

MOBILE APP



HOW TO ACCESS ON PHONE OR TABLET

The Mobile Application allows users to access the application with a mobile device such as a mobile phone or tablet. This job aid shows how to access and log into the mobile application.



STAY TUNED FOR UPDATES!

APPLE IOS

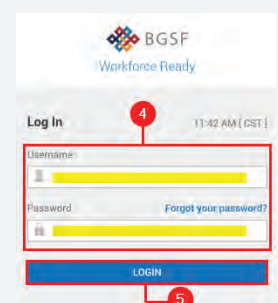
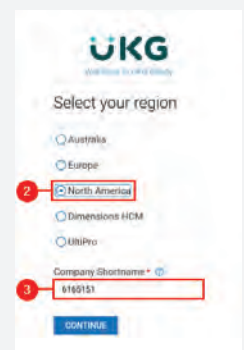


GOOGLE ANDROID



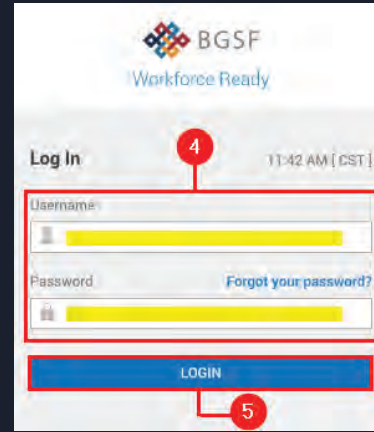
SETTING UP MOBILE APPLICATION

1. Open the mobile application on your device.
2. Select your region from the list.
3. Input BG's short name - **6165151**
4. Press Continue
5. Input username, which is the email address we have on file.
6. Input the temporary password of **BG2020**
7. Press Login



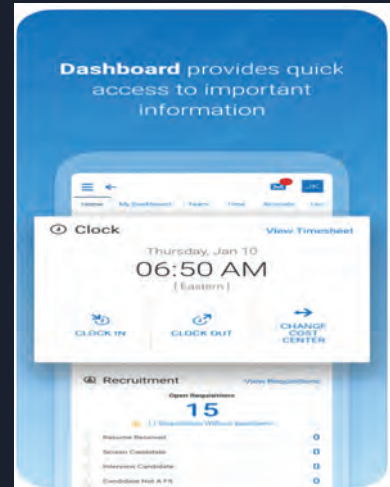
LOGGING BACK INTO MOBILE APPLICATION

1. open the mobile application on your device
2. Input your username and password
Note: If you forget your password, press the Forgot Your Password link and follow the screen prompts
3. Press Login.



EMPLOYEE SELF SERVICE -COMMON TASKS

1. Clock in and Clock Out. Based on your assignment location
2. View and Submit your timesheet



WANT TO USE DESKTOP COMPUTER?

Login using this link:
<https://secure4.entertimeonline.com/ta/6165151.login?rnd=ADO>

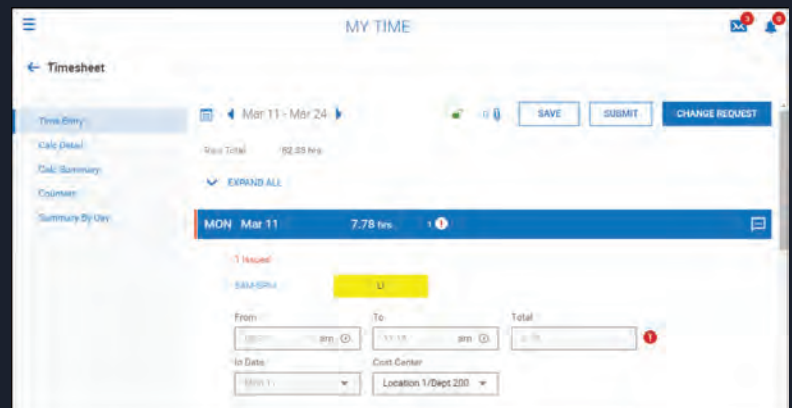
VIEWING YOUR TIMESHEET

SUBMIT YOUR TIMESHEET

Timesheets must be submitted at the end of your assignment or every Monday at the latest



The submit action is at the top and bottom of your timesheet.



NEXT STEPS: WHEN TO START USING KRONOS

You will need to start punching/recording your time on **MONDAY 4/27/2020**

WHERE TO GO FOR QUESTIONS OR HELP

if you have questions, email your local BGRE office, contact info on our locations page: <https://bgsf.com/contact-us/locations/>