



Using the MNSure App

Once you have authenticated your MNSure app, you no longer need to be connected to the Internet to use any of the features. You will however need to reconnect to the internet when syncing new data. See the “System” section for more information.

If you need to exit the Filemaker Go app, don't worry. The authentication process was a one-time occurrence and you won't have to reauthenticate to access the MNSure app. Simply reopen Filemaker Go (and tap MNSure file in FMP Go app if necessary) and you'll be able to continue from the point of your most recent sync.

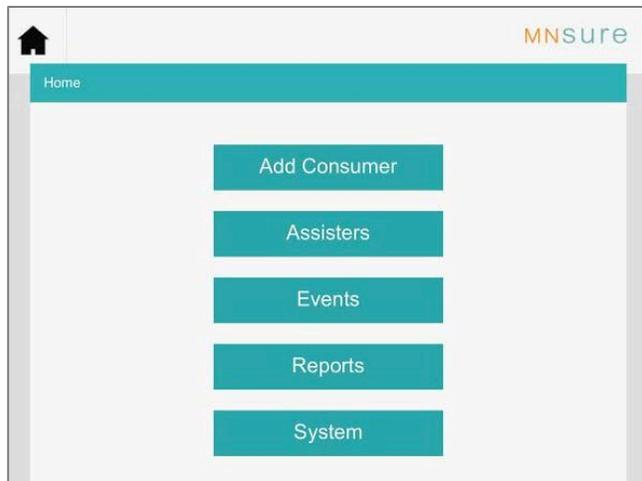
Adding a Consumer

Access the Consumer Form

From the home screen, tap the “Add Consumer” button at the top of the list.

On the consumer page complete the form with the required information about the consumer, including contact information, the plan they are on, and whether they have authorized contact.

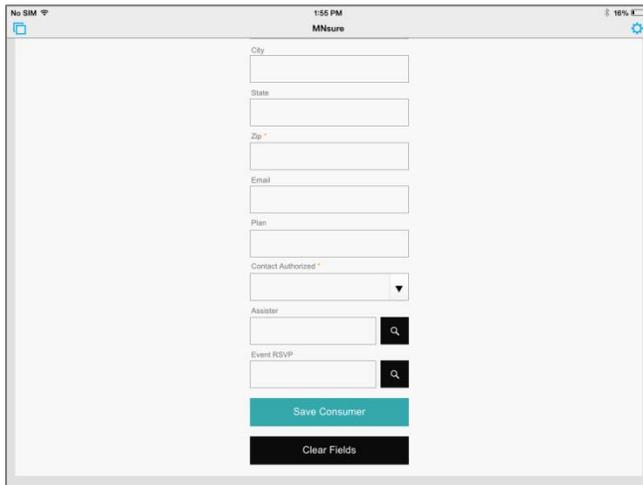
You can also match consumers up with assisters and events they might be interested in.



Assister and Event RSVP Fields

At the bottom of the form are two fields marked “Assister” and “Event.” Tapping the search button for the assister field will take you the Find Assisters page. Using the filters at the top of the page, locate the appropriate assister and tap their name when it appears in the search results. You will be returned to the previous consumer form you were busy with, and the assister field will be filled with your selection.

Repeat these steps with the next field - Event RSVP. Note that when you tap an event, you will be taken to a details page about that event. If you have selected the correct event, tap “Assign to Consumer” at the bottom of the page, and you will be taken back to the consumer form, where the event will now display in the Event RSVP field.

A screenshot of the MNsure app's consumer form. The form is displayed on a mobile device screen with a status bar at the top showing 'No SIM', '1:55 PM', and '16%' battery. The app title 'MNsure' is visible. The form contains several input fields: 'City', 'State', 'Zip', 'Email', 'Plan', and 'Contact Authorized' (a dropdown menu). Below these are two search fields: 'Assister' and 'Event RSVP', each with a magnifying glass icon to its right. At the bottom of the form are two buttons: a teal 'Save Consumer' button and a black 'Clear Fields' button.

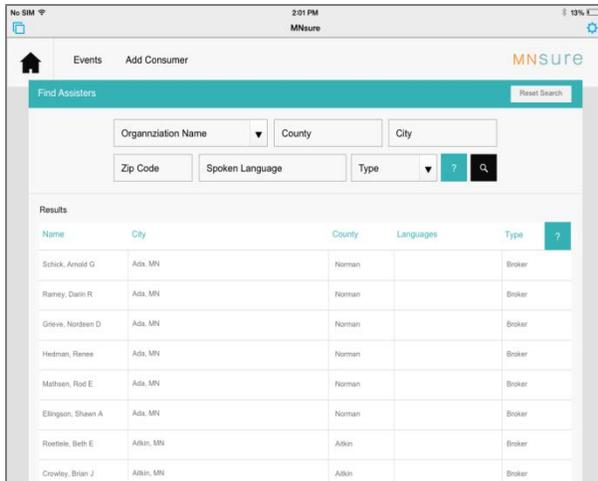
Assisters

Finding an Assister

From the home screen, tap the ‘Assisters’ button second from the top.

You’ll be taken the Find Assisters page with search filters at the top of the page and a list of assisters below.

Use the filters to narrow your search by organization, county, city, zip code, language and/or assister type.



Assister Types

Assisters can be either agents, brokers, navigators or a combination of the three. To learn more about these assister types, tap the blue button with a question mark located next to the “Type” dropdown in the filters section. This will present a flyout window with some information on the types.

After you have filled out some or all of the search filters, tap the black search button to bring up a new list of assistors that meet your search criteria.

Start a New Search

You can reset your search at any time and start over by tapping the “Reset Search” button in the upper right corner of the page.

Events

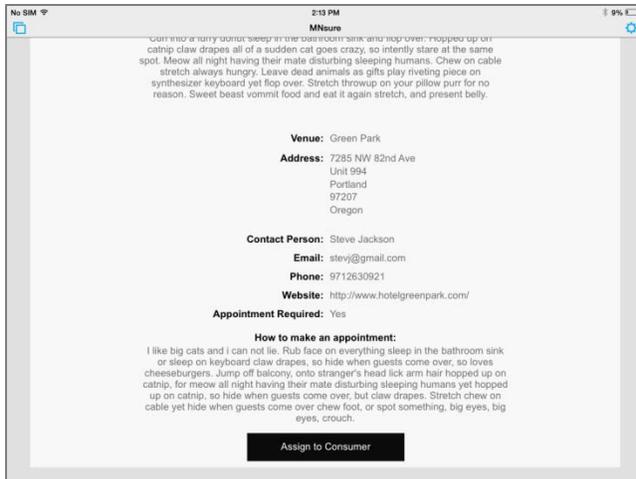
Finding an Event

From the home screen, tap the “Events” button third from the top.

You’ll be taken the Find Events page with search filters at the top of the page and a list of upcoming events below.

You can use the filters to narrow your search to event type, region, zip code, and/or date.

How to Use the MNSure App



Start a New Search

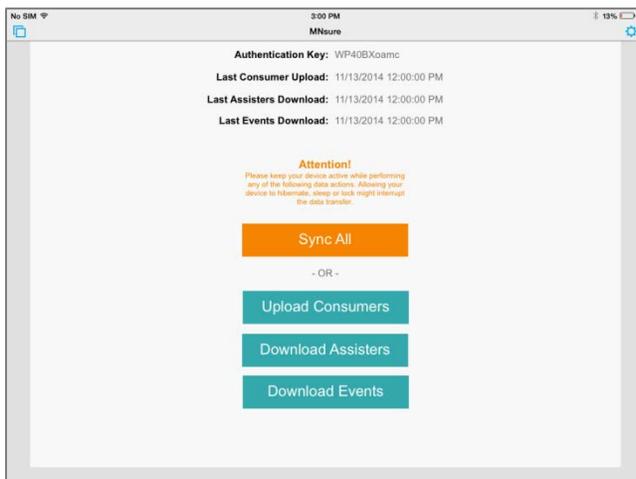
You can reset your search at any time and start over by tapping the “Reset Search” button in the upper right corner of the page.

Reports

Calculating Your Totals

From the home screen, tap the “Reports” button fourth from the top. You’ll be taken to a new page displaying information on your captures. To calculate your most recent activity, simply tap the “Calculate Totals” button. The numbers for activity that day and activity on the device you are using will update to reflect your latest activity, as well as telling you the date and time you last calculated your total.

System



System Information

From the home screen, tap the “System” button fifth from the top.

You’ll be taken to a new page called System Settings with information about your account details and activity, and some functions beneath that.

Sync All

Note, you need to be online to perform this function. The “Sync All” button will perform all three functions of the three buttons below, namely Upload Consumers, Download Assisters and Download Events, all in one.

If you would prefer to only do one or two of these things, you can use the individual buttons at the bottom of the page.

Upload Consumers

This uploads the data for all the new consumers you have added to the system.

Download Assisters

This downloads new Assister data that was added since you last performed this function, getting that information onto your device so you can see new assisters.

Download Events

This downloads new event data that was added since you last performed this function, getting that information onto your device so you can see new events.

NOTE: It is important while performing any of these individual functions or using “Sync All” that you keep your device connected to the internet and keep it active. If it hibernates, sleeps or locks while information is transferring, the transfer may be interrupted.

