KoneK mobile

(2024-03-18)

DESCRIPTION

KoneK mobile is a mobile application that allows you to do one or more of the following tasks:

- **Home**: View your messages, your documents and your last pay payment received

- **Punches**: Punch in at the start and end of your shift

- **Schedule**: View your work schedule

- **Documents**: View your pay slips, tax statements and other documents

- **My file**: View your file

The number of features present in the application as well as the different fields available have been activated according to the specifications requested by your employer.

LOGIN

First Connection
You will receive an email with your login information. Keep it for future use.

- Click on the hyperlink included in the email.
- Enter the user code.
- Select **Login**.
- Enter your user code and your email.
- You will receive a confirmation code to create your first password.
- Enter your confirmation code and a password with the security requested on the screen.
- Enter your password again.
- Once your password is created, enter your password at the login page and select **Login**.

Subsequent Connection
- Enter the web address provided by your employer into a compatible browser or select the application on the home screen of your mobile device (see installation documents or videos at https://www.gardium.com/en/konek/).
- Enter your user code and password.
- Select **Login**.

Forgot your password
If during a subsequent connection, you have forgotten your password:
- Click **Forgot your password?** on the login page.
- Enter your user code and email.
- Select **Next**.
- A confirmation code will be sent to you by email. Enter this code and your new password twice and select **Save**.
- Select Login Page and enter your user code and new password.

NAVIGATION

Navigate the app using the shortcuts on the **Home** page.

- The **Log Out** icon [→], located at the upper left corner of the screen, takes you to the login page.
- The **Online Help** Icon [?], located in the upper right corner of the screen, directs you to the KoneK mobile online Help to explain the application in detail.
- Select Go to Documents to take you to the Documents menu.

Navigate the app using the favorites bar at the bottom of the screen and the **Plus** option which shows you all the menus.
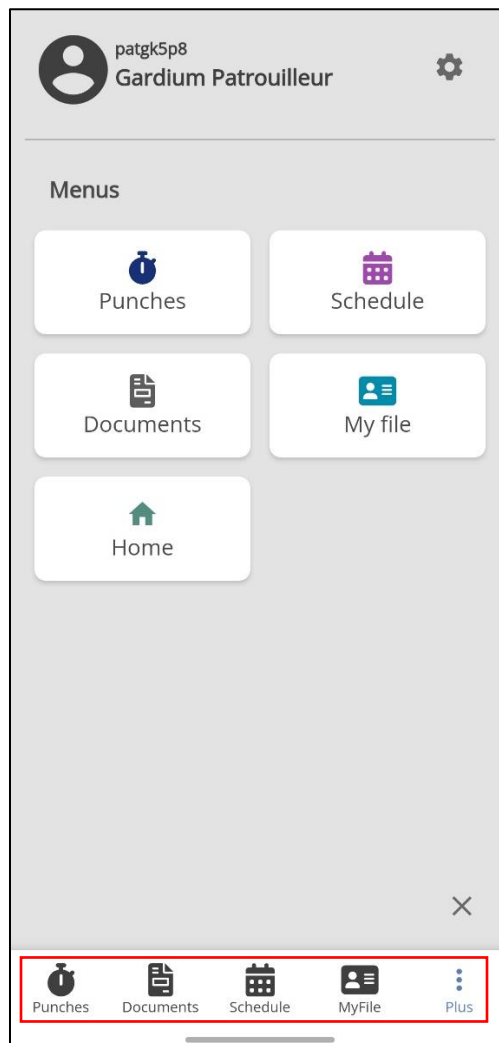
- The user section Allows you to change your password at the **Settings** icon :

  Insert your old password and your new password twice and select .

- If you do not want to change your password, use the to select the desired menu.

- You can view the Privacy Policy and Terms of Use here.

FEATURES

In this section you will find all the features available to all of our customers. Depending on your employer's specifications, some features may be disabled.

 Home

Consult important information and navigate to the menus.

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Messages Section

View messages. Select the message to view the full message on screen.

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Actions to take Section

View unread documents.
Drag information from the box for Pending Surveys.
Select Go to take you to the Documents or Surveys menu.

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Pay slip summary Section

View your deposited amount from your last net pay.

⏱ **Punches**

Punch in at the start and end of your shift.

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Punches Tab

If you are scheduled, a punch will be presented on the screen.

To punch in your shift start:

Validate your punch information. Possible values are as follows:

- **Project**
- **Activity**
- **Departement**
- **Job Title** (generally AGT-REG; doesn't have an impact on the amount you will get paid if you are a supervisor/captain/officer/etc.)
- Add a comment if necessary.
- Select **Punch** to confirm the punch.
- A notice "Active punch since XXhXX (punch time)" will then be displayed. You can select it to see the detail.

To punch out your shift end:

- Add a comment if necessary.
- Select **Punch** to confirm the punch.

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History Tab
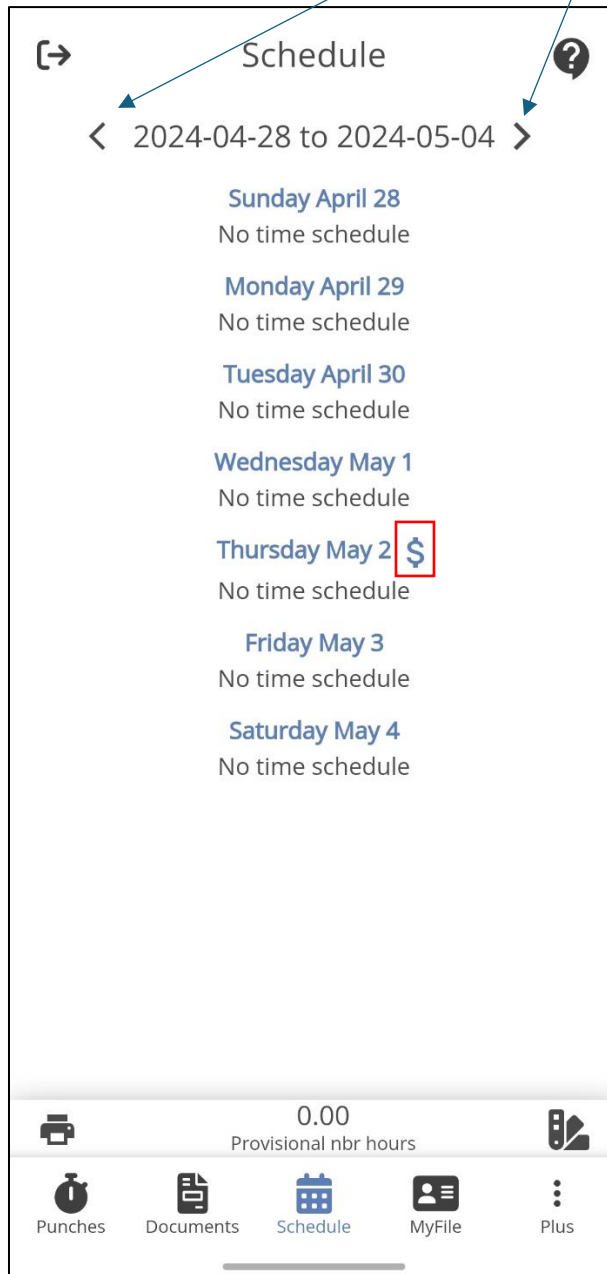
Consult the punches history.

- You will obtain the list of punches of the last 15 days. However, this list does not contain the manual punches added to the KoneK Supervisor.
- Then select a record to see the punch details. The details are the start, end and duration of the punch, the classifications of the punch and the commentary.
- Select ☒ to return to the punch history list.

🗓️ Schedule

View your work schedule.

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To navigate from one week to the next, use the arrows ⟨ and ⟩ at the top of your screen.

Your work schedule is displayed by day indicating the start and end times as well as the duration.
The detailed schedule displays 3 tabs: Customer Info / Instructions / Files.

- Select [🖶] to print the schedule, if your mobile is associated with a printer.
- Select [✕] to return to the calendar.

You can also see paydays displayed with a small dollar sign (see red box in the image above). If you click on the dollar sign, you will see the dates you will be paid for on that day.
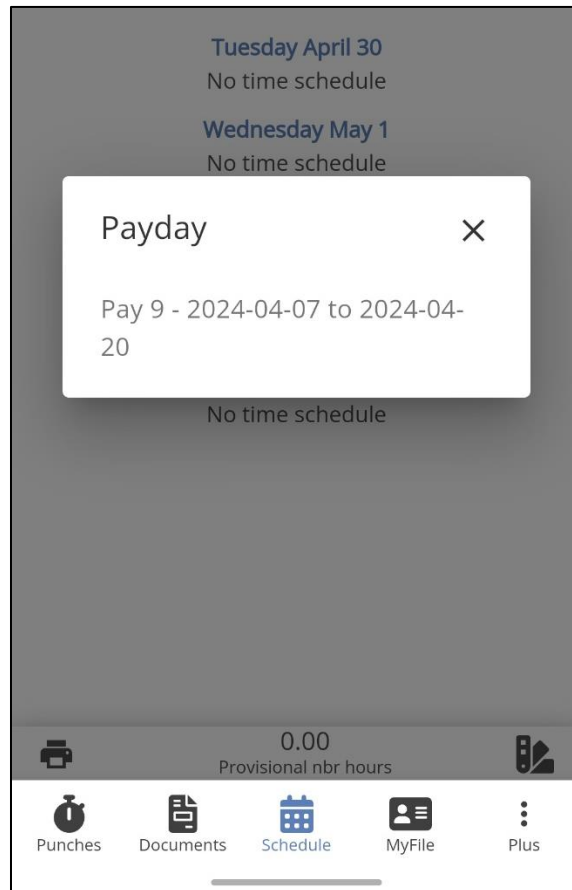
🖹 Documents

View your documents.

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Pay Stubs Tab

In the **Pay Stubs** tab, view your pay slips.

Select a document to view your pay slip.

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Year End Tab

Select a document to view your tax documents.

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Documents Tab

Select a document to view your documents published by your employer.

In either tab, navigate using the following tools:

- 📄 or 📁 : View the document.
- 🚫 : Consult a document which you must confirm reading. Select the document, and after reading it, select ☒ and answer **Yes** to the question **Do you want to confirm reading this document?** to confirm reading.
- 👁 : Revisit a distributed document whose reading has been confirmed.
- 🔍 🔄 🔍 ‹ Page 1/16 › : Zoom the document and move from one page to another.
- ⬇ : Save the document.
- ☒ : Return to the list of documents.

My File

Consult your file.

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Profile Tab

View and edit your personal data.

Select **Edit** to make a change to your personal data.

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Address Tab

- *There are no pending profile changes*: This indicates that there is no change of address for a pending future date.

- Use the button **Add**. On the **Edit Address** screen and confirm the date on which the change is effective. You can select a future date. The system will keep the change pending until the selected date.

- Please complete the form and select **Save**.

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Emergency Contacts Tab

Section allowing you to inform your employer of the people to contact in the event of an emergency.

View, add and edit your emergency contacts.

- Select **Add**, in the Priority field indicate the numbers 1-2-3 etc... to specify which person should be notified first. Select **Save**.

- To edit a contact please select ✏ and modify the information. Then select **Save**.

- To delete a contact, please select 🗑 and answer Yes to the confirmation message.