

Altametrics Schedules Installation and Activation Guide

Version 1.0

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Document History

Paper copies are valid only on the day they are printed. Contact the author if you are in any doubt about the accuracy of this document.

Revision History

Revision Number	Revision Date	Summary of Changes	Author

Reference Documents

Please see the following documents for more information.

Reference	Summary

Distribution List

This document has been distributed to the following.

Name	Company	Action

1. Introduction

The purpose of this document is to provide the guidelines to start using Altametrics Schedules Web and Mobile Apps. Supported devices, Mobile application installation process, and steps for Sign Up of email IDs in Altametrics Schedules have been covered in this document.

2. Supported Devices

The Altametrics Schedules application is supported on all:

- Android devices with version 4.0 (Ice Cream Sandwich) and above.
- iOS devices with version 9.0 and above.
- Systems with necessary requirements as those for eRestaurant (for Web application).

3. Installation of Altametrics Schedules in Mobile

Altametrics Schedules has been developed for both **Web** and **Mobile** (iOS and Android devices) platforms. To install Altametrics Schedules application on an iOS device, follow these steps:

1. Go to the App Store and search **Altametrics Schedules**.
2. Tap **GET** besides the application and then **INSTALL**.
3. Use your Touch ID or Password to authorize the download process.

To install Altametrics Schedules application on an **Android** device, follow these steps:

1. Go to the Play Store and search **Altametrics Schedules**.
2. Select **Altametrics Schedules** from the list.
3. Tap **INSTALL** to start downloading. Once downloading completes, installation will start automatically.

4. Steps to Sign Up in Altametrics Schedules

Before any employee starts using Altametrics Schedules application, store manager has to specify the email ID of the employee in the **Active/LOA Employees** screen of eRestaurant (refer to Figure 4.1).

Note



To work on Altametrics Schedules in QA eRestaurant applications, email IDs to be used are to be informed to the Altametrics administrator also.

The screenshot shows the 'Employee General Information' form in the eRestaurant system. The 'Email Address' field is highlighted with a red box and contains the text 'john@yahoo.com'. Other fields include First Name (John), Last Name (Nixon), Date of Birth (01/01/1980), Social Security Number (XXX-XX-1124), Street Address (1900 North Sheridan Way), City (Mississauga), State (Ontario), Home Phone Number (905-855-1952), Cell Phone Number, Payroll ID (246660), GPN, National Origin, Gender, Student Status (NO), Student Permit Expiration Date, Veteran Status (No), Veteran Type, Disabled Veteran (No), and Organization Start Date (07/16/2010). The form has a 'Save' button in the top right corner.

Figure 4.1 Specifying Email Address Field

Once the email ID of employee is specified in the HR record in eRestaurant, employee can sign up in the Altametrics Schedules application using the same email ID. Since the employee can access Altametrics Schedules application from both Web and Mobile, the sign up process can be performed on either of them.

4.1 Web Sign Up Process

The web sign up process is generally for managers as they have access to eRestaurant.

1. Navigate to login page of eRestaurant (see Figure 4.2).

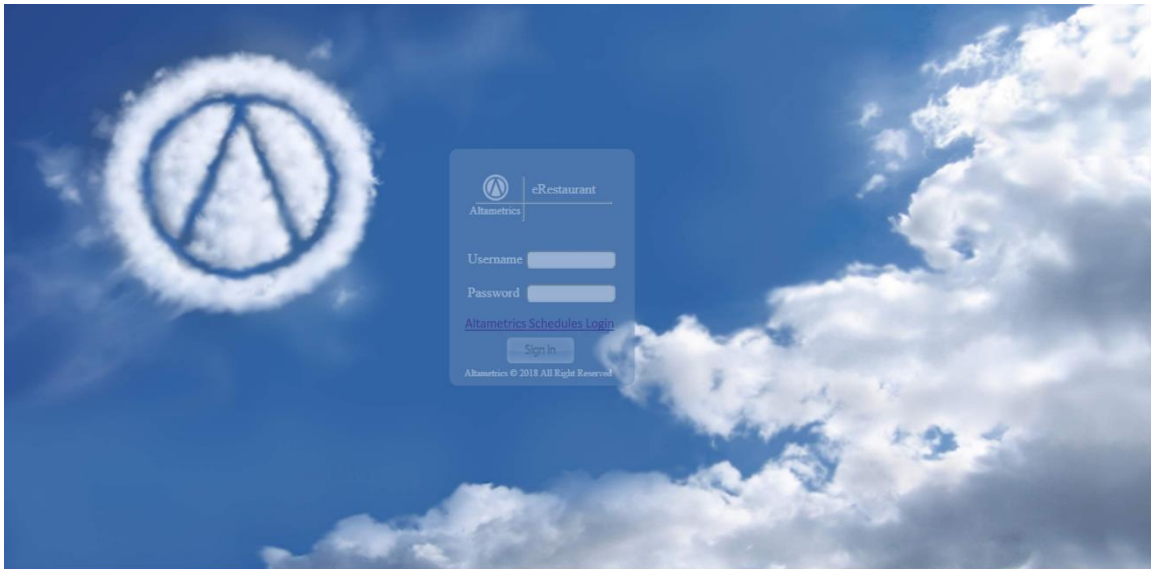


Figure 4.2 Login Page of eRestaurant

2. Click **Altametrics Schedules Login**.

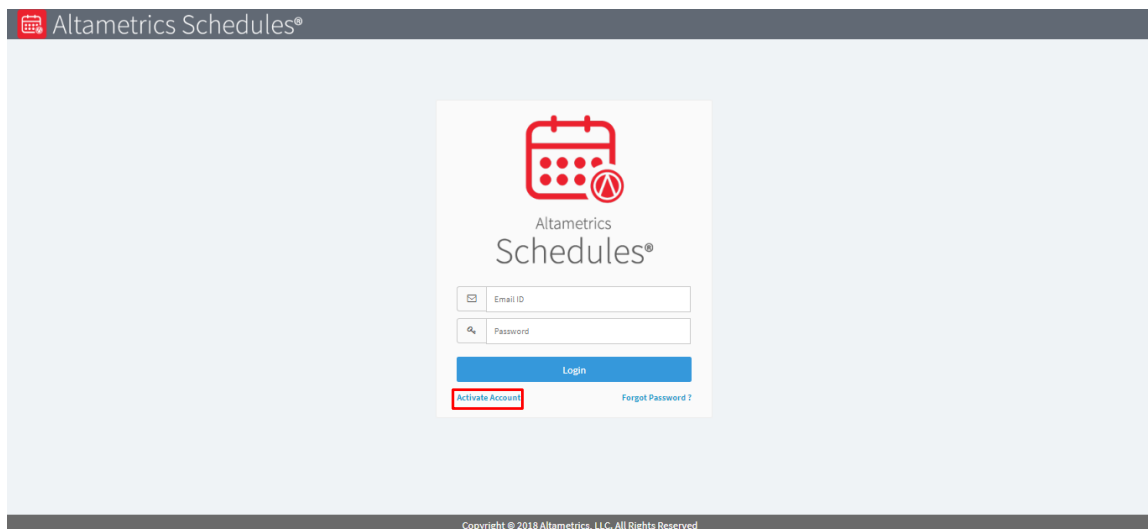


Figure 4.3 Web Altametrics Schedules Login Page

3. Click **Activate Account**.

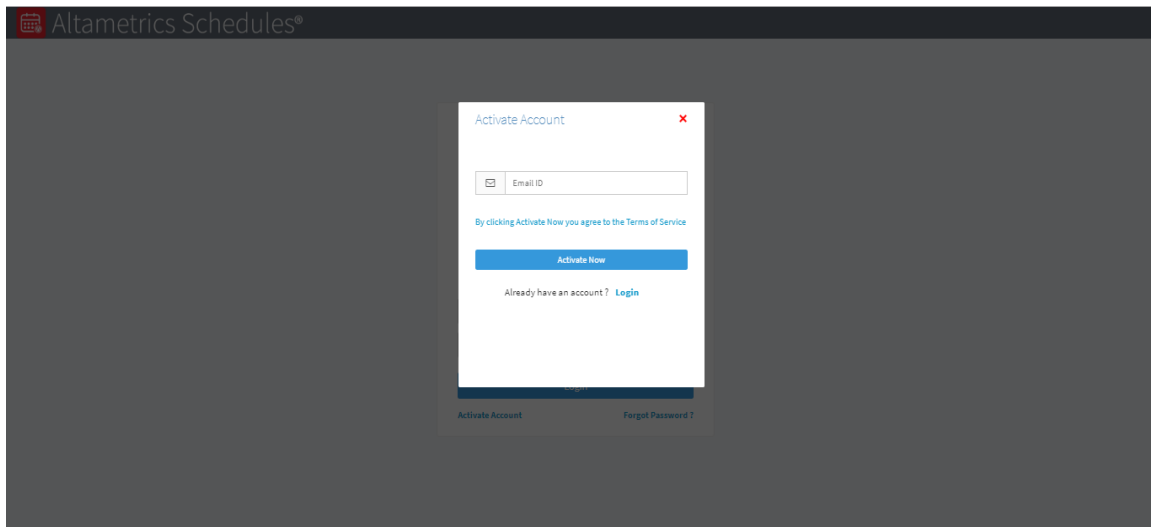


Figure 4.4 Register Email Window

4. Enter the same email ID that was entered for the employee in the HR record in eRestaurant.
5. Click **Activate Now**. This will send a mail to the specified email ID with a one-time temporary password (as shown in Figure 4.5).

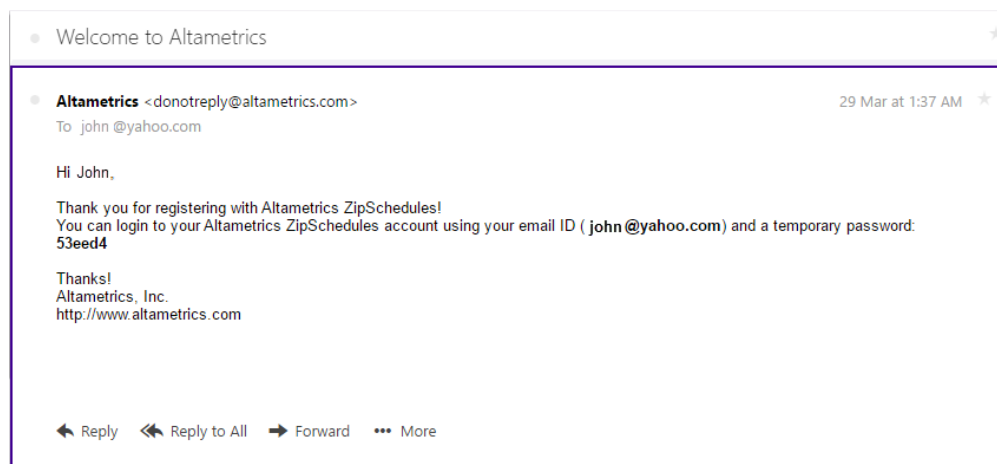


Figure 4.5 Email with Temporary Password

6. Use the email ID and temporary password to log in to Altametrics Schedules.

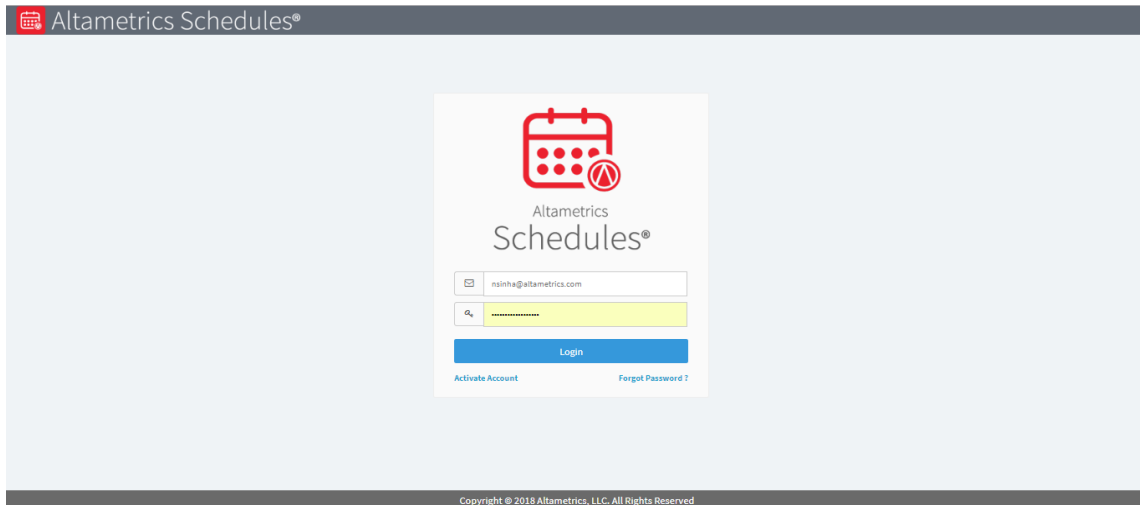


Figure 4.6 Web Altametrics Schedules Login Page

Successful login to Altametrics Schedules using temporary password will redirect the user to **Change Password** screen where user will have to create a new password.

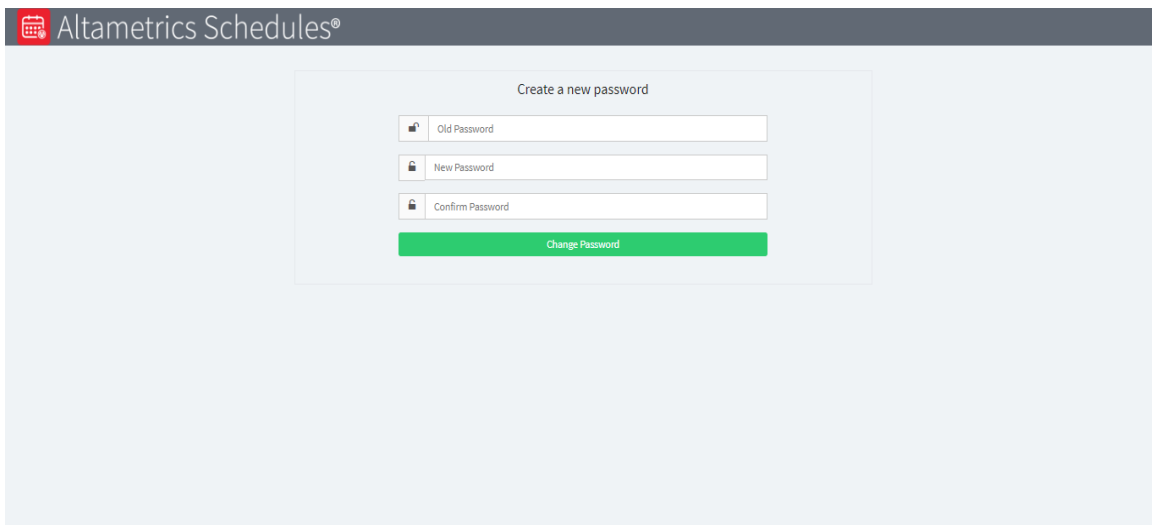


Figure 4.7 Change Password Screen in Web Altametrics Schedules

With the email ID and the new password, the user can login to the application. If the login credentials are correct, the user will navigate to the Company Selection page if exist in multiple company. (shown in Figure 4.8).

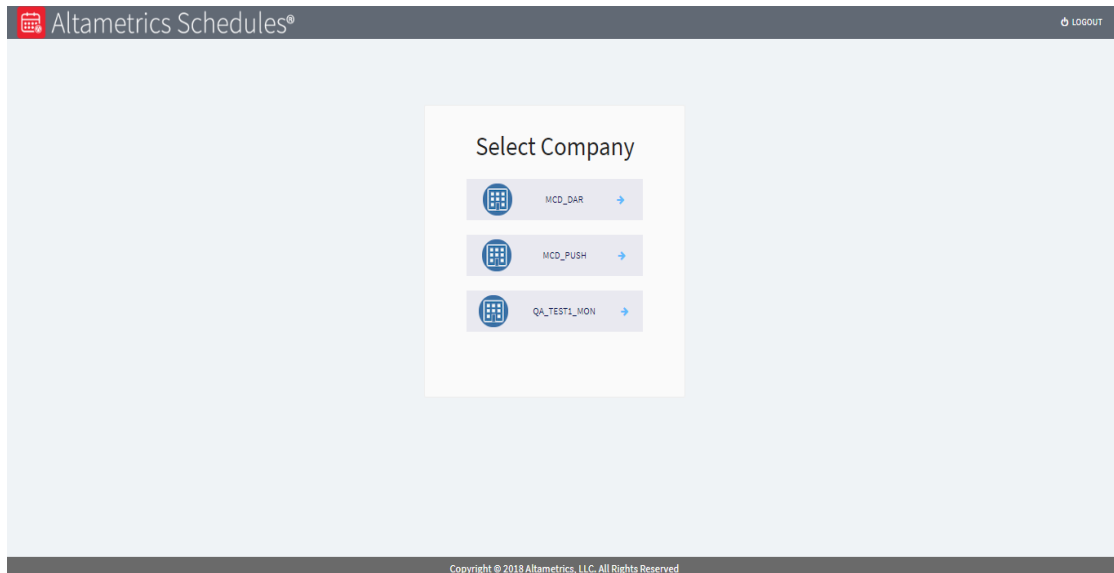


Figure 4.8 Web Altametric Schedules Company Selection Page

On selection of company user will navigate to organization selection page if user exist in multiple org otherwise user will navigated to Dashboard.

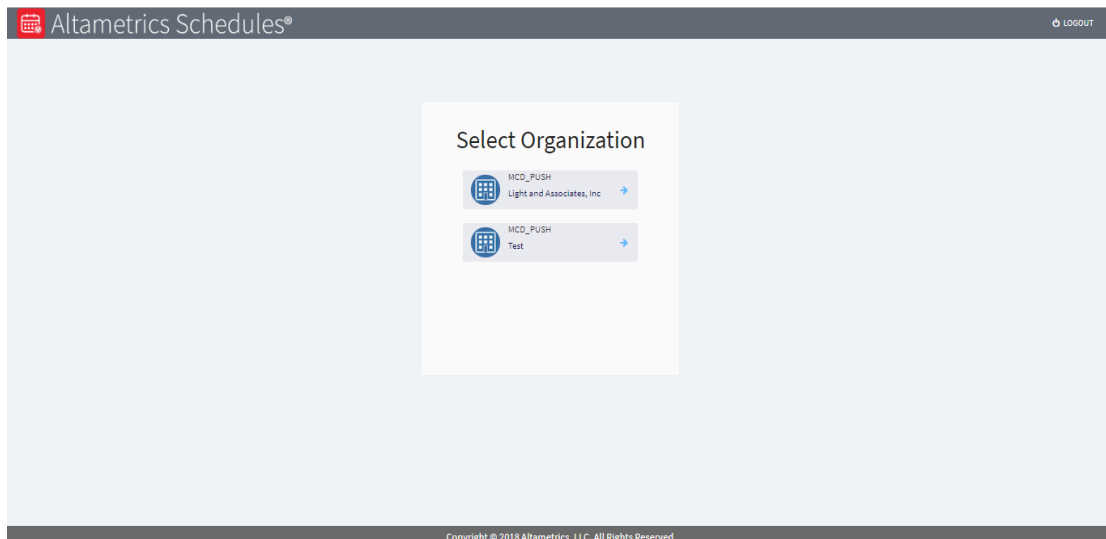


Figure 4.9 Web Altametrics Schedules Org Selection Page

On selection of Organization from Organization Selection page user will navigated to Dashboard Screen.

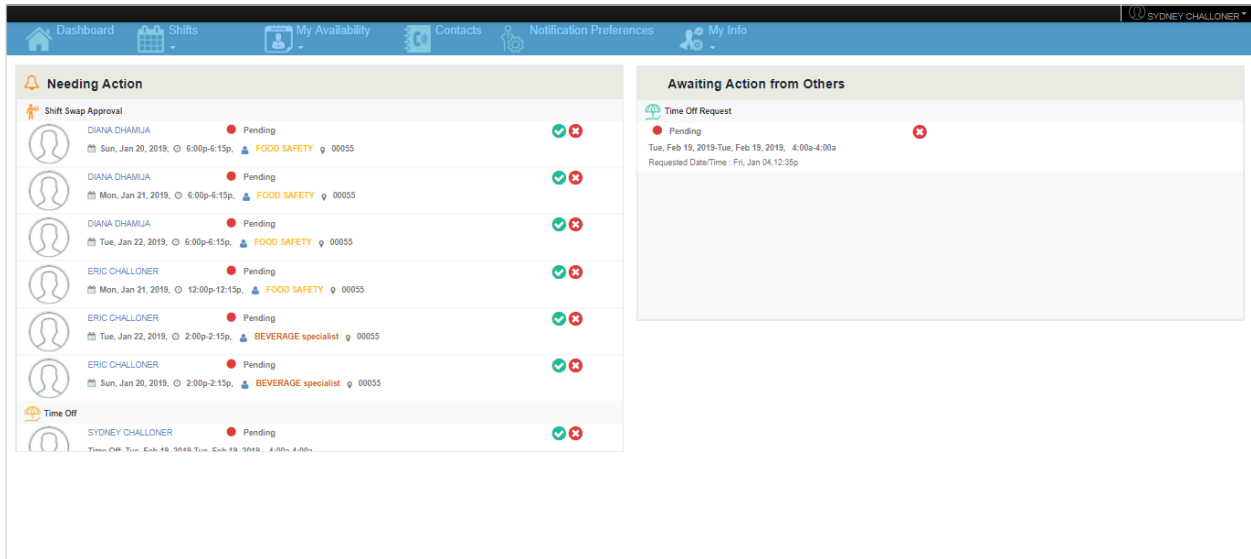


Figure 4.10 Web Altametrics Schedules Dashboard

4.2 Mobile Sign Up Process

User can also sign up into Altametrics Schedules from the mobile application by following these steps.

1. Launch Altametrics Schedules. This will display the login screen of Altametrics Schedules (shown in Figure 4.11).

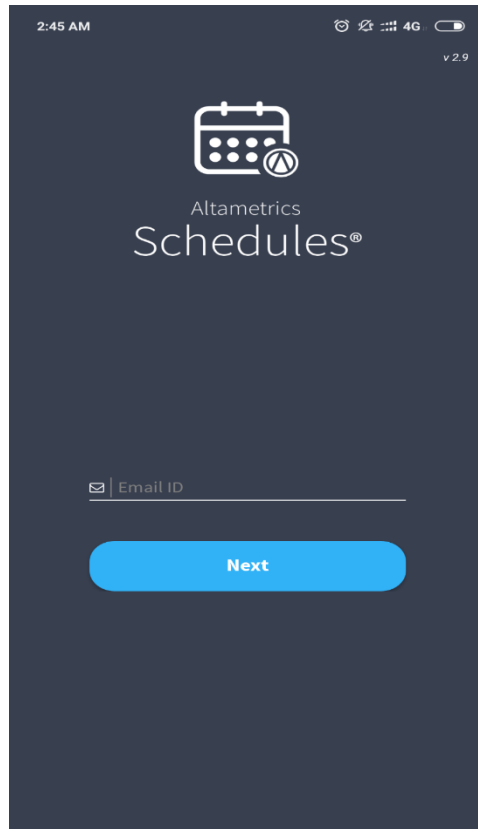


Figure 4.9 Mobile Altametrics Schedules Login Screen

2. Enter Email ID and click on **Next** Button to login. After clicking on Next button mail will be generated for Activation Code from Altametrics LLC and user will navigated to Activation Code screen.

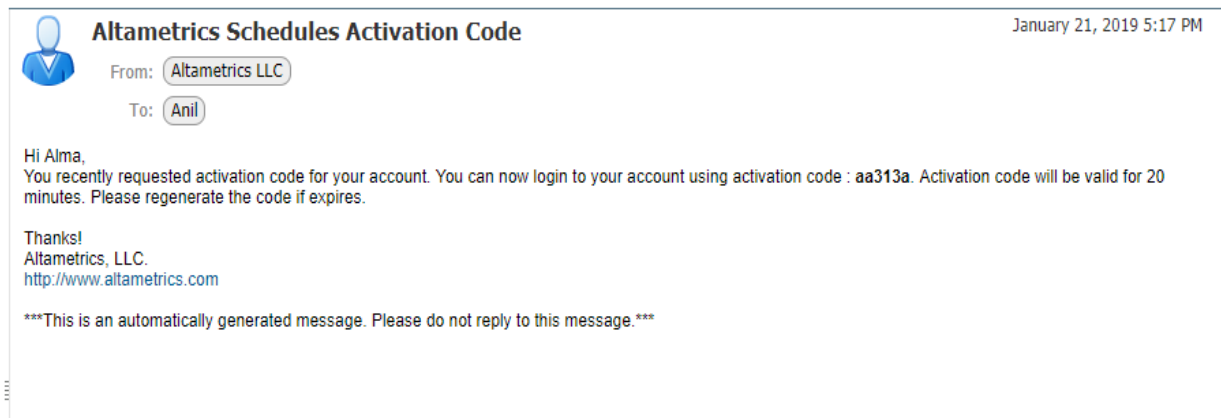


Figure 4.10 Mail for Activation Code

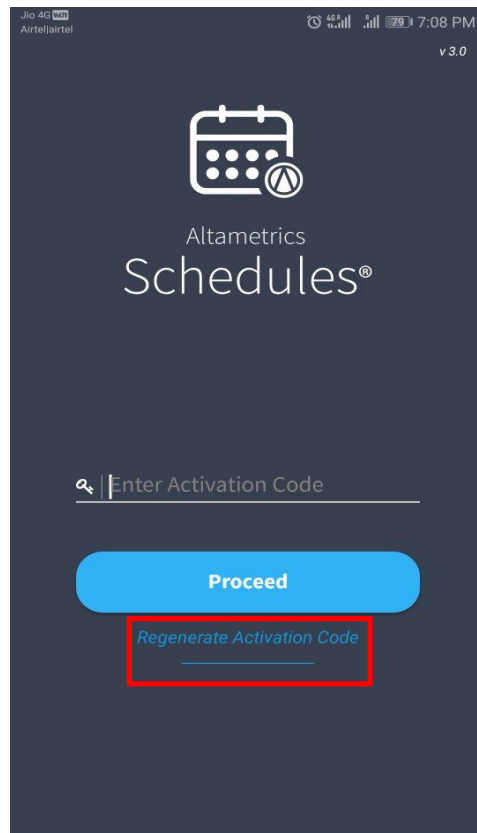
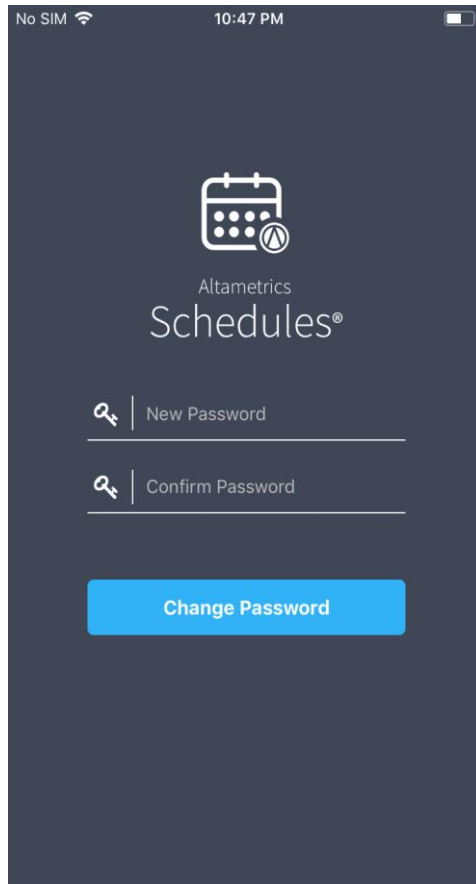


Figure 4.11 Mobile Altametrics Schedules Activation Code Screen

3. Enter the Activation Code from the mail to login. If by mistake the mail was deleted the user can click on **Regenerate Activation Code** and can use that activation code for login.
4. After clicking on Proceed employee will be navigated to **Set Password Screen** where user needs to enter New Password and Confirm Password. New Password and Confirm Password should be same, if not same then user will get the validation message **New Password and Confirm Password does not match. Please try again.**



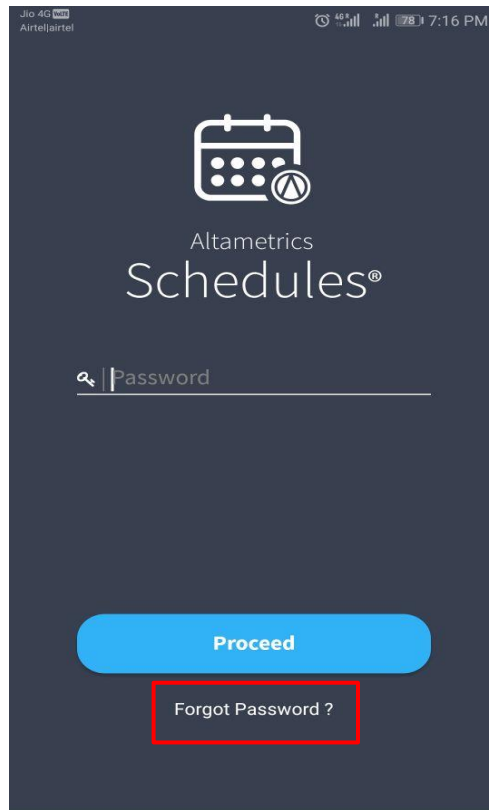


Figure 4.11 Password Screen

5. After entering the password, user will be navigated to Dashboard Screen.
6. If user doesn't remember the password then it can click on Forgot Password present below the Proceed button. After clicking on Forgot Password user will navigated to the **Forgot Password Screen**.

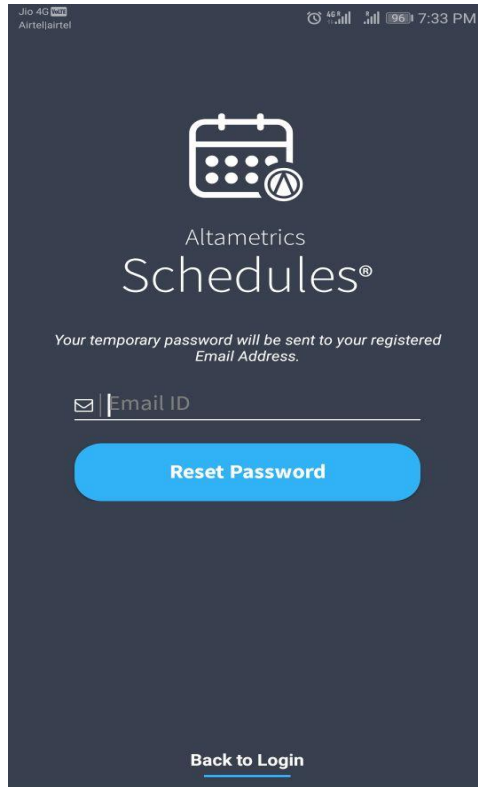


Figure 4.12 Forgot Password Screen (Email ID)

7. Enter Email ID and click on **Reset Password** Button. On clicking on Reset Password button mail for Password Recovery will be generated from Altametrics LLC and user will be navigated to set Password Screen.

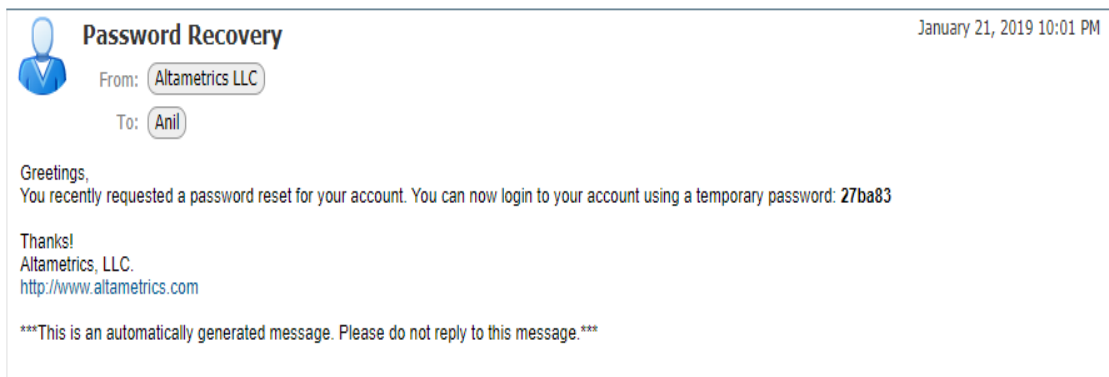


Figure 4.12 Mail Content for **Forgot Password**

8. User needs to enter the password received on mail on the password screen for login into application.

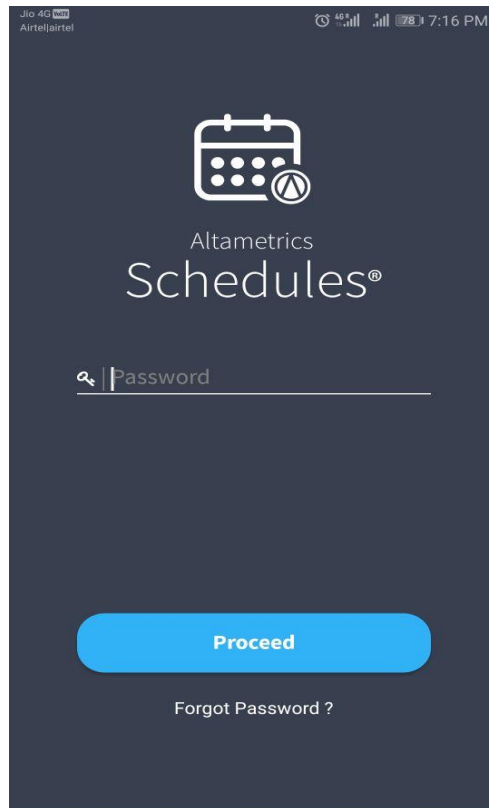


Figure 4.13 Mobile Altametrics Schedules Password screen

After entering the password user will be navigated to Set Password Screen where user has to enter new password and confirm password. With the email ID and new password user will be navigated to dashboard.

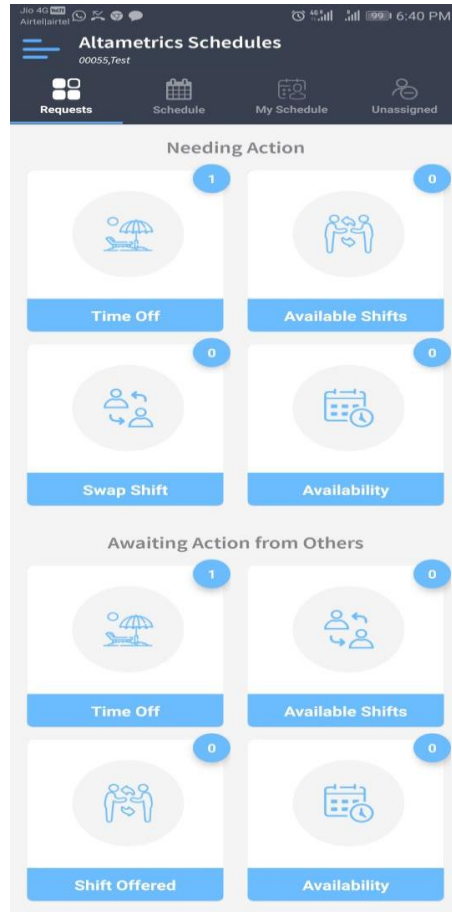


Figure 4.14 Mobile Altametrics Schedules Dashboard

Note



Any employee after her/his **Termination** won't be able to use the Altametrics Schedules application.