

## Mobility Options

You can enter time using a web-enabled mobile device by—

- Option 1 – Use this URL: [servicesPPMprm.ca.com](http://servicesPPMprm.ca.com)
- Option 2 – Download and use the CA PPM Mobile Time Manager (MTM) app

### OPTION 1

- Enter the URL
- Log in using CA PPM PPM Credentials



### OPTION 2

- If you have an iPhone (iOS 6.x or higher patch level)  
→ Download the app at [itunes.apple.com](http://itunes.apple.com)
- If you have an Android (4.x or higher patch level)  
→ Download at [play.google.com](http://play.google.com)

This icon appears when the app has been downloaded:



When you initially open the app, you must—

- Accept the Terms and Conditions
- Enter the PPM URL  
**Note:** https must be included.
- Login using your PPM ID and password (employees use CA domain credentials)

The app enables you to—





- Enter time
- Submit timesheet for approval
- Correct a returned timesheet

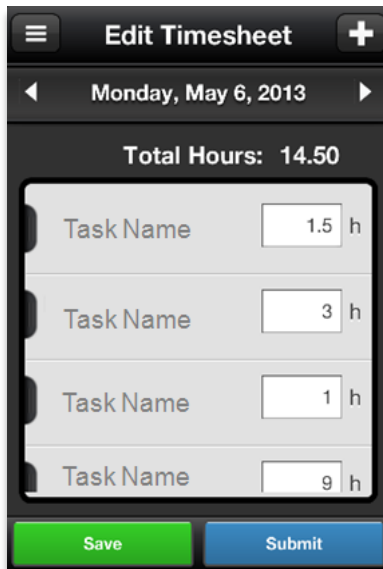
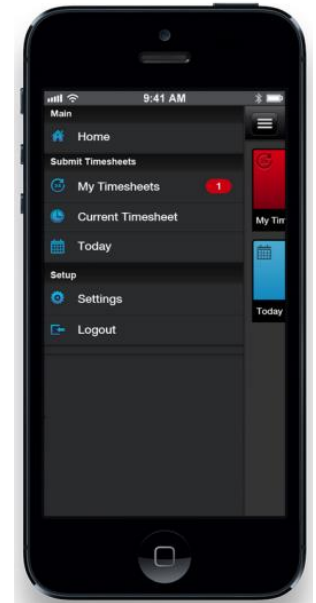


How to Use the MTM App







On the opening view—

	Tap this tile to access overdue timesheets <b>Note:</b> A timesheet is overdue if it is 72 hours past the due date.
	Tap this tile to access your timesheet for the current week
	Tap this tile to access your timesheet for the current day
	Tap here to go to the navigation view



On the Timesheet view—

To add a task		To go back a day	
To advance a day		To remove a task	

- A task can also be deleted by swiping the row.
- The Timesheet view autopopulates to present the contents of the previous timesheet.
- The Total Hours figure dynamically updates.
- When changes are made the Save button appears gray in color until the changes are saved.

**Please Note—**

- Timesheets submitted using the MTM app are subject to the same validations as timesheets submitted in PPM.
- The MTM app does not support adding timesheet notes or selecting a reason for adjustment—it cannot be used for adjustment timesheets.