LOG IN

To access the system click on the link on your Welcome Email

Check the User Type is '**Client**'

Enter your Username and Password as received in the Welcome Email and click **LOGIN**

> *Note: A shortcut to the web page can be added to the home screen on your smartphone or tablet so that you can directly access the system*
>
> *To create a shortcut, open the web page by clicking on the link in your welcome email*
>
> *Tap the menu button (android devices) or share button (iPad or iPhone) and select Add to Home Screen.*

APPROVE TIMESHEETS

Once a timesheet has been submitted you will receive an Email notification advising you that you need to log in and approve the timesheet.

To approve the timesheet log into AnyTime and click on the timesheet to be approved

To approve the timesheet click **APPROVE**

If the timesheet is incorrect and needs to be amended click **REJECT**

When you reject a timesheet the Employee is notified by Email/SMS and they will need to amend the timesheet and resubmit it.

APPROVE TIMESHEETS 'ON THE SPOT'

This function is accessed when the Employee has entered their timesheet and they click 'Submit & Approve'.

Enter your Username and Password in the Supervisor Approval Login screen

The timesheet can then be rejected or approved in the same manner as outlined above.

For more detailed information please refer to the AnyTime User Guide for Clients