



M&O IT – WFM / QR CODE GUIDE

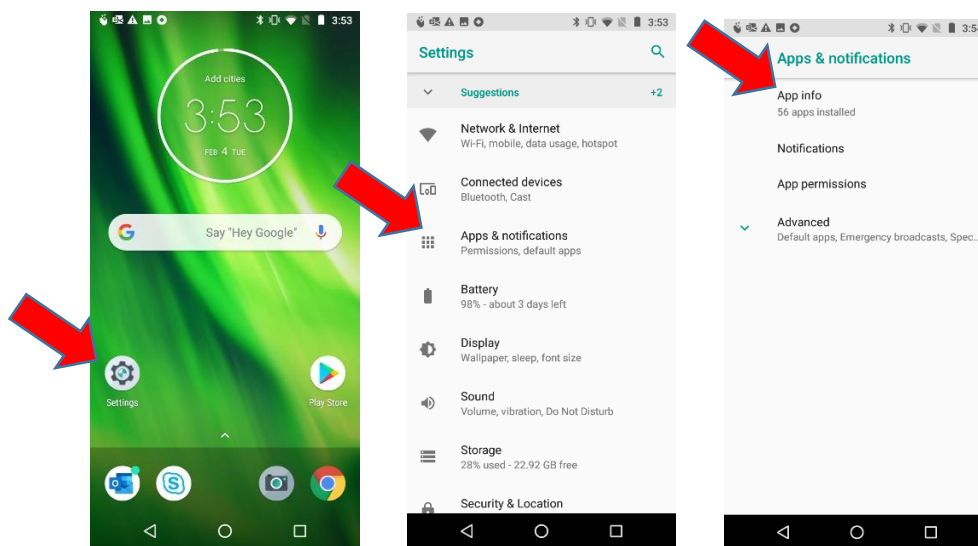
HOW TO SET UP QR CODE CHECK IN FOR WFM
MOBILE

How to check in using a QR code

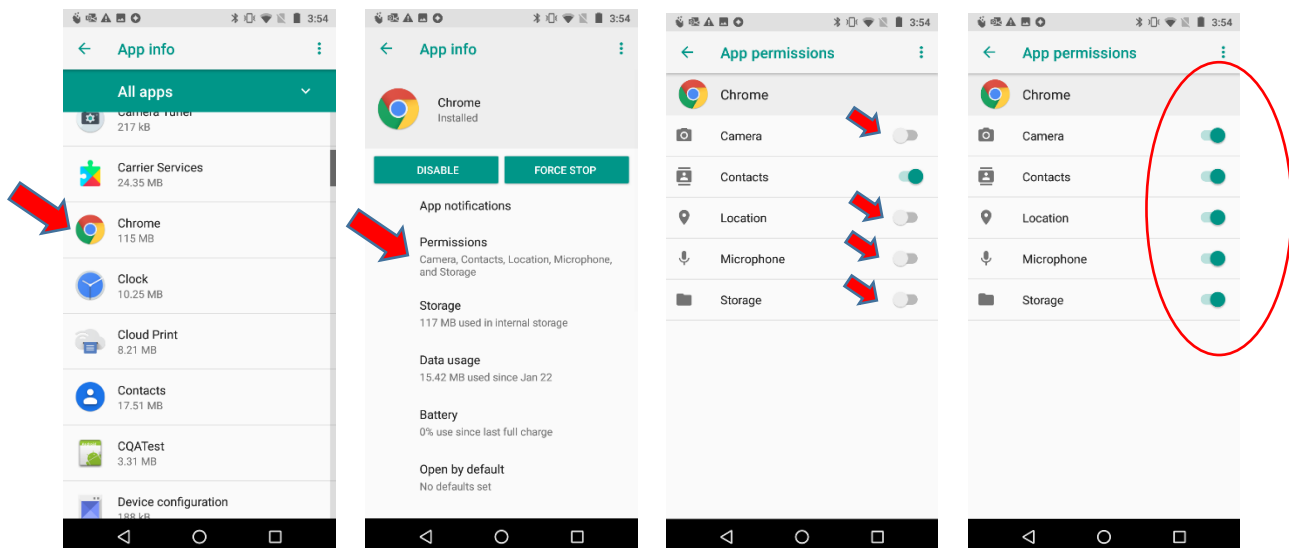
Background: The following instructions are for checking in and out of LAUSD sites using the QR Code feature in WFM Mobile.

Step 1: Preliminary permissions set up for Google Chrome.

To allow the WFM QR scanner to function, we first need to set up permissions in order to let the application use the camera on your device. Open the settings application and select “apps & notifications”. Then, click on “App Info”.



Search for the Chrome application on the following list and click on it. Select “Permissions” and toggle all the switches to the on position as shown below. This will allow your device to use the camera to scan QR codes.



Step 2: Log in to the Workforce Manager application

Open the WFM application on the home screen of your phone, and log in using your single sign-on (SSO) username and password. Make sure to click the 'save' option.

The image displays two screenshots of a mobile application interface, likely for a Workforce Manager (WFM) application, showing the login process and the resulting dashboard.

Left Screenshot (Login Screen):

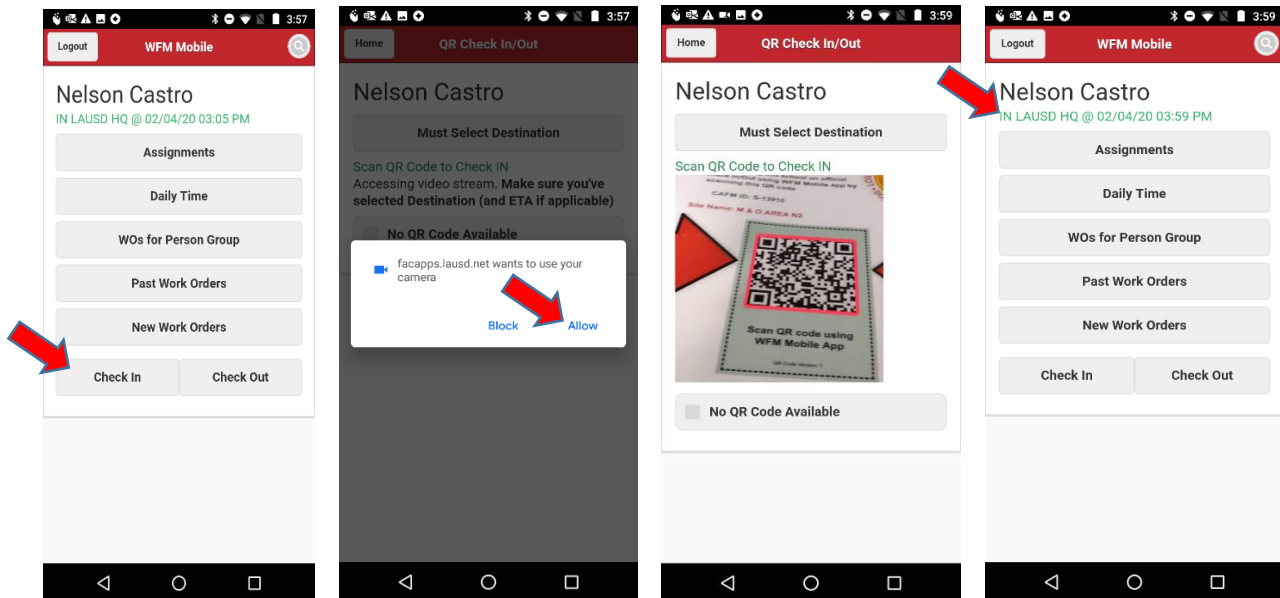
- URL: `facapps.lausd.net/ords`
- Instructions: **Use single sign-on. Do not include @lausd.net**
- Username field: `N.castro`
- Password field: Masked with dots
- Log In button: A red arrow points to this button.

Right Screenshot (WFM Mobile Dashboard):

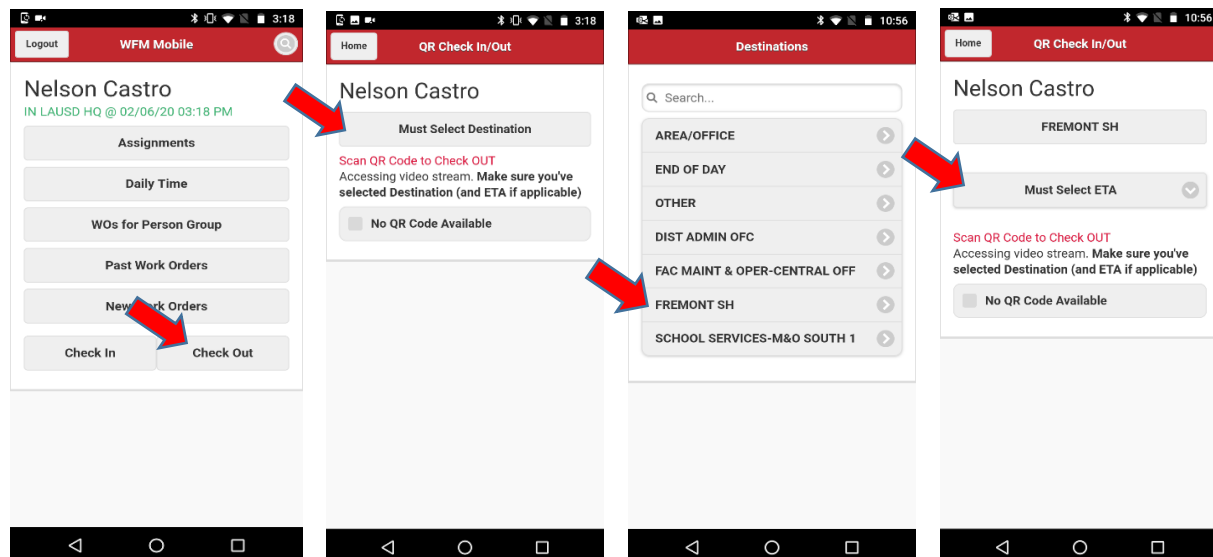
- Header: **WFM Mobile** (Logout button)
- User Name: **Nelson Castro**
- Status: **IN LAUSD HQ @ 02/04/20 03:05 PM**
- Menu Items: Assignments, Daily Time, WOs for Person Group, Past Work Orders, New Work Orders, Check In, Check Out
- Save password? dialog: A red arrow points to the **Save** button.

Maintenance & Operations IT – WFM - QR Code Check-in Guide

To **check in** to your work site, click on the “Check in” button (Note, that when using this method of checking in you must be in a location with access to a printed QR code which will be displayed in a visible and easily accessible area at each site). Press on the “allow” option to continue. Use the QR scanner (camera) to scan the nearby QR code. This will check you in to the site.

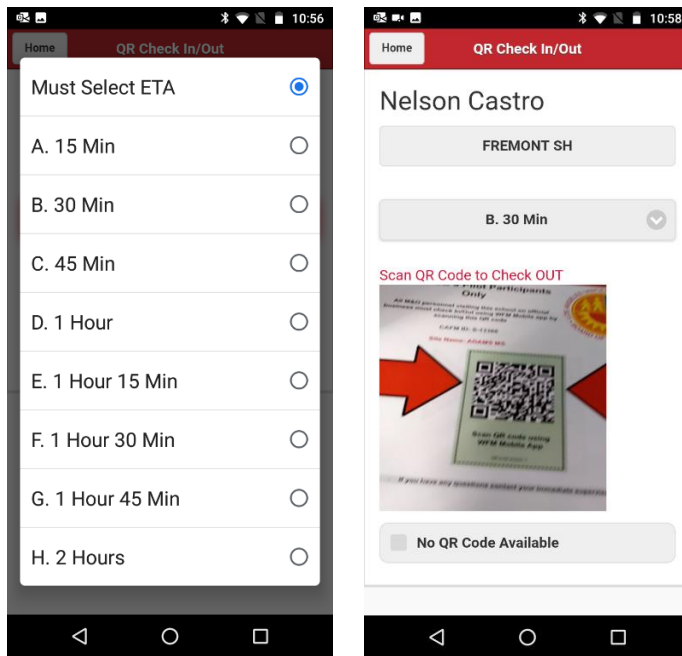


To **check out** from a location, you have to press the “check out” button located on the home screen of the WFM application. You will be given two options. Press the “must select destination” button to open and select destination options. After you select your destination, click on “Must select ETA”.

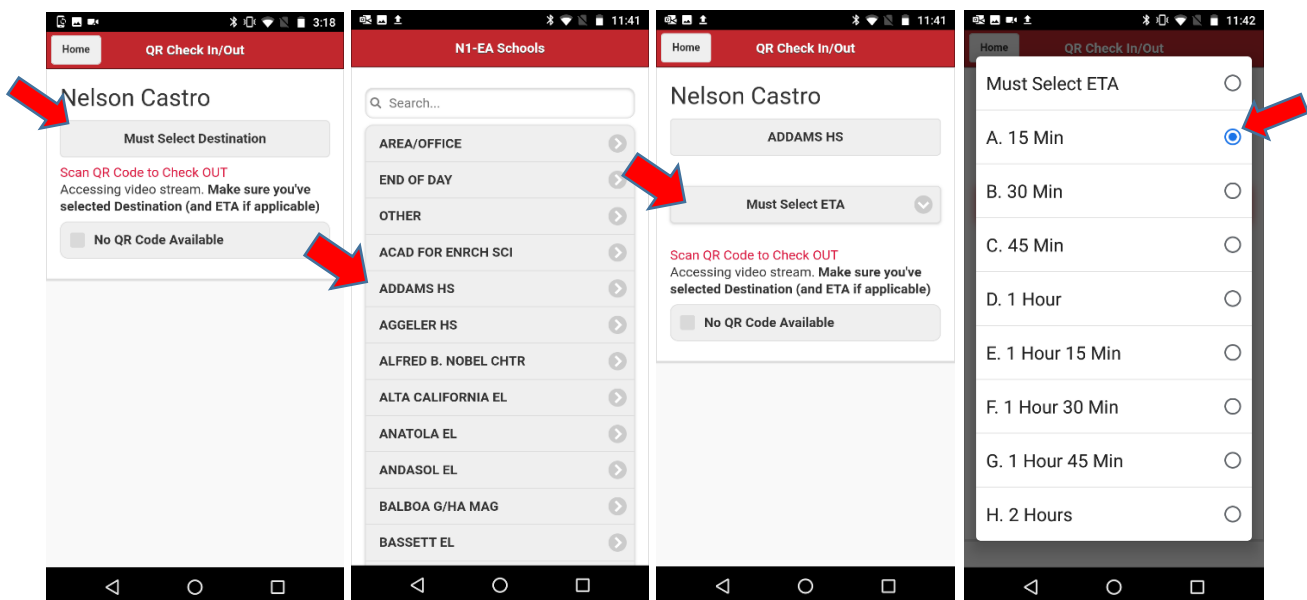


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Select the most appropriate ETA for your destination, then scan the QR code to Check out.

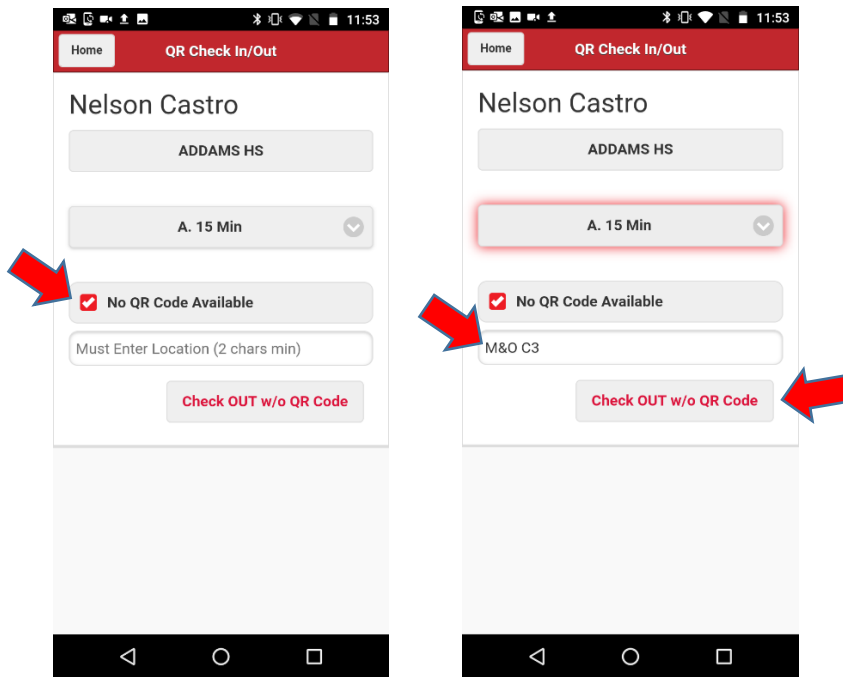


The **second option** is used when you cannot locate a QR code to check out with. Press the “check out” button. Click on the “must select destination” button, then select the most appropriate destination. Then select “Must select ETA”, Then make your ETA selection.



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Then select the “No QR Code Available” check box and type in your current location (i.e. M&O C3). This has to be the location you are checking out from. Press the “Check OUT w/o QR Code” button to check out.



Finished.

Should you have any questions on this guide, please contact the Elmer Cortez (elmer.cortez@lausd.net / 213-241-1515), Mark Merrick (mark.merrick@lausd.net / 213-241-8620), John Herweg (john.herweg@lausd.net / 213-241-1127), Nelson Castro (n.castro@lausd.net / 213-241-8764) or Rick Peterson (richard.peterson@lausd.net / 213-241-6274).