

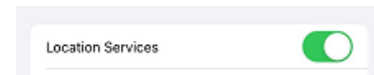
IPHONE SETUP SUMMARY – DETAILED SCREEN SHOTS FOLLOW

A) Location Services – These must be turned on for the program to work. Turning on **Location Services** requires giving permission to **Camera** and **Safari** settings.

If you used default factory settings, these are probably already setup

Verify or set by doing the following:

- 1) Touch **Settings (cog wheel)** in home screen > **Search bar**>key-in **Privacy & Security > Location Services** > Move white circle to right to activate if it is not in the right-most position so it looks like this:




- 2) Locate and touch **Camera** in **Location Services Screen** (screen you are in) > in **Camera** Screen – touch **While Using the App** and verify circle in **Precise Location** is all the way to the right as shown below:



- 3) Touch **<Back Button** (upper left corner of screen)> will be in **Location Services Screen**> touch **Safari**> touch **While Using the App**; verify circle in **Precise location** is all the way to the right.

B) Create Home Screen short cut – so you can access the report by a touch of an icon from your home screen

- 1) Touch **Safari** on home screen> Key in payroll web site :
- 2) Log In – Username is **heaters**; password is **heatdish89** (all lower case); select **Remember login** and answer permission question – **Allow**.
Note: IT IS VERY IMPORTANT that you select Allow.
- 3) Touch blue share icon at bottom of screen. Icon looks like this → 
- 4) Scroll down and touch, **Add to Home Screen**.
- 5) Modify short cut name if desired.
- 6) Touch **Add**
- 7) Icon will be on home screen – note – you can move the icon to wherever you actually want it on the screen.

SETUP LOCATION SERVICES - iPhone

Since the Heater Activity Report cannot be submitted unless **Precise Location Service** is activated, it is best to verify that it is on for both Safari (web browser) and the Camera. Factory default settings, however, typically do have Precise Location Services turned on. Heres how to verify.

1. Touch the Settings icon (it looks like a cog wheel on your home screen):



2. Touch the search box at the top of the screen - **Fig 1** below. The box is highlighted with a red arrow. Your virtual keyboard will appear. **Note:** Sometimes the Search box is hidden. If you don't see it, pull the screen down by simultaneously touching the grey circle (in this case it reads MC) and then gently swiping the screen down.

3) Key in **Privacy & Security**. **Fig 2** (below middle) will appear. Touch the **Location Services Bar** (top/circled in orange).

4) **Fig 3** (below right) will appear. Slide the circle in the Location Services bar (circled in orange) to the right (as indicated by the orange arrow) if the circle is positioned as shown in **Fig 3**

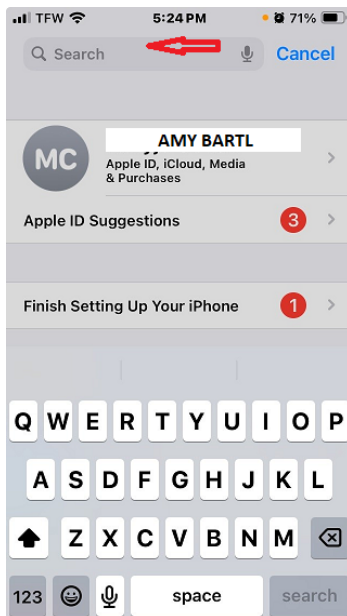


Fig 1

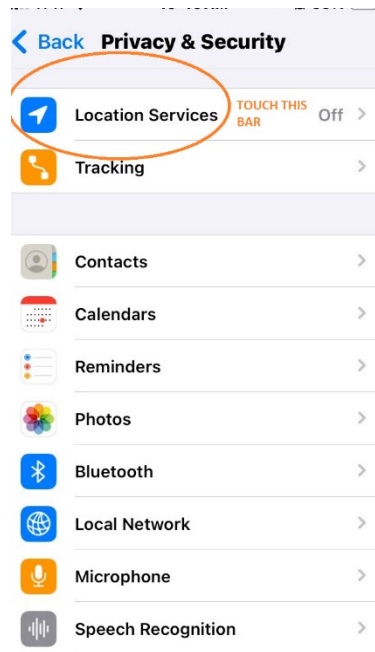


Fig 2

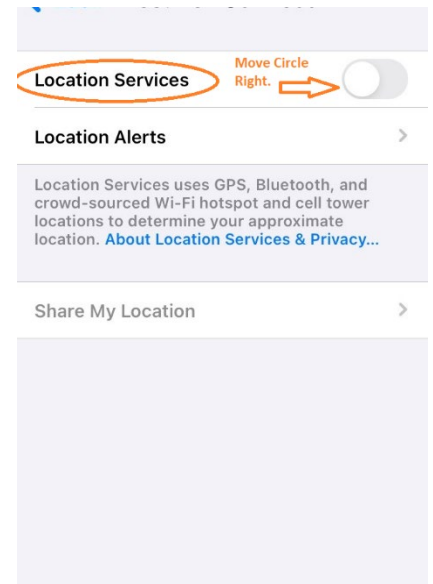


Fig 3

5) **Fig 4** (below, left) shows that **Location Services** are turned on. Note the area circled in red - the circle has moved and the empty space is green rather than gray. You now need to authorize specific Apps to share the program and authorize the communication of the **Precise Location**. There are two that you will need to authorize – **Camera and Safari**. Touch the screen on **Camera** (circled in blue in **Fig 4**, below left) .

6) The **Camera** screen (**Fig 5** – below middle left)) will appear – select by touching either “**While Using**

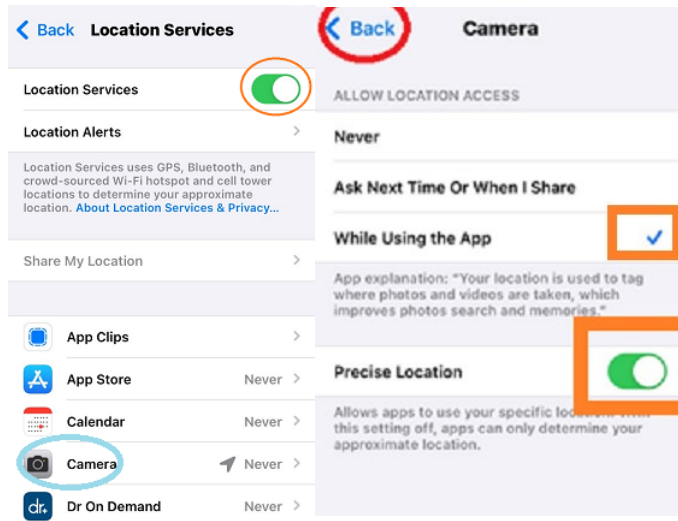


Fig 4

Fig 5

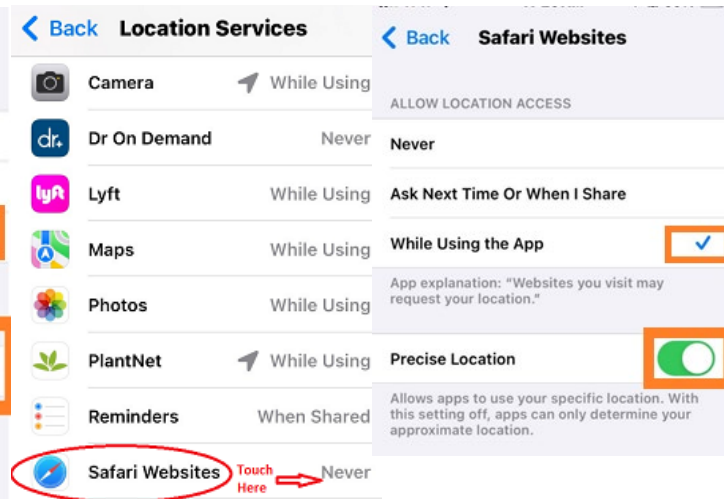


Fig 6

Fig 7

the App” (that will put precise geo location data on any picture you take) or “**Ask Next Time OR When I Share.**” If you select the latter, you will need to answer Yes or No to providing location each time you take a picture. In this case, the user has opted to provide the information on each picture taken as noted by the blue checkmark (inside the orange box).

IMPORTANT: Make Sure Precise Location is activated - If the ball is not all the way to the right (as shown in Fig 5 (above middle left) inside the second orange box), slide the ball to the right.

6) Touch the **back** button (circled in red in **Fig 5** at the top left of screen) to return to the **Location Services** screen.

This time/ scroll down and touch **Safari**. Your screen will look (depending on the Apps in your phone) like **Fig 6** (above middle right).

7) Touch the **Safari Website** bar. **Fig 7** (above right) will appear. Again, touch either “**While Using the App**” (that will provide the site with precise location data) or “**Ask Next Time OR When I Share.**” If you select the latter, you will need to answer Yes or No to providing the location each time you visit a site that requests your location as opposed to once, only). In this case, the user did provide permission “**While Using the App**” as indicated by the blue check mark (there is an orange square drawn around it) by touching that bar. In either situation, you will be asked the first time you visit a site whether you wish to authorize the site to see your location. **Be sure to select Allowed for the payroll site.**

IMPORTANT: Make Sure Precise Location is activated for both the Camera and Safari Apps - If the ball is not all the way to the right (as shown in Fig 5 inside the second red box), slide the ball to the right.

iPhone – SETUP SHORTCUT ICON FOR QUICK ACCESS



- 1) Touch the Safari icon on your home screen.
- 2) Locate the address bar (Fig a below left– it is circled in red). The bar contains the path to the last address visited. The user in the screen below most recently visited the Costco web site.
- 3) Touch the address bar. The address will be highlighted in blue and your virtual keyboard will appear as shown on the middle screen – **Fig b** below middle.
- 4) Key the **payroll site** in the address bar - and then click on the Blue **Go** (in the lower right

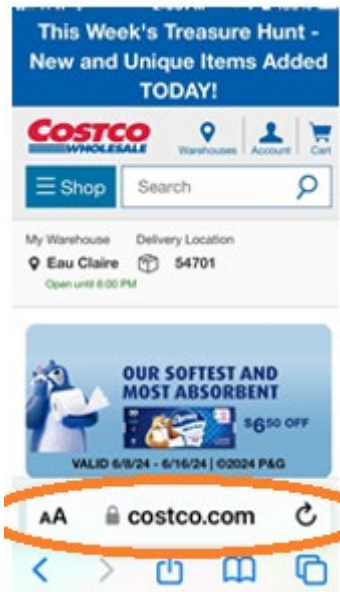


Fig a

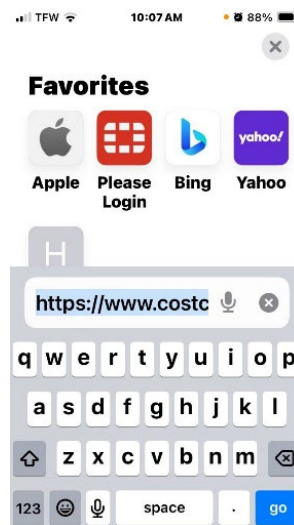


Fig b

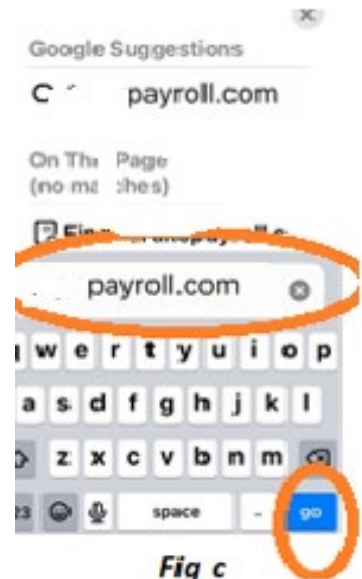


Fig c

hand corner). Both the address bar and **Go** are circled in orange in **Fig c** below right.

- 5) You will see the Login Screen - **Fig d** – below left. Touch the **username** box. The virtual keyboard will appear. Key in **heaters**. Then touch the password box and key in **heatdish89**. Next touch the “**Remember Login**” in box. A white check mark will appear in the blue box. The box is circled in red. Then touch the black Log in Box – there is a green box and circle around it.
- 6) **Fig e** – below middle - will appear. Answer the question about the site using your location with **Allow** (it is circled in red). **Note: THIS IS IMPORTANT.** For the Program to work, **Allow** must be selected. Once these steps are taken, you should not need to key in your name and password again.

Login

Username

heaters

Password

heatdish89

☒ Remember Login

Login

If you need help logging in please see instructions in your heater folder. If you still are having difficulty, call 1-800-77-66-55-2 or text 715-716-4743 for help.

Fig d

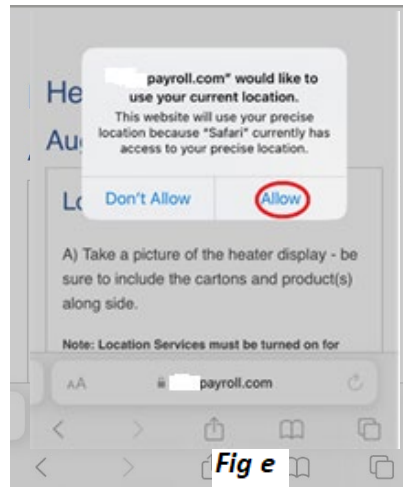


Fig e

Heater Activity Report

August 25, 2024

Location Verification

A) Take a picture of the heater display - be sure to include the cartons and product(s) along side.

Note: Location Services must be turned on for

topspayroll.com



Fig f

7) The Heater activity report then appears in Fig f above.

Touch the share icon – it is a blue box with an arrow at the bottom of the screen and is circled in red – an enlarged version is at left.



8) Fig g (below left) will appear. Touch Add to Home Screen (by the blue arrow). Note you

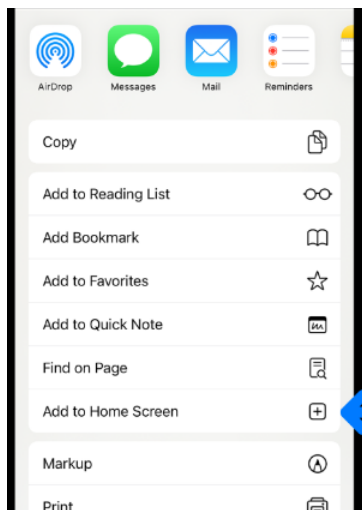


Fig g

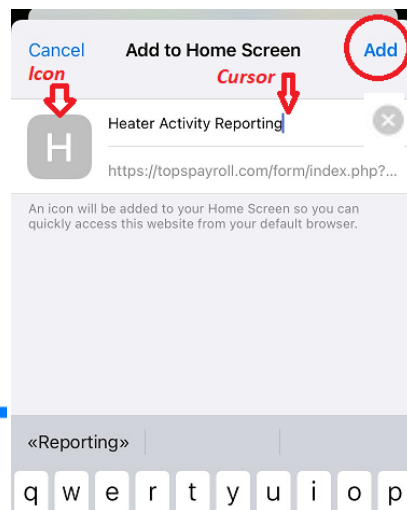


fig h

x in the corner

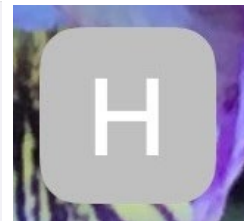


fig i

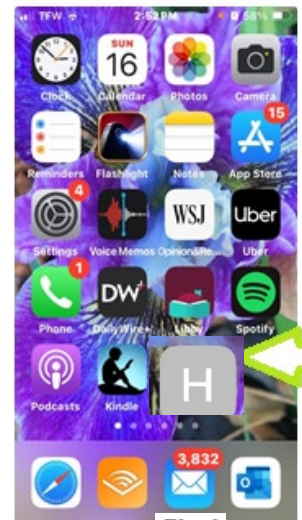



Fig j

may have to scroll down to find it. Fig h (above right) will appear. The icon is pictured (gray box with a letter inside). Note the position of the Cursor (by the red arrow) and the little x in the corner. If you back space or press the x, you can key in whatever description you want to appear with the short cut icon on the home screen. Then Click Add at the top (it is circled in red). ww

9) The short cut icon (dark box with a white letter inside) will appear on your home screen (Fig j – by the green arrow). Underneath will be the name you keyed in. Fig i shows the icon enlarged). Note: You can move the icon to a location of your choice on the home screen.

IPHONE INSTRUCTIONS

Changing “Don’t Allow” to “Allow” for the Payroll Site’s Location Access

- 1) **Open Heater Activity Report** - Touch the payroll site Icon on Home Screen or Open **Safari** and key **the payroll sites’ name** into Address Bar. **Fig 1** below left will appear. Touch  located on left side of address bar – circled in red pointed to by a red arrow.

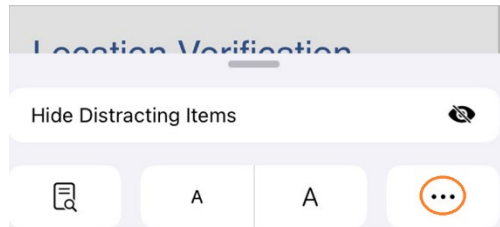
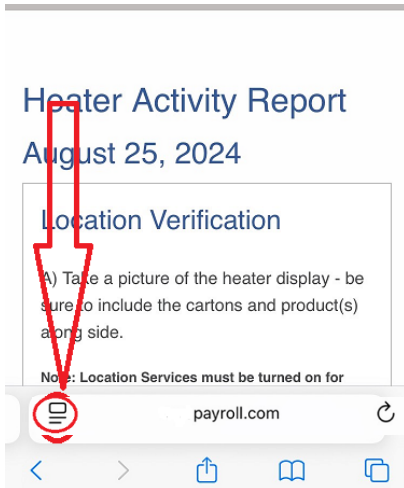


Fig 2

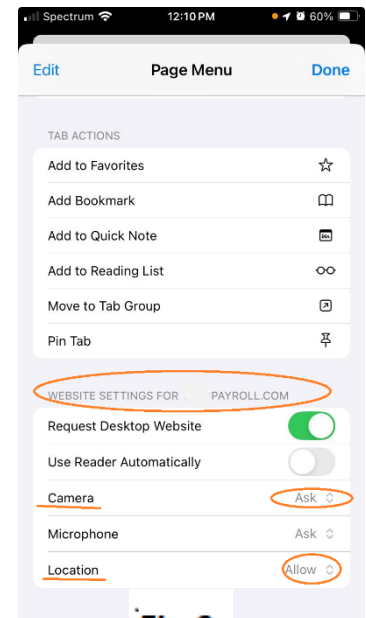


Fig 3

- 2) **Fig 2** will appear – above - middle. Touch the three horizontal dots (circled in red) on the bottom left side of the screen..
- 3) **Fig 3** - the Page Menu will appear. Scroll down to Website settings for . . . (circled in red) and then make sure Camera and Location (underscored in red) are set to either “Allow” or “Ask” (circled in red).
- 4) Refresh the page by touching the C with the arrow symbol on the right side of the address bar – circled in red in **Fig 5**.

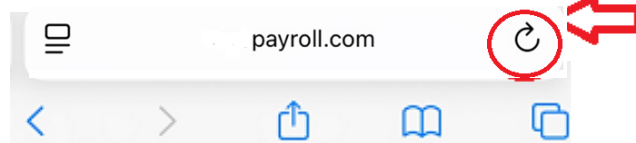


Fig 5