

Mobile Time Management Employee Quick Start Guide

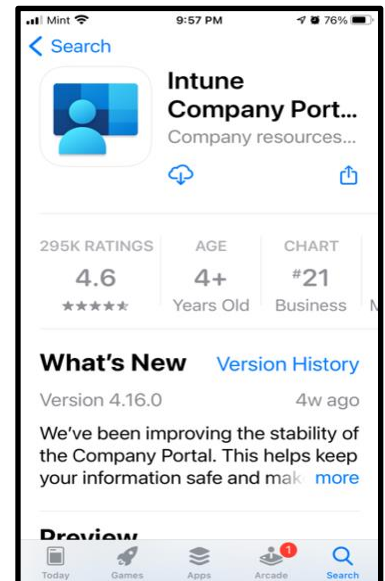


Audience: Everyone

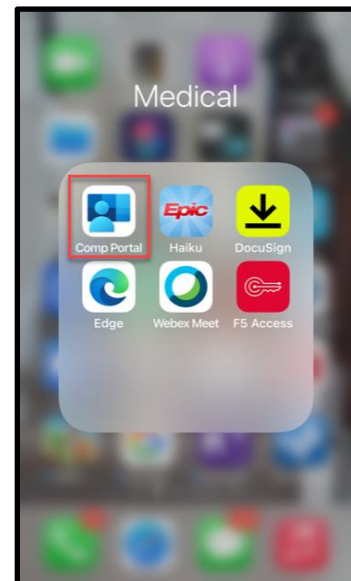
This quick start guide covers downloading the API Healthcare MobileWorkforce app, signing into the app, available features, and some easy guides to help get you started.

Install the API Healthcare MobileWorkforce App

1. You can download the app from the **InTune Company Portal**. If you don't have it in your mobile device, download it from the App Store. Contact the IT Help Desk if you need assistance installing this app.

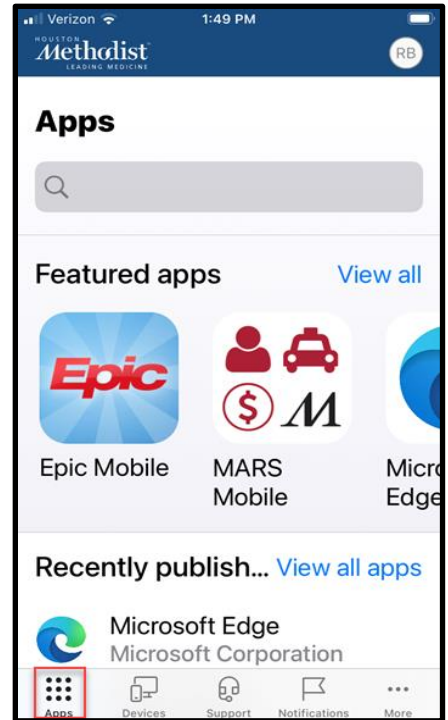


2. Select the **InTune Comp Portal** icon.

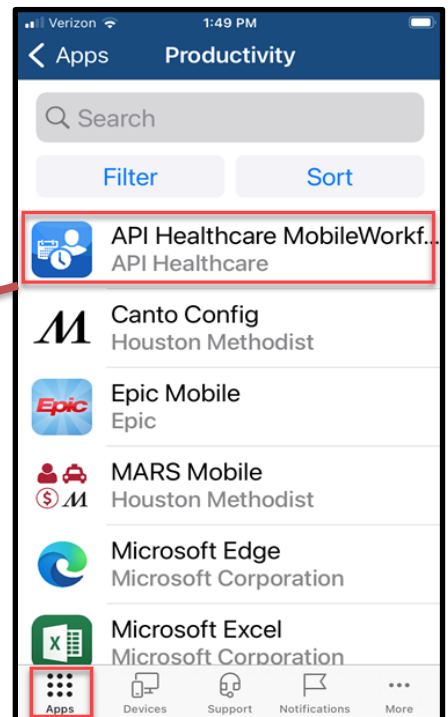


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3. The home page for InTune is in the **Apps** section.



4. Productivity Apps such as the LaborWorkx app (API Healthcare MobileWorkforce) are also in this group. Install the **API Healthcare MobileWorkforce** app. **Note:** Sometimes the app installs but the portal shows that it is **in progress**. Because of this, look for downloaded icon on your mobile device during this process.

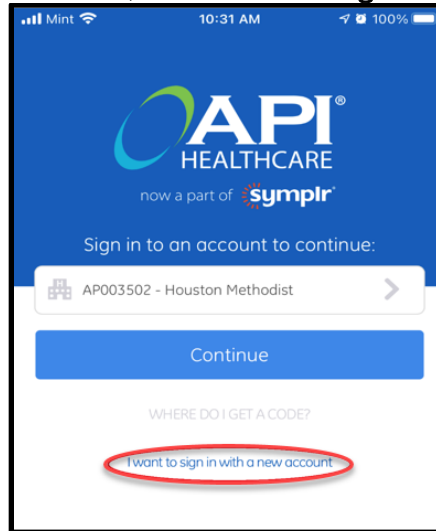


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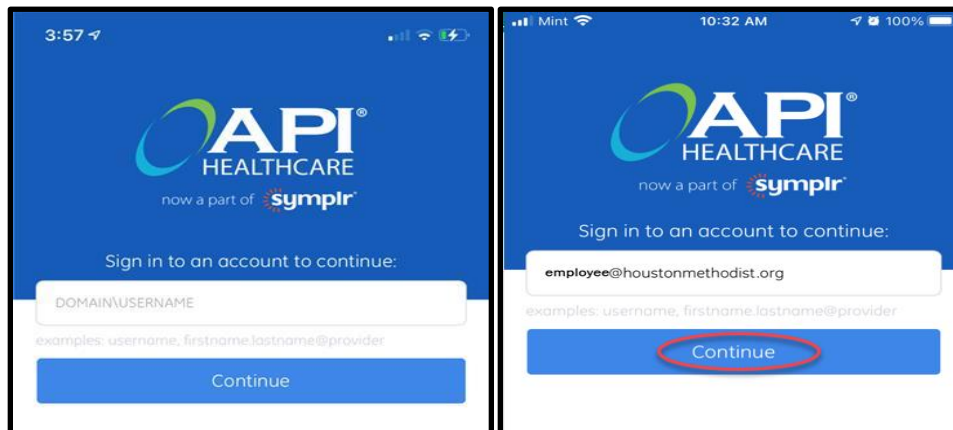


Open the API Healthcare MobileWorkforce App (Login steps)

1. If you are presented with the screen below, select **I want to sign in with a new account**.



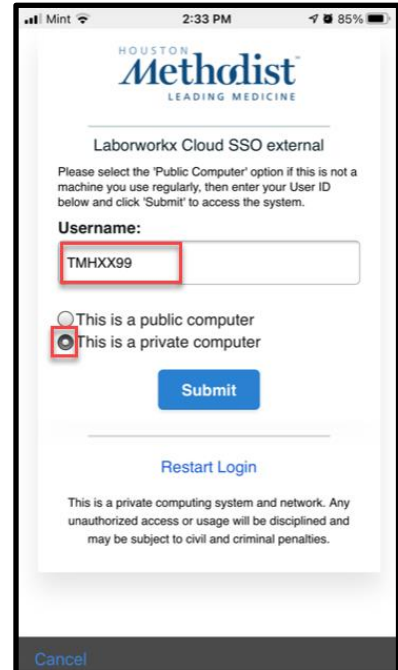
2. You will be presented with the following screen. **Note:** Do not enter your DOMAIN/USERNAME. Instead, follow the instructions listed below. Just as you have done in the last few months, the login to LaborWorkx uses your email address. Enter **your email address** and click **Continue**.



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3. A two-factor authentication process will start.
- Enter your HM Network ID. This is the same ID you use to log in to Windows, e.g., TMHXX99.
 - Select **This is a private computer**.
 - Click **Submit**.



4. Select your preferred authentication method to receive the registration code and click **Submit**.



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5. You will receive the verification code in the preferred delivery method you requested. Enter the registration code and click **Submit**.

Enter the code that you just received by text.

Registration Code:

Submit

[Please click here to use an alternate registration method. Restart Login](#)

Cancel

6. Enter your HM Network ID, e.g., TMHXX99 and the password you use to log in to Windows and click **Submit**.

Please enter the password associated with your User ID.

Username:

Password:

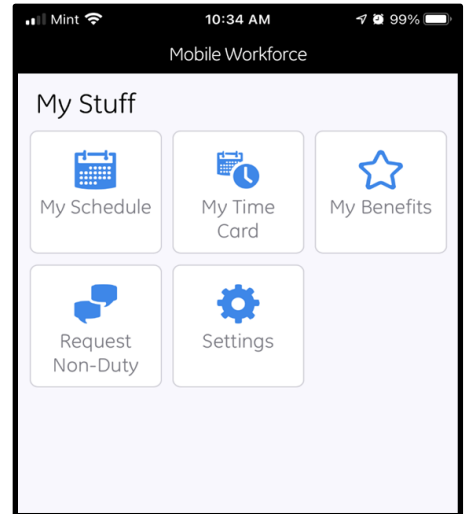
Submit

[Restart Login](#)

Cancel

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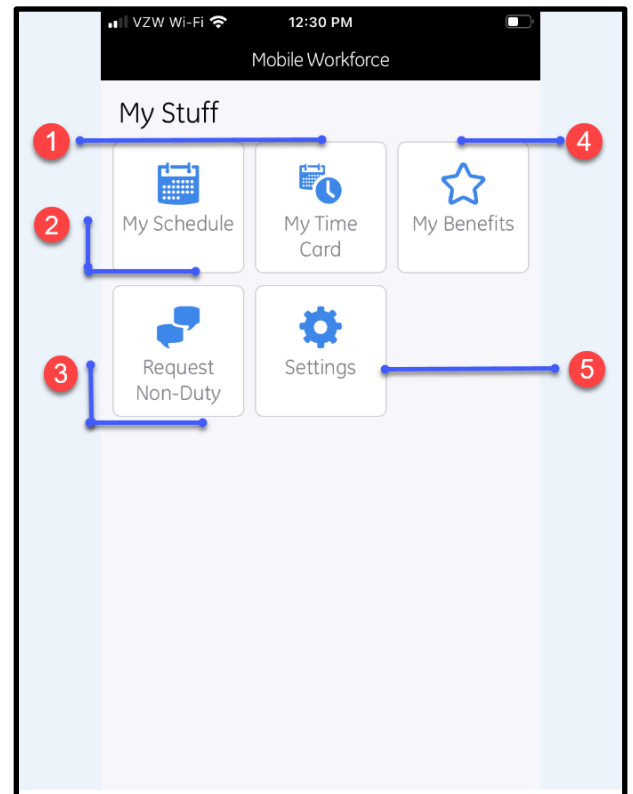
7. You will be directed to a landing page that may vary if you are exempt or non-exempt.



Dashboard Overview

This display is an overview of the employee features available for use on the app.

1. View your timecard.
2. View your schedule.
3. Request time off.
4. View your benefits.
5. Send feedback and sign out (feedback is sent directly to the vendor, not to Houston Methodist).



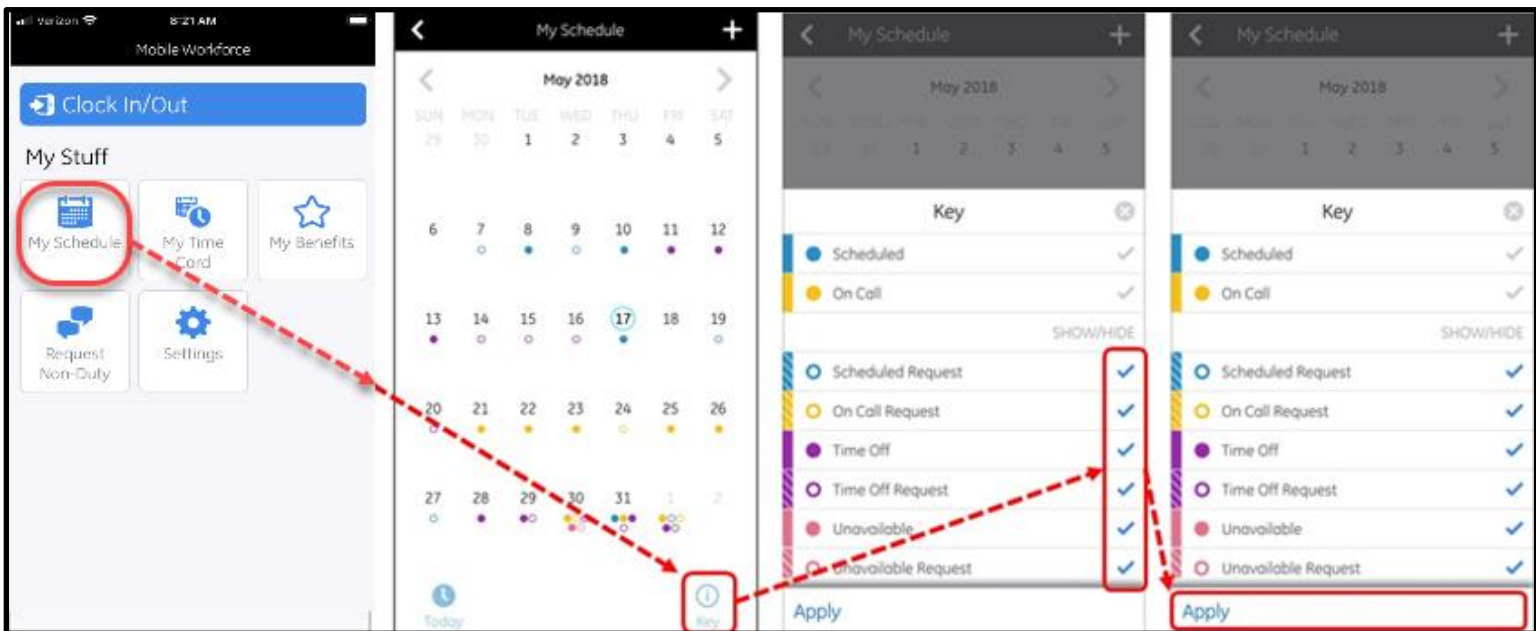


Employee Features

- My schedule.
 - View your schedule. Use your fingers to pinch-to-zoom in and out of your schedule.
 - Filter your schedule
- View benefit balances.
- Request time off/set unavailability.
- My timecard.
 - View your timecard.
 - Sign off on timecard.
 - Request to modify clockings and calendars.
- Feedback screen.

My Schedule

- View your schedule (Use your fingers to pinch-to-zoom in and out of your schedule).
- Filter your schedule.

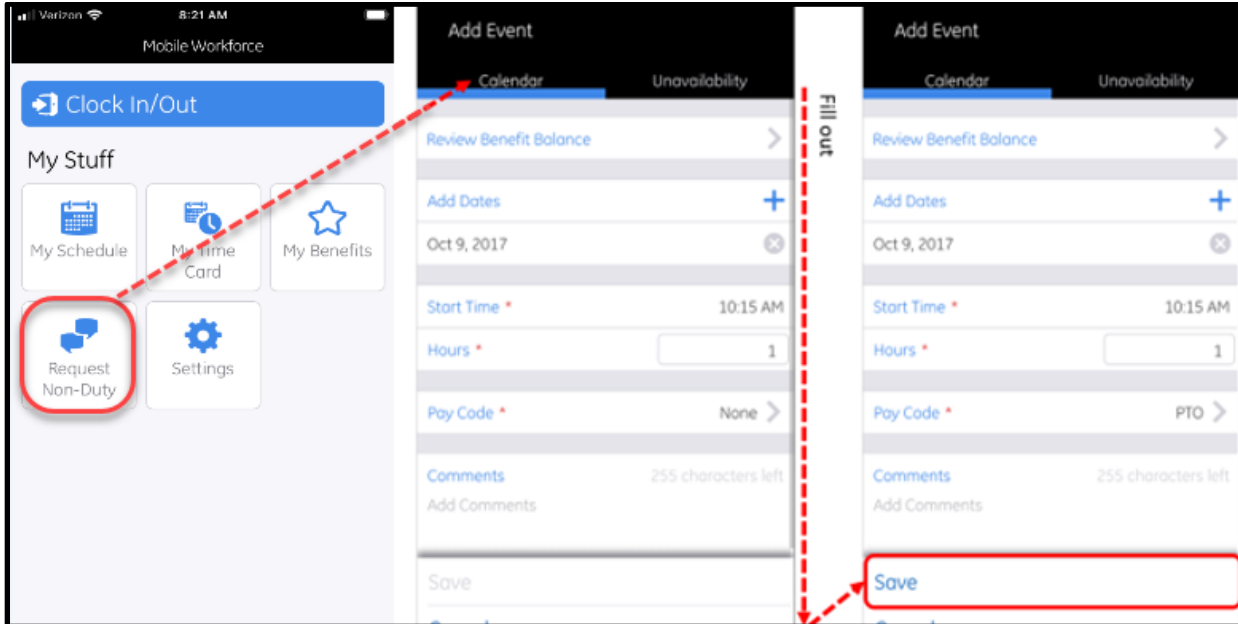


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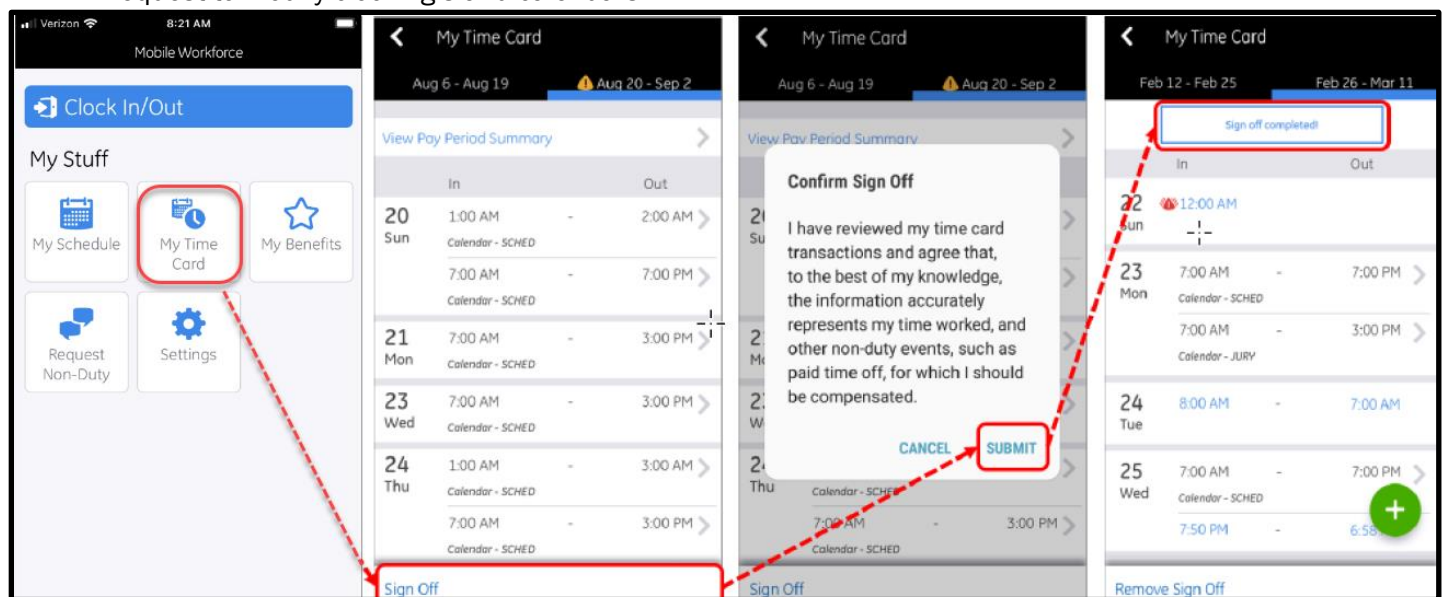
Request time off/set unavailability

- View benefit balances.



My Time Card

- View your timecard.
- Sign off on your timecard.
- Request to modify clocking's and calendars.



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Add Clocking with a Special Code

