

Approving a Device

Purpose: Approving a browser, Device, so that an employee can access Aspire.

Prerequisites:

- 1. System Admin or Branch Admin
- 2. A user profile

If an email is received about needing an approval, then follow steps 1-4

If an email is not received about needing an approval, then follow steps 5-10:

| Welcome Ba | ack! |
|------------------------------|----------|
| aspir | е |
| Email | |
| Enter your email address | <u>å</u> |
| Password | |
| Enter your password | a |
| Company Code | |
| Enter your company code | a |
| Device Name | |
| Enter a name for this device | |
| Nemember my email | |
| FORGOT PASSWORD | Login |
| FORGOT PASSWORD | Login |

1. Have the employee enter in their email address, password, company code and a device name.

Note: A best practice is to create a naming convention of browser, employee name, and machine



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|--|---|---|
| This device has not been authorized. Please contact your system administrator to have this device authorized, then click the refresh button below to try again. Email | aspire | 9 |
| Email Cassroom@aspiretx.com Password Enter your password Company Code: Classroom Cassroom © Remember my email Login with FIN? FORGOT PASSWORD Login | This device has not been authorized. Plea system administrator to have this device a click the refresh button below to tr | ise contact your aufhorized, then ry again. |
| classroom@aspiretx.com Password Enter your password Company Code Classroom Classroom Cassroom Remember my email Login with FIN? FORGOT PASSWORD Login | Email | |
| Password Enter your password Company Code Classroom Remember my email Login with PINP FORGOT PASSWORD Login | classroom@aspirelx.com | 4 |
| Enter your password Company Code Classroom Remember my email Login with PIN? FORGOT PASSWORD Login | Password | |
| Company Code Classroom Remember my email Login with PIN? FORGOT PASSWORD Login | Enter your password | <u> </u> |
| Classroom Classroom Class | Company Code | |
| Remember my email Login with PIN? FORGOT PASSWORD > Login | Classroom | ~ |
| Login with PIN? FORGOT PASSWORD > Login | Remember my email | |
| FORGOT PASSWORD > Login | Login with PIN? | |
| FORGOT PASSWORD > Login | | |
| | FORGOT PASSWORD | > Login |
| | | |

2. The employee must wait until an admin or branch user authorizes the device.

| Search Current Mailbox 🔎 Cur | rrent Mailbox 🔻 | Reply Reply All AForward |
|--|-----------------|--|
| Focused Other | All 👻 | Tue 1/30/2018 11:15 AM |
| ∡ Today | | D Incrediscape Do Not Reply <noreply@aspirelx.com></noreply@aspirelx.com> |
| Incrediscape Do Not Reply Device Approval 1 A device has recently been added and needs to be | 1:17 AM | Device Approval To Kendal Walton; aspirek@gmail.com; Aspire.System15@aspireb.com; santoni@incrediscape.com; kevin.kehoe.15@youraspire.com; Benjamin Strohmeyer; |
| There are more items in this folder on the server | r | A device has recently been added and needs to be approved before it can be used. Please find the information below: User Email: <u>benjamin.strohmeyer@youraspire.com</u> Device Name: Edge Ben Laptop |
| LICK HERE TO VIEW MORE ON MICROSOTT EXCHANGE | | Please do not reply to this email. This message was created by an automated system that uses an unattended mailbox. |

- 3. Find the email and click on the hyperlinked "here" to approve the device.
- 4. Once the authorizer approves, the employee will get a notification the device is approved and will not need to take any further action. Note: The employee may have to press the refresh button on their device to put in their pin.



| aspire | Dashboard | | 57°F , chesterfield, mo ❤ |
|--|--|---|------------------------------|
| Quick Menu Q Search Aspire K Main Menu Administration | To Do List | Emailed Invoices No : Device 12 No. det Conception Second Second Second Second Conception C | No KPI's Available : |
| | Julie's Pend | ling Invo : Leads New Leads : | |
| | Last Cather 1 | 209 (200 12:044 PM Last Updated 12/09)(200 12:044 PM a to display 25 | |
| | 12/4/20 Issue 4131 Virginia Avenue - Issue #145 - Weeds in 12/4/20 <u>Contact</u> John AspireS | 125 275 50 | |
| | 12/4/20 <u>Contact</u> <u>Justin Priest</u> 12/4/20 <u>Contact</u> <u>Admin JMC</u> | U 0 25 | |
| | 12/3/20 <u>Ticket</u> <u>The Bluffs - Ticket #5516 -</u> <u>dump fee</u> 12/3/20 <u>Opportunity</u> <u>The Bluffs - 293 - FPOB</u> Opportuniti | es Prop | |

If an email is not received about needing an approval, then follow steps 5-10:

5. Click the User Profile twice and then click on Administration.

| A | 🍇 Administra | tion | | | ج 🧐 🕈 | Benjamin |
|---|----------------|-------------|-------------------------|-------------|----------|----------|
| | System Overvie | ew en liter | | - | - 🔊 🍘 | |
| | Application | | $\sqrt{2} \gg \sqrt{x}$ | CRM | at 1 | |
| | Estimating | d 🖉 📓 💋 | | Scheduling | | |
| | Purchasing | Ţ | | Organizatio | on 🕘 🞑 🗮 | |
| | Equipment | by 🔩 📣 | 20 🔊 🔊 | | | |
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| | | | | | | |

6. Click on the Devices Icon.



| A | Devices | | | | | 9 😴 🔎 | Benjamin |
|-----------|----------------------------------|--------------|---|---------|------------------|---------------|---------------|
| | Search Devices | ٩ | Default Search [System] Default Search [System |) 1] | 🎕 🖬 😵 | | |
| 8 | Drag a column header and drop it | here to grou | Pending Only [System] | | | | |
| | Device Name | Device Type | | Ad | ctivation Date | Mobile Number | |
| | aspire dev | | | | | | A |
| | aspire dev | | | | | | |
| | Aspire iPad Safari | | | 02/28/ | 2017 08:52:04 AM | | |
| | Aspire iPad Safari | | | 10/06/ | 2017 02:38:14 PM | | |
| - | Aspire Samsung Tablet Chrome | | | 08/17/ | 2017 03:54:06 PM | | |
| | Aspire Samsung Tablet Chrome | | | 11/02/ | 2017 01:41:54 PM | | |
| | AspireCare iPad | | | 02/28/ | 2017 08:55:49 AM | | |
| | Barb's iPhone | | | 09/21/ | 2017 05:32:35 PM | | - |
| | К (1 2 3 4) | K | | | | 1 - 2 | 0 of 77 items |

7. Select Pending only [System]

| Search Devices | Pend | ling Only [System] | 🗞 🖬 🚷 | |
|---------------------|--------------------------------|--------------------|---------------|-----------------|
| Drag a column heade | r and drop it here to group by | y that column | | |
| Device Name | Device Type | Activation Date | Mobile Number | Active |
| Edge Ben Laptop | | | | |
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| | | | | |
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8. Select on the device name.



| Device Edg | ge Ben Laptop | | | A |
|-------------------|-----------------|---|---|---|
| Device Name | Edge Ben Laptop | | | |
| Device Type | | | | |
| Mobile Number | | | | |
| Activation Date | | | | |
| Deactivation Date | | | | |
| Last Login | | | | |
| Last User Agent | | | | |
| | | | | |
| | | 0 | 8 | |

9. Press the green arrow to approve the device.

| Devices | Renjamin |
|----------------|----------------------------------|
| Search Devices | Ny Default with Controls 🕥 🤹 📊 🚳 |
| | No Devices were found. |
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| — | |

10. When the device is off the list, it has been approved. The user can enter in their pin and press the arrow and will be entered into the system.