



OnTime

Powered by ClockedIn



**Switching to
Mobile Mode**

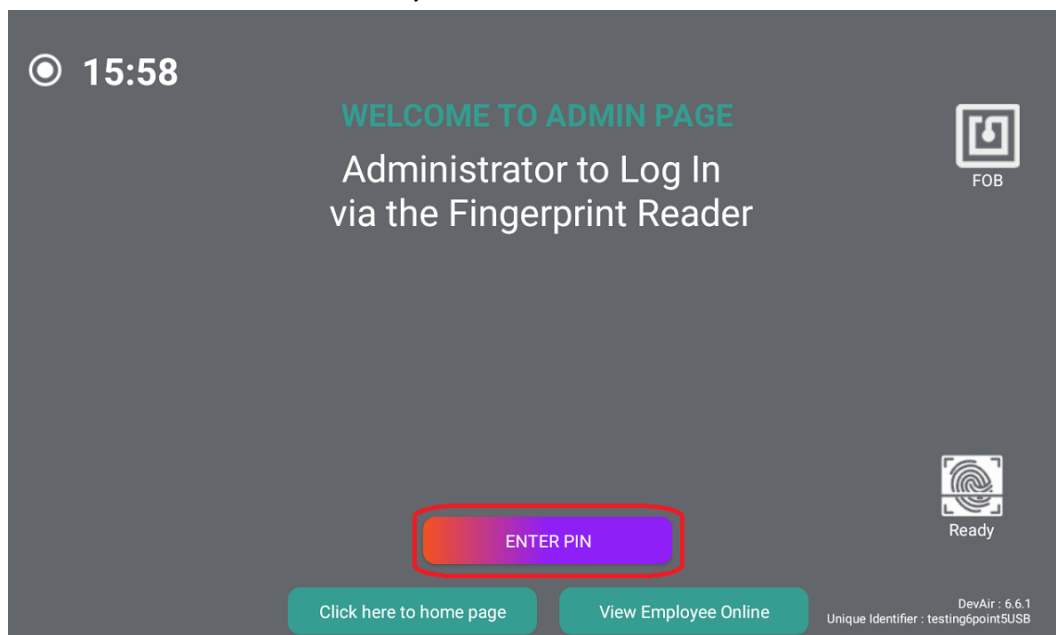
Switching to Mobile Mode

*Please be aware that you will have approximately 15 seconds to complete each step before the app returns to the main employee login screen. *

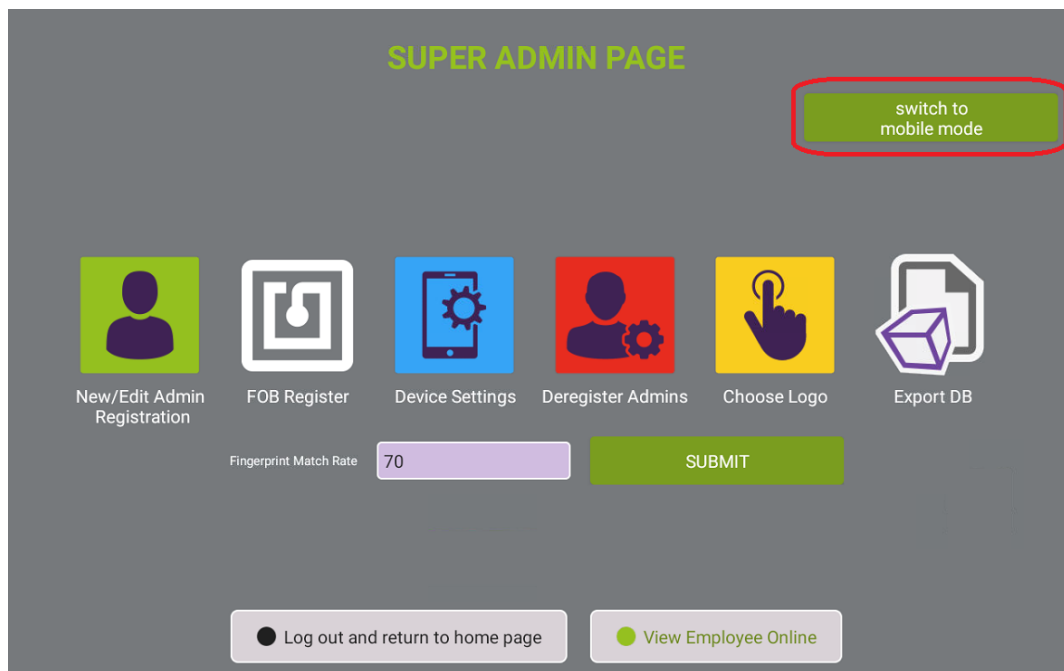
1. Click 'Administrator Access' on the bottom left



2. Press 'ENTER PIN' and enter your administrator Access PIN.



3. Press 'Switch to mobile mode' in the top right corner.



4. This action will cause a prompt asking you to select a home app or launcher depending on the type of device you have. You will then need to choose the option that is not OnTime. This will either be Launcher or Quickstep. After this, select the 'JUST ONCE' option.

