User Manual

USIM Mobile Staff Apps

Module: MYAKRAB V2.0

Process: Staff Attendance

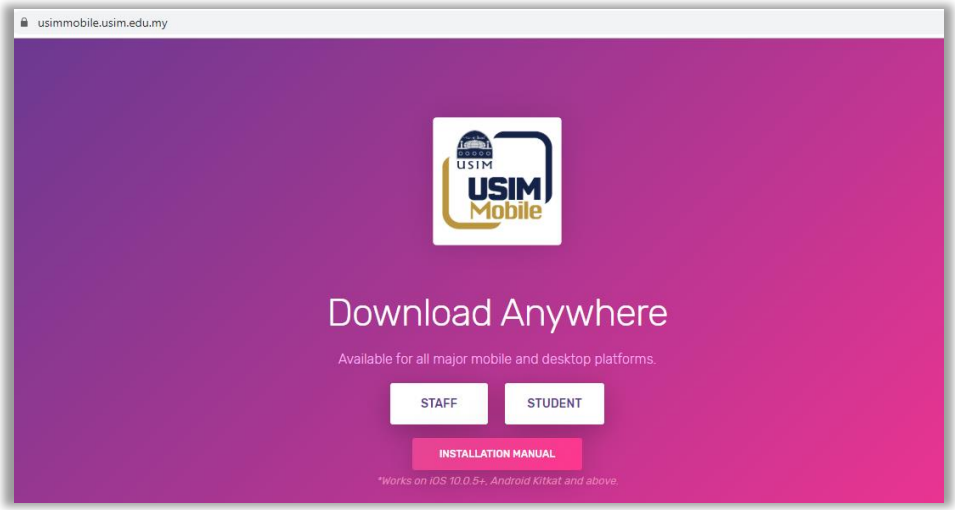
Table of Contents

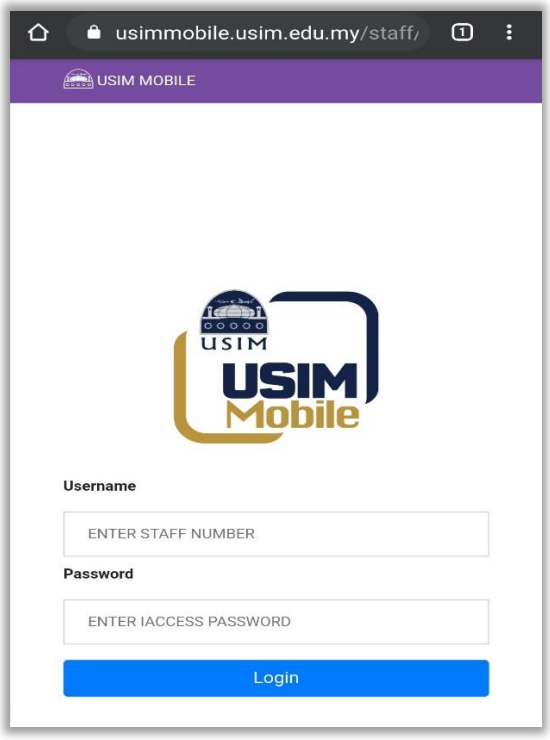
SYSTEM ACCESS 3
ADD TO HOMESCREEN 4
SYSTEM LOGIN 7
ATTENDANCE MODULE 8
TROUBLESHOOTING 14

○ SYSTEM ACCESS

i. Open web browser on your smartphone. You can choose either **Chrome** for *Android User* or **Safari** for *IOS User*.

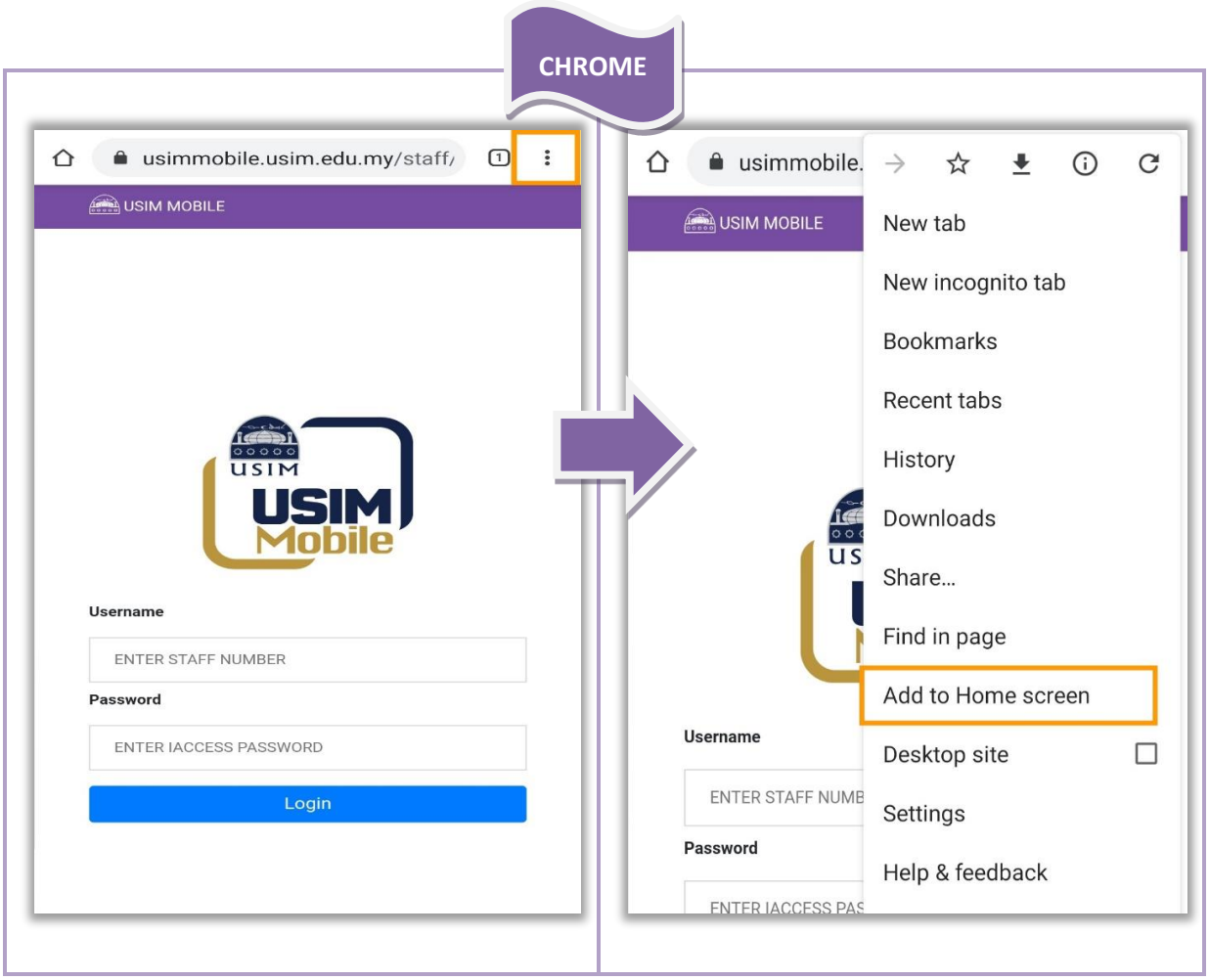
ii. Type the URL **https://usimmobile.usim.edu.my** into the address bar and then tap on **'STAFF'** button.

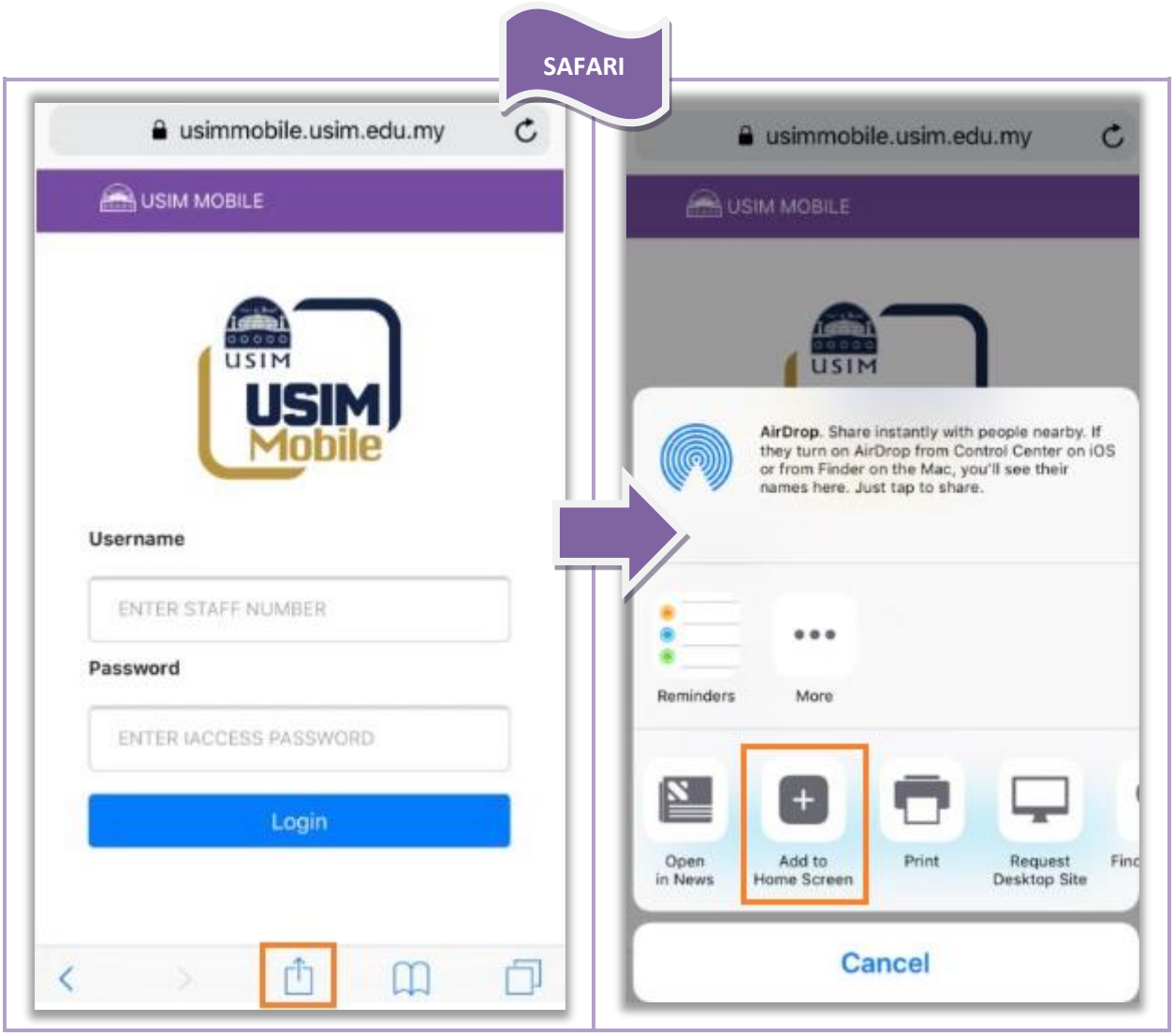




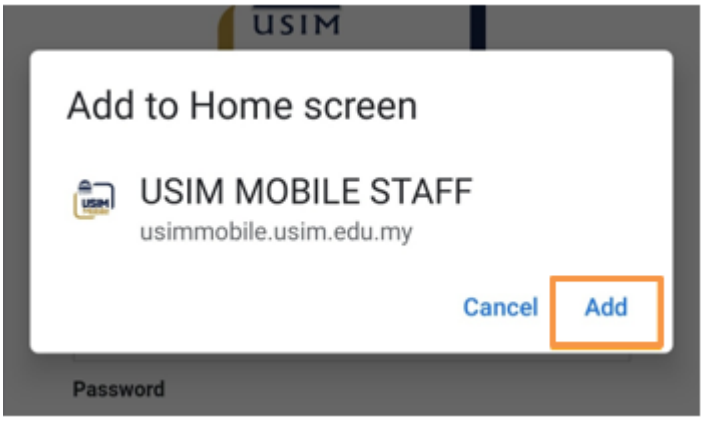
○ ADD TO HOMESCREEN

i. At the web browser, tap on the icon for **Chrome** or for **Safari**.




SAFARI
usimmobile.usim.edu.my
USIM MOBILE
USIM
USIM Mobile
Username
ENTER STAFF NUMBER
Password
ENTER IACCESS PASSWORD
Login
usimmobile.usim.edu.my
USIM MOBILE
USIM
AirDrop. Share instantly with people nearby. If they turn on AirDrop from Control Center on iOS or from Finder on the Mac, you'll see their names here. Just tap to share.
Reminders
More
Open in News
Add to Home Screen
Print
Request Desktop Site
Cancel

ii. Tap on **'Add'** button when a pop-up appears on the screen.

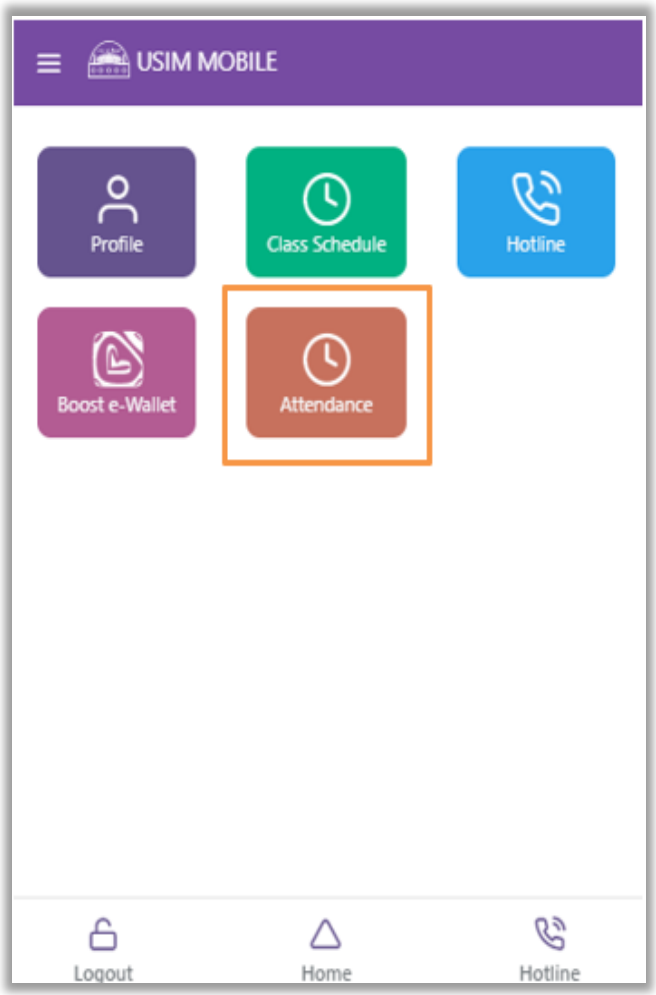


iii. Apps will be installed at the home screen. Tap on the icon to launch **'USIM Mobile Staff'**.

○ SYSTEM LOGIN

i. Login into **'USIM Mobiles Staff'** by using staff number and iAccess password.

ii. Tap on **'Login'** button.



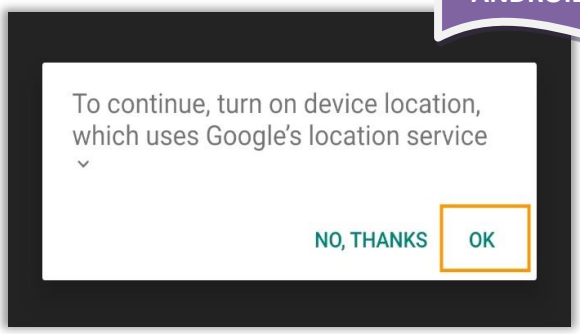
iii. Tap on **'Attendance'** menu icon to access attendance module.

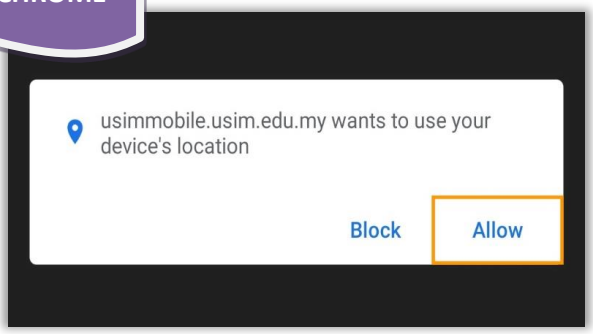
○ ATTENDANCE MODULE

i. Attendance module consists of **3** main processes: **'In-Campus Punch In / Out'**, **'Off-Campus Punch In/Out'** and **attendance records**.

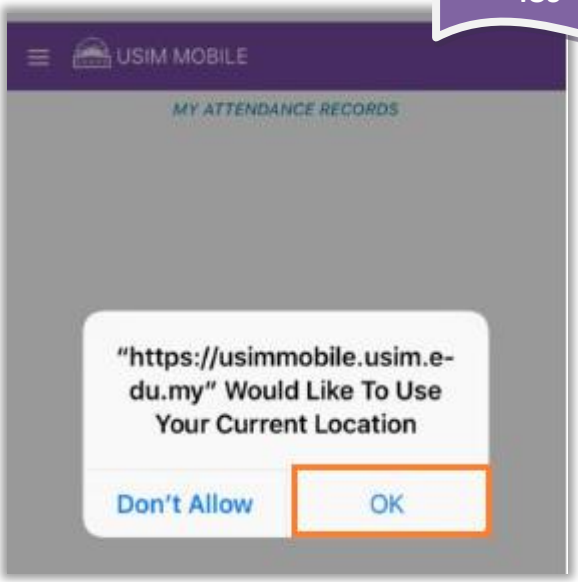
ii. Please ensure the **GPS function** and **Internet connection [Wifi / Dataplan]** is activated upon accessing this module.

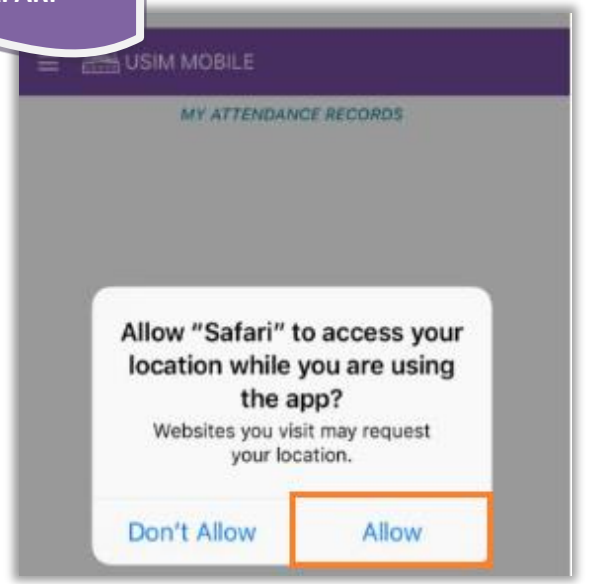
ANDROID - CHROME



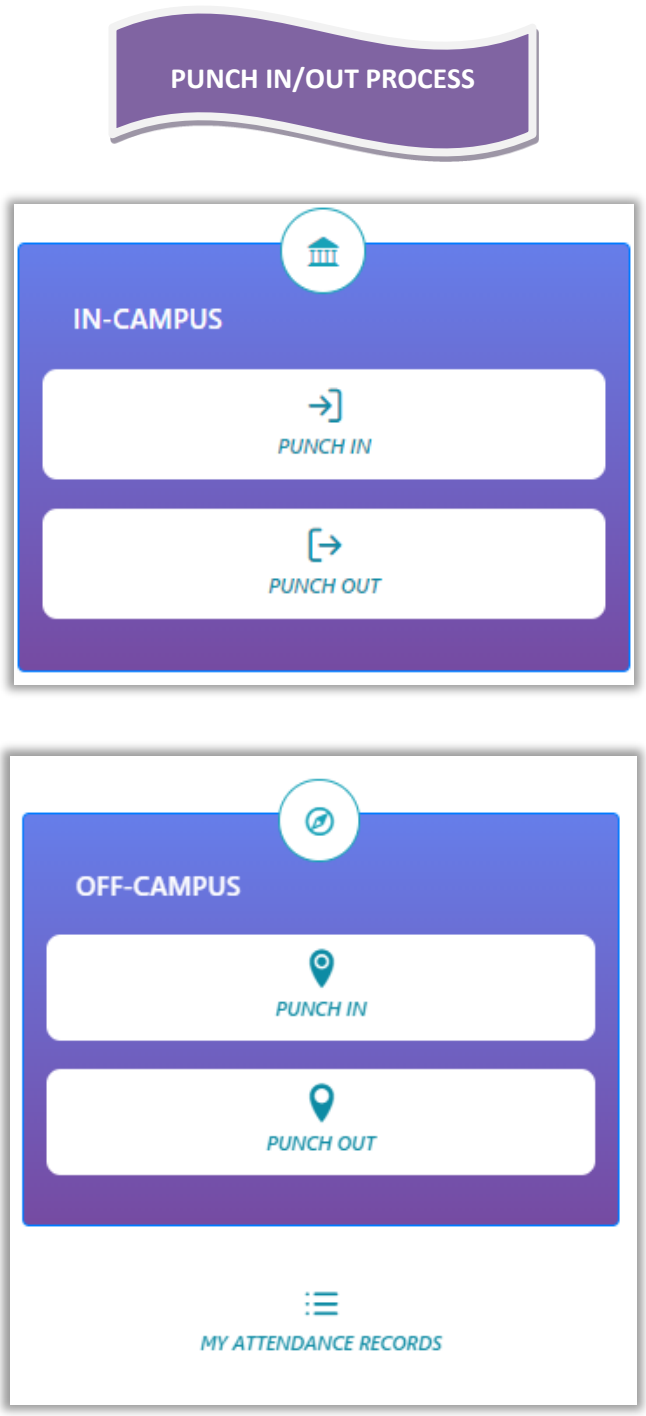


IOS - SAFARI



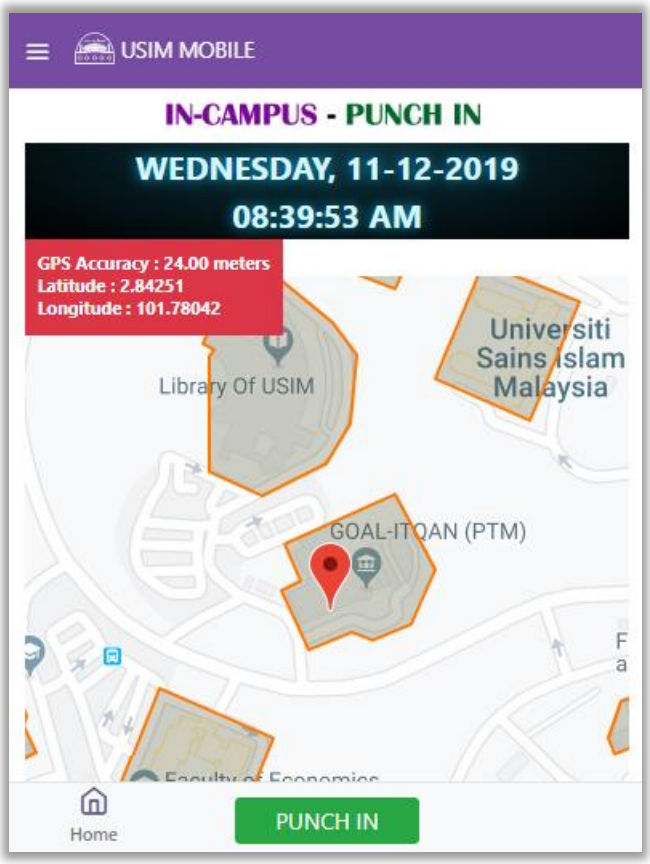


iii. Tap on **'OK & Allow'** button to grant permission to access your current location by using the GPS services.



iv. **'In-Campus'** and **'Off-Campus'** menu will be displayed based on your current location.

IN-CAMPUS



v. For **'In-Campus'**, you can choose either ***Punch In or Punch Out*** process. Tap on the menu accordingly and wait for the GPS signal to detect your current location.

vi. A marker will be shown as your current position.

vii. Please ensure that you're inside the area displayed on the map before you're allow to record your attendance.

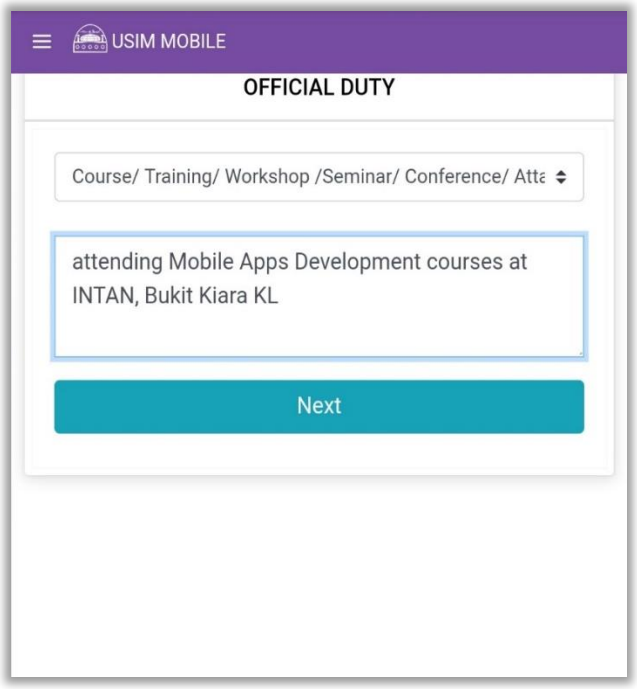
viii. **GPS Accuracy below 30 meters** will be accepted and tap on **'Punch In / Punch Out'** button to complete the process.

NOTE: GPS Accuracy is measuring the accuracy level of your current position to the actual position within certain distances. The smaller the distances will result better accuracy.

To improve GPS Accuracy, please keep a clear view in several directions and be present in an open space area.

Walls, in a vehicle or building and other obstructions can block line of sight to GPS satellites.

OFF-CAMPUS

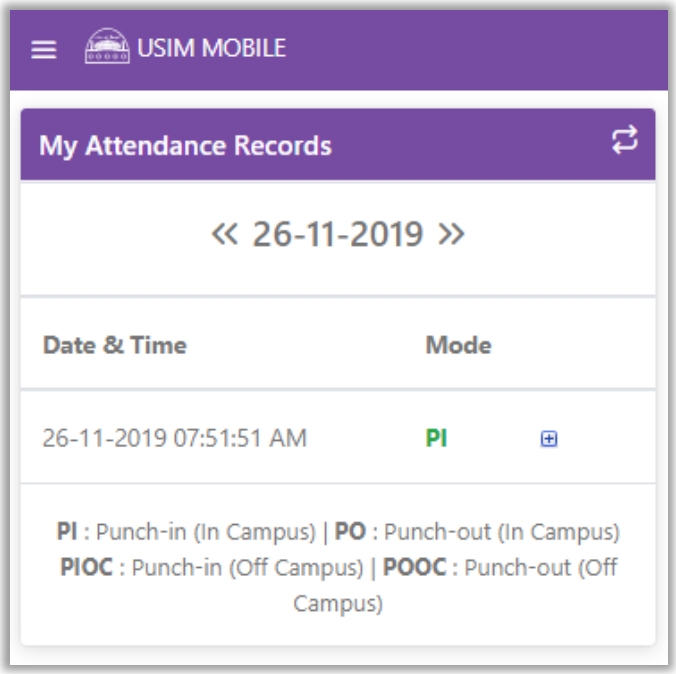


ix. For **'Off-Campus'**, you're outside USIM geolocation for an official duty.

x. You can choose either ***Punch In or Punch Out*** process. Tap on the menu accordingly and fill in the information needed.

xi. Tap on '**Next'** button and wait for the GPS signal to detect your current location. A marker will be shown as your current position.

xii. **GPS Accuracy below 30 meters** will be accepted and tap on **'Punch In / Punch Out'** button to complete the process.



xiii. Daily attendance records can be view on **'My Attendance Records'**.

xiv. Click on « » icon to navigate attendance date.

xv. Click on ⊞ icon to view detail information.

xvi. Click on icon to refresh the attendance records.

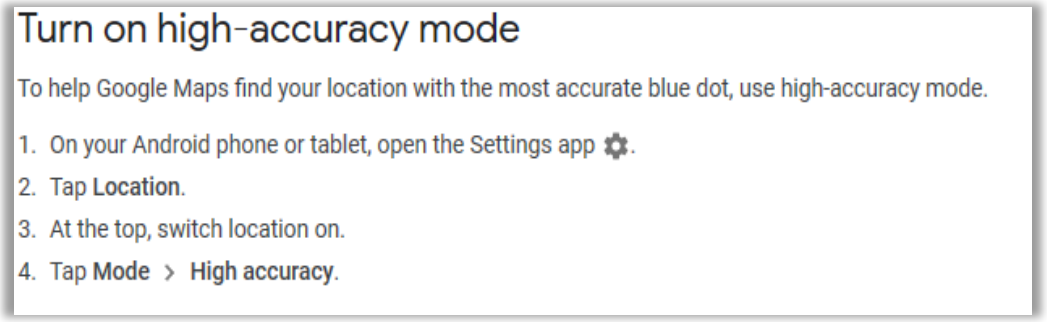
○ TROUBLESHOOTING

i. Already follow installation step in the guideline but still couldn't get a view of **'In-Campus'** / **'Off-Campus'** menu?

- You can try to check location services setting on the device and browser.

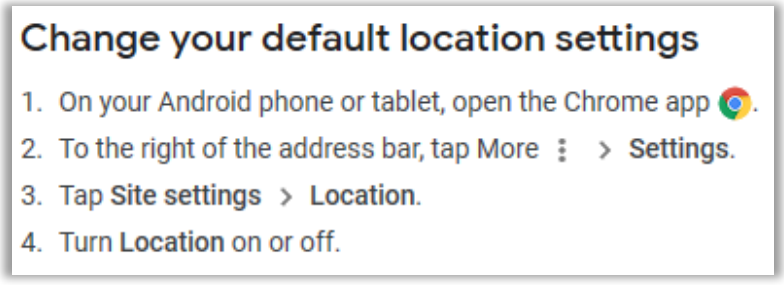
a. For Android User - Chrome Browser

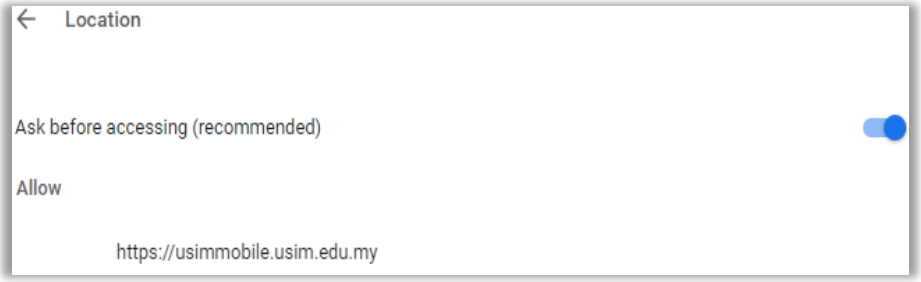
- Firstly, please ensure the Chrome Browser version is up-to-date. Minimum requirement is **version 9.0 and above**.
- Then check **location setting** on the smartphone and turn on **high-accuracy mode**.



Further guideline, you can read from Google Support site: -
Turn On High-Accuracy Mode

- You also can check Chrome Browser **setting** to **allow** permission for location services.

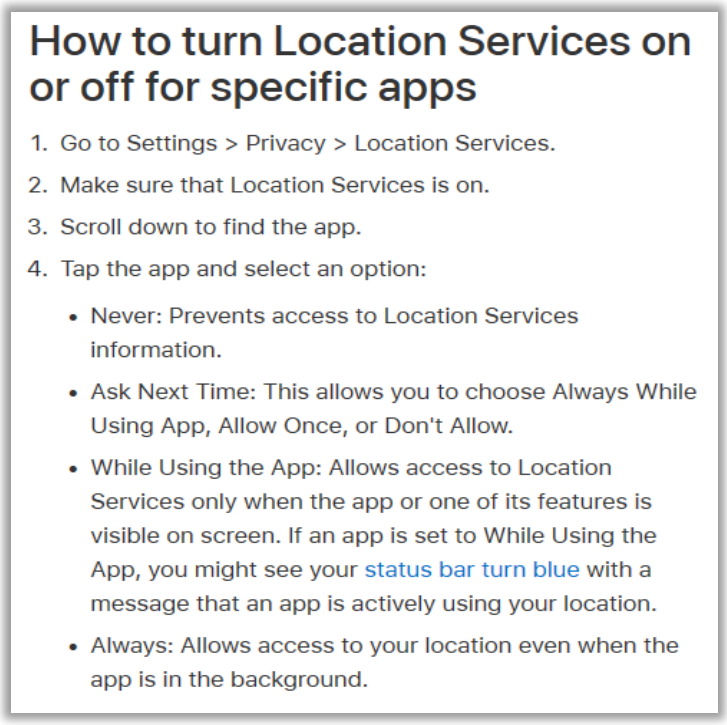




- Please ensure to **turn on** the location setting and set to **allow** on **usimmobile.usim.edu.my** site.

b. <u>For IOS User - Safari Browser</u>

- Firstly, please ensure the Safari Browser version is up-to-date. Minimum requirement is **version 5.1 and above**.
- Then check **location setting** on the smartphone's setting and **turn on** the services.
- Set **allow access permission** for Safari Browser to use the location services.



How to turn Location Services on or off for specific apps

1. Go to Settings > Privacy > Location Services.
2. Make sure that Location Services is on.
3. Scroll down to find the app.
4. Tap the app and select an option:
   - Never: Prevents access to Location Services information.
   - Ask Next Time: This allows you to choose Always While Using App, Allow Once, or Don't Allow.
   - While Using the App: Allows access to Location Services only when the app or one of its features is visible on screen. If an app is set to While Using the App, you might see your status bar turn blue with a message that an app is actively using your location.
   - Always: Allows access to your location even when the app is in the background.

Further guideline, you can read from Apple Support site: -
Turn On Location Services