



Quick Reference Card

Cheat Sheet for migrating from (legacy) Resource Tracker to Task Tracker

Fleet Complete Task Tracker is an enhanced resource management solution that brings advanced project tracking functions and an intuitive interface for optimal efficiency. The steps in this document only reflect the mandatory steps that you need to complete in order to transition from the (legacy) Resource Tracker to Task Tracker.

Software

CONNECT TO THE FLEET COMPLETE DESKTOP APPLICATION

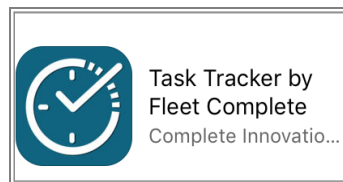
1. From the welcome page, select **System, Configuration, Fleet Configuration**.
2. Navigate to the Resources section.
3. Select the Resource name and select **edit**.
4. Enter an email address for the Resource and select the **Ellipsis Button**, check off **Task Tracker**.
5. Remove the PIN that was originally created.
6. In the **Communication Method** field select **None**.
7. Optionally enter the Resource's phone number.

The screenshot shows two main sections: 'Personal Information' and 'Work Information'. In 'Personal Information', the 'Email' field is highlighted with a red box and contains 'helena.cotter@gmail.com'. In 'Work Information', the 'Communication Method' dropdown is highlighted with a red box and is set to 'None'. Other fields like 'Name', 'Type', 'Resources', 'Company', 'Phone', 'Fax', 'Sex', 'Language', 'License Class', 'License Issued Date', 'License Expiry Date', 'Policy Issued Date', and 'Policy Expiry Date' are also visible.

Download the Mobile App

MOBILE WORKERS WILL BE REQUIRED TO DOWNLOAD THE APP TO THEIR HANDHELD DEVICE

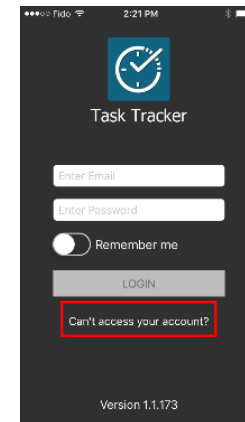
1. If using an Apple device, navigate to the **App Store** and download **Fleet Complete Task Tracker**.
2. If using an Android device, navigate to the **Play Store** and download **Fleet Complete Task Tracker**.



Login to the Mobile App

MOBILE WORKERS ARE REQUIRED TO LOG IN TO THE TASK TRACKER APPLICATION WITH THEIR EMAIL ADDRESS AND TEMPORARY PASSWORD THAT WAS SENT TO THEIR EMAIL BY THE DESKTOP APPLICATION

1. On the **Login** screen in the **Enter Email** field, type the **email address**.
2. In the **Password** Field, type your password information.
3. Tap **Login**.
4. Scroll the **Slider Bar** to the right if you want the application to remember your credentials
5. On subsequent login attempts and if you cannot remember your password, you can tap the **Can't access your account?.**





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Logout of the Mobile App

THE MOBILE WORKER CAN LOGOUT OF THE MOBILE APP BY NAVIGATING TO THE MAIN MENU AND THEN SELECTING THE LOGOUT MENU OPTION

1. From the Main Menu, select **Logout**

