



Training:

MM Time: Check in – Check out Inspection



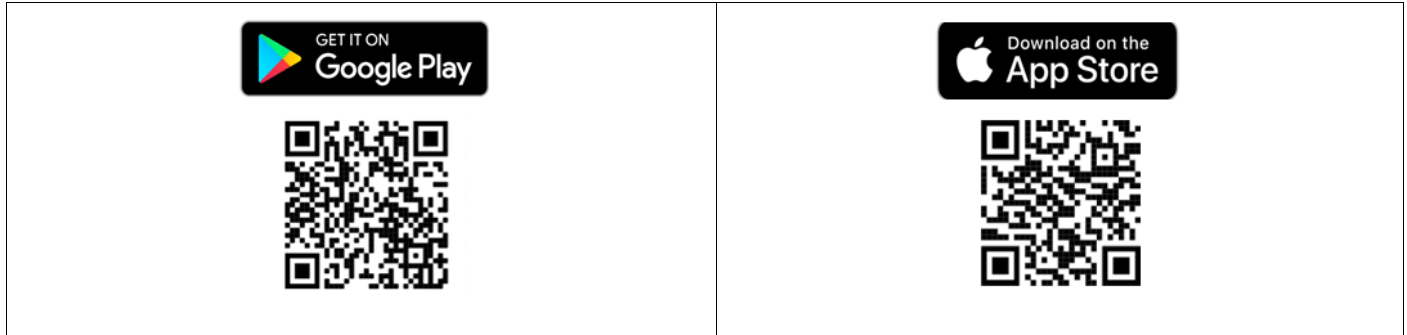
Content

| | | |
|------|---|----|
| 1 | Download the app | 2 |
| 1.1 | Via a QR code scanner | 2 |
| 1.2 | Via Google Play or App Store | 2 |
| 2 | Install the app | 3 |
| 3 | User Registration | 4 |
| 4 | Registering a new board | 6 |
| 4.1 | To activate a new board | 6 |
| 5 | Find, edit, or delete the board | 10 |
| 5.1 | Searching the board | 10 |
| 5.2 | To edit the board | 11 |
| 5.3 | Delete board | 13 |
| 6 | Time registration | 15 |
| 6.1 | Start time registration with QR-code | 15 |
| 7 | Time registration with NFC | 17 |
| 7.1 | Start registration | 17 |
| 8 | Breaks | 19 |
| 8.1 | Take a break | 19 |
| 8.2 | To end the break | 20 |
| 9 | Stop time registration: check out | 22 |
| 9.1 | Stop time registration with QR-code | 22 |
| 9.2 | Stop time registration with NFC tag | 23 |
| 10 | Error messages | 25 |
| 10.1 | Unacceptable GPS accuracy | 25 |
| 10.2 | Activating the position and/or camera | 25 |
| 10.3 | Enabling NFC | 31 |
| 11 | Request a personal QR code from IT | 32 |
| 12 | Create personal QR codes yourself | 34 |
| 13 | Addendum | 37 |
| 13.1 | What is NFC? | 37 |

1 Download the app

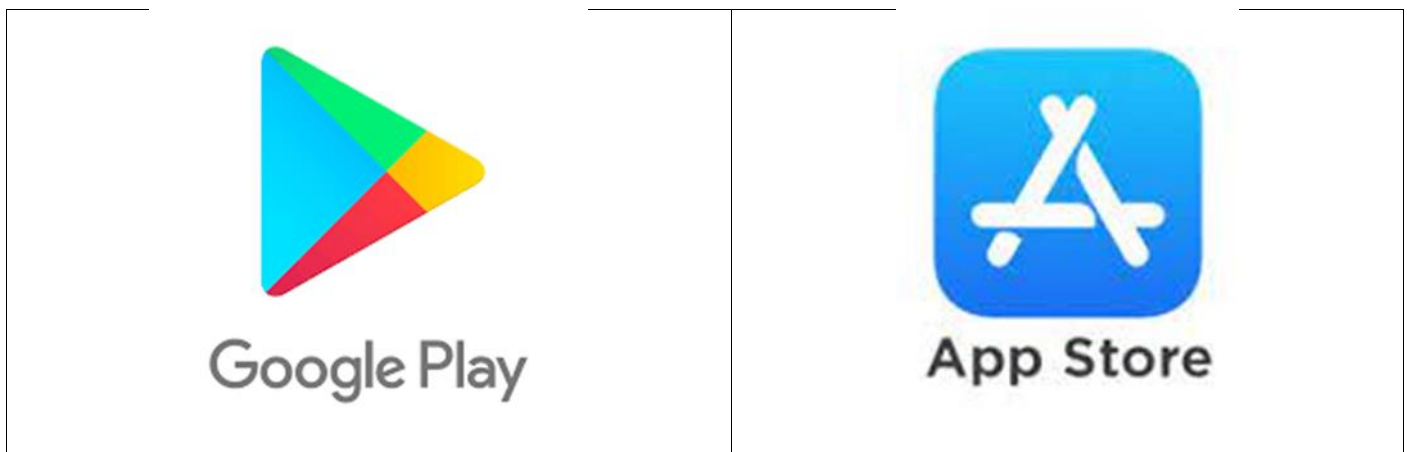
1.1 Via a QR code scanner

Scan the QR code below with your smartphone.

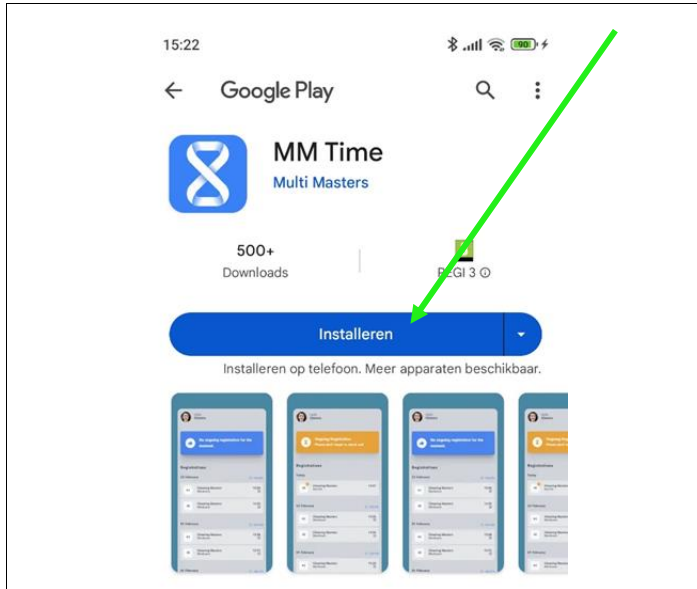


1.2 Via Google Play or App Store

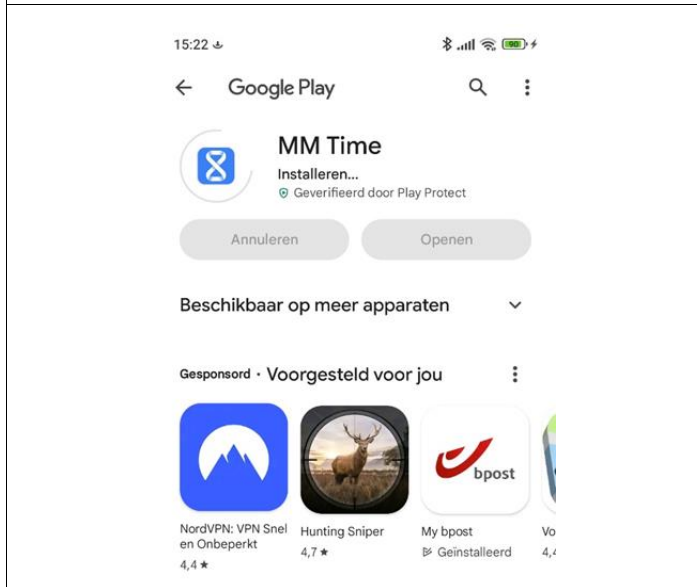
Go to the app on your mobile phone and search for MM Time.



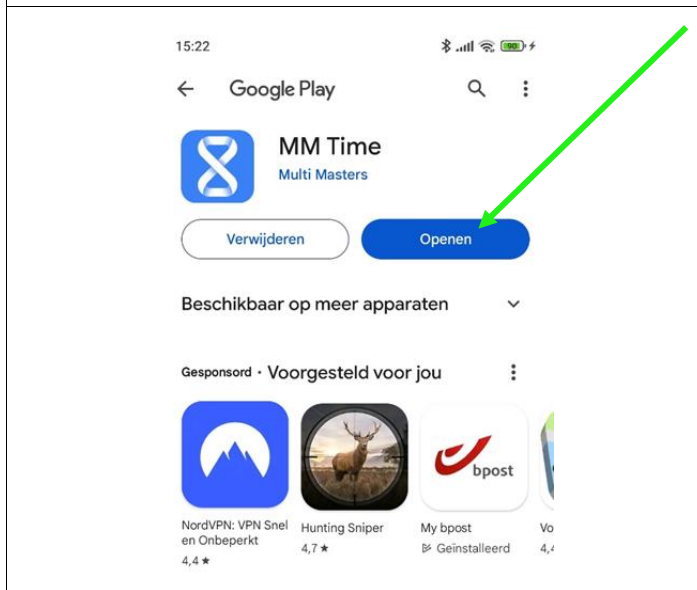
2 Install the app



Click on '**Install**'.

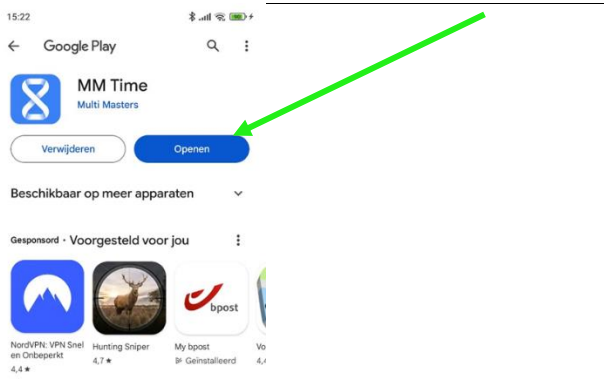
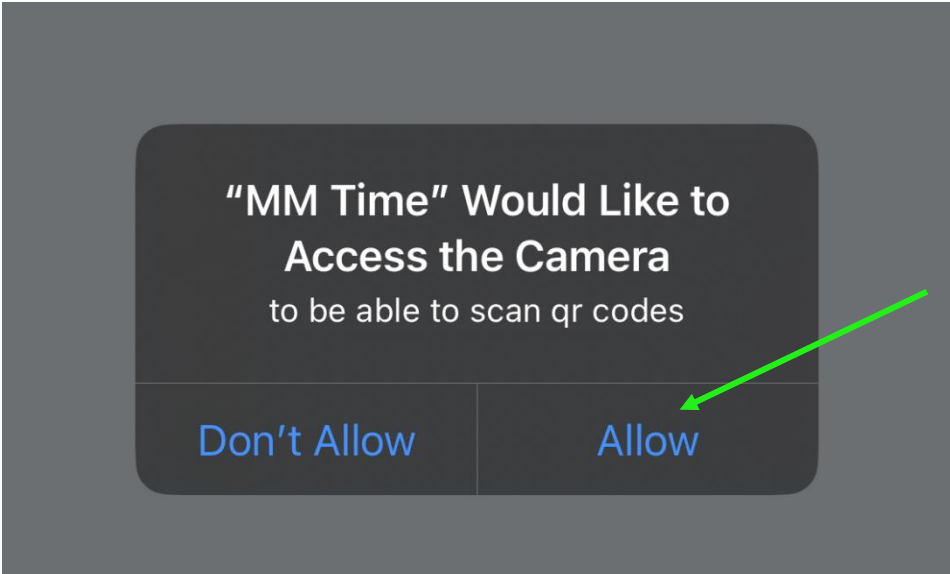
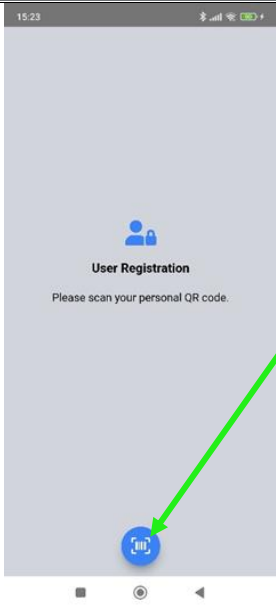
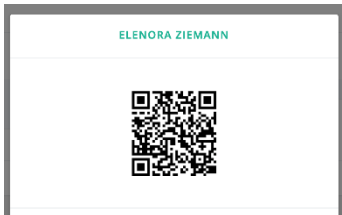


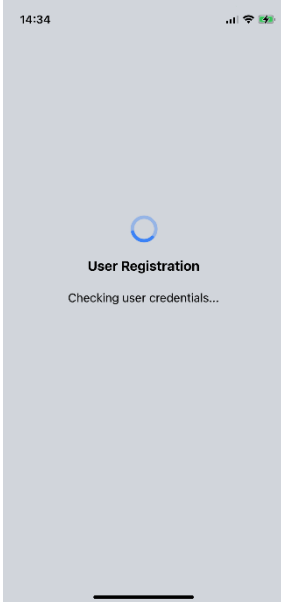
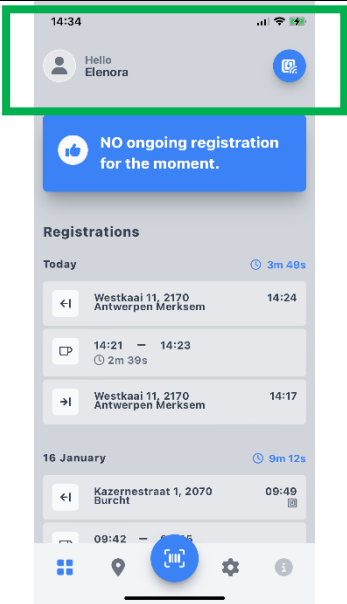
The installation of the app will begin.



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

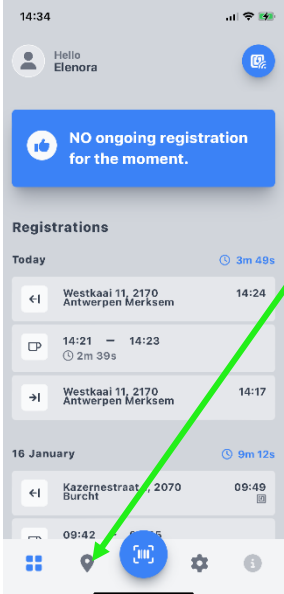
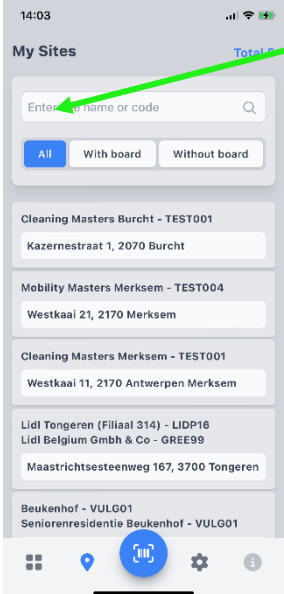
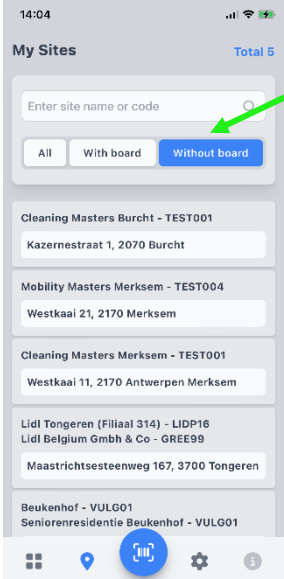
3 User Registration

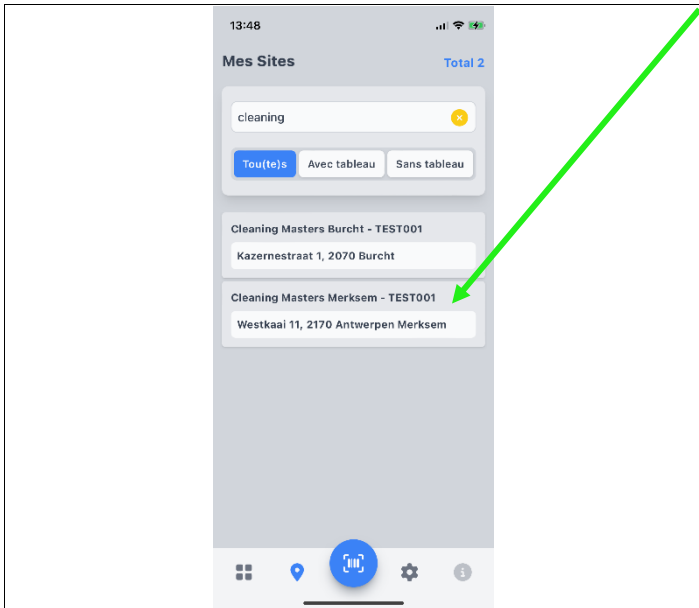
| | |
|---|--|
|  | <p>Open the MM Time app by tapping 'Open'.</p> |
|  | <p>Tap on:</p> <ul style="list-style-type: none"> • 'When using the app' (Android) • 'Allow' (Iphone) <p>If the app asks you for permission to use the camera.</p> |
|  | <p>The first time you want to use the app, you need to register.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

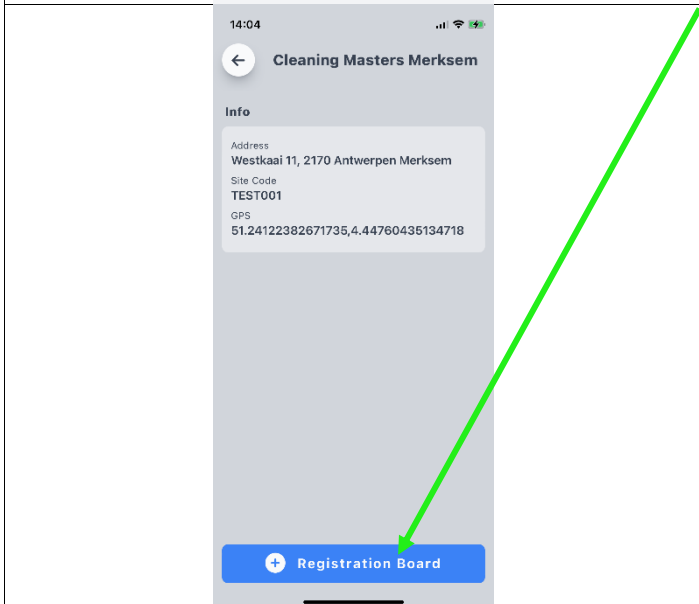
4 Registering a new board

4.1 To activate a new board

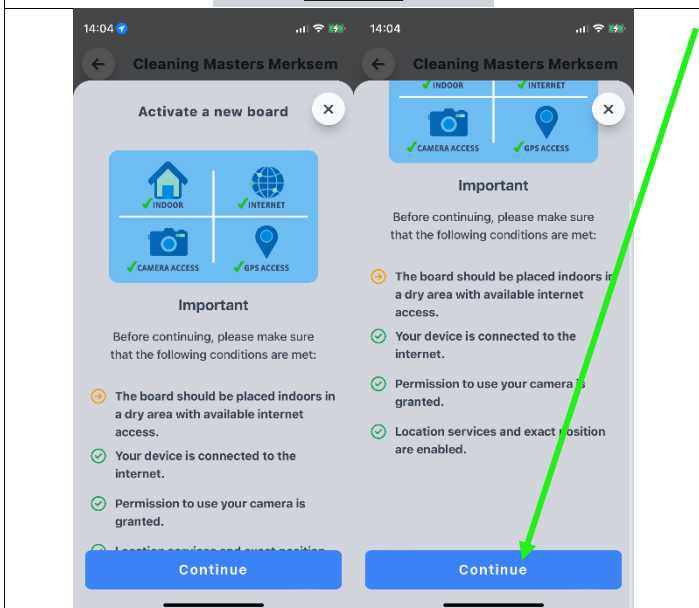
| | |
|---|---|
|  | <p>Tap on the 'My Sites' icon at the bottom of the screen. (water drop)</p> |
|  | <p>Use the search box at the top of the 'My Sites' page to find a site by entering its name or code.</p> |
|  | <p>You can filter by 'without board'.</p> |



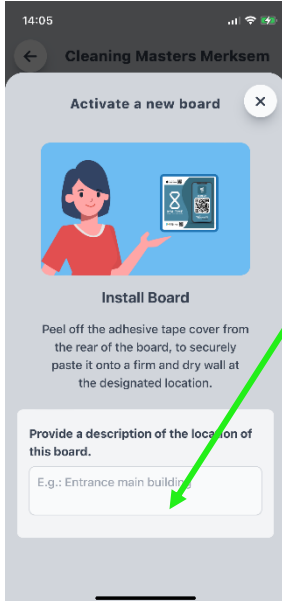
Tap the site where you want to install the board.



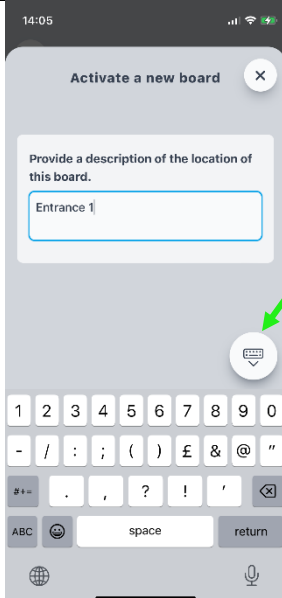
Tap on '+ Registration Board' at the bottom of the screen to get started.



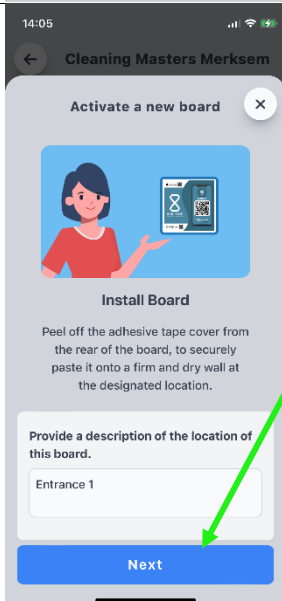
Follow the on-screen instructions and tap 'Continue'.



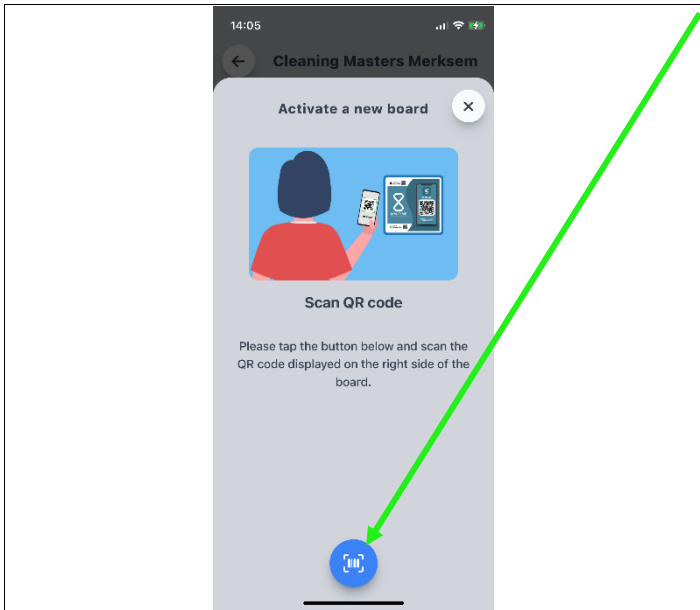
Tap the text box to activate the keyboard.



Fill in a description of the location of this table, then tap the 'keyboard icon'.

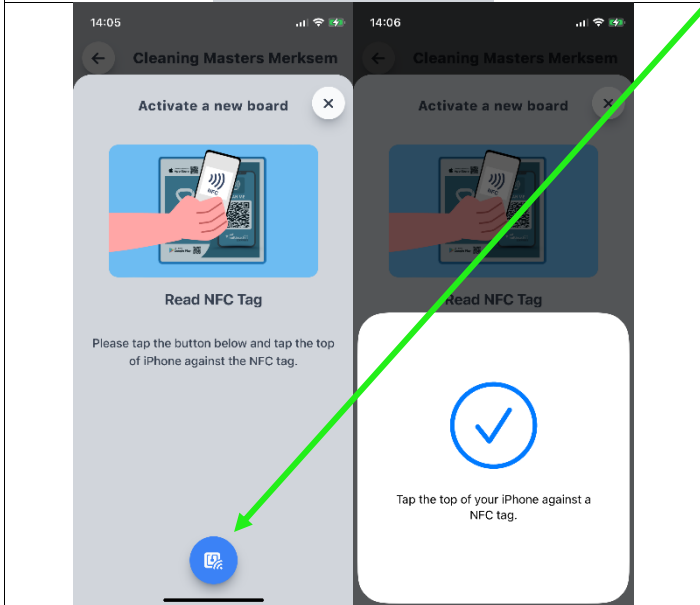


Tap 'Next'.



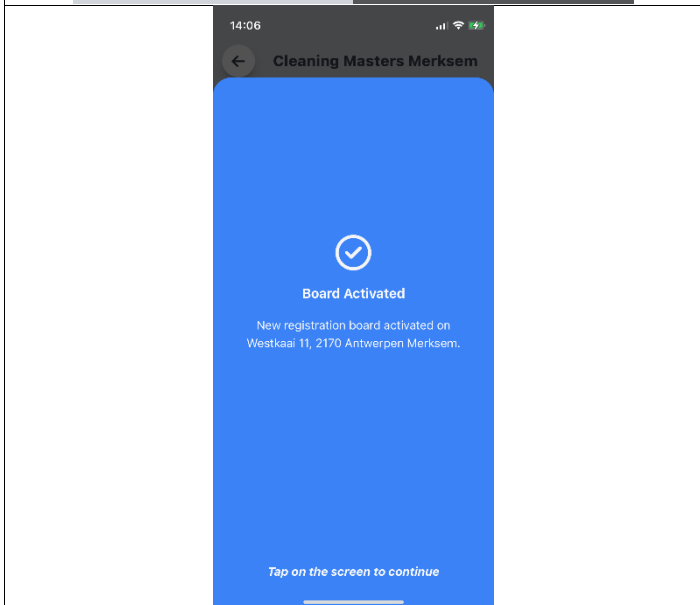
Tap the **'round blue button'** at the bottom of the screen.

Scan the QR code on the site board.



Tap the **'round blue button'** at the bottom of the screen.

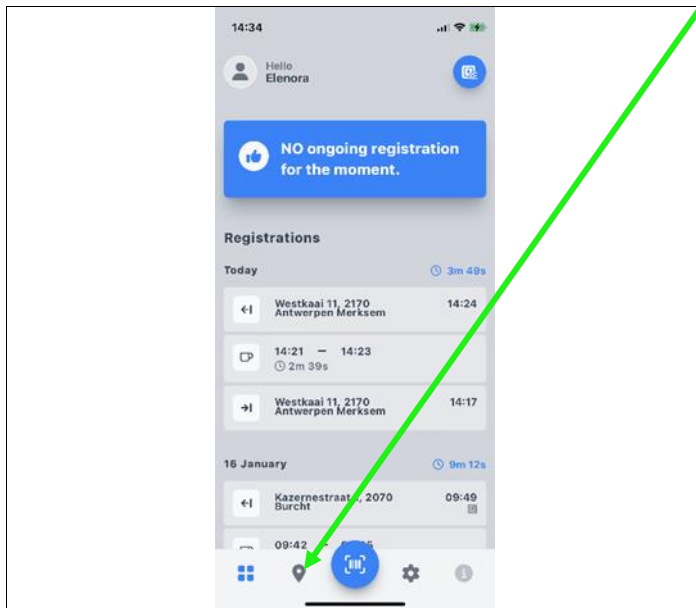
Hold your smartphone against the NFC tag on the registration board.



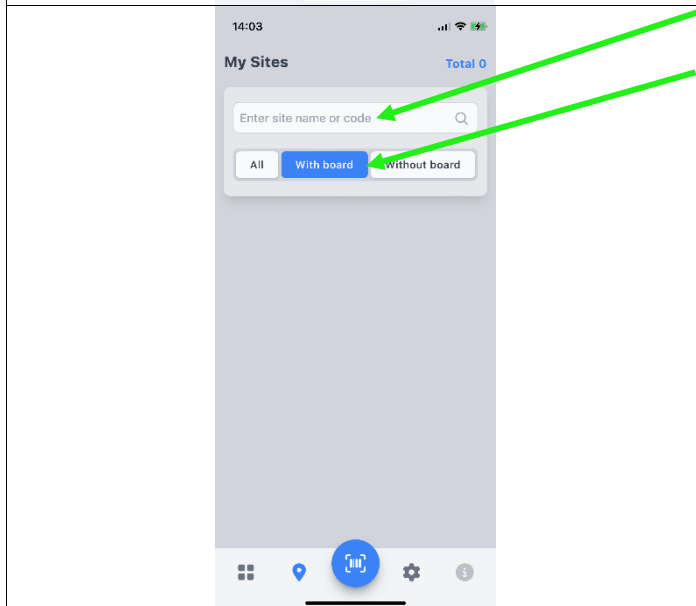
The registration board is enabled.

5 Find, edit, or delete the board

5.1 Searching the board


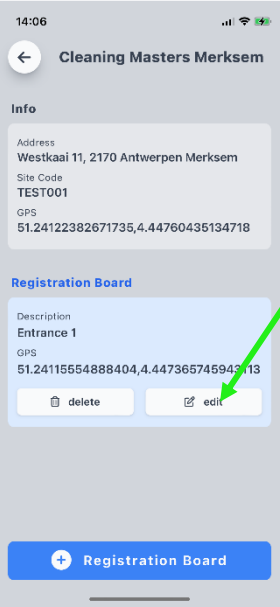
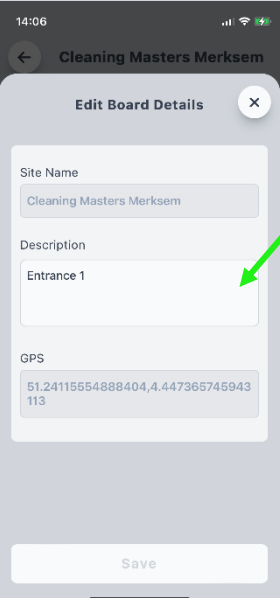


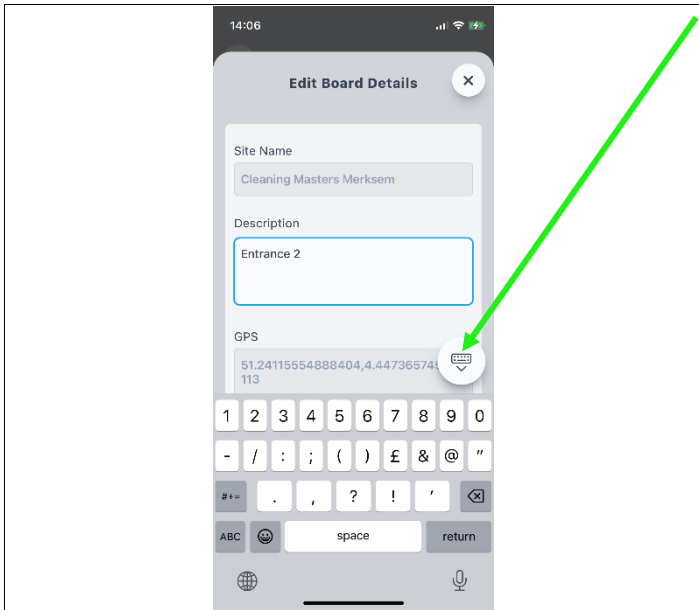
Tap on the **'My Sites icon** at the bottom of the screen.



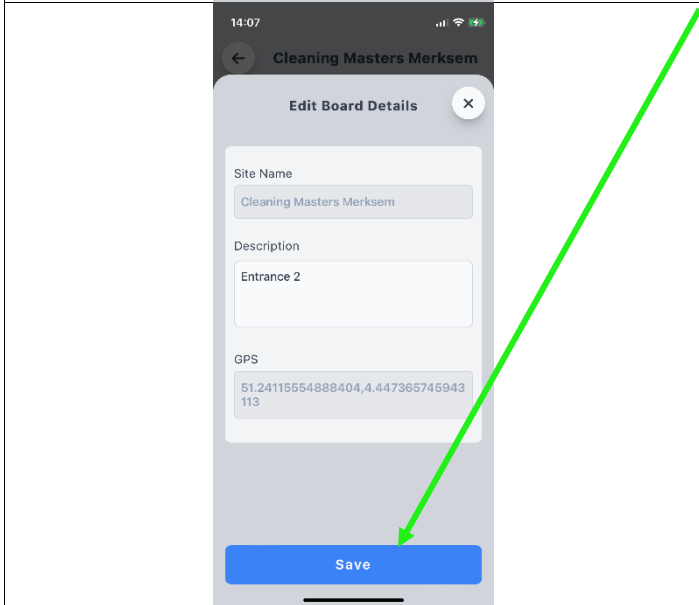
Enter the name or code of the site. You can filter on sites with board by **tapping 'With board'**.

5.2 To edit the board

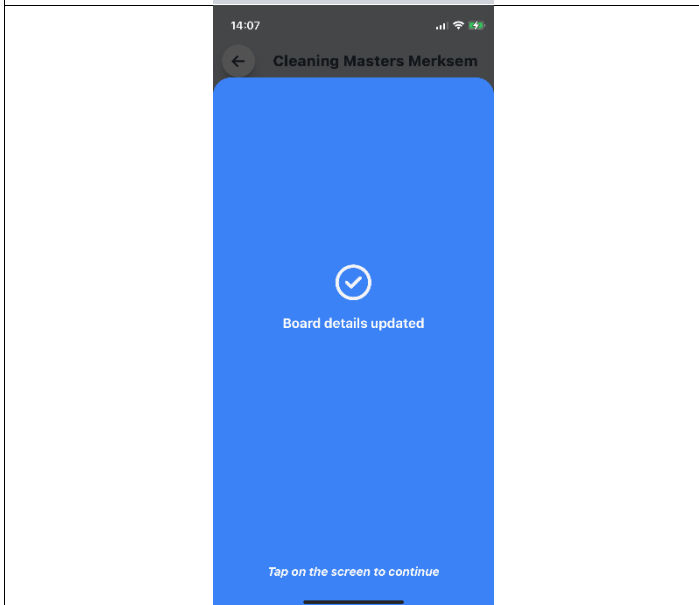
| | |
|---|---|
|  | <p>Find the board you want to edit (see 5.1. Searching the board). Tap the site you want to edit.</p> |
|  | <p>Click on the 'Edit' button to edit the data of this board.</p> |
|  | <p>Tap the text box to edit the board description.</p> |



Change the description of the location of this board, and then tap the keyboard icon.


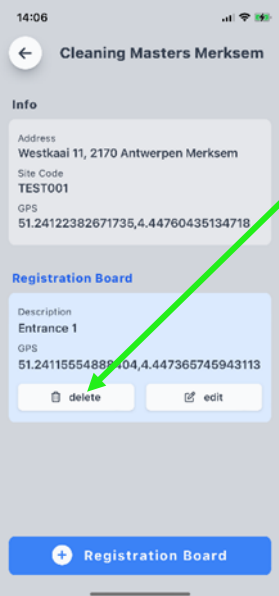
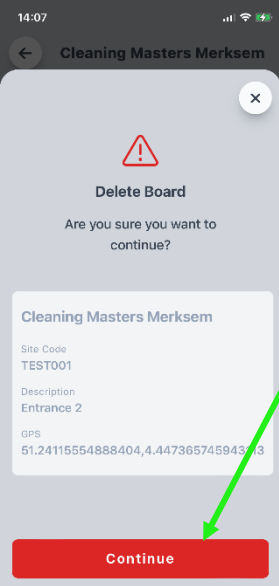


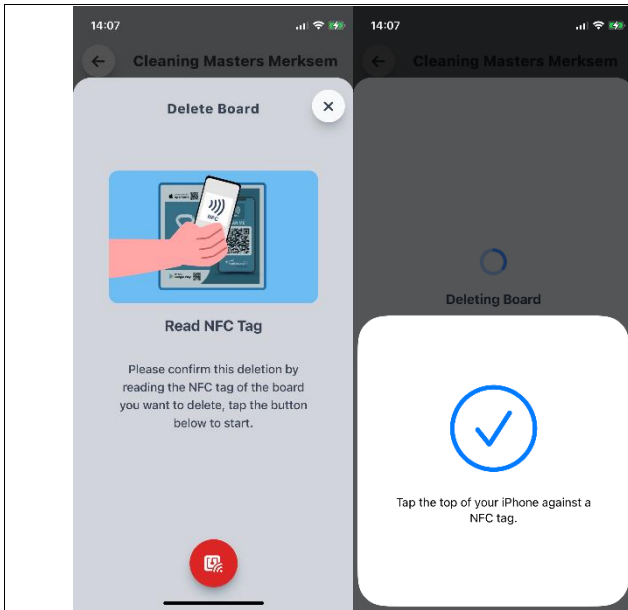
Press the 'Save' button.



You have successfully updated the board details.

5.3 Delete board

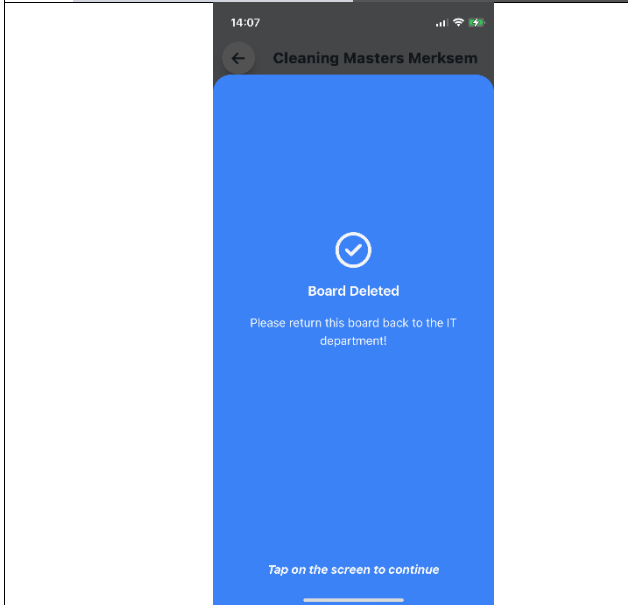
| | |
|---|---|
|  | <p>Find the board you want to delete (see 5.1. Searching the board). Tap the site you want to delete.</p> |
|  | <p>Tap 'delete' if you want to delete the board.</p> |
|  | <p>Click 'Continue' to confirm that you want to delete this board.</p> |



Scan the QR code on the registration board

or

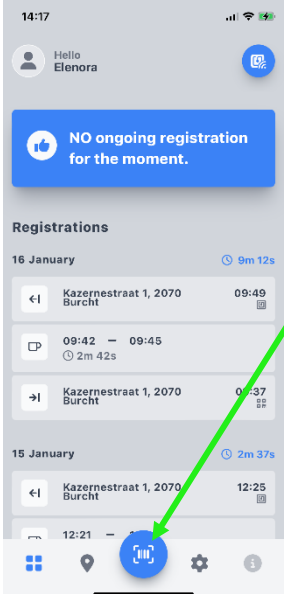
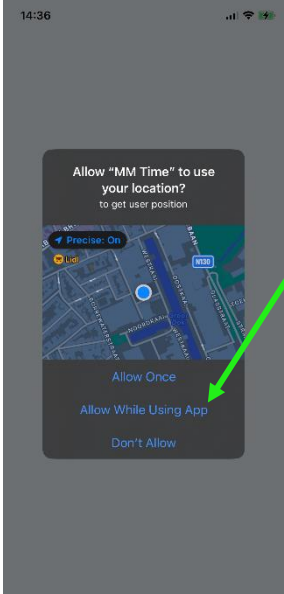

Hold your **smartphone against the NFC tag** on the board.

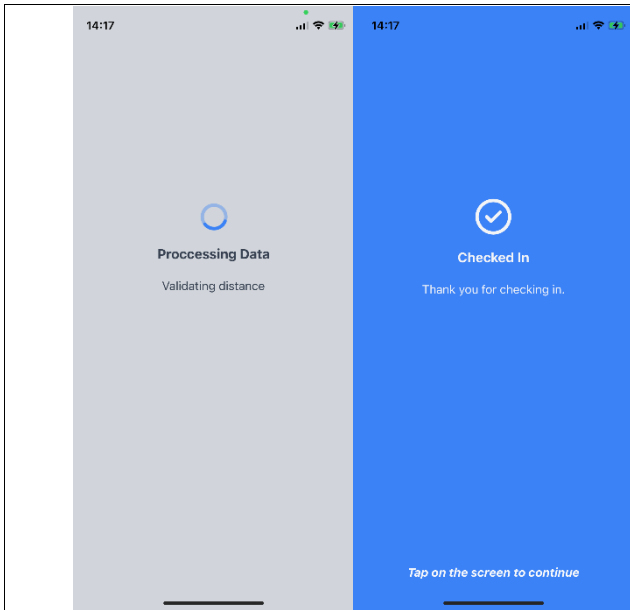


The board has been deleted.

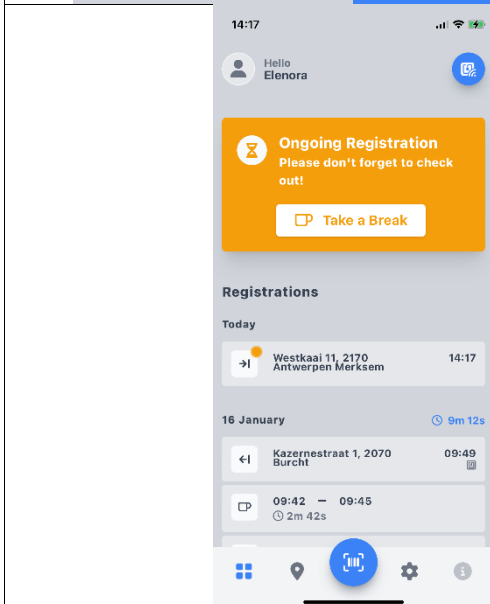
6 Time registration

6.1 Start time registration with QR-code

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



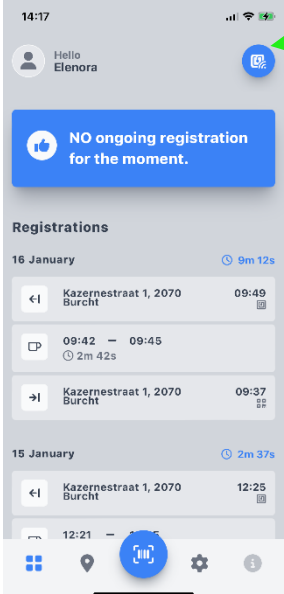
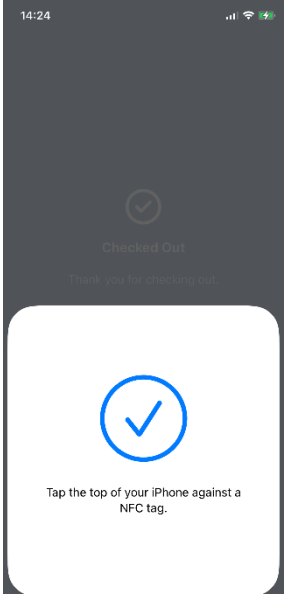

You will get the **'Processing data' screen**.
 As soon as you see the blue screen **'Checked In'**, your time tracking begins.

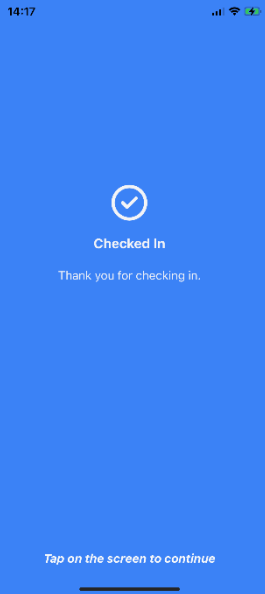


Your registration is in progress.

7 Time registration with NFC

7.1 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 NFC tag to check in.</p> |

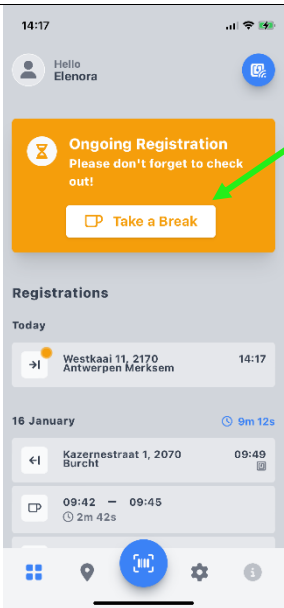
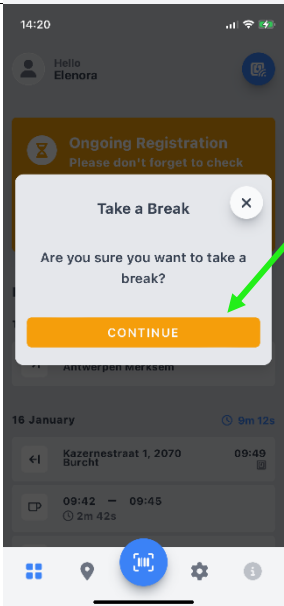


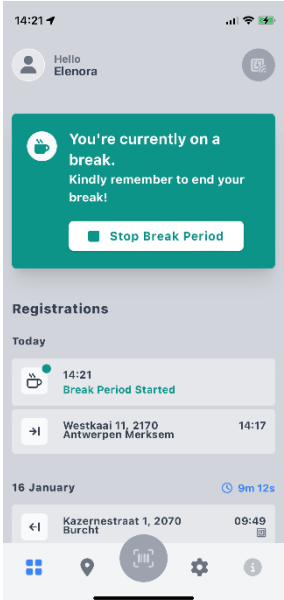
Once you agree, you will get approval.
The recording of your working time has begun.

8 Breaks

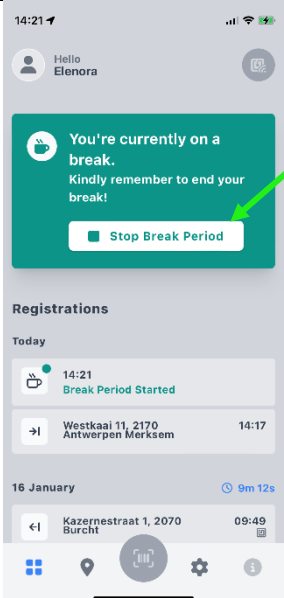
8.1 Take a break

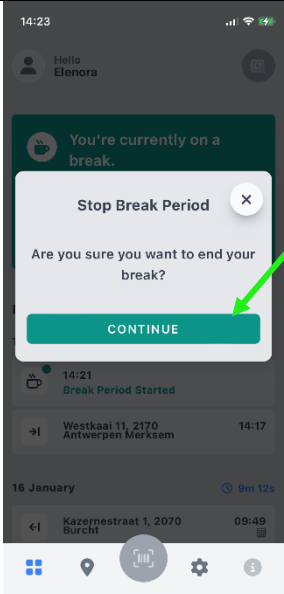
For a 15-minute or longer break, use 'Take a break'.

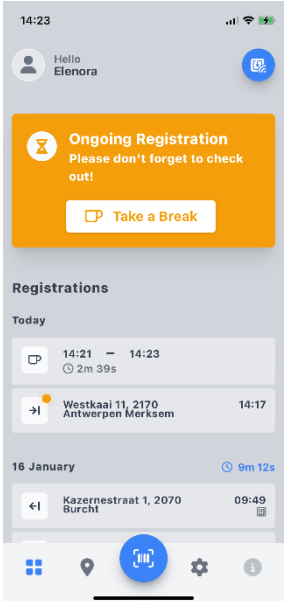
| | |
|---|--|
|  A screenshot of a mobile app interface. At the top, it says 'Hello Elenora'. Below that is a notification box with a clock icon, the text 'Ongoing Registration Please don't forget to check out!', and a button labeled 'Take a Break'. Below the notification is a 'Registrations' section with a list of entries for 'Today' and '16 January'. A green arrow points from the 'Take a Break' button to the right. | <p>Press the 'Take a break' button.</p> |
|  A screenshot of the same mobile app interface, but with a confirmation dialog box overlaid. The dialog box has a title 'Take a Break', a close button (X), and the text 'Are you sure you want to take a break?'. At the bottom of the dialog is a large orange button labeled 'CONTINUE'. A green arrow points from the 'CONTINUE' button to the right. | <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> |
|---|--|

8.2 To end the break

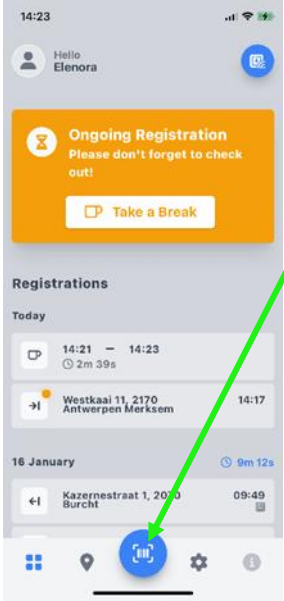

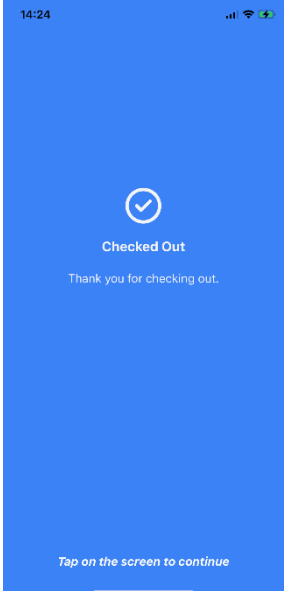
| | |
|--|--|
|  | <p>You can end your break by clicking on the 'Stop Break Period' button.</p> |
|--|--|

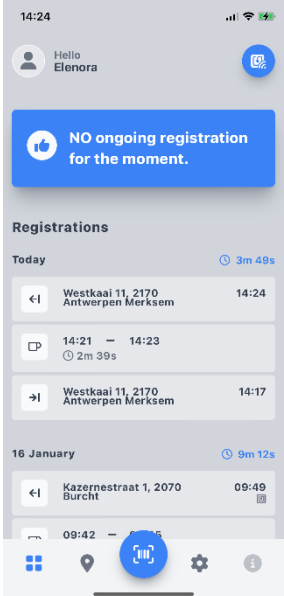
| | |
|---|--|
|  | <p>A pop-up window will appear for confirmation. Confirm by clicking on the 'Continue' button.</p> |
|---|--|

| | |
|---|--|
|  | <p>Tracking your current working time continues.</p> |
|---|--|

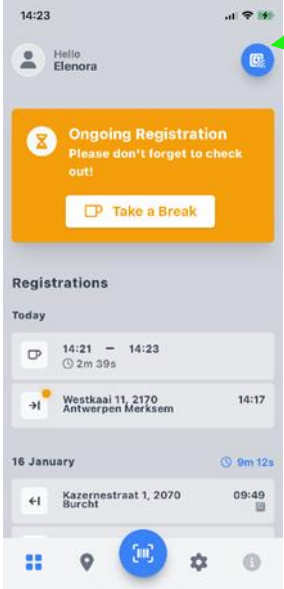
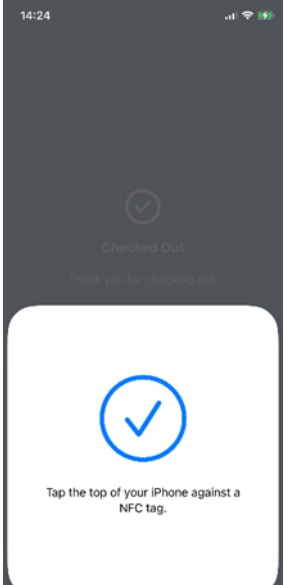
9 Stop time registration: check out

9.1 Stop time registration with QR-code

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

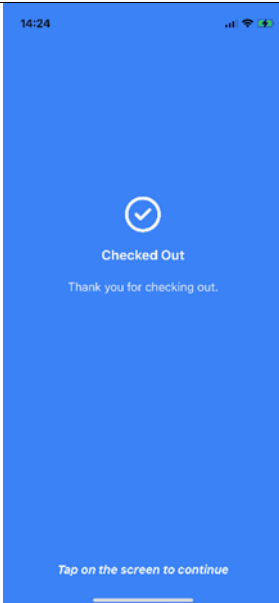
| | |
|---|--|
|  | <p>Now, you have no ongoing registration anymore. You can close the app.</p> |
|---|--|

9.2 Stop time registration with NFC tag

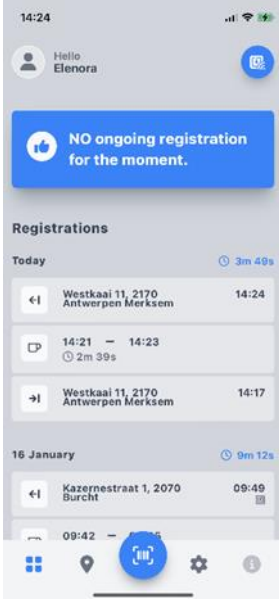
| | |
|---|--|
|  | <p>Tap on the 'round blue button' at the top right of the screen.</p> |
|  | <p>The following message appears: 'Tap the top of your phone against a NFC tag'.</p> |



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.

10 Error messages

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

10.1 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**.

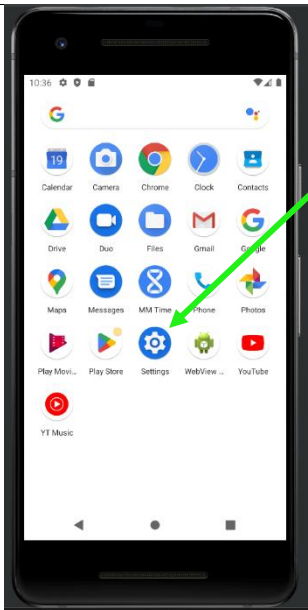
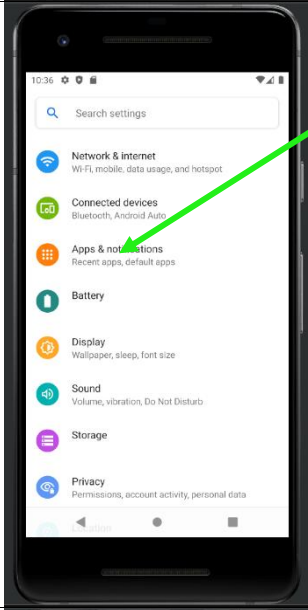
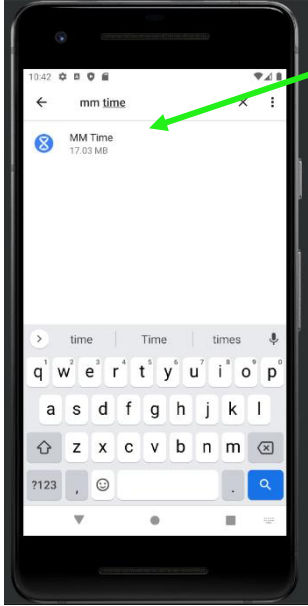


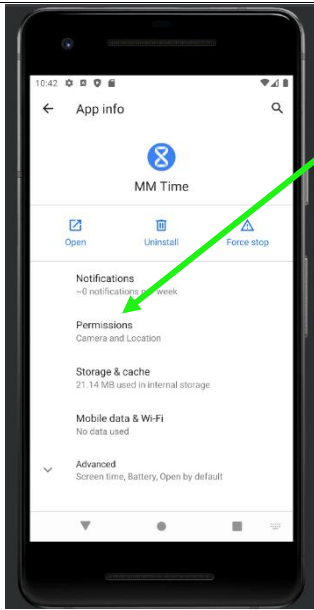
IOS - Apple

- 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)

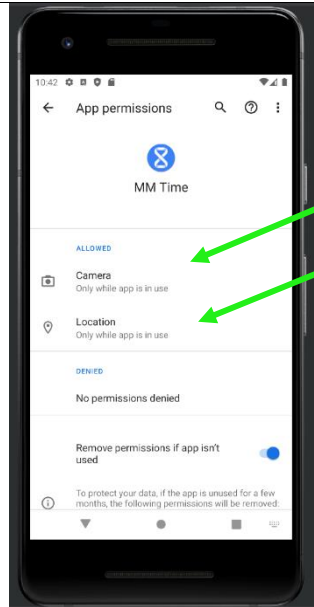
10.2 Activating the position and/or camera

Android 11 and lower

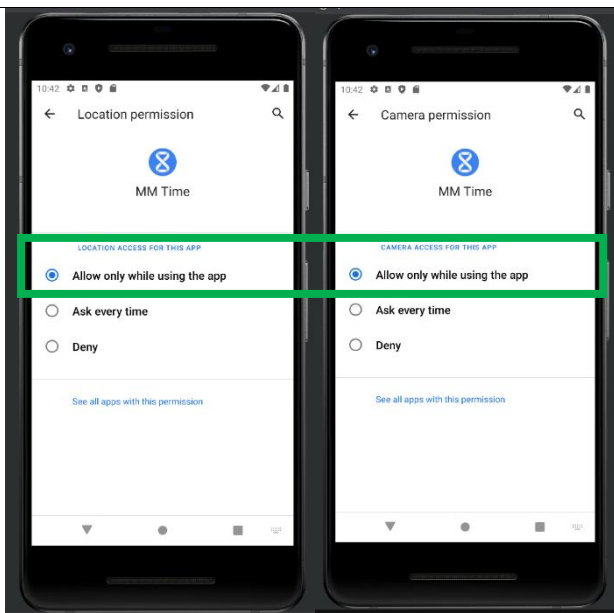
| | | |
|--|---|--|
| |  | <p>Go to 'Settings'.</p> |
| |  | <p>Click on 'Apps & notifications'.</p> |
| |  | <p>Type 'MM Time' in the search box and click on the app.</p> |



Click on **'Permissions'**.


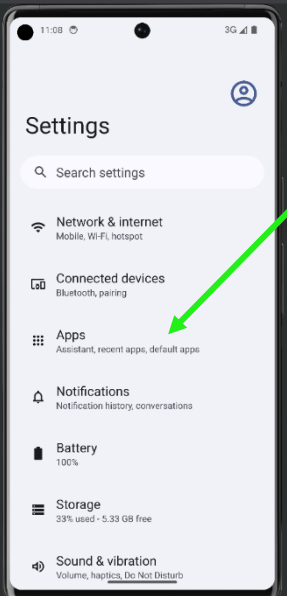
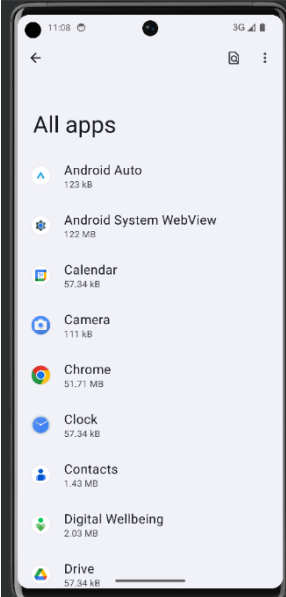
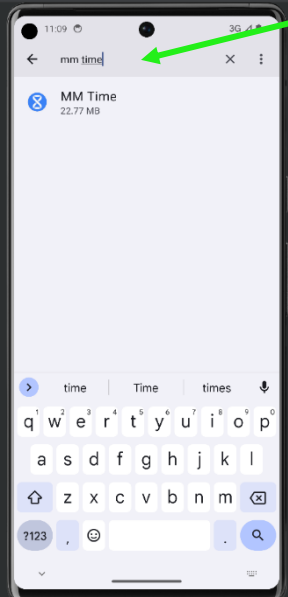


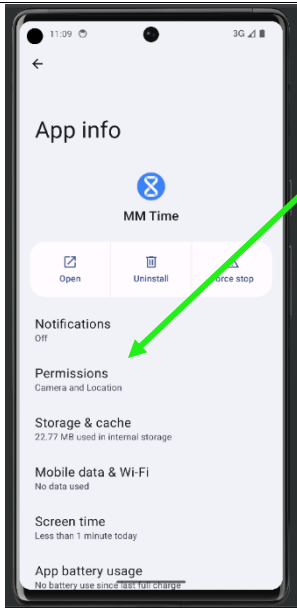
Click on **'Camera'** or **'Location'**.



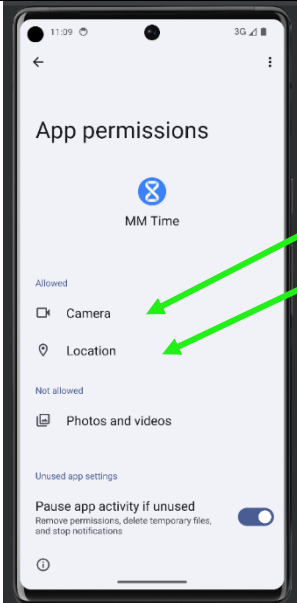
Click on **'Allow only while using the app'**.

Android 12 and higher

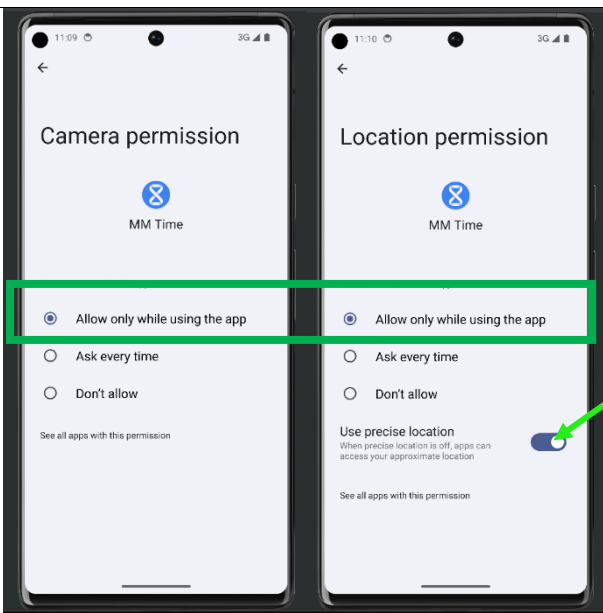
| | |
|---|---|
|  | <p>Go to 'Settings'.</p> |
|  | <p>Click on 'Apps'.</p> |
|  |  <p>Type 'MM Time' in the search box and click on the app.</p> |



Click on 'Permissions'.



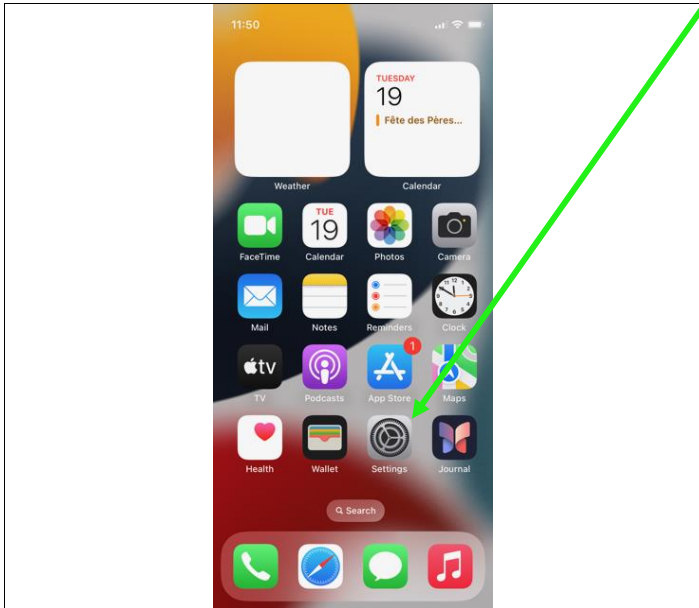
Click on 'Camera' or 'Location'.



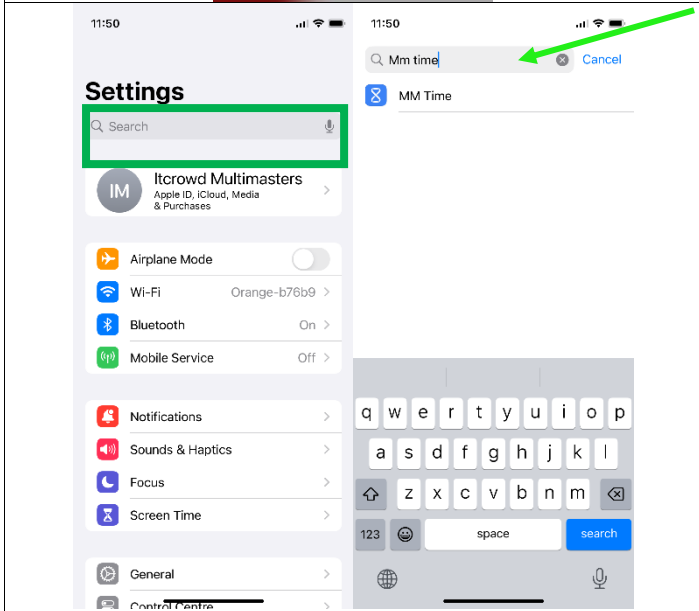
Click on 'Allow only while using the app'.

Always turn on the 'Use precise Location' option.

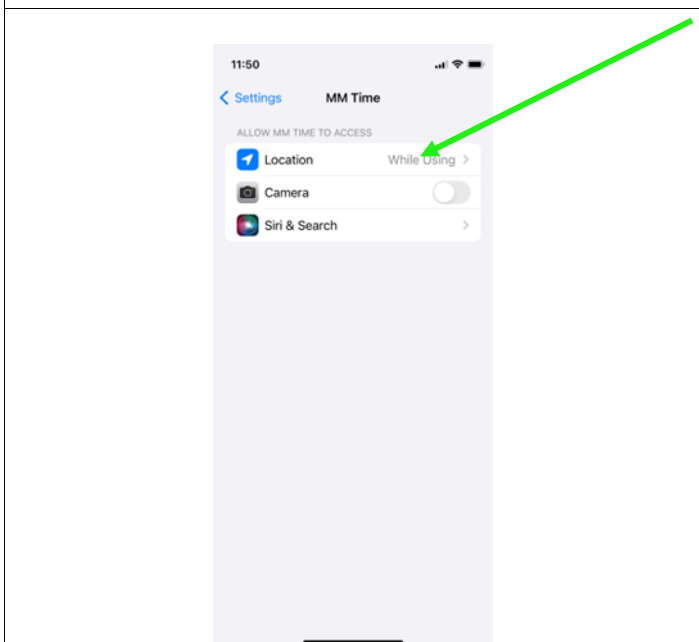
IOS – Apple



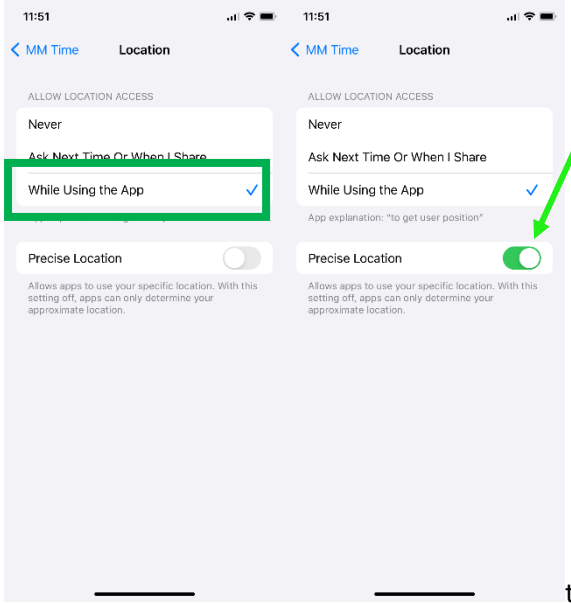
Go to 'Settings'.



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

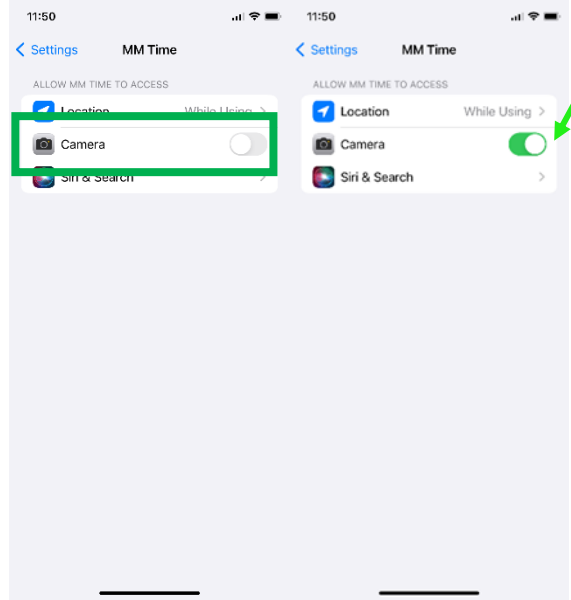


Click on 'Location'.



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


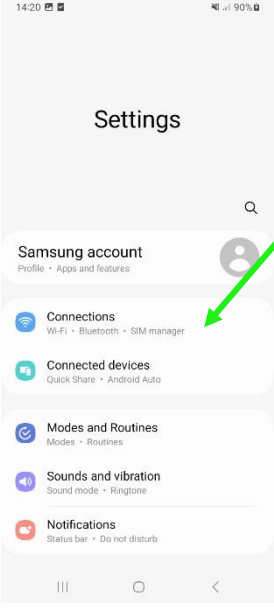
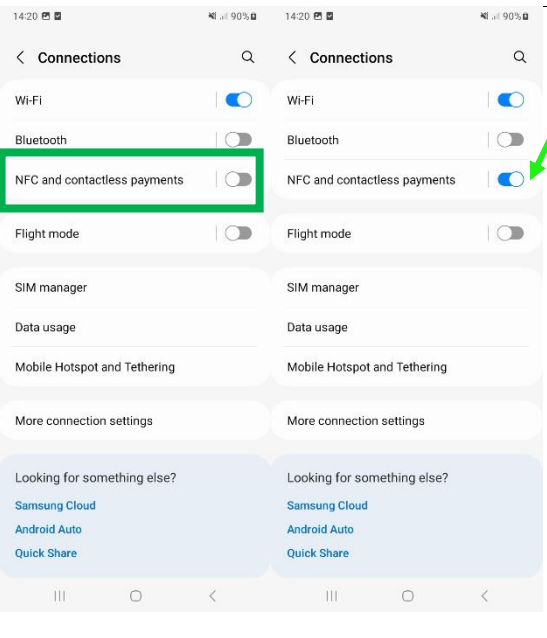
Always turn on the **'Precise Location'** option.



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

10.3 Enabling NFC

Android

| | |
|---|---|
|  | <p>Go to 'Settings'.</p> |
|  | <p>Click on 'Connections'.</p> |
|  | <p>Set the 'NFC & Contactless Payments' slider to 'on'.</p> |

11 Request a personal QR code from IT

Create an Excel list with all the job sites as shown in the example or pull a staff list from CMD via miscellaneous lists and email it to itcrowd@multimasters.be. They will send it to you by email as soon as possible.

| 1 | NAAM - NOM | VOORNAAM - PRENOM | GEBOORTEDATUM DATE DE NAISSANCE | GSM NUMMER N° GSM | AFDELING - DIVISION | TYPE |
|----|------------|-------------------|------------------------------------|----------------------|---------------------|--------------------|
| 2 | DE MAN | SARAH | 1/09/1983 | 0468/010506 | CLEANING MASTERS | VASTE MEDEWERKER |
| 3 | DE VROUW | CHRISTOPHER | 17/02/1962 | 0499/324058 | CLEANING MASTERS | INTERIM |
| 4 | GRAMAT | NAJOUA | 1/03/1975 | 0499/227978 | CLEANING MASTERS | EMPLOYEE PERMANENT |
| 5 | NAZIRI | YOUSSEF | 5/08/1990 | 0473/995543 | CLEANING MASTERS | INTERIM |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |

Use the link: <https://forms.office.com/r/NtihpYADOS>

MM-Time | Aanvraag badge of QR-code

Bonjour, Kelly. Lorsque vous soumettez ce formulaire, le propriétaire verra votre nom et votre adresse e-mail.

* Obligatoire

1

Werf-QR code's zijn momenteel niet meer aan te vragen door een aanpassing in de APP...
verdere informatie volgt in het kort.

Les codes QR de Yard ne peuvent plus être demandés actuellement en raison d'une
modification de l'APP..... d'autres informations suivront brièvement.

Entrez votre réponse

2

MM-Time *

Badge | Vaste werknemer / Interimbadge | Employé permanent / Badge intérimaire

PERSOONLIJKE QR-CODE | QR-CODE PERSONNEL Vaste werknemer / Interim werknemer | Permanent employé / Interim employée

The Google Forms website opens. The website automatically knows your 'name' and 'email address'.

The requested data will be sent to the 'requester' by email.

Choose point 2.

Badge | Vaste werknemer / Interimbadge | Employé permanent / Badge intérimaire

PERSONNELLE QR-CODE | QR-CODE PERSONNEL Vaste werknemer / Interim werknemer | Permanent employee / Interim employee

3
2. Voornaam *

Kelly

4
2. Achternaam *

Horemans

5
2. Afdeling *

Cleaning Masters

6
2. QR-CODE voor *

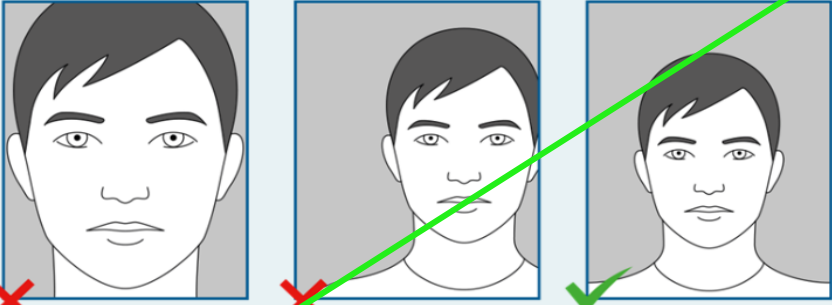
Vaste medewerker

Interim

Interim Nieuw

7
2. Foto (Question non anonyme) *

Een duidelijke foto op witte achtergrond zoals in het voorbeeld, slechte foto's worden niet geaccepteerd!



↑ Charger le fichier

Nombre maximal de fichiers : 1 Taille maximale autorisée pour un fichier : 10MB
Types de fichier autorisés : Word, Excel, PPT, PDF, Image, Vidéo, Audio

Envoyer

Fill in the necessary details.
Activate '**Personal QR Code**'.

Enter the person's '**First Name**'.

Enter the person's '**Last Name**'.

Select the '**Division**'.

Indicate the **type of employee** :

- Permanent employee
- Interim
- Interim New

Click on the '**Upload File**' button and add a clear passport photo with a white background.

Click on the '**Send**' button.

12 Create personal QR codes yourself

Log in to the MM Time web application via <https://time.itcrowd.online>

Dashboard

ENREGISTREMENTS Aujourd'hui

| | | | | |
|-----------|----------|------|-----------------|------|
| 0 / 0 | 0 | 0 | 0 | 0 |
| CHECK OUT | CHECK IN | HIER | PRESTATIONS (H) | HIER |
| TOTAL | | | | |

SITES

| | | |
|-------|---------------|----------------|
| 10949 | 31 | 11 |
| TOTAL | AVEC CODES QR | AVEC APPAREILS |

PERSONNEL

| | | | |
|-------|---------------|-------------|------------|
| 6959 | 1110 | 2640 | 0 |
| TOTAL | AVEC CODES QR | AVEC BADGES | PRÉSENT(E) |

The Dashboard opens. Click on the '**Personal**' tab.


Liste Du Personnel

| Nom | Remarques | Groupe | Intitulé Du Poste | Rôle |
|------------------------------|-----------|-----------------|-------------------|------|
| Elenora Ziemermann Interir | Interim | Handmatige Tags | | |
| Alina De Dobbeleer Interim | interim | Handmatige Tags | | |
| Serjan Duraku Interim | Interim | Handmatige Tags | | |
| Dimitry Van De Wiele Interir | Interim | Handmatige Tags | | |
| Randy Couckuyt Interim | Interim | Handmatige Tags | | |
| Ines Denys Interim | interim | Handmatige Tags | | |
| Maity Schreel Interim | interim | Handmatige Tags | | |
| Kevin Embalu Interim | Interim | Handmatige Tags | | |
| Yassin Bakka Interim | Interim | Handmatige Tags | | |

The menu opens. Click on the '**List**' tab to open the list of employees.

Liste Du Personnel

| Membre Du Personnel | Remarques | Groupe | Intitulé Du Poste | Rôle |
|------------------------------|-----------|-----------------|-------------------|------|
| Remarques | Interim | Handmatige Tags | | |
| Groupe | interim | Handmatige Tags | | |
| Inactif | interim | Handmatige Tags | | |
| Serjan Duraku Interim | Interim | Handmatige Tags | | |
| Dimitry Van De Wiele Interir | Interim | Handmatige Tags | | |
| Randy Couckuyt Interim | Interim | Handmatige Tags | | |
| Ines Denys Interim | interim | Handmatige Tags | | |
| Maity Schreel Interim | interim | Handmatige Tags | | |
| Kevin Embalu Interim | Interim | Handmatige Tags | | |
| Yassin Bakka Interim | Interim | Handmatige Tags | | |
| Mohammed Shenani Interir | Interim | Handmatige Tags | | |

Click on the  icon to open the menu. After that, click on 'Staff Member'.

Liste Du Personnel

Membre Du Personnel - danny [DANNY x]


| Nom | Remarques | Groupe | Intitulé Du Poste | Rôle |
|-------------------------|-----------|-----------------|----------------------|----------|
| Danny Marc De Vuyst | | | Schoonmaker | |
| Danny Sonck | | | Facility coordinator | |
| Danny Sonck | | | | |
| Danny Marc De Vuyst | | | | |
| Danny De Vuyst Interim | Interim | Handmatige Tags | | |
| Danny Van Acker Interim | Interim | Handmatige Tags | | |
| Danny Peeters | | | | |
| Danny Sacreas | | | Schoonma(a)k(st)er | |
| Danny Van Hellemont | | | | |
| Danny Janzen | | | Inspecteur | mobile-i |
| Danny Verseer | | | | |

Enter the name of the person you want to search for in the input field.

Liste Du Personnel

Membre Du Personnel - danny [DANNY x]

| Nom | Remarques | Groupe | Intitulé Du Poste | Rôle | Tags | QR-codes | Appareils | Actions |
|-------------------------|-----------|-----------------|----------------------|------------------|------|----------|-----------|---------|
| Danny Marc De Vuyst | | | Schoonmaker | | | | | [Eye] |
| Danny Sonck | | | Facility coordinator | | | | | [Eye] |
| Danny Sonck | | | | | | | | [Eye] |
| Danny Marc De Vuyst | | | | | ✓ | ✓ | | [Eye] |
| Danny De Vuyst Interim | interim | Handmatige Tags | | | | ✓ | | [Eye] |
| Danny Van Acker Interim | interim | Handmatige Tags | | | | ✓ | | [Eye] |
| Danny Peeters | | | | | | | | [Eye] |
| Danny Sacreas | | | Schoonma(a)k(st)er | | | | | [Eye] |
| Danny Van Hellemont | | | | | | | | [Eye] |
| Danny Janzen | | | Inspecteur | mobile-inspector | ✓ | ✓ | | [Eye] |
| Danny Verseer | | | | | | | | [Eye] |

Click on the  icon (show more info) behind the name of the person you are looking for.

Membre Du Personnel: Danny Janzen

Enregistrements | Tags | **QR-codes** | Appareils | Groupes

| Taken | Type | Revoqué | Valable jusqu'au | Créé à | Actions |
|----------------|--------|---------|------------------|------------------|---------|
| 1F9M...Z04U18 | public | | 15/04/2024 11:11 | 01/03/2024 11:11 | [Eye] |
| r0p14...ngp1z | public | ✓ | 15/04/2024 09:32 | 01/03/2024 09:32 | [Eye] |
| 0X30J...7LH6T2 | public | ✓ | 23/03/2024 15:09 | 07/02/2024 15:09 | [Eye] |
| r02QW...ymw@BC | public | ✓ | 01/02/2024 12:14 | 18/12/2023 12:14 | [Eye] |

4 total


The requested person's data will open. Click on the 'QR Codes' tab.

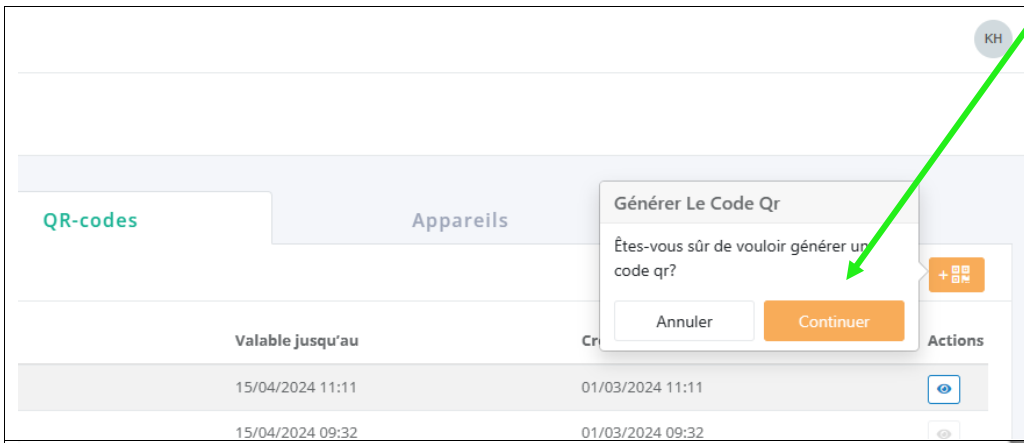
Membre Du Personnel: Danny Janzen

Enregistrements | Tags | QR-codes | Appareils | Groupes

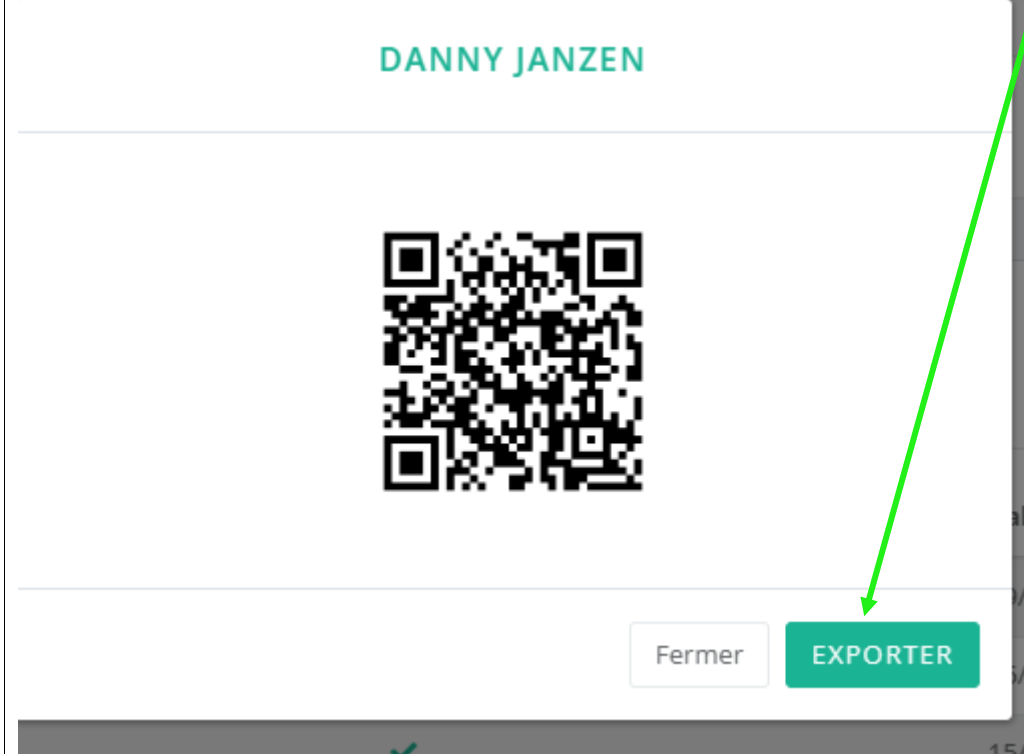
| Taken | Type | Revoqué | Valable jusqu'au | Créé à | Actions |
|----------------|--------|---------|------------------|------------------|---------|
| 1F9M...Z04U18 | public | | 15/04/2024 11:11 | 01/03/2024 11:11 | [Eye] |
| r0p14...ngp1z | public | ✓ | 15/04/2024 09:32 | 01/03/2024 09:32 | [Eye] |
| 0X30J...7LH6T2 | public | ✓ | 23/03/2024 15:09 | 07/02/2024 15:09 | [Eye] |
| r02QW...ymw@BC | public | ✓ | 01/02/2024 12:14 | 18/12/2023 12:14 | [Eye] |

4 total

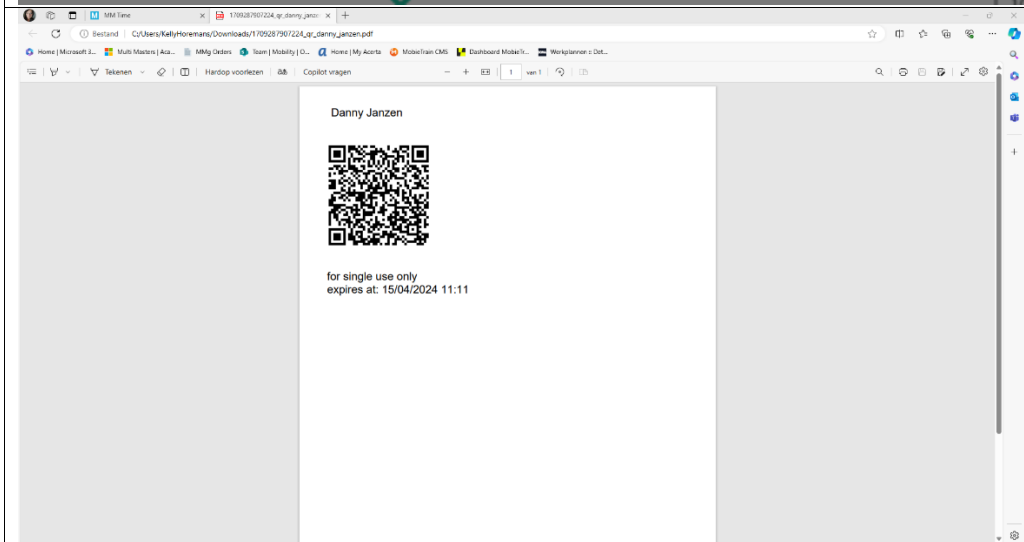
The 'QR Codes' tab will open. Click the orange icon  to create a new QR code.



Click on the '**Continue**' button to confirm that you want to create a new QR code.



Click on the '**Export**' button.
A PDF file will be created with the QR code.



The PDF file can be found under '**Downloads**'. You can now print it out or send it by email.

13 Addendum

13.1 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.