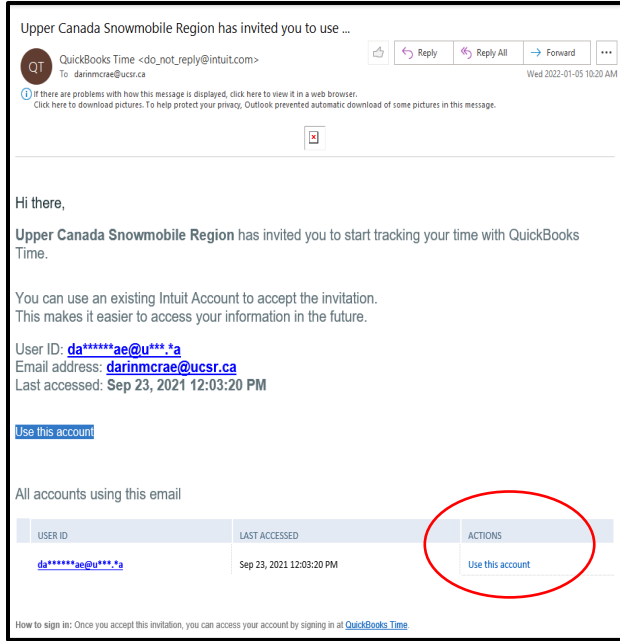
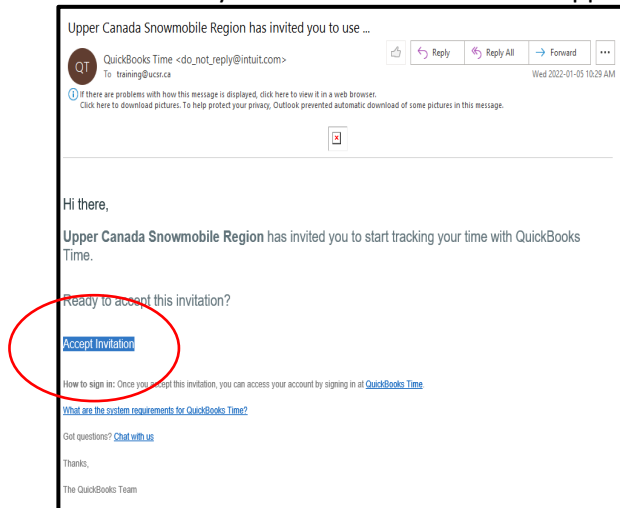


**Setting up Your QuickBooks Time Account on Your Phone or Computer (was called TSheets)**

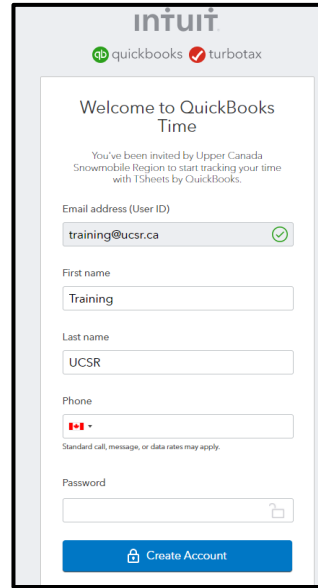
**Step #1:** [If you are new, skip to Step #2.] If you used the system last year, you would receive an email that looks like the one below. When you do, touch the blue link entitled 'Use this account' at the bottom under ACTIONS to take you to the QuickBooks Time app.



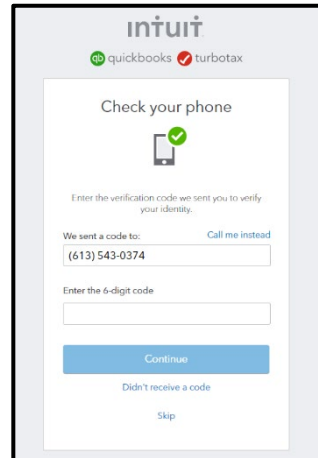
**Step #2:** If you used the system last year, you would receive an email that looks similar to the one below. When you do, touch the blue link entitled 'Accept Invitation' at the bottom under Ready to accept this invitation to take you to the QuickBooks Time app.



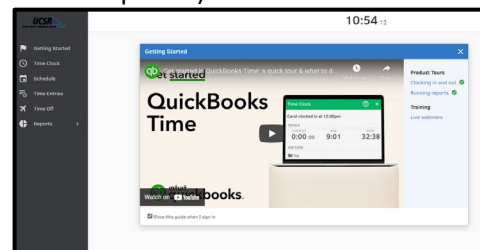
**STEP #3:** Both links will open the QuickBooks Time app on your phone or webpage on your computer and take you to a screen that looks like this. Please confirm your first and last name and email address. Your email address is your UserID. Enter a cell phone number for text messages and create a password. Click on Create Account.



**STEP #4:** Confirm your cell phone number by typing in the 6-digit code received via text and click continue.



**STEP #5:** You are in if you see a screen like below (may be different on a phone)!



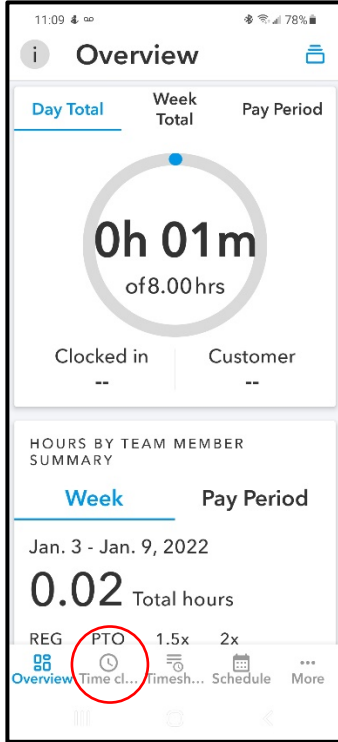
**Step #6:** Watch this video for an overview of the ap:  
[https://www.youtube.com/watch?v=6R\\_xH75RrFo&list=PLVxBmyedTVhRVlyod\\_oXwWnmPBRChHX7s&index=1](https://www.youtube.com/watch?v=6R_xH75RrFo&list=PLVxBmyedTVhRVlyod_oXwWnmPBRChHX7s&index=1)

1

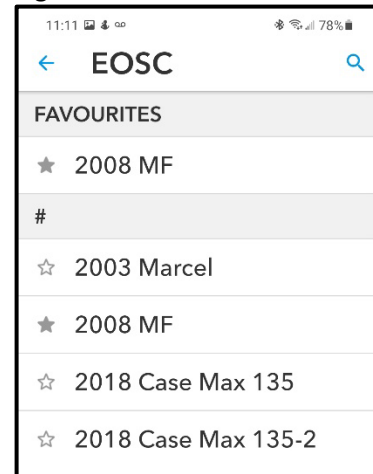


## 'Clocking In' at the Start of a Shift

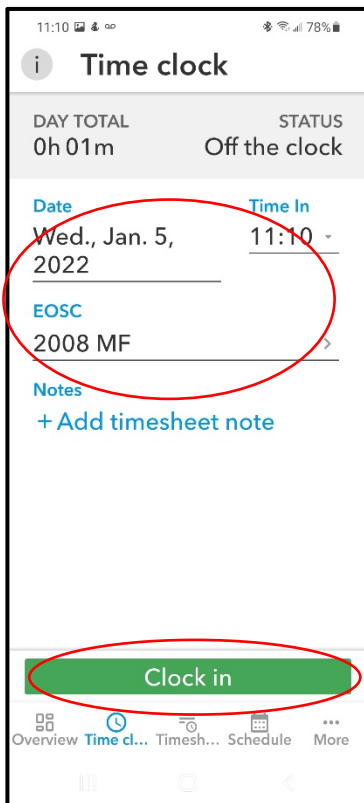
**Step #1:** Open up the ap and you will see a screen like below. Click on Time Clock on the bottom of the screen to start the process of recording a new shift.



**FYI:** You can make one of the groomers your favorite if you operate a groomer more often than the others.



**Step #2:** This will open up a new session as seen in the



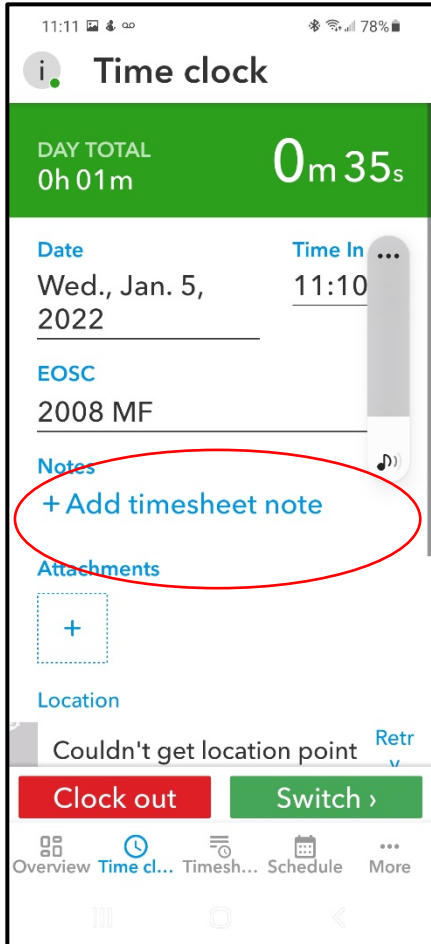
picture below. Confirm the date and time as correct. Select the groomer you will be operating. Click on the green 'Clock in' to start your shift. Simply let the ap run as you do your shift. You don't have to touch anything until your shift ends.



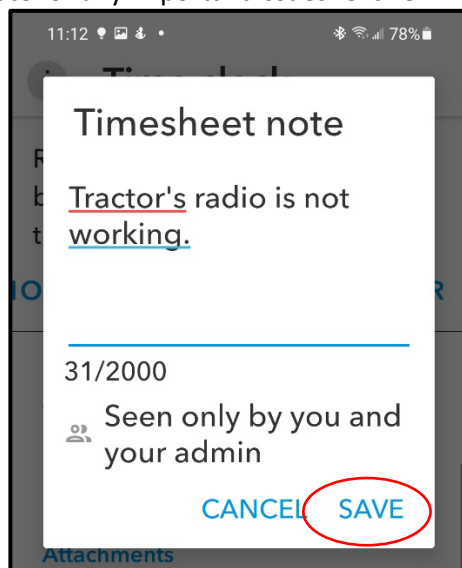
## 'Clocking out' at the End of a Shift

**Step #1:** Add a note at the end of your shift (cool down, end of shift duties, etc) by opening up the app, if it is not already open, and you will see a screen like below. In this example, the shift was 0 minutes and 35 seconds.

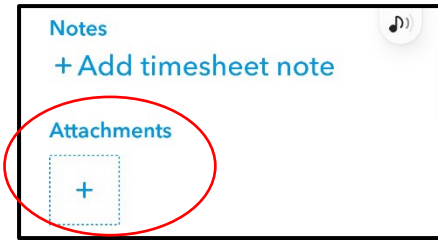
Click on 'Add timesheet note' to add a note like you would in the paper version of the Groomer Log.



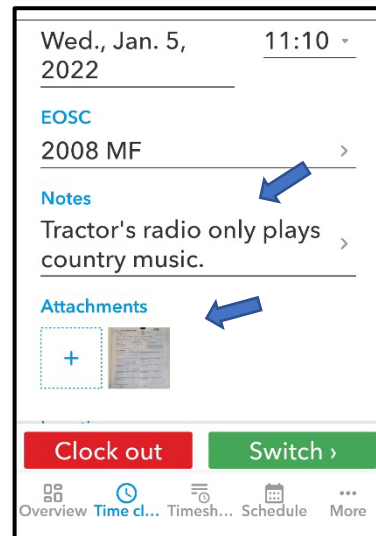
Add a note for any important issues. Click SAVE.



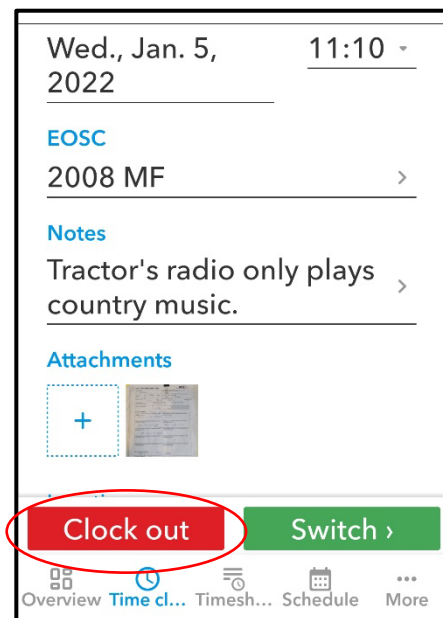
**Step #2:** Add a picture of the Groomer Log by clicking on attachments.



You can now see the note added and the log attached.

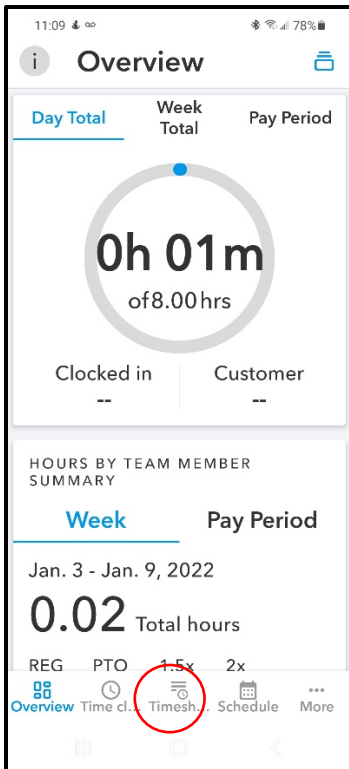


**Step #3:** Clock out by simply clicking on the red 'Clock out'. That is it!

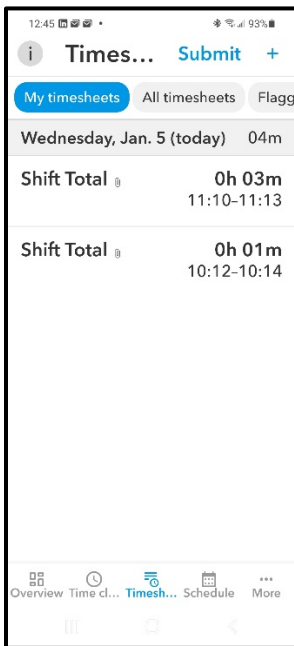


## 'My Timesheets' for Previous Shifts

To view your previous shifts, from the main page (or Overview screen) click on Timesheets at the bottom of the screen.



This will display your previous shifts.



## Questions and Help

- Download the app from [Google Play](#) or the [App Store](#).
- [QuickBooks Time Webinars](#)
- [Setup QuickBooks Time](#)
- Contact District Manager at [info@ucsr.ca](mailto:info@ucsr.ca) or 613-543-03674 for assistance

