

Request holiday on your phone?

Manual

SHORT INTRODUCTION

This manual should only be used for **the first time** you wish to install the "Holiday" app on your phone.

ATTENTION: Use your phone and make sure to use your 4G Data! Do **not** use wifi!

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

In order to be able to request holiday on your phone, you will need to follow 3 steps.

Step 1 Install the Microsoft Authenticator app



Step 2 Set up your Daikin account

Step 3 Install the UKG PRO (holiday app)



Read through the manual and follow it step by step!

Step 1

Install the Microsoft Authenticator app



1 Using your cell phone, scan the QR Code below and download the Microsoft Authenticator app.

Iphone?
Scan here



Android?
Scan here



OR

2 If scanning fails, use your cell phone to download the Microsoft Authenticator app through your app store.

Iphone? Go to the App store.



Android? Go to the Google Play.



Search for the Microsoft Authenticator.

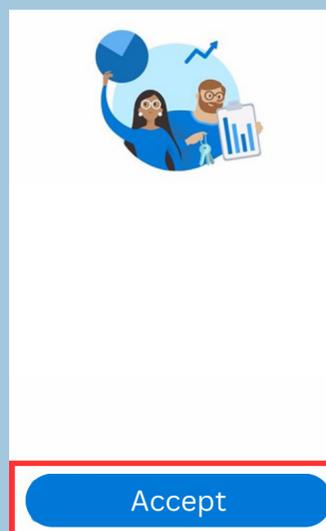


Microsoft Authenticator app

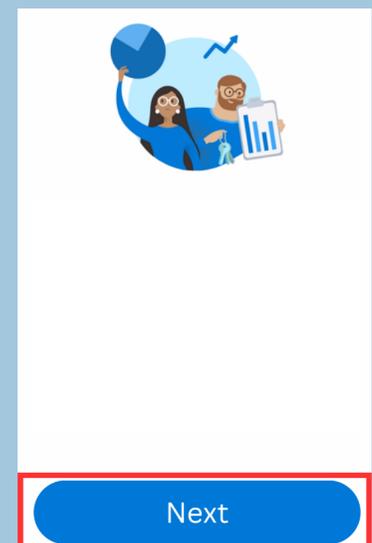
3 Open the Microsoft Authenticator app



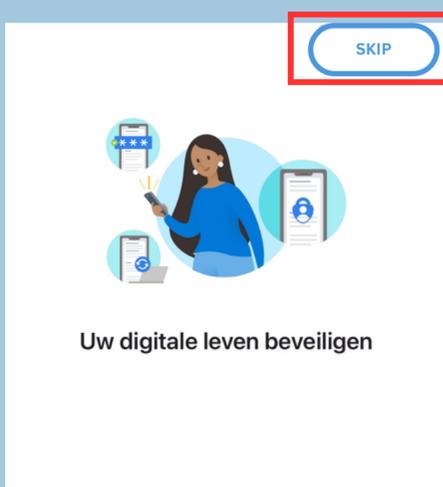
4 Click on "Accept"



5 Click on "Next"



6 In the top right click on "Skip".

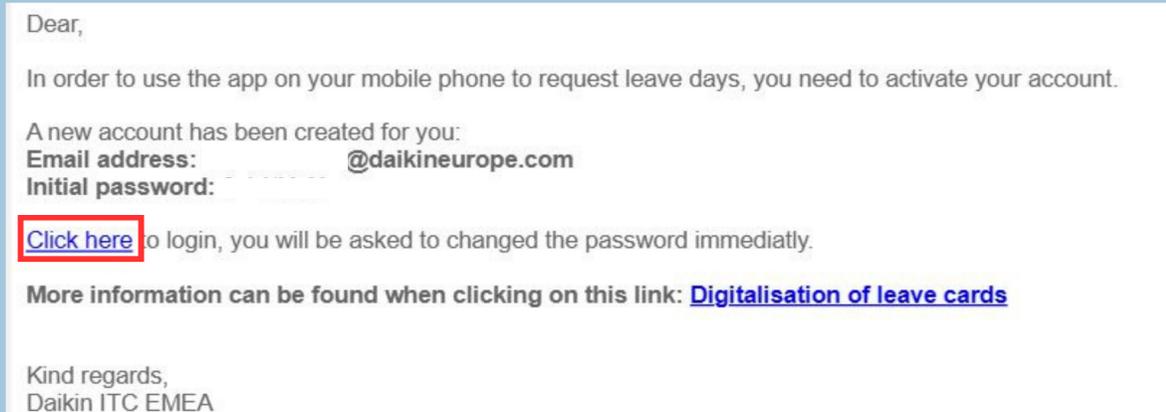


Step 2 Set up your Daikin account

1 Activate your Daikin account

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

In the mail, click on "**Click here**" to start the activation process.



2 Sign in with your Daikin Account.

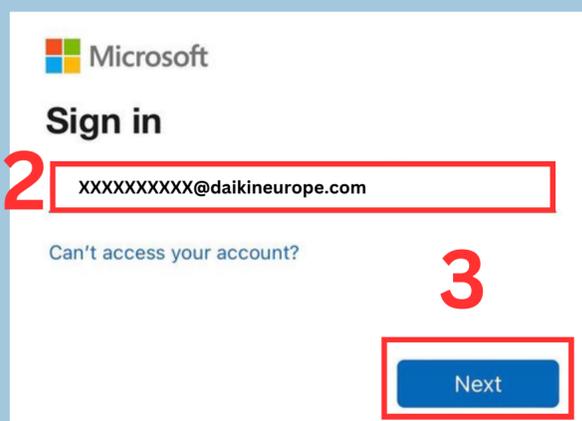
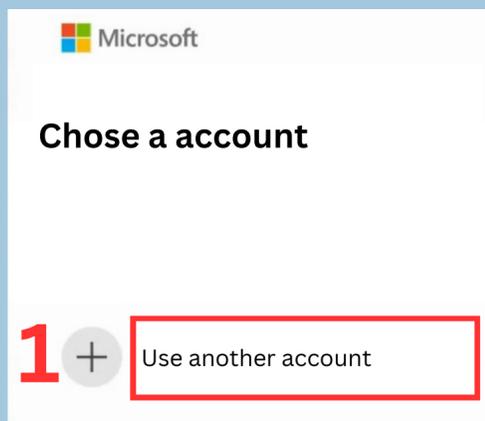
1. Click on "Use another account".

2. Fill in your Daikin email address.

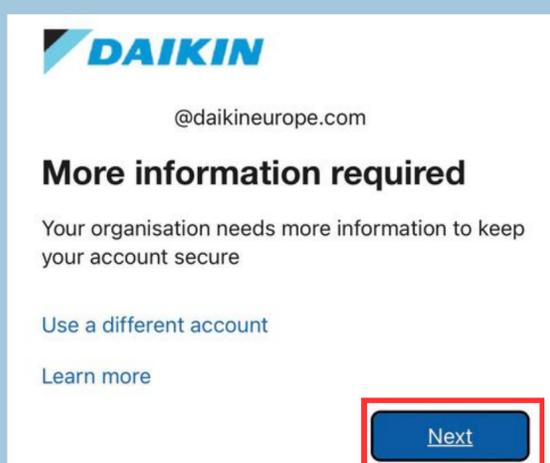
3. Click on "Next".

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

5. Click on "Sign in".



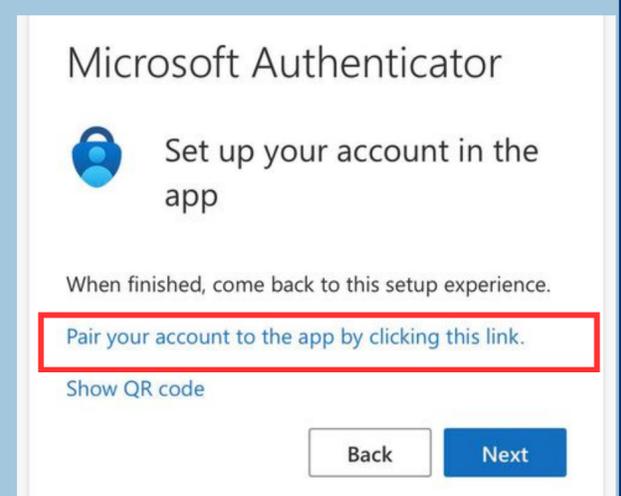
3 Click on "Next".



4 Click on "Next".



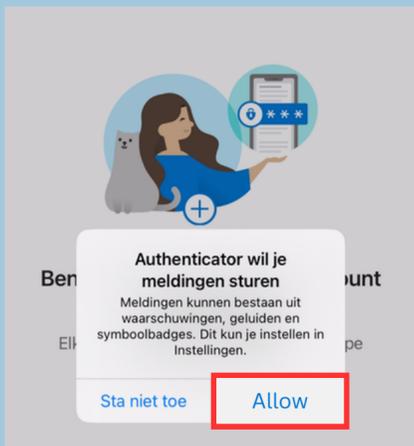
5 Click on "Pair your account to the app by clicking this link."



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The Microsoft Authenticator will automatically open and ask to be allowed to send notifications to you.

Click on "Allow".



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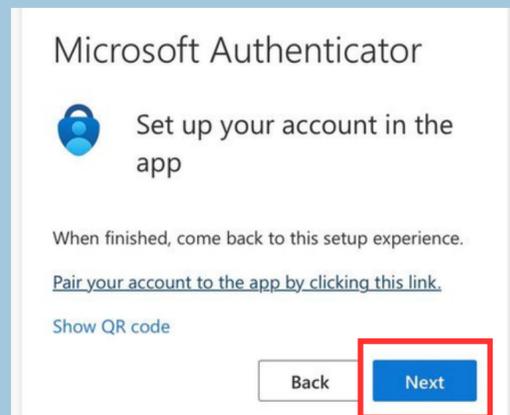
Your Daikin email will automatically be added in the Microsoft Authenticator app.



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Return to the page where you logged in with your Daikin details.

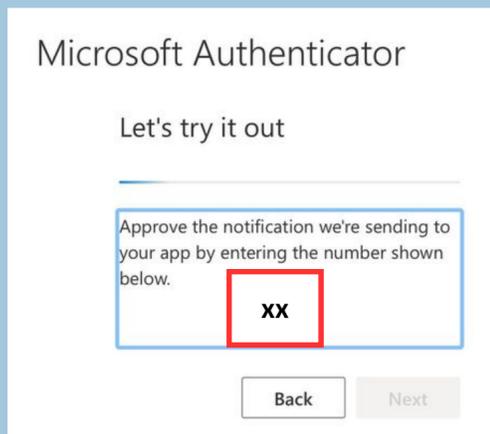
You will find the screen below. Click "Next."



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Receive a code to continue.

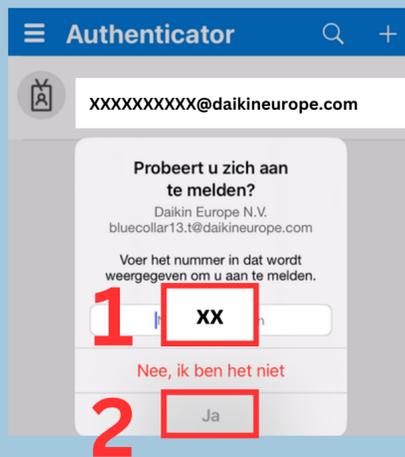
You will find the screen below where you will be given a code consisting of 2 digits.



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Go to the Microsoft Authenticator app again.

1. A screen will open automatically, where you need to enter the code (from step 12).
2. Click on "YES".

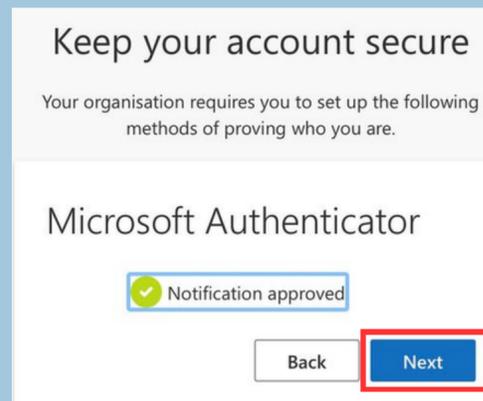


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Return to the page from which you got the code.

You will find the screen below.

Click "Next."

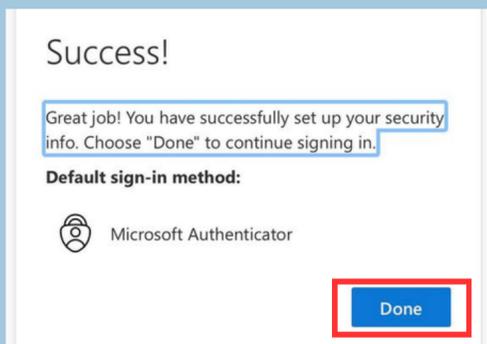


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Microsoft Authenticator app registration is complete!

You will find the screen below.

Click "Done."



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Set up a new password

1. Give your initial password. (This is the password found on the email sent by Daikin).
2. Choose a new password (ATTENTION: use at least 8 letters, must have uppercase and lowercase letters, must have at least one digit and one other (reading) character).
3. Confirm your new password.
4. Click on "Sign in".

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

- 1 Current password
- 2 New password
- 3 Confirm password
- 4 Sign in

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You have successfully set up your Daikin account and also the Microsoft Authenticator.

Go to step 3 to install the UKG PRO app.



Step 3

Install the UKG PRO app



1

Scan the QR Code and download the UKG PRO app.

Iphone? Scan here

Android? Scan here



2

If scanning fails, download the UKG PRO app in the App Store or Google Play.

Iphone? Go to the App Store.



Android? Go to Google Play.



Search for the UKG PRO app.

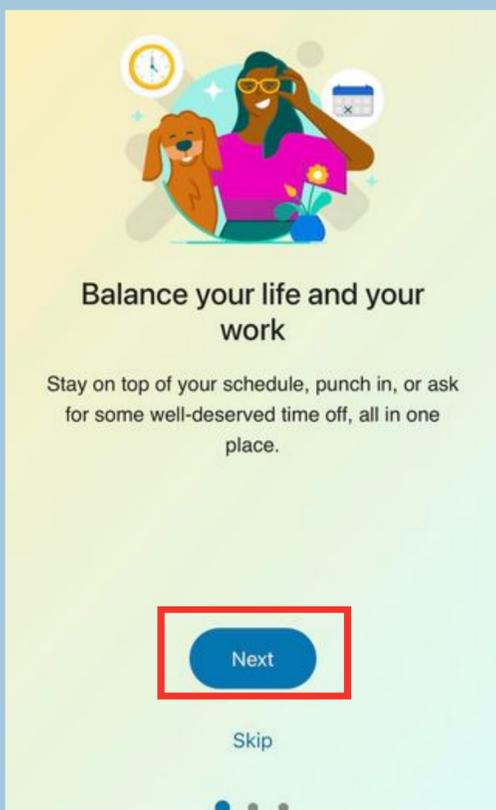


UKG PRO APP

3

Open the UKG Pro app.

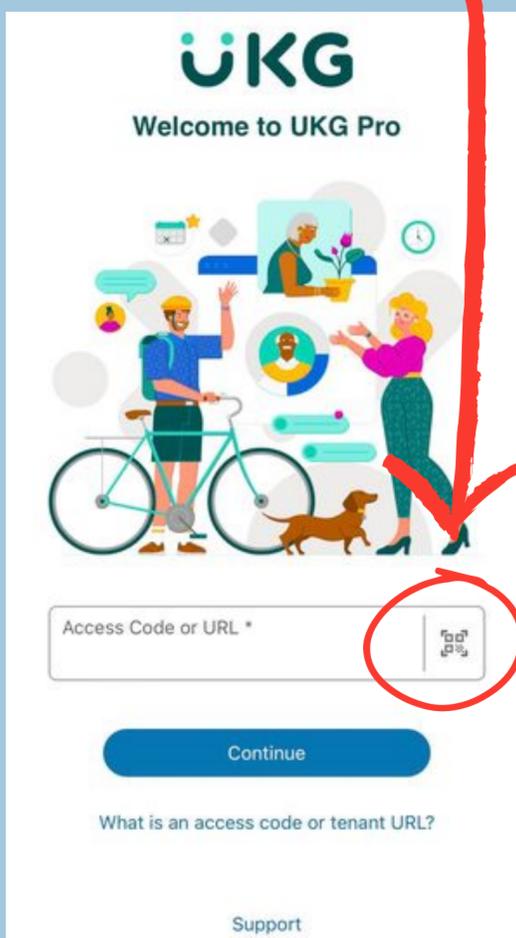
You see the screen below. Click on "Next".



It is possible that you will have to click on "Next" multiple times before you see the next step.

4

Click on the QR code icon.



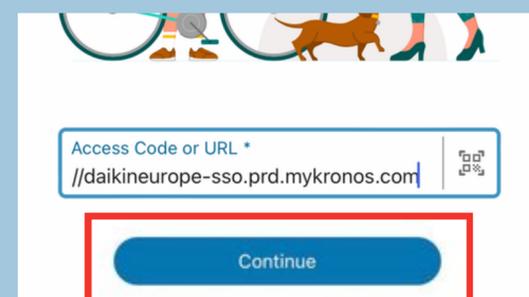
5

Scan the QR code and click on "Continue"



If this doesn't seem to work, you can follow the link below.

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



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Sign in with your login details from Daikin Europe

1. Fill in your Daikin email adress.

2. Click on "Next".

3. Fill in your new password.

4. Click on "Sign in".

DAIKIN

Sign in

1 ...@daikineurope.com

Can't access your account?

2 **Next**

DAIKIN

← ...@daikineurope.com

Enter password

3 Password

Forgotten my password

4 **Sign in**

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Confirm your identity.

You need to enter a code to identify yourself.

Use the Microsoft Authenticator app to get the code and then enter it.

@daikineurope.com

Fill in Code

Code

Don't ask again during the next 60 days

Meer informatie

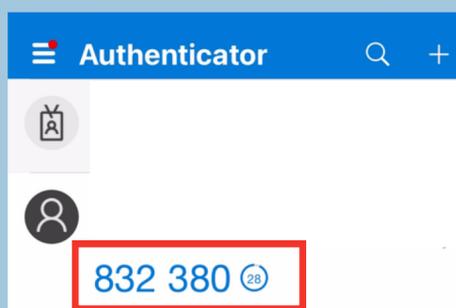
Annuleren **Verify**

8

Open The Microsoft Authenticator app.



You will get a 6-digit code



The code is valid for 30sec. After that, a new code appears each time.

9

Go back to the UKG PRO app.

1. Fill in the code
2. Check the "Do not ask again for 60 days." box
3. Click on "Verify".

@daikineurope.com

Fill in Code

1 XXX XXX

2 Don't ask again during the next 60 days

Meer informatie

3 Annuleren **Verify**

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Staying logged in?

We recommend clicking "Yes" to stay logged in.

DAIKIN

bluecollar20.t@daikineurope.com

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No **Yes**

If you need help with logging in, please contact the Daikin IT Service Desk.

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You are logged in in the UKG Pro app!

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

