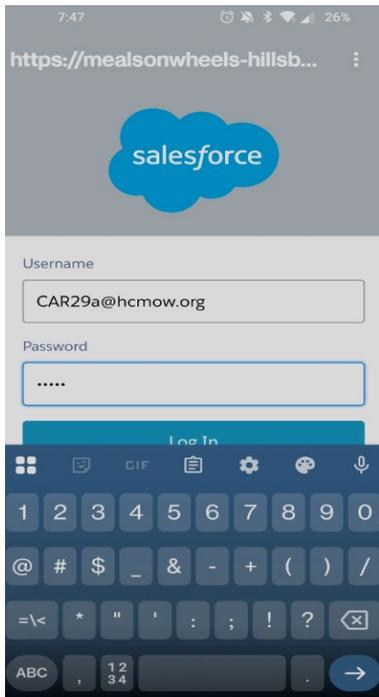


FSL Mobile App User Guide

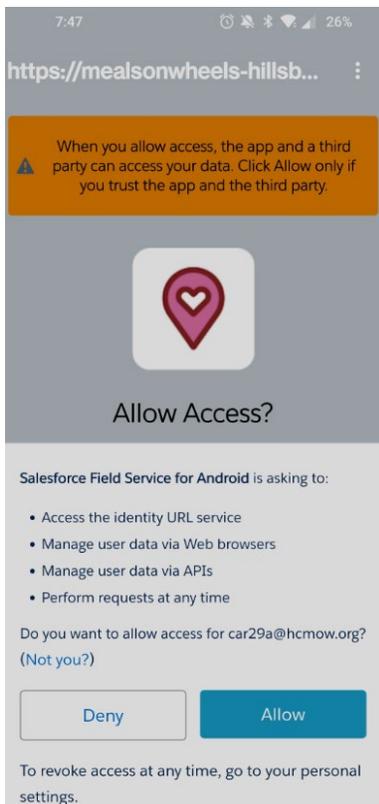


1. Username: Route name@hcmow.org

Examples: car29a@hcmow.org
sac04@hcmow.org
mil02@hcmow.org
grn03@hcmow.org

2. Password: Will change daily.
Is case sensitive.
On whiteboard.

3. Tap Log In

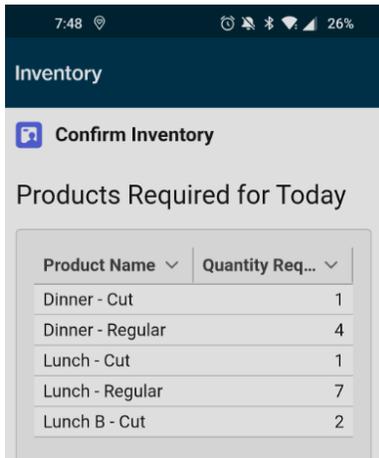


4. Tap Allow Access

Once you tap Allow Access, the next screen will be “frozen” for approximately 20 seconds or so. Be patient, the next screen will appear and you will be able to continue.

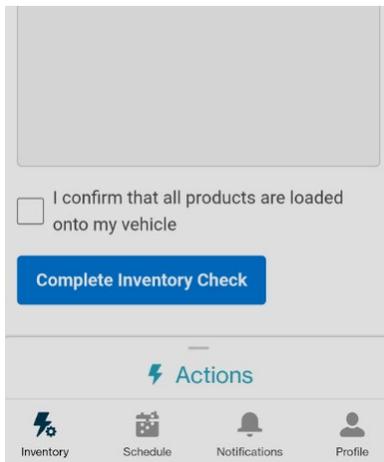
5. Enter Your First and Last Name

6. Tap “Get Products Required for Today”



7. Products will appear.

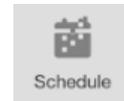
8. **SCROLL to bottom of screen**



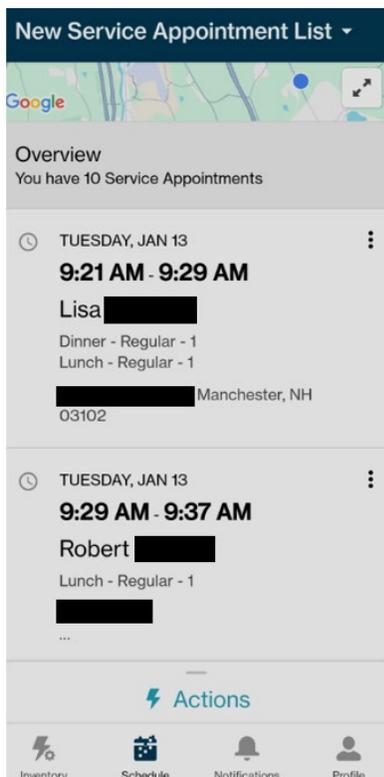
9. Tap box to confirm products

10. Tap Complete Inventory Check

11. Tap **Schedule**



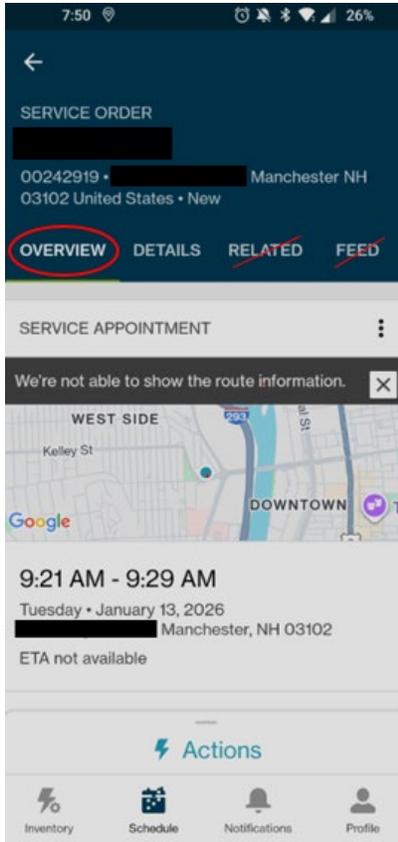
- Found on the bottom on mobile device
- Found on the left on the tablet



Once you Tap Schedule, you will see all your service appointments. Each appointment will show the participant name, products they will receive, and their address.

Please ignore the times for each appointment. There is no time limit per delivery. Please continue to deliver meals at your own pace, the way you always have.

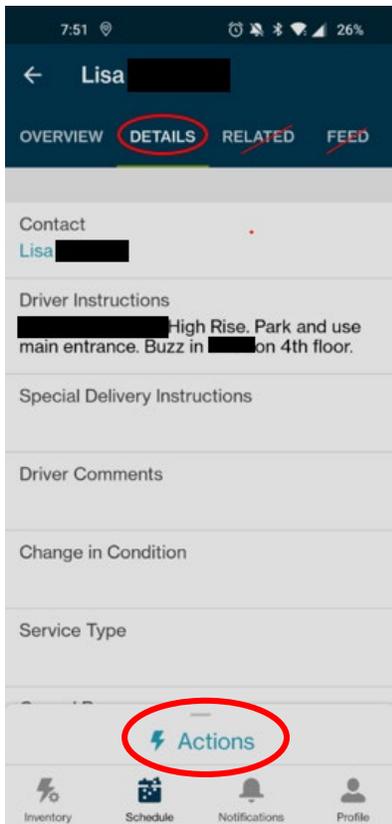
12. Tap on the name of the participant you are delivering to.



Once you tap on a participant's name you will be in their service appointment.

To get directions to their home, you can either tap on the map or scroll down and tap on "Get Driving Directions"

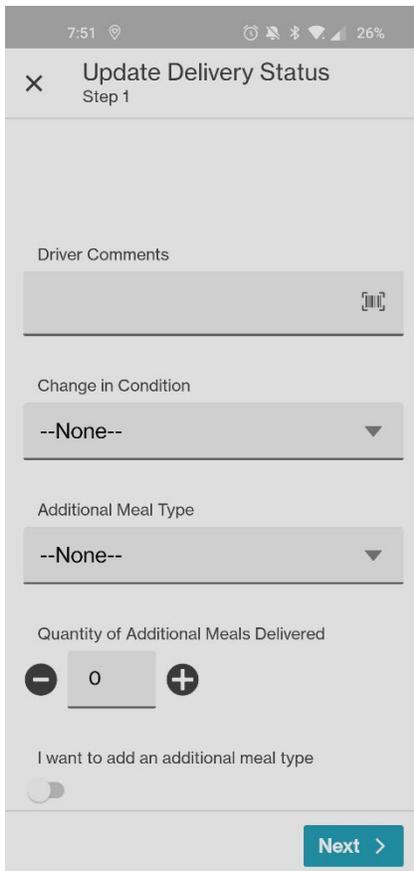
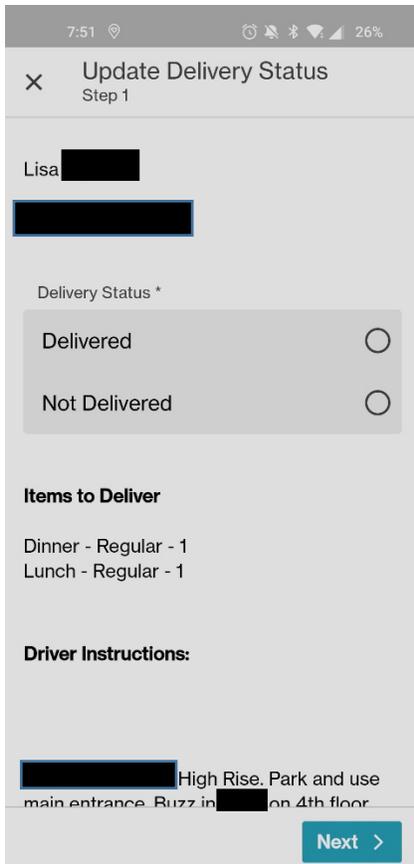
There are 4 tabs. Overview, Details, Related and Feed.



You will only need to use Overview and Details.

You can tap directly on the words Overview and Details or swipe left and right to navigate to either page.

13. From either Overview or Details, tap Actions to record the delivery.



14. For a standard delivery:

- Tap Delivered
- Tap Next

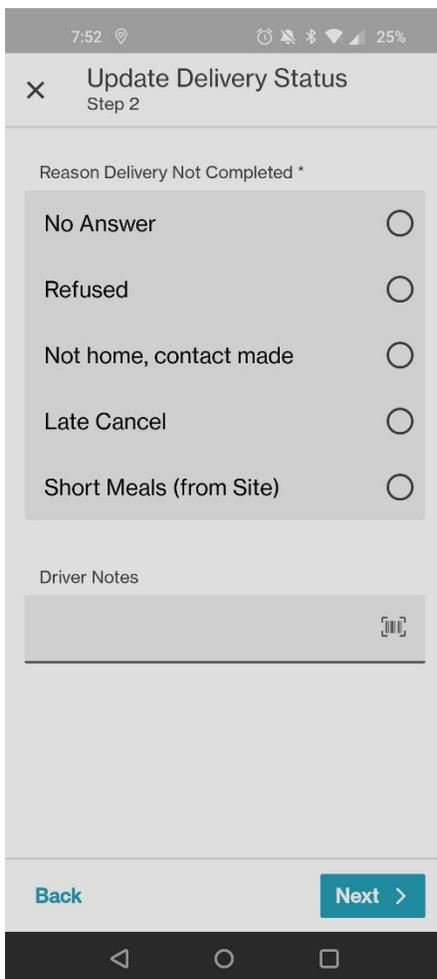
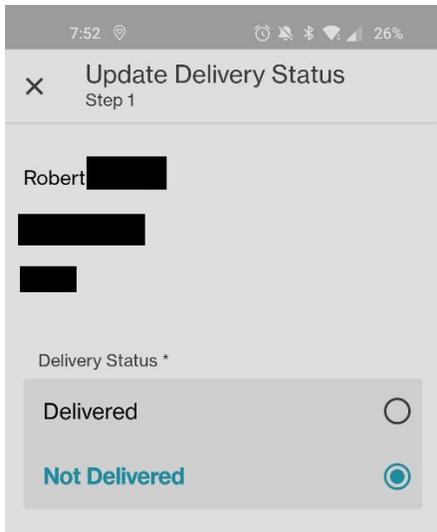
- Tap **Schedule** to get back to the appointments list

15. If you need to report a change in condition **OR** are giving away extra meals:

- Tap Delivered
- SCROLL to the bottom of screen
- Tap Change in Condition
- Add additional meal type and quantity**
- Tap Next

- Tap **Schedule** to return to the appointments list

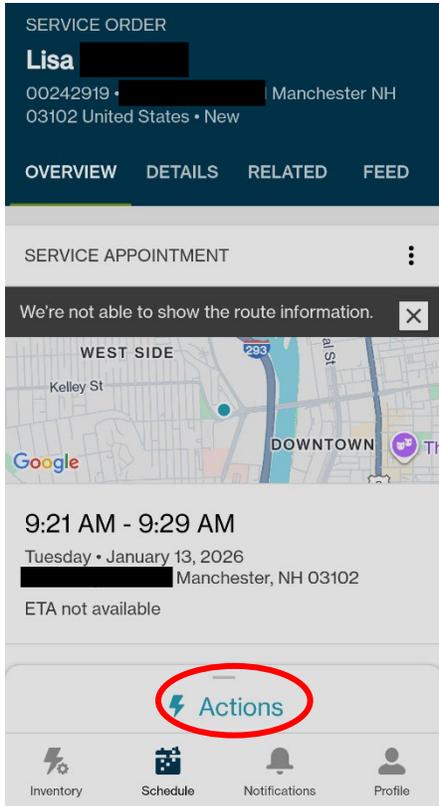
** If you are giving away more than one meal type, for example 1 lunch and 2 weekend meals, you will account for the 1 lunch, then toggle the "I want to add an additional meal type" to account for the 2 weekend meals.



16. If you cannot make a successful delivery:

- Tap Not Delivered
- Tap Next
- Choose a reason
- Add notes if necessary
- Tap Next

- Tap **Schedule** to return to the appointments list.



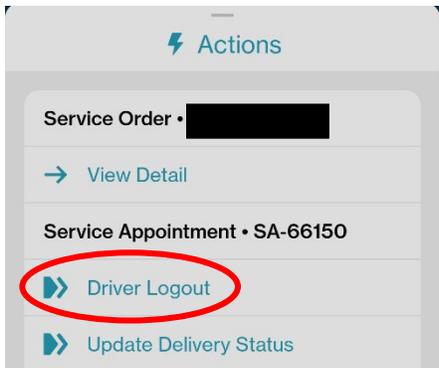
Once you have attempted all your deliveries, log out.

****To log out, you must be in a participant's appointment. ****

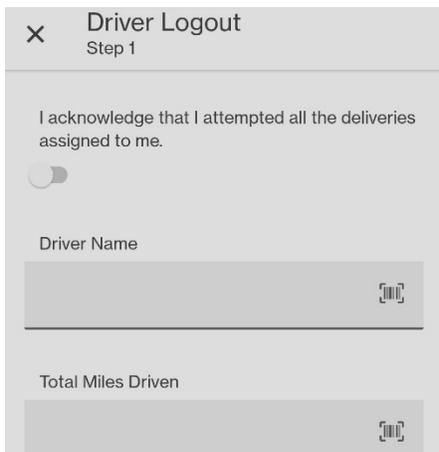
Logging Out:

1. Tap on any participant

2. Tap Actions



3. Tap Driver Logout



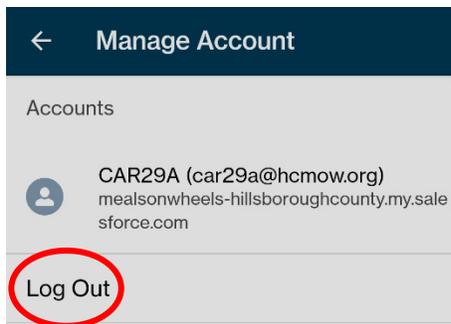
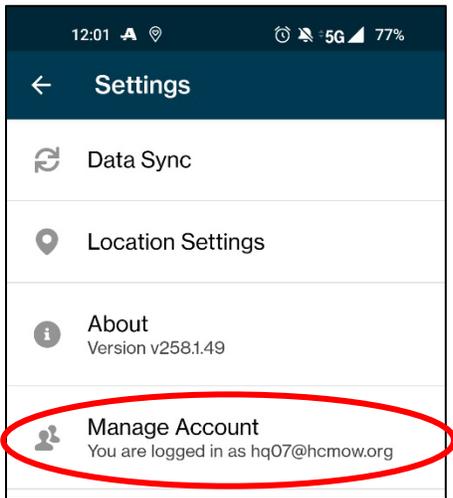
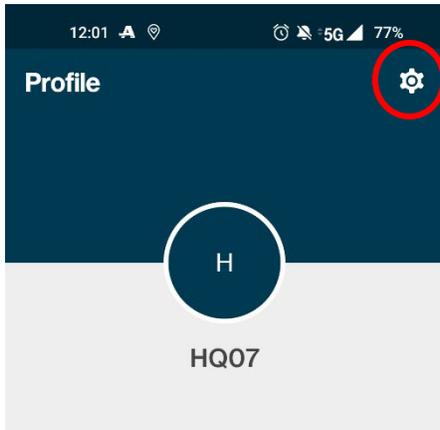
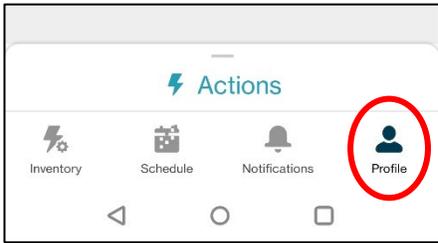
4. Toggle "I acknowledge that I attempted all the deliveries assigned to me"

5. Type Your First and Last Name

6. Type Miles Driven

7. Tap Next

8. You will back at the service appointment and can now log out of the app.



Logging out of the App.

1. Tap Profile
2. Tap the Gear in the Upper Right Corner
3. Tap Manage Account
4. Tap Log Out
5. Are you sure you want to logout?
6. Confirm you want to logout and you will be returned to the Log In screen.