

# Quick Start Guide - Technician/Driver

## What is Glympse PRO?

Glympse PRO is a solution to provide your customers with better information around scheduled jobs, making YOUR job easier. It automatically lets your customers know when you are on-the-way to the appointment or job, as well as when you have arrived, displaying and updating details around your ETA and arrival time so the customer can be better prepared for your arrival (i.e. put the dog away, let you in a gated community, wrap up a call when you arrive, etc).

## Get Started with Glympse PRO

1

Manager will send you an invite link

2

Follow the instructions provided in the text message

3

Download Glympse PRO App

### 1 Manager will send you an invite link

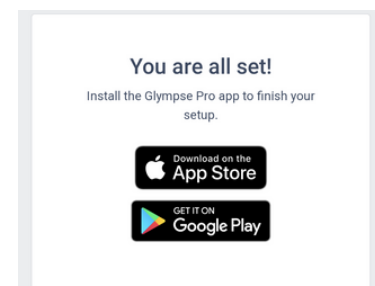
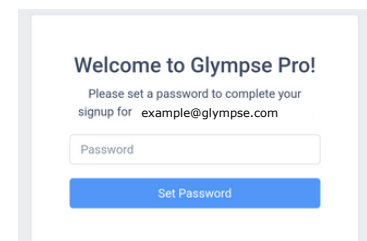
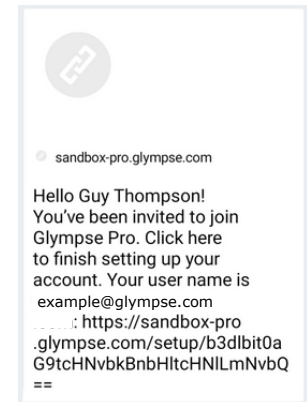
Manager will send you an invite link either to your personal phone number or your company-issued phone number

### 2 Follow the instructions provided in the text message

The Glympse PRO invitation link will ask you to create your own password. Please create a unique and memorable password. Do not share your password with your co-workers.

### 3 Download Glympse PRO App

After creating your account, you will need to download Glympse PRO from the App Store (iPhone users) or Google Play Store (Android users).



# The 3 Main Tabs in the Glympse PRO App



"New"



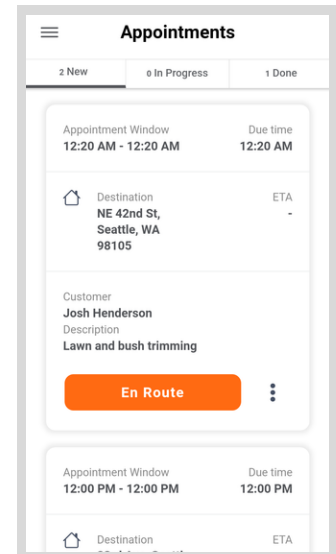
"In Progress"



"Done"

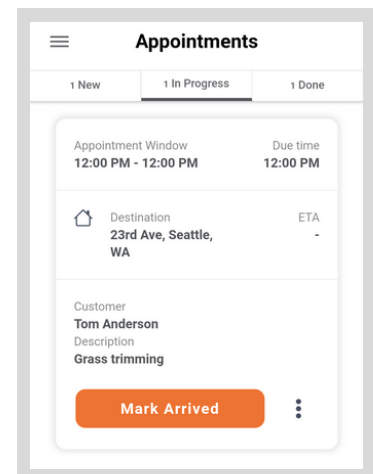
## 1 "New"

Orders that are recently added by you. To add an order, navigate to the drop down menu in the top left corner of your home screen and select "Add Orders". When you add an order, your home screen will automatically update.



## 2 "In Progress"

Orders that are coming up in your schedule. Orders that are coming up soon will be at the top of the list, while orders that are scheduled later are towards the bottom of the list. Be sure to double check what day and time the order is scheduled for before marking "En Route".



## 3 "Done"

Orders that are "Marked as Complete". You can review the list of orders you have completed for the current work day.

