

HOW TO INSTALL BMA ON MOBILE DEVICES

This document explains the process of:

- Installing BMA on the user's mobile device
- Logging in to the app
- Logging out of the app

Note: *This document describes the process of installing BMA on mobile. For more information on installation of the Mobility API, please refer to the 'BMA Installation Guide'.*

Software Version: 2.0

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INSTALLING BMA ON MOBILE DEVICE

Manual Installation through Package

1. Baseplan will share the app as an APK file
2. Copy the APK file from your computer to the preferred mobile device through a cable
3. Locate the APK on your mobile device
4. Taps on the APK file

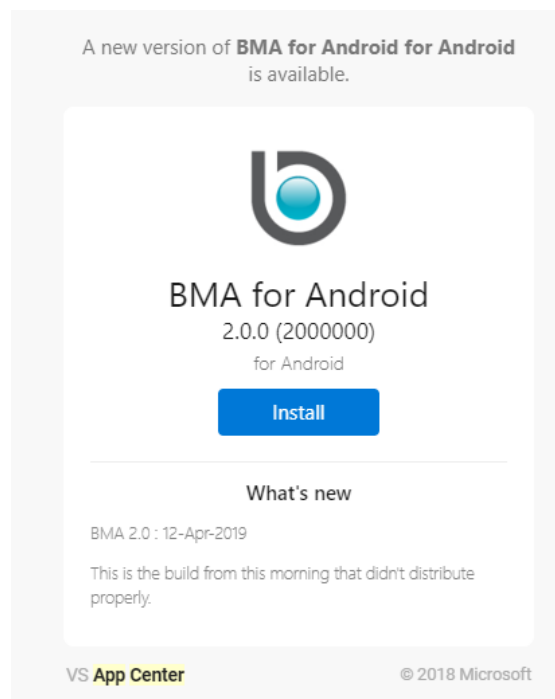
This will initiate the file downloads.

5. Tap 'Install'

This will install the app and the BMA *Login* screen will be displayed.

Installation through App Center Email

1. Users can nominate an email account (Microsoft/Hotmail) and share it with to Baseplan
2. An email from the App Centre will be sent to this email address
3. Access the email on the mobile where the app must be installed



4. Click on the 'Install' button in the email body
5. Sign in to the App Center with your credentials and complete the installation process as directed

LOGGING INTO THE APP

A unique Access Code will be provided by Baseplan to be used by all the app users.

1. On the mobile, tap the BMA icon

This will display the *Login* screen.

2. Tap the SETTINGS button on the Login screen
3. Enter the Access Code

This code enables the app to retrieve customer connection details, such as Company Name, Environment Name and Environment URL. It needs to be entered only once during the first login. The app will store the connection details for future use.

Note: Distribution of Access Code among app users is the customer's discretion. Baseplan is not responsible for this activity.

4. Enter the **Username**
5. Enter the **Password**

The database name will default in the **Environment** field.

For example: UAT, Test, Live

6. Tap LOGIN

LOGGING OUT OF THE APP

The user is not required to log out from the app. As long as they are logged in, tapping the BMA icon on the mobile will display the *Activities* screen.

However, the user can choose to log out of the app by following the steps below:

1. Tap the Main Menu on the *Activities* screen
2. Tap **Logout**

Once logged out, tapping the BMA icon on the mobile device will require the user to log back into the app from the *Login* screen (the device must have an active internet connection).

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