



TEAM CODE QUICK START GUIDE

ExpandShare is our web and mobile app for training and job resources.

Here's how to self register and access posts, courses, checklists and the resource library.

1 INSTALL EXPANDSHARE

ExpandShare is a free mobile app for iOS and Android. Install using these links or by pointing your mobile device camera at the QR code for your device below:



Once installed, open the ExpandShare app and be sure to say yes to the request to **Allow Notifications**, as this is an important feature to help you at work!

You can also use any web browser to register and login at <https://app.expandshare.com/>.

2 REGISTER

In the mobile app or website, click “**Have a team code? Click Here**” below the blue Login button and enter the Team Code for your location:

Location	Team Code
Store 1	7QMPA4
Store 2	X3TLD9

Enter your email address, name, and role(s). Your password needs to include a minimum of 8 characters, at least one uppercase letter, one lowercase letter and one number.

That's it, you've now installed ExpandShare, created your account, and logged in!



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HOME

Posts made by Admins will show here in chronological order. Scroll to read, comment, or like these posts and open any links, attached images, or files. You'll be notified as new posts are made for you by app alert or email.

TRAINING

You will see any incomplete training assignments under the **To Do** tab. As you finish them, assignments move under the **Completed** tab, so you can find and rewatch courses.

The Course Player page allows you to navigate through the course, watch videos and answer knowledge review questions. Courses will check off as you complete them. If you leave a course before finishing, you can return at any time and resume where you left off.

CHECKLIST

Operations checklists are daily tasks specific to your role. Checklists auto-save, so you can leave and return without losing progress and multiple users can work on the same checklist at the same time. Remember to click **Submit** at the bottom when you are finished.

LIBRARY

Additional resources can be found whenever needed in the Library. Navigate the folder structure or use the **Search** (magnifying glass icon in the upper right) to locate a specific resource by title, tag, description or any body text in PDF documents.

Favorite by highlighting the resource, then clicking the star in the upper right to add them to your **Favorites** list.

PROFILE

Your profile (on mobile app, first click the 3 lines (☰) shows your details and training progress.

Click the **Edit** button under your profile circle to upload a custom profile picture, which will show throughout the app to you and others.

Use the **Logout** [→] button here after using a shared device.

The **? Help** button connects you to ExpandShare Support, including searchable knowledge articles and the option to submit a Help Desk ticket. You can also email site questions to support@expandshare.com.