

Request holiday on your mobile phone?

— MANUAL —

SHORT INTRODUCTION

You should only use this manual if you want to install the holiday app on your mobile phone for the very first time.

ATTENTION: Use your mobile phone and make sure your 4G is on! DO NOT use WiFi!

HOW DO I INSTALL THE APP TO REQUEST LEAVE ON MY MOBILE PHONE?

To request holiday on your mobile phone, you will have to complete 2 steps.

Step 1

Set up your Daikin account

Step 2

Install the UKG PRO app (holiday app)



Read the manual carefully and follow it step by step!

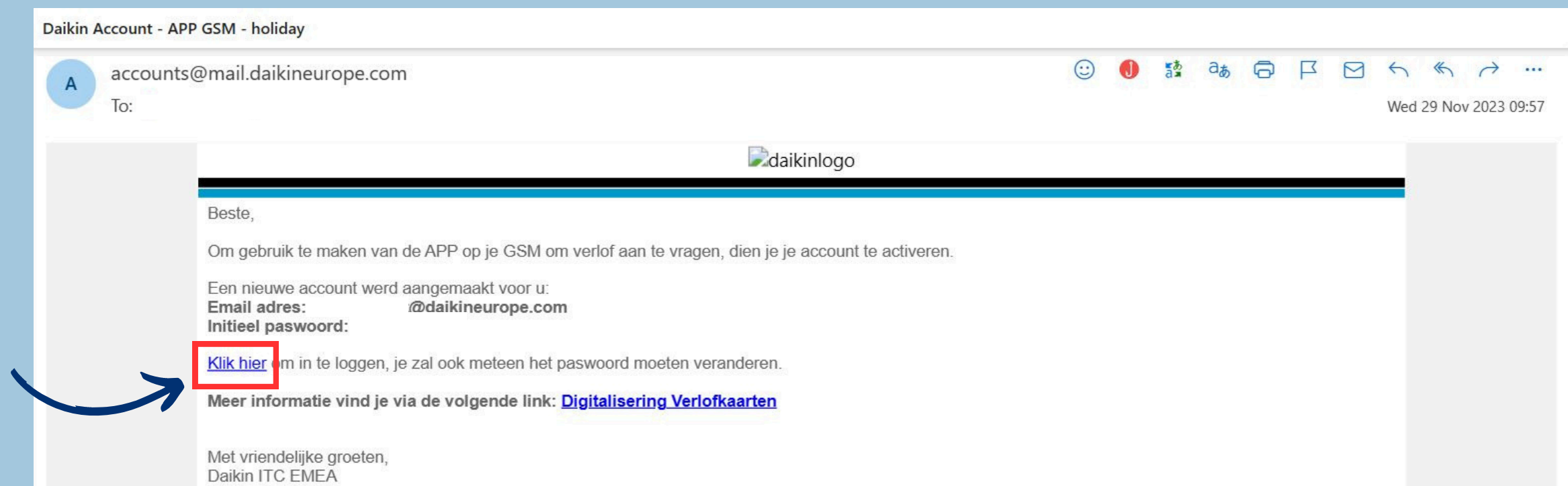
Step 1 Set up your Daikin account

1

Activate your Daikin account

Open your email and look for the email you received from **accounts@mail.daikineurope.com**.

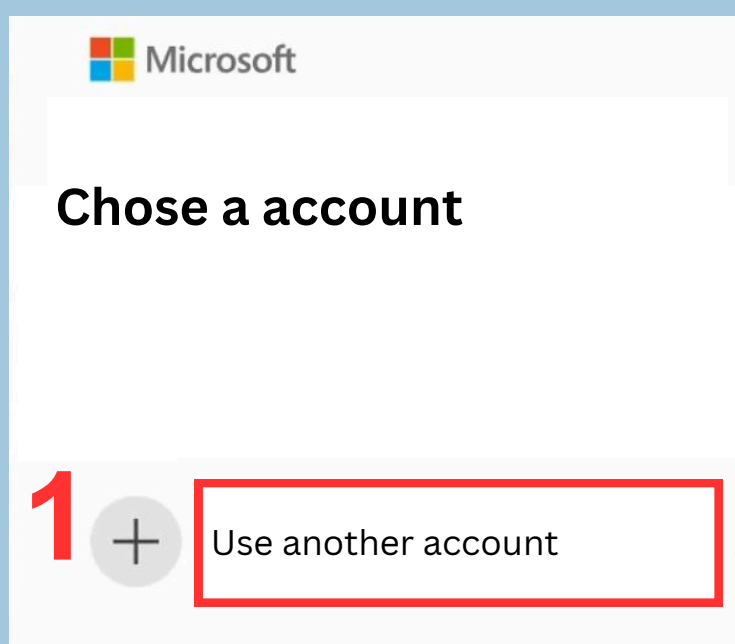
Click on **"Click here to log in"** in the email to start the activation process.



2

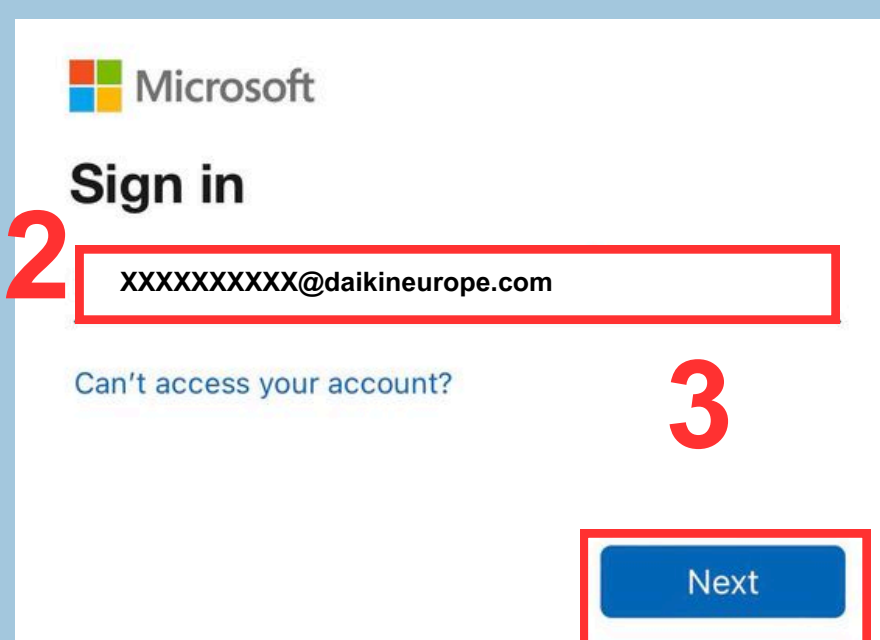
Sign in with your Daikin Account.

1. Click on **"Use another account"**.



2. Fill in your Daikin email address.

3. Click on **"Next"**.



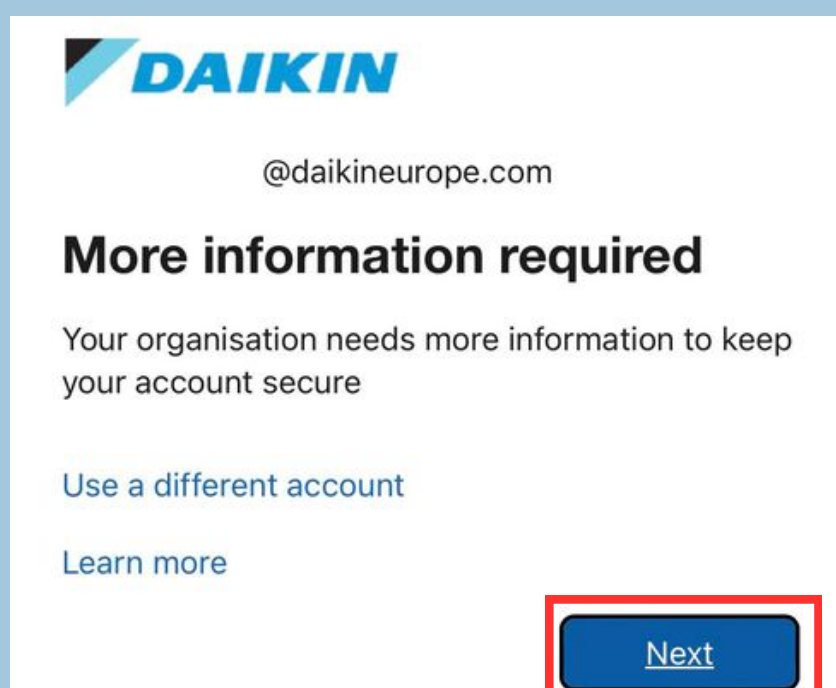
4. Enter your **initial** password.
(found in the mail.)

5. Click on **"Sign in"**.



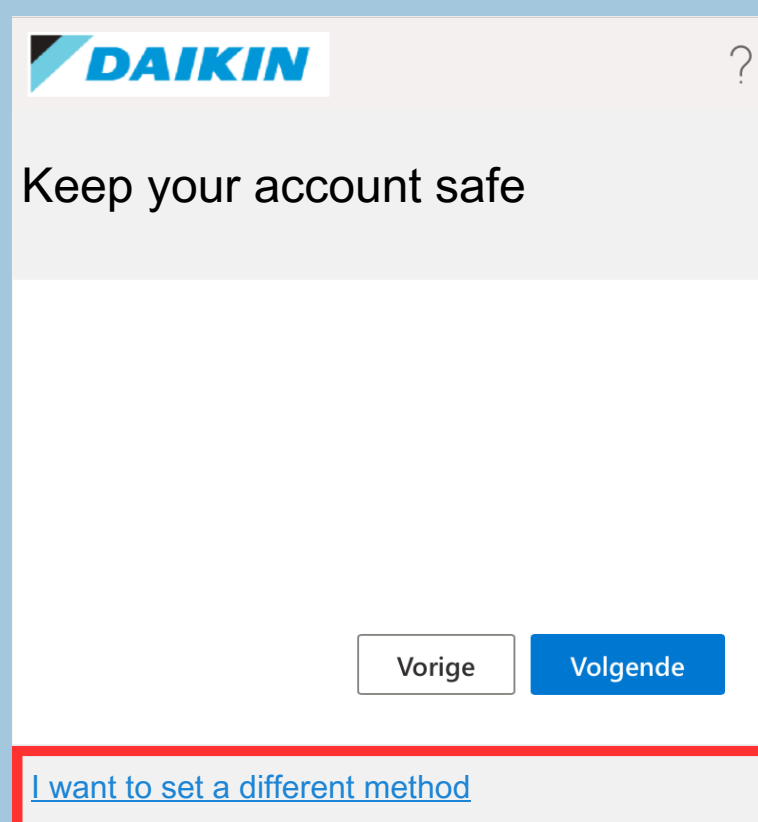
3

Click on **"Next"**.



4

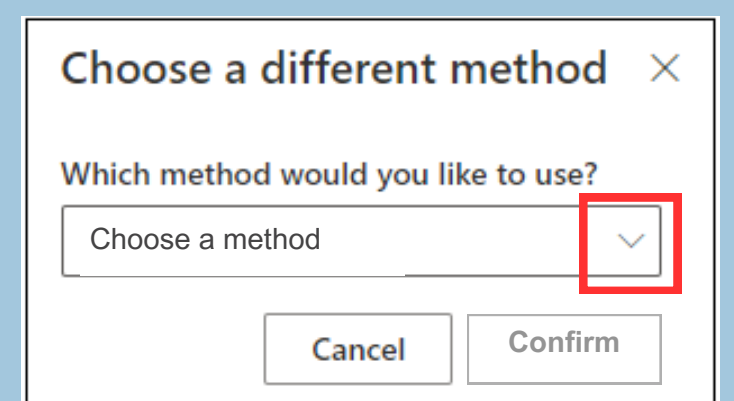
Click on **"I want to set a different method"**.



5

You will need to choose a method to keep your account safe.

Click on the **"arrow"**.



6

Click on "Phone".

Add a method

Which method would you like to add?

Choose a method

Authenticator app

Phone

7

Click on "Confirm".

Choose a different method

Which method would you like to use?

Phone

Cancel

Confirm

8

Change the country code to; "Belgium (+32)".

Phone

Which phone number would you like to use?

+1

Call me

Text me a code

9

Enter your mobile number.

PLEASE NOTE: Do not enter the very first 0!

Phone

Which phone number would you like to use?

+32

4XXXXXX

Call me

Text me a code

10

1. Click on "Text me a code".
2. Click "Next".

Phone

Which phone number would you like to use?

+32

4XXXXXX

Call me

Text me a code

Cancel

Next

11

You will receive a text message with a code consisting of 6 digits.

Enter the code and click "Next".

Phone

We just sent a code to +324XXXXXX

XXXXXX

Resend code

Back

Next

12

Click "Next".

Phone

SMS verified. Your phone was registered successfully.

Next

13

Click "Done".

DAIKIN

Keep your account safe

Completed

Telefoon +324XXXXXX

Done

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Welcome to Microsoft Office 365!

Microsoft 365

Welkom bij Microsoft 365

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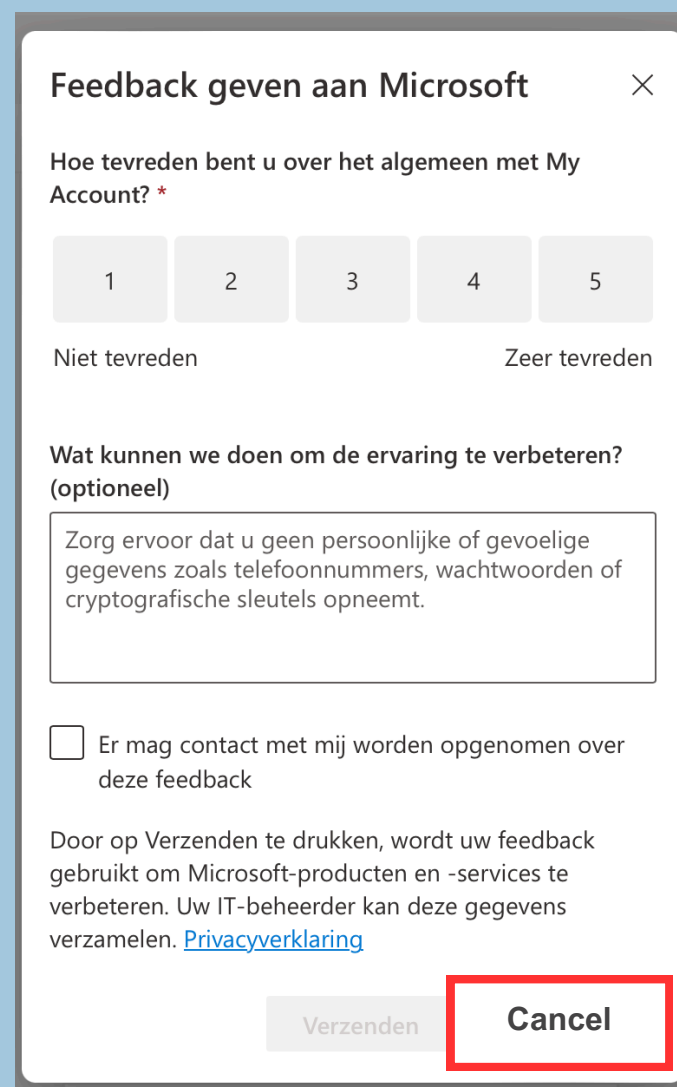
Click on the arrow to continue.

You will have to do this several times until you reach the screen at Step 16.



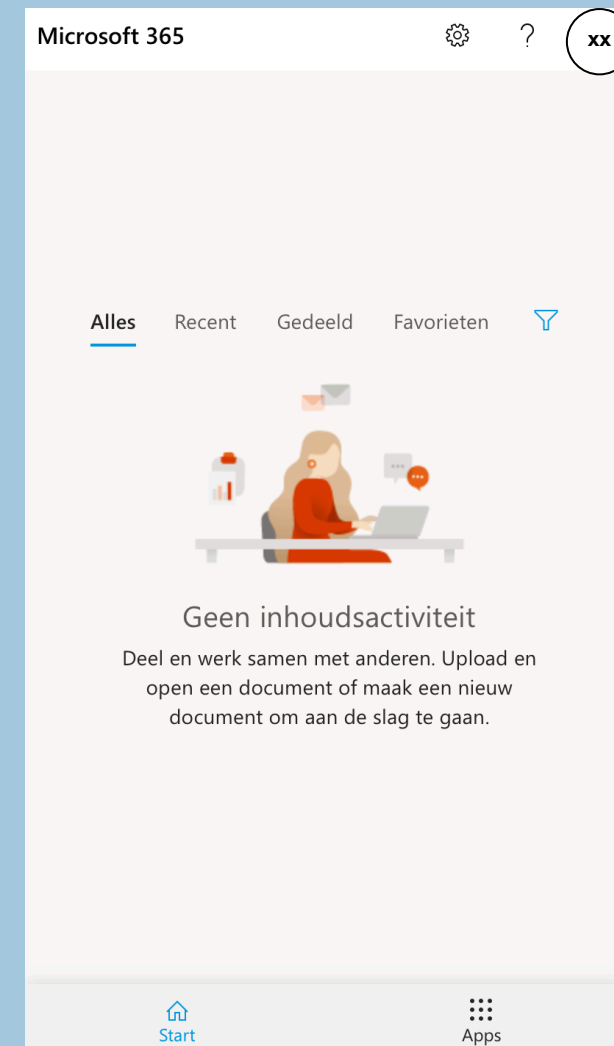
16

Click on "Cancel".



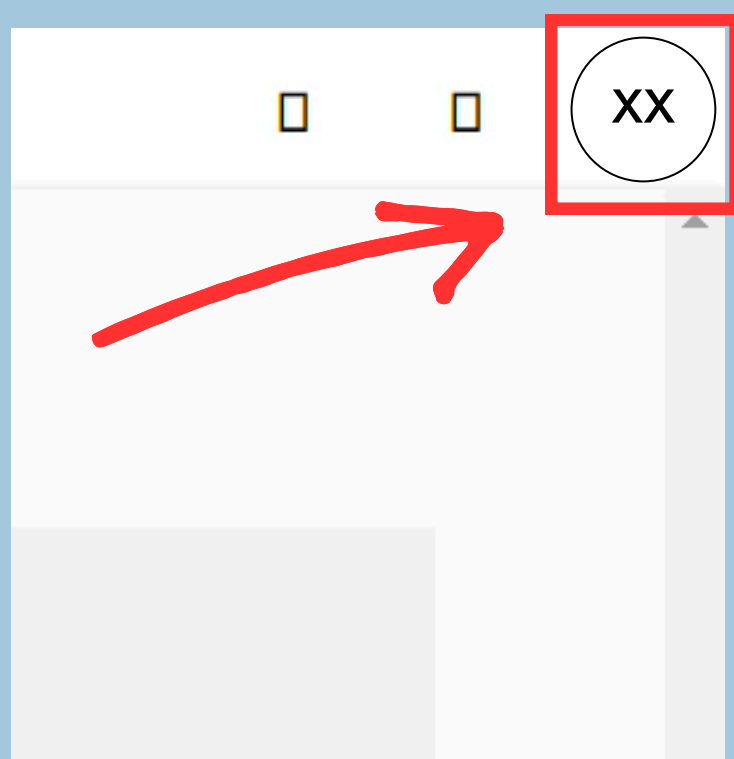
17

You have reached the Microsoft Office 365 homepage.



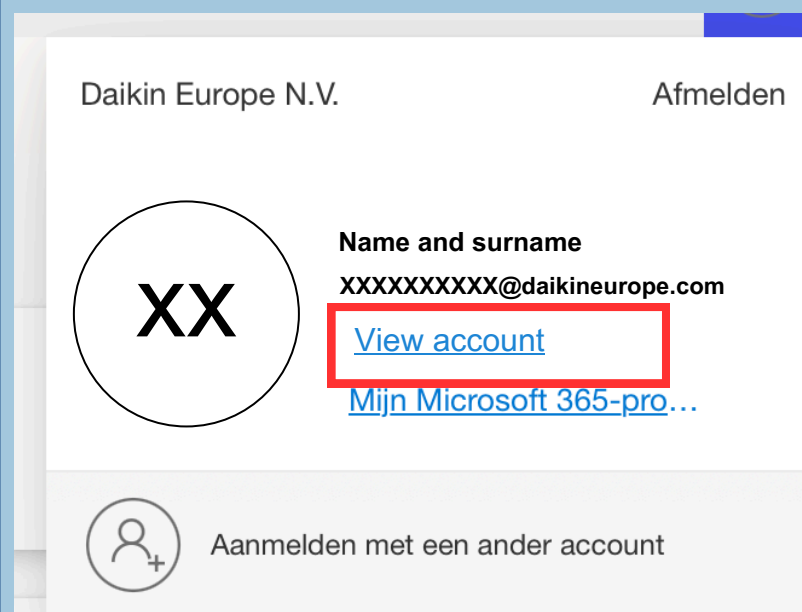
18

On the home page you will find a circle with your initials in the right corner. Please click on that!



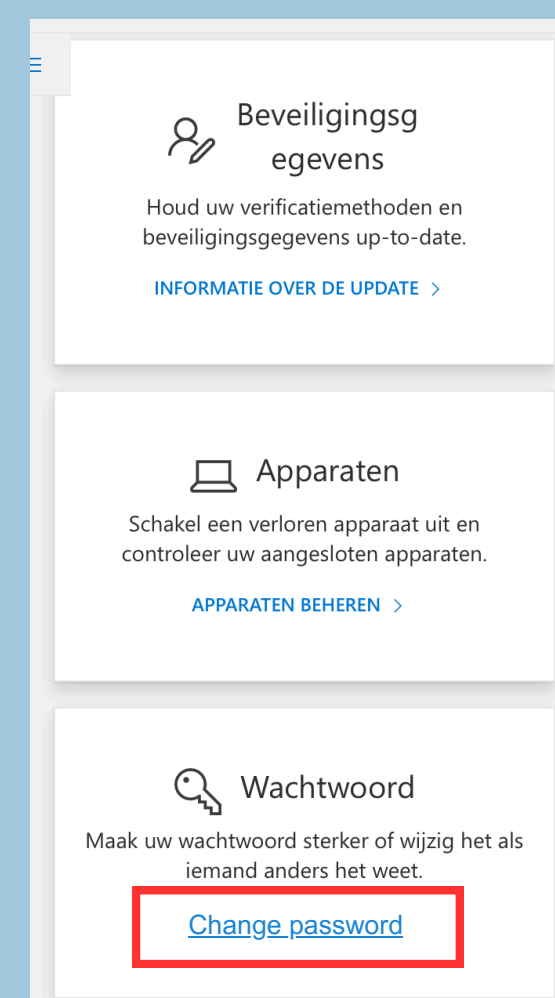
19

Click on "View account".



20

Click on "Change password".



21

Set a new password

1. Enter your initial password.

(This is the password that can be found on the email sent by Daikin)

2. Set a new password.

(ATTENTION: use at least 8 letters, must have upper and lower case letters, must have at least one number and one other (punctuation) character.)

3. Confirm your new password

4. Click on "Send"

Change password

Gebruikers-id
XXXXXXXXXX@daikineurope.com

Oud wachtwoord
1

Nieuw wachtwoord maken
2

Nieuw wachtwoord bevestigen
3

4

22

Go to step 2 to install the UKG PRO app.



Step 2

Install the UKG PRO app (holiday app)



1

Scan de QR Code en download de UKG PRO app.

Iphone?
Scan hier



Android?
Scan hier



OF

2

If you are unable to scan, download the UKG PRO app from your app store.

iPhone? Then go to the Apple store.



Android? Then go to Google Play.



Find the UKG PRO app.

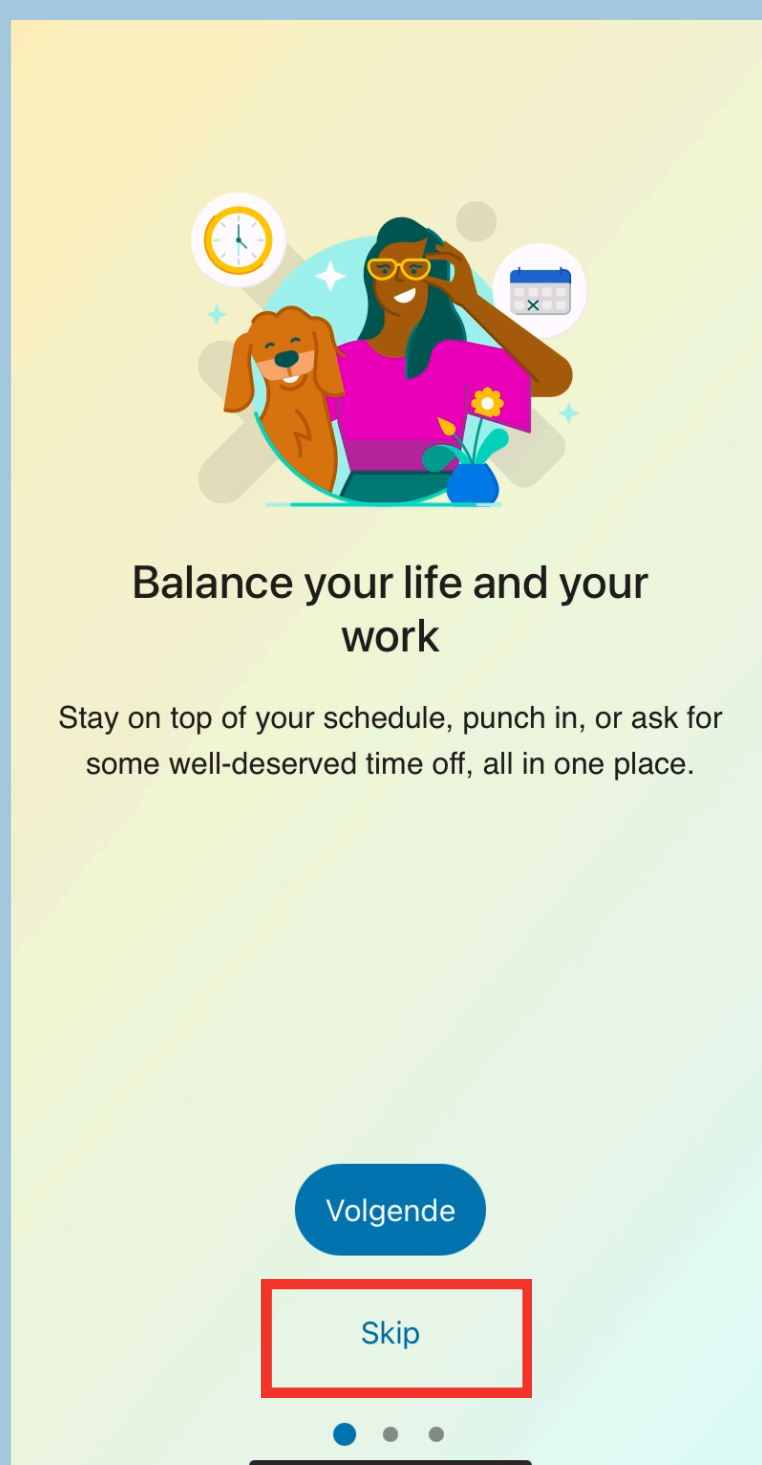


UKG PRO APP

3

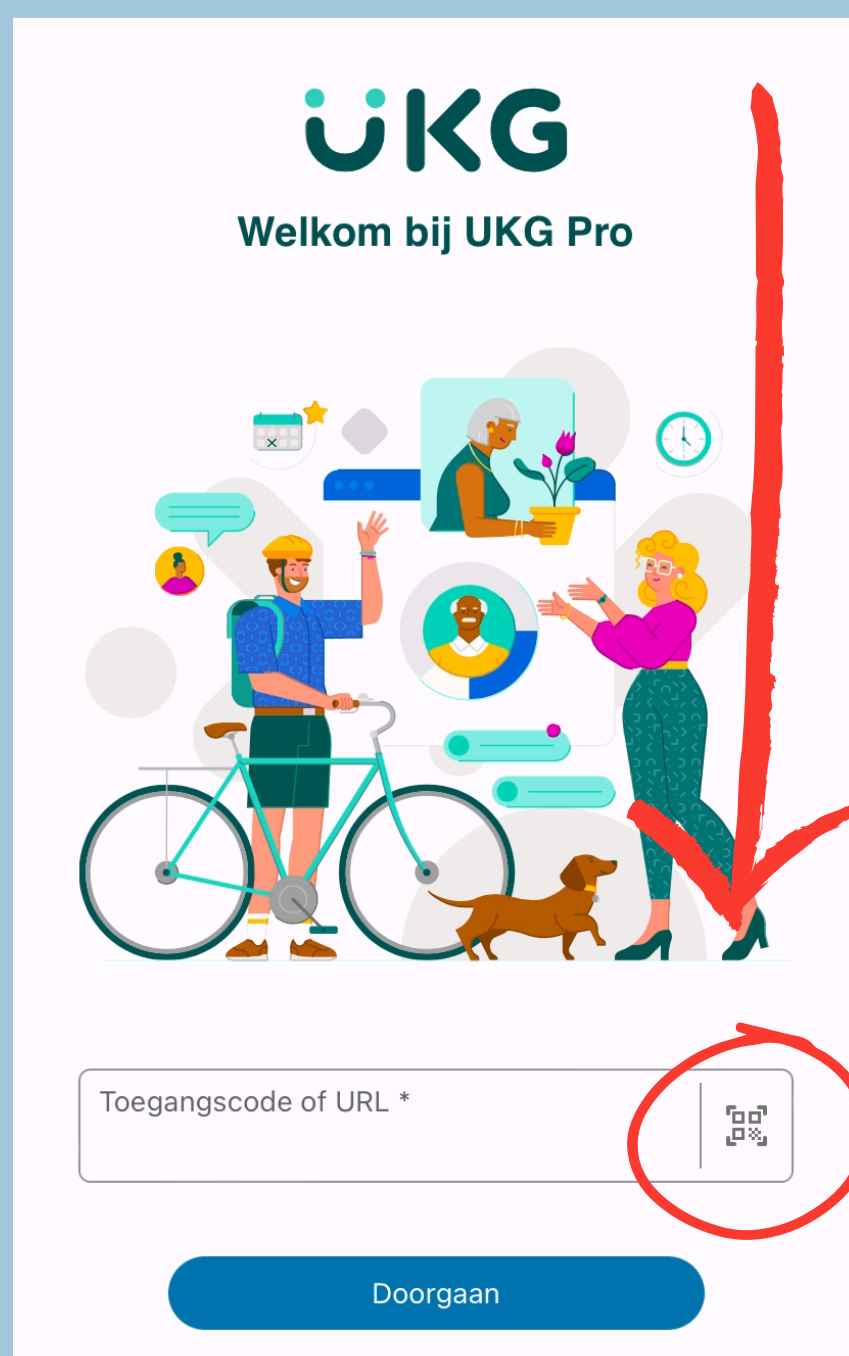
Open the UKG Pro app.

You will get the screen below. Click on "Skip".



4

Click on the QR code icon.



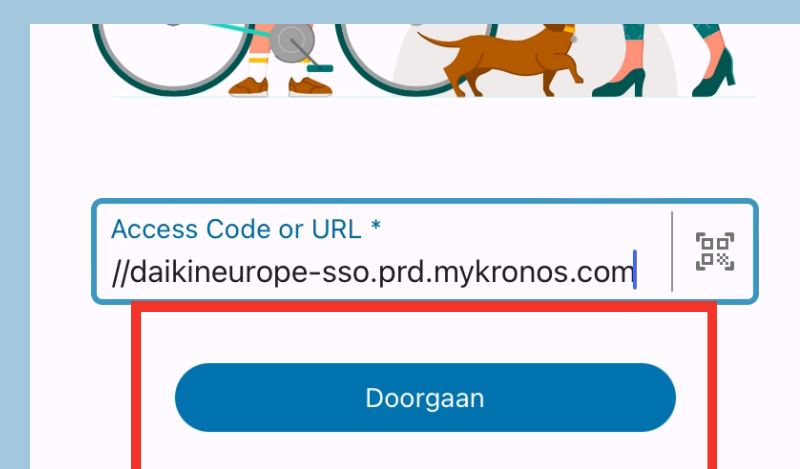
5

Scan the QR code below and click "Continue"



If this does not work, you can also fill in the link below.

Link: <https://daikineurope-sso.prn.mykronos.com>



6

Log in with your Daikin Europe login details

1. Enter your Daikin email address.

2. Click **"Next"**.



The screenshot shows the Daikin login page with the title 'Aanmelden'. Below the title, there is a text input field containing '... @daikineurope.com'. A red box highlights this field with a red '1' next to it. Below the input field, there is a link 'Hebt u geen toegang tot het account?'. At the bottom right, there is a blue button labeled 'Next' with a red '2' next to it.

3. Enter your new password.

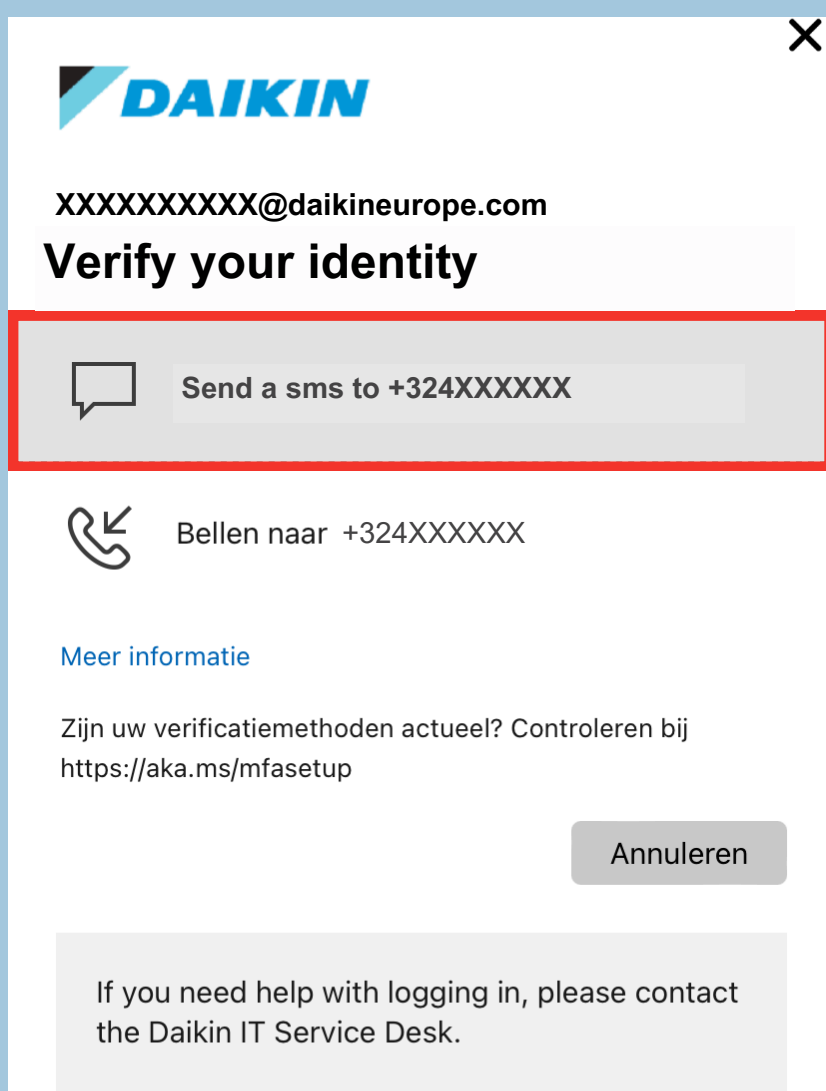
4. Click on **"Sign in"**.



The screenshot shows the Daikin login page with the title 'Wachtwoord invoeren'. Below the title, there is a text input field labeled 'Wachtwoord'. A red box highlights this field with a red '3' next to it. Below the input field, there is a link 'Wachtwoord vergeten'. At the bottom right, there is a blue button labeled 'Sign in' with a red '4' next to it.

7

Click on **"Send SMS to +324XXXXXX"**



The screenshot shows the Daikin verification page with the title 'Verify your identity'. Below the title, there is a text input field containing 'XXXXXXXXXX@daikineurope.com'. A red box highlights a button labeled 'Send a sms to +324XXXXXX' with a red '1' next to it. Below the button, there is a link 'Meer informatie'. At the bottom right, there is a blue button labeled 'Verify' with a red '4' next to it.

8

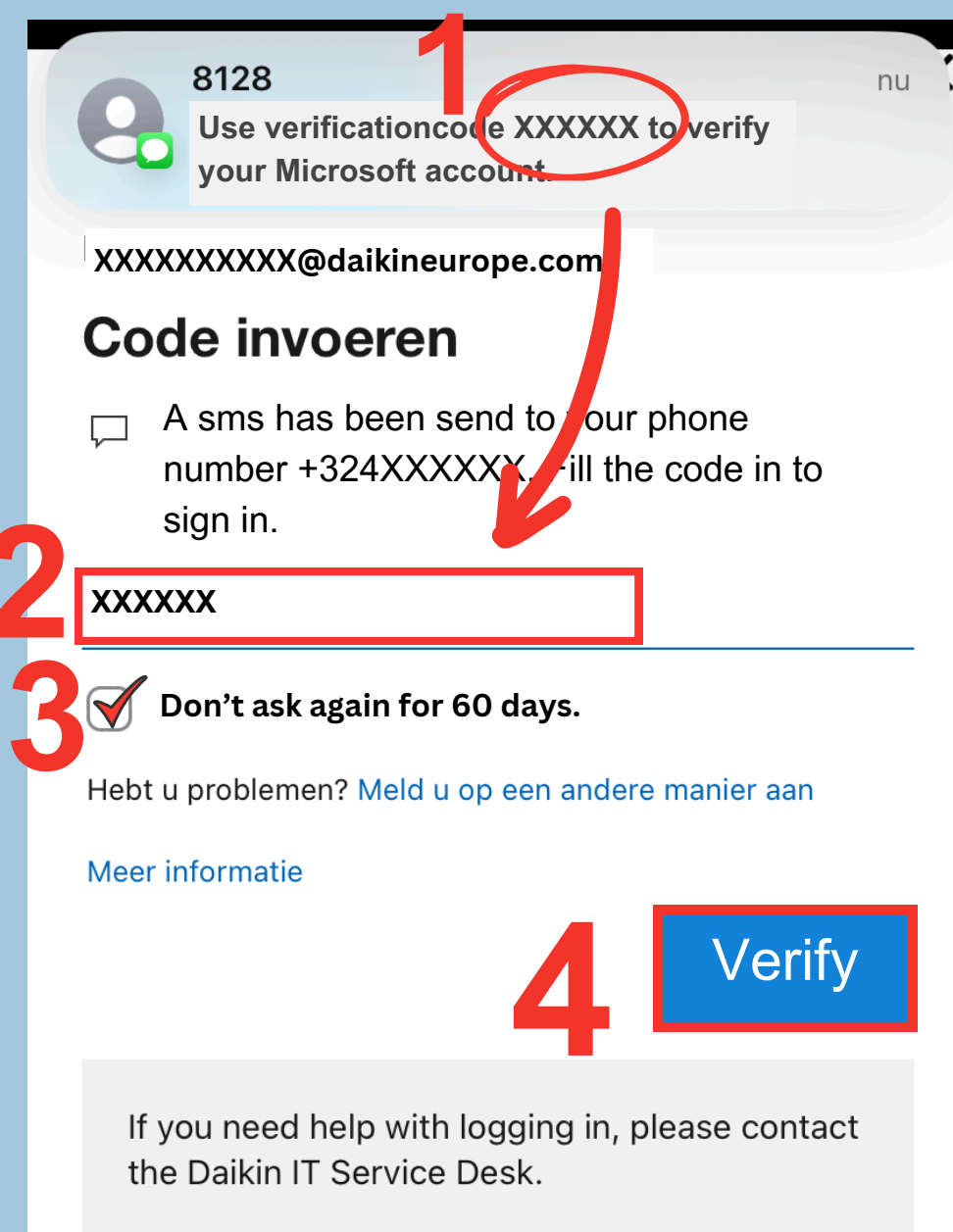
Verify your information

1. You will receive a text message with a code consisting of 6 digits.

2. Enter the code.

3. Check **"Do not ask again for 60 days"**.

4. Click on **"Verify"**

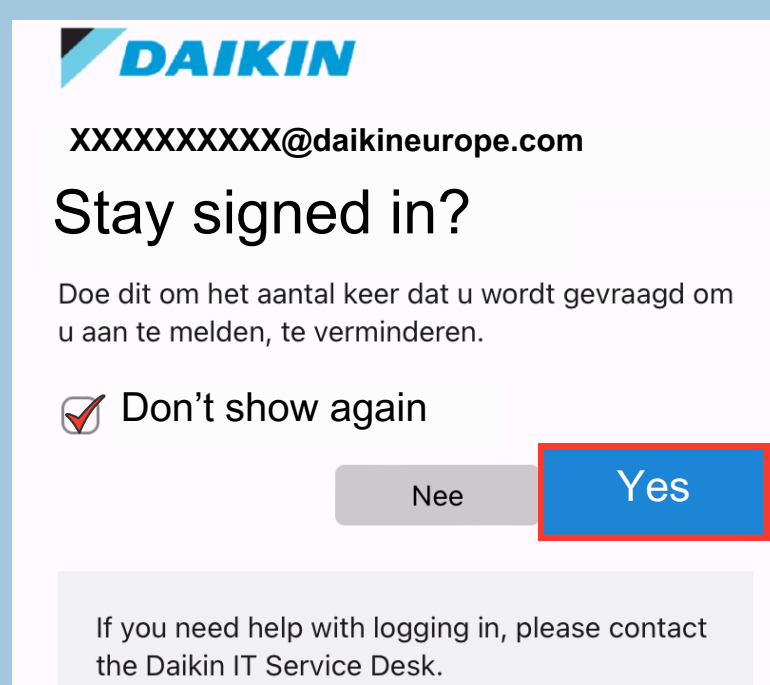


The screenshot shows the Daikin verification page with the title 'Code invoeren'. Below the title, there is a text input field containing 'XXXXXX'. A red box highlights this field with a red '2' next to it. Below the input field, there is a link 'Meer informatie'. At the bottom right, there is a blue button labeled 'Verify' with a red '4' next to it.

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Stay logged in?

We recommend clicking **"Yes"** to stay logged in. (check the box)

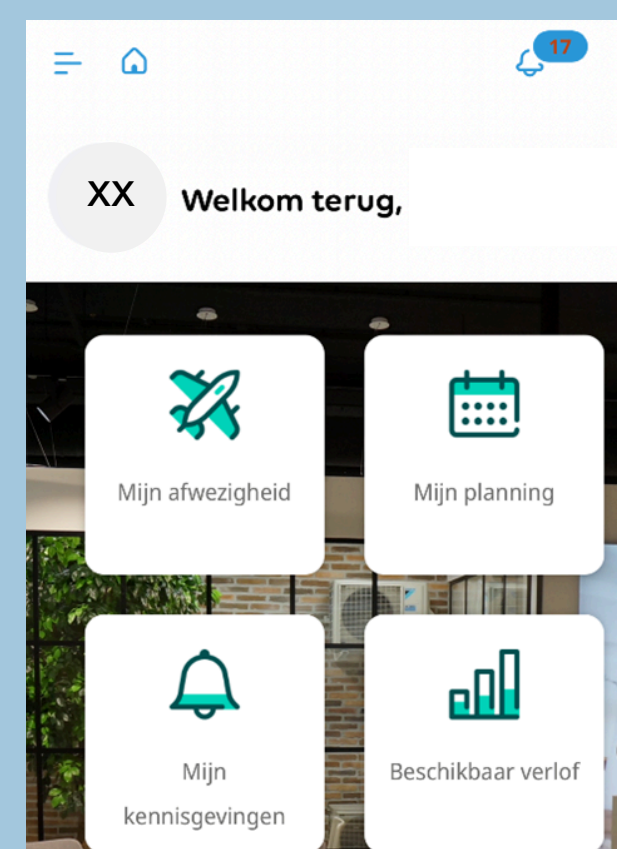


The screenshot shows the Daikin login page with the title 'Stay signed in?'. Below the title, there is a text input field containing 'XXXXXXXXXX@daikineurope.com'. A red box highlights a checkbox labeled 'Don't show again' with a red '1' next to it. Below the checkbox, there is a link 'Meer informatie'. At the bottom right, there is a blue button labeled 'Yes' with a red '4' next to it.

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You are logged in to the UKG Pro app!

Welcome to the UKG Pro app. Your home screen will look like this.



The screenshot shows the UKG Pro app home screen. At the top, there is a header with the text 'XX Welkom terug,'. Below the header, there are four tiles: 'Mijn afwezigheid', 'Mijn planning', 'Mijn kennisgevingen', and 'Beschikbaar verlof'. A large blue checkmark is visible in the top right corner of the app screen.