ANDROID SETUP

A) <u>LOCATION SERVICES</u> – 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. <u>Camera Permission</u> - 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 proceeded 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) <u>Android Chrome, Camera, and Google Settings</u> - 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.

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.

<p align="center">*Fig 1*   *Fig 2*</p>

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 <u>very</u> 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 proceeded 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.**
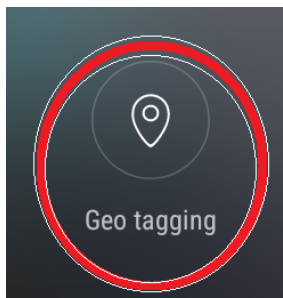
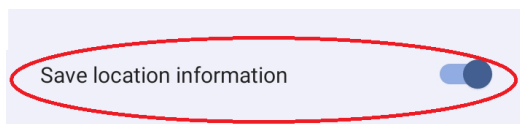Examples of what you might see are shown below in **Fig 3** thru **5**.
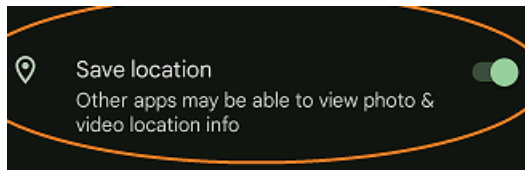
Fig 3 – "Save Location – slider ball to right
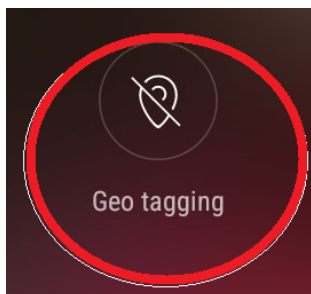

Fig 4a Geo tagging crossed out (inactive)

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.
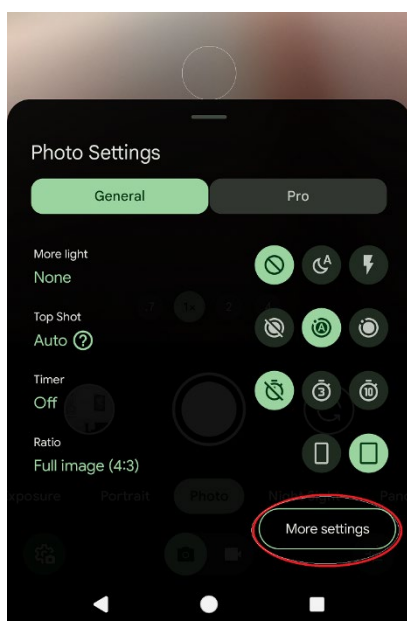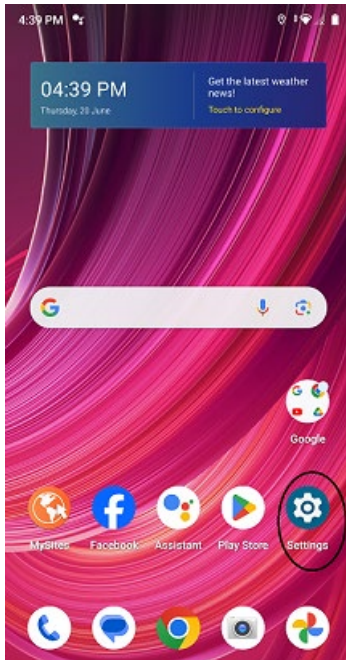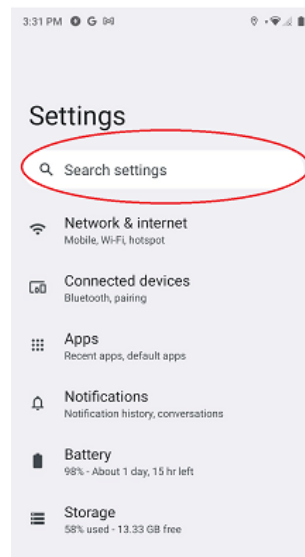

Fig 5
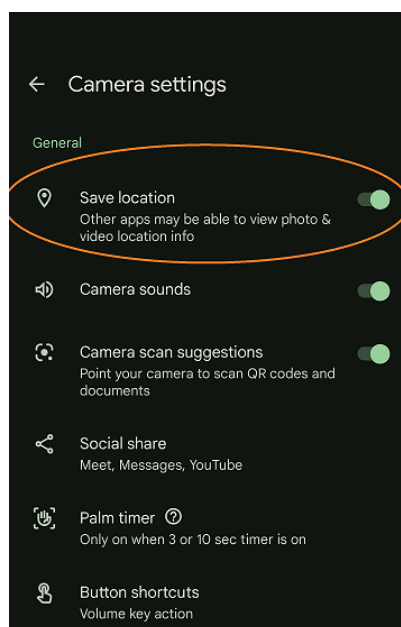
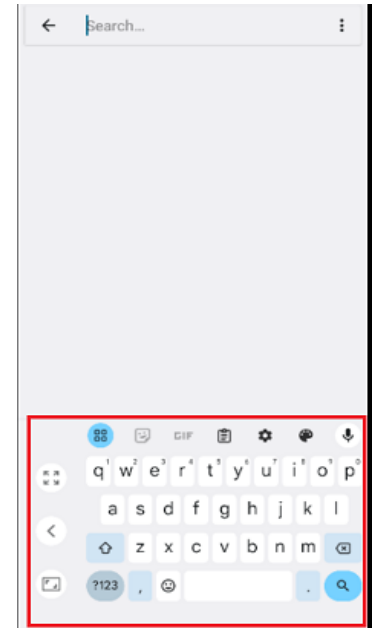

Fig 6

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.**
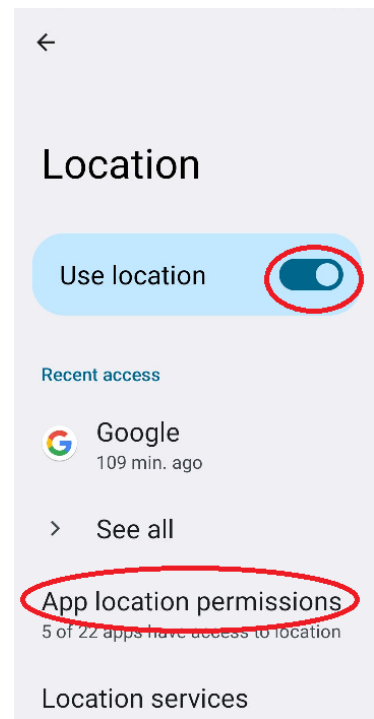
3) **Fig 3** will appear – below left. Touch the red circled **Location Location.** On some Androids, the **Location** bar has the map pointer Icon by it.

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 right(circled in red).
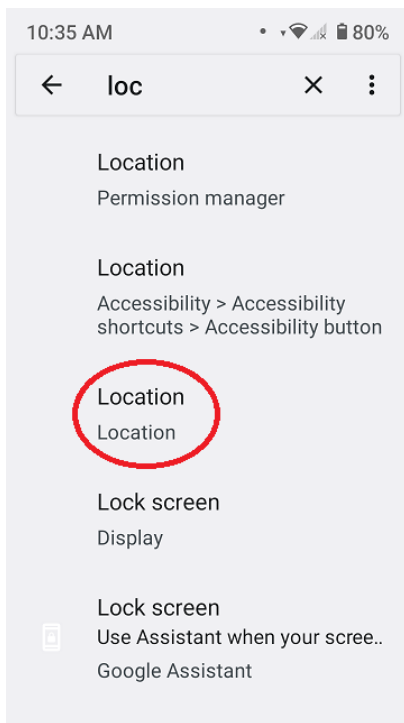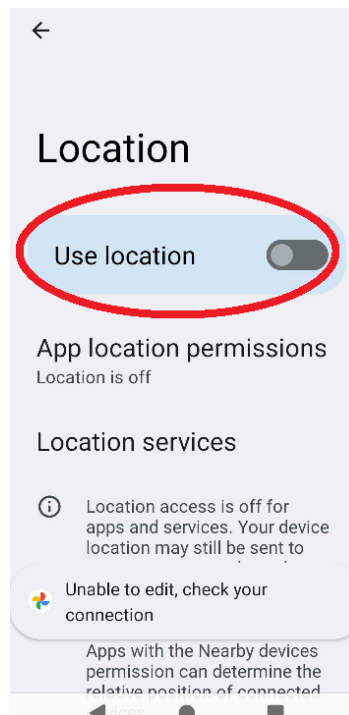

| Fig 3 | Fig 4 | Fig 5 |

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 right**). **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 <u>Must</u> 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 Alowed 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).
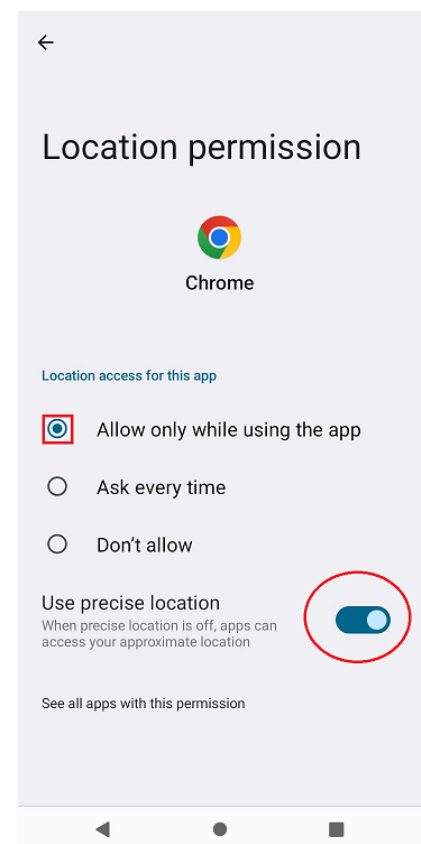
8) In *Fig 8* (below right), **Use Precise Location** is now active – the gray circle is light blue and all the way right. The active permission is "**Allow only while using the App**."   "**Ask every time is also ok**."
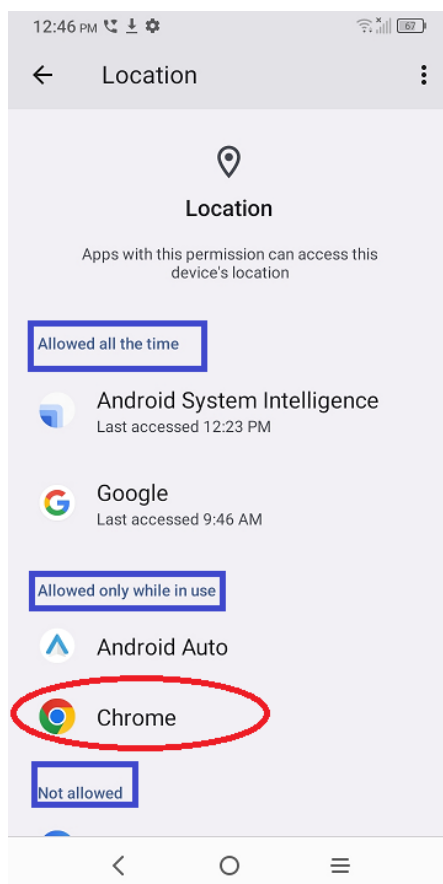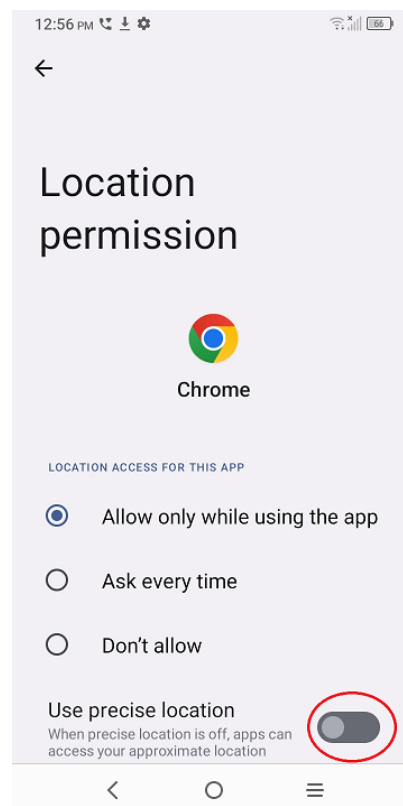
| Fig 6 | Fig 7 | Fig 8 |

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):
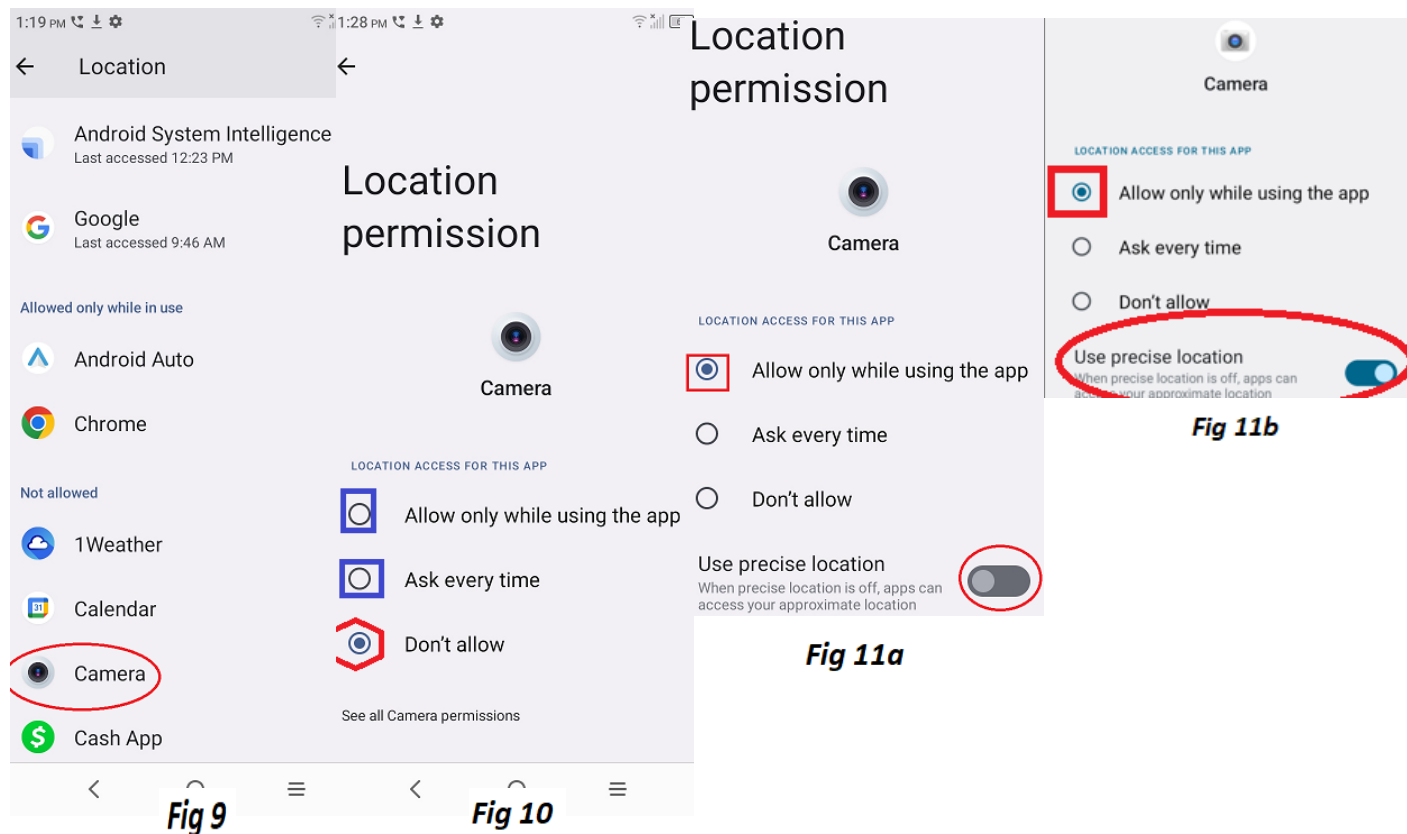

10) Repeat steps 1-4 (touch **settings**, touch **search settings** bar, key in **Loc** and touch **Location Location.** Then for all but the Google Pixel phone, touch **App Location Permission.**

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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

Fig 9

Fig 10

Fig 11a

Fig 11b

the circle to the right (circled in red) and Fig 11b will appear.   Circle is now all the way right.
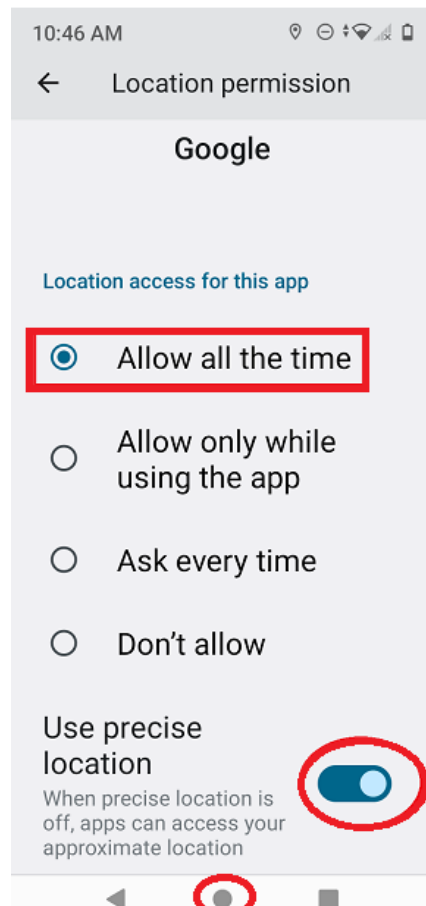
14) Return to the home screen by touching the tiny circle at the very bottom middle of the screen as shown below (the tiny circle has a heavy red circle around it):

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.**

8

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.**==

9

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 right. 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 request to use the location with **Allow**. The site will not work if you do not touch **Allow**.

4) After logging in, touch the ellipses (three vertical dots – circled in red pointed to by a red arrow in Fig 3).
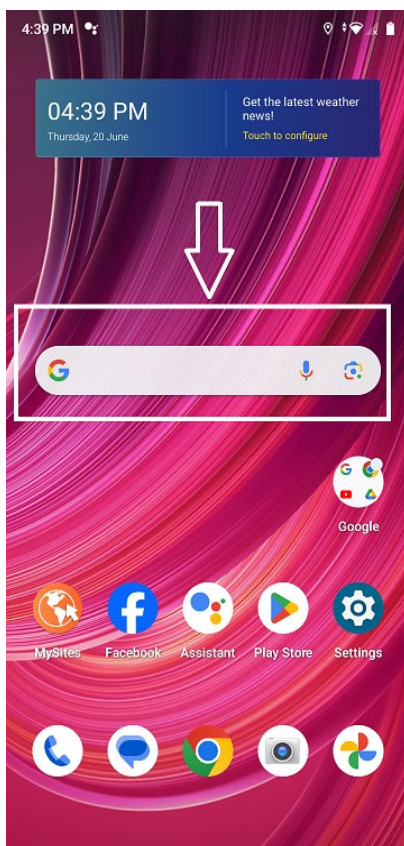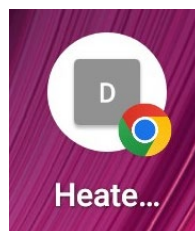

Fig 1
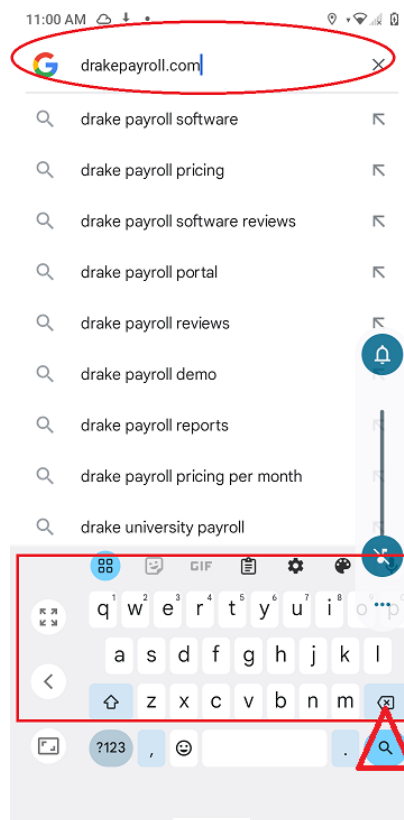
Fig 2

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..

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)
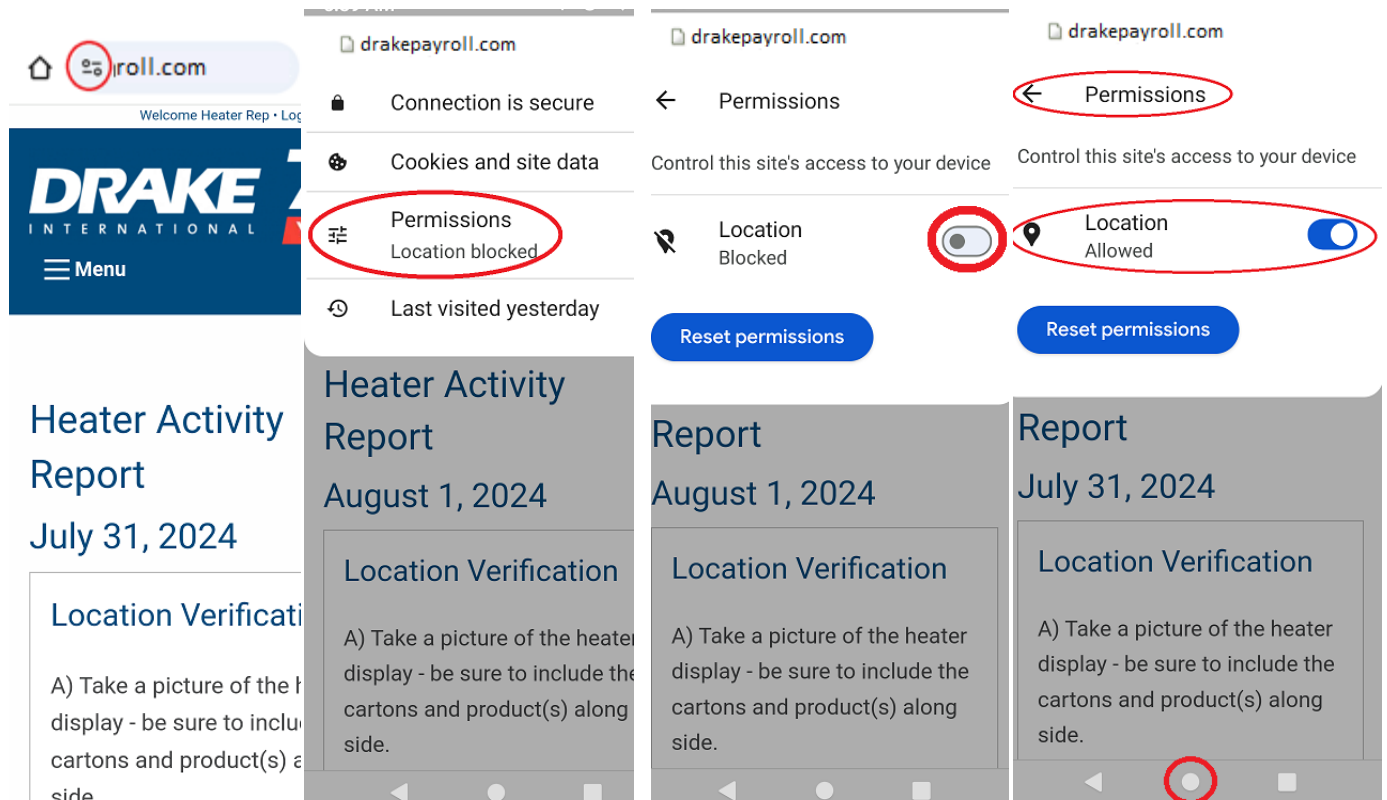

Fig 4

Fig 5

Fig 6
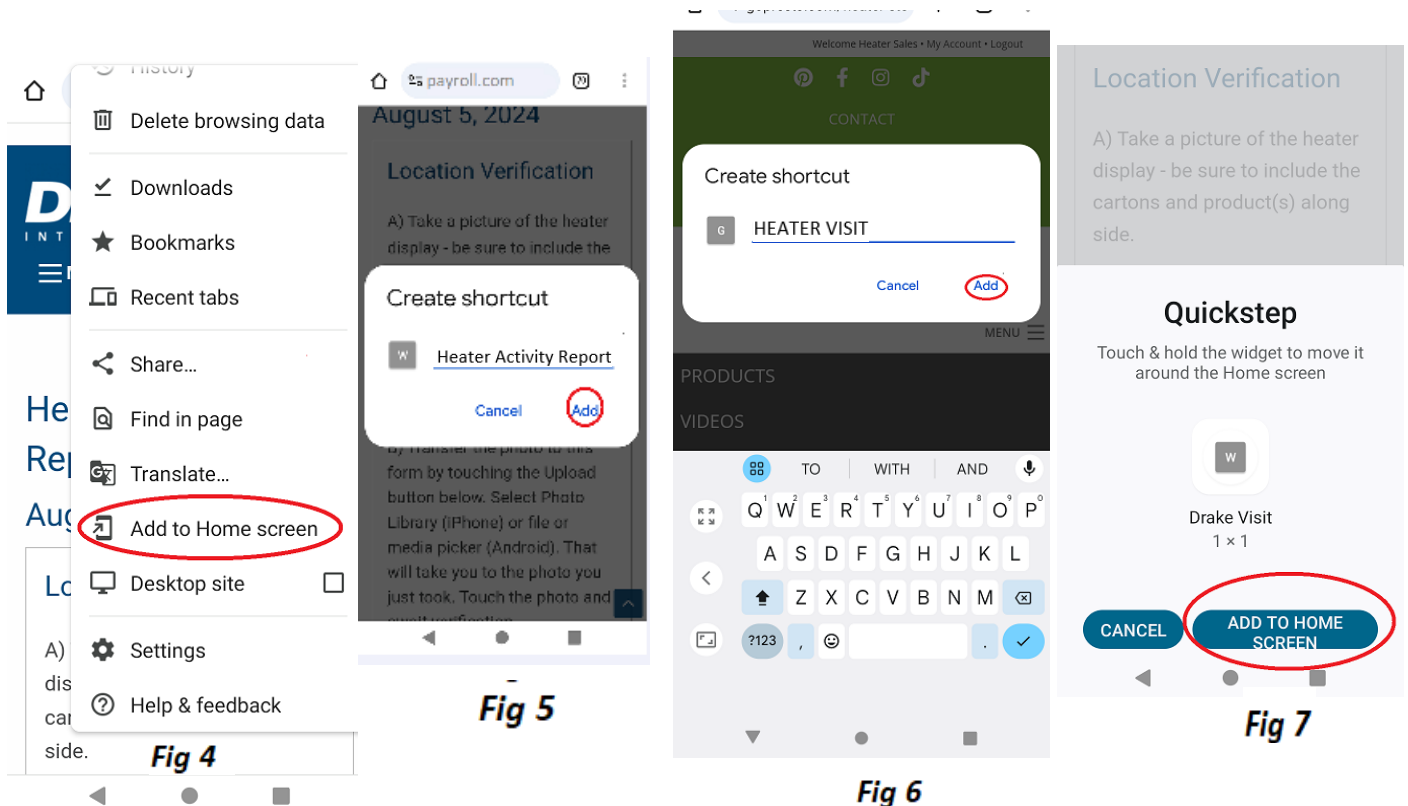
Fig 7

6) The Quckstep 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

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 – above right - 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 symbol (the c with the arrow that is circled in red) at the top of the screen. Touch **Allow** if permission is requ


Fig 5   *Fig 6*

12
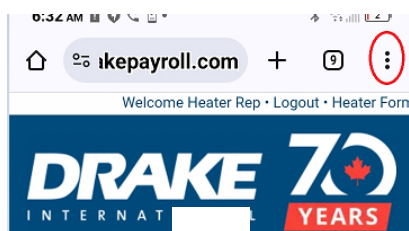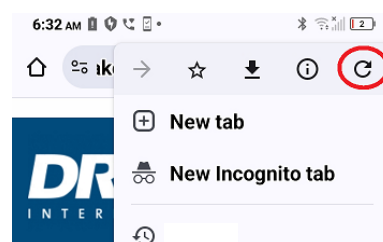
# Android Instructions – Emailing/Texting Location Data

1) Go to home screen and touch the Photos icon:

2) Find the Photo that you just took at your Costco.
   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.

3) Take a Screen Shot of this picture by pressing and releasing the volume down and side buttons simultaneously.

4) ***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.
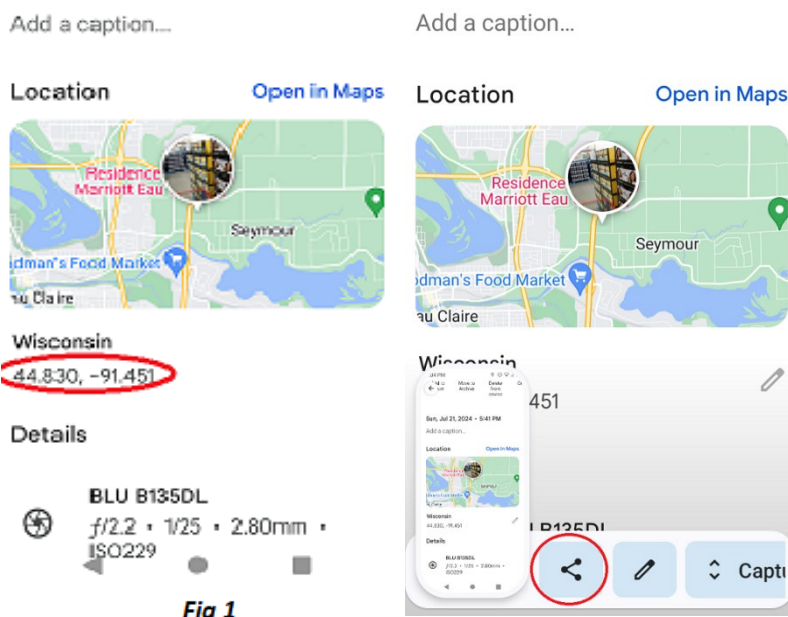
Fig 1

Fig 2
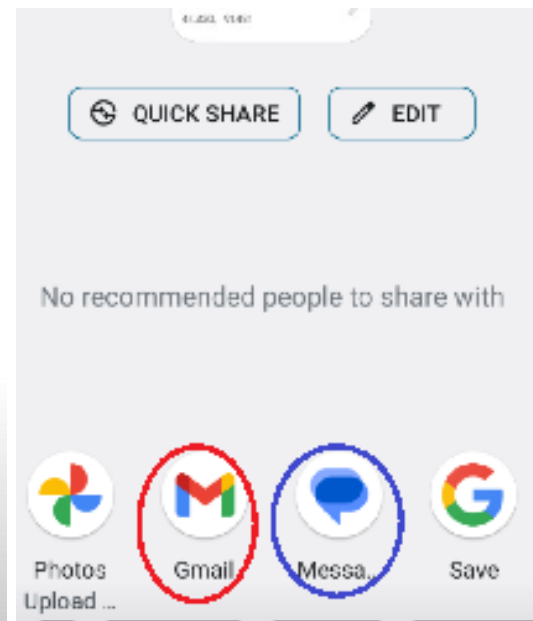
Fig 3

5) ***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.