

# sympplr (API) Mobile Workforce Guide

## DOWNLOAD THE MOBILE APP



1. Type "**sympplr Workforce**" in the search bar of your Google Play Store or App Store.
2. Select **Install** if using Google Play or **Get** if using App Store.
3. Once downloaded to your device, select **Open**.

## SIGNING IN

1. Enter your Username and Password.  
Username: **NKCH\12345** (NKCH\employee ID)  
Password: your network password
2. Enter the Healthcare System Code: **AP003653**

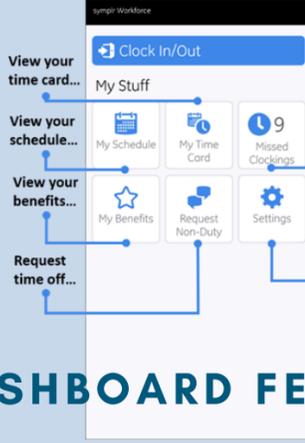


The Healthcare System Code and Username are saved between sessions unless you change devices or reinstall the app.

**My Schedule:** Use your fingers to pinch-to-zoom in and out of your schedule, filter your schedule

**My Time Card:** View your time card, sign off on time card, request or modify clockings

**Missed Clockings:** Missed clocking notifications



**My Benefits:** View your benefit balances

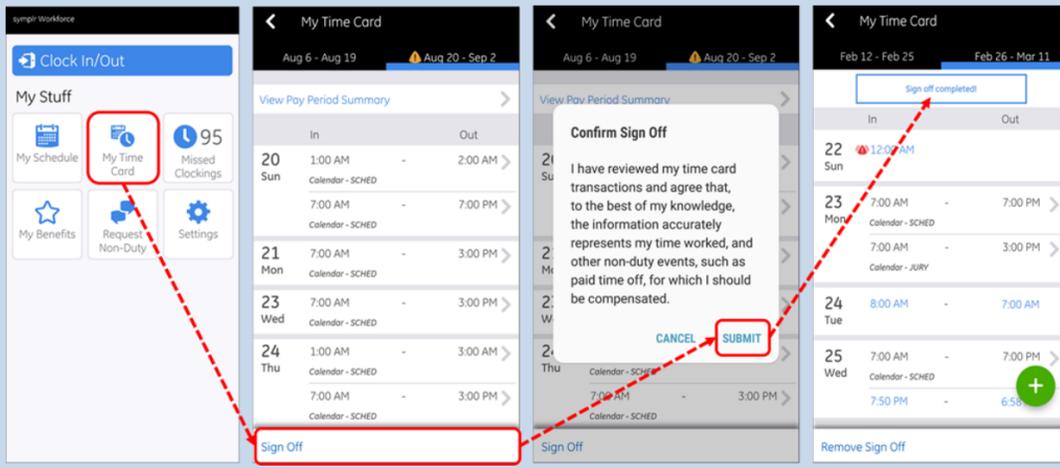
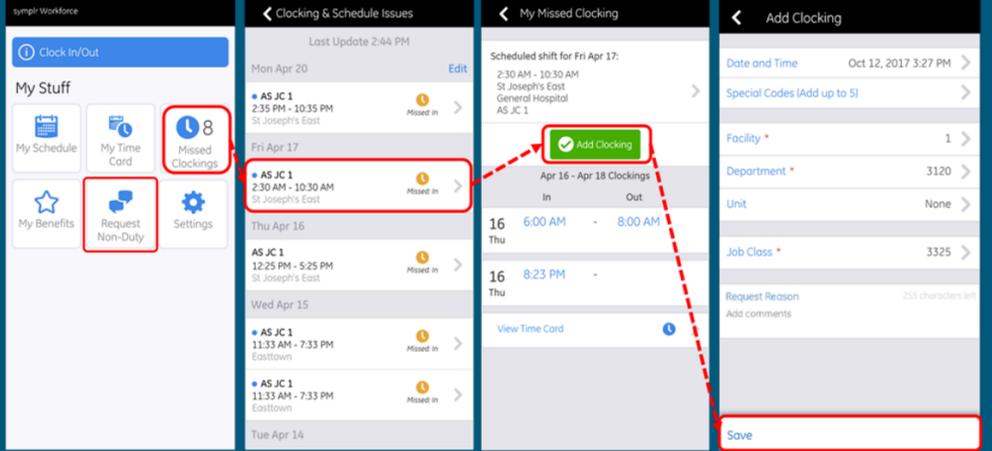
**Request Non-Duty:** Request time off, set unavailability

**Settings:** Sign out, send feedback to Sympplr app developers

## DASHBOARD FEATURES

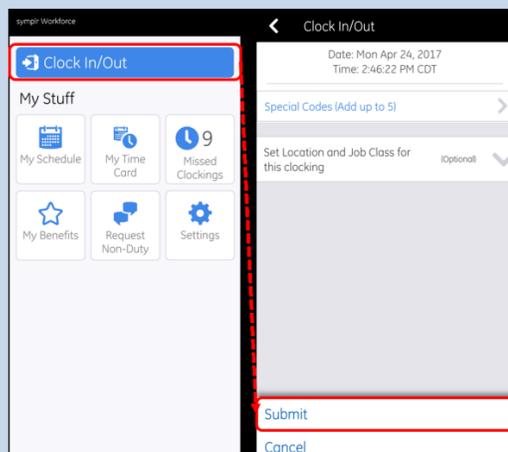
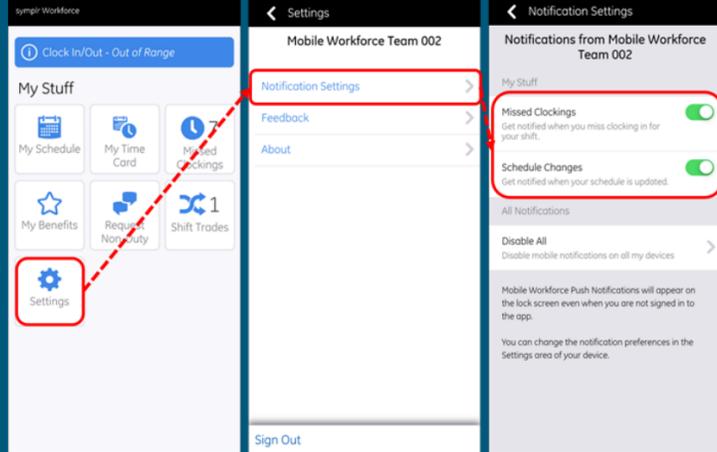
## REQUEST A MISSED CLOCKING

You can request PTO and other calendar entries in **Request Non-Duty**



## SIGN OFF ON YOUR TIME CARD

## TURN ON/OFF PUSH NOTIFICATIONS



## CLOCK IN AND OUT

Beacons are placed within 15 feet of most time clocks