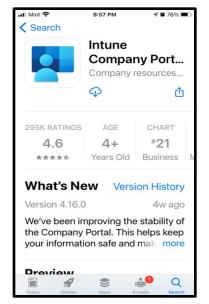
#### Audience: Everyone

This quick start guide covers downloading the **symplr Workforce API Healthcare** app, logging in to the app, available features, and some easy guides to help get you started.

#### Install the symplr Workforce API Healthcare 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 Service Desk if you need assistance installing this app.

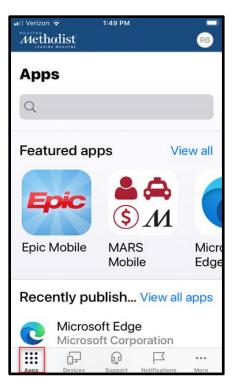


2. Select the InTune Comp Portal icon.





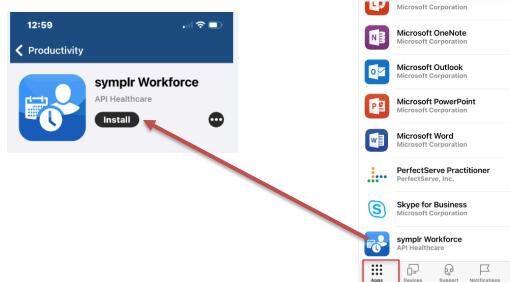
3. The home page for **InTune** is in the Apps section.



Productivity

Filter

4. Productivity Apps such as the LaborWorkx app are also in this 12:59 group. Install the symplr Workforce API Healthcare app. Note: Apps Sometimes the app installs but the portal shows that is it in progress. Q Search Because of this, look for downloaded icon on your mobile device during this process.





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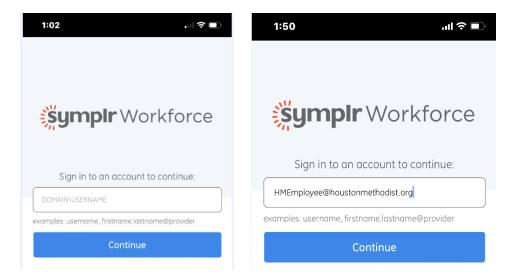
Sort

#### Open the symplr Workforce API Healthcare app (Login steps)

1. If you are presented with the screen below, select **Use different 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**.

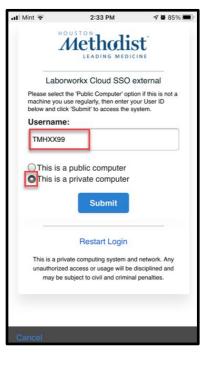






3. A two-factor authentication process will start.

- 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.



 $\ensuremath{\textbf{4}}.$  Select your preferred authentication method to receive the registration code and click  $\ensuremath{\textbf{Submit}}.$ 



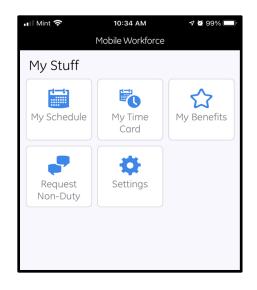


## Mobile Time Management Employee Quick Start Guide

2.	You will receive the verification code in the preferred delivery method you requested. Enter the registration code and click <b>Submit</b> .	.11 Mint 🗢	2:34 PM 🗣 🖉 85% 🔳)
		[]	Enter the code that you just received by text.
		Registratio	on Code:
		Registrati	
			Submit
		Please	e click here to use an alternate registration method. Restart Login
3.	Enter your HM Network ID, e.g., TMHXX99 and the password you use to log in to Windows and click <b>Submit</b> .	Cancel all Mint 🗢	2:34 PM
		Ş.	Please enter the password associated with your User ID.
		Username	
		TMHrxb62	
		Password	
		Password	
			Submit
			Restart Login
		Cancel	

## Mobile Time Management Employee Quick Start Guide

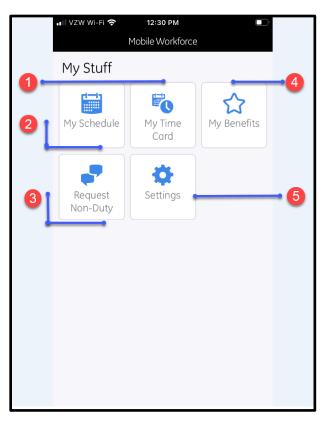
4. You will be directed to a landing page that may vary if you are exempt or non-exempt.



#### **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).





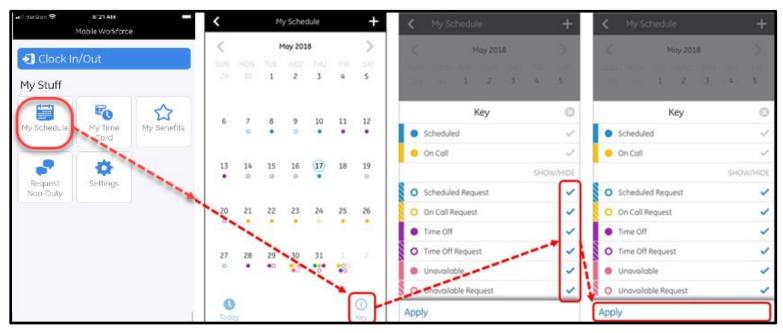


#### **Employee Features**

- 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.





## Request time off/set unavailability

<ul> <li>View benefit balances</li> </ul>							
🔐 Verizon 🗢 8:21 AM 💻 Mobile Workforce	Add Event			Add Event			
Clock In/Out	Calendar	Unavailability	≞	Calendar	Unavailability		
My Stuff	Review Benefit Balance	>	ill out	Review Benefit Balance	>		
	Add Dotes	+		Add Dates	+		
My Schedule My Time My Benefits	Oct 9, 2017	0		Oct 9, 2017	0		
Card	Stort Time *	10:15 AM		Start Time *	10:15 AM		
Request Settings	Hours *	1		Hours *	1		
Non-Duty	Poy Code *	None >		Pay Code *	pto >		
	Comments Add Comments	255 choracters left		Comments Add Comments	255 choracters left		
	Save			Save			
	Cancel		Cancel				

#### My Time Card

- View your time card
- Sign off on your time card
- Request to modify clockings and calendars

내 Verizon 중 Mo	8:21 AM obile Workforce	- <	My Time Card			<	My Time Card	<	My Time Ca	ď	
Clock In/	Out		Aug 6 - Aug 19	📣 Au	ug 20 - Sep 2		Aug 6 - Aug 19 🔥 Aug 20 - Sep 2		Feb 12 - Feb 25		Feb 26 - Mar 11
My Stuff		View	Pay Period Summary	e	>	Viev	y Pav Period Summary		Sign o	ff completed	Out
Thy Staff			In		Out		Confirm Sign Off				Out
My Schedule	y Schedule My Time My Benefits Cord	fits 20	1:00 AM Calendar - SCHED	-	2:00 AM >	21 Su	21 Su I have reviewed my time card transactions and agree that, to the best of my knowledge, the information accurately	22 sun 23 Mon	12:00 AM		
			7:00 AM Calendar - SCHED	-	7:00 PM >					-	7:00 PM 📏
Request Non-Duty	Settings	21 Mon	7:00 AM Calendar - SCHED	÷	3:00 PM >	2 M	represents my time worked, and other non-duty events, such as paid time off, for which I should	3	7:00 AM Calendar - JURY	R	3:00 PM 📏
		23 Wed	7:00 AM Calendar - SCHED	÷	3:00 PM >	2: w	2: be compensated.	24 Tu			7:00 AM
	)	24 Thu	1:00 AM Calendar - SCHED	•	3:00 AM 🏷	24 Thu	Calendar - SCHE	2 w		- D	7:00 PM
			7:00 AM Calendar - SCHED	-	3:00 PM >		7:00 AM - 3:00 PM > Calendar - SCHED		7:50 PM	1	6:58
		Sign	Off			Sig	n Off	Re	move Sign Off		

# Mobile Time Management Employee Quick Start Guide



### Add Clocking with a Special Code.

