

INCORPORATED VILLAGE OF FREEPORT

Procedural Guide



WorkForce Mobile App(ExecuTime)

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Description:

This guide will explain how to set up the ExecuTime Mobile App.

Download the WorkForce Mobile App, available in App Store and Google Play Store

This is the WorkForce Mobile logo



On sign in with your account, enter your email address



Sign in with your account.

Username



On the initial login, you will see this. Click **Add organization**



Don't see your Organization? [Add Organization](#)

The organization ID is villageoffreeportny.

3:41

<  Select Organization 

Enter Organization ID

villageoffreeportny 

NEXT

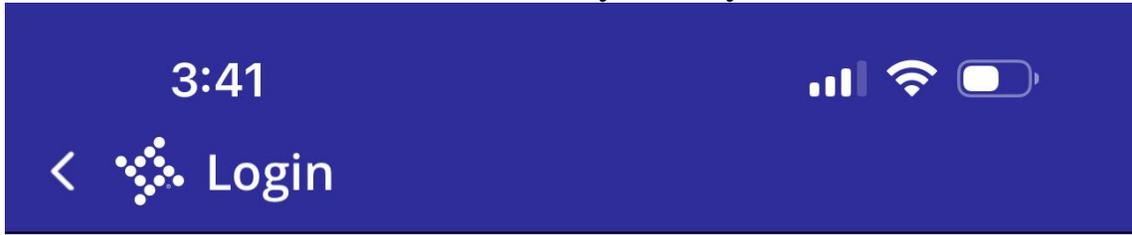
Hit the sign and add the organization

3:41

<  Select Organization 

Village of Freeport, NY 

On the OKTA Screen, initially enter your email address



okta



This is the first time you are connecting to tyler-villageoffreeportny.okta.com from this browser

Username

Remember me

Next



This is the first time you are connecting to tyler-villageoffreeportny.okta.com from this browser

Username

Password

Remember me

Sign In

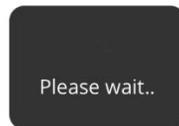
The password is your network password(how you sign into the computer, email, etc)

You will see “Please Wait” as it attempts to login you into the app



Sign in with your account.

Next

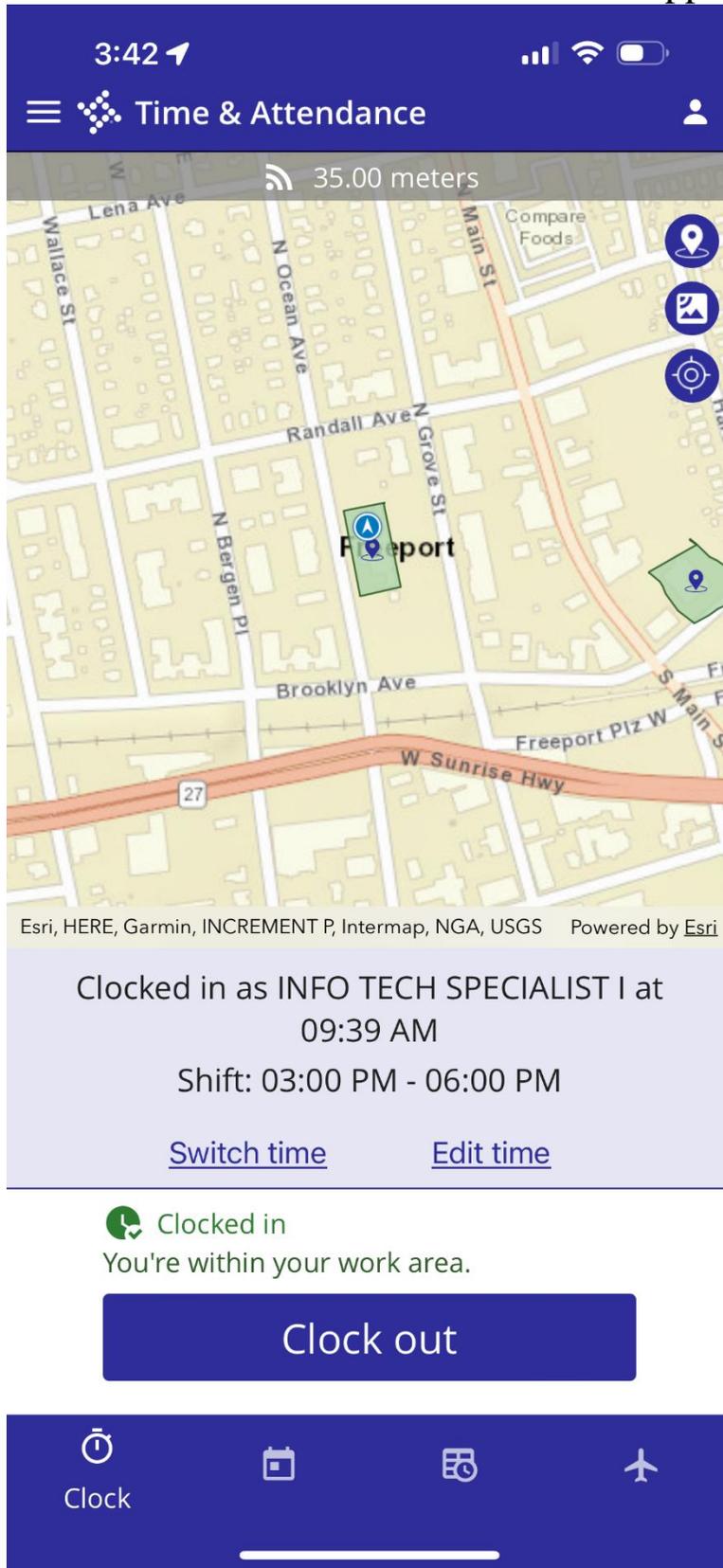


This will appear at some point during the installation

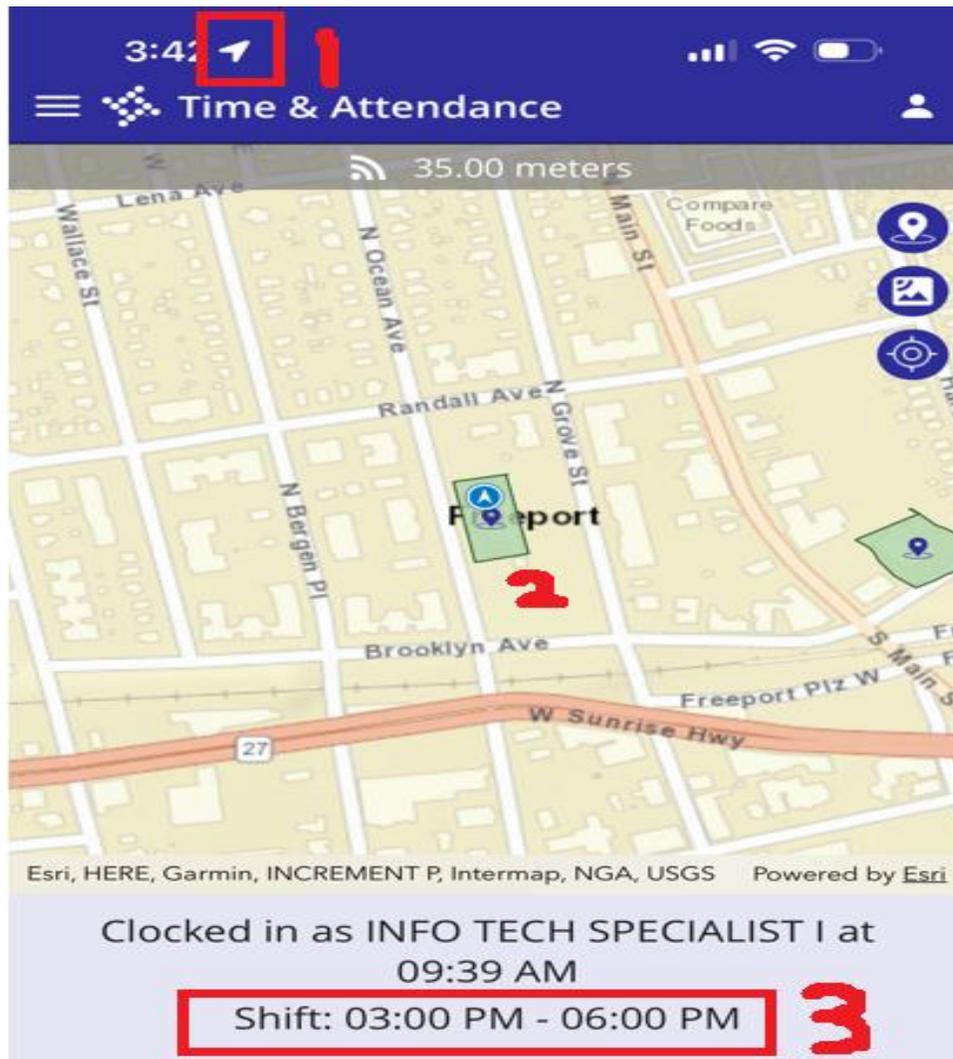
Allow WORKFORCE Mobile



Done! You are now in the workforce app



Just a few notes: Please see the numbered areas below



[1]- This arrow is saying you are sharing your location within the app. You have to allow your location while using the app in order to clock in/out.

[2]- The Green area is the GEOFENCE. The blue arrow within the green is your location. In order to clock in/out, you have to be within the GEOFENCE , otherwise you'll get an message stating you're not in the desired area

[3] Ignore the shift time. Will work on removing that from your screen.

Request Time Off

Go to the Airplane icon and hit the plus sign to add in time off requests.

You can also view your current time balances on this screen.

