



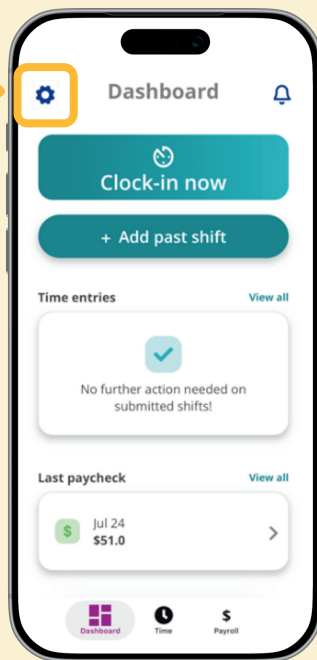
Time4Care™ Offline Mode Instructions

You can use the Time4Care™ app on an Android phone, iPhone, or tablet if the device has GPS location services turned on.

Please see the steps for Offline Mode below.

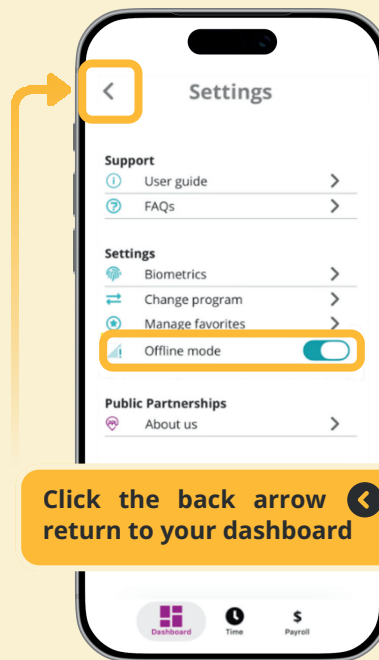
1

Once you have logged in to Time4Care™, select the *settings* icon on your dashboard screen.



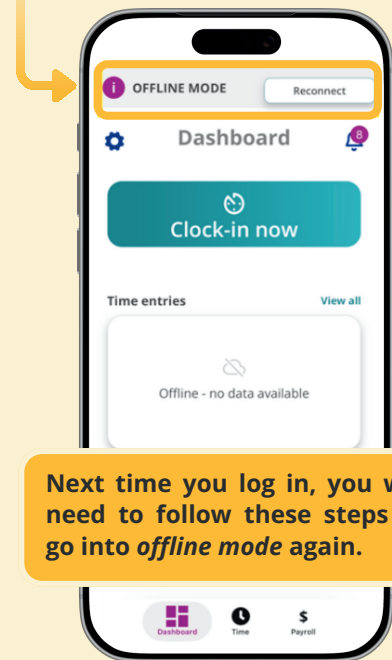
2

Next, select the *offline mode* toggle, so that it appears teal. This means *offline mode* is **on**.



3

The screen will show you are in *offline mode*. Enter your shift as usual.



OFFLINE MODE

Be sure to enter your time correctly while working (clock-in when you start working and clock-out when your shift is over). Do not make edits to the shift afterward.

If you do not have WiFi or mobile data, you can still use Time4Care™ in offline mode.

When your shift is finished, your time entries will be saved on your device and show as "processing". The next time you connect to the internet and log in, your entries will automatically send in for your employer to review and approve.