



**team**  
on the run

## 'Full Work Day' Clock In/Out: iOS

Our "My Business" feature allows you to clock in and out from your Mobile Phone: Date, Time, Location, Hours logged and Mileage traveled can be displayed and sent to your manager with a click of a few buttons.\*

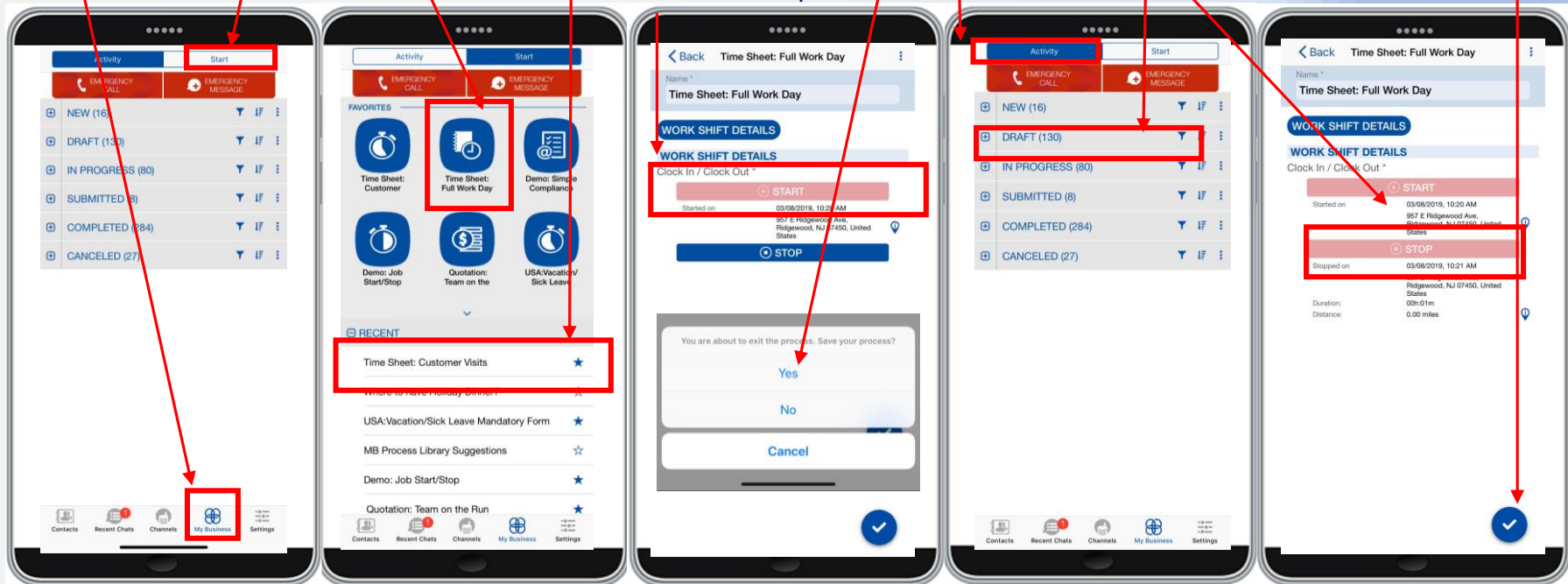
1. In the TOTR app, click on the My Business Icon. Click on "Start" to begin a new Process.

2. Locate the "Process" that has been enabled for you by your administrator. Mark as 'favorite' if used often.

3. Open process and press "Start", exit and save process till the end of your shift. Ensure your phone GPS is on if location is required.

4. At end of your shift, in 'Activity Tab', click on 'Draft', find your started Process, open and click "Stop".

5. Click on "Send" arrow, at bottom, this automatically sends your clock in/out information to your administrator.



\* There are several options to set the app screen-flow to your specific needs – while in app, on bottom of screen -- go to Settings/Options/etc to set your app requirements to meet your work day habits.