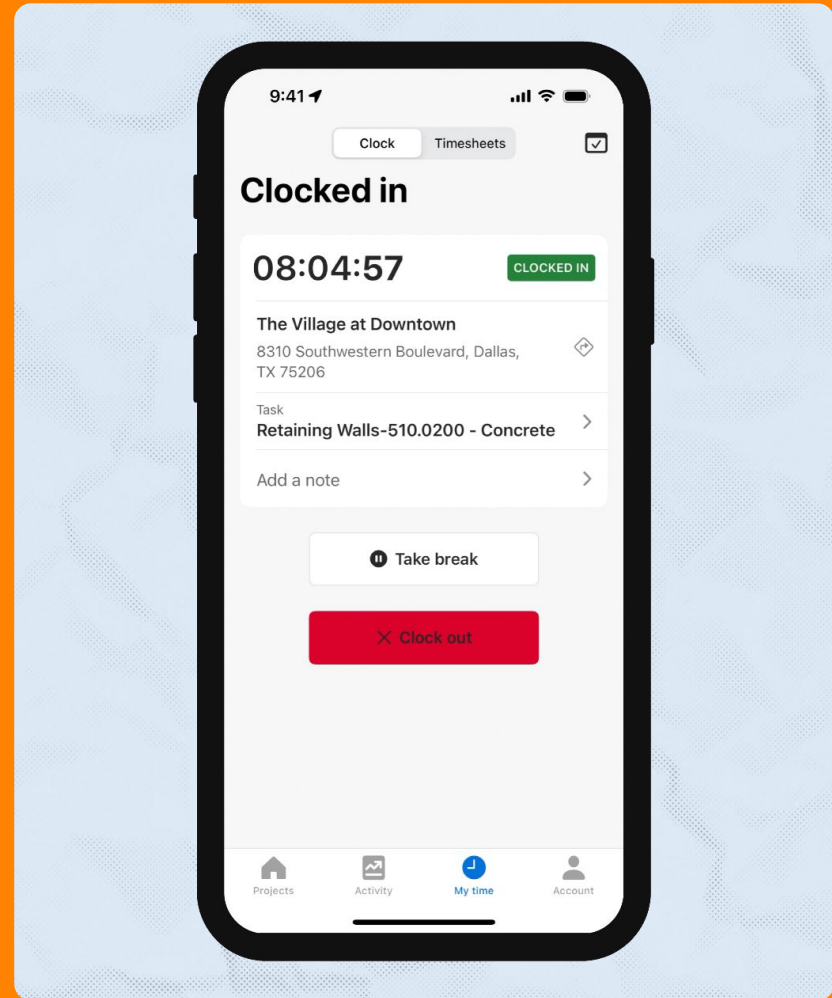


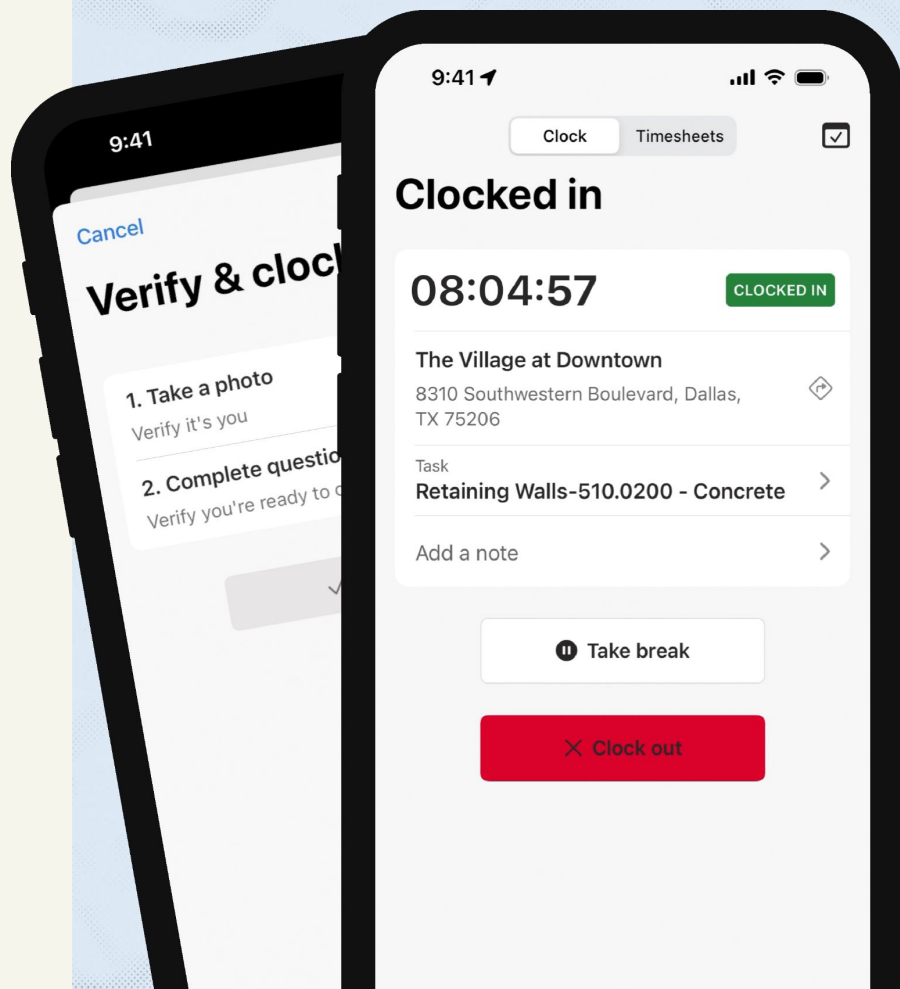
QuickStart Guide

Time Clock: Office & Field



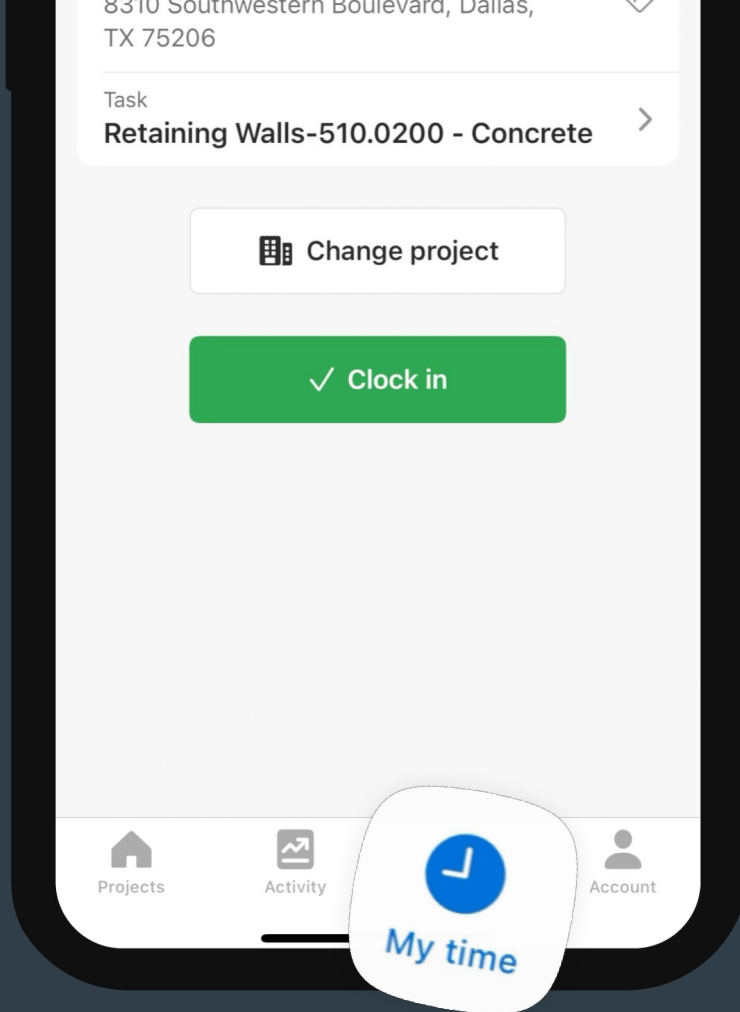
Raken's Time Clock Feature

Raken's Time Clock is designed to make tracking work hours simple for everyone—even if you're not familiar with apps or technology. With the Time Clock, workers can clock in and out using their own phone or tablet, and supervisors can easily review the hours from the office. The goal is to make the process quick, accurate, and easy to use in the field.



Setting Up Time Clock

Before anyone can start clocking in, you'll need to enable the Time Clock feature for your company.



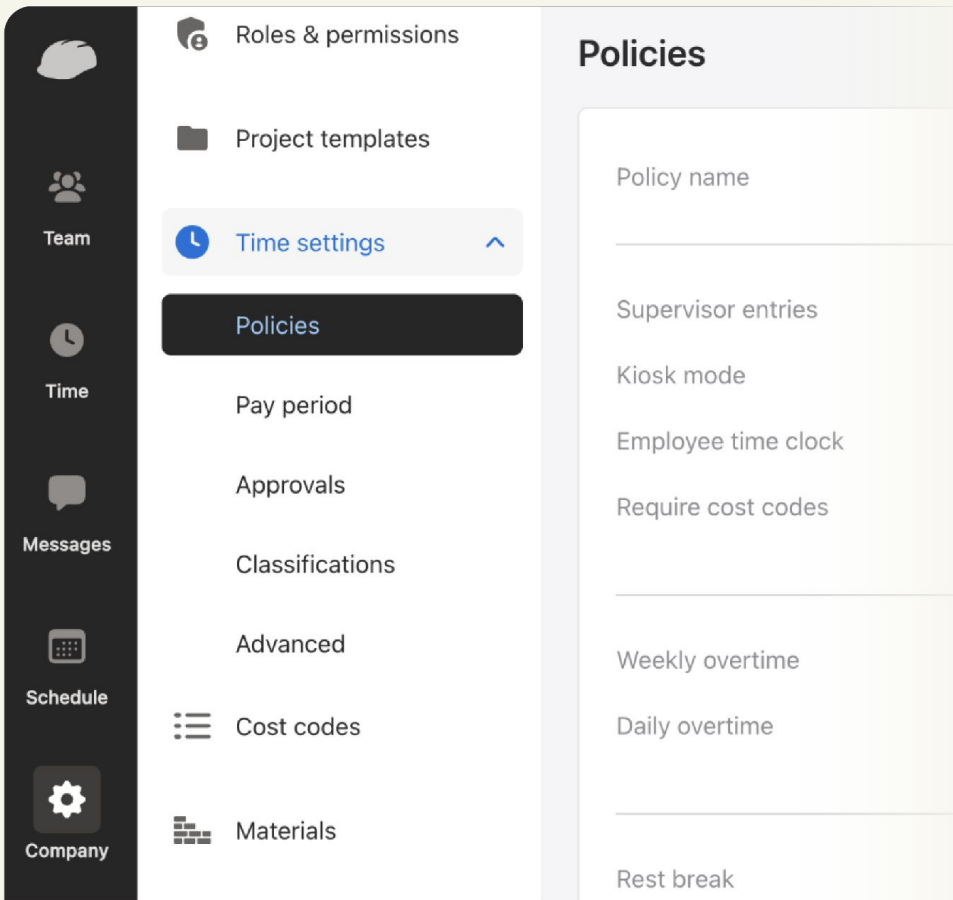
Step 1:

Turn on the Time Clock Upgrade

Once your account includes the Time Clock upgrade, go to:

Company → Time Settings → Policies

This section controls how your company tracks hours. If you have never changed these settings before, don't worry—everything is organized into simple menus.



Step 2:

Set Up or Edit Your Time Policies

To make the Time Clock work properly:

1. Click **Edit** on any existing time policy.
2. Turn on **Supervisor Entries (Detailed)**.
 - This allows supervisors to add or review hours when needed.
3. After enabling supervisor entries, you will see an option to activate **Employee Time Clock**.
4. Make sure this box is checked, then click **Save**.

Once this is done, your workers will be able to clock in from the mobile app.



Policy info

Policy name

What would you like to name this policy?

Arasaka

Set as default

Default policies are automatically assigned to new employees.



Time tracking

Supervisor entries (simple)

Allow supervisors to enter total hours worked only.



Supervisor entries (detailed)

Require supervisors to enter start and end times.



Kiosk mode

Allow employees to clock in and out from a shared device.



Employee time clock

Require employees to clock in and out to verify hours worked.



A full guide to time policies can also be found in the Raken help documents if you need more detail.
(<https://cdn.rakenapp.com/content/pdfs/guide-new-time-policies.pdf>)

Inviting Your Workers to Time Clock

Each worker must receive an official invitation from Raken to use the Time Clock. This lets them create a secure login and download the app onto their device.



Christian Trickey has invited you to join the Arasaka Cyberware team on Raken



Welcome to Raken!

Hello **John**,

Christian Trickey has invited you to join the **Arasaka Cyberware** team on Raken to start capturing your field data.

To get started, click the link below to create your account. `.
You can also download the Raken app

from the [Apple App Store](#) or the [Google Play Store](#).

Accept Invite

Need help or have questions? We've got you covered, send

Step 1:

Add a Valid Email to Their Profile

- Go to each worker's profile in your Raken account.
- Make sure their **email address is correct**. The invite will not work without this.

Step 2:

Worker Accepts the Invitation

Your worker will receive an email from Raken with two important items:

1. A link to create their password
2. A link to download the Raken app in the Apple App Store or Google Play Store

If the worker does not see the email, ask them to check their spam or junk folder.

Christian Trickey has invited you to join the Arasaka Cyberware team on Raken



Welcome to Raken!

Hello John,

Christian Trickey has invited you to join the **Arasaka Cyberware** team on Raken to start capturing your field data.

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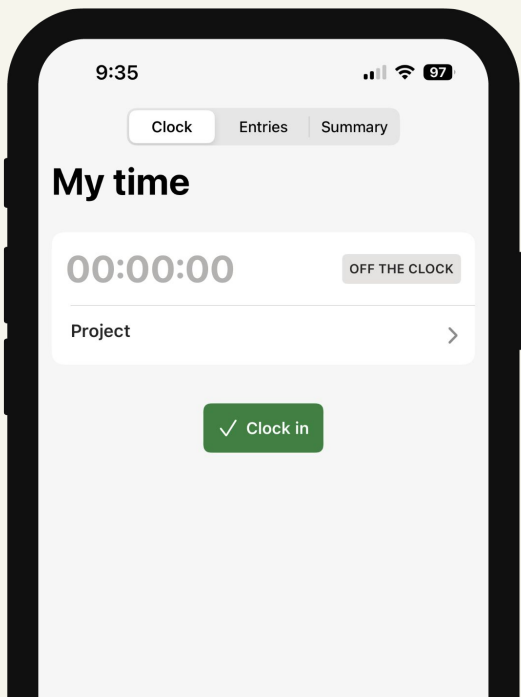
from the [Apple App Store](#) or the [Google Play Store](#).

Accept Invite

Need help or have questions? We've got you covered, send us an email at help@rakenapp.com or call us at (866) 438-0646.

Step 3:

Worker Signs Into the App



Once the app is installed:

1. Open the Raken app
2. Enter the **email and password** created in the invitation email

After signing in, the worker is ready to start using the Time Clock in the field.

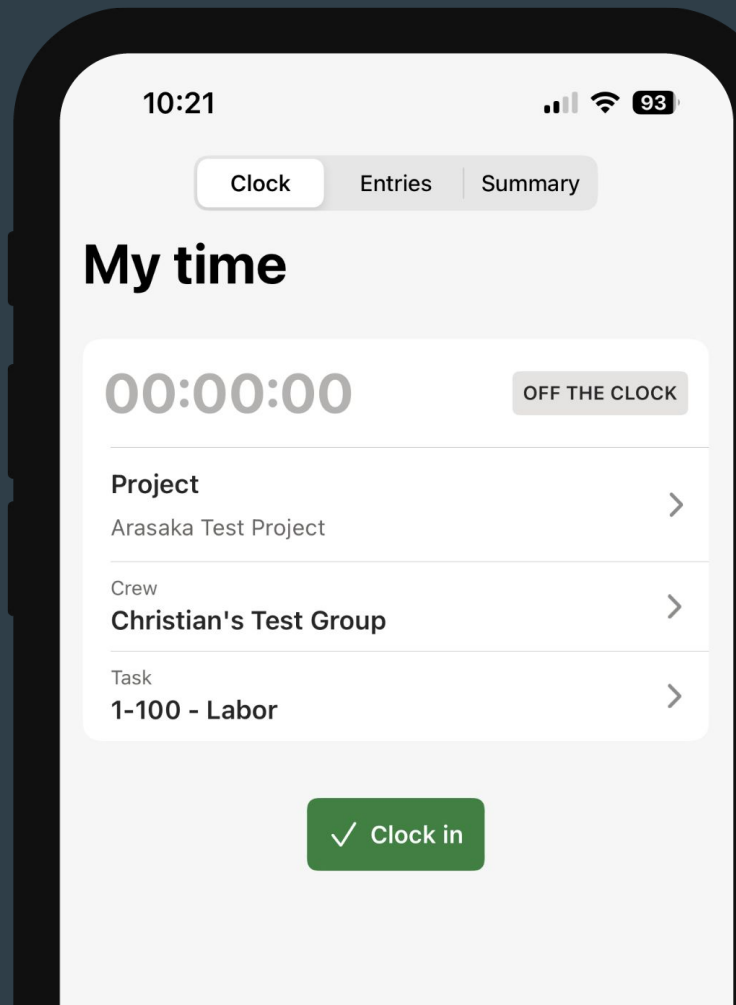
Using Time Clock in the Field

Once signed in, workers will see a simple screen that shows the projects they are assigned to.

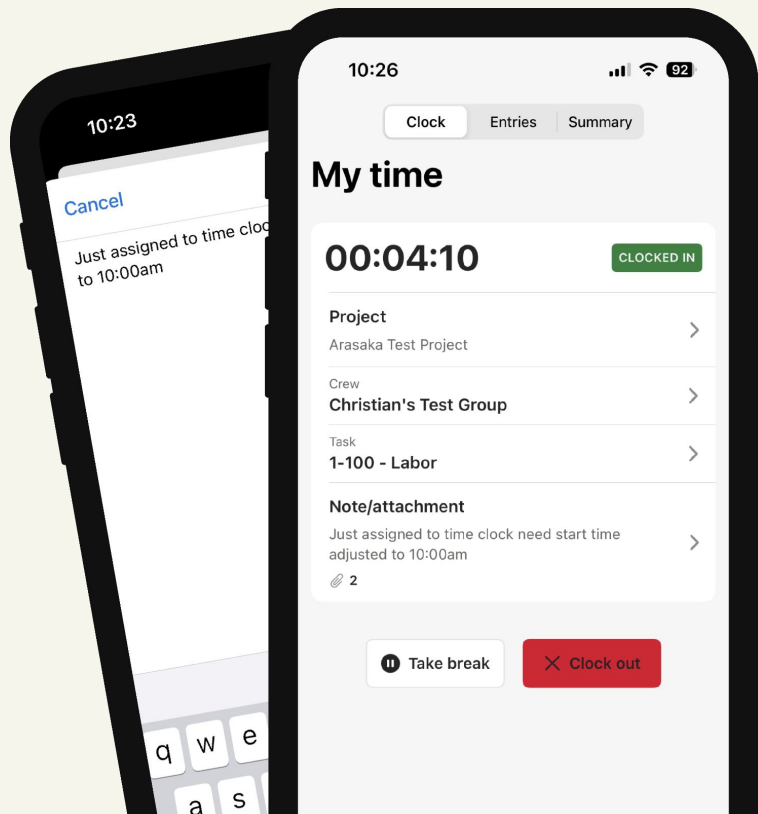
Clocking In

1. Select the project for the day
2. Tap **Clock In**
3. The timer will start automatically

Workers do not need to navigate through any advanced menus—the app keeps it simple.



Adding Notes or Attachments



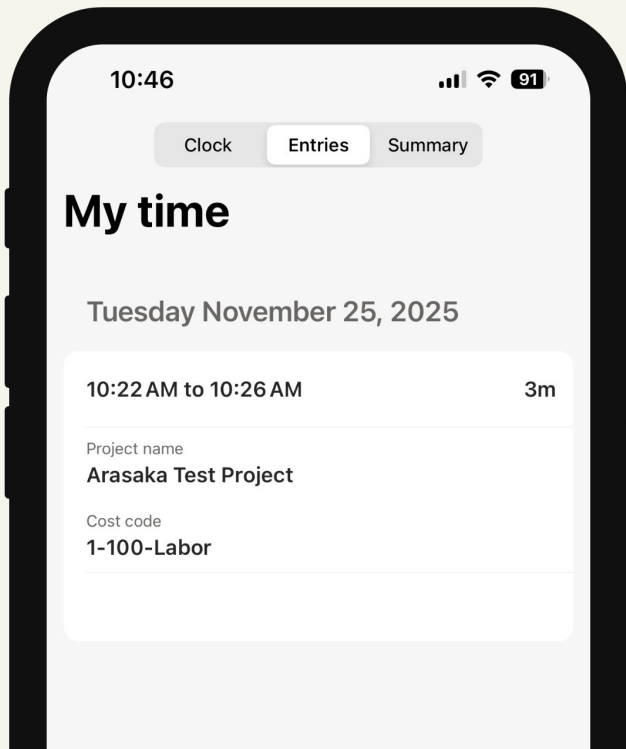
Workers can also add details to their time entries, such as:

- Notes about the work performed
- Photos for submittals
- Observations from the jobsite
- Receipts for reimbursement

These notes and attachments are stored with their time entry so supervisors can review them later.



Reviewing Past Time Entries



Workers can tap into their time history to see:

- All entries for the current week
- Past pay periods
- Any notes or attachments they added

This transparency helps workers confirm their hours without needing to contact a supervisor.

Where the Data Lives (For Team Members)

All the recorded time from your workers is stored in the Time section of the Raken web app

The screenshot displays the Raken web app interface. On the left is a dark sidebar with navigation icons for Team, Time, Messages, and Schedule. The main content area is divided into a left sidebar with a 'Select project' dropdown and a list of options: Time cards, Summary (highlighted), Grid, Entries, Timesheets, My time, and Review. The main panel is titled 'Summary' and features a toolbar with a 'Pay period' dropdown set to 'Nov 01 - 30, 2025', navigation arrows, a checklist icon, a filter icon, a 'Bulk actions' dropdown, and a search bar containing 'John Raken'. An orange '+ Entry' button is in the top right. Below the toolbar is a table of time entries. The table has columns for Employee, Group, Status, Signature, Payroll notes, Attachments, RT, OT, and DT. A summary row at the top right of the table shows 'RT:11 OT:1.5 Total: 12.5 h'. One entry is visible for 'Raken, John' in the 'Christian's Test Group', with a status of '0 of 2 approved' and 'Unsigned'. The 'Payroll notes' for this entry are 'Just assigned to time clock need start time adjust...'. The 'Attachments' column shows a thumbnail with the number '2'. The 'RT' column shows '11', the 'OT' column shows '1.5', and the 'DT' column shows a hyphen.

Employee	Group	Status	Signature	Payroll notes	Attachments	RT	OT	DT
						RT:11	OT:1.5	Total: 12.5 h
<input type="checkbox"/> Raken, John	Christian's Test Group	0 of 2 approved	Unsigned	Just assigned to time clock need start time adjust...	2	11	1.5	-

Viewing a Worker's Time

When you click on a worker's name, you will see:

- A detailed breakdown of the current pay period
- The hours they've logged
- Any notes they added
- Any attachments (photos, receipts, etc.) This makes it easy to manage payroll, review work activity, and keep accurate records.

× John Raken / Summary

Weekly

<

Mon, Nov 24 - Sun, Nov 30

>

☒

Bulk actions

+

 Entry

✓

 Approve

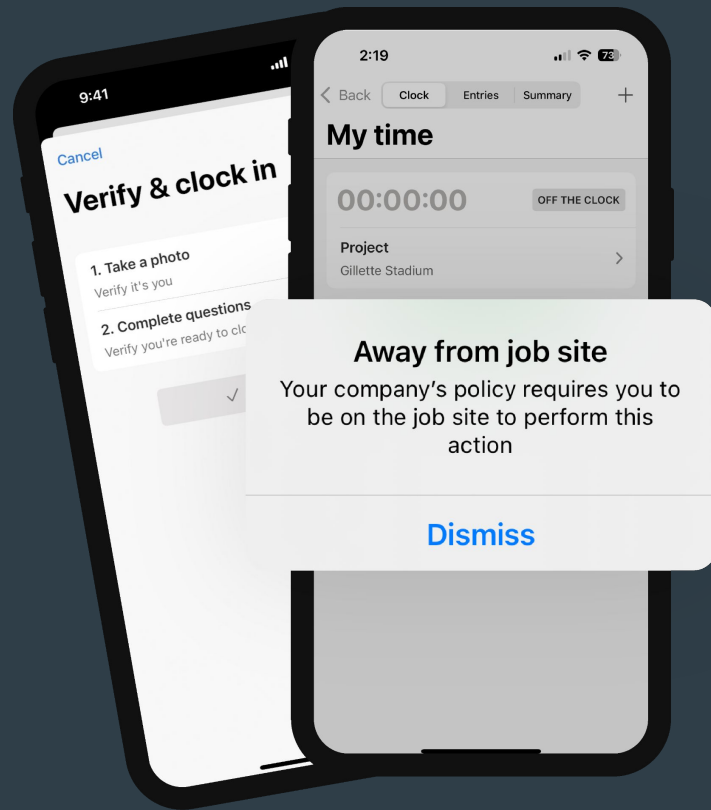
John Raken

0 of 0 approved

RT:11 OT:1.5 Total: 12.5 h

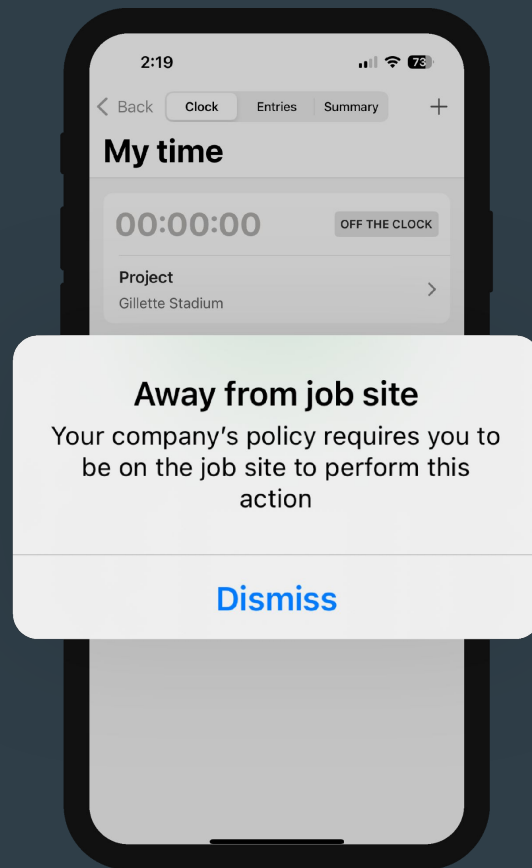
Additional Time Clock Features

Raken offers several optional features that help increase accuracy, security, and accountability on the jobsite. These include Geofencing, Photo ID Verification, and Clock In/Out Questions. Each feature adds an extra layer of confirmation to ensure time entries are correct and compliant with company policies.



Geofencing

Raken offers several optional features that help increase accuracy, security, and accountability on the jobsite. These include Geofencing, Photo ID Verification, and Clock In/Out Questions. Each feature adds an extra layer of confirmation to ensure time entries are correct and compliant with company policies.



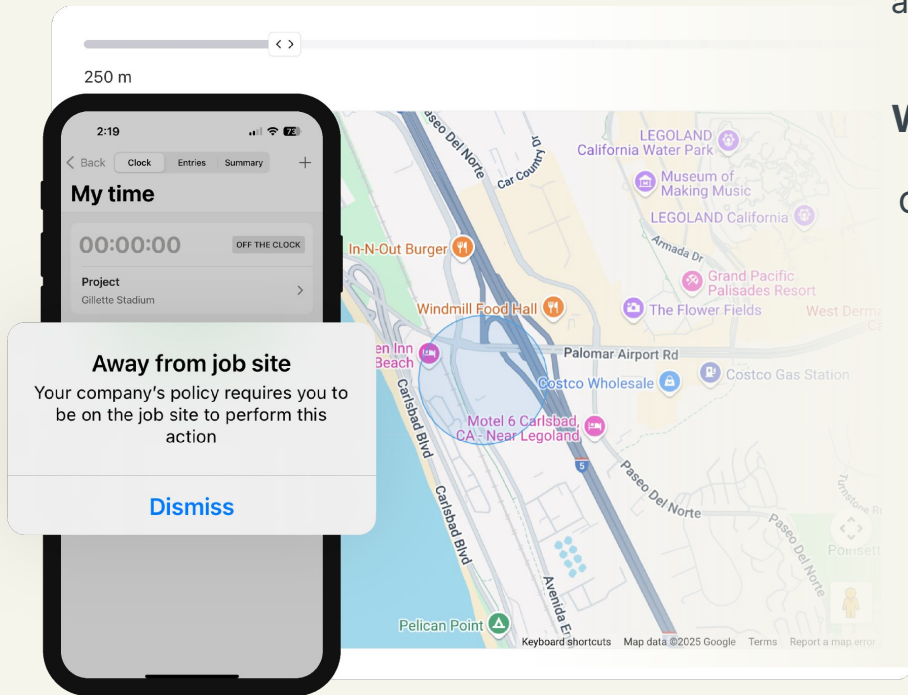
Geofencing

Geofencing allows you to set a virtual boundary around your project. This ensures workers are physically on-site when they clock in or out and helps supervisors track off-site activity during a shift.

What Geofencing Can Do

Once enabled, geofencing can:

- **Flag workers who leave the project radius while on the clock** (This shows as an “off-site flag” in the time review.)
- **Send reminders when workers enter or leave the jobsite.** Workers will receive a prompt to clock in or out based on location.
- **Prevent workers from clocking in outside the project boundary.** This ensures that time is only recorded when they are on-site.



Geofencing

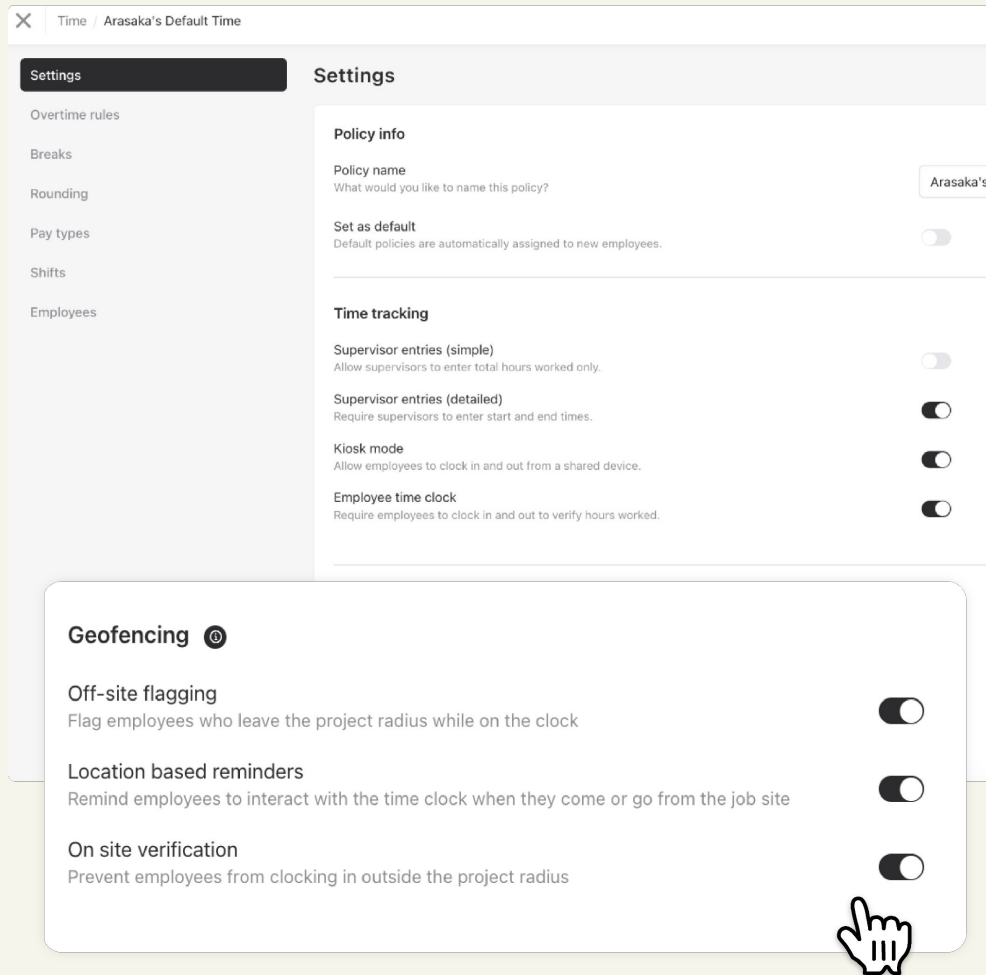
Before You Begin: All workers must have location services turned on for geofencing to work correctly.

How to Enable Geofencing

Step 1: Turn On Geofencing in Company Time Policies

1. Go to **Company** → **Time Settings** → **Policies**
2. Click **Edit** on the time policy you want to update
3. Scroll to the geofencing section
4. Enable the options that best fit your company needs:
 - Off-site flagging
 - Location-based reminders
 - On-site verification (restricting clock-ins)

Click **Save** once done.



Geofencing

Step 2: Set a Geofence for Each Project

Geofencing must be configured per project.
(If you have multiple projects, repeat these steps for each one.)

1. Open the desired project
2. Click **Settings** (located at the bottom-left of the screen)
3. In the **General** tab, make sure the project has a correct **numbered address**
 - If the site does not have an exact address, enter the **closest numbered address available**

The screenshot displays the Arasaka project settings interface. On the left is a dark sidebar with navigation icons for Documents, Dashboard, Project directory, Compliance, Gallery, Team, and Time. The main content area has a top navigation bar with tabs: Info (selected), PDF & logo, Project radius, and Locations. In the top right of this bar are 'Reset' and 'Save' buttons. Below the tabs is a project card for 'Arasaka' with a logo. The main form area contains several input fields organized in two columns:

Project Information	
Name	Job #
Arasaka Test Project	Job #
Search address	Street address
Search address	3838 Orange Ave
City	State
San Diego	California
Zip code	Country
92105	United States
Project start date	Project end date

Geofencing

4. After the address is saved, click **Project Radius**
5. Choose a radius size — up to **1000 meters** (just over half a mile)

Once set, geofencing will automatically apply to all workers assigned to that project.

Where Geofence Violations Appear

Any user who violates geofence rules (off-site during shift, attempted off-site clock-in, etc.) will show up in:

Time → Issues

Supervisors can click into each issue to review details, notes, and correct the time entry if necessary.

The image shows a mobile app interface. The top half displays a map of a coastal area with various landmarks labeled, including Terramar Point, In-N-Out Burger, Windmill Food Hall, Hilton Garden Inn Carlsbad Beach, Costco Wholesale, Costco Gas Station, LEGOLAND California Water Park, Museum of Making Music, LEGOLAND California, Grand Pacific Palisades Resort, The Flower Fields, and West Derrm. A blue circle indicates a geofence radius around a location. A scale bar at the top left of the map shows 250 m.

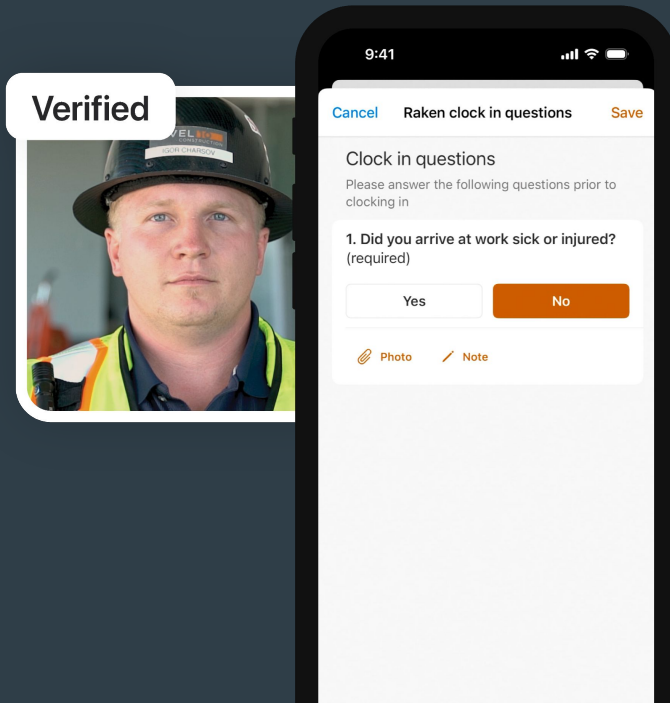
The bottom half shows the 'Edit time card' screen for 'John Raken', an Apprentice. The time card is for the date '2025-11-25' and project 'Arasaka Test Project'. The start time is '10:00 AM' and the end time is '01:00 PM'. The duration is '3 hrs'. A red warning icon and text state: 'This time card has event(s) that occurred outside of the job site'. Below the time card is a table with columns: Hours, Pay Type, Classification, Shift, and Cost Code. The table shows 3 hours of Regular Time for an Apprentice, with a 'Select shift' dropdown and a '1-... Labor' cost code. At the bottom, there are buttons for '+ Add hours', 'Manage breaks', and a checkbox for 'Manually allocate hours'.

Clock In/Out Questions & Photo ID Verification

Photo ID (Face Verification)

Photo ID verification uses secure, AI-based facial recognition to confirm the worker's identity at clock in and clock out.

This prevents "buddy punching" and ensures the correct employee is logging their own hours.



Clock In/Out Questions

Customizable questions can be asked every time a worker clocks in or out. These are commonly used for:

- Jobsite safety checks
- Policy confirmations
- Toolbox reminders
- Equipment or PPE verification
- End-of-day reporting

These questions help reinforce compliance, collect important information, and document safety procedures automatically.

How to Enable Clock Questions & Photo ID Verification

Step 1: Turn On These Features in Your Time Policy

1. Go to **Company → Time Settings → Policies**
2. Click **Edit Policy**
3. Scroll to **Verification Settings**
4. Enable:
 - **Photo ID Verification** and/or
 - **Clock In/Out Questions**

Raken includes several default questions, but you can customize your own.

A screenshot of the Raken Time Policy settings interface. The browser tab shows "Time / Arasaka's Default Time". The interface is divided into sections: "Geofencing" with sub-sections "Off-site flagging" (toggle off), "Location based reminders" (toggle off), and "On site verification" (toggle off); "Break tracking" with a sub-section "Break requirements" (text input) and a button "Require duration only"; and "Verification" with sub-sections "Photo ID" (dropdown menu set to "No photo ID required"), "Clock in questions" (dropdown menu set to "Clock in questions not required"), and "Clock out questions" (dropdown menu set to "Clock out questions not required").

Where to Customize Questions

Custom questions can be created or edited by going to:

Time → Review → Clock Questions

You can tailor them to the needs of your jobsite, safety program, or company policies.



The screenshot displays the Raken application interface. On the left is a sidebar menu with a 'Select project' dropdown at the top. Below it are categories: 'Time cards' (with a clock icon and an expand/collapse arrow), 'Summary', 'Grid', 'Entries', 'Timesheets', 'My time' (with a person icon and an expand/collapse arrow), 'Review' (highlighted with a blue checkmark icon and an expand/collapse arrow), 'Issues', and 'Photo ID'. At the bottom of the sidebar is a dark button labeled 'Clock questions'. The main content area is titled 'Clock questions' and contains three tabs: 'Questions', 'Completed', and 'Templates' (which is active and highlighted in dark grey). Below the tabs is a search bar with a magnifying glass icon and the text 'Search...'. A table follows, listing custom clock questions. The table has two columns: 'Name' and 'Author'. The listed items are: 'Frontline Clock Out' by Jack Eng, 'Raken clock in questions' by Jack Eng, 'Raken clock in questions' by Raken d, 'Raken clock out questions' by Raken d, and 'SC Coating Clock Out' by Austin A.

Name	Author
Frontline Clock Out	Jack Eng
Raken clock in questions	Jack Eng
Raken clock in questions	Raken d
Raken clock out questions	Raken d
SC Coating Clock Out	Austin A

What Workers Will Experience

Once enabled and saved:

- Workers will be prompted to complete the Photo ID check or answer the required questions **before they can clock in**, and again at clock out.
- Their responses will be stored with the time entry for supervisor review.

