

How to use



ACTION
TIME KEEPING

**For
Employees**



Step 1: Download the app

Your welcome email will contain a link to download the **Action Time Keeping** app from either iOS App Store or Google Play Store.

You must use the link to download the application from your preferred App Store.

The link is also available on the help page within the Action FMS Portal.



Step 2: Sign in to the app



Your Login details are the same as the details you use to log in to the Action FMS Portal.

You can reset your password via the Action FMS Portal login screen as needed.

Please sign in

Sign in using your Action FMS Portal details

Email

Password 

[Sign In](#)

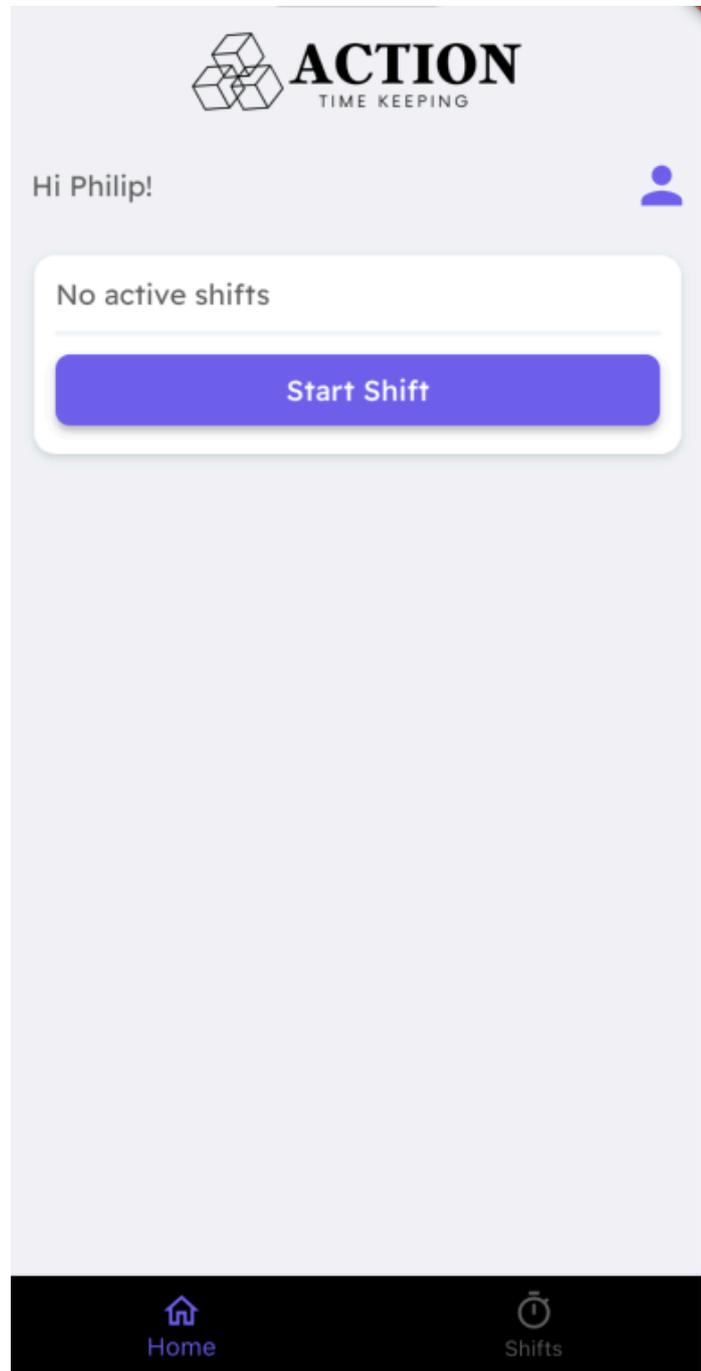
Don't have an account? [Contact Action FMS](#)



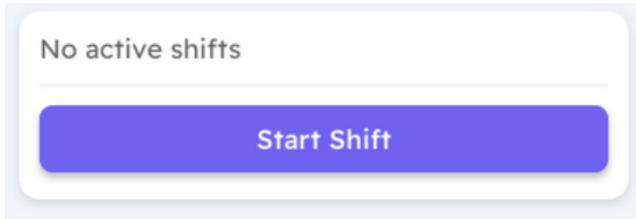
Step 3: The Dashboard

Once you are logged in, you will be shown the App Dashboard.

this screen lets you start a new shift, view previous shifts and contact us if needed.



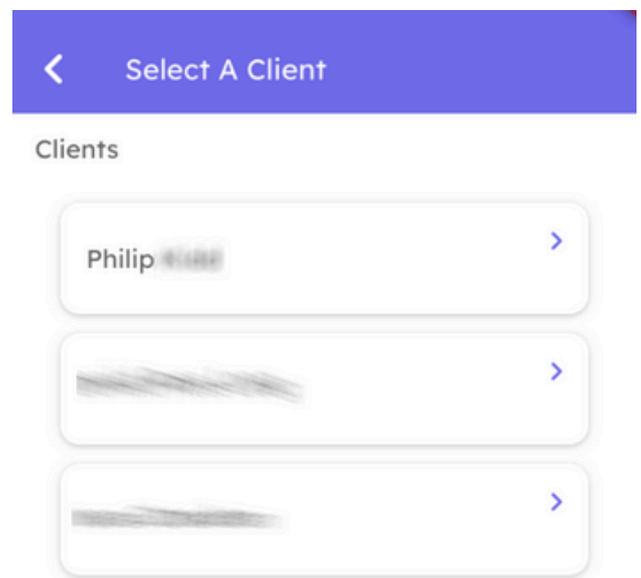
Step 4: Start new shift



Tapping on “Start Shift” from the dashboard screen will take you to the select client page.

This page will show you any Clients you are currently assigned to.

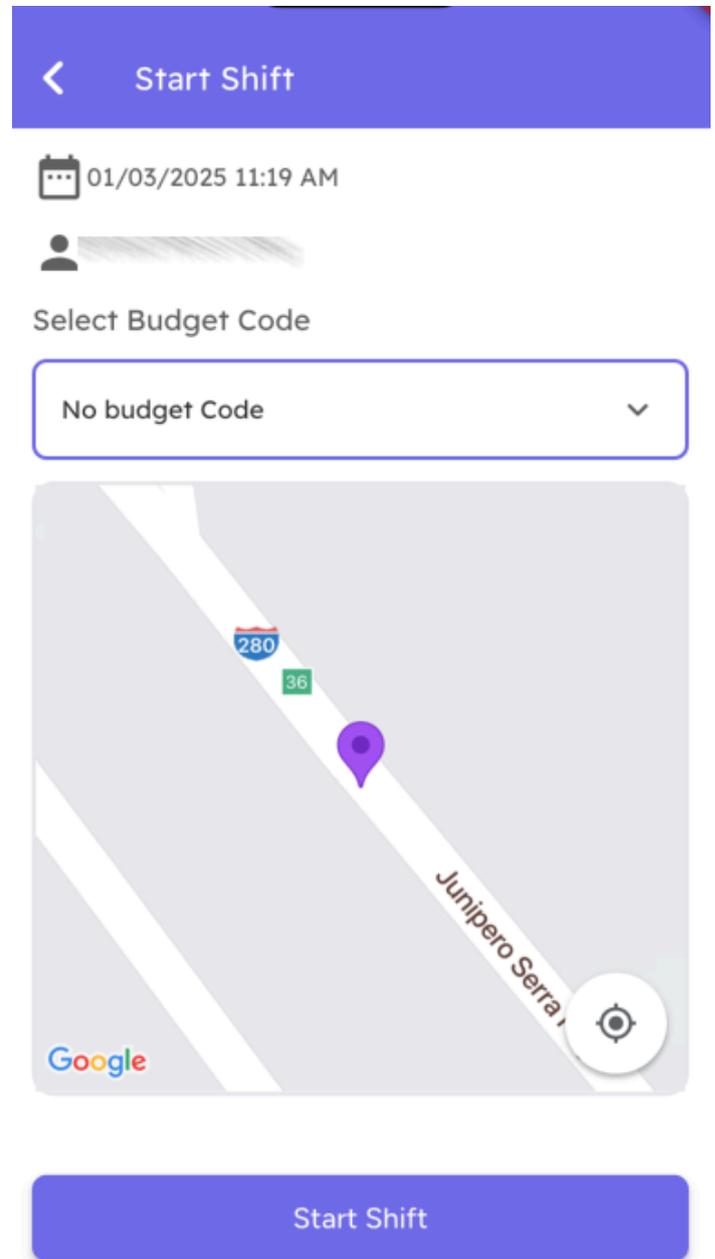
Tap to select the client you want to start a shift with.



Step 5: New shift details

This page will show you the following:-

1. The start date & time
2. the client
3. the budget code
4. your current location

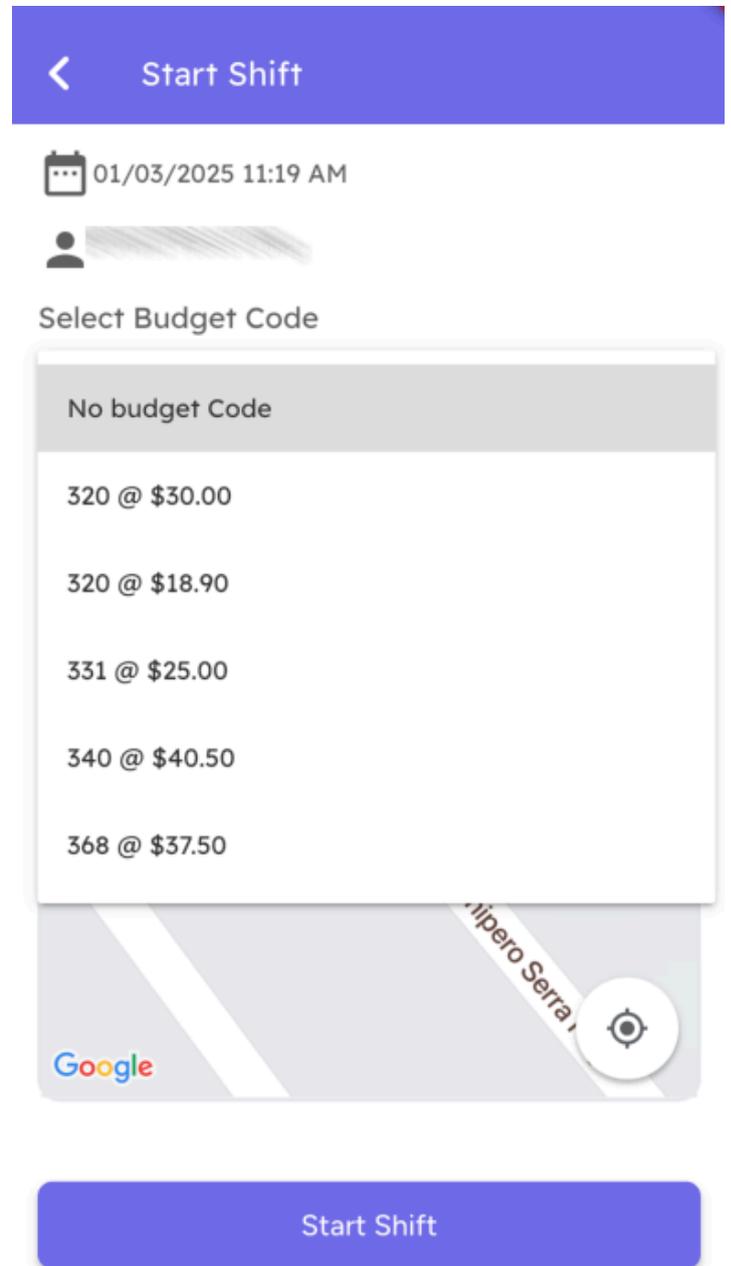


Step 6: Select budget code

Select the budget code & pay rate for the current shift.

This will be set up for you already but if anything is missing, then please contact us.

Once you have selected a code, tap “Start Shift” to continue.

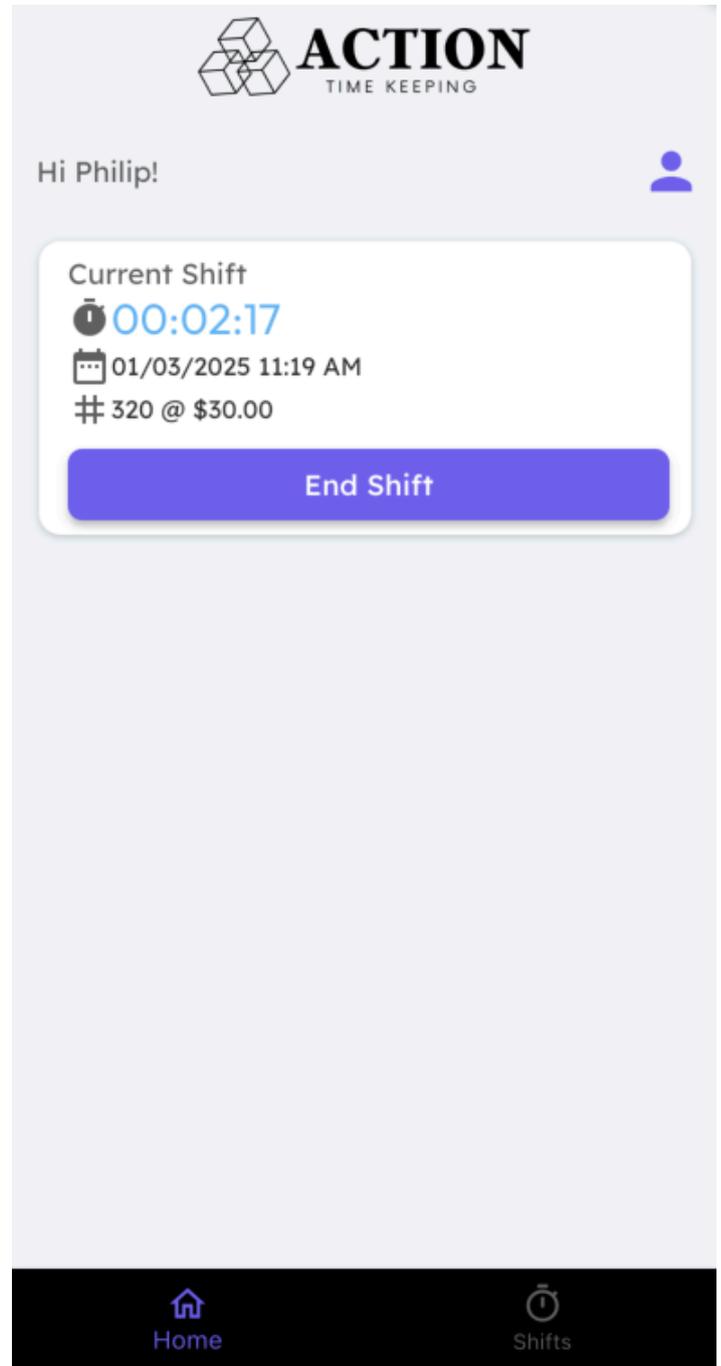


Step 7: Shift Started

Your current shift will appear on the app dashboard screen.

it will also show you:-

1. the current shift duration
2. the current shift start date/time
3. the selected budget code and pay rate.

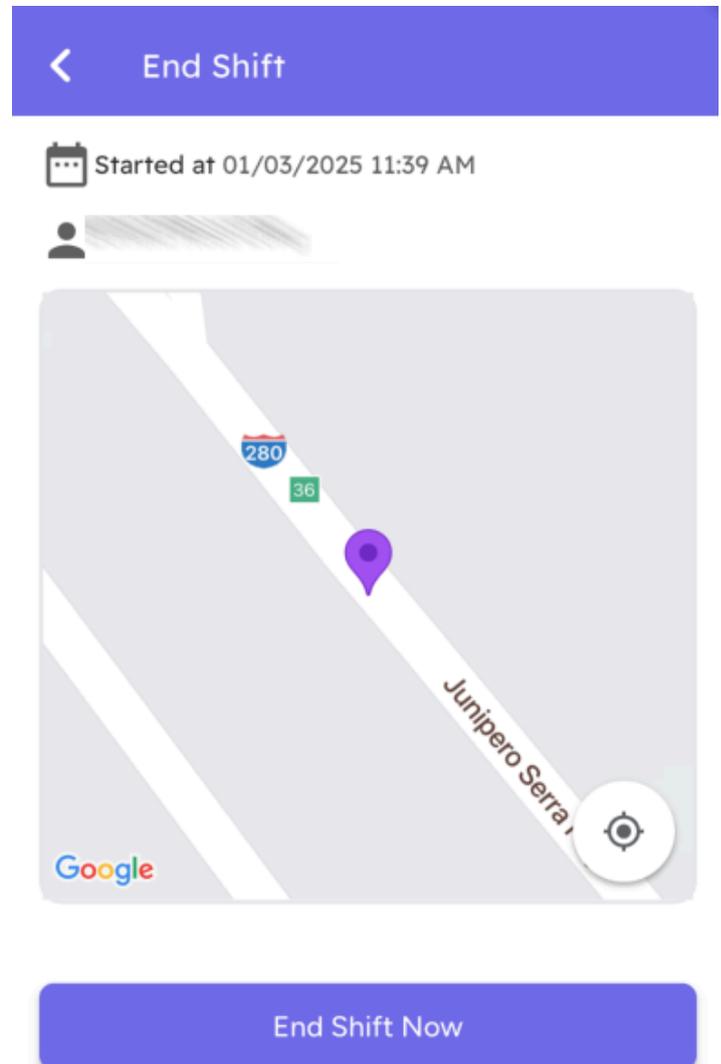


Step 8: complete shift

when you are ready to end the shift, tap “End Shift” and you will be taken to the End Shift page.

Here you will see the current date and time, the clients name and your current location.

Tap “End Shift Now” if you are sure you want to end the current shift.



Step 9: Confirm Shift Details

This page will allow you to adjust the start and end time if needed, and add any mileage.

< Review Shift Details

Shift Details

 Start Date

01/03/2025 11:19 AM

 End Date

01/03/2025 11:39 AM

 Duration: 00:20

Budget Code:
320 @ \$30.00

Mileage
If you need to add mileage for this shift, enter the details below.

 Miles Driven

Details are correct

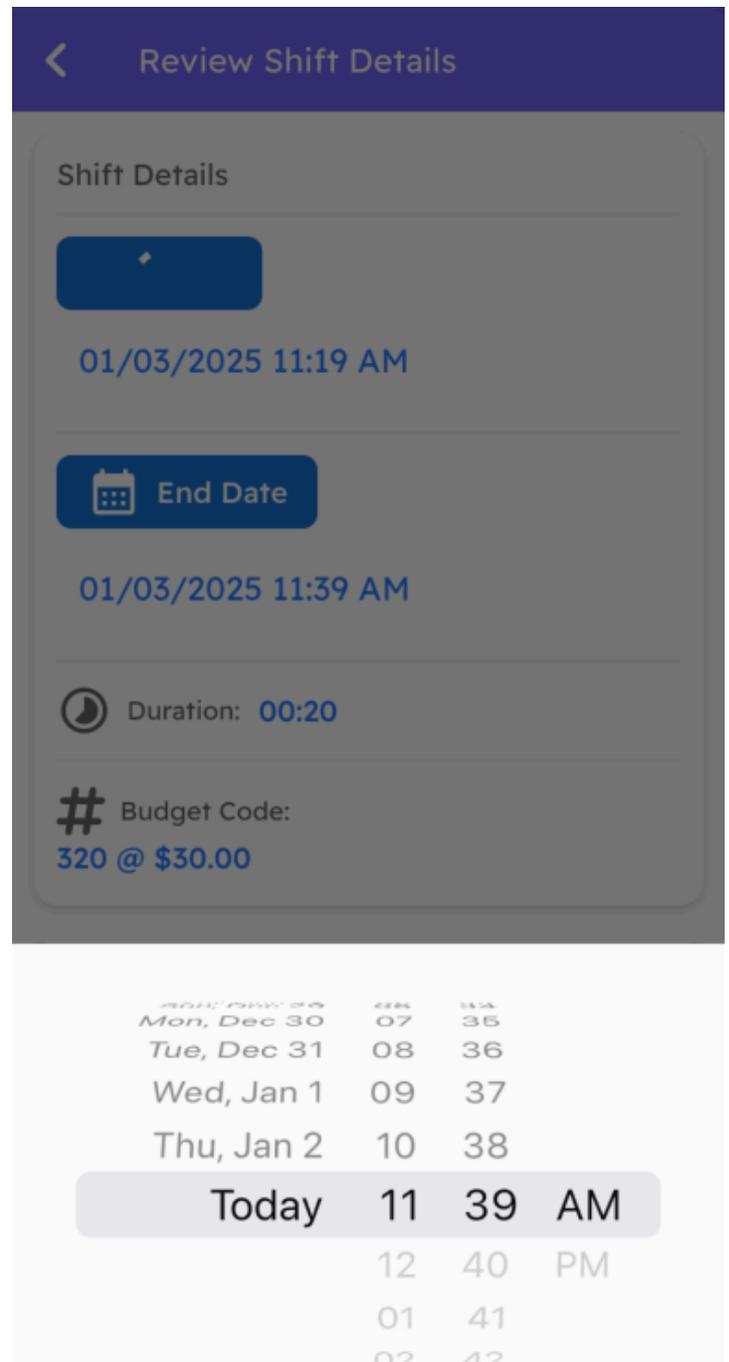


Step 10: Adjust Start Time

Tapping the Blue buttons for each date section will allow you to adjust the start date & time as needed.

Please note:-

1. A shift can not exceed 24 hours.
2. Any edited dates will show as edited.



Step 11: Confirm Details

As you can see, Edited dates will show as edited.

You can also enter your mileage (in miles) below.

If you are happy with the shift details, you can tap “Details are correct” to continue to the next page.

The screenshot displays the 'Review Shift Details' screen. At the top, there is a purple header with a back arrow and the text 'Review Shift Details'. Below the header, the section is titled 'Shift Details'. It contains several fields: 'Start Date' with a blue button and a calendar icon, showing '01/03/2025 11:37 AM' and a red edit icon; 'Original: 01/03/2025 11:19 AM' with a red calendar icon; 'End Date' with a blue button and a calendar icon, showing '01/03/2025 11:39 AM'; 'Duration: 00:02' with a moon icon; and '# Budget Code: 320 @ \$30.00'. Below this is a 'Mileage' section with the text 'If you need to add mileage for this shift, enter the details below.' and a text input field labeled 'Miles Driven' with a car icon and the value '5'. At the bottom, there is a purple button labeled 'Details are correct'.



Step 12: Client Approval

This page allows your client to view the current shift details and confirm they are correct.

If the client is happy then you or they, can tap “All details are correct” to continue.

If any details need adjusting, then tap the arrow in the top left corner to go back.

< Confirm Shift Details

Shift Details

Start Date:
01/03/2025 11:37 AM 
Original: 01/03/2025 11:19 AM

End Date:
01/03/2025 11:39 AM

Duration: 00:02

Budget Code: 320 @ \$30.00

Mileage
If your caregiver has entered Mileage, Please confirm the details below.

 Distance: 5

All details are correct



Step 13: Client Signature

This page allows your client to sign, using their finger to draw a signature.

If you are signing on the clients behalf, please tap the checkbox to let us know.

You can tap “Clear Signature” if you make a mistake or tap “Next” to continue.



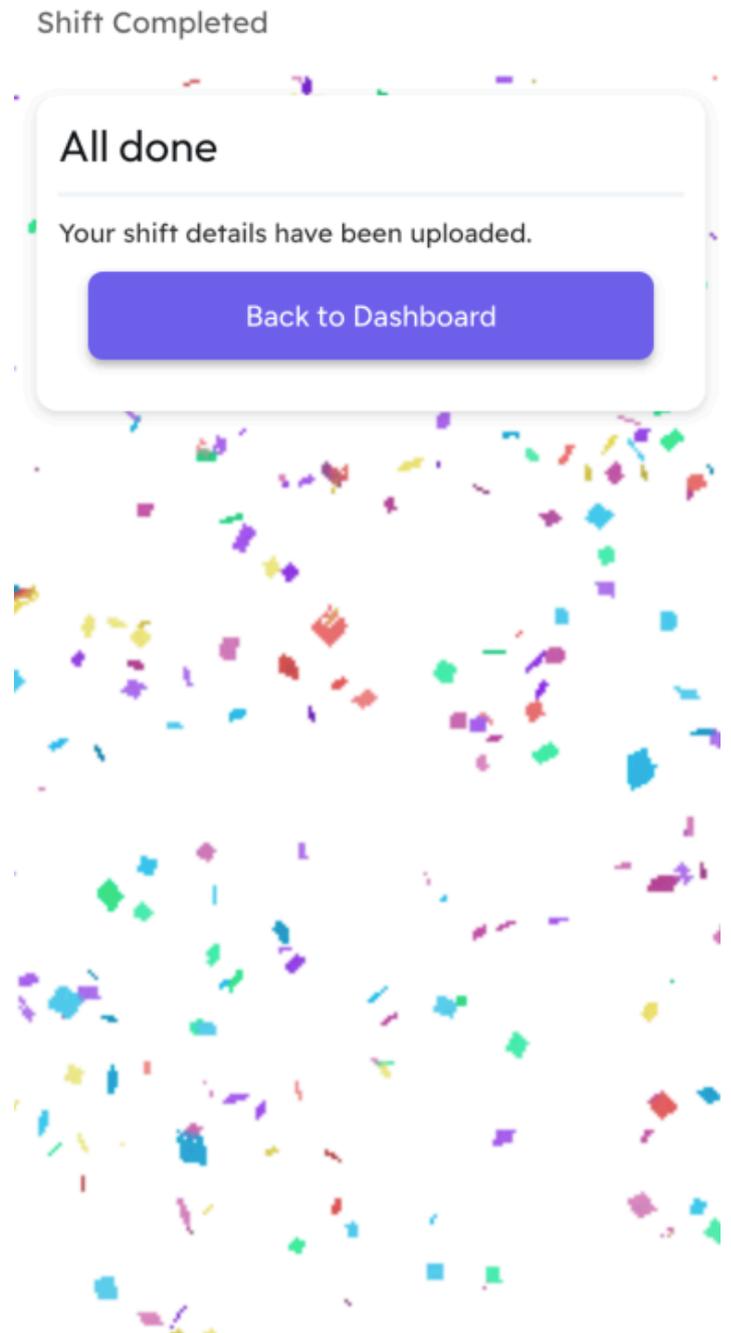
The screenshot shows a mobile application interface for a client signature. At the top, there is a purple header bar with a white back arrow and the text "Client Signature". Below the header is a large white rounded rectangle containing a handwritten signature in black ink. Underneath the signature, there is a green checkbox followed by the text "Signed on behalf of client". At the bottom of the white rounded rectangle is a purple button with the text "Clear Signature". Below the white rounded rectangle is a separate purple button with the text "Next".



Step 14: Shift Uploaded

Your shift will be sent to Acton FMS on the next page and this process will be completed.

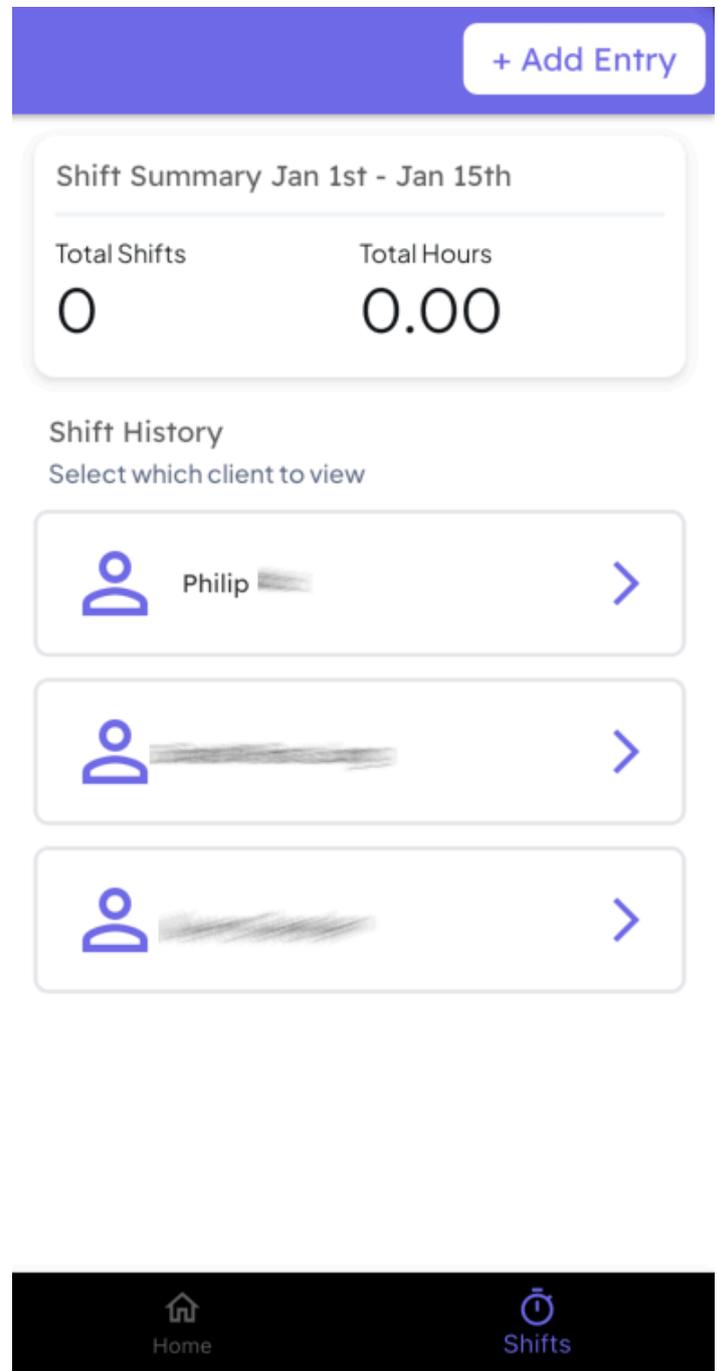
Tapping “Back to Dashboard” will take you back to the app dashboard.



Step 15: View shift history

Tapping the stopwatch icon on the bottom of any screen, will take you to the “Shift Summary” page.

This page allows you to view a history of your shifts as well as a counter for total shifts and current hours.



Help & Support



ACTION
TIME KEEPING

Should you need any further help or have any questions, feedback or ideas on how we can improve the Action Time Keeping app then please feel free to get in touch.

