

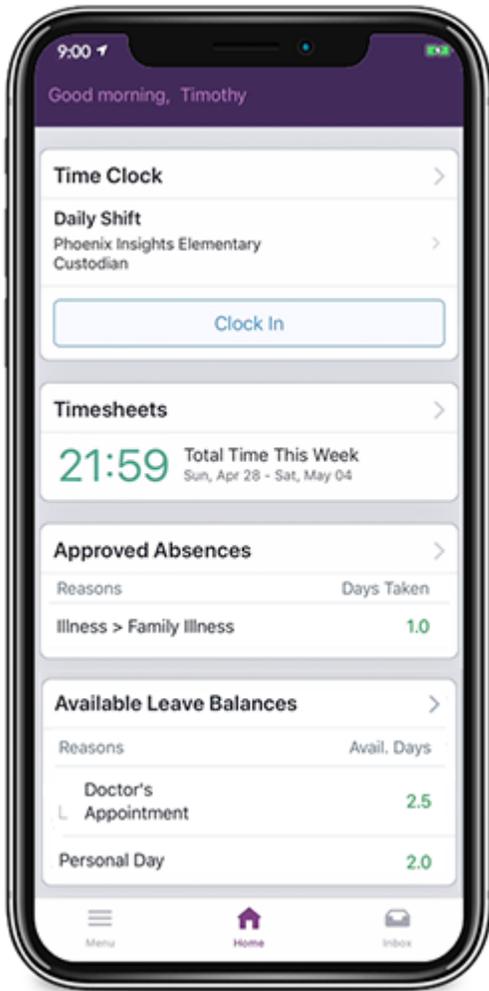
Clocking in Through the Frontline Mobile App

Organizations with the Frontline Insights Platform now offer employees the option to clock in directly through the Frontline mobile app!

Using the Time Clock

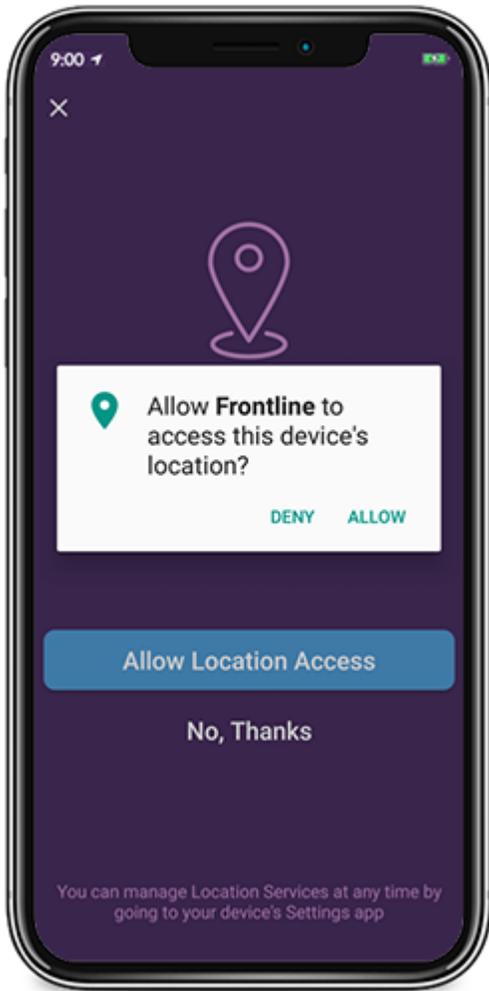
If you are unfamiliar with the Frontline mobile app, consider referencing this **QuickStart Guide** (<http://help.frontlinek12.com/WebNav/Docs/MobileQuickStartGuide.pdf>) first to learn more about downloading and accessing the app.

You can access your organization's time clock through the mobile app's home page or via the side navigation. Locate the section titled "Time Clock" and click **Clock in** to initiate the sign-in process.

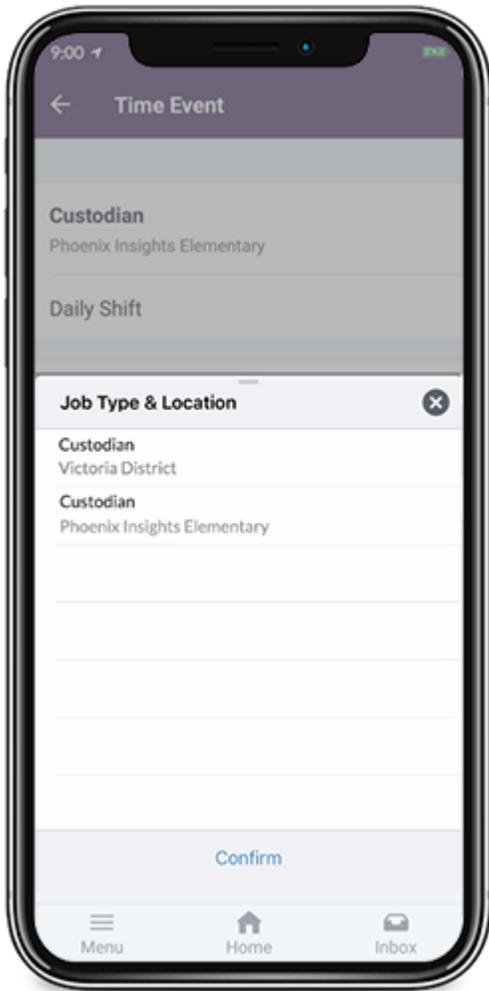


As a first-time user, the system will prompt you to enable location services. This confirmation allows the app to use your current location, and it is a requirement in order to use the clock-in feature on your smartphone.

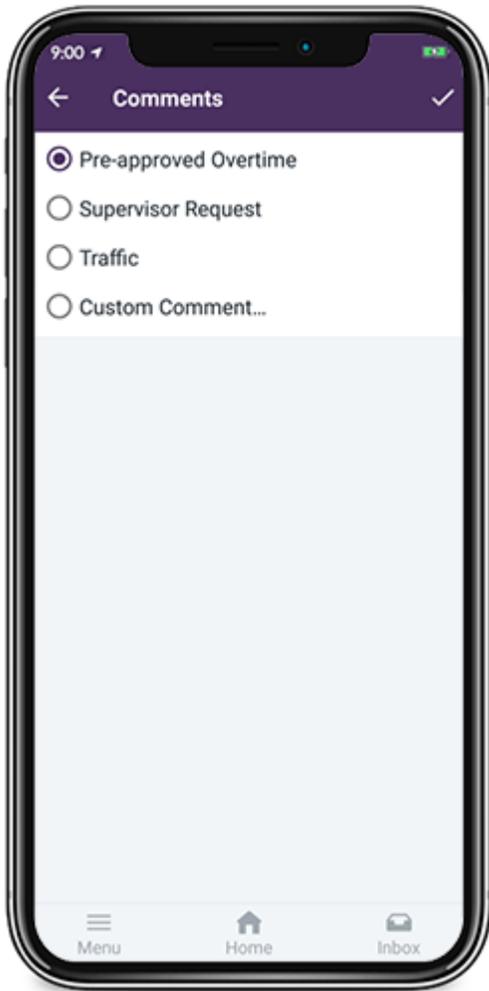
Click **Allow Location Services** and select **Allow** to proceed.



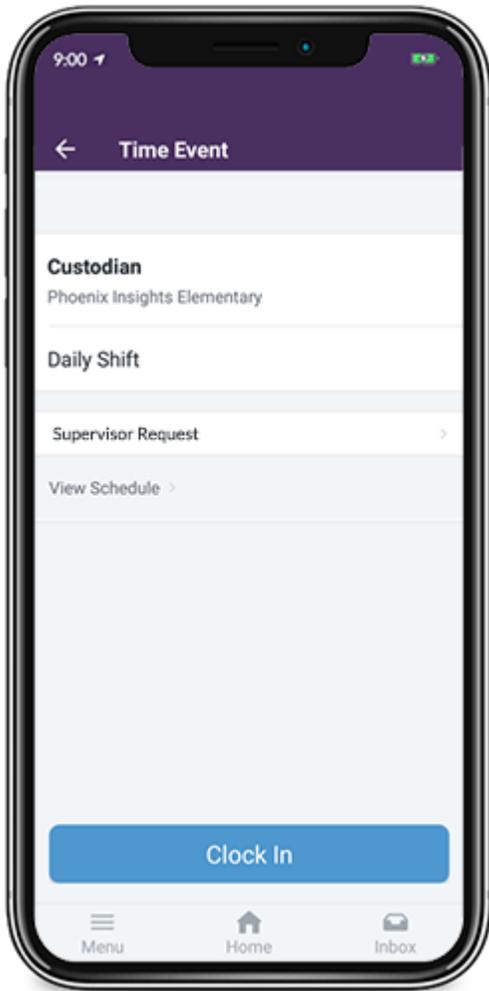
If you have multiple positions or work at more than one location, you will need to choose the appropriate option from the "Job Type & Location" dropdown.



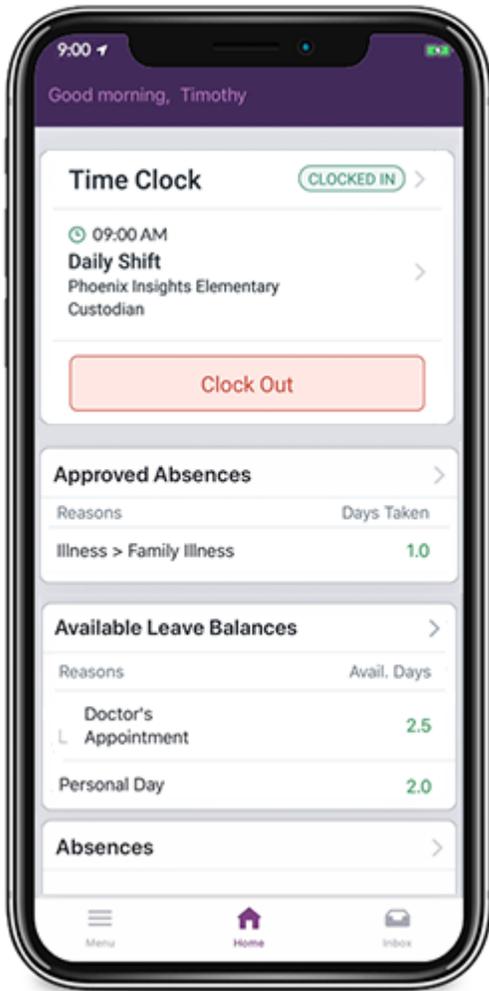
Some districts may also require a comment, and you can select one from a provided list or write your own, based on your district setup.



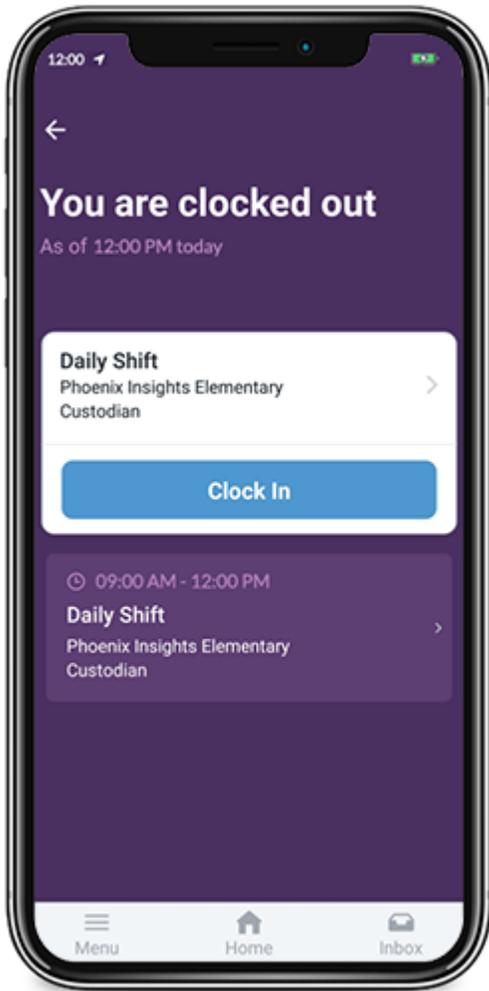
Once you define your job type/location and leave any necessary comments, you can click the blue **Clock In** button.



This button will turn red and read "Clock Out" after you successfully sign in.



You can then follow similar steps and click **Clock Out** once you complete your day. The system will confirm the clock out time and record the work details on your timesheet.



If you wish to learn more about reviewing your timesheets via the mobile app, consider referencing this [article \(https://time-help.frontlineeducation.com/hc/en-us/articles/360001006328\)](https://time-help.frontlineeducation.com/hc/en-us/articles/360001006328).