

# How to Install and get the most out your new NJ MEL APP

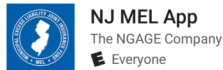
## STEP 1: INSTALLATION

Using your phone go to the App Store:

Apple - iPhone

Android - LG, Samsung, Google Pixel, etc.

*Note: Tablet and iPad App will be available after 12/1/2017*



- Type **NJ MEL App** in the search bar and hit **ENTER**  
(Include a space between NJ and MEL)
- Tap on the **NJ MEL App** icon
- Press **GET** then **INSTALL**
- When download is completed, and **OPEN** button appears, Tap the **NJ MEL App** icon to open

INSTALL

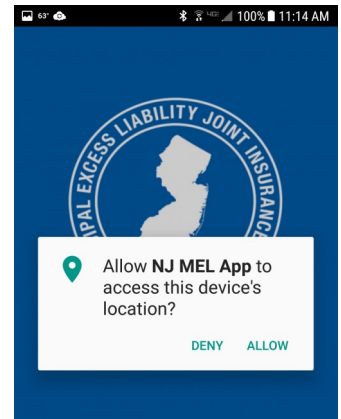
A message will come up that describes the App and the permissions you will be asked to give. Click **GET STARTED**.

## Step 2: PERMISSIONS

Several permission requests will pop-up. In order to get the most out of this App you will need to select "Allow" or "Always Allow." *Recommended settings in bold.*

**Question 1: Allow NJ MEL APP to access your location?** This allows the App to identify where you are so that if something is happening in your region you can receive specific push notifications which are messages.

- ⇒ *Only while Using the App* – This selection means that some features may not work if the App is not open and running (you have tapped it to open). Push notifications will not appear until the App is opened or they may be stored directly in your **MAILBOX/INBOX**.
- ⇒ **Always Allow** – This means you will receive notifications even if the app isn't actively being used and once the phone is turned on notifications will appear on the screen.



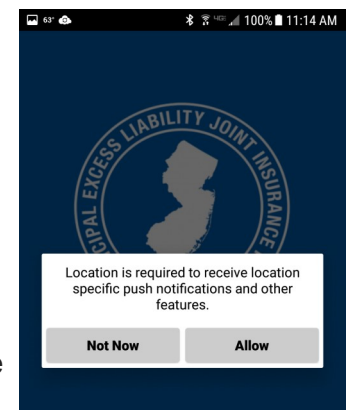
**Question 2: Enable Push Notifications for updates and other great features?** This allows you to receive push notifications, messages, and important information

- ⇒ *No Thanks* – No push notifications will be received
- ⇒ **Notify Me** – Push notifications will be sent to my phone

**Question 3: NJ MEL APP would like to send you notifications**

This may include alerts, sounds, and icon badges. These notifications can be configured in settings.

- ⇒ *Don't Allow* – Some features of the app will not be available.
- ⇒ **Allow** - The App will be fully functional once settings are configured and **SUBSCRIPTIONS** selected.



Tap **MENU** and select the **REGISTER** icon to continue the registration process.

## STEP 3: REGISTRATION



Registration is for administrative purposes and the selections you make here will not affect access to content or information. Content will be selected through the **SUBSCRIPTION** process and via the **ROLE CONTENT** Icons.

Menu

Tap **MENU** in the upper left corner

Tap the **REGISTER** icon and complete the required fields:

- ⇒ Name
  - ⇒ Email
  - ⇒ Municipality – Type the name of your town/municipality
  - ⇒ JIF – Tap the down arrow in the box (it will turn light blue), select JIF using the scroll wheel at the bottom of the page. Tap selection on the wheel, Tap the JIF Box again to populate.
- NOTE: If you do not know what JIF you belong to, hit the back button and click on Find Your JIF for additional information located on the NJMEL.org website.*
- ⇒ Role – Same procedure as for JIF, Tap wheel selection, Tap the Role box to populate.

Tap **SUBMIT**

You should see a page that says “*Success! Your submission has been saved.*”

Return to the home page. If you click the BACK button do not fill out the form again, just click the left arrow at the top to go to the home page.

## STEP 4: SUBSCRIPTIONS

**SUBSCRIPTIONS** help determine what information you receive through Push Notifications. These can be changed at any time.



Tap **MESSAGE/INBOX** icon on the upper right corner of the App home page



The **PUSH NOTIFICATIONS** page will open. This is the place where all new and already viewed messages will be displayed and stored until deleted by you.



Tap the **GEAR** icon in the upper right corner on this page

A list of **ROLES** will appear. Choose the roles that apply to your position(s) to receive notifications in these categories.

To select or deselect a **SUBSCRIPTION** tap the white circle button.

- ⇒ Button is **green** and to the right – Subscription has been selected
- ⇒ Button is white and to the left – Not selected.

*NOTE: By default all subscriptions are selected.*

- ⇒ To deselect tap the circle button, it will move to the left and turn white.

You can change your **SUBSCRIPTION** selection at any time. Once completed, scroll to the bottom and click **SAVE**

## STEP 5: ROLE CONTENT



The Role Content button provides quick access to the information you need most for your position.

Everyone has access to role content, no matter what **SUBSCRIPTIONS** you have selected.

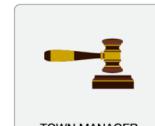
Tap the **MENU**

Tap the **ROLE CONTENT** icon

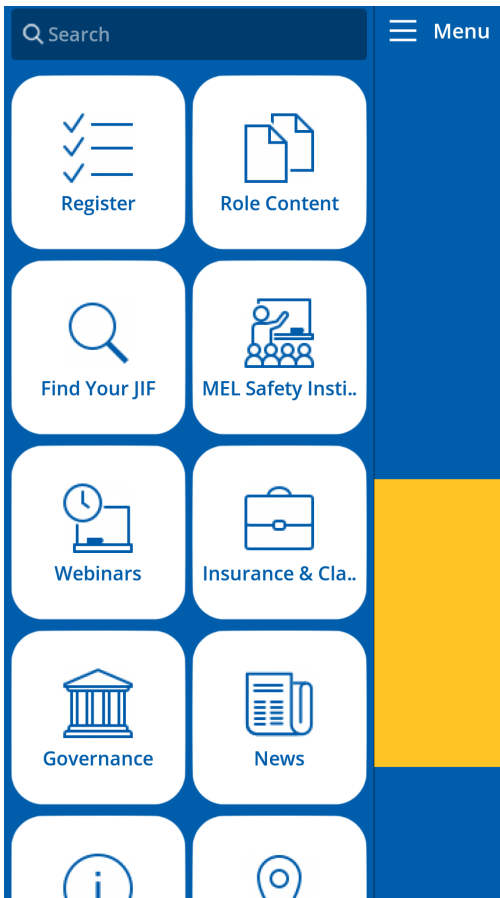
Choose your **ROLE** by tapping on the appropriate icon

A set of quick links will appear for you to Tap and explore

### CHOOSE YOUR ROLE



## ADDITIONAL CONTENT



The **MENU** offers a variety of quick link icons to key information.

Once you have clicked on these icons you will be directed to the NJMEL website and can navigate just as you would on your computer with full access to all the features and resources the website has to offer.

These icons can be accessed at anytime.

If you experience technical difficulties while installing or using the App, send an e-mail to:

[apps@princetonscgroup.com](mailto:apps@princetonscgroup.com)

