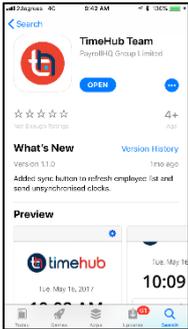


Setting Up the TimeHub Team App



Step One: Download the TimeHub Team App from the Appstore (iPhone or iPad) or the Android App from the Google Play Store (Simply search – TimeHub Team)

Step Two: Log In to the App

Once you have installed the app you will have the icon on your phone. Select the TimeHub Team app.

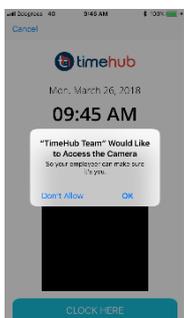
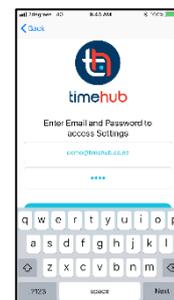


Step Three: Log in to activate the app

Once you have accessed the app you will need to log into the app to activate it. This is a one off step. You will be provided a user code and password.

Step Four: Activate Photo Verification

Before your employees can start clocking you will need to activate the Photo Verification and Fast Mode (optional). To do this click on the blue icon to access the setting screen. Use the same User Code and Password as you used to activate the app.



Step Five: Enable the camera access

Having enabled the Photo Verification Option you will be asked by the device to confirm you want TimeHub to use the camera. Click OK

Step Six: Start clocking

Now that the TimeHub Team app has been set up your employees can start clocking with the app. We have provided a separate document which can be placed next to the device, which tells your employees how to use TimeHub

