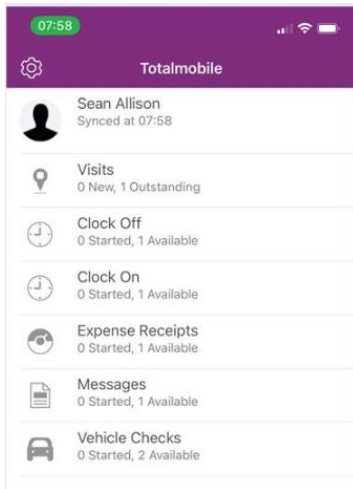


Total Mobile – Mobilise App Clock On/Off – User Guide

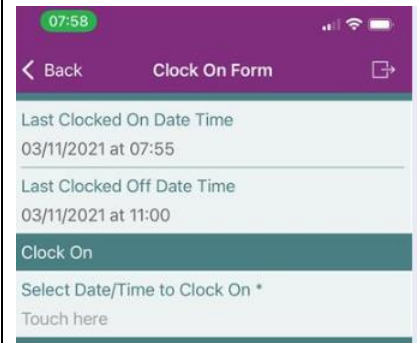
1. Open the Total Mobile App



2. Press on 'Clock On'



3. Press on 'Select Date/Time to Clock On'



4. Select the appropriate Date and then press on the time to amend to the start time



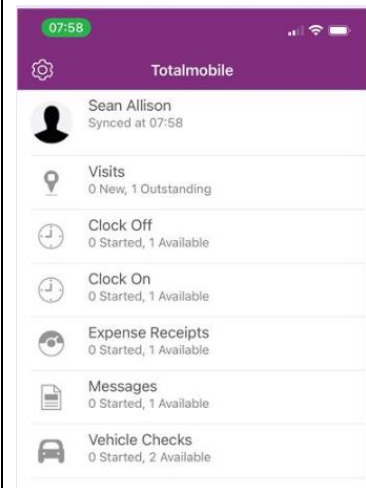
5. Press 'Back' (top-left corner)



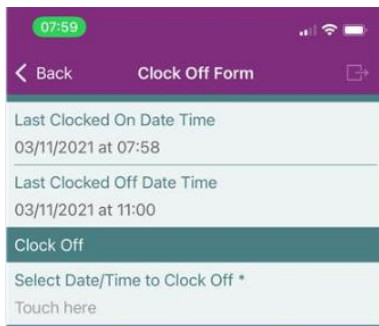
Then press the symbol in the top right corner to submit the form



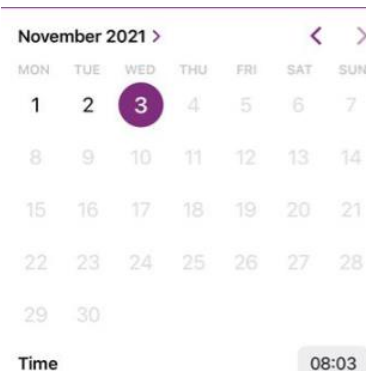
6. At the end of your shift, on the Total Mobile App home screen select 'Clock Off'



7. Press on 'Select Date/time to Clock Off'



8. Select the appropriate Date and then press on the time to amend to the start time



9. Press 'Back' (top-left corner)



Then press the symbol in the top right corner to submit the form

