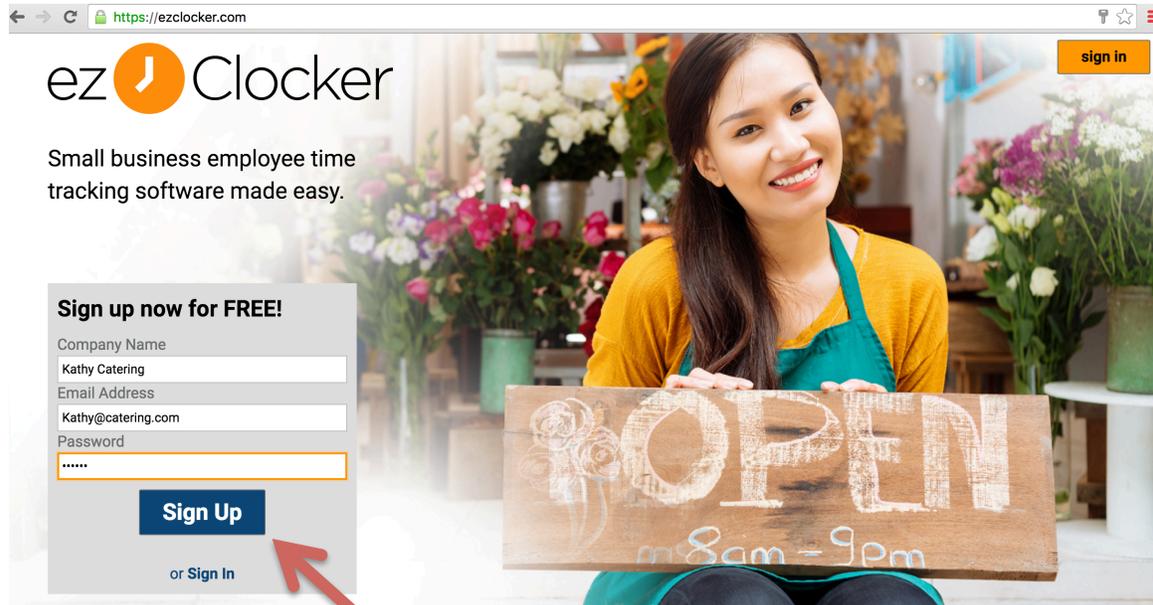


# ezClocker Business Signup

1. Visit <https://ezclocker.com> and signup by entering: name, email and password. This will be the admin/employer account.



2. Press the Add Employee button and enter the employee name and email. The check box titled "Invite employee to ezClocker " will send an email to the employee to signup.

The screenshot displays the 'Kathy Catering' web application interface. At the top, there is a navigation bar with a logo on the left and three buttons: 'Dashboard', 'Schedules', and 'Employee Archive'. Below the navigation bar, the main content area shows 'Viewing Employee: No Employees' with a dropdown arrow, followed by an 'Add Employee' button. A modal window titled 'Add Employee' is open, containing the following fields and options:

- Employee Name:** Mark Johnson
- Employee Email Address:** mark@kathycatering.com
- Invite employee to ezClocker ([what is this?](#))

At the bottom of the modal, there are two buttons: 'Add' and 'Cancel'. A red arrow points to the 'Add Employee' button in the top navigation bar, and another red arrow points to the 'Add' button in the modal form.

3. After adding all employees, you can view their time sheet and clock them in and out or add a new time entry.

The screenshot shows the ezNova Tech Clocker interface. At the top, there are navigation tabs: Dashboard, Schedules, Employee Archive, Account, and Sign Out. Below this, there's a 'Viewing Employee' dropdown set to 'Brenda Jones' and an 'Add Employee' button. A 'Who is Clocked In?' button and an 'Export Time Sheets...' button are also present. The main header for Brenda Jones shows her name, email (brenda.eznova@gmail.com), and a 'Status' dropdown set to 'Clock In'. Below this are buttons for 'Clock In Brenda Jones', 'Clock Out Brenda Jones', 'Add Time Entry', 'Resend Invite', and 'Delete Employee'. A date range selector shows '01/13/2019' to '01/19/2019' with a 'View Pay Period' button. The 'Total Time' is displayed as '22:14'. The main content is a table with the following data:

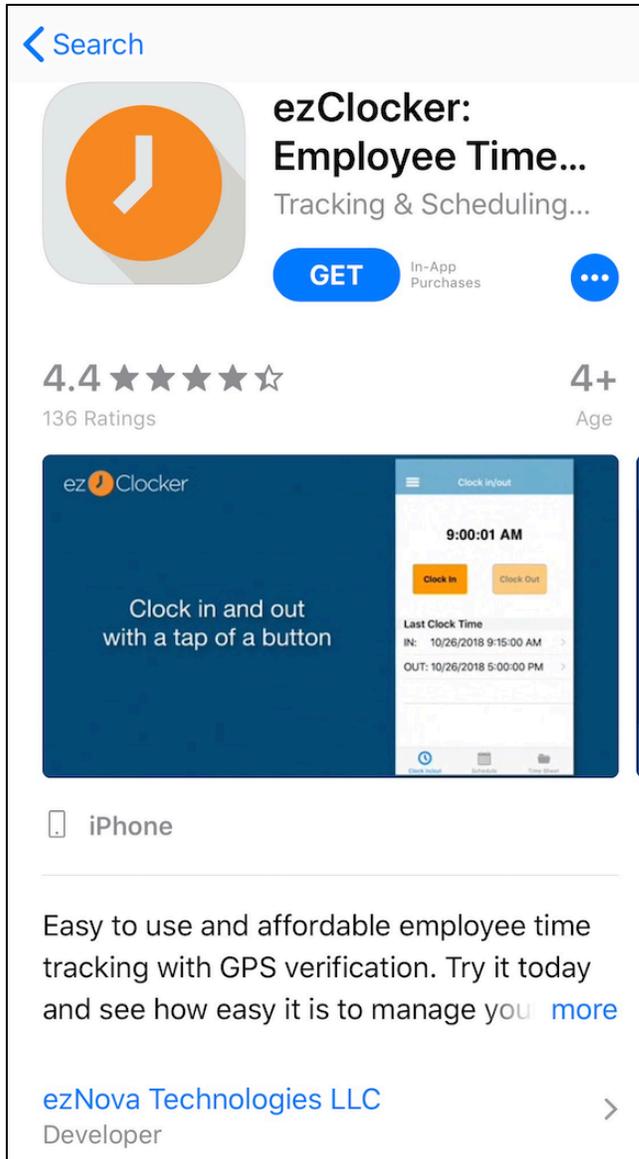
|  | Clocked In Date      | Clocked In Time | Clocked Out Date     | Clocked Out Time | Total (hh:mm) | Notes               |  |
|--|----------------------|-----------------|----------------------|------------------|---------------|---------------------|--|
|  | Monday 01/14/2019    | 08:00 am        | Monday 01/14/2019    | 12:00 pm         | 04:00         | Worked on Project A |  |
|  | Monday 01/14/2019    | 12:53 pm        | Monday 01/14/2019    | 05:30 pm         | 04:37         | Worked on Project B |  |
|  | Tuesday 01/15/2019   | 08:54 am        | Tuesday 01/15/2019   | 02:30 pm         | 05:36         | Came in late        |  |
|  | Wednesday 01/16/2019 | 08:15 am        | Wednesday 01/16/2019 | 12:16 pm         | 04:01         | Worked on Project A |  |
|  | Wednesday 01/16/2019 | 01:00 pm        | Wednesday 01/16/2019 | 05:00 pm         | 04:00         | Worked on Project C |  |

4. Other screens you can use:

- a. Schedules: Create a schedule for your employees that they can view using their phone.
- b. Employee Archive: use this feature if you have seasonal employees that you wish to remove from the system temporary vs. deleting them.
- c. Account: is where you will find all the subscription plans and system options like changing the schedule start date.

## App Install

If you'll be using the ezClocker app to view your employees' timesheets then you can download the app from the AppStore by searching for *ezclocker employee time track* and then downloading the app.

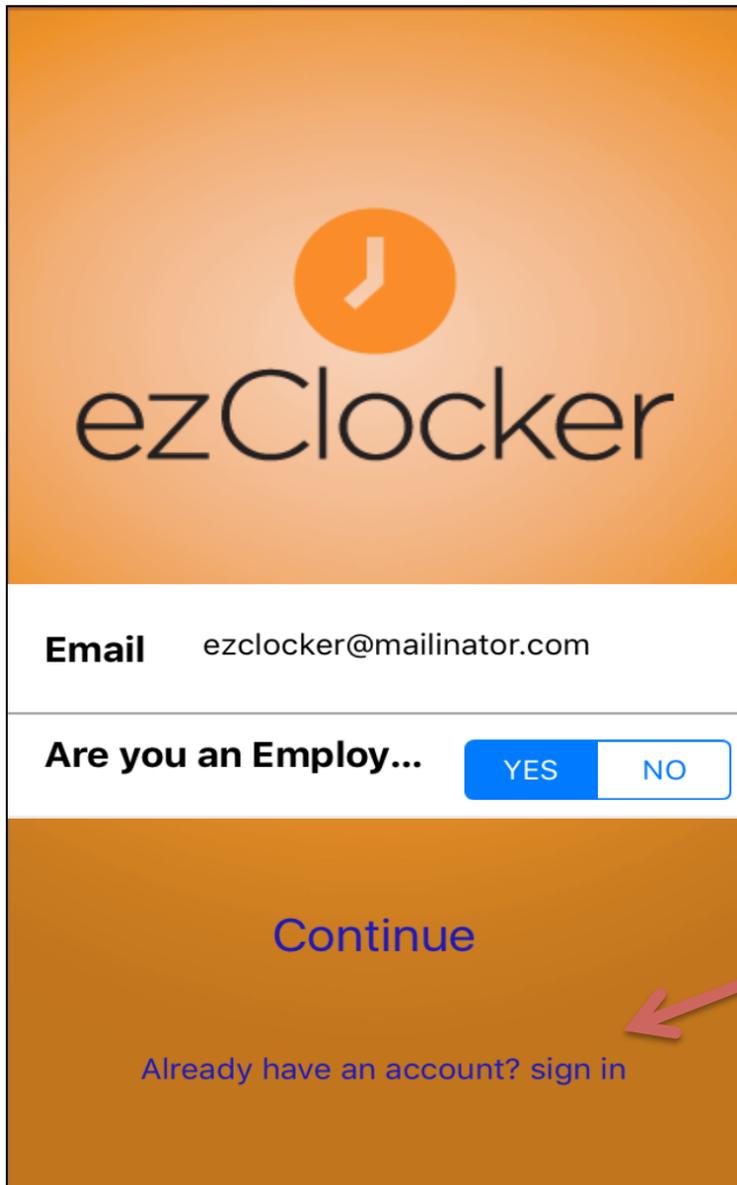


The screenshot shows the App Store listing for the 'ezClocker: Employee Time Tracking & Scheduling' app. At the top left is a search bar with a back arrow and the word 'Search'. Below it is the app's icon, a white clock face on an orange circle. To the right of the icon is the app title 'ezClocker: Employee Time...' and the subtitle 'Tracking & Scheduling...'. A blue 'GET' button is present, along with 'In-App Purchases' and a three-dot menu icon. The app has a 4.4-star rating from 136 ratings and is rated for ages 4+. Below this is a preview image of the app's interface on an iPhone, showing a 'Clock in/out' screen with a time of 9:00:01 AM, 'Clock In' and 'Clock Out' buttons, and 'Last Clock Time' information. Below the preview is an iPhone icon and the text 'iPhone'. A description follows: 'Easy to use and affordable employee time tracking with GPS verification. Try it today and see how easy it is to manage you [more](#)'. At the bottom, the developer is listed as 'ezNova Technologies LLC' with a right-pointing arrow, and 'Developer' is written below it.

After you launch the app, tap the let's get started button



Tap already have an account



The image shows a mobile application login screen for ezClocker. At the top, there is an orange header with the ezClocker logo, which consists of a white clock face inside an orange circle, followed by the text "ezClocker" in a white sans-serif font. Below the header is a white section containing an email input field with the text "Email" and "ezclocker@mailinator.com". Underneath the email field is a question "Are you an Employ..." with two radio button options: "YES" (which is selected and highlighted in blue) and "NO". At the bottom of the white section is a large blue button labeled "Continue". Below the "Continue" button, there is a link that says "Already have an account? sign in" in a smaller blue font. A red arrow points from the right side of the screen towards the "sign in" link.

After signing in, you should see all employees and if you select an employee you should see all their time sheets.

## Employee Signup

1. When an employee opens the invite email they will click the Create Employee Account button:



Hello Brenda Jones,

Your employer, ezNova tech, has invited you to the ezClocker application.

You will use ezClocker to clock in or out of your shifts using your iPhone/Android mobile device. Accept the invitation by clicking or tapping the link below to create your employee account.

[Create Employee Account](#)

You will have 24 hours to accept the invite before it will expire. If your invite does expire, delete your current invite from your email and then ask your employer to re-invite you to ezClocker. If you have any trouble using the ezClocker application please ask your employer for help or send your questions via email to [support@ezclocker.com](mailto:support@ezclocker.com).

If you would like step by step instructions we have tutorials available:

- [Tutorial for iPhone](#)
- [Tutorial for Android](#)

2. After clicking the Create Employee Account they will enter their password in the next screen:

## Employee Account Accept Invitation

Your Name

Your Email Address

**Create Your Password**

[Cancel](#) [Sign Up](#)

By accepting this invite you agree to ezClocker [Terms of Service](#).

[Privacy Statement](#) | [Security Statement](#)

3. If the employee is using a tablet or computer this will take them straight into the employee dashboard where they can clock in/out or check schedule. If they are using their mobile device then they will be taken to the AppStore to download the ezClocker app.

The screenshot shows the 'ezClocker' dashboard for 'Brenda Jones'. At the top, there are navigation buttons for 'Dashboard', 'Schedules', and 'Sign Out'. Below the user name, there is a 'Total Time' display showing '22 : 14'. A date range selector shows '01/13/2019 to 01/19/2019' with buttons for 'View Pay Period' and 'Export TimeSheet'. Action buttons for 'Clock In', 'Clock Out', and 'Add Time Entry' are also present.

|  | Clocked In Date      | Clocked In Time | Clocked Out Date     | Clocked Out Time | Total (hh:mm) | Notes               |  |
|--|----------------------|-----------------|----------------------|------------------|---------------|---------------------|--|
|  | Monday 01/14/2019    | 08:00 am        | Monday 01/14/2019    | 12:00 pm         | 04:00         | Worked on Project A |  |
|  | Monday 01/14/2019    | 12:53 pm        | Monday 01/14/2019    | 05:30 pm         | 04:37         | Worked on Project B |  |
|  | Tuesday 01/15/2019   | 08:54 am        | Tuesday 01/15/2019   | 02:30 pm         | 05:36         | Came in late        |  |
|  | Wednesday 01/16/2019 | 08:15 am        | Wednesday 01/16/2019 | 12:16 pm         | 04:01         | Worked on Project A |  |
|  | Wednesday 01/16/2019 | 01:00 pm        | Wednesday 01/16/2019 | 05:00 pm         | 04:00         | Worked on Project C |  |

**IMPORTANT NOTE** Instruct your employees not to download the app until they get the invite email. This is how we link their account to yours.

DONE!!