

Get started with mobile time reporting

It is now possible to report time in Office Factory web portal with your smartphone if you don't have access to a computer. The solution is aimed for consultants, project managers, etc. who want a simple time reporting by their smartphone.

Get started

Do like this, go to the website <https://www.officefactory.se/portal/Mobile> on your smartphone.

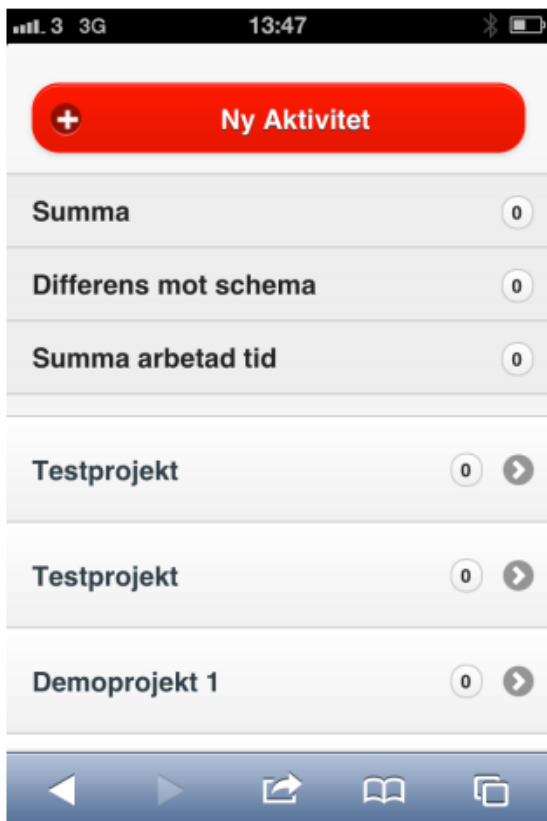


You will then see the **menu for login**. Login with the same **Username** and **Password** that you use in the standard Office Factory portal, on your computer.

If you check the **remember me box** you will be automatically logged in next time you go to the page. The first menu you would see is the page for **time reporting** (period).

Report time

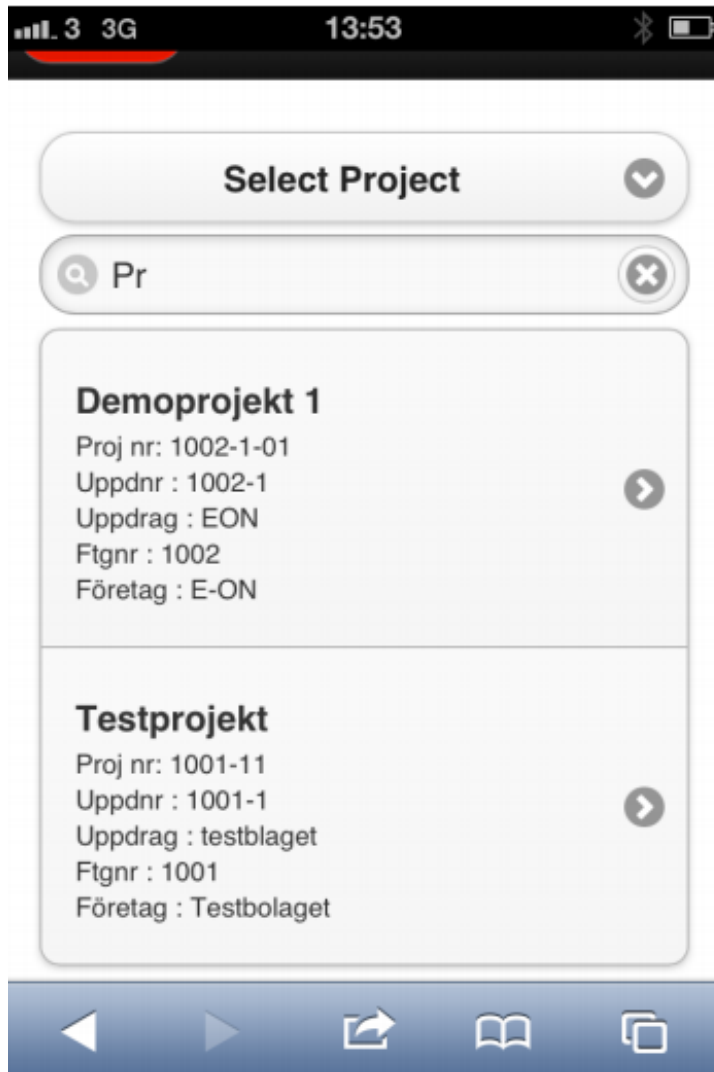
First, you come to the menu for time reporting. Here you can either report time on a favorite project in the list (in the menu below Test Project and Demo Project 1) or by selecting a new activity to be free to search for any Project.



At the top of this menu, you can choose to watch the entire week or individual days, as well as choose which week you want to report your time on.



If you select **New Task**, you come to a reporting menu where you search **Project** with free text, in the same way as in the usual web-portal for time reporting.



After selecting **Project**, select other choices in the drop list the **Event**, **Activity** and **Time type** and select the **day / date** of the current activity and register **time spent** in hours and minutes.

In the bottom of the menu for time reporting it's possible to register deviation (holidays, sickness, custody of children etc.) and buttons for logging out and mark the day / week ready.

