



# Quick Start Guide

**Qualified** keeps your teams connected by combining chat, task management, notes, and document sharing in one place.

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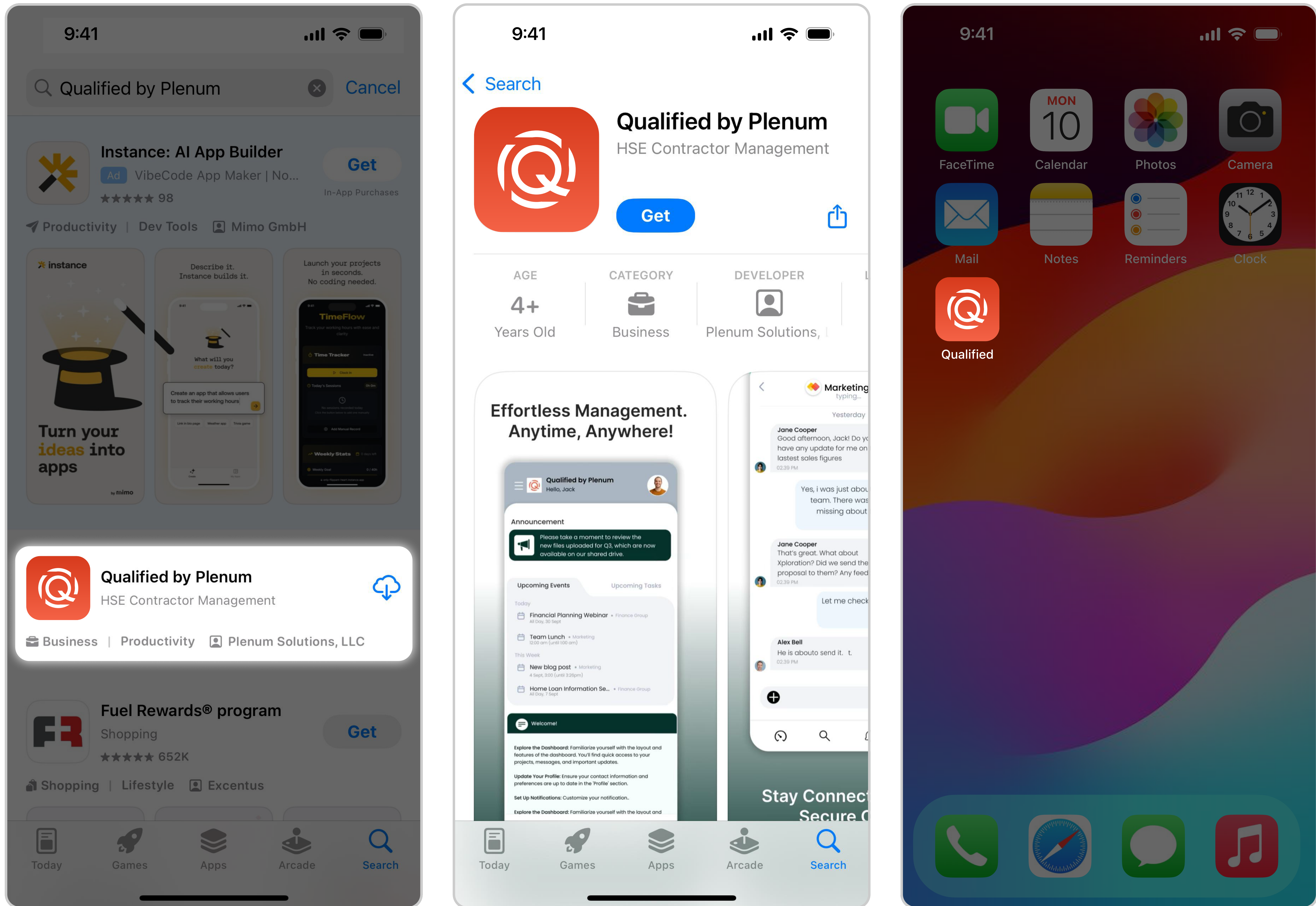
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# QUALIFIED | Download Qualified



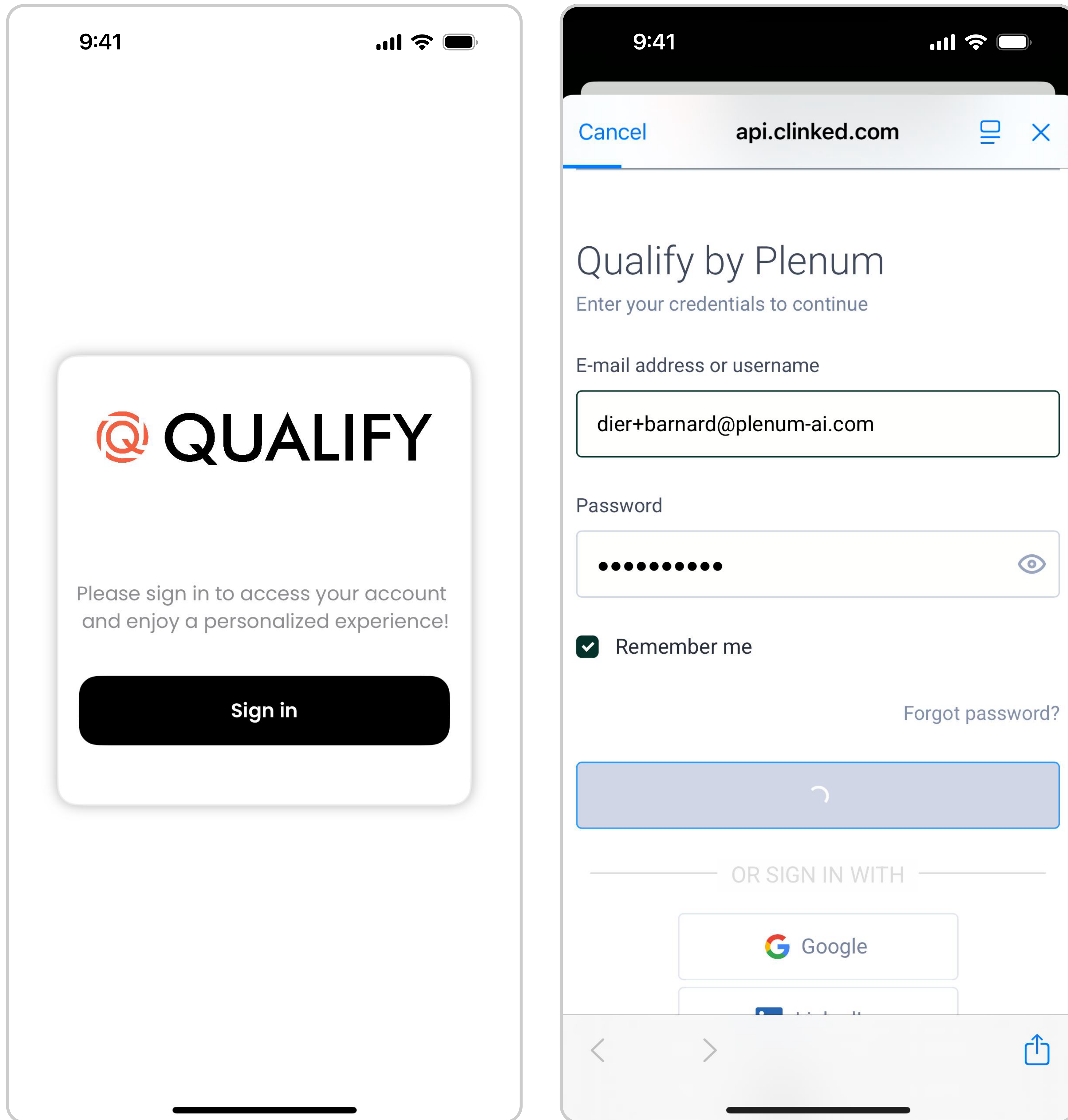
## DOWNLOAD QUALIFIED FROM THE APP STORE OR PLAY STORE

1. Open the App Store app on your mobile device
2. Search “Qualified by Plenum” and select “Qualified by Plenum”
3. Tap “Get” to download Qualified by Plenum

### HOW CAN I DOWNLOAD QUALIFIED BY PLENUM ON THE GOOGLE PLAY STORE?

The process is the same. Search for “Qualified by Plenum” and select “Qualified by Plenum”.





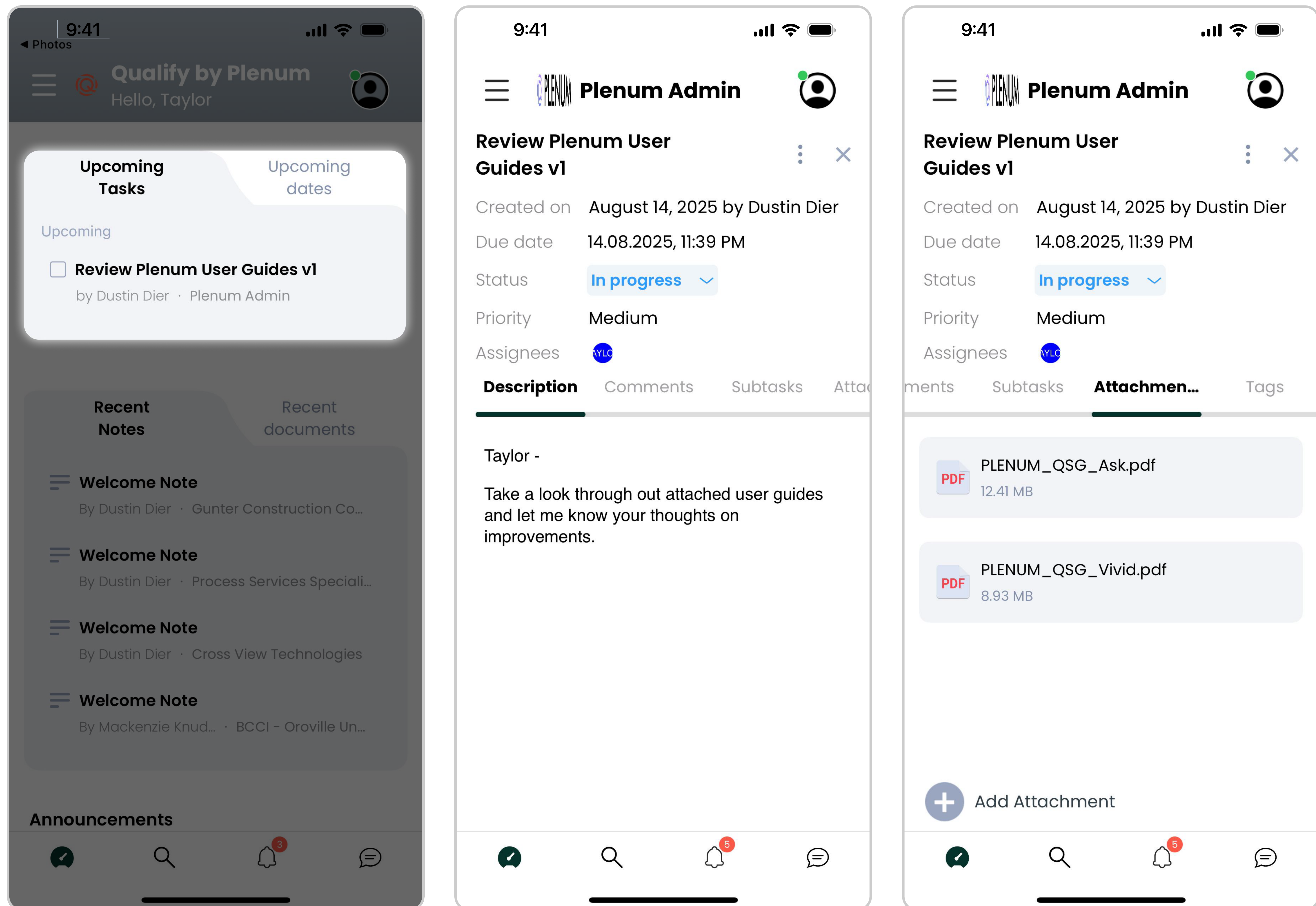
## LOG IN

1. Open the Vivid app on your mobile device
2. Enter your credentials and tap Log In

### WHAT'S MY USERNAME AND PASSWORD FOR THE QUALIFIED MOBILE APP?

The same username and password given to you for the desktop version will work for the app.

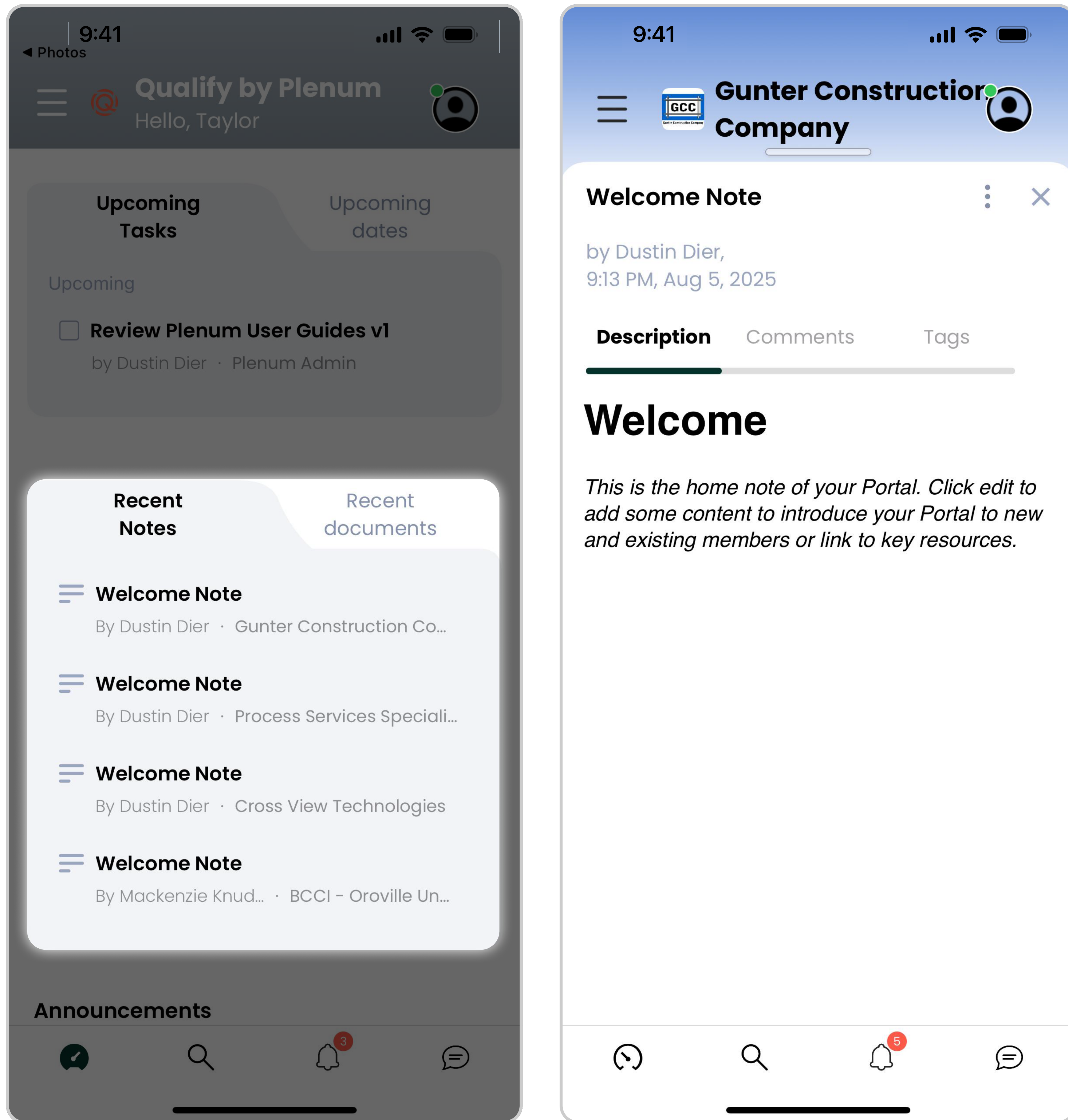




## VIEW YOUR TASKS

1. From the **Home screen**, check the **Upcoming Tasks** section.
2. Tap a task to open details, update status, add comments, and add attachments.

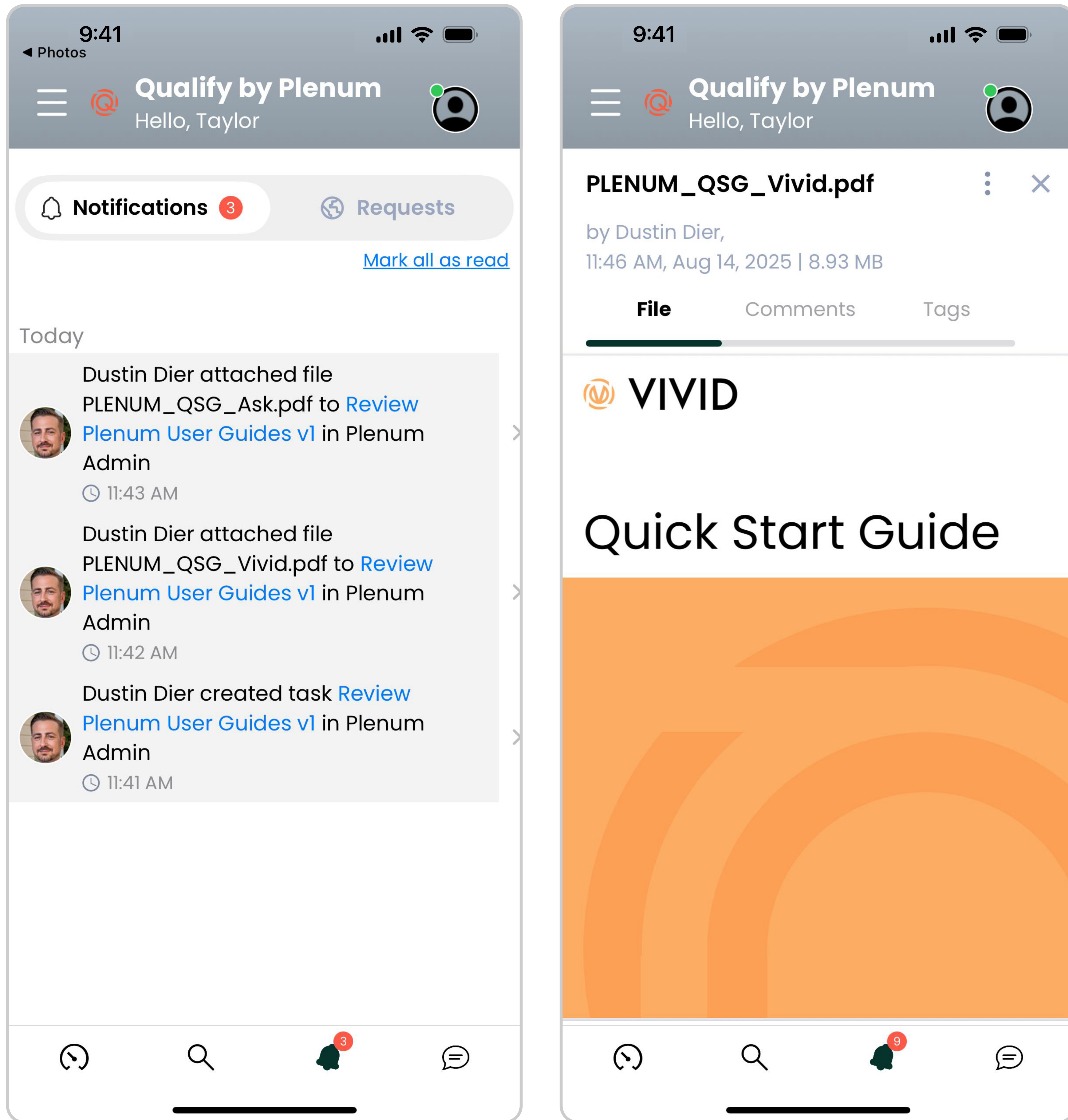




## Read and Edit Notes

1. Tap a note from **Recent Notes** or from within a chat.
2. View the description, add comments, or tag teammates.

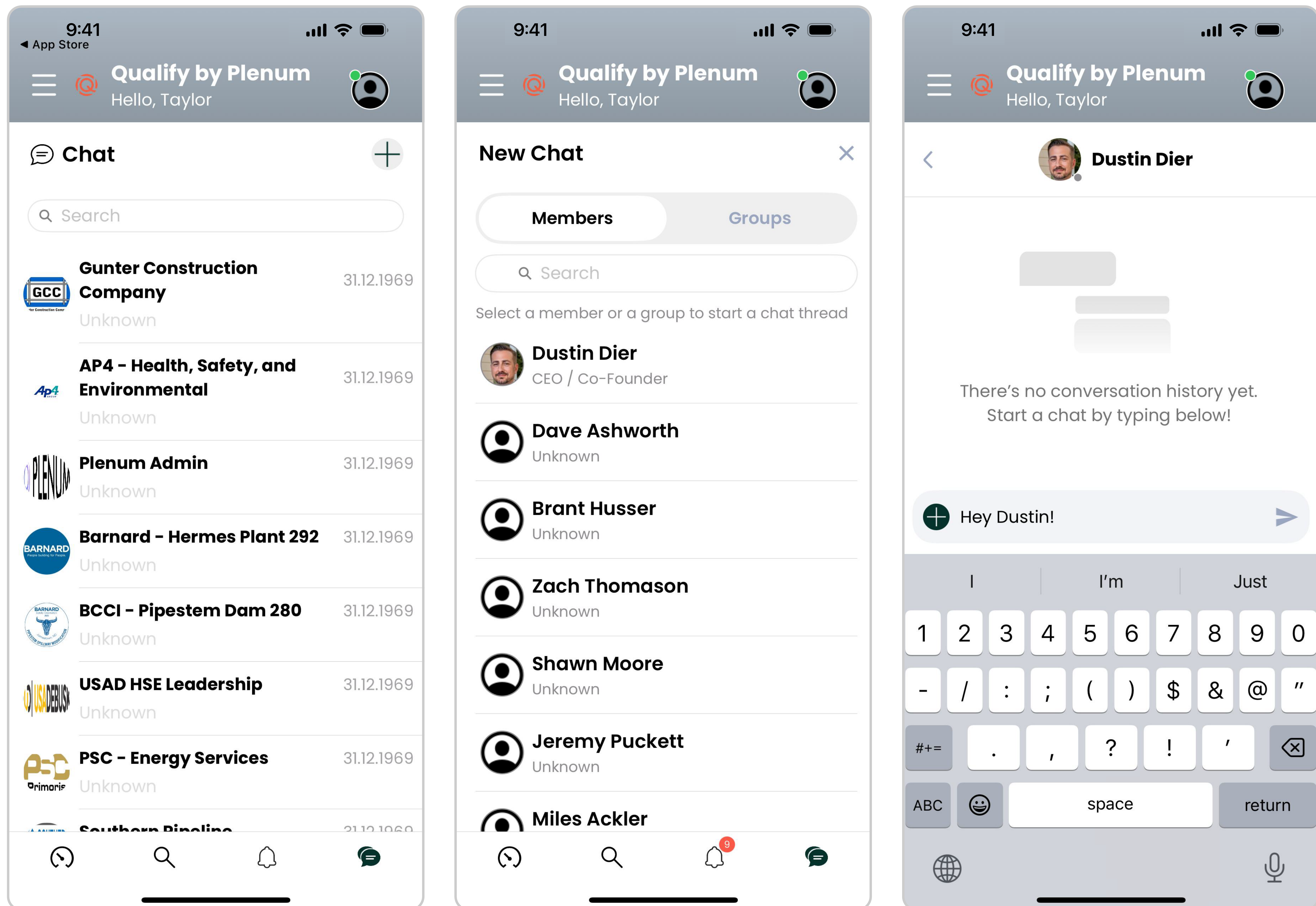




## CHECK NOTIFICATIONS

1. Tap the **bell icon** to see alerts for new tasks, mentions, and updates.
2. Tap a notification to open it directly.





## OPEN CHATT

1. Tap the **Chat icon** in the bottom menu.
2. Select a company or group from the list.
3. Tap the **+ icon** to start a new conversation if needed.



