

The AppTree portal for the Wawa Facilities application was designed to enable you to manage your company's users in our system. You will be able to create, deactivate, lock, unlock, force password resets, and delete users. If you decide to use some of the more advanced work order management features, you will be able to create and assign groups that will allow for work order distribution over various teams.



## WAWA PORTAL ADMINISTRATORS

Click the link below to request access to the Wawa Facilities Mobile user administration portal. Wawa will review your request and create an account for you. Upon approval, you will receive an email with a temporary password. You will be required to reset your password on initial login.

[Click Here to Request Access](#)

You can also copy this link directly into your browser or share it by email with other users who need access to the administrative portal:

<http://bit.ly/1WKpEHS>

To generate an Admin account, begin by visiting <http://www.apptreerevolution.com/wawaadmin/> and clicking request access or use this link to go directly to the request form <http://bit.ly/1WKpEHS> .  
**Accounts cannot be shared; each Administrator for the portal must request their own account.**



**APPTREE**

## REQUEST ACCESS TO APPTREE PORTAL

Username *	Email *
<input type="text"/>	<input type="text"/>
First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Display Name *	Company Name
<input type="text"/>	<input type="text"/>
Title	
<input type="text"/>	

Comments

SUBMIT

Fill out the portal request form and hit submit. Please fill in all information requested, items with an asterisk \* are mandatory. Utilize your company email if available.



**APPTREE**

## REQUEST ACCESS TO APPTREE PORTAL

Your request has been sent for review. On approval, you will receive an email with a temporary password you can use to access the AppTree portal.

Wawa Facilities will review the account request and may contact your organization for verification prior to approving.



If approved an email will be sent to the address you provided.



**Kevin Sterling:**

**You've been invited to use the AppTree Revolution portal.**

An account has been created for you using a temporary password. You will be required to reset your password the first time you log in.

Your username is: kevinstestingagain

Your temporary password is: 6D1a\*\*\*\*\*|

If you are ready to login, click the link below.

[Login](#)

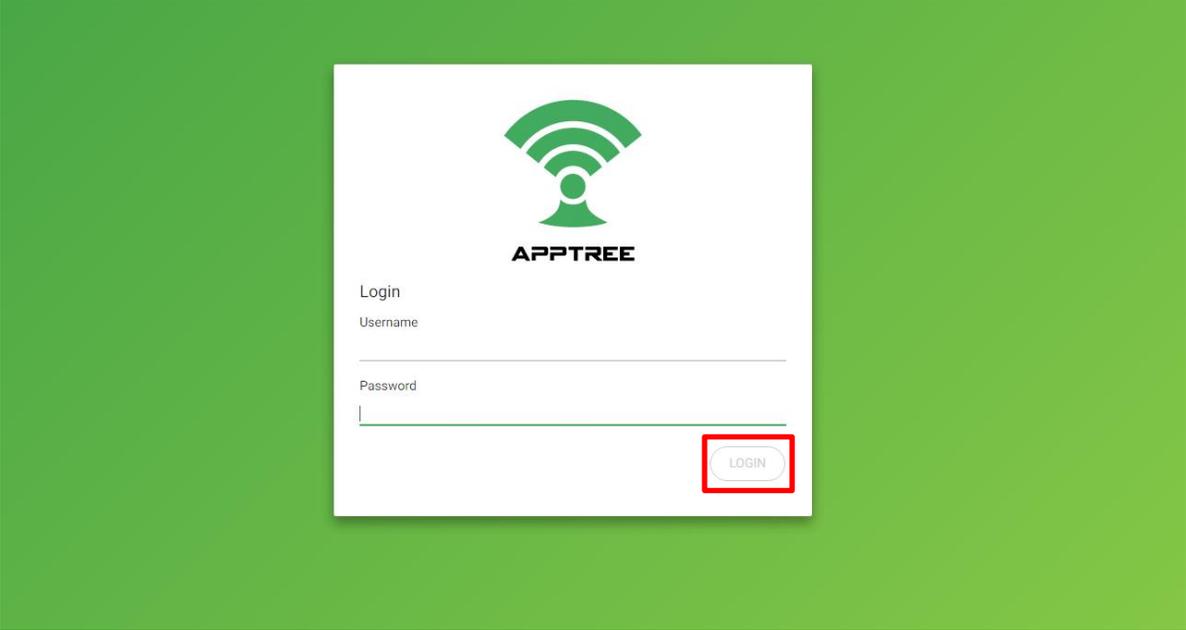
You can also copy and paste this link into your browser:

<https://revolution.apptreesoftware.com/web>

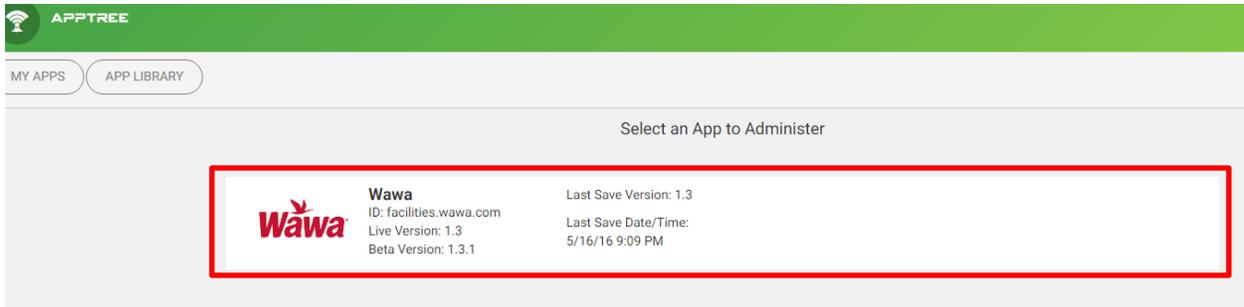
This is the link you will use every time you access the AppTree portal so you may want to bookmark it now.

Thanks!

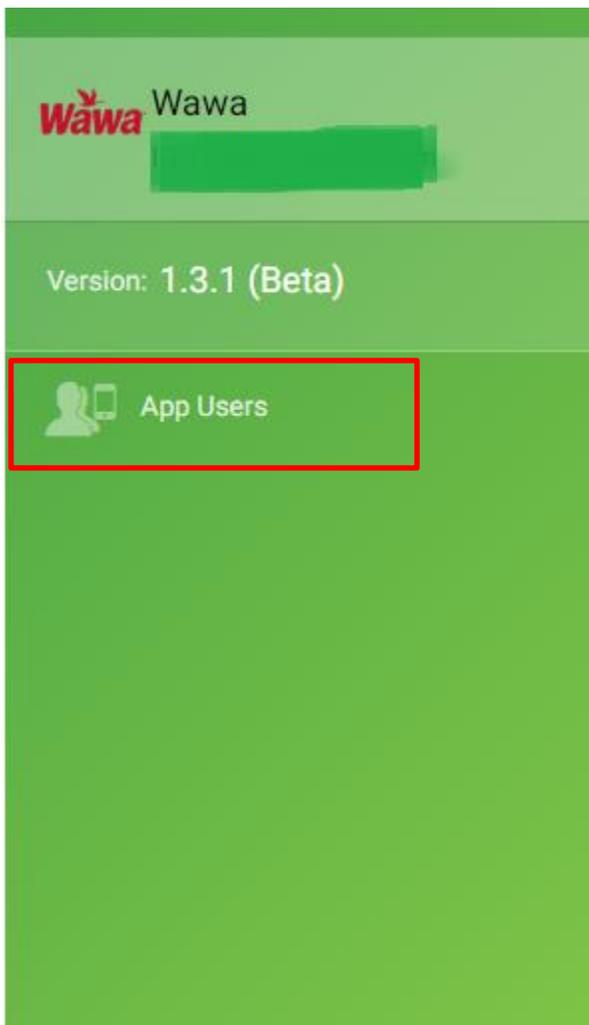
AppTree Software Support Team



Once you are approved, log in to your Apptree portal with the username and password provided. You will be prompted to change your password.



Click on your application to open your administrator page



Click App users from the menu

Wawa App User Management

67/128 Connected Users

Version: 1.3.1 (Beta)

Active Users | Suspended Users | Pending User Requests (1)

Select	Avatar	Display Name	Sessions	In-App Status	Last Login	Roles
<input type="checkbox"/>		Test 1	0		3/15/16 9:24 AM	Internal Tech
<input type="checkbox"/>		Test 2	0			Internal Tech
<input type="checkbox"/>		Test 3	2		5/25/16 10:46 AM	Internal Tech
<input type="checkbox"/>		Test 4	2		5/25/16 4:46 PM	Lead Tech

There are two ways to add a user from this screen, Pending User Requests and Add User.

[USER INVITATION URL](#)

Click on the **user invitation URL** and copy the link provided. Paste the link into an email and send it to your user. The user will be prompted to fill in a form requesting an account.

[Pending User Requests \(1\)](#)

Kevin Sterling

Wawa User Management

12/29 Connected Users

Active Users | Suspended Users | Pending User Requests (1)

Username	First Name	Last Name	Display Name	Email	Comments
evintest	Kevin	Test	Kevin	kevin.a.sterling@wawa.com	

Their pre populated form will appear in the Pending User Request section ready for you to finalize and approve. Click on the pencil to open their form.

## User Info

Username \*

test.user

Email \*

test.user@yourcompany.com

First Name \*

Test

Last Name \*

User

Display Name \*

Test

Phone Number

5551212

Title

Tech

## Settings



Enable Location Reporting



Enable Push Notifications



Is Beta Tester



Complete any blank fields. It is recommended that the format for username be firstname. Lastname, this is what the user will utilize to log in to the application.

# User Roles

Manage and Define Mobile User Roles

Role Name	Description
Group Features	Display Work Orders for Assigned Groups
Work Assignment	Enables User to Assign Work Orders to Users
Work Order Acceptance	Allows user to Accept or Reject Wawa Work Orders
Search Features	Enables User to Search for Work Orders and Assets
Technician Features	Display My Assignments and Timecards
Supervisor Features	Display All Work Orders and Unassigned Work Orders
Site Audit Features	Enables User to Conduct Site Audits to Verify Assets
Asset Features	Enabled Access to Equipment Move and Asset Review

### Create a Mobile User

#### User Roles

<input type="checkbox"/> Group Features	<input checked="" type="checkbox"/> Work Assignment
<input checked="" type="checkbox"/> Work Order Acceptance	<input checked="" type="checkbox"/> Search Features
<input checked="" type="checkbox"/> Technician Features	<input checked="" type="checkbox"/> Supervisor Features
<input type="checkbox"/> Site Audit Features	<input checked="" type="checkbox"/> Asset Features

#### Assigned User Groups

<input type="checkbox"/> Refrigeration	<input type="checkbox"/> Electrical
<input type="checkbox"/> Food Service	<input type="checkbox"/> Plumbing
<input type="checkbox"/> HVAC	<input type="checkbox"/> Building Services
<input type="checkbox"/> Beverage	<input checked="" type="checkbox"/> Default
<input type="checkbox"/> Site Services	<input type="checkbox"/> Environmental
<input type="checkbox"/> Fuel	

Select the role type or types that will be given to the user. User roles can be layered to build a user profile. The roles can be added and removed as you see fit or to meet the current need of your business. If you choose to utilize the User Groups to help manage your work order volume / flow, you would assign them here as well. Click add when complete. If you choose not to utilize the User Group functions the default boxes must be checked. A company not using group features will set up Technicians similar to the example above.

The user you created will receive an email from the system inviting them to use the app, set their security questions, password, download and install. (See request access and installation document)

The user roles and groups shown are for illustration purposes and may not match what is in your application.

Select	Avatar	Display Name	Sessions	In-App Status	Last Login	Roles
<input type="checkbox"/>		Anthony Conlin	0		3/15/16 9:24 AM	Internal Tech
<input type="checkbox"/>		Bill Anderson	1		5/17/16 7:22 AM	Internal Tech
<input type="checkbox"/>		Chauncey Smith	1		5/17/16 11:01 AM	Internal Tech

The second way to create an account is through the **add user** feature. Begin by clicking Add User



#### Create a Mobile User

### User Info

Username *	<input type="text"/>	Email *	<input type="text"/>
First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Display Name *	<input type="text"/>	Phone Number	<input type="text"/>
Title	<input type="text"/>		

### Settings

Enable Location Reporting  Enable Push Notifications

Is Beta Tester

Fill in all of the information for the user you are creating, areas marked with an Asterisk \* are mandatory fields. It is recommended that the format for username be firstname.lastname, this is what the user will utilize to log in to the application.

# User Roles

Manage and Define Mobile User Roles

Role Name	Description
Group Features	Display Work Orders for Assigned Groups
Work Assignment	Enables User to Assign Work Orders to Users
Work Order Acceptance	Allows user to Accept or Reject Wawa Work Orders
Search Features	Enables User to Search for Work Orders and Assets
Technician Features	Display My Assignments and Timecards
Supervisor Features	Display All Work Orders and Unassigned Work Orders
Site Audit Features	Enables User to Conduct Site Audits to Verify Assets
Asset Features	Enabled Access to Equipment Move and Asset Review

**Create a Mobile User**

**User Roles**

- Group Features
- Work Order Acceptance
- Technician Features
- Site Audit Features
- Work Assignment
- Search Features
- Supervisor Features
- Asset Features

**Assigned User Groups**

- Refrigeration
- Food Service
- HVAC
- Beverage
- Site Services
- Fuel
- Electrical
- Plumbing
- Building Services
- Default
- Environmental

Select the role type or types that will be given to the user. User roles can be layered to build a user profile, the roles can be added and removed as you see fit or to meet the current need of your business. If you choose to use the User Groups to help manage your work order volume / flow, you would assign them here as well. Click add when complete. (Default must be checked if not using groups) A company not using group features will set up Technicians similar to the example above.

The user you created will receive an email from the system inviting them to use the app, set their security questions, password, download and install. (See request access and installation document)

<input type="checkbox"/>		Store Ops	0			5/13/16 11:08 AM	Store Ops Manager
<input type="checkbox"/>		Ted Tester	0			5/13/16 11:06 AM	Manager
<input type="checkbox"/>		Tim Tester	2			5/17/16 10:08 AM	Internal Tech
<input type="checkbox"/>		Tina Tester	0				

You can click on the person icon next to a user's name to see their profile information. In order to update roles or information, lock, unlock, send a push notification or prompt for password reset you will need to click on the pencil to edit user.

Mobile User 'Storeops'

### User Info

**RESET PASSWORD**

Username \*  
Storeops

Email \*  
kevin.a.sterling@wawa.com

First Name \*  
Store

Last Name \*  
Ops

Display Name \*  
Store Ops

Phone Number  
6105586708

Title  
Ops

External User ID \*  
Storeops

### Settings

Enable Location Reporting

Enable Push Notifications

Is Beta Tester

Account Status: ACTIVE

### User Roles

Internal Tech

Audit

**CANCEL** **SUSPEND** **SAVE**

## App User Management

18/47 Connected Users

Active Users  Suspended Users  Pending User Requests (1)

Select	Avatar	Display Name	Sessions	In-App Status	Last Login	Role
<input checked="" type="checkbox"/>		Store Ops	0		5/13/16 11:08 AM	Store Ops Manager
<input checked="" type="checkbox"/>		Ted Tester	0		5/13/16 11:06 AM	Manager
<input checked="" type="checkbox"/>		Tim Tester	2		5/17/16 10:08 AM	Internal Tech
<input checked="" type="checkbox"/>		Tina Tester	0			
<input type="checkbox"/>		Tom McGinn	2		5/17/16 9:41 AM	Lead Tech
<input checked="" type="checkbox"/>		Tony Tester	0		4/28/16 12:33 PM	Lead Tech
<input type="checkbox"/>		Wawatest	0			Internal Tech

**BULK ACTIONS** + ADD USER

- Assign Roles
- Assign Groups
- Send Push Notification
- Update Users Account Status
- Set as Beta Testers
- Logout Users from Mobile App
- Trigger Password Reset

The app also allows you to make changes in bulk by clicking the box next to each of the users that you would like to make a change to and the selecting the bulk action you would like to apply.

Send Push Notification

Push Message  
Please remember to add notes and pictures when needed

CANCEL SEND PUSH

You can send a message to all of the selected Techs through the app when needed. You can send push notifications to individual users by clicking on the person icon next to their name clicking on push notification and sending.

Assign User Roles (1)

Add to Existing Roles  Replace Existing Roles

Group Features

Work Assignment

Work Order Acceptance

Search Features

Technician Features

Supervisor Features

Site Audit Features

Asset Features

CANCEL SAVE

Bulk roll assignment can be done through the In this example I have added an audit role to all of the selected users, if you are making a bulk change you can select replace.

The app can also help you trouble shoot an issue for an individual. Click on the person icon to open the record.

## Tim Tester

Internal Technician Tester

Last Login: 5/17/16 10:08 AM

In-App Status:

🔒
β
📶
📍

App Sessions
  Location Positions

Filter by  
**All Devices**

iPhone 6  
iPhone OS 9.3.2

iPhone 6  
iPhone OS 9.3.2

📱	iPhone 6	iPhone OS 9.3.2	5/17/16 10:08 AM			1.3.301	1473
📱	iPhone 6	iPhone OS 9.3.2	5/17/16 9:33 AM			1.3.301	1641
📱	iPhone 6	iPhone OS 9.3.2	5/16/16 9:15 AM	5/16/16 10:32 AM	1:17:18	1.3.300	1473
📱	iPhone 6	iPhone OS 9.3.2	5/16/16 9:03 AM	5/16/16 9:16 AM	0:13:19	1.3.300	1641

You can see the number of devices that they are logged in on and if push notification as well as location services are active. You can also see the operating system of the device. There is a history provided as well.