

How to use our app:

A quick overview of the app and how to register your work time

The app 'MineApps' is a simple and convenient way to register your work time and track your hours. In this video, we will show you how to use our app and make the most of its features. You can use our app to register work, and record your start and end times as well as bonus time.

We want to highlight that the app does not support english, therefore some of the words in this guide will be the danish word, to better guide you through the app.

Getting started

First, download 'MineApps' from the app store and log in using your MitID, a secure and easy way to verify your identity online.

The image shows the login screen of the 'Mine Apps' application. At the top, the title 'Mine Apps' is displayed. Below it, there are two buttons: 'NEM ID' and 'Mit ID'. The 'Mit ID' button is blue and features a person icon. Below these buttons, there is a separator line with the word 'eller' (or) in the center. Underneath, there are three input fields: 'Brugernavn' (Username), 'Adgangskode' (Password), and 'Mobilkode' (Mobile code). At the bottom left, there is a checkbox labeled 'Husk mig' (Remember me). At the bottom right, there is a green button labeled 'Log på' (Log in). Below the 'Log på' button, there is a link that says 'Skift adgangskode?' (Change password?).

If you don't have a MitID, you can create one on the MitID website. Once you log in, you can access your dashboard.

After your first login there are a few alternative login options you can setup such as faceID.

If you head to the menu, which is the three horizontal lines in the corner, you can then chose to activate or deactivate fingerprint and face id in the menu. This is optional.



It is important that you also read the safety terms for usage. This is also found under the menu.

Templates for hours

On the homepage you can find 'Mine timer' (My hours) where you register your working hours. If you are using a Android phone you must swipe left to see it.



Mine Apps



Mine Timer

Her kan du indberette timer og tillæg og sende det til godkendelse.

The first time you register your working hours, you need to chose your templates (Skabeloner).

You chose templates by navigating to the menu in the left corner.



Choose skabeloner (templates), you will now have the option to put checkmarks in the templates you need to use. You need to check all of the templates except the 'Testpersonale, podning, corona'. Pres Gem (safe) afterwards to safe.

The app should automatically take you to the homepage afterwards.

Vælg timer og tillæg		
<input type="checkbox"/>	Normaltimer	?
<input type="checkbox"/>	Testpersonale, podning Cor...	?
<input checked="" type="checkbox"/>	§32/§84 Timeregistrering	?
<input checked="" type="checkbox"/>	§32/§84 Aften 17 - 23	?
<input checked="" type="checkbox"/>	§32/§84 Nat 23 - 06	?
<input checked="" type="checkbox"/>	§32/§84 Lørdag 08 - 24	?
<input checked="" type="checkbox"/>	§32/§84 Søndag/SH 00 - 24	?

Registering your time

Now to register your working hours, navigate to 'my hours' and press the green plus in the top right corner.

☰ **Mine Timer** +
§41 m.v., Aflastningsperson, 118124
Måned-/timeløn

You should now see the templates you need to register your hours. Choose the date you want to register the hours on and enter all your working hours in 'Normal timer' (Normal hours).

< **Ny timeregistrering**
§ 84 Aflastning, Testperson, 124197
Måned-/timeløn

< **Torsdag 09.11.2023** >
Planlagt arbejdstid: Fejl

Then proceed to register bonus time, so any hours that were evening, night or holiday. The time periods for bonus times are written on each line.

< Ny timeregistrering

§ 84 Aflastning, Testperson, 124197
Måned-/timeløn

< **Torsdag 09.11.2023** >

Planlagt arbejdstid: Fejl

Normaltimer	+
§32/§84 Timeregistrering	+
16:00 ↻ 20:00 ↻	×
§32/§84 Aften 17 - 23	+
§32/§84 Nat 23 - 06	+
§32/§84 Lørdag 08 - 24	+
§32/§84 Søndag/SH 00 - 24	+

Send

If you worked across midnight you need to divide the hours in two. The first part must be registered from start until 24.00 including the bonus time and the second part must be registered the next day from 00.00 until end of work including the bonus time.

< Ny timeregistrering

§ 84 Aflastning, Testperson, 131451
Måned-/timeløn

< **Torsdag 15.02.2024** >

Planlagt arbejdstid: Fejl

Normaltimer	+
16:... ↻ 00:... ↻	×
§32/§84 Aften 17 - 23	+
6,00	×
§32/§84 Nat 23 - 06	+
1	×
§32/§84 Lørdag 08 - 24	+
§32/§84 Søndag/SH 00 - 24	+

Send

When you are done registering the hours for that day you need to press 'send'. We will now be able to see your hours and approve them.

All of your entered hours will appear on a list, you can edit and add comments to these as long as they have not been approved by us yet because approval will lock the entry.

NOTE: Your hours must be entered by the 13th of the month at the latest, to ensure payment at the end of the month.

Follow the progress of your entries:



When you have entered your hours, a blue logo will appear in the overview



When your hours have been approved, a green logo will appear in the overview



If your hours are rejected, a red logo will appear in the overview and a comment will appear on the report.

Useful information about time registration:

- Your normal hours are always **all your working hours**.
- It is your responsibility as a reliever to enter your additional hours. It will e.g. be hours between 17-23, night, Saturday or Sunday/holiday hours. These should be added as an extra line in addition to your normal hours.
- Additional hours must be added to the same registration as normal hours. This means that when you add normal hours, you afterwards add an extra line to your additional hours. (See guide for example, under "Registering time")
- The option to attach comments to the time registration must only be used if it is relevant for the payment/approval of the hours. Therefore, no questions or anything else must be asked in this field. Instead, contact Ditte Vestergaard.