

JOB AID: Mobile Applications Create, Submit and Modify Timecards

Follow the instructions below to create a Timecard report or to modify an existing, unapproved Timecard in the Mobile IQNavigator applications.

For help logging into the IQNavigator web-based application, refer to the LOGIN AND MANAGE SETTINGS job aid.

Create & Submit Timecards

1. Timecard Applications:

IQNavigator has a native timecard application for contractors that use mobile devices utilizing the Android operating system and the Apple iPhone operating system. This timecard application is available for download from the Android Marketplace (<https://market.android.com>) and iTunes (<http://itunes.apple.com>) and focuses on the ability to create and edit timecards for the IQNavigator application.

2. Once you have the application appropriate for your device, you can now enter Timecards in IQNavigator directly from your mobile device.

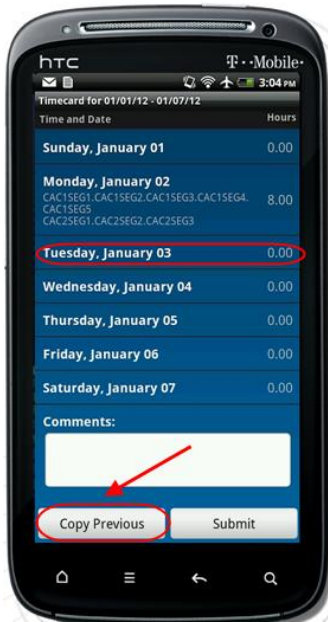
3. From the Timecard Screen, you can create time for an entire week at a time.

- You will see the timecards grouped together by week and status
- Click on the week that you would like to create or update a timecard for
- This will enable the user to create or update a timecard and move on to the next screen

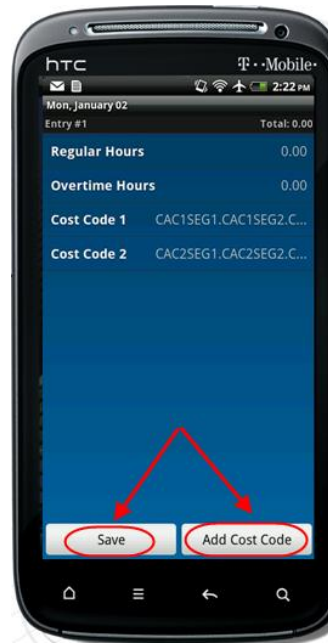


If you have questions or require assistance with the new application please call the IQNavigator Customer Service Desk at 1-877-706-4394 or send an e-mail to iqcustomerservice@iqnavigator.com.

4. Once you have clicked on the week you want to create the timecard for, the next screen will display the list of days and dates during that week.
- Select which day you would like to create the timecard for.
 - If the user has any previously submitted timecards, the COPY PREVIOUS Button will appear. For the Android, this is at the bottom of the screen, on the iPhone it is at the top of the screen.
 - Any CAC (Cost Allocation Code) and previous time or location information will default as well into the new day selected.



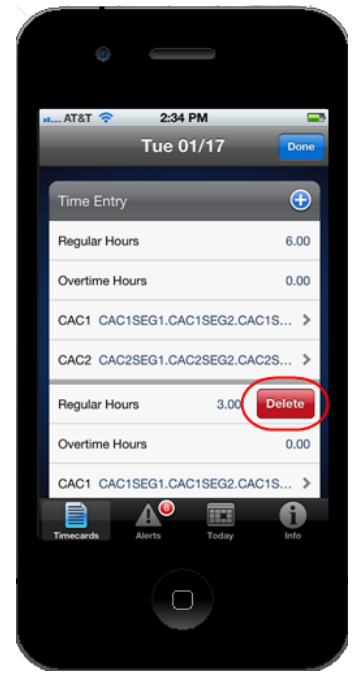
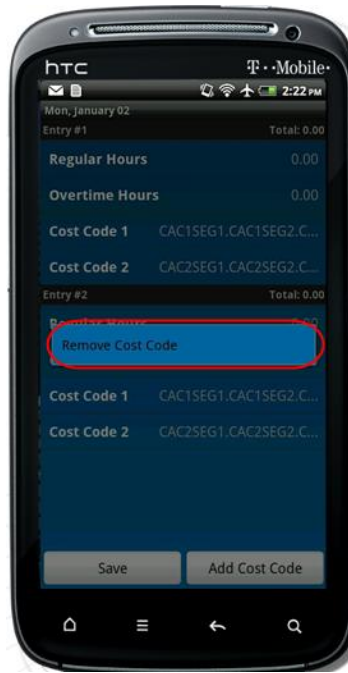
5. The timecard entry displays are based on the timecard template configuration for the Buyer.
- Hourly
 - Time in/Time out
 - Daily/Partial Daily
6. Users will need to add a CAC (cost allocation code) for each time entry. For Android users, they will use the ADD COST CODE button and for iPhone users, they will use the “+” sign.
7. When you have the timecard the way you need it, click on the SAVE button – at the bottom on the Droid and in the upper left corner of the iPhone.



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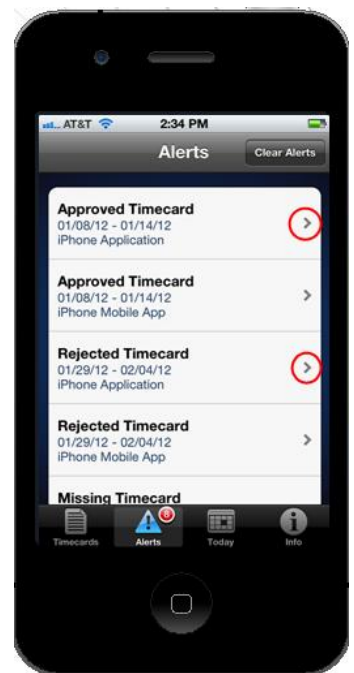
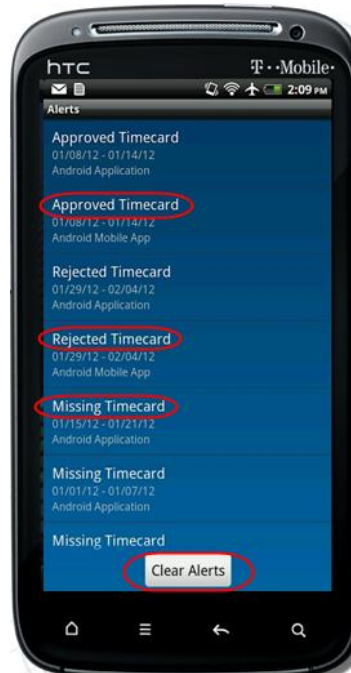
Removing Timecard Entries

8. To remove a like from your timecard, Android users press and hold the day they wish to remove while iPhone users can either swipe on the day, or click the “Edit” button and remove each individually.



Alerts

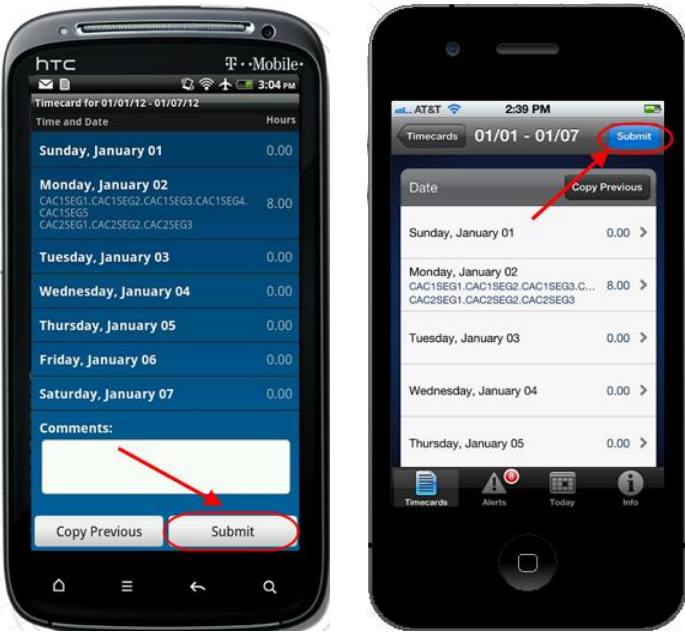
9. Users can navigate to the timecard indicated in the alert
 - a. Approved → View Timecard
 - b. Rejected → Edit Timecard
 - c. Missing → Create Timecard
10. Alert counts are available on both devices outside the app
 - a. iPhone users will see a badge with the count of alerts
 - b. Android users will see a timecard icon and the count of alerts in the Notification Center
 - c. Pressing “Clear Alerts” will remove all alerts from the list



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Submitting the Timecard

11. When the time card is final and ready to be sent for Approval. Click on the SUBMIT button on either of the devices. This will send the time card to the appropriate individual to approve your time card.



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