

How To - for End User - Move Orthoheadics

1. we will create the Airtable account needed to login and approve or deny leave
2. these login details will then be provided to you

for End User

Desktop Users

use the link to the base [Leave Management](#)

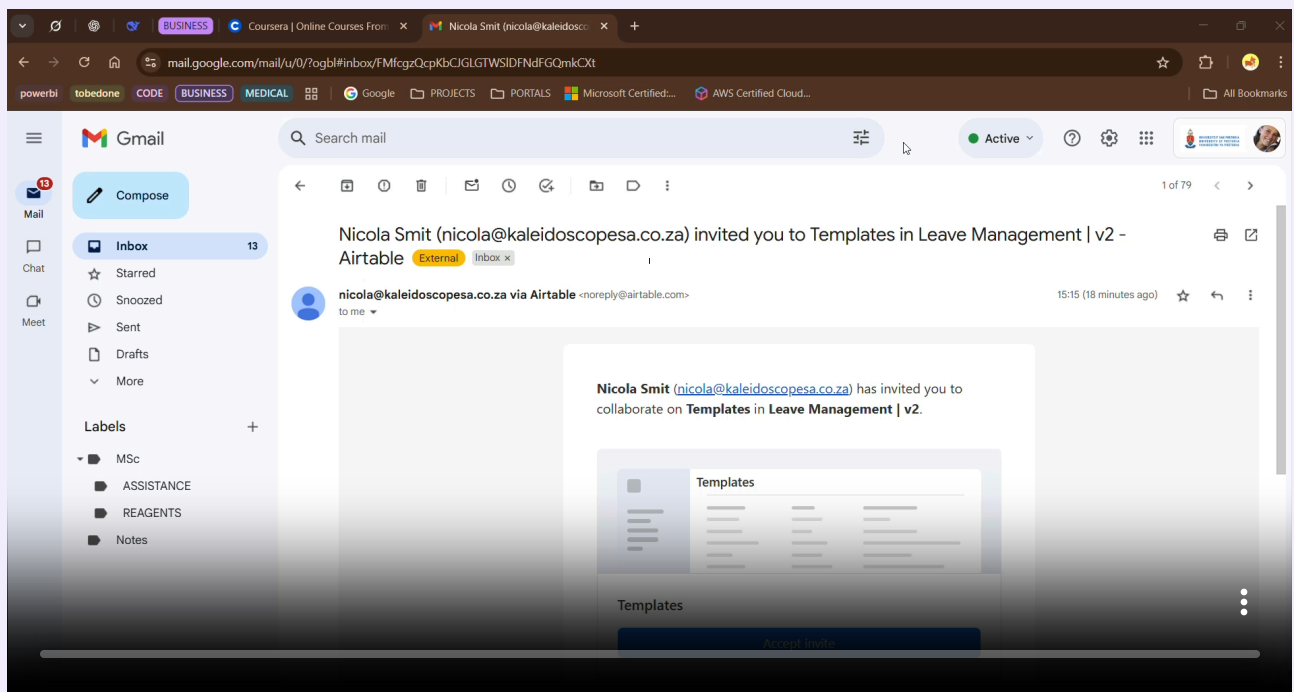
this will open in your chrome

what happens next depends on whether or not YOUR email address (used for chrome) has an existing Airtable account associated with it

open base from email invitation

(hence logged into correct chrome)

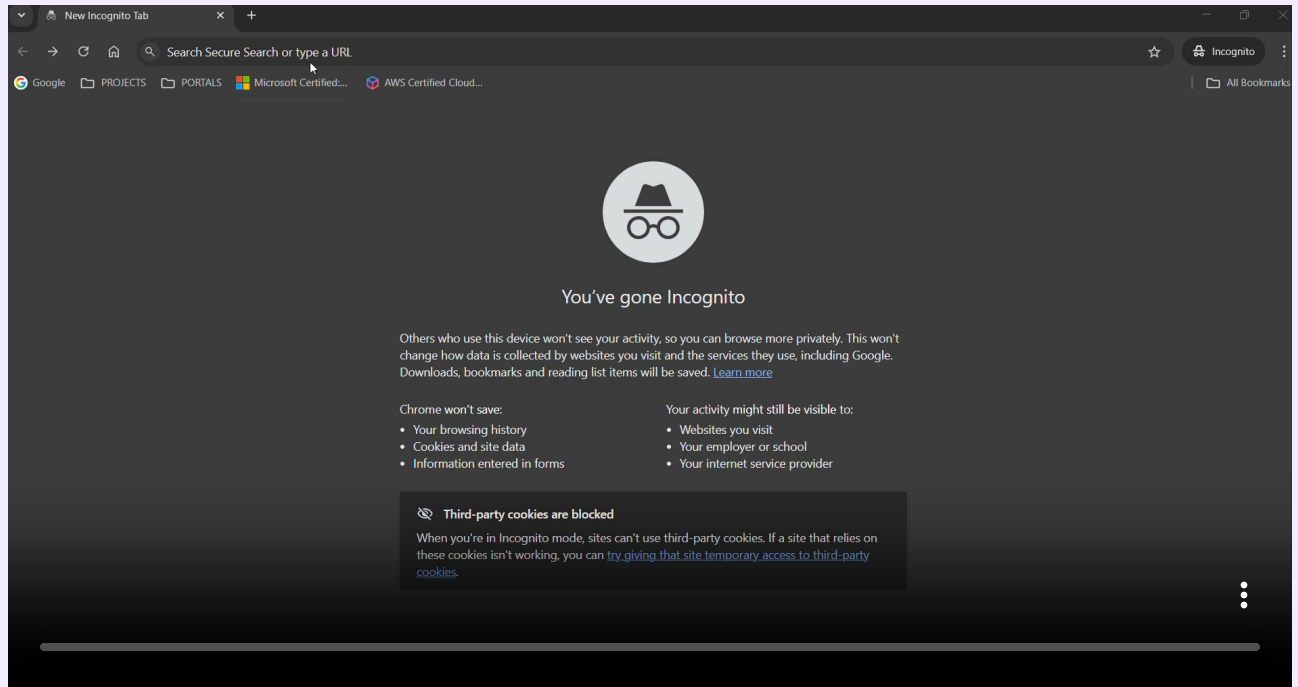
desktop - existing account - open base from email invitation link - auto logged into correct Airtable account for access.mp4



paste base link directly in chrome

if logged into different chrome but email has no Airtable account

☰ desktop - existing account - paste interface link - log in with correct credentials for access.mp4 >



you will be prompted to log in into Airtable




Sign in to Airtable


Email

Continue

or

Sign in with **Single Sign On**

 Continue with **Google**

 Continue with **Apple ID**

please **sign in** using

Email: admin@moveortho.co.za

Password: LetsMove!

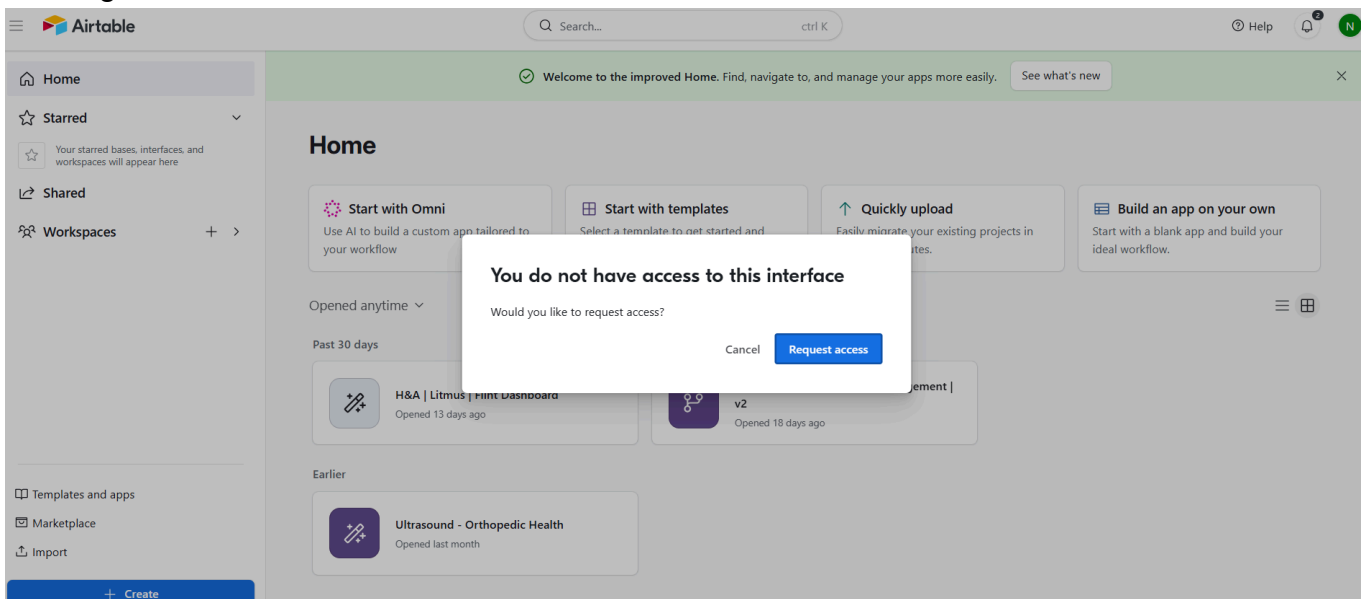
then bookmark this page

if logged into different chrome and email address has an Airtable account

 [desktop - change login to correct user for access.mp4](#) >



you will be redirected directly into your Airtable workspace
but because your (personal) email does not have the necessary access you'll receive an error
message



please then **sign out of this account and sign in** to the correct one using
Email: admin@moveortho.co.za
Password: LetsMove!

Mobile Users

**open base from email invitation OR pasting base link in Safari /
chrome**

NB use "log in"

do not create own account as this will be done for you

16:28

Gmail

87



airtable.com



Nicola invited you!

Create an account to start working with Nicola in **Move Orthopedics | Leave Management**

Email address

nlsmit97@gmail.com

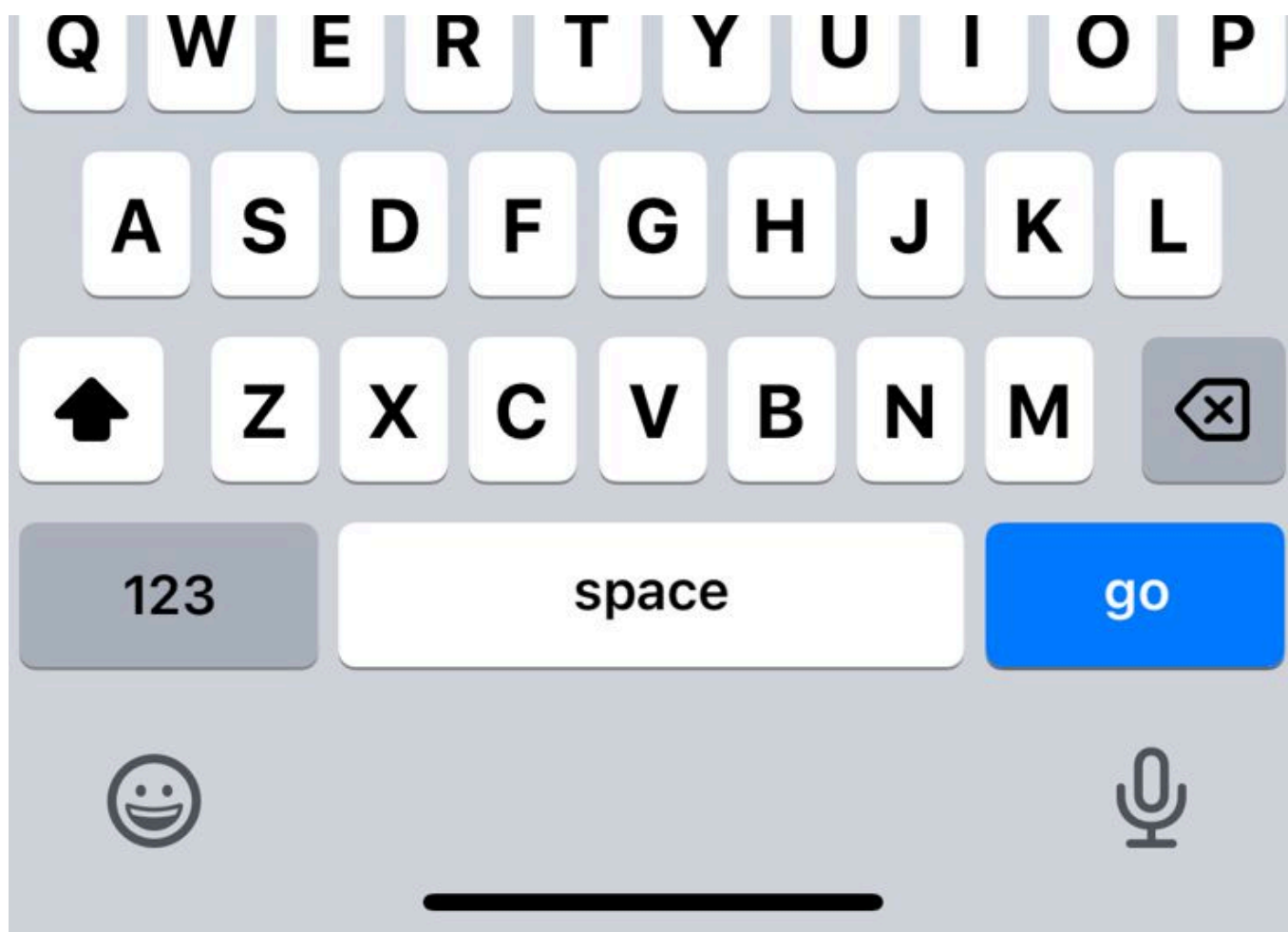
Full name

First and last

Nicola Smit



Passwords



16:28

Gmail

87



airtable.com



or

Continue with Google

Continue with Single Sign On

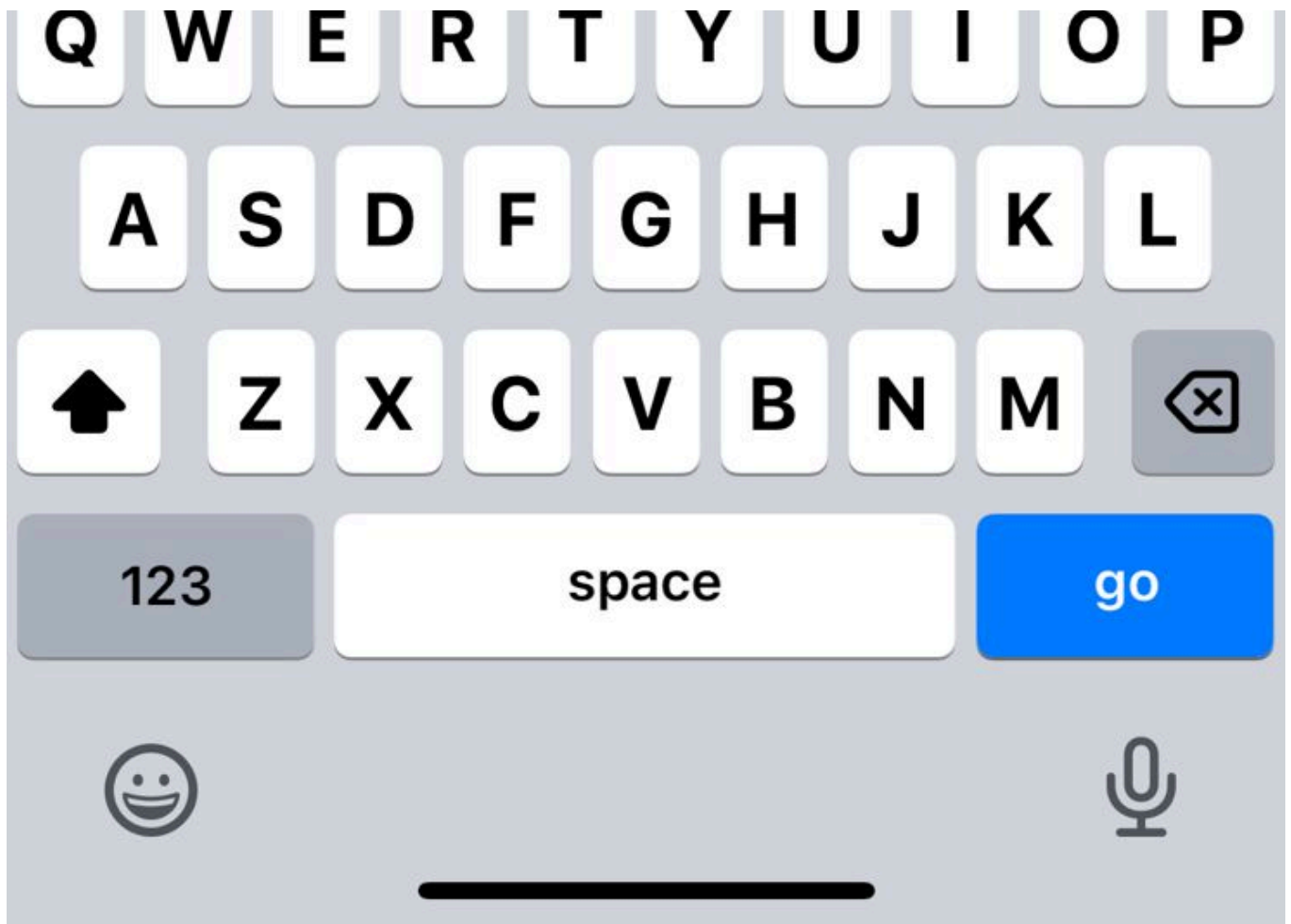
By creating an account, you agree to the [Terms of Service](#) and [Privacy Policy](#).

Already have an account? [Sign in](#)

Nicola Smit



Passwords



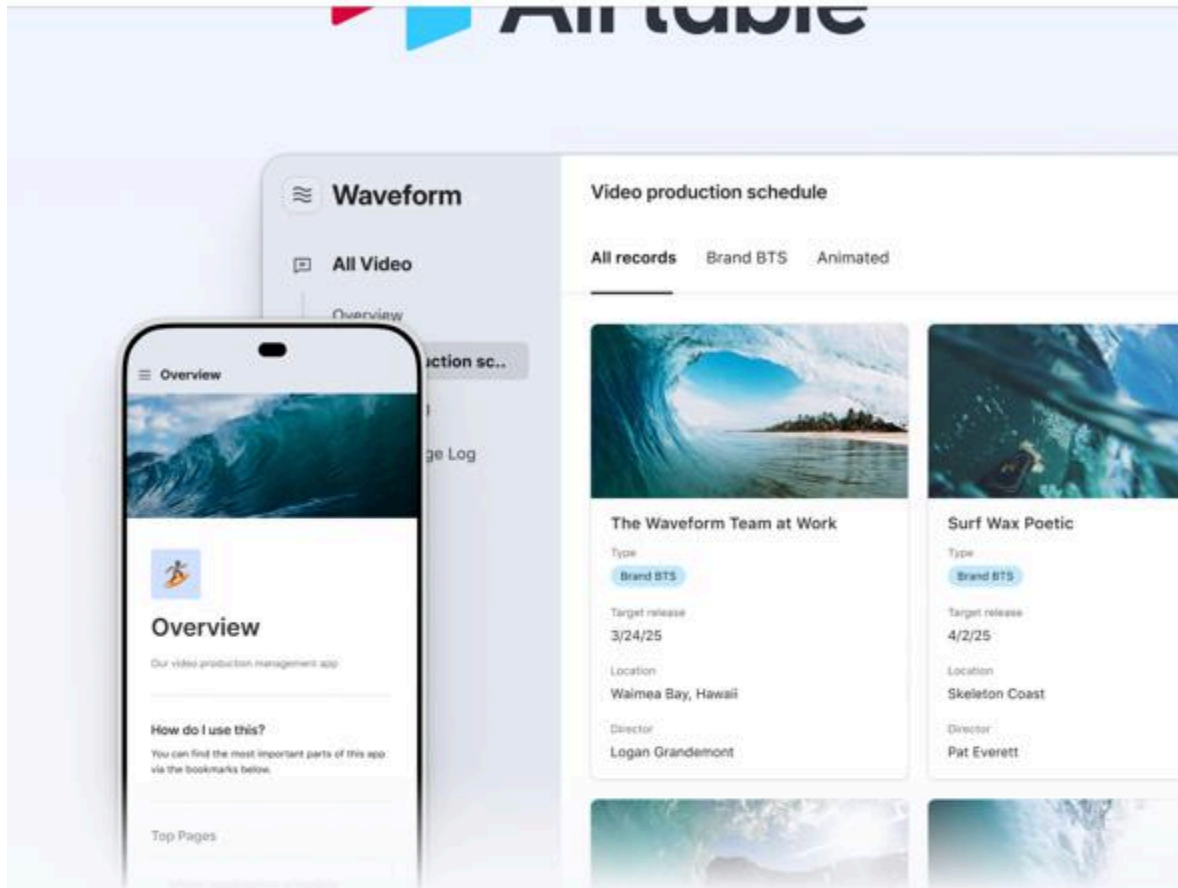
you will be redirected to this page

16:32

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You're almost there!

Send a magic link to your email so you can continue working on desktop.

 Send magic link

Or, download the mobile app.



please **download the app**
and **sign in** the correct account using
Email: admin@moveortho.co.za
Password: LetsMove!