

# Coach 2

## Pre-Installation

These instructions should be followed by existing Alchemy Coach customers.  
Coach 2 is **not an upgrade** to the existing Alchemy Coach app.

### Complete All In-Progress Observations

- A. Launch the current **Alchemy Coach** app on your device
- B. Tap the **Assigned** tab
- C. Complete or delete all observations shown

### Sync All Observations & Sign Out

- A. Tap the **Sync** tab
- B. Tap the button marked **Start Sync**
  - Verify that the Sync was successful
- C. **Sign out**

### Delete the Coach App from your Windows Device

- A. Tablet
  - From the Start Screen, swipe to the bottom of your screen to access the **App** view
  - Tap and hold the **Alchemy Coach** app for a couple of seconds to display the tiles options
  - Tap on the **Uninstall** button to remove the app
- B. Desktop
  - Press the **Windows** logo key on your keyboard or click the Windows **Start icon** on the left end of your taskbar
  - Locate **Alchemy Coach** in your list of programs and right click on the name
  - Choose **Uninstall** to remove the app

### Delete the Coach App from your Apple Device

- A. From any Home screen on your device, tap and hold the Coach app icon until all icons start wiggling
- B. When the apps begin to wiggle, you will see X's in the upper left corner of the icons
- C. To delete Alchemy Coach, tap the X to delete

# Coach

## Downloading Coach

Download and install the Coach App from the device's App store. Upon downloading the app, sign in to Coach with Alchemy username and password.

### For Android Devices

Ensure you already have a Google account set up on your device

- A. Launch the Google Play Store
  - If this is the first visit on Google Play, the user may be prompted to log in with the Google credentials and verify payment information
- B. Search for **Alchemy Coach**
- C. Follow the instructions on your device to install **Alchemy Coach**
- D. Load the app and follow the **Signing In** instructions on page 8 of this Resource Guide

### For Windows Devices

Ensure you already have a Microsoft account set up on your device

- A. Launch **Store** or **Marketplace**
- B. Search for **Alchemy Coach**
- C. Follow the instructions on your device to install **Alchemy Coach**
  - If this is the first time an app has been installed onto the device, the user may be prompted to set up a Microsoft account and verify purchase
- D. Load the app and follow the **Signing In** instructions on page 8 of this Resource Guide

### For Apple Devices

Ensure you already have an iTunes account set up on your device

- A. Launch the **App Store**
- B. Search for **Alchemy Coach**
- C. Follow the instructions on your device to download **Alchemy Coach**
  - If this is the first time an app has been downloaded onto the device, the user may be prompted to enter a password
- D. Load the app and follow the **Signing In** instructions on page 8 of this Resource Guide

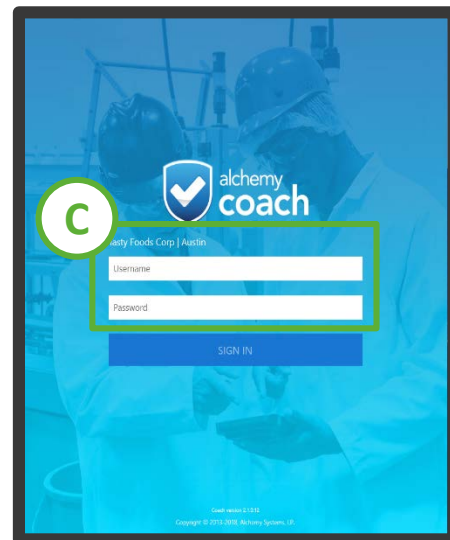
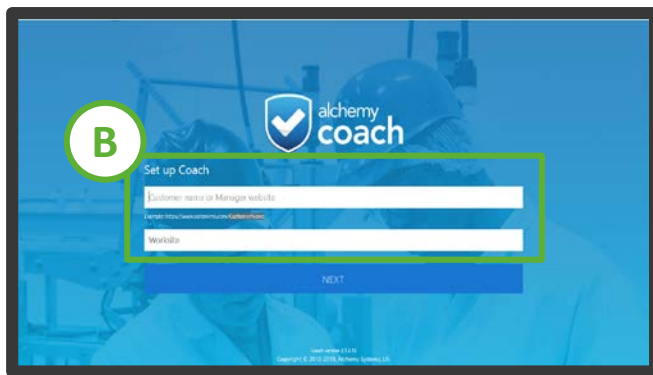
# Coach

## Signing In

Coach is a secure, mobile app used to observe and address GMPs, safety procedures, and important processes. To conduct an observation the Coach needs a “Coach” level of access established in Manager. Check with your company to get this information. **Coach works in both landscape and portrait view depending on the device.**

### Signing into Coach

- A. Launch the Coach App on the device
- B. The initial sign in will require you to configure the app using the customer name and worksite
  - **Skip to the next step if the app has already been configured**
- C. Sign in using your Coach Username and Password (If you have a Manager login, these will be the same)



**Note:** Customer Name refers to the name on the Alchemy Manager web address.

**For example:** If the Alchemy Manager website is <https://www.sistemlms.com/yournamehere>, and the worksite is listed as Sioux City:

**Customer Name:** yournamehere

**Worksite:** Sioux City

**Note:** This is case and space sensitive

