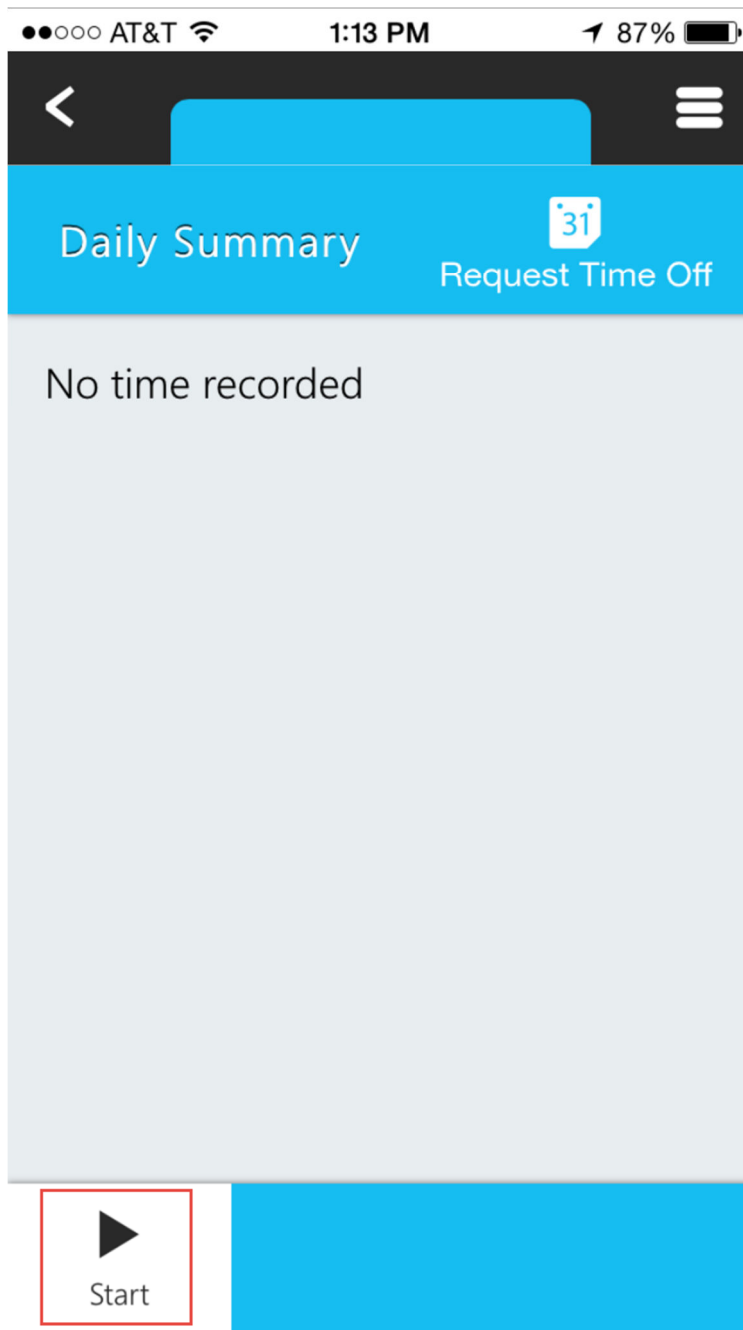
I have Timesheets set up, how do I use Timesheets in the PestPac Mobile app? .. 2

I have Timesheets set up, how do I use Timesheets in the PestPac Mobile app?

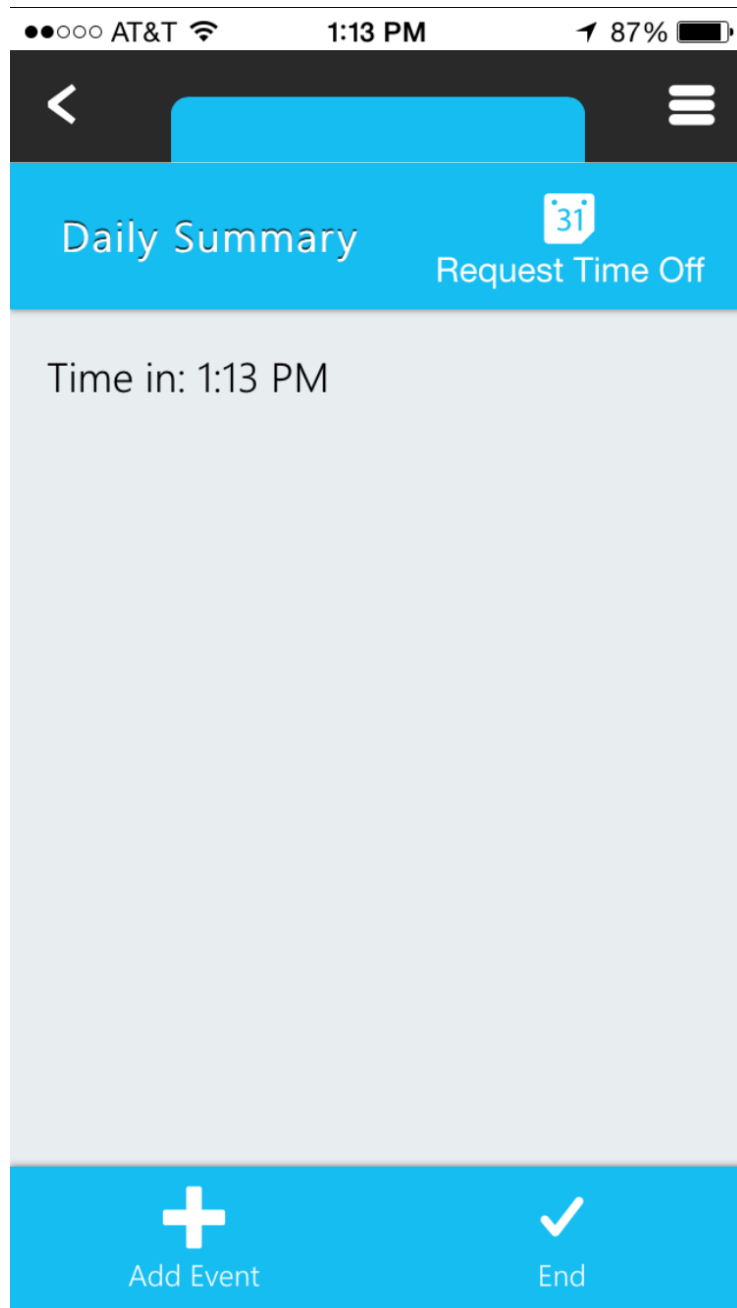
After you have fully set up the timesheet settings and enabled techs access to it you are ready for techs to start using it within the PestPac Mobile App. Once logged into the app, tap on the hamburger menu icon in the top right and tap on Daily Timesheet.



Tap on Start.

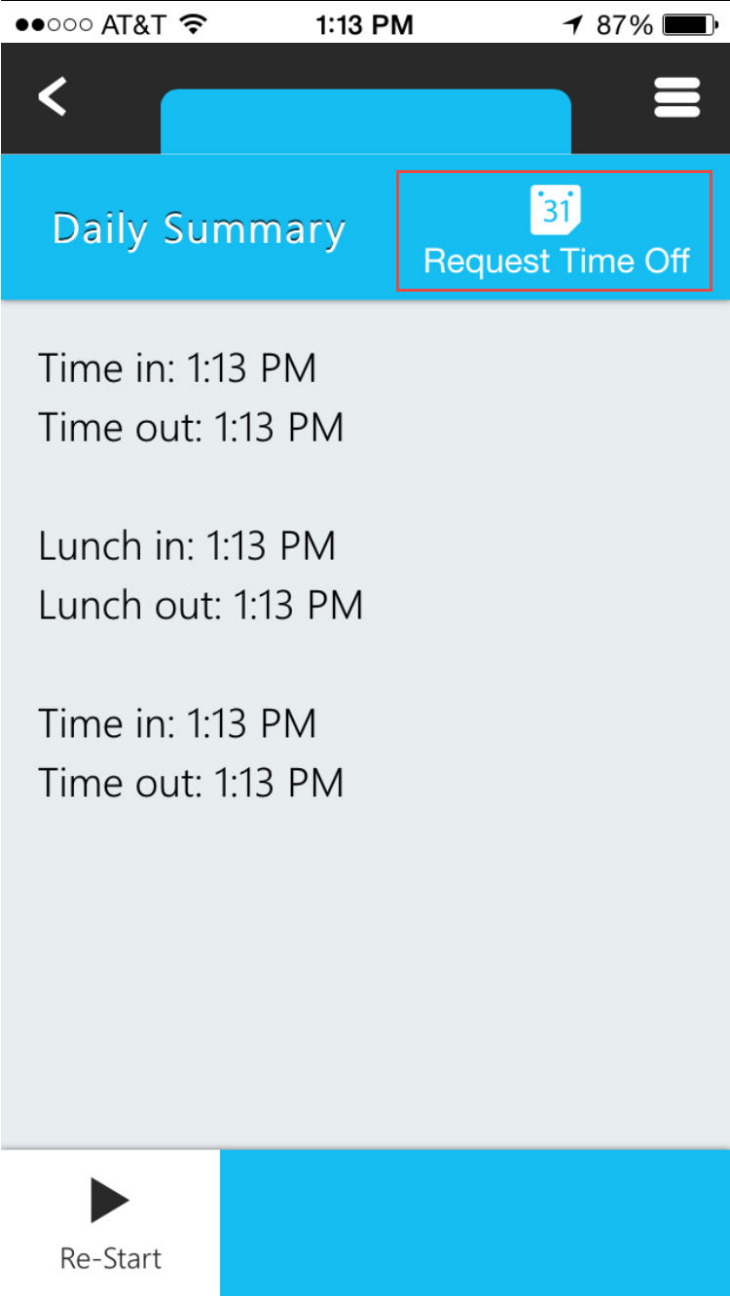


Your time in will display.



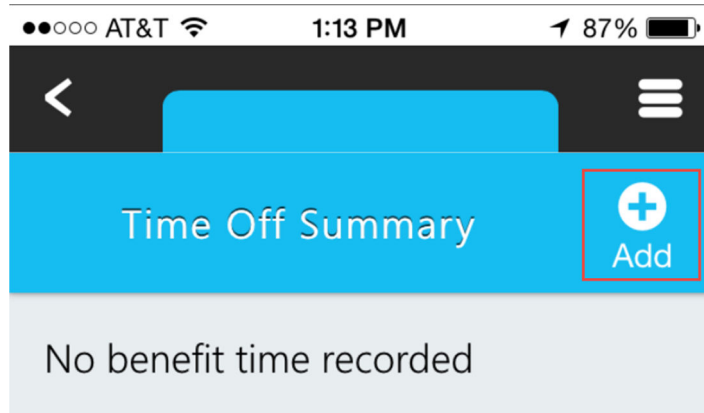
Come back to this screen and tap on Add Event when needing to take breaks or lunch.
Come back to this screen and tap End to time out and end your day.

To input time off tap on Request Time Off. This is not for getting approval it is only for entering in the time off. Please work with your office separately regarding your company's approval process.

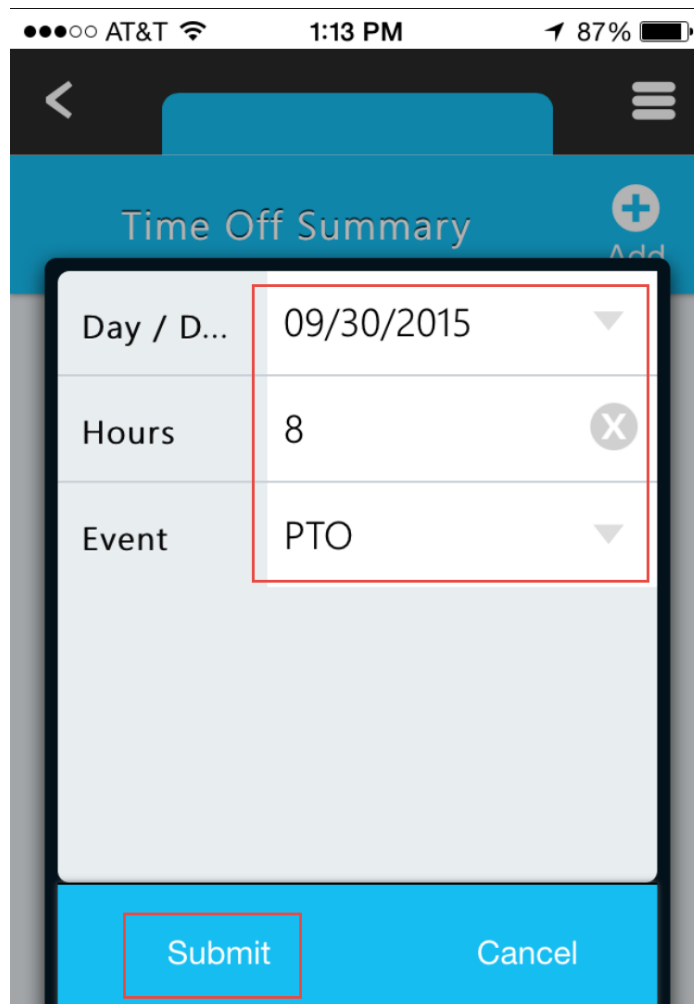


The Re-Start button also exists in case the tech has ended their day but needs to re-start to do more work.

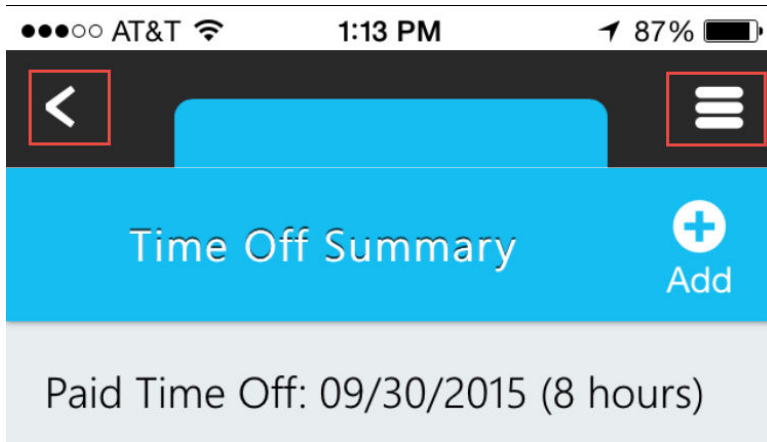
Tap on Add.



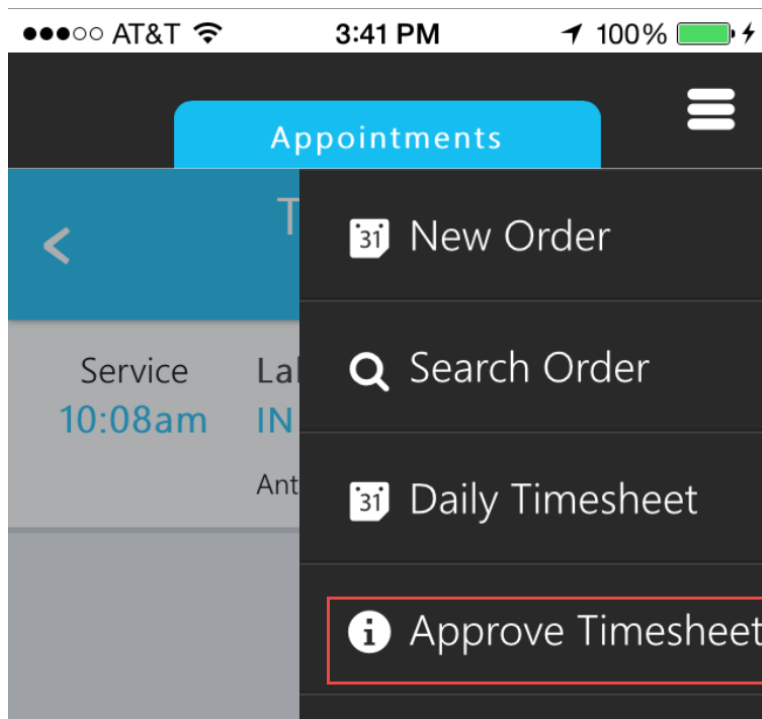
Populate the day, number of hours and time of time off being requested. Tap on submit.



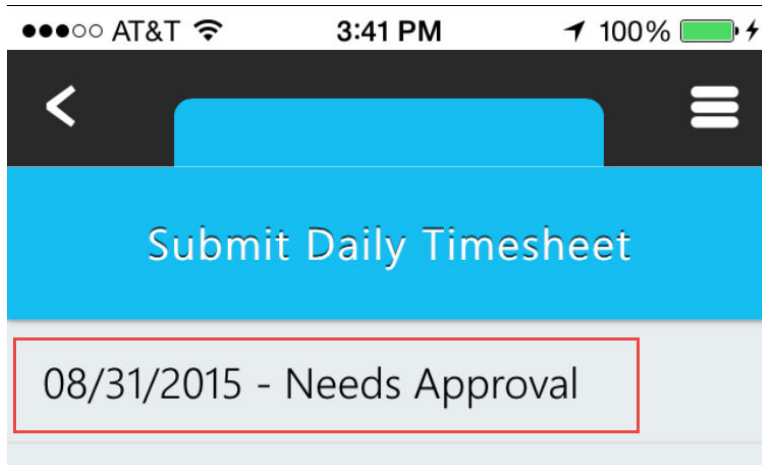
To leave Timesheets either click the back arrow or the hamburger menu icon to choose to go back to the schedule.



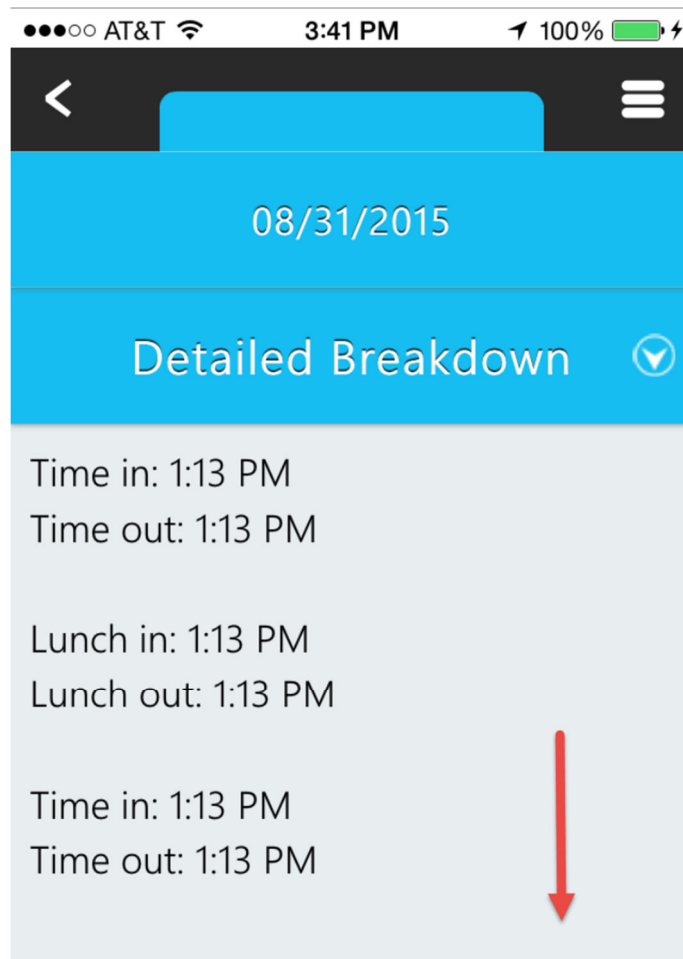
To approve your timesheet go to the hamburger icon menu and tap on Approve Timesheet.



Tap on the day you are approving.



Scroll down on the screen.



Tap on the signature field and sign. Tap approve.

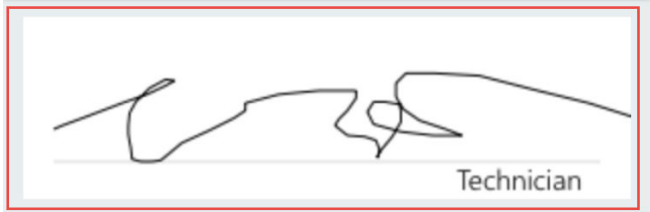


08/31/2015

Summary

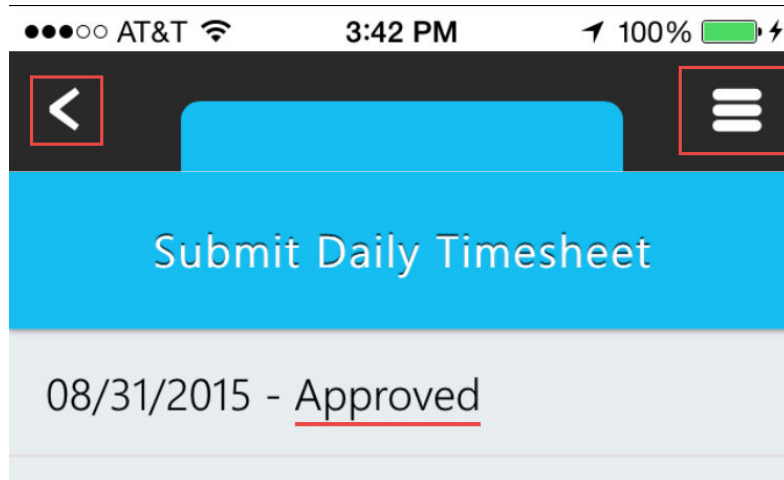
Production:	00:00
Non-Production:	00:00
Benefit:	00:00
Paid Event:	00:00
Unpaid Event:	00:00

Signature



Approve

You will now see your day approved. Tap on the back arrow or the hamburger menu icon to navigate back to the schedule.



Review the setup and usage document for Timesheets for additional information.