



# USING THE CERBY APP ON A PUB TABLET



## WHAT THE GUIDE EXPLAINS

### USER JOURNEY FOR SIGNING INTO THE CERBY MOBILE APP ON A PUB TABLET



#### Purpose

Show users how to sign into the Cerby app on a pub tablet using Okta single Sign-On.

#### Audience

Pub Teams accessing pub applications on a pub tablet

#### Key outcome

User authenticates into Cerby and can access their pub applications

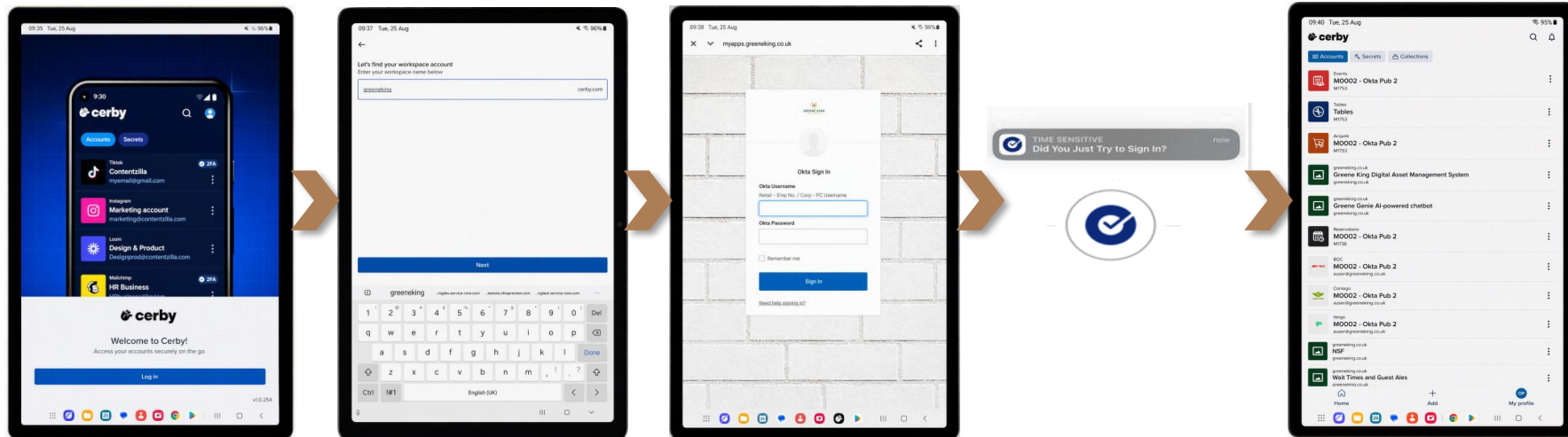
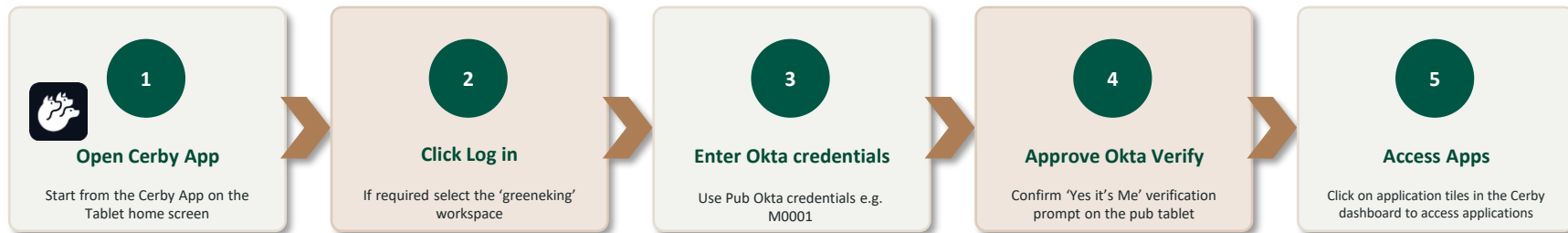
#### Support route

Users can email [People@greeneking.co.uk](mailto:People@greeneking.co.uk) or call the service line if they have problems.

For any access queries:

Email [People@greeneking.co.uk](mailto:People@greeneking.co.uk) or call **0800 731 1799 Option 4**, Monday to Friday 09:00 to 17:00.

# END-TO-END SIGN-IN FLOW OVERVIEW

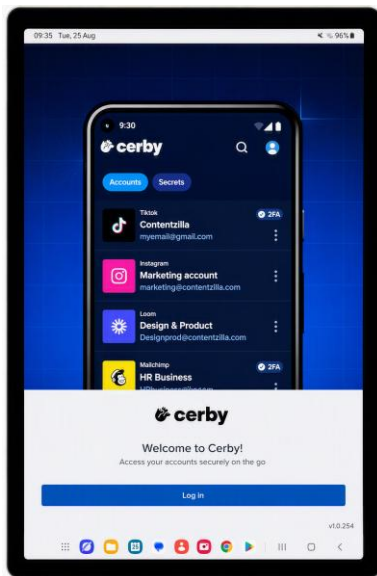


# BEGIN IN THE CERBY APP

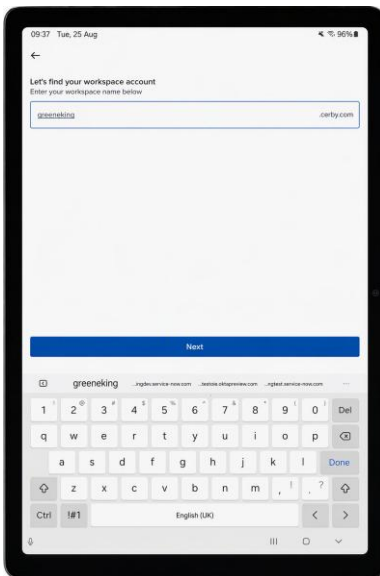
## STEP 1



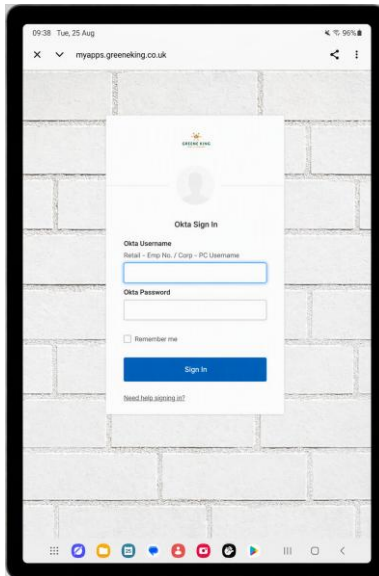
Cerby App Log in Screen



Enter Cerby Workspace



Okta Log in Screen



Open the Cerby app on the Pub Tablet

Click Log in

Enter the workspace as greeneking or  
Select the workspace  
greeneking.cerby.com

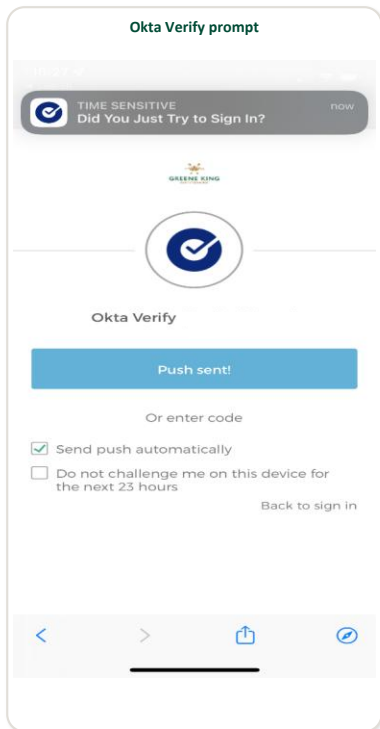
Enter Pub Okta account Credentials

Complete the MFA verification when  
prompted



# APPROVE THE SECOND-FACTOR PROMPT

## STEP 2



The next step is confirming the authentication in Okta Verify.

### If the push appears

- Approve the push notification from the pop-up
- Click “Yes, It’s me”
- Cerby should authenticate and sign in

### If no push appears

- Open the Okta Verify app on the device
- Look for the “Did you just try to Sign in?” prompt
- Click “Yes, It’s me”, then return to Cerby

# LOG ON NOTIFICATIONS

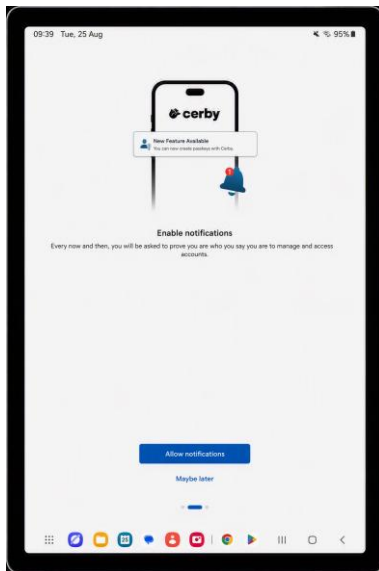
## STEP 3



Following first log on you will see the screens for enabling:

1

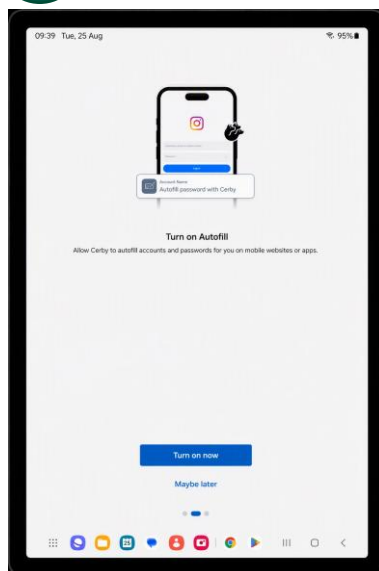
Notifications



Click 'Allow Notifications'

2

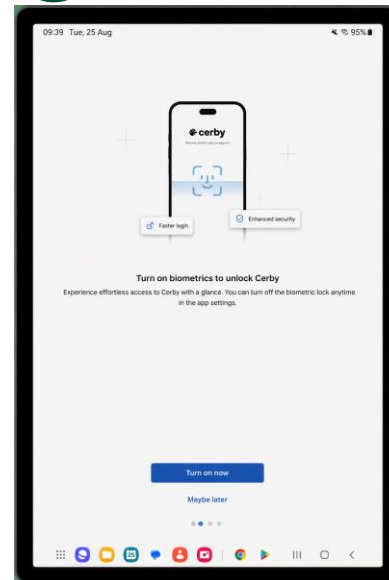
Auto-Fill



Click 'Turn On Now'

3

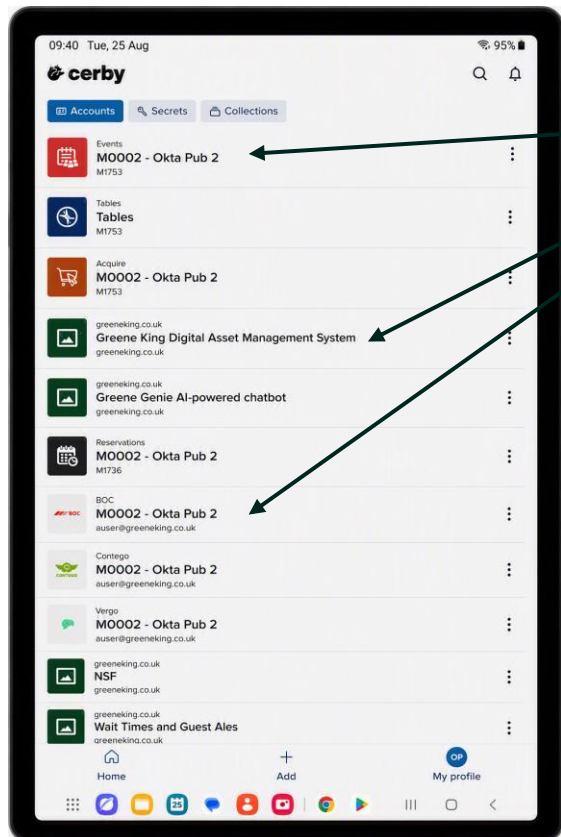
Biometrics



Click 'Maybe Later'

# APPLICATION ACCESS

## STEP 4



Click on the app tile to open the application from the Cerby App Dashboard

Access to applications may differ depending on how they are set up in the background:

- Where the app is **Single Sign On** you will need to re-enter the pub Okta username and password (e.g. Wait Times / PQS) to gain access
- Where your **pub team controls the password**, you will need to enter it into Cerby on first use or when the password is changed (e.g. BOC). See slide 8 for instructions.
- Where the **app password is controlled centrally**, you don't need to take further action and will be taken straight to the application

# SET PASSWORDS IN CERBY APPS

## STEP 5



Where your pub team controls the passwords to applications, follow these steps to set the password on first log on to these applications or when the password

Click on the three dots on the right-hand side of the application tile

Click 'Edit'

Enter password for the application into the password box

Click 'Save Account'

