

WELCOME TO THE NEW MYHEMS!!!!

# MyHems

Login

[Forgot password?](#)  
[Privacy Policy](#)

Are you an educator?  
Download our mobile app.



# Creating a user name/password

Please click on link below and make a user name and password. (this will be different from old hems)

For the logins, put your email here and it'll send a reset email:

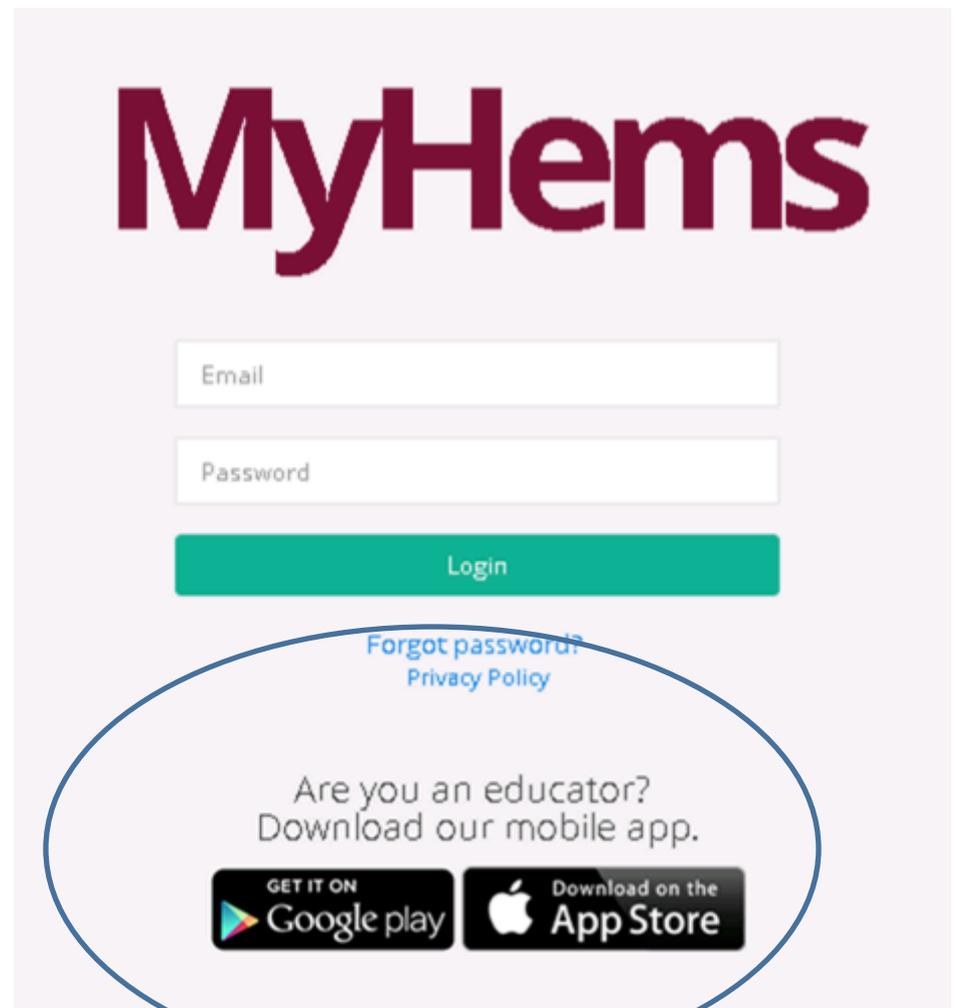
<https://portal.myhems.com/forgot-password>

# Installing Application for Iphone



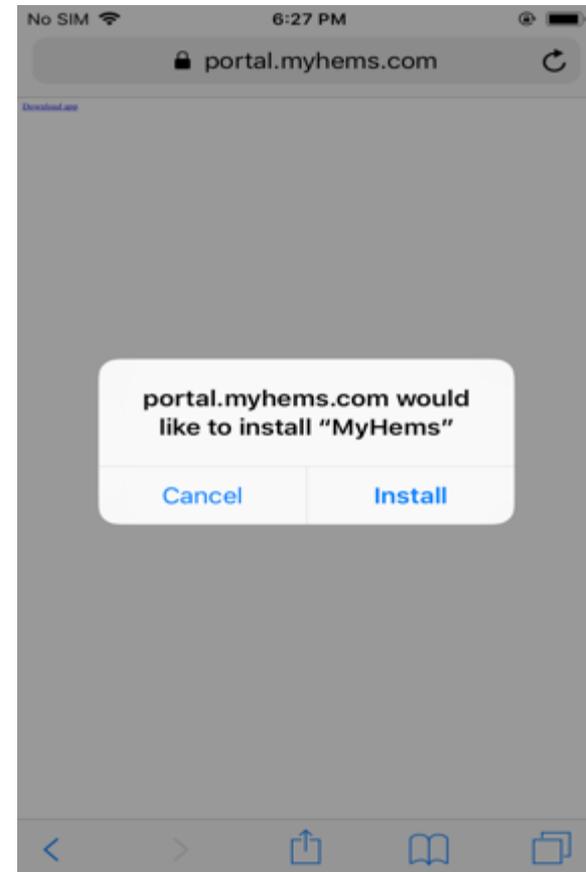
# Installing the Apps

- Go to <https://portal.myhems.com/>
- Download app from main screen
- You will not be able to Download from App Store directly



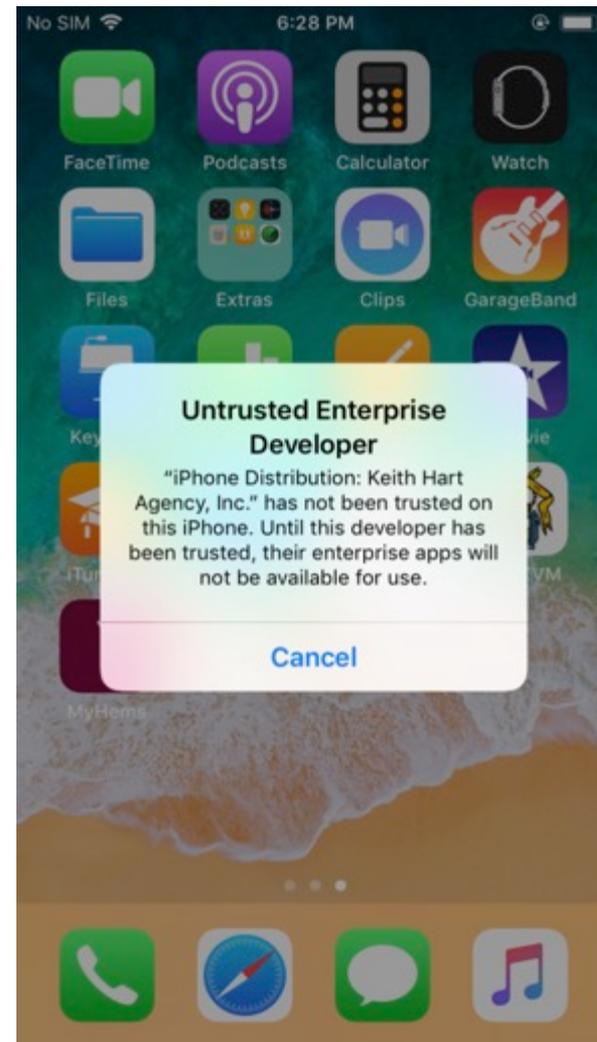
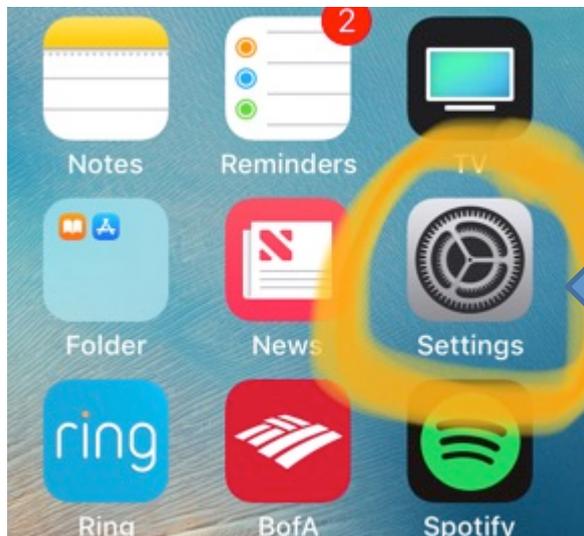
# My Hems Iphone App

1. Click ***“INSTALL”***
2. Close out of the page. You will see the Hart Icon on your phone screen.
3. Click on the app



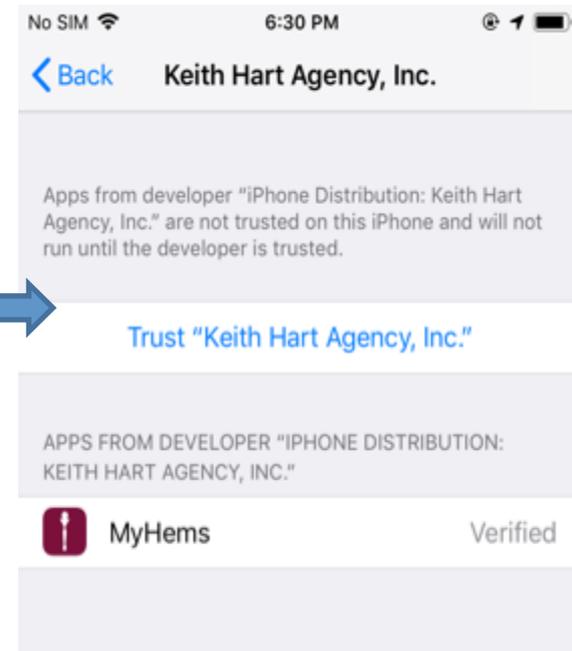
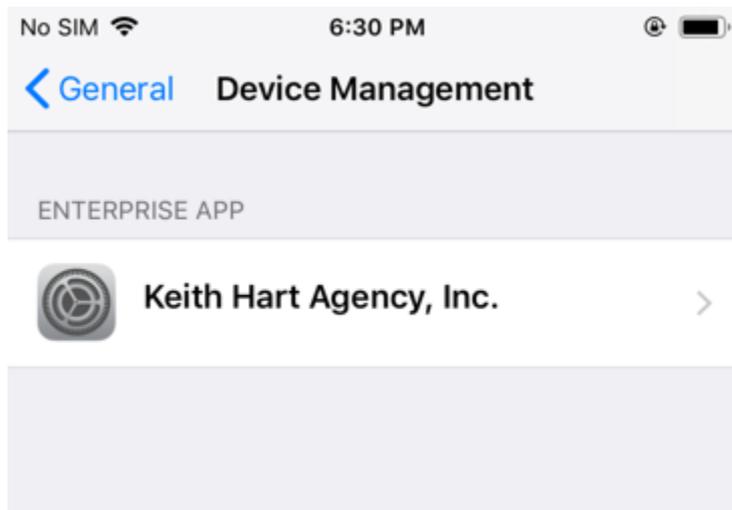
# My Hems Iphone App

- Once you click on the app you may get the this screen 
- Go to your **SETTINGS** ICON 



# My Hems Iphone App

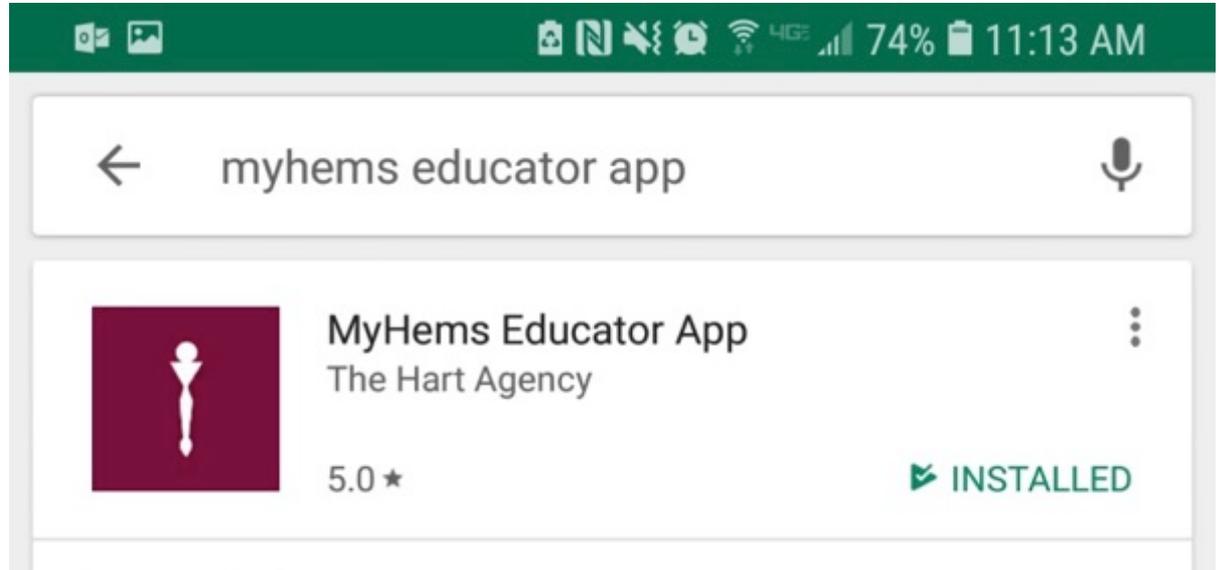
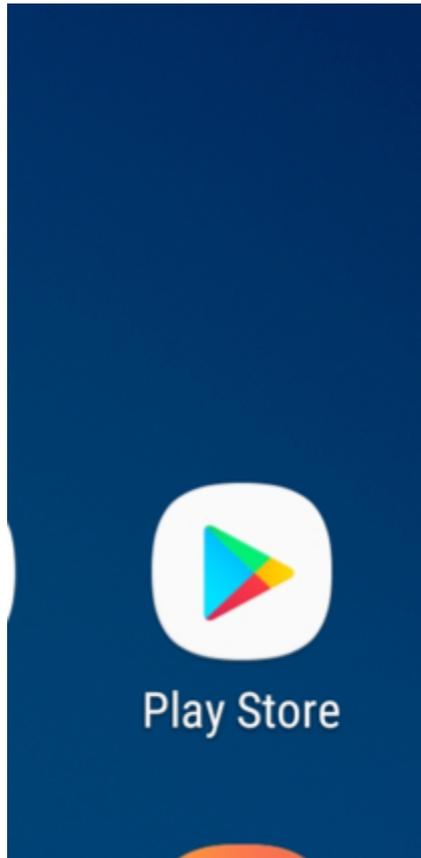
- Once in settings click GENERAL then Device management  
**SETTINGS** → **GENERAL** → **DEVICE MANAGEMENT**
- Click “Trust Keith Hart Agency, Inc.”
- Your APP is now ready to be used!

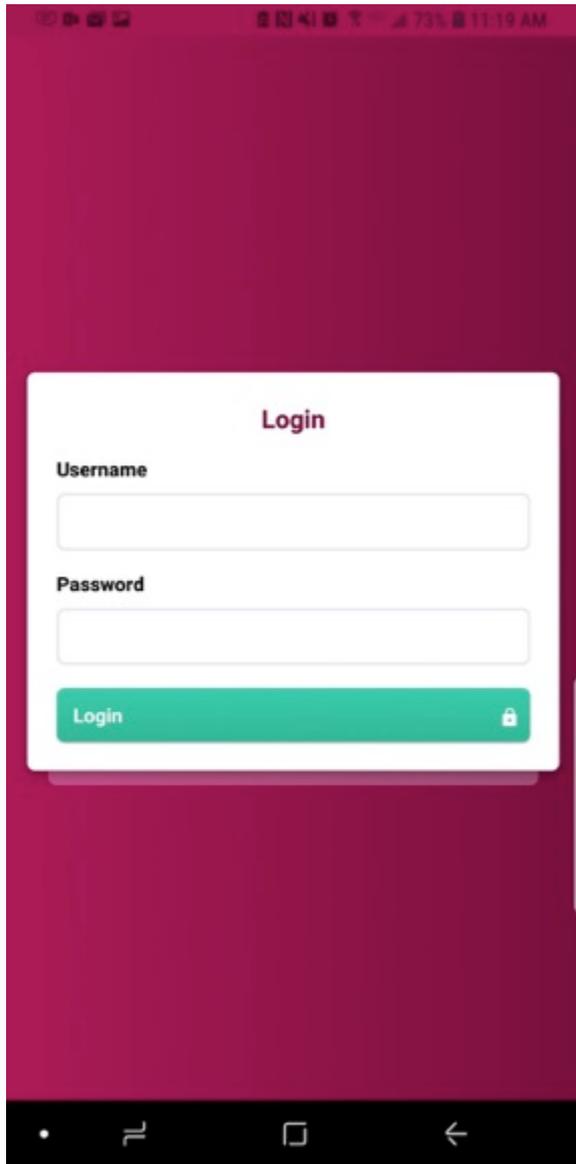


# Installing the Android App

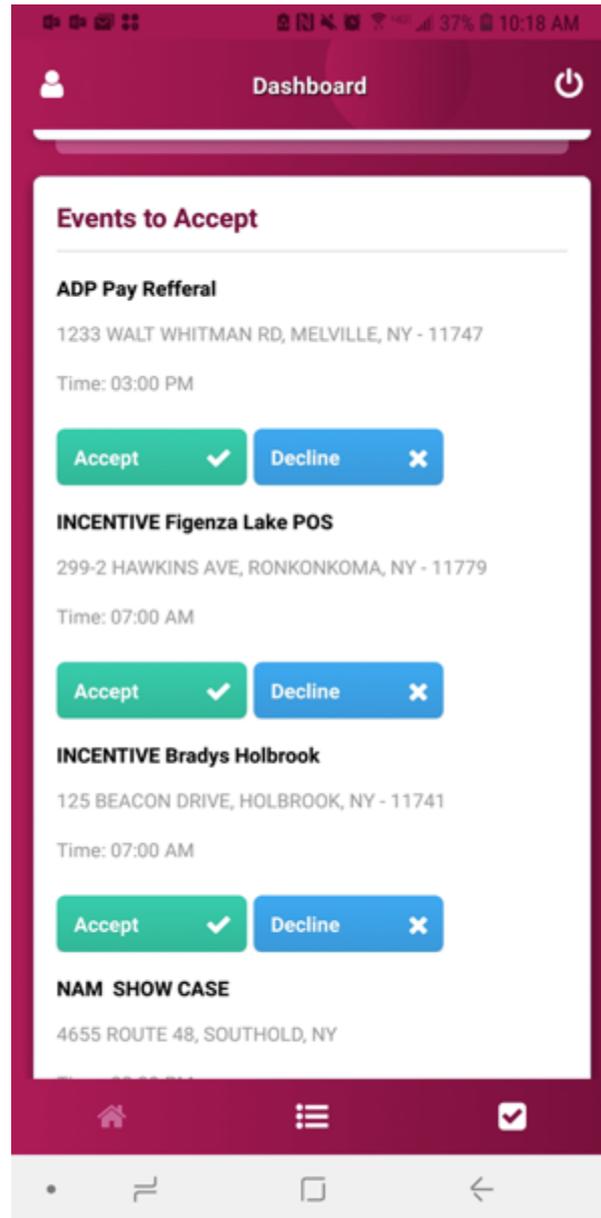
- Go to Playstore
- Search “ myhems educator app “
- Install
- Log in with name and password created on <https://portal.myhems.com/>

# App Search



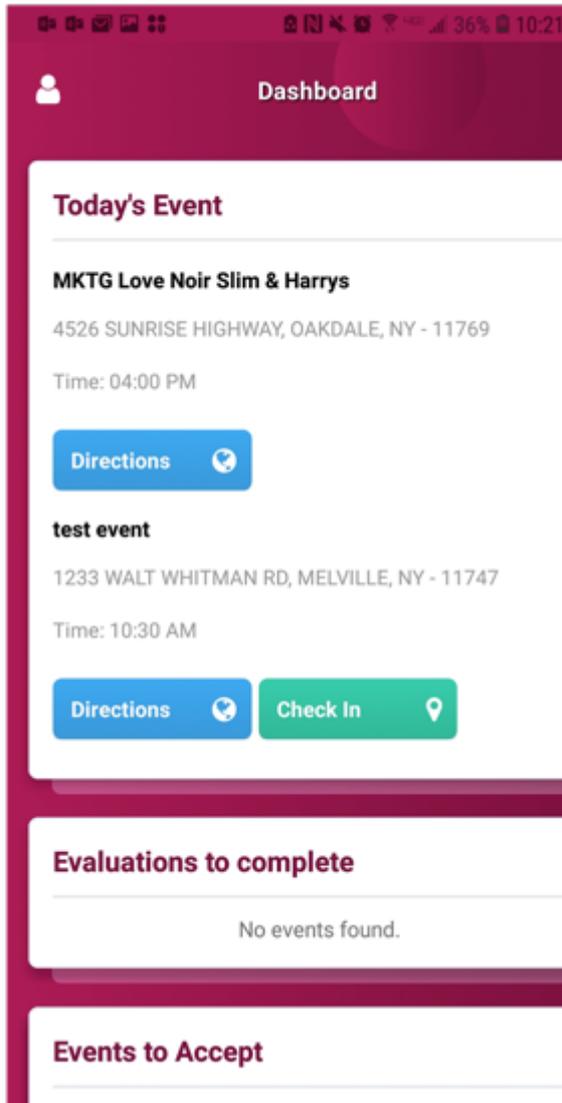


Log in screen



Home screen

# Dashboard

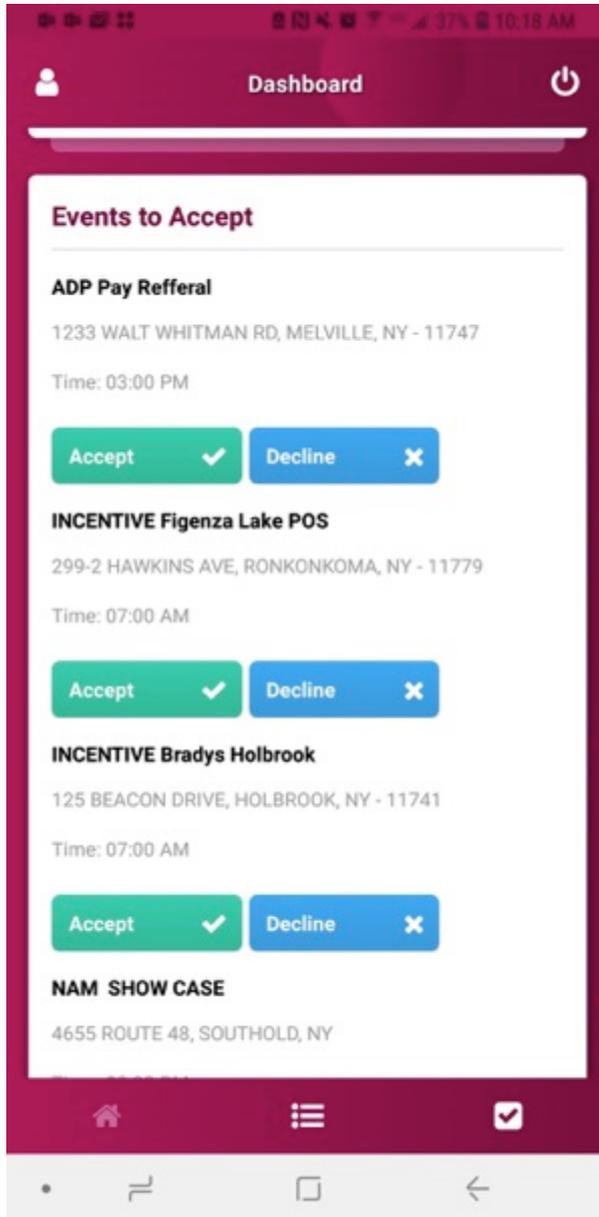


You'll see today's events  
Evaluations to complete  
And events to accept

# Hems Dashboards

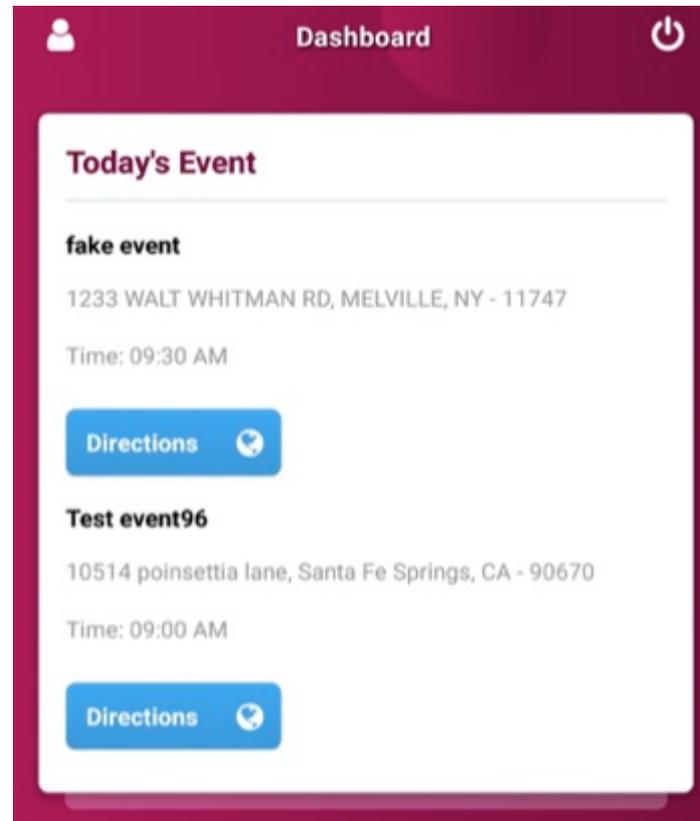
You will be able to accept or decline your events directly

From your app home screen dashboard



# Map Bonus

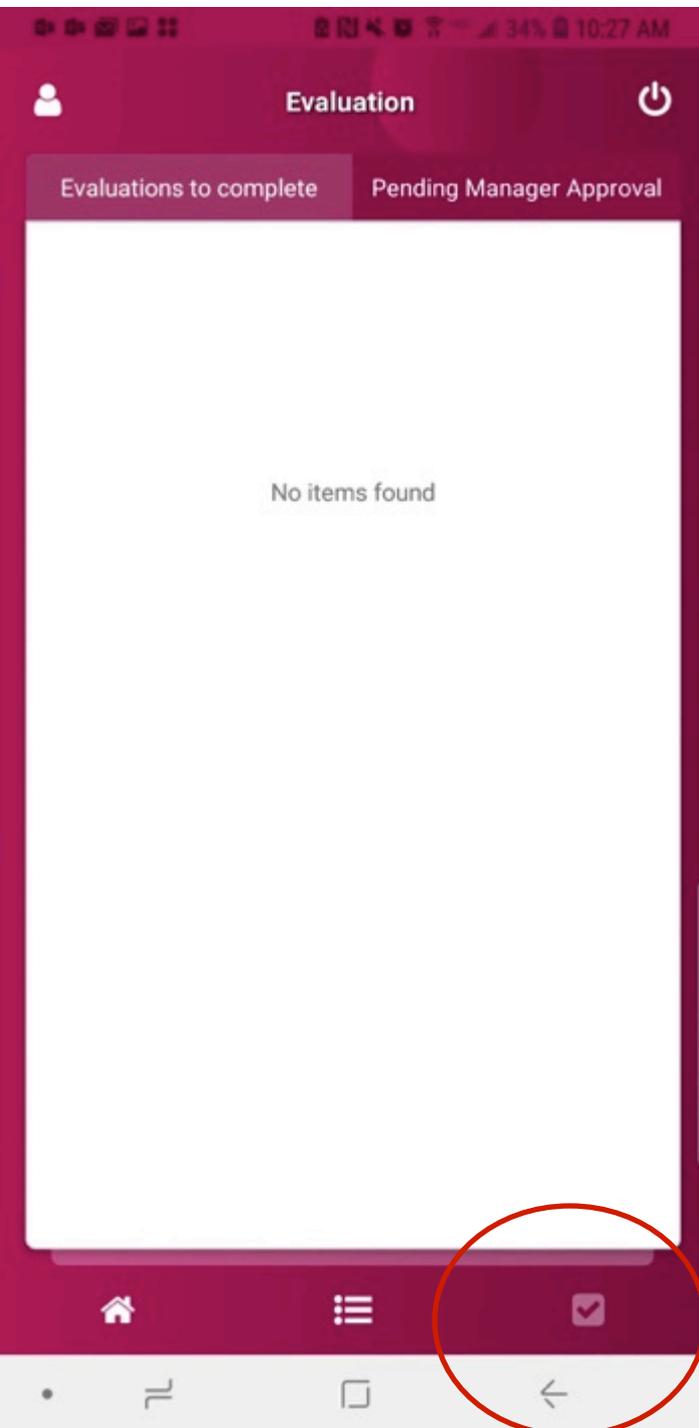
- In your check in screen it also gives you the options to get directions to event directly from the app!





# DASHBOARD

Clicking this will allow you to see upcoming and past events



# Check button at bottom

When clicking the Check button at bottom this is screen that will show

Evals to complete- your reports not completed will show

Pending manager approval is evaluations you completed and need approval from MANAGER

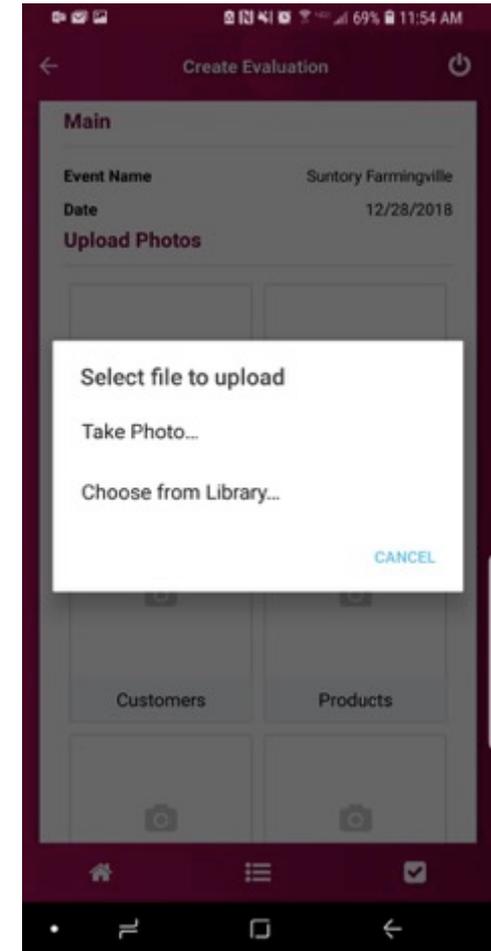
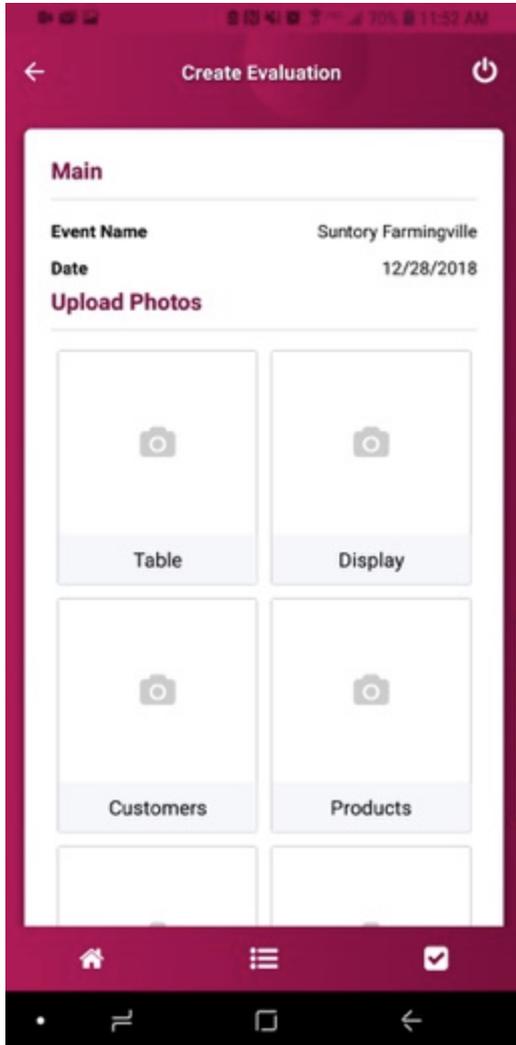
# How to Check in

Once logged in your event will show: for today and pending;

- Location MUST BE TURNED ON on your phone in order to be able to check in and out
- You will be able to check in 15 minutes prior to event start time In hems.
- Once check in is selected it will prompt to allow media files, and camera you MUST hit allow to both options
- Camera will then open for you to take your “clock in photo”
- There will be an upload Photo option as well so you can upload photos needed during tasting

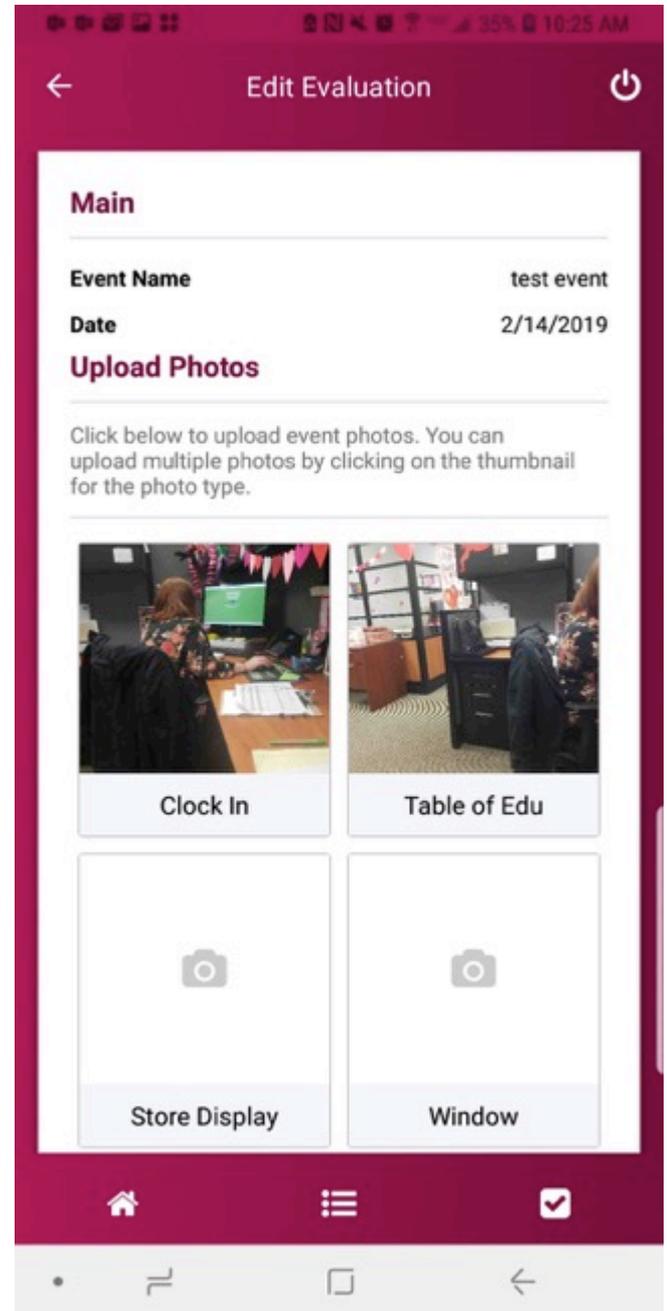
# Pictures/Reports

This is where you will upload pictures.. You should be able to  
Either take photo or upload from gallery  
\*same pictures are required as old hems\*



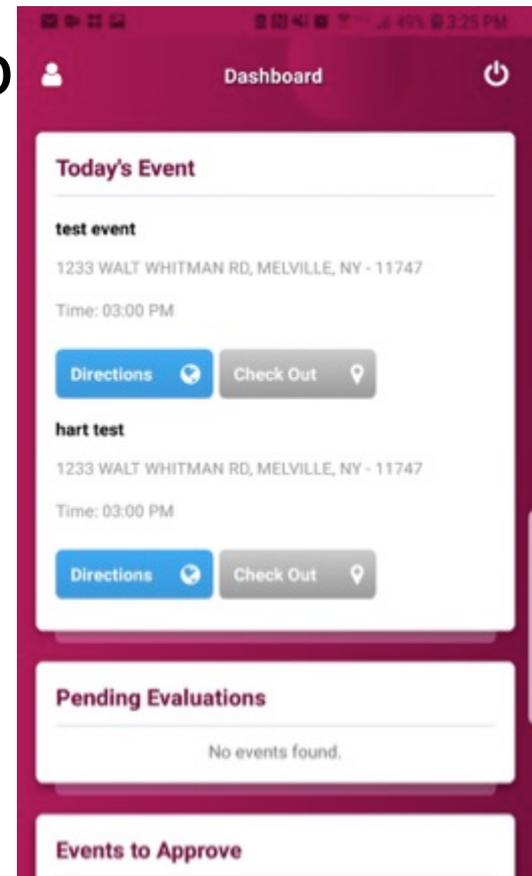
# Taking pictures

- There will be an upload Photo option as well so you can upload photos needed during tasting
- You can add more than one photo to each slide,



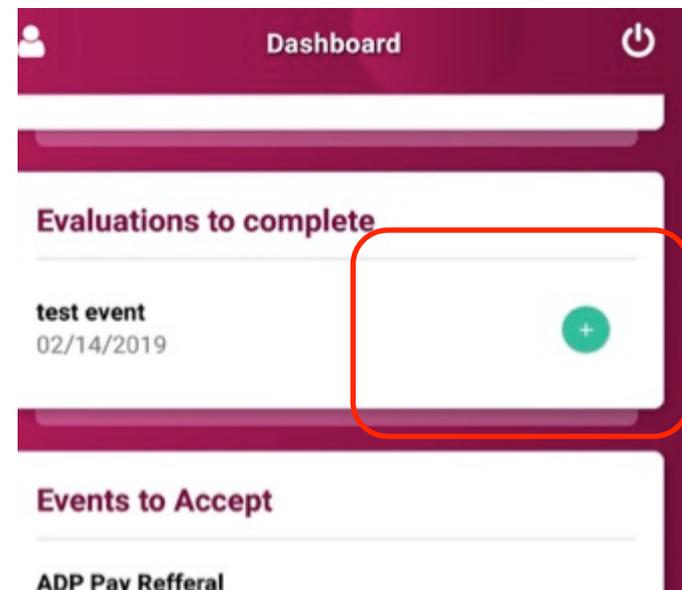
# How to use App Checking out

- You will not be able to check out until event ends.. Once event ends you will hit check out button and take clock out photo



# Reports/pictures

- Once event has ended and you have checked out you will then see the event listed in evaluations to complete
- Click on the plus sign, then your evaluation report will show up to fill in



# Reports on app

**Edit Evaluation**

**Main**

**Event Name** test event  
**Date** 2/14/2019

**Upload Photos**

Click below to upload event photos. You can upload multiple photos by clicking on the thumbnail for the photo type.

**Clock In** **Table of Edu**

**Store Display** **Window**

**Edit Evaluation**

**Consumer Attendance**

**#of Consumers Sampled \***

**Total Attendance During Tasting \***

**Drink Menu**

**Gender Group(%)**

**Male (%) \***

**Female (%) \***

**Total Gender is 100%**

**Age Group (%)**

**Edit Evaluation**

**Ethnic Group (%)**

**Caucasian**

**Hispanic**

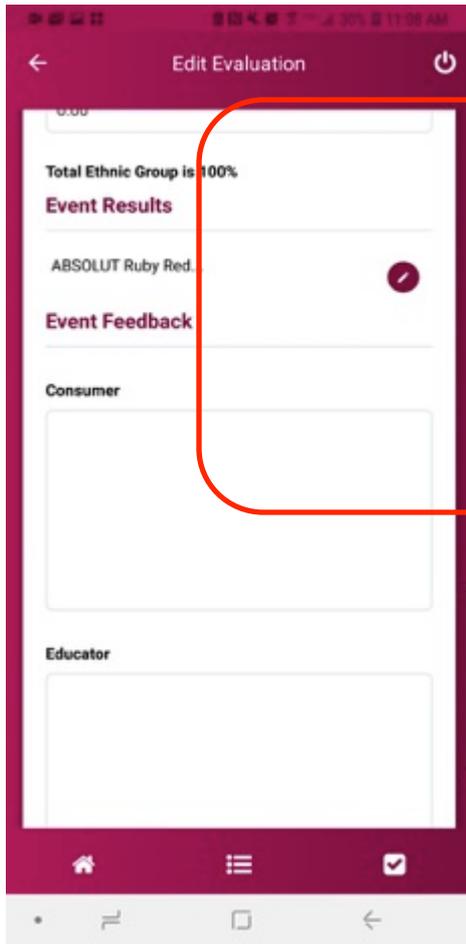
**African American**

**Eastern European**

**Asian**

**Other**

# Reports on app



Next to product you will NEED to click the pencil  
To input inventory and bottles sold

# Inputting inventory

A screenshot of a mobile application interface for inputting inventory. The form is set against a dark purple background. At the top, the status bar shows the time as 11:15 AM and 29% battery. The form fields are as follows:

- Brand:** A text input field containing "ABSOLUT Ruby Red..."
- Size:** A dropdown menu with "Select" and a downward arrow.
- Starting Inventory:** A text input field containing "Starting Inventory".
- Bottles Sold:** A text input field containing "Bottles Sold".
- Ending Inventory:** A text input field containing "Ending Inventory".
- Price:** A text input field containing "Price".
- Featured Price:** A text input field.

At the bottom of the screen, there is a navigation bar with three icons: a home icon, a list icon, and a back arrow.

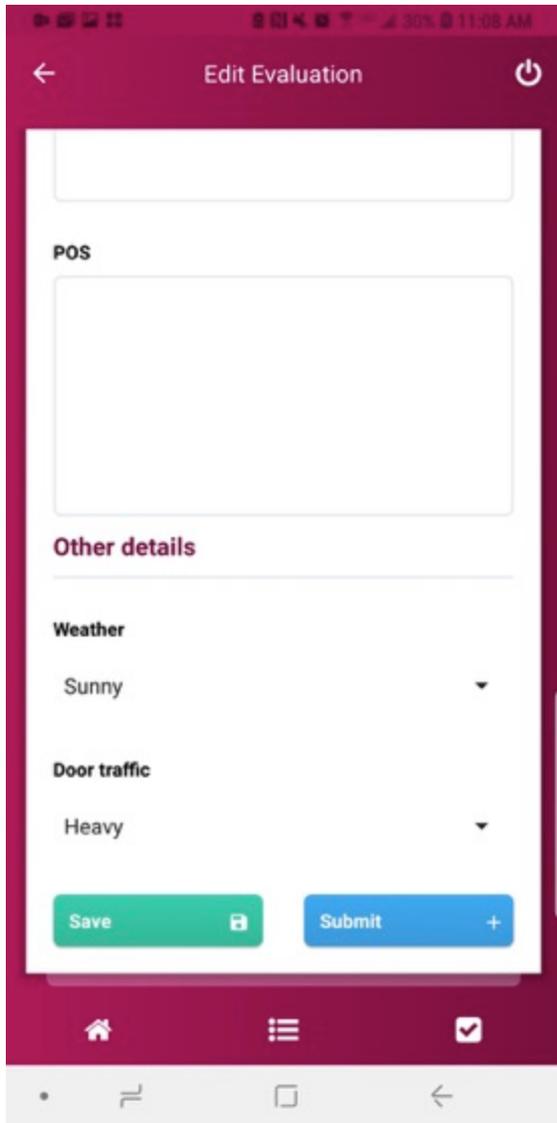
A screenshot of the same mobile application interface, but with a small inset image of a pencil icon overlaid on the bottom right corner. The form fields are as follows:

- Size:** A dropdown menu with "Select" and a downward arrow.
- Starting Inventory:** A text input field containing "Starting Inventory".
- Bottles Sold:** A text input field containing "Bottles Sold".
- Ending Inventory:** A text input field containing "Ending Inventory".
- Price:** A text input field containing "Price".
- Featured Price:** A text input field containing "Featured Price".

At the bottom of the form, there are two buttons: a blue "Cancel" button and a green "Ok" button. Below the form, there is a toolbar with five icons: Bixby Vision, Scroll capture, Draw, Crop, and Share. At the very bottom, there is a navigation bar with three icons: a home icon, a list icon, and a back arrow.

Once you click pencil this Screen will appear, input info and click ok You will then be able to finish rest of report

# Report on app

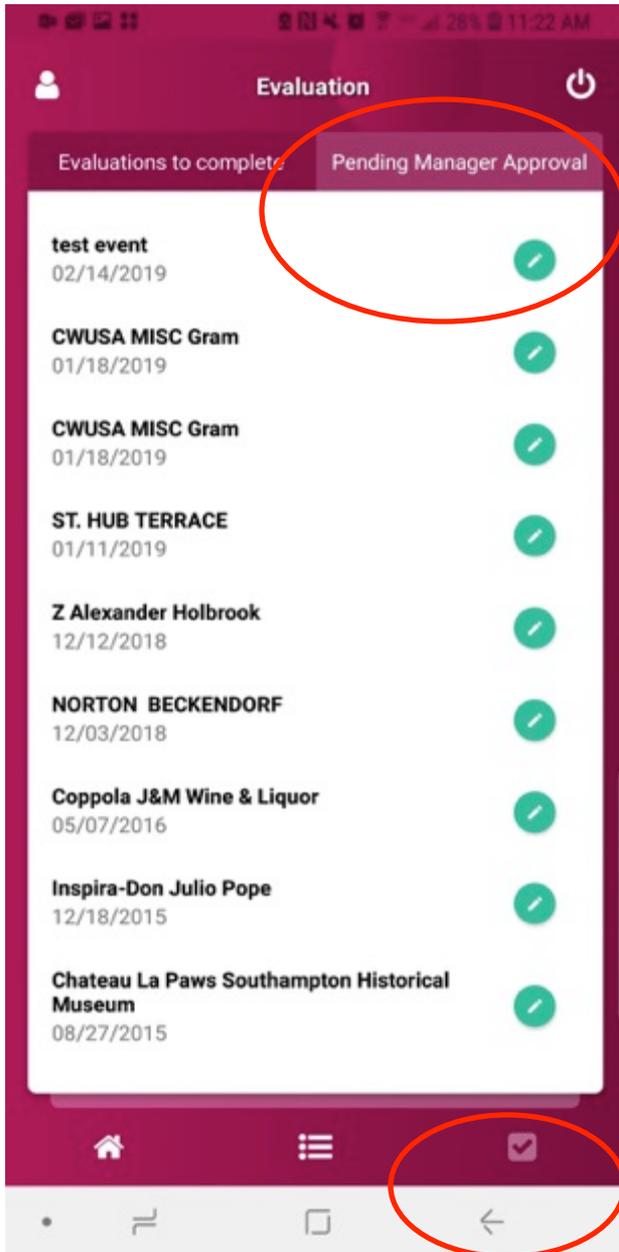


When finished click submit

# Editing report on app

- Once you submit your report you CAN go back and edit...
- The report will be found when you click check at bottom of dashboard
- As long as you submitted, it will be listed under pending manager approval

# Editing report



Click check at bottom to get to this screen  
Click pending manager approval to get to reports  
Click pencil to edit  
Then submit

# https://portal.myhems.com/

← → ↻ <https://portal.myhems.com/events/todays-events>



MyHems



 Today's Events

Dashboard / Today's Events

## **MKTG Love Noir Slim & Harrys**

02/14/2019 04:00 PM to 07:00 PM

### **SLIM & HARRY'S LIQUOR**

4526 SUNRISE HIGHWAY

OAKDALE

NEW YORK,

NY - 11769

Phone: (631) 567-2172

## **test event**

02/14/2019 10:30 AM to 11:00 AM

### **HART AGENCY**

1233 WALT WHITMAN RD

MELVILLE

NEW YORK,

NY - 11747

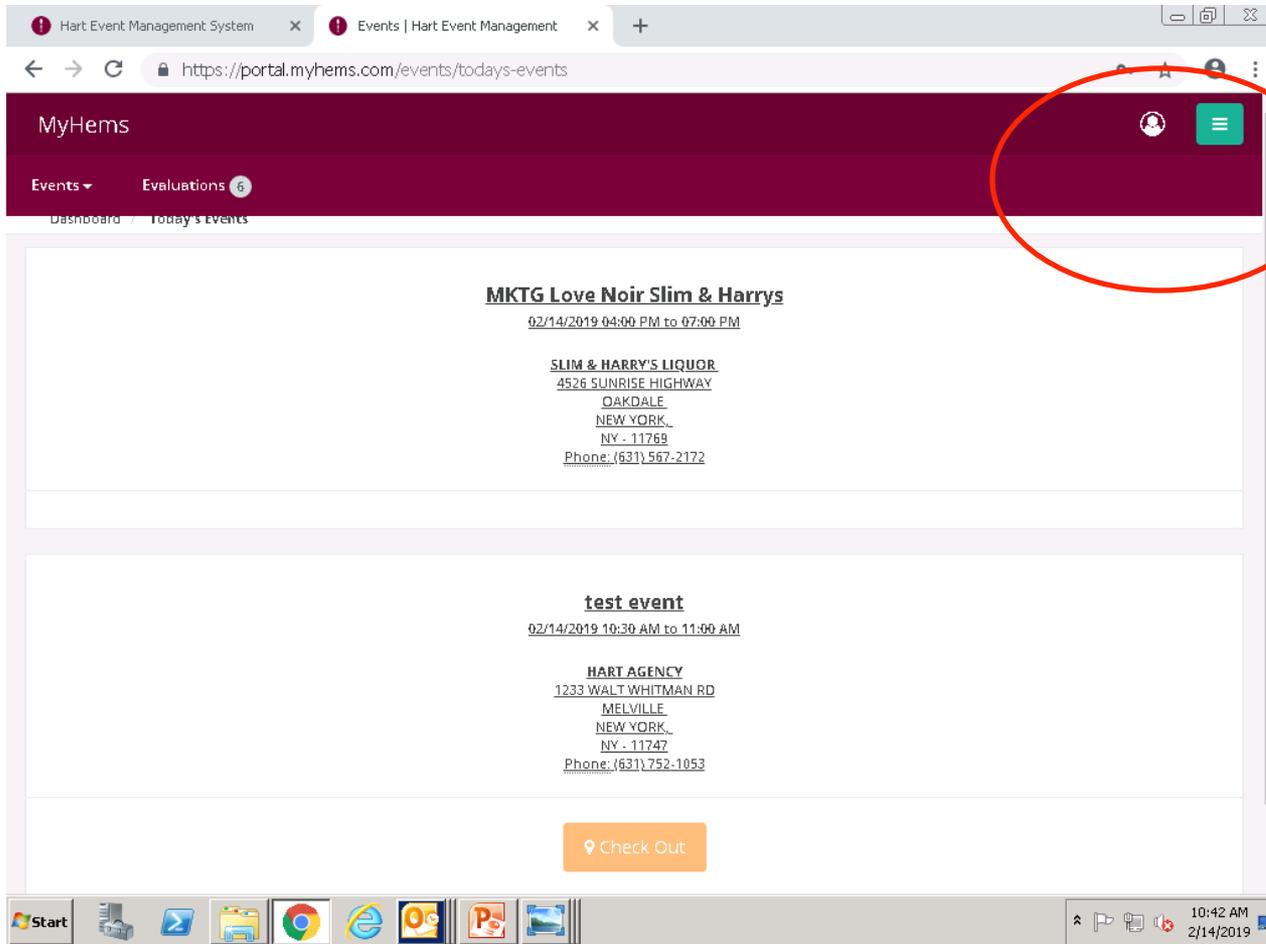
Phone: (631) 752-1053

 Check Out

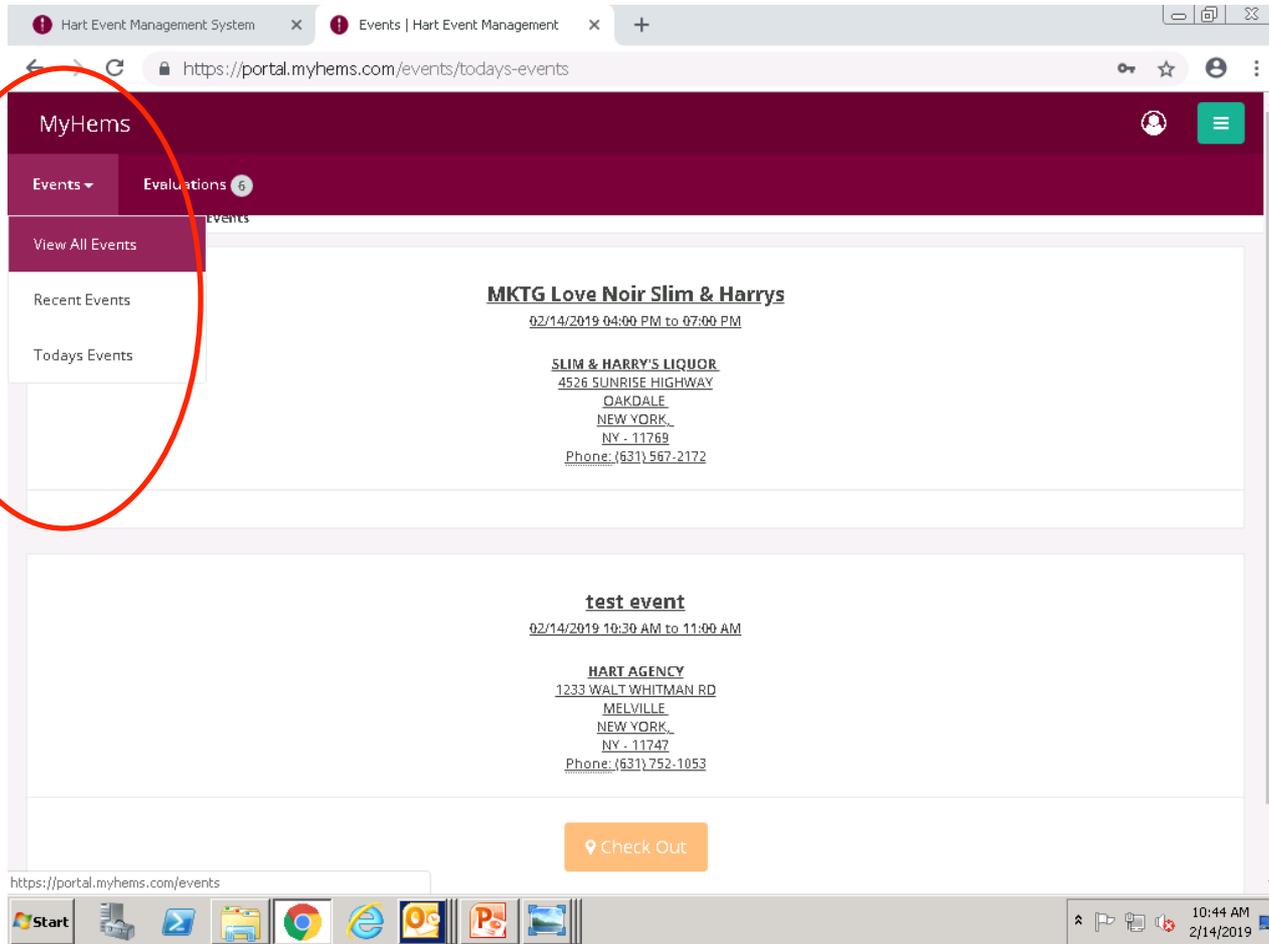
# Portal.com

- Home screen will show today's events when logging in
- If you have a phone that cannot have an app you can check in with location on portal.com

# Navigating portal



Clicking on the green button will drop down menu or close menu for you



Event tab brings up your events

Other tab evaluation brings up evolutions and reports

# Clicking evaluation tab

The screenshot shows the MyHems web application interface. At the top, there are browser tabs for 'Hart Event Management System' and 'Evaluations | Hart Event Management System'. The address bar shows the URL 'https://portal.myhems.com/educators/evaluations'. The MyHems logo is in the top left, and a navigation menu is in the top right. Below the header, the page title is 'Evaluations' and the breadcrumb is 'Dashboard / Evaluations'. There are two tabs: 'Evaluations to complete' (with a count of 6) and 'Pending Manager Approval'. A search bar and a 'Show 20 entries' dropdown are present. The main content is a table with columns: #, Event Name, Date, From, To, At, Address, and Contact. The table contains 6 rows of event data. A red circle highlights the pencil icon in the Contact column of the first row.

#	Event Name	Date	From	To	At	Address	Contact
279275	BG Engraving Bottle Hampton-EDUCATOR	12/21/2018	01:00 PM	04:00 PM	BOTTLE HAMPTON	BOTTLE HAMPTON, 850 COUNTY RD 39, , SOUTHAMPTON, NY - 11968	
287665	CWUSA RMP5BB Waverly	12/08/2018	01:00 PM	04:00 PM	WAVERLY LIQUOR	WAVERLY LIQUOR, 172 RTE 25A, , EAST SETAUKET, NY - 11733	Kathy
292235	CWUSA MISC Gram	01/18/2019	04:00 PM	07:00 PM	GRAM WINE & LIQUORS	GRAM WINE & LIQUORS, 1207 MIDDLE COUNTRY RD, , MIDDLE ISLAND, NY - 11953	
293041	Gemma di Luna Bottle Blowout EU	02/09/2019	04:00 PM	07:00 PM	BOTTLE BLOWOUT WINE & LIQ	BOTTLE BLOWOUT WINE & LIQ, 4064 NESCONSET HIGHWAY, , EAST SETAUKET, NY - 11733	Mae
294058	Wild Turkey J&J Spirit Shop	02/08/2019	04:00 PM	07:00 PM	J & J SPIRIT SHOP	J & J SPIRIT SHOP, 199 RAILROAD AVE, , SAYVILLE, NY - 11782	Joe
295547	test event	02/14/2019	10:30 AM	11:00 AM	HART AGENCY	HART AGENCY, 1233 WALT WHITMAN RD, , MELVILLE, NY - 11747	

Clicking the pencil will allow you to edit your report

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The Windows taskbar is visible at the bottom of the screen. It includes the Start button, several application icons (File Explorer, Chrome, Edge, Office, Photoshop), and the system tray showing the date '2/14/2019' and time '10:45 AM'.

Clicking on evaluations will bring up evaluations to complete or pending MANAGER APPROVAL

# Reports

Event Details

Event: CWUSA RMP5BB Waverly

Company: WAVERLY LIQUOR

Date: 12/08/2018

Time: 01:00 PM - 04:00 PM

Educator: Jill Stramowski - Demonstoy

Product Name: Mark West Willamette Valley Pinot Noir, 2015  
Robert Mondavi Private Selection Rum Barrel-Aged Merlot, 2016  
Robert Mondavi Private Selection Bourbon Barrel Chardonnay, 2017  
Robert Mondavi Private Selection Bourbon Barrel Cabernet, 2017

Account: WAVERLY LIQUOR

Account Address: 172 RTE 25A

Account City: EAST SETAUKET

Account Phone: (631) 941-3103

Liquor License: 1046019

Event Photos

10:48 AM  
2/14/2019

When you click the pencil to edit or input this will show, scroll down to complete report

# Drop in your pictures

The screenshot shows a web browser window with two tabs: 'Hart Event Management System' and 'Evaluation Form - Off Premises | Har'. The address bar displays the URL 'https://portal.myhems.com/evaluations/edit/662B44'. The main content area is titled 'Pictures Requested' and contains seven upload boxes arranged in three rows:

- Row 1: 'Clock in', 'Table display with educator', 'Store's display'
- Row 2: 'Window display', 'Product on shelf', 'Picture with customer'
- Row 3: 'Clock out picture'

Each box contains the text 'Drop files here to upload'. The Windows taskbar at the bottom shows the Start button, taskbar icons for File Explorer, Google Chrome, Microsoft Edge, Office applications, and a system tray with the date '2/14/2019' and time '10:49 AM'.

# Pictures

- Pictures required remain the same you can add as many as you want!

# Reporting

Hart Event Management System x Evaluation Form - Off Premises | Har x

https://portal.myhems.com/evaluations/edit/662B44

### Consumer Attendance

# of Consumers Sampled \*

Total Attendance During Tasting \*

Drink Menu  
 Yes  No

### Consumer Demographics

#### Gender

total gender { % must equal 100}

Male \*

Female \*

#### Age Group

total age group { % must equal 100}

21-29 %	30-39 %	40-50 %	51+ %
<input type="text" value="10.00"/>	<input type="text" value="25.00"/>	<input type="text" value="25.00"/>	<input type="text" value="40.00"/>

#### Ethnic Group

total ethnic group { % must equal 100}

Caucasian	Hispanic	African American	Eastern European
<input type="text" value="50.00"/>	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>

Start | 10:50 AM 2/14/2019

# Report new additions

5.00 0.00

### Event Results

Brand	Size	Starting Inventory	Bottles Sold	Ending Inventory	Price	Featured Price
Mark West Willamet	40 oz	0	0	0	0.00	0.00
Robert Mondavi Piv	750 ml	9	9	0	14.99	13.50
Robert Mondavi Piv	750 ml	5	5	0	14.99	13.50
Robert Mondavi Piv	750 ml	16	16	0	14.99	13.50

### Event Feedback

**Educator Feedback**

Consumers loved these beautiful crafted wines. Great for this chilly weather and snuggling by the fire.

**Consumer Feedback**

Competitors

Competitors Pricing

10:50 AM  
2/14/2019

Starting and ending inventory is requested by reps...  
please ask store staff or count bottles on shelf

# Report additions

The screenshot shows a web browser window with two tabs: "Hart Event Management System" and "Evaluation Form - Off Premises | Hart". The address bar displays the URL "https://portal.myhems.com/evaluations/edit/662B44". The main content area is a form titled "Event Feedback" with several sections:

- Event Feedback**: A header section.
- Educator Feedback**: A text area containing the comment: "Consumers loved these beautiful crafted wines. Great for this chilly weather and snuggling by the fire."
- Consumer Feedback**: An empty text area.
- Competitors**: An empty text area.
- Competitors Pricing**: An empty text area.
- Setup Location**: An empty text area.
- POS**: An empty text area.

The Windows taskbar at the bottom shows the Start button, several application icons (including Chrome, Edge, and PowerPoint), and the system tray with the time "10:52 AM" and date "2/14/2019". A red rectangular box highlights the entire browser window and taskbar area.

Please see following slide  
For explanation  
of new comments needed

# Comments added

- Educator feedback- Is YOUR FEEDBACK ON EVENT
- Consumer feedback- CUSTOMER FEEDBACK
- Competitors- What is next to your bottles on shelf
- Competitor Pricing- what is pricing?
- Example: you are doing Absolut what other vodkas does store sell at what price?
- POS- did you have any giveaways? If so what

Then click submit!

The screenshot shows a web browser window with two tabs: "Hart Event Management System" and "Evaluation Form - Off Premises | Har...". The address bar displays the URL "https://portal.myhems.com/evaluations/edit/662844". The page content includes two large empty text input fields at the top. Below them are two sections: "Setup Location" and "POS", each with a large empty text input field. Under "Setup Location", there are radio button options for "Sunny", "Cloudy", "Rain", "Warm", and "Cold", with "Sunny" selected. Under "POS", there are radio button options for "Heavy", "Moderate", and "Slow", with "Heavy" selected. At the bottom right of the form area, there are two buttons: a blue "Save" button and a green "Submit" button. A red rounded rectangle highlights the "Save" and "Submit" buttons. The footer of the page contains the text "Copyright Hart Event Management © 2019 - 2020". The Windows taskbar at the bottom shows the Start button, several application icons (including Chrome, Edge, and PowerPoint), and the system tray with the date and time "11:04 AM 2/14/2019".



# Educator Profile

- You are able to edit your profile when you click the person image at the top of screen...
- Click my account and edit info
- Please log in and add social media info, facebook Insta twitter addresses etc to your profiles! At the bottom of your info page

# Educator Profile

Hart Event Management System | My Account | Hart Event Management

https://portal.myhems.com/account



Status	Active	Region	Long Island
First Name	Hahn	Territory	
Last name			12 Argonne Pl
Gender			
Date of Birth			
Hair Color			NEW YO
Eye Color			117
Tattoos			
Referred By		Flag	Non QuickBoc
Home Phone			xxx-xx-36
Cell Phone		d notification	
Fax			
Email	bahnziedc	tatus	No
Website		ave car?	
Facebook			
Instagram			
Twitter			

Copyright Hart Event Management © 2019 - 2020

9:50 AM 2/22/2019

# You're done!

- Congrats! You've finished!
- If you have any questions DO NOT WAIT TO REACH OUT...please call or stop in so we can walk you through the app and new hems!
- No question is a bad question!