

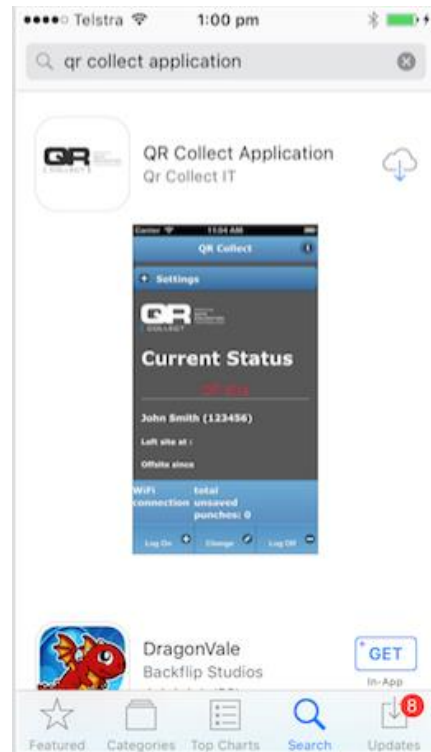


REMOTE  
DATA  
COLLECTION  
TECHNOLOGY

# Downloading and Installing QR Collect App

## What is QR Collect?

- Simple time capture app
- Smartphones and tablets via an “app”
- Reads unique QR code
- Real time
- Immediate acknowledgement to employee
- Confirms: name, employee number, time log on/off, site, location and post
- GPS confirmation of location



## Down loading the app

- App store enter qr collect application
- Google play enter qrcollect application (no space).
- Once App is downloaded select "Settings"

App Store QR Collect

**Settings**

Company ID :  
Please enter your Company ID

Employee ID:  
Please enter your Own ID

First Name :  
Please enter your First Name

Last Name:  
Please enter your Last Name

WiFi connection total unsaved punches: 0

Log On + Change Log Off -

Company ID :  
Jwrzm

Employee ID:  
001

First Name :  
Bill

Last Name:  
Smith

Save Changes

WiFi connection total unsaved punches: 0

Log On + Change Log Off -

## In Settings Tab enter Details

- Enter Company ID (check auto correct doesn't change ID)
- Enter Employee ID, First Name and Last Name
- Once entered select 'Done' then 'Save Changes'



## First Scan

- Once details are saved this is the screen
- For first scan select 'Log On'



## Camera and Location Services

- When prompted Press OK for Camera
- When prompted press Allow for Access to Location Services
- Android Phones: Although you gave the app permission to access location services you actually need to turn location services on. Do this by placing your finger at the top of the screen and dragging down the icon for location services. Location services icon will appear at the top – just touch icon to turn on



## In Settings Tab enter Details

- To start a shift select 'Log On' and scan
- To finish a shift select 'Log off' and scan
- If changing cost centres or jobs select 'Change' and scan