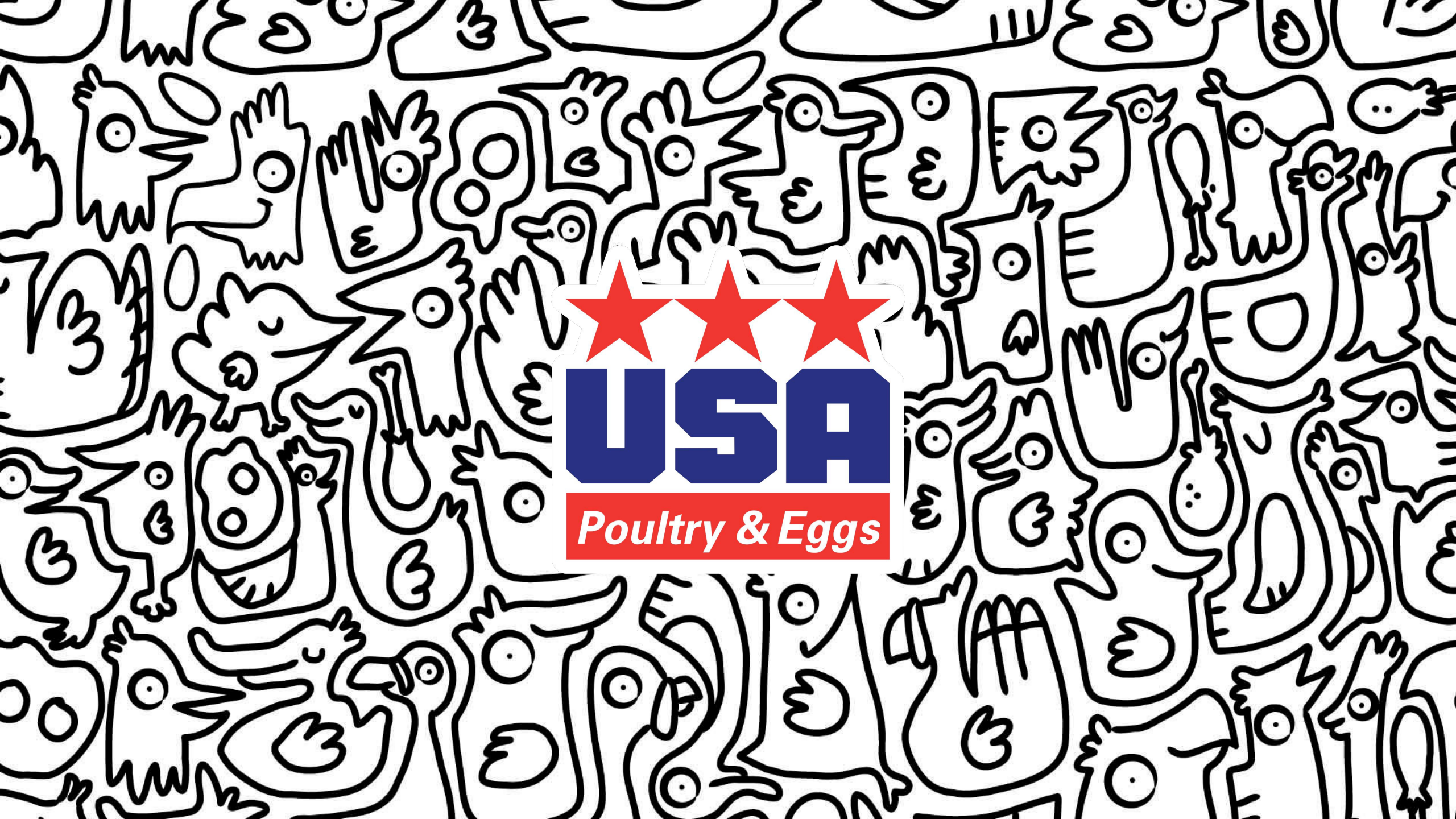
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USER GUIDE USAPEEC MEXICO

MOBILE APPLICATION

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INTRODUCTION

This manual has been created with the objective of providing you with the **necessary knowledge** to be able to easily **manage USAPEEC Mexico's mobile application.**

Within this document, you will find useful information to **learn how to use or solve doubts** about the different **functionalities of the mobile application**.

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REGISTRATION

USER GUIDE USAPEEC MEXICO

REGISTRATION

When **downloading the app** (either on Android or iOS) you must **register as a user** of the **USAPEEC Mexico** mobile application.

1. **Locate** on the main screen the blue button that says**, "Register here"**.
2. **Fill** in all the fields with **your contact information**.
3. Click on the "Register" button.

From that moment on **you will be able to log in to the app with your email and password**. If you wish to make any edits to your contact information or even upload a photo for your profile, you can do so from the **"My profile**" icon.

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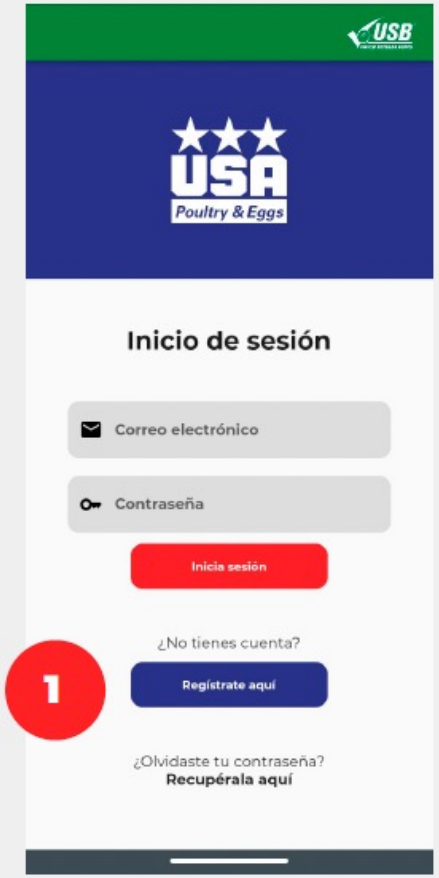

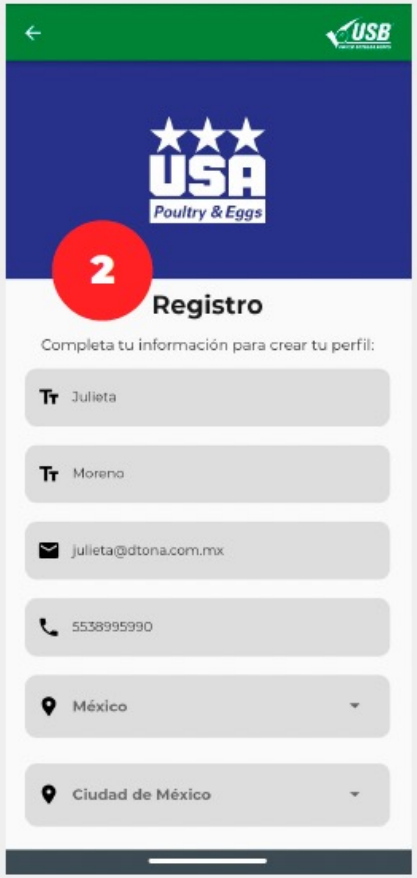

1. **Locate** on the main screen the blue button that says, **"Register here".**
2. **Fill** in all the fields with your **contact information**
3. **Fill** in all the fields with your **contact information**

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LOG IN

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LOG IN

Now that you are registered, all you must do to **log in** is:

1. Enter your **e-mail address**.
2. Enter your **password**.
3. Click on **"Log In".**

You are now ready to navigate through the application!

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MY PROFILE

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MY PROFILE

If you wish to **edit your contact information** or **upload a photo for your profile**, you can do so from the "**My profile**" icon.

1. Click on **"My profile",** which is in the lower right corner of your application.
2. Select the blue button **"Edit profile**".
3. If required, **modify your personal information.**
4. To **add or change a profile picture**, select the blue circle above your name and you will be shown two options. Choose one and perform the corresponding action:
    a. Take the picture with your camera at that moment.
    b. Upload the photo from your image gallery.
5. **Click on "Update my profile"** and the changes will be saved.

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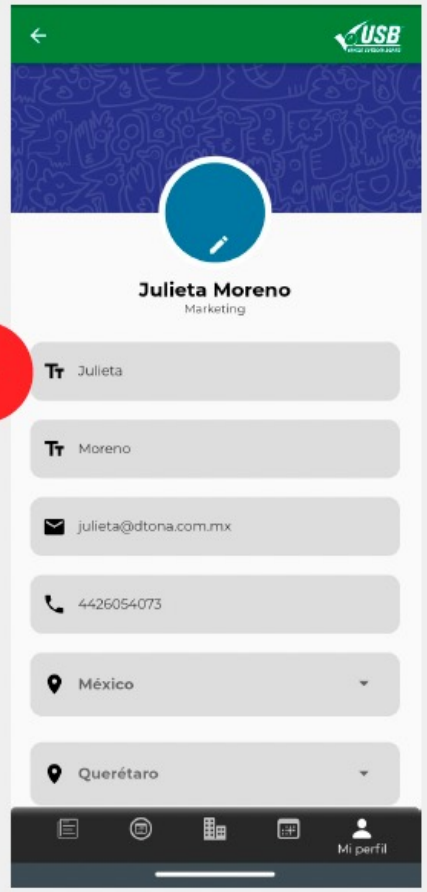
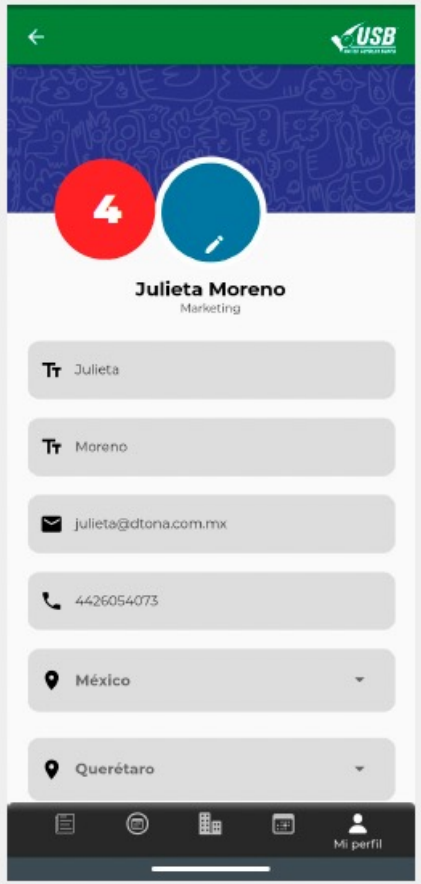
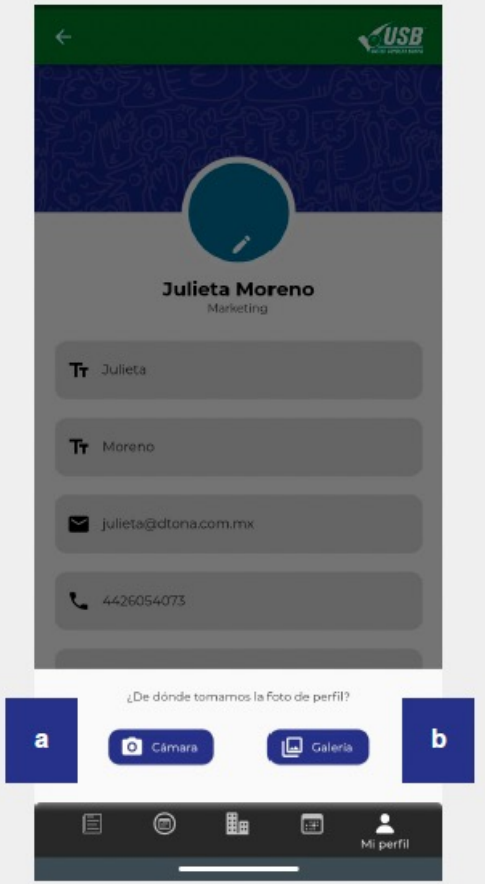


1 **Click on "My profile", which is in the lower right corner of your application.**

2 Click on the blue "Edit Profile" button.

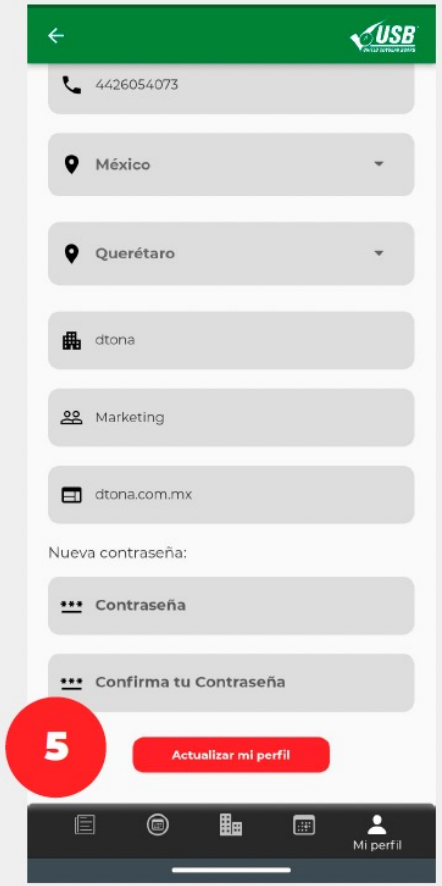
3 If required, **modify your personal information.**





4 To **add or change a profile picture**, select the blue circle above your name and it will show you two options. Choose one and perform the corresponding action:

a. Take the picture with your camera at that moment.
b. Upload the photo from your image gallery.



5 Click on "Update my profile" and the changes will be saved.

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PASSWORD RECOVERY

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PASSWORD RECOVERY

In case you **don´t remember your password**, follow these simple steps to **recover it**.

1. Click on **" Recover it here".**
2. Enter your **email address.**
3. Select "**Validate email**". At this point, a notice that an email has been sent to you will be displayed.
4. **Check your inbox** and open the email from "USAPEEC Mexico". Now, **click on the "Reset Password"** button which will take you back to the mobile application.
5. **Enter and confirm your new password**.
6. Click on **"Reset password"** and from this moment on, you can log in to the app with your new password.

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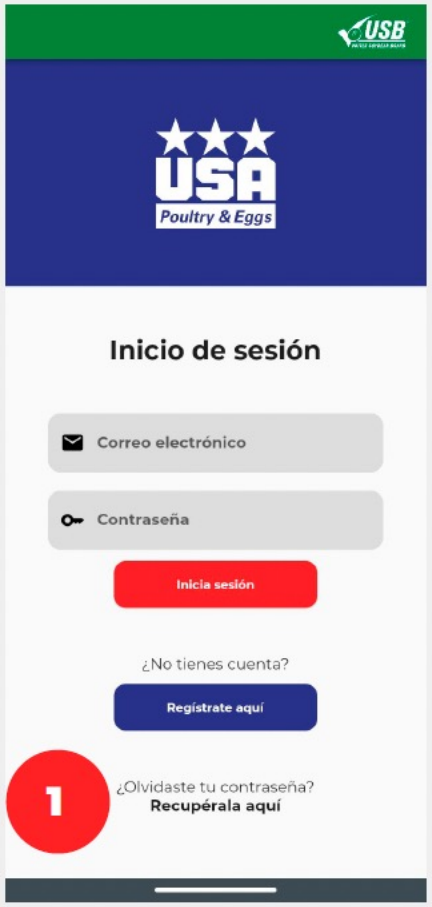
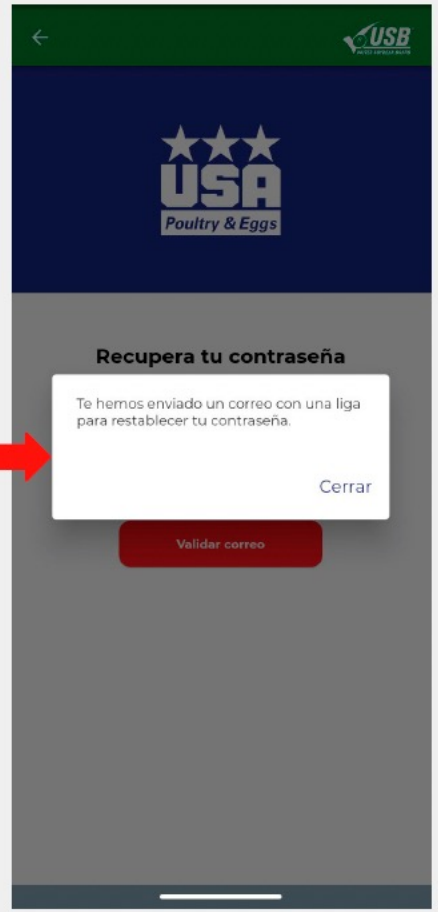
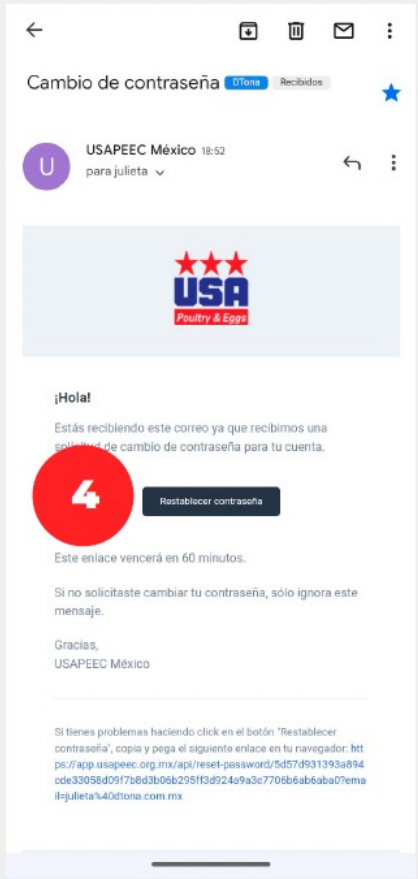
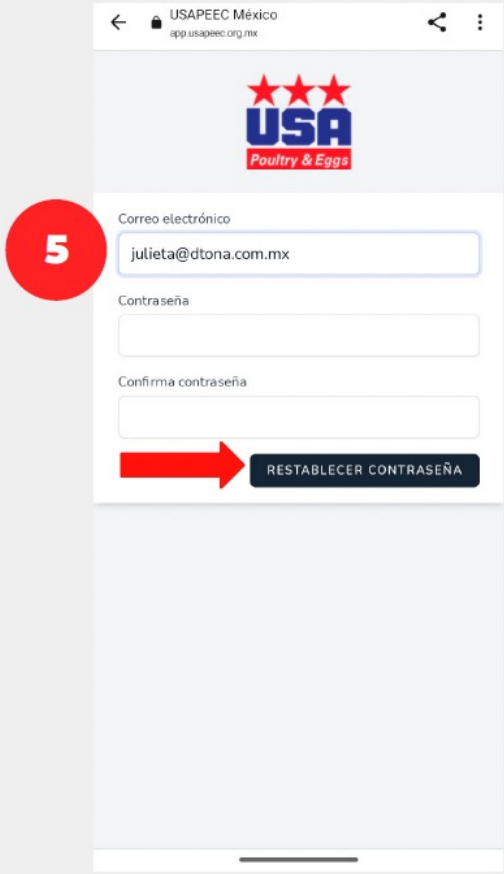




1. Click on **"Recover here".**
2. Enter your **email address**.





4 **Check your inbox** and open the email from "USAPEEC Mexico". Now, **click on the "Reset password"** button which will take you back to the mobile application.

5 **Log in and confirm your new password**

USER GUIDE USAPEEC MEXICO

APPLICATION CONTENT

USER GUIDE USAPEEC MEXICO

APPLICATION CONTENT

This application aims to **bring USAPEEC Mexico members closer to each other; create a network of contacts** that will allow them to **generate business opportunities** and keep them informed of the most relevant news and events related to the **poultry and egg industry**.

It is designed to provide USAPEEC Mexico member users with the best and smoothest browsing experience.

In this app you will find **5 sections**:

1. News
2. Events
3. Directory
4. My appointments
5. My profile

Below we will describe each of them

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NEWS

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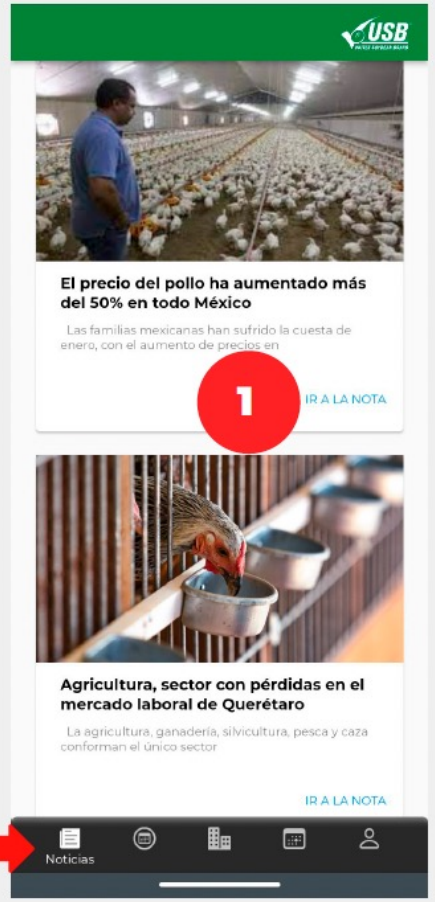
NEWS

In this section you will find **information related to the poultry and egg industry**. When you log in to the application, you will automatically be taken to the news section.

The only thing you must do to consult it is:

Click on **"Go to article**" in the news of your interest to display all the information.

Now you know how to **stay informed of the most relevant news of this industry** that interests us so much.



1 Click on **"Go to article"** in the news of your interest

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EVENTS

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EVENTS

Here you can find the **most important events** related to the **poultry and egg industry**, organized by USAPEEC Mexico. Below we give you a brief tour of this section so you can learn how it works.

1. **Go to the "Events" section**. Upcoming events will appear with a short description.
2. To learn more, click on "Go to event". **Information about the venue, date, type of event and list of exhibitors will be displayed.**
3. If you are interested in attending, **click** on the red "**Register**" button. You will receive a registration confirmation notice(b). Once you accept, the "Register" button will change to **"Your QR access code"(**c). Click on this button to view all the event information and even to rate the event.

Each time you confirm your attendance to an event, **it will be registered in the "My appointments"** section of the application.

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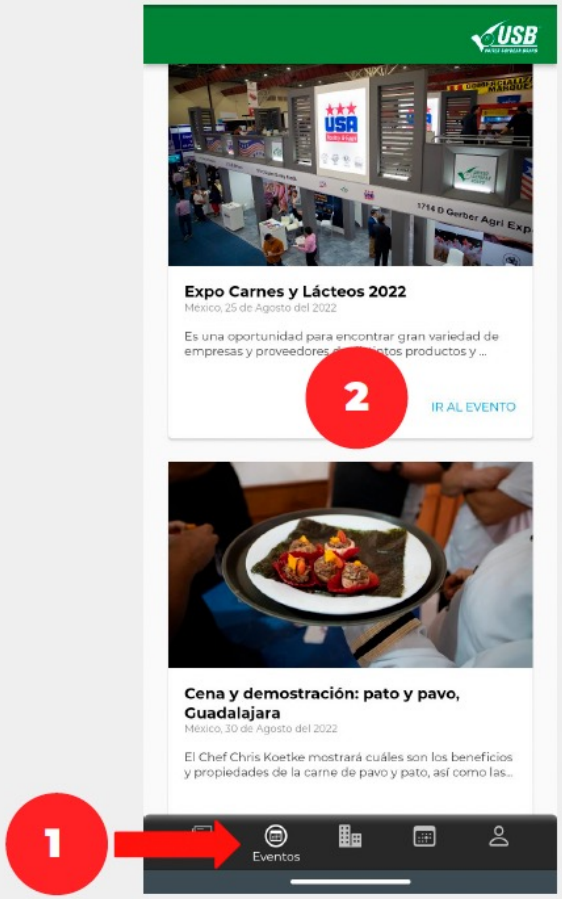
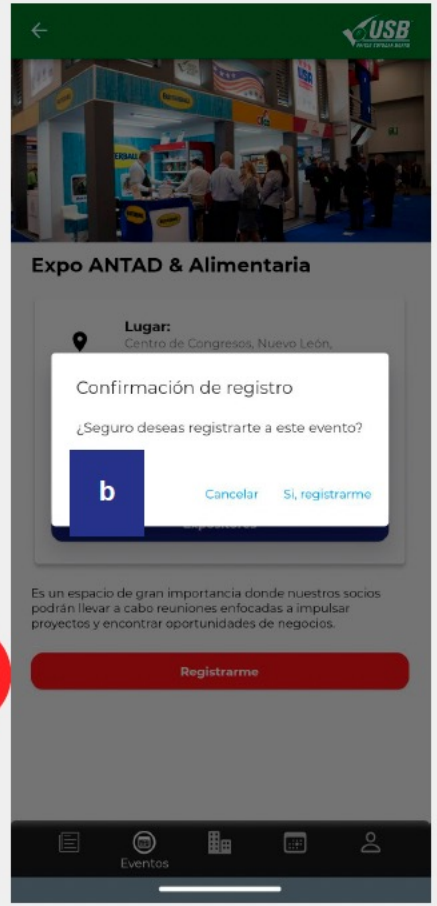
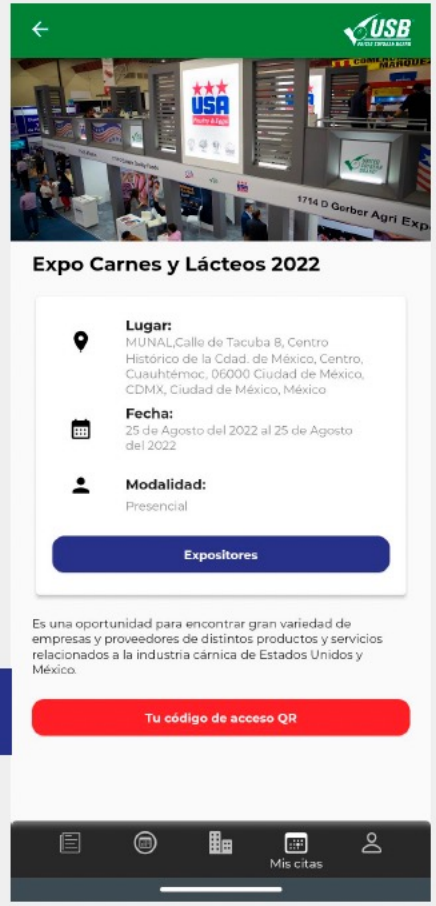


1 Go to the “Events” section. **Upcoming events will appear with a short description.**

2 Click on "Go to event". **The information of the venue, date, modality of the event and list of exhibitors will be displayed.**





3 **If you´re interested in attending,** click on the red "**Register**" button. You will receive a **registration confirmation notice**(b). Upon acceptance, the "Register" button will change to **"Your QR access code**"(c). Click this button to view all the information about the event and even to rate the event.

USER GUIDE USAPEEC MEXICO

EVENT EVALUATION

Once you select the "**Your QR access code"** button, the code that **will give you access to the event** and all the information that you need to know about will be displayed, which will **be always available in your mobile application.**

You will also have the opportunity **to rate the event** and provide feedback to the organizers.

1. Click on the **"Rate the event"** button.
2. Fill out the **survey.**
3. Click on "**Submit**".

It´s very important to know your opinion, so we ask you to please fill out the surveys for each event.

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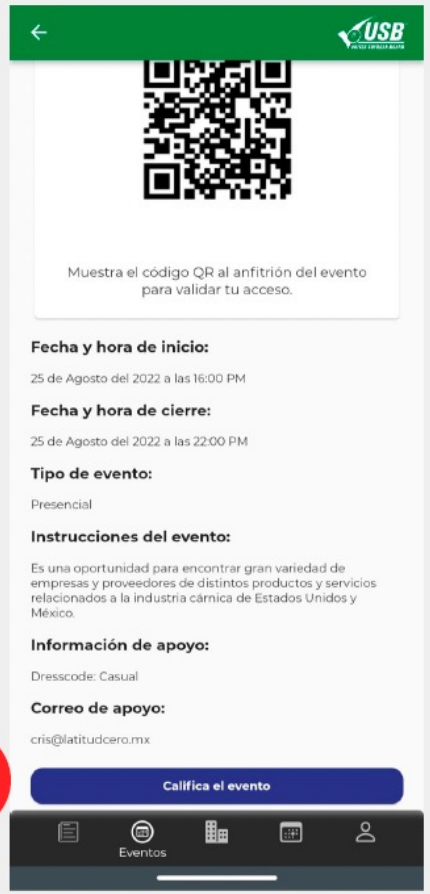

1 Click on the "**Rate the event**" button.

2 **Fill out the survey** and once you are done, click "**Submit".**

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DIRECTORY

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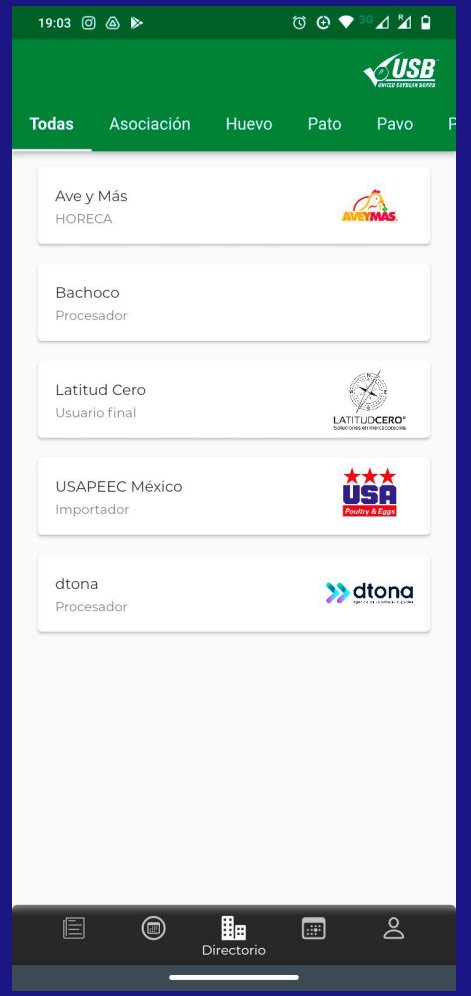
USER GUIDE USAPEEC MEXICO

DIRECTORY

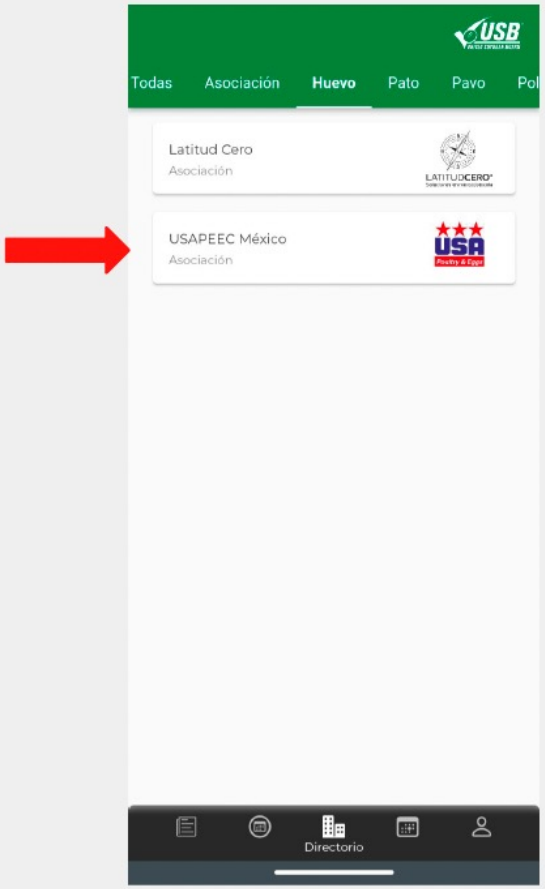
a

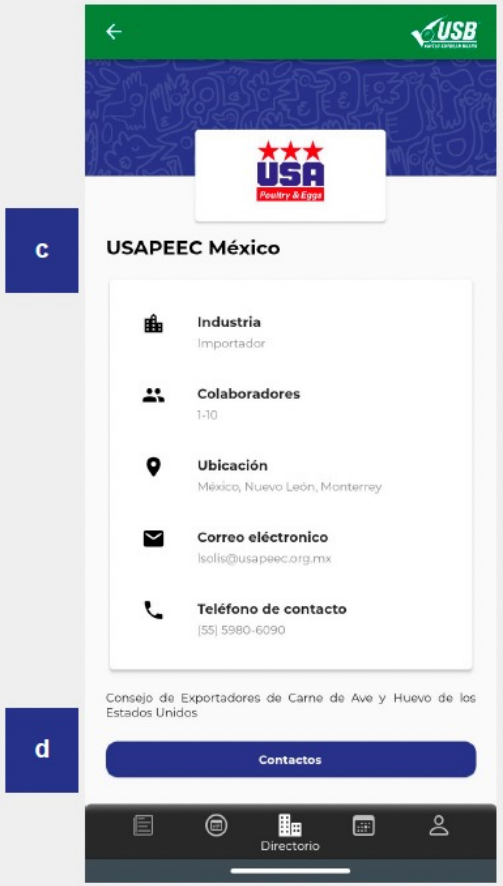
b

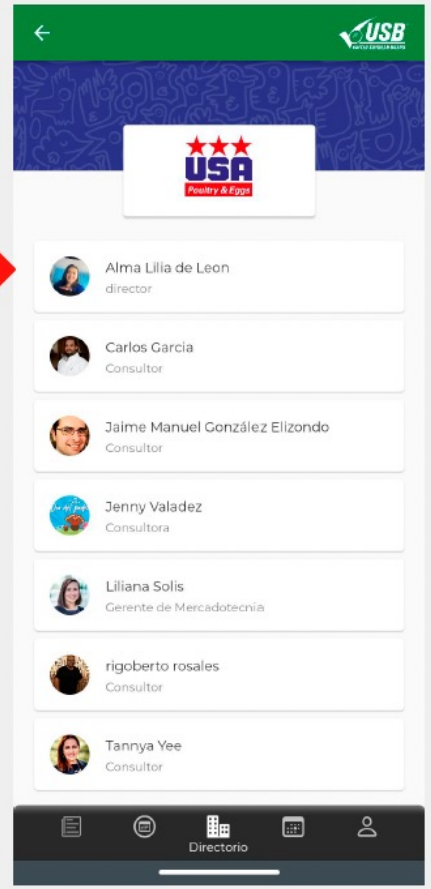


In this directory you will find a **list of companies** that are **registered in USAPEEC Mexico's application**. You can see all of them in the same section or if you are interested in reviewing the companies that are related to a particular product, go to the menu at the top and choose the one you are interested in. **A list of companies that import, export, market the product, etc. will be displayed.**

By clicking on the one you want to reach(b), you will be able to **consult its contact information(c) or its list of collaborators(d).**







c Here you can **find their contact information.**

d In this button you can see the **list of collaborators** of the company you have chosen.

USER GUIDE USAPEEC MEXICO

APPOINTMENTS - PROCESS

In each of the companies that are registered in **USAPEEC Mexico** and that are in the directory, there is a list of "Contacts"(a) to **whom it is possible to request an appointment** if you wish.

1. **Click on "Contacts**", within the company you are interested in approaching.
2. A **list of collaborators** who are registered in the USAPEEC Mobile app will be displayed. **Choose the person you wish to make an appointment with.**
3. When their contact information is displayed, you will find a red "Request appointment" button. Select it.
4. **Fill in the fields** with the appointment information.
5. Click **"Submit request**".

At that time, a **notification that someone has requested an appointment** will arrive on your mobile application.

It is worth mentioning that due to the configuration of the application, **it is not possible to send more than one appointment request to the same person** if the first meeting has not taken place, for example: if you have an appointment at 11:00 hrs. and you wish to make another appointment with the same person but on another date, it is not possible until after 11:30 hours.

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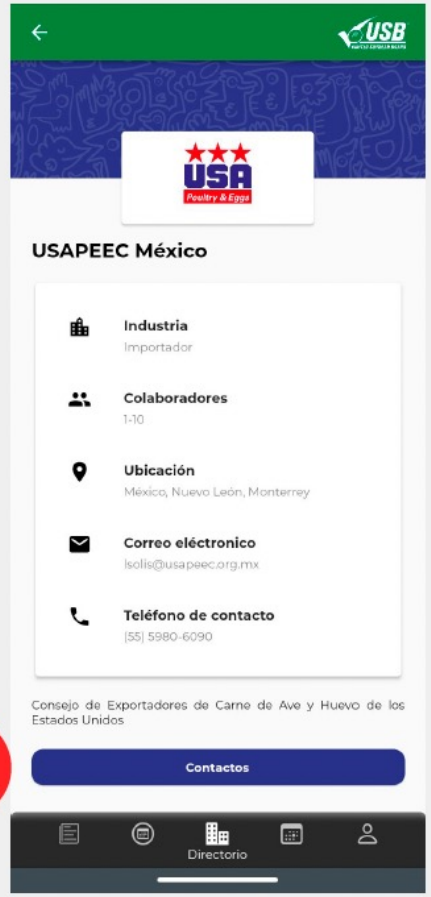

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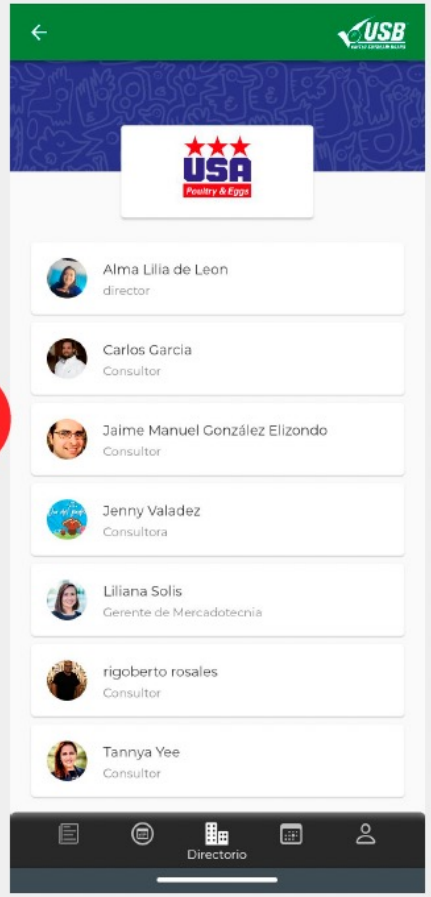
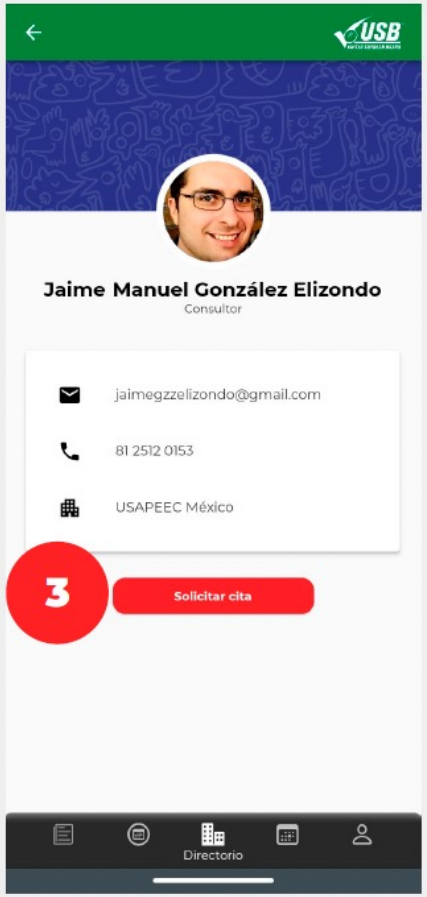
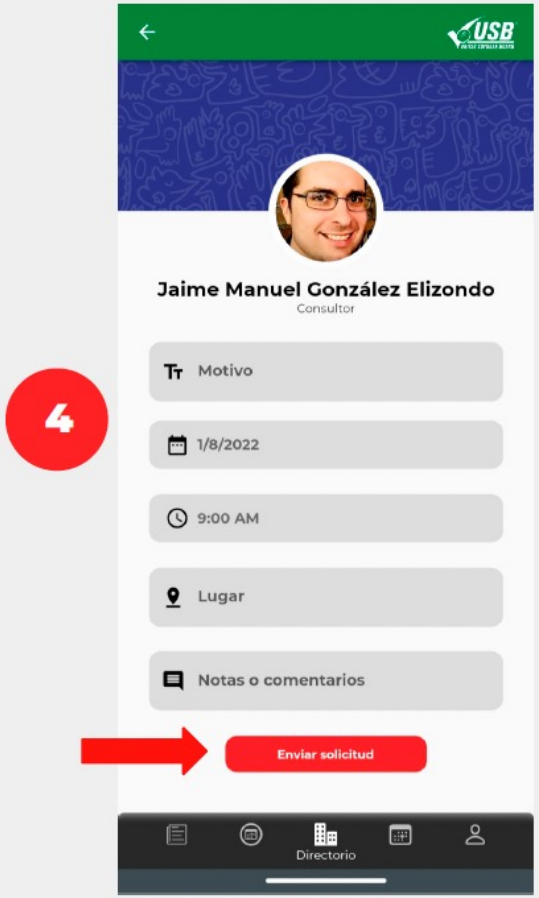


2

1 **Click on "Contacts",** within the company you are interested in approaching.

2 A **list of collaborators** who are registered in the USAPEEC Mobile app will be displayed. **Choose the person you wish to make an appointment with.**





3 When your contact information is displayed, you will find the red "**Request appointment**" button. Select it.

4 **Fill in the fields** with the appointment information and click "**Submit request".**

Once you **have requested an appointment** from any member of the USAPEEC Mexico app, **it will be registered in the “My appointments”** section (for both the sender and the receiver), located in the menu at the bottom of your app.

In "My appointments", you can see whether the meeting is pending confirmation or it´s already confirmed.

This section will also **record the events for which you have confirmed your attendance(b).**

If you are the **recipient of the meeting request**, it will also **be registered in the "My appointments"** section and will appear with the status: "Awaiting confirmation".

To **confirm or cancel an appointment**, follow the steps below:

1. Click on the **new appointment**.
2. Select the blue button **"Confirm appointment" or "Cancel appointment",** as the case may be.

At this point, **the sender of the request will be notified** that you have accepted or cancelled the appointment and it will be recorded in the "My Appointments".

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1 Click on the new appointment

2 Select the blue "Confirm appointment" or "Cancel appointment" button