

CONFIGURING MULTI USER MODE

How do I configure the Employee App for Multi User mode?

After **Multi User Mode** registration, the following screen loads.

Enter your **Timegate Username** and **Password**:

Now, you will be presented with the settings page:

Once saved, the Timegate Multi User menu is loaded. This will be the landing page when opening in the future. The user can choose to Book **On**/ Make a **Check** call/Book **Off**/leave **Voicemail**/raise an **SOS** for themselves or others

RFID/QR CODE BASED CALLS IN MULTI USER MODE

Want to use RFID/QR codes to speed up calls? Select to show **Settings**. Enter your **Timegate Username** and **Password**. Select either **Calls via ID Card Scan** (for RFID) or **Calls via QR Card Scan**. You cannot select both. Make sure your team have RFID/QR code details saved in their employee record. **Login** to the Employee App using **Multi User Mode**. Select Call Type (**On/Check/Off**). Scan code(s) (place device on RFID tag/use camera to read QR code). The individual will now have their **On/Check/Off** call taken.

Please Note: These can be taken in rapid succession, one after another without needing to reselect call type, saving lots of time

ON, OFF & CHECK CALLS

Task	Multi User	Shared User
Book On	Select Book On. From pop-up, enter SIN. Select OK	Select On. From pop-up, enter PIN. Select OK
Book Off	Select Book Off. Enter SIN. Select OK	Select Off. Enter PIN. Select OK
Check Call	At your check call time and location, select Check Call	At your check call time and location, select Check

EMPLOYEE APP SETTINGS

Can anyone change settings? Yes. Select , then **Settings**. In Multi User Mode you will need to enter your **Timegate Username** and **Password** then select **Login**. After making changes, select **Save** before leaving the page.

The following settings are available to change in both User Modes:

- **Language** - Some company's provide multi-Language support e.g. English/French. Select Language, Choose the required language. Select **OK**
- **Notification Time Out** - This is the amount of time that notifications are shown on screen. Select your required time in seconds
- **GPS Retrieval Interval** - This value is the number of seconds that the system waits between taking GPS location readings for your device (when enabled)