

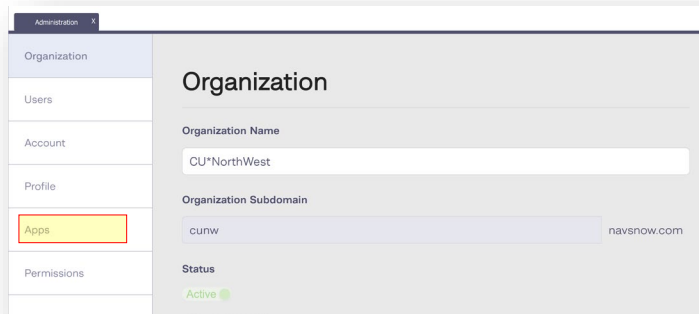
# Adding an App

## TASK COMPLETED BY AN ORGANIZATIONAL ADMIN ONLY

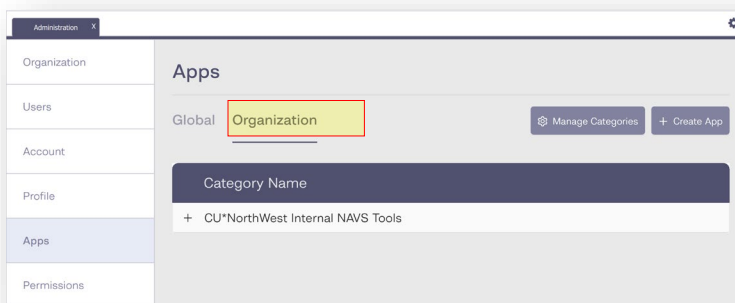
Apps can be added for efficiencies in the credit union. A centralized location and the ability to streamline workflows. Examples of apps may include: EFT Vendor Interface page for back office, Facebook or Instagram for the marketing department, or a LOS interface.

If you are interested in increasing the interface capabilities or having an API created please either submit an idea through the NAVS App or email [NAVSTEAM@cu-northwest.com](mailto:NAVSTEAM@cu-northwest.com).

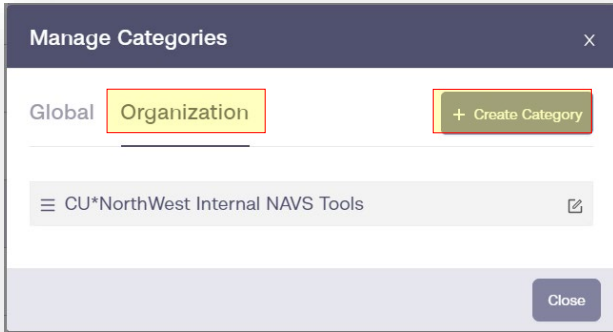
1. Select the cog in the upper righthand corner of your NAVS Desktop App - ⚙️.
2. On 'Administration Tab' select 'Apps'



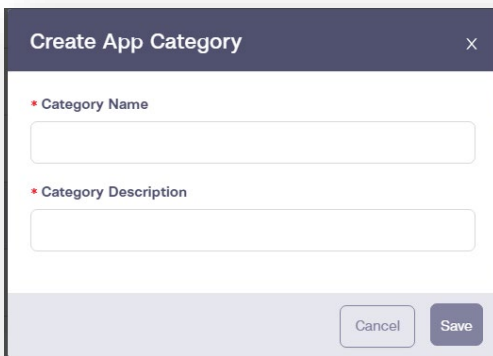
3. Next select 'Organization'



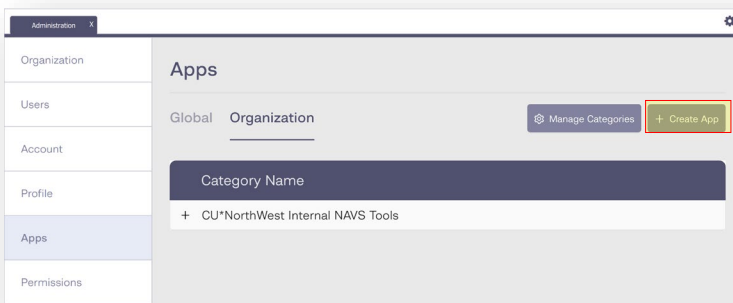
4. Select 'Manage Categories' and then 'Organization'
  - a. If what you would like your app categorized as is not currently configured then add the category type prior to adding the app.



- Any fields with an \* are required fields and must be filled out to create the category. Once created you will have the ability to 'Save'



- Select 'Create App'



- You will fill out the following screen – anything with a \* is required.



The 'Create Organization App' dialog box contains the following fields:

- Application Name
- Application Description
- Category (dropdown menu)
- Start URL
- Version

- Application Name
- Application Description
- Category: Your internal org from the drop down
- Start URL: Your Start Page
- Version: If unknown put 1.0
- Developer Name
- Application Icon (to be able to recognize in your tray)
- Website URL (may be the same as your start URL)

8. After filled out – select 'SAVE'
9. Then you will select the 'Organization' Tab

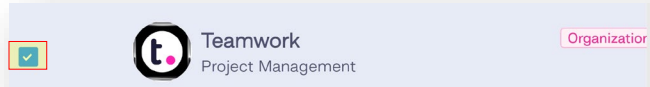
The 'Organization' configuration page shows the following details:

- Organization Name: CU\*NorthWest
- Organization Subdomain: curnw (navsnow.com)
- Status: Active

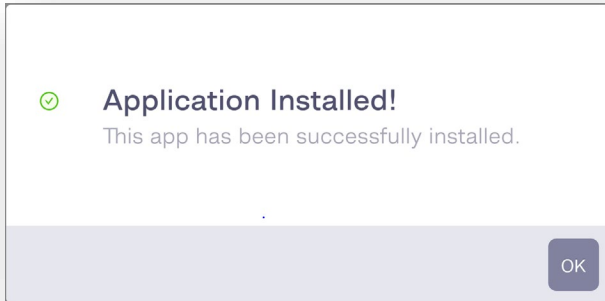
10. Next to the Organization Locations under 'Action' select the cog

Name	Location Type	Address	Action
CU*NorthWest	Liberty Lake Office	Anywhere, Anywhere, Anywhere	<input type="checkbox"/>

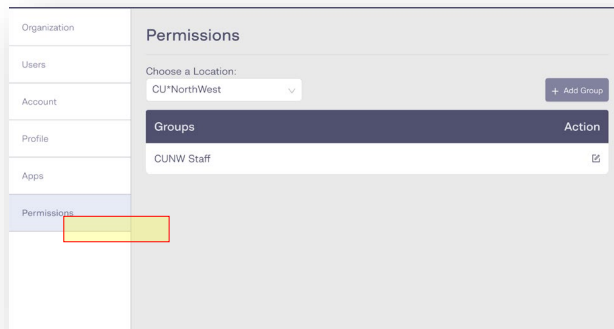
11. You will check the box next to the application that was just added to the organization to install it.



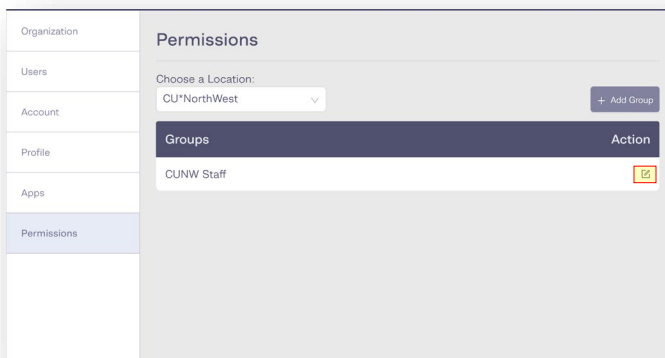
12. You will get the following message that the application was installed successfully.



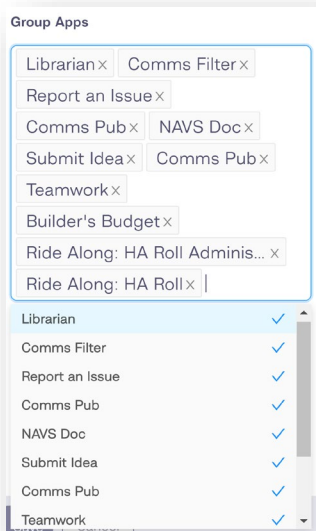
13. Last step will be to add permissions to the correct individuals



14. Select the pencil under the actions tab.



15. Scroll to the listing of 'Group Apps' and click in the box to show all installed apps



16. Then you will select the app to be installed for the group chosen.

17. The User Group that has been selected or created to have access to this app will need to log off and then back onto NAVS for it to appear.