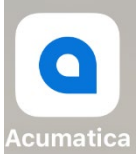
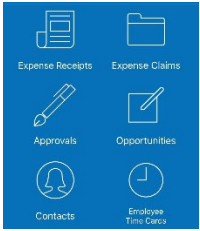
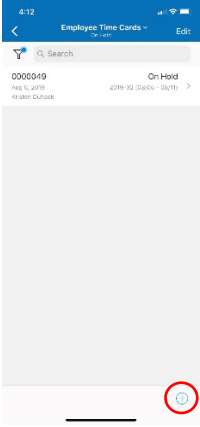
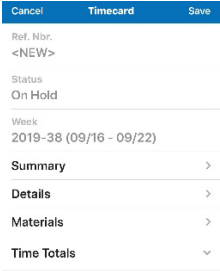


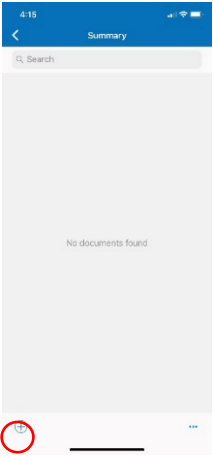
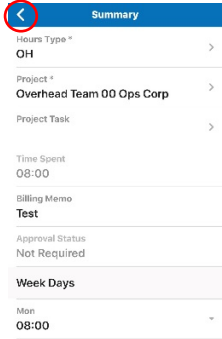
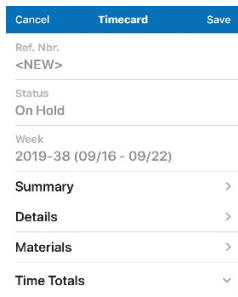
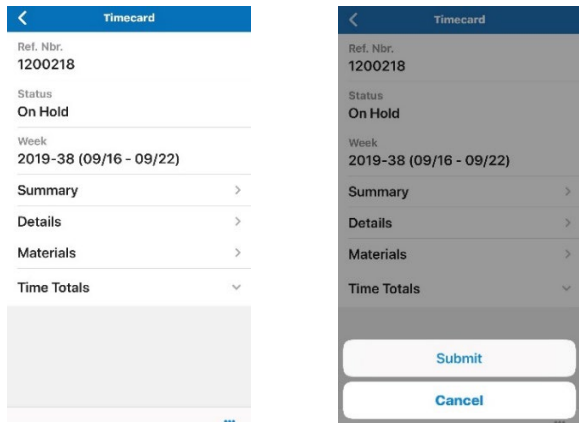
# Entering Time

Tools:

- Acumatica App
- Your login ID (SMG email) and password
- App Server URL: [safetymanagementgroup.acumatica.com](https://safetymanagementgroup.acumatica.com)

Step	Action	Notes
1	<p>Access the Acumatica app and login</p> 	<p>App Server URL: <a href="https://safetymanagementgroup.acumatica.com">safetymanagementgroup.acumatica.com</a></p>
2	<p>Select <b>Employee Time Cards</b> in the left menu bar.</p> 	
3	<p>Tap the <b>+</b> at the bottom of the screen</p> 	
6	<p>At <b>Timecard</b>, select <b>Summary</b> and begin time entry</p> 	<p>💡 Select <b>Details</b>, if Billing Memos are different for each day.</p>

# Entering Time

Step	Action	Notes
7	<p>At Summary, tap +</p> 	<p>Tap ... on lower right to <b>Preload from Previous Time Card</b>, if project codes, project tasks, and hours are the same or similar</p>
8	<p>Enter time then tap back arrow <b>twice</b> when finished</p> 	<p>App time entry follows the same process as the Acumatica website. See the Acumatica Time Job Aid for entry steps</p>
9	<p>Tap <b>Save</b> to save time entries</p> 	<p></p>
10	<p>If ready to submit time card for the week, tap ... then <b>Submit</b></p> 	<p></p>