

NOVAtime GPS Mobile App Time Clock

How to Clock In / Out using the GPS Mobile Time Clock

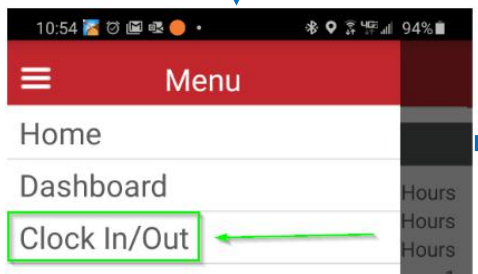
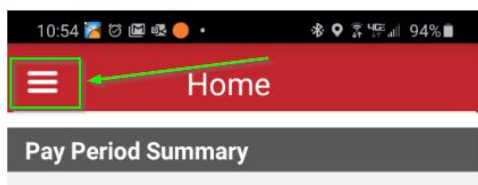
*** NOTE – You MUST have first Installed and enrolled in the NOVAtime Mobile app (NOVAmobile) on your 4G or 5G Cell phone or tablet with GPS, before you can use the NOVAtime GPS Mobile function.

- NOVAmobile is available for both Apple iOS and Android phones/tablets.
- To enable your cell phone please goto my.afw.net for instructions.
- If prompted, you will need to allow NOVAmobile to access your devices GPS location. The Higher the accuracy of your GPS setting the better. Please consult with your device manual or your wireless carrier for setting up GPS sensitivity.



To be able to Clock IN or OUT using the GPS Mobile Time Clock, you MUST be on Company Property! The GPS Fences are set up within 20 feet of the main entrance of each location. When you punch, NOVAmobile will record your Longitude and Latitude. If you aren't inside the GPS Fence, you won't be able to punch.

- 1) Log into your NOVAmobile App
- 2) Click on the Navigation (hamburger bars) at the top left of the screen
- 3) Click on "Clock In/Out"
- 4) Click on "Punch" at the bottom of the screen
 - a. You will receive a message if successful



OR

