

1. App Setup

- a. SmartLinX Go can be downloaded by employees directly from the Apple App Store or Google Play.
- b. Simply search for "SmartLinX" or "SmartLinX Go" and download the SmartLinX Go application onto your mobile device.
- c. This is a free download for employees.

Android:



Apple:



2. Email and Mobile Phone

- a. To take full advantage of the notification options available in SmartLinX Go, a user should have their email and mobile phone numbers entered into the system. This will allow them to receive via SMS (text) and Email.

Password resets can be done by the user if they have a valid email address entered into the system. Otherwise, we are unable to verify the user if they forget their password and will send the request to their manager. **Please contact the payroll manager or HR to have your email added if one is not on file.**

internal Broad Reach emails will not apply so a personal email will be required for this option.



3. Logging In

- a. Once you have created the user accounts, your employees should be able to log into the SmartLinx Go application.
- b. Upon logging into the application, users will be initially presented with a splash screen for a moment. This will then be replaced by the login screen which will require users to enter their badge id, alias, and password.

Badge ID: Remember it is a 5 digit number;

- If your current ID has 4 digits, add a 1 in front.
- If it is 3 digits, add a 10 in front.

Alias: broadreachhealth

Password: On first login it is last 4 digits of your social security number.

4. Forgot Password

- a. When a user forgets their password, they can reset it if they have a valid email address entered in the system.
- b. The user should press the **Forgot Password?** hyperlink on the login screen. Then they need to enter their badge id and alias. Once they **verify they are not a robot**, they can press the **Reset Password** button.
- c. If they have a valid email in the system, they will receive an email to reset their password. Otherwise, their manager will receive a similar email asking them to reset the user's account on their behalf.
- d. Once the user receives the email, they should follow the instructions in the email to reset their password. Once they have successfully reset their password, they can then log in.

5. Keep Me Logged in

- a. Some users may find it more convenient to stay logged into SmartLinx Go.
- b. This option is very convenient when a user logs into the system often.
- c. To enable this on your device tap on the "keep me logged in" option.

6.Home Dashboard

The Home Dashboard is the user’s starting point in the application. It provides the user with the ability to configure their favorites and contains several cards that provide them with the most pertinent information such as current punch status, schedules, pay information, etc.

As with all other parts of the application, the items available to the user are determined by how you configure their access. For example, if you don’t allow employees to “View Pay Stubs”, then they will not have access to that card or menu option.

a. My Favorites

Favorites will allow users to have easy access to the sections that matter to them the most. On their initial login (or until they configure), they will be asked to configure their favorites.

To do this, the user should follow the instructions on the screen and tap on the gear icon in the top right section of the “My Favorites” card.

They will be presented with the list of screens that are available to them. Tap on the star to add it to the list of favorites. They can also drag and drop the selected options to customize the order.

Once the user has all desired options selected in the order they want to display them, tap on the “close” option at the top right of the screen to go back to the Home screen .

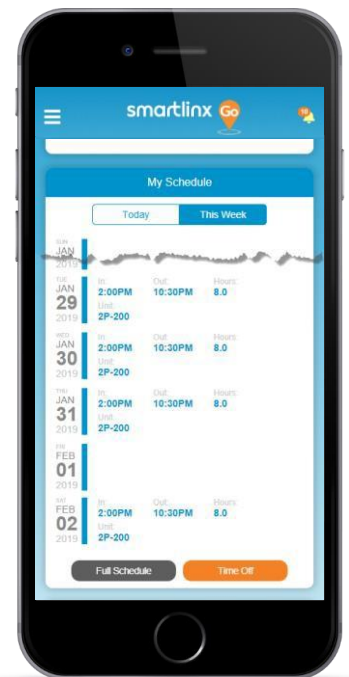
b. My Schedule

“My Schedule” allows users to view their schedule for today or for this week.

The user will only see their schedule if their department scheduler has posted the schedule for the period in question.

Once the user has reviewed their schedule, they can press the Full Schedule button to go to the Schedule menu item that will provide them with a more detailed view of their schedule including open shifts, company events, etc.

They can also review Time-Off requests or begin the process of requesting Time-Off. They simply need to press the “Time Off” button to

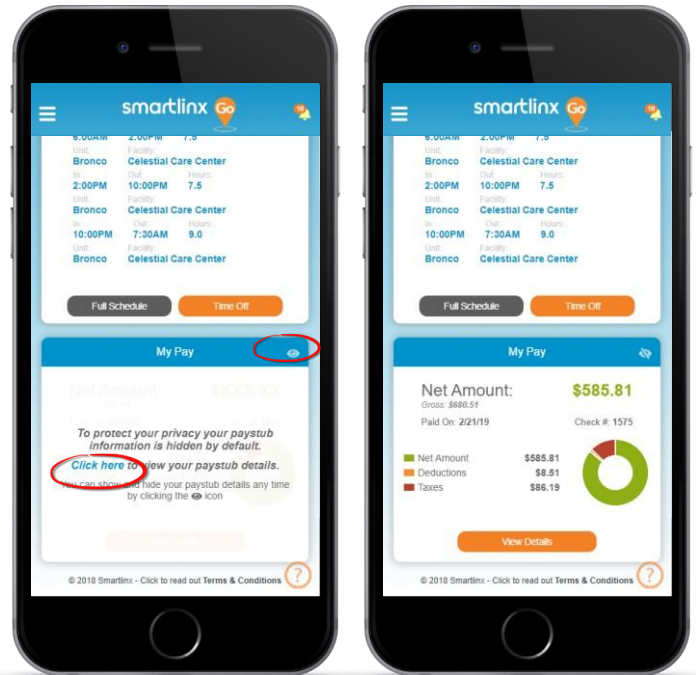


c. My Pay

“My Pay” allows users to view their last pay stub. **The user will only see this section if they have the “Allow View Pay Stubs” option enabled.** This information also becomes available to the user the day after the payroll that includes this check has been posted.

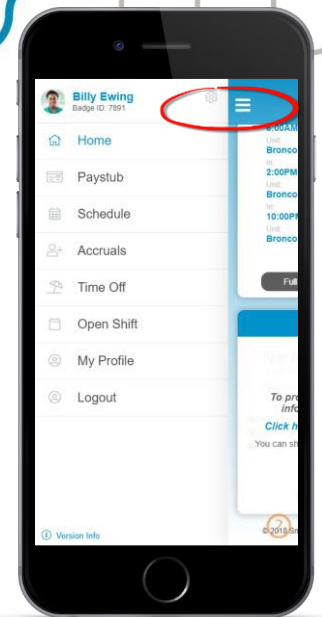
This card will initially display as hidden, in order to protect employee privacy. The employee will need to click on the “Click Here” link or the “eye” icon.

This card will show users the high-level overview of the information on their pay stub. If they wish to see additional detail, they can tap on the “View Details” button to navigate to the paystubs section.



d. Menu

Although the user can get to most available sections right from the cards on the dashboard or from their favorites, they can also easily navigate to them using the “hamburger” menu. Once they tap on the menu icon, at the top left of their screen, the navigation menu will slide out and display all the options available to the user. They can navigate throughout the app by tapping on the appropriate section.



e. Paystub

The Paystub screen gives you a summary of your pay checks as entered into the SmartLinx application. When you initially navigate to this screen, you will be presented with the most recent paystub you have received. You can review that information for the current check or review your pay Year-To-Date by selecting that option at the top of card.

There are 4 cards that make up this screen. They are the Summary, Hours and Earnings, Deductions and Taxes. Each of these cards represent the data visually and in a tabular format.

Users can also review all their paystubs by tapping on the “History” button at the bottom of the paystub screen. The user will be presented with a summary of all their pay stubs for the current year. They can modify the selected year by tapping on the filter at the top right of the screen and selecting the appropriate choice.

User can also use this feature to **print their paystubs**. They can simply click on the “Export to PDF” icon and a PDF of the information on the check stub will download to their device for them to do with as they wish.

