

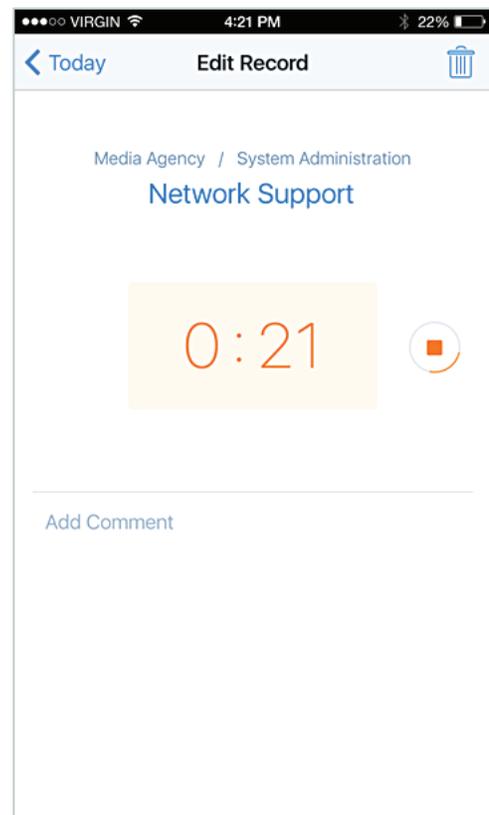
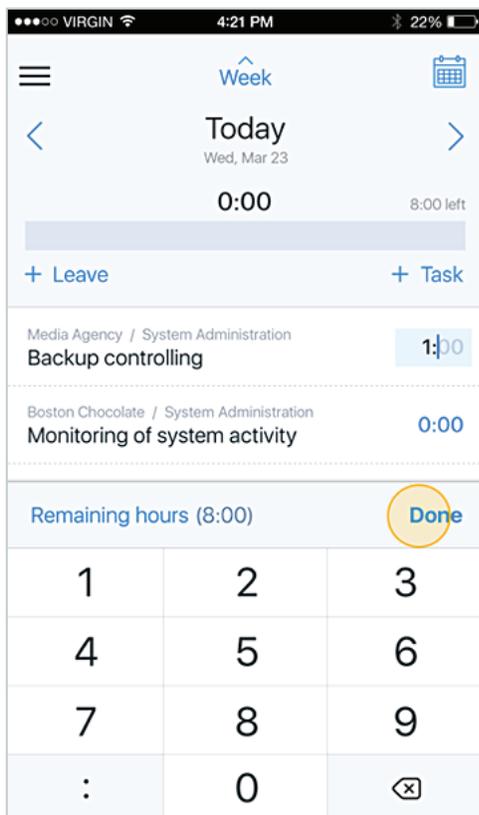
actiTIME Mobile is a simple mobile app for tracking your time on the go. It easily synchronizes with your actiTIME account and allows you to submit work and leave time, manage tasks, and review your time-track for different periods.

For more advanced management and reporting options, please check out the web version of actiTIME.

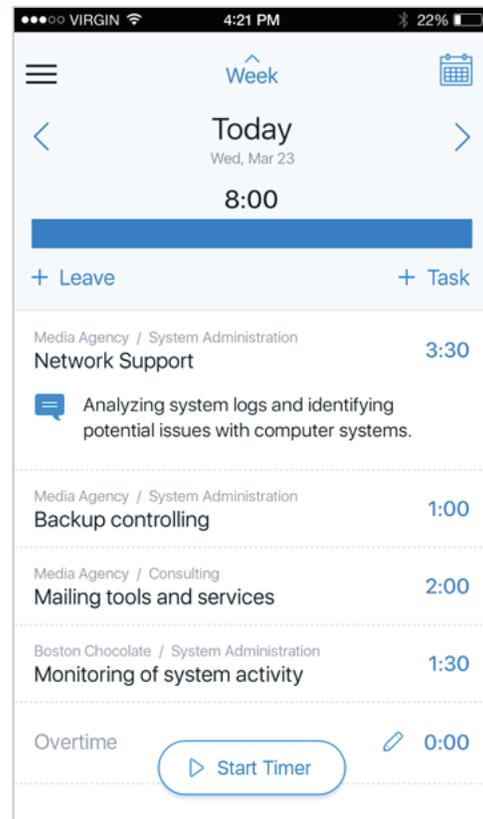
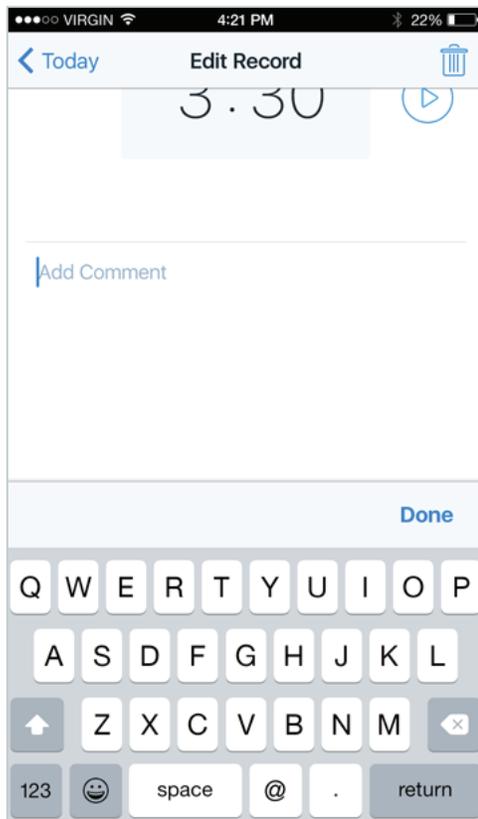
## Tracking work time in actiTIME Mobile

To start tracking time, first select your tasks. You can add them to your timesheet from the previous day or from the list of all available tasks. Then just enter the time you have spent on them.

The application provides an easy way to record your working time – a timer. Launch the timer when you start working on a task, and stop it when you're done – the time will be recorded in your timesheet.

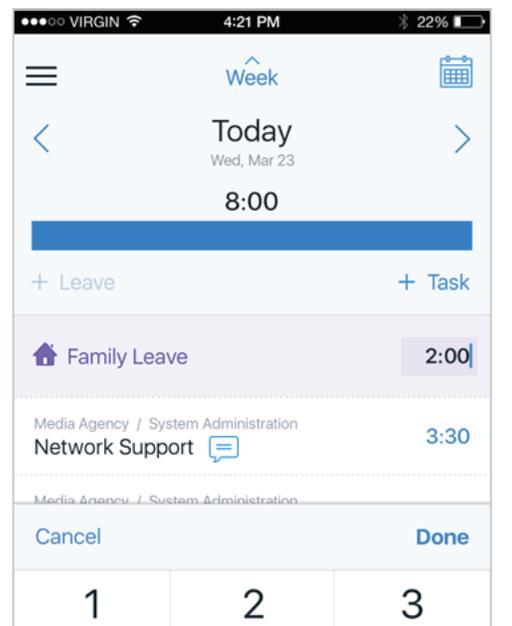


Add comments to your time-track and review them later.



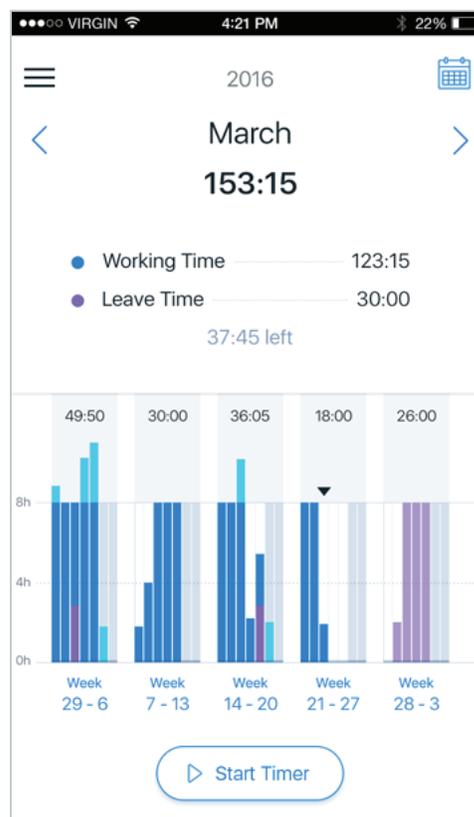
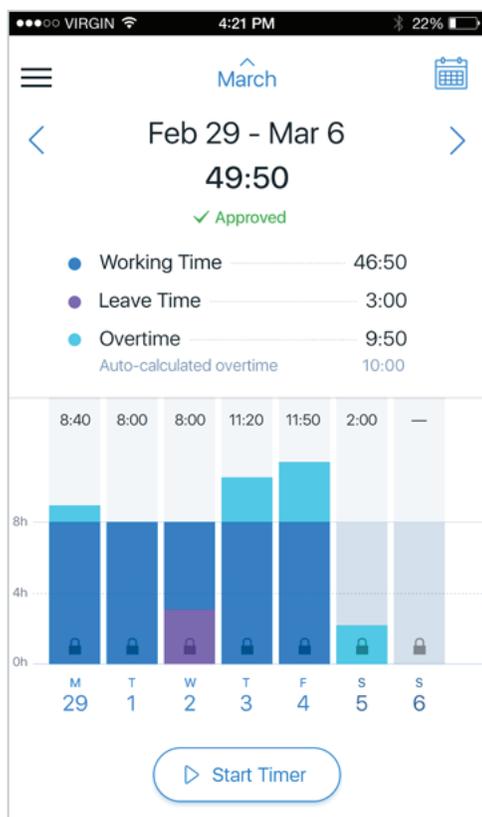
## Tracking leaves in actiTIME Mobile

Business trips, remote work and time off is when mobile time-tracking can help you the most. With actiTIME Mobile, you can easily record your leave time. Simply select the leave type, specify how long you'll be away and add it to your timesheet.



## Reviewing submitted time-track

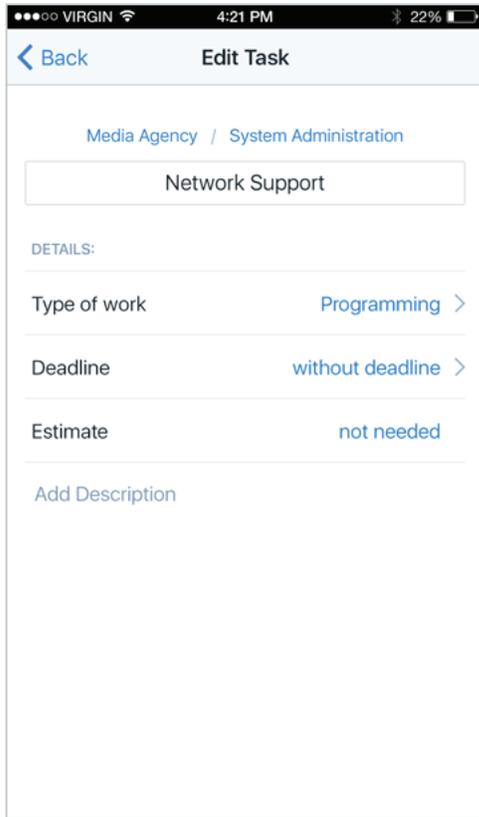
actiTIME Mobile allows you to review your submitted time for a day, a week, or a month. You can get a full breakdown of reported hours including your work & leave time, as well as overtime. The status of your time-track (Approved or Locked) will be displayed as well.



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## Task management in actiTIME Mobile

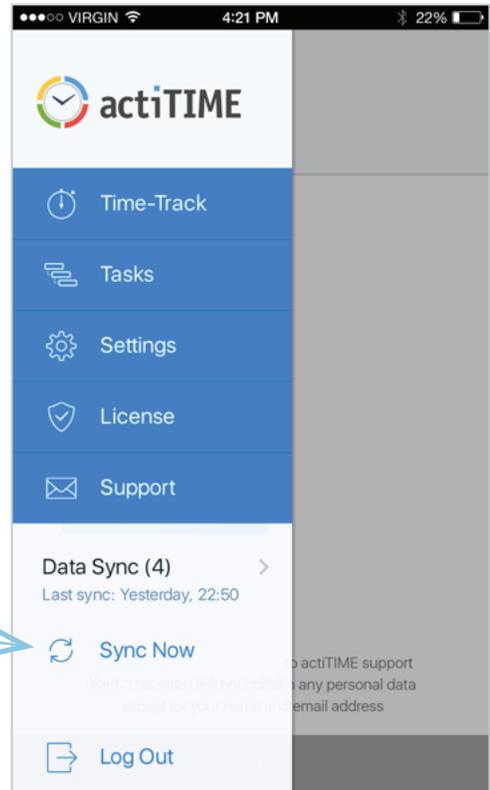
actiTIME Mobile also features task management functionality. You can create, edit and delete tasks, set deadlines and time estimates.



 This functionality is available if you have the necessary [permissions](#) in actiTIME.

## Synchronization with actiTIME account

actiTIME Mobile synchronizes with your actiTIME account, so that your time-track data is saved on the server and available in both the web version and in the mobile app. To synchronize your data, tap the **Sync Now** button in the main menu.



actiTIME Mobile allows synchronization with both Online and Downloadable editions. Synchronization with actiTIME Downloadable is supported starting from the version 3.1.

actiTIME Mobile is compatible  
with **iOS version 9.0 or higher.**

