

Working from Home

How to be Effective when Working from Home

Log In Tips

- ⇒ If using an actual headset, please make sure your device is plugged in before turning on your computer.
- ⇒ Turn on your computer 15 minutes before your shift begins.
- ⇒ Connect to Wi-Fi.* (Set to Connect Automatically)
(You always want to make sure it shows connected)
- ⇒ If you are using a Bluetooth, please make sure you pair your device to the computer.* *(If you walk off or put them on charge, you may need to reconnect your device to the computer)*
- ⇒ Log into VPN* (lower right hand side of monitor using your computer access)
- ⇒ Clock into Paylocity before logging into ShoreTel.
- ⇒ Launch ShoreTel (Log in after you clock into Paylocity)
- ⇒ There are also helpful items listed in the KB. Look for the white links and select Need Help?. Then Select the SDC Tab. Scroll down to view all of the helpful tips.

* If you're no longer able to make/take calls (meaning you have the little red phone in your ShoreTel indicator) Please check these three connections.



Working from Home Tips

- ⇒ Create a Morning Routine
- ⇒ Set Ground Rules with the People in Your Space
- ⇒ Follow Scheduled Breaks in Monet
- ⇒ Walk away from your work area.
- ⇒ Don't hesitate to Ask for What You Need
- ⇒ Keep a Dedicated Office Space
- ⇒ End Your Day With a Routine

Management Contact List

- | | |
|-------------------|--------------|
| ⇒ Mike Chan | 281.615.7968 |
| ⇒ Ymaray Trevino | 713.805.2549 |
| ⇒ Marvita Steward | 832.506.5738 |
| ⇒ Deedra Muse | 832.267.0073 |

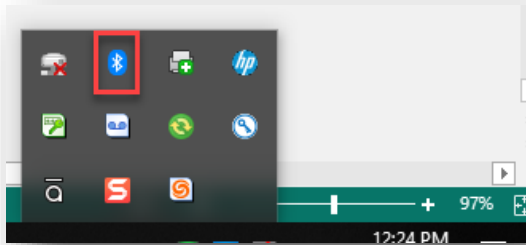
Logging In

Step 1. Locate the computer monitor in the lower right corner of your monitor.

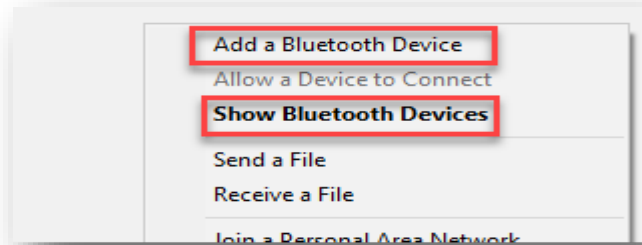


Step 2. Log into your Home Wi-Fi using your access. Be sure to set it to automatically connect.

Step 3. If using a Bluetooth device, Please make sure it is connected to your computer. Please see images below. These figure will appear in the lower left area of your monitor.




(Right Click the Bluetooth image)

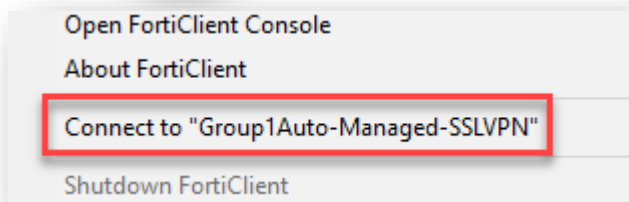


(Show Bluetooth first to see if yours is listed, then connect)

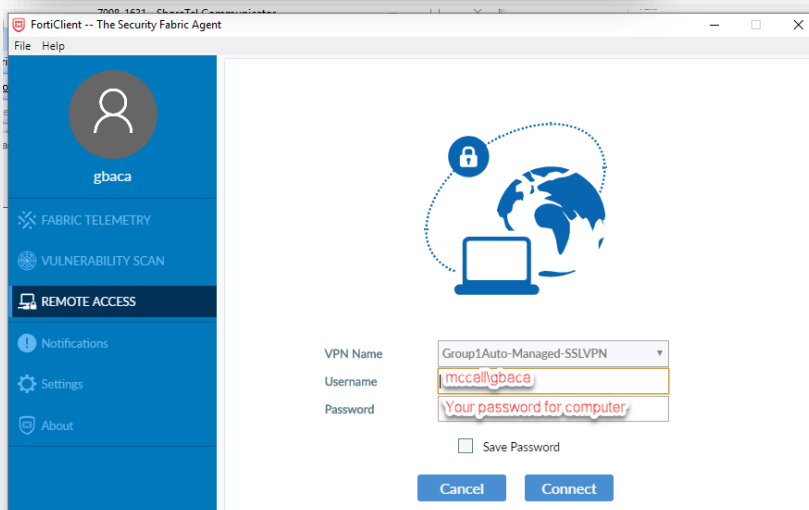
Step 4. Log into the VPN. You will log in using your **mccall\your** username here (i.e. **mccall\gbaca**)

- In the lower right corner of your monitor locate the icon in image 1. Right click this icon.

Image 1.  Once you right click, the options below appears. Select the highlighted option.



Once that is done. The window below will appear... Log in with your computer' username and password.

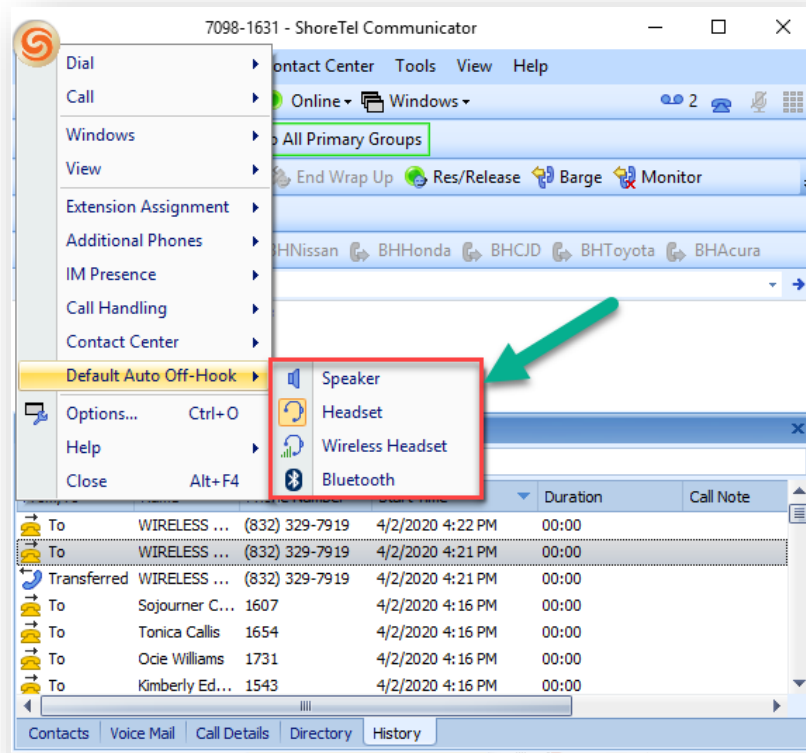


Step 5. Log into Paylocity. Remember to do this before you log into ShoreTel.

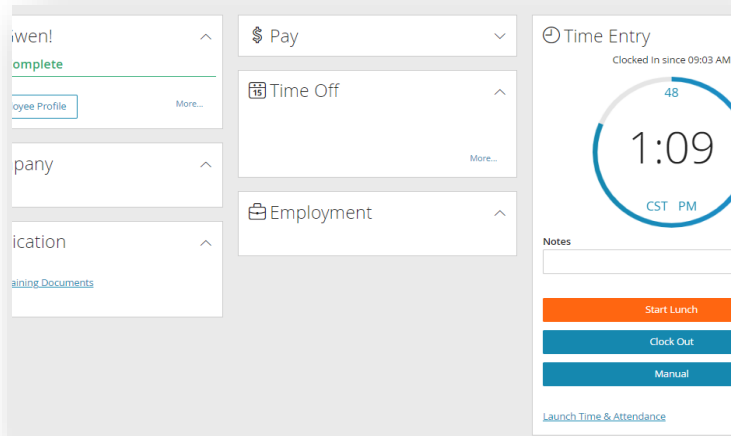
Step 6. Follow the steps in ShoreTel to ensure that you have the appropriate device selected.

>Select the orange ShoreTel Dial in the Upper Left of the window.



>See image below. From this point, select option for the hearing device you have chosen.





Step 7. Clock into Paylocity. This image below is a display of the timeclock you will see when you log into Paylocity.



What to add to your favorites

Please be sure your bookmark toolbar is showing.  Apps  group1news.com This will enable you to see what you already have bookmarked.

Each website will either have a , or an  in front of the link. Click, hold, and drag that icon to the bookmark bar.

In order to edit the name of the bookmark, go to the preferred bookmark, right click it and choose edit. Then rename it. (See image below.)



Group 1's Home Page	Group1news.com
Email	Open from the home page
The LMS	Open from the home page
Xtime	Xtime.com
Knowledgebase	Gp1cc.com
Toyota Care Link	Open from any Toyota Store in KB
Monet	Wfmlive.com
Zendesk	Workforcemanagement.zendesk.com
Paylocity	Paylocity.com

GENERAL ACCESS

Computer/ Email

USERNAME: _____

PASSWORD: _____

ID Numbers

EMP#: _____

FILE#: _____

Xtime

USERNAME: _____

PASSWORD: _____

LMS

USERNAME: _____

PASSWORD: _____

Paylocity

USERNAME: _____

PASSWORD: _____

WFM INFORMATION

Monet

USERNAME: _____

PASSWORD: _____

Zendesk

USERNAME: _____

PASSWORD: _____

Your Email Address: _____

Forgot your password?

Computer/ Email: [Helpdesk](#) Ext. [4357](#) (arrow down to GP1 Help Desk AA)

If Connection is lost and you can't dial HELP please call 405.525.4499 from you cell.

If you have to open a Kaseya Ticket please include your mobile number for IT to be able to reach you.

Xtime: You can reset or Call Team Lead **Paylocity:** Email H.R. Dept.

LMS: You can reset or email Group1TrainingHelpDesk@Group1Auto.com

Monet & Zendesk: Email Workforce Management.