RED E APP USER INSTRUCTIONS
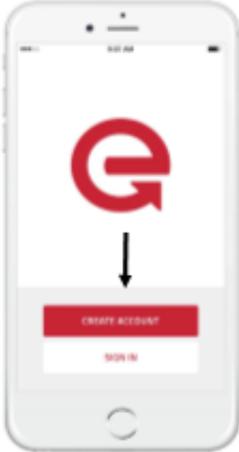
1
Download Red e App
It's FREE!
Search "red e app" in
your app store
___
¡Es GRATIS!
Busque "red e app" en
su tienda de apps
↓

Android

iOS

Amazon

Web App

2
Create Account
Select "Create Account"
___
Seleccione
"Crear Cuenta"

3
Create Your Profile
Create username & password
*Jr/Sr: do not space between your last
name and Jr/Sr
Cree su nombre de usuario y
contraseña personales
* Si usted es un Jr/Sr no ponga un
espacio entre su apellido y Jr/Sr

John
Smithjr

4
Join Our Network
Network ID: Jorgensen

ID de red: Jorgensen

5
Enter Your Red e Key
Last 4 #s of SSN + first 3 letters of
last name, e.g. 1234smi

Semifinales de sociales
+ apellido, p.ej. 1234smi

Need help? Call Red e App Support! 1-855-733-3277

GENERAL USE

This app responds as other apps do on the type of phone you have. For instance, on Android, when you PRESS & HOLD an item, you can then Edit or Delete it. On an iPhone, swipe left to Edit or Delete an item.

SETTING UP YOUR PROFILE *PLEASE READ*

Upon downloading the app – and, at any other time – you may set up or update your profile by tapping on your profile icon on the menu.

To get started, tap the ellipsis **(…)** in the upper right corner. Tap **EDIT PROFILE**.
We ask that you take a few minutes to add a photo and your title and location to your profile. This is very important for us all to do because it gives the app a friendlier feel. We'll be able to see and get to know co-workers we may otherwise never meet in person. This app is for you! It should be comfortable, fun and friendly. It gets better with more participation!

ADDING CONTACTS

Note: in order to add a person to your contact list, that person will have had to download Red e App.

There's no search function in CONTACTS; you must know the person's user name

There are two ways to add a contact; the easiest way is from **DIRECTORY** in the main menu. You may also use the **CONTACTS** option but, you have to know the person's username. The person must tell you what it is.
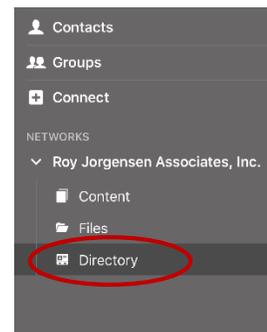
To add a CONTACT:

Go to **DIRECTORY**.
Start entering the person's name.
You will notice people start to appear and disappear in the list. Anyone who has downloaded the app will appear if they have the same letters in their name as the letters you are typing.

If the person you want does not show up, they are not subscribed to the app. Remind them to download it!

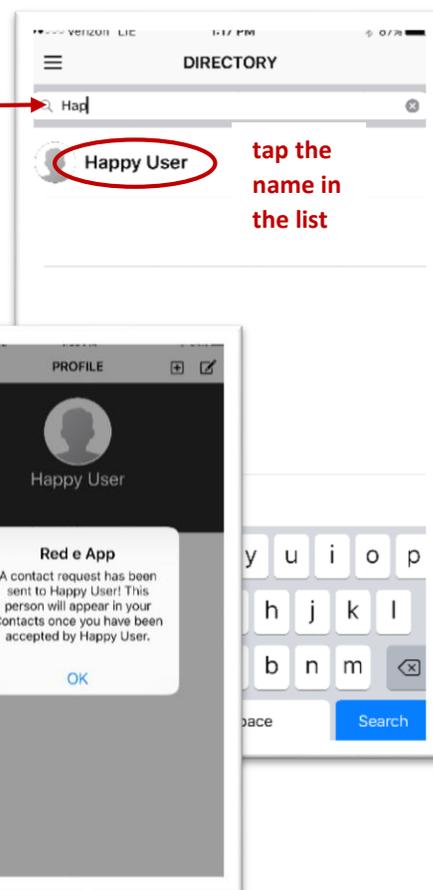When you find the person, tap **THEIR NAME IN THE LIST**. You'll be taken to their profile page.

Tap the [+] in the upper right corner. You will be asked if you want to add that person to your contacts.
Tap **OK.**
A contact request will be automatically sent. When the person accepts, he/she will show up in your **CONTACT** list.

Enter the name

tap the name in the list

GROUP MESSAGES

There are two types of Groups: 1) those that have been set up at the Network level and 2) those you set up yourself. Here are the differences:

- **Network level groups** are based on specific projects and locations. There is one person who is able to address all members of that group; they are called "mobile notifiers."
  - Mobile notifiers will generally be project managers, supervisors and location admins.
  - To be a mobile notifier, you must be given permission through the Network Administrators (Paul or Beth)
  - At this level, when any of the group members reply to a message sent by the mobile notifier, all the other group members will see that response. (This reply all function can be turned off if needed.) *Only "official" groups set up through the Network admin portal with a mobile notifier will have the reply all function.*

- You can identify a Network Level Group in your GROUP list by the Jorgensen logo icon. Personal groups that you set up can be given an icon of your choosing. Tap the head icon to choose a photo.

- **Personal groups** are those you create directly on your phone. They might be made up of people in your cubicle area, a group who's working on a project together or your department members. Because this is a group YOU create, when you send a message to the group members and someone replies, the other group members will NOT see others' replies. There is no reply all function for this type of group.

Tap + to create a group

Network level

Personal group

   To create your own GROUPS:
   You must first have these people in your **CONTACTS** list;
   Go to **GROUPS** in the main menu.

   Tap ⊞ in upper right corner.
   Name your group and insert a description if you want one.
   Tap the **ADD/UPDATE MEMBERS** button; select your members from the **CONTACTS** list; tap **SAVE**.
   Tap the head icon to choose a photo for your group.

   To make changes once a group is set, go to **GROUPS** screen on iPhone, swipe left; tap Edit or Delete, on Android, press & hold; tap Edit or Delete.
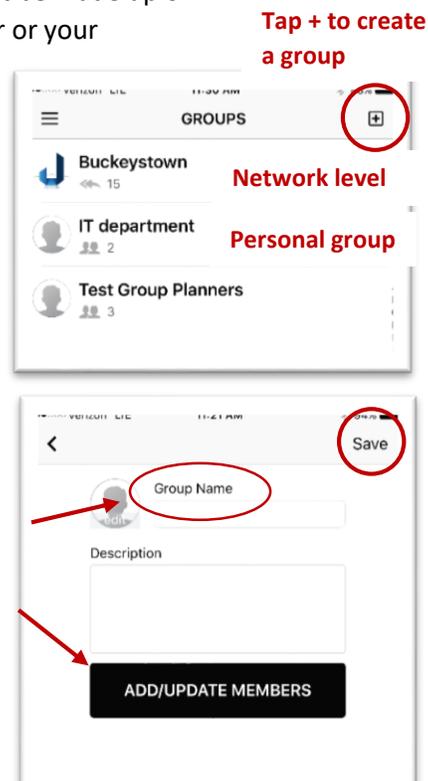
SETTINGS

   Tap the **GEAR ICON** ⚙ on the main menu to the right of your name.

- In this screen, you can **change your password, select your notification sound** and send yourself a test message.
- **Account Info**
   You can change your user name here.
- **Repeating Notifications**
   When a contact is set to repeating, a notification sound will repeat until you have read all messages from that contact.
- **Support**
   You can send a message to the Red e App support service here.

FUNCTIONS ON A MOBILE DEVICE

- **Getting to the Main Menu**
  The app will open to whichever screen was showing when it was last closed. If it doesn't open to the menu, tap the HAMBURGER ICON ☰ in the upper left corner.

  Tap to create new message

- **Sending Messages**
  Select a person from your **CONTACTS** list.
  On their profile screen, tap the **PEN ICON.**
  Type message. Tap **SEND ICON.** ➤

- **Sending Photos**
  While in the message screen, press the **CAMERA ICON**.
  You will be given 2 choices: **TAKE A PHOTO** or **CHOOSE A PHOTO**.
 Select an option and the photo will be attached to your message. You may only send one photo at a time.

  Tap to take or choose a photo to send with your message

  Tap to send your message

- **Looking Up Stored Information**
  On the **MENU** screen, tap either **CONTENT or FILES**.
  CONTENT will take you to internet links with RJA's benefit information, such as our benefit guide. This section is for information that does not change frequently.
  Under **FILES**, you'll find information that is continually updated, such as Tool Box Talks, employee phone numbers, newsletters, etc.
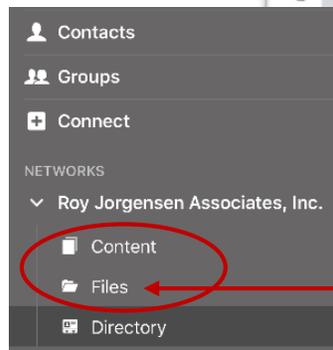
  Check FILES frequently for updated information

FUNCTIONS ON A STANDARD COMPUTER

You can also access the app using Red E App's website: www.redeapp.com.
Click **EMPLOYEE LOGIN** in the upper right corner of the homepage.
Sign in with your **APP USERNAME** and **PASSWORD**.
The **MENU** bar on the left side of the screen is the same as on your mobile device.

Advantages to using the app on a computer:

- Ease of typing a long message
- Looking at FILES and CONTENT information, at your leisure/at home on a larger screen
- Ability to send an attachment, i.e.: Word document, Excel spreadsheet etc.

- **How to send an attachment**
  Attachments can only be sent <u>one message at a time through the app website.</u>
  It is just like sending an attachment through email; first, go to **CONTACTS** and select the person who'll receive your message. Tap **SEND MESSAGE**.

  Compose your message, then click **ADD ATTACHMENT**, select the attachment from your computer, then click **SEND**