CREW Time Store Manager App (SM 41) Guide

Introduction Follow the instructions below to install the iOS and Android versions of the Store Manager (SM41) application on your mobile devices allowing you to access your schedules and perform manager tasks through the app. If you currently use the app and are simply updating it, delete the old app from your device first.

NOTE: SM 41 is available for Store Managers only. It is not available for Store Associates. (Store Associates can use Employee Self-Service (ESS). Instructions can be found here.)

Installing the SM 41 Mobile App - iOS

Step	Action
1	Navigate to the Apple App Store on your device.
2	Download SM 41 – Reflexis One.
3	Open the app and tap Allow when prompted for notifications.
4	Tap the gear icon in the lower-right corner.
5	Tap Scan QR Code and allow the app to access your camera.
6	Scan the QR Code: **Note:** Scanning the QR code should prompt you with the Okta login screen if you are a current user updating the app. If the Okta screen does not display, close the app and reopen it. If you are downloading the app for the first time, continue to **Step 7**.
7	Tap **Settings** on your device.
8	Tap **General**.
9	Tap **Device Management**.
10	Tap **Reflexis Systems Inc**.
11	Tap **Trust "Reflexis Systems Inc."**.
12	Tap **Trust** on the confirmation.
13	Open the app and tap **Allow** when prompted for notifications.

You may now access the CREW Time SM 41 mobile application on your iOS device using your Personal/Workday username and password.

	Step	Action	
Installing the SM 41 Mobile App - Android	**1**	Navigate to the Google Play Store on your device.	
	2	Download **SM 41 – Reflexis One**.	SM 41 - Reflexis One SM 4.1 - Reflexis One app OPEN
	3	Open the app and tap **Allow** when prompted for notifications.	
	4	Tap the gear icon in the lower-right corner.	
	5	Tap **Scan QR Code** and allow the app to access your camera.	
	6	Scan this QR Code: **Note:** Scanning the QR code should prompt you with the Okta login screen if you are a current user updating the app. If the Okta screen does not display, close the app and reopen it. If you are downloading the app for the first time, continue to **Step 7**.	
	7	Tap the downloaded **.apk** file from withing the notifications bar. • You may also navigate to **My Files > Downloads**.	
	8	A pop-up displays "For your security, your phone is not allowed to install unknown apps from this source." Tap the **Settings** option.	
	9	Tap **Allow from this source** to enable the setting.	
	10	Tap the **Install** option in the bottom-right corner of the CREW Time SM 41 application.	
	11	Tap **Open** in the bottom-right corner once the installation is confirmed.	
	12	Tap **Allow** when the pop-up asks for access to the files on your device.	

You may now access the CREW Time SM 41 mobile application on your Android device using your Personal/Workday username and password.

Logging Into the Mobile Application

- Log in using the same username and password you use for **Workday**.
- If you cannot remember your password, contact the Help Desk.
- If you set up a **secondary email** or **forgot password text message** as part of your Okta Account Set Up, please use the **Forgot Password** link on the Okta log in screen.
- If you have not yet done so, after successfully logging in, access your **Account Settings** to update this information so that you can recover your password in the future.

Setting Up Notifications

You may use the Settings features of your device to be notified when you receive Requests, etc.

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Navigation

Once inside the application, you will notice that the landing screen mirrors the desktop application with similar menu options.

Functions you will likely find useful:

Requests – Respond to Day Off and Time Off submissions from your people.

Store Schedule – View schedule changes from your mobile device.
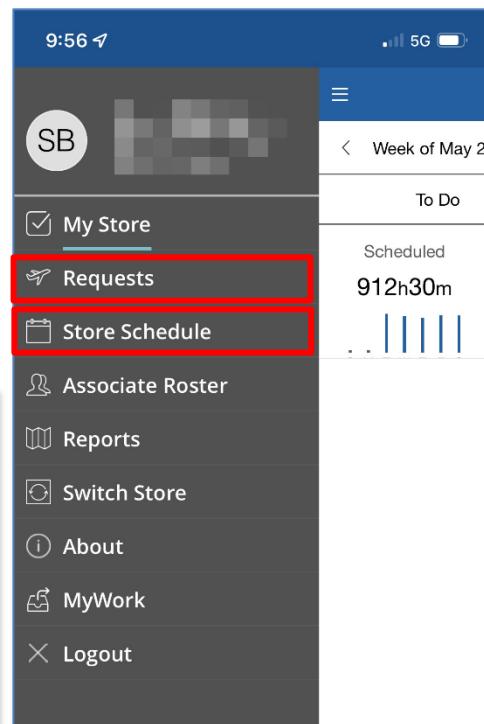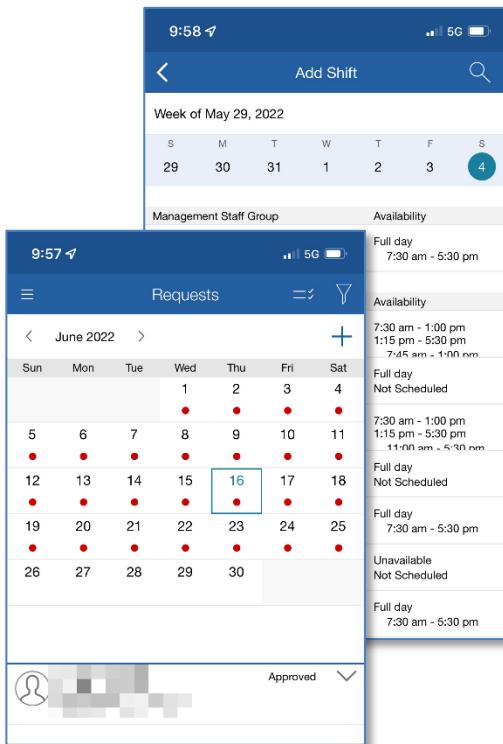
While Reports and other menu options are available, their usefulness may depend on your device and screen size.

We are looking at additional enhancements in this application, and in the ESS.

Contact

Please contact WFMTeam@discounttire.com with questions and feedback.

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