Nexonia Timesheets: Mobile Application

Getting Started: A User Guide to Nexonia Timesheets on the Mobile Application

Nexonia Timesheets: Downloading the Mobile Application

The Nexonia Timesheets mobile application is available for free on iOS, Android™ and BlackBerry® 10.

The application will require you to log in with your Nexonia credentials. Once you've done so, you can easily manage the entire timesheets process, including how to create, submit and approve timesheets, directly from your mobile device, such as a smartphone or tablet.

To download the Nexonia Timesheets mobile app, visit the corresponding app store:

Apple App Store for iOS devices

Google Play for Android devices

Blackberry App World for Blackberry devices with the Blackberry 10 operating system and up

Search for "nexonia timesheets" and install the "Nexonia Timesheets" application. The app icon should look similar to one of these icons:

Download on the App Store

GET IT ON Google play

Get it at BlackBerry World

Getting Started

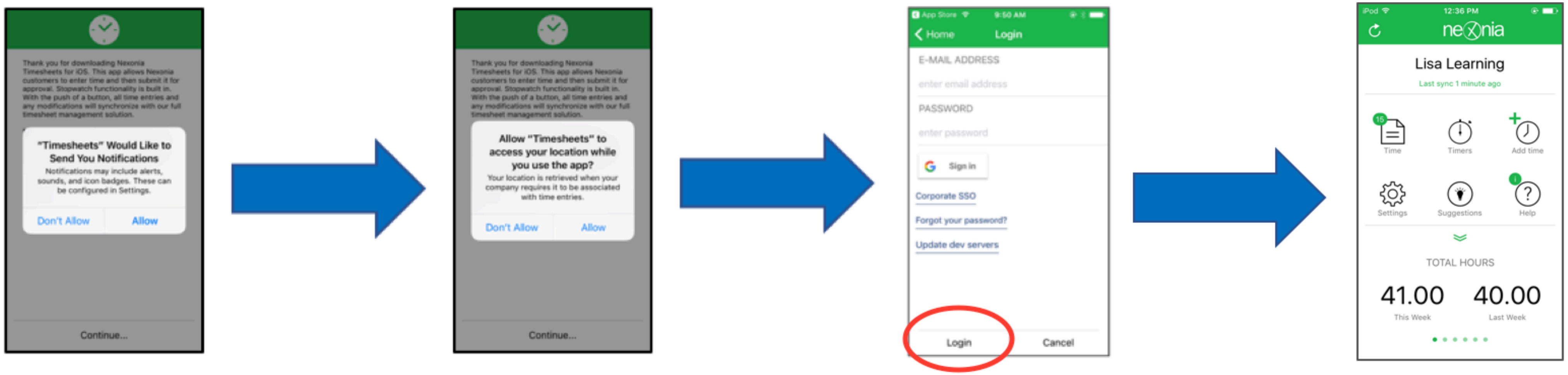
For new Nexonia users, your system administrator will issue you access to the system. An email will be sent to your work email address with a link to Nexonia's website and information about setting up your password. Clicking "Change my password" in the email will take you to Nexonia's website and prompt you through setting up your initial password. Once you've done this, you'll be able to sign in to Nexonia on the web and the mobile application.

LOGGING IN TO THE MOBILE APP

Once you've installed the application, you'll need to open the app and log in with your Nexonia credentials. The first time you open the Nexonia Timesheets application, the app will ask if you'd like to give permission to send you notifications and access your location. Typically users will click Allow. You can change these later if needed in your app or phone settings.

You'll then see a screen thanking you for downloading Nexonia Timesheets!

Once you hit "Continue..." you'll be taken to the Login screen. Enter your e-mail address and password. Click Login. Note: You only need to enter your login credentials once, the first time you open the application, or if your Nexonia password changes. The application will allow you to remain logged in.



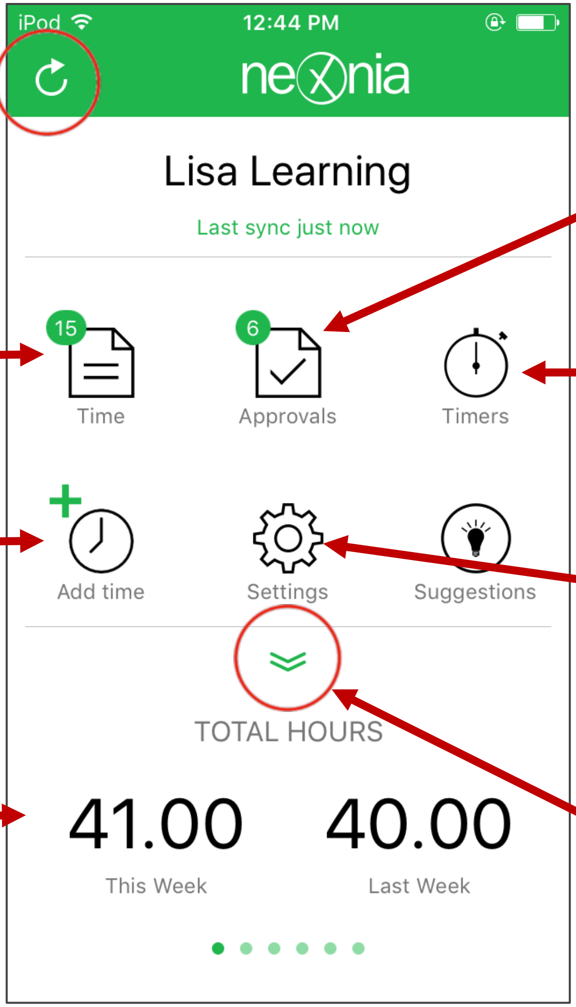
Your Nexonia Timesheets App Homescreen

Synchronize the mobile app on demand

View your timesheets by week

Add a new time entry

Scroll through summary views of your hours, by week, month and quarter



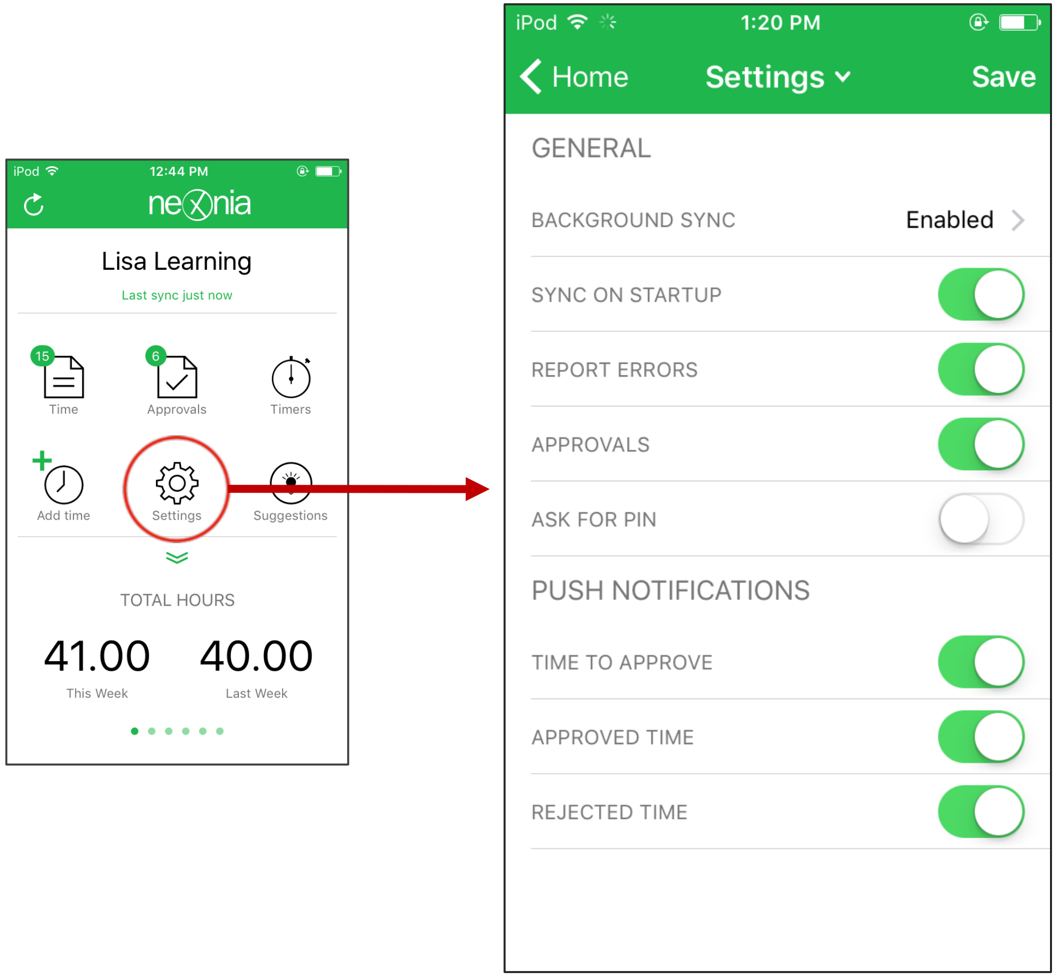
View and approve or reject any time entries assigned to you to approve (if applicable)

Start and stop timers (if applicable)

Access your mobile app settings including adjusting the background sync and push notifications

Click on the dropdown arrows to access Nexonia **Help** and **About**

Your Nexonia Timesheets App Settings



Tap **Settings** to access you personal App settings.

Some commonly used settings:

Background Sync = Control when the app will sync to the web server

Approvals = Allows you to turn on/off the ability to do approvals on the mobile app

Push Notifications = allows you to control which type of notifications you want to receive on the mobile app. For example, *do want to receive a push notification when your time entries are approved or rejected?*

Creating a Time Entry From the Homescreen

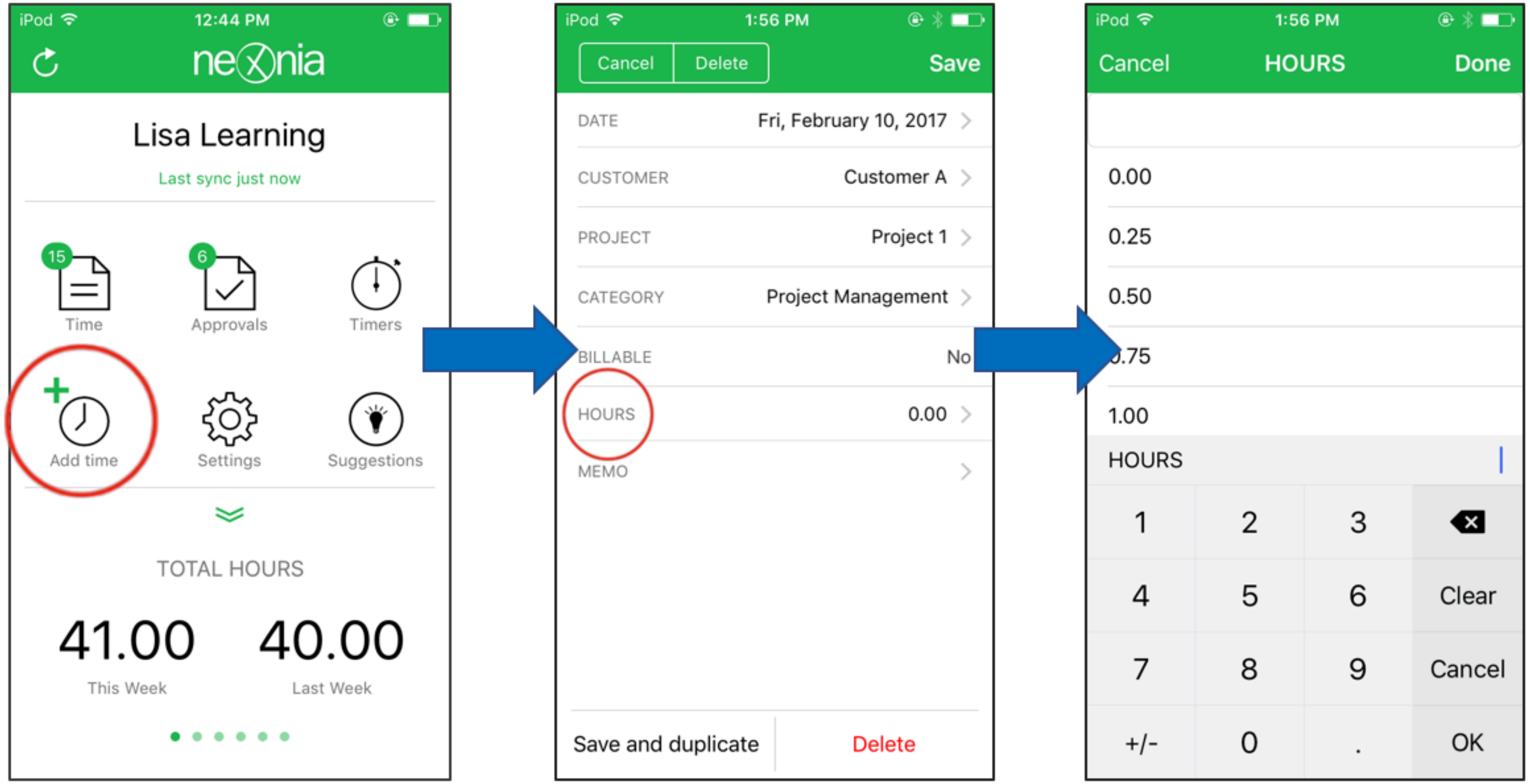
From the mobile app homescreen, click **Add Time.**

Then add the details for your time entry. Your organization may have different or additional fields to fill out. Here are some of the common fields:

- Customer
- Project
- Category
- Billable
- Memo

Tap **HOURS** to enter the number of hours worked. Note: You can enter the duration manually or easily select from a list of time increments.

Tap **Done**. Tap **Save.**



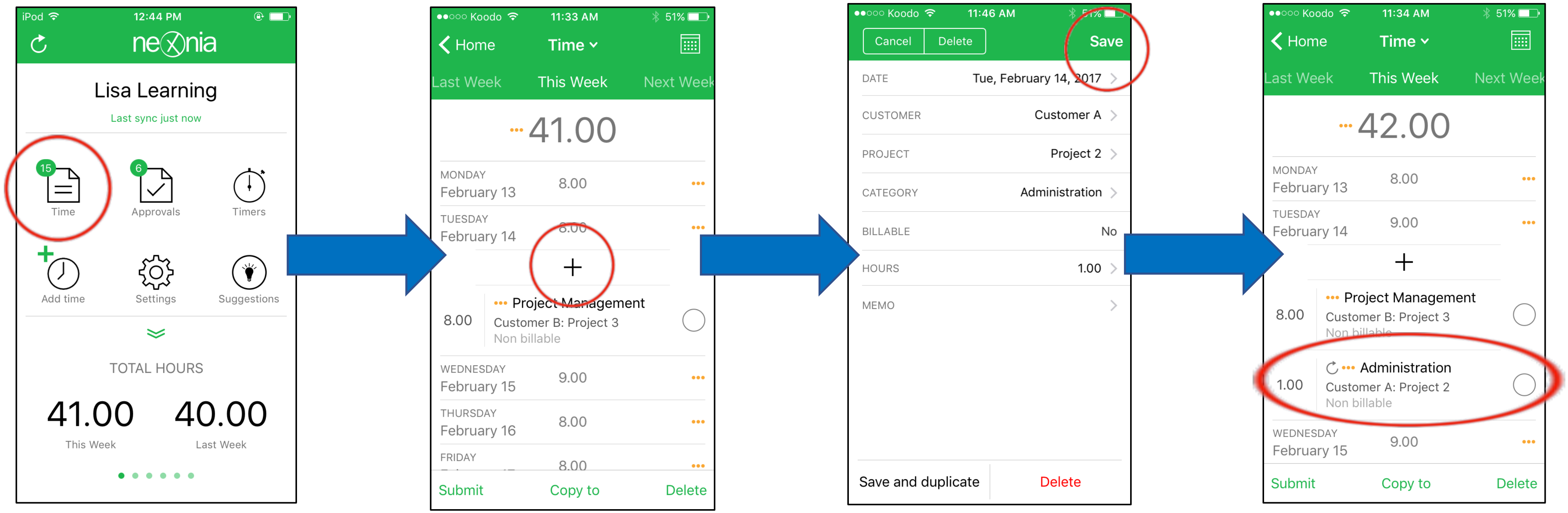
Creating a Time Entry From the Weekly View

Users can also add time directly from within the weekly timesheet. To do this, tap on the **Time** icon from the mobile app homescreen.

The next screen allows you to view your weekly timesheets. You're currently viewing **This Week**. You can slide right or left to view other weeks.

To add time, simply tap on the date to expand and then tap on the **plus sign.**

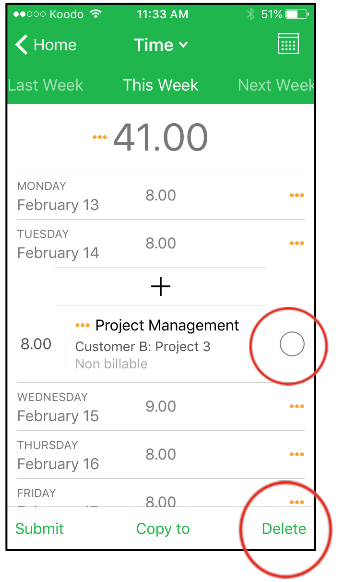
Now add the details for your time entry and tap **Save.** Your time has now been added to your timesheet!



Deleting and Copying Time

Time can easily be deleted or copied to another week.

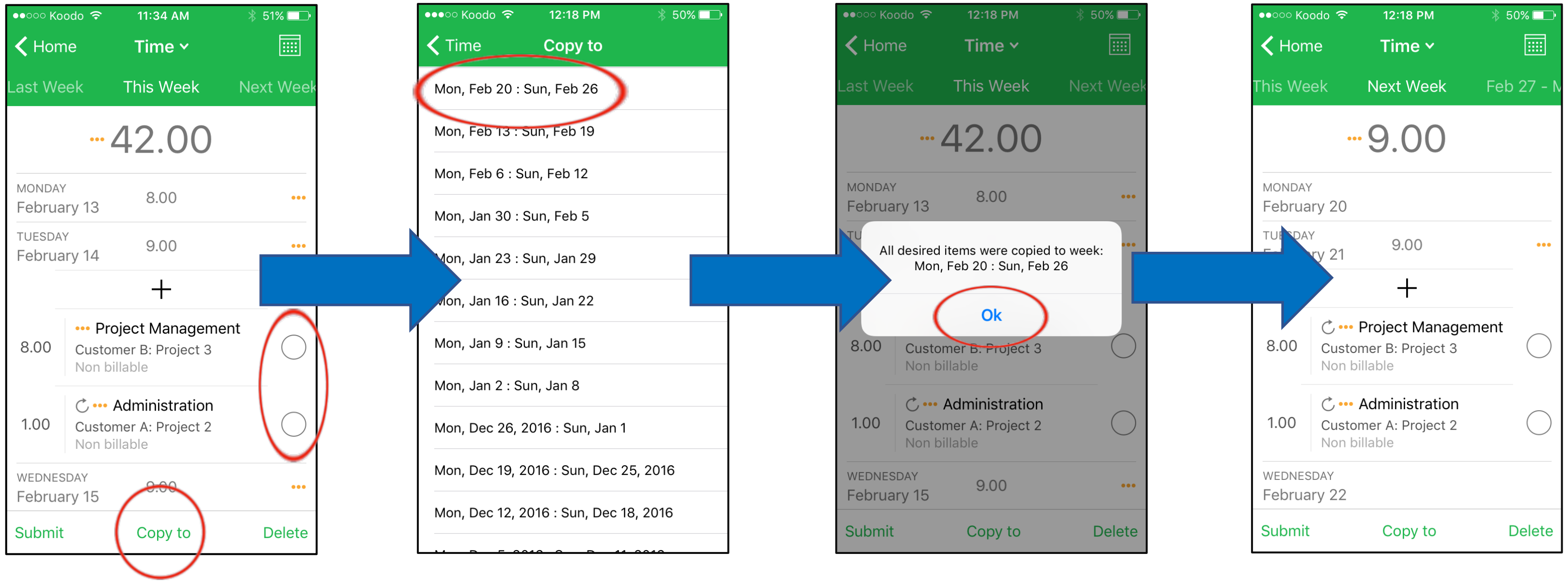
To Delete Time:



From inside the timesheet, tap on the date to expand. Tap the circle to the right of any time entries that you wish to delete.

Tap **Delete**. Note: only draft or rejected time entries can be deleted.

To Copy Time:



From inside the timesheet, tap on the date to expand. Tap on the circle to the right of any time entries that you wish to copy. Then tap **Copy to**.

A list of weeks will appear. Simply tap on the week that you would like to copy the time to. Click **OK.** Your time has now been copied to the selected week!

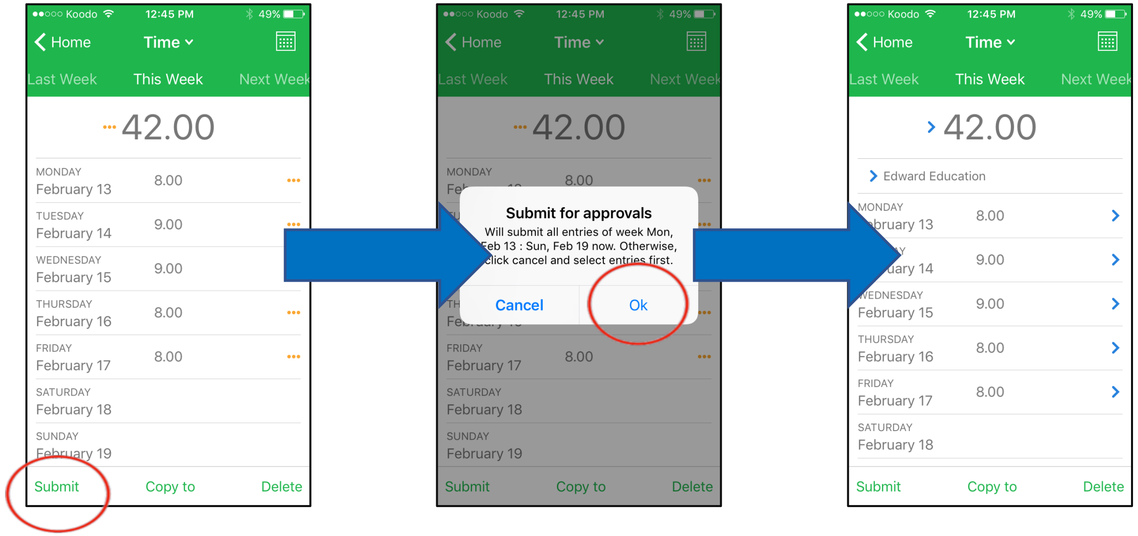
Submitting Timesheets on the Mobile App

Once you've completed your timesheet, you'll need to submit it for approval. To submit Timesheets, tap **Submit.**

Note: If there's a required piece of information you missed on a time entry, the application will prevent submission and a message will appear to let you know what must be fixed prior to submitting for approval.

Once you submit the timesheet for approval, the status of the time entries will change from Draft ●●● to Submitted >. This means the timesheet is sitting with an approver. At this point, you cannot make any edits to your timesheet.

The approver's name will appear towards the top of the timesheet. The approver will typically receive an email notifying them that there are timesheets to review. The approver can either Approve ✓ or Reject < time.

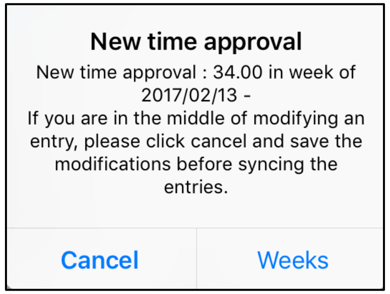


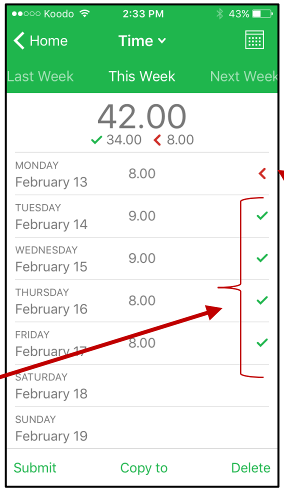
Approval Status Icons

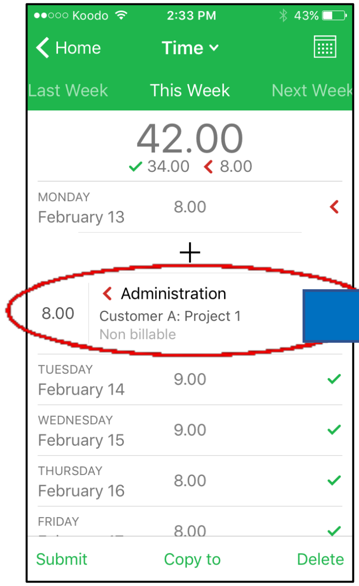
Each time entry has an Approval Status. The **Approval Status** will let you know where the time entry is in the approval process:

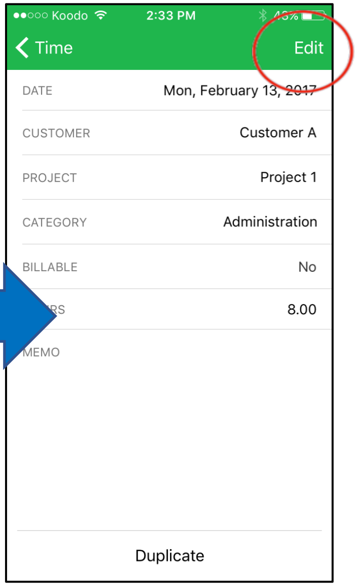
Draft ●●●
Submitted >
Rejected <
Approved ✓

Approved and Rejected Time









Approved Time – Once your time entries have been reviewed and approved, you'll receive an email and push notification on your mobile app. You'll also see the status updated to **Approved ✓**

Any approved time entries cannot be edited by the user.

Note: If your company's approval process involves multiple approvers, you'll see the Approved status only once the time entry has been fully approved.

Rejected Time – If a time entry has been rejected, you'll receive an email and push notification on your mobile app. You'll also see the status updated to **Rejected <**

From the Timesheet homepage on the web, you can view any rejection comments provided by the approver by clicking on **Action > View History** beside the timesheet.

Any rejected time entries can be edited and resubmitted for approval as needed.