

Getting started with Fonn

Creating your Fonn account & joining a new project

You will receive an email invitation to participate in a project on Fonn

1. Click the 'Go to app' button > This will take you to a registration screen to create your user

| You have been invited to the 140 South Street project by Alyda Waterworth | 5 | * | \rightarrow |
|--|---------------------|---------|---------------|
| C Fonn Construction <noreply@fonn.io> To: Operative <pre>coperative@fonn.co.uk></pre></noreply@fonn.io> | Monday, 20 December | 2021 at | 11:34 |
| | | | |
| FON | | | |
| Invitation | | | |
| You have been invited by Alyda Waterworth to participate in 140 South Street project, in Fonn Const | ruction. | | |
| Go to app | | | |
| Please ignore this e-mail if you don't want to join this project. If you have any questions please check out or contact alyda@fonn.co.uk | | | |
| Alternative link https://app.tonn.io/togin?email=alyda@fonn.co.uk | | | |
| Message sent by Fonn Construction © 2021 | | | |

2. On the registration screen, your email address will automatically be populated based on the invitation, simply type in your chosen password, then click 'Create User'

| F | Registration |
|----------------------|---|
| E-MAIL★ david.lew | is.fonn@gmail.com |
| PASSWORD | ▶ * |
| min. 8 characte | rrs |
| By cre Term | eating a user you accept th is of use and Privacy policy |
| | Create User |
| | Already a user? |



3. Next a screen will appear for you to enter a little more information about yourself, then click 'Save details'

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Important!

- Only fields with a red asterisk * are required
- Do not tick the 'I represent a Company' option

| FOHMM |
|-------|
|-------|

| m | ore about yo | ourself. |
|-----------------------|--------------|-------------|
| FIRST NAME * | | |
| LAST NAME * | | |
| PHONE * | | |
| OCCUPATION / POSITION | | CSCS NUMBER |
| I represent a company | | |
| | Save details | |
| | Not now | |

4. Your account has now been created and you shall be directed to your new home screen. This will be an overview of all projects you are a member of.

5. If you have any pending invitations, you will see it at the top of your view. To accept the invitation, simply click the 'Join' button.

| FON | PROJECTS | | | Search | ۹ (| TASKS | 合 | OPERATIVE operative@fonn.co.uk |
|-----|----------|------------|---------------------------|--------|----------|-------|---|-----------------------------------|
| | | Projects | Create - Q Search | | Filter 🔻 | 15 | | |
| | | don Ignore | | | | | | |
| | | | No projects found | | | | | |
| | | I | + New project + New group | | | | | |
| | | | | | | | | |
| | | | | | | | | |



6. You are now a member of this project!

Need Help / Support

If you need help or have a question regarding Fonn, you can get in touch through the following:



You can click the Chat icon on any screen whilst using Fonn on the web browser. Simply fill out a few details like below > then click 'Start Chat' > a member of support will then assist you as necessary.

| Support Chat | |
|--|----|
| Name (optional) | |
| Alyda W | |
| Or social sign in: | |
| Email (optional) | |
| alyda@fonn.co.uk | |
| Choose a department (optional) | |
| 1. Live Support | ~ |
| Message (optional) | |
| Hi, | |
| Please can you tell me where I can check in/out of a project? | : |
| zendesk Start ch | at |



For help via the app:

1. Click the 🦲 icon

2. Select 'Help'

3. Click the 🕥 icon

4. Fill out the chat information as above

| АА | Support.fonn.io | S |
|-------------------|--------------------|------------|
| | Support Chat | |
| Name (optiona | l) | |
| | | |
| Or social sign ir | n: 🛐 G | |
| Email (optiona | 1) | |
| | | |
| Choose a depa | artment (optional) | |
| - | | \sim |
| Message (opti | onal) | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | Start chat |
| zendesk | | |

2. Email

E-mail: support@fonn.co.uk

3. Freephone

Fonn Support UK: +44 (0)800 520 016