

BIMSA

The office automation system mobile login operation guide

2024.12.17



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Download and install the mobile APP

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Mobile configuration and login account

3

Hardware binding

4

Attendance system





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Download and install the mobile APP

Install the latest mobile office M3 mobile terminal

- (1) Android and HarmonyOS: Enter m3.seeyon.com in your browser, Or scan the QR code at the bottom left
- (2) Android and HarmonyOS: Search for M3 in the mobile app store
- (3) iPhone: Search in the AppStore "M3" -Click Get Install

Due to the need for functions, please enable permissions such as location, file reading and writing, camera, microphone and so on during installation, and it is recommended to enable all permissions due to different mobile phone systems





Log in with your account and password





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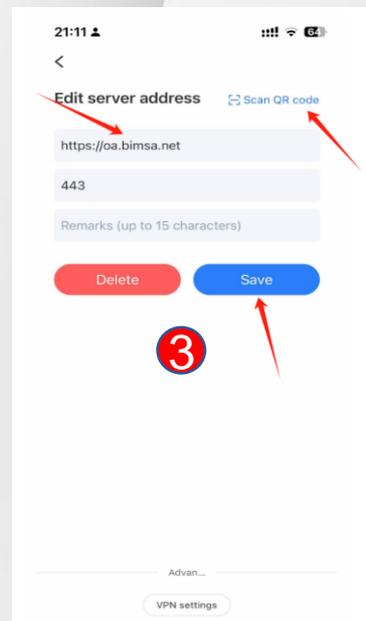
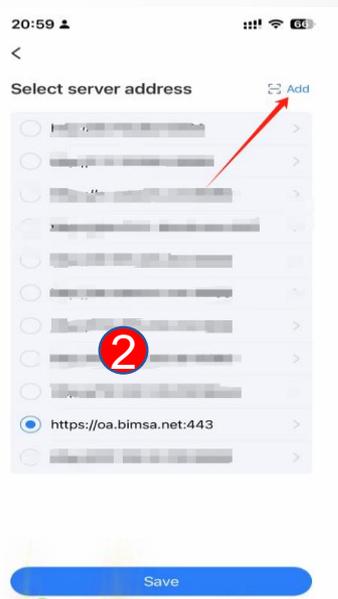
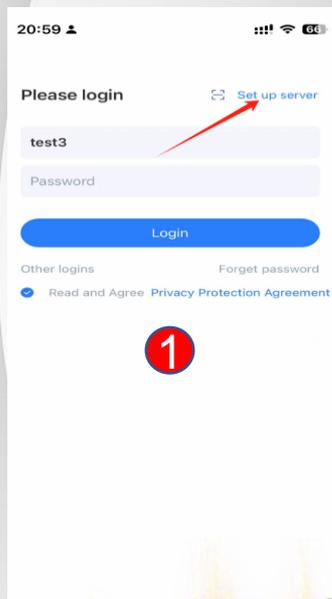
4

Attendance system



Set up the server

- (1) Click "Set up server" ;
- (2) Click "Add" in the top right corner;
- (3) Enter the domain name and port in the red box (domain name: oa.bimsa.net port: 443) or Click "Scan QR code" ;
- (4) It is recommended to click Scan to add, scan the QR code below to add;



4



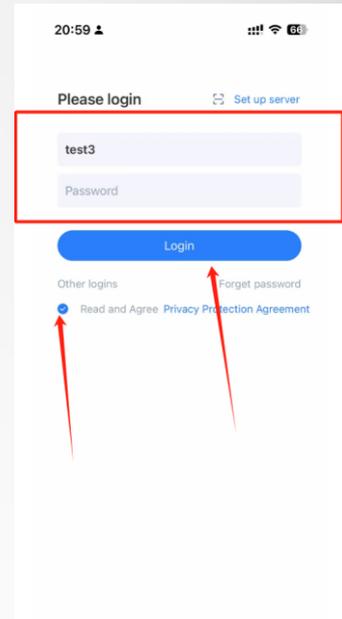
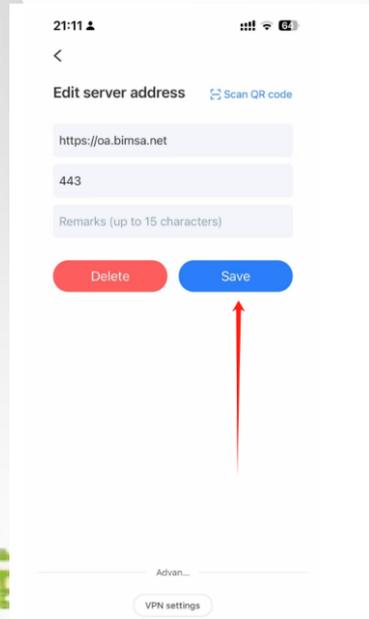
Log in with your account and password

- (1) After the server address is successfully added, click “Save” ;
- (2) After the save is successful, the login page will be automatically returned , Enter your account password (The password is the same as that of the PC web account)

Account: BIMSA Email or your phone number,

Password: Password for logging into id.bimsa.cn (please set it in advance at id.bimsa.cn)

- (3) Click After reading and agreeing “Privacy Protection Agreement” , Click “Sign In” ;



Multiple ways to log in

Support face recognition, fingerprint recognition, gesture password and other ways to log in;

Follow the APP prompts to select the login method, You can also skip it.





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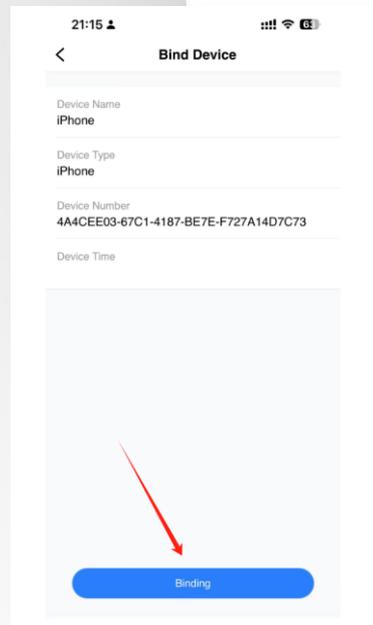
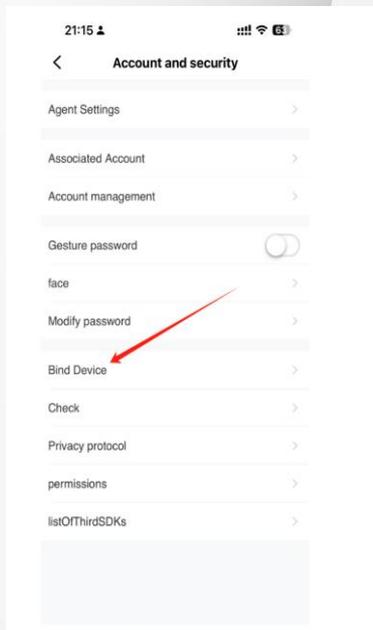
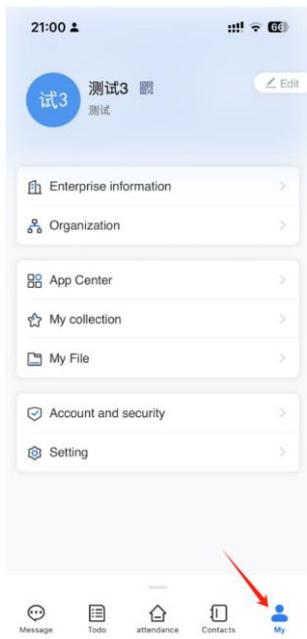
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Attendance system

Hardware binding (For ensuring the security of account information)

- (1) Click on “My” , and then click “Account & Security” ;
- (2) Click “Bind Device” ;
- (3) Click “Binding” , after the binding is successful, you can return to the work interface;

The first device binding does not require administrator review, if you want to bind other devices, it will take effect after the administrator approves it;





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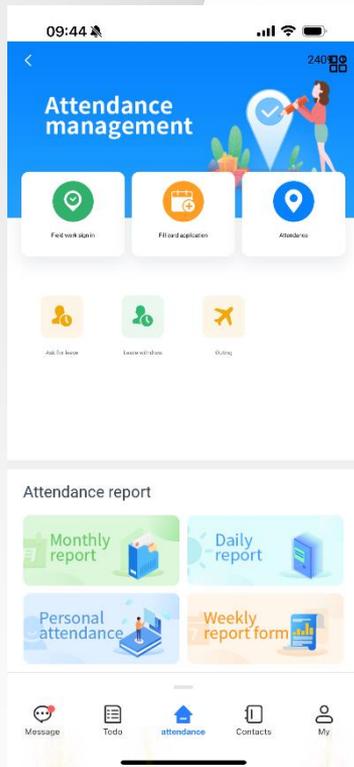
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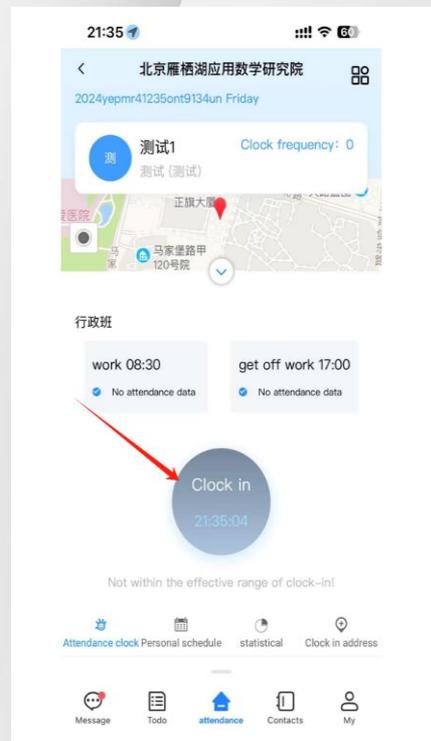
Mobile attendance function

The office locations are as follows: **BIMSA, Shuangqing, Tsinghua University Jingzhai.**



Click attendance clock to enter the page

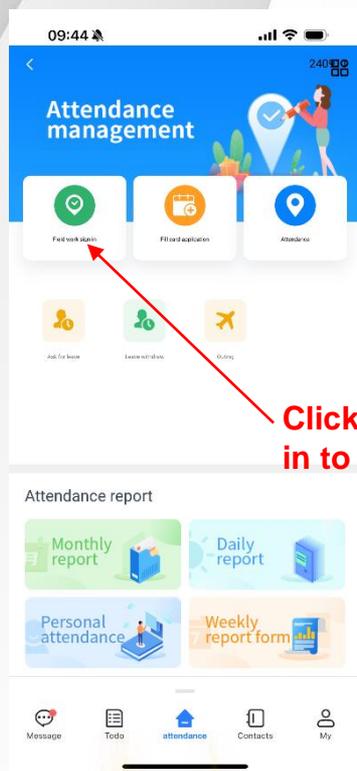
1. First click on attendance to go to that page



Only when you at the attendance clock range you can click the clock in to complete attendance

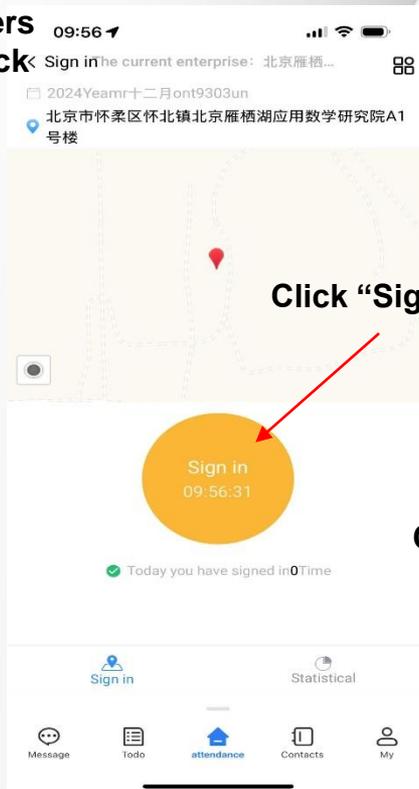
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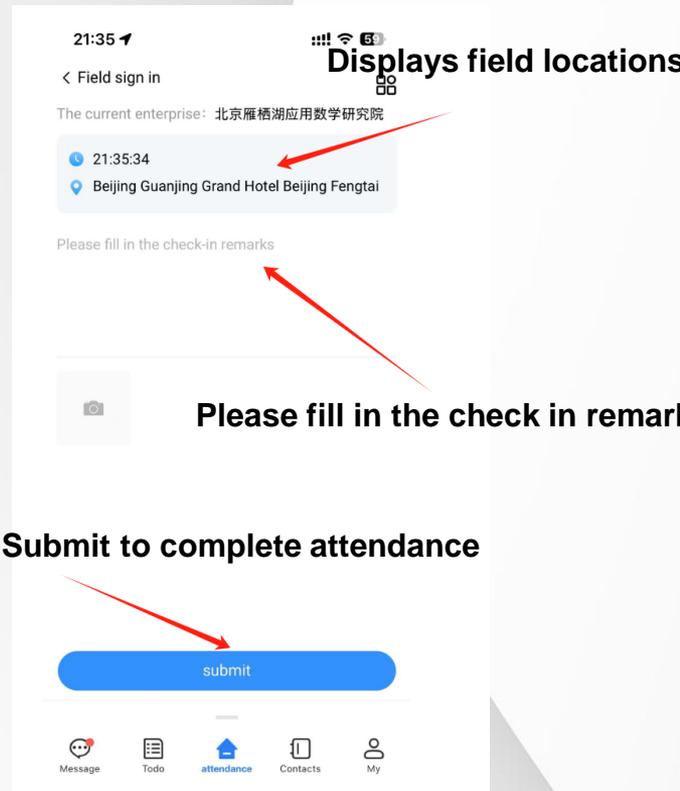


If you are at others areas, please click **Field sign in**

Click Field work sign in to go to that page



Click "Sign in"



Displays field locations

Please fill in the check in remarks

Click Submit to complete attendance