

# Quick Start Guide - Administrator

## What is Glympse PRO?

Glympse PRO gives you access to real-time geo tracking of your technicians to optimize routes, capture time on site, and ultimately get more jobs done. Glympse PRO does the heavy lifting for you by processing and analyzing your location data to help you make better business decisions.

## Get Started with Glympse PRO

1

Register for an Account

2

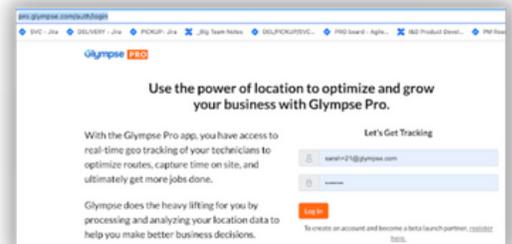
Add Your Technicians

3

Schedule Your Jobs

### 1 Register for an account at [pro.glympse.com](https://pro.glympse.com).

Confirm your account by clicking "verify sign up" in the email sent to you from Glympse.



### 2 Add your technicians in your account.

Sign in to [pro.glympse.com](https://pro.glympse.com) and click OK in the Get Started popup. Populate the fields for adding a technician. Your technician will immediately get a text message prompting them to create an account.

### 3 Schedule your jobs and assign to technicians.

The next prompt you will see is to add a job. Populate the fields for adding a job and assign a technician. Note: a technician can be assigned a job before they create an account. Once you have created a job, your customer will immediately receive a text message notifying them of their scheduled appointment.

# Technician Registration Process



Receive Invite



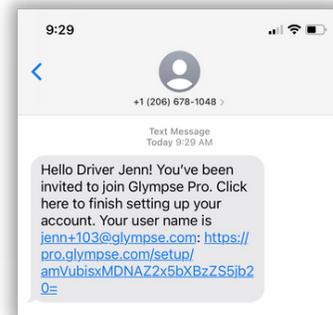
Confirm Account &  
Install App



View Jobs

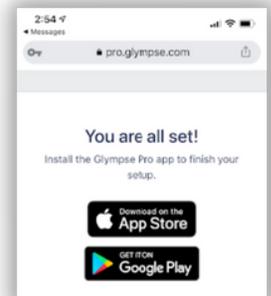
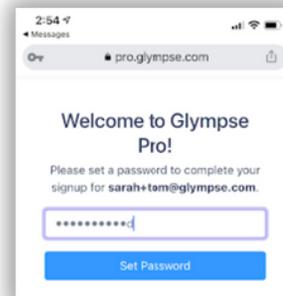
## 1 Receive invite to join Glympse PRO via text message.

Look for the text message from Glympse with an invite from your manager to join. If you don't see a text message, confirm with your manager that they entered the correct phone number. Click on the link in the text message to create a password for your account.



## 2 Confirm your account setup and install the app.

After setting your password, you can download the Glympse PRO app from the App Store or Google Play Store and log in to your account.



## 3 View jobs that have been assigned to you.

In the Glympse PRO app, you can see all jobs that have been assigned to you with details of appointments and customer information. The customer has already been notified of their appointment and will be notified of your ETA once you click "En Route" on their job.

