Course Manual

FAMIS APP
1. Access the FAMIS App by finding the icon on your device. After you tap the icon the login screen will appear.
   a. Use your regular FAMIS username and password and click “Log In.”

2. Upon log in, your screen will display work orders that have been assigned to you. Swipe to the right to see the navigation pane with all of the different menu items.
3. To Logout, click the blue box in the upper left corner, scroll down to “Sign Out” menu option and tap.
   a. Tap “Log Out” to confirm log out.
2.1 **MY WORK ORDERS**

This menu item displays all of the work orders assigned to you. It shows the work order number, a brief description, the location, priority, maintenance type, and status.

*You will receive a push notification when a work order is assigned to you regardless of what app screen is open.*

Swipe the screen up to scroll through all work orders or tap the magnifying glass to search for a particular work order.

The colored circles with “P#” indicate the priority of the work order. The circled dollar symbol indicates the work order does NOT use building default funding. The blue “PR” circle indicates the work order is part of a project. The green “CP” circle indicates the work order is part of a capital project.
Tapping on a work order will give you work order details. Swipe up to scroll through all of the work order details.

The left arrow in the upper left corner will return you to the previous screen.

Map Feature – Directions

1. Tap the map to see detailed location of work order building.
   a. The first time you use the map, you will need to “Allow” for the app to access your location.
2. Tap “Update” to refresh your current location in the app.
3. Tap the star pin icon to zoom in on the map to the building’s location.
4. Tap the pin icon to zoom in on your current location on the map.
5. If finished, tap “Done” to exit the map feature.

6. To get directions to the building from your current location, tap “Directions” in the lower right hand corner.
   a. Tapping “Directions” will open the Map App on your device. You are no longer in the FAMIS App.
   b. For step by step directions, tap “Start.”
c. To close the directions, double click the home button (physical button on the bottom of the device.)
   i. All open apps will show on device. Tap the FAMIS App screen to return to the FAMIS app.
d. Tap “Done” to exit the map feature.

From a selected work order, there are additional options to:

1. Enter Time
2. Request Parts
3. Add additional notes to the task list
4. Attach URLs, pictures, and notes

In order to save changes to the timecard, notes, and attachments, tap the three horizontal bars in the corner, and tap “Submit.” If work order screen is left prior to tapping submit, the changes will be lost; however, you will be prompted to either submit the changes, abandon the changes or cancel your navigation to a new screen.
2.1.1 Enter Time

1. Tap on “Timecard” at the top of the work order screen.
2. Tap the clock numbers (circled below), and adjust reels to the number of hours spent on that work order.
3. Tap “Done” to return to the previous screen.

4. Adjust the pay code by tapping “Default Pay Code,” if needed.
   a. The pay code defaults to regular pay.
5. Tap “Task Code” to add a task code for the labor. Tap appropriate task code.

6. Tap the box under “Comments” to enter work notes.
   a. Comments can either be typed or be dictated by clicking the microphone icon on the keyboard.

If the microphone does not work, close other apps running on the phone as there is not enough memory available to run the microphone.
7. Tap box to indicate if work is completed.
8. Tap “Save” when finished.

2.1.2 Request Parts
1. Tap on the three horizontal lines in the top right corner of the screen. Then tap “Request Parts.”
2. Select Pick Up Date and add any special instructions.
3. Tap “Tap to add” to search for the part.

a. Parts can be searched by part number, bar code, or description of the part by tapping in the applicable field. Narrow search by selecting known categories.
b. After entering search criteria, tap desired part to select.
   i. Part Categories 1-3 will automatically populate.
ii. Additional information about the part as well as a photo is available to review.

c. Enter the needed part quantity and tap “Save”.

![Part Details](image)

- Quantity Available: 3
- * Quantity to Request: [Input field]
- Warehouse: UND-CENT
- UM: EA
- Price: $18.99
- Bin: 3801B12
- Quantity On Hand: 3
- Quantity Reserved: 0

[Attachment]

![Photo](image)
d. The selected part and quantity will be displayed the bottom of the Issue Parts Request screen. If everything is correct, tap “Submit”.
   i. A confirmation number will display upon successful submission. Tap “Continue”.

2.1.3 Append Task List
1. Tap “Tap to add” to edit task list.
   a. Notes can be typed or dictated.
   b. Tap “Done” to exit task list.
      i. Note will appear on work order screen.
2. If there are no further changes for the work order, tap the three horizontal bars in the corner, and tap “Submit.” If work order screen is left prior to tapping submit, the changes will be lost.

2.1.4 Add Work Order Attachments
URL links, pictures, and/or notes can be added to a work order, if needed. UND is only using the photo attachment.

To add a URL Link:

1. Tap the globe icon to add a URL link.
2. Enter image title and URL. A picture of the URL will display.
3. Tap “Done.”
   a. Globe icon with URL will display on work order screen.

4. To edit or delete the link, tap the attachment, and tap “Delete” or update as necessary.
To Add a Photo:

1. Tap the camera icon.
2. Enter a title for the photo.
3. Tap the camera icon.

   a. If you have not yet taken the needed photo on the device, tap “Take Photo.”
      i. Point device camera and tap the white circle to take a photo.
      ii. If photo is acceptable, tap “Use Photo.” Otherwise, tap “Retake” to take a new photo.

   iii. Tap “Accept.”
      1. The photo will display below the title.
iv. Tap “Done.”

1. The photo will display under the attachments section.

b. If you have already taken the needed photo on the device, tap “Choose Existing.”
   i. Tap appropriate album.
   ii. Tap desired photo.

iii. Tap “Accept.”

1. The photo will display below the title.
iv. Tap “Done.”
   1. The photo will display under the attachments section.

4. To edit or delete a photo, tap the attachment, and tap “Delete” or update as necessary.
To Add a Note (UND DOES NOT USE):

1. Tap the note and pen icon.
2. Enter a title for the note.
3. Tap box to enter text of note.
   a. Comments can be typed or dictated.
4. Tap “Done” when finished.
   a. The note will display under the attachments section.

2.2 MY CREW WORK ORDERS

Swipe left to access the navigation menu. Tap ‘My Crew Work Orders’ to see all of the work orders assigned to your crew. The same functionality to update a work order that is not assigned is available as outlined in 2.1 - My Work Orders.
2.3 **PM WORK ORDERS/LONG TERM WORK ORDERS**
Preventative Maintenance & Long Term work orders have the same capabilities as the other work orders outlined above.

2.4 **STANDING WORK ORDERS**
The Standing Work Orders Menu options allows you to pull only standing work orders for your crew to enter leave and holiday time.
Enter Time:

1. Tap appropriate standing work order to select.
2. Tap on “Timecard” at the top of the work order screen.
3. Tap the clock numbers and adjust reels to the number of hours spent on that work order.
4. Tap “Done” to return to the previous screen.
5. Do NOT adjust the “Default Pay Code.”
   a. The pay code defaults to the correct pay code based on the selected work order.

6. Tap the box under “Comments” to enter work notes.
   b. Comments can be typed or dictated by clicking the microphone icon on the keyboard.

7. Tap “Save” when finished.

8. Tap the three horizontal bars on the work order summary page and tap “Submit.”
   a. A “Success” message will display at the bottom of the screen.
2.5 **Create Service Request**

The “Create Service Request” menu allows you to enter a service request.

1. Tap “Create Service Request” menu.
2. Tap appropriate procedure from the list of options.
   a. The procedure code and description will populate.
3. Tap “Tap to Set” under Building, Floor, and Room and tap appropriate choice(s) to identify the location.
4. Tap “Tap to add” next to the Task List to answer the task questions.
   a. Answers may be typed or dictated using the microphone icon.
   b. Tap “Done” once finished.

5. If necessary, attachments can be added to the service request. Instructions adding attachments in section 2.1.4.

6. Tap “Submit” when the service request form is complete.
   a. A “Submission Succeeded” message will be displayed.
2.6 Time Card

Hours entered via other menu options can be reviewed in the ‘Time Card’ menu item. Additional hours can also be entered from this menu. Time cards for each day must be submitted from this menu for supervisor approval.

1. Tap the desired work date to review labor entries for the day.
2. Tap the blue + to add more labor entries, if needed.

3. Tap “Work Order #” to select appropriate work order.
4. Tap the clock to enter the labor hours.
5. Tap “Pay Code” to change, if needed.
6. Tap “Save.”
   a. The new entry will appear on the list for the day.
7. After all labor has been entered for a date, tap “Submit Timesheet.”

Once the timesheet for the date has been submitted, a check mark will appear in the upper right corner of the date box.
Rejected Timecards:

1. A number next to the Timecard on the menu indicates the number of labor entries rejected by supervisor.
2. The dates with rejected labor entries will be highlighted in red.
   a. Tap the date on the calendar to show labor entry (ies) rejected.
   b. Tap entry to update and save.
   c. Tap “Submit Timesheet” after making necessary corrections.
      i. The warnings will be removed once the timecard has been resubmitted.
2.7 **WORK ORDER SEARCH**

Work Order Search allows you to search for specific work orders by various criteria regardless of assigned crew. Only work orders with an open status assigned to your crew will be editable from this menu option.

1. Enter desired search criteria.
2. Tap “Search.”
3. Results are displayed in list form.
   a. Tap desired work order for detailed information.

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2.8 **SEARCH EQUIPMENT**

1. Scan a barcode or enter known search criteria, and tap “Search.”
2. Select equipment from list.
3. From Equipment record, you can create a service request, if needed.
   a. Tap “Create SR.” Steps to create a service request are outlined above in section 2.5.

2.9 ISSUE REQUEST WORKBENCH
The Issue Request Workbench allows you to search for open issue requests that you have submitted and cancel them, if needed.

1. Tap the magnifying glass to search issue requests.
2. Tap “Sort” to change the order in which the requests are displayed.
3. Tap desired issue request to review/cancel.
   a. To cancel, tap the box next to cancel.
   b. Tap “Submit.”
   c. A “Success” message will display at the bottom of the screen and the issue request will no longer be visible on the refreshed issue request workbench.

2.10 PART LOOKUP
The Part Lookup menu allows you to look up parts by bar code or other criteria provided.

1. Tap on the field you want to search within and enter information.
a. Part Category 1, 2, and 3 are chosen with pick lists.

2. Tap “Search” after entering desired criteria.
   a. All parts matching search criteria will be displayed in a list.
3. Tap part to review detailed information.
   a. If there are pictures of the part, it will be shown as an attachment with a photo icon.
   b. Click the icon to open the picture.
   c. Tap “Done” to close the picture.
4. Tap the left arrow to go back to the list of results
The Cost Summary menu allows you to look up costs for a work order.

1. Tapping the Cost Summary menu will query all UND work orders with only 500 displayed on the screen.
2. Tap the magnifying glass to search within the records for the desired work order.

3. Tap desired work order to view cost summary.
   a. Tap each labor entry to view details including labor comments.
   b. Tap the left arrow to go back to the work order cost summary screen.
2.12 PREFERENCES

The Preferences menu allows you to adjust the font sizes in the app. Use the plus and minus signs to adjust as needed.
2.13 **Pending Transactions**
The Pending Transactions menu shows all transactions that will post once a Wi-Fi connection is established.

In order to transactions to be posted in FAMIS, you must have Wi-Fi access. If you don’t have access to Wi-Fi transactions will be saved to this folder and post as soon as Wi-Fi access is available.

2.14 **Application Messages**
Application Messages menu shows all transactions submitted via the app. Tap a transaction to get more details.
2.15  **INFO**
The Info menu options provides basic app and device information.

2.16  **SIGN OUT**
Tap the Sign Out Menu to log out of the app.
3 SUPERVISOR ROLE

The Supervisor Role gives you access to all the Employee Role menu items as well as those detailed below.

3.1 UNASSIGNED WORK ORDERS
Allows supervisors to view all unassigned work orders associated with your crew and assign them out as needed.

1. Tap work order to assign.
2. Tap “Tap to Set” under the “Assigned To” box.
   a. A list of employees in your crew will populate.
   b. Tap desired employee.
3. Tap three horizontal bars and tap “Submit” to save changes.
   a. A “Success” message will appear at the bottom of the work order.

   The work order status will be changed to “Assigned.”
3.2 MY PROJECTS
The My Projects menu allows you to view any projects that have open work orders assigned to your crew.

1. Tap the desired project.
2. Review the project phases by scrolling down.
3. Tap each phase to view the specifics of the work order.
   a. In the work order, you can assign personnel, enter time, and request parts.
   b. Tap the three horizontal bars, and tap “Submit” to save any changes to the work order.

3.3 SUPERVISOR TIMECARD APPROVAL
The Supervisor Timecard Approval menu item allows supervisors to approve time. The form allows you to approve or reject all time entered for a day or approve and/or reject time for each labor entry.

1. The menu item will query all timesheets waiting approval.
2. Tap the desired timesheet to review.
3. To approve or reject all entries on the timesheet, check the approve all or reject all entries box on the “Timecard Detail” form.
   a. If rejecting all, you must choose a rejection status.
   b. Tap “Submit.”
   c. You will receive a “Success” message on the bottom of the form.
      i. If the timecard was rejected, the employee will receive a push notification indicating so.

4. To review more details including labor comments or to approve/reject individual labor entries, tap the desired entry.
   a. Tap the approve or reject box for the labor entry line.
      i. You must indicate a rejection reason if rejecting a line.
b. Tap the left arrow to return to the Timecard Detail form.
   i. If labor was approved, it will be removed from the time entries on this form.
   ii. If labor was rejected, the labor rejection reason will be displayed.
      1. The employee will receive a push notification indicating rejection.

3.4 **WORK ORDER CLOSURE BENCH**

The Work Order Closure Bench allows you to search for a specific work order assigned to your crew to close. The purpose of this menu item is to allow you to see the cost summary upon closing of the work order.

1. Fill in desired search fields and tap “Search.”

2. Work orders meeting the search criteria will populate. Tap the desired work order to review.
3. Tap the three horizontal bars and tap “Close WO.”

   a. The Work Order Cost Summary is available to review.
   b. Tap “Submit” to close the work order.
   c. You will receive a “Submission Succeeded” notification and the status will be changed to “Closed” on the work order detail screen.
4.1 **CREATE MAINTENANCE ISSUE**
The Create Maintenance Issue menu allows you to create a maintenance issue and has the ability to scan the WO or Request # barcode.

![Create Maintenance Issue](image)

4.2 **PHYSICAL INVENTORY**
Feature not currently used.

4.3 **WAREHOUSE MANAGER**
Feature not currently used.

4.4 **PART ADJUSTMENT APPROVAL**
Feature not currently used.

4.5 **WAREHOUSE NOTIFICATIONS**
Feature not currently used.
Although Apple has designed the iPhone, iPod touch, and iPad to be simple to learn, sometimes you may want a primer on the basics. Here’s a breakdown of the major multitouch gestures, navigation, Home screen tips and tricks, and multitasking features you’ll need to master your iOS device.

**Gestures and Techniques**

If you’ve never before owned a multitouch device from Apple, you may be unfamiliar with crazy phrases like pinch-to-zoom and the difference between flick and swipe. Have no fear: While some of these gestures may have odd names, they’re easy enough to pick up.

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**You can tap to open apps, bring up controls, make choices from menus, and more.**

**Tap:** As clicking is to a desktop computer, so is tapping to an iOS device. Tapping is the most common and basic gesture.

**Double-tap:** Tap an object twice in succession to effect a double-tap. Double-taps are primarily used for zooming in or out on text.

**Tap, hold, and drag:** For some functions, such as highlighting text, copying and pasting, or deleting and moving apps, you’ll need to tap and hold down on the screen. When you do this on a piece of text, it will highlight in blue, and editing handles—vertical lines with blue dots—will appear on either side of the highlighted area. You can tap, hold, and, while holding down, drag your finger to increase or decrease the selection. Dragging also comes into play for moving objects in apps, drawing, and swiping and flicking.

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**Drag your finger across the screen, up, down, left, or right, to swipe.**

**Flick and swipe:** Swiping is one of your primary navigational tools: You use a left or right swipe to move through app pages on your Home screen or images in the Photos app; you use an up or down swipe to read text in Safari, iBooks, Newsstand, or elsewhere. It’s one of the easiest gestures to learn. A flick is just like a swipe, only faster: Your device supports inertial scrolling, which means that the faster or slower you move your finger, the faster or slower content will move. If you want to get to the bottom of a page quickly, just flick your finger upward in a fast motion.
One note of caution: All flicking and swiping on your device is inverse, meaning that when you move your finger down (in other words, swipe down), you’re actually moving whatever is on the screen upward. This makes perfect sense in the real world, but coming from a computer, where scrolling down on a trackpad or mouse actually scrolls the window down, it can be a bit disorienting at first. Why make the clarification? In this book, we refer several times to “swiping right” to bring up a left-hand navigational bar—which can be confusing to parse, if you don’t know about inverse gestures.

To zoom in or out, you’ll use the pinch gesture (also referred to as pinch-to-zoom).

Pinch: To zoom in or to open something, place your thumb and index finger, pinched together, on screen and spread them apart. To zoom out, do the reverse: Start with your thumb and index finger outwards, and then pinch them together.

Rotate: You can even rotate some elements with two or more fingers. Just place two fingers on the screen and make a circular gesture, clockwise or counterclockwise.

Navigation Basics

Now that you’ve taken your first step into the iOS world with multitouch gestures, it’s time to learn how to navigate your device. We’ll go over where your apps are stored, how to organize them, search for them, and delete them.

The Home screen: When you first turn on your device, you’re brought to the Home screen. Here, you’ll see an assortment of icons grouped into rows, and several more icons grouped in the silver Dock along the bottom of the screen. The Home screen is where your apps live, and where you can launch them. Because only 16 apps will fit on one Home screen (20 on the iPad), you can have multiple app pages or screens for organizing your apps (up to 11). Above the Dock, you’ll see a series of dots, with one highlighted in white; these dots signify the number of app pages you have. Swipe left or right to go from page to page.

The Dock: The silver translucent bar along the bottom of your Home screen is called the Dock. If you’ve tried swiping between app pages, you’ll notice the icons in the Dock don’t change. That’s because the Dock is for apps you most frequently use; instead of having to swipe from page to page to find an app, you can drop it directly into the Dock for easy access. You can store up to four apps in the Dock.

Search in Spotlight: You can search for every email message, webpage, and app on your device, or search through Google or Wikipedia, by swiping right on your Home screen until you reach Spotlight. (If you’re on the first Home screen page, pressing your Home button also summons the Spotlight screen.) To search, just type your query in the text box at the top.
Open and close an app: Want to launch an app? To open it, all you have to do is tap its icon. Once it’s open, you can return to the Home screen at any time by pressing the Home button.

Tap and hold on an app icon to enter edit mode, where you can rearrange apps, add them to folders, and delete third-party programs from your device.

Rearrange and delete apps: To rearrange the order of your icons, tap and hold any icon on the Home screen. After a few seconds, all your app icons, including the one you’re holding, will start to wiggle, and a small black X will pop up in each icon’s top left corner. Once they do this, you can rearrange any apps on the Home screen, or even drag them into or out of the Dock. If you’ve installed a third-party app you don’t want anymore, you can tap the X to delete it (you cannot delete the apps that came preinstalled on your device). When you’re finished, press the Home button, and your icons will stop wiggling and stay in their new location. You can also rearrange your icons and Home screen pages through iTunes when you connect your device to your computer.

Note that you’re not able to delete the built-in apps that come with your iOS device. These include Camera, Photos, YouTube, Clock, Weather, and the all-new Newsstand folder, among others. You’ll be able to tell which apps you can’t delete—they don’t sport the black X. You are able to move around these built-in apps to your liking, however.

Use folders: Having a bunch of apps scattered on your Home screen is OK if you don’t have too many, but when you start amassing a collection, you can use app folders. A folder is a group of apps, represented by a single icon, on your Home screen. Each folder sports miniature icons representing the apps inside, along with an overall name. When you tap a folder, the Dock fades and slides down, making room for a view of the folder’s contents. Within, you’ll find the name and icon for each app. Tap any app to launch it, or tap anywhere outside the folder to return to the Home screen.
Drag an app icon on top of another app icon to create a folder.

To create a folder, start by tapping and holding any app icon to enter edit mode; after the icons begin to wiggle, drag an app on top of another app. When you release the app, you’ll create a folder, which will open and display both apps. By default the folder is named based on the App Store category for one of the first two apps in the folder. If you want to customize this name, just tap inside the field (while still in edit mode) and enter something new. When you’re done, press the Home button to exit edit mode.

To add another app to the folder, reenter edit mode and drag the desired app onto the folder icon. Repeat until you’ve added all the apps you want (up to 12 per folder on the iPhone or iPod touch; 20 on the iPad), and then press the Home button to exit edit mode.

To edit the folder itself, its name, contents, or the layout of the apps inside, you can either enter edit mode and then tap the folder, or, while the folder is open, tap and hold any icon inside. You can then tap the folder’s name to change it, drag apps within the folder to rearrange them, drag an app out of the folder to return it to the Home screen, or tap an app’s Delete button to completely delete it from your device. Unlike apps, folders don’t have a Delete button; to delete a folder, you must remove all the apps from it.

Full URL for Source: http://www.macworld.com/article/1163134/ios_basics_navigate_on_your_iphone_or_ipad.html
APPENDIX B: USE A PASSCODE WITH YOUR iPHONE, iPAD, OR iPod TOUCH

Adapted from Apple Support Services. The full URL is linked at the bottom of the appendix.

Learn how to set, use, and change a passcode on your iOS device.

Set a passcode on your iOS device to help protect your data. Each time you turn on or wake your device, you'll need to unlock it with your passcode. If your device supports Touch ID, you can use your fingerprint instead of a passcode.

Here's when you'll enter your passcode:

- Turn on or restart your device
- Slide to unlock your screen (you can change this)
- Update your software
- Erase your device

Set your Passcode

1. Go to Settings > Touch ID & Passcode. On devices without Touch ID, go to Settings > Passcode:
2. Tap Turn Passcode On.

OR

3. If Simple Passcode is on, enter a four-digit passcode. To switch to a custom numeric code or a custom alphanumeric code, tap Passcode Options or slide the Simple Passcode off.

4. Enter your passcode again to confirm it and activate it.
Change Your Passcode Settings

To change your passcode or passcode settings, go to Settings > Touch ID & Passcode. On devices without Touch ID, go to Settings > Passcode.

You'll find several settings and options:

- Turn Passcode Off.
- Change your passcode. Enter a new passcode. Or tap Passcode Options to switch to a four-digit numeric code, a custom numeric code, or a custom alphanumeric code.
- Require Passcode—Immediately: By default, as soon as you lock your screen, you'll need to enter your passcode to unlock it. If you don't want to need your passcode immediately, change this setting.
- Allow Access When Locked: Allow access to some features when your device is locked, including Notifications View, Siri, and Control Center.
- Erase Data: Choose whether to erase your device automatically after ten failed passcode attempts.

Can’t turn off your passcode or change passcode settings?

Passcode settings might be unavailable, gray, or dimmed. If you can't change these settings, it might be because you're using a configuration profile that requires a passcode. This is common with business or education devices. Contact your IT administrator for more information.

Forget your passcode?

If you or someone else enters the wrong passcode too many times, your device will disable itself temporarily. Contact UND IT for help.

Source: https://support.apple.com/en-us/HT204060
SafeConnect is the University's network access control technology, which is used to provide wireless network services that comply with [UND Network Access Control and Authentication Policy](http://und.edu/tech-support/safeconnect.cfm).

- SafeConnect allows compliance with this policy by requiring users to authenticate with a username and password before allowing network access. Once authenticated, the system records the associated network address and how long it was used. That combination of data allows the campus to associate questionable network behavior with a specific user account and the person to whom that account was issued.
- SafeConnect also protects the University's network by requiring anti-virus software, updates, and installation of a policy key.
- **Note:** Guests on campus who do not have NDUS.Identifier login credentials should contact UND Tech Support for assistance. Organizers of special events on campus can request that guest access be enabled for the event location. Please complete the SafeConnect Wireless Guest Access Self Registration Request form for special events.
- If you are having trouble with SafeConnect, you may need to force log out. Please navigate to [http://und.edu/tech-support/safeconnect.cfm](http://und.edu/tech-support/safeconnect.cfm) on your device and click “Click Here to Log Out of SafeConnect.”

### Authenticating Your Device

1. The first time you log into the app, you may get the error below if you have not yet authenticated your device. Tap “Continue.”
2. Click the square button to navigate to the home screen on your device. Click the Safari Compass icon to launch the internet browser.
   - a. The SafeConnect log in screen should appear.
3. Enter your NDUS IDM credentials and tap “Submit.”
a. Upon successful authentication, the UND.edu webpage should load.
b. Navigate back to the FAMIS app and log in.

Though the system is configured for a one time login, you may be asked to re-authenticate periodically. The most common reason for this is if your computer has been off the network for some time and lost its IP address lease.
APPENDIX D: CLOSING APPS ON DEVICES AND IT UPDATES

To navigate between apps, tap the home button once to be directed to the device home screen.

To completely close the app, double tap the home button. All open apps will appear with the ability to swipe to the right/left to view.

To close an app, simply swipe the app window towards the top until it is completely off the screen. The app will close and no longer be visible in the window.

To return to the home screen, simply click the home screen or tap the home button.

When needed, the IT department will be pushing apps and updates to your device. As such, when you see the screen below, click “Install” to ensure your device stays current.