

The Time4Care™ Smartphone Application

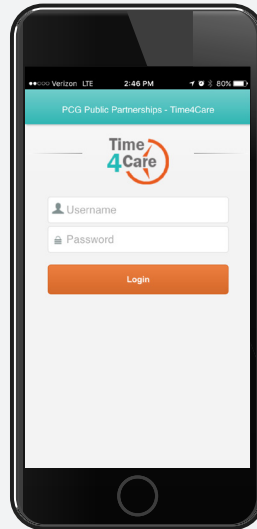
6 Easy Steps To Enter Your Hours Using Time4Care™

1



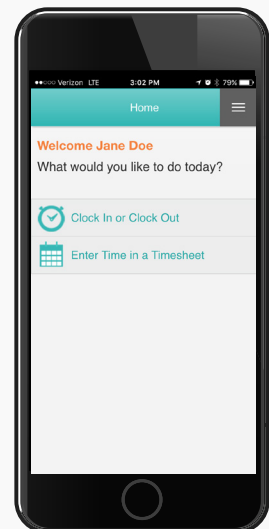
Open Time4Care™

2



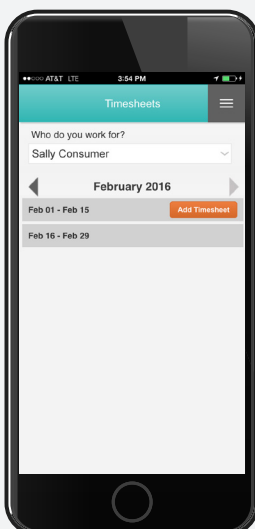
Login

3



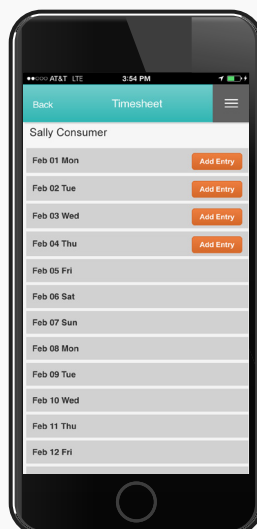
Select "Enter Time in a Timesheet"

4



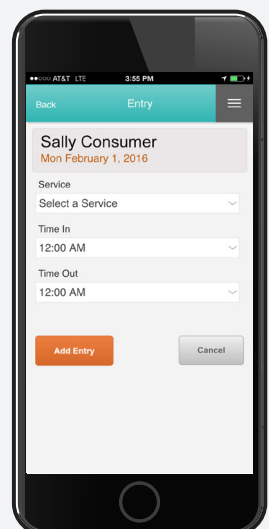
Select "Add Timesheet" for the correct date range.

5



Select "Add Entry" next to date worked.

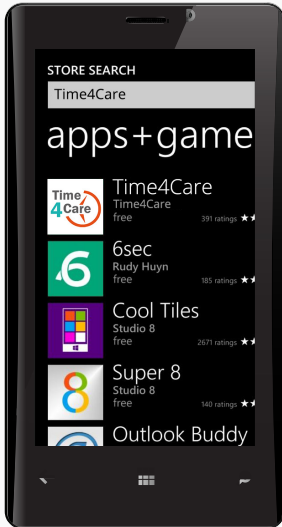
6



Select the service provided, enter the hours, and select "Submit"

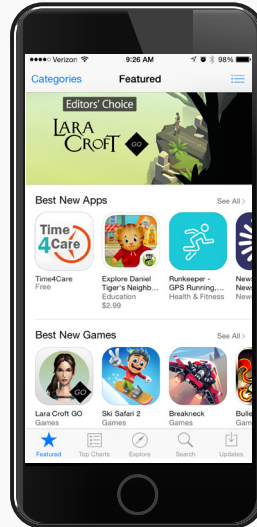
How To Download Time4Care™ On Your Mobile Device

Windows



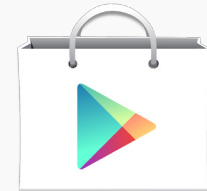
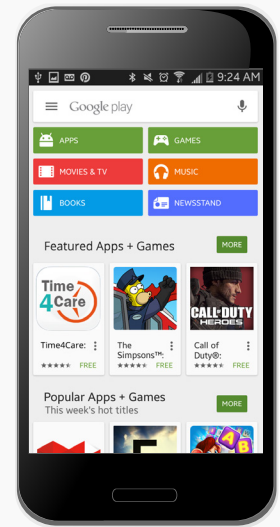
1. On Start, select **"Marketplace"**
2. Select **"Search"**
3. Type **"Time4Care"**
4. Select **"Install"**

iPhone



1. Go to **"App Store"**
2. Select **"Search"** at the bottom of the screen
3. Type **"Time4Care"**
4. Select **"Install"**

Android



1. Select the **"Apps"** icon in the bottom-right of the home screen.
2. Swipe left and right until you find the **Play Store icon**. Select it.
3. Search **"Time4Care"**
4. Select **"Install"**