

TIME ENTRY INSTRUCTIONS FOR FIELD EMPLOYEES

DMH Electric uses a mobile App called CE Time entry for employees to input time daily. In addition, a yellow timesheet must also be submitted to management for approval and for historical information such as billing, materials, and any other important notes for a particular job.

CE Time Entry. It looks like this on the App store.



After downloading the app, open to this screen:

Client:
DMH

Company:
0

User Name:
Admin

Password:
.....

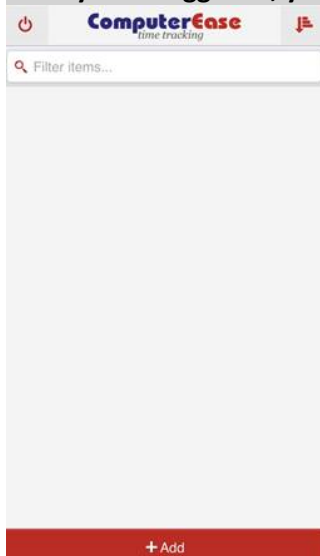
Remember me

Login

Login for everyone is the same:

Client:	DMH	
Company:	0	
Username:	jcoffin	Username is first letter of name followed by last name all lower-case
Password:	COFXXX	Password is first three letters of last name ALL CAPS followed by last four of your social security number

Once you're logged in, you'll see this screen:



Adding time is as simple as clicking the Red +Add button at the bottom. Once you click, you'll come to this page:

The screenshot shows the 'Add Time' form in the ComputerEase app. At the top, there is a back arrow and the 'ComputerEase time tracking' logo. The form contains the following fields: 'Group:' with a dropdown menu set to 'MAIN'; 'Employee Name:' with a text input containing '(COFFI01) Jeffrey K Coffin' and a right-pointing arrow; 'Job:' with a text input containing '1712-14.00' and a right-pointing arrow; 'Pay Type:' with a dropdown menu set to 'Regular'; 'Description:' with a text input containing 'Lura Lane'; 'Date:' with a date picker set to 'Dec 31, 2018'; and 'Hours (e.g. 08.75)' with a text input containing '8'. At the bottom of the form is a red button labeled 'Done'.

Once you add your time like shown above, click Done. Then Click Submit

The screenshot shows the main screen of the ComputerEase app. At the top, there is a power icon, the 'ComputerEase time tracking' logo, and a list icon. Below the logo is a search bar labeled 'Filter items...'. Underneath is a header for 'Jeffrey K Coffin' with a clock icon and the number '8'. Below the header are two items: '1712-14.00' with a location pin icon and '2018-12-31' with a calendar icon. At the bottom of the screen are two red buttons: '+ Add' and 'Submit'.

YOU MUST CLICK SUBMIT TO SEND IT TO IMPORT. Once you click submit it disappears from your app. So please keep track. This is one of many reasons we are **recommending everyone enter time daily.**

Please note, this app only takes job numbers, so if you do not know the job number, make a note of job location and code time to the **NO JOB** code.