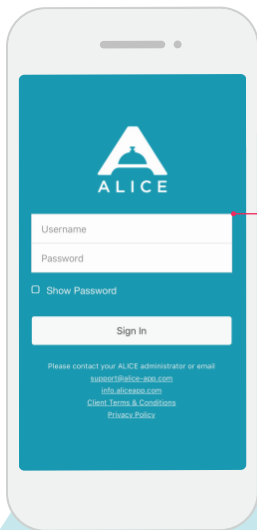


Signing In

Welcome to ALICE!

Your manager will give you a username and password to sign into the app.



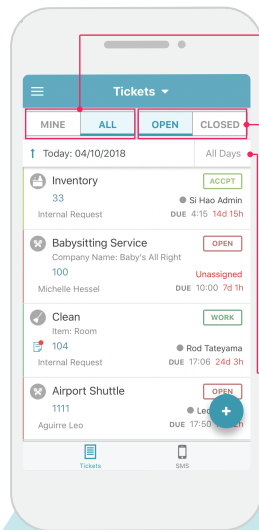
Sign in using your username and password

* Don't get locked out! Remember your username and password to avoid being locked out and having to reset.

1

Filtering Tickets

Work assigned to you is called a "ticket". View and filter the ticket list to keep track of work that needs to be done.



Toggle between tickets assigned to you or to your team

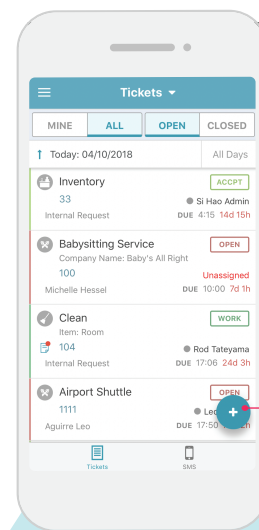
Toggle between open and closed tickets

View more than today's tickets

2

Creating Tickets

Create a ticket when you see work that needs to be done.

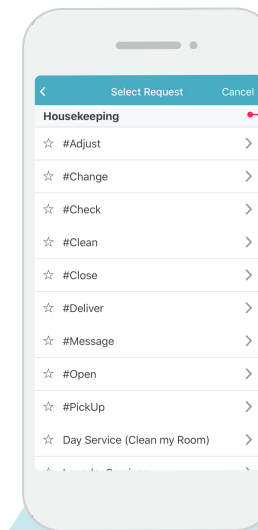


Tap the circle to create a ticket

3

Selecting Requests

Select the type of work that needs to be done.



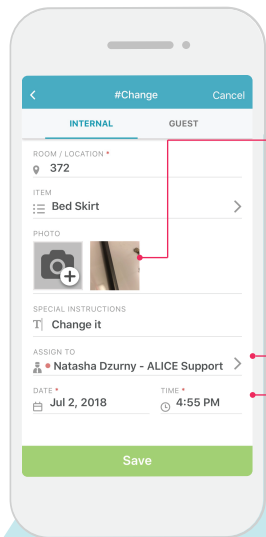
Ticket types are organized by category

Don't see an option you need? Talk to your manager about adding it

4

Adding Details

Describe the work to be done. Fill in as much information as you can so it will be easy to finish the task.



Add a photo to show what you are describing

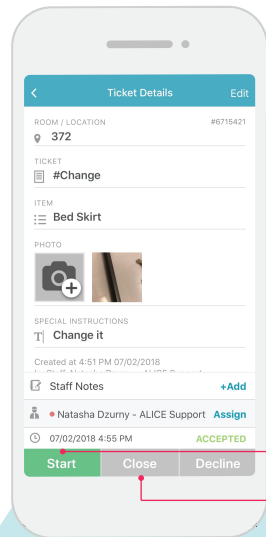
Assign the ticket to yourself or someone else

Select due date & time for the task

5

Logging your work

Keep track of your progress.



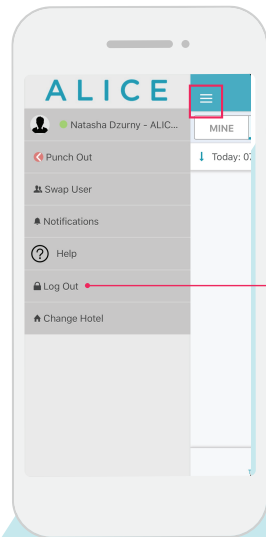
When you start working on a ticket, tap "Start"

When you finish a ticket, tap "Close"

6

Logging Out

Log out when you are done with each shift. Find Log Out under the "☰" menu.



Log out

* Lost your password? Talk to your property administrator to reset it

7



Getting Started with ALICE mobile



Name

ALICE Username