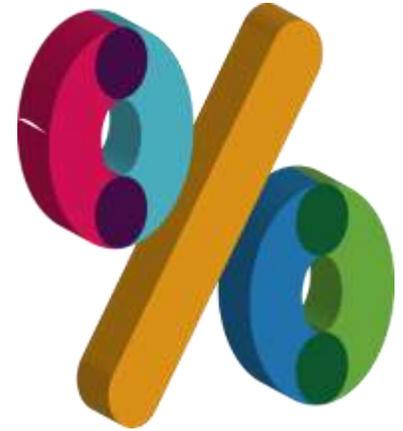


Pacific Timesheet: Mobile Percent Allocation Timesheet Primer



Pacific Timesheet, the leading provider of percent allocation timesheets, has Mobile Percent Allocation Timesheets.

Accessing Pacific Timesheet Mobile is easy.

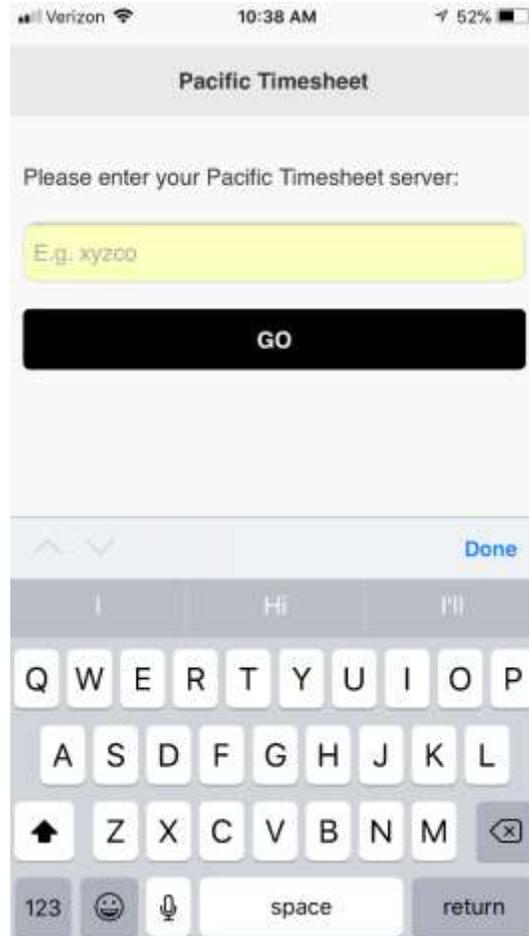
Pacific Time App Option

Download & install Pacific Time apps



Server

The first time you log into Pacific Time, you will need to connect your app to the cloud.



What's My Pacific Timesheet Server?

When accessing Pacific Timesheet using a browser, the system URL looks something like:

<https://mycompany.pacifictimesheet.com>

The server name is **mycompany**.

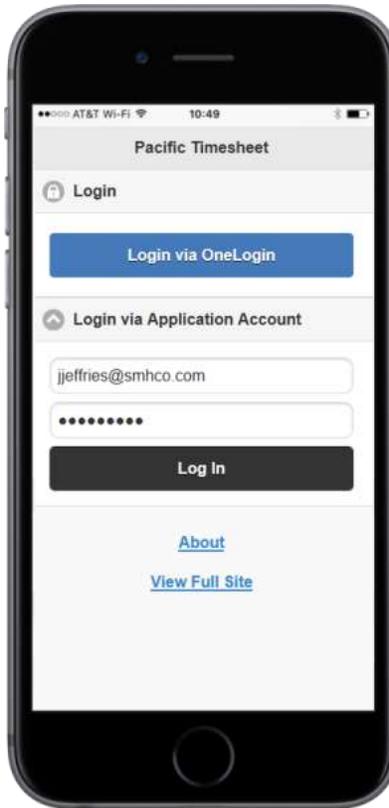
Simple.

Mobile Browser Option

Open a browser on your mobile device (e.g. iPhone or Android) and enter your system URL you received from your system administrator. You can save it to your favorites for next time.

Logging In Using a Browser

On the login page, enter your login name and password, and you're in.

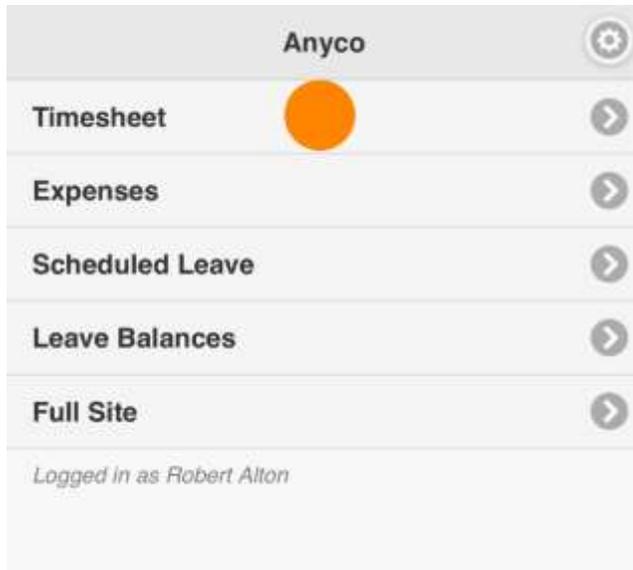


If you have single sign on, and you're already on your company network, just enter the URL and you'll end up on the main mobile dashboard shown below.

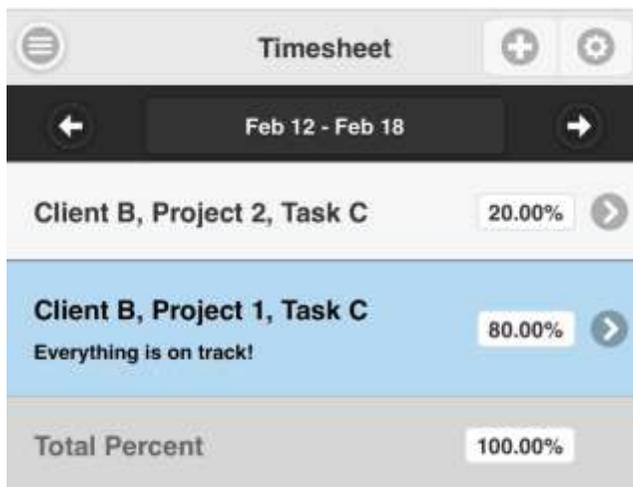
From here, you can reach anything you need with one or two taps.

Timesheet

Tap Timesheet to show your main timesheet page:

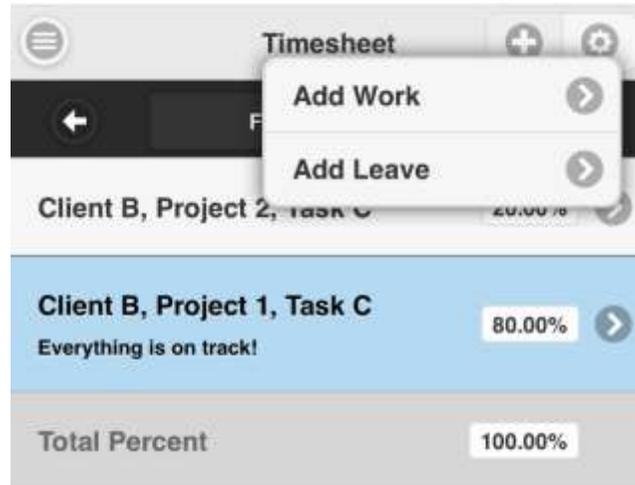


The Percent Allocation Timesheet is simple and easy to use. Note that on both sides of the time period, in this case Feb 12 - Feb 18, you have time period forward and back buttons.



Add Work

Adding new projects is easy. Just tap the Plus (+) button:



Then tap Add Work and complete the details of your work entry:

The screenshot shows a mobile application interface for 'Work Entry'. At the top, there are three buttons: 'Cancel', 'Work Entry', and 'OK'. Below this, there are several input fields: 'Date:' with a dropdown menu showing '2/12/2017 - 2/18/2017'; 'Hours (%):' with a text input field containing '80.00'; 'Client:' with a dropdown menu; 'Project:' with a dropdown menu; 'Task:' with a dropdown menu; and 'Notes:' with a text input field. A search dropdown menu is open over the 'Project:' field, showing a list of options: 'Project 1' (highlighted in blue), 'Project 2', a dashed line separator, and 'Search...'. Each dropdown menu has a downward arrow icon on its right side.

Search

You can search for projects, tasks or other work items by tapping on search and typing into the search box. A filtered list of work items will be returned as you type. To select, tap its name, and you will be returned to the time entry details page.

The screenshot shows a mobile application interface for 'Projects'. At the top, there are two buttons: 'Back' (with a left arrow icon) and 'Projects'. Below this, there is a search input field with a magnifying glass icon on the left and a close icon (an 'x' in a circle) on the right. The text 'Project 2' is entered into the search field. Below the search field, a list of search results is displayed, with 'Project 2' as the only visible item.

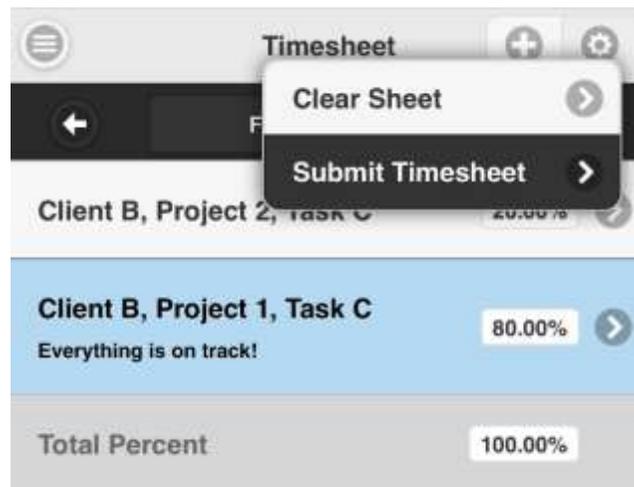
When your time entry is complete, tap "Okay" and you'll be returned to the Timesheet page.

Add Leave

If you have scheduled leave it will already appear in your timesheet. To add new leave, tap the plus (+) button, tap Leave to add a leave row. Select your leave pay code and tap Okay.

Submit Timesheet

Tap the gear icon in the upper right to move back and forth between the "Week View" and "Day View." As with the laptop/desktop application, the system remembers your last view of your timesheet.



Remember that you can go back and forth between the Mobile Percent Allocation Timesheet and your laptop application.

That's it.

If you have any questions or additional features you'd like to see, enter comments on the original Learning Center Blog post:

["Mobile Percent Allocation Timesheet Primer"](#)