ZENPUT MOBILE APP
Quick Start Guide

Zenput.

DASHBOARD

High-level overview of tasks assigned to you and tasks assigned across the company.

TASKS

Detailed list of your tasks (basic, photo, and form). You can filter the list by status, due date, and task owner. We recommend filling out forms from the Tasks section to ensure you get credit for completing the assigned task.

MY FORMS

This is a library of all the forms you have access to in case you need to fill out an extra form in addition to tasks assigned to you.

LOCATIONS

List of all stores in your region, area, etc. If you enable Location Services on your device, the list will be sorted by proximity.

MY SUBMISSIONS

Completed forms previously submitted by you. These are saved at the account level across all your devices.

DRAFTS

Forms that you've started and saved to drafts can be found here.

SETTINGS

Review and update your Notifications Settings to ensure you're getting updates according to your personal preferences (e.g. text, email, push notification).

LOG OUT

There's no need to log out of the app unless you're having connection issues, in which case we recommend logging out and back in again before contacting Support.

HELP

Click here to contact Zenput's support team. Live chat is also available for Android/iOS users.

GREEN PLUS BUTTON

Create and assign a new task, or send Announcements on the fly.

ADDITIONAL RESOURCES

How-to articles and troubleshooting tips can be found in the Zenput knowledge base: **http://support.zenput.com.**

When to consult the Zenput knowledge base or file a ticket with Zenput Support

- The mobile app isn't working correctly on my device
- I'm having photo or camera problems when filling out a form
- My form won't submit
- I'm not receiving automated notifications from Zenput
- Other technical issues specific to your account or device (not company-wide)

When to contact your Company Administrator

- I have suggestions for improving the content or format of one of our forms
- I am assigned to complete a task at a site that doesn't belong to me
- I don't have access to the correct forms from my account
- I don't have the appropriate permission/access level on Zenput