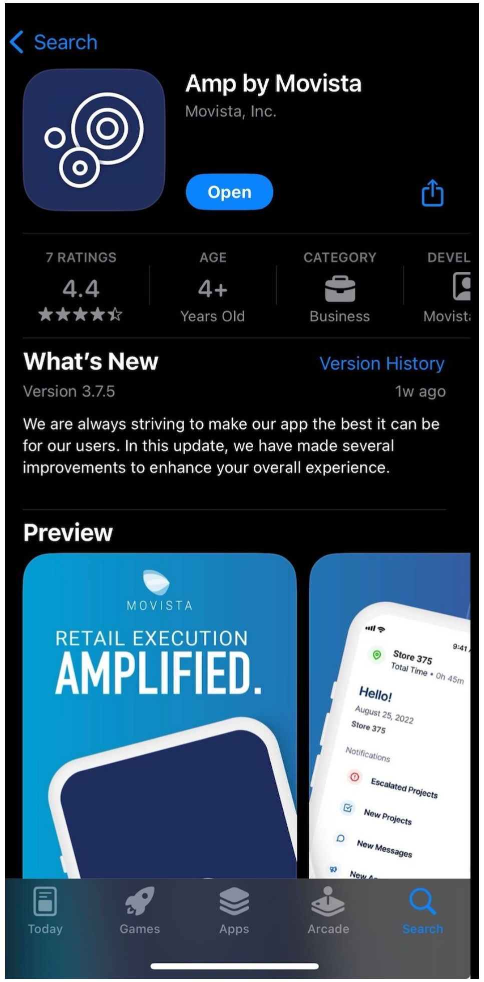
AMP SYSTEM TRANSITION GUIDE

This guide is intended for existing 1Hub/Movista users, to help with the transition to the latest app, AMP.

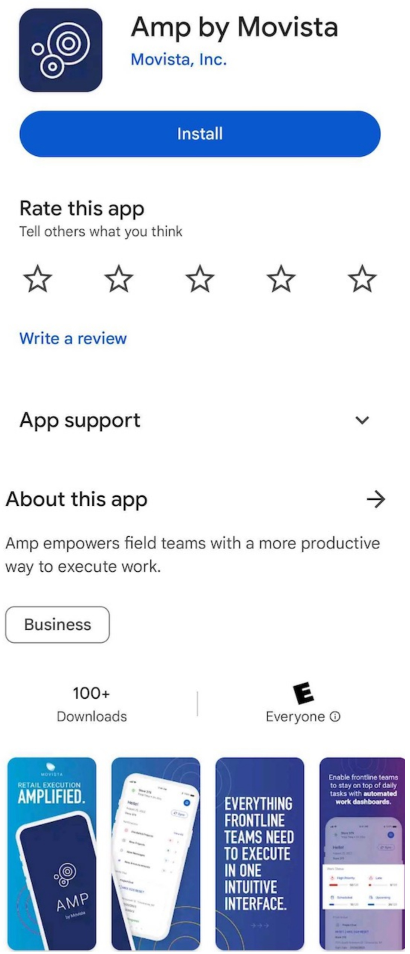
DOWNLOAD AMP

Search "Amp by Movista" into either the App Store or Google Play Store and install.

iPhone App Store



Android Google Play Store



<u>**What to do with the 1Hub App:**</u>
Amp will eventually replace 1Hub. Look for communication from your Ops Support team or your Field Leaders instructing you when to fully delete/uninstall the 1Hub app.

PRODUCT CONNECTIONS

LOGGING IN TO AMP

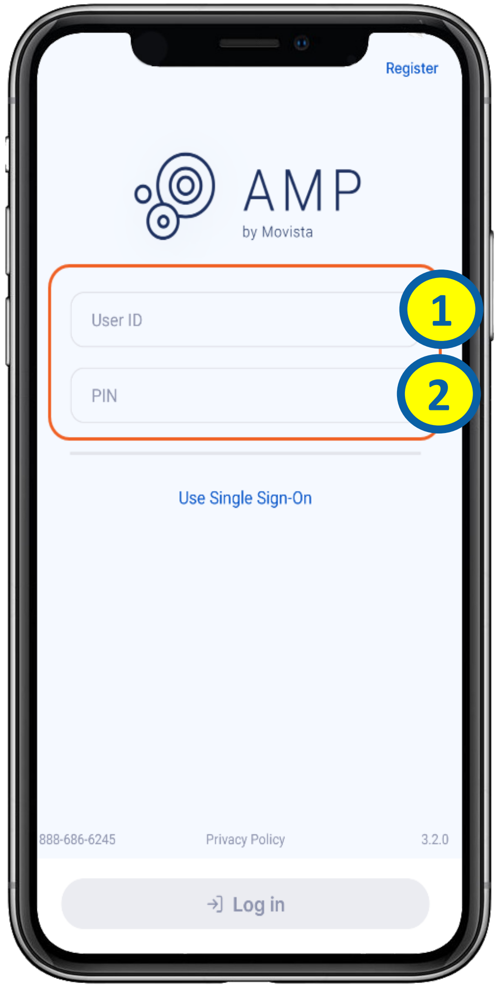
Now that the app is downloaded on to your device, log into the App using the information you were provided in your Welcome Email:

1. Your 10-digit phone number
2. Your 4-digit PIN (last 4 digits of your Employee ID)

Then tap **Log in.**

Your device will begin to sync and update all necessary information and bring you to the dashboard to begin your day.

NOTE: A Wifi or Data Connection is required to Log In

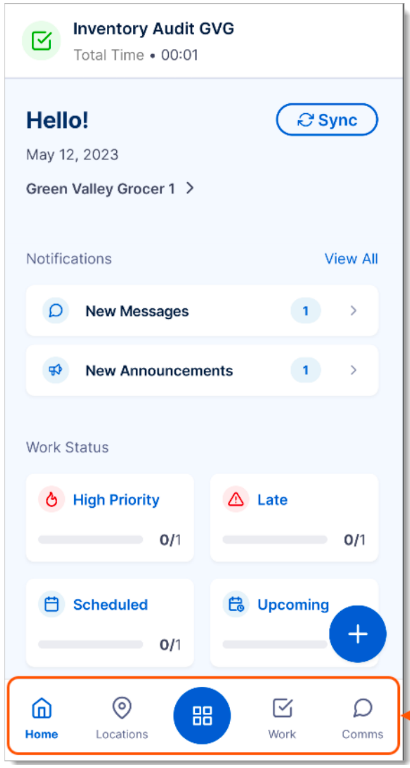


PRODUCT CONNECTIONS

DASHBOARD

This slide contains new Dashboard features within AMP.

- **Navigation Toolbox** is an icon that you can access all other parts of AMP through, such as:
  - **Locations, Work, Comms, Work Log, Media, Contacts, Settings, Support**
- **Comms** is a new feature in Amp that enables safe and secure communication with company-wide announcements and one-on-one/group messaging abilities
  - **Messages** are two-way communication
  - **Announcements** are one-way communication sent to a group of Reps
- **Project Status**
  - High Priority- a designation made by the Project Builder
  - Late- projects that are past the Due Date
  - High Priority projects are replacing Hot Tasks
- **Scheduled Events**
  - Projects that have a scheduled time and location assigned
- **Upcoming Events**
  - Scheduled Events set to start in the next 15 minutes
- **Location Contacts** are saved to a specific location. Contacts saved by one rep are viewable by all reps that have visibility to that location
- **Media** are files at a location that are available to all reps who have access to that location. These files are separate from files that are attached to a specific Project.

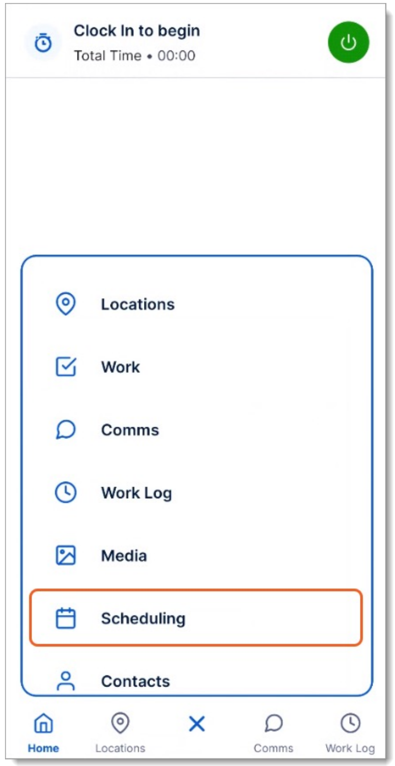


Navigation Launcher

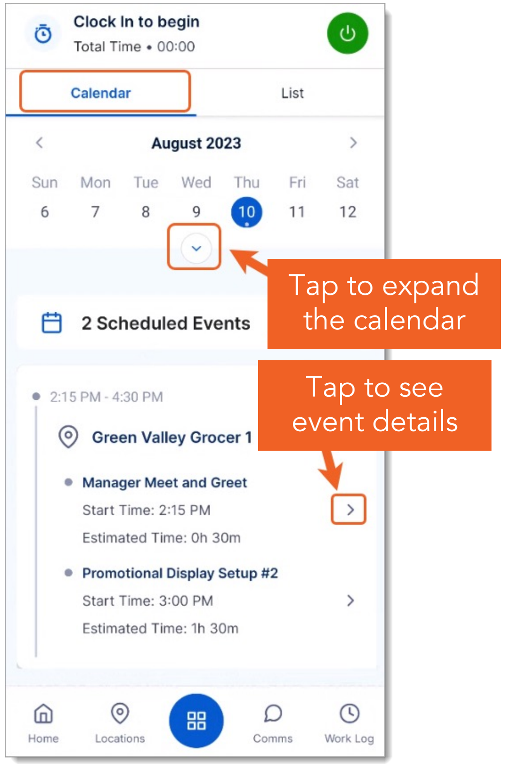
This allows easy access to the features of AMP that you use most often

VIEWING YOUR SCHEDULE

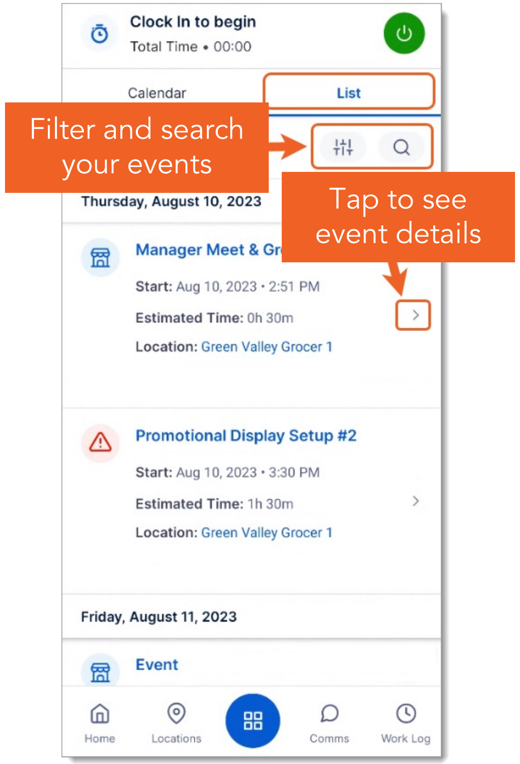
You can view your **Schedule** through the app at any time – if your Supervisor has Staffed or Scheduled you to an event. Your **Schedule** can be accessed either from the Navigation Toolbox or from the Daily Dashboard on the bottom menu.



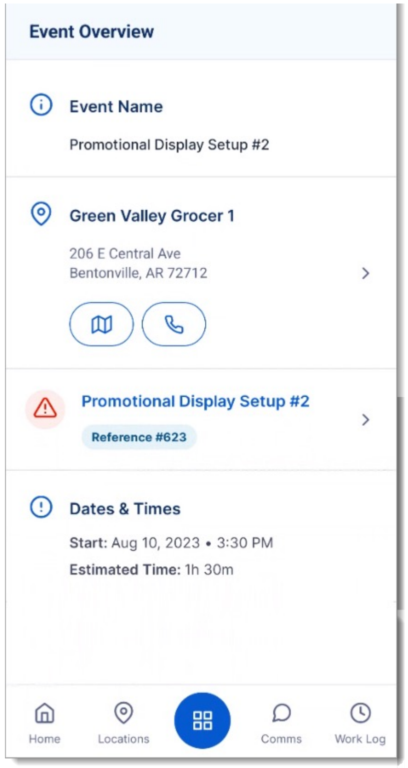
From the Dashboard, select **Navigation Toolbox** > **Scheduling.**



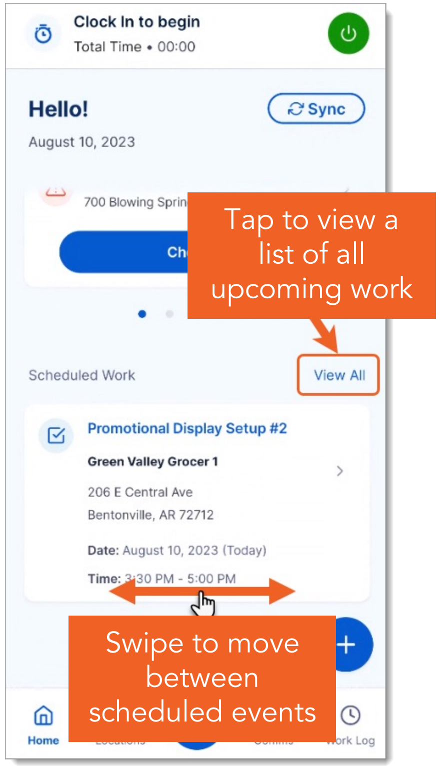
In the **Calendar** tab, you can view your events for each day.



In the **List** view, you can use filters and text search to find specific events.



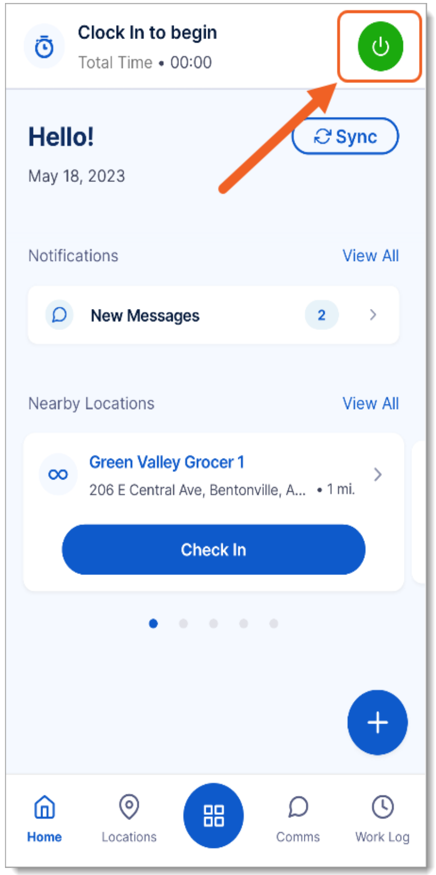
Choose an event from the **Calendar** or **List** to see the Event Overview.



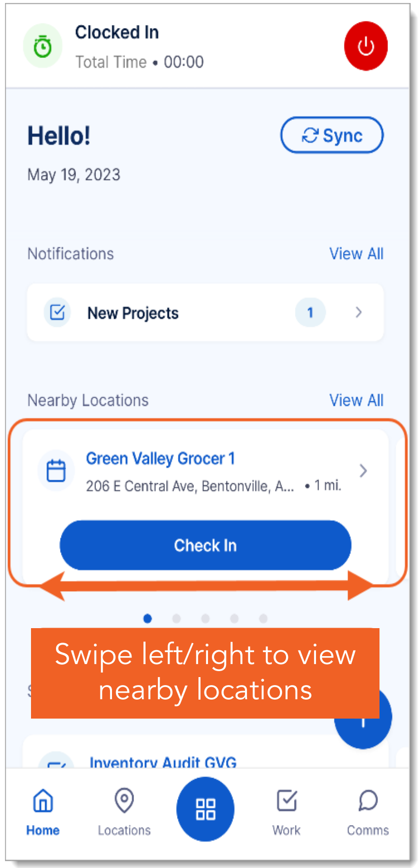
When you have events scheduled, they are also shown in your Daily Dashboard.

CLOCKING IN/CHECKING IN

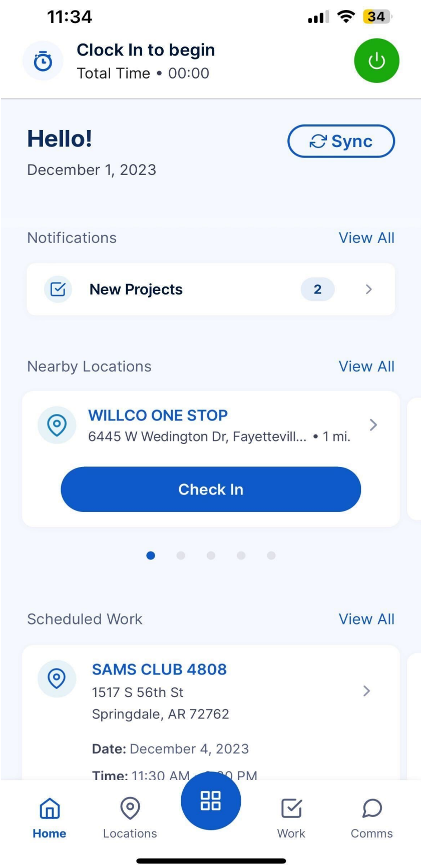
Once you are at your work location, you will need to **Clock In** and **Check In** before you are able to perform any work.



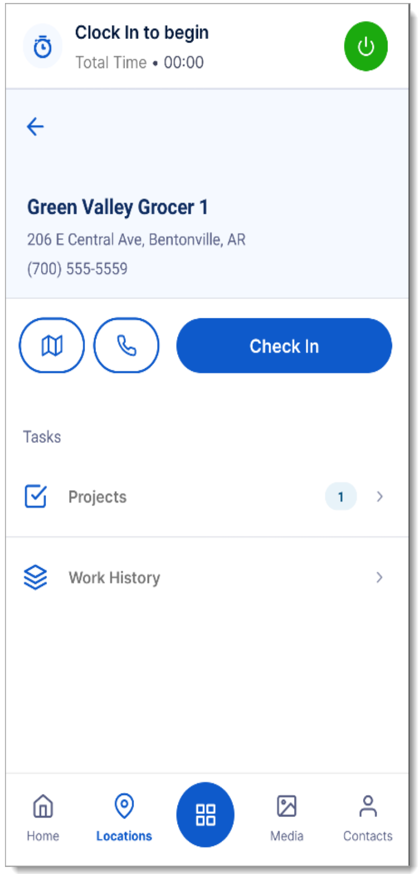
Tap the button to clock in for your day.



One way you can **Check In** to a location is from your main dashboard.



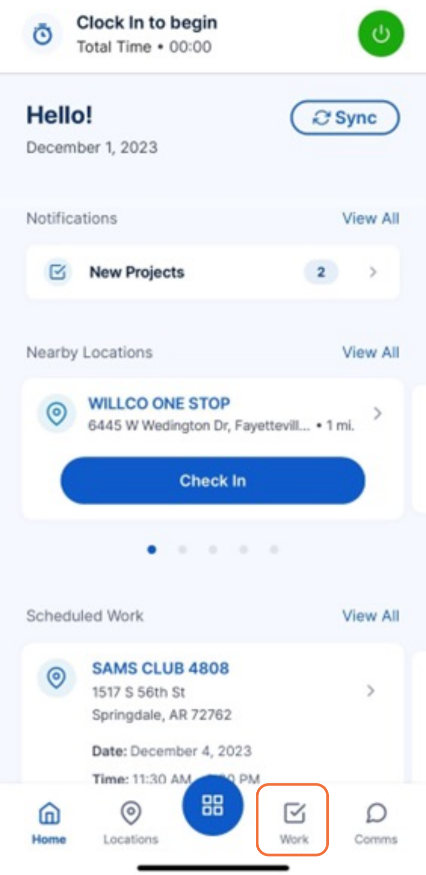
You can select locations from the menu bar and select the desired location.



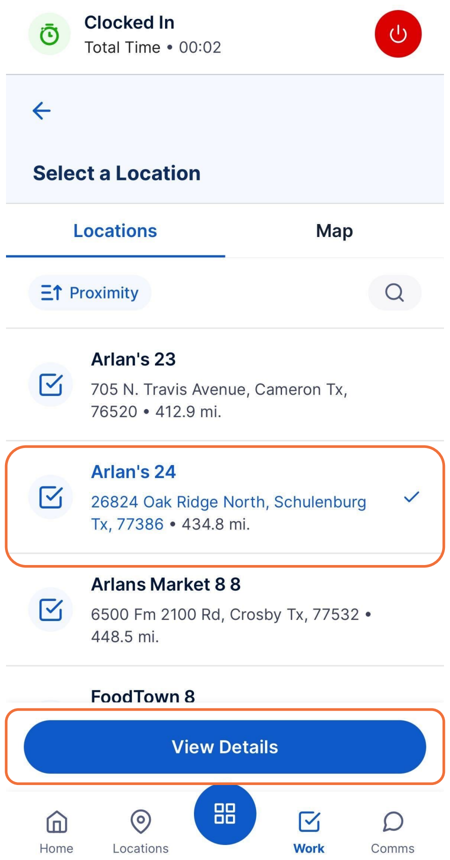
Next, tap **Check In**.
To check in, you must first clock in to start your day.

BEGINNING YOUR WORK

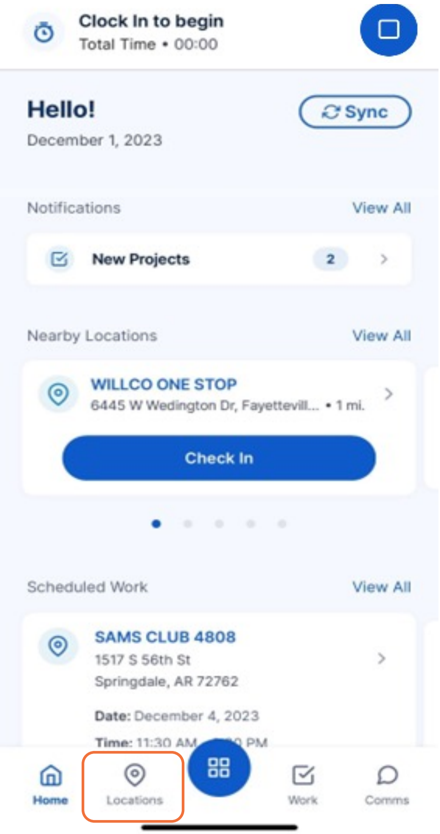
Once you are Checked In to a location, you will then be able to execute an mPlan. You can do this a couple of ways:



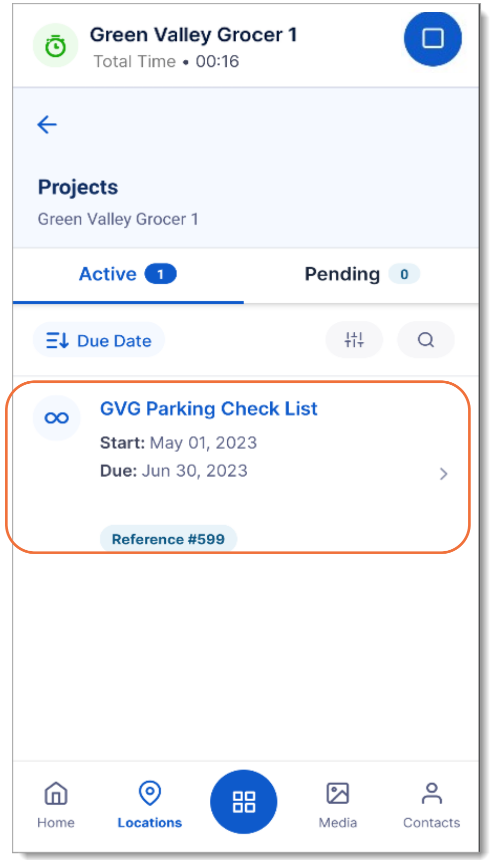
Select **Work** to get to a list of locations where projects can be performed.



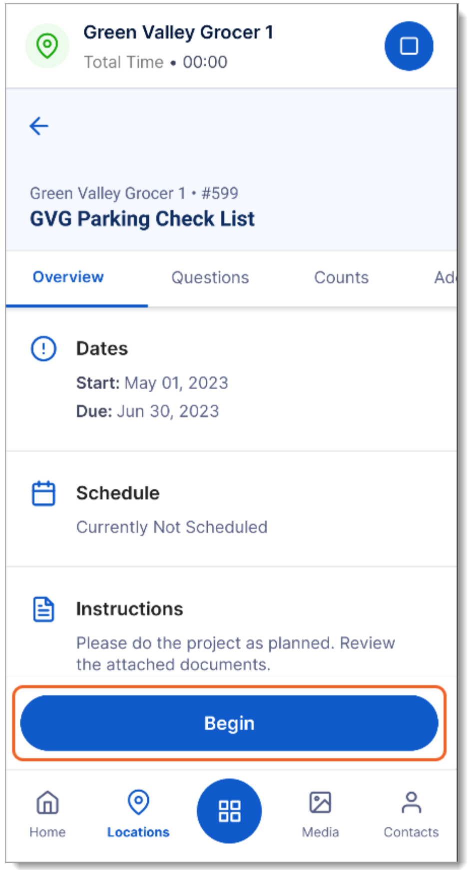
Select your location and then select **View Details**.



Alternatively, you can use the **Locations** option on the menu to find your location and view the available **Projects.**



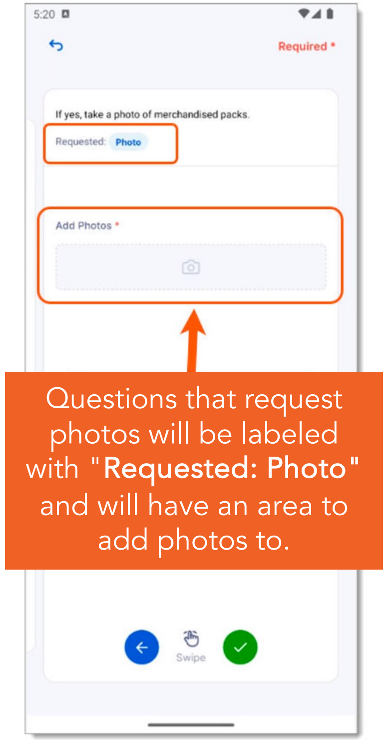
Select the appropriate **Project** that you want to execute at that location.



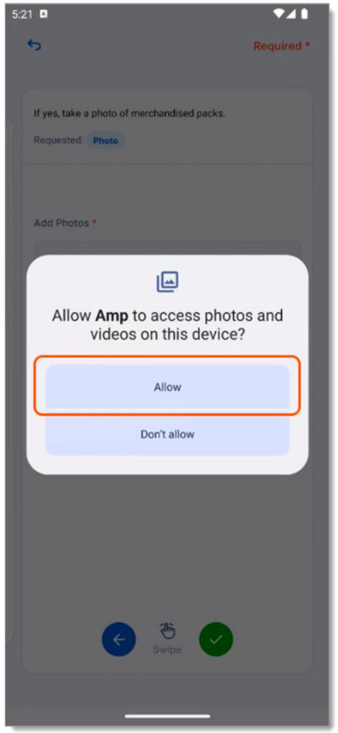
Select **Begin** to start the Project.

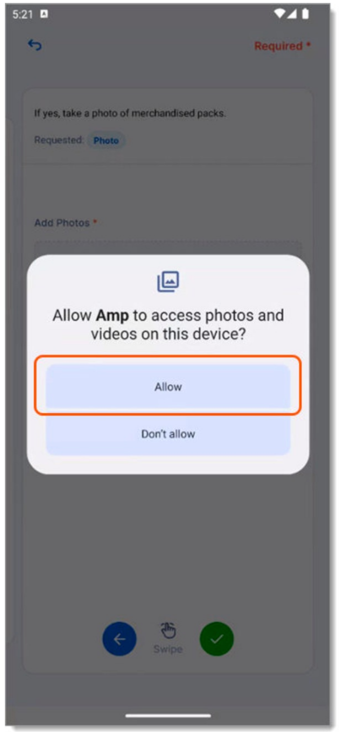
ADD AND UPLOAD PHOTOS

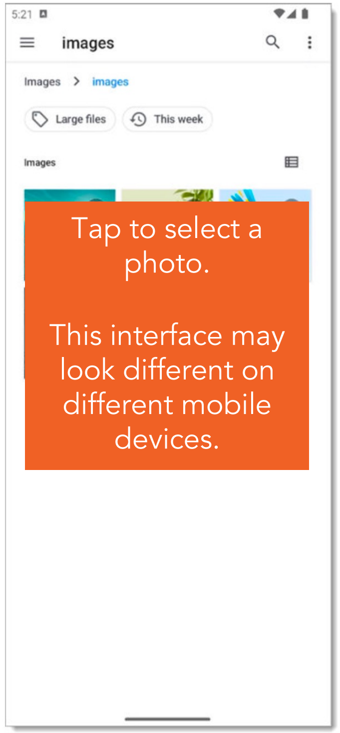
You may be asked to add photos to questions while completing work.



Questions that request photos will be labeled with "**Requested: Photo**" and will have an area to add photos to.

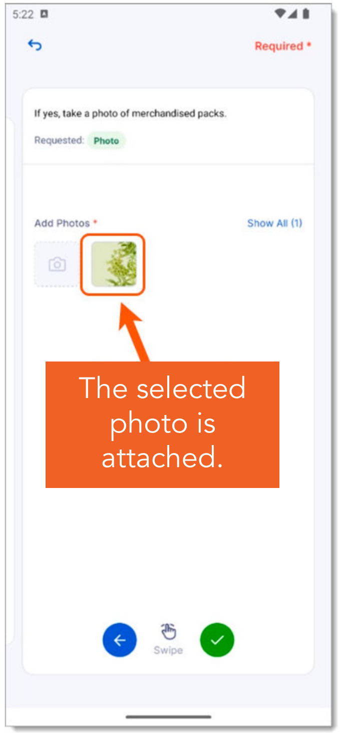






Tap to select a photo.

This interface may look different on different mobile devices.



The selected photo is attached.

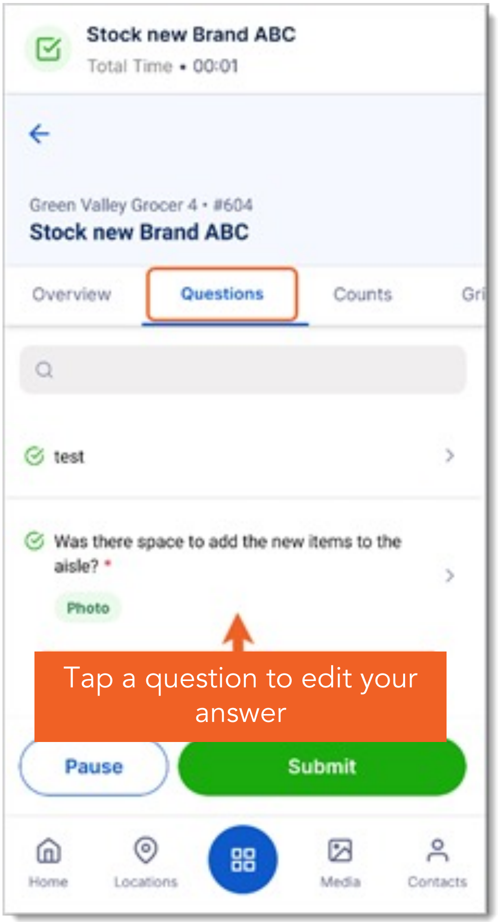
To take a photo within Amp, select the camera icon, upload the picture, and the picture will automatically save to your device.

To add a photo that you have already taken, follow these steps.
You must add one photo at a time, using this method.

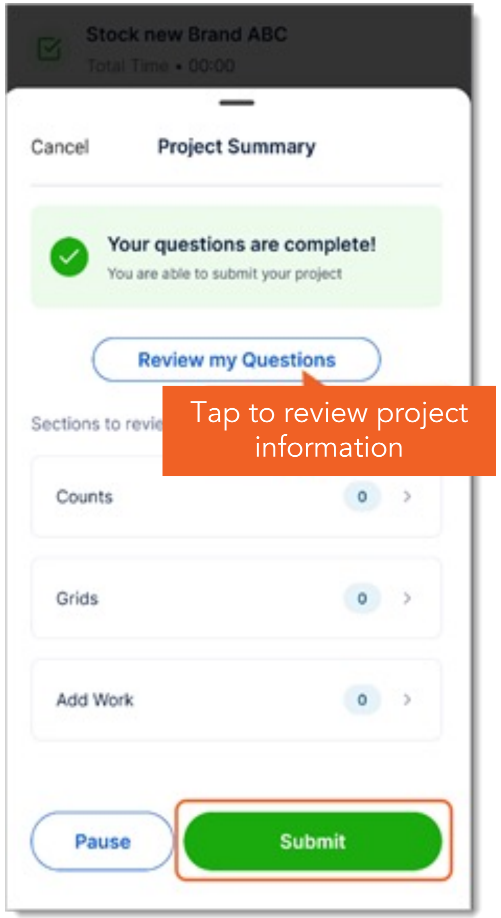
PRODUCT CONNECTIONS

MPLAN SUBMISSION

When you have completed all the mPlan questions, you can either **Edit Answers** or **Submit** your mPlan.



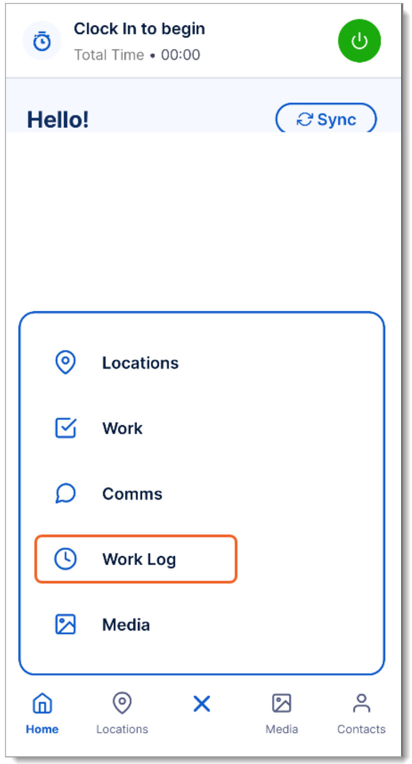
If you need to modify your answers, select **Questions** and select which question you would like to edit the answer to.



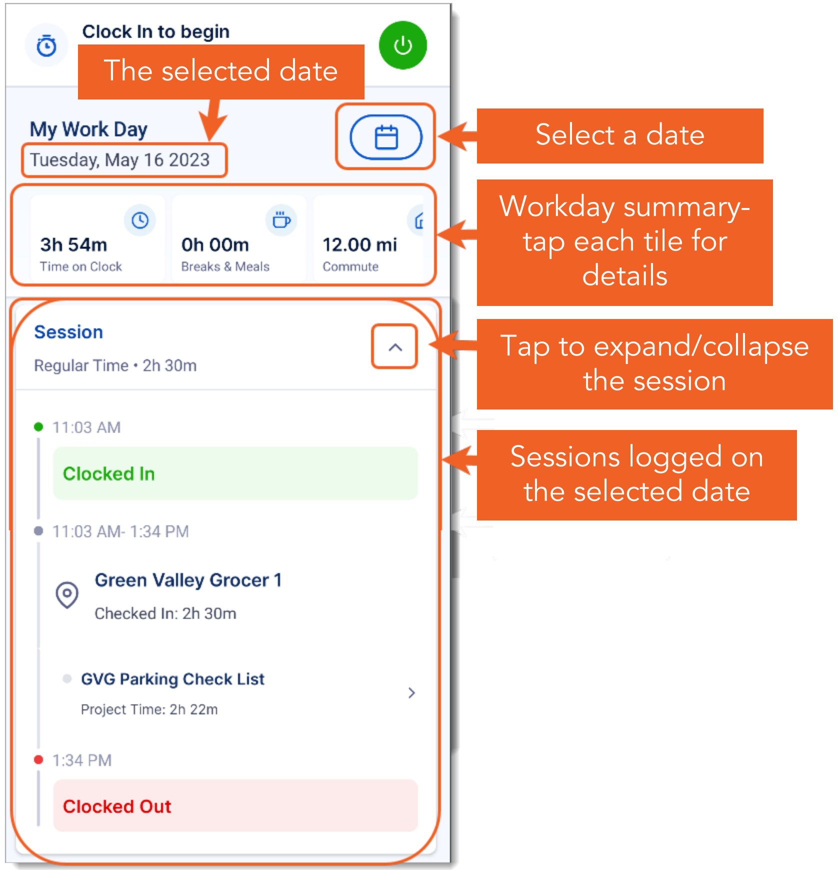
When you are ready, select **Submit** to sync your mPlan.

CHECKING YOUR WORKLOG

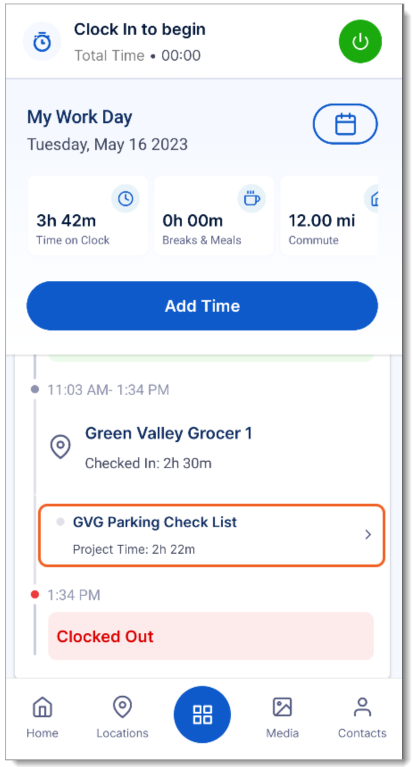
The **Work Log** allows you see your time on the clock and workday data for the past 10 days.



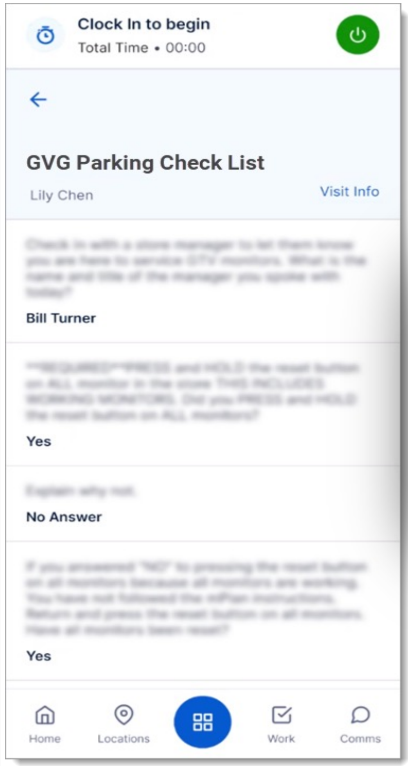
From the Dashboard, select **Navigation Toolbox** > **Work Log**.



Your data from the current workday is shown. Scroll to view your sessions for the day.



Select a project in the work log to view your project answers.

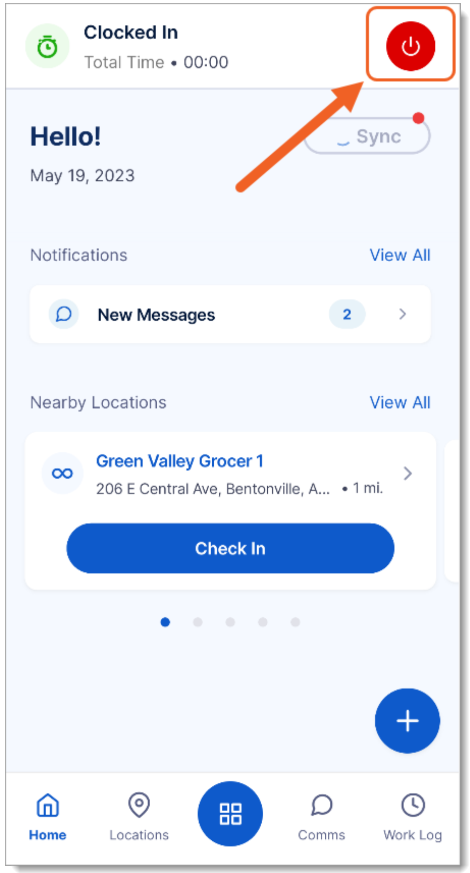


Here you can view all project questions and the answers that you submitted.

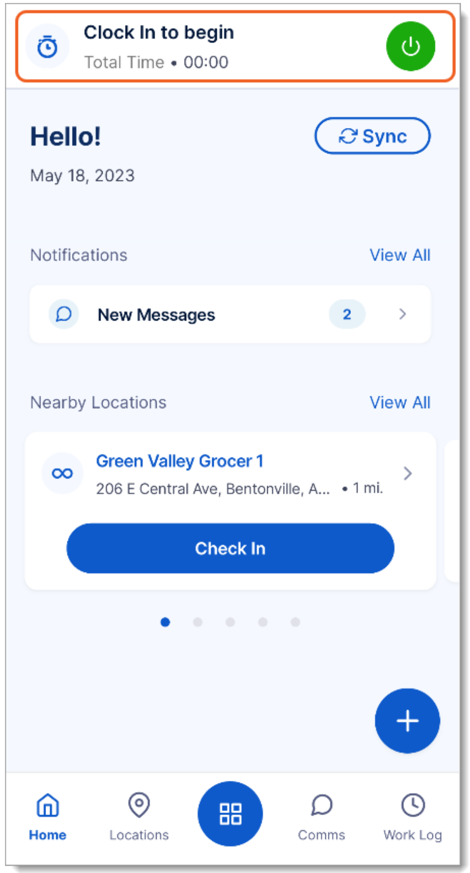
NOTE:
If you need to change submitted answers, contact your supervisor to reissue the project.

CLOCKING OUT

When you have finished all your activities for the day, you should **Clock Out** to end your workday.



Ensure you are Checked Out of your location. Then tap the Clock Out icon.

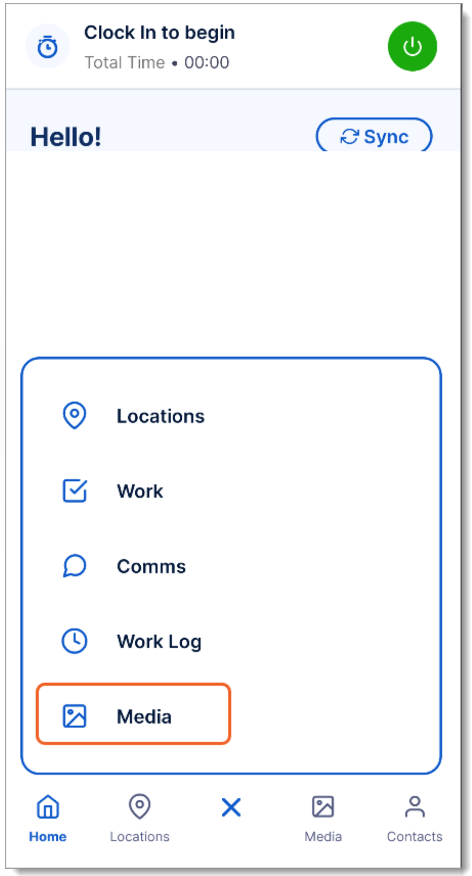


You are successfully clocked out when "**Clock in to Begin**" appears.

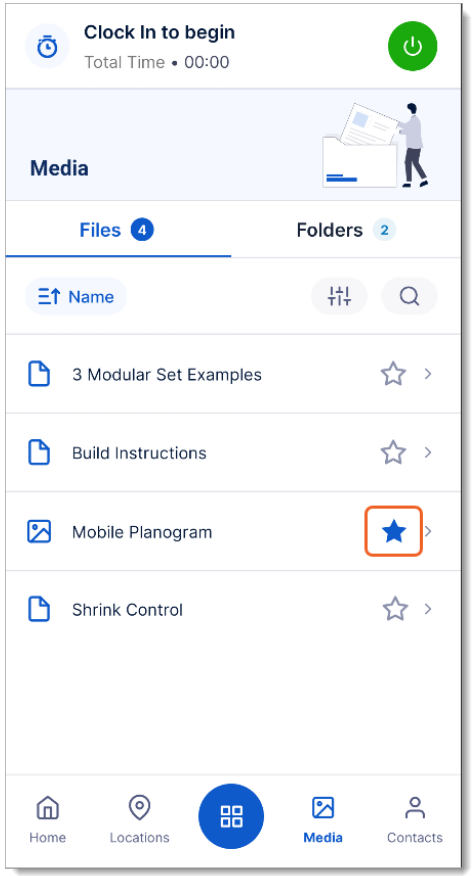
MEDIA

Tools (now called **Media)** are designed to give you access to such things as company policies, images of Planograms, sales documents, training documents, videos, or any other pertinent information that could help you with your day-to-day activities.

NOTE:
Save any needed Media before going to areas with low connectivity.



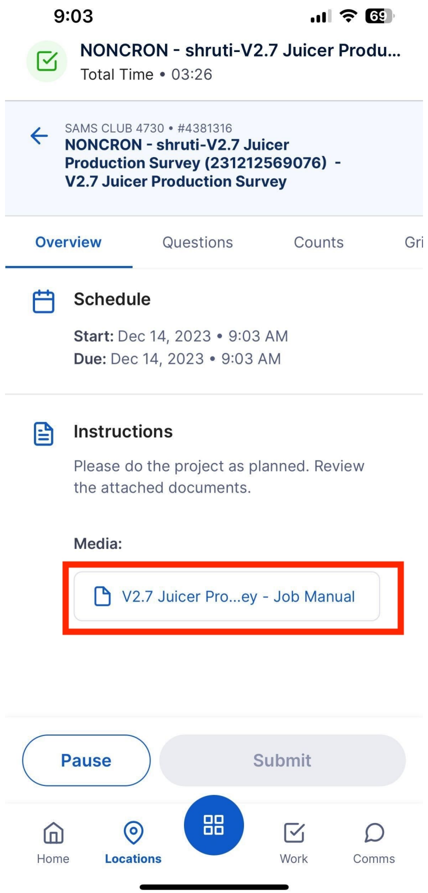
Select **Navigation Toolbox** > **Media**.



Media can be viewed in **Files** or **Folders**.

When you open a **File** or **Folder,** it will automatically save to the App for faster reference and will be noted with a Blue Star.

When you log out, all saved files are removed.



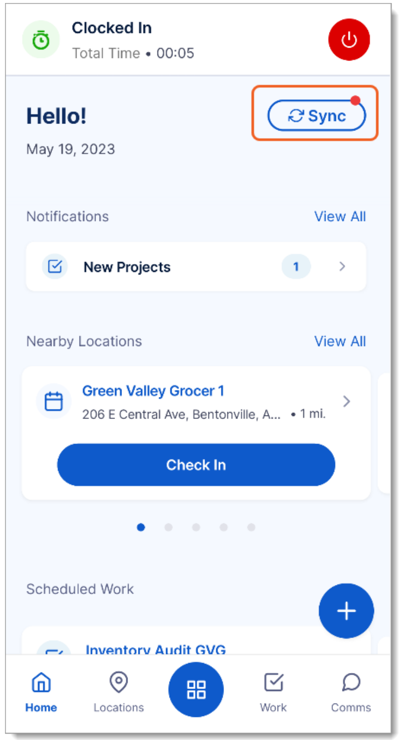
Within **Media,** you can check an event/mplan manual.

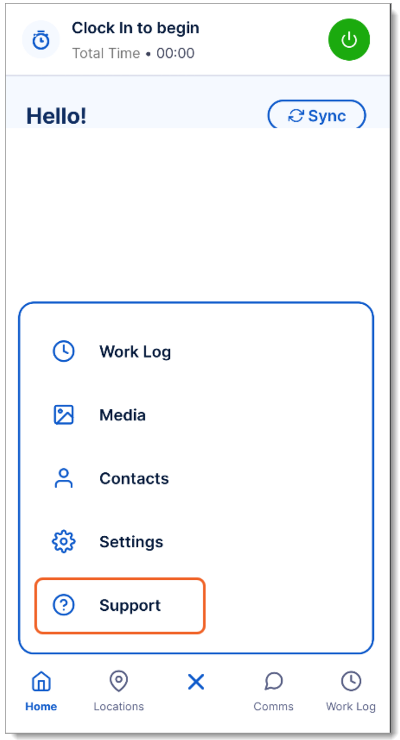
SYNCING OFFLINE WORK

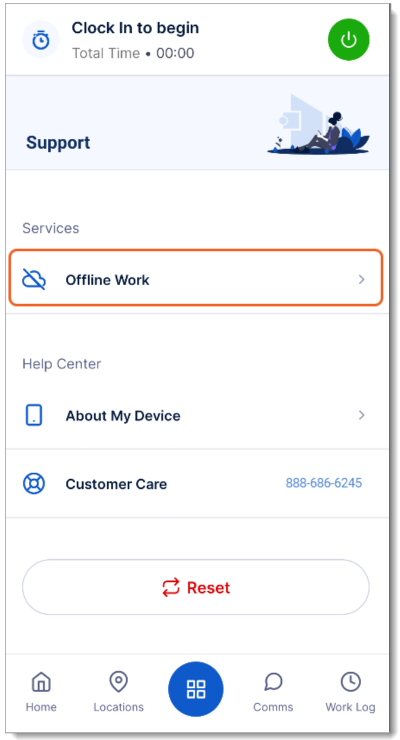
An indicator on the top right of the Sync button indicates that you have work on your device that needs to be synced back to the server. You can also check on the status of your Synced work from the **Support** area within the App.

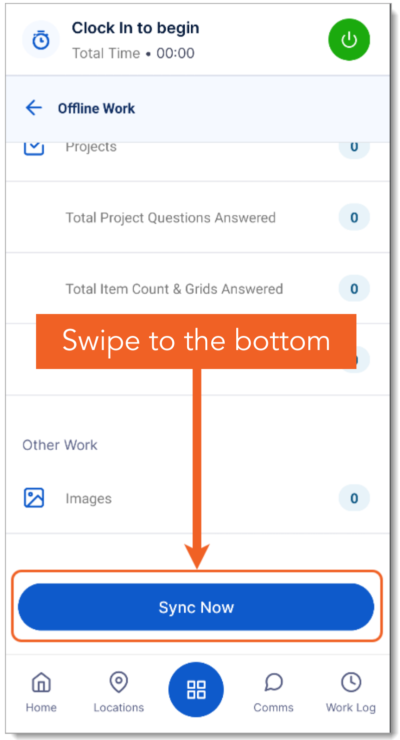
If you see a red dot on the Sync button, then tap it to sync your device information.

Once synced, the progress indicator will stop spinning and the red dot will disappear.









To make sure all your work has synced, select the **Navigation Toolbox** > **Support**.

Select **Offline Work**.

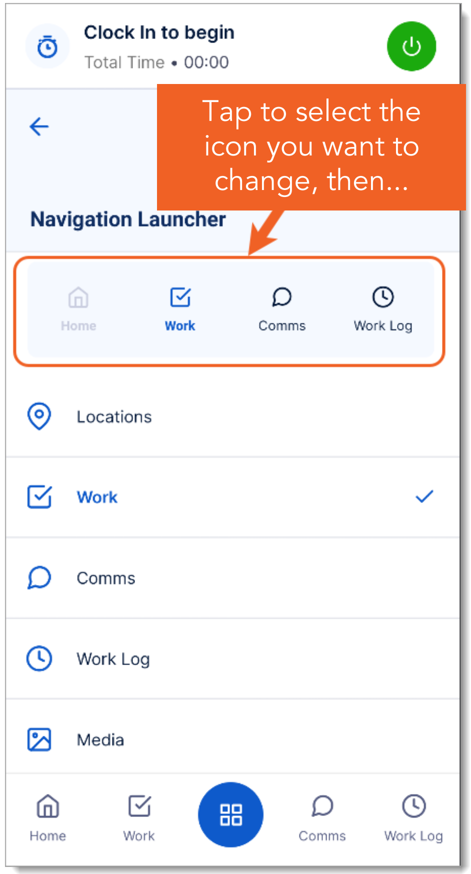
This screen will show if you have any work that still needs to sync. If you see a number, select **Sync Now**.

PRODUCT CONNECTIONS

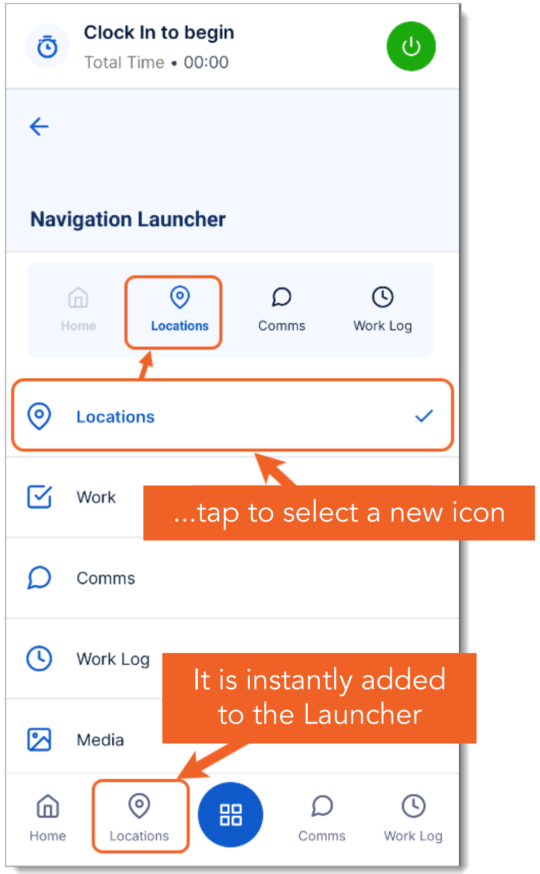
NAVIGATION LAUNCHER

The Quick Launch bar, now called Navigation Launcher, is always visible at the bottom of the screen and can be configured to show your most used features.

NOTE:
The Home icon cannot be changed, while the other three can be.



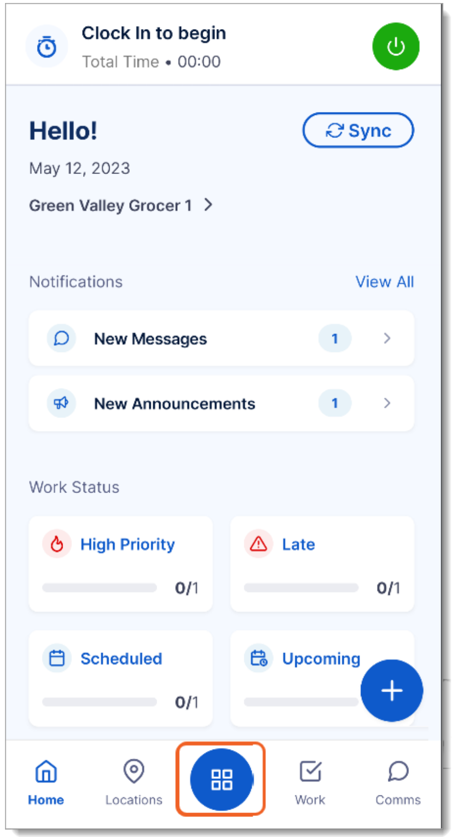
To change these options, select the icon that you want to change.



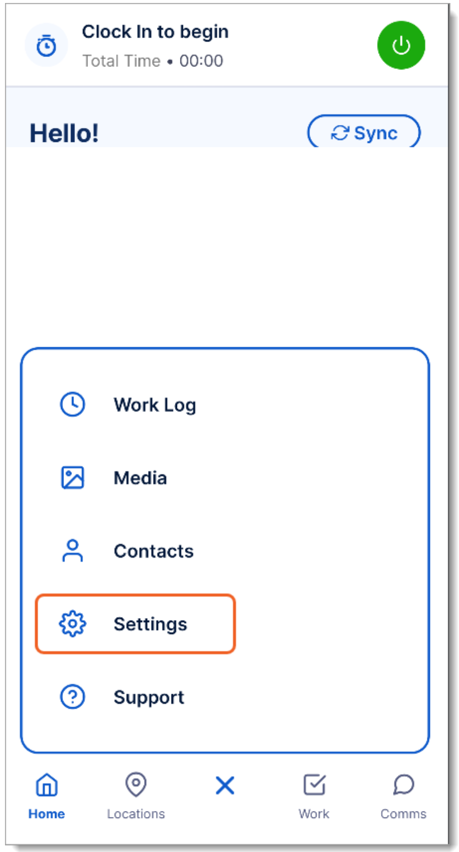
Then select the icon that you want to replace it with.

SETTINGS

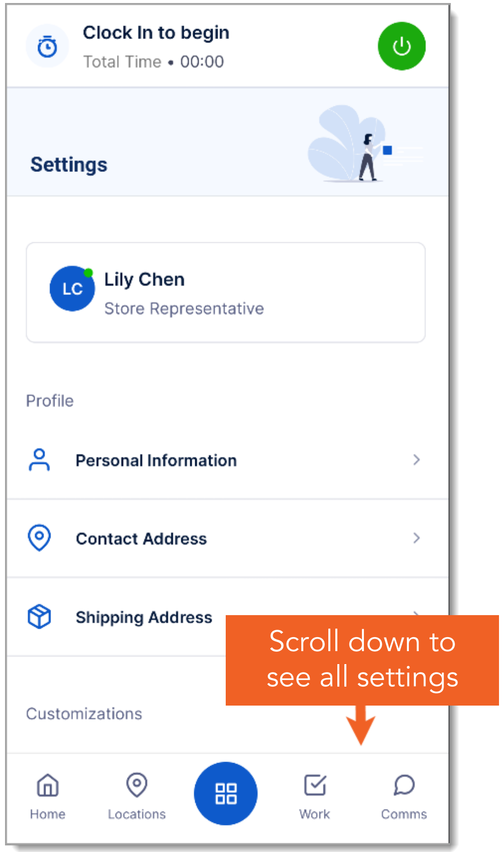
Settings allows you to view or change information relating to your Profile, the Display settings for the app, Hardware settings for the app, and the Quick Launch Bar.



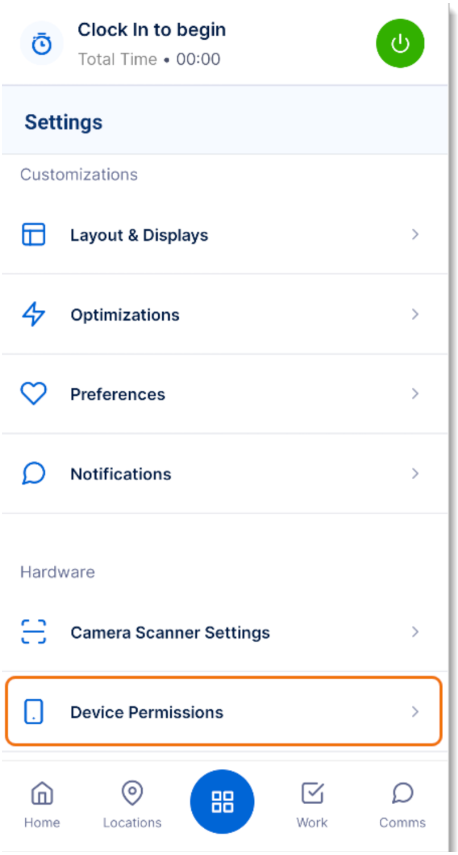
Select
Navigation Toolbox

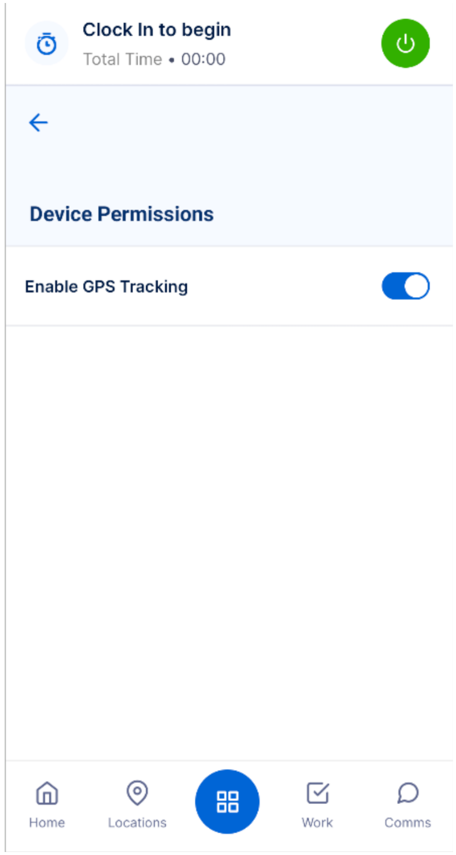


Select **Settings**.



Choose the area you need to adjust.





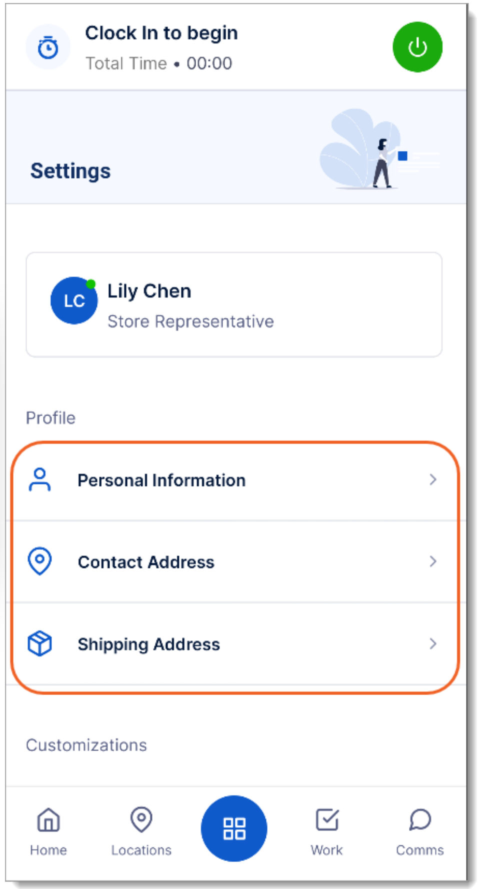
Enable GPS Tracking: Allows Amp to access your location using GPS. This enables mileage calculation and nearby location information.

PRODUCT CONNECTIONS

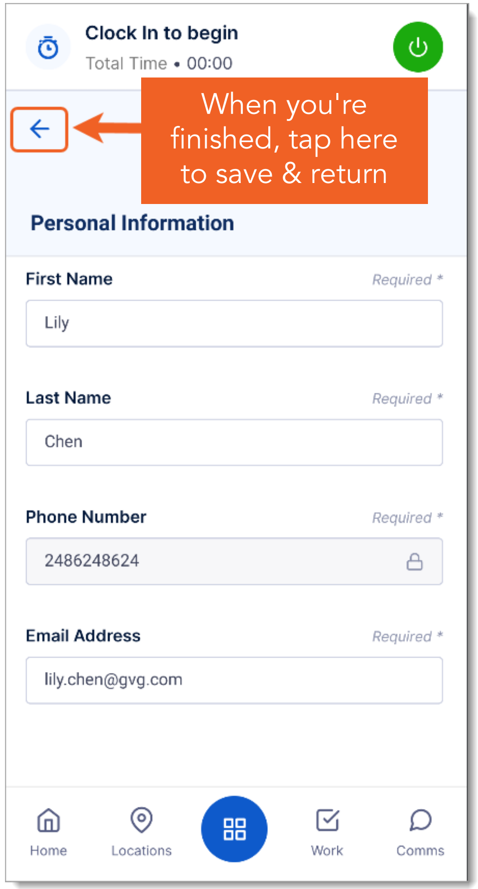
PROFILE

The Profile screen allows you to update any Contact Details except for your Phone Number (as this is your UserID and cannot be changed within the app).

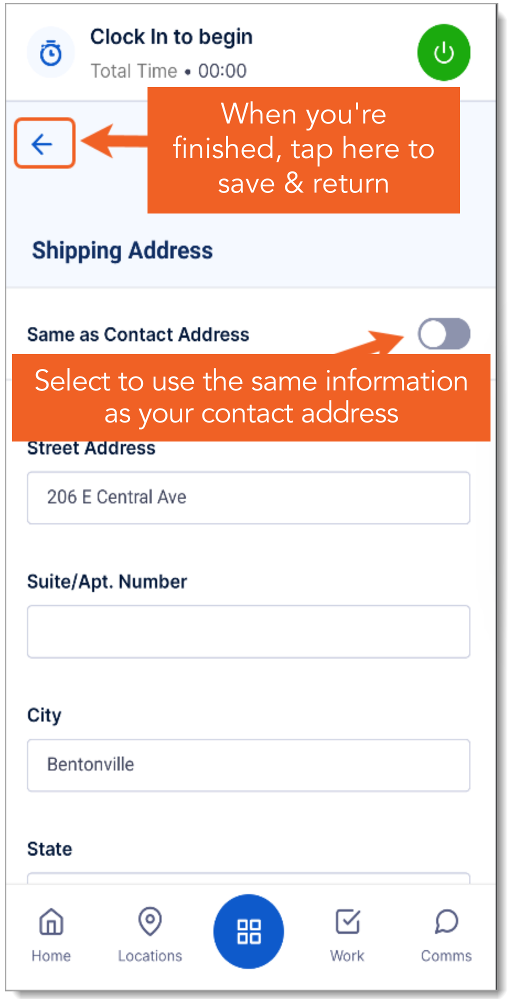
NOTE:
To change your Phone Number, please contact Crossmark Field Support
(877) 699-6275



To make updates on the screen, select the information that you want to change and input the new data.



When you are finished, select the back arrow to save and return.



NOTE:
Update personal information in Otka, before updating/making changes within Amp.