**AMP LOGIN:**

***[Begin sharing your screen and do the steps alongside associates]***

* In this portion we will be going over how to login to AMP. Previously we went over how to reset passwords.
* We are now going to login to AMP using our company email and the password that you chose at the time of reset.
* Your company email is [firstname.lastname@fake-company.com](mailto:firstname.lastname@fake-company.com)
* The following screen should be a blue screen like the one you see here.

**LS/TS BUTTONS**

* On the left-hand side of the screen there are various icons.
* Near the bottom is a colored Icon that may be purple with the letters LS on them that reads Liberty Source.
* Click that icon and change it to the blue icon with the letters JS that reads Sigma
* This is the only queue we are to work in, if your icon is already set to Sigma you’re good to go.

**TASKS**

* In the center of your screen are your tasks also sometimes referred to as the “queue”
* This is where we will find the projects that you will be working on.
* Under the title tasks, there are three titles “Task Name” “Priority” and “Remaining.”
* Task names are the names of the projects you will be completing.
* Priority is the importance of the project and is color coded.
* Red being the most urgent, yellow, and green are usually ones that are reoccurring in the queue.
* Remaining is the number of items that are left in that task.
* On the right-hand side, you will see a section called overview.
* This is an overview of whichever task you have selected.
* In the right-hand corner, you will see a start button.
* This is how you start the task.
* Below there is a link to the documentation for the selected project
* You will go over documentation once you get to your teams.
* Once inside the task you will see a “Submit& Next” button as well as a “Submit” button.
* The “Submit & Next” allows you to submit the task and get the next iteration in the queue.
* The “Submit” button allows you to submit that one item and return to the queue.
* Next to those buttons is an “Exit” button.
* When you select this button a window pops up that says “Save Progress?”
* If you wish to save this task to your task history to return to select “Yes”
* If not select “No” and you will return to the queue
* If you wish to do neither select back and complete and submit the task.

**TASK HISTORY**

* On the left-hand side where the JS button is located you will see a home button which is where you are now.
* Under that there is an icon labeled task history
* This is where you will find a history of all the tasks you’ve completed as well as and that may be in progress.
* You will be able to go back and delete items to return them to the queue if they are in progress.
* To delete and return items to the queue click the red trashcan that appears when hovering over the task you wish to delete.
* Items that have been submitted must be deleted from task history within 5 minutes of submission or the option will no longer be available.
* It is important to check your task history periodically throughout the day to assure that you do not have any tasks in progress.
* To check for in progress tasks click CTRL + F and type “in progress” into the search box that appears.

**STATISTICS**

* At the bottom of the screen, you will see the word an icon that is labeled “statistics.”
* Click on the icon.
* This brings you to a screen labeled “My Dashboard.”
* Under that we have your daily stats
* Here is where you will find the total time spent working items in the queue.
* Next to that is the number of instances you have completed.
* On the right side of the screen there is a chart that shows you timeline of your completed instances and the times
* Click above that box to exit out.

**THEME/LOG OUT**

* The very last icon we will be going over are the three dots.
* Clicking this gives you two options.
* Logging out and switching your interface from dark to light

**QUESTIONS**