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.

Available on the App Store

Android? Go to the Google Play.

GET IT ON Google Play

Search for the Microsoft Authenticator.

Microsoft Authenticator app

3 Open the Microsoft Authenticator app

Authenticator vergrendeld
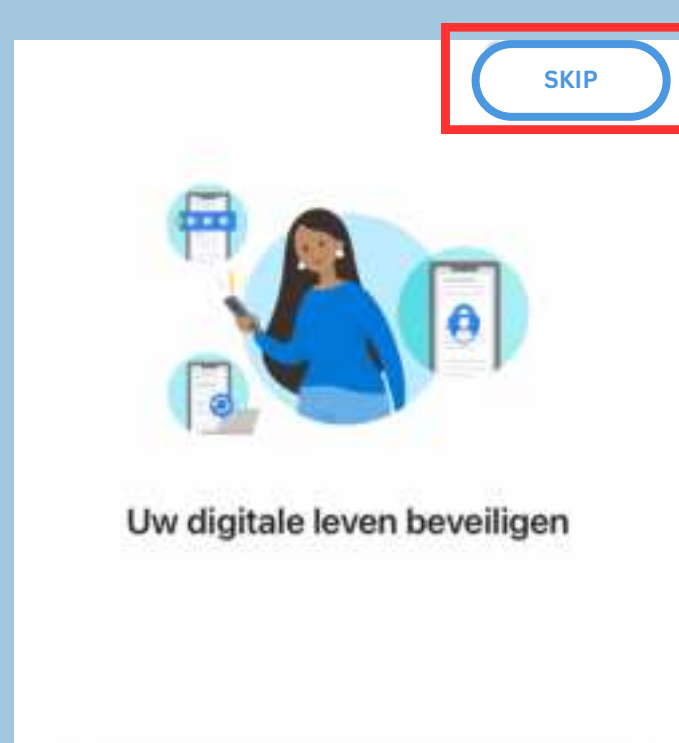
4 Click on "Accept"

Accept

5 Click on "Next"

Next

6 In the top right click on "Skip".

SKIP

Uw digitale leven beveiligen
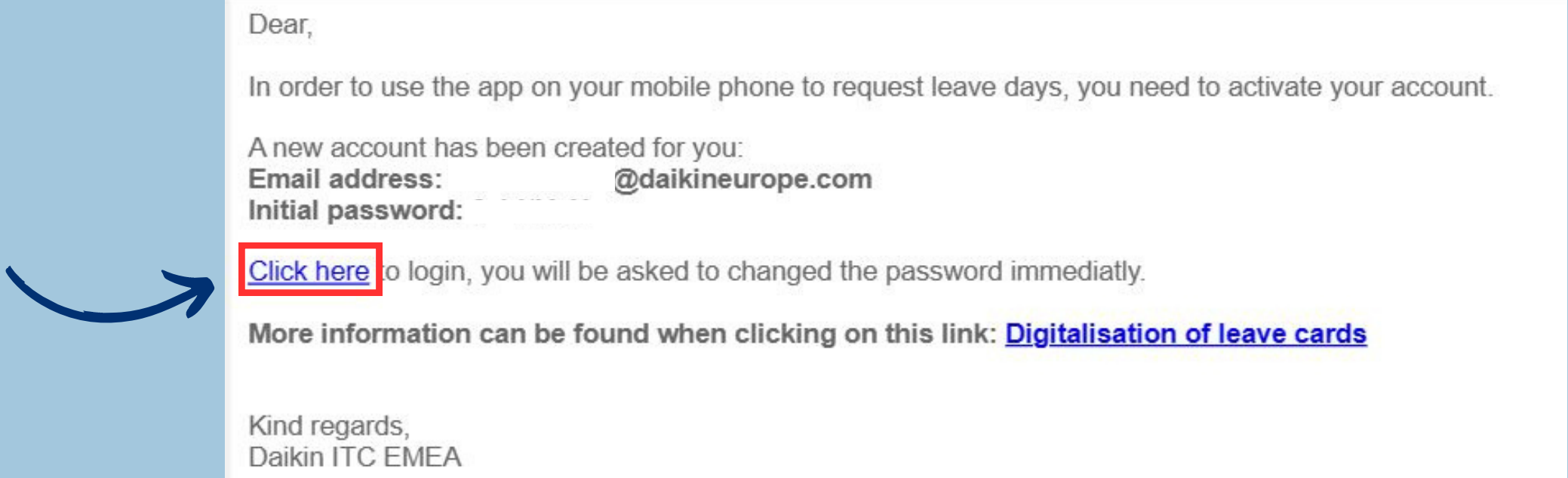
1 **Activate your Daikin account**

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

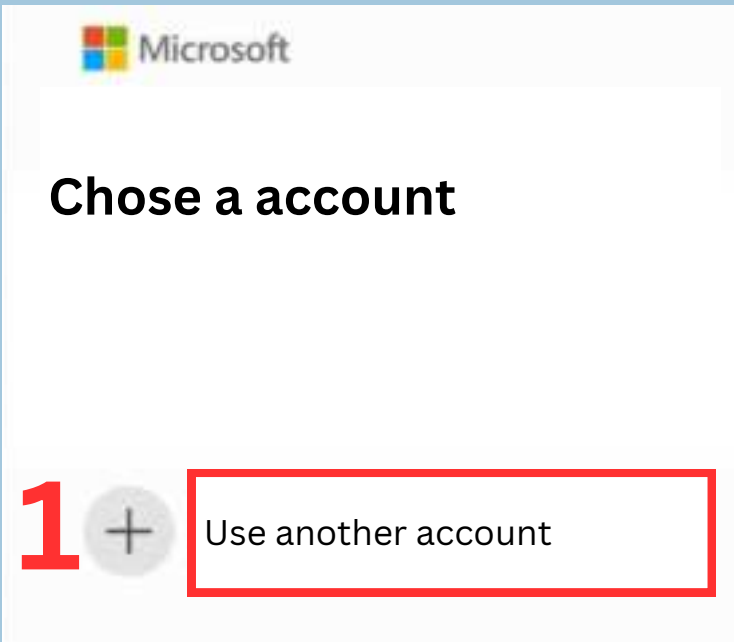In the mail, click on "**Click here**" to start the activation process.

Dear,

In order to use the app on your mobile phone to request leave days, you need to activate your account.

A new account has been created for you:
Email address: @daikineurope.com
Initial password:

Click here to login, you will be asked to changed the password immediatly.

More information can be found when clicking on this link: **Digitalisation of leave cards**

Kind regards,
Daikin ITC EMEA

2 **Sign in with your Daikin Account.**

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

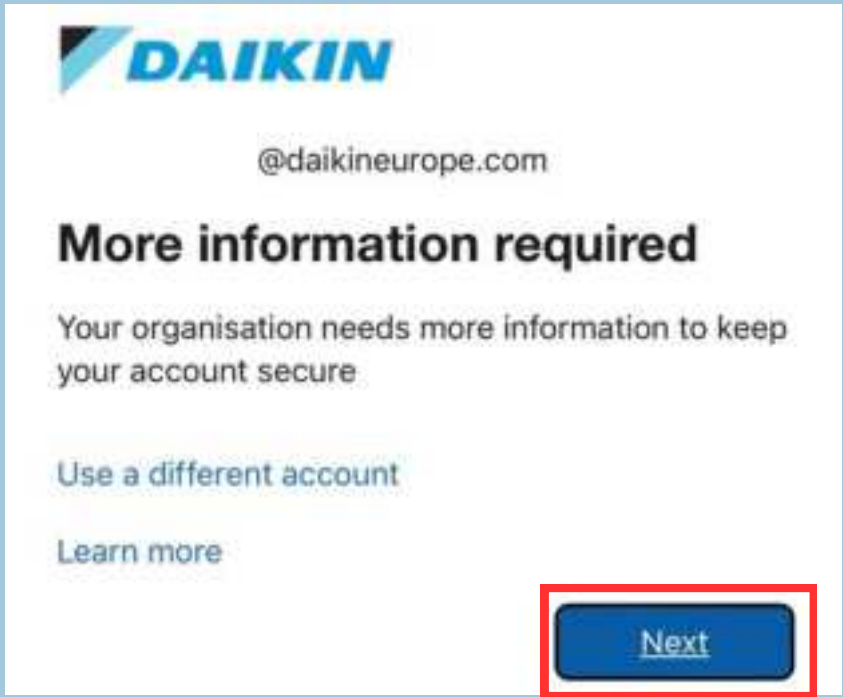2. Fill in your Daikin email adress.
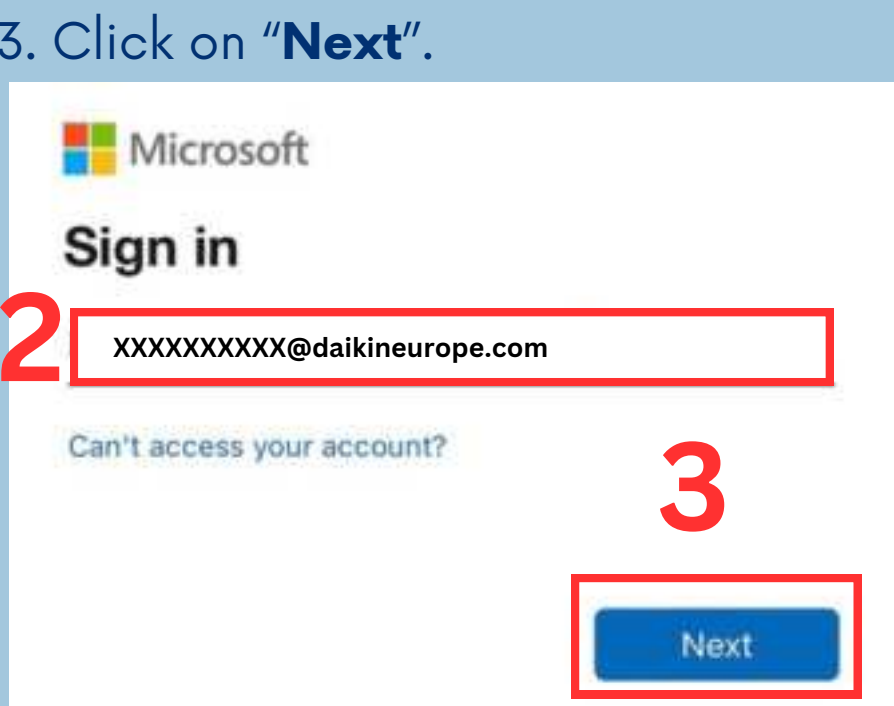
3. Click on "**Next**".

4. Enter your **initial** password. (found in the mail.)
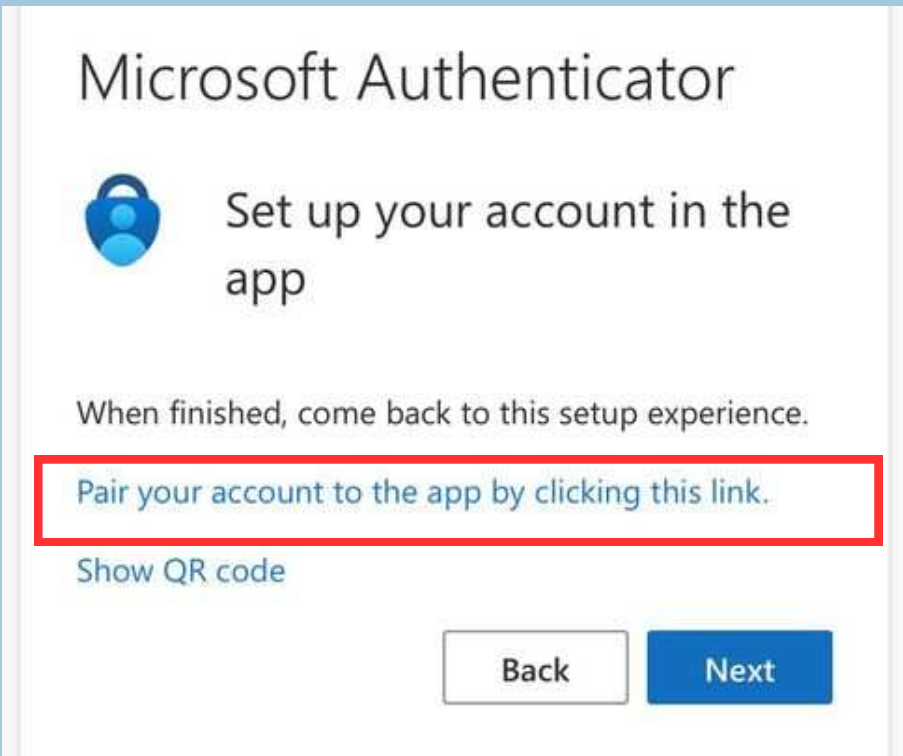
5. Click on "**Sign in**".

Microsoft

Chose a account

1 + Use another account

Microsoft

Sign in

2 XXXXXXXXXX@daikineurope.com

Can't access your account?

3

Next

DAIKIN

← ... @daikineurope.com

Enter password **4**

Password

Forgotten my password

5 Sign in

3 Click on "Next".

DAIKIN

@daikineurope.com

More information required

Your organisation needs more information to keep your account secure

Use a different account

Learn more

Next

4 Click on "Next".

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

Next

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

Microsoft Authenticator

Set up your account in the app

When finished, come back to this setup experience.

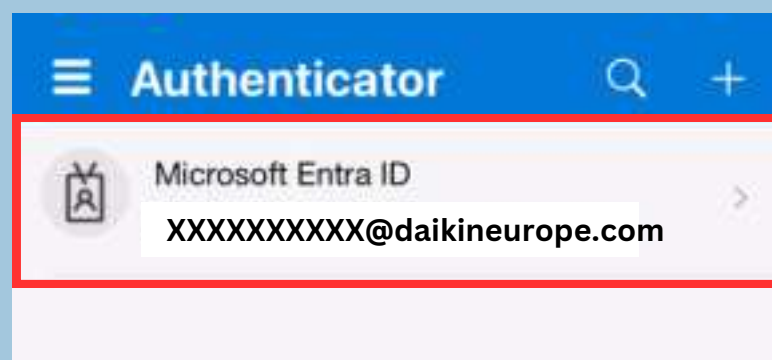Pair your account to the app by clicking this link.

Show QR code

Back   Next

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

Click on **"Allow"**.

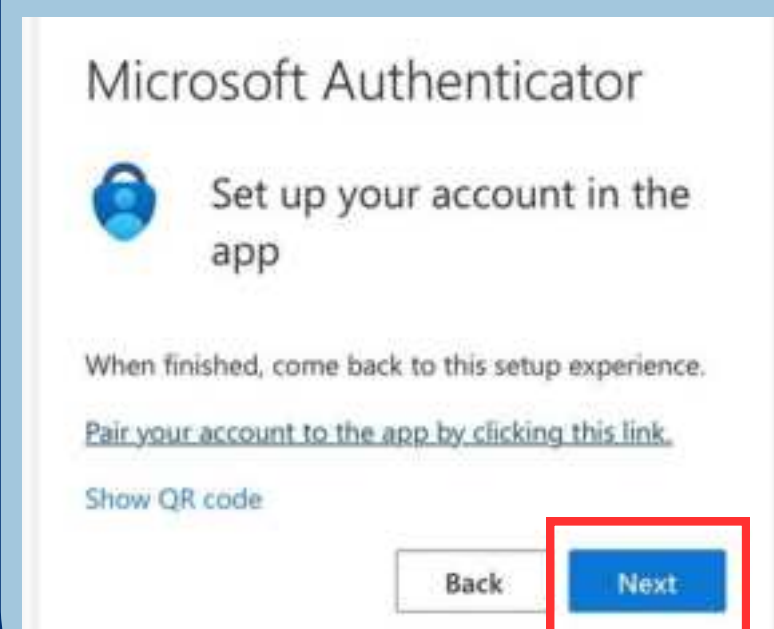Sta niet toe | Allow
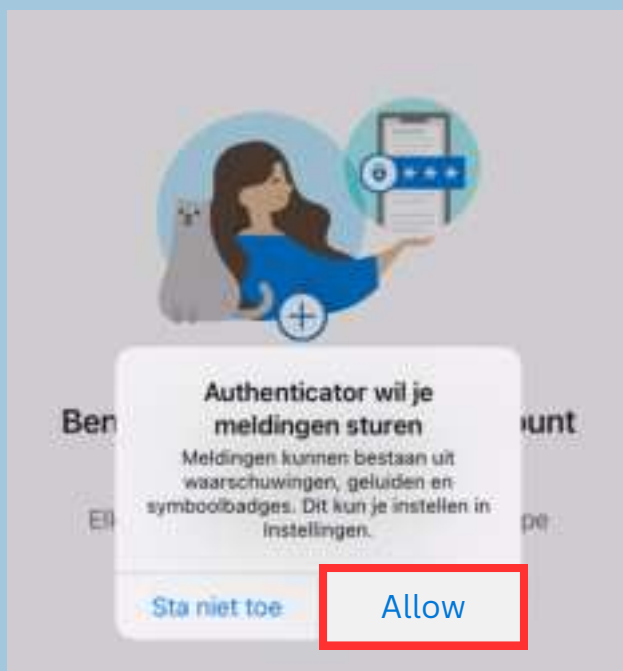
7 Your Daikin email will automatically be added in the Microsoft Authenticator app.

☰ **Authenticator** 🔍 +

Microsoft Entra ID
XXXXXXXXXX@daikineurope.com

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

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

Microsoft Authenticator

Set up your account in the app

When finished, come back to this setup experience.
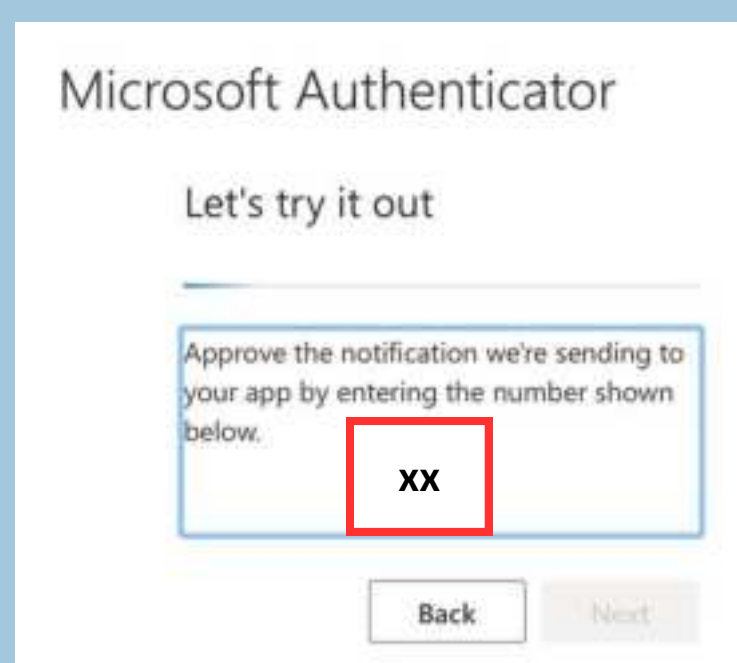
Pair your account to the app by clicking this link.
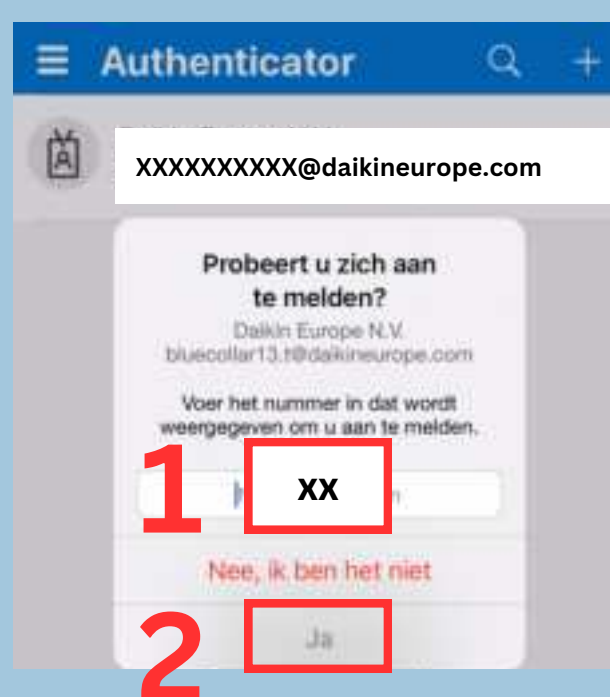
Show QR code

Back | **Next**

9 Receive a code to continue.

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

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

XX

Back | Next

10 Go to the Microsoft Authenticator app again.

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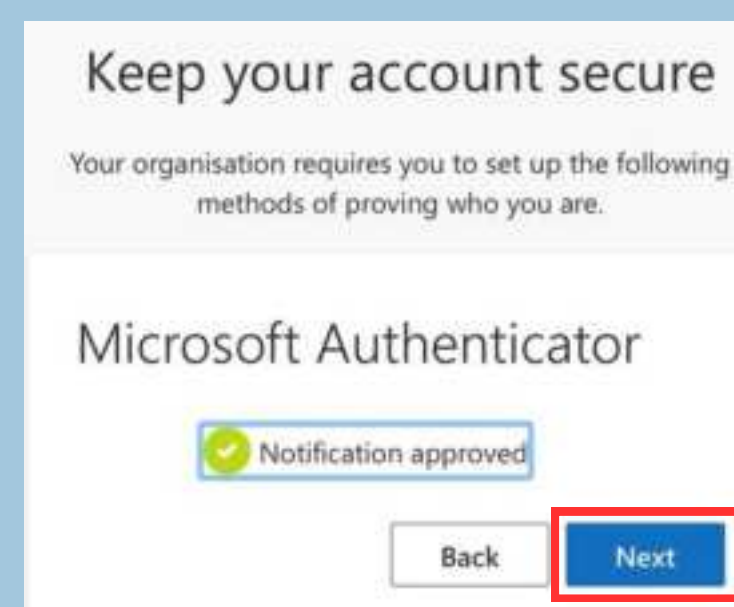
2. Click on "**YES**".

☰ Authenticator 🔍 +

XXXXXXXXXX@daikineurope.com

Probeert u zich aan te melden?
Daikin Europe N.V.
bluecollar13.t@daikineurope.com

Voer het nummer in dat wordt weergegeven om u aan te melden.

1 **XX**

Nee, ik ben het niet

2 Ja

11 Return to the page from which you got the code.

You will find the screen below.

Click "**Next.**"

Keep your account secure

Your organisation requires you to set up the following methods of proving who you are.

Microsoft Authenticator

✅ Notification approved

Back | **Next**

12 Microsoft Authenticator app registration is complete!

You will find the screen below.

Click "**Done**."

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:

👤 Microsoft Authenticator
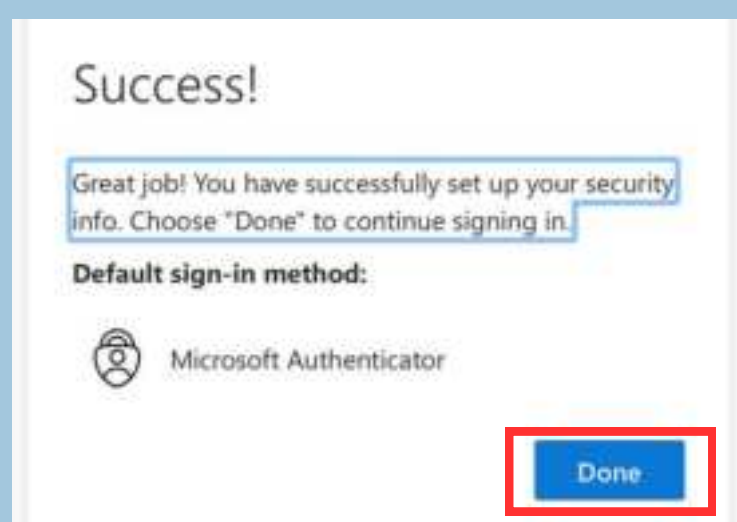
Done

13 ## 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

14 **You have succesfully set up your Daikin account and also the Microsoft Authenticator.**

Go to step 3 to install the UKG PRO app.

✓

Install the UKG PRO app

1 **Scan the QR Code and download the UKG PRO app.**

Iphone?
Scan here

Android?
Scan here

OR

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

Iphone? Go to the App Store.

Available on the
App Store

Android? Go to Google Play.

GET IT ON
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**".

Balance your life and your work

Stay on top of your schedule, punch in, or ask for some well-deserved time off, all in one place.

Next

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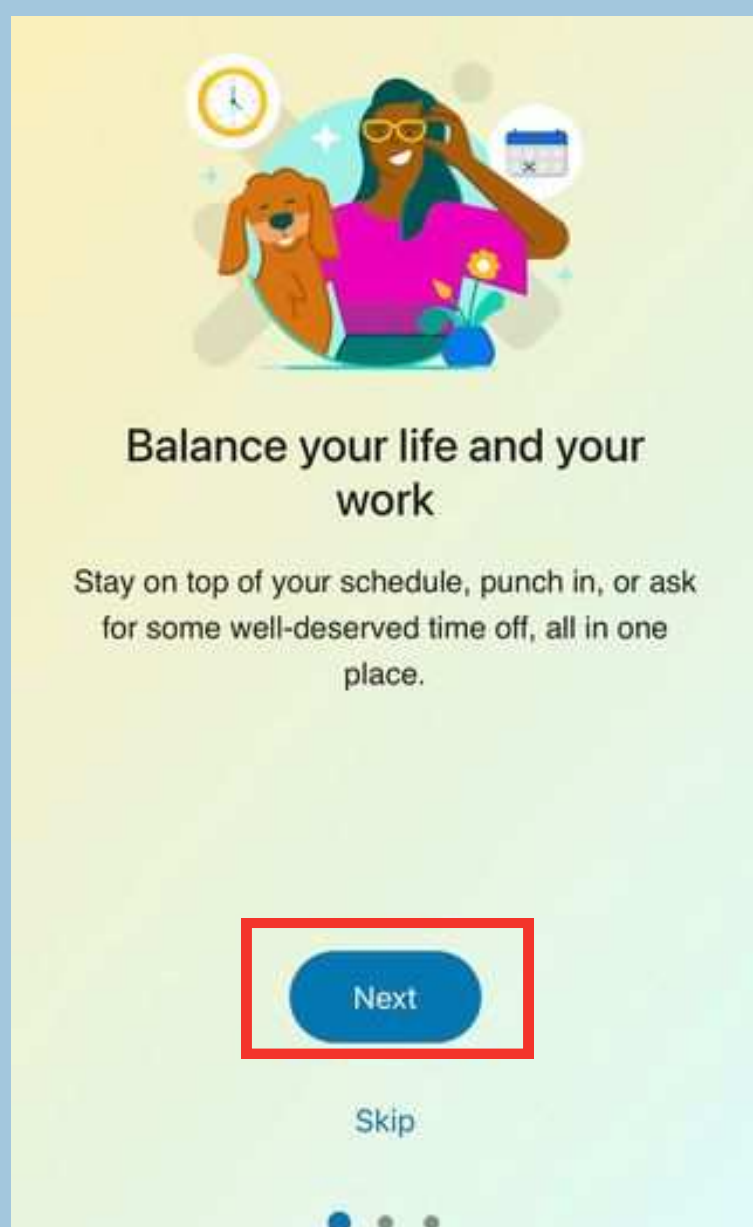
It is possible that you will have to click on "**Next**" multiple times before you see the next step.

4 **Click on the QR code icon.**

ÜKG
Welcome to UKG Pro

Access Code or URL *

Continue

What is an access code or tenant URL?

Support
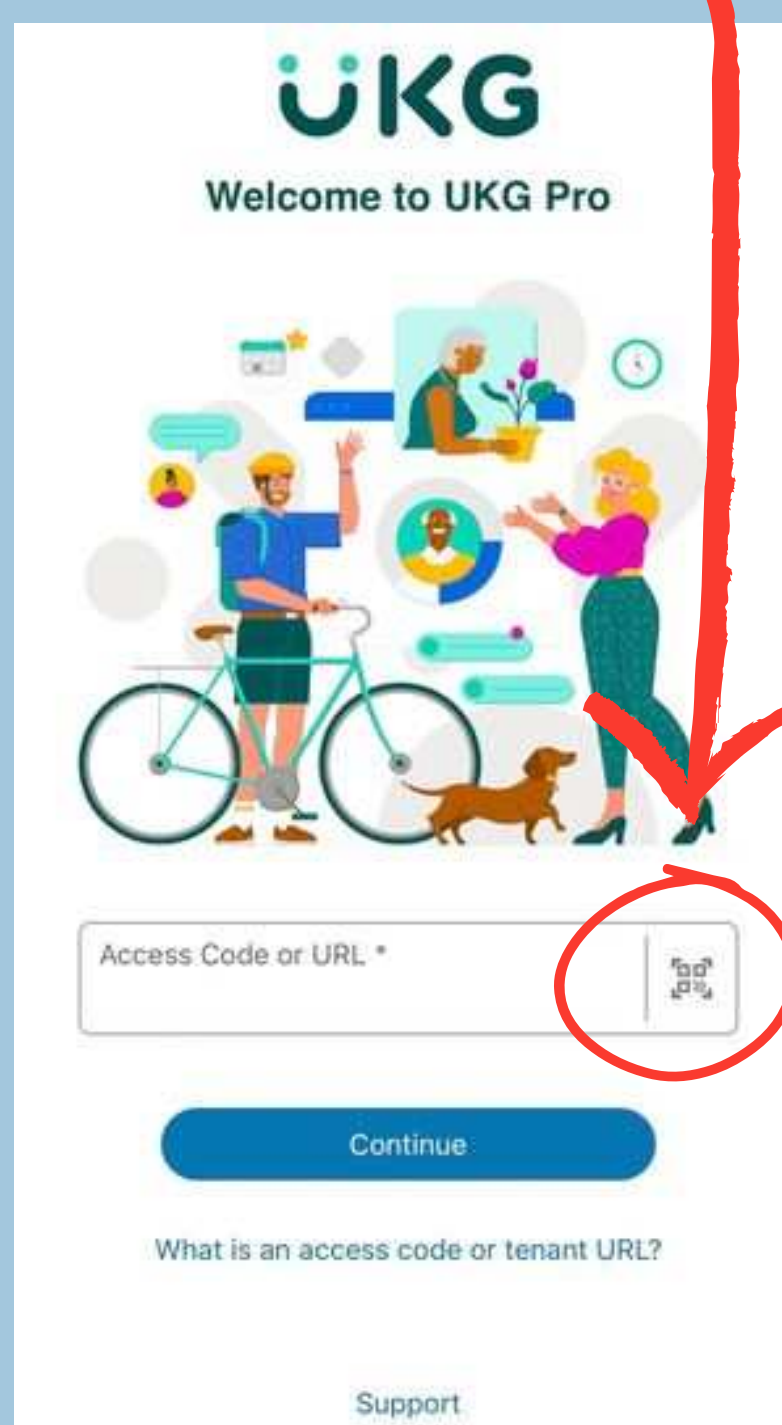
5 **Scan the QR code and click on "Continue"**

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

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

Access Code or URL *
//daikineurope-sso.prd.mykronos.com

Continue

6

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

7

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

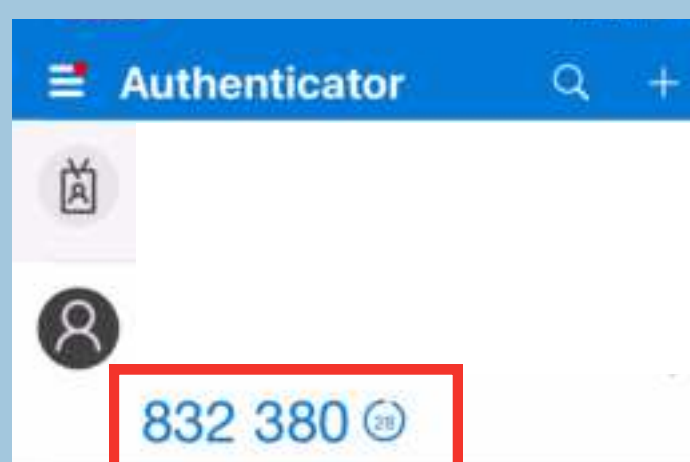☐ Don't ask again during the next 60 days

Meer informatie

Annuleren | Verify

8

Open The Microsoft Authenticator app.

Authenticator vergrendeld

You will get a 6-digit code

≡ Authenticator 🔍 +

832 380 ⓘ

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
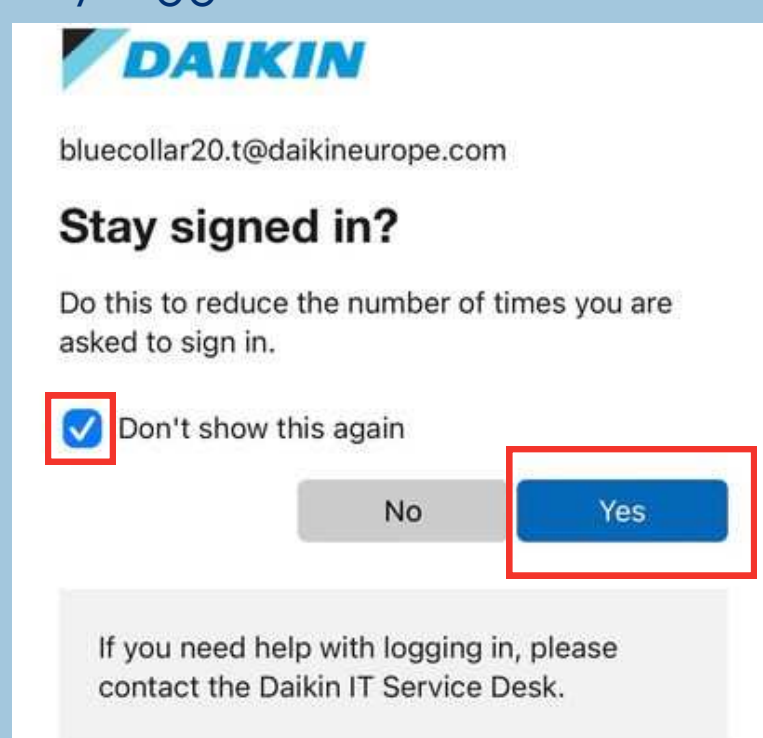
2 ☑ Don't ask again during the next 60 days

Meer informatie

3 Annuleren | Verify

10

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.

11

You are logged in in the UKG Pro app!

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

XX Welcome back

My Time Off | My Schedule

My Notifications | Beschikbaar verlof