

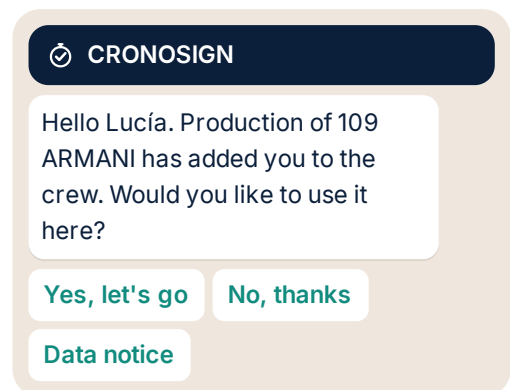
How to use CRONOSIGN on WhatsApp

Clock in, sign your day and get your documents from the chat. Nothing to install.

1 Accept the invitation

Production adds you to the crew with your mobile number and you get a message from CRONOSIGN. Tap **Yes, let's go**.

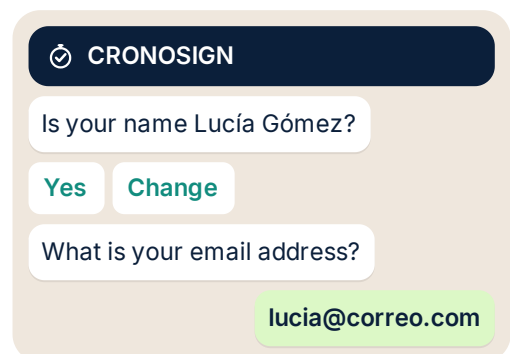
If you tap **No, thanks**, nothing more is sent on WhatsApp and production sends you a link to the app instead.



2 Three quick questions

The chat asks your **language**, checks your **name** and asks for your **email** (you can skip it).

It never asks for ID or bank numbers in the chat.

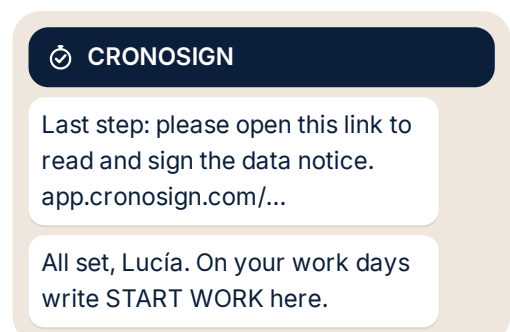


3 Last step in the app (one minute)

Open the link the chat sends you: read and sign the **data notice**. The first time you draw your signature with your finger; after that one tap signs.

If you are on payroll, add your **DNI or NIE** for the legal time record (it is stored encrypted).

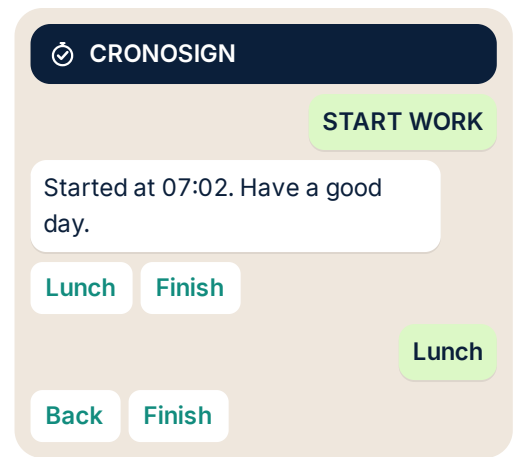
When you finish, the chat says: *All set*.



4 Every work day

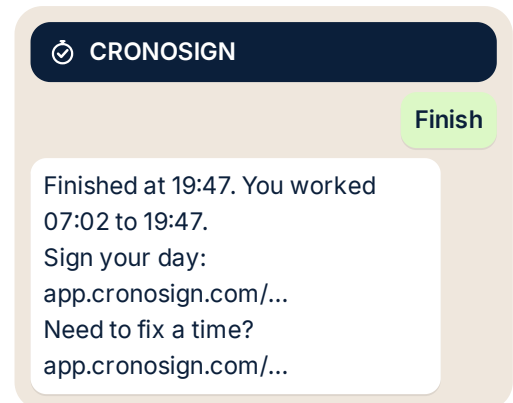
Write **START WORK** when you arrive. Then use the buttons: **Lunch**, **Back** and **Finish**.

The time saved is when you sent it. No signal? Send it anyway: the time you wrote it is kept and production checks it.



5 When you finish: sign your day

After **Finish** you get a summary of your day with two links: **sign your day** (one tap) or **fix a time** if something is not right.

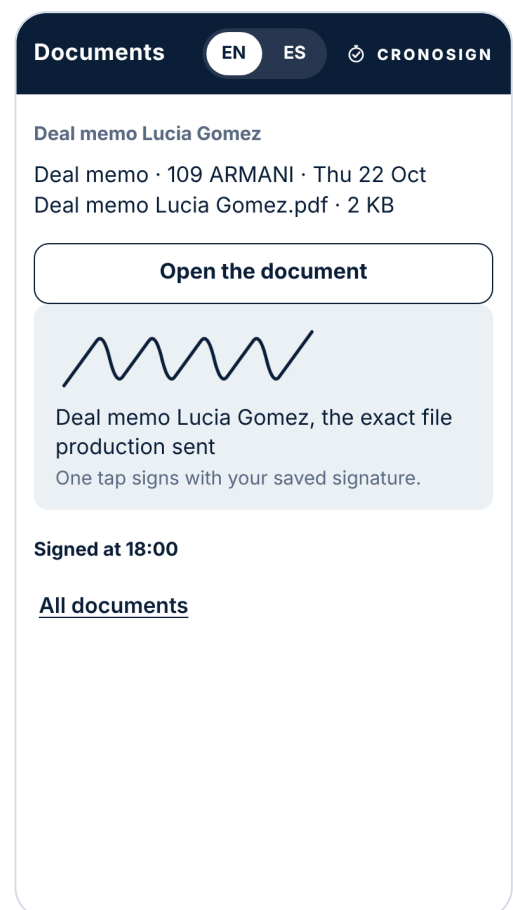


6 Your documents

Call sheets and general information arrive as a file in the chat.

Personal documents (**contracts**, **deal memos**) arrive with an **Open and sign** button: open it, tick *I have read the document* and tap **Sign**.

All your documents are also in the app, under **Documents**.



7 What you can write

WRITE	TO
START WORK	Clock in
Lunch / Back	Lunch break and back
Finish	Clock out
Sign	Link to sign your day
Fix	Link to fix a time
Hello	Where you stand today and your buttons
STOP	Stop CRONOSIGN messages on WhatsApp

WhatsApp is optional. You can also clock in in the app, on the iPad at unit base with your PIN, or with the QR on site. WhatsApp never keeps your location. More in the data notice in the app.