How to Set-up your mobohubb app



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Here are visual instructions of how to set-up your device and add your people into the account via the mobile app:

Learn the app:



Need More Help? Email us at: support@mobohubb.com

How to set-up your mobohubb account

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1 Login to your account

- 1. Go to: https://portal.mobohubb.com
- 2. Use your email and Password from the *Mobohubb Invite email that we sent off when you activated the account.*

2 Brand your Portal & App

- 1. Under *Administration*
- 2. Select 'Branding'
- 3. Options Menu \rightarrow **'Edit'**
- 4. Select the color you'd like and upload your log for the app and the portal (this will flow through to your reports)

3 Add your Scan Point / Check point Location Names:

Bulk Import Your Scan / Checkpoint Names

- 1. Under 'Configuration'
- 2. Select 'Scan Point Management'
- 3. Select the 'Options' menu → "export' to get it to excel. Enter only** your scan point names in the "Scan Point Name' Column and save to your computer
- 4. Select the 'Options' menu \rightarrow 'import' to get attach the file you've just saved and select \rightarrow import

4 Edit or Create your Custom Reports

- 1. Under 'Configuration'
- 2. Select 'Reports / Checklists'
- 3. Select the report you'd like to edit and select 'Edit' → Rename the report or go to the 'Next' button at the bottom for 'Report Fields" → Change, add, delete or adjust the field names and 'Field types'--> these can be any type of field: drop downs, check boxes, dates, text boxes or text area for larger areas to document things etc...
- 4. After your fields on your reports are complete, go to the next page and select whether you would like to be an **'Immediate Notification'** (sends as soon as submitted via the app or not. If not, your report data will just be stored in the account for your search ability.

5 Set-up Your Scheduled and Immediate Reports

When we open an account, we pre-load your account with a Checkpoint Tour report and a Daily Activity Report, you can use these or deactivate them. The email that they are initially set-up to go to is the same as the admin for the account. To add emails, follow these steps:

- 1. Under 'Configuration'
- 2. Select 'Report Scheduler'
- 3. Scroll over to the blue "Edit" button on the left and select it
- Scroll down the page to the "Report To" line and add any email addresses you'd like this report to go to, then select "Next" to get to the final page and "Submit" to save it.

Login	
Sign In to your a	account
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Login	Forgot password?

Scan P	oint Manag	gement						Options
0 6						O Search	H	Add
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	S.NO.	QRCode ID	Scan Point Name	Account (Pin)	Organization	Time Interval	Sta	Import
	1	Location001	Vehicle beach gate	Apache Family Campground (4447)	A Services Group	00:00	Act	Export
	2	Location002	Foot traffic beach gate	Apache Family Campground (4447)	A Services Group	00:00	Act	Deactivate
•	3	Location003	J golf cart gate	Apache Family Campground (4447)	A Services Group	00:00	Activ	e 💽
8	4	Location004	Comanche golf cart gate	Apache Family Campground (4447)	A Services Group	00:00	Activ	e 🛛 😰

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Alert Data		
Device Data	23,247	1
Map Data	SCAN	AL
Time Allotted	_	-
Timesheet		
EXCEPTION DASHBOARD	Scan Report	
Geofence	October, 2019	
Exception Scheduler		
No Activity Exception	60	
CONFIGURATION	50	
Devices	40	
Tags		
Personnel	30	
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Reports/Checklists		
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Summary Report	01	02 03
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Need More Help? Email us at: support@mobohubb.com