

## How to get NI WorkTrak Application:

(Note: This app is free to download)

Apple (iOS 8.0+ users): Go to the App Store and search for NI WorkTrak. Click on Get and then click on Install. Enter your iTunes password.

<https://itunes.apple.com/us/app/ni-worktrak/id1029424882?mt=8>

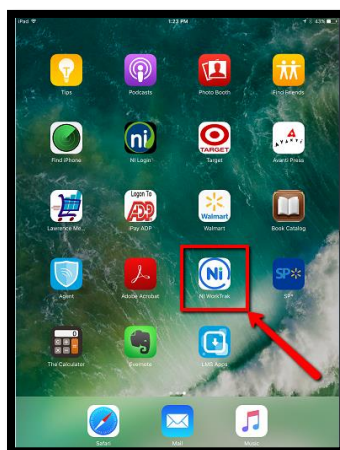
Android (OS 4.4+ Users): Go to the Play Store and search for NI WorkTrak. Click on the first icon to appear. Click Install Skip the payment prompt and Accept.

<https://play.google.com/store/apps/details?id=com.naturalinsight.niworktrak&hl=en>

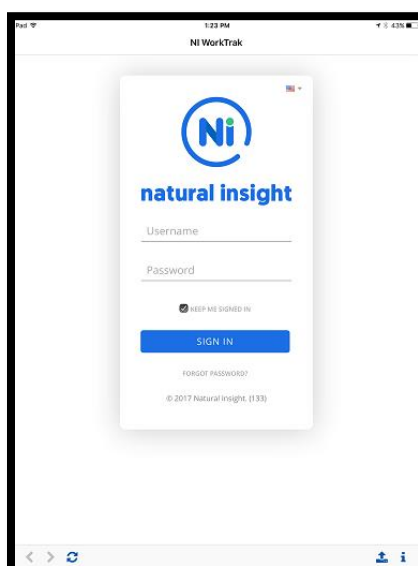
Make sure your device's operating system is up to date. Please take the time to download this new app and start utilizing it to Check In and Out of services, view materials, reschedule, and complete your surveys!

## Checking-In/Out on Natural Insight:

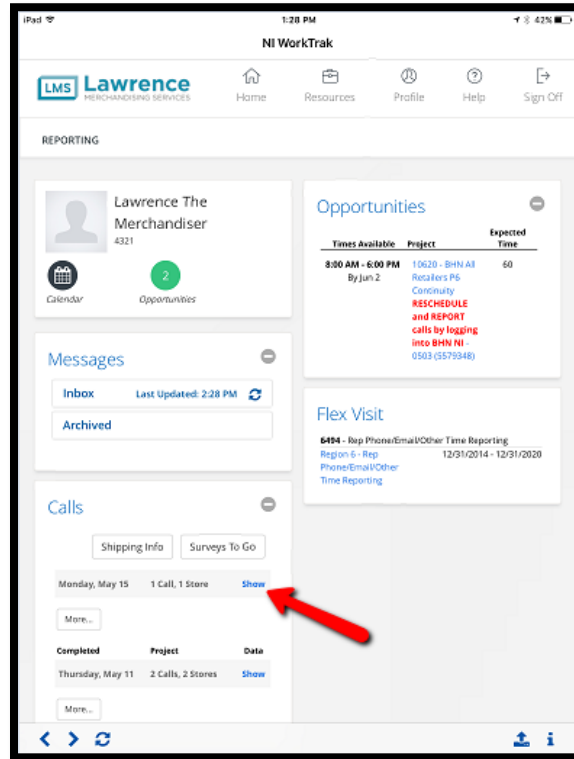
- On your mobile device access the NI WorkTrak application.



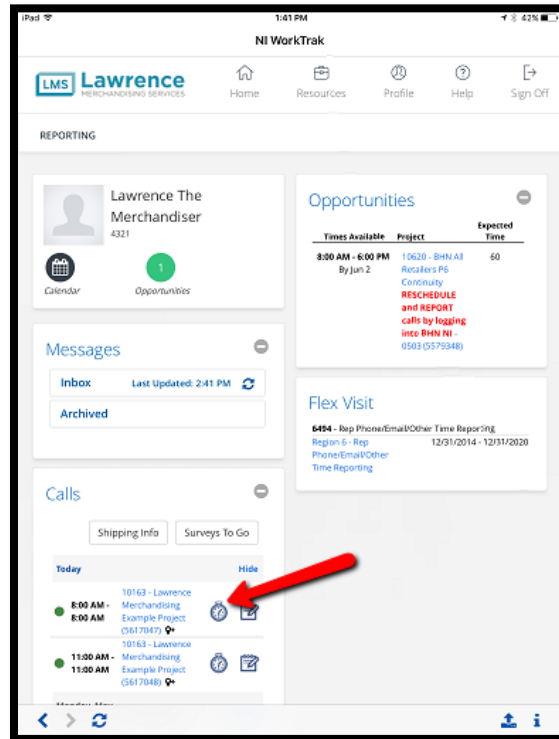
- Once you find the NI WorkTrak Application, you will click on the app which will then open your login screen.



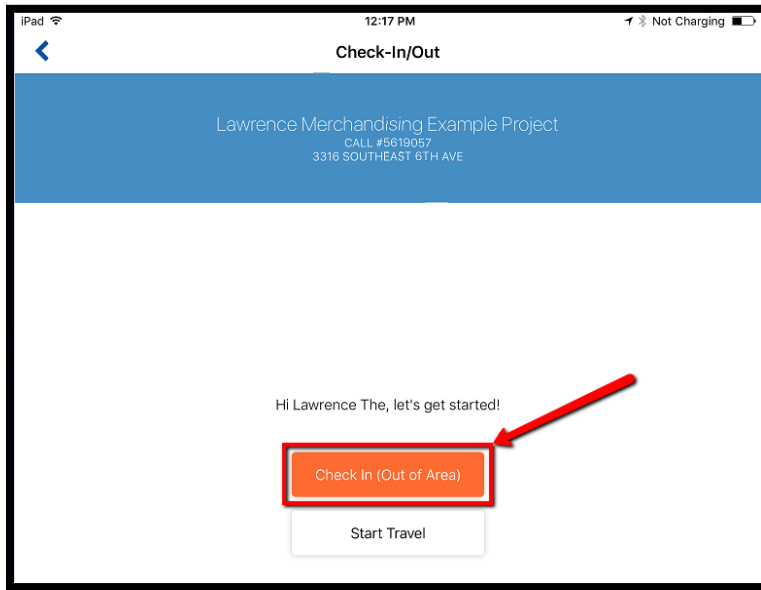
- Login.
- Once logged in you will see your calls listed in the Call Box on the left-hand side of your screen. You may need to click the “Show” link or a plus sign to the right of the word “Calls” to expand the Calls box.



- To Check-In for a service, click on the stopwatch for the call you are checking in for.



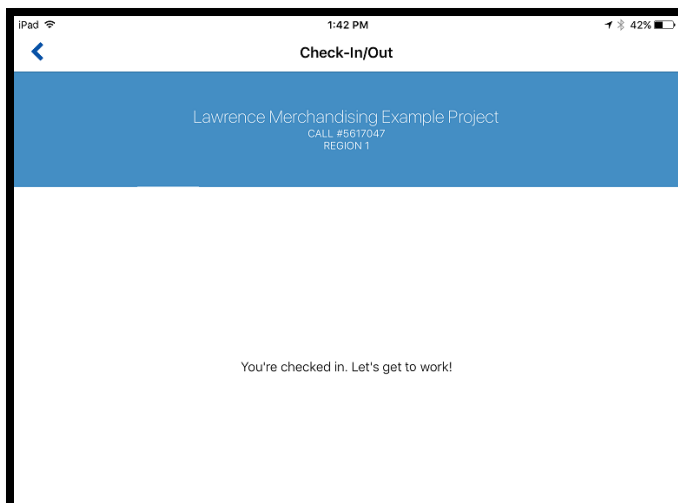
- Select *Check In* on the WorkTrak screen to begin your service.



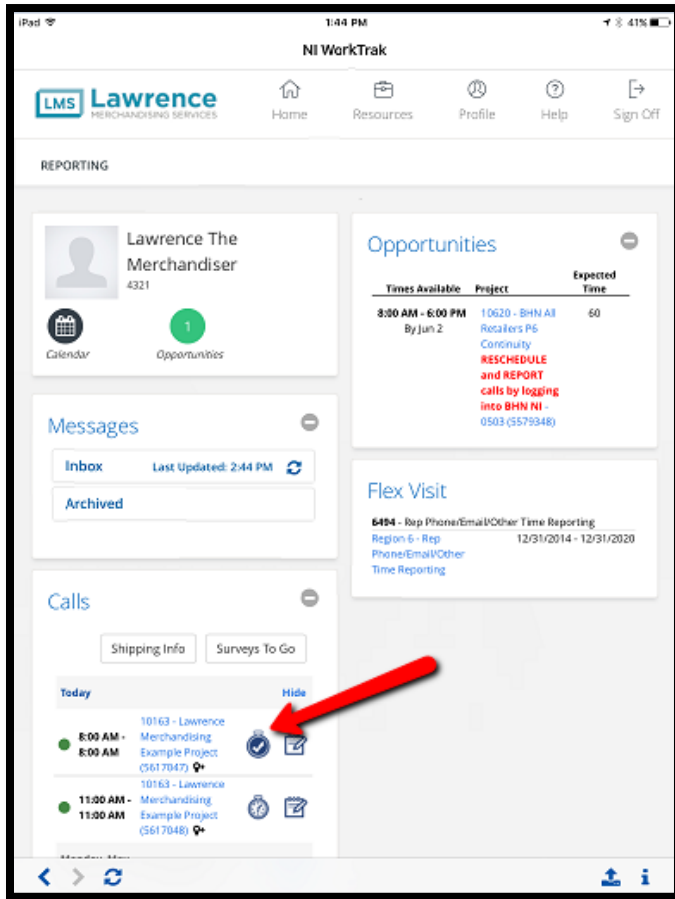
- If prompted when Check-In you should allow "NI WorkTrak".



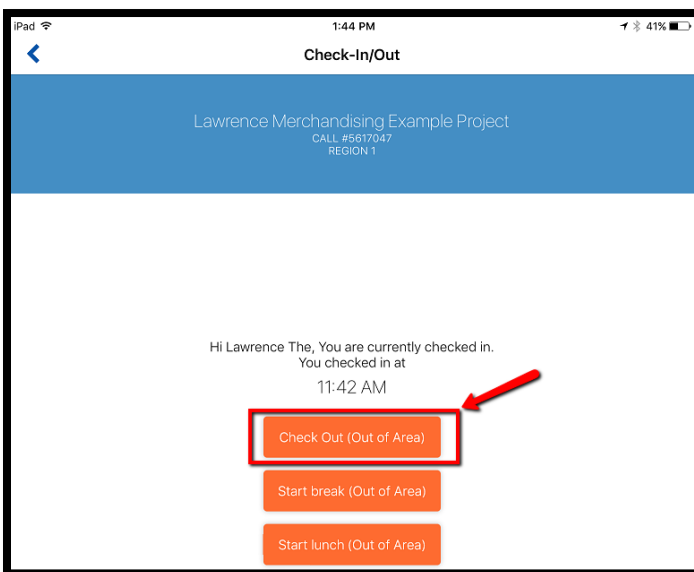
- Once you Allow the device to be located you will be *Checked-In*.



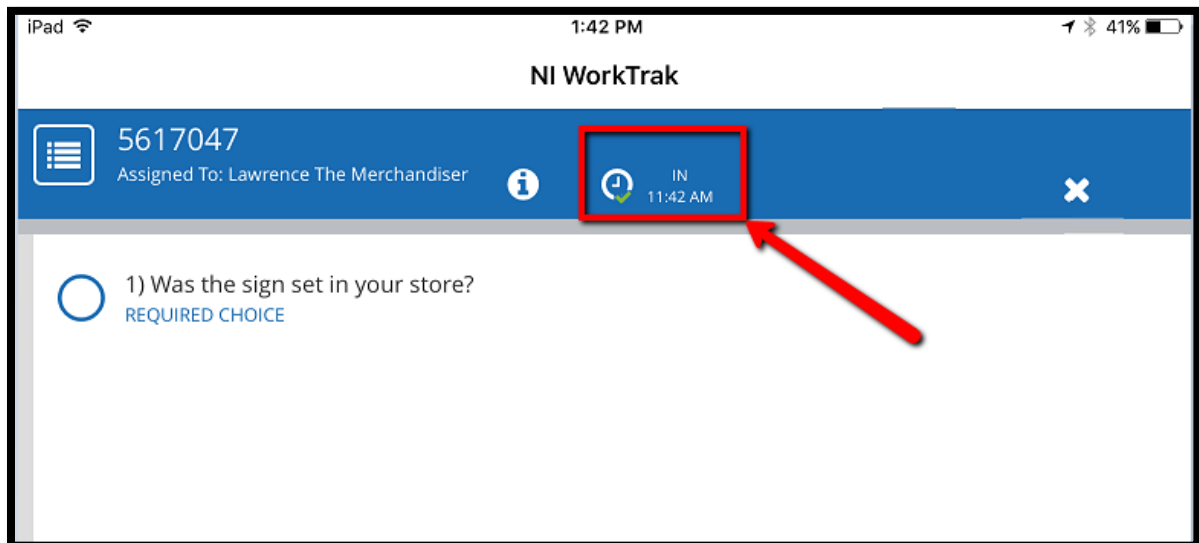
- Once you are checked in, your stopwatch will appear blue - this means you are checked in to your project and can continue on.



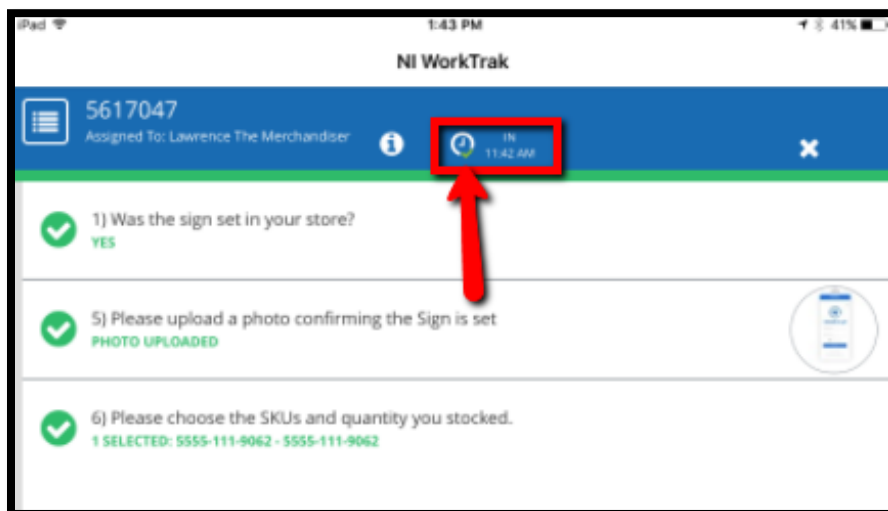
- After you have completed the in-store work for the project, click on the blue stop watch (shown above). A prompt will appear like the image below. Select *Check Out*.



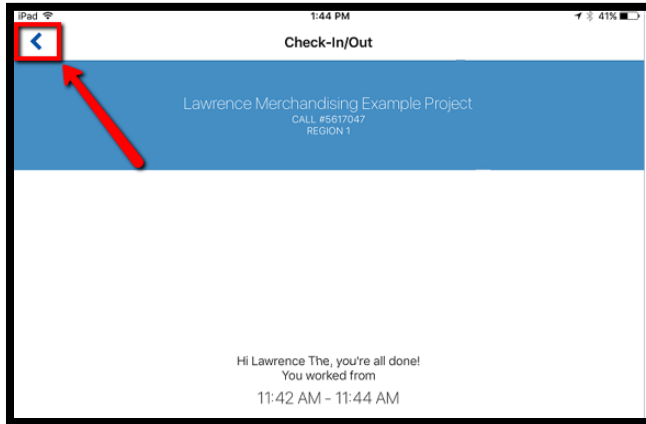
- If you are completing your survey in-store after completing the project (this is encouraged!) you do not have to Check Out at this time. Instead, once you open your survey you will see at the top screen the screen that you are Checked In.



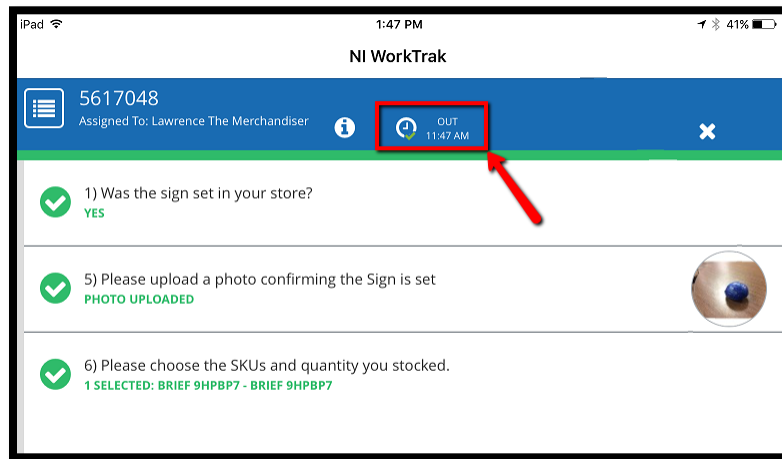
- Once you have answered survey questions and **BEFORE YOU ANSWER THE TIMEKEEPING QUESTIONS** click on the clock and that will prompt you to *Check-Out*.



- A prompt will appear showing the Check Out Screen. *Select Check Out*. Note: You must complete this Check Out step to successfully record your Check Out. **IMPORTANT\*** Entering your Clock Out time when filling out the timekeeping portion of the survey is not considered a successful Check Out.
- After clicking Check Out you will receive a confirmation that you have checked out of your call. Click on the back arrow to get back to your survey.



- You will see in your survey that you have successfully Checked Out.



- Once you have Checked Out and answered all other survey questions, you are ready to submit your survey. Push the Submit Button.

