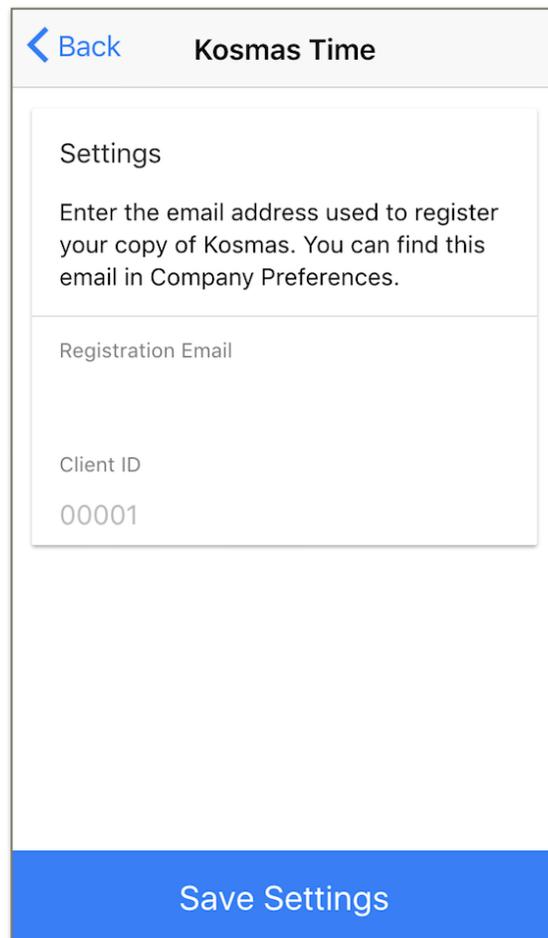# Kosmas Time
Application

Objectives

Kosmas Time is an application that works hand-in-hand with your Kosmas subscription. Kosmas Time allows your employees to punch in and out at virtually any job site from their personal or company issued mobile device.

Installing the Application

To begin using Kosmas Time, you must first install the application from the App Store on your mobile device. After you have successfully downloaded the app, launch the app by clicking on the Kosmas Time icon. The application will open to the settings page. Enter in the email associated with your Kosmas subscription into the "Registration Email" field. After entering in the information, click "Save Settings". This will allow you to access the time clock application using your personal time pin.

Note: If you are unaware of which email was used for your Kosmas subscription, you will need to access company preferences in your office's Kosmas subscription to see which email was used to register, if you do not have access to this you will need to contact your office manager or system administrator.
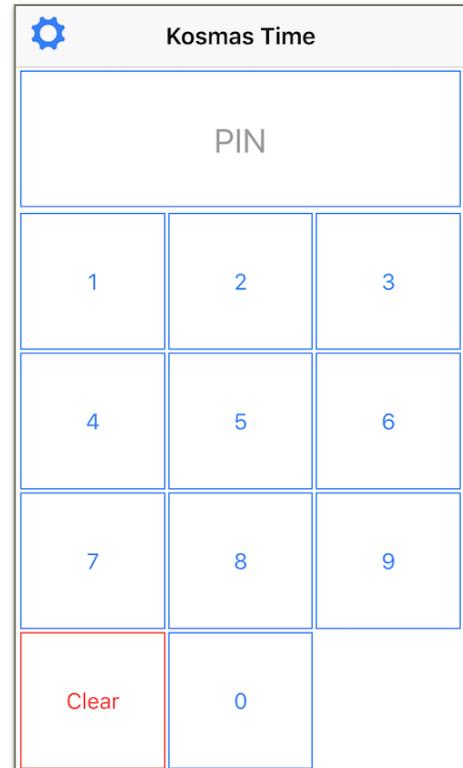
Using the Application

Once you have properly setup your Kosmas Time application, you are now able to use the time clock. To do this, simply select the application icon on your mobile device to launch the application. Once launched you will see the time clock, here you simply need to key in your numeric time clock pin, then select "Go". The "Go" button will appear in the bottom right-hand corner of the screen once you type in your pin. Clicking the gear icon (upper right-hand corner) will navigate you back to the settings page.

Note: Your time clock pin is set up within your HR personnel file upon hire. If you are unaware of your pin please contact your human resources department or office manager directly.
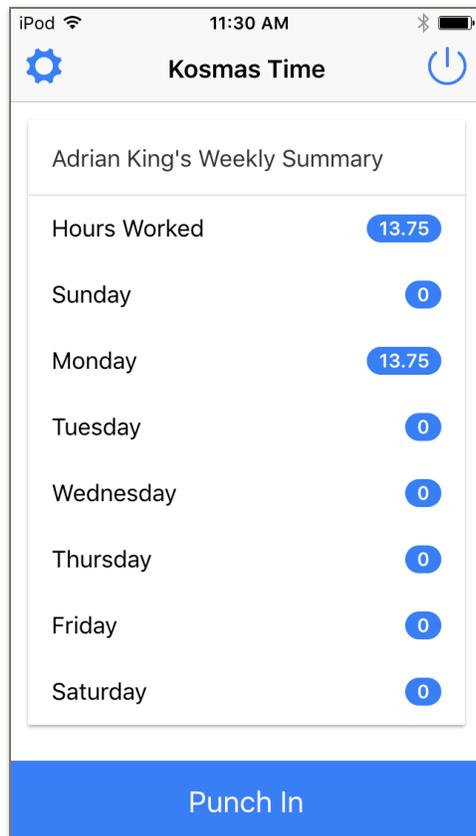
After you have entered your time clock pin, you will be navigated to your personal weekly labor summary. This will show all of your previous time clock punches and a summary of all the hours you have worked for the current week. To punch in, simply click the blue button at the bottom of the screen labeled, "Punch In".

![DOCUWRX]

Once you select "Punch In", you will be navigated to a screen that allows you to select the specific project, facility, order, work ticket or division you will be working on for that punch. Then, select the appropriate categories based on your company requirements. All selected items will appear highlighted in blue. When all appropriate items are selected, click "Punch In" again.
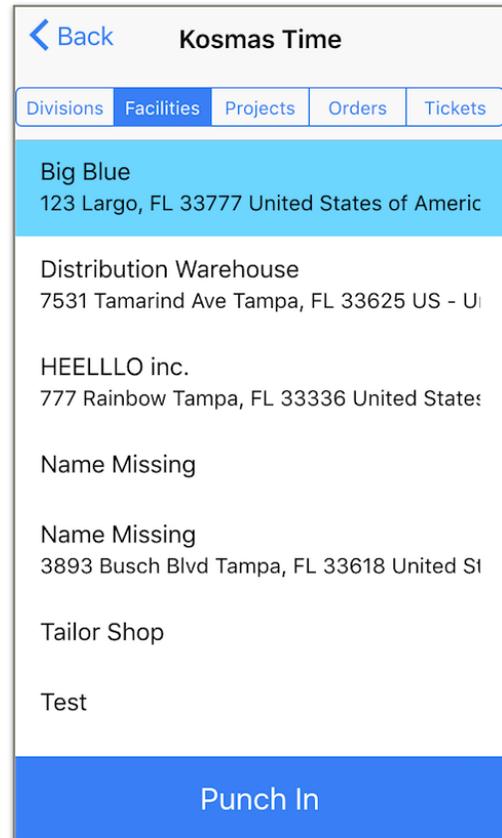
< Back   Kosmas Time

| Divisions | Facilities | Projects | Orders | Tickets |

Big Blue
123 Largo, FL 33777 United States of Americ

Distribution Warehouse
7531 Tamarind Ave Tampa, FL 33625 US - U

HEELLLO inc.
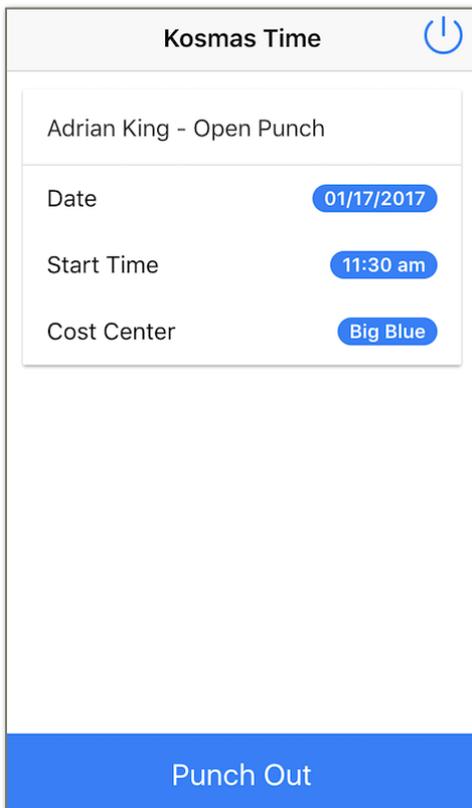777 Rainbow Tampa, FL 33336 United States

Name Missing

Name Missing
3893 Busch Blvd Tampa, FL 33618 United St

Tailor Shop

Test

Punch In

Kosmas Time
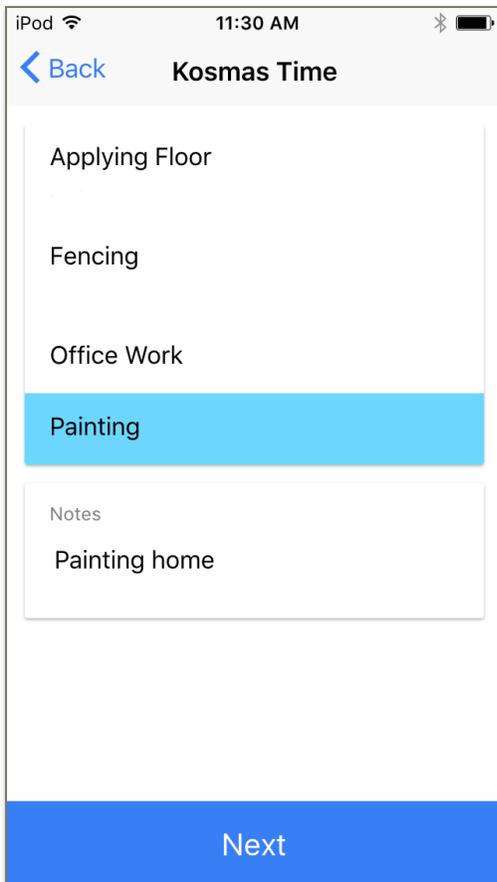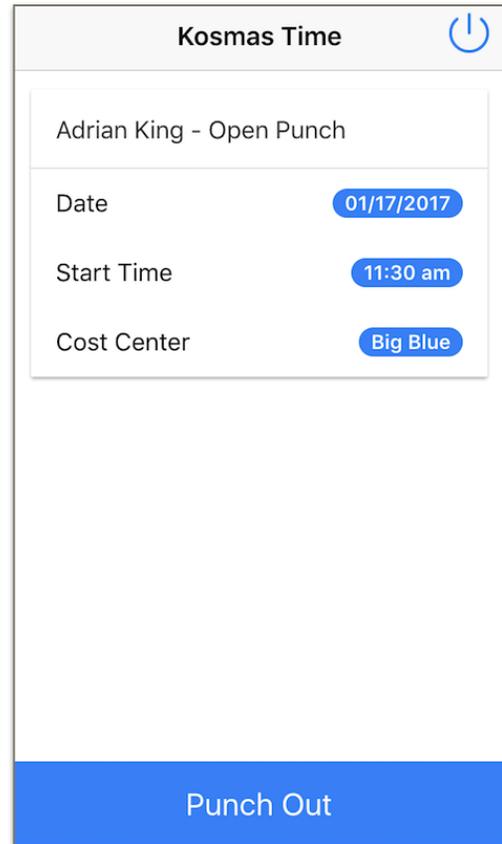
Adrian King - Open Punch

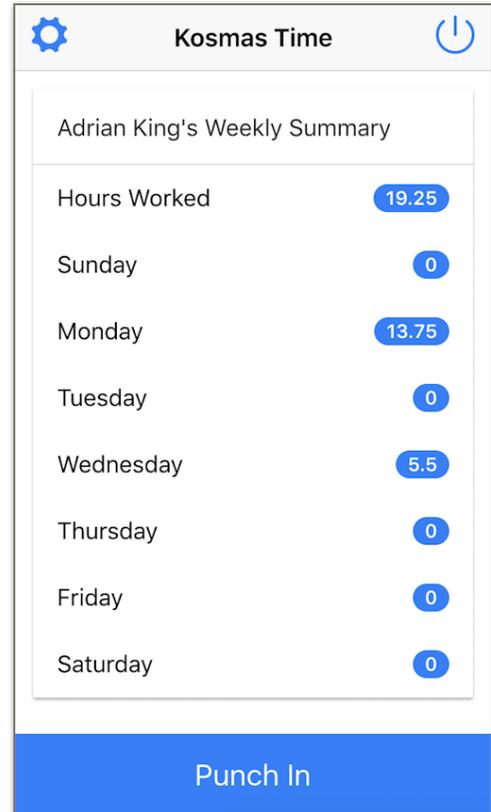| Date | 01/17/2017 |
| Start Time | 11:30 am |
| Cost Center | Big Blue |

Punch Out

Once you have successfully punched in, you may close the app and begin work.

To punch out, reopen the application, and enter your pin. This will navigate you to your current open punch. Once here, select "Punch Out" at the bottom of the screen.

After you select punch out, select the activity you completed during your work from the list provided, and describe the work in more detail within the "Notes" section. For this example Mr. King was painting, therefore his note correlates: "Painting home". Once completed, select "Next" at the bottom of the screen.

Once "Next" is selected, you will be navigated back to your personal weekly summary. Your summary will now reflect your most current, completed punch. You may now close the app, or open a new punch.

Kosmas Time	
Adrian King's Weekly Summary	
Hours Worked	19.25
Sunday	0
Monday	13.75
Tuesday	0
Wednesday	5.5
Thursday	0
Friday	0
Saturday	0
Punch In	