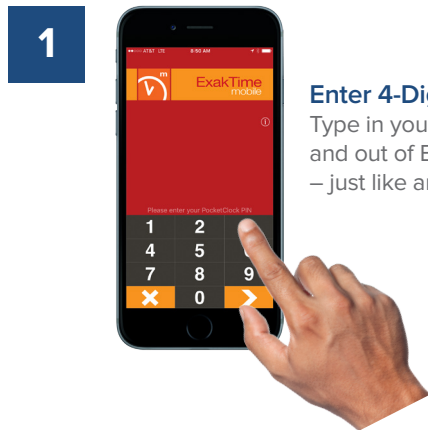
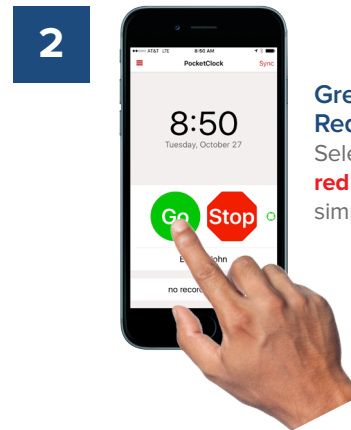


## Clocking In

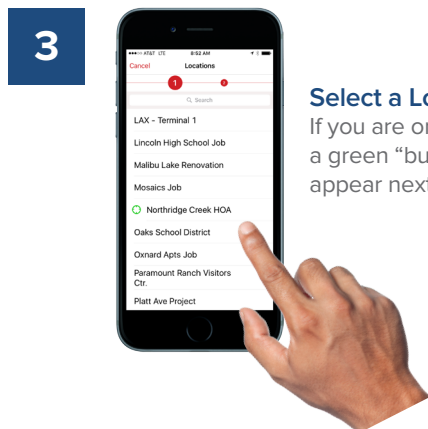
To use the ExakTime Mobile app, first download it from the App Store. The app can easily be found by searching for “ExakTime”. Once downloaded, enter your activation code. If you don’t have an activation code, ask your company’s ExakTime administrator to generate one for you by signing into TimeSummit Connect and clicking the “Add device” button under Utilities > Device Management.



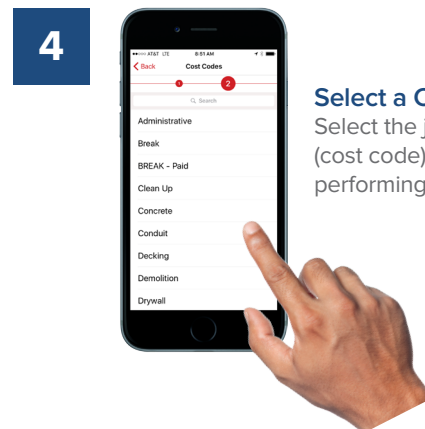
**1 Enter 4-Digit PIN.**  
Type in your PIN to clock in and out of ExakTime Mobile – just like an ATM!



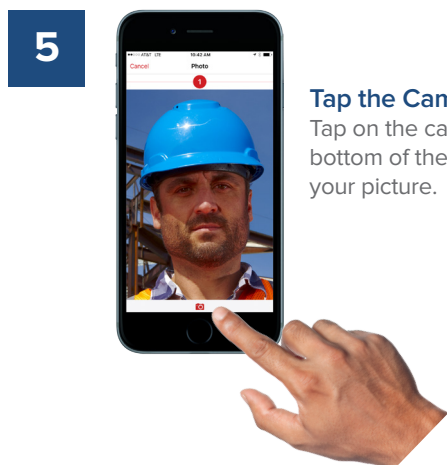
**2 Green for GO. Red for STOP.**  
Select **green** to clock in and **red** to clock out. It’s that simple!



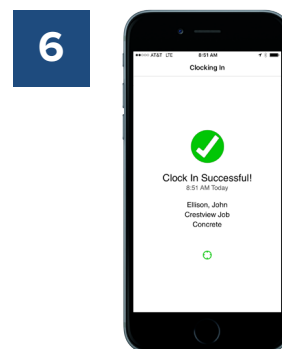
**3 Select a Location.**  
If you are on the job site, a green “bull’s eye” will appear next to that site.



**4 Select a Cost Code.**  
Select the job activity (cost code) you’ll be performing.



**5 Tap the Camera Icon.**  
Tap on the camera icon at bottom of the screen to snap your picture.



**6 You’re clocked in!**  
The Confirmation screen indicates a successful clock in.