

ANDROID SETUP

A) LOCATION SERVICES – These must be turned on for the program to work. Turning on Location Services requires giving permission to both the actual Camera and the Android settings for Chrome, Camera and Google.

1. Camera Permission - There are differences from phone to phone - Open up your camera as if you planned to take a picture. Look at the top or bottom corners for ellipses (three dots), a cog wheel or a hexagon with a dot inside like those shown below. Symbols are tiny.



a) Touch whichever symbol you have and find the location setting on the screen that appears. It too has different names depending on the phone.

Typically (but not always), the name is preceded by the map pin icon (pictured left). Names contain either the word **Location** (Location Info, Location Service, Store Location information, Save Location) or some version of **Geo** – (Geo tagging, Geo-tag, Geographic Locations) .

Note: Some phones have multiple screens – if you don't see the map icon/Location/Geo descriptions, check to see if there is a **more settings** button and touch it. Google's Pixel phones have this button. The next menu does contain the Location setting bar.

b) Activate the location data – that may be a slider (slide the ball all the way to the right), a radio button (touch it) or a crossed out icon – touch it to remove the cross out. You may also be given the option of when to allow location data to be provided – select: **when using this application**.

2) Android Chrome, Camera, and Google Settings - If you used default factory settings, these are probably already setup. Like the camera, the settings may vary by phone. Here are general instructions for verifying/activating Android Location Services:

a) Touch Settings (cogwheel on home screen) > **key-in Loc** in search bar> touch **Location Location. Location** screen appears. The **Use Location** button should be all the way to the right.

Use location



b) Next touch App level Permission or App Location Permission in **Location** screen. Look for **Chrome, Camera, and Google** on the resulting screen. If they don't appear under **Allow All the Time** (**Google** requirement), or **Recent access**, look for them in **Not allowed**. Note: In the Google Pixel phone, **Chrome**, etc. appears in the **Location** screen itself.

c) – Start with **Chrome** - Touch **Chrome** > **Location Permission** > Touch **Allow while using the app**. Be sure to verify that **Use precise location** is activated (button is slid all the way to right as shown right) Return to **Home** screen (touch tiny circle at bottom of screen).

d) Repeat for **Camera**: Touch **Settings**, Key in **Loc**, touch **Location Location**, touch **App . . Permission**, find and touch **Camera**, touch **Allow while using App**, verify **Use precise location** Is activated, Return to **Home** screen.

e) Repeat for **Google** - Touch **Settings**, Key in **Loc**, touch **Location Location**, touch **App . . Permission**, find and touch **Google**, touch **Allow All The Time** (Factory setting: **Allow All The Time is REQUIRED!**), verify **Use precise location** Is activated. Return to **Home** screen

B) **Create home screen short cut** – to access the report from your home screen:

1) Touch the **Google Bar** on **home** screen> Key in web site : **drakepayroll.com**

2) Log In by keying in Username and password, Username is **heaters**; password is **heatdish89** (all lower case); select **Remember login** and answer permission question - **Allow**. **Note: IT IS VERY IMPORTANT** that you **select Allow**.

3) Touch **ellipses** (three vertical dots) at top right of screen. Scroll down - touch **Add to Home Screen**. **You will be in the Create short cut screen**. **Modify short cut description if desired**.

4) Touch **Add**. Icon will be on home screen. **Note** – you can move the icon to wherever you actually want it on the screen.

ANDROID INSTRUCTIONS – SET UP OF LOCATION SERVICE

Location Services – These must be turned on for the program to work.

Turning on Location Services requires giving permission to **both** the **actual Camera** and **Android's Chrome, Camera, and Google Settings**.

A. Camera Permissions - There are differences from phone to phone - Open up your camera as if you were about to take a picture. Look at the top or bottom corners for ellipses (three circles), a cog wheel or a hexagon with a dot inside like those shown below.



Fig 1



Fig 2

Fig 1 (cogwheel – upper left corner) and Fig 2 (Ellipses upper right corner) above are examples of how the symbols appear on the screen. So you can find them with ease, each symbol here is circled in red and pointed to by a red arrow. The symbols are very small.

Touch whichever symbol you have and then look at the menu that appears. Locate the location setting. The location settings also vary depending on the phone. Typically (but not always), the setting is preceded by the map pointer icon (pictured at left). Names contain either the word **Location** (Location Info, Location Service, Store Location information, Save Location) or some version of **Geo** – (Geo tagging, Geo-tag, Geographic Locations) .



Activate the location data – that may be a slider (slide the ball all the way to the right), a radio button (touch it) or a crossed out icon – touch it to remove the cross out. You may also be given the option of when to allow location data to be provided – touch: **when using this application**.

Examples of what you might see are shown below in **Fig 3** thru **5**.

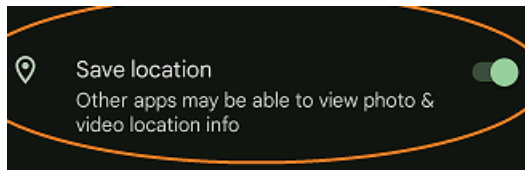


Fig 3 – “Save Location – slider ball to right

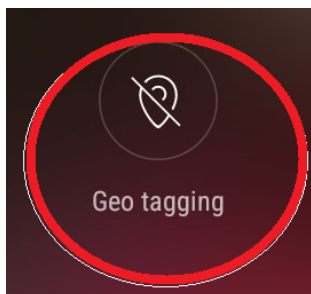


Fig 4a Geo tagging crossed out (inactive)

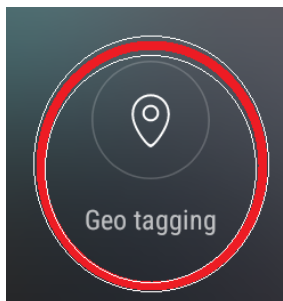


Fig 4b Geo tagging - cross out removed (Activated)

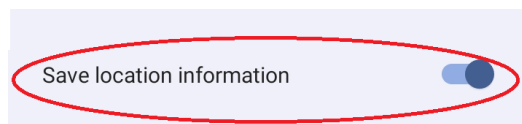


Fig 5 – Save Location Information – slider ball right

Some phones have multiple menus – if you don’t see the map icon/Location/Geo descriptions, check to see if there is a **More settings** button and touch it. Google’s Pixel phones have this button. **Fig 6** below left provides the screen that you will see after you touch the Cog on a Google Android phone. **Fig 7** below right appears after **More Settings** is touched.

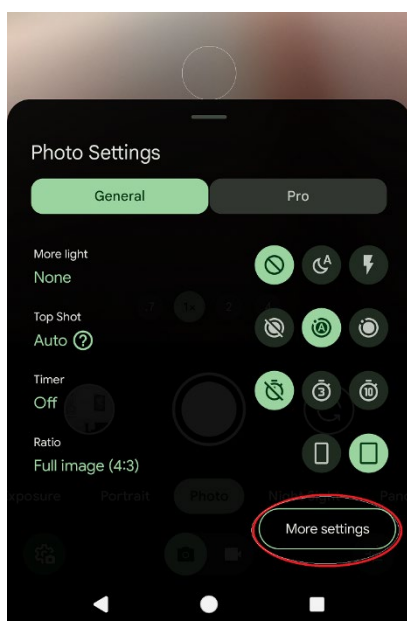


Fig 5

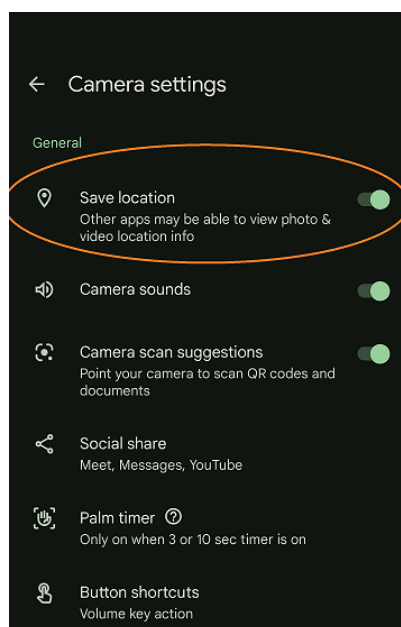


Fig 6

B. Android Settings – Chrome, Camera and Google

- 1) Touch the **Settings** Icon on your **home** screen (**Fig 1**) - the cog wheel - circled in black – below left) . Note – this icon may not appear on the first page of your home screen.

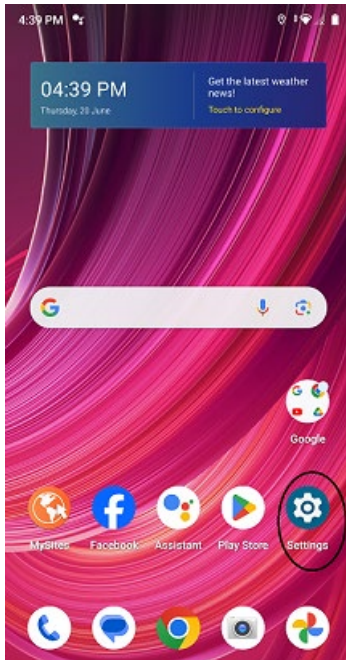


Fig 1

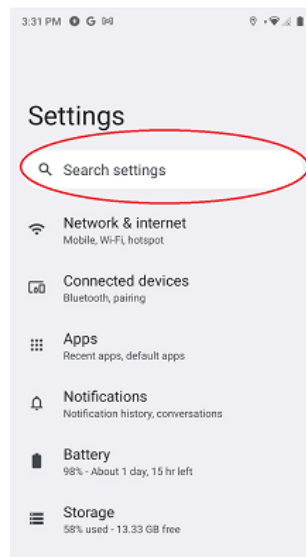


Fig 2a

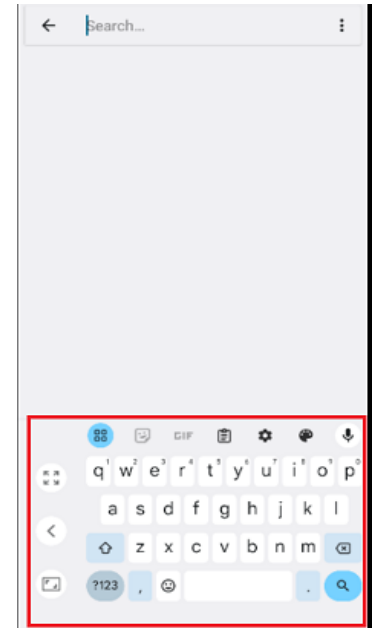


Fig 2b

- 2) **Fig 2a** – the **Settings** screen will appear (above middle). Touch Search settings (circled in red) and your virtual keyboard will appear –pictured above right in **Fig 2b** – the Virtual key board is highlighted with a red box. Key in **Loc**.

- 3) **Fig 3** will appear – below left. Touch the red circled **Location**. On some Androids, the **Location** bar has the map pointer Icon by it.
- 4) **Fig 4** the **Location screen** will appear – below middle. **Use Location** needs to be on. If not on, touch and slide the circle to the right as shown in **Fig 5** below (circled in red).

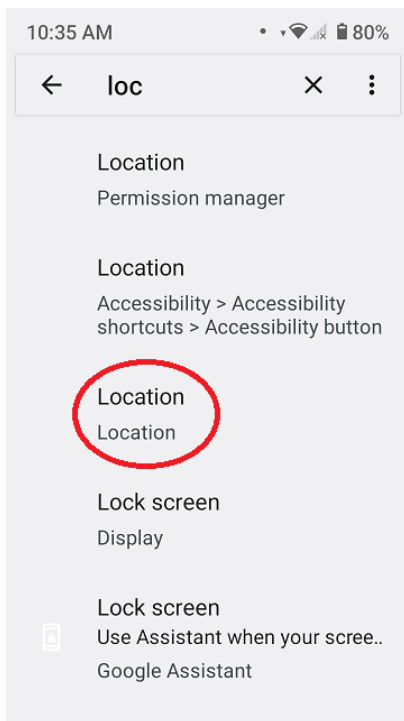


Fig 3

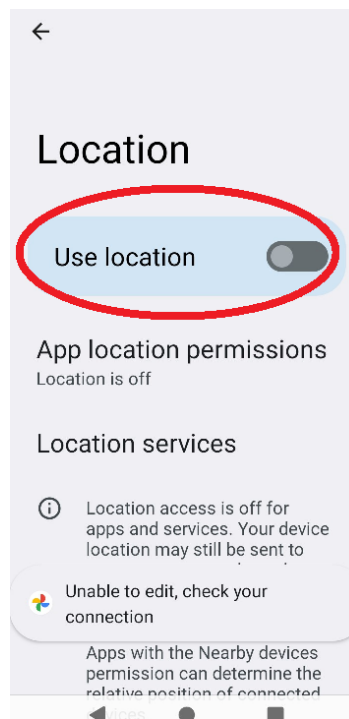


Fig 4

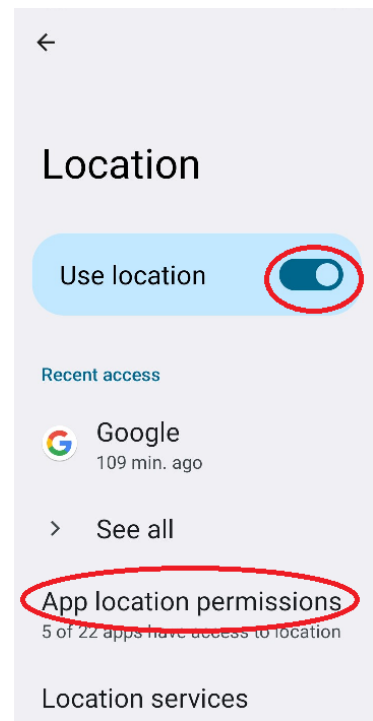


Fig 5

5) Next you will need to give your Chrome Browser, Camera, and Google permission to access your precise location. Touch **App Location Permissions** (circled in red on **Fig 5, above left**). **Note:** Android phone naming varies from model to model but should contain the word “permissions.” Skip this step on the Google Pixel as the permissions are in the **Location** screen.

6) There are three permission classes in **Fig 6** (below left) – **Allowed all the time** [Note: **Google Must be in this category – it is a factory setting**]; **Allowed only while in use**, and **Not Allowed**. Blue boxes are around each category. Look for **Chrome** in either the **Allowed When in Use** (default factory setting) or **Not Allowed**. Here It is in the **Allowed only while In use**. Touch **Chrome** (there is a red circle around it) to verify that **Use Precise Location** is authorized.

7) **Fig 7** – The **Location permission Chrome** screen will appear (below, middle). Note: **Use Precise locations** is off. Touch the gray circle and slide it to the right (there is a red circle around it).

8) In **Fig 8** (below right), **Use Precise Location** is now active – the gray circle is light blue and all the way right. The active permission is “**Allow only while using the App.**” “**Ask every time** is also ok.”

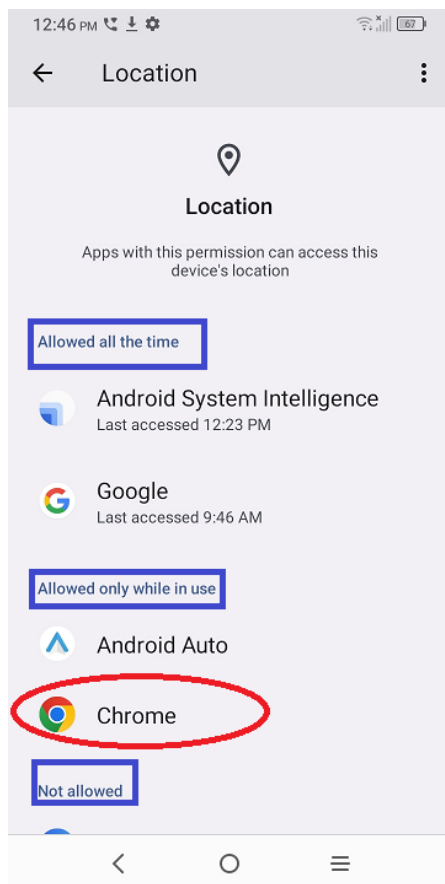


Fig 6

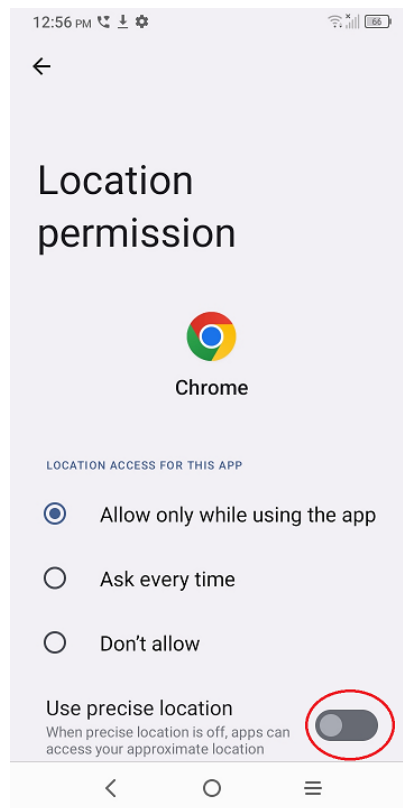


Fig 7

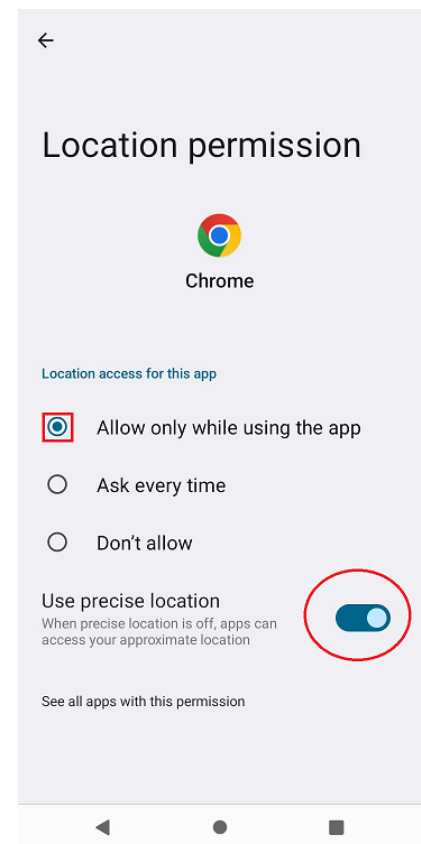


Fig 8

Now repeat these steps to provide your camera with permission to use precise locations for the Camera and Google as follows:

9) Return to the home screen by touching the tiny circle at the very bottom middle of the screen as shown below (the tiny circle has a heavy red circle around it):

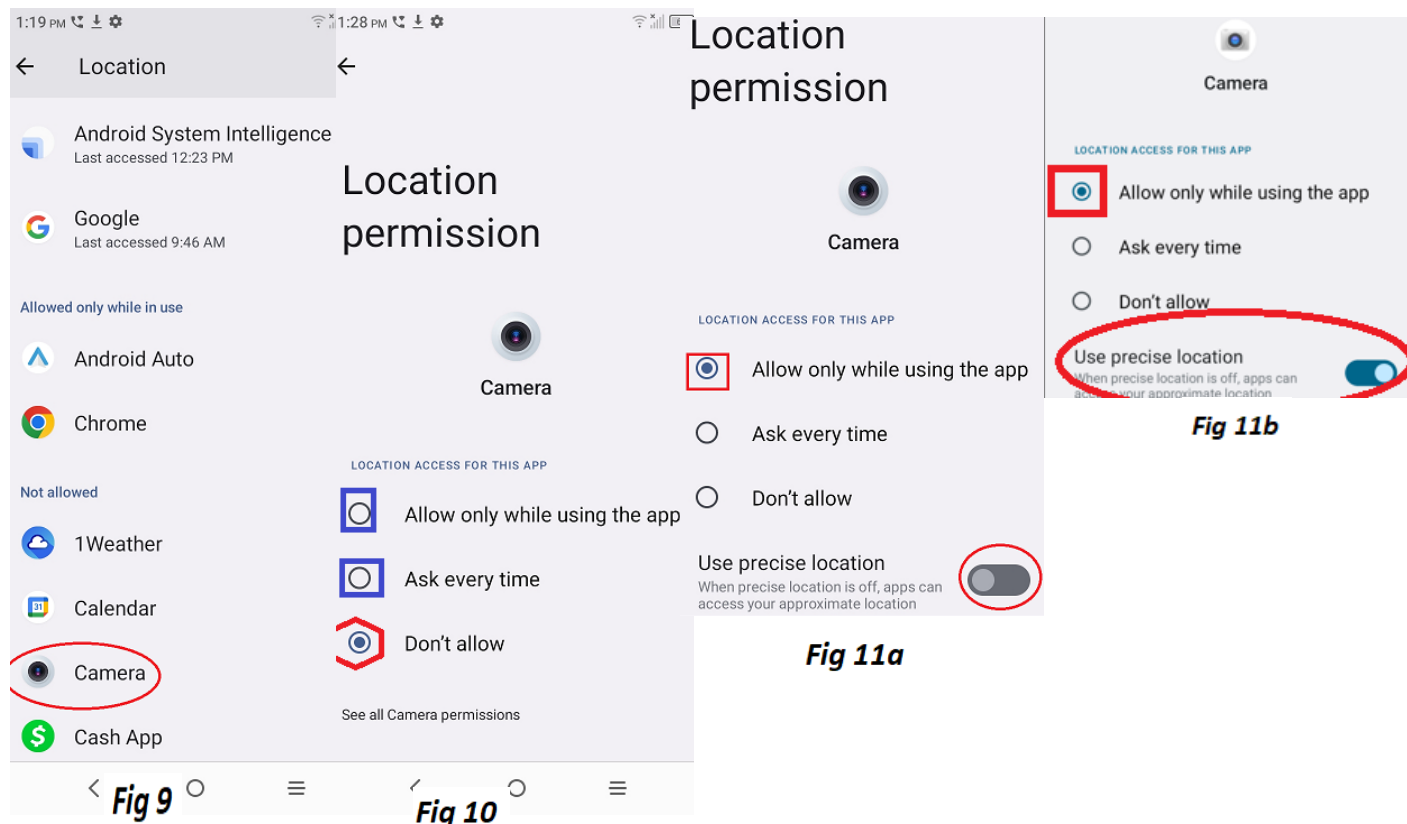


10) Repeat steps 1-4 (touch **settings**, touch **search settings** bar, key in **Loc** and touch **Location Location**. Then for all but the Google Pixel phone, touch **App Location Permission**.

11) **Fig 9** will appear below left. Note that Camera is in the “**Not Allowed**” category. You will need to scroll down to find it. Touch **Camera** (circled in red).

12) **Fig 10 – Location Permission Camera** Screen will appear. Touch either of the dots that have a blue box around them – “Allow only while using the app or Ask every time.

13) **Fig 11a** will appear – note the **Use Precise Location** box has appeared and it is off. Slide



the gray circle to the right (circled in red) and Fig 11b will appear. Circle is now light blue and all the way right.

14) Return to the home screen by touching the tiny circle at the very bottom middle of the screen as shown below (the tiny circle has a heavy red circle around it):



15) Repeat steps 1-4 (touch **settings**, touch **search settings** bar, key in **Loc** and touch **Location** **Location**. Then for all but the Google Pixel phone, touch **App Location Permission**.

16) Locate **Google** – it should be in the first - **Allowed All the time** – category (see *Fig 6*, above). **Touch Google**. **Touch Allowed all the time** if it was not active (see *Fig 12* – area in red box) and verify that **Use precise location** is activated as shown in *Fig 12* (circled in red).

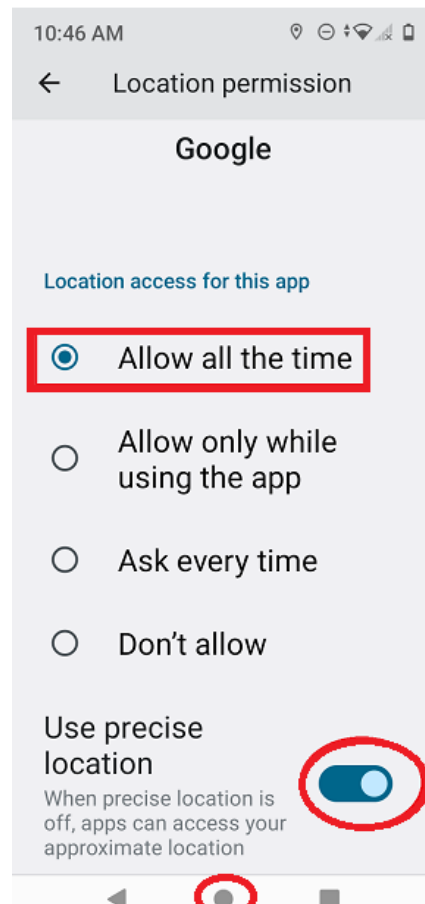


Fig 12

17. Geo Location setup is complete - Return to the home screen by touching the tiny circle at the very bottom middle of the screen as shown in *Fig 12* (the tiny circle has a heavy red circle around it):

IMPORTANT - Make sure Use Precise Locations is on for Chrome, Camera and Google and that Google is set to Allow all the time.

ANDROID INSTRUCTIONS – Add a Web Shortcut to your Home Screen

For quick and easy access, setup an icon on your home screen that will take you to the activity report site. Here's how:

- 1) Touch the Google bar on your home screen – it is the long white band in a white box pointed to with an arrow in **Fig 1** below left.
- 2) The Google search screen along with your virtual keyboard will appear (**Fig 2** middle screen below). Key in DrakePayroll.com into the Google Search Bar (virtual keyboard is inside the red box). Search bar is circled in red. Then touch the Q at the bottom of the virtual keyboard (inside the red triangle).
- 3) That will take you to the Heater Activity Report –**Fig 3**- below right¹. Touch the ellipses (three vertical dots – circled in red pointed to by a red arrow).

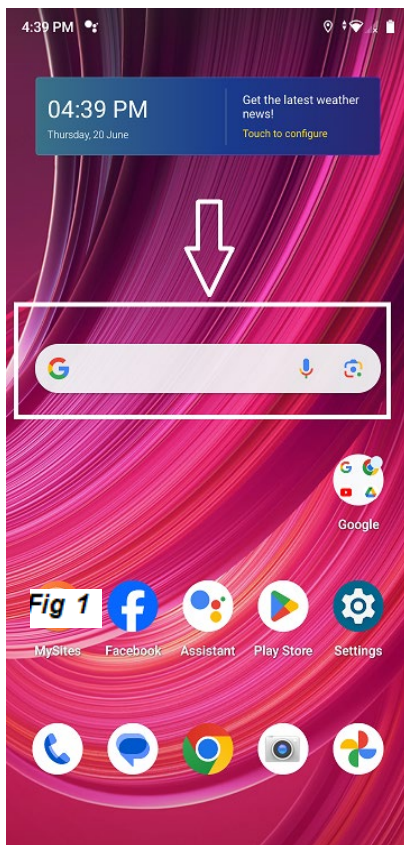


Fig 1

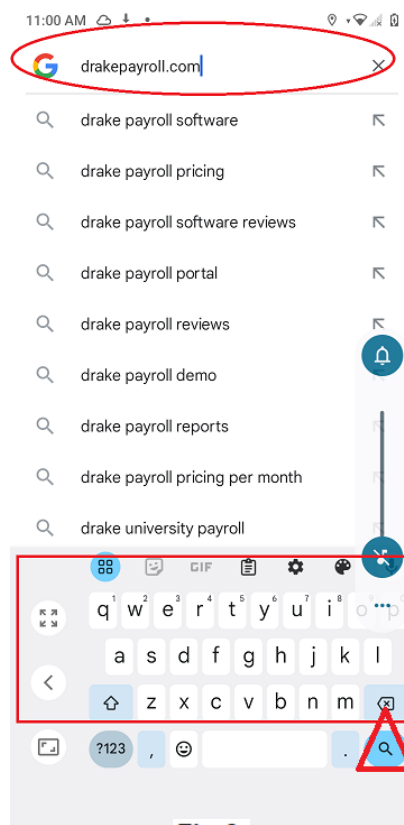


Fig 2



Fig 3

- 4) The screen – below left will appear – **Fig 4** – touch **Add to Home Screen** (circled in red below left). You may need to scroll down to see it..

¹ You will need to log in to the site when you first access it. Username is **heaters**; password is **heatdish89**. Be sure to touch the **Remember me** box and answer the permissions question, **Allow**. The site will not work if you do not touch **Allow**.

5) The **Create Short Cut Screen** will appear –**Fig 5** below middle left. You have the option of changing the name to anything you like by touching the line under Create shortcut. Your virtual keyboard will appear. You can then backspace and put in the name you prefer – as shown in **Fig 6** below right. Touch Add (circled in red)

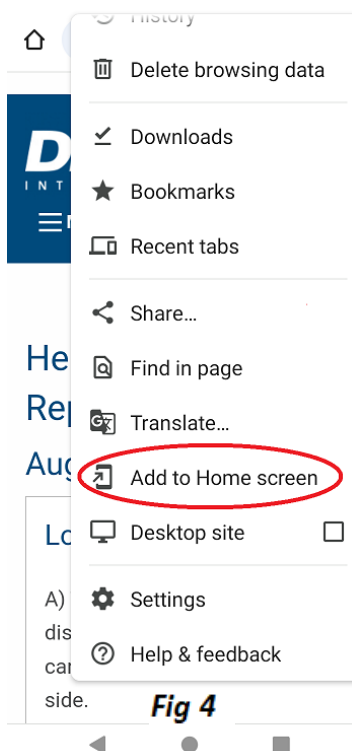


Fig 4

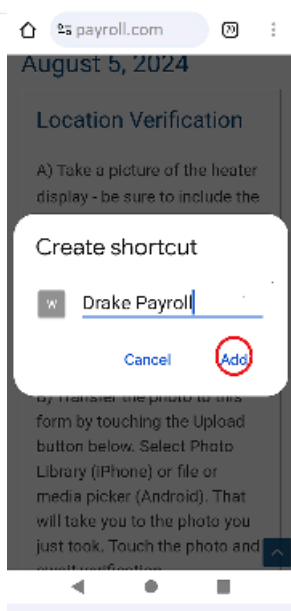


Fig 5

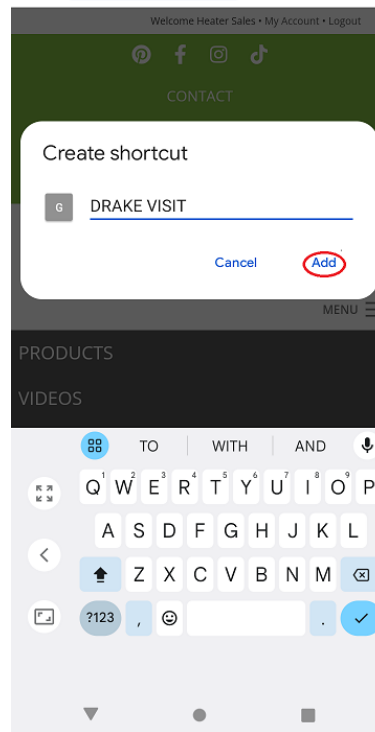


Fig 6

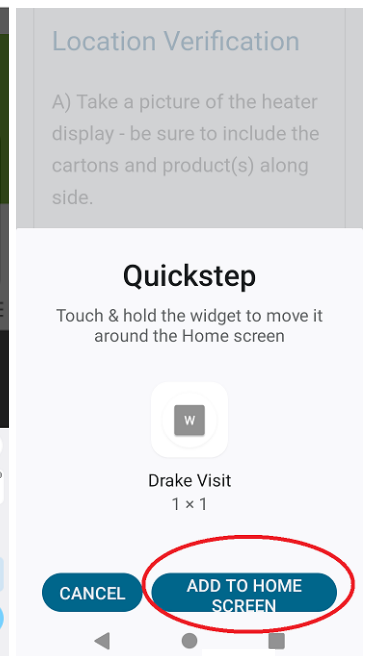


Fig 7

6) The Quickstep screen (**Fig 7** above right)) will appear. Touch **ADD TO HOME SCREEN** button (circled in red). Once touched, a white circle icon containing a dark box with a white letter inside and the chrome .icon in the right lower corner will appear on your home screen – see **Fig 8** below. Note that the icon may not appear on the first page of your icons. Feel free to move it to the first page by holding your finger on the icon until it is surrounded by a gray box and then moving it to the preferred location. In the future, you can open the report by touching the icon.



Fig 8

7) Touch the Icon to make sure it does open the report. If you are in a Log in screen with the option of logging out, return to the Home screen by touching the small circle at the bottom of the screen.. Touch the Google Bar. Key in drakepayrollreport.com and repeat steps 3-6.

Changing “Don’t Allow” to “Allow” for the Payroll Site’s Location Access

- 1) **Open Heater Activity Report** - Touch Drake Payroll Icon on Home Screen or Open **Google** and key **DrakePayroll.com** into Address Bar. **Fig 1** below left will appear. Touch the puzzle piece icon on the left side of the address bar (it is circled in red and enlarged at left)



Fig 1

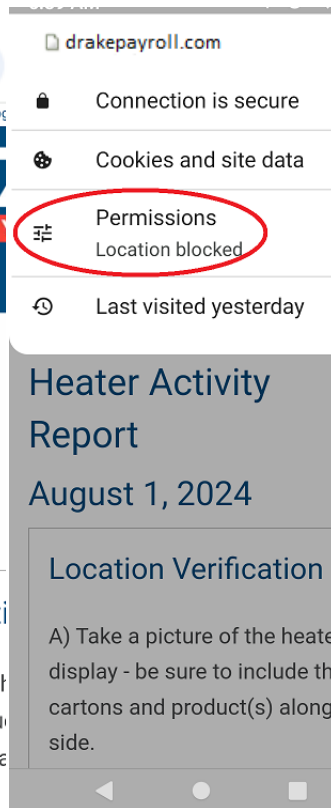


Fig 2

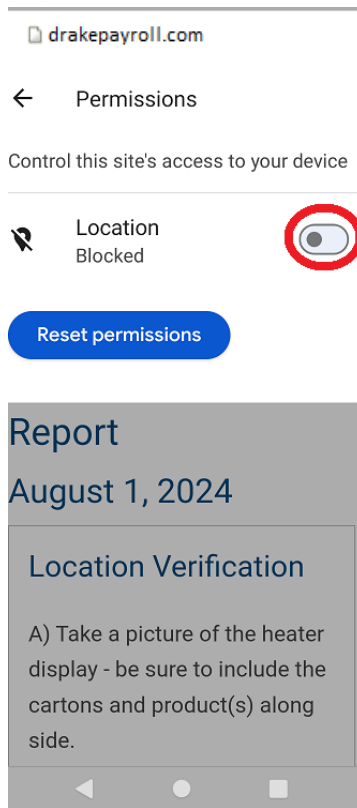


Fig 3

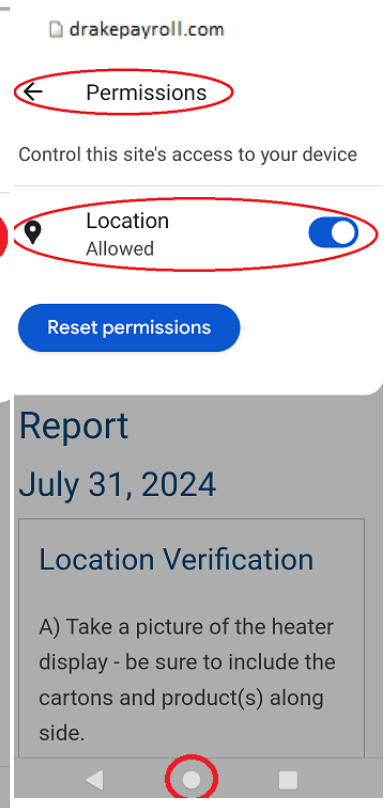


Fig 4

- 2) **Fig 2** will appear – above – middle Left. Touch **Permissions** (circled in red).
- 3) **Fig 3** will appear – above middle right. Note the slider button (circled in red). Slide the inner circle right.
- 4) **Fig 4** will appear – locations for the site are now allowed. Close out (by touching the little circle at the bottom of the screen – it is circled in red as well)
- 5) Refresh the site (drakepayroll.com) by touching the ellipses at the top of the screen (circled in red) on **Fig 5**, below left. **Fig 6** will appear. touch the refresh key (the c with the arrow that is circled in red) at the top of the page. Touch **Allow** if permission is requested.

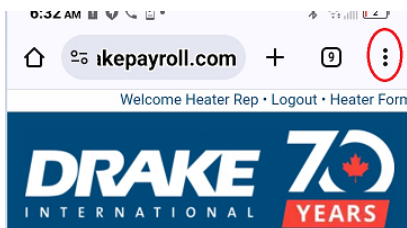


Fig 5

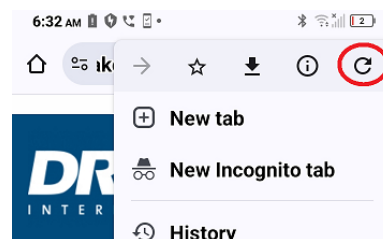


Fig 6

Android Instructions – Emailing/Texting Location Data



- 1) Go to home screen and touch the Photos icon:
- 2) Find the Photo that you just took at your Costco.
- 3) Touch the photo and swipe gently up. You will see a map with the photo in the middle like that shown in **Fig 1** below left. The coordinates are circled in red – 44.830; -91.451
- 4) Take a Screen Shot of this picture. You can do so in one of two ways:
Use the Android Assistant – “Hey Google, Please take screen shot”
or Press and release the volume down and side buttons simultaneously.

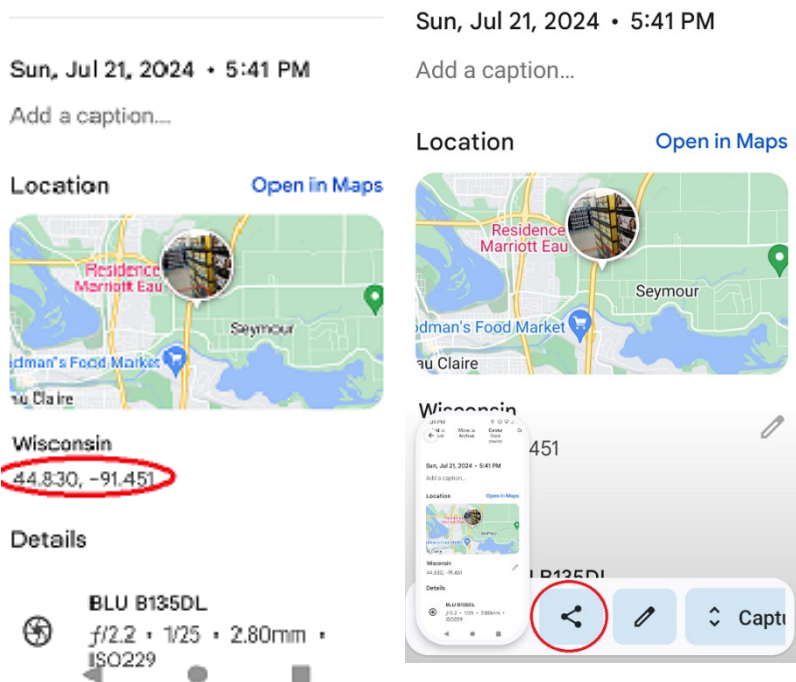


Fig 1

Fig 2

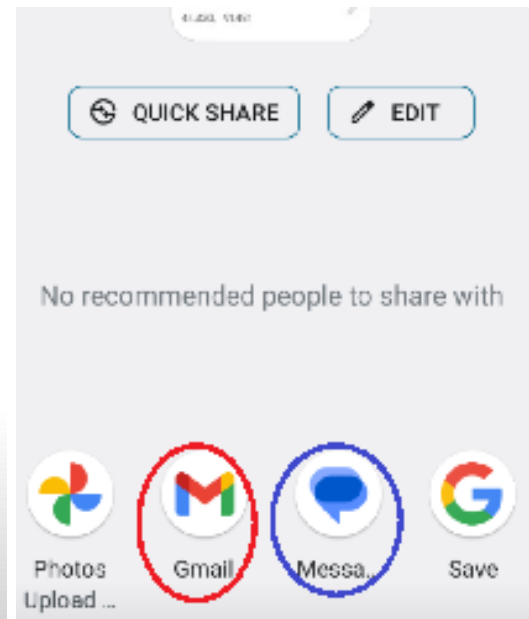


Fig 3

- 5) **Fig 2** above middle will appear – you will see a small picture of the photo you wish to send in the lower left corner. Touch the share icon: (It is circled in red in the lower left corner, above) immediately – otherwise it will disappear quickly.
- 6) **Fig 3** will appear (above right).
 - a. To Text, locate (you may have to scroll down) and touch the blue **Messages** icon (circled in blue). After messages open, key **715-716-4743** in the **To** box. Then touch the **Send** button (above the virtual keyboard).
 - b. To email, locate (you have may have to scroll down) and touch **Gmail** icon (circled in red) or your email account. When your mail program is open, key **heaters@gopresto.com** in the **To** box. Click on the blue arrow in the upper right corner to send.

IPHONE SETUP

A) Location Services – These must be turned on for the program to work. Turning on **Location Services** requires giving permission to **Camera** and **Safari** settings.

If you used default factory settings, these are probably already setup

Verify or set by doing the following:

- 1) Touch **Safari** in home screen > **Search bar**>key-in **Privacy & Security** > **Location Services** > Move white circle to right to activate if it is not in the right-most position so it looks like this:



- 2) Locate and touch **Camera** in **Location Services Screen** (screen you are in) > in **Camera** Screen – touch **While Using the App** and verify circle in **Precise Location** is all the way to the right as shown below:




- 3) Touch **<Back Button** (upper left corner of screen)> will be in **Location Services Screen**> touch **Safari**> touch **While Using the App**; verify circle in **Precise location** is all the way to the right.

B) Create Home Screen short cut – so you can access the report by a touch of an icon from your home screen

- 1) Touch **Safari** on home screen> Key in web site : DrakePayroll.com
- 2) Log In – Username is **heaters**; password is **heatdish89** (all lower case); select **Remember login** and answer permission question – **Allow**.

Note: IT IS VERY IMPORTANT that you select Allow.

- 3) Touch blue share icon at bottom of screen. Icon looks like this → 
- 4) Scroll down and touch, **Add to Home Screen**.
- 5) Modify short cut name if desired.
- 6) Touch **Add**
- 7) Icon will be on home screen – note – you can move the icon to wherever you actually want it on the screen.

SETUP LOCATION SERVICES - iPhone

Since the Heater Activity Report cannot be submitted unless **Precise Location Service** is activated, it is best to verify that it is on for both Safari (web browser) and the Camera. Factory default settings, however, typically do have Precise Location Services turned on. Heres how to verify.

1. Touch the Settings icon (it looks like a cog wheel on your home screen):



2. Touch the search box at the top of the screen - **Fig 1** below,. The box is highlighted with a red arrow. Your virtual keyboard will appear. **Note:** Sometimes the Search box is hidden. If you don't see it, pull the screen down by simultaneously touching the grey circle (in this case it reads MC) and then gently swiping the screen down.

3) Key in **Privacy & Security**. **Fig 2** (below middle) will appear. Touch the **Location Services Bar** (top/circled in orange).

4) **Fig 3** (below right) will appear. Slide the circle in the Location Services bar (circled in orange) to the right (as indicated by the orange arrow) if the circle is positioned as shown in **Fig 3**

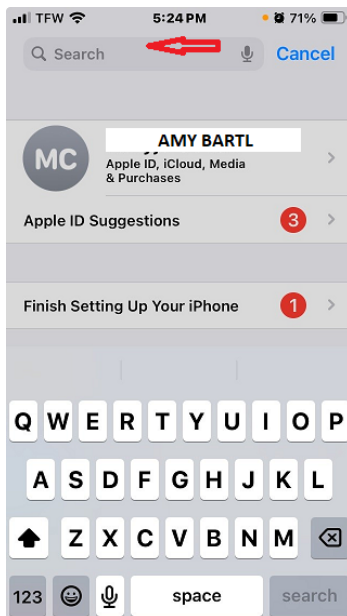


Fig 1

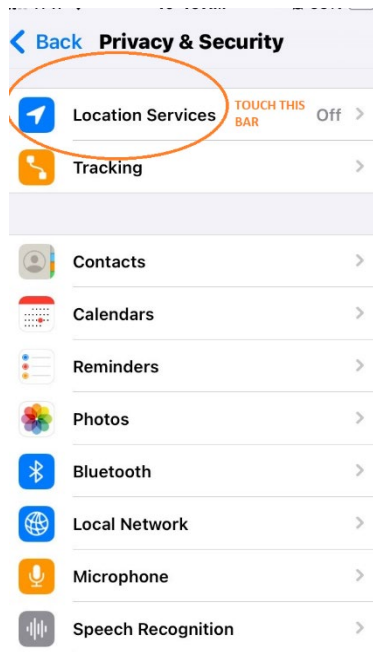


Fig 2

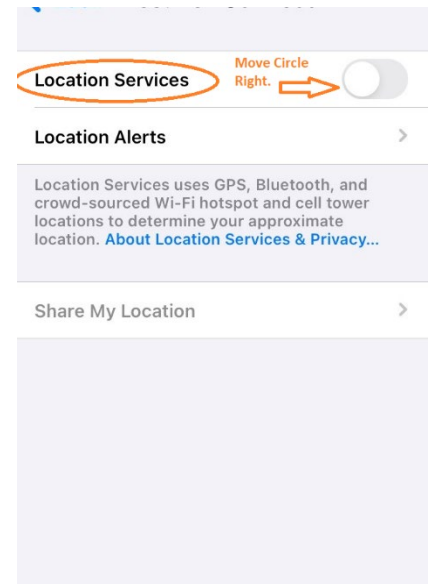


Fig 3

5) **Fig 4** (below, left) shows that **Location Services** are turned on. Note the area circled in red - the circle has moved and the empty space is green rather than gray. You now need to authorize specific Apps to share the program and authorize the communication of the **Precise Location**. There are two that you will need to authorize – **Camera and Safari**. Touch the screen on **Camera** (circled in blue in **Fig 4**, below left) .

6) The **Camera** screen (**Fig 5** – below middle left)) will appear – select by touching either “**While Using**

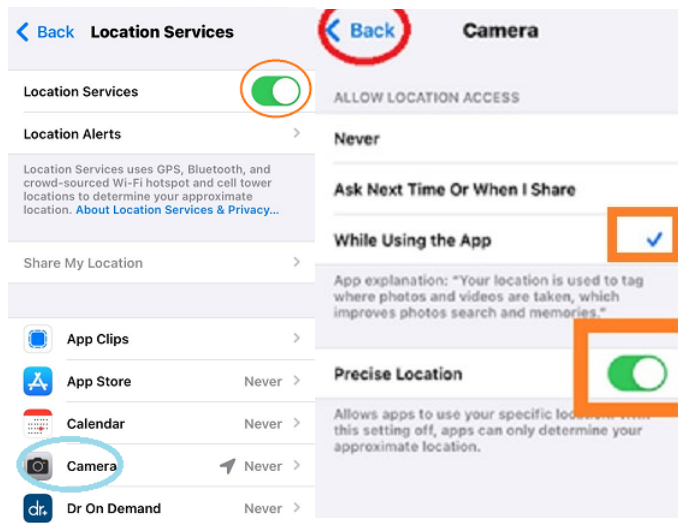


Fig 4

Fig 5

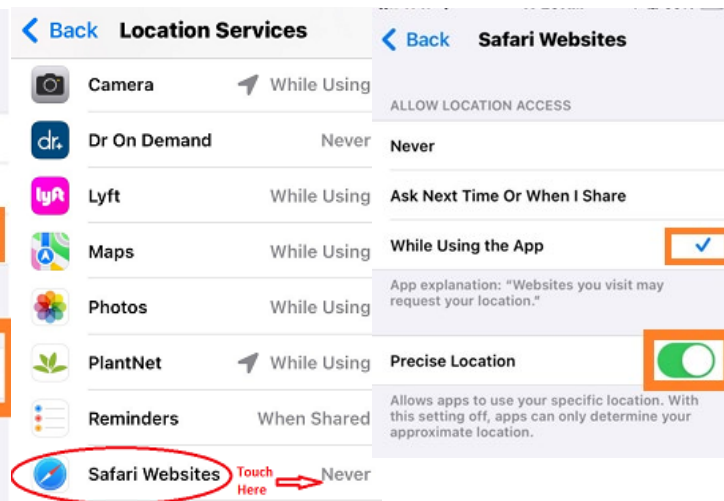


Fig 6

Fig 7

the App” (that will put precise geo location data on any picture you take) or “**Ask Next Time OR When I Share.**” If you select the latter, you will need to answer Yes or No to providing location each time you take a picture. In this case, the user has opted to provide the information on each picture taken as noted by the blue checkmark (inside the orange box).

IMPORTANT: Make Sure Precise Location is activated - If the ball is not all the way to the right (as shown in Fig 5 (above middle left) inside the second orange box), slide the ball to the right.

6) Touch the **back** button (circled in red in **Fig 5** at the top left of screen) to return to the **Location Services** screen.

This time/ scroll down and touch **Safari**. Your screen will look (depending on the Apps in your phone) like **Fig 6** (above middle right).

7) Touch the **Safari Website** bar. **Fig 7** (above right) will appear. Again, touch either “**While Using the App**” (that will provide the site with precise location data) or “**Ask Next Time OR When I Share.**” If you select the latter, you will need to answer Yes or No to providing the location each time you visit a site that requests your location as opposed to once, only). In this case, the user did provide permission “**While Using the App**” as indicated by the blue check mark (there is an orange square drawn around it) by touching that bar. In either situation, you will be asked the first time you visit a site whether you wish to authorize the site to see your location. For **DrakePayroll.com**, be sure to select **Allowed**.

IMPORTANT: Make Sure Precise Location is activated for both the Camera and Safari Apps - If the ball is not all the way to the right (as shown in Fig 5 inside the second red box), slide the ball to the right.

iPhone – SETUP SHORTCUT ICON FOR QUICK ACCESS



- 1) Touch the Safari icon on your home screen.
- 2) Locate the address bar (Fig a below left– it is circled in red). The bar contains the path to the last address visited. The user in the screen below most recently visited the Costco web site.
- 3) Touch the address bar. The address will be highlighted in blue and your virtual keyboard will appear as shown on the middle screen – **Fig b** below middle.
- 4) Key the web site **drakepayroll.com** in the address bar - and then click on the Blue **Go** (in

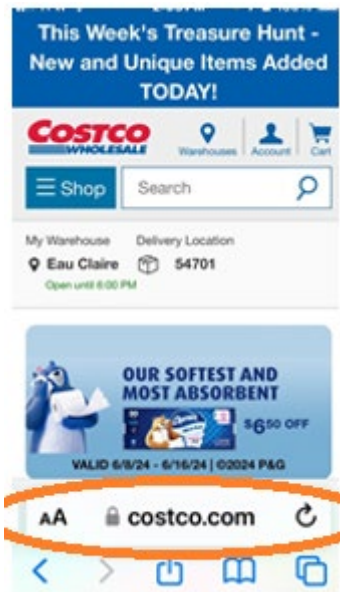


Fig a

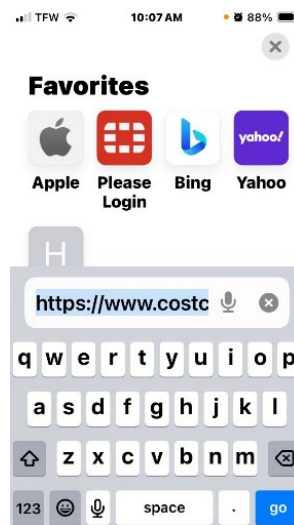


Fig b

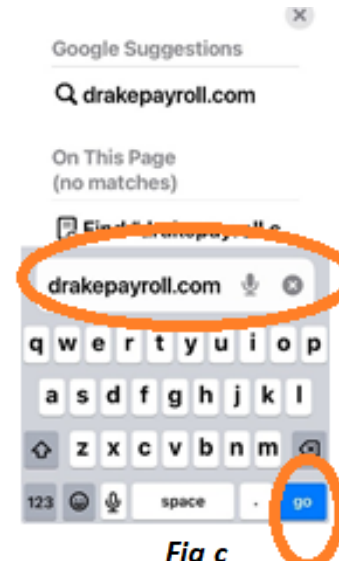


Fig c

the lower right hand corner). Both the address bar and **Go** are circled in orange in **Fig c** below right.

- 5) You will see the Login Screen - **Fig d** – below left. Touch the **username** box. The virtual keyboard will appear. Key in **heaters**. Then touch the password box and key in **heatdish89**. Next touch the “**Remember Login**” in box. A white check mark will appear in the blue box. The box is circled in red. Then touch the black Log in Box – there is a green box and circle around it.
- 6) **Fig e** – below middle - will appear. Answer the question about the site using your location with **Allow** (it is circled in red). **Note: THIS IS IMPORTANT.** For the Program to work, **Allow** must be selected. Once these steps are taken, you should not need to key in your name and password again.
- 7) The Heatewr Activity report appears in **Fig f** below after you touch the Log In box the **Share Icon**.



Login

Username

heaters

Password

heatdish89

☒ Remember Login

Login

If you need help logging in please see

Fig d

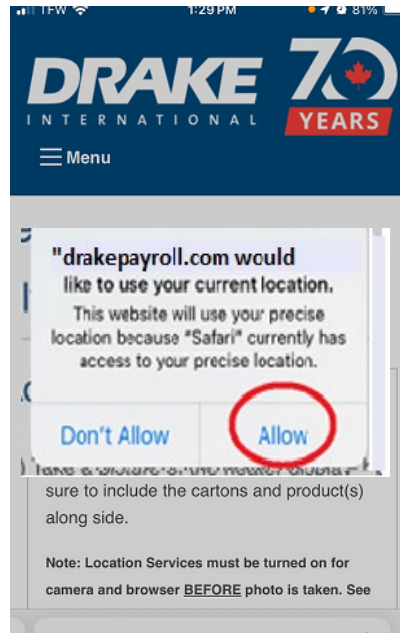


Fig e



Heater Activity Report

August 4, 2024

Location Verification

A) Take a picture of the heater display - be sure to include the cartons and product(s) along side.

Note: Location Services must be turned on for

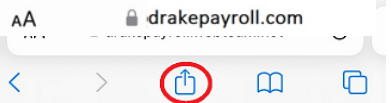


Fig f

8) The share icon is a blue box with an arrow at the bottom of your screen and is circled in red – an enlarged version is at right.



9) **Fig g** (below left) will appear. Touch Add to Home Screen (by the blue arrow). Note you

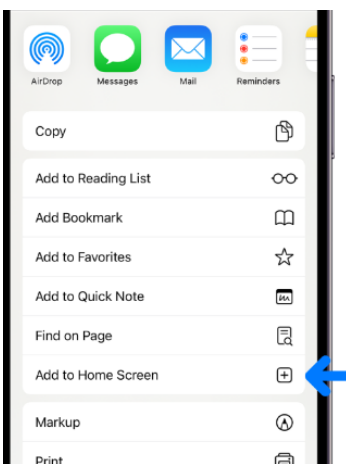


Fig g

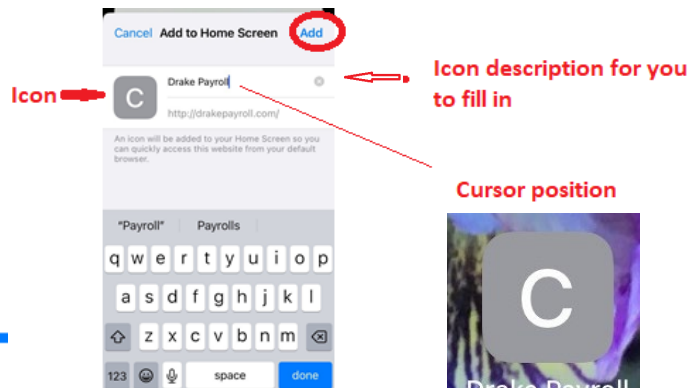


fig h

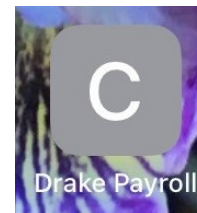


fig i

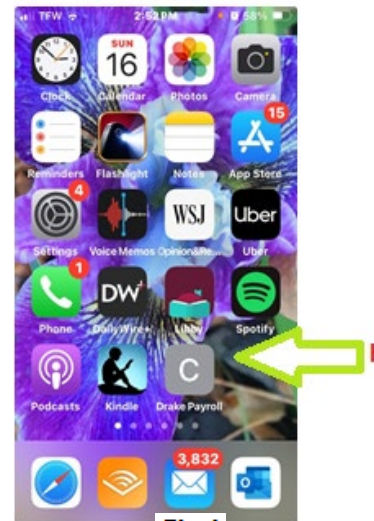


Fig j

may have to scroll down to find it. **Fig h** (above right) will appear. The icon is pictured (dark box with a letter inside). Note the position of the Cursor (by the red arrow) and the little circled x in the corner. If you back space or press the x, you can key in whatever description you want to appear with the short cut icon on the home screen. Then Click **Add** at the top (it is circled in red).

10) The short cut icon (dark box with a white letter inside) will appear on your home screen (**Fig j** – by the green arrow). Underneath will be the name you keyed in. **Fig i** shows the icon and name enlarged). **Note:** You can move the icon to a location of your choice on the home screen.

IPHONE INSTRUCTIONS

Changing “Don’t Allow” to “Allow” for the Payroll Site’s Location Access

- 1) **Open Heater Activity Report** - Touch Drake Payroll Icon on Home Screen or Open **Safari** and key **DrakePayroll.com** into Address Bar. **Fig 1** below left will appear. Touch **AA** located on left side of address bar – circled in red pointed to by a red arrow.

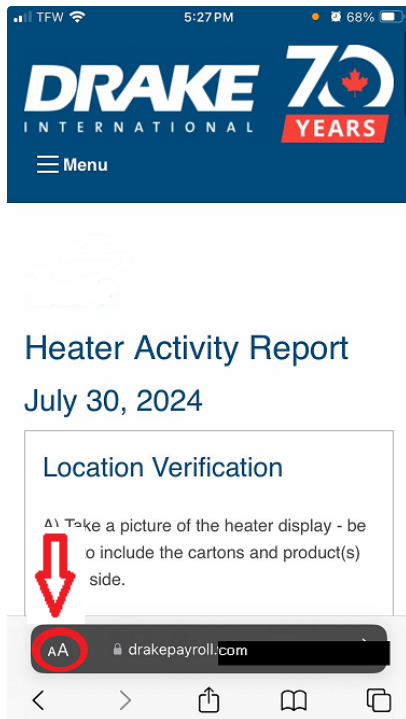


Fig 1

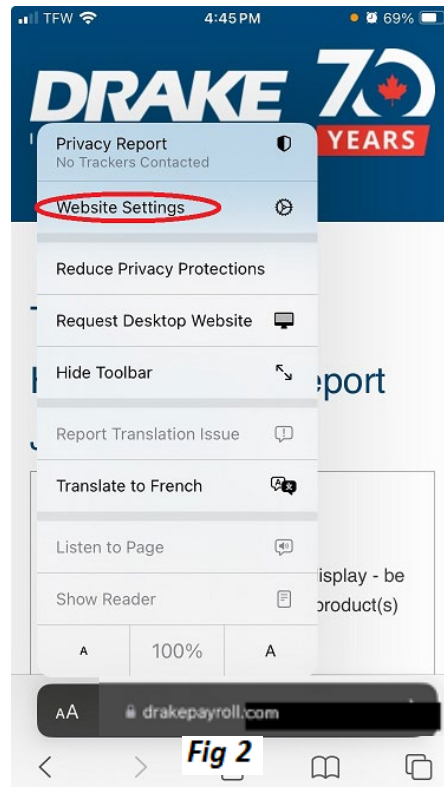


Fig 2

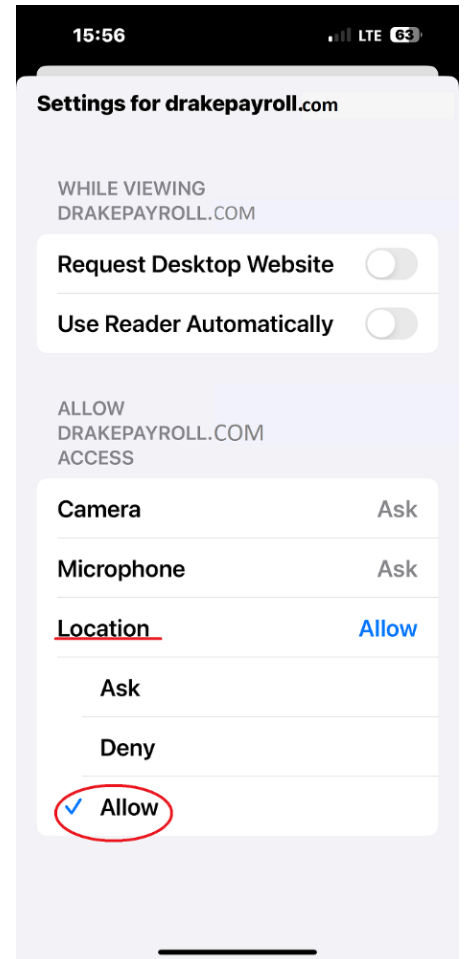
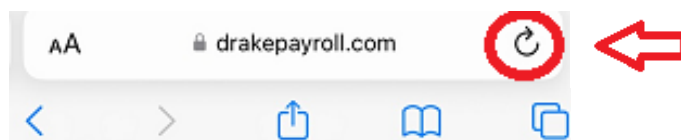



Fig 3

- 2) **Fig 2** will appear – above - middle. Touch **Website Settings** (circled in red).
- 3) **Fig 3** - the site settings screen will appear, above right. Touch under **Location**, **Allow** (circled in red).
- 4) Refresh the page by touching the **C** with the arrow symbol on the right side of the address bar – circled in red:



iPhone Instructions – Emailing/Texting Location Coordinates

- 1) Go to home screen and touch the Photos icon: 
- 2) Find the photo that you just took at the Costco.
- 3) Touch the photo and swipe gently up. You will see a map with the photo in the middle like that shown in **Fig 1**, below left. Touch the City name in the lower left hand corner (it is Eau Claire in the example shown and is circled in red).

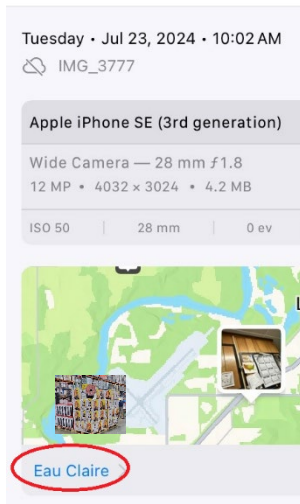


Fig 1

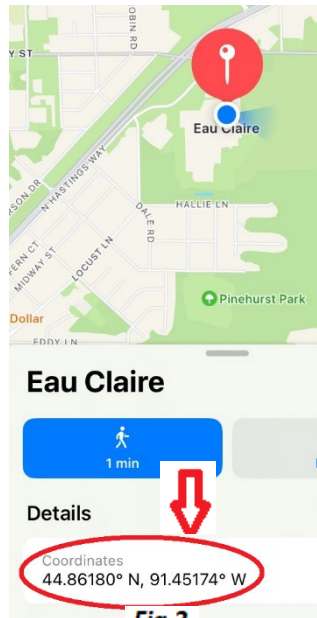


Fig 2

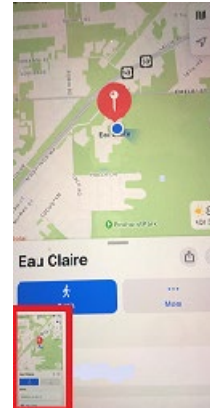


Fig 3

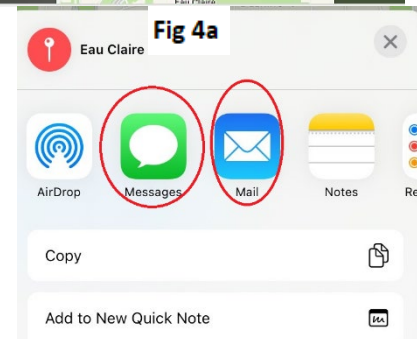
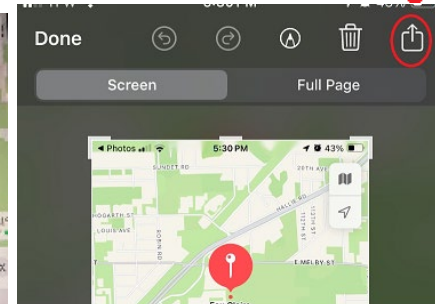


Fig 4b

- 4) **Fig 2** above middle left will appear. The location data are the coordinates below the city name in the lower left corner– 44.86180°N. 91.45174°W (circled in red with a red down arrow above it)
- 5) Take a Screen Shot of the picture. You can do so in one of two ways:
Use Siri – “Siri, Please take screen shot”
Or Press and release buttons on the phone:
If you phone has Face ID: Simultaneously press and release side volume and up button.
If your phone has a Home button: Simultaneously press and then release the Home button and the right side button
- 6) **Fig 3** middle right will appear – you will see a small picture of the screenshot you wish to send in the lower left corner (a red box has been drawn around it and there is a red arrow pointing to it). Touch the small picture immediately – otherwise it will disappear quickly
- 7) **Fig 4a** above right will appear. Touch the share button (circled in red) at upper right of screen and **Fig 4b** will then appear in the lower part of the screen, To Text, touch the green **Messages** box. When Messages open, key **715-716-4743** in the **To** box, and touch the green arrow above the keyboard on the left hand side. **To email, touch the blue mail box and when email is open, key heaters@gopresto.com in the To box.** Touch the gray arrow at top of screen to send.