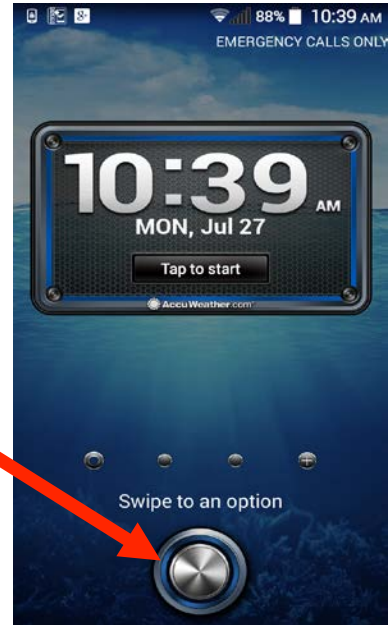


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

Complete the following steps to complete the install of the Archibus App on your smart phone. The directions will show you how to download the app and install it. Before you begin, be sure that you know your username and password for the District's Employee Portal. If you don't know your username and password, please contact the IT HelpDesk at (215)400-5555.

1. Press the Silver Button on the Lock Screen to unlock the phone.



2. Press the Start Button on the Action Screen

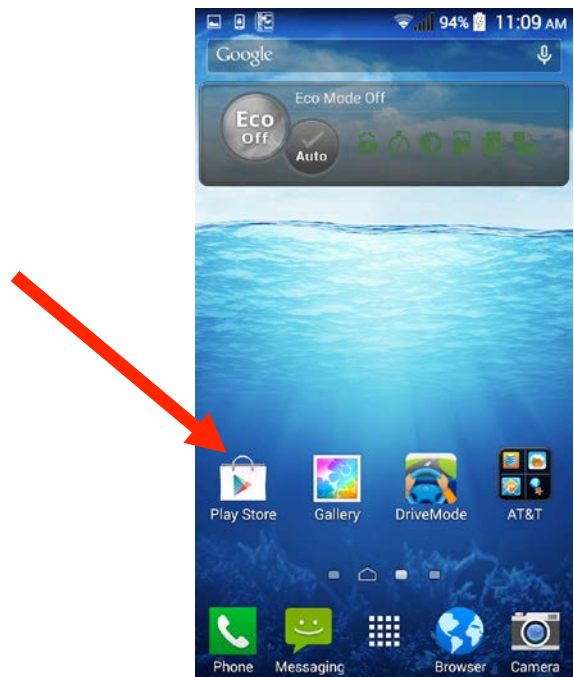


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

3. Slide Right to the next Page on the Home Screen

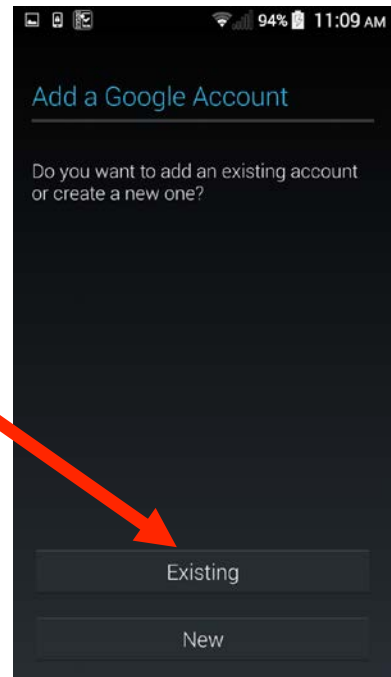


4. Click on the Play Store App on this Screen

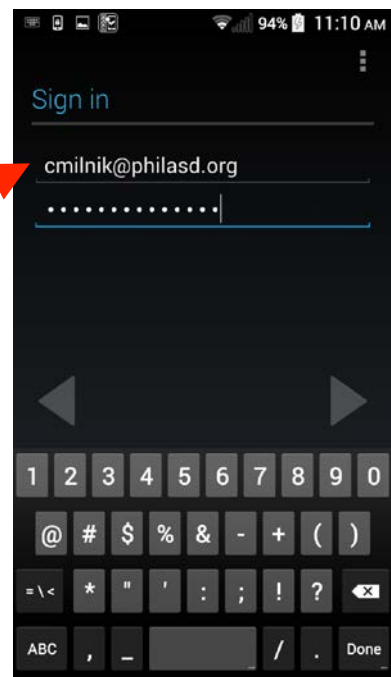


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

5. Press "Existing" on the "Add a Google Account" Screen

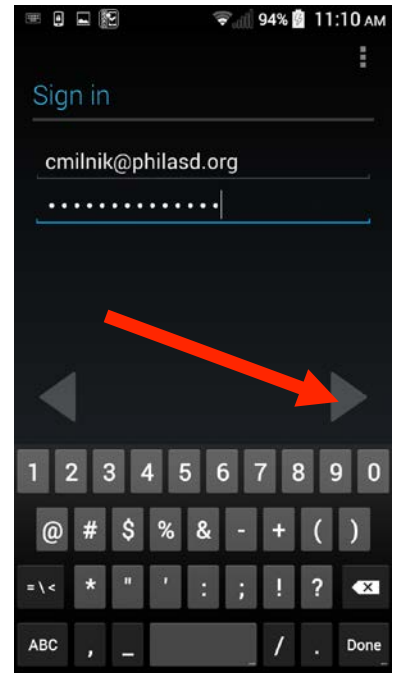


6. With the keyboard, enter your philasd.org email address and employee password

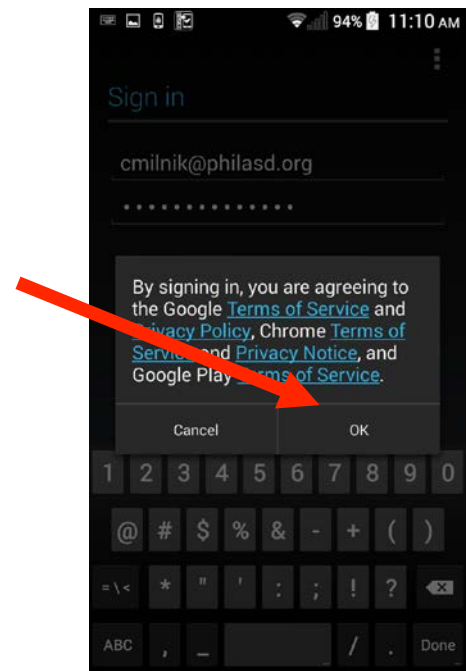


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

7. Press the Next/Right arrow on the "Sign in" screen

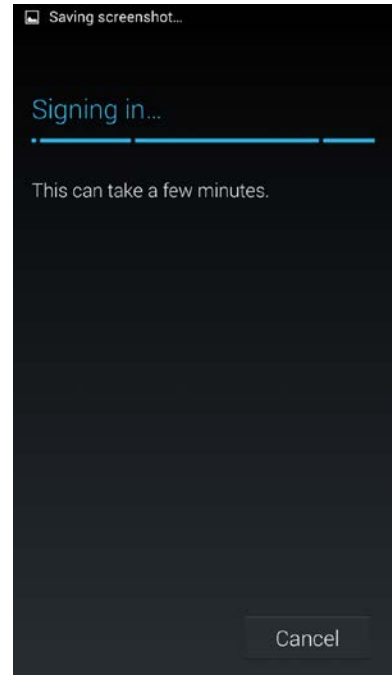


8. Press the OK button on the "Sign in" screen to agree to the Google Terms of Service.

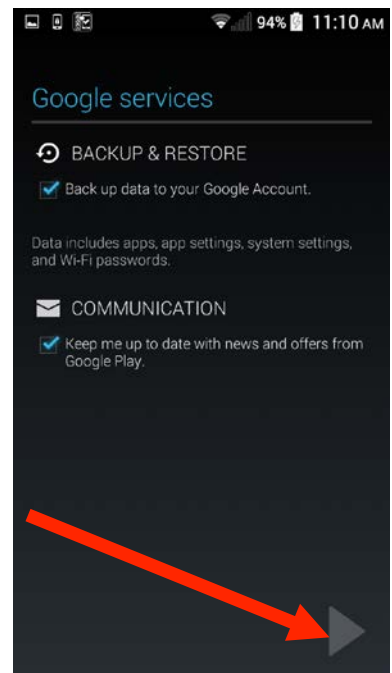


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

9. Please wait while your smart phone connects to the Google Play Store

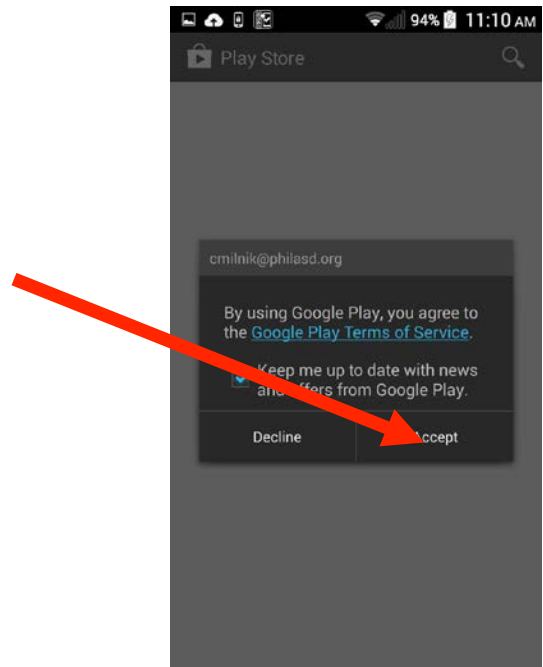


10. Press the Next/Right arrow on the "Google services" screen

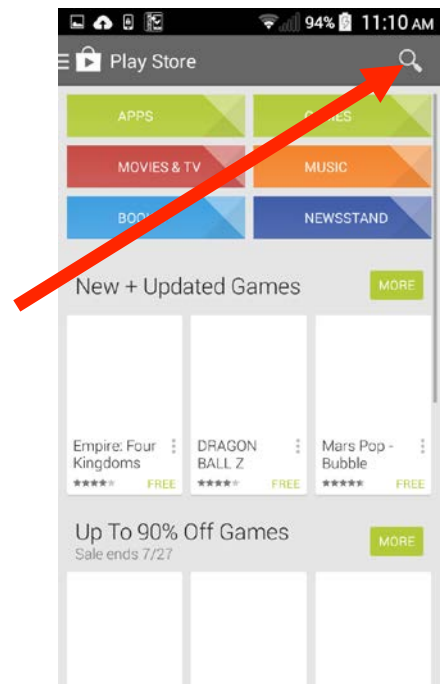


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

11. Press the Accept Button on the "Play Store" Screen

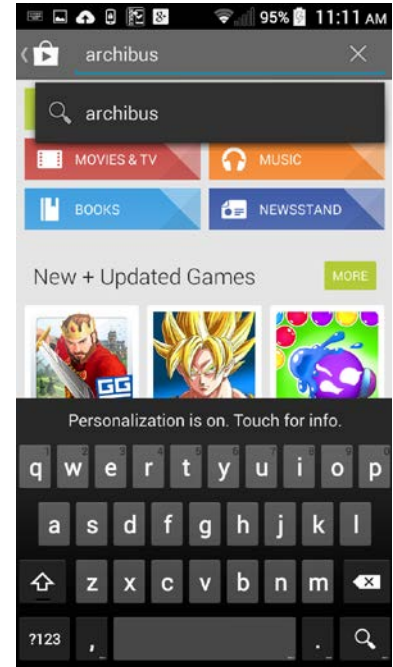


12. Press the magnifying glass on the screen to search

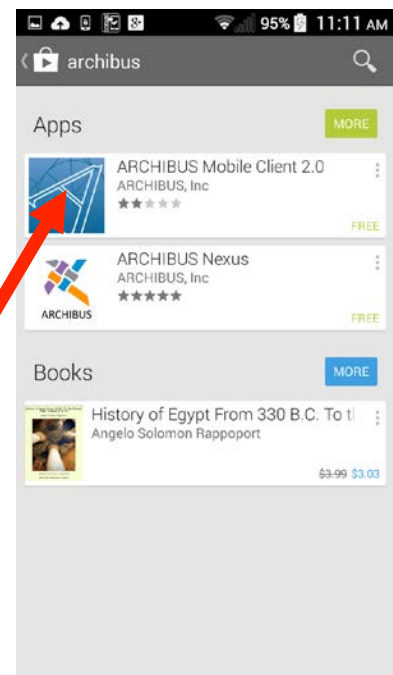


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

13. Type "Archibus" in the Search Bar using the keyboard on the screen

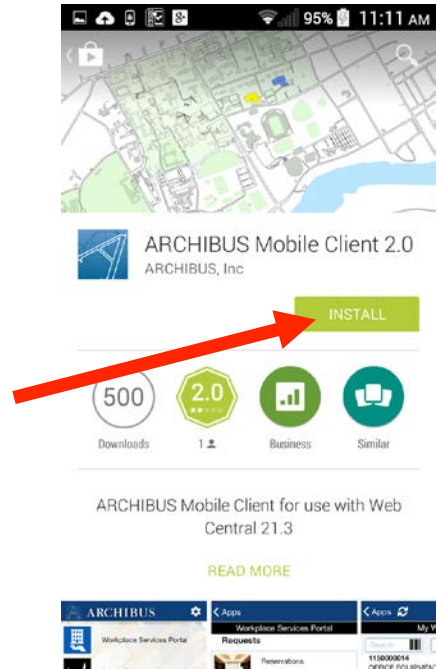


14. Choose "Archibus Mobile Client 2.0" from the search results, by pressing on the app logo on the screen

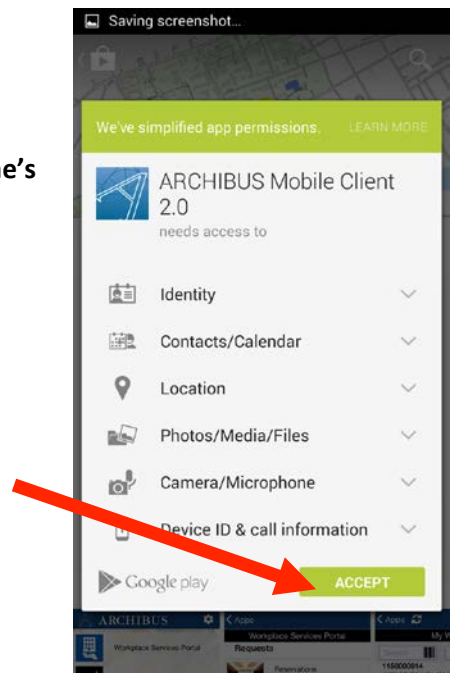


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

15. Press the “Install” button on the screen

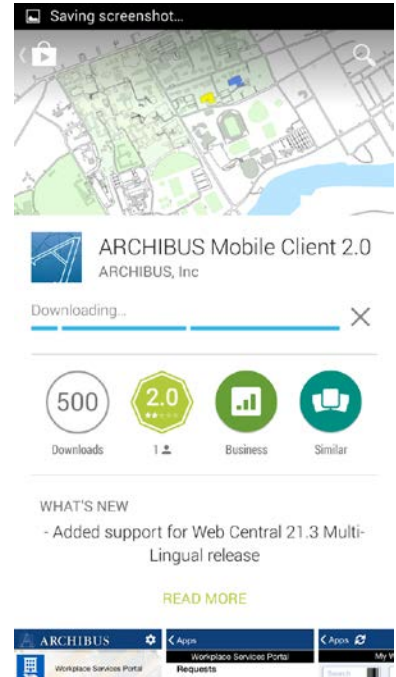


16. Press “Accept” to grant the App the required access to your phone’s features

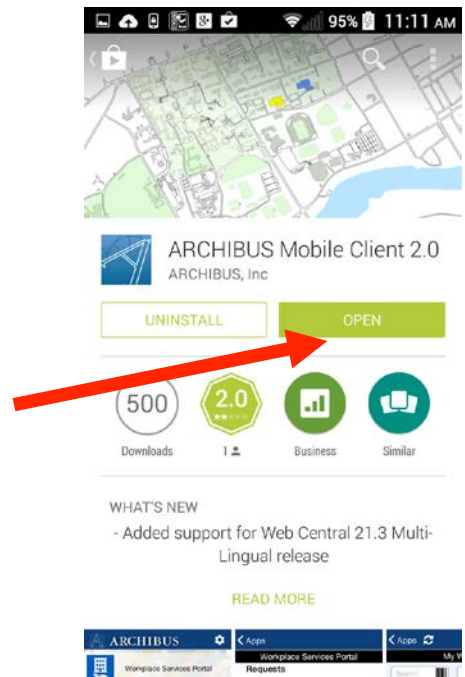


How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

17. The App will download and install itself on your smart phone



18. Press the OPEN button on the screen to go directly to Archibus



How to set up the Google Play Store for Archibus on the Kyocera Smart Phone

19. This is the screen to login into Archibus.
Enter the following address for the "Web Central URL"

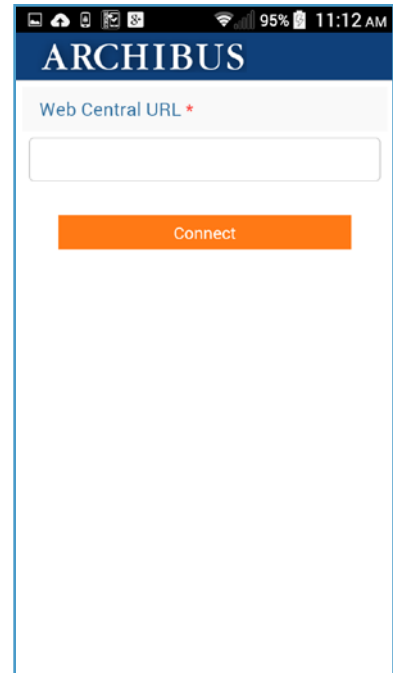
Training URL

<https://sdpuat.asset-fm.com/archibus>

Production "Go Live" URL

<https://sdp.asset-fm.com/archibus>

Then use your District username and employee password to login.



The Archibus App will appear on one of the Home Screen pages of your smart phone

