











HOW DO YOU USE THE TIMEGATE EMPLOYEE APP?

Cheat Sheet



Sheet covers iOS and Android apps

* Service and Employee Portal features are additional, licensed

					
	Single User	Shared User	Multi User	Multi User (QR)	Multi User (RFID)
	(Manual detail entry)			(Details only entered using a scanner)	
Log In	» Enter PIN (first time only in single user) » Select Login		N/A		
Log Out	» Select Log out		N/A		
 Book On	» Select Book On » Enter SIN » Select OK		» Select On » Enter PIN » Select OK	» Select On » Scan QR code » Select OK » Repeat as needed	» Select On » Scan tag/card » Continue to scan multiple tags/cards
 Book Off	» Select Book Off » Enter SIN » Select OK		» Select Off » Enter PIN » Select OK	» Select Off » Scan QR code » Select OK » Repeat as needed	» Select Off » Scan tag/card » Continue to scan multiple tags/cards
 Check Call	» Select Check Call » Enter SIN » Select OK		» Select Check » Enter PIN » Select OK	» Select Check Call » Scan QR code » Select OK » Repeat as needed	» Select Check Call » Scan tag/card » Continue to scan multiple tags/cards
Override call type	Select Call type displayed. Select the Call type tab of your choice				
 Access Service Features*	» Select Service		N/A		
 Open Employee Portal*	» Select Portal » Enter your registered email address » Enter your password		N/A		
 Leave message / contract control room	Select Voice Mail or Control Room				
 Make a duress call	» Select SOS » Confirm the SOS Submission » Select OK to send or select Cancel				