

Part 2: For Employees

a) Phone Requirements

Before downloading the Rymnet mobile app on your device, ensure that your mobile device meets the following requirements:

- iOS: Version 13 or higher
- Android: Version 8 or higher
- Huawei: Version 8 or higher

Please note that Rymnet currently supports iOS 13 and above, as well as Android 8 / Huawei 8 and above.

b) Downloading the App

To download the Rymnet app, follow these steps:

Steps	Instruction	Description
1	Open Your Mobile Device	Unlock your mobile device.
2	Visit the App Store	For iOS devices, go to the Apple App Store. For Android devices, go to Google Play Store. For Huawei devices, go to Huawei AppGallery.
3	Search for Rymnet HRMS	In the search bar, type "Rymnet HRMS" and locate the app.
4	Download	Tap on the app icon and then tap 'Download' or 'Install' to begin downloading the app to your device.

Ensure that you download the correct app named "Rymnet HRMS" for your mobile platform.

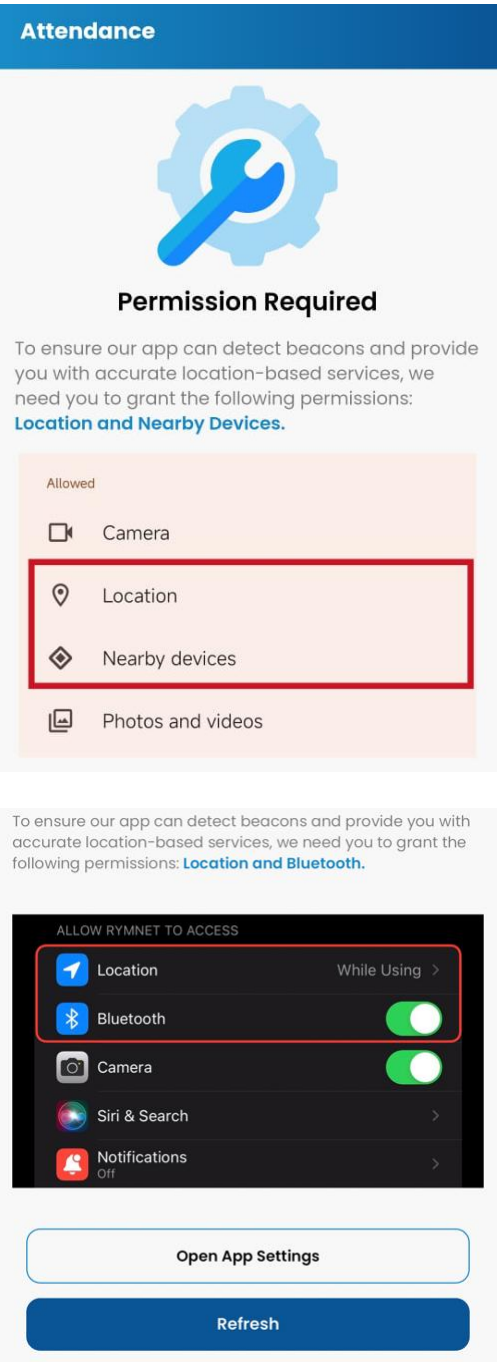
c) Logging into Rymnet Apps and Using the Beacon for Clocking

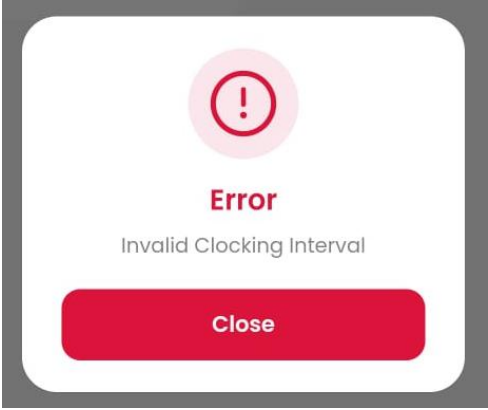
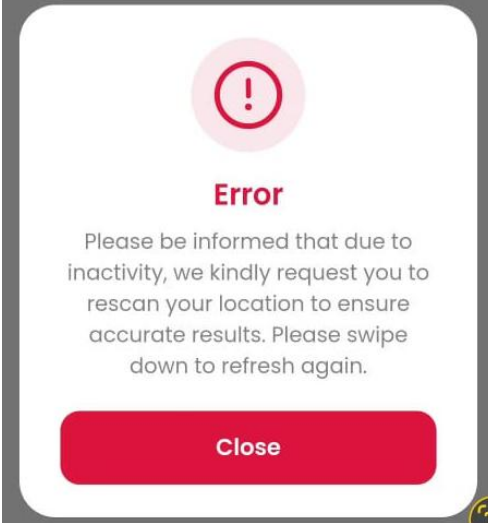
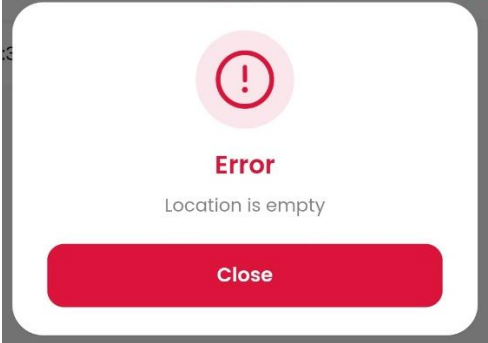
To successfully log in and use the beacon for clocking in Rymnet, follow these steps:

Steps	Instruction	Description
1	Ensure App Permissions	Before logging in, make sure your mobile device's security settings allow permissions for the Rymnet app. This prevents potential error messages due to restricted access.
2	Enable Location Services	You must turn on your mobile device's location services to detect the beacon. This requirement is mandated by the App Store.
3	Log into Rymnet Apps	<ul style="list-style-type: none"> • Open the Rymnet HRMS app on your mobile device. • Enter your credentials (username and password) to log in.
4	Using the Beacon for Clocking	<ul style="list-style-type: none"> • Once logged in, navigate to the clock icon (usually the second icon from the bottom). • The beacon name will appear if it is successfully detected by your device. • Click on the "IN" or "OUT" button to clock in or out, respectively.

By following these steps, you can effectively use the Rymnet app with the beacon for attendance clocking.

d) Troubleshooting Error Messages

No	Image for Reference	Information
1		<p>Permission Required</p> <p>Solution: If you encounter a request for permission issue, follow these steps:</p> <ol style="list-style-type: none"> 1. Scroll down to click 'Open App Settings'. 2. You will redirect to the mobile setting's (Rymnet app) screen. 3. Grant the necessary permissions to the Rymnet app, especially for: <ol style="list-style-type: none"> a) Location b) Nearby devices 4. At the same time, please ensure your mobile's BLUETOOTH & LOCATION is turned on. 5. Once permissions are granted, you can proceed with clocking in or out using the app. <p>Ensure that all required permissions, such as location and others as prompted, are enabled for seamless functionality.</p>

2		<p>Error Message: Invalid Clocking Interval.</p> <p>Solution: Please wait for a while before attempting to clock in again. This error occurs because the admin has set a clocking interval rule to prevent frequent clocking attempts.</p> <p>To understand the specific interval settings, please contact your admin or supervisor.</p> <p>This will help you determine when you can attempt to clock in again without encountering this error message.</p>
3		<p>Error Message: Please be informed that due to inactivity, we kindly request you to rescan your location to ensure accurate results. Please swipe down to refresh again.</p> <p>Solution: Close this error message by tapping "Close". Then, use your finger to scroll down (this action refreshes the page).</p> <p>If you are still unable to clock in:</p> <ol style="list-style-type: none"> 1) Close the Rymnet apps completely (kill the app). 2) Re-open the Rymnet app and try again.
4		<p>Error Message: Location is empty.</p> <p>Solution: Close this error message by tapping "Close". Then, use your finger to scroll down to refresh the page.</p> <p>This error message appears mostly because the Bluetooth connection between the mobile phone and the beacon is broken. Therefore, users are requested to refresh and re-clock.</p>

If you require further assistance, please reach out to your admin or supervisor. If they are unable to resolve the issue, they will contact Rymnet for additional support.