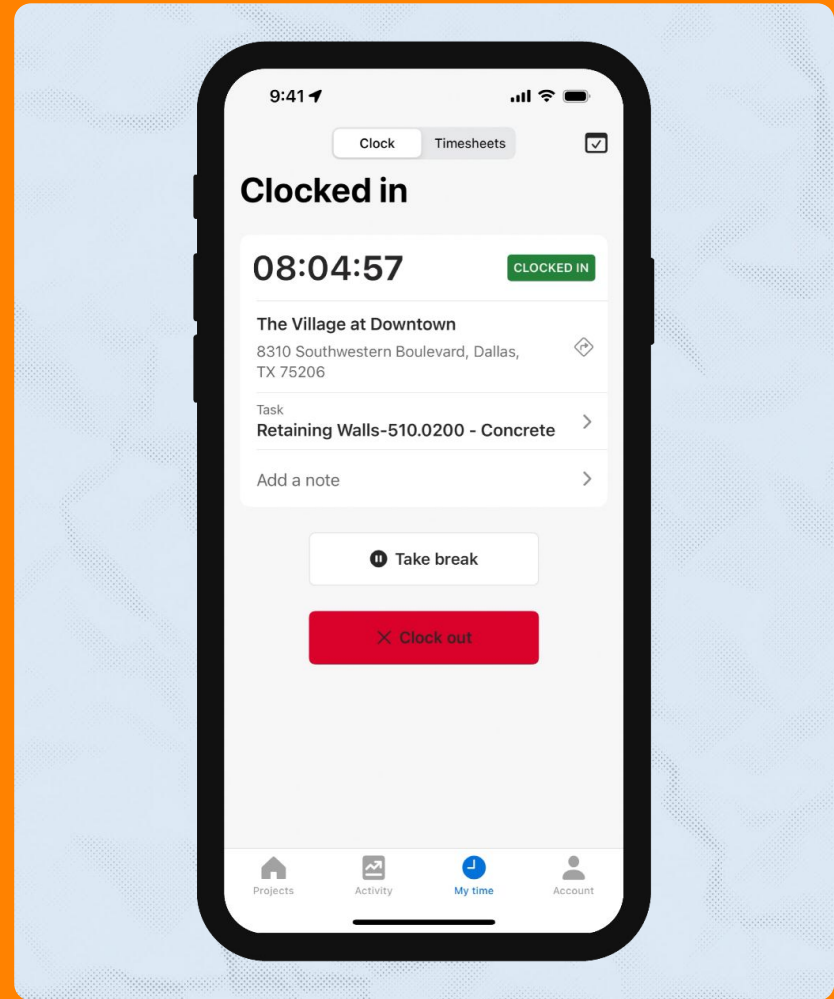


QuickStart Guide

Time Clock: Workers



How to Accept Time Clock Invitation

As a worker, you will receive an email from Raken with two important items:

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

If you do not see the email, please check your spam or junk folder

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



Welcome to Raken!

Hello **John**,

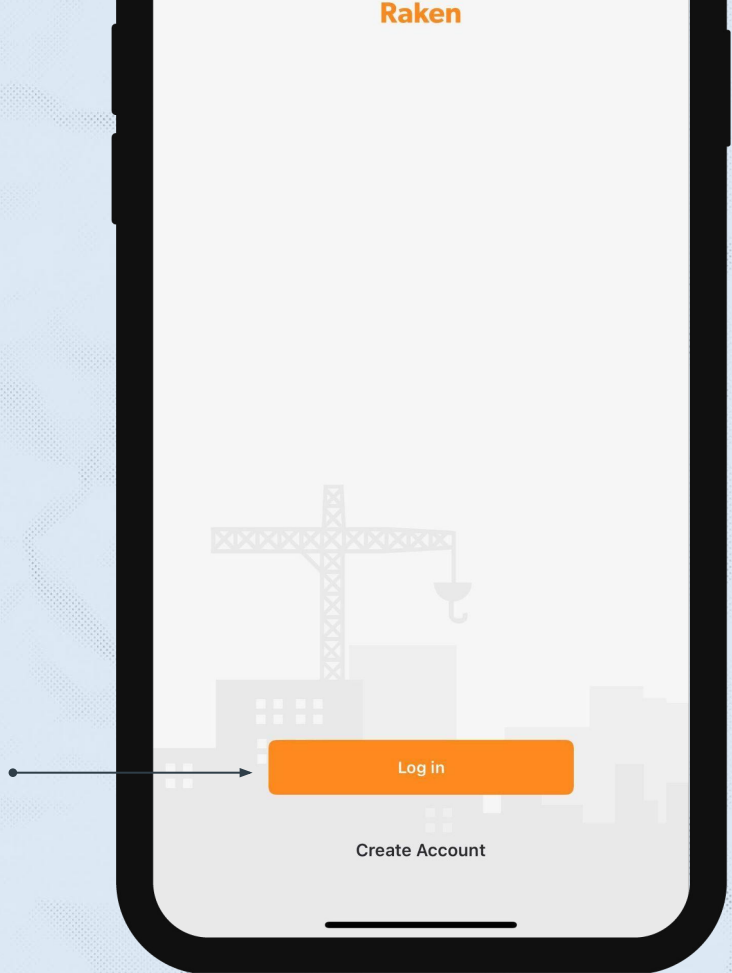
Christian Trickey has invited you to join the **Arasaka Cyberware** team on Raken to start capturing your field data.

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



How to Sign Into the App

Once the app is installed:

1. Tap on the hardhat icon to open the Raken app
2. Enter the **email and password** created in the invitation email

After signing in, you are ready to start using Time Clock in the field.

Using Time Clock in the Field

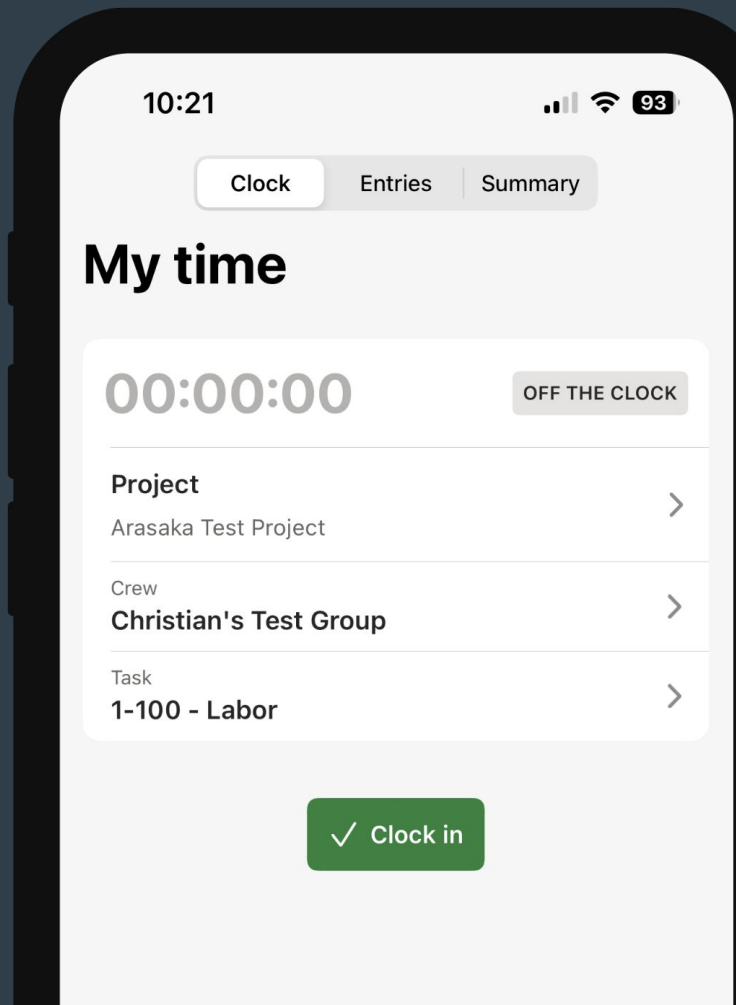
Clocking In

1. Select the project for the day

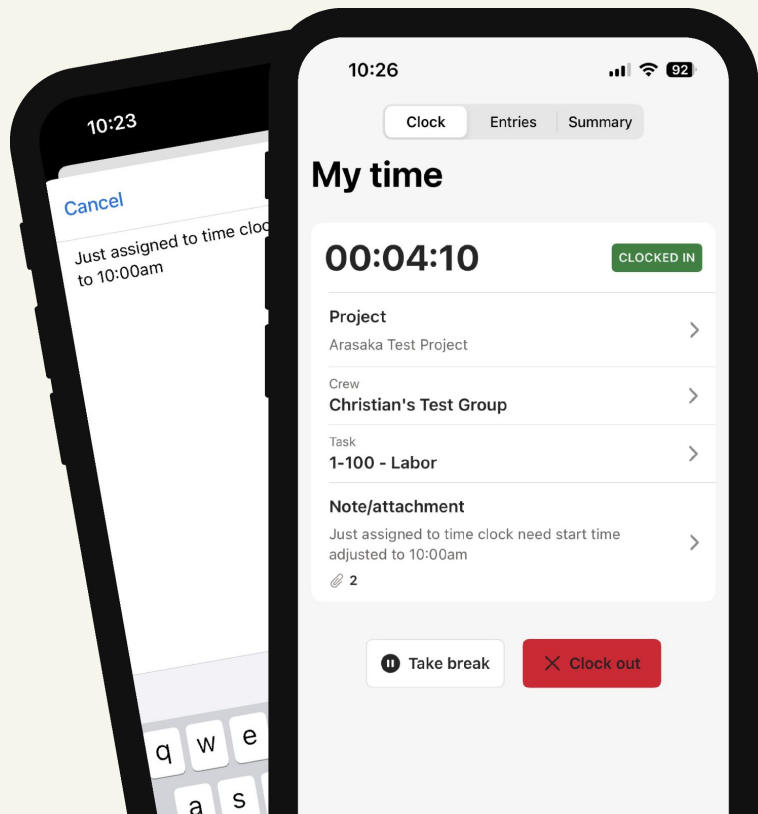
If you do not see a project please contact your Account Admin to be added.

2. Select a task (if cost codes are required)

3. Tap **Clock In** - (The timer will start automatically start)



Adding Notes or Attachments



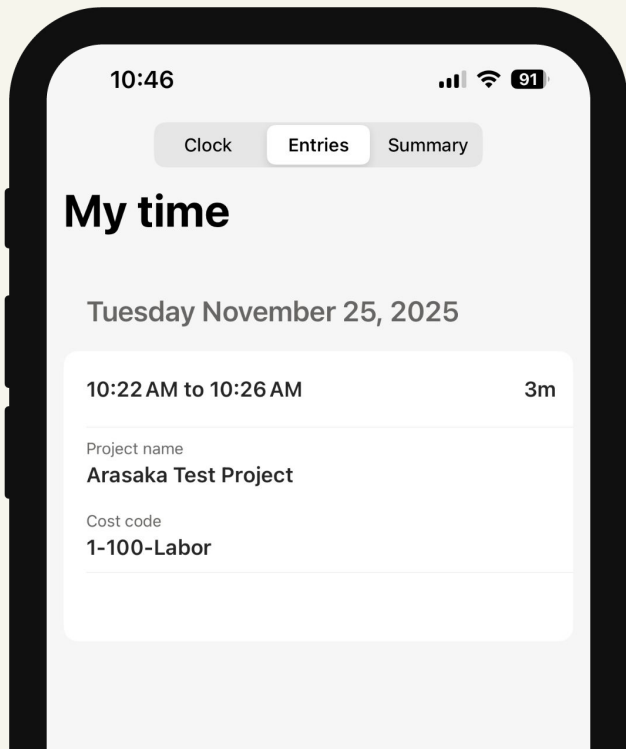
As a worker you can add details to your time entries, such as:

- Notes about the work performed or time card changes
- Photos for submittals
- Photos of observations from the jobsite
- Photos of receipts for reimbursement

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



Reviewing Past Time Entries



You also have the option to view past time cards:

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

This transparency will help you confirm hours so that if you see any errors you can advise your Supervisor.