

**START HERE**

- 1 Download app from App Store (iOS) or Google Play (Android) Store to all devices  
□ Ensure\* Location services and App Auto Update is on for the mobohubb app



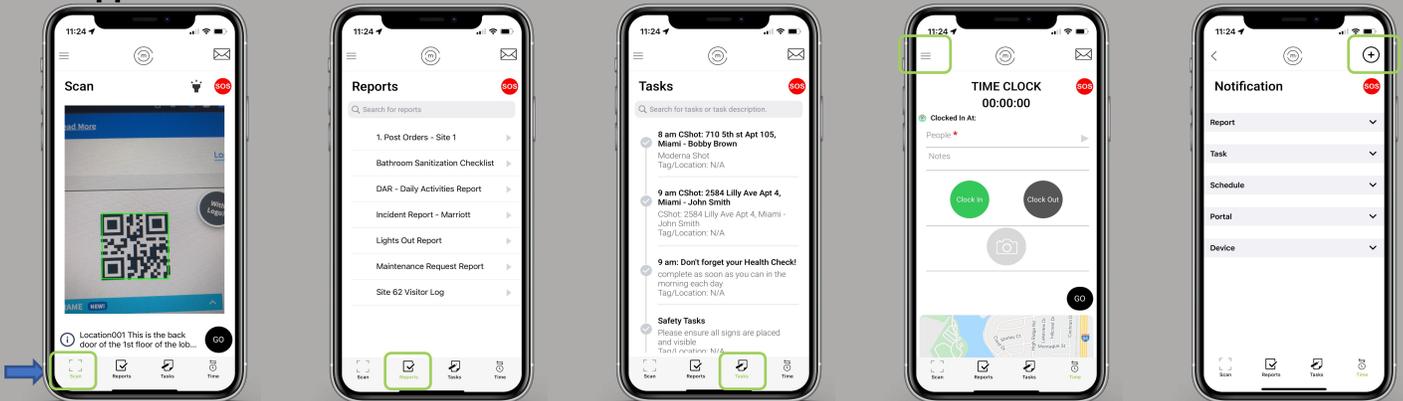
- 2 Click into the app → tap on 'Sign In' → Enter in your **PIN and Domain** (case sensitive) from the mobohubb '**Welcome Email**' we've sent you

Once inside the app → Click the top left → click the side bar menu ☰ at → Click **People** → Click the **Green +New** Button and add your personal info and register each of your mobile users

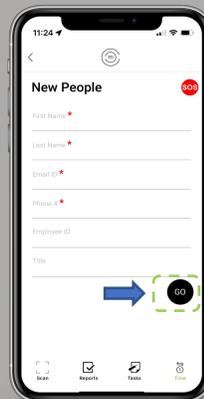
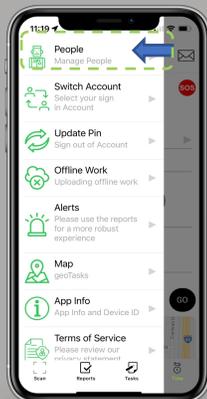
3

- 4 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:



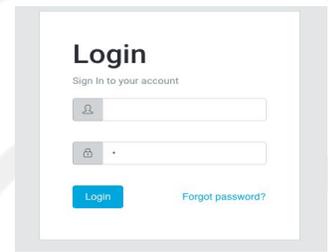
**Add Personnel to the account:**



**Personnel Onboarded!**

## 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.*



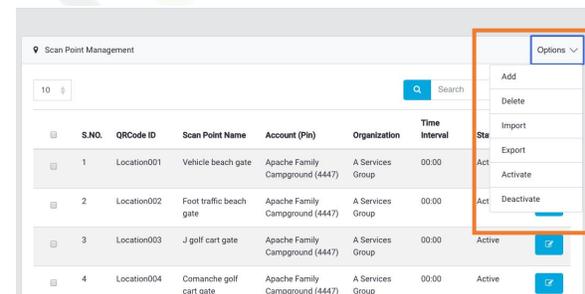
## 2 Brand your Portal & App

1. Under *Administration*
2. Select 'Branding'
3. Options Menu → '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:

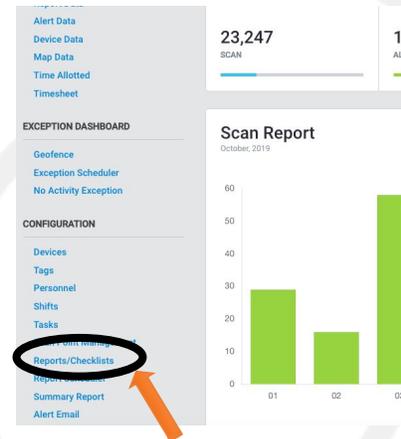
### Bulk Import Your Scan / Checkpoint Names

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 → 'import' to get attach the file you've just saved and select → 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
4. 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.

