



Adding mobile numbers to users on your account

Adding a mobile number will improve functionality and allow you to receive SMS notifications from the system to your phone.

To add a mobile number from the website:

1. Log in and click "Users"
2. Click the User's name
3. Click "+ Add Contact", then click "Mobile Number"
4. Complete the information and "Save"

To add a mobile number from the App:

1. Open the app then click More (bottom right)
2. Click "Users" then select the User
3. Click "Edit" then "+ Add Contact"
4. Click "Mobile Number"; Enter the information
5. Click SAVE (at the top-right hand side)