Timegate Location Manager
WANT TO MANAGE LOCATIONS ON SITE?

BASICS

What is the Timegate Location Manager app? If you use Service Delivery and create Tours, part of that process involves configuring **Location Details** for **Sites**. Within the Timegate Web Client, this is done from within **Set Up** | **Sites** | **Locations**. The Timegate Location Manager app enables you to create and maintain all of these Site Location settings conveniently whilst onsite, without the need to use the Timegate Web Client. All you need to configure a Location can be done in this app. You can enter the **Name** and **Notes** for a site, select whether it is a **Tour Point**, select its **Location Type**, scan to set **Tag Types** (and store the associated QR or NFC tag) and set the GPS Longitude / Latitude details

What kind of smartphones can it be used with? The Timegate Location Manager app will run on Android version 4.4 (KitKat), iOS version 9 or higher versions of these operating systems

Why would I want to use it? The app is perfect for maximising accuracy when setting up locations. Manually entering long alphanumeric codes for tags or GPS co-ordinates can result in errors. Additionally, GPS co-ordinates may not always be correct. The Longitude and Latitude co-ordinates for a main site may differ from those of the location being set up. By using a smartphone, GPS co-ordinates, QR and NFC tag details can be captured in a user friendly manner using your smartphones built in sensors / camera, significantly reducing errors

GETTING THE APP

Where can I get the app from? Download the Timegate Employee app from one of the following stores:

How do I download and install the Android app? It's simple to install the app from either Google Play or the App Store:

1. Search for **Timegate Location Manager**

2. Select the App

3. Follow the instructions on screen to install in the way that you would install any other app on your Smartphone. The app will download and it's icon be added to your Home Screen / App Draw

SETTING UP THE APP

What information do I need to set up the app? The first time you use the app, you will need :

- **Timegate Code** - unique to your company (only needed for the first use of the app)

- **Username** - your Timegate Username

- **Password** - your Timegate Password

How do I set up the app? Select the app icon to see the login page :
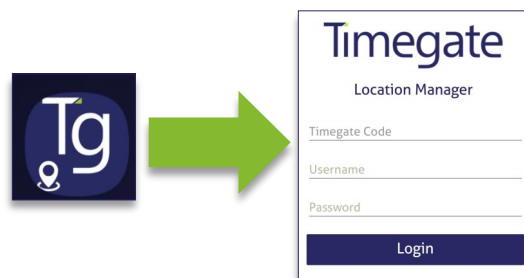
Enter your **Timegate Code**, **Username** and **Password**, then select **Login**. A "*Registering*" message is displayed on screen.

Upon successful registration, you will be prompted to enter a **SIN**.

Enter the unique **SIN** code of the site you wish to work upon.

Select **OK.**

Note: If you are unable to register, check (or get your Timegate administrator to check) that you have the correct Function Roles assigned to your Username—**Administrative Functions (Web Client)** including **Service Delivery maintenance**

What about app permissions? If prompted allow the app to use your smartphone camera, location and storage

What information will I need to enter once the app has initially been set up? After successful registration, you will need to enter your **Username** and **Password** every time you logon. **Note:** You will not need to enter the **SIN**, unless you have selected **Finish** within the app, or it has been 24 hours since you last requested a Site

Can I select other languages instead of English? Yes. English is the default language, but you can change it by selecting ⚙. Now select **Settings**. Select **English** to change the language. Select **OK** to save. Select ← to return
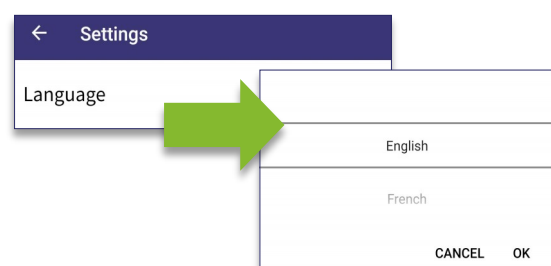
HOW DO I NAVIGATE AROUND THE APP?

A. SIN entry page

B. Location page

C. Sub-location page

D. Location setting page
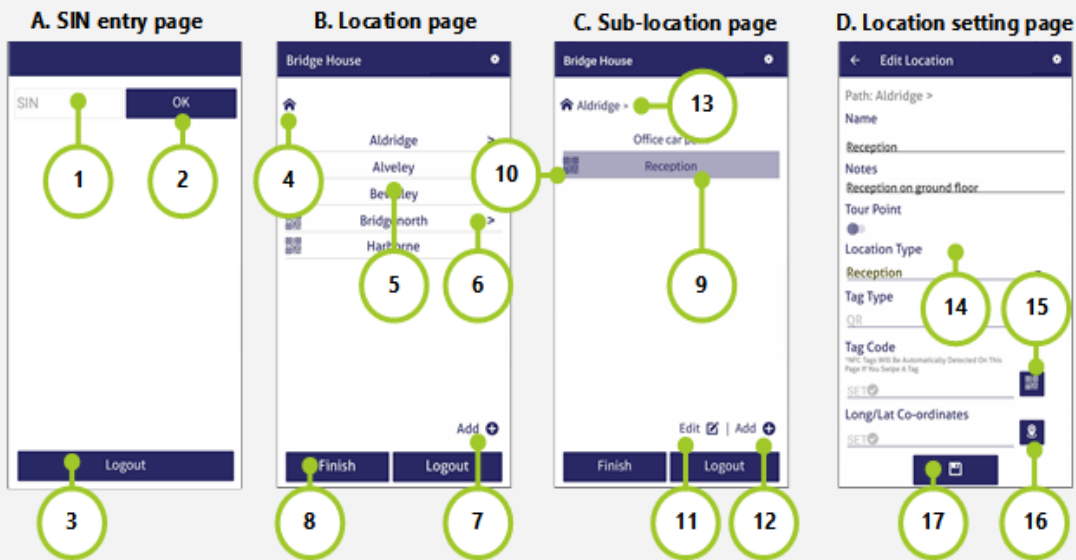
KEY

1. Enter a **SIN** to access the Site

2. Select **OK** to load the **Location page**

3. Select **Log out** at any point

4. Select **Home** to return to home page

5. Select an existing Location to highlight it. **Edit** becomes visible on screen (See point 11) . Open **Location setting page** (*Page D.*) by selecting **Edit** (not shown above)

6. If the Location has an arrow to the right, this indicates it has Sub-Locations. Select to view its **Sub-location page** (*Page C.*) Please note how this part of the page scrolls if you have a large list of locations within your site

7. Select **Add** to create a new Location. This will open a blank **Location setting page** (*Page D.)* at the current level in the **Location Tree**

8. Select **Finish** to sync any pending data and return to *Page A.* where a new **SIN** can be entered

9. Select an existing **Sub-Location**

10. This icon, visible when a tag has been configured, shows whether the tag assigned is a QR tag or NFC tag

11. Select **Edit** to open the **Location setting page** (*Page D.*) **Edit** is not enabled until a **Location** is selected (Remember, this control will also appear in *Page B.* when a **Location** is selected)

12. Select **Add** to create a new Sub-Location. This will open up a blank **Location setting page** (*Page D.*) at the current level in the **Location Tree**

13. The path descriptor / breadcrumbs, become interactive as you go deeper into the **Location Tree**. This scrolling control enables you to navigate backwards and forwards through to any previous level in the path, simply by tapping a Location name

14. Enter the **Location details** using the various controls and the onscreen keyboard on your smartphone

15. Select to scan and assign a QR tag to the location (RFID will automatically be read when in close proximity to phone.

    Please Note: In the Android App, if the tag isn't compatible with iOS, you'll receive a message asking if you would like to make it compatible. Confirm **Yes**, The tag will then not only be made compatible it will also be locked, preventing any future unwanted re-writing

16. Select to assign the **Long**itude / Latitude **Co-ordinates** for the site using the smartphone's inbuilt GPS

17. Select to **Save**

CONFIGURING LOCATION SETTINGS

Are there any mandatory fields I need to enter when creating a new location? Yes. Make sure you enter **Name, Notes** and **Location Type**

I've created a new location, but can't see the Set to Inactive. Why is that? **Set To Inactive** is only visible from within the Timegate Web Client. The option isn't available in the app

What do the different settings mean? The following bullet points describe each of the settings:

- **Name:** Name of the location

- **Notes:** Brief description of location or important information someone on a tour may need to see

- **Tour Point:** Select if the location is available to be set against a **Tour Destination.** Be aware that Tour point can be set, but not unset for existing locations

- **Location Type:** Select the type of location from the list

- **Tag Type:** Identified automatically (NFC (RFID) or QR). Can only be changed by scanning a new type of tag

- **Tag Code:** Scan code (see *Button 14*. above) for QR tag. Code will be automatically updated when an NFC (RFID) tag is swiped

- **Long/Lat Co-ordinates:** Set these using your smartphones inbuilt GPS (See *Button 15*. above)

Where can I see my changes in the Timegate Web Client? Go to **Set Up** | **Sites** | **Locations** to see your changes