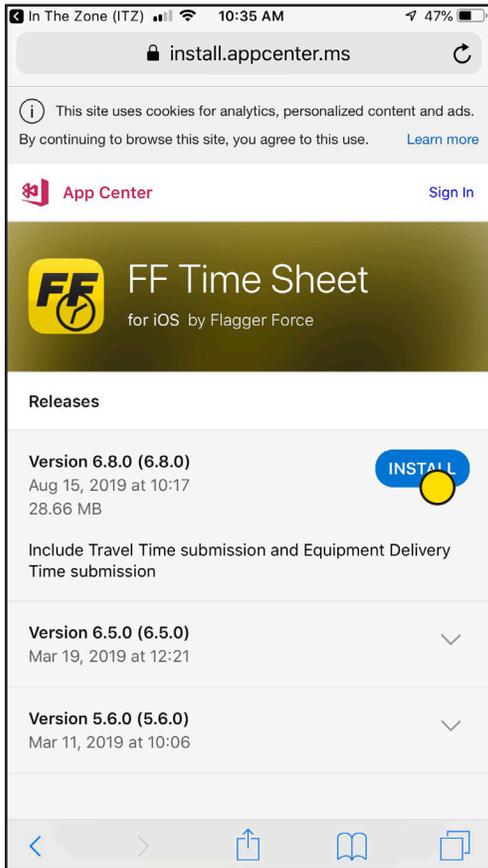




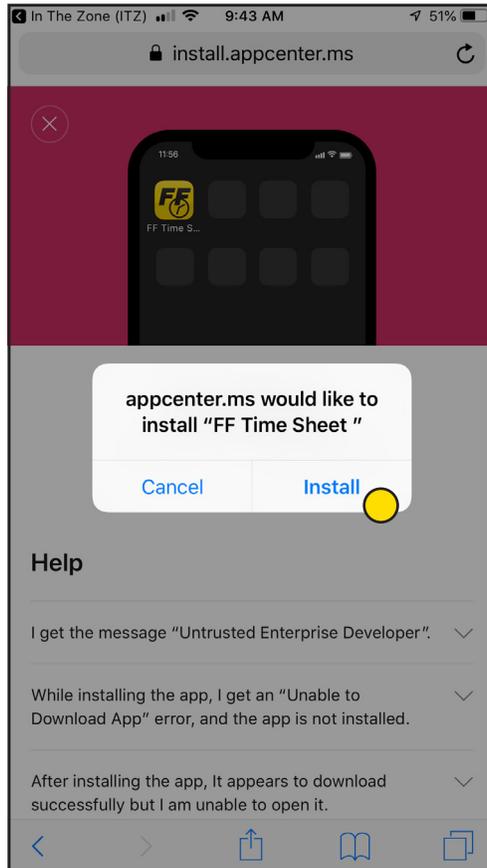
Time Sheet is a mandatory app for field employees. Based on your position, you can use Time Sheet to track and submit your time worked on the job, travel time, and equipment delivery time.

Follow the directions below to download and install the Time Sheet app for **iPhone** devices. Contact employee services with any questions—717.461.7650 and press option 6 for technology.

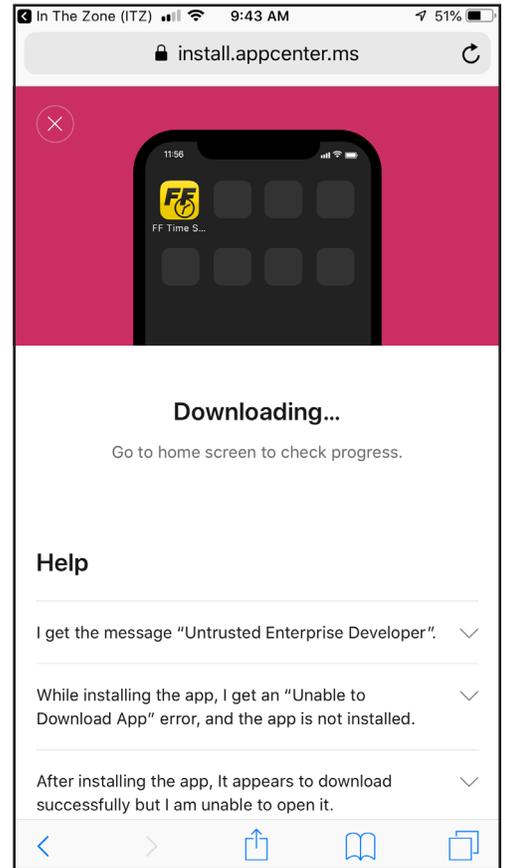
**1** Install FF Time Sheet



**2** Tap "Install" on the appcenter.ms pop up



**3** FF Time Sheet is loading—return to your home screen



Please note that you will be met with this screen after selecting the download button on the [FlaggerForce.com/Apps](http://FlaggerForce.com/Apps) page.



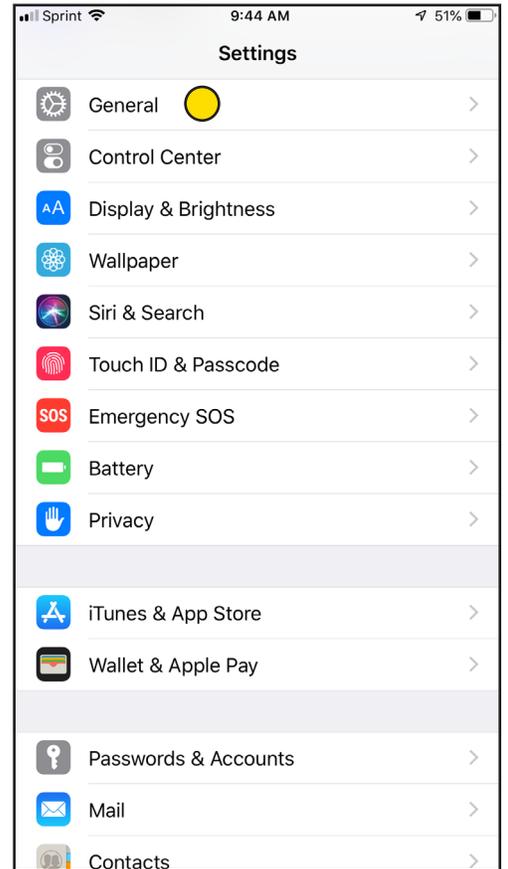
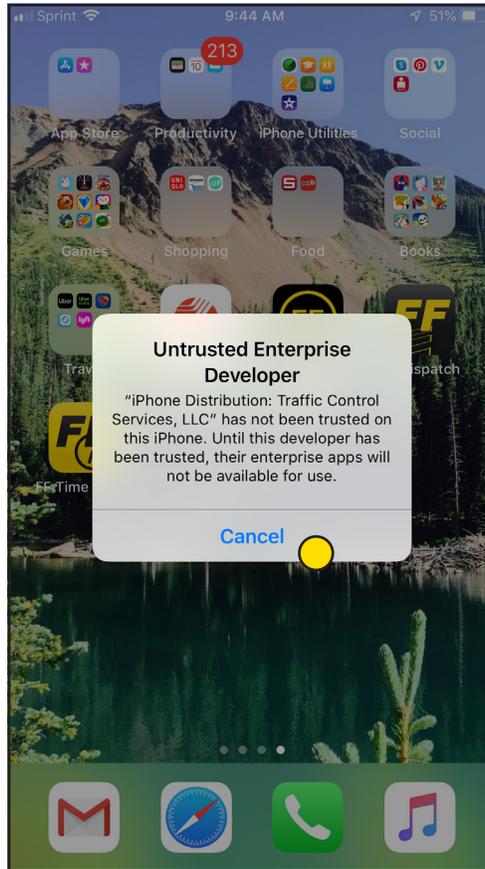
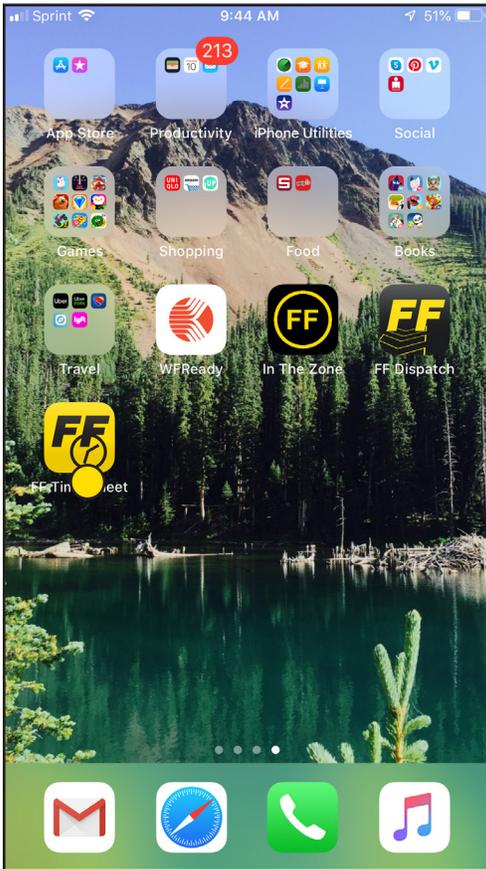
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**4** Tap on the app to open

**5** Tap “Cancel” on the Untrusted Enterprise Developer pop up –go to Settings

**6** In Settings, scroll down and tap General

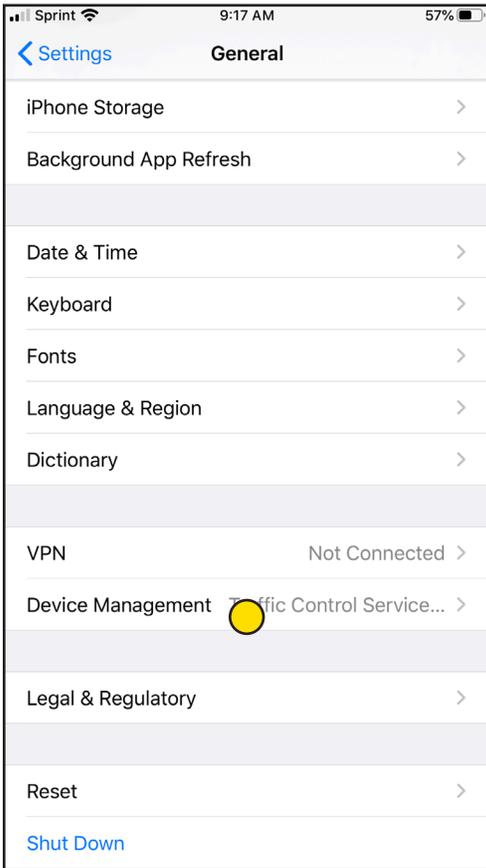




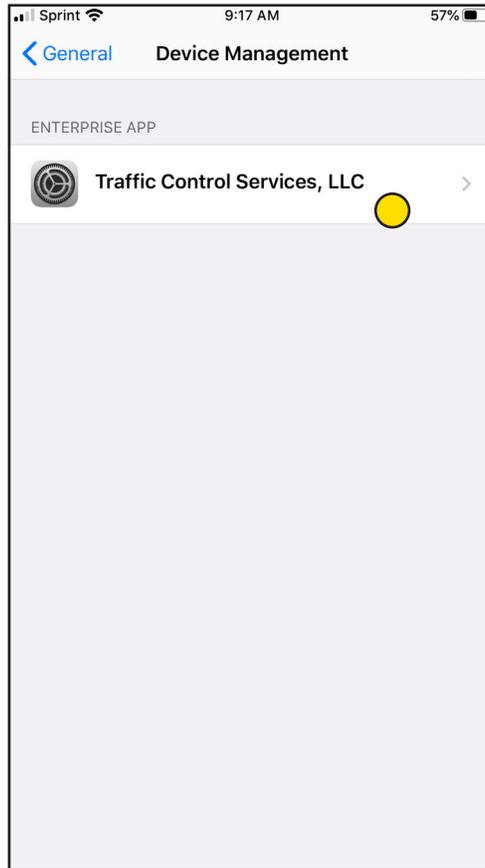
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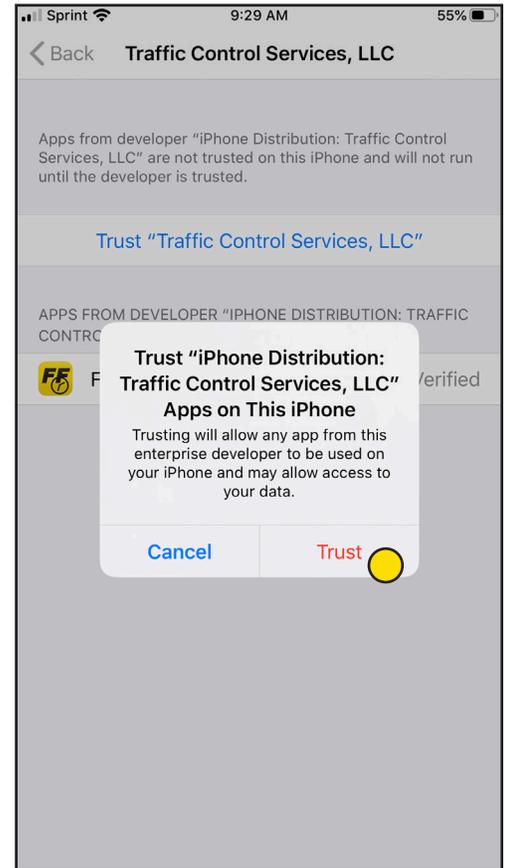
**7** Scroll down and tap Device Management



**8** Tap Traffic Control Services, LLC



**9** "Trust" Traffic Control Services, LLC



*Please note that once you go through the "trust" process for one of our apps on an iPhone device, you may not need to for the other apps.*



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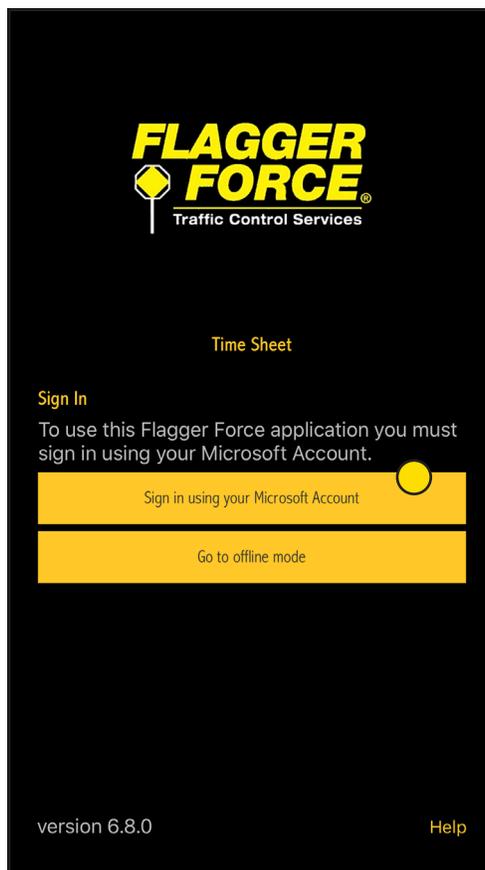
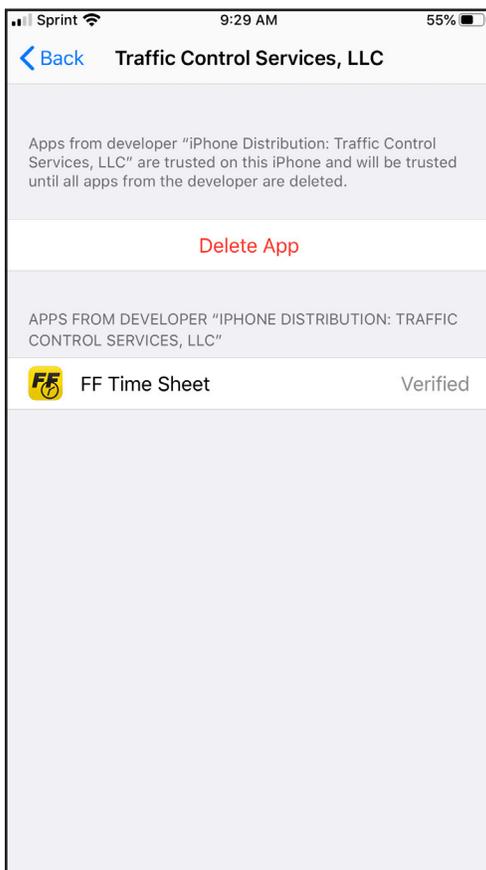
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10

App is now verified—return to your home screen

11

Tap on the app to open and sign in using your Azure ID login information. Your Azure ID is: Firstname.Lastname@FlaggerForce.net



*Please contact employee services to get your Azure ID login information.*

## DOWNLOAD & INSTALL COMPLETE!



Contact employee services with any questions—717.461.7650 and press **option 6** for technology.

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