ON DUTY - USER MANUAL

Step 1 :

Install the On Duty Sun TV mobile application in mobile

Step 2 : (Splash Screen)

After installing On Duty Management application by clicking On Duty app icon, this screen will be displayed to user for few seconds.


Step 3: (Verify User Screen)

1. To Authenticate the user using generated QR code in their HRMS portal.
2. click verify button, application will open device camera capture QR code in HRMS portal & verify the user
3. Scan the generated QR Code in mobile .
4. After verification, application will display employee details like Emp Name, Emp Id, Department & base location on mobile .
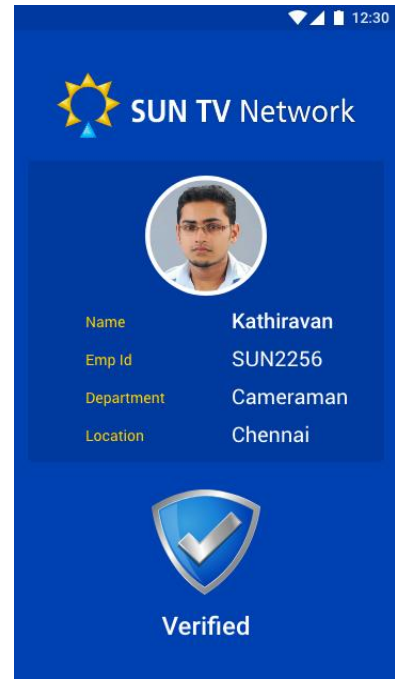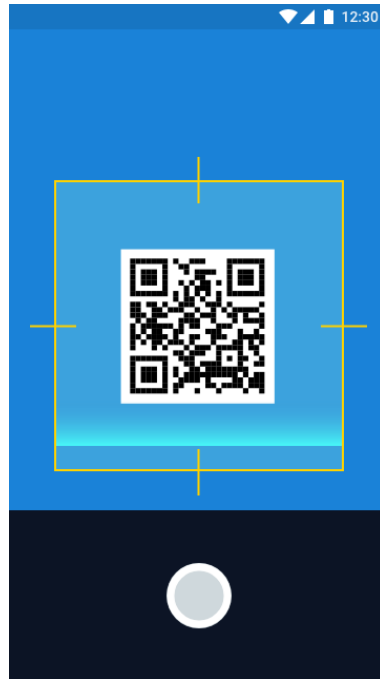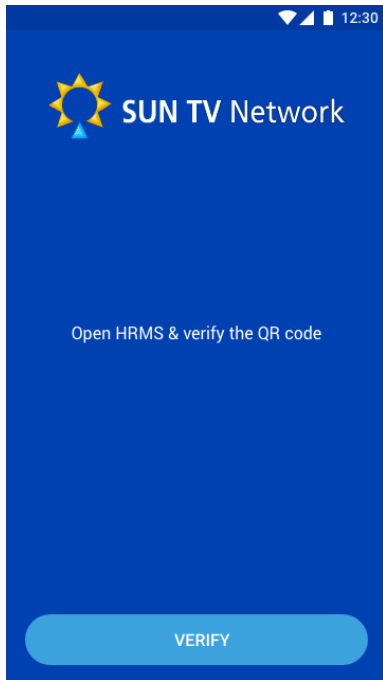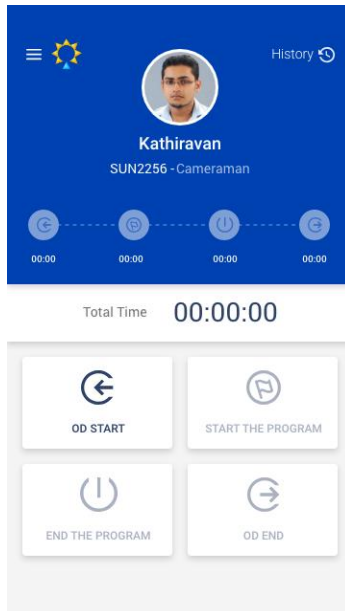
Step 4: (Home Screen)

Click verify button on mobile , application will navigate to home screen .
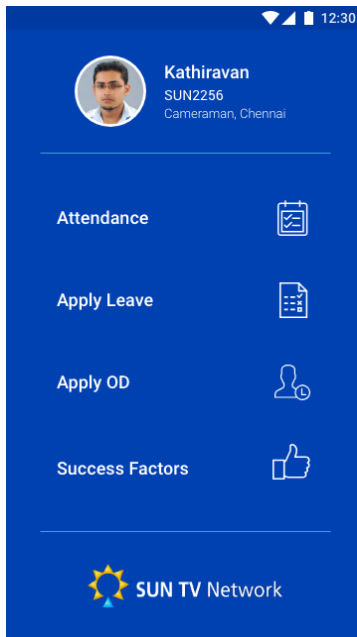
Step 5: (OD Screen)

Click On Duty option on menu , it will navigate to main OD screen .

Step 6: (OD Start & Start the Program)

1. Click OD Start button , application will capture the current location, date & Time of the user. Timer starts running once this button is clicked.
2. If the user not started the program, user will be receiving the following notification every 1 hour "Does the program started". User will not receive this notification message once the program gets started.
3. Click **Start the Program** button on mobile , it will open a popup to enter the purpose & Customer name .
4. Click **End the Program** button to end the program. After end the first program user will be able to start their next program to click **Start Another Program** button on the screen to continue the On Duty.
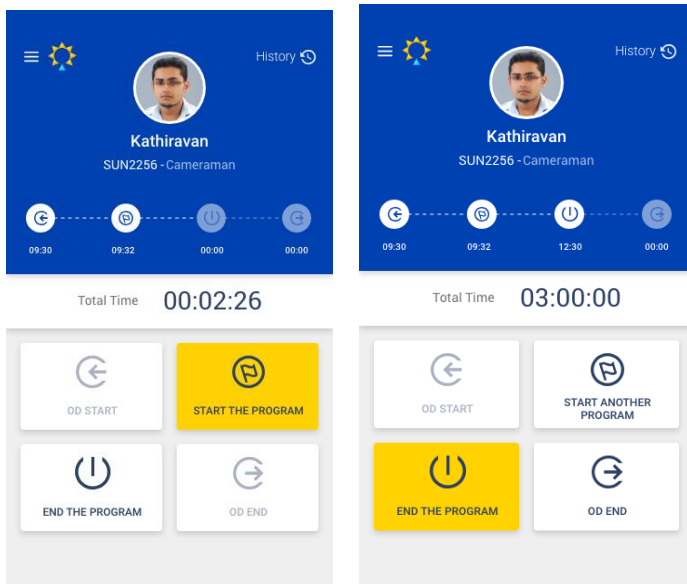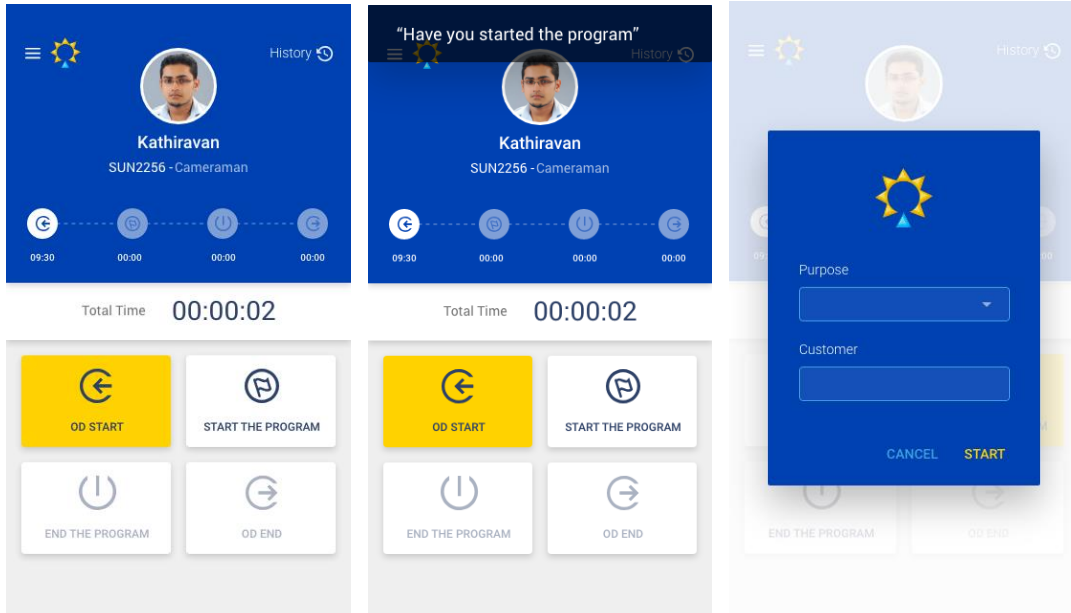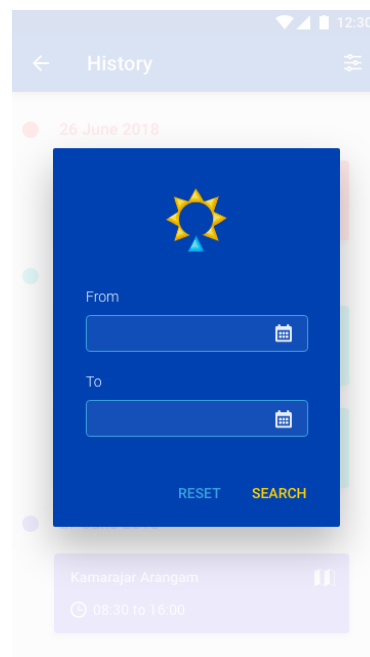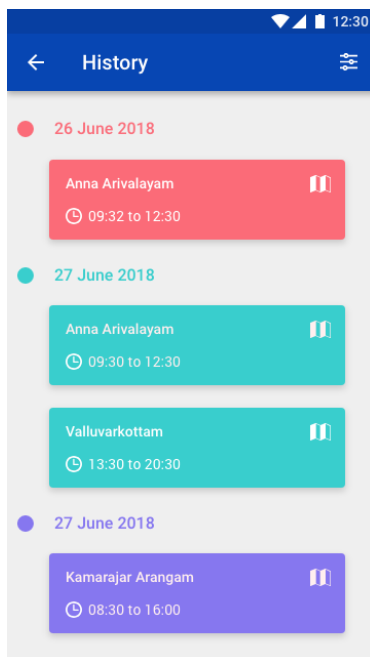
Step 7 : (OD END)

1. Click OD End button to end the OD for the day.
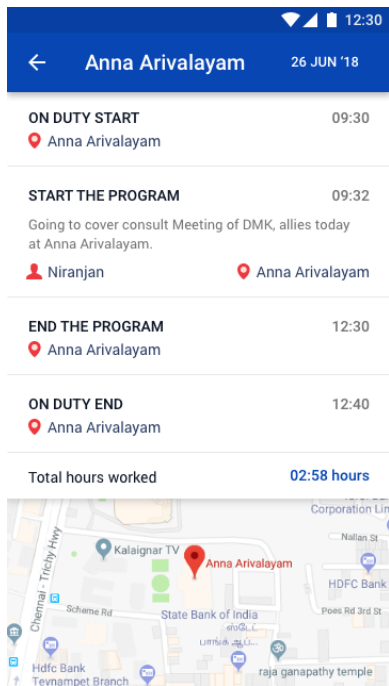
2. User will able to see OD summary screen .
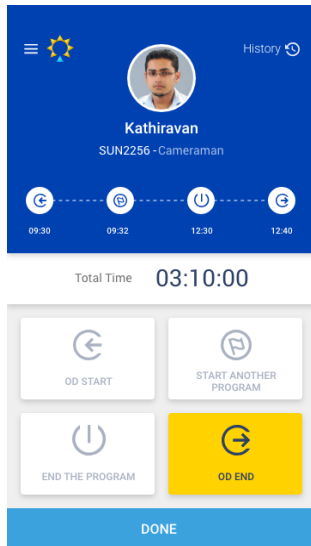
Step 8: (History)

1. Click **History button** on the mobile app OD Screen to see the History details of the user.
2. Click **filter icon** on top right corner in History page to filter the history details.
3. Click **Reset** button to reset the filter.

Step 9: (History Detail Screen)

To see a particular day detail , choose a day from the list of days.

Step 10 :

If an existing OD app user wants to change his mobile device:

a) Please contact admin to change the existing device.