
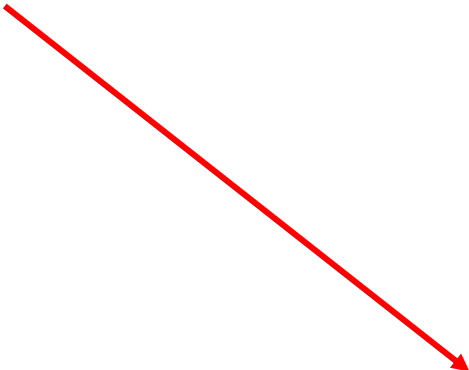
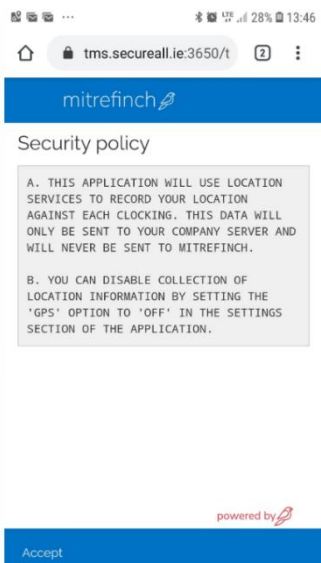
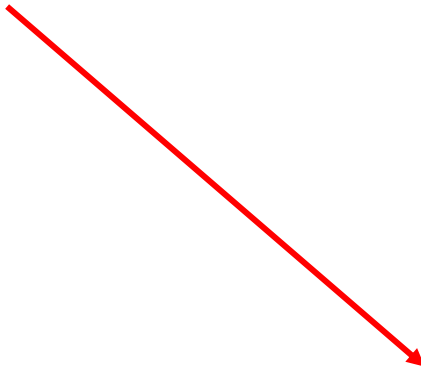
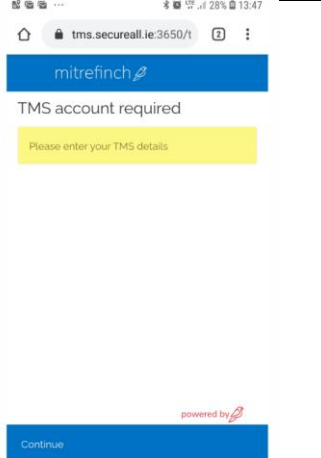
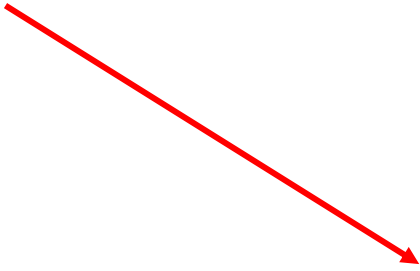
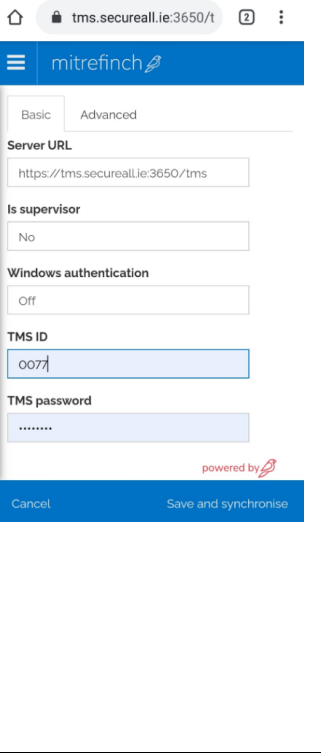

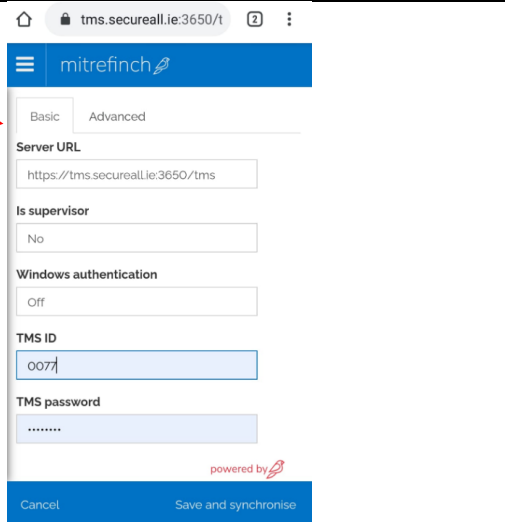
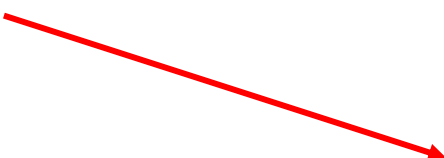
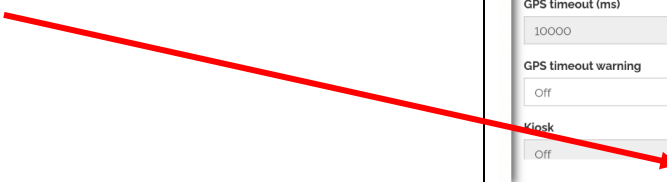
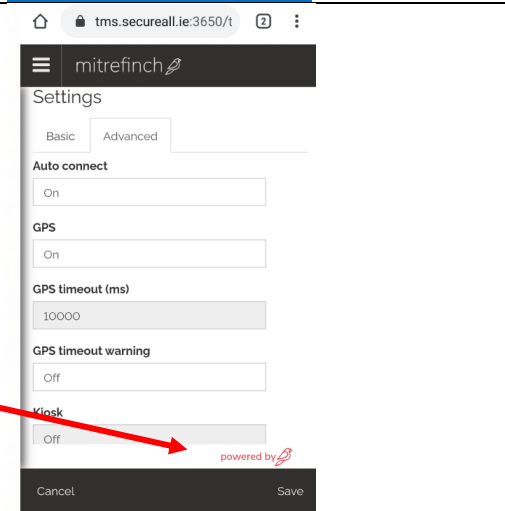

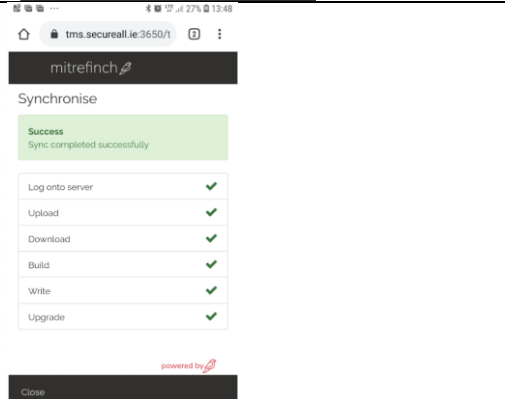


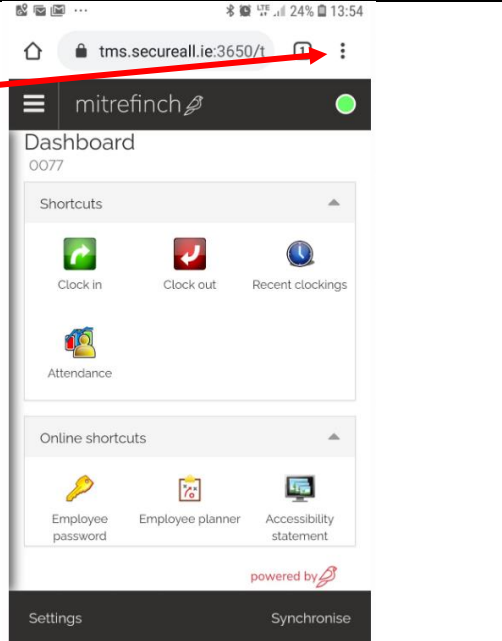
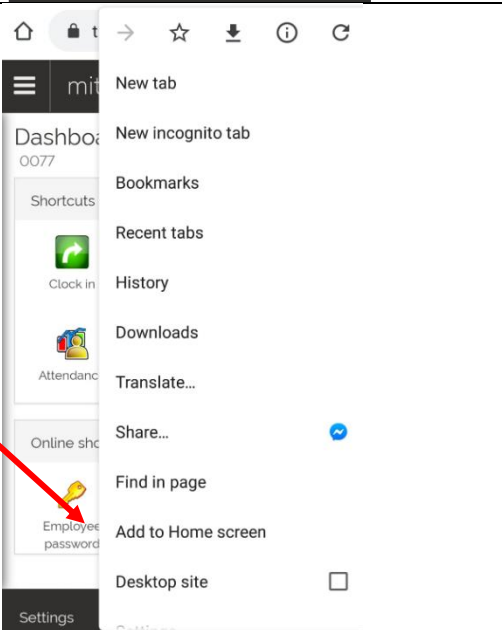
## To Set Up TMS App (First Use Only)

<p>1. Open your browser (chrome or whatever you normally use to access the internet) and go to <a href="http://www.secureall.ie/empportal">www.secureall.ie/empportal</a></p>	
<p>2. Tap Accept on the first screen to accept the terms of use.</p> <p>Note that acceptance of the terms of use includes acceptance of cookies necessary to operate the application.</p> <p>What are cookies? Cookies are small amounts of data sent by the TMS website that stores information on your device.</p> <p>What sort of information is stored?  TMS for Mobile stores login details of the user using the device and also display preferences set while using the app.</p> <p>How long do cookies last?  Some cookies are deleted when you close the browser. Others remain longer to make the app easier to use. You can delete all cookies via your browser but you will have to Set up the TMS Web App again if you do.</p>	 <p>The screenshot shows the mitrefinch logo at the top. Below it is the heading 'EULA' followed by the text: 'MITREFINCH LIMITED SOFTWARE LICENCE PLEASE READ THIS CAREFULLY BEFORE USING MATERIALS'. Underneath is a section 'A. PROPERTY OF LICENSOR:' containing detailed legal terms. At the bottom right of the text, it says 'powered by'. At the very bottom of the screen is a blue button labeled 'Accept'. A red arrow originates from the text 'Tap Accept on the first screen...' and points directly to the 'Accept' button.</p>

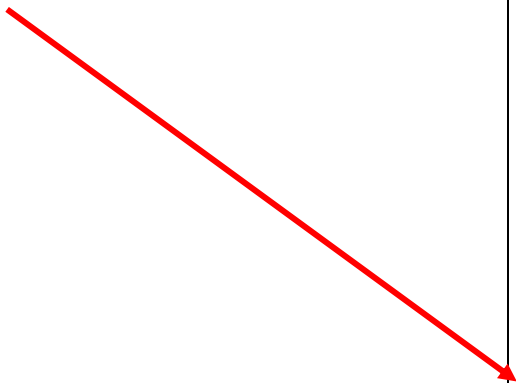
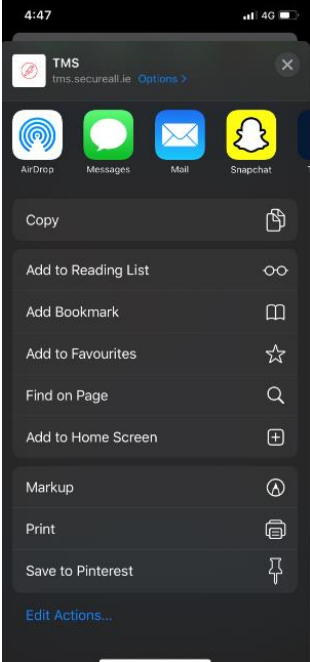
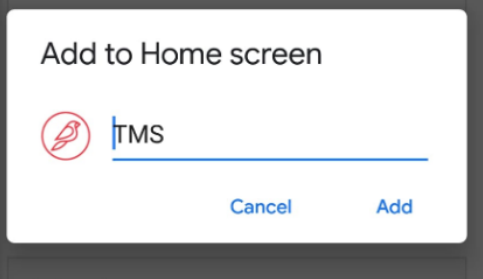
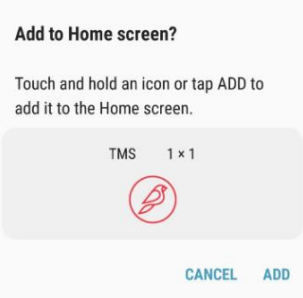
<p>3. Tap Accept on second screen to accept use of your GPS services – for clockings only – Note the app only grabs your location at the moment you clock in or out.</p> 	
<p>4. Tap continue</p> 	
<p>5. Enter your TMS id and password in the blue boxes. Do not press 'Save' yet, go to number 6 first.</p>  <p>*****Note: Your user name is your employee id and your password is 'Pass123'.</p> <p>You will be required to change your password when you log in. N.B. the password must be at least 6 characters long &amp; contain at least 1 uppercase letter, at least 1 lowercase letter, and at least 1 number. *****</p>	

<p>6. Tap the advanced tab to get to the next screen.</p> 	
<p>7. When in the advanced screen, Tap in the 'GPS' box and change from 'off' to 'on'.</p>  <p>8. Tap 'Save'</p> 	
<p>9. The app will log you on to the server &amp; set up your profile. If this step fails, check that your user id and password are correct. If you have checked your credentials and still can't connect, contact the office.</p> <p>10. Once the sync is finished tap 'close'</p> 	


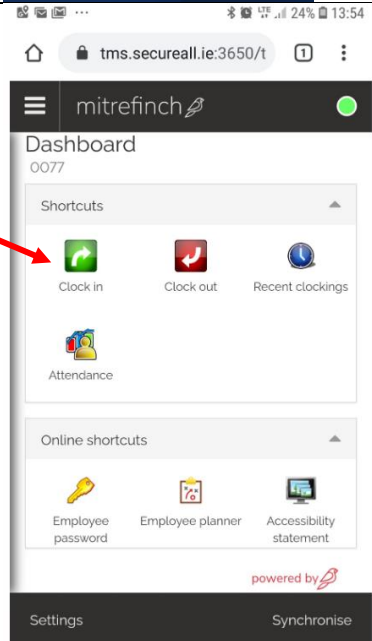
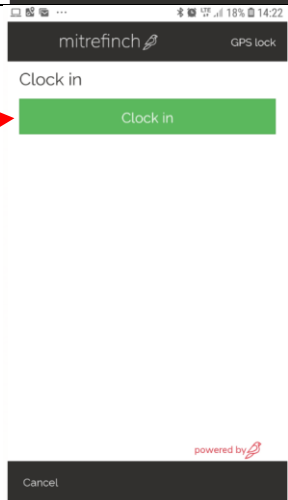
# PC027 Employee TMS User Guide

<p>11. Once logged in, you must add a shortcut to the homescreen on your phone by tapping the 3 dots in the top right corner.</p>	 <p>The screenshot shows the mobile application interface. At the top, there is a browser address bar with the URL 'tms.secureall.ie:3650/t'. Below this is a header with the 'mitrefinch' logo. The main content area is titled 'Dashboard' and includes sections for 'Shortcuts' (with icons for 'Clock in', 'Clock out', 'Recent clockings', and 'Attendance') and 'Online shortcuts' (with icons for 'Employee password', 'Employee planner', and 'Accessibility statement'). A 'Settings' button is visible at the bottom left, and a 'Synchronise' button is at the bottom right. A red arrow points from the text in the left column to the three-dot menu icon in the top right corner of the browser address bar.</p>
<p>12. Choose 'add to homescreen' (android view)</p>	 <p>The screenshot shows the mobile application interface with a menu open. The menu items are: 'New tab', 'New incognito tab', 'Bookmarks', 'Recent tabs', 'History', 'Downloads', 'Translate...', 'Share...', 'Find in page', 'Add to Home screen', and 'Desktop site'. A red arrow points from the text in the left column to the 'Add to Home screen' option in the menu.</p>

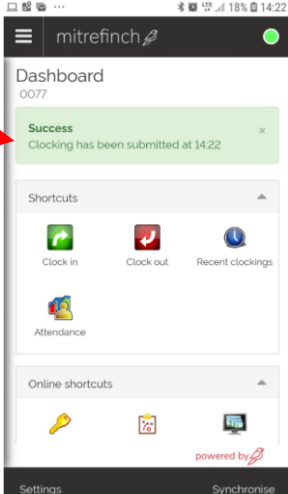
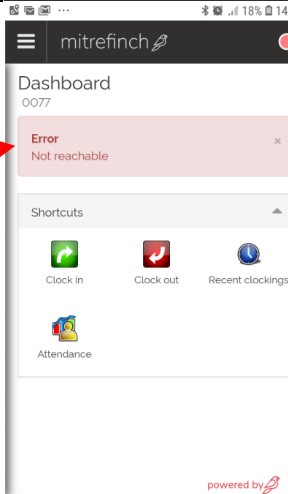
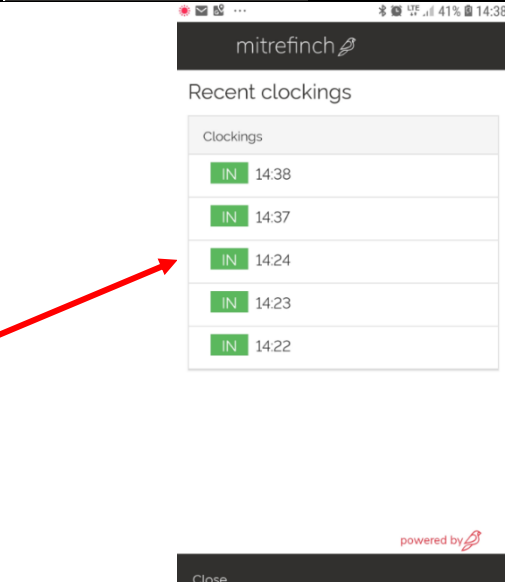
# PC027 Employee TMS User Guide

<p>13. Or if you have an iphone.....</p> 	
<p>14. Tap 'Add'</p>	
<p>15. Tap 'Add' again. And the shortcut will be added to your homescreen. You can now just tap the shortcut to open the TMS Web App.</p>	

## To Clock IN

<p>1. If the Web App isn't open, tap the shortcut you made above to open it.</p>	
<p>2. You will get the dashboard and tap the 'clock in' icon.</p>	
<p>3. When you tap the green 'clock in' icon you will get the following screen. 4. Tap the green 'clock in' button to submit your clocking.</p>	

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<p>5. If your clocking has been successful, you will receive a 'Success' message like the one at the right.</p>	
<p>6. If you don't have internet access at the time of the clocking, you will receive an 'unreachable' message. However, your clocking &amp; location will be saved on the phone until you have coverage again.</p>	
<p>7. You can check your recent clockings by tapping the 'recent clockings' icon. This will show you uploaded and/or clockings which have yet to be uploaded if you do not have internet access.</p> <p>Note :- Although there are many clockings in the picture, you should only clock once for each shift. You can then check to be sure it uploaded</p>	



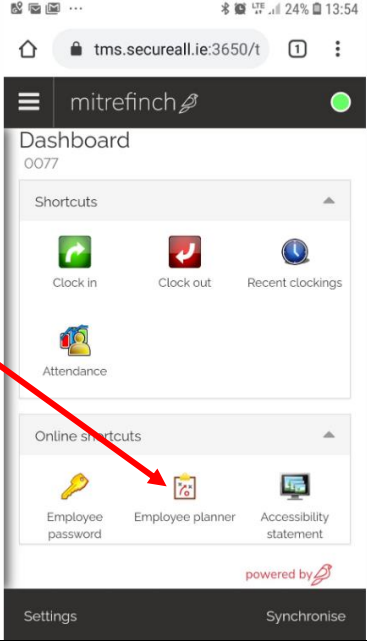
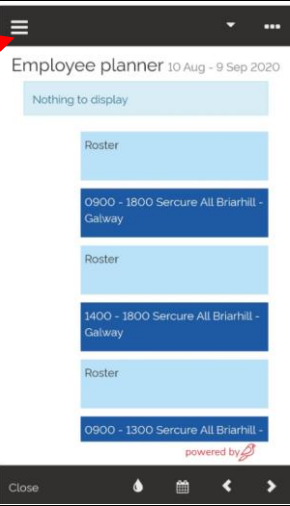
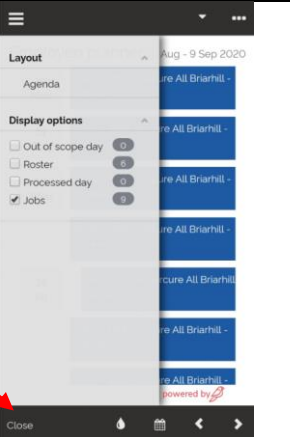
## Clock Out

To Clock out , follow the steps 1-8 above for 'clock in' using the Red 'clock out' icons.



## Setting up the Employee Planner (First Use Only)

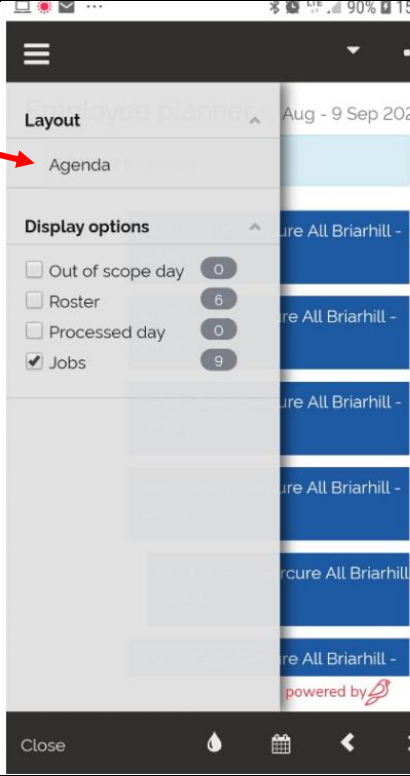
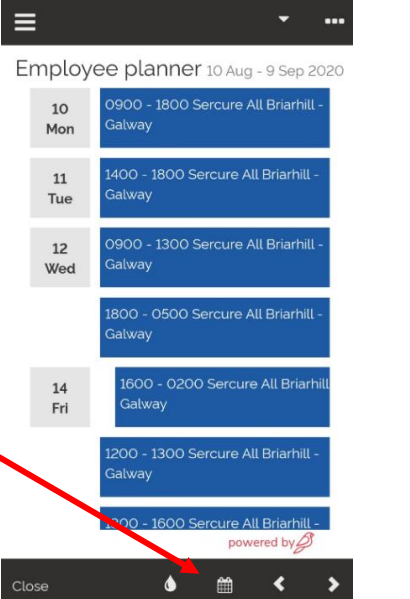
You can view your upcoming shifts on the Employee Planner.

<p>1. Open the Planner by tapping the Employee Planner icon on the Dashboard</p>	
<p>2. On the screen that appears, tap the 3 lines on the top left to configure the planner view.</p>	
<p>3. On the Display Options, untick everything except for 'jobs'</p> <p>4. Then press 'close'</p> <p>5. You will only have to do this the first time you use the planner.</p>	

## Using the Employee Planner

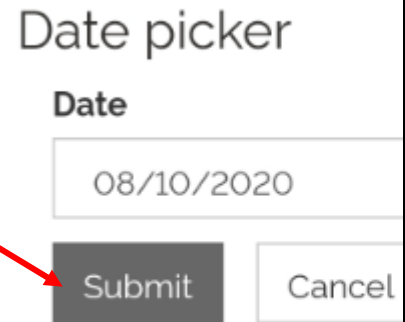
<p>1. Once the planner has been set up. Open the Planner by tapping the Employee Planner icon on the Dashboard</p>	
<p>2. There is a fault in the display of the planner which means that when you first open it, no dates show for your roster. To display the dates, tap the 3 lines in the top left corner.</p>	

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<p>3. Tap 'Agenda'</p>	 <p>A screenshot of a mobile application interface. A settings overlay is visible, showing a 'Layout' section with 'Agenda' selected. Below it, 'Display options' are listed with toggle switches and numerical values: 'Out of scope day' (0), 'Roster' (6), 'Processed day' (0), and 'Jobs' (9, which is checked). The background shows a calendar view with blue bars representing shifts.</p>
<p>4. You will then see your planned roster for the dates shown. As on the right. 5. If you wish to change the start date of the roster view, tap the calendar icon at the bottom.</p>	 <p>A screenshot of the 'Employee planner' screen. It displays a list of shifts for the dates 10 Aug to 9 Sep 2020. Each shift is shown with a date, day of the week, and time range, followed by the location 'Sercure All Briarhill - Galway'. A calendar icon is visible in the bottom navigation bar.</p>

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6. Tap the date box, choose your preferred start date on the calendar & tap 'submit'



The screenshot shows a mobile application interface for a date picker. At the top, the text "Date picker" is displayed. Below it, the word "Date" is shown above a text input field containing the date "08/10/2020". At the bottom of the picker, there are two buttons: a dark grey "Submit" button and a white "Cancel" button with a grey border. A red arrow originates from the text in step 6 and points directly to the "Submit" button.