

Managing the LeashTime Mobile Sitter App

The LeashTime Mobile Sitter App gives sitters access to most of the functions they can use in the Web version of LeashTime, with extra protection against accidental exposure of sensitive client information and with GPS tracking features. See: <http://training.leashtime.com/MobileSitterAppManual.pdf> for more details.

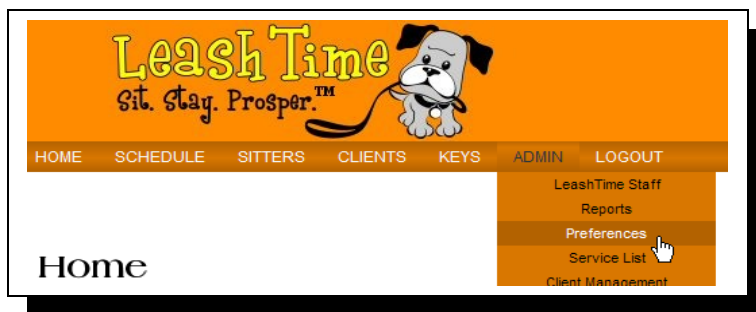
A business manager can control which, if any, of her sitters can use the Mobile Sitter App. This guide shows you how. Please email support@leashtime.com if you have any questions.

This guide also shows how to control other aspects of the LeashTime Mobile Sitter App.

Managing Global Settings

Before any sitters can use the LeashTime Mobile Sitter App, you must enable the app for your business and determine your access policy.

- 1) Go to ADMIN > Preferences



Before you ask...

If you login on your cell phone and do not see the LeashTime Mobile Sitter App, make sure you are logging in as a sitter, not as a manager.

The LeashTime Mobile Sitter App is for sitters only.

- 2) Click on the **Sitter User Interface** Section, and then on the **Mobile Sitter App Options** link

Business Preferences

[Show All Preferences](#) - Click on a bar to expand the section. Click it again to shrink it.

General Business

Client User Interface

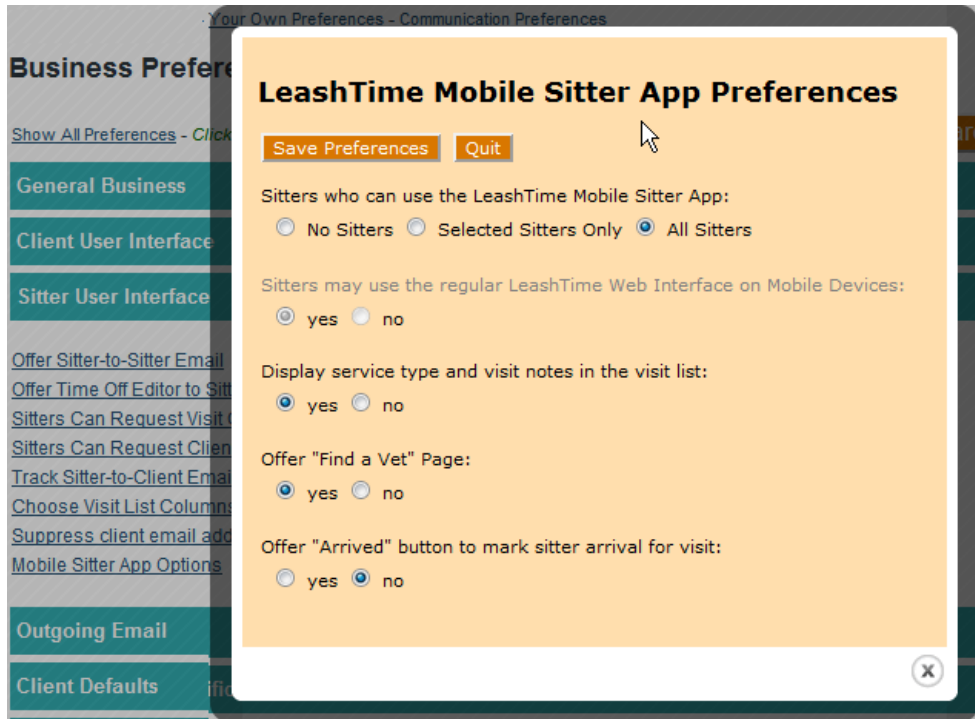
Sitter User Interface

[Offer Sitter-to-Sitter Email](#) yes
[Offer Time Off Editor to Sitters](#) yes
[Sitters Can Request Visit Changes](#) yes
[Track Sitter-to-Client Email](#) yes
[Choose Visit List Columns](#)
[Mobile Sitter App Options](#)

Outgoing Email

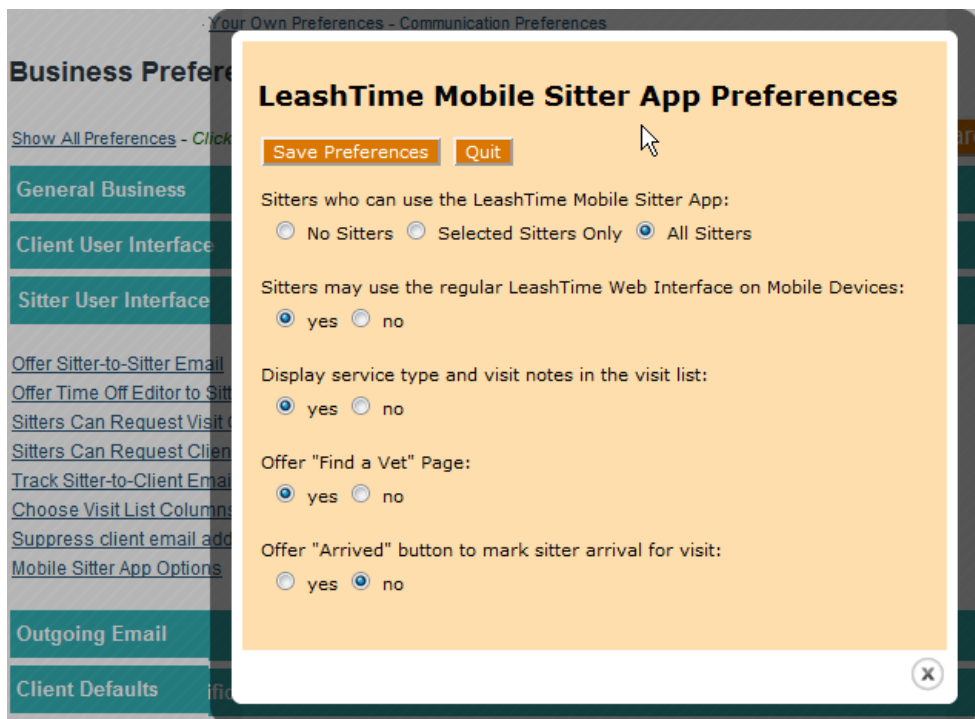
Edit this property

3) The LeashTime Mobile Sitter App Preferences lightbox will open:



4) If you choose **Selected Sitters Only**, you will need to set each sitter's access to the Mobile Sitter App individually in the sitter's **Basic Info** tab (see below).

5) If you choose either **Selected Sitters Only** or **All Sitters** then the second setting in the window is activated.



If you permit sitters to use the regular LeashTime Web Interface on Mobile Devices (yes), then users of the LeashTime Mobile Sitter App will be able to switch between the Mobile Sitter App and the regular

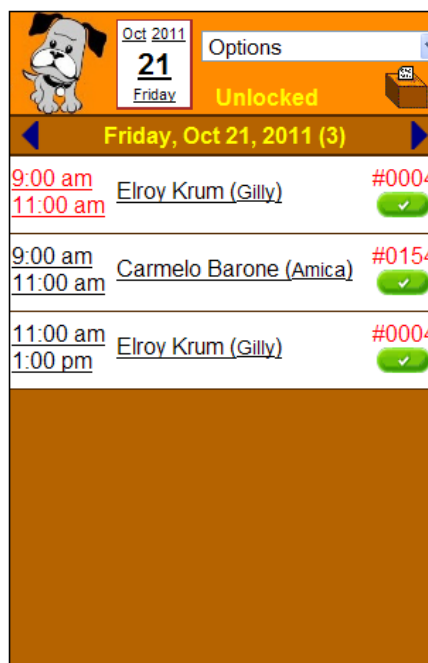
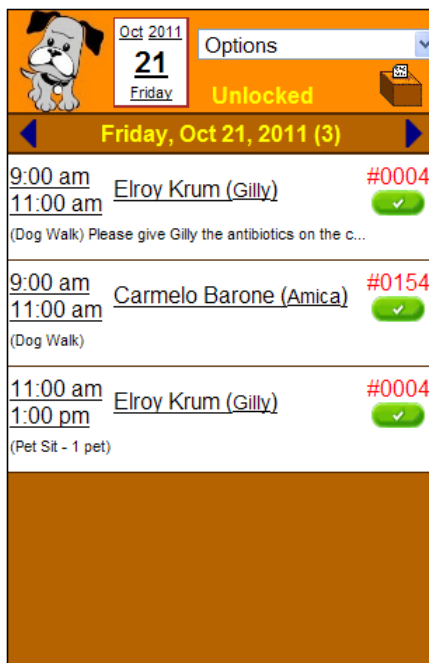
Web Interface for LeashTime on their mobile phones. Otherwise on their mobile devices they will see **only** the LeashTime Mobile Sitter App.

The **Service Type/Visit Notes** setting determines whether or not you wish the app to display the service type and visit notes in the visit list of the Mobile Sitter app. When service type and visit notes are not displayed, the time of a visit is shown in red to indicate that the visit has a note on it.

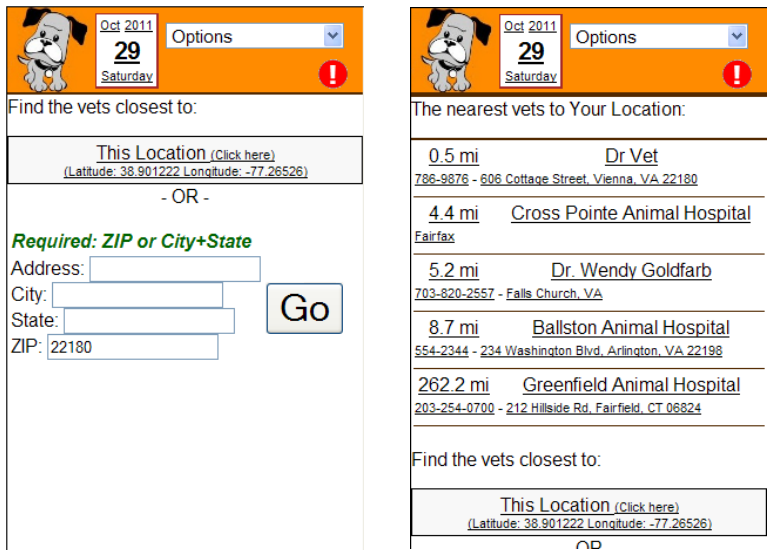
The **“Arrived” button** setting determines whether or not the Arrival button appears on the Visit Detail page. This button allows the sitter to record the time she arrived at the client’s residence to perform the service. The manager can review sitter arrivals and visit completion times using the Map button next to each sitter’s name on the Home page.



The Arrival Button is the blue arrow button.



The **“Find a Vet” Page** option makes a page available to sitters so that they can locate nearby veterinarians in case of emergency. The page obtains the sitter's location from the phone and then searches the list of veterinarians that have been previously entered by your business. See the LeashTime Mobile Sitter App manual for more details.



NOTE: LeashTime cannot and does not guarantee the accuracy or completeness of the information shown on the Find a Vet! Page. The usefulness of the Find a Pet! Page depends on the the address information, phone numbers and other information about vets that the manager of your business has supplied. If your veterinarian/veterinary clinic lists are incomplete or inaccurate, you may want delay offering this page to your sitters.

Managing Individual Sitter Access

If you chose **Selected Sitters Only** in the LeashTime Mobile Sitter App Preferences lightbox (see above), you will need to explicitly allow individual sitters access to the app.

Go to a sitter’s profile page and look at the Basic Info tab:

The screenshot shows a profile page with several tabs: 'Basic Info', 'Employment', 'Pay', 'Pay History', and 'Commun'. The 'Basic Info' tab is active and contains the following fields: 'Nickname:' (empty), '* First Name:' (Ben), '* Last Name:' (Ball), 'ZIP' (22314), 'Address:' (3123 Elmwood Drive), 'Address 2:' (empty), 'City:' (ALEXANDRIA), and 'State:' (VA). A green tip reads: 'TIP: Enter the ZIP code first and you won't have to type in City or State.' Below the fields, there is a 'System Login:' field with the value 'testbenball' and a checked 'Mobile App Enabled' checkbox. At the bottom, there is a 'Notes:' field and an 'Emerg' field with the value '540'.

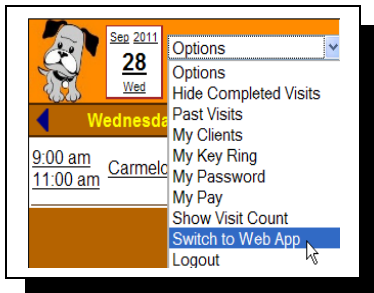
Check the **Mobile App Enabled** box if you wish the sitter to use the Mobile Sitter App, and then click the **Save Changes** button (not shown).

Note: the **Mobile App Enabled** box will appear only if you chose **Selected Sitters Only** in the LeashTime Mobile Sitter App Preferences lightbox (see above).

Note: the **Mobile App Enabled** box will appear only after you have assigned a **System Login** to the sitter.

What the Sitter Sees

When you grant a sitter permission to use the LeashTime Mobile Sitter App she will see the Mobile Sitter App by default when she logs in to LeashTime using her Android phone or iPhone. If you granted your sitters the right to use the regular LeashTime Web Interface on Mobile Devices (see above), they will see the **Switch to Web App** option in addition to the other options:



Choosing **Switch to Web App** option lets a sitter view LeashTime's regular Web interface instead of the Mobile Sitter app on her mobile phone. From there, he can switch back to the LeashTime Mobile Sitter App at any time by choosing the **Switch to Mobile App** option in the **ADMIN** pulldown menu.

