



#### Setup:

- Your login will be emailed from **mobileUserLogin@ownerville.com**
- Email will contain your case sensitive username/password
- Download the app Telemapper in application store

You can reset your password using the Forgot Password function on the login page. If you have trouble receiving your login details, please contact your management team.

#### Clock in Process:

- If scheduled shift *My Schedule* will display your shifts for the day
- If you're not scheduled use Pick Another Location to choose an associated store. If your intended store is not listed, you have the option to Search for Another Location. This can also be used for Road Trips.
- You then would slide the I am here bar to initiate the GPS at your intended store. I

am here box color schemes:

- **Blue:** Thinking
- **Grey:** GPS cannot determine location
- **Green:** Found, GPS is successful

Details Include: Store details, special instructions and directions option provided through your cell phone navigation system.

#### How to start break/meal period:

- Slide Start Meal Period bar
- Meal period clock will start in the top right-hand corner
- To end meal period slide End Meal Period
- You then would locate your intended store and slide the I am here bar to initiate the GPS.

#### Clock Out Process:

- Once you have clocked out, your completed hours for the day will display.
- If there is any discrepancy slide Adjust hour bar and edit the time in question.

Please then enter a required comment for the adjustment. This will be sent to the management team for review.

#### Display Camera:

- Camera will activate once checked into a store
- Enter Description of display
- Based on store program take required photos that will then be sent directly to Smart Circle Central
- Check app periodically to see if photos have been rejected

My Week displays your schedule as well as a breakdown of your completed shifts.