

WHERETECH

WhereTech User Guide

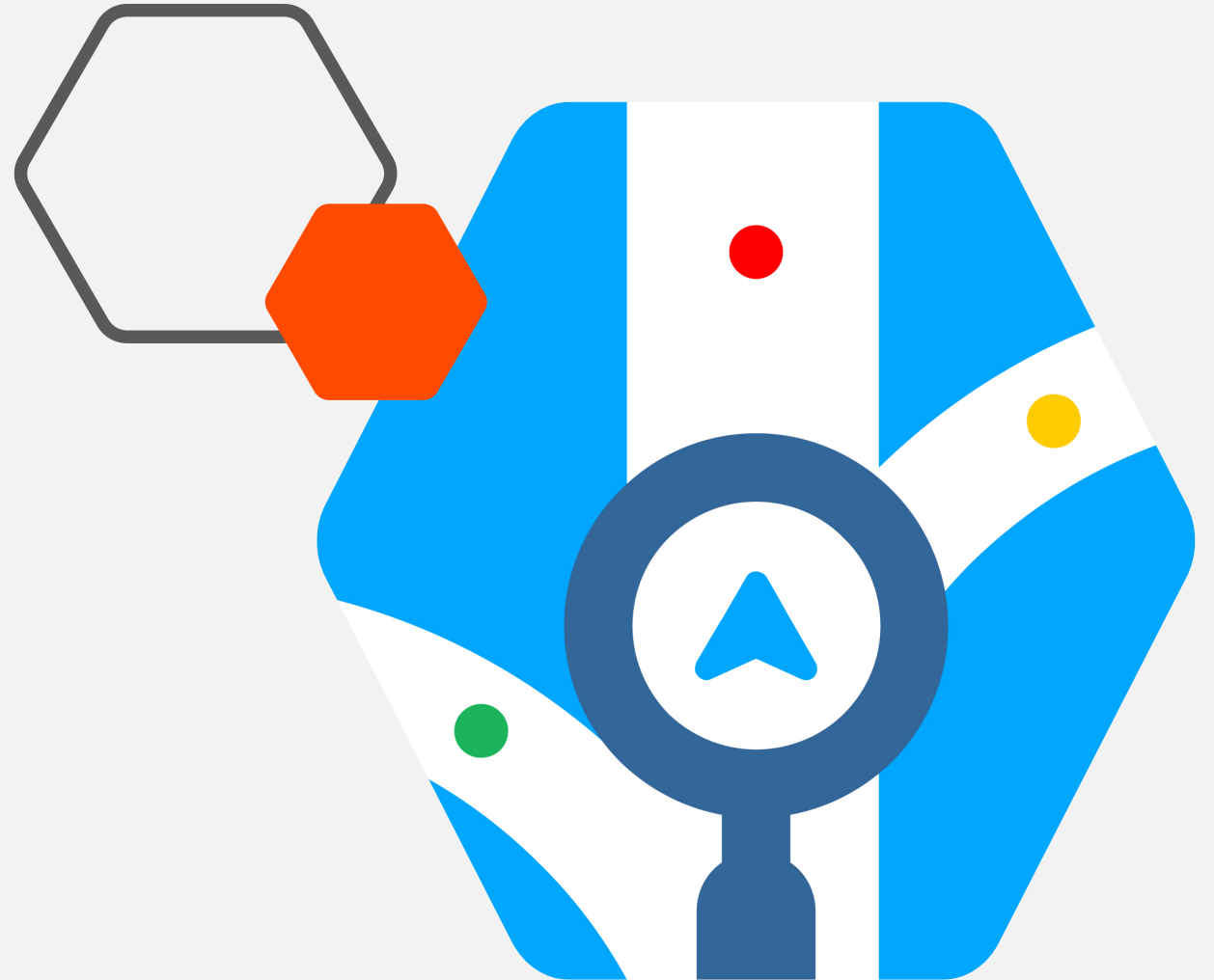
Resource Manager Users
on Mobile Application

Getting Started



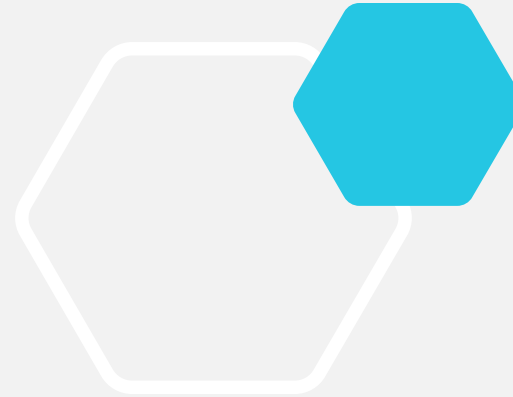
CREATE AN ACCOUNT

In order to be able to access the WhereTech app as a responder or a fleet user, you must be invited. Your supervisor/business owner will create your user account and you will receive your log in credentials in an email.



DOWNLOAD THE APP

Once you have received your credentials, download the WhereTech app from the app store.



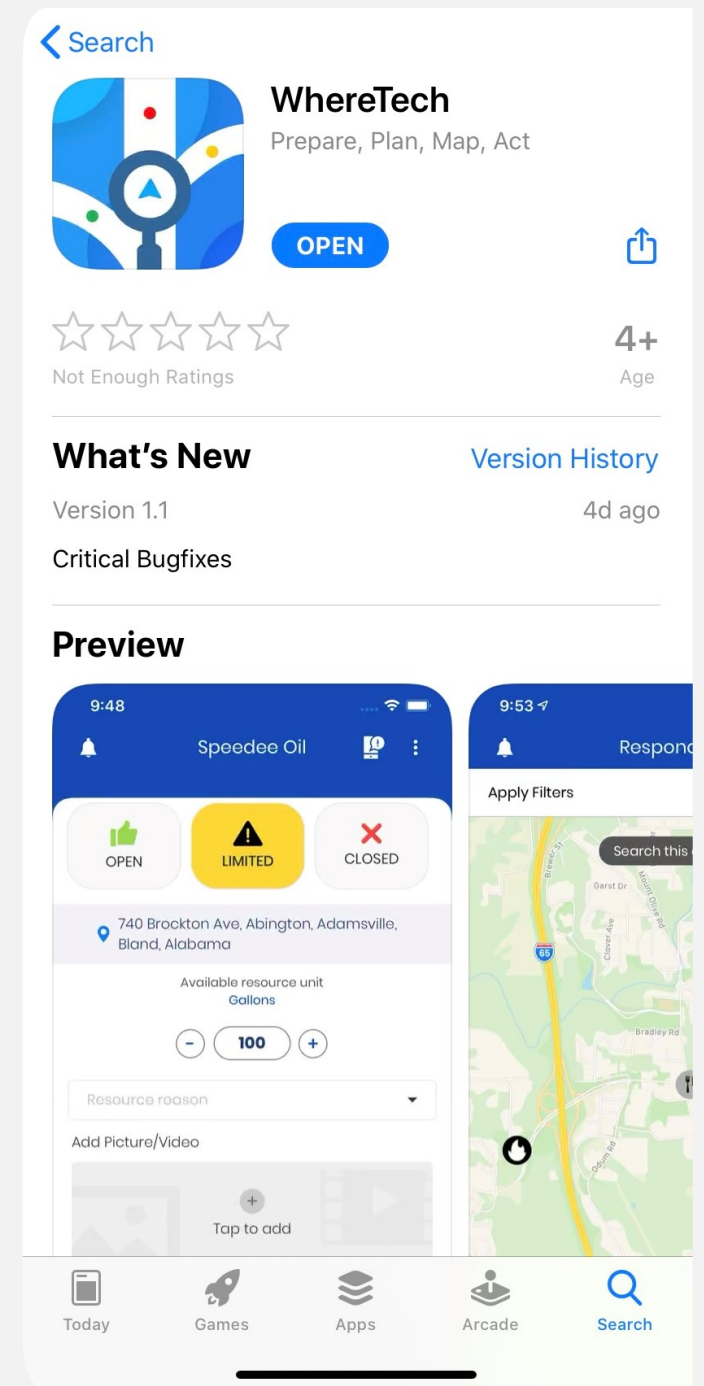
Search “WhereTech” in the App store or use the links below.

- Apple Store:

<https://apps.apple.com/us/app/wheretech/id1501492605>

- Google Play/ Android store:

https://play.google.com/store/apps/details?id=com.wheretech.rtre.prod&hl=en_US

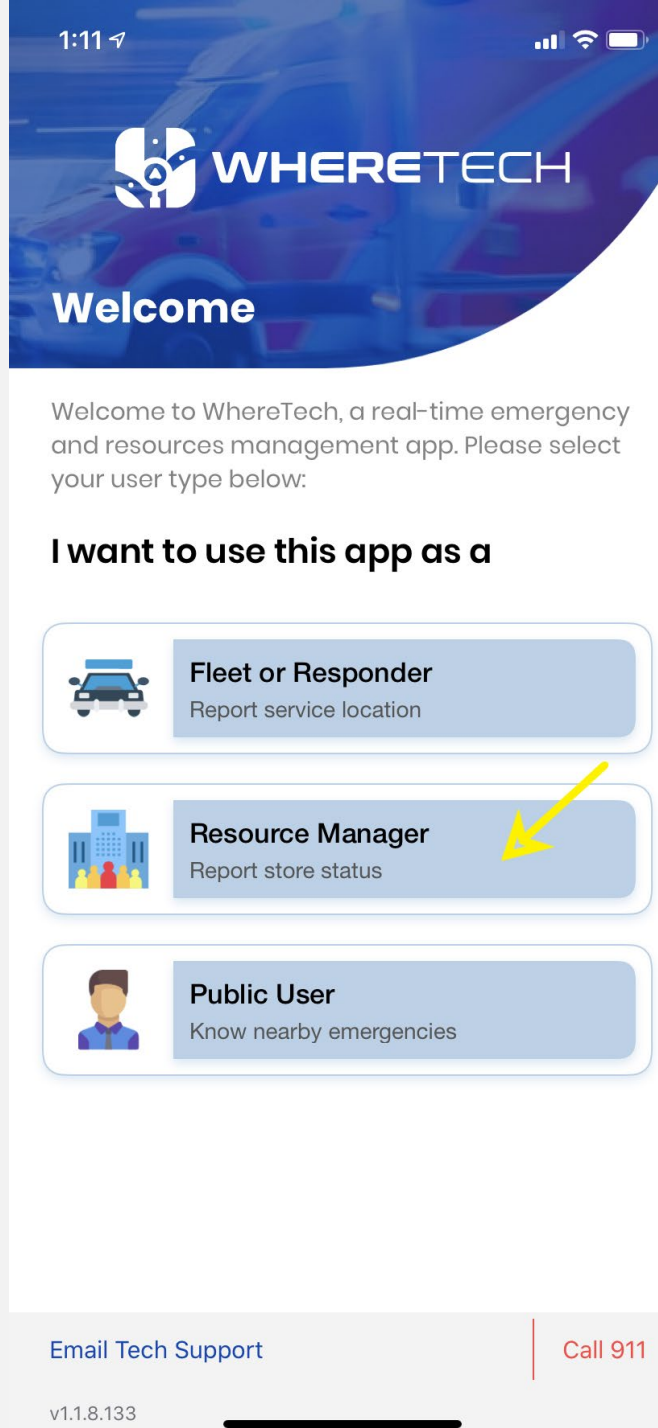


LOG IN

When you open the app, you will be prompted to log in as a user type.

Choose Resource Manager.

Then, use the credentials in the email you received to log in.



Once you have entered your credentials, you will be prompted to change your password. You may skip this step, but we recommend against it. Every time you log in you will be prompted to change your temporary password until you have completed this task.



The background is an aerial view of a city with various buildings and streets. A large black hexagonal graphic is overlaid on the left side, containing a white hexagonal cutout. A dark grey speech bubble-like shape is positioned in the center, containing the main text. A white hexagonal outline highlights a specific building in the city view on the right side.

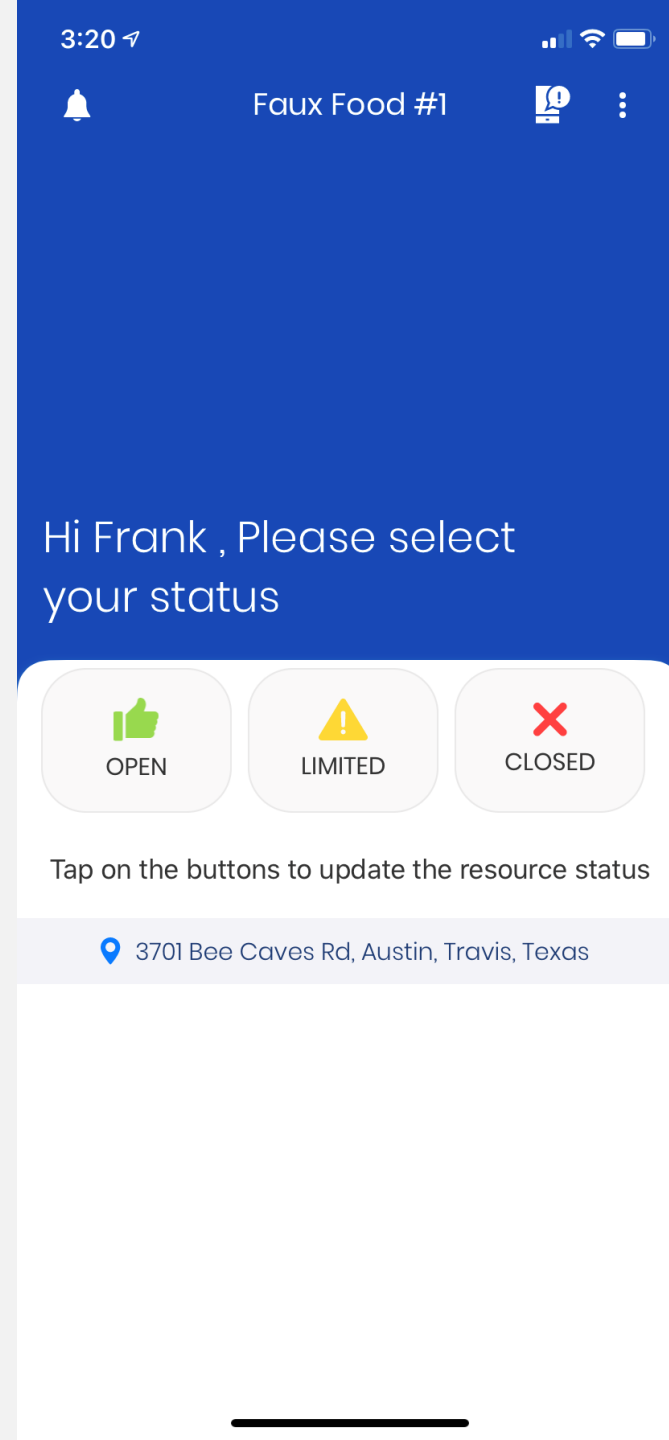
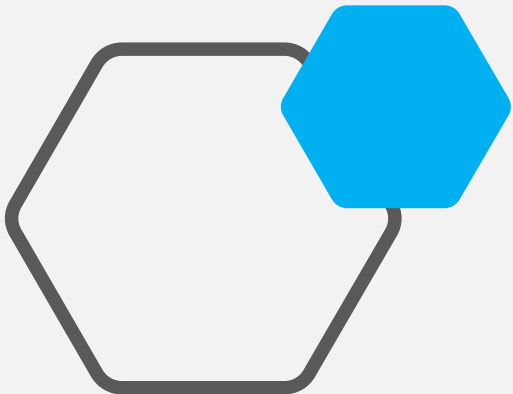
I am in! Now what?

Reporting Resource Status

REPORT THE STATUS OF YOUR STORE

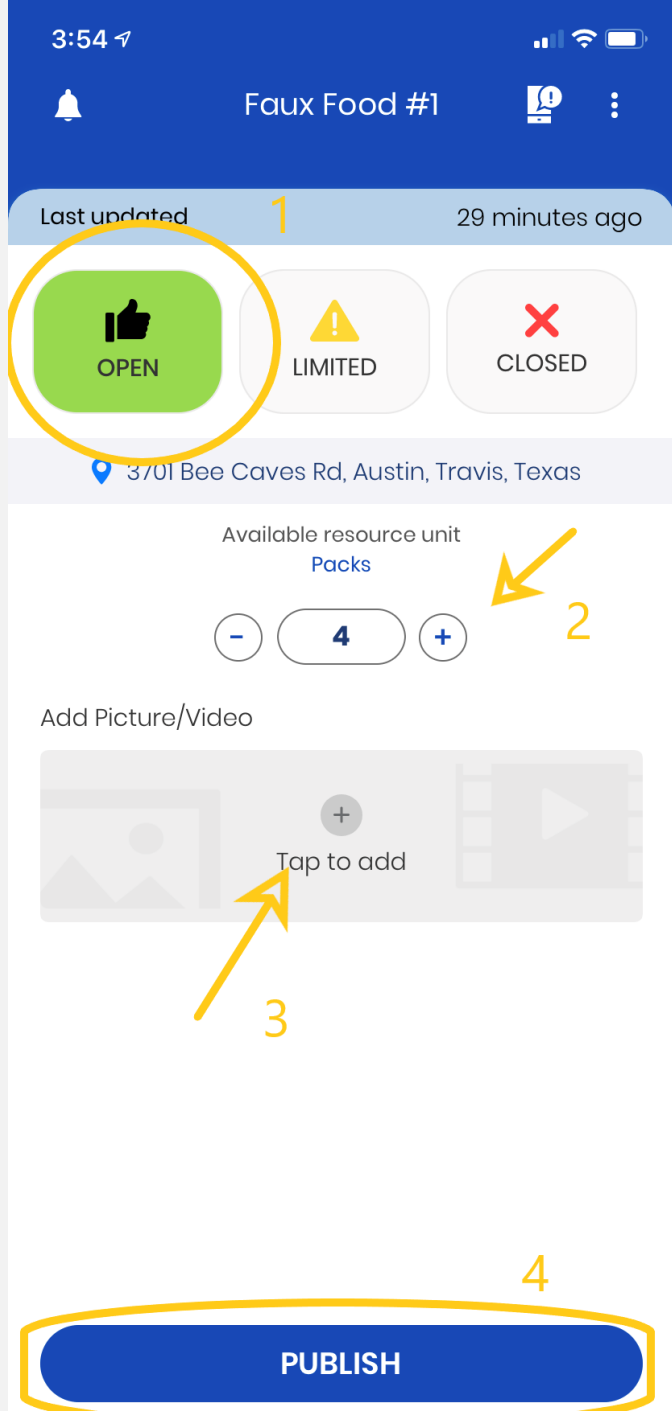
In the center of your screen you will see three options: Open, Limited and Closed.

You will choose the status of your business by clicking on the appropriate button and completing the steps on the following pages.



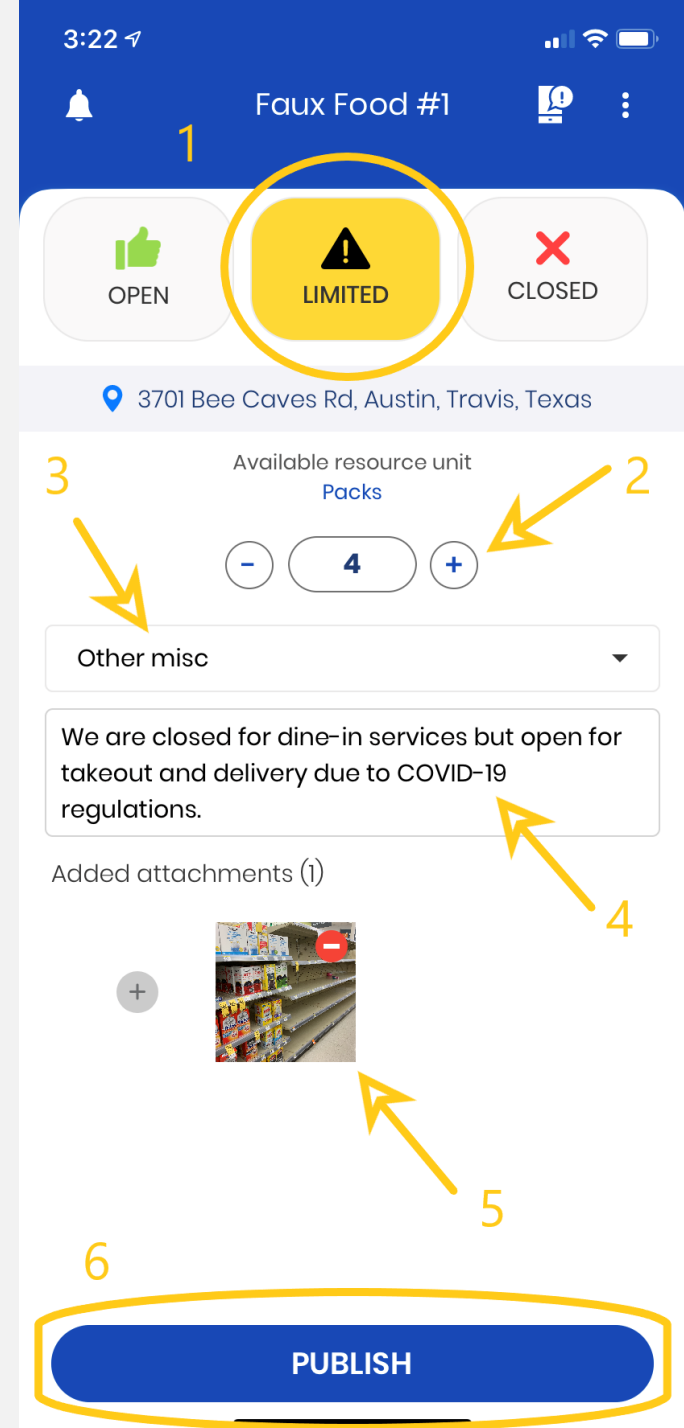
OPEN STATUS- GREEN

- 1. Click the OPEN button if your business is operating normally.
- 2. Update the amount of resources available. You can type in a number or hit the plus and minus buttons.
- 3. Add pictures or video to inform your customers or business managers about your business.
- 4. Then press PUBLISH.



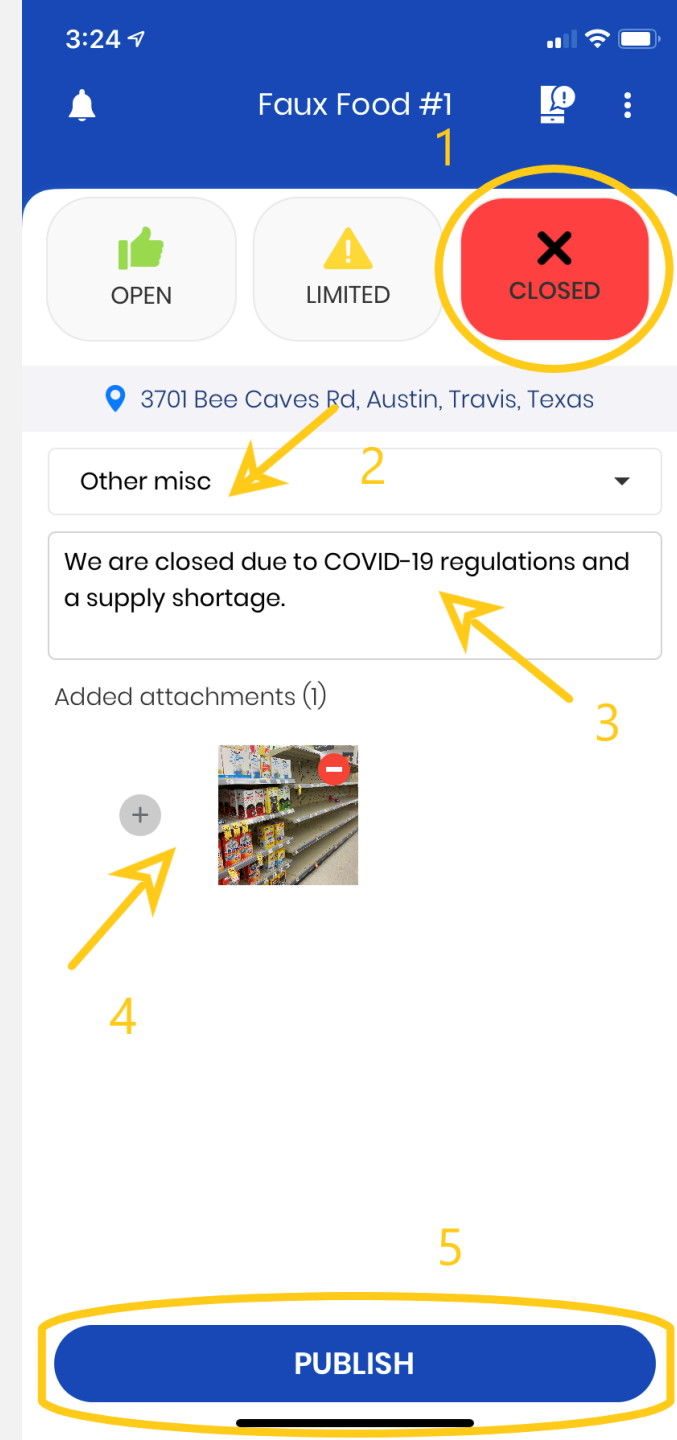
LIMITED STATUS-YELLOW

1. Click the LIMITED button if your business is operating with any limited functionality or resource availability.
2. Update the amount of resources available. You can type in a number or hit the plus and minus buttons.
3. Choose a reason for the limitation
4. Enter details about your business to share with your customers or business managers in text form.
5. Add pictures or video to inform users about your business.
6. Then press PUBLISH.



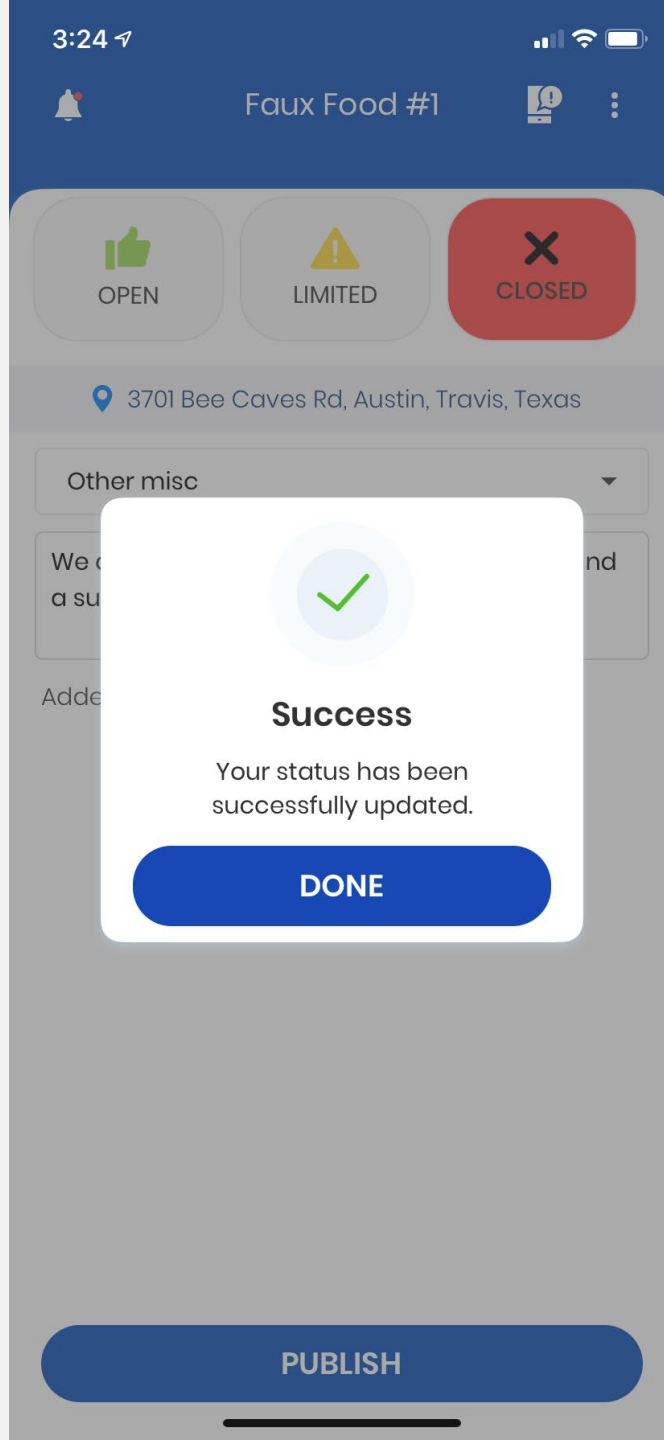
CLOSED STATUS- RED

1. Click the CLOSED button if your business is not open.
2. Choose a reason for your business closure.
3. Enter details about your business to share with your customers or business managers in text form.
4. Add pictures or video to inform your customers or business managers about your business.
5. Then press PUBLISH.

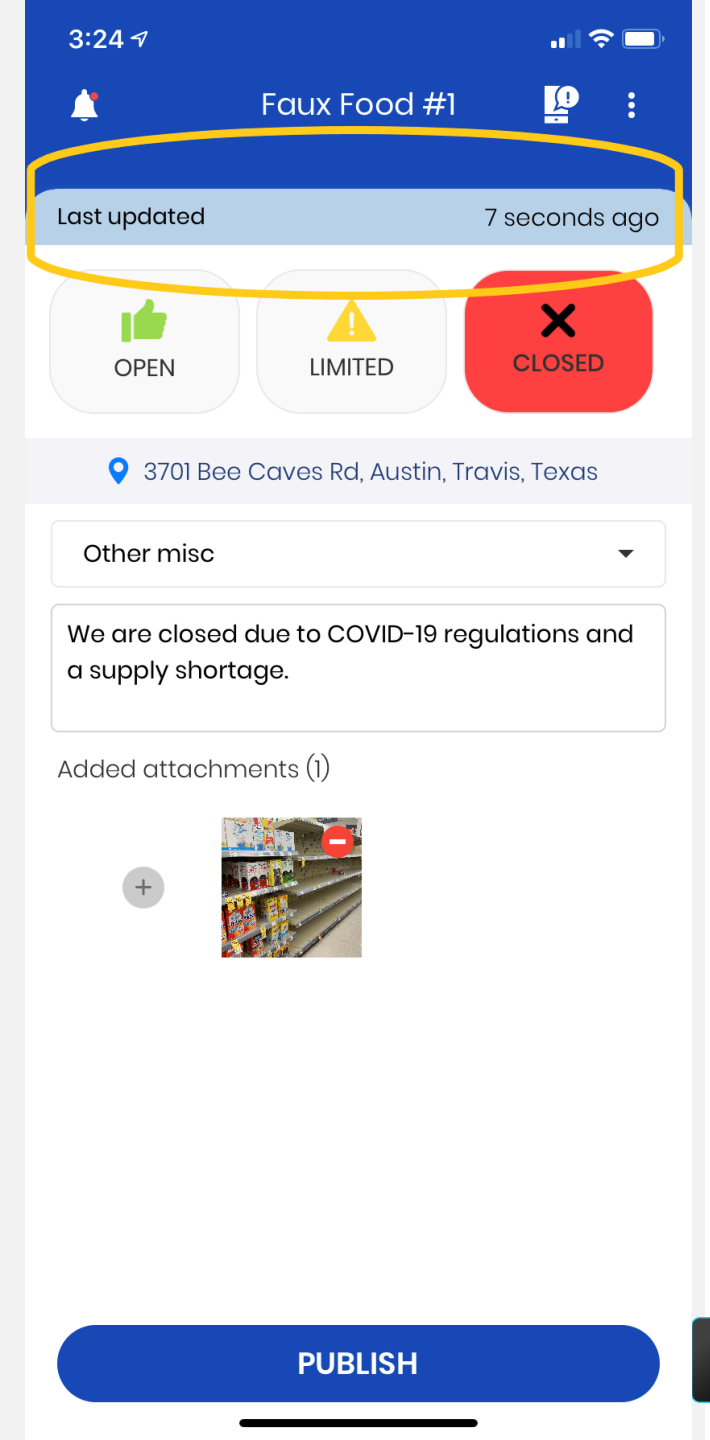


PUBLISH

You will know you have successfully updated your resource if you see this screen.



You can see the last update time on the top of the screen in the light blue bar.



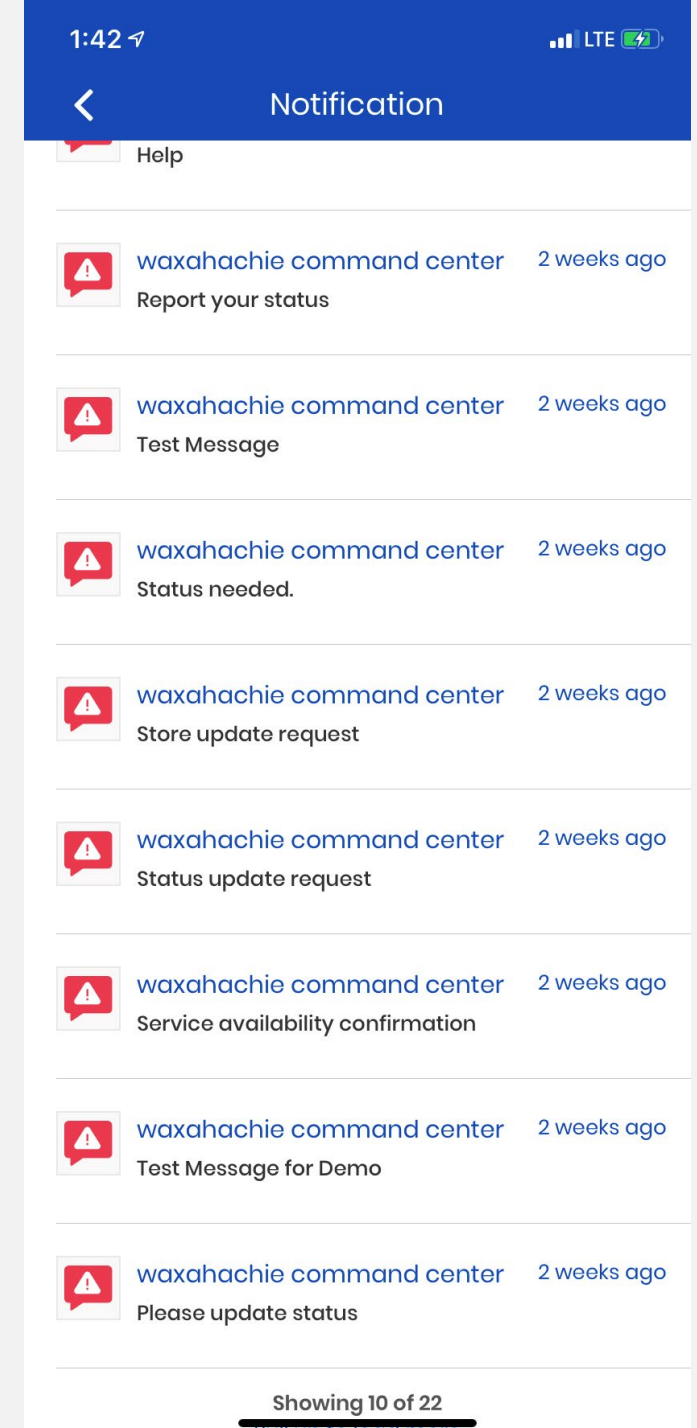
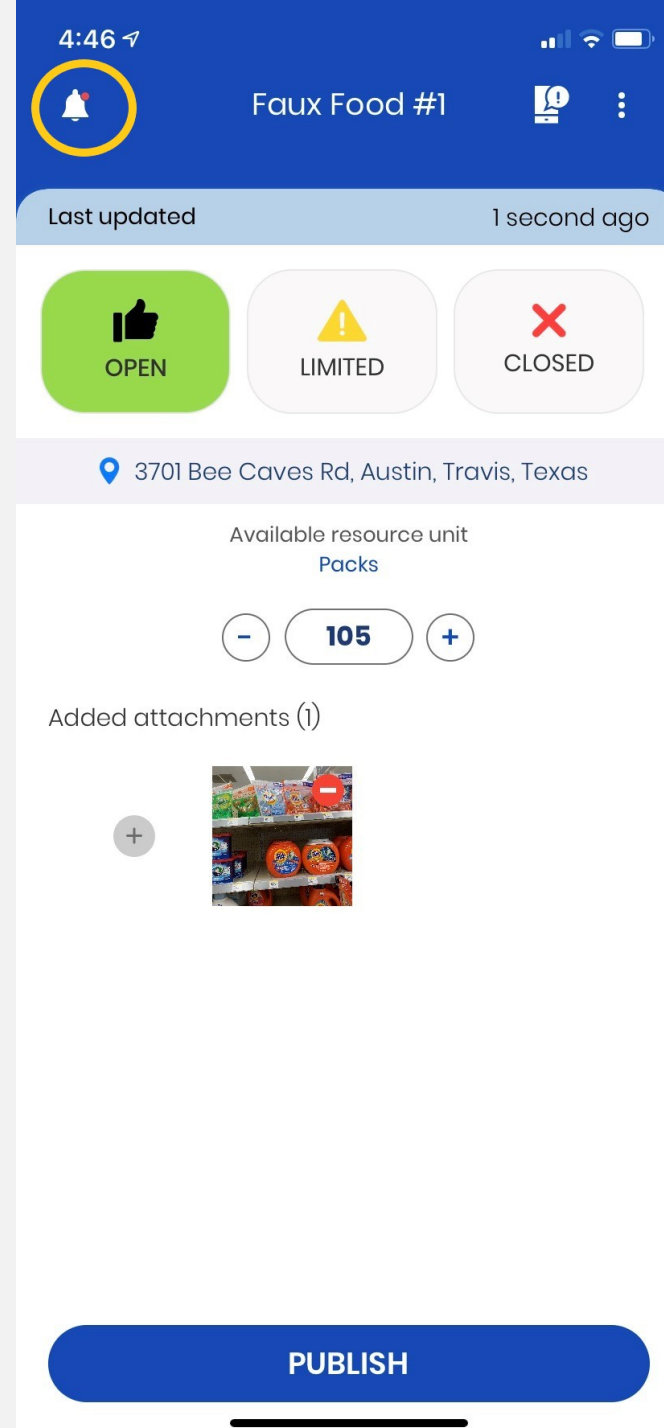
An aerial view of a city with various buildings and streets. Several hexagonal shapes are overlaid on the image. A large black hexagon is on the left, containing a white hexagon. A dark grey hexagon in the center contains the text 'Other Functions'. A white hexagon on the right highlights a specific building. A blue triangle is at the bottom left of the dark grey hexagon.

Other Functions

CHECK NOTIFICATIONS

The bell on the top right will take you to the notification center.

There you can see messages sent out to users, as well as any correspondence between you and the command center.



REPORTING AN EMERGENCY

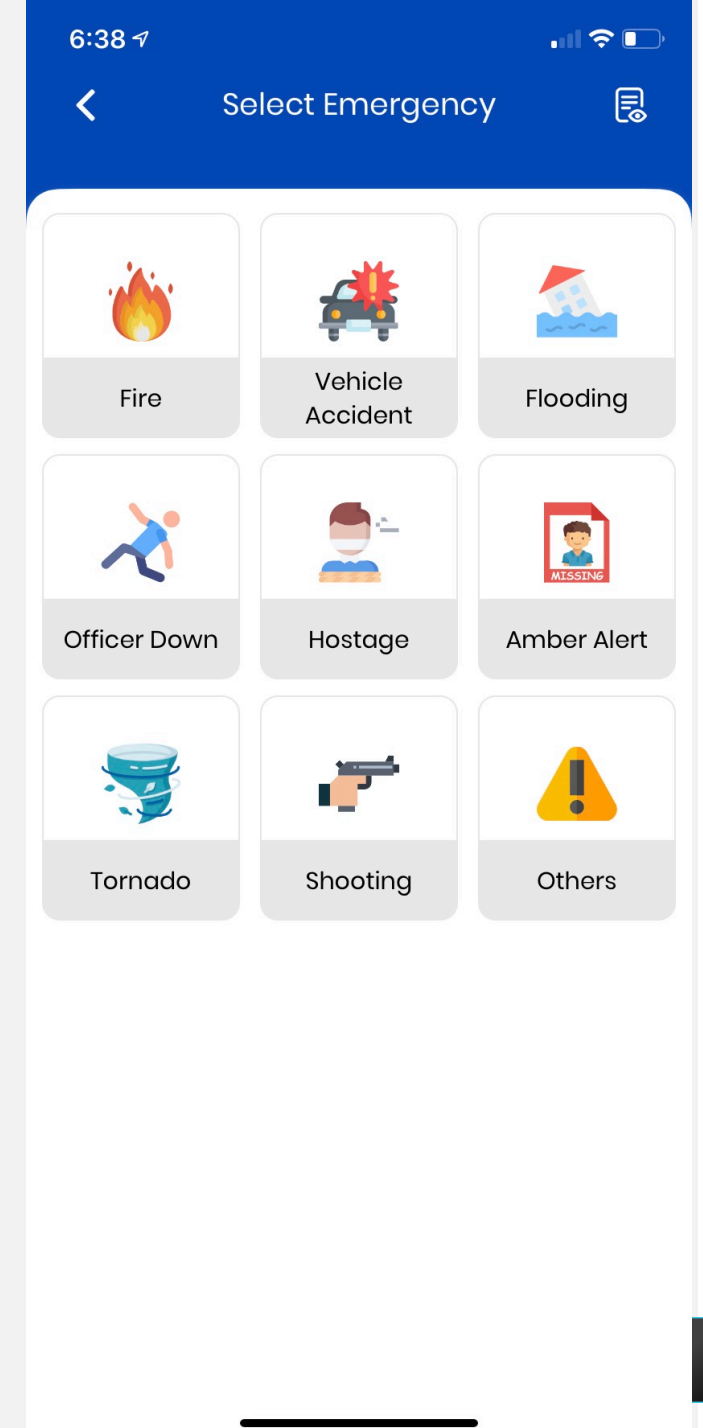
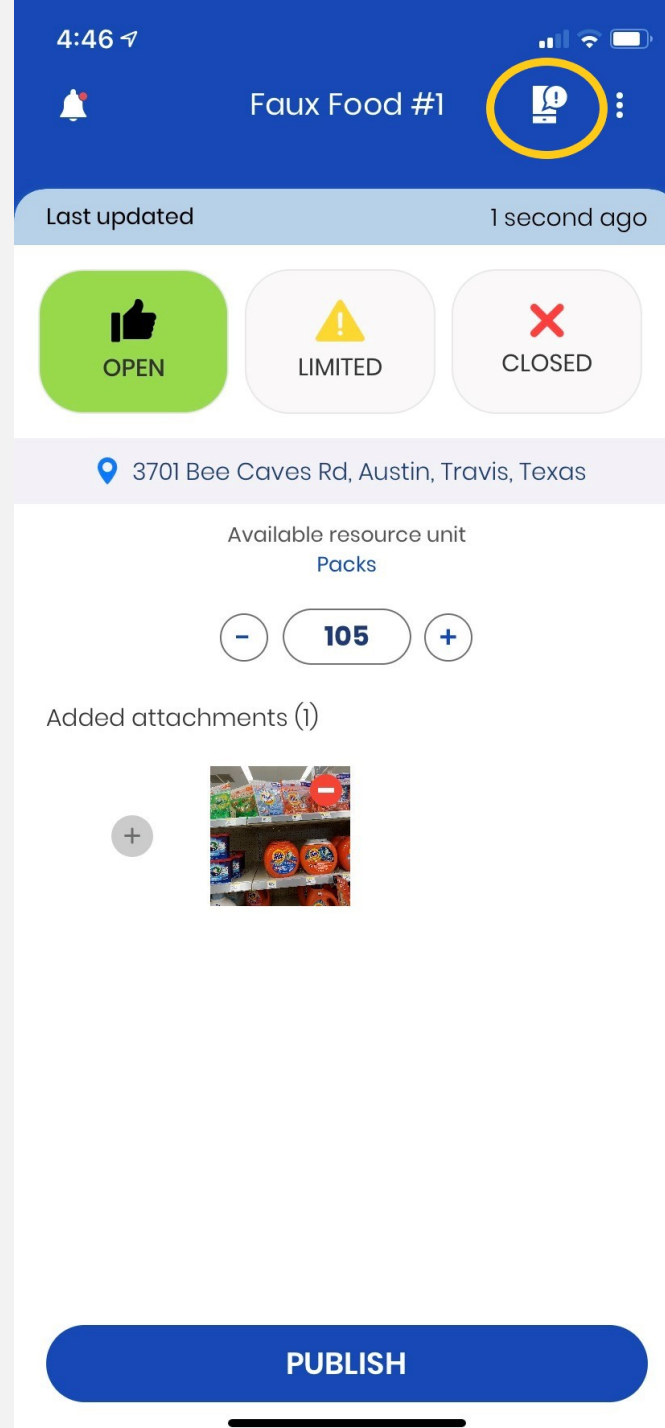
Click on the icon that looks like a cell phone with a “!” bubble on it.

Then, select the type of emergency you are reporting.

Once you have chosen the type of emergency, confirm the location. The location function will default to your current location, but you can drag the map to change the location, should you not be right on top of the event. Then, confirm the location of the emergency.

There is a space for entering details about the emergency and to upload pictures from your phone. Then hit Report at the bottom of the screen to complete the reporting of the emergency.

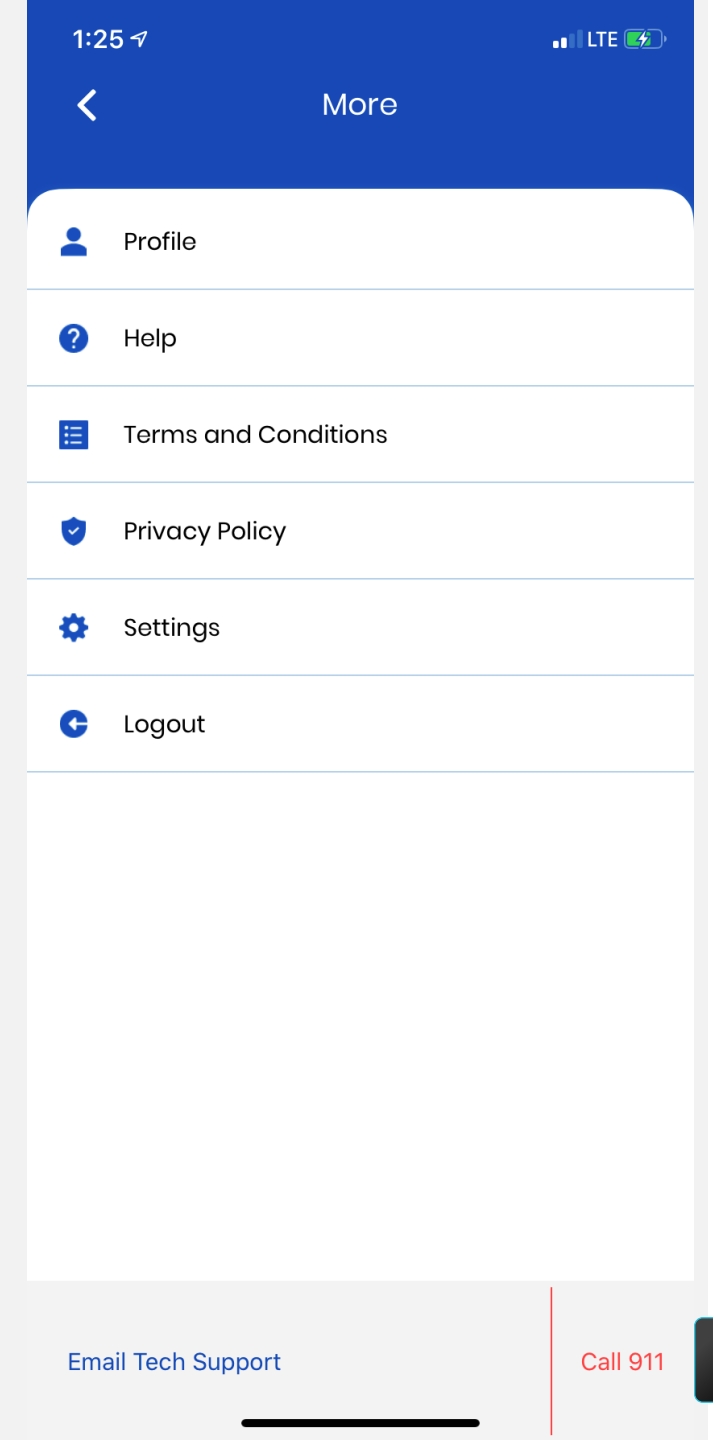
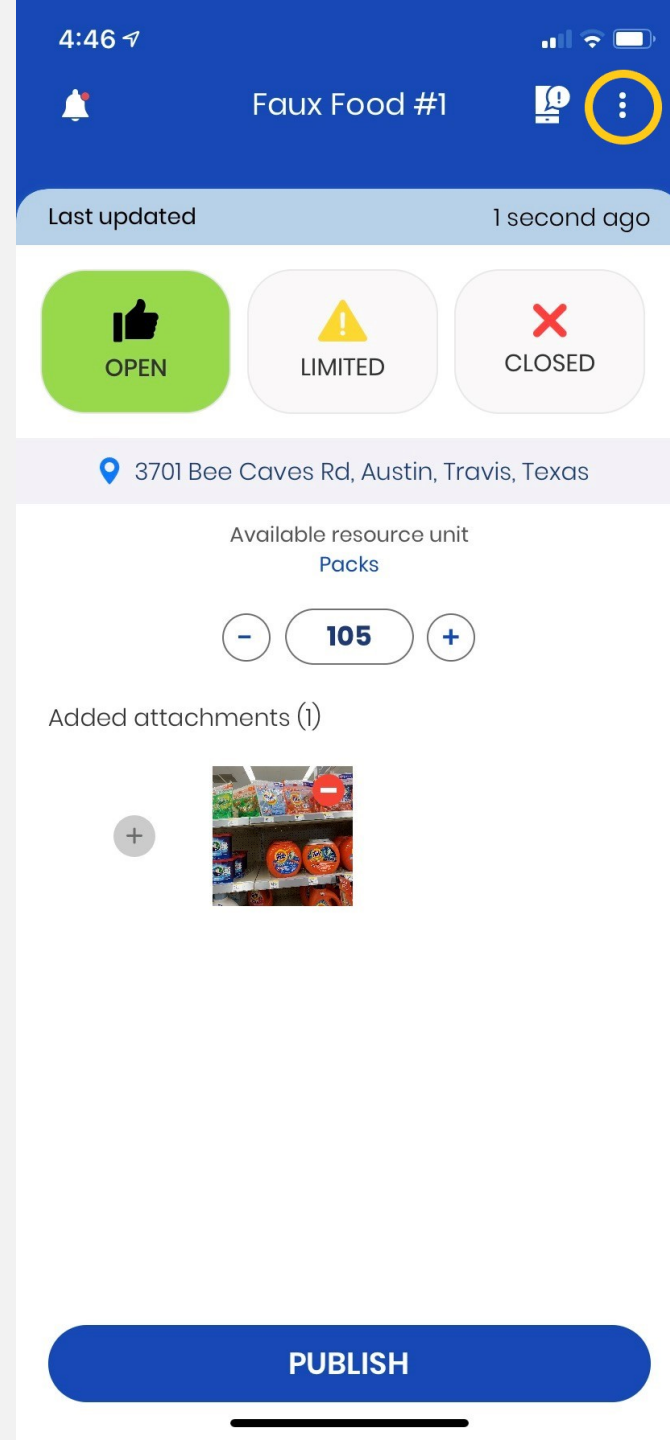
This information will be reported directly to the command center.



CHECK YOUR SETTINGS AND MORE...

Click on the three dots icon on the right side of the screen to access your profile, help items, settings and more.


At the bottom of the screen you will see a place to directly email tech support or call 911.






Thank You

 WhereTech LLC

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 www.wherotech.com