



## LMN Time App Foreman Training Guide

### TABLE OF CONTENTS

#### General Instructions

Download and setup ..... 2

Learning the taskbar..... 2-3

#### Creating Timesheets – The Basics

STEP 1: Start a timesheet..... 4

STEP 2: Select your crew for the job ..... 4

STEP 3: Punch in to your job ..... 5-6

STEP 4: Select your next task ..... 6-7

STEP 5: Punch out of your job..... 8

STEP 6: Submit your timesheet..... 9

#### Managing your Jobs and Timesheets – Advanced Features

Reviewing job and task data within a timesheet ..... 10-12

Submitting photos with timesheets ..... 13

How to change staff start/end times..... 13

How to delete an employee from a timesheet..... 14-15

Adding a crew member to your timesheet ..... 16

Adjusting your lunch break..... 16

Marking a crew member as late or absent..... 17

How to delete a timesheet..... 18

## General Instructions

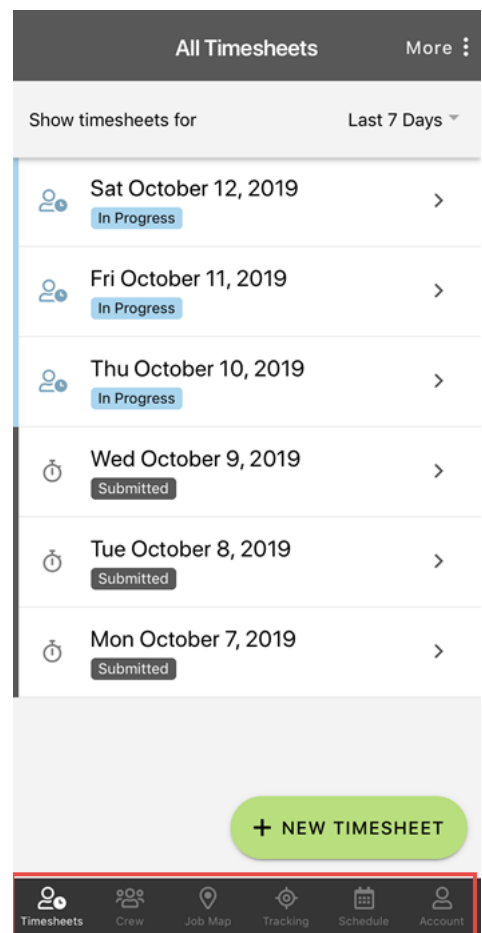
### Download and setup

1. Access Google Play Store (Android) or App Store (Apple products) on your smartphone/tablet.
2. Search for **LMN Time** and download the app.
3. Select the **LMN Time** app from your list of apps and enter your **username** and **password**.
4. **Location Settings:** The app will only be able to GPS Timestamp the punch ins/outs if the Location Services are set to 'ON' in your smartphone settings. To see how this is done, please access one of the following links below:
  - Android: <https://support.google.com/accounts/answer/3467281?hl=en>
  - Apple: <https://support.apple.com/en-ca/HT203033>

### Learning the taskbar

After logging in, you will find the following five or six\* links on your taskbar located on the bottom of your screen: **Timesheets**, **Crew**, **Job Map**, **Tracking\***, **Schedule**, **Account**.

1. **Timesheets:** All Timesheets created in the past can be viewed here.
  - Adjust the date range by selecting the drop-down next to Timesheets
2. **Crew:** Save time by having your default employees always selected to be clocked in.
  - You will still be able select other employees when creating Timesheets.
  - Press the checkbox beside each employee you wish to have designated to be selected by default.
  - You can view your employees by **Group** or **Search** for them manually by selecting one of the two options at the top of your screen.
  - If searching by Group, you can toggle the view of employees by selecting the drop down at the top of your screen.
3. **Job Map:** here you can grab driving directions to your Job. To find a job, you can:
  - Type the name of the job in Search bar, and the view will filter based on your entry.
  - Scroll through the list (jobs are listed in alphabetical order).



4. **Tracking\***: this feature allows you to track other employees time records as they are clocked in/out of jobs for the day. *This feature must be turned on by an administrator.*

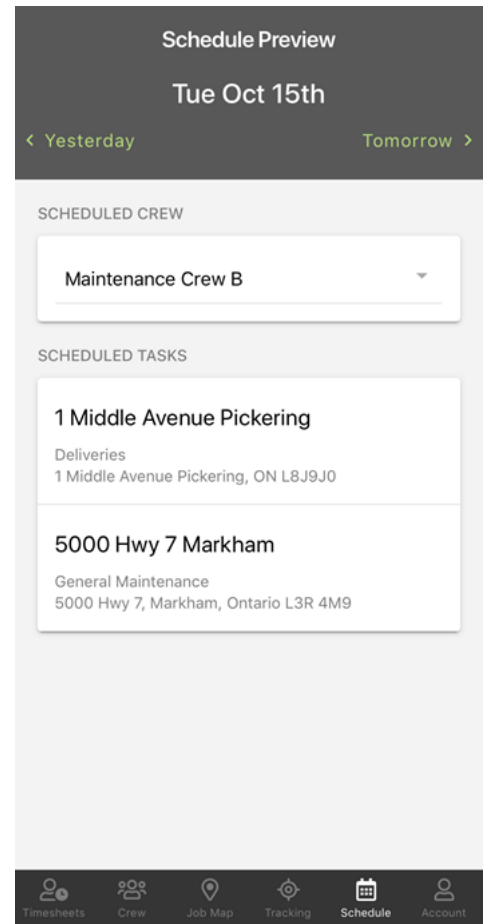
- To turn this feature on, contact your administrator and have them access Staff > Select employee > checkmark “Can track Employees?”.
- If you have access to this tab, you can add employees to your tracked list by clicking the **Employee List** tab at the top of your screen.
- Select each employee you’d like to track by checking the box to the left of their name.
- Once selected, click the **Tracked Employees** tab.
- Once set up is complete, the employees who are being tracked will appear in a list view.
- The icon beside their name will be green if they have time tracked within the last 24 hours.
- You will see the Job and Task they were clocked into as well as the in and out times.

5. **Schedule**: Look ahead to any future date to see scheduled work by crew.

- Full job details including any task notes and uploaded files (**Pro feature!**) can be accessed here.

6. **Account**: here you will find information pertaining to the app (username, full name, timezone, app version).

- **Notifications**: Set your app notifications here for **Start Timesheet**, **Submit Timesheet** and **Weekends**.
  - **Start Timesheet**: this will allow a push notification to remind you to start your timesheet for the day. Don’t forget to set the time you want this notification to popup!
  - **Submit Timesheet**: this will allow a push notification to remind you to submit your timesheet for the day. Don’t forget to set the time you want this notification to popup!
  - **Weekends**: Turn this setting off if you don’t want push notifications on weekends.
- **Language**: Toggle between English, French and Spanish
  - NOTE: only default/templated text within the app are translated into French and Spanish. Any notes/instructions entered manually in English are not translated into French and Spanish.
- **Help Videos**: Access to our Foreman training videos for the app.
  - **Sign Out**: This will log you out of LMN Time.



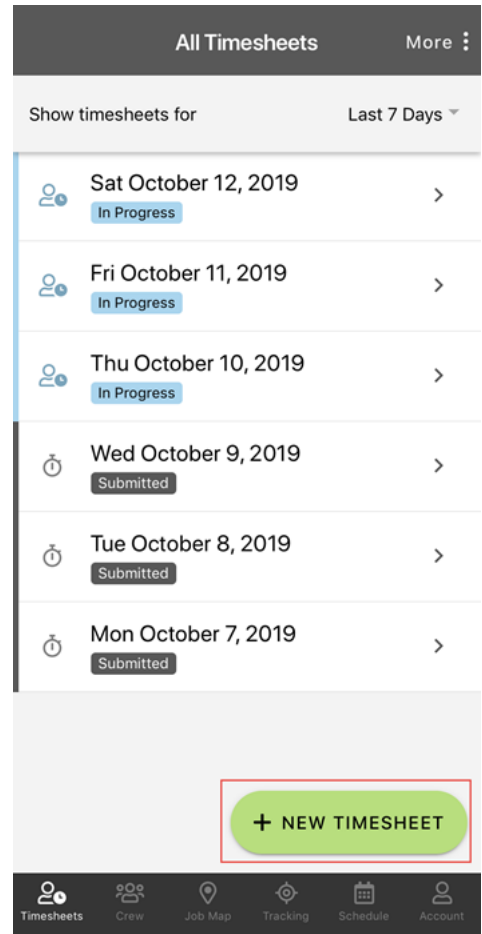
## Creating Timesheets – The Basics

### STEP 1: Start a timesheet

1. Ensure you are on the **Timesheets** tab on your taskbar.
2. Select the green **+ New Timesheet** button in the bottom right corner to begin.
3. **New Timesheet:** By default, it will create a Timesheet for today's date.
  - Select anywhere on the date line to change to a different date if you are creating a back-dated Timesheet.
    - NOTE: you may not be able to create a future-dated Timesheet if your administrator has restricted this setting.
  - Once the timesheet has been created, you will see the date you had selected, found at the top of the screen.
4. When ready, click the green **Punch In** button to start your day!

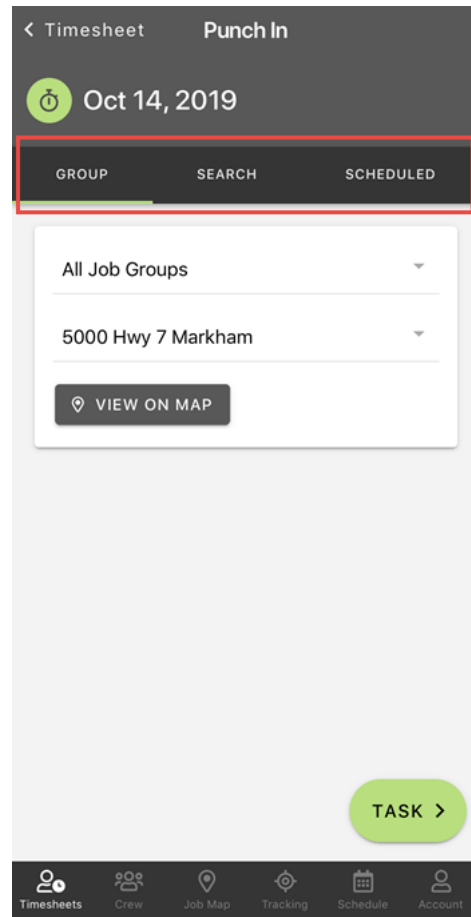
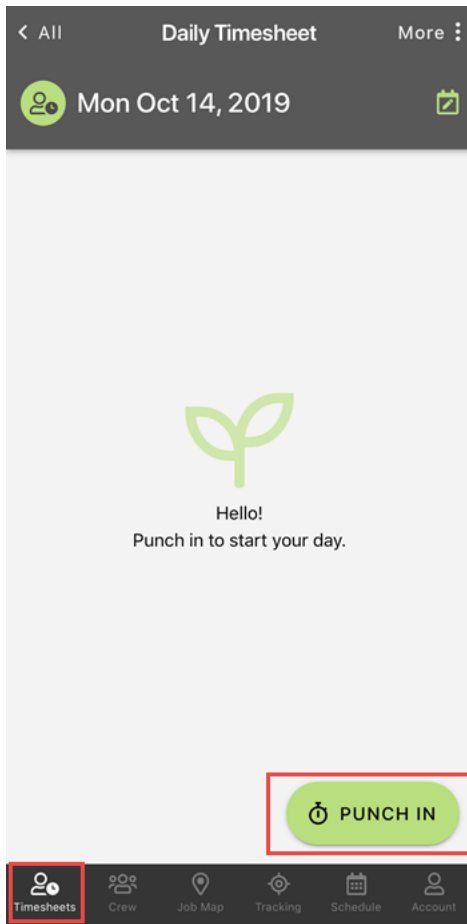
### STEP 2: Select your crew for the job

1. After you have clicked the green **Punch In** button, you will pick the crew you are working with for the job you're on.
  - You'll notice that anyone you added to your default crew has already been preselected.
    - NOTE: If you want to update your default crew, go to the **Crew** tab at the bottom of the screen.
  - If you only want to change your crew for this jobsite/task, use the checkboxes beside the staff names to select or un-select.
    - If you need to filter this list, you can use the Staff Group dropdown at the top of your un-selected staff list.
2. When ready, click the green **Next** button.

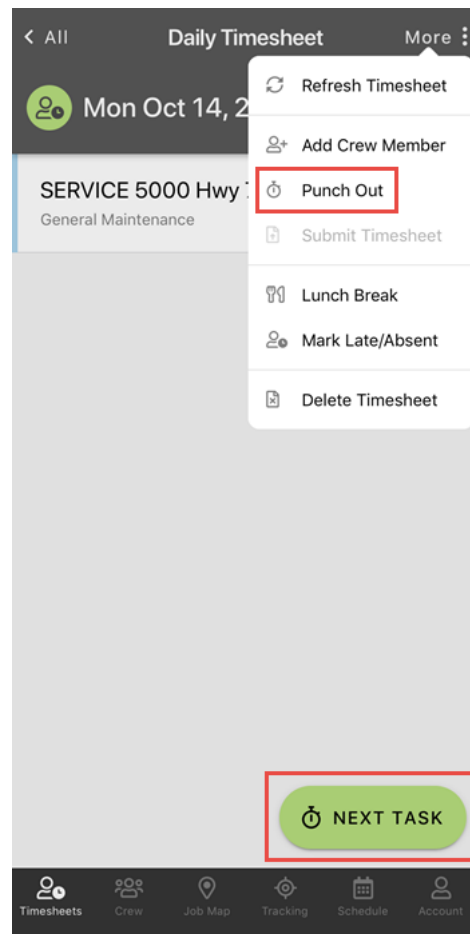
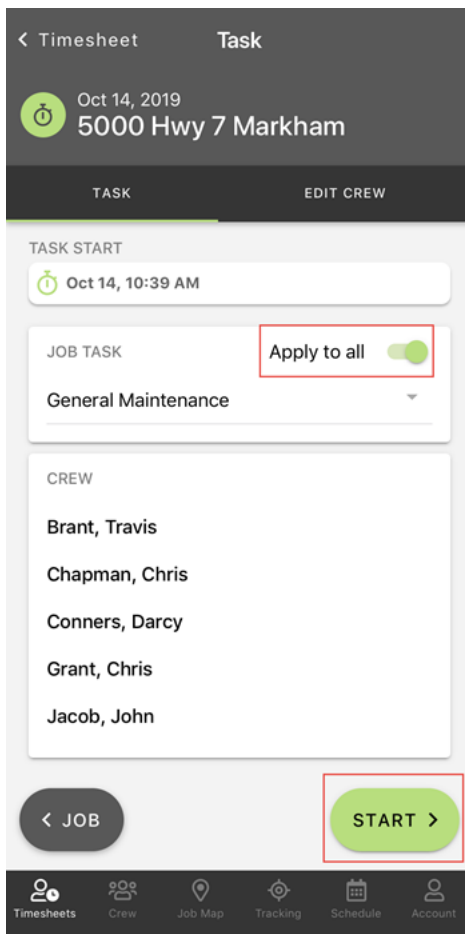


### STEP 3: Punch in to your job

1. Now you need to pick the job you want to punch in to. You have three options for finding the job you need:
  - **Group:** You can choose your Job, organized by Group.
    - Scroll through the list of Job Groups/Jobs by pressing the drop-down.
    - Depending on your administrator's setup, your route might be listed here. Touch base with them to see if they have created an ordered route for you in Job Groups.
  - **Search:** You can Search for your Job by typing the name or scrolling through the list.
  - **Scheduled:** If the Job has been Scheduled for today, it will appear here.
    - Select your Crew to see all jobs scheduled to that Crew for the day, then pick your Job.
  - When you've picked your job, you will click the Task button.
  
2. On the Task screen, you will pick the Tasks you and your crew are completing while onsite.
  - **Date/Time:** If you are punching in late and need to adjust your time, you can click on the Date/Time shown at the top of the screen to adjust.
  - **Tasks:** Pick the task(s) you're working on today.
    - If you are all doing the same task, pick the task from the dropdown and click the Start button.
    - If you are all doing different tasks, un-select the **Apply to all** button and pick one task per staff member, then click the green **Start** button.



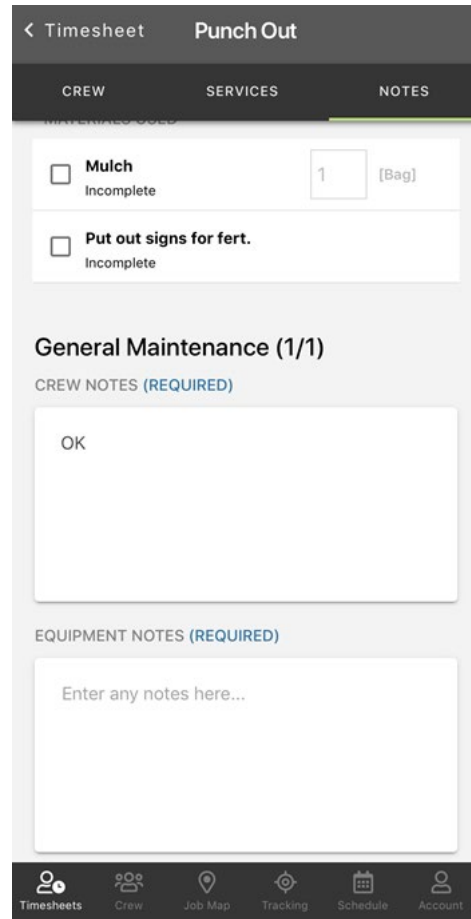
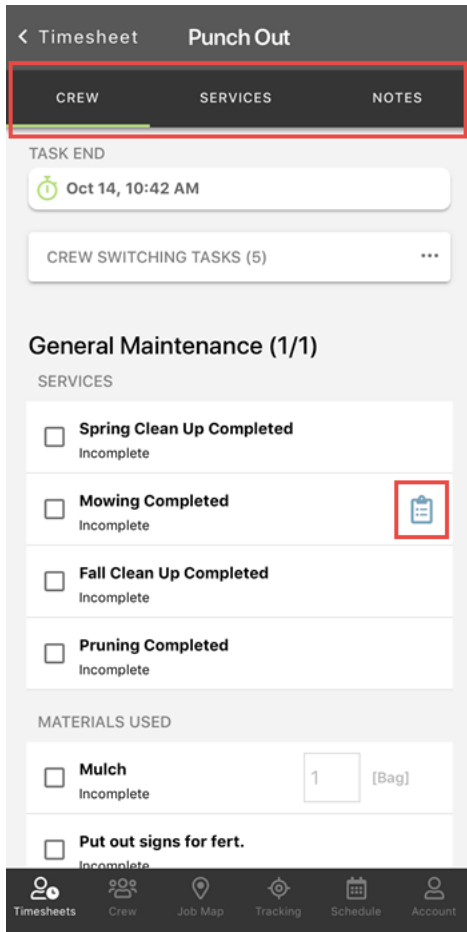
3. **Task Notes:** If Task Notes have been entered for the Task that was selected, they will appear next. Review these notes and then press the green **OK** button to advance to the next screen.
4. When you are ready to finish up the jobsite/task you're working on, you have two options:
  - **Next Task:** Click the green **Next Task** button if you are continuing with your day and are ready to clock into the next task.
    - More information on Next Task can be found below.
  - **Punch Out:** If you are finished for the day and want to end your timesheet, click the More button in the top right corner of your screen.
    - From here, click Punch Out.
    - More information on punching out can be found below.



#### STEP 4: Select your next task

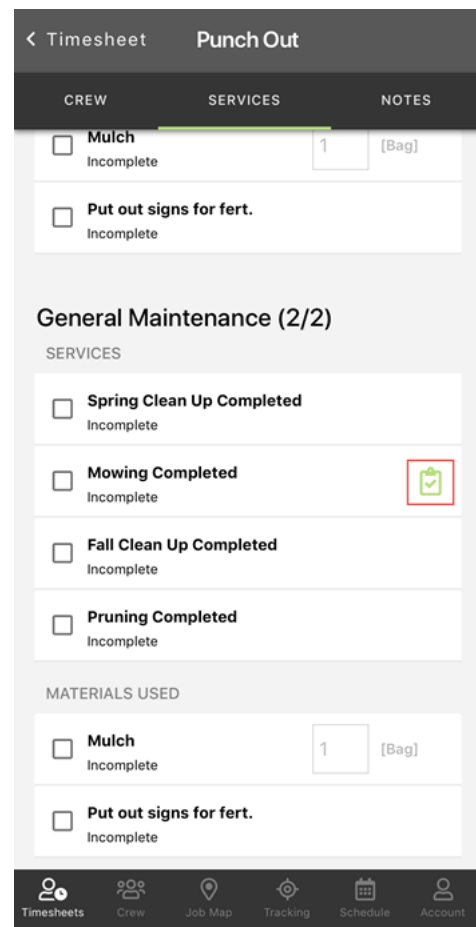
1. **Punch Out:** The first thing you will do when you click the green **Next Task** button is **Punch Out** of the task you were working on before. To move through these options quickly, use the three tabs at the top to skip to **Services** or **Notes**.
  - **Date/Time:** If you are punching out late and need to adjust your time, you can click on the Date/Time shown at the top of the screen to adjust.
  - **Crew:** If you are leaving someone behind at this jobsite to finish up, click the **Crew Switching Tasks** bar and un-select the staff you are leaving onsite.

- Anyone with a green checkmark beside their name will be punched out of this job and punched into the next one.
  - If you are not leaving anyone at this jobsite, you do not need to click on the **Crew Switching Tasks** bar, and you can move to **Services**.
  - **Services/Materials:** Select all **Services** which were completed while onsite.
    - Any scheduled services for this jobsite/date will show up here with an icon:
      - BLUE = Service was scheduled for today and has not been completed.
      - GREEN = Service was scheduled for today and completed by someone else.
    - As you pick your **Services**, any linked materials for those services will also appear.
      - Select the materials used and add quantities when applicable.
  - **Notes:** Any notes you want to record for this jobsite/task should be entered here.
    - Depending on your administrator's setup, you might see note fields for **Task**, **Weather** and **Equipment**. Make sure to write down any important information in these fields.
    - Depending on your administrator's setup, you might have to add notes in before you can move forward in the app.
    - If you have nothing to record here, put "OK" to move forward.
    - When ready, click the green **Save** button.
2. **Punch In:** Now you are ready to punch in to your next jobsite/task. Follow steps found in **STEP 3: Punch in to your job.**



## STEP 5: Punch out of your job

- Punch Out:** To punch out of your jobsite/task, click the **More** button in the top right corner of your screen. Then, click **Punch Out**.
  - To move through these options quickly, use the three tabs at the top to skip to **Services** or **Notes**.
- Date/Time:** If you are punching out late and need to adjust your time, you can click on the Date/Time shown at the top of the screen to adjust.
- Crew:** If you are leaving someone behind at this jobsite to finish up, click the **Crew Switching Tasks** bar and un-select the staff you are leaving onsite.
  - Anyone with a green checkmark beside their name will be punched out of this job and punched into the next one.
- If you are not leaving anyone at this jobsite, you do not need to click on the **Crew Switching Tasks** bar, and you can move to **Services**.
- Services/Materials:** Select all **Services** which were completed while onsite.
  - Any scheduled services for this jobsite/date will show up here with an icon:
    - BLUE = Service was scheduled for today and has not been completed.
    - GREEN = Service was scheduled for today and completed by someone else.
  - As you pick your **Services**, any linked materials for those services will also appear.
  - Select the materials used and add quantities when applicable.
- Notes:** Any notes you want to record for this jobsite/task should be entered here.
  - Depending on your administrator's setup, you might see note fields for **Task**, **Weather** and **Equipment**. Make sure to write down any important information in these fields.
  - Depending on your administrator's setup, you might have to add notes in before you can move forward in the app.
  - If you have nothing to record here, put "OK" to move forward.
- When ready, click the green **Save** button.

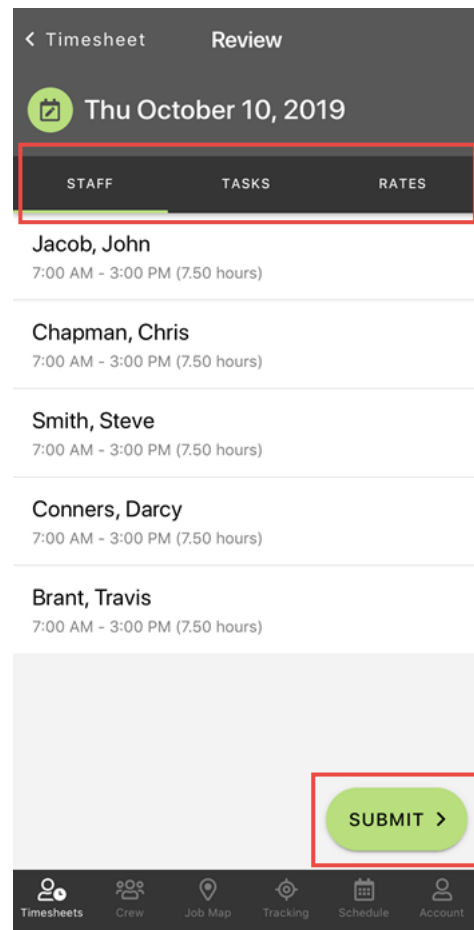
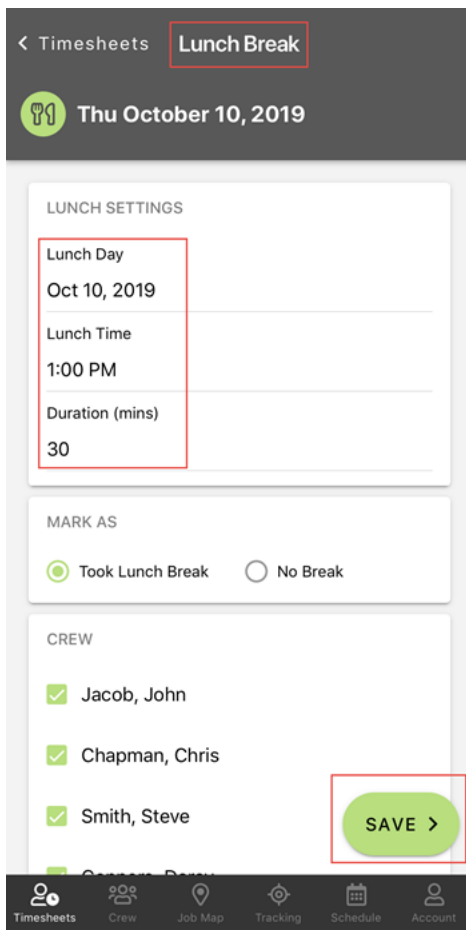




## STEP 6: Submit your timesheet

1. Once you've punched out for the day, it's time to submit your timesheet.
2. From within your Timesheet, click the More button in the top right corner of your screen.
  - Click **Submit Timesheet**.
  - A popup will appear reminding you to record your lunch. Click **Okay**.
3. **Lunch Break:** Did you take a lunch today?
  - **Yes:** Enter your crew's lunch time and duration here. Click the green **Save** button.
  - **No:** Click No Break in the Mark As section. Click the green **Save** button.
4. **Review Timesheet:** After setting your lunch, you will have one final chance to review your jobsites/tasks, crew and total hours worked on this timesheet. If everything looks good, click the green **SUBMIT** button.

That's all there is to it! Your timesheet will now be reviewed by your company administrator.



## Managing your Jobs and Timesheets – Advanced Features

The following Advanced Features must be completed when on the **Timesheets** tab in your taskbar.

Note:

- Only Timesheets that are in the status of **In progress** can be edited.
- If your Timesheet has been submitted or approved, please contact your administrator to have them change the status back to In progress.

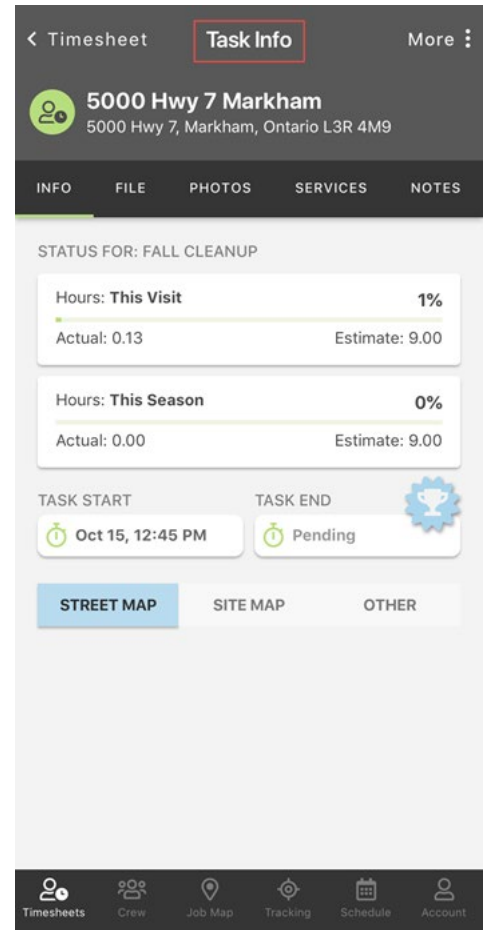
### Reviewing job and task data within a timesheet

On the **Daily Timesheet** screen, you will see a list view of the jobsites/tasks you have clocked into.

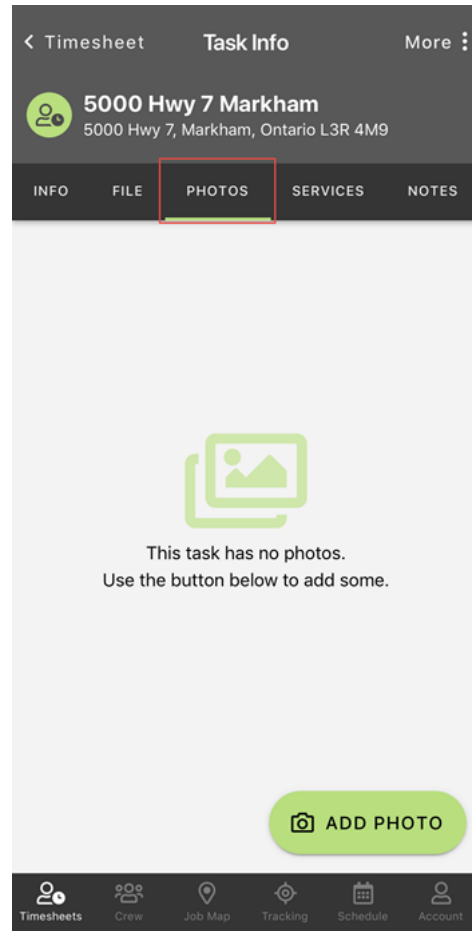
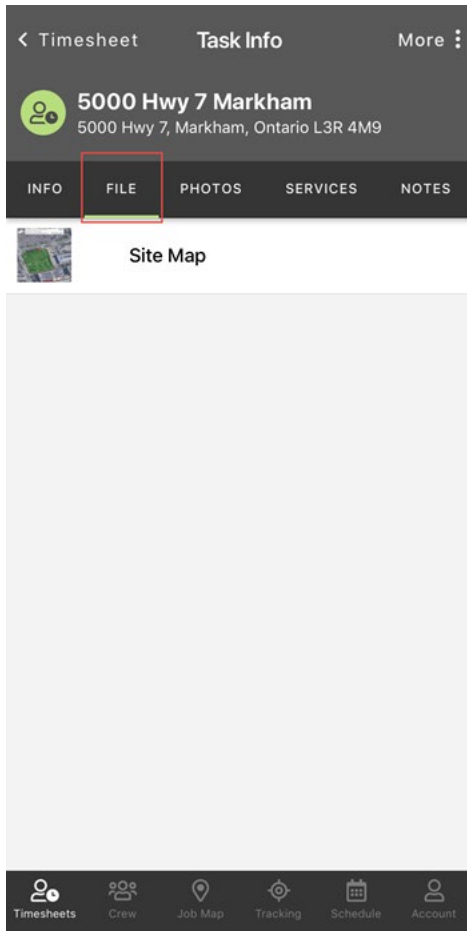
- Pressing the person icon will expand to view the employees time for that task.
- Selecting the Job name will bring you to the **Task Info** screen for more detailed information on that Job/Task.

If you selected your Job name, you will be able to see the following information:

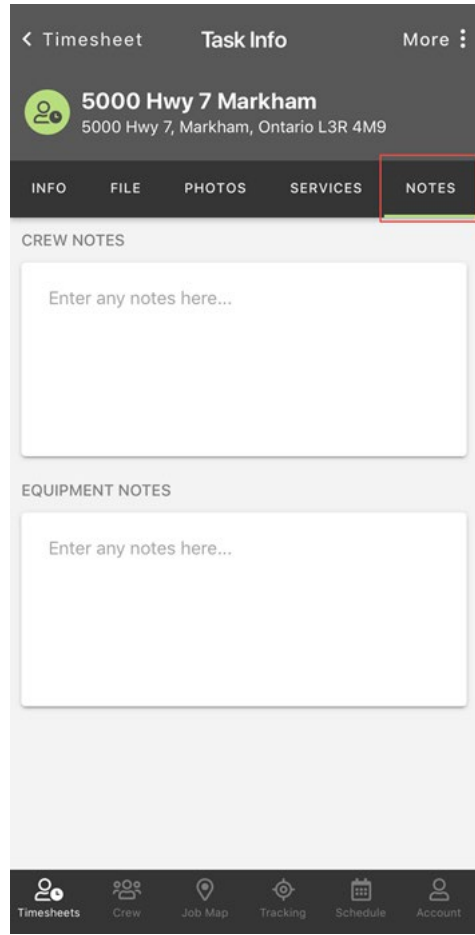
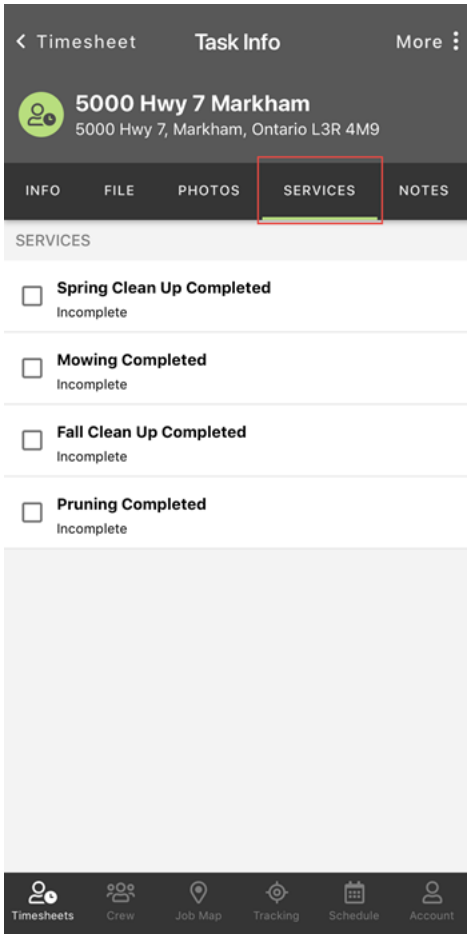
- **Info:** Job and task information can be found here.
  - **Jobsite Notes:** Any task-specific notes left by an administrator will show here.
  - **Stats for Task:** Here you will see a comparison to estimated and actual time spent onsite by task for:
    - **This Visit**
    - **This Season**
  - **Task Start and End:** The in and out times for this punch in will be found here.
  - **Street Map/Site Map/Other:** If URL links have been attached to these buttons, they can be accessed here. A new window will open within the app.
- **Files:** If your administrator has loaded any files into this Job, you will be able to access them here.
  - NOTE: This is a **Pro feature**. If your company is not currently using **LMN Pro**, you will not have access to this area.
- **Photos:** Any timesheet photos which have been uploaded will display here.
  - Note: This is a **Pro feature**. If your company is not currently using **LMN Pro**, you will not have access to this area.
  - If you are a **LMN Pro** subscriber, you can add images here using the green **Add Photo** button.
  - Select whether you will take a new photo using your **Camera**, or if you will **Choose Photo** from your device's photo library.
    - **Camera:**
      - Allow **LMN Time** to access your camera by clicking **OK**.
      - Use the center button to take your photo.
      - Choose whether to **Retake** or **Use Photo**.
      - On the Photo Details screen, add Photo Comments if you have anything you want to communicate back to your office with the photo.



- Mark as Critical if you want to flag the photo for your administrator.
- Click the green **Save Image Details** button.
- **Choose Photo:**
  - Select the photo you want to upload for this Job/Task from your device's photo library.
  - On the Photo Details screen, add Photo Comments if you have anything you want to communicate back to your office with the photo.
  - Mark as Critical if you want to flag the photo for your administrator.
  - Click the green **Save Image Details** button.



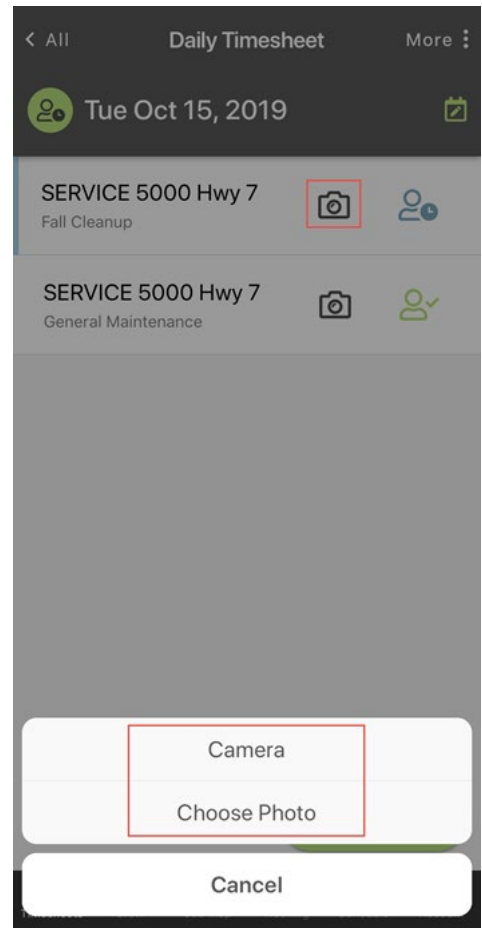
- **Services:** Any Services or Materials available for selection on the Job will be displayed here.
- **Notes:** Any notes you want to record for this jobsite/task should be entered here.
  - Depending on your administrator's setup, you might see note fields for Task, Weather and Equipment. Make sure to write down any important information in these fields
  - Depending on your administrator's setup, you might have to add notes in before you can move forward in the app.
  - We strongly recommend adding any notes that might need to be recorded here.
  - If you have nothing to record here, put "OK" to move forward.



## Submitting photos with timesheets

NOTE: This is a **Pro feature**. If your company is not currently using LMN Pro, you will not have access to this area.

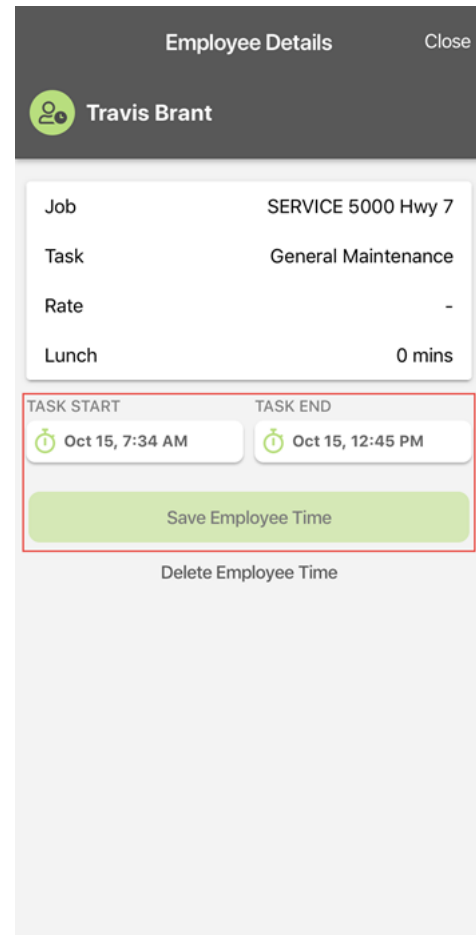
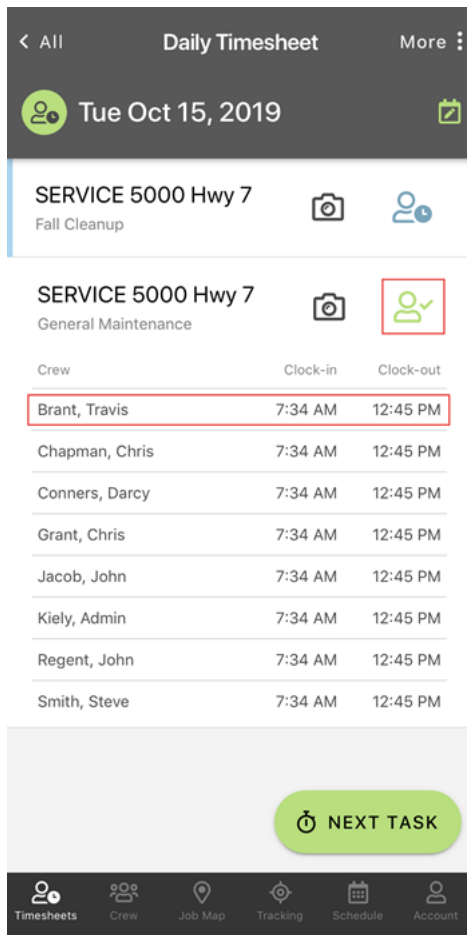
1. To add photos to your timesheet, go to the Timesheet you want to add a photo to and click the camera icon beside the Job/Task the photo should be submitted with.
2. Select whether you will take a new photo using your **Camera**, or if you will **Choose Photo** from your device's photo library.
  - **Camera:**
    - Allow LMN Time to access your camera by clicking OK.
    - Use the center button to take your photo.
    - Choose whether to **Retake** or **Use Photo**.
    - On the Photo Details screen, add Photo Comments if you have anything you want to communicate back to your office with the photo.
    - Mark as Critical if you want to flag the photo for your administrator.
    - Click the green **Save Image Details** button.
  - **Choose Photo:**
    - Select the photo you want to upload for this Job/Task from your device's photo library.
    - On the Photo Details screen, add Photo Comments if you have anything you want to communicate back to your office with the photo.
    - Mark as Critical if you want to flag the photo for your administrator.
    - Click the green **Save Image Details** button.



## How to change staff start/end times

1. Click on the timesheet you want to edit from your list of timesheets.
2. Click on the person icon for Job/Task you need to edit to see your punched in crew. Click on the Employee you wish to edit.
3. On the Employee Details screen, adjust your Task Start/End Times.
4. Click the green **Save Employee Time** button when ready.

Repeat the same process for each Job/Task and/or Employee, where necessary.



### How to delete an employee from a timesheet

1. Click on the timesheet you want to edit from your list of timesheets.
2. Click on the person icon for Job/Task you need to edit to see your punched in crew. Click on the Employee you wish to edit.
3. Click the **Delete Employee Time** button.

A message will pop up asking if you're sure you wish to delete this time entry. Click Delete.

< All Daily Timesheet More

Tue Oct 15, 2019

SERVICE 5000 Hwy 7  
Fall Cleanup

SERVICE 5000 Hwy 7  
General Maintenance

Crew	Clock-in	Clock-out
Brant, Travis	7:34 AM	12:45 PM
Chapman, Chris	7:34 AM	12:45 PM
Connors, Darcy	7:34 AM	12:45 PM
Grant, Chris	7:34 AM	12:45 PM
Jacob, John	7:34 AM	12:45 PM
Kiely, Admin	7:34 AM	12:45 PM
Regent, John	7:34 AM	12:45 PM
Smith, Steve	7:34 AM	12:45 PM

NEXT TASK

Timesheets Crew Job Map Tracking Schedule Account

Employee Details Close

Travis Brant

Job SERVICE 5000 Hwy 7

Task General Maintenance

Rate -

Lunch 0 mins

TASK START TASK END

Oct 15, 7:34 AM Oct 15, 12:45 PM

Save Employee Time

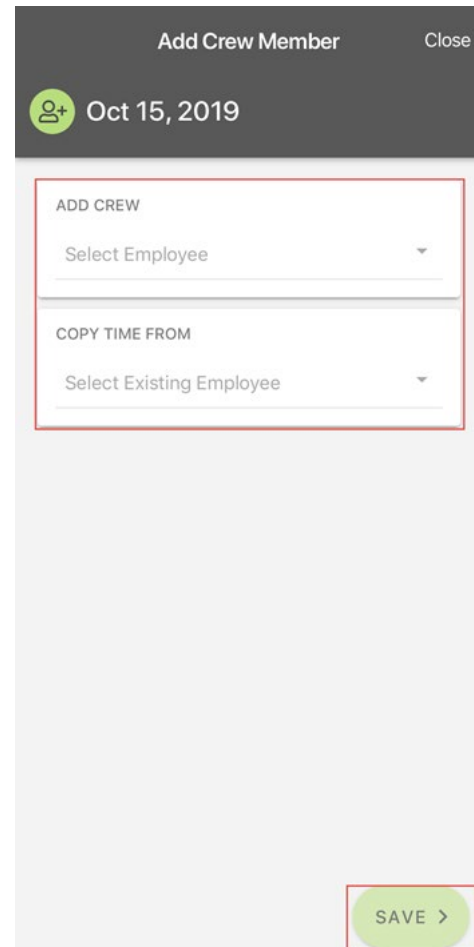
Delete Employee Time

### Adding a crew member to your timesheet

If you forgot to add a staff member to your timesheet and they have been onsite for as long as someone else on your timesheet, you can use the **Add Crew Member** option to copy the time.

NOTE: To add employee who does not have the same clock-ins/out as another employee on your timesheet, you will want to create a new task using the green Next Task button. This will follow you through the punch in process in STEP 3.

1. Click on the timesheet you want to edit from your list of timesheets.
2. In the top right corner of your timesheet, click the **More** button.
3. Click **Add Crew Member**.
4. On the **Add Crew** drop-down, select the Employee you wish to add.
5. On the **Copy Time From** drop-down, select the Employee you wish to copy their time from.
6. Click the green **Save** button.



### Adjusting your Lunch Break

To add a lunch break to your timesheet, you can either:

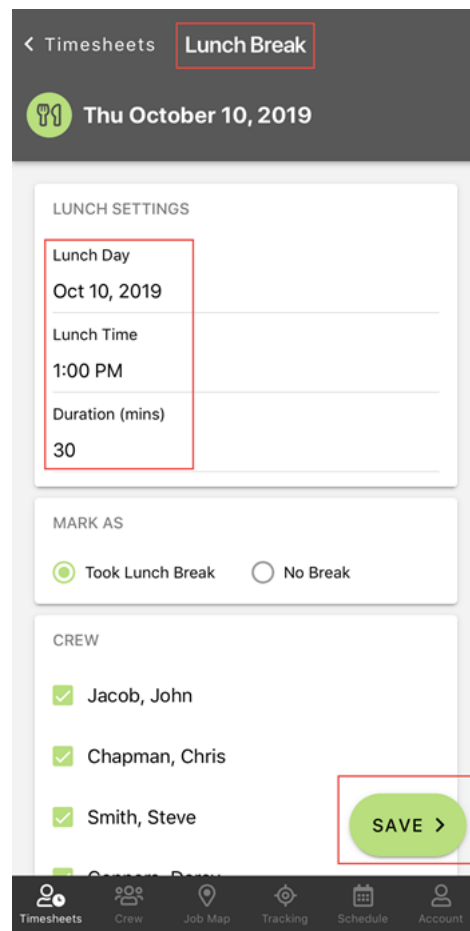
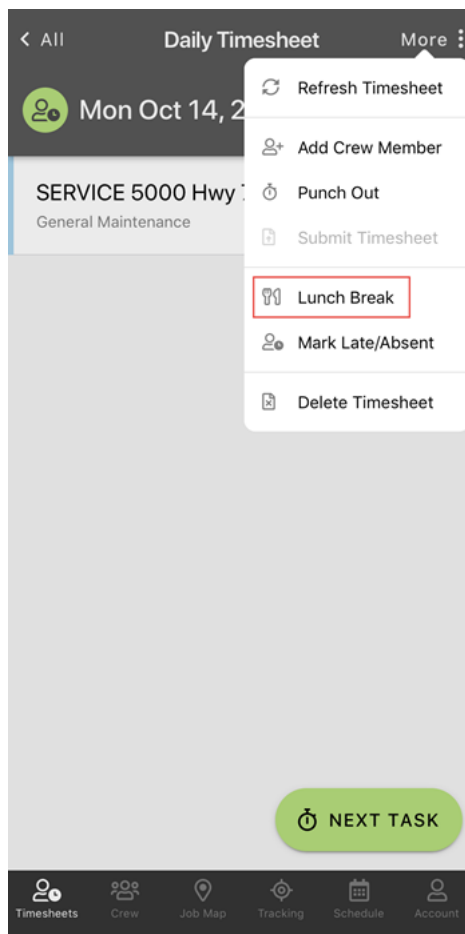
- Add lunch break while submitting your timesheet in STEP 6: Submit your timesheet
- Add your lunch break from the **More** menu, as shown below.

To add your lunch break from the More menu:

1. Click on the timesheet you want to edit from your list of timesheets.
2. In the top right corner of your timesheet, click the **More** button.
3. Click **Lunch Break**.

Enter your crew's lunch time and duration here. Click the green **Save** button.

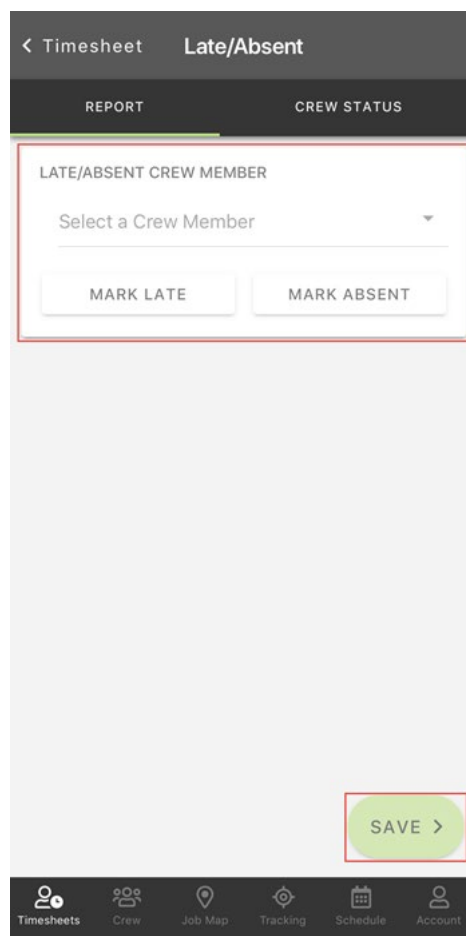
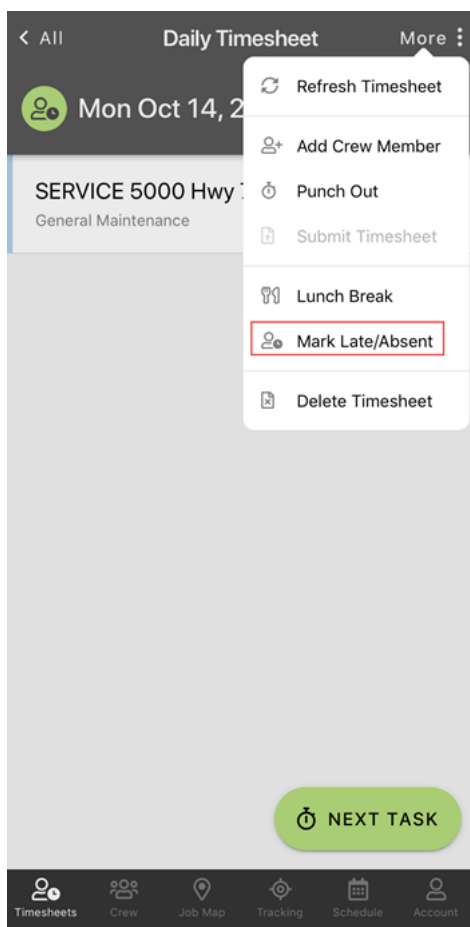




### Marking a crew member as late or absent

If you must mark a crew member as late or absent, use the steps below.

1. Click on the timesheet you want to edit from your list of timesheets.
2. In the top right corner of your timesheet, click the **More** button.
3. Click **Mark Late/Absent**.
4. On the **Late/Absent Crew Member** drop-down, select the Employee in question.
5. Click the Mark Late or Mark Absent button.
  - a. **Late:**
    - i. Enter how late the Employee was.
    - ii. Add a **Reason** (optional).
    - iii. Click the green **Save** button.
  - b. **Absent:**
    - i. Select a **Reason**.
6. Click the green **Save** button.



### How to Delete a Timesheet

1. Click on the timesheet you want to edit from your list of timesheets.
2. In the top right corner of your timesheet, click the **More** button.
3. Click **Delete Timesheet**.

A popup will come up asking if you're sure you wish to delete this timesheet. Click **Delete**.