

User guide



Adapted to routines for farm relief workers in NLT

Her er din innlogging til ProResult (timeregistrering mv). Har du allerede installert ProResult-appen, trykk på Engangskode og angi koden: [99816](https://proresult.no/m/codelogin.php?code=99816&Redirect=%2Fm%2F)
Hvis ikke, trykk på denne linken: <https://proresult.no/m/codelogin.php?code=99816&Redirect=%2Fm%2F>

HOW TO LOG IN TO THE APP?



Download the ProResult app from the App Store or Google Play.



When you have downloaded the app, **choose One**-time code as login method and enter the 6-digit code you got by SMS. (see example on the left) You then choose your own password

Username username from the SMS message

Password

choose your own password at first login

Company ID

renneb

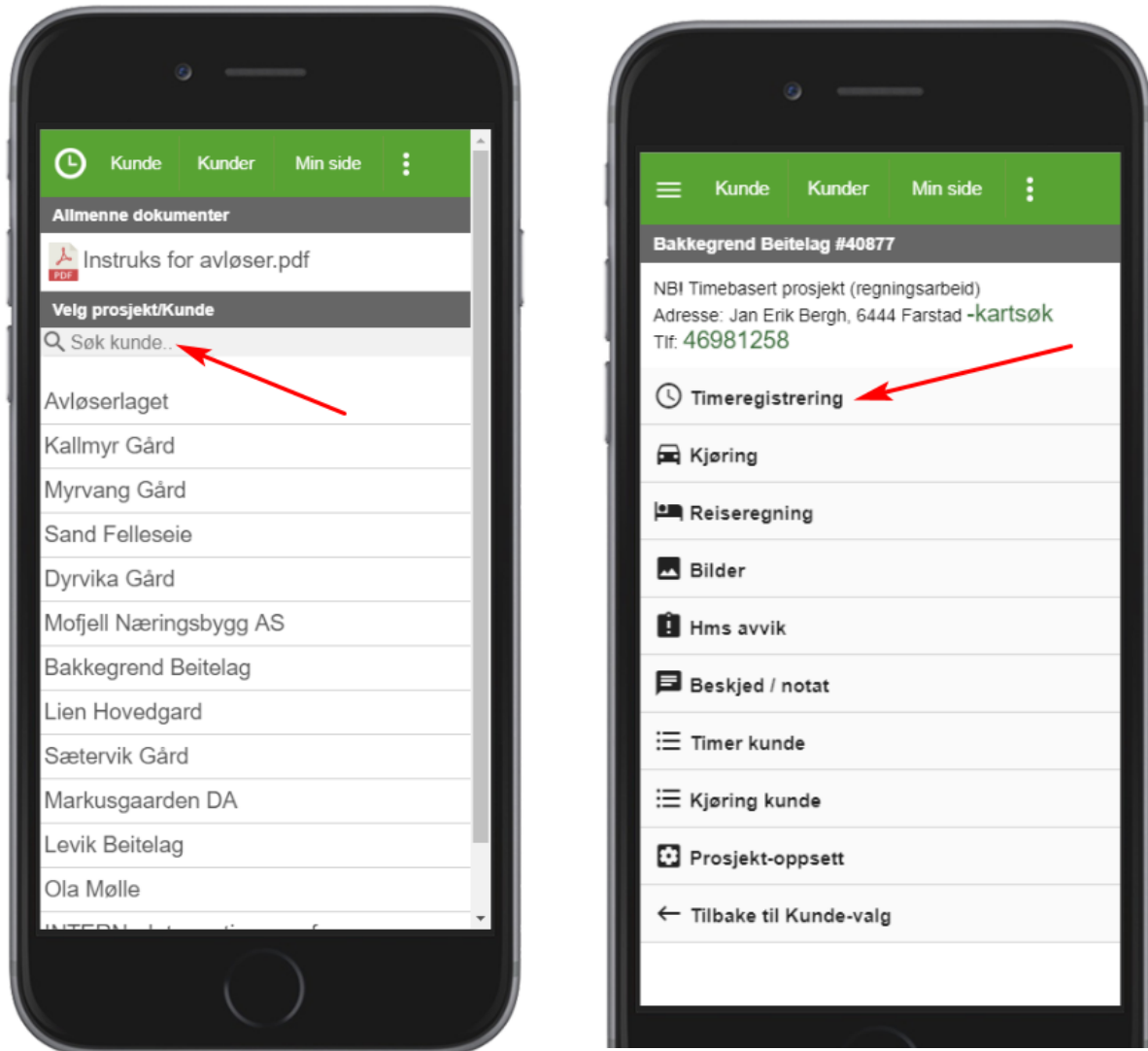


AFTER LOGIN – CONFIRM THAT YOU HAVE READ THE INSTRUCTIONS THERE (only the first time)

AFTER LOGIN – CHOOSE CUSTOMER

Search for the customer you have worked for. The last customer used will always be at the top of the list. You can search for part of the customer's name in the search field (for example bakk).

Then click Time registration



Dato.
03.09.2018

Arbeid

Ferie/fritid

Sykdom

Andre oppdrag (beskriv)

Kommentar

Antall timer

☐ Delt dag

herav timer helg, tim
0

herav timer helligdag, tim
0

KM avløser
0

Fra+retur

Til+retur

☐ Dagsats (kun etter avtale)

BEKREFT - FØR TIMER

TIME REGISTRATION

The registration screen follows the same routines you know from the paper timesheet. Fill it in the same way, and write in the "Comment" field if you are unsure about something or want to give the office a message

Today's date is selected by default. Click the date field if you need to enter another date, and a calendar will appear

Choose type of work to split the hours between different kinds of work. Ask the customer if you are unsure! Comment: Here you can write your own information about the job.

Enter the total number of hours for the work in question.

Only fill in the rest of the fields below number of hours **ONLY if it is agreed with the customer:**

Tick any supplements, day rate or split day
Of which weekend hours Of which public holiday hours

Km farm relief worker – how many km you have driven
From–to – here you write where the trip started and where you drove to and from

Click "Confirm – Register hours"

The hours are now registered. But it is important that you also send a reminder to the farmer to approve the hours when you have finished registering the hours for a pay period (see next page).

IMPORTANT: for pay and invoicing to be correct, you must look over and check the registration before you click "Confirm – Register hours"

MY PAGE / send timesheet for approval by the customer

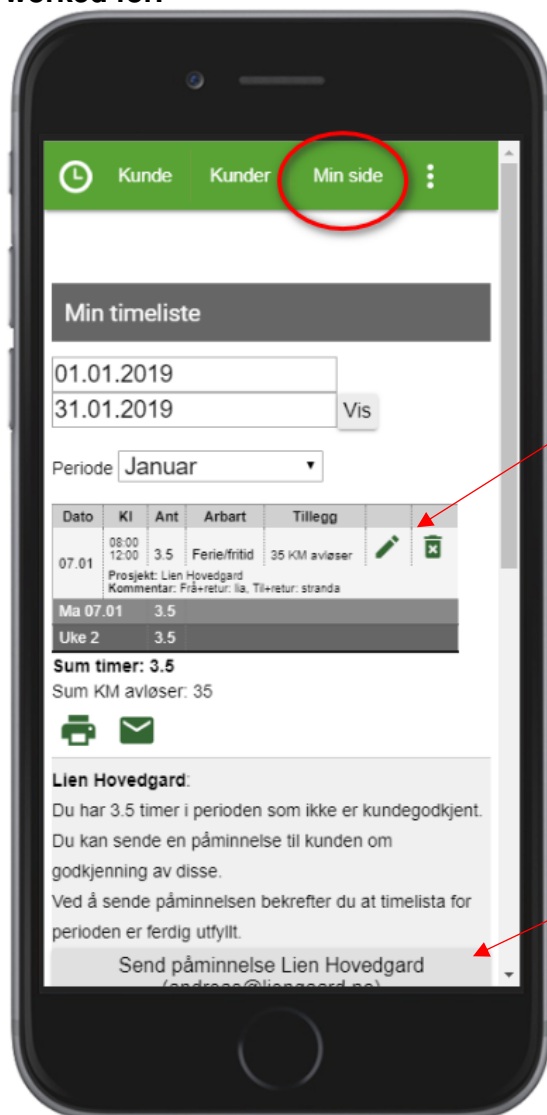
Click "My page" in the menu at the top to see your registrations. Here you can change and delete registrations. If you remember something you forgot, or you have made a mistake, you can change the registration under "My page" – where there is a pencil symbol

If you see a padlock behind the registration, it means it is approved and locked. Then you must contact the office to have it changed or unlocked.

Choose period or from/to date to see the period you want, or choose month in the menu below.

From here you also tell the customer when your timesheet is ready for approval. The customer will then get an e-mail with access to your timesheet and can approve it before it goes to the office for final

approval and payment. When the hours for the month are fully registered:
Press the "Send reminder..." button for each of the customers you have worked for.



To change the registration, click the pencil

Send a reminder to the farmer to approve the hours

**Login on PC: Go to the website
*proresult.no/m***

A screenshot of the proresult login page. The page has a green background. At the top, the "proresult login" logo is displayed. Below the logo are three white rectangular input fields. The first field is labeled "BRUKERNAVN/PASSORD" and is highlighted with a red border. The second field is labeled "ENGANGSKODE". The third field is labeled "GLEMT/MANGLER INNLOGGINGSINFO". Below these fields, the contact information "tlf. 57 82 00 06 - support@proresult.no" is shown. At the bottom, there is a "Språk:" label followed by three flags: Norway, United Kingdom, and Poland.

Same username and password as when you log in to the app on your mobile

After logging in on a PC, you will see the same screen as on mobile. You can freely choose whether to use mobile or PC, or both. A tablet can also be used, either from the app or by logging in the same way as on a PC.

ABSENCE – REGISTER YOUR OWN ABSENCE:

In the customer menu, choose: ABSENCE AND HOLIDAY, and the correct absence category:

Self-certification is for registering absence due to your own illness. It counts at the same time as confirmation/signature on the self-certification form, so you no longer have to hand this in on paper after you are back from illness

Self-certification sick child – adapted for child/child carer – otherwise the same as Self-certification

Sick leave from doctor – Sick leave from a doctor. Enter the absence period

Holiday – You can apply for holiday in the app and it is approved by the administrator. In the Holiday project you have a full overview of your own available holiday days, how many are used, how many are planned, and how many are left



The screenshot shows the 'FRAVÆR OG FERIE/Syk - Egenmelding #3' screen in the Proresult app. The interface is in Norwegian. At the top, there's a green header with a clock icon and tabs for 'Kunde', 'Kunder', 'Min side', and a menu icon. Below the header, the title 'FRAVÆR OG FERIE/Syk - Egenmelding #3' is displayed. The main section is titled 'FRAVÆR OG FERIE/Syk - Egenmelding' and includes the instruction 'Egenmelding. Maks 4 pr år'. There are input fields for 'Fraværsgrunn' (Reason for absence), 'Dato:' (Date) set to '15.01.2019', 'Kl. fra:' (Time from) set to '08:00', 'Kl. til:' (Time to) set to '16:00', and 'Ant. tim:' (Number of hours) set to '7.5'. A green button labeled 'Legg til dag' (Add day) is below these fields. There is a 'Kommentar:' (Comment) text area. At the bottom, there is a confirmation text: 'Jeg bekrefter herved å ha gitt beskjed til arbeidsgiver før starten på arbeidsdagen og for å ha oppgitt riktig fraværsgrunn, dato og timetall over. Denne bekreftelsen gjelder som signatur på egenmeldingsskjema.' (I hereby confirm that I have given notice to the employer before the start of the workday and that I have provided the correct reason for absence, date and number of hours. This confirmation serves as a signature on the absence form.) and a 'Bekreft' (Confirm) button.

NOTE: If you are ill, you must call the office at once. You must also keep the office updated.

Special rules apply for illness during holiday: Call us at once if this happens. If you do not get in touch, it may affect the payment of sick pay.