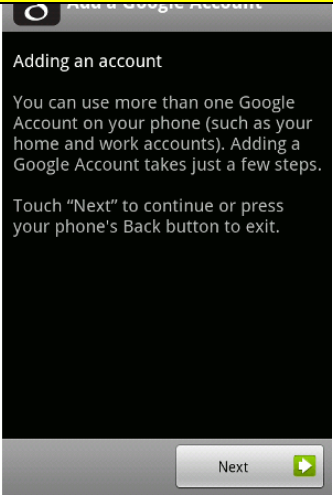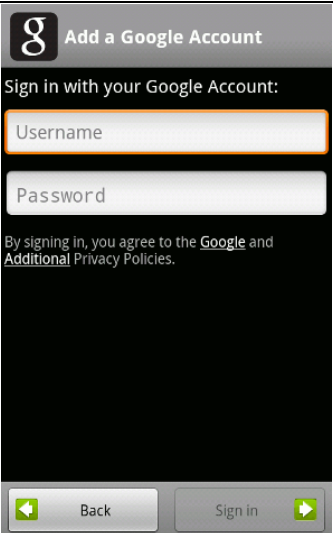# WeichertPRO Job Aid - Sync with your Android
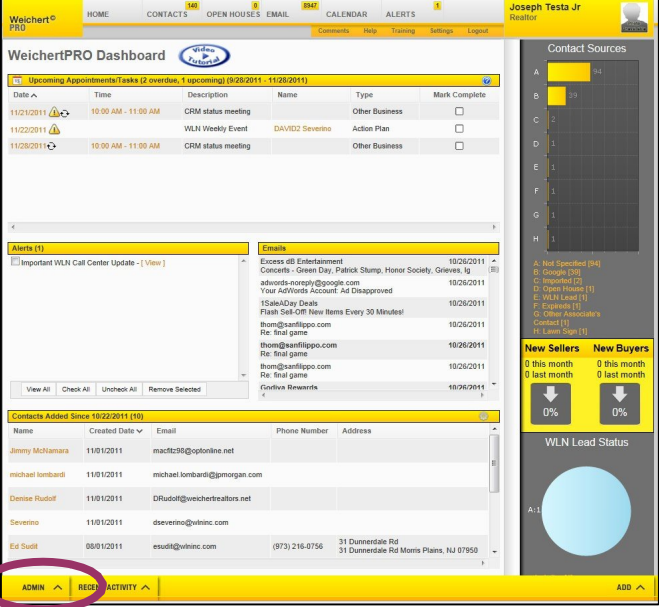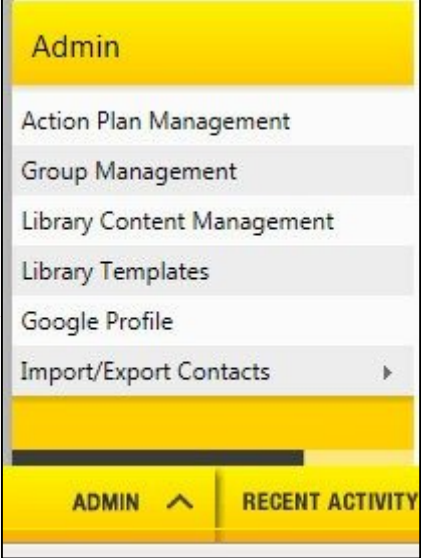
Google Sync seamlessly synchronizes your contacts and calendar between your mobile device and WeichertPRO. Once set up, Google Sync works automatically in the background. Real-time syncing means that your contacts and calendar events are always available and up-to-date in both places automatically. All you need is a Google Gmail account and then you can turn on Google Sync in WeichertPRO.

NOTE: Most Androids are already set up with a Google account or you may have completed creating an account at the initial setup of your device.

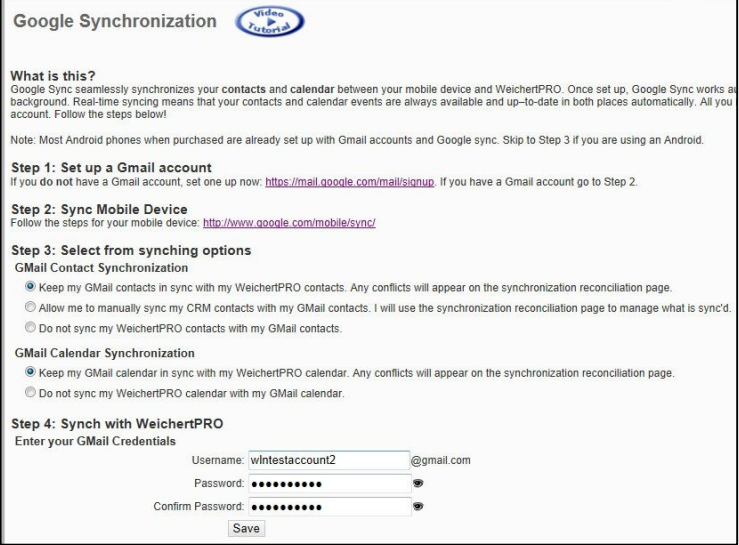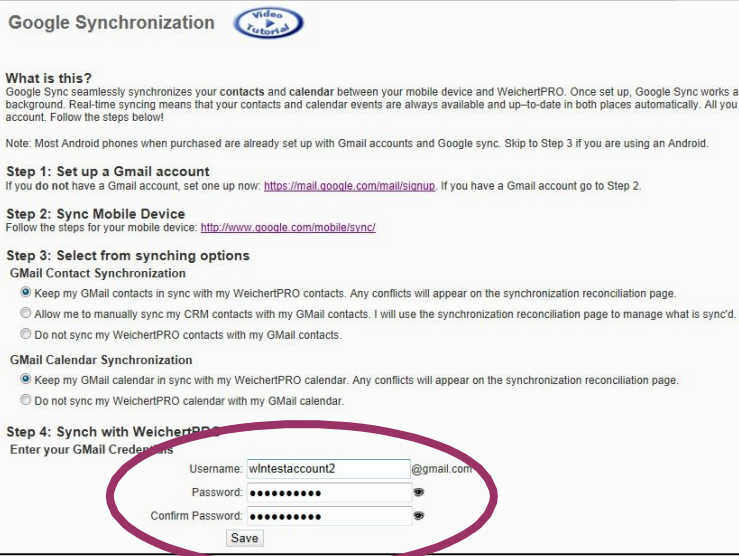## Create a Google Account (If you have already have your phone set up proceed to next step)

STEP	SCREEN
1. From the Home screen, tap Applications Gmail The Add a Google Account screen displays 2. Tap Next to continue	Adding an account You can use more than one Google Account on your phone (such as your home and work accounts). Adding a Google Account takes just a few steps. Touch "Next" to continue or press your phone's Back button to exit. Next
3. Follow the on-screen instructions to create Google Account.	Add a Google Account Sign in with your Google Account: Username Password By signing in, you agree to the Google and Additional Privacy Policies. Back Sign in

Turn on Google Sync in WeichertPRO

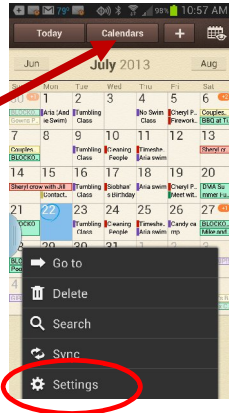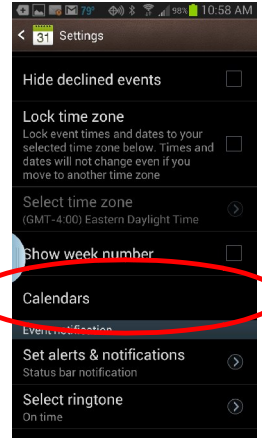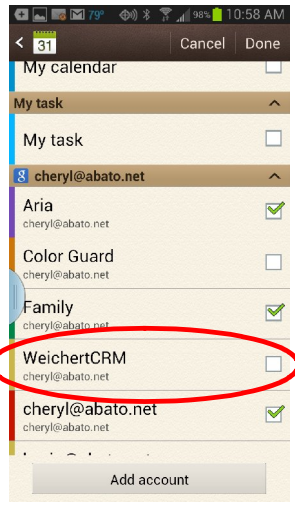| STEP	SCREEN
1. Click "Admin" from the bottom toolbar	
A new menu will open. 2. Select "Google Profile"	

Turn on Google Sync in WeichertPRO, continued

STEP	SCREEN
From the Google Synchronization page, select your syncing options for Contacts and Calendar: 3. Select "Keep my Gmail contacts in sync with my WeichertPRO contacts" 4. Select "Keep my Gmail Calendar in Sync with My WeichertPRO calendar"	
5. Enter your Gmail username and password 6. Then Click "Save".	

Turn on your WeichertCRM Calendar from your Android

STEP	SCREEN
1. Click the Calendar icon from your home screen. 2. From menu button, Click Settings FYI: some android phones have a calendar button right on the calendar screen If yours does click on it and skip to step 4	
3. Choose Calendars	
4. Place a check mark in the WeichertCRM checkbox by tapping it. 5. Click done in upper right hand corner 6. Return to the home screen	
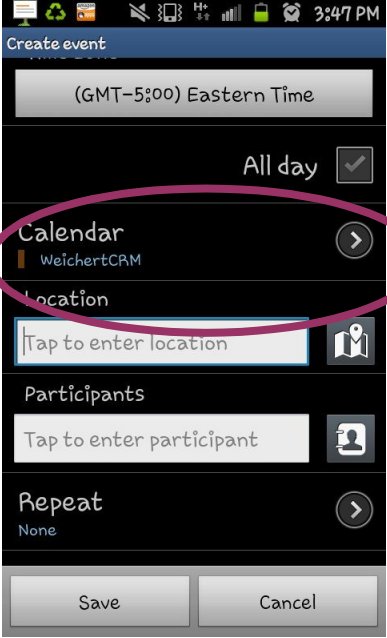
Adding a new event to your WeichertPRO Calendar from your Android

STEP	SCREEN
1. Open the Calendar App and click the "Tap To Create" on the bottom of the display	
2. Enter an event "title". Select the desired date and time, or "All Day" for a task.	

Continued on Next Page

Adding a new event to your WeichertPRO Calendar from your Android, continued

STEP	SCREEN
3. Select "WeichertCRM" in the "Calendar" section. 4. Tap Save *****You must choose the WeichertCRM Calendar every time you create an event that you want to sync to WeichertPRO****	

Additional Resources:

- For Technical Questions: Call the Help Desk at 973 605 1619

- Or email at: WLNHELP@WLNINC.COM

- For additional WeichertPRO training and our a library of video tutorials visit: WeichertPRO.com☐ Training