SRS Mobile - Clock In / Clock Out Basic Steps https://www.rmsisrs.com/

The clock in / out procedure will allow SRS to automatically record your visit time, making time input much easier than manual entry:

> You can only clock into one store at a time

> If you make a mistake, go ahead and clock out of the visit and work with your supervisor to get any time errors corrected.

> Make sure your scheduled day is correct / updated before clocking in to your store.
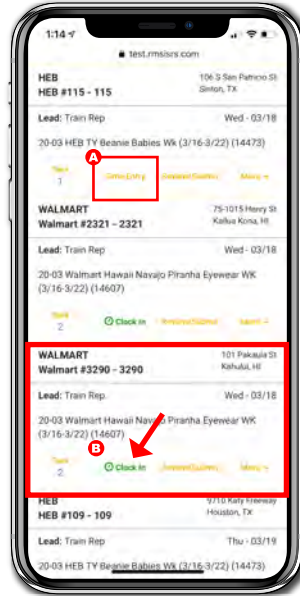
> Allow location services when prompted

"https://test.rmsisrs.com"
Would Like To Use Your Current Location
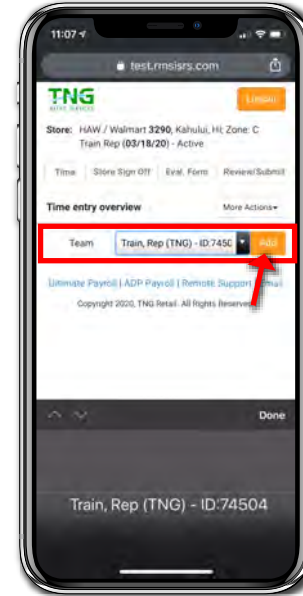
Don't Allow   OK
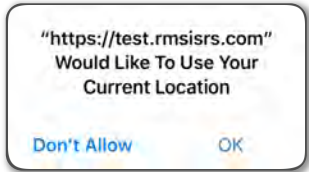
STEP 1
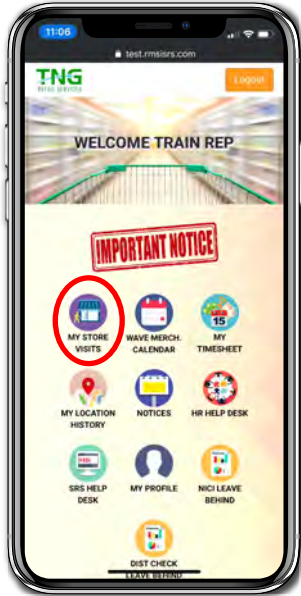
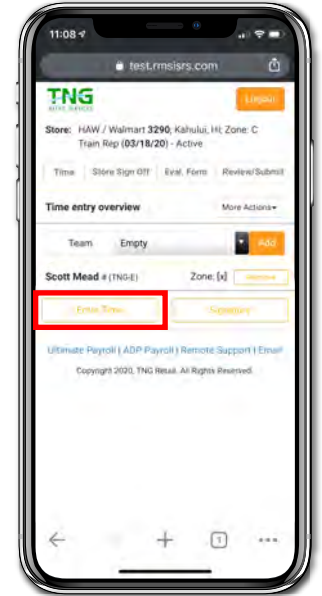Log in to SRS and click on "My Store Visits"

STEP 2

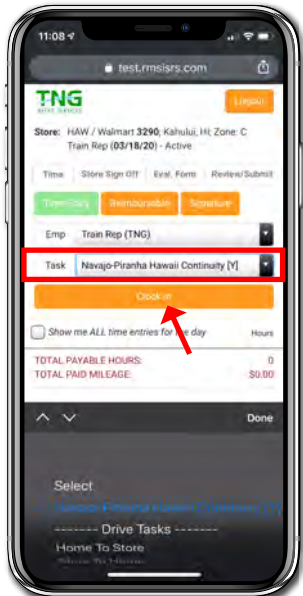Find your store. Tap "Clock In" (B) or "Time Entry" (A)

STEP 3

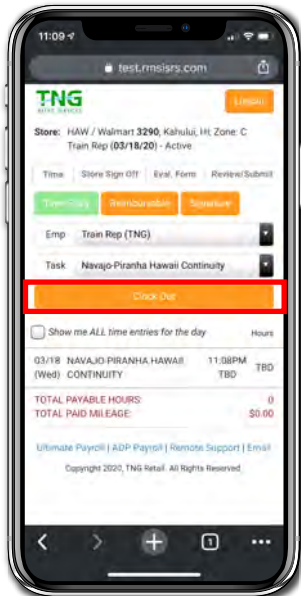Select your name and click the "Add" button

STEP 4

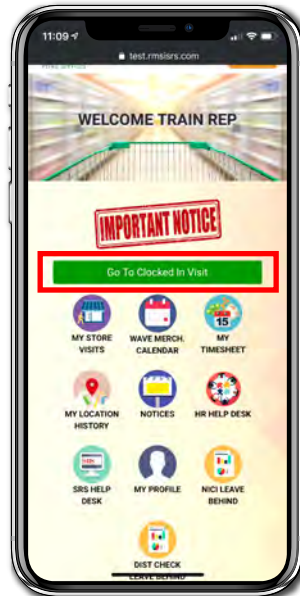Now click on the "Enter Time" button

STEP 5

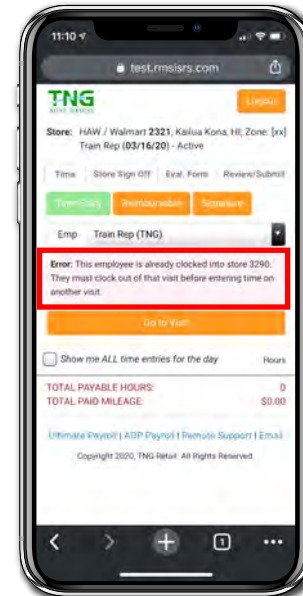Select your service task and hit the "Clock In" button

STEP 6

Now service your store, click the "Clock Out" button when done.

STEP 7

If you forget to clock out, you may see this green bar on your home screen

STEP 8

You can't clock into another store until you have clocked out of your first one (see error)

FOLLOW THROUGH

SAS REPS: Username: your email. Password: 1234

Remember the following:

> Add a **signature** to your time

> Work the tabs across the top to finish your visit

> **Submit** your work on the last tab.

> If you make a time entry error, get w/ your supervisor

> Remember to change the visit date if you are not doing the visit on the assigned day. If change date is blocked, contact your supervisor to change.

> Check your "My Time Sheet" icon on the SRS Mobile home screen daily to double check time entries.