

How to Punch using the Novatime Mobile App

1. Sign into your Novatime account on the NOVA Mobile App
 - a. Under Password, input your custom password created on first login



 and18110

 123456

 Enter Password



Check to enable the fingerprint setup after login

Login

2. On the page the appears next, tap In or Out to Punch in or Punch Out

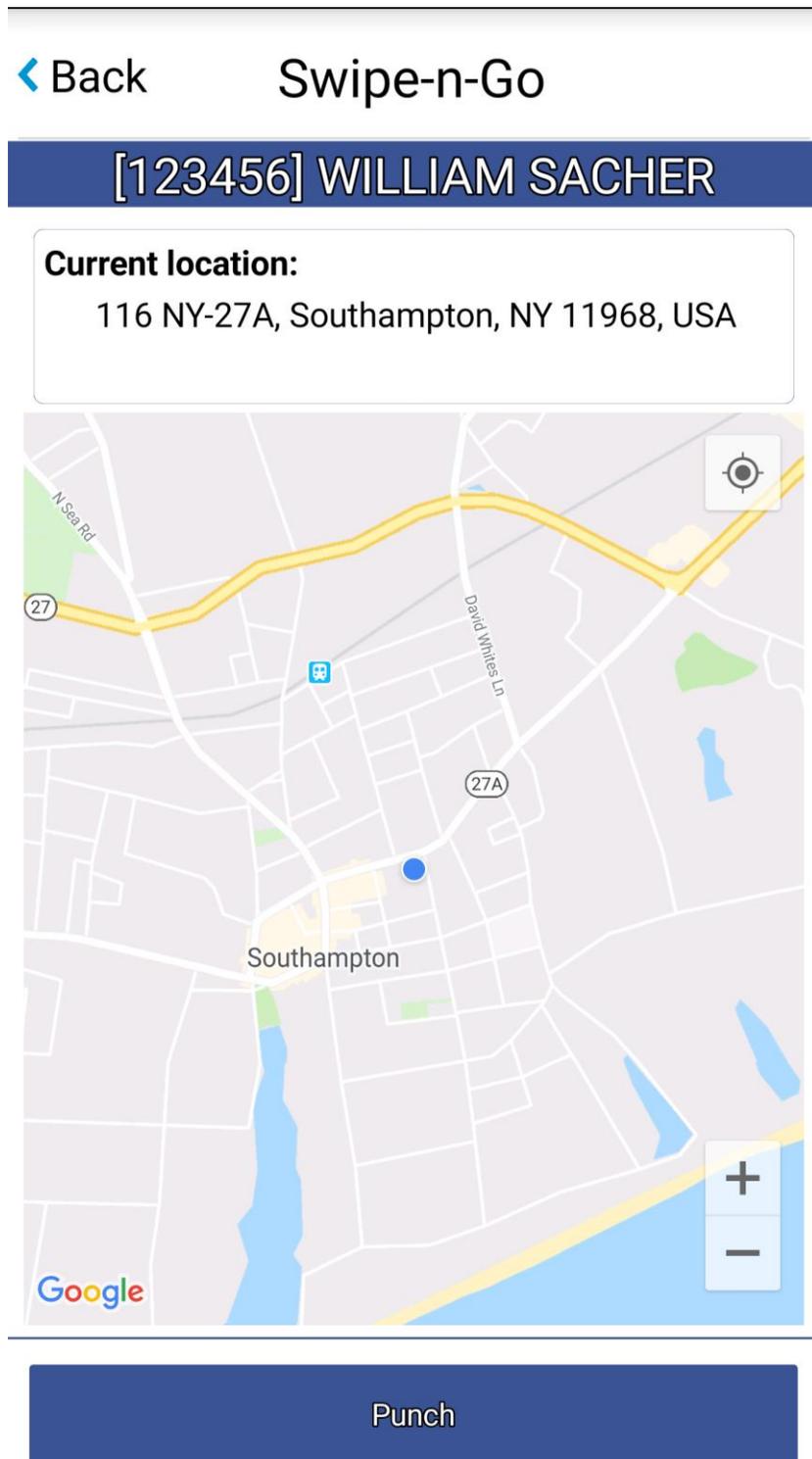


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3. On the next page, confirm your location and tap 'Punch' on the bottom of the screen



4. If the punch was successful, you will see a popup screen saying "Success!" with the time and date you punched in.