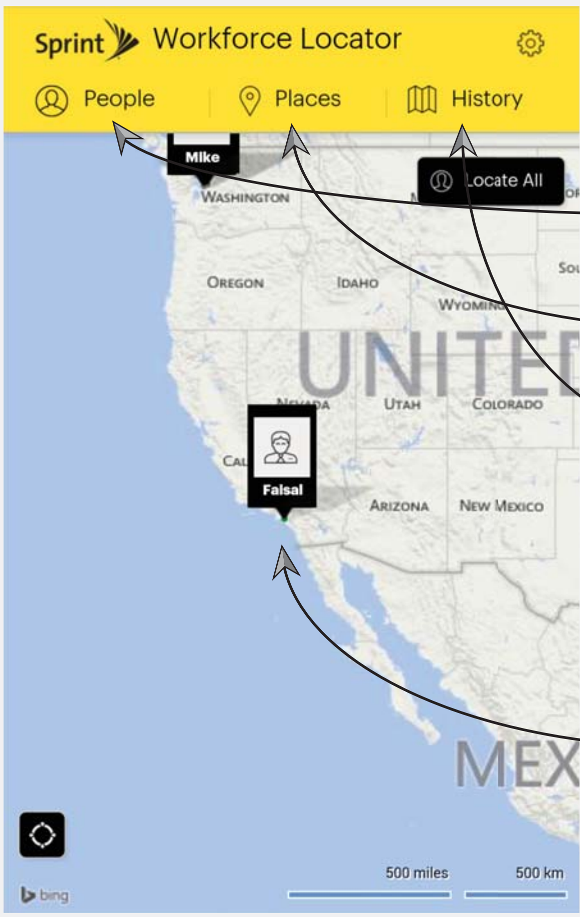
Sprint Workforce Locator

Welcome to Sprint Workforce Locator. This guide is here to help you use Sprint Workforce Locator on a mobile device. We've made it easy for you to locate and communicate with your workers as well as receive reports.



Easy to Use

The three most common actions are simple to access.

The People tab allows you to see the details and locate individual Members

The Places tab allows you to locate and save places such as gas stations, restaurants, or places of business

The History tab allows you to view the location history of any of your Members

Also on the main map, the last known location of your Members will automatically pop up

User Guide - From a mobile device

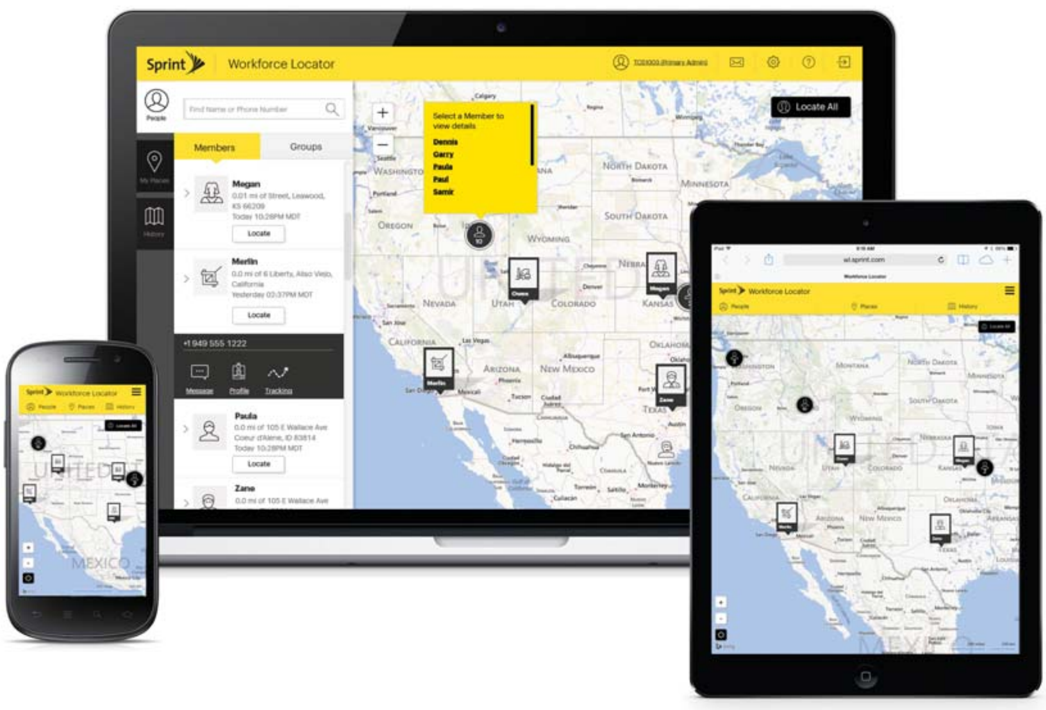
Sprint

In addition to using Sprint Mobile Workforce Locator on a mobile device, you can also access your workforce using a computer at www.wl.sprint.com. You can also access the PC-based portal on your mobile device by going to www.wl.sprint.com/web-console.
There are a few differences accessing Sprint Workforce Locator through a mobile device and through a computer

Mobile vs Computer

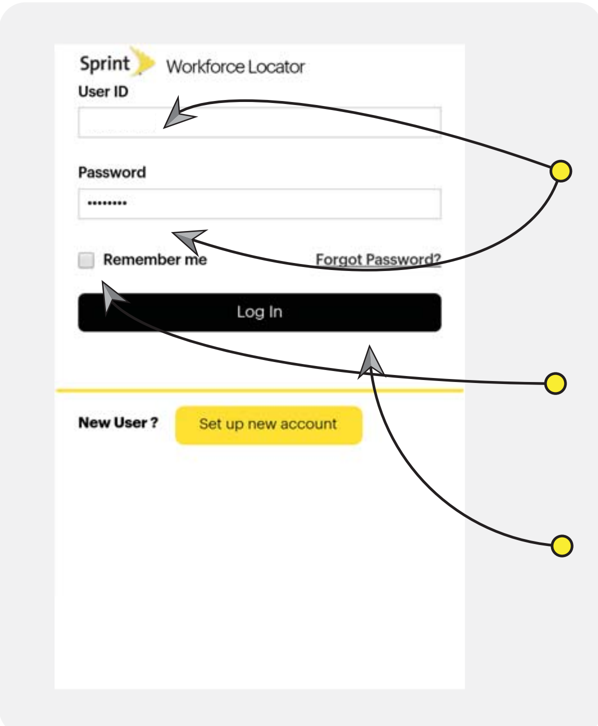
Using a computer, you gain a few additional features that are not available through a mobile device

Using a computer, you can:
- Create, edit, and delete administrators
- Edit Avatars for People and Saved Places
- Access the Location History filter for "current browser sessions"
- View the map from a Bird's-Eye view
- Access the Help Menu
- Receive Sprint Workforce Locator tips from the Message Center



Sprint Workforce Locator

Sprint Workforce Locator helps you manage your workforce by allowing you to access your workers locations in real-time. We are happy to introduce our mobile Administrator's portal. You can now use a mobile device or tablet in addition to a computer to locate your workforce.



Log in

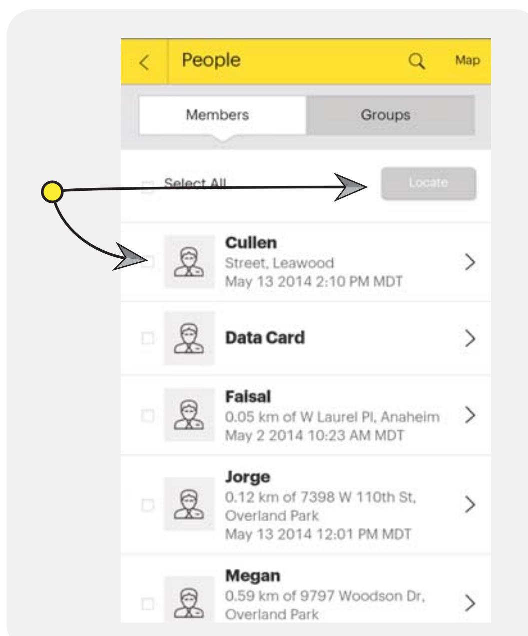
To log in from your mobile device or tablet, enter in your User ID and Password

You can click on Remember me if you want Sprint Workforce Locator to remember your User ID. You will still be prompted to enter in your Password when you want to log in

Once you enter in your information, tap on the Log in button

Locate

Upon log in, the map pins representing the last known location for each Member will be displayed on the map.
To begin locating workerstap on the People tab. Check the box next to each Member you wish to locate, and then tap on the Locate button



User Guide - From a mobile device

Sprint

Once you locate your Members, their individual Map Pins will be displayed on an easy to read map.

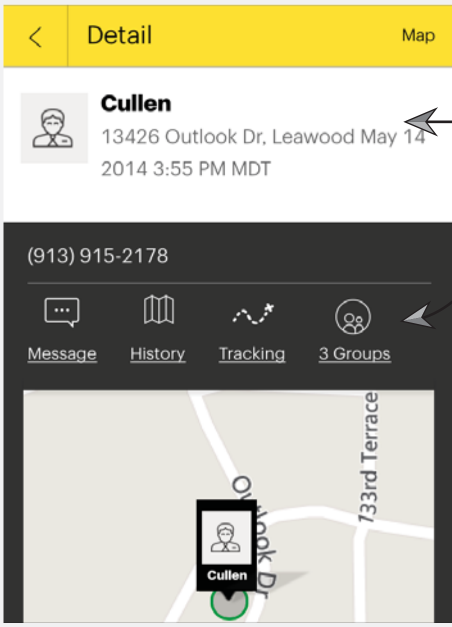
Map Pins

For accounts with 25 lines or less, you can tap on the Locate All button

Everyone you successlly located can be found on the map, along with their Alias and Avatar

Location Details

To view more information, send directions, or send a message to this Member, simply tap on their Avatar, then tap on either the Directions or Messaging icons



Member Details

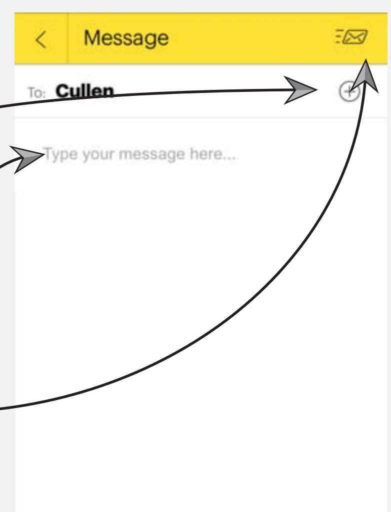
From the Member tab, you can access additional features. View the last known location, as well as options to send a Message, view location History, set Tracking specifics, and see how many Groups this Member belongs to.

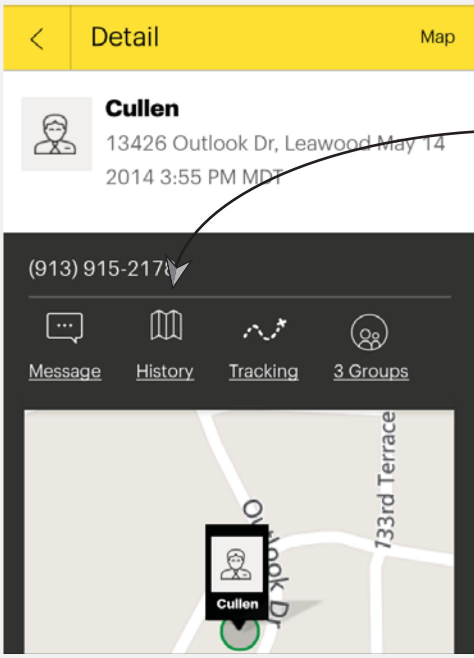
Message

The Message featureallows you to send text Message to the selected Member. You can also add additional Members by tapping on the “+” button.

Tap on the empty space to enter your message

When you’re all done, tap on the send icon in the upper right corner





History

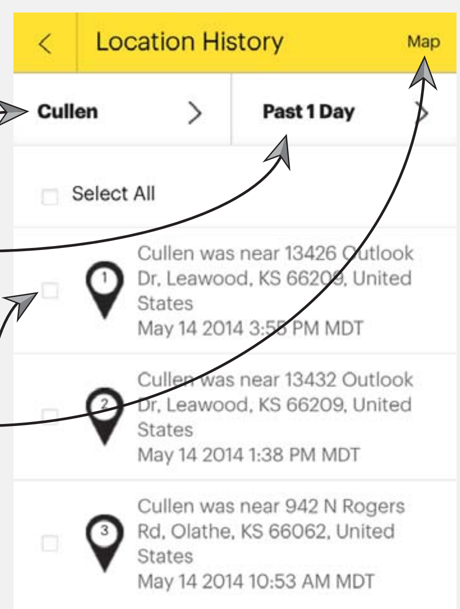
Tap on History button to view this specific Member's location History directly from the portal

Location History Details

Change the Memeber that you want to view by tapping here

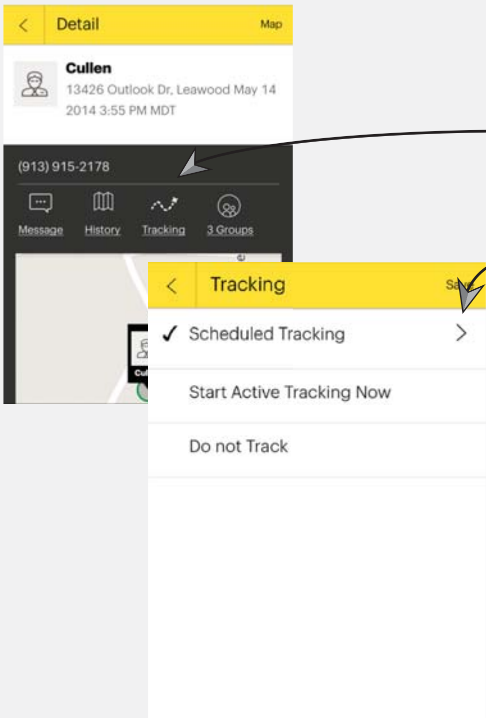
Change the period of history that you are viewing by tapping here. You can choose between 1 day, 7 days, 14 days, or 31 days of location history.

Tap on the boxes to select which location history recordsyou want to view on the map, then tap on the Map button to view all the selected choices



Sprint Workforce Locator

Automatically track and locate your workers using Scheduled and Active Tracking.



Tracking

From Member Details view, tap on Tracking to automatically track this member

Tap on Scheduled Tracking to set up specific tracking criteria, including the tracking period, what days of the week you want to track, and the time of day

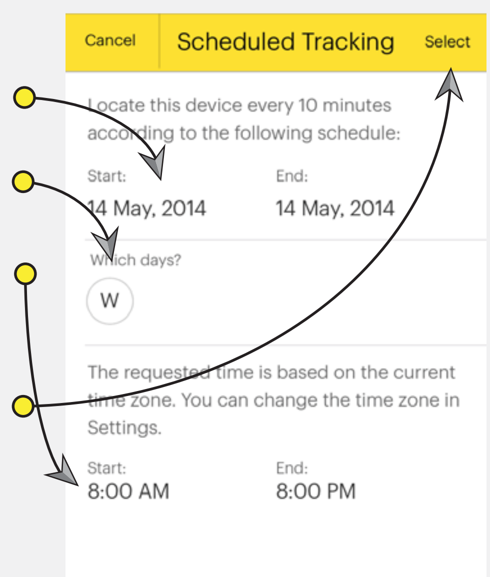
Scheduled Tracking

Choose the start and end dates

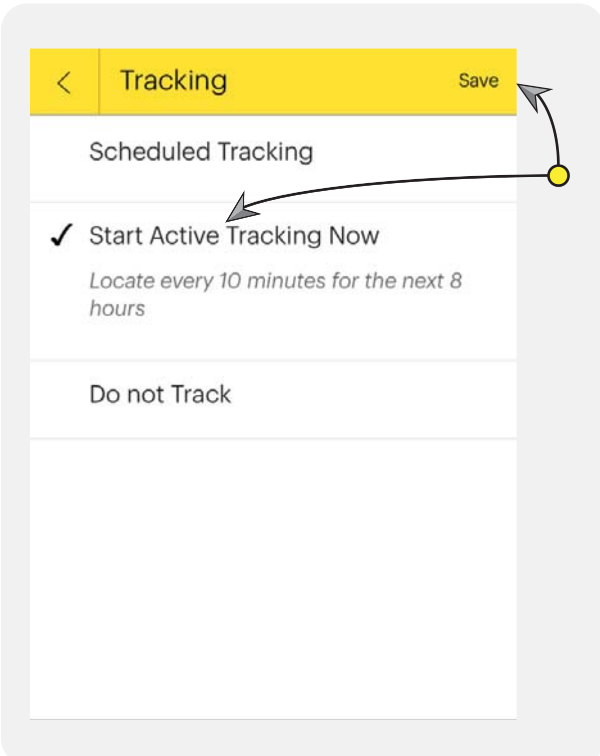
Days of the week

And time of the day

When you have created your schedule, tap on the Select button to start tracking



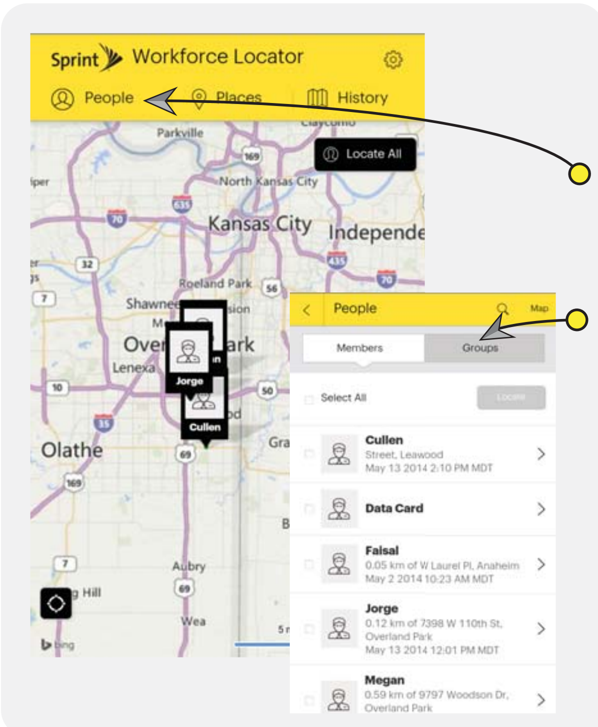
Active Tracking allows you to automatically track a worker every 10 minutes for the next 8 hours with one tap



Tracking

To start Active Tracking, tap on the Active Tracking option, then tap Save

Groups are made of multiple Members. You can use Groups to make it easier to organize your workforce, including traking and communicating with teams at a work site, or creating emergency dispatch groups to send multiple employees to a location on the fly.



Groups

To get to the Group option, tap on the People tab from the main map screen

Once you are in the People screen, tap on the Groups tab to open the Groups options

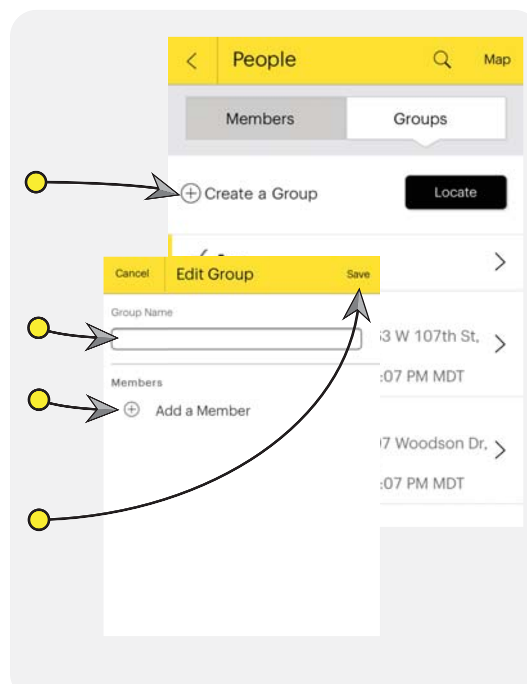
Create a Group

Once you are in the Groups section, you can see all existing Groups. Create a new Group by tapping on the Create a Group button

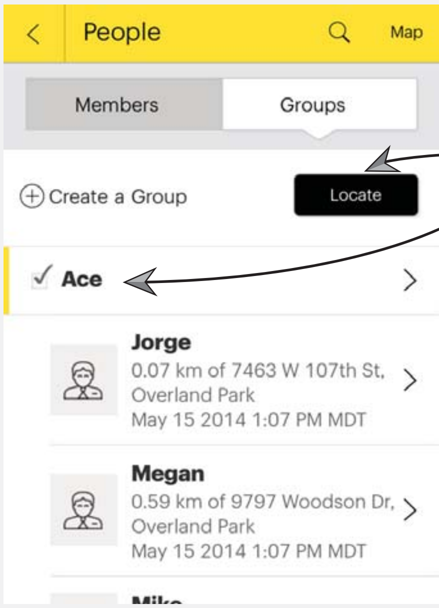
First, choose a unique name for this new Group

Then, tap on Add a Member to choose which Members you want to add to this Group

When you are all done, tap on the Save button



Locating a Group allows you to find multiple Members using a single button. This is handy when you want to see where a particular team is in relation to a job, or you want to schedule a fuction in a particular region.

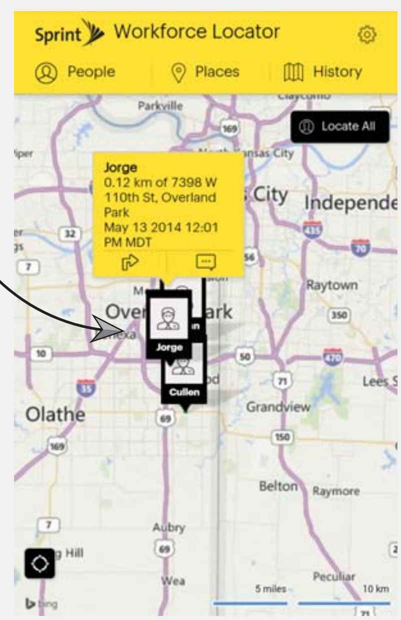


Locate a Group

To locate a Group, simply check the Group name, then tap Locate

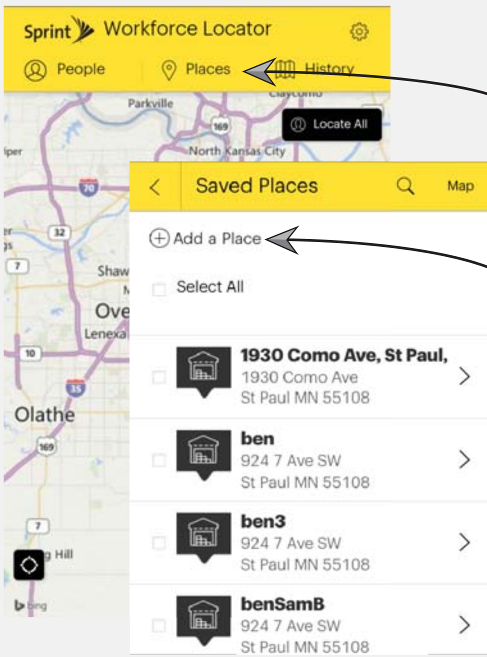
Locate a Group

Once located, Map Pins representing located Members of the group will all appear on the map



Sprint Workforce Locator

The Places feature allows you to create landmarks that are used as waypoints or as frequently used locations for your workforce



Creating a Place

To create a place, open up the Place tab

From the Places screen, tap on the Add a Place button

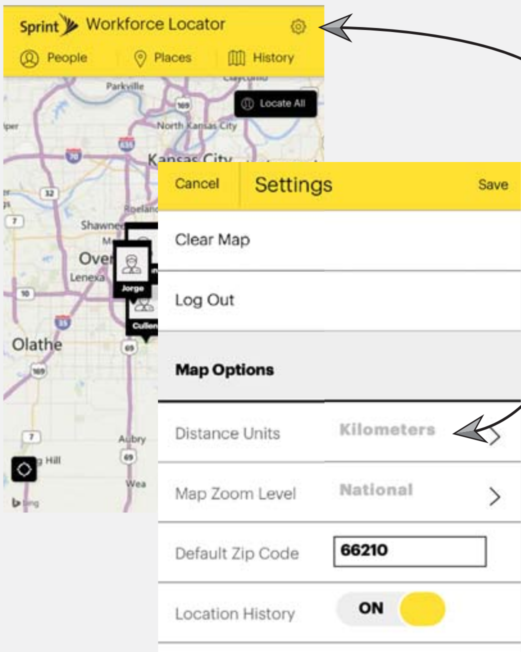
Creating a Place

Fill in the Place name and details

When you are all done, tap Save

Sprint Workforce Locator

You can see your defaults and set who should receive Scheduled Reports from the Settings options



Settings Tab

Top open the Settings options, tap here

In the Settings screen, you can see what the defaults. To change these some of these defaults, you will need to log on to your Admin account from a computer

Scheduled Reports

From the Settings screen, you can view when your Scheduled Reports are going to be sent, as well as change the recipient of these reports

When you are all done, tap Save