Retti

Scheduling · Logistics · Communication

MOBILE APP
TRAINING MANUAL

Retti

Scheduling · Logistics · Communication

Part 1

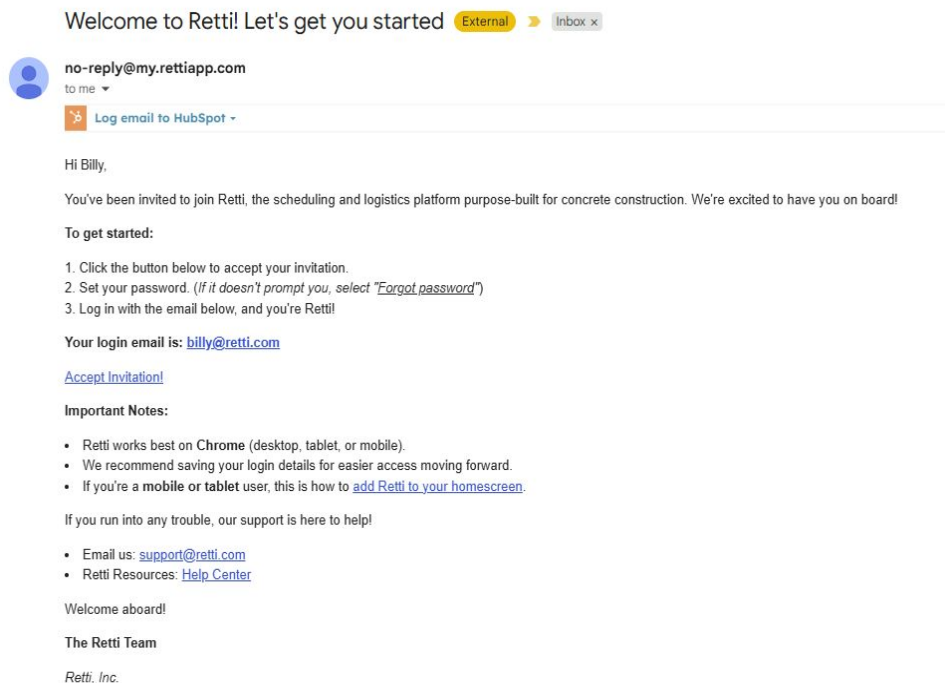## Downloading and Logging into Retti

1. Accept your invite via email

Welcome to Retti!

Upon being invited to Retti, you will receive an **invite in your email inbox.** Please be sure to **accept** this invitation.

Once accepted, you will be prompted to **reset your password.** Complete that prompt, and then please *proceed to the next slide.*
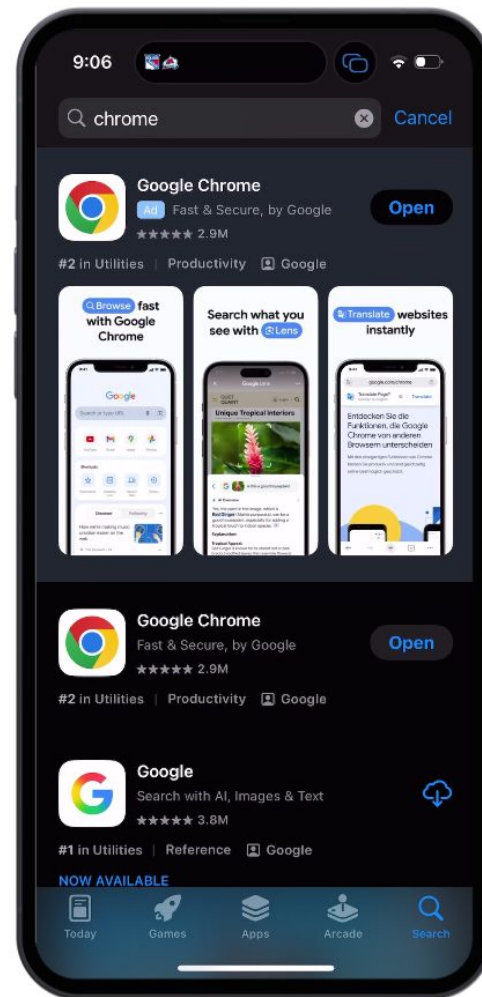
2. Download Google Chrome

To **install** the Retti App onto your device, please proceed to the store relevant to your device.

Google Play - Android

Apple App Store - iPhone

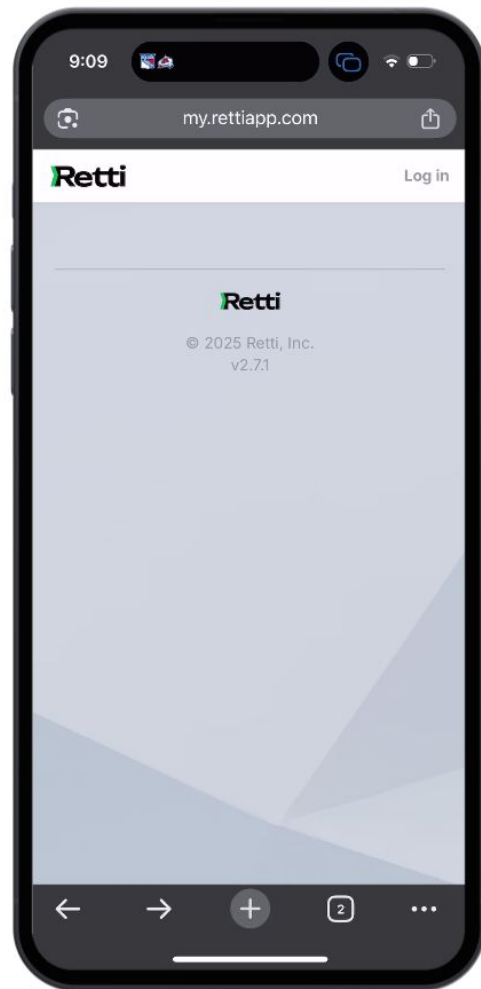Once there, search **"Google Chrome"** and **download the browser.**

Once complete, please *proceed to the next step.*

3. Navigate to: my.rettiapp.com

Once the Google Chrome app has been downloaded to your device, please **open the browser and navigate** to "my.rettiapp.com".

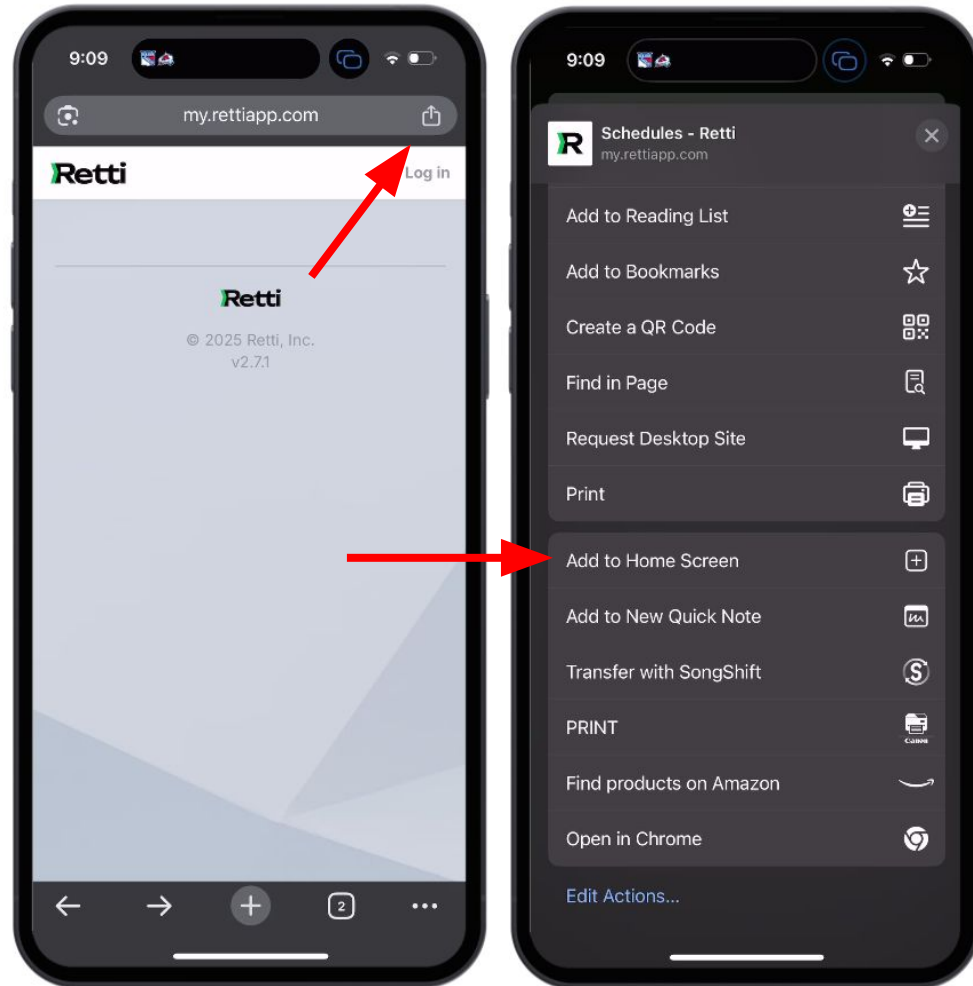Once this is complete, please *proceed to the next step.*

4. Add my.rettiapp.com to your home screen.

Once you are on the website, please **utilize the share button** in the browser bar to open the options menu.

Within the options menu, please click **"Add to Home Screen"** which will create a dedicated app for Retti on your device.
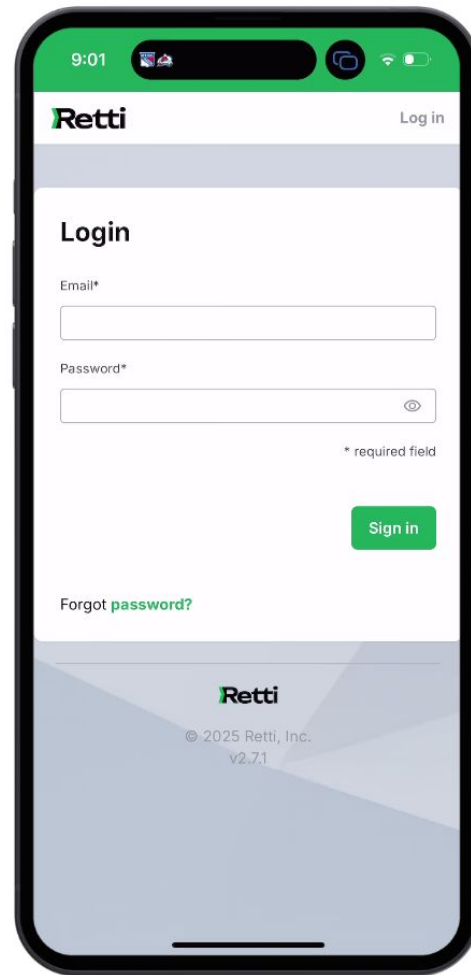
Then *please proceed to the next step.*

5. Login to your profile

Once you have opened your dedicated Retti App, input your login credentials and save password by clicking "**Remember Me.**"

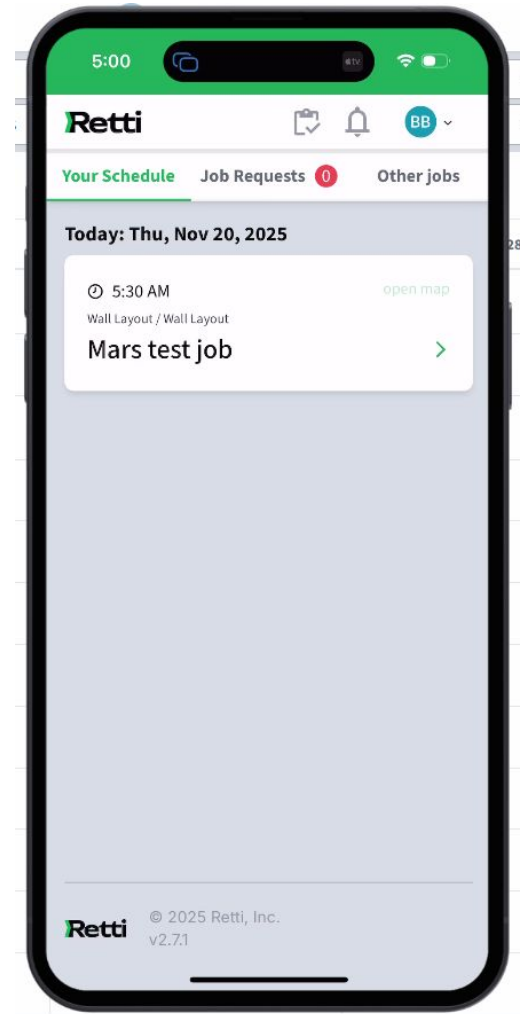To reset your password, **click "Forgot Password?"**

Your Schedule

Your company has chosen Retti for you to receive job assignments, view your schedule, view job details, and submit important information back to the office.

Once you login, **Your Schedule** will show as the default view.

Don't forget to turn on your push notifications!

Managing Your Job

Once you click on your job for the day, you'll be met with a variety of options such as uploading files, communicating with the office, completing tasks, & reporting material usage.
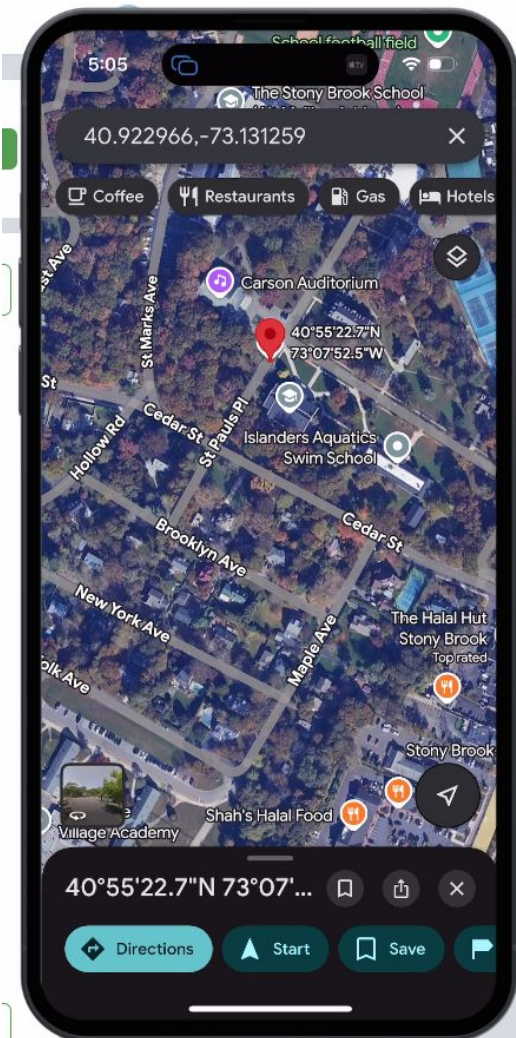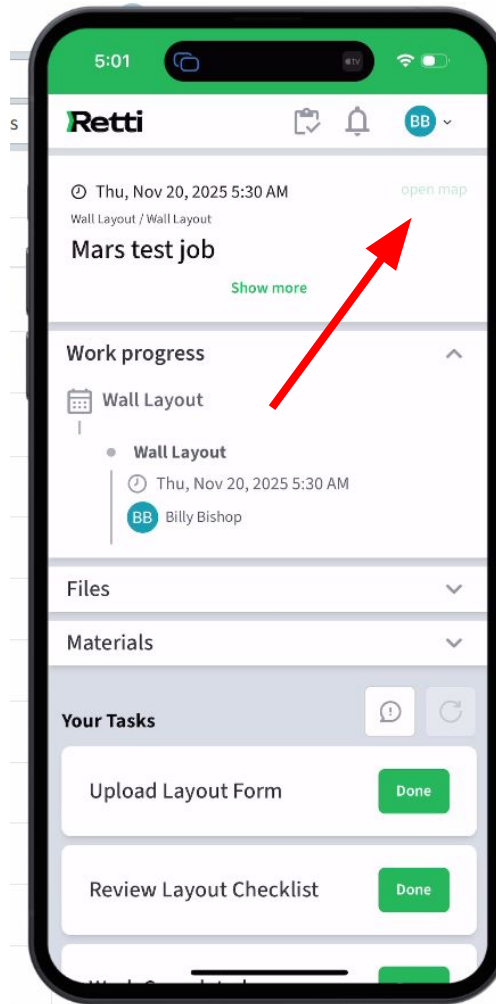
Simply check off and fill out each step as you go through your day, and that's it!
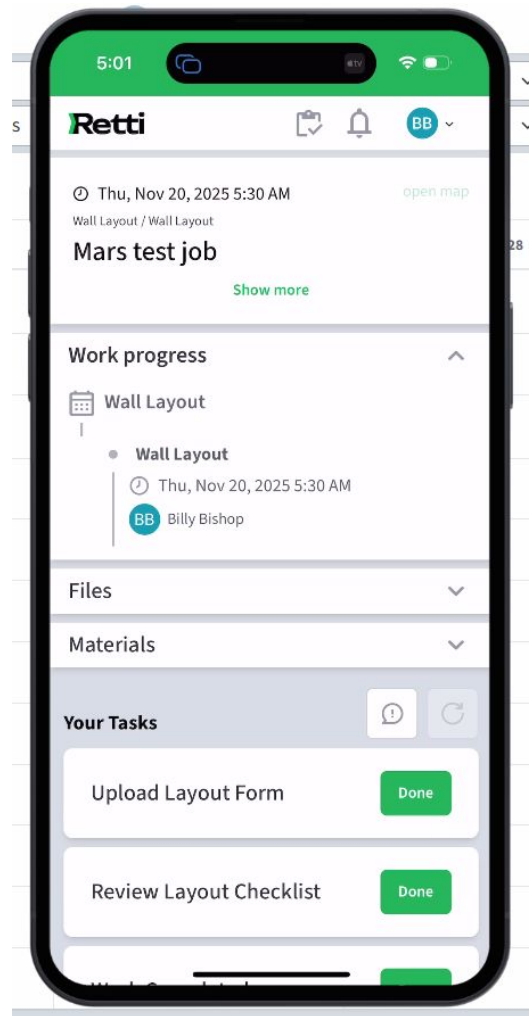
Navigate to your job

Retti also assists with helping you navigate to your job via your preferred maps application.

On the job details page, simply click "Open Map" to open your maps app, already populated with your job location.

Report a job Issue

If you do experience an issue on your job, feel free to report it to the office via the "Report Job Issue" button.

From here, you can make a note on what the potential issue is, indicate if it's a "blocker" to job completion, and choose any potential attachments that might help to better explain your issue.
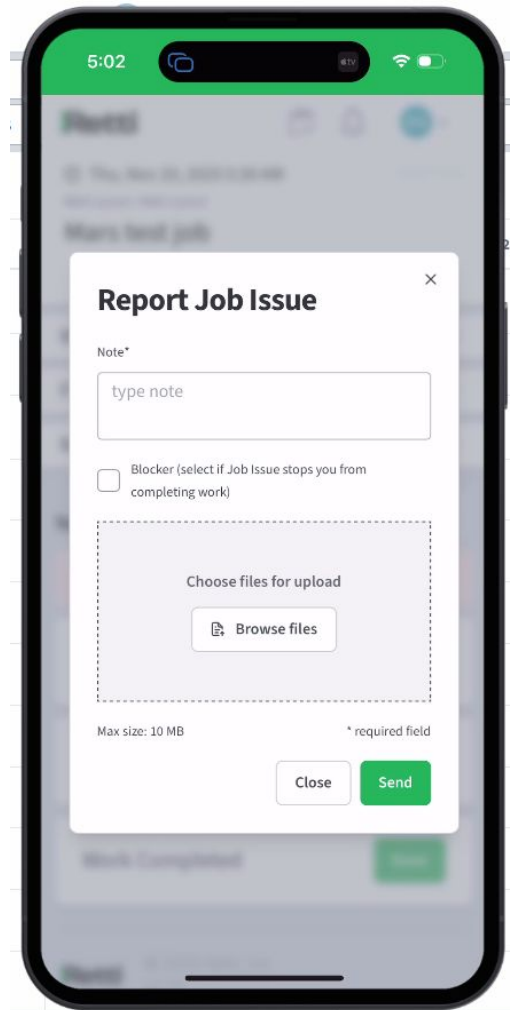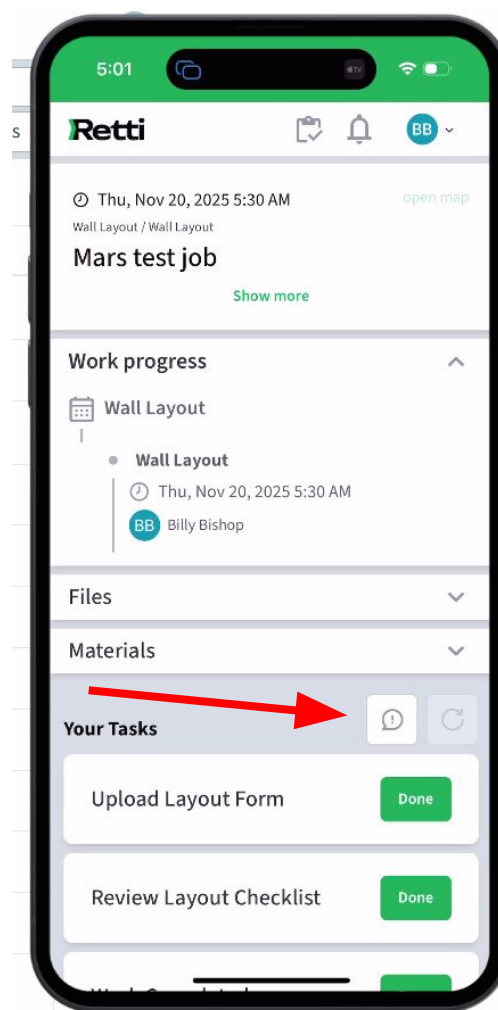
Handling Notifications

Indicated by a red dot on the bell icon, notifications are an integral part of keeping track on what is going on within your Retti App.
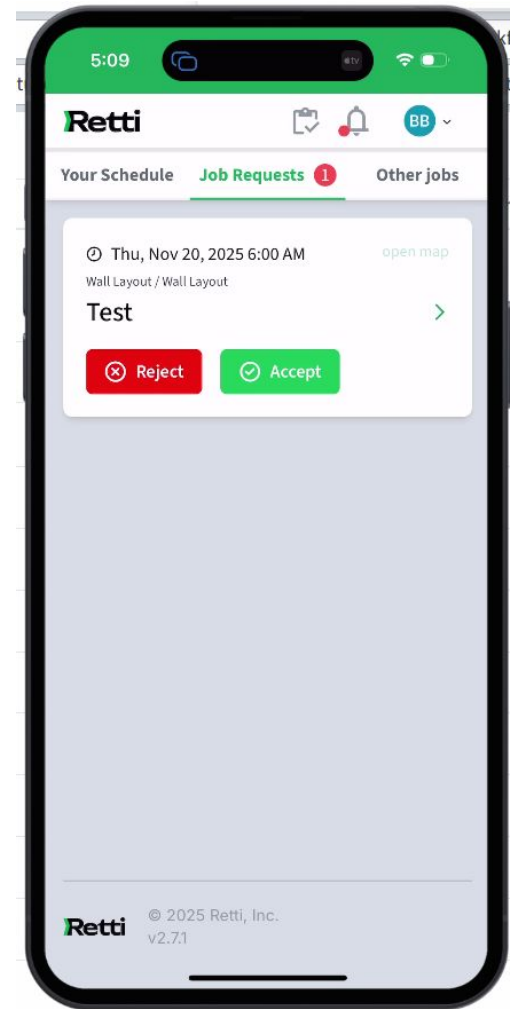
To view those notifications, simply click on the button, and read each line. Once complete, feel free to mark each as read, or clear them all.
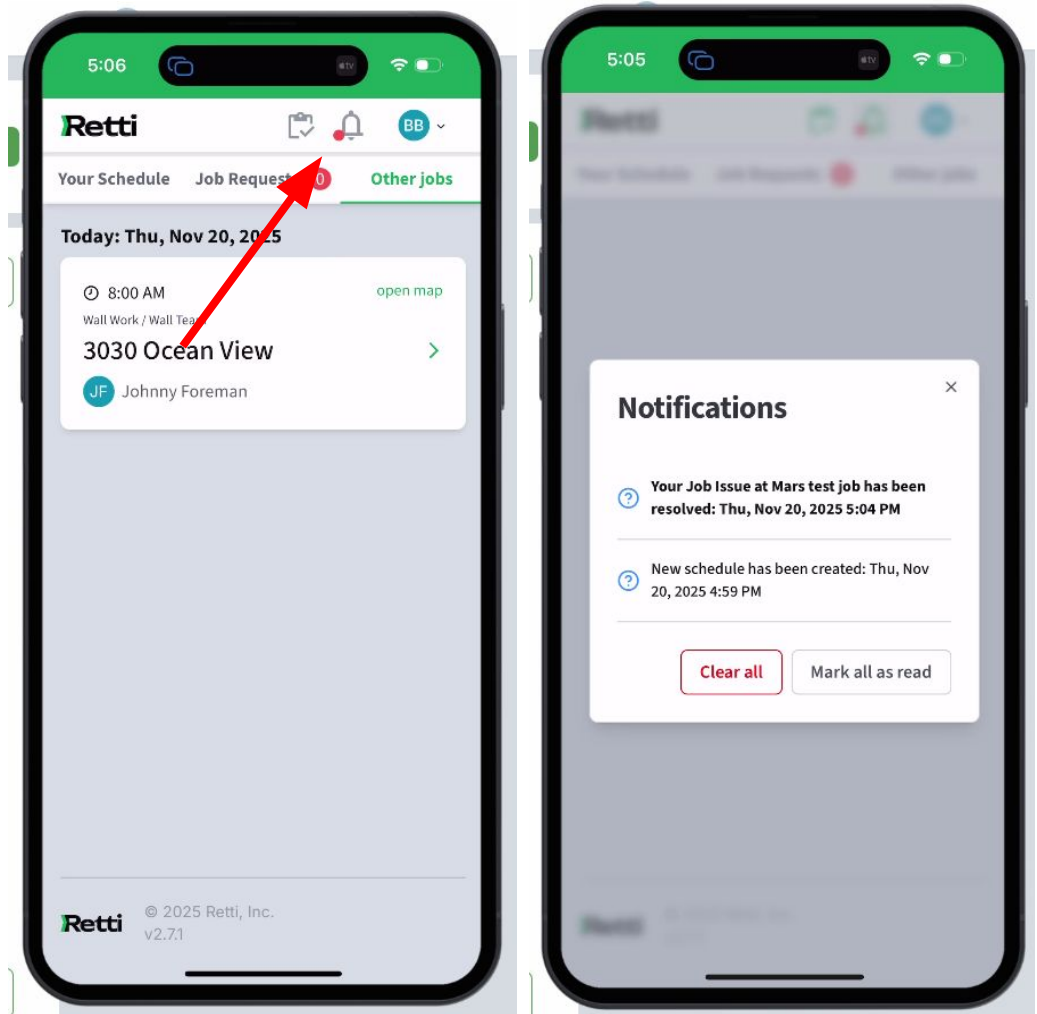
External Use Only:
Accepting Your Job

If you are an External user that utilizes Retti as a partner, you may have the option of accepting your job.

If given that option, simply navigate to the second tab on the home screen, and click "Accept" or "Decline" on the job that you would like to manage.