Quickbooks Time Tracking Set Up

o How to get started with Quickbooks Time Tracking

Tracking time on your mobile device is simple and easy. You can clock in and out, switch jobs, and see who's working directly on your smartphone. Follow these steps to track time on a mobile phone:

1. You will receive and invite via email and text to download the app from Google Play or the App Store.
2. Once you receive email/text, you will click on the link attached.
3. You will enter your information and create a password, click **Join Account**.
4. Awesome, you are all set up!

o How to start tracking your time

1. Log in
2. Open the **Time Clock** window in the app.
3. Select **Customer**, search for job where you are working, ex: Midlothian ISD New ES #3
4. Select **Class**, EMS Controls: EMS Controls labor (always this option)
5. Select **Service Item**, Installation (always this option)
6. Add **Notes** if needed: in this section you will let us know if you took a break, no break, paid for parking plus attached receipt, forgot to Clock in/Clock out, or anything else you need to take note on.
7. Select **Clock In**.
8. Select **Clock Out** when you're done for the day.