

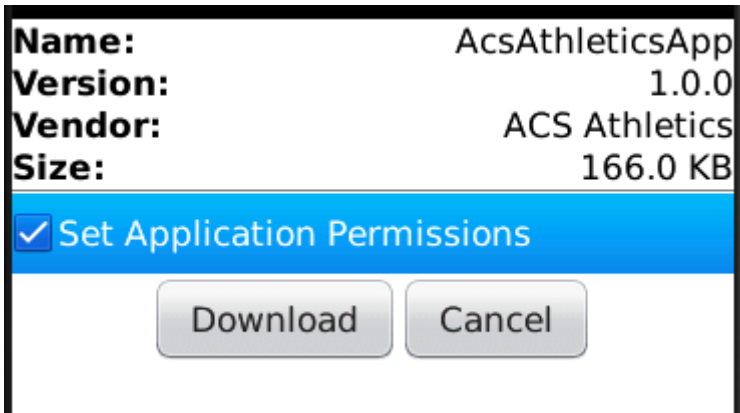
ACS InControl EasyLog Product Reference Guide

Overview

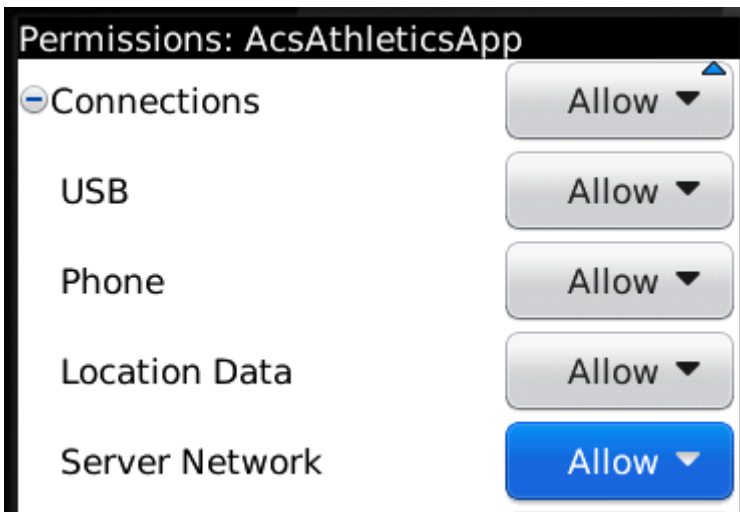
The following document provides a quick overview on how to use the ACS EasyLog application. This guide walks through the application install process

Downloading/Installing the Application:

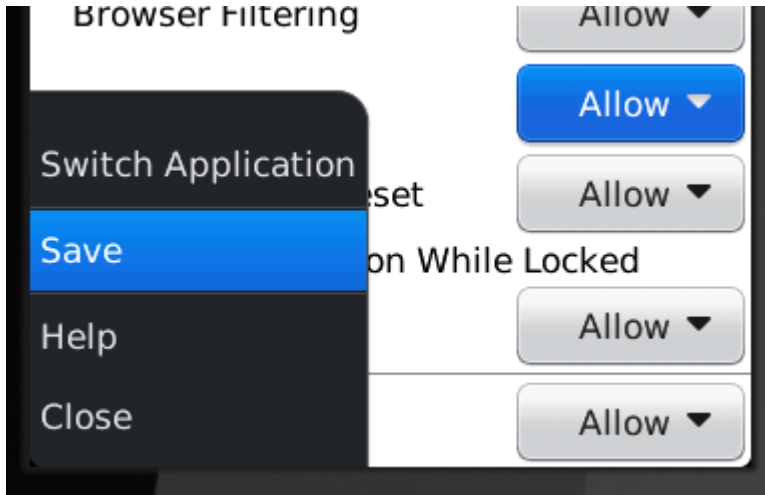
In the browser on your BlackBerry device, go to <https://secure.assistantcoach.net/bb>. Click the link to download the application and on the screen below **please check the “Set Application Permissions” box prior to clicking the download button.**



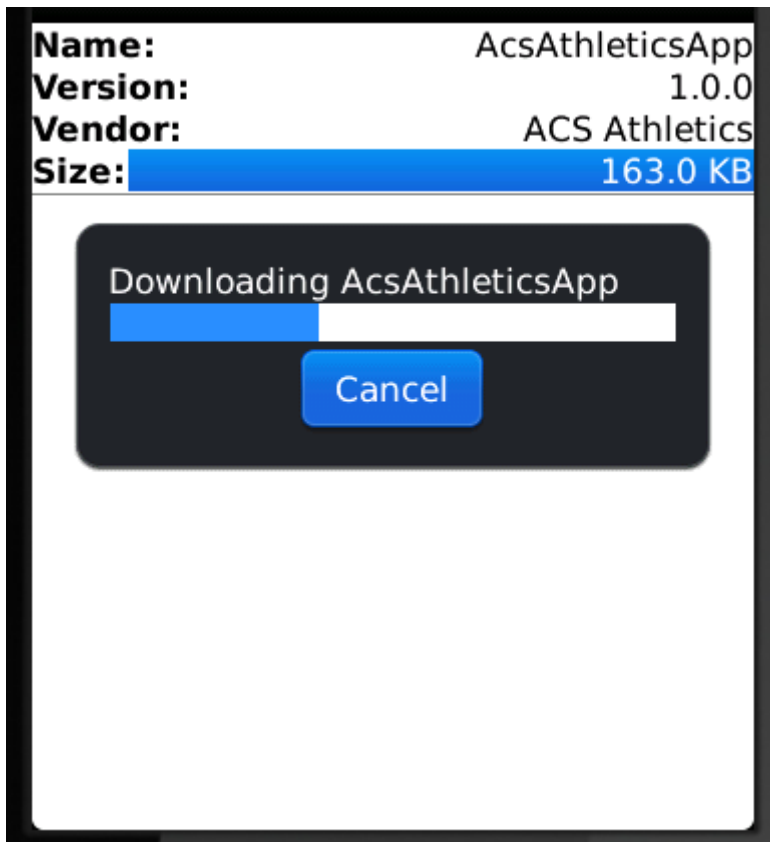
Upon clicking the download button you will see the following application permissions screen. **Set all permissions to “Allow” under Connections, Interactions and User Data.** Depending on the model of your BlackBerry device, some of the permissions may be locked. This is ok but you must set all permissions to allow where possible.



After setting all of your permission to “Allow” click “Save”.



After clicking “Save” the application will continue downloading.



Note: ACS EasyLog will not function properly without the proper permissions. Setting the permissions allows ACS EasyLog to interact with your phone directly to seamlessly monitor and log outgoing communication. Please see the section entitled, “Verifying Your Application Permissions” below.

Forgot to Edit Permissions During Install?

During the install process users should have set their application permissions as indicated above. However, if you did not set your permissions during the install process you may be prompted to allow the ACS EasyLog application permissions to interact with your ACS Recruiting database. Users always need to allow all permissions when prompted. To confirm your permissions are set correctly for the ACS EasyLog application users may edit application permissions by doing the following:

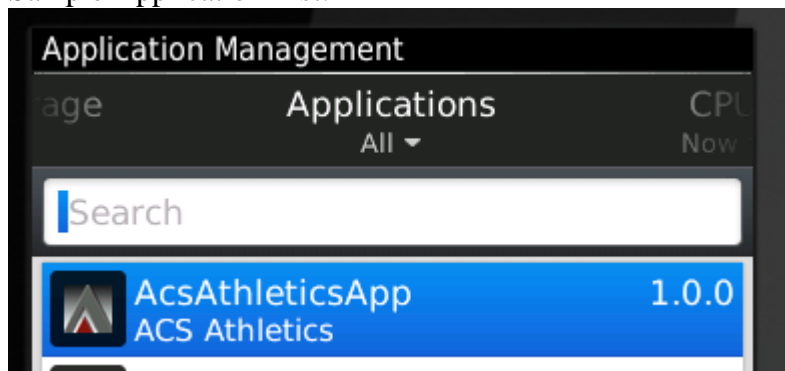
OS 6.0 Devices

- Click “All” to show all icons
- Go to Options → Device → Application Management
- Select the ACS App and then press the menu key and select “Edit Default Permissions”
- Set everything to allow.

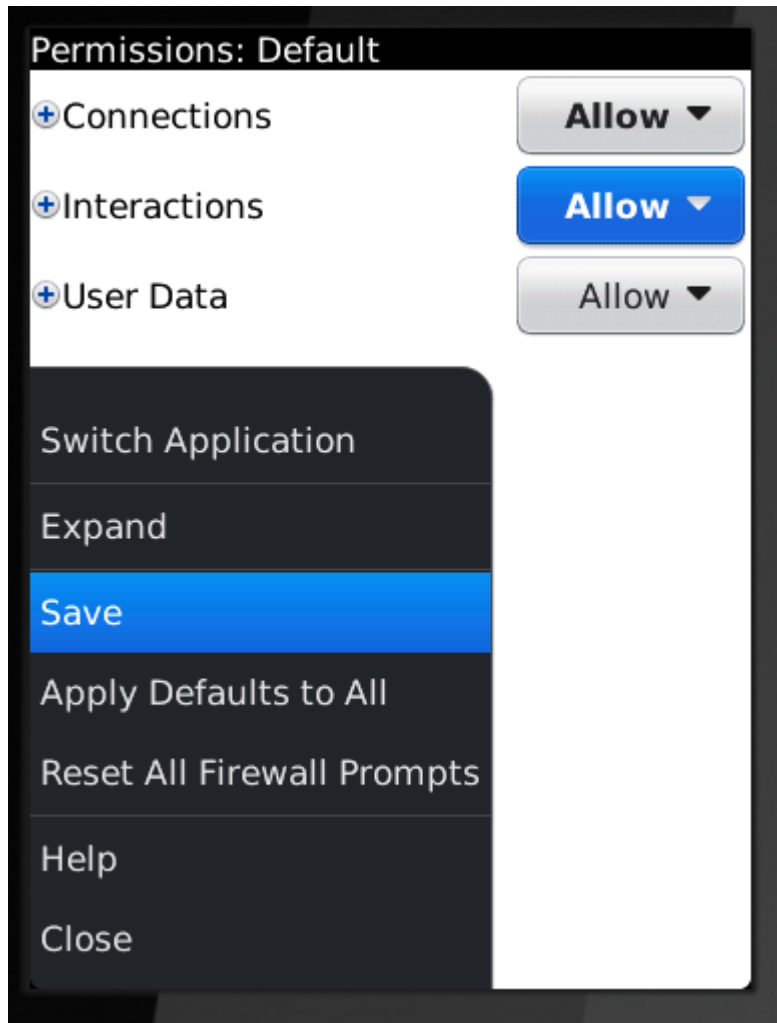
OS 5.0 Devices

- Find the Set-up Icon – Options (The Wrench Icon) – Applications and then click the Menu button on the ACS application and “Edit Permissions”. Set everything to allow.

Sample Application List:



Sample Permissions Screen:



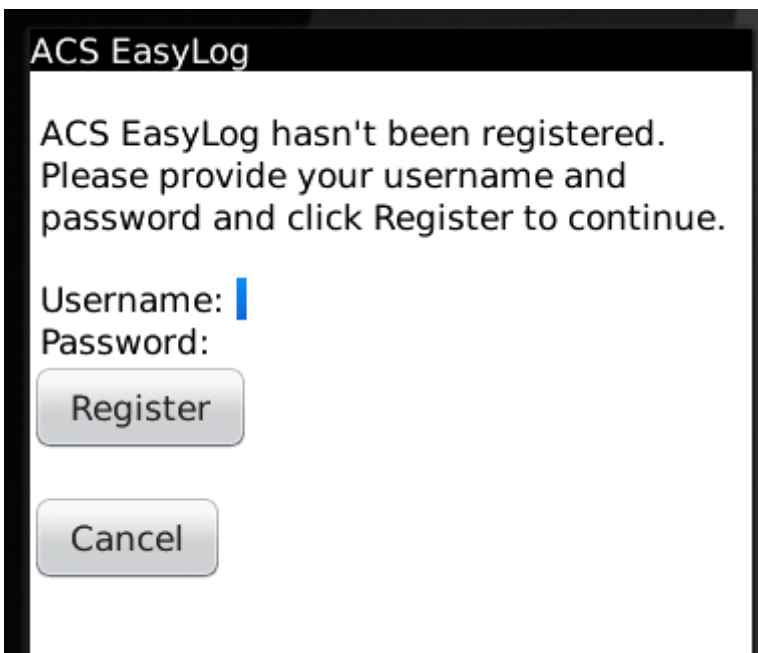
Note: ACS EasyLog will not function properly without the proper permissions. Setting the permissions allows ACS EasyLog to interact with your phone directly to seamlessly monitor and log outgoing communication. Please see the section entitled, "Verifying Your Application Permissions" below.

Registering ACS Easy Log Application:

Prior to logging phone calls users must register the application on the ACS InControl server to seamlessly synchronize with the ACS InControl Recruiting Database. To register, click the ACS Easy Log App icon on your phone.



Enter your ACS InControl username and password:



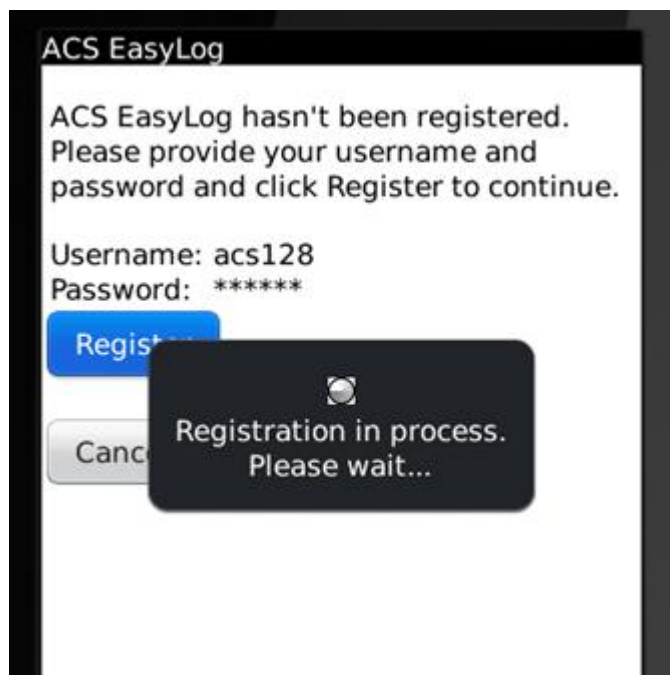
ACS EasyLog

ACS EasyLog hasn't been registered.
Please provide your username and password and click Register to continue.

Username:

Password:

Note: Once you are registered successfully on the InControl server the application will download all PSA-related phone numbers in your ACS Recruiting Coordinator database. Only active PSA records are downloaded. Depending on the number of PSA's in your database there may be a delay in the time to download your PSA database to your phone. As a result, there is a waiting screen while initial data downloads and then successful message upon completion of the download.

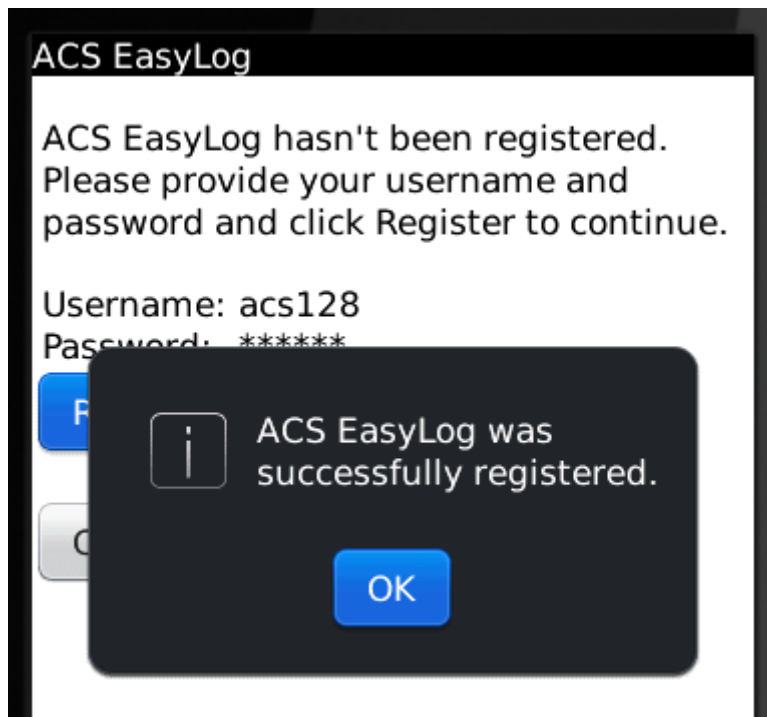


This registration time depends on the amount of phone numbers associated with your account.

# of Phone Numbers in PSA Database	Approx Time Taken to Register Account
5000	1 min
10000	2 mins
15000	3 mins
20000	4 mins
25000	5 mins
30000	6 mins

Not: You may NOT use the app to make PSA phone calls until the initial download completes.

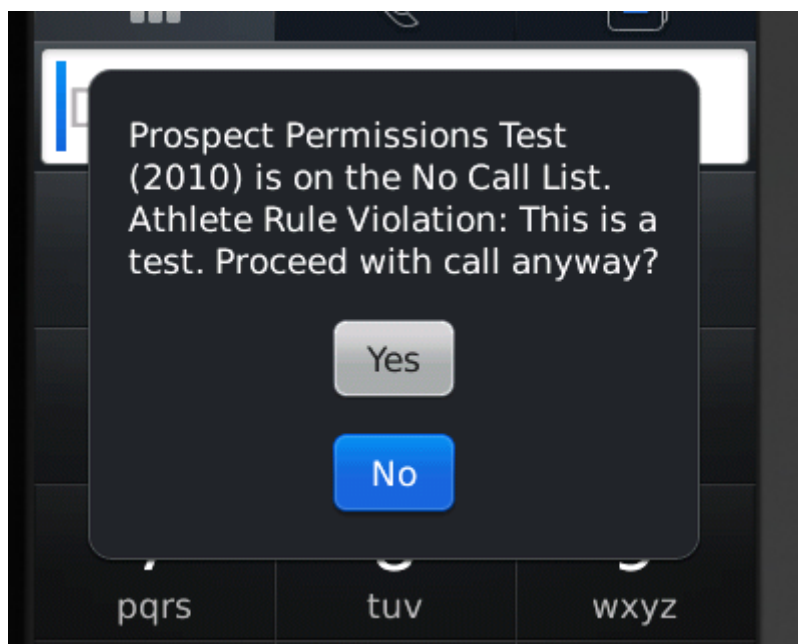
When registration completes the following screen is shown. You are ready to log PSA Phone Calls!



Verifying Your Application Permissions:

Prior to using the ACS EasyLog app you must perform the following test to ensure the application has the proper permissions in order to interact properly with your phone. Please dial **(512) 900-7983**. The call should be disconnected and the phone should not ring.

You should see the following monitoring test message:



If you saw the above message and your phone did not ring then you are ready to use ACS EasyLog!

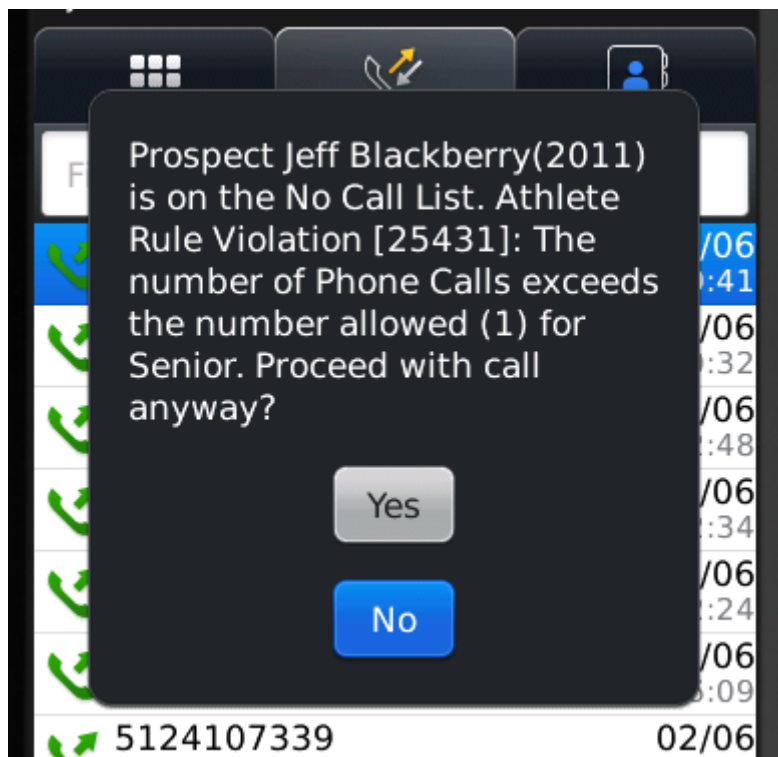
Unfortunately, if the phone begins to ring it means the application permissions have not been set correctly. Please modify the application permissions using the instructions above and make sure to save on the permissions screen. Re-start your phone and try this test again until you are successful. If you continue to have problems setting your permissions please contact ACS for further assistance.

Monitoring Outgoing Phone Calls:

Dial your PSA phone number using your BlackBerry as you normally would. The application runs behind the scenes to monitor your outgoing calls against the ACS InControl Rules Engine. You may have to wait a few seconds for the application to determine if calling your PSA is permissible or not.

If the call is permissible the phone will begin dialing as usual after initially disconnecting the call to determine eligibility.

If the call is impermissible a potential violation message will be shown similar to the following sample below.



Logging Outgoing Phone Calls:

Each time you end a PSA outgoing phone call, you will be prompted to log the result of your call. Please select a result from the drop-down menu, and enter comments if you like. You must log your call before using any additional phone functions!

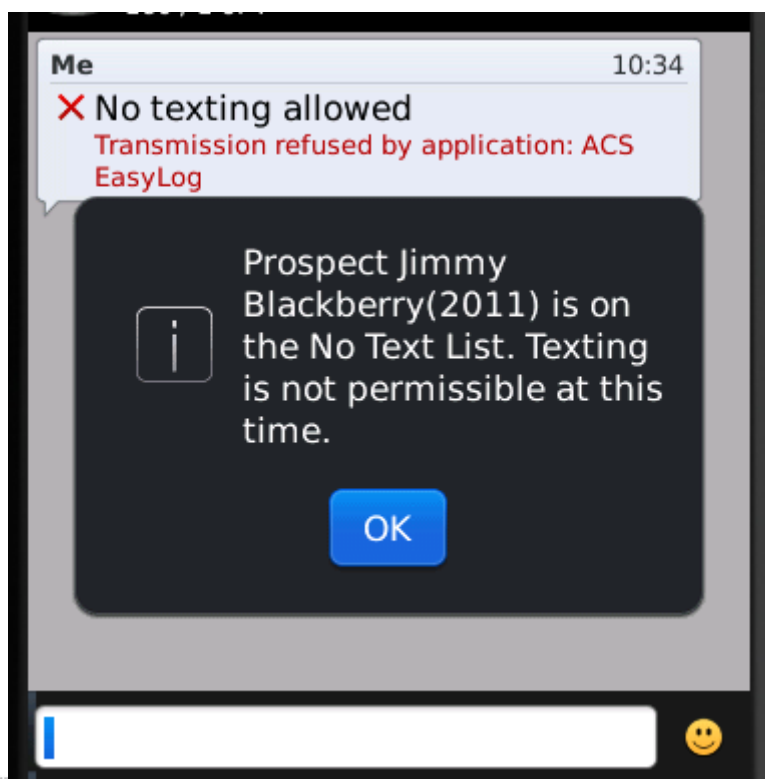


The screenshot shows a mobile application interface for logging outgoing phone calls. At the top, it says "ACS Athletics". Below that, there is a "Result:" label followed by a blue button with the text "Enter Result" and a downward arrow. Underneath is a "Comments:" label followed by a large, empty white text box. At the bottom left of the form is a grey button labeled "Save".

Monitoring Outgoing Text Messages:

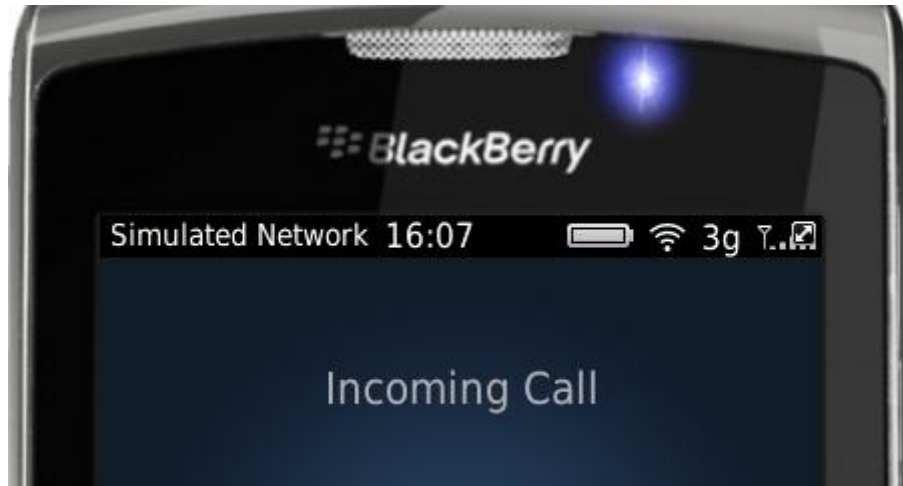
Text messages are not permissible unless a PSA has signed a National Letter of Intent or a PSA has been rolled over into ACS Team Manager and is now part of the active roster.

The application will block all outgoing impermissible text messages:



Detecting Incoming Calls:

Don't get caught off guard when your top prospects are calling you! ACS EasyLog prepares you for conversations with prospects by flashing the LED light blue on your phone anytime a prospect in your ACS Recruiting Coordinator active database calls you!

**Uninstalling the Application:**

You may need to uninstall the application if there is a significant change in your ACS InControl settings or you are getting rid of your phone. Uninstalling the application removes all PSA data from the application's memory on your phone. It also de-registers the device from the ACS InControl server.

To uninstall, select the application icon similar to above when you installed the application. If the application is already installed you will be prompted to uninstall the application as shown below.

