



D A M S T R A

CONNECT + PROTECT YOUR WORLD



TWMS Mobile

How to View Timecards

PRODUCT: Damstra Workforce Management

VERSION:

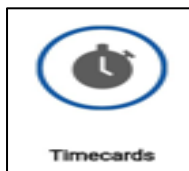
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APPROVED BY:

How to View Timecards

TWMS Mobile app allows you to view your total worked hours.

1. Login to your employee portal account
2. Click *Timecards*



3. Change date range, then click search

A screenshot of a mobile app interface. At the top, there is a grey header with a back arrow icon on the left and the text "Time Cards" in the center. Below the header, there are two input fields. The first is labeled "Start:" and contains the date "29/03/2008". The second is labeled "End:" and contains the date "06/04/2022". Below these fields is a blue button with the text "Search" in white.

4. Click  to expand and view your total work hours

A screenshot of a mobile app interface showing a summary of worked hours. At the top, there is a grey header with the text "TOTAL WORKED HOURS" and a refresh icon on the right. Below the header, there is a message: "You have not recorded work within this time period." Below this message, there are four lines of text, each starting with "In the last" followed by a time period and "you have worked a total of 0 hours." The time periods are "1 days", "28 days", "6 days", and "7 days".