

JANITORIAL MANAGER

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

Installing JM Connect on your Device

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



JM Connect

Enabling Location Services on your Device

1. On your device, go to **Settings > Location**.
2. Ensure that **Location** is turned on.

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!



Clock In/Out

- 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**.

Need Help? Contact our Support Team!

Hours: 8:30 AM – 7:00 PM (EST)

Phone: (567) 803-0096 ext. 1

Email: support@janitorialmanager.com

