

JANITORIAL MANAGER

Employee Guide to Installing and Clocking into JM Connect (iOS)

Installing JM Connect on your Device

1. Open the **App Store** on your device.
2. Search '**JM Connect**'.
3. Select **GET**, then **INSTALL**. After it has been downloaded, select **OPEN** to launch the app.
 - a. Click **Allow** when asked to receive Notifications.
 - b. Click **Allow While Using the App** when asked about Location Permissions.



JM Connect

For your iPhone/iPad to be compatible with JM Connect, make sure that it is updated to iOS 13.0 or later!

Enabling Location Services on your Device

1. Go to **Settings > Privacy > Location Services**.
2. Ensure that **Location Services** are turned on.
3. Find and select **JM Connect** in the app list.
4. Under **Allow Location Access**, choose **Always**.
5. Ensure that **Precise Location** is turned on.



Allow Location Access

Enabling Notifications on your Device

1. Go to **Settings > Notifications**, then select **JM Connect**.
2. Ensure that **Allow Notifications** is turned on.
3. Under Alerts, change **Banner Style** to **Persistent**.

Logging into JM Connect

1. Choose your preferred **language** on the Home screen.
2. Select **User**.
3. Enter your **username** and **password**, then accept the Terms and Conditions.
4. Select **Login**.

Clocking In and Out using JM Connect

Clocking in:

1. In JM Connect, select the **Clock In/Out** icon.
2. Select your **Job Class**, then select **Clock In**.
 - a. **Within the Approved Area** shows locations that you are within the Geofence for. Try to be within the Geofence before clocking in!
 - b. **Outside the Approved Area** shows locations that you are outside the Geofence for.
3. In the list, select **Clock In** for a Location to begin your shift.

Don't see your Location on the list? Ask a Manager to mark you as Trained!

Clocking out:

1. In JM Connect, select the **Clock In/Out** icon.
2. Select **Clock Out**.



Clock In/Out

Need Help? Contact our Support Team!

Hours: 8:30 AM – 7:00 PM (EST)

Phone: (567) 803-0096 ext. 1

Email: support@janitorialmanager.com

