



Training:

# MM Time: Check in – Check out Labourers



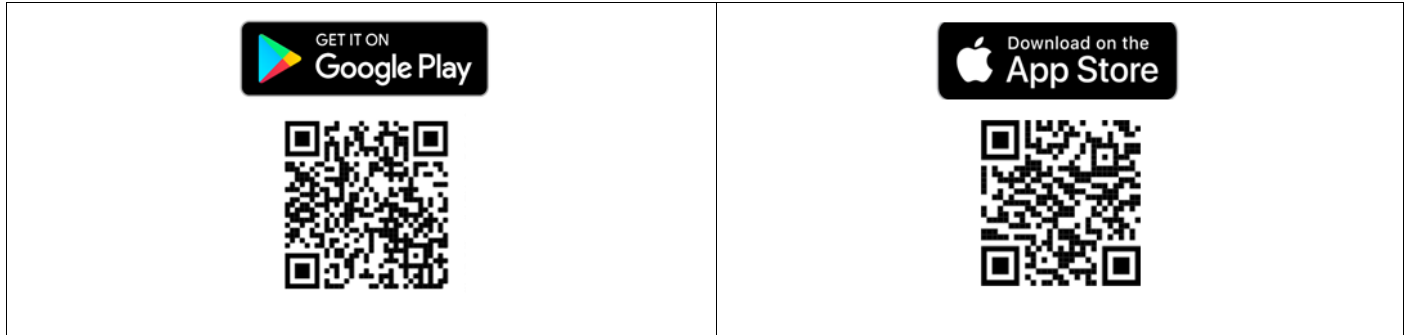
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## 1 Download the app

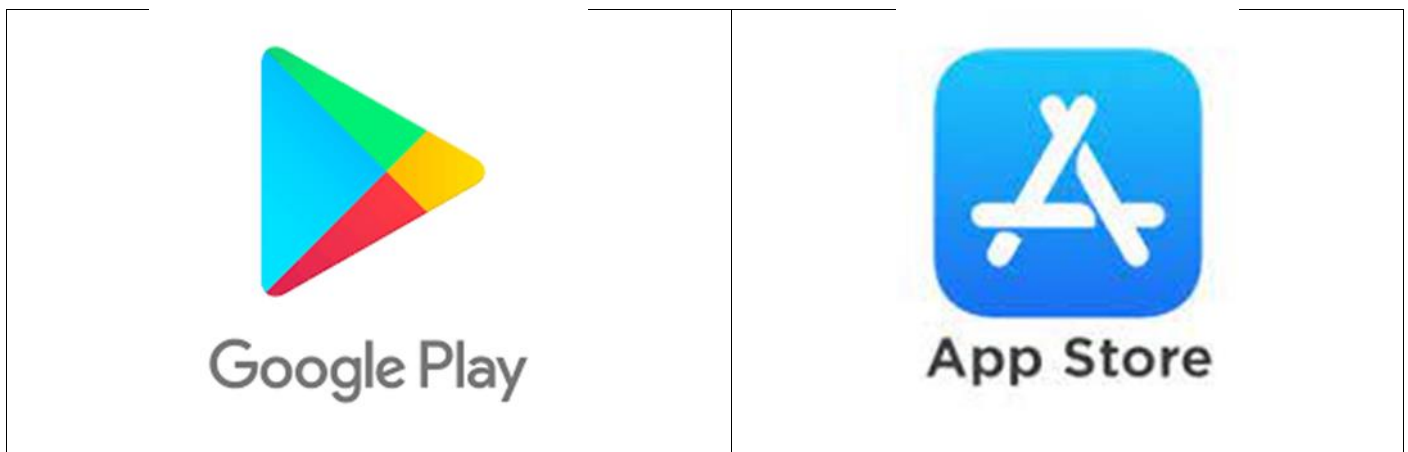
### 1.1 Via a QR code scanner

Scan the QR code below with your smartphone.

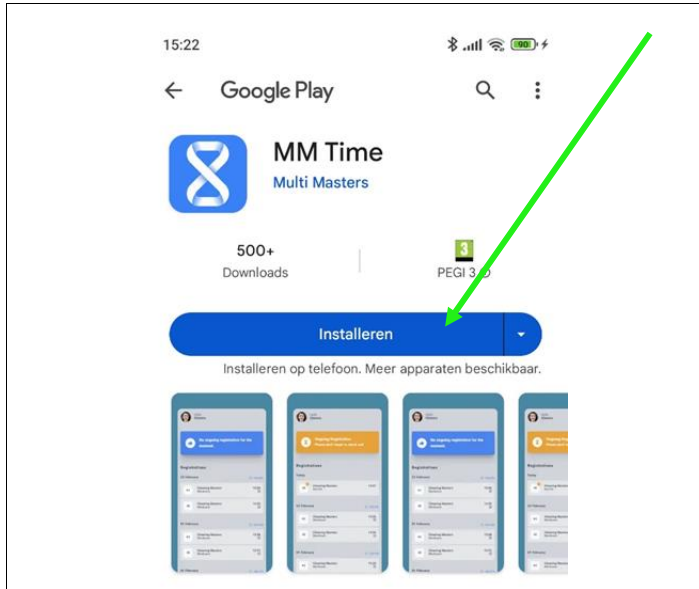


### 1.2 Via Google Play or App Store

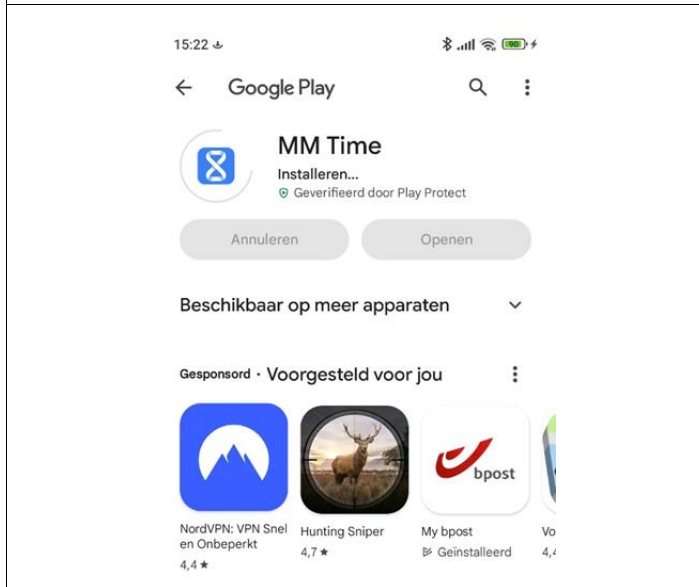
Go to the app on your mobile phone and search for MM Time.



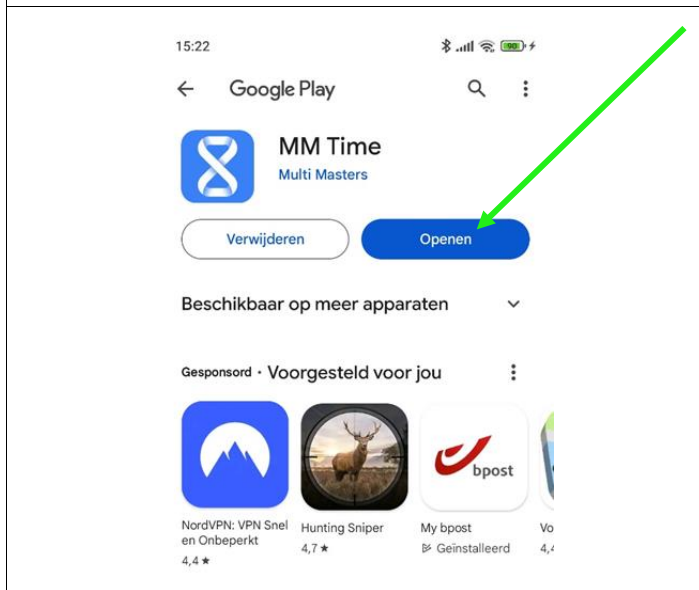
## 2 Install the app



Click on '**Install**'.

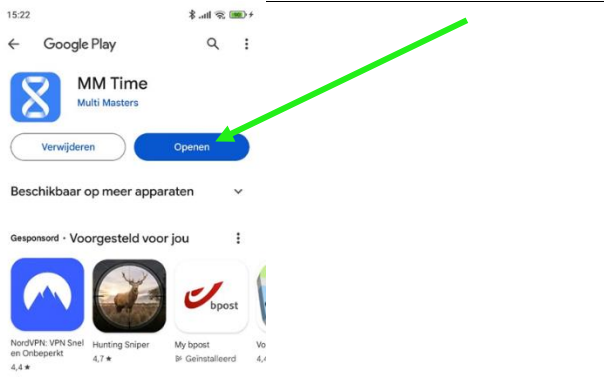
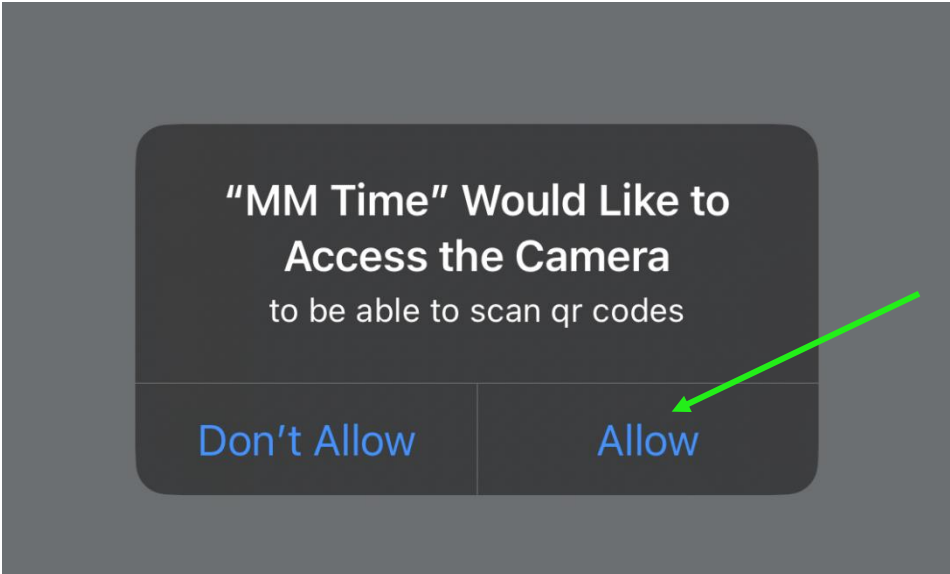
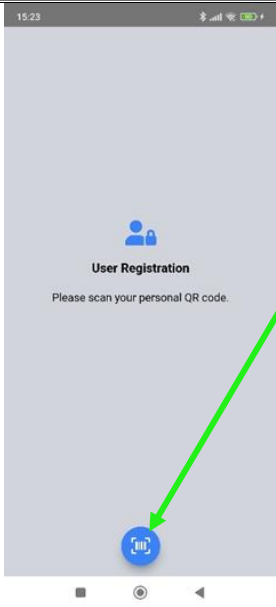
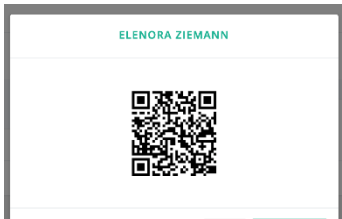


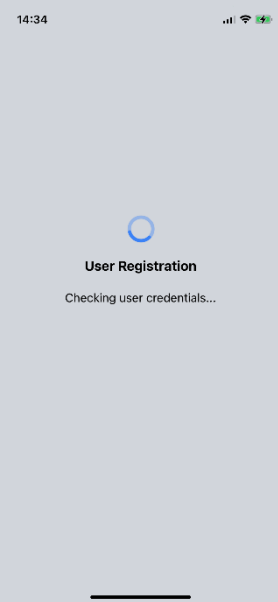
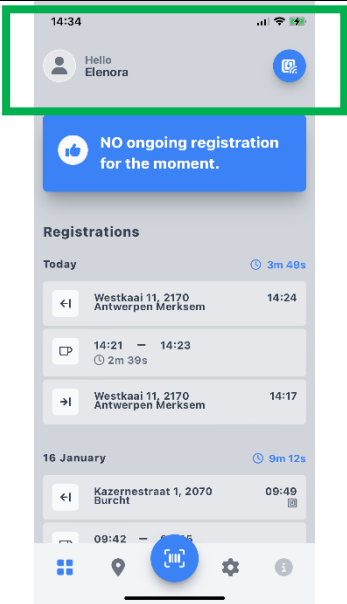
The installation of the app will begin.



Tap '**Open**' to launch the app

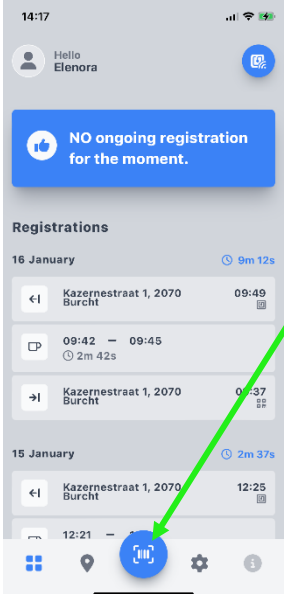
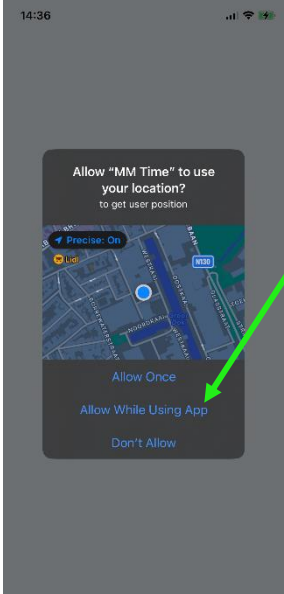

### 3 User registration

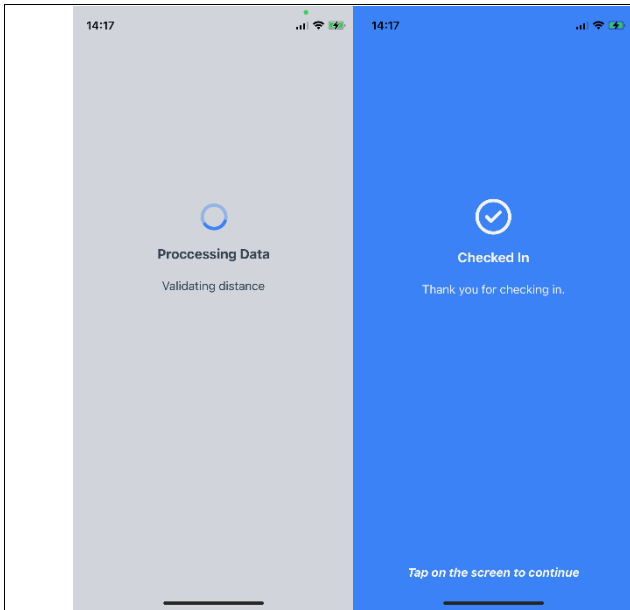
	<p>Open the MM Time app by tapping 'Open'.</p>
	<p>Tap on:</p> <ul style="list-style-type: none"> <li>• 'When using the app' (Android)</li> <li>• 'Allow' (Iphone)</li> </ul> <p>if the app asks you for permission to use the camera.</p>
	<p>The first time you want to use the app, you need to register. Press the 'round blue button' to scan your personal QR code.</p>
	<p>You have received your personal QR code <b>from your supervisor</b>. Point the camera of your phone at this <b>QR code</b>.</p>

	<p>MM Time registers you as a user.</p>
	<p>Your registration as a user is successful and you can start using MM Time.</p>

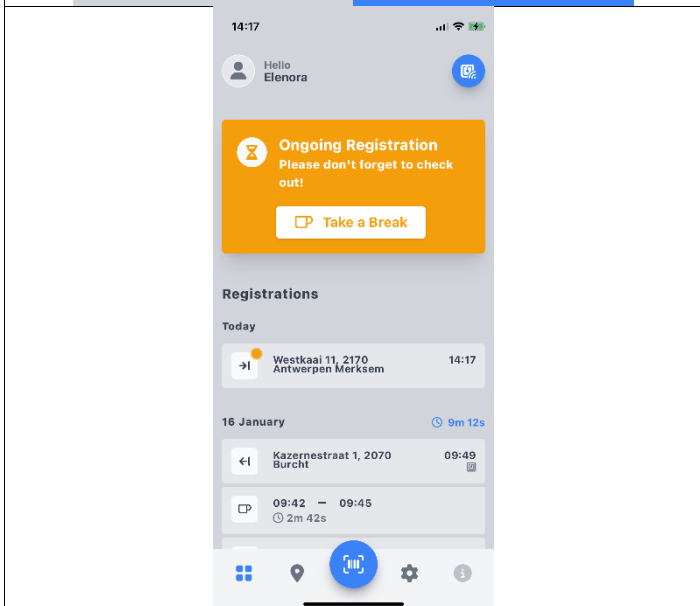
## 4 Time registration

### 4.1 Start time registration with QR-code

	<p>Tap the '<b>round blue button</b>' at the bottom of the screen.</p>
	<p>Then tap:</p> <ul style="list-style-type: none"> <li>'<b>Allow while using the app</b>'</li> </ul> <p>if the app asks you for permission to use your location data.</p>
	<p>Scan the <b>QR code</b> of the site.</p>



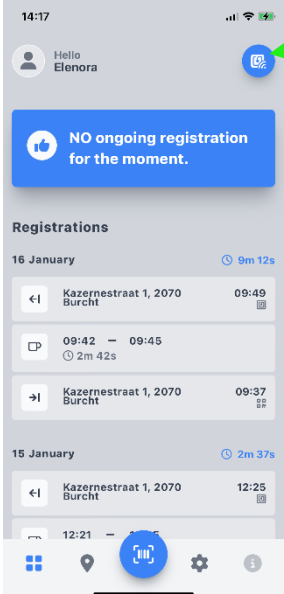
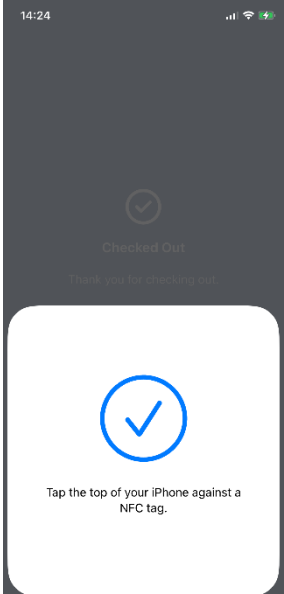

You will get the **'Processing data' screen**.  
 As soon as you see the blue screen **'Checked In'**, your time tracking begins.

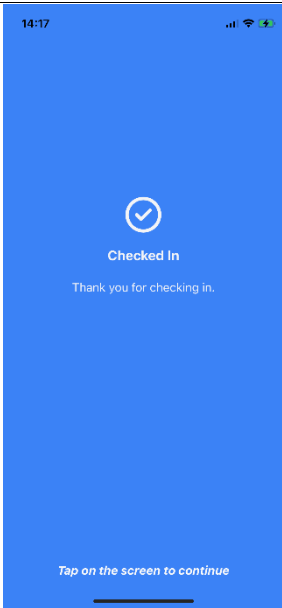


Your registration is in progress.

## 5 Time registration with NFC

### 5.1 Start registration

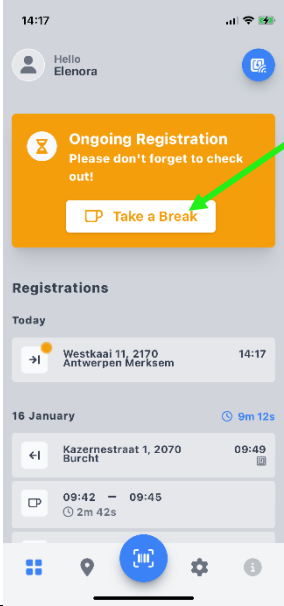
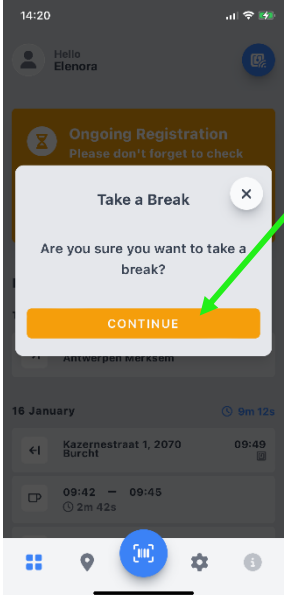
	<p>Tap on the 'round blue button' at the top right of the screen.</p>
	<p>The following message appears: 'Tap the top of your phone against a NFC tag'.</p>
	<p>Hold the back of your phone against the <b>NFC</b> tag to check in.</p>

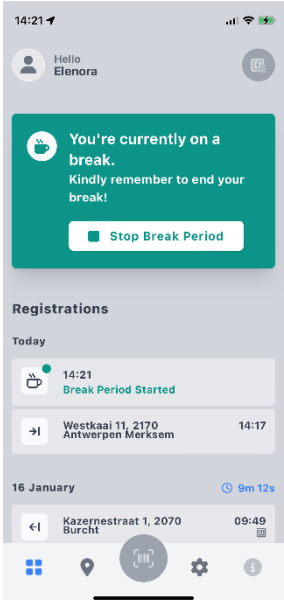
		<p>Once you agree, you will get approval. The recording of your working time has begun.</p>
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## 6 Breaks

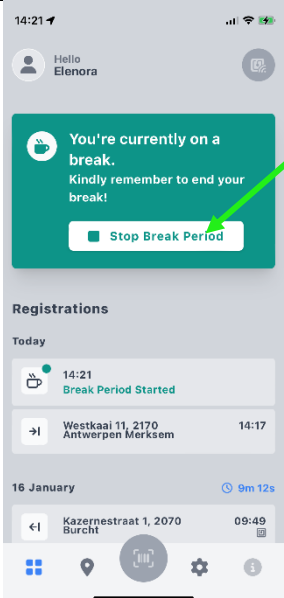
### 6.1 Take a break

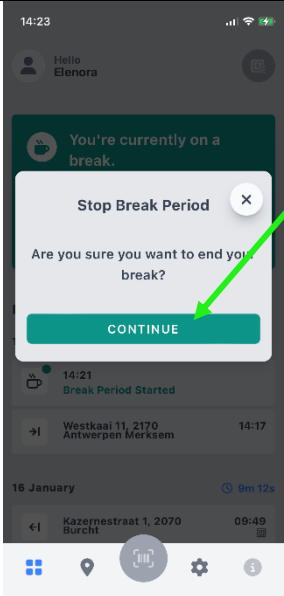
From a 15-minute or longer break, use 'Take a break'.

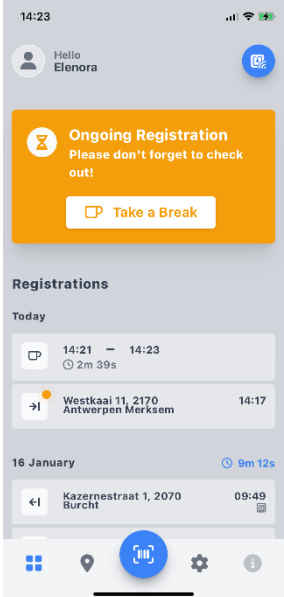
 <p>A screenshot of a mobile application interface. At the top, it says 'Hello Elenora'. Below that is a notification box titled 'Ongoing Registration' with the text 'Please don't forget to check out!' and a button labeled 'Take a Break'. Below the notification is a section titled 'Registrations' with a list of locations and times. A green arrow points from the 'Take a Break' button to the right.</p>	<p>Press the 'Take a break' button.</p>
 <p>A screenshot of the same mobile application interface, but with a confirmation pop-up window overlaid. The pop-up is titled 'Take a Break' and asks 'Are you sure you want to take a break?'. There is a 'CONTINUE' button at the bottom of the pop-up. A green arrow points from the 'CONTINUE' button to the right.</p>	<p>A pop-up window will appear for confirmation. Confirm by clicking on the 'Continue' button.</p>

	<p>You are currently taking a break.</p>
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## 6.2 To end the break

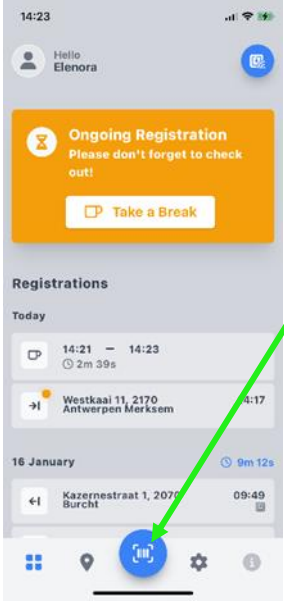

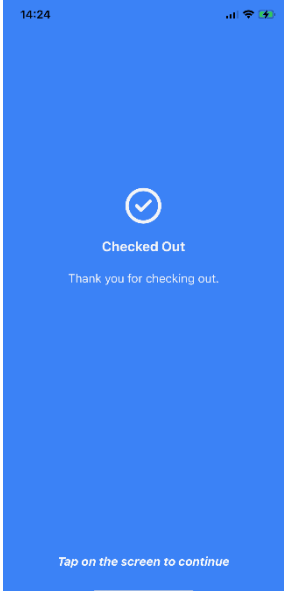
	<p>You can end your break by clicking on the <b>'Stop Break Period'</b> button.</p>
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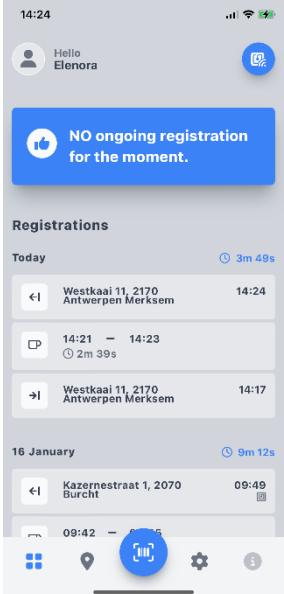
	<p>A pop-up window will appear for confirmation. Confirm by clicking on the <b>'Continue'</b> button.</p>
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	<p>Tracking your current working time continues.</p>
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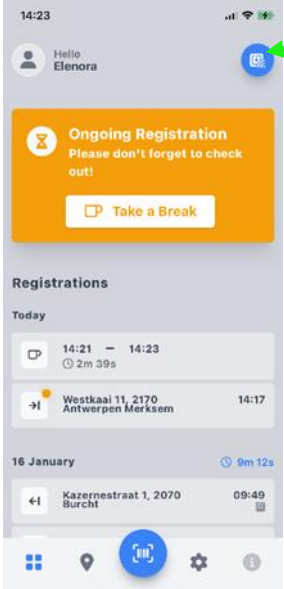
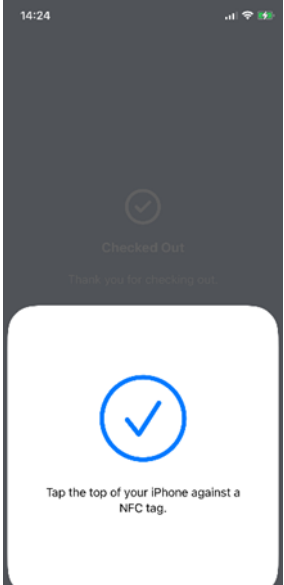
## 7 Stop time registration: check out

### 7.1 Stop time registration with QR-code

	<p>Tap the '<b>round blue button</b>' at the bottom of the screen.</p>
	<p>Scan the <b>QR code</b> of the <b>site location</b>.</p>
	<p>You will get the '<b>Data Processing</b>' screen. As soon as you see the blue '<b>Checked Out</b>' screen, your time tracking stops.</p>

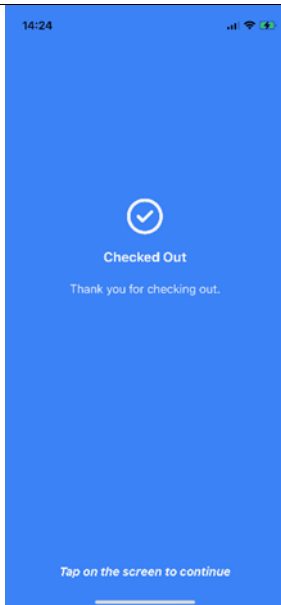
 <p>The screenshot shows the app interface at 14:24. At the top, it says 'Hello Elenora'. A blue notification banner reads 'NO ongoing registration for the moment.' Below this is a 'Registrations' section with a 'Today' header and a '16 January' header. Under 'Today', there are three registration entries: one at 14:24, one from 14:21 to 14:23, and another at 14:17. Under '16 January', there is one entry at 09:49. At the bottom, there is a navigation bar with a blue button featuring an NFC symbol.</p>	<p>Now, you have no ongoing registration anymore. You can close the app.</p>
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## 7.2 Stop time registration with NFC tag.

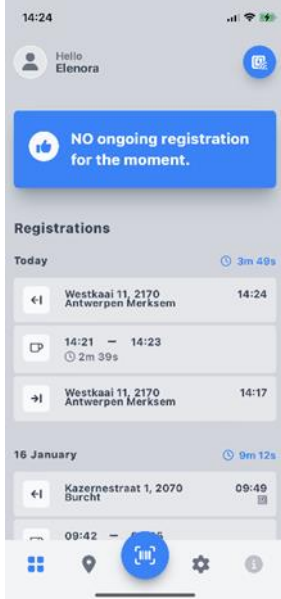
 <p>The screenshot shows the app at 14:23. A yellow warning banner says 'Ongoing Registration Please don't forget to check out!' with a 'Take a Break' button. Below is the 'Registrations' list. A green arrow points to the blue NFC button in the bottom navigation bar.</p>	<p>Tap on the <b>'round blue button'</b> at the top right of the screen.</p>
 <p>The screenshot shows the app at 14:24. A dark grey banner says 'Checked Out Thank you for checking out!'. Below this is a white box with a blue checkmark icon and the text 'Tap the top of your iPhone against a NFC tag.'</p>	<p>The following message appears: 'Tap the top of your phone against a NFC tag'.</p>



Hold the back of your phone against the **NFC** tag to check.



Once you agree, you will get approval.



Now, you have no ongoing registration anymore. You can close the app.

## 8 Error messages

Here's an overview of the most common error messages.

### 8.1 Unacceptable GPS accuracy

Improve your phone's location accuracy.

**Or use NFC to record without improving location accuracy!**



#### Android 11 and earlier

To turn on Google Location Accuracy, follow these steps:

- Go to **Settings > Location**.
- Tap **Advanced > Google Location Accuracy**.
- Turn on Location Accuracy Enhancement.

To enable Wi-Fi and Bluetooth scanning:

- Go to **Settings > Location**.
- Tap **Wi-Fi & Bluetooth Scan**.
- Enable **Wi-Fi scanning and Bluetooth scanning**.

#### Android 12 and later

- Go to **Settings > Location**.
- Tap **Location Services**.
- Turn on **Google Location Accuracy, Wi-Fi Scanning, and Bluetooth Scanning**.

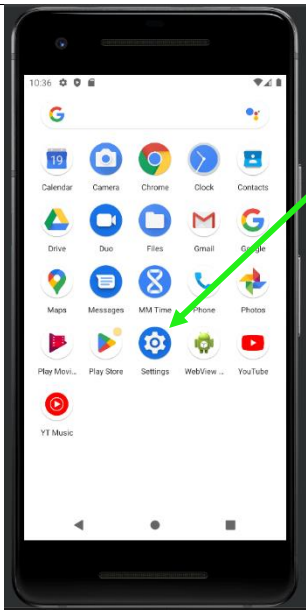
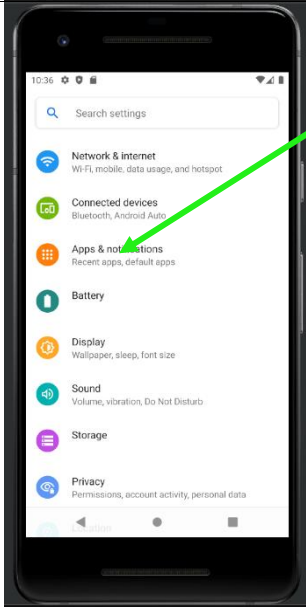
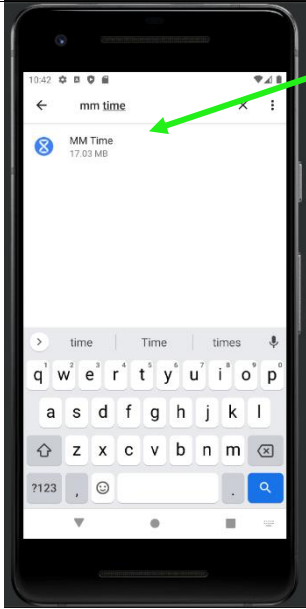


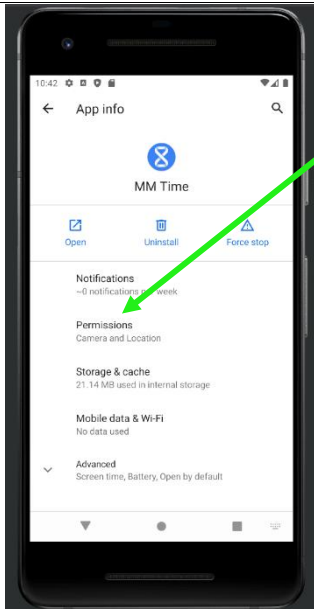
#### IOS - Apple

- Go to **Settings > Privacy & Security > Location Services**.
- Make sure **Location Services** is turned on
- Scroll down to find the app.
- Tap on the app and select the **"When using the app" option**.
- Enable **"Exact Location"** (from IOS14)

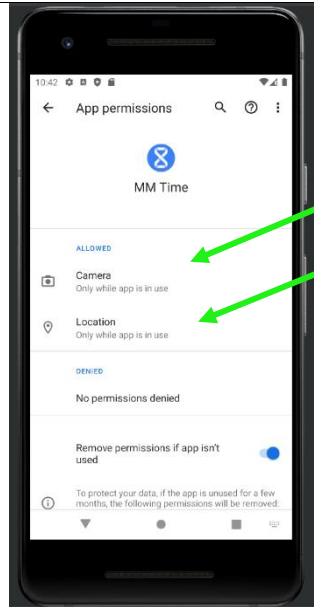
## 8.2 Activating the position and/or camera

### Android 11 and lower

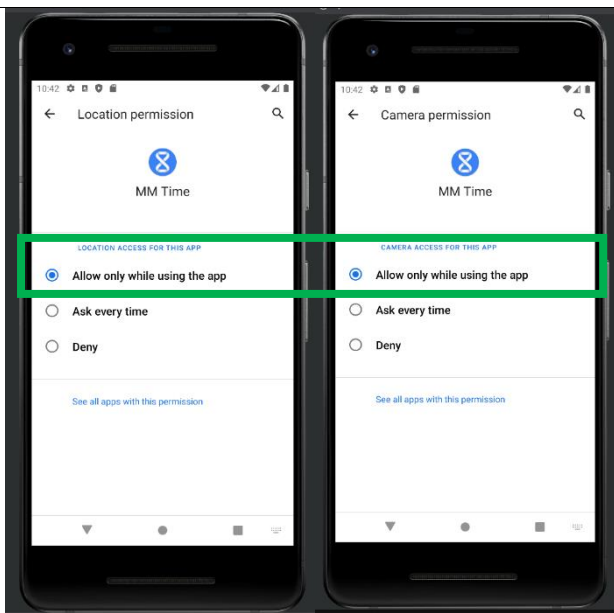
		<p>Go to <b>'Settings'</b>.</p>
		<p>Click on <b>'Apps &amp; notifications'</b>.</p>
		<p>Type <b>'MM Time'</b> in the search box and click on the app.</p>



Click on **'Permissions'**.


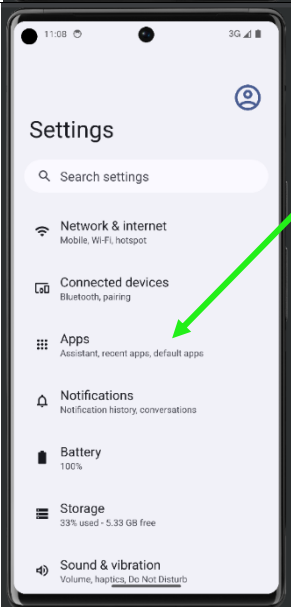
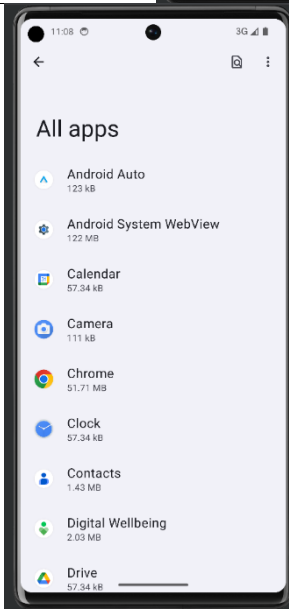
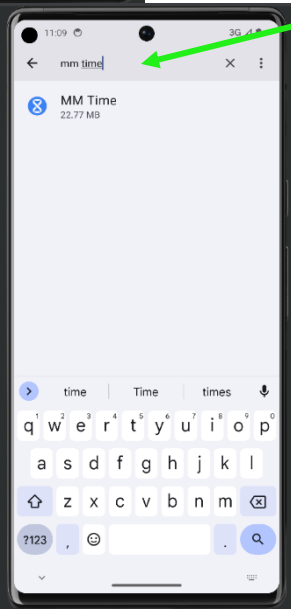


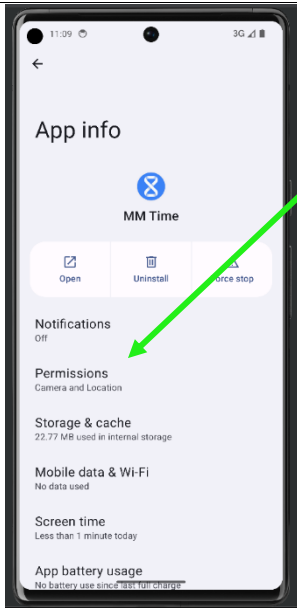
Click on **'Camera'** or **'Location'**.



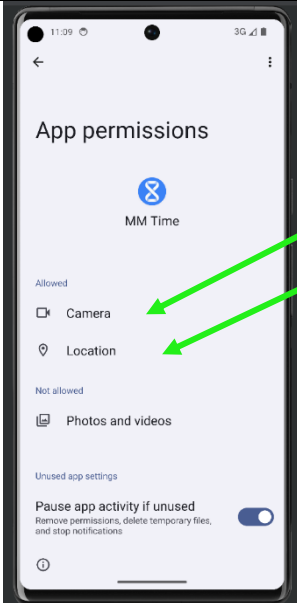
Click on **'Allow only while using the app'**.

## Android 12 and higher

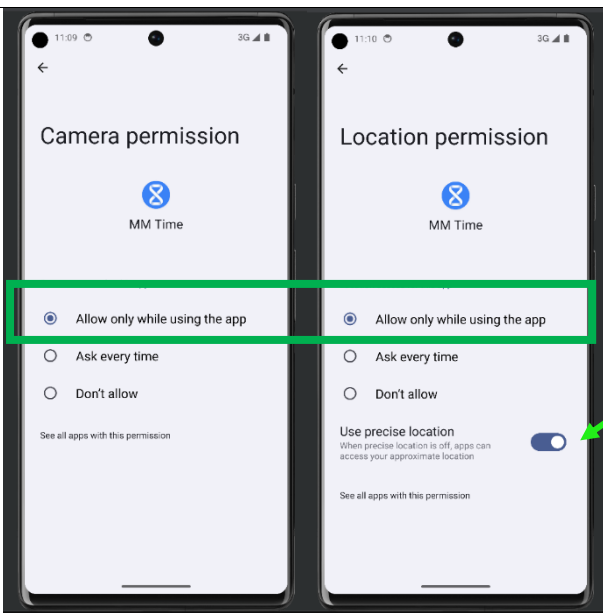
	<p>Go to 'Settings'.</p>
	<p>Click on 'Apps'.</p>
	 <p>Type 'MM Time' in the search box and click on the app.</p>



Click on **'Permissions'**.



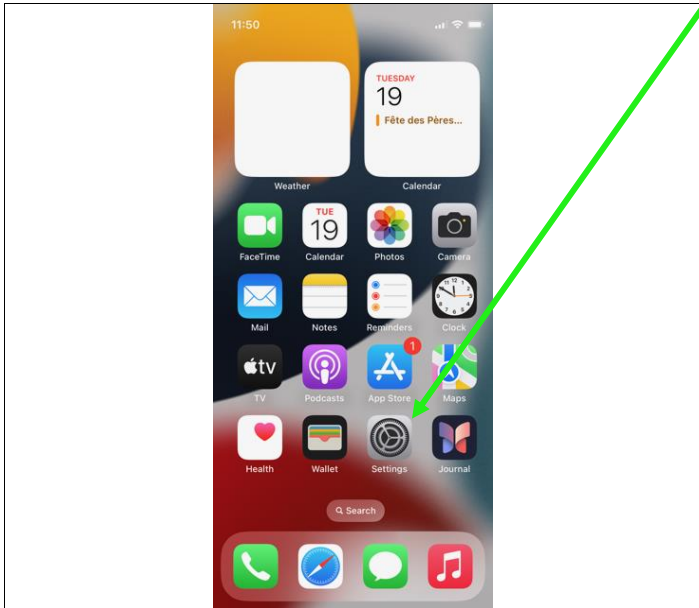
Click on **'Camera'** or **'Position'**.



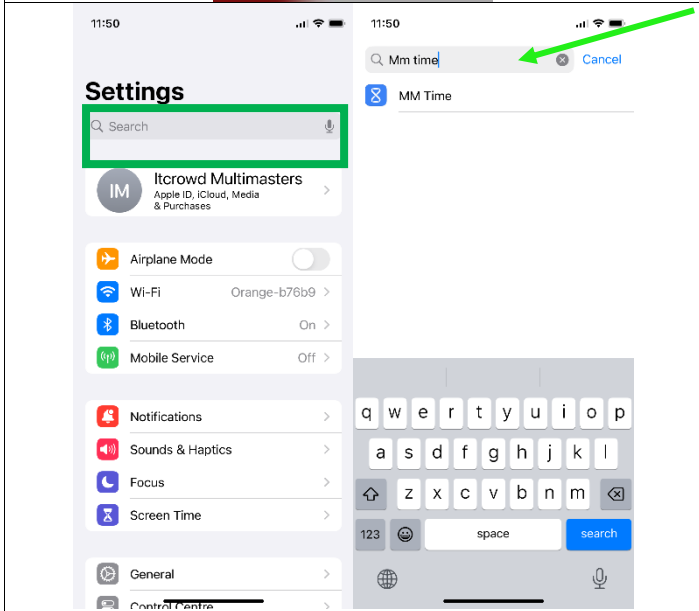
Click on **'Allow only while using the app'**.

Always turn on the **'Use precise location'** option.

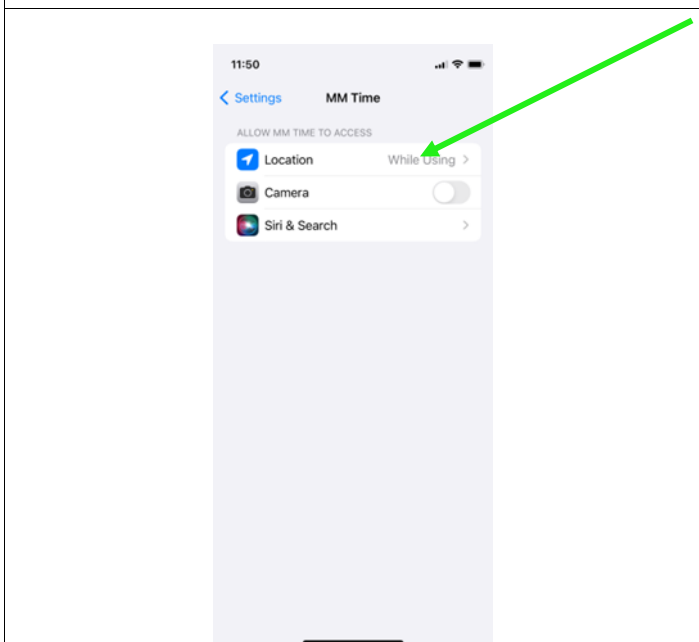
## IOS – Apple



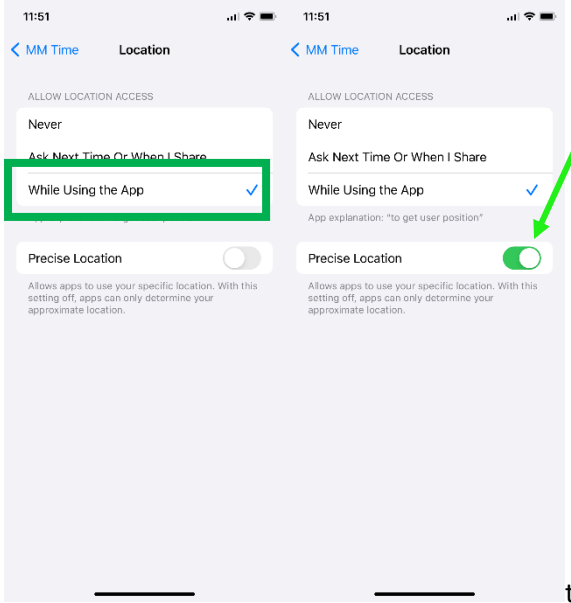
Go to 'Settings'.



Type 'MM Time' in the search box and click on the app.

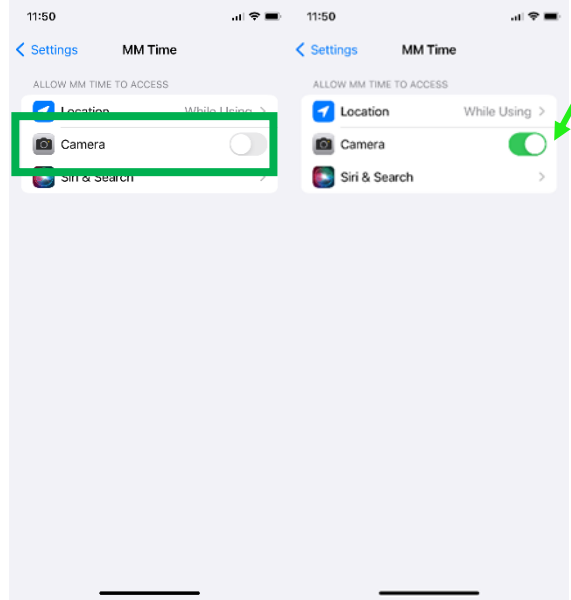


Click on 'Location'.



Click on **'While using the app'**.

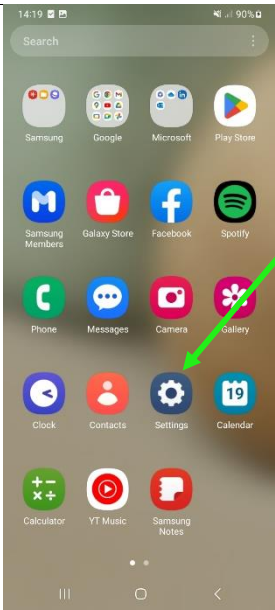
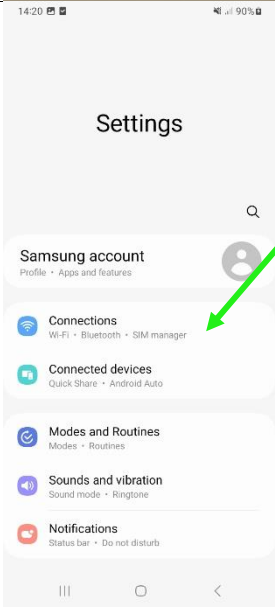
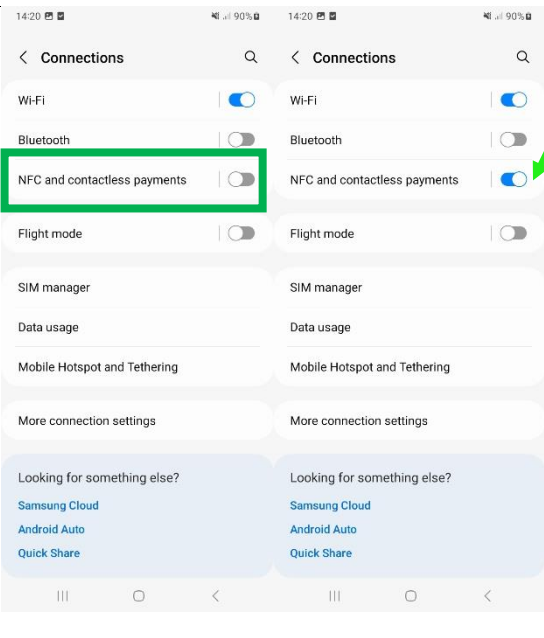
Always turn on the **'Precise Location'** option.



Set the **'Camera'** slider to **'on'**.

## 8.3 Enabling NFC

### Android

	<p>Go to <b>'Settings'</b>.</p>
	<p>Click on <b>'Connections'</b>.</p>
	<p>Set the <b>'NFC &amp; Contactless Payments'</b> slider to <b>'on'</b>.</p>

## 9 Addendum

### 9.1 What is NFC?

The meaning of NFC is 'Near Field Communication', as this smart technology communicates wirelessly between two devices at a small distance of 10 centimetres. The goal of exchanging information at this small distance is to make this process as safe as possible. This makes it more difficult to intercept information between an NFC tag and an NFC reader. Another advantage of an NFC reader is that it is easier to use than, for example, a Wi-Fi or Bluetooth connection. To establish an NFC connection, it is not necessary to activate the settings, this connection works even faster and consumes less power.