

Welcome to the **Senior Move Manager Application** or SMM@pp! To get started please go the following link to sign up:

<http://app.smmapp.biz/register>

Once you have registered, please follow the steps below to set up your account.

After registering or logging in, look to the far upper right of your screen you will notice a bell. If a red dot appears on that bell, you have a notification or announcement waiting for you. Simply click on the bell to view notifications and click on the announcement tab to view the announcements you may have.

Also in the upper right of your screen you will see a circle with a blank profile picture inside of it. Click on it to view your administrative **Profile**, **Subscribe** and **Company** links. If you have multiple companies set up, you can also switch between them in this menu by clicking on their name.

1. Under **Profile** you can change the administrative photo and main contact information. On the left you will see navigation for Companies and Security.
 - From the **Companies** link you can create multiple companies to track in the SMM@pp system. This will add to the list of Current Companies on this page. Click on the cog next to the company name to enter their dashboard.
 - From the **Security** link you can update your password to the SMM@pp system. Confirm your current password and enter the new password twice and click on "Update" to make the change complete.
2. Under **Subscribe** you will be directed to the subscription page where you can see your Trial status or your subscription settings.
3. The **Company** link will take you to your Company settings. This can also be accessed in the main navigation at the top of your screen under **Company**.
 - Under the Company Photo box click on select photo to upload your logo or picture.
 - Fill out your Company name and hourly rate under Company Information and click on "Update"
 - On the left side of the screen click **Agents** in your settings. This is where you can invite multiple agents in your company that will be able to access the SMM@pp Mobile Application to enter in estimates.

- Click **Subscription** to see the time left on your free trial. This is also where you can choose the package for the number of agents and your billing information when your trial ends.
 - Under **Payment** method you can enter your credit card information to pay for your subscription.
 - Click on "**Invoices**" to add additional billing information that will appear under all of your receipts.
4. **Logout** will take you out of the SMM@pp system.

Next, you will want to get your default **Room Items** set to make it quick and easy to select them in your mobile app.

1. In the top navigation click on **Room Items** This will bring you to the section where you can fill out all default room items that will appear in your SMM@pp Mobile application. Click on the **+ New Room Item** to the left to add an item and the hours to assign to it and then click "Save" to use it in your mobile application.

Finally, create your first **Estimate**

1. In the Navigation click on **Estimates** to view your estimate dashboard.
2. To create a new estimate, click on **+ New Estimate**
3. Select your Agent that will fill out the estimate on the mobile application. Continue to fill out Physical, Billing and Moving address. To quickly copy information, use the "same as" links next to the titles of that section. For Example, to copy the Physical address information to the Billing information, click on "Physical" to the right of Billing Address.
4. Upload an image to help your Agent. This could be a location image or anything to help identify it. This is not required.
5. Click Save to finish.

Once your Company and Agents are set up and you have your first Estimate started, download the mobile application.

- Android - <https://play.google.com/store/apps/details?id=com.movemanager&hl=en>
- Apple iOS - <https://itunes.apple.com/us/app/smm-pp/id1203791221?mt=8>

Enjoy your demo. You will receive reminder emails when your demo is almost over. If you like, please subscribe at any time to receive the latest updates!