



# JAM Quick Start Guide

Exploring FMI Jam is the quickest way to learn how easy and intuitive the system is. We've created the instructions below to help you get started. Be sure to bookmark <https://fmi.sapjam.com/>

If you have any questions or need assistance, please contact: [register@fmi.org](mailto:register@fmi.org)

## Logging In & Accessing FMI Jam

To access FMI Jam, click the link provided in the welcome email, delivered directly from FMI Jam (fmijam@fmi.org). Be sure to check your email spam folder if you haven't received the email.

The link will direct you to the login page. Use the password provided in your email before clicking the log-in button:

Once logged-in, you'll be asked to agree to the [Terms of Service](#). This will then direct you to the home page which provides timely information, twitter feeds and links directly to COVID-19 Discussion Pages:

## Discussion Participation

Click on any of the discussion boxes and it will take you directly to that topic's page. From these individual pages, users can access important documents, participate in facilitated discussions, answer poll questions, start a discussion or ask questions of the related topic.

**Worker Safety FAQ**

- Discussion**  
How to handle workers who have been exposed to COVID-19?  
FMI\_Staff · about 14 hours ago
- Discussion**  
Have you seen the resources in this FMI Worker and Customer Safety Resources Toolkit?  
Margaret Core · 1 day ago
- Question**  
Can I take an employee's temperature at work?  
FMI\_Staff · 6 days ago

**Worker Safety Forum**

- Discussion**  
How to handle workers who have been exposed to COVID-19?  
FMI\_Staff · about 14 hours ago
- Discussion**  
Have you seen the resources in this FMI Worker and Customer Safety Resources Toolkit?  
Margaret Core · 1 day ago
- Discussion**  
How do I maintain social distancing in my food production/processing facility and food retail...  
Frequently\_Asked\_Question · 4 days ago

**See a discussion or question, that you want to answer or add to?** Simply click the header to read responses and like, share, follow or respond to the message. You can even add images, tags, videos or documents by using the individual icons at the bottom:

Like Subscribe Edit Share More

Comments Tasks (0)

Comment on post

@ [tag icon] [camera icon] [video icon] [document icon] Post

**To ask a question or start a new discussion,** simply click the appropriate option from the actions menu on the bottom right of the page:

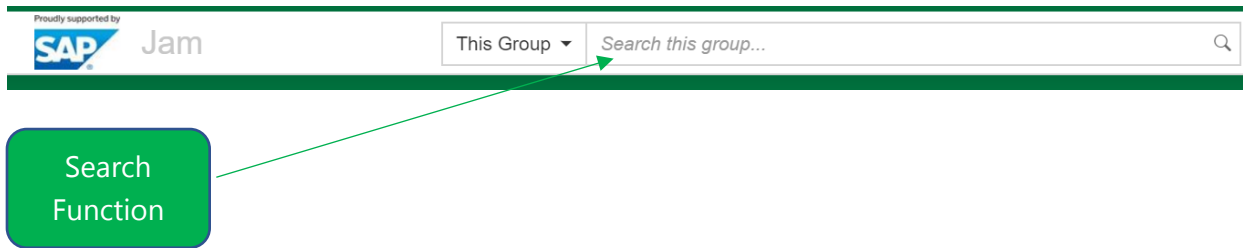
### Actions

- [?] Ask a Question
- [discussion icon] Add a Discussion

Ask a Question or Start a New Discussion

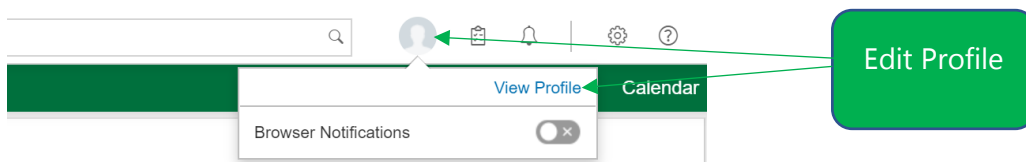
Additionally, on the bottom of each discussion page you will find specific **FMI staff contacts** related to each topic. These subject matter experts monitor the discussion groups and provide related answers and additional documents. Feel free to reach out to these individuals if you have any questions.

Access to these pages can be found through different paths in the system or by searching, so feel free to explore, start a conversation and tag (hashtag - #) your responses. You can use the search function found at the very top of FMI Jam to search for a keyword, discussion, hashtag or specific user:



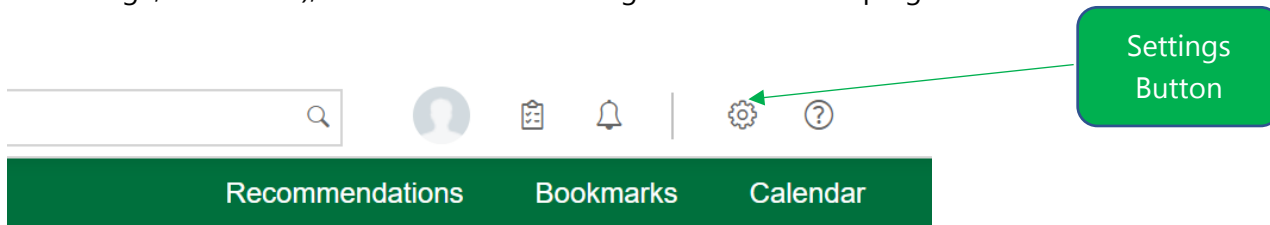
## Update Your Profile

Let other users know more about you by updating your user profile. To edit your profile, click the profile button in the top right and then click the view profile. From here you can upload a picture of yourself and provide additional contact information that is viewable by other users.



## Notifications & Settings

You can decide how frequently you receive JAM activity notifications. To indicate your preference (which you can change, as needed), click the account settings button in the top right corner:



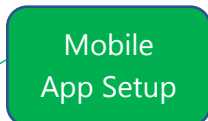
From this area you can also control other features of the system.

## Mobile Access

Mobile access is quick and secure on your smartphone or tablet! From the account settings page, click the mobile set-up link and follow the instructions to download the app from your preferred app store:

### Account Settings

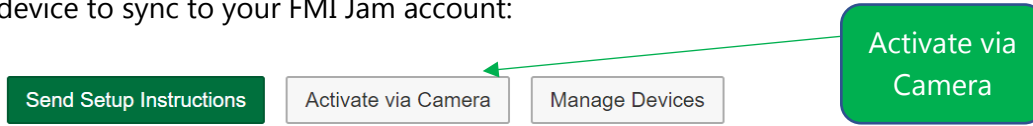
- Email
- Language
- Applications
- Time & Calendar Settings
- Profile Data Disclosure
- Mobile Setup





SAP Jam Mobile App

After downloading the app to your mobile device, click the activate via camera button on your computer. This will generate a user-specific QR Code that you can scan on your mobile device to sync to your FMI Jam account:



If you have any questions about the FMI Jam system, please don't hesitate to reach out to [register@fmi.org](mailto:register@fmi.org)