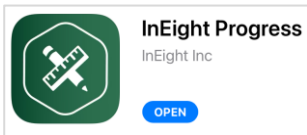
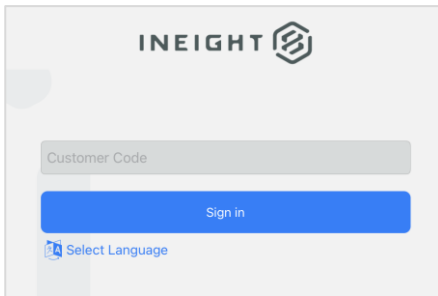


## INSTALL & SIGN IN

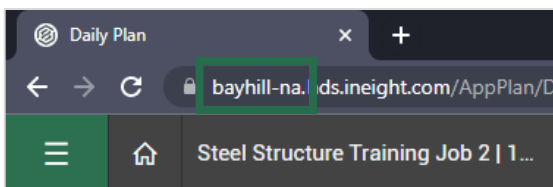
1. Download the **Progress Mobile app** to your device.



2. Sign in using the Customer Code for your organization.

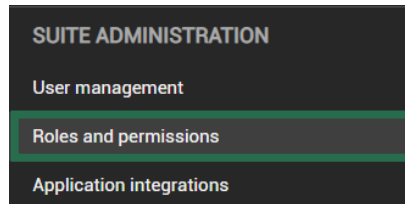



- You can find your Customer Code in the URL of your InEight web application.

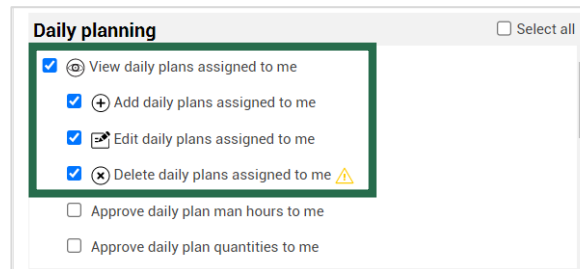


## SET UP PROJECT ACCESS

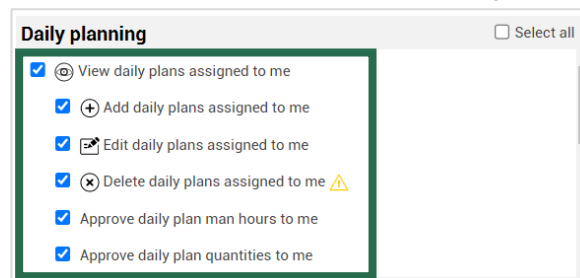
1. Open Suite administration > **Roles and permissions**.



2. Select your role and click **Edit role**  icon.
3. Scroll to the **Progress** section.
4. If you are an **executor**, select the following:

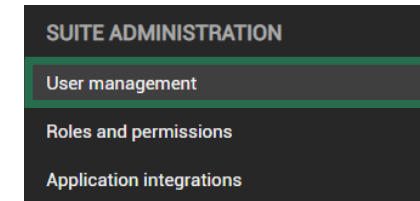



5. If you are an **approver**, select the following:



6. Click **Save**.

7. Open Suite administration > **User management**.



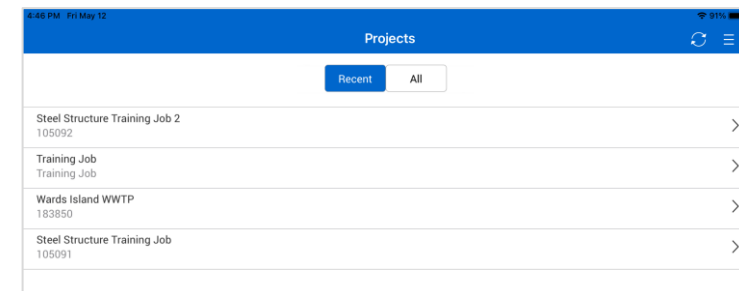
8. Select a user and click **Edit user**  icon.
9. Open the **ROLES** tab.
10. Click **Add role**.
11. Select the correct **role** and **project** from the drop-down menus.



**NOTE:** A role must be assigned at the **project level** for projects to appear in the Progress Mobile app. Roles only assigned at the organization level will not appear in Progress Mobile.

12. Click **Save**.

- On the Progress Mobile app, you can now see your assigned projects.



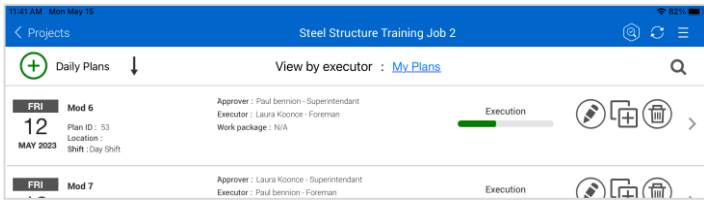
# QUICK GUIDE

# MOBILE OVERVIEW



## TROUBLESHOOTING

1. In the Progress Mobile app, open a project. Recent daily plans that have been submitted to Execution will be displayed.



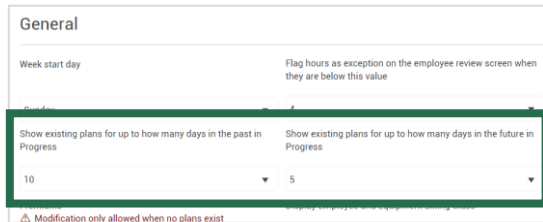
2. If you don't see a daily plan, check the following:

- ✓ Has the plan been submitted to **execution**?

Open the daily plan on Progress Web and  to execution.

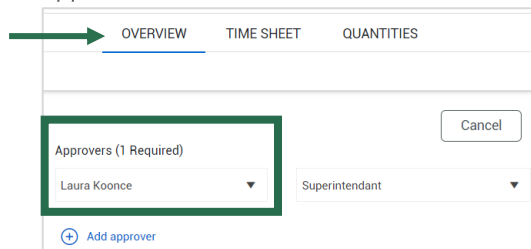
- ✓ What is the **date** of the daily plan?

Check Date Settings: Project Settings > Progress > General



- ✓ Who is the assigned **executor/approver**?

Open the daily plan on Progress Web and check the executor and/or approver on the Overview tab.

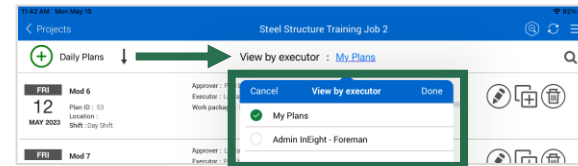


- ✓ Are you assigned to this **project**?

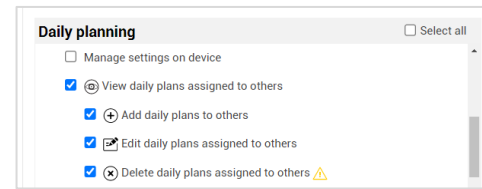
See: SET UP PROJECT ACCESS

- ✓ Do you have permission to view daily plans **assigned to others**?

If you are attempting to view a daily plan that is assigned to another user, you may need to switch to a new executor under **My Plans**.



Configure permissions to access daily plans assigned to others: Suite administration > Roles and permissions > Progress > Daily planning



## SYNCING

To sync Progress Mobile with Progress Web, click the **Sync**  icon.

You can use Progress Mobile online or offline. An Internet connection is only required to perform a sync.

**Note: Different data is synced from the Projects List, Plans List, and Plan Details pages. Syncing an individual plan from the details page does not download Master Data, but only syncs the selected plan.**

### SYNC ICONS:

	App is online but has not been synced.
	App is offline.
	Unsynced changes.

	App is currently syncing.
	Latest sync was successful.
	Latest sync was unsuccessful.