

ESS Mobile:

Please note that not all features shown in the User Guide may be configured.

Once the ESS Mobile app has been installed on the phone and pointed to the database, users will be able to log in using their Badge Number and PIN just as if they were logging into Employee Portal.

ESS Mobile Install

1. On the Android or iPhone use Google Chrome or Play Store
2. Type in ***ESS Mobile for Attendance on Demand***
3. Use the App shown below (**Figure 1**).
4. If the user denies the installation, they will not be able to use the app.

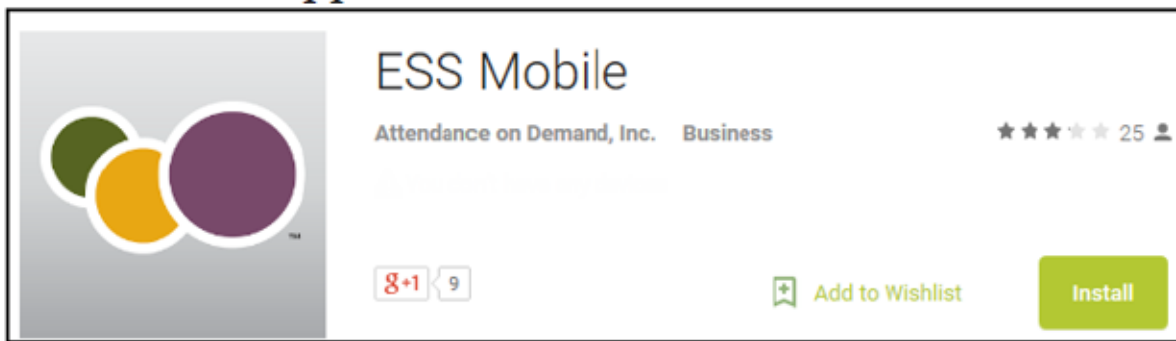


Figure 1

5. Once installed and opened for the first time, enter the TMS provided database name (**Figure 2**).

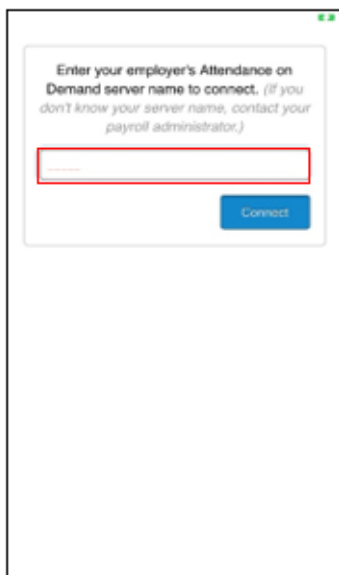


Figure 2

6. When the database has connected the sign in screen will appear (**Figure 3**).

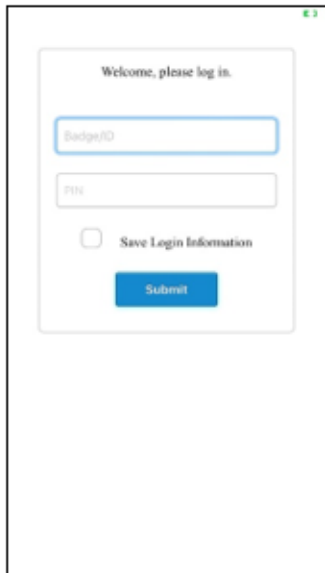


Figure 3

Punching In/Out

1. To punch tap on either the ***Punch In*** or ***Punch Out*** button; please remember, location services must be enabled to punch. (Figure 4).

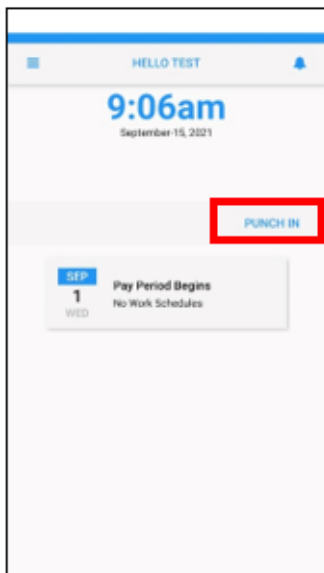


Figure 4

2. The user will tap ***Save*** to send the punch request (Figure 5).

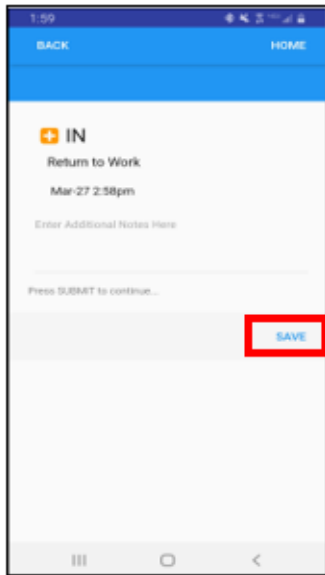


Figure 5

3. The user will see a punch recorded message once accepted. Tap **OK** (Figure 6).

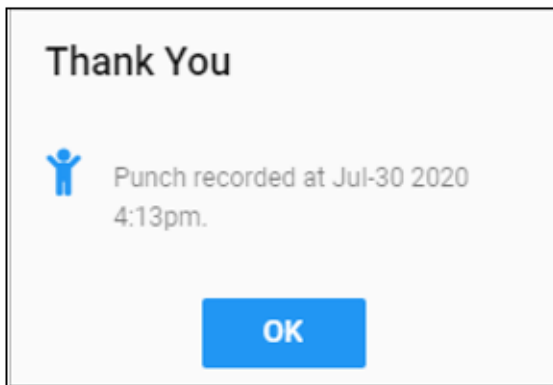


Figure 6

4,. Repeat the steps to punch out.

Transfer

1. After punching in, tap **Transfer** on the homepage (Figure 7).