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## Reference Guide – Fluency Mobile

### Download App

- a. **iPhone Users: Go to App Store>Search 'Fluency Mobile'**
- b. **Android Users: Go to Google Play Store>Search 'Fluency Mobile'**



## Log On

- a. Enter your current username that you use when you log in to the desktop version
- b. Enter your current password that you use when you log in to the desktop version

**\*\*\*Please remember usernames and passwords are extremely case and space sensitive\*\*\***

- c. Enter the Application name: This will be the name at the end of the URL that you use when logging on with the desktop application.

**Example: <https://www.gofluently.com/MyAgency/>  
You would enter "MyAgency"**



d. Choose "Allow" (Allows Fluency Mobile to access your location)



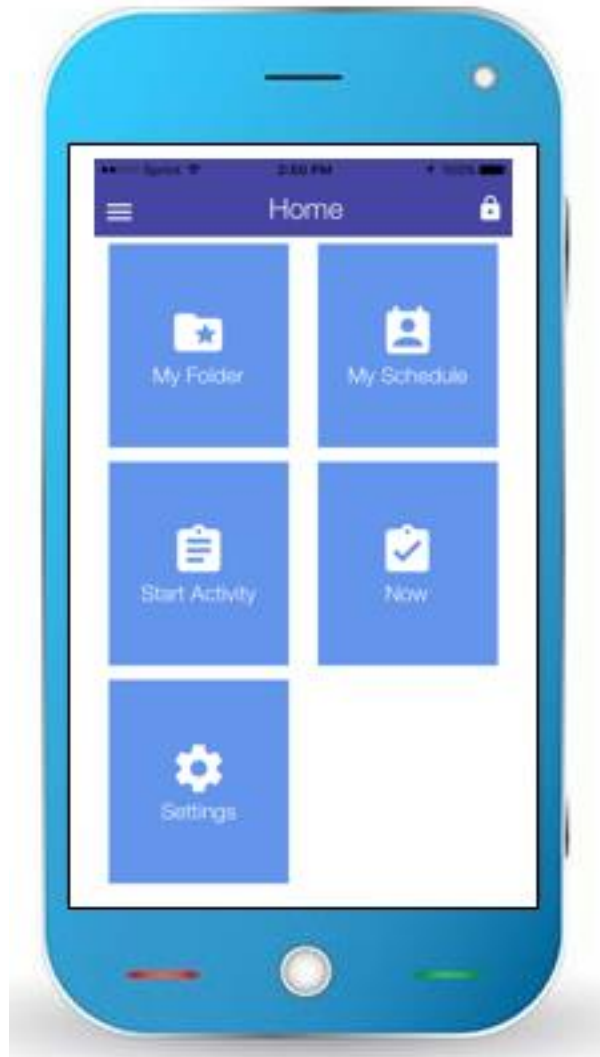
## Disclaimer

- a. Review and select “I agree” to the ‘Terms of Service’
- b. Click the ‘Accept’ button

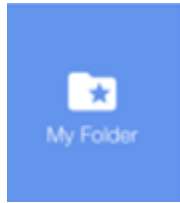


## Home Screen

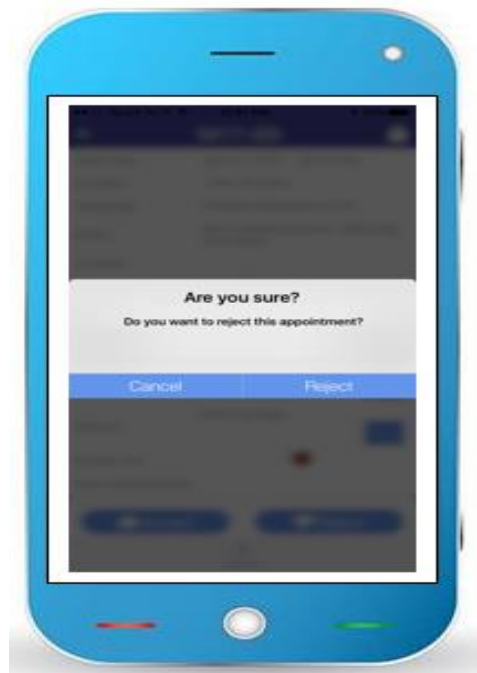
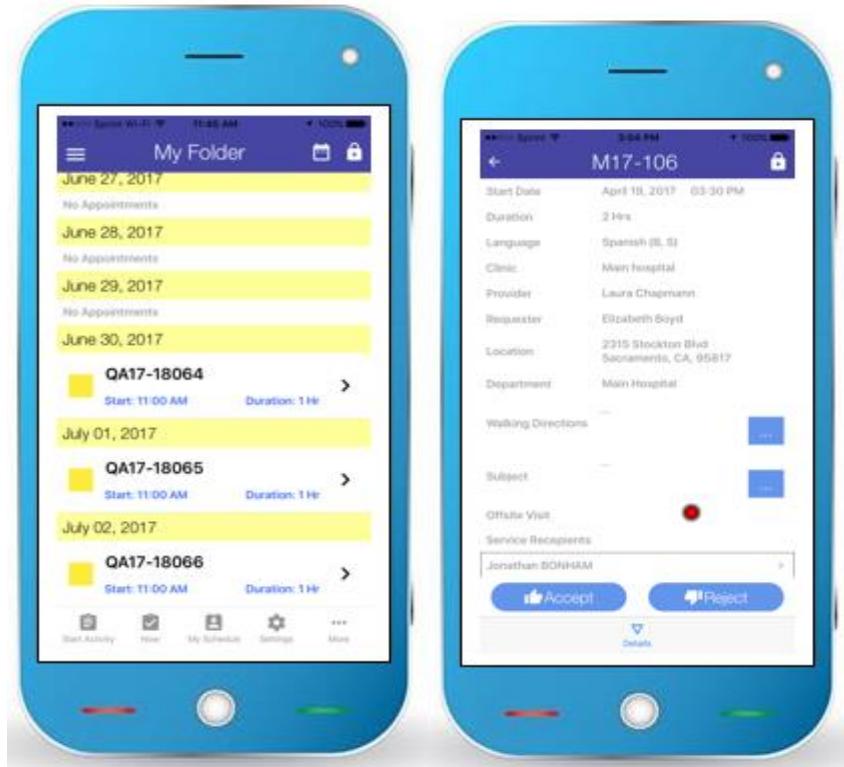
- a. [My Folder](#)
- b. [My Schedule](#)
- c. [Activity](#)
- d. [Now](#)
- e. [Settings](#)



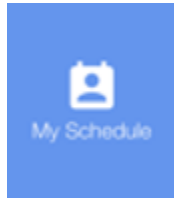
# My Folder



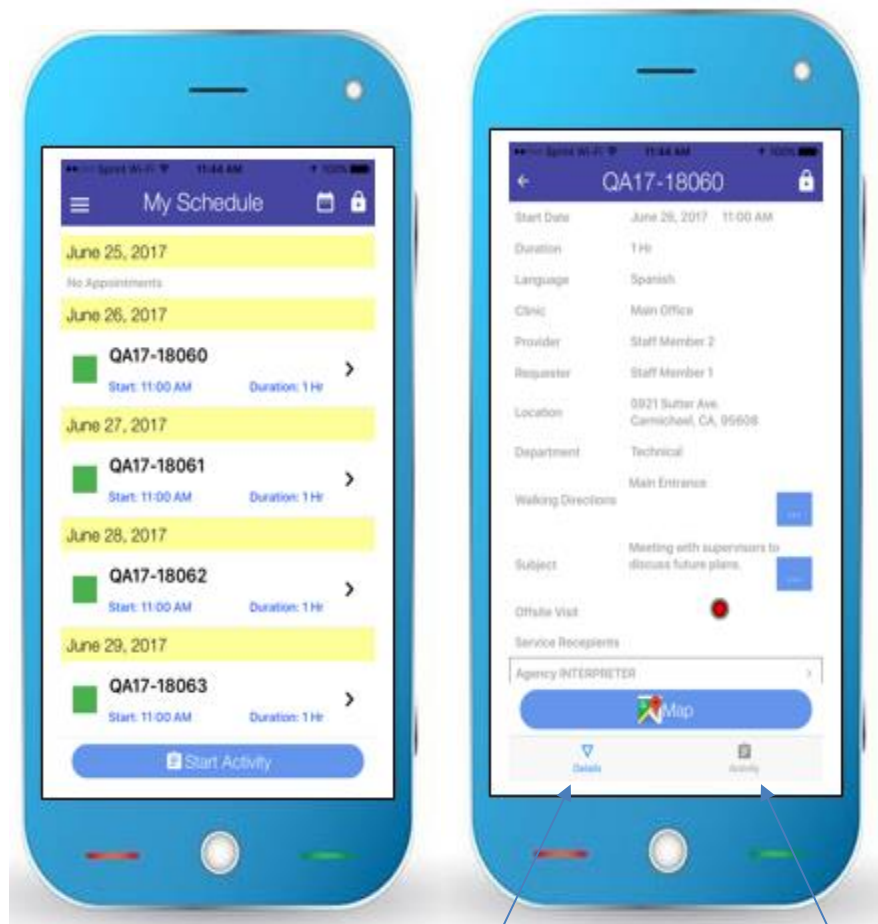
- a. List of Appointments in your folder
- b. Tap to view appointment details
- c. Tap to accept or reject appointment



# My Schedule



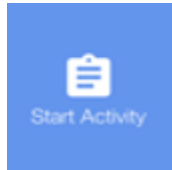
- a. Appointments in your schedule will appear here.
- b. Tap 'Appointment' to see appointment details or view and create an activity
- c. Tap 'Map' for driving directions.



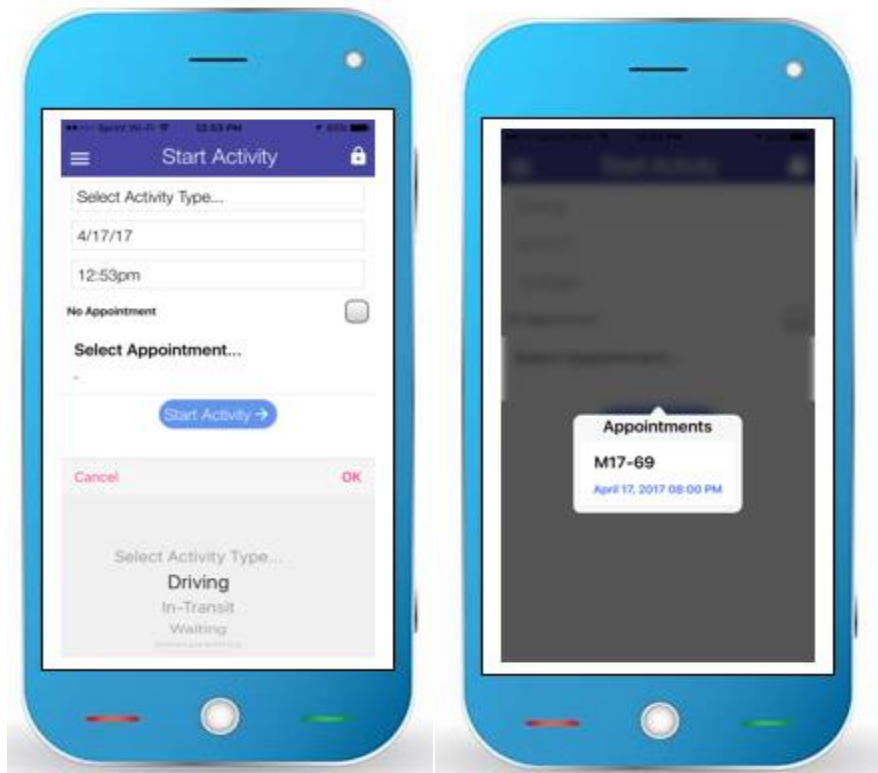
Details

Activity

## Start Activity



- Tap 'Select Activity Type' Select Activity Type... dropdown and to choose the activity to begin, then tap 'OK'
- Tap 'Select Appointment' if not already selected
- Tap 'Start Activity'

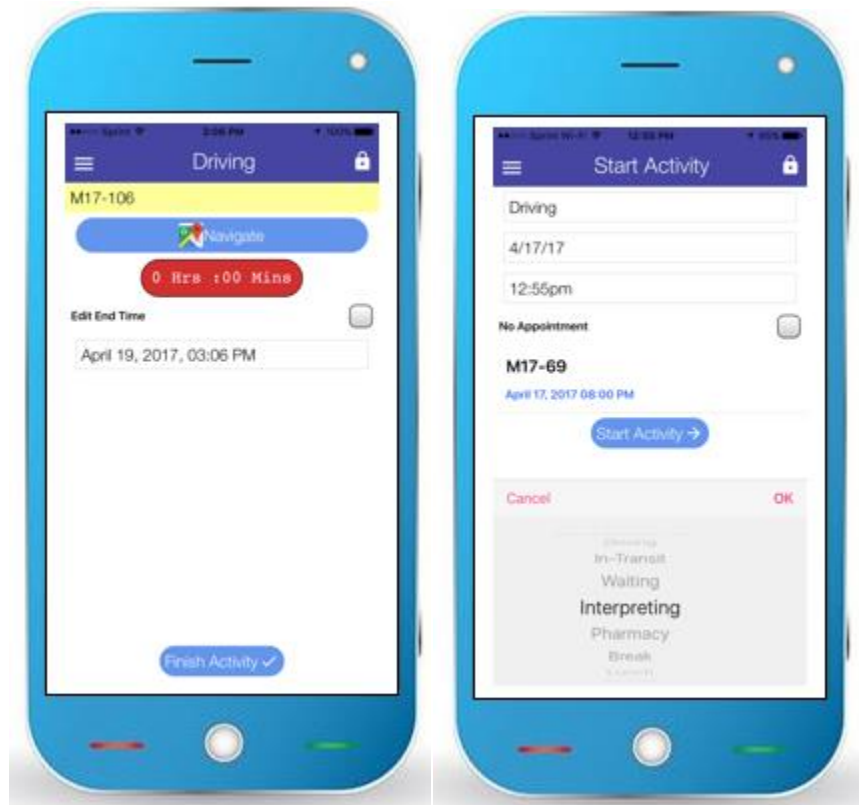




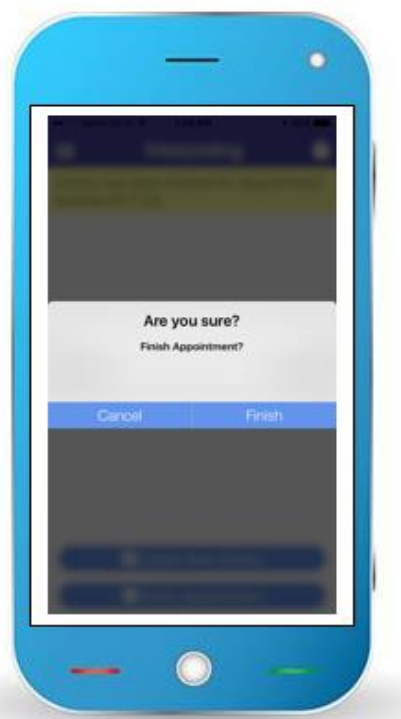
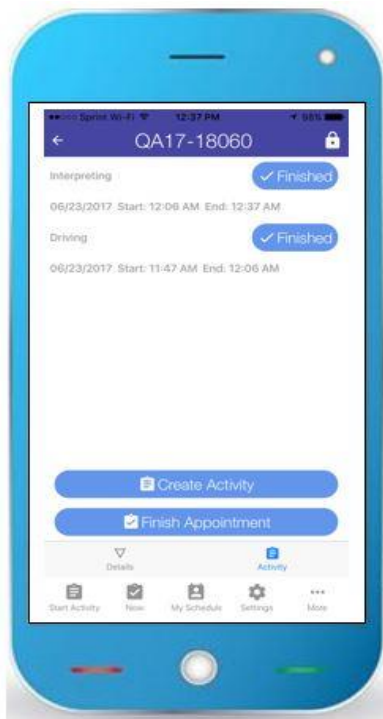
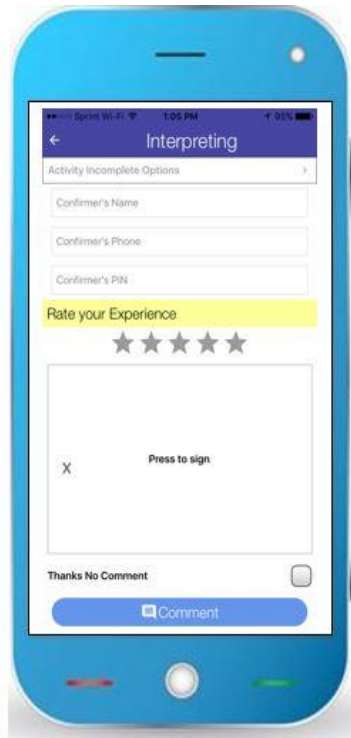
# Finish Activity

a. When activity is completed tap 'Finish Activity'

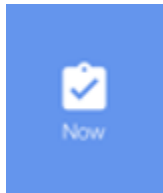
Finish Activity ✓



- b. When finishing “Interpreting” activity confirmer information may be required.
- c. Enter required data and ‘Tap’ signature box
- d. Save signature and either create another activity or Finish Appointment



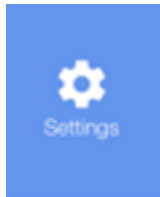
Now



a. This will direct you to the current open activity



## Settings



- a. Tap to choose either 'Tabbed Menu' or 'My Schedule' as your Home screen
- b. Manually turn 'Location Tracking' on or off
- c. Check to see if in 'Offline Mode'. When the mobile app is in offline mode this indicates that there is not a stable WiFi and phone service connection.
- d. View 'Terms of Service'
- e. Turn 'Bottom Menu' bar on or off

