

Guide for Setting Up and Using an iPad for Office and Field Work

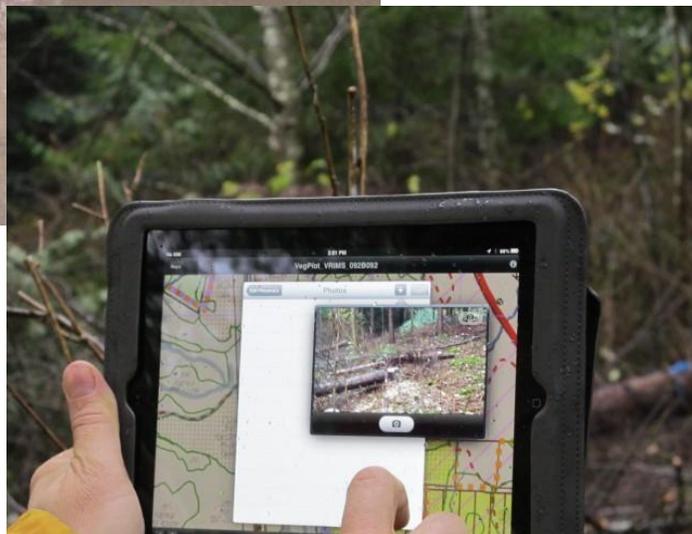


Ministry of Forests, Lands and Natural Resource Operations

Provincial Mobile Research and Development Team

Document History

Version	Author	Date/Comments
0.1 – 0.5	Andy Muma, Provincial Mobile Team, Principal Author Andy.Muma@gov.bc.ca	Original document created in September 2012 and updated over the fall 2012
1.0	Gurdeep Singh	Jan 14/15 Reviewed and added context
1.5	Lisa Moore, First Nations Forester, iPad power user! Lisa.Moore@gov.bc.ca	Jan 29/30 Added office app additions Thanks! Lisa
1.6	Public offered version - Removed Government specific context	April 4 th 2013
1.7	Andy Muma	June 7 th 2013 Updated and reworded App purchase Suggestions



Context

Mobile devices have matured considerably over the last few years and now represent a new medium to present and use mapping information that was traditionally only available on the desktop or as a static paper map. In-field access to mapping and other business documents, which historically may not have been spatially represented (including reports, legislation and other records), can increase productivity, enhance the quality of collected information, improve communication and foster collaboration.

Since May 2012 GeoBC and Regional Geospatial Services staff have been collaboratively working as cross-ministry Mobile Research and Development team with the goals of researching, testing, evaluating and making recommendations for use of mobile devices for field staff within the Natural Resource Sector.

This user guide is one of the products created by members of the provincial Mobile Research and Development team.

Introduction

This document contains quick easy steps to setup an iPad for the first time, plus recommendation and steps to use a number of office applications and field applications available as well as some basic information on cool functions iPad has to offer.

Smithers Region GIS staff are currently exploring our potential to offer local support for mobile devices. We recognize the tremendous potential these tools have as a multi function office and field tool especially for collecting and viewing spatial information. This document as well as this training and information day is the first step in supporting mobile technologies for the Skeena Region.

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THE BASICS

Turning the iPad on for the first time.

When you turn the iPad on for the first time ensure you have access to wireless internet (Wi-Fi). The setup process involves several questions, some personal, to register the iPad with Apple as well as the creation of an Apple id in the form of an e-mail address and password. This Apple id and password is required for a number of functions with the iPad including:

- Access to iCloud
- Access to App Store
- Messages
- Face Time
- Find my iPad or iPhone
- Etc

iCloud

With the purchase of an iPad you are given 5GB of cloud space to store data and backup for your device. Your iPad will sync a number of data options to cloud and any other Apple devices you have automatically if these options are turned on. During the setup you will be asked specifics on what data you want to sync and these options can be changed and edited after setup. It is important to understand that your iPad will automatically sync to the cloud for any options that are turned on and this can use up a tremendous amount of data on a data plan on while roaming on cell service. You can access the iPad's setting and configuration options by tapping the Settings icon.



Below are my suggest settings:



Anything on will automatically Backup to icloud

Find my iPad is handy if it is stolen or lost



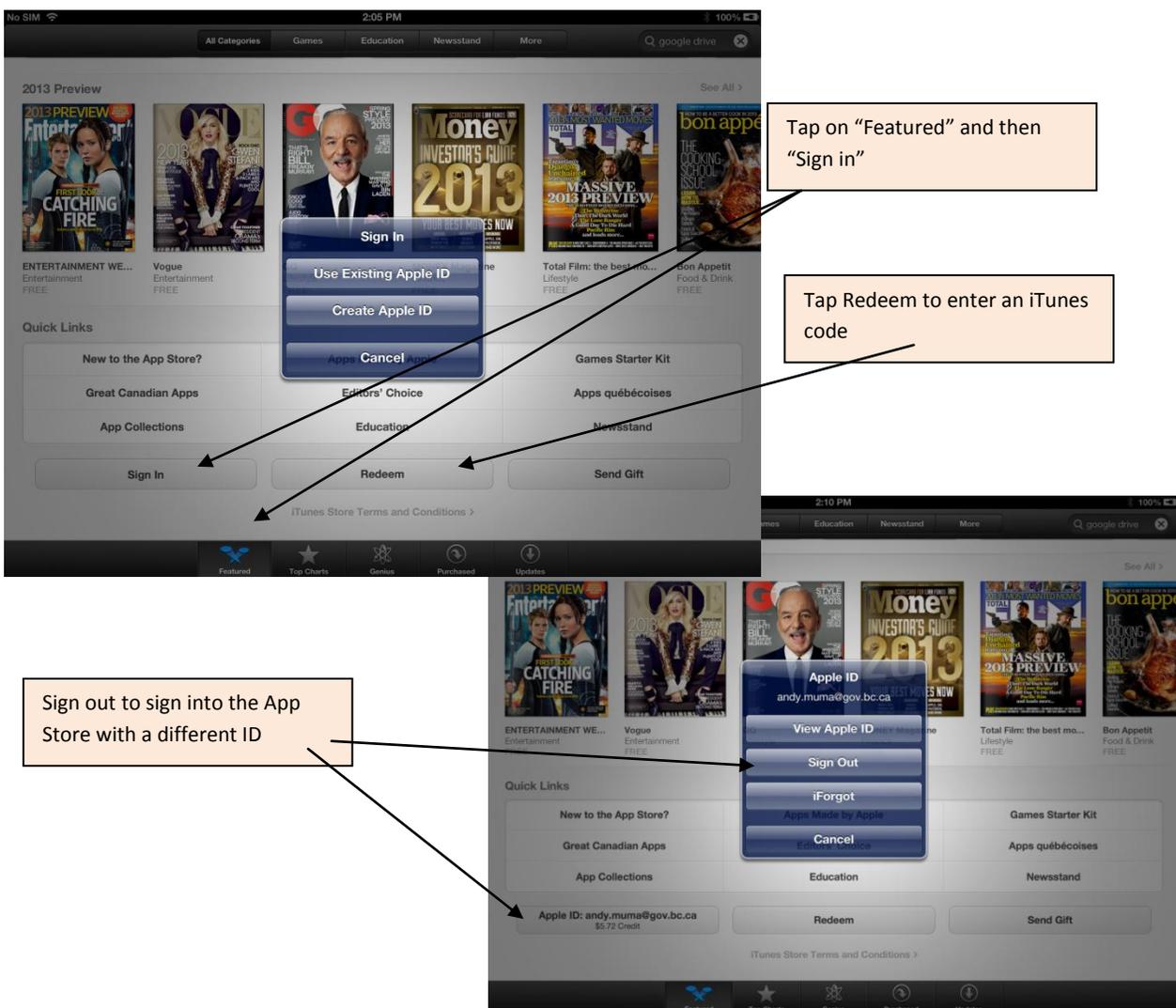
Tapping "Storage & Backup" to check if Backup is on

App Store / iTunes / iBooks

During the initial setup of an Apple device your App Store / iTunes / iBooks will want to default to the same id as your iCloud id. This is fine and recommended however you can change the App Store apple id to another one if needed. For example you may have a personal device and an Apple Id that you have already purchased Apps and Music on and may want to install these apps on your new iPad. To access or change you're App Store Apple id:

1. Tap on App Store
2. Tap Featured (Bottom Left)
3. Scroll down to the bottom and you will see three tabs Sign In (or Apple ID if you are already signed in), Redeem and Send Gift
4. Tapping on Sign in allows you to connect to an Existing Apple ID or create a new one.

Note: I strongly advise not to save a company credit card with the App Store but to instead purchase iTunes cards as software is needed and redeem the value of the cards by entering in the code.



Find My iPad or iPhone

In the event that your iPad or iPhone is lost or stolen you can locate your device using your iCloud Apple ID. Using any computer or web browser browse to www.icloud.com and enter in your Apple ID and Password.

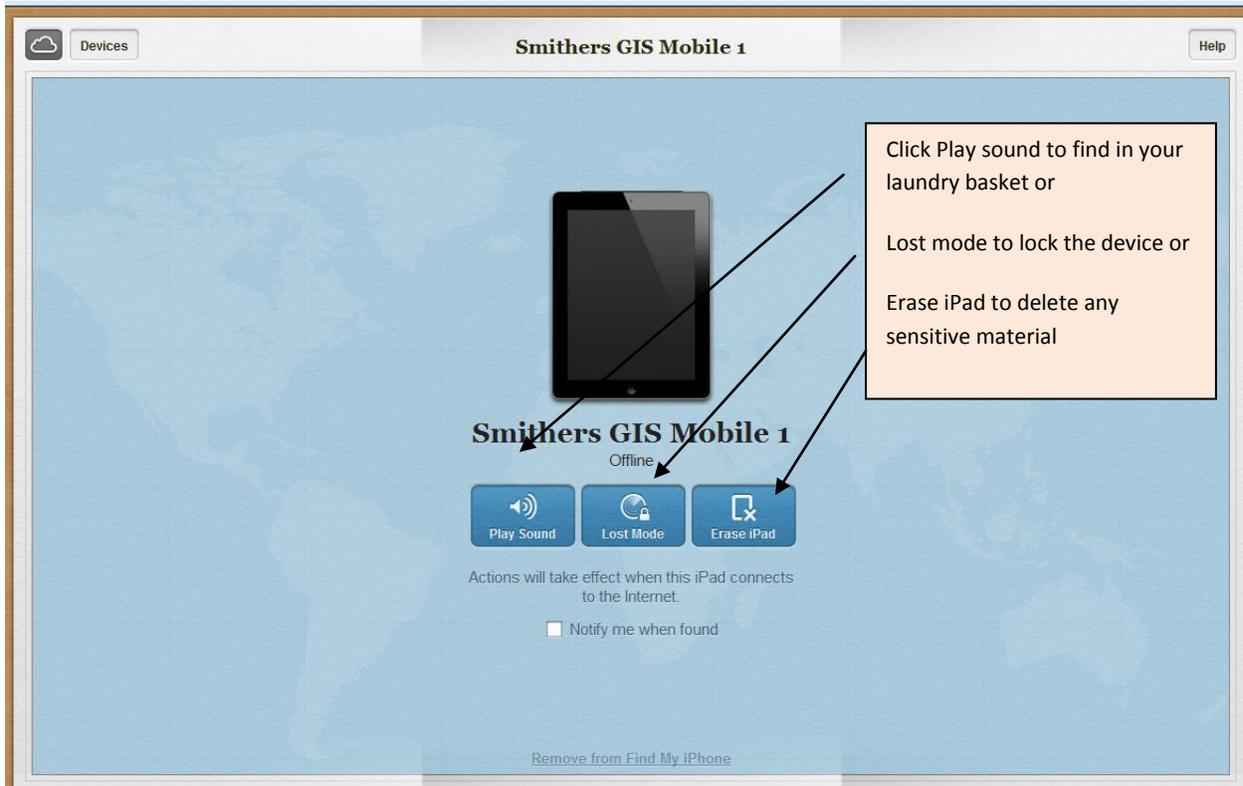


Then click “find My iPhone” (works for all devices) and a green dot will appear and move as the thief dashes down the street.



Using iCloud to wipe a stolen iPad

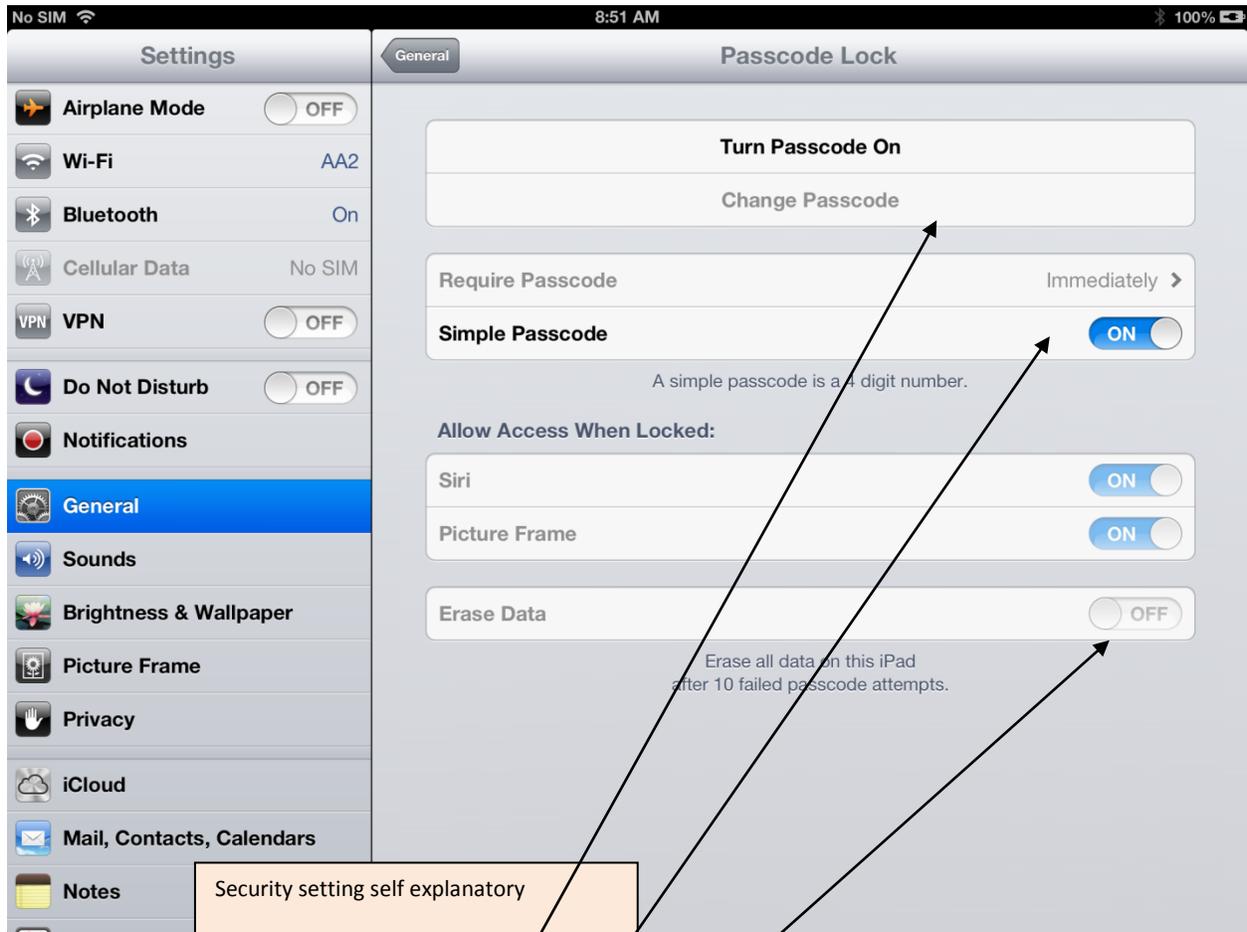
In the event that your iPad or iPhone is lost or stolen you can not only locate your device using your iCloud Apple ID but you can also wipe it clean remotely so the data on the unit cannot be used. Using any computer or web browser browse to www.icloud.com and enter in your Apple ID and Password.



Using Passcodes

When using an iStore “ActiveSynced” iPad or iPhone the Passcode option is enforced during the installation of the mobile configuration file. (SSBC IOS Profiled v6.mobileconfig) When the iPad or iPhone is turned off or falls into sleep mode the Passcode will need to be entered in to access the Device.

For personal or locally purchased iPad a Passcode can be set manually (highly recommended) to protect the data on the device in the event it is lost or stolen. Passcodes can be set in “Settings” and then “General” and then “Passcode Lock”.



Connecting to Public WiFi (YVR, Tim Hortons, Hotel, etc.)

Most if not all hotels, restaurants, coffee shops, airports, etc. offer free WiFi these days. Connecting to these free WiFi systems can be a great convenience when travelling and can save the government money on cell service data plan charges.

Connecting to these WiFi systems however can be problematic some times as most of these free systems use a web page and **re-direct code** to force you to either signup or accept their terms on their custom web page. This re-direct code is intended to redirect your browser from a commonly recognized web page like Google to the company's web page to allow you to agree to their free internet terms. (and flash their advertising at you as well) If you do not get redirected to this page and accept their terms the WiFi will not connect to the World Wide Web and give you access to your government e-mail, the internet or any other documents you are trying to access.

In my experience I have found if I follow these specific steps every time I am generally successful. Here are the steps I follow:

1. Turn iPad on and tap "Settings"
2. Tap "WiFi" and choose the free Network you are trying to access
3. Important!! If the iPad has used and remembered this network before tap blue arrow and "forget this Network". Then tap back and add it again
4. Immediately!!! Without opening any other apps!! Tap on Safari (Apple's internet browser)
5. Hopefully this will cause the re-direct code to initiate and you should see the company's logon screen and terms to accept their free internet use.
6. If not type www.google.ca in the browser URL address box. (Note: Google is the most common web page that most re-direct code recognizes. I have tried other common web pages as well but have most success with Google).

These steps usually work for me however sometimes they don't and if this fails I have found advice on the internet that suggest this:

1. Tap on setting and tap safari
2. Tap "Clear History"
3. Tap "Clear Cookies and Data"
4. Tap "Private Browsing"
5. Close all open web pages and Safari down
6. Tap Safari again and try steps 4 and 5

Note: this problem is not unique to Apple or mobile devices. I find I have to follow these same steps with my Laptop as well.

Installing iTunes (the Program) on your local computer (Optional)

Installing iTunes on your local government computer is optional and not entirely necessary to use the iPad. Most apps described below can be installed directly to the iPad from the Apple store and backing the iPad up for emergencies can be accomplished with iCloud.

iTunes is needed for a few specific apps for data sharing however, and a description on how to use it will be included in the instructions with that app further along in this document.

In order to install iTunes you will need administration access to your government PC otherwise you will need to place an iStore request with NRS Business Service Desk and have iTunes installed through shared services.

As part of our support role Smithers GIS staff can also assist in data uploads to iPads as well as we have iTunes installed on our government Laptops.

To install navigate to this link below and click down load and install

<http://www.apple.com/itunes/download/>

Choice of Device

For Hardware

GPS capability is a critical feature for field use and I have researched and tested a number of devices. I have found Apple products to be the best match for field work related application based on hardware and Apps availability. Here are my recommendation to date:

iPhone 4 or later- has an autonomous GPS and will navigate fine off line out of cell connectivity

iPad Mini – Wi-Fi + cellular models have autonomous GPS's. These models start at \$459.00 and go to \$659.00. An remember you do not need to purchase the data plan or get a sim card but you do need to purchase these more expensive models.

iPad (retina display) – also referred to as the g4 (generation 4). Wi-Fi + cellular models have autonomous GPS's and start at \$629.00 and go to \$929.00 based on memory capacity.

If you are using these in the field and will be loading them up with imagery and maps I suggest the 32gb or 64 gb models although in my experience video and photos are by far the biggest memory usage.

<http://www.apple.com/ca/ipad/compare/>

Capacity and Price ¹	iPad mini	iPad 2	iPad with Retina display
Wi-Fi	16GB \$329 32GB \$429 64GB \$529	16GB \$399	16GB \$499 32GB \$599 64GB \$699 128GB \$799
Wi-Fi + Cellular	16GB \$459 32GB \$559 64GB \$659	Wi-Fi + 3G 16GB \$529	16GB \$629 32GB \$729 64GB \$829 128GB \$929
	Buy Now	Buy Now	Buy Now

I would advise trying a few out before purchasing volumes of devices to make sure they will work for you and your team and meet your expectations. The size of device seems to be very much a personal preference - weight/size vs screen size depending on your priority.

Protective Cases

For protective cases two types are merging as favourites, Lifeproof and Otter boxes. Life proof are suppose to be submersible and Otter boxes are good in a rain but not submersible. Otter boxes seem to offer better impact protection.

Otter Boxes Cases – Water proof but not submersible, offers the best impact protection,

<http://www.otterbox.com/apple-ipad-cases/apple-ipad-cases,default.sc.html>

Life Proof Nuud Cases – lighter, submersible water proof, but not as much protection offered for a drop, the case can also slightly impede mic and speaker performance

<http://www.lifeproof.com/en/>

Communication with an iPad

Setting up Email on Your iPad

An iPad can handle multiple e-mail accounts. (a cool feature) You can add a number of accounts and touch between them. If you don't have a personal account I would suggest creating a Gmail or iCloud account as e-mail is uses in some apps to transfer data to and from the iPad

Using iPad's Standard Email, Calendar and Contacts with an iStore "ActiveSync" iPad or iPhone

When using an iStore purchased device this process is super simple. During the installation of the ActiveSync configuration file (SSBC IOS Profiled v6.mobileconfig) an access code to our government email through exchange is installed. This allows the syncing of E-mail , Calendar and Contacts with our government systems.

Steps to Install, Setup and Use an iStore iPad / iPhone

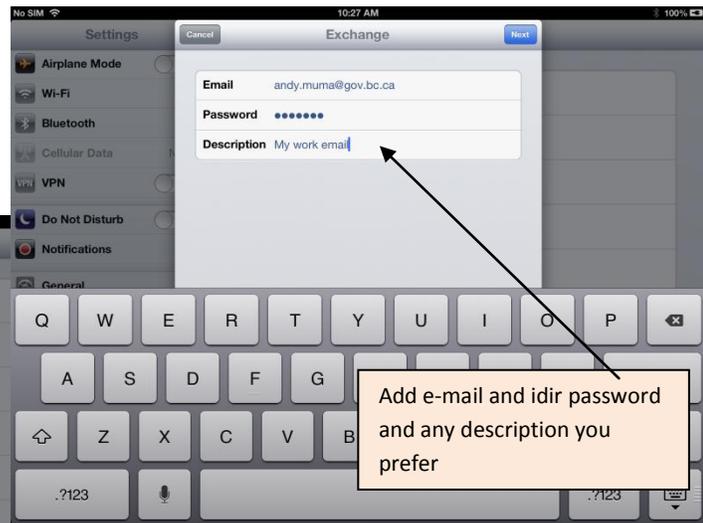
1. Tap "Settings" icon
2. Tap Mail, Contacts, Calendars
3. Tap Add Account
4. Select Microsoft Exchange
5. Complete Email specifics



Tap on Microsoft Exchange



Tap on Mail, Contacts, Calendars.
Then tap "Add Account"



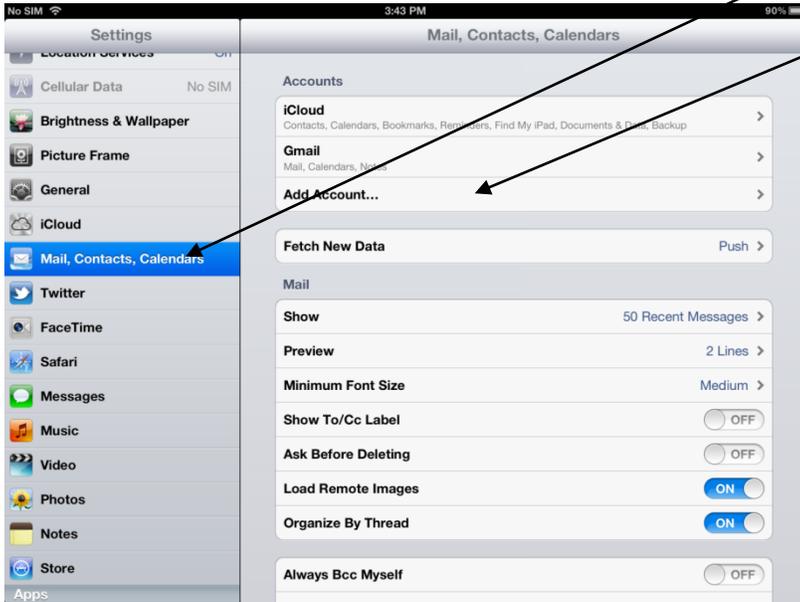
Add e-mail and idir password and any description you prefer

Complete by adding Server – Summer.gov.bc.ca
Domain – idir
Username – Your idir user
Password – Your idir password

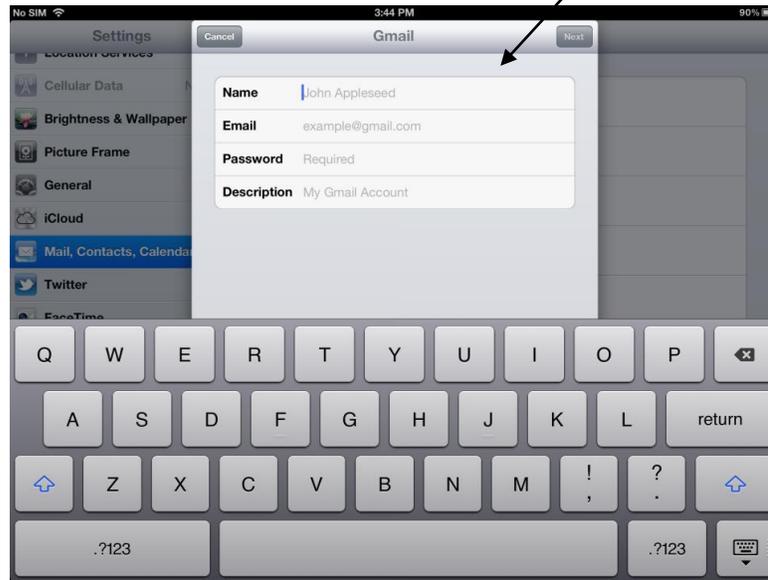
Steps to Install, Setup and Use a Personal E-mail account

1. Tap "Settings" icon
2. Tap Mail, Contacts, Calendars
3. Tap Add Account
4. Select your Email Provider
5. Complete Email specifics

Tap on Mail, Contacts, Calendars.
Then tap "Add Account"

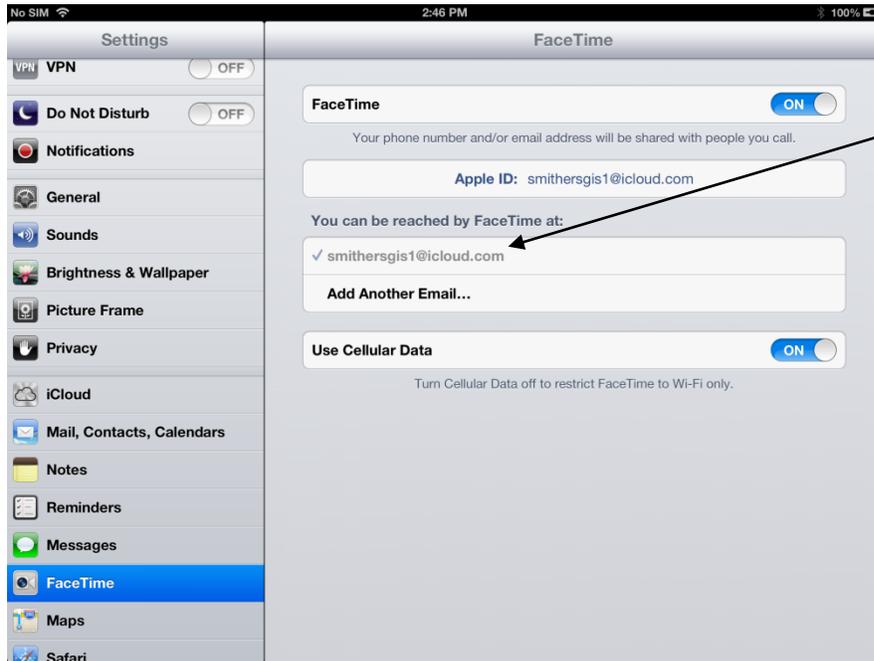


Complete Gmail account information



Face Time and your iCloud Apple ID

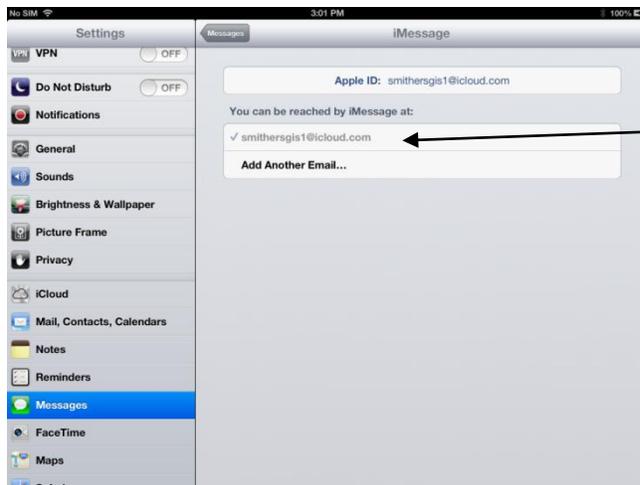
Face Time is a handy Video Face-to face app that allows you to video conference other people with Apple products. In order for this to work however you need to register your contact-mail information with your iCloud Apple ID. Apple devices manage multiple e-mails so if want other people to be able to FaceTime you based on a Gmail email or work email you can associate both to your iCloud Apple ID and receive FaceTime calls from either.



Associate email contacts to your iCloud Apple ID to receive FaceTime calls from other staff or friends

Messages

iMessages is a txt messaging App that sends and receives free txt messages between Apple devices. It also requires your email addresses to be associated with your iCloud Apple ID to work.



Associate multiple email contacts to your iCloud Apple ID to receive txt messages from other staff or friends

Skype for iPad (\$Free)

Get in touch!

Uses Summary

- Allows free face-to-face communication across Wi Fi or Cell

Learning Curve – Easy

GIS Support Requirement – NA

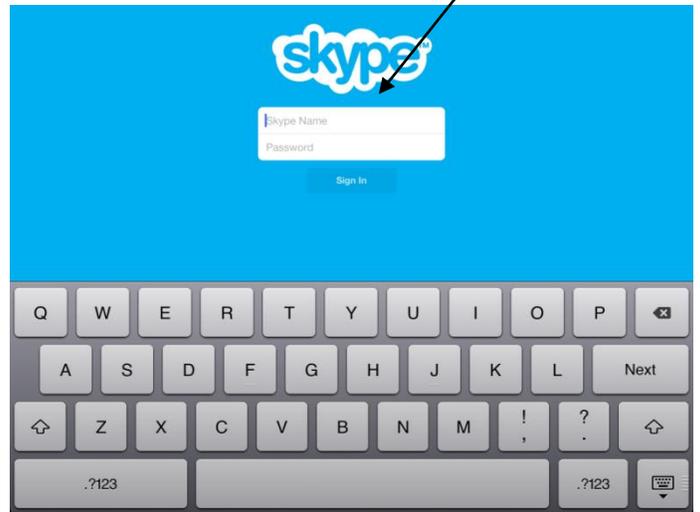
Steps to Install, Setup and Use:

1. Tap on App Store and search Skype (Free) and install.
2. Sign in by creating a Skype name and password

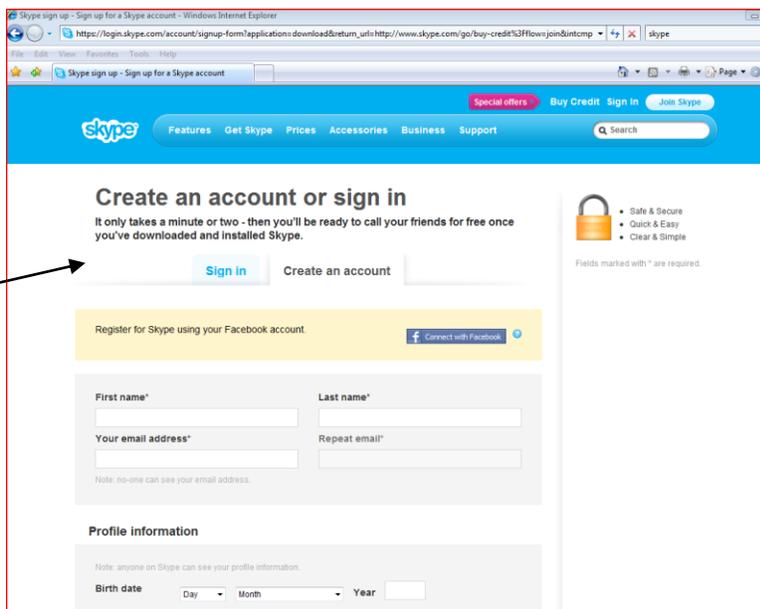
Note: If you have not used Skype before you will need to setup a free account by logging on to their web page and “Create an account” This can be done using Safari or any PC. This is the link:

https://login.skype.com/account/signup-form?application=download&return_url=http://www.skype.com/go/buy-credit%3Fflow=join&intcmp=join

Skype account information



Web page to create a Skype account



APP OVERVIEW

App selection should match the tasks you frequently do on your device.

There are many sites that review and compare Apps for different purposes. Do an internet search using a search term like “word processing iPad App review”

Make a list of functions you require (example: inserting tables or sorting columns – some common functions are in the tables below) and do an internet search using those key words including the words such as “iPad App” in your search term.

Suites are generally a good dollar value to get you functional in several different task types but are generally not the best tool to do any one of those jobs.

If you aren't sure which Apps you need, begin with a suite or an App recommended by a co-worker

Most Apps have settings that customize how the App functions

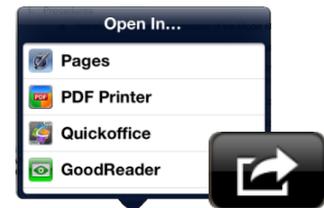
Look for the settings icon



MOVING FILES

Between Apps

- use the “Open In...” function included in many Apps
- Look for the words “Open In...” or for open in icon
- Select the App you wish to move the file to (remember to scroll down if you have lots of Apps)
- “Print/Share” is also a common place to include the “Open In...” option



To your computer

iTunes: many Apps allow you to connect to your computer with a USB cable and move files through the iTunes program on your computer

Cloud: use service like dropbox (designed for accessing/sharing files) or box.net (designed for collaboration) to move your files to the cloud. Tap into the cloud from your computer to access your files.

- every App has a slight different location for choosing a cloud connection
- usually the connection is added through the home (generally file management) screen
- look for key words such as “Network”, “Connect to Server” or “Add Account”

Sharepoint: use a sharepoint App to add files then access from your computer

Email: email the file to yourself

To another user

- if they have access to a sharepoint share it there
- email the file 
- upload to the Cloud and provide a link to the file 
- different cloud services do this differently

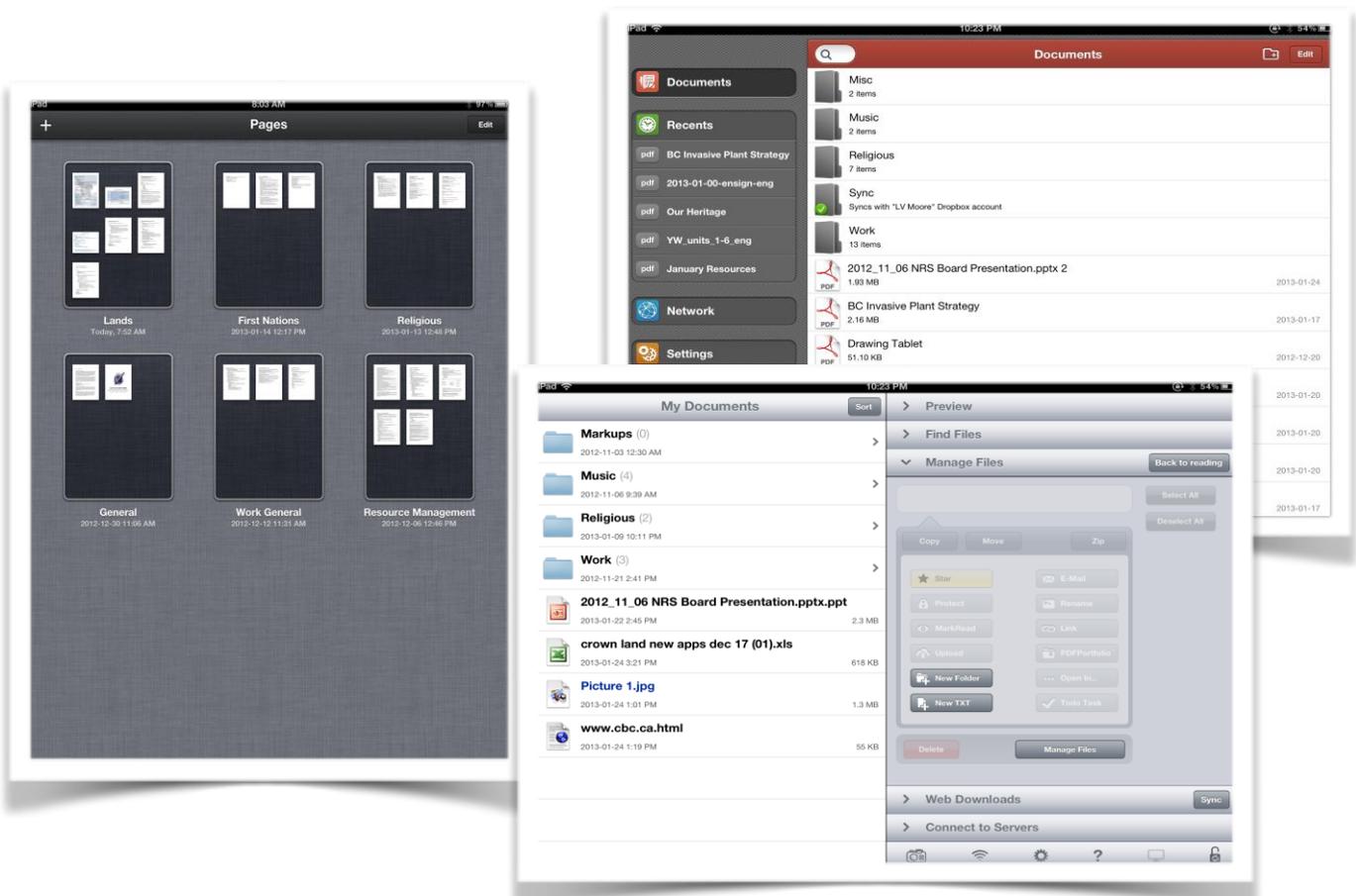
Dropbox

- download the free Dropbox App
- add your account
- from the share/Open In... icon select how you want to share the file (text, email etc) 
- a link will be generated for sharing and an appropriate App will open to share the link (eg iMessage or email)

FILE MANAGEMENT

Most office Apps have a “file management” screen where you can

- name/rename files
- delete files
- create folders 
- move files between folders (either “move” or hold until jiggle then slide on other file)
- connect to the cloud



Word Processing

Get magnification

Tap and hold down for magnifying glass

Selecting text (common in most Apps)

Single tap to insert cursor

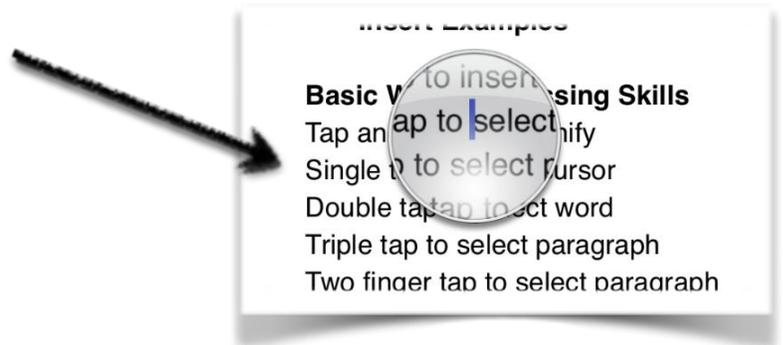
Double tap to select word

Triple tap to select paragraph

Two finger tap to select paragraph

Tap and hold to open short menu options

Tap twice – zoom in (enlarge)



General Word Processing/Editing Comments

- in some Apps tapping (or tap and holding) an object with two fingers opens a different set of menu options than a single finger tap
- a plus sign often means "insert something"
- a paintbrush or settings gear often means "format what is highlighted"
- most Apps have some sort of formatting bar at the top of the screen -- appearance of this bar can sometimes be set in the general Apps setting (from the gear icon on the file management page)
- usually a different menu will pop up if you tap and hold versus having a piece of text highlighted (highlighted is more likely to give you cut, copy and format options)

CloudOn (Suite):

- a mirror of Microsoft office has the most close compatibility/function with office
- requires internet access to use
- can lock up
- so far this is the only Excel compatible spreadsheeting App with filtering

Word Processing App Comparison

	Quick Office ?(Suite)	DocsToGo?(Suite)	Pages	Offic2 HD (Suite)
Footnotes			Y	
Insert Images			Y	Y
Insert and Format Tables			Y	Y
Insert Charts			Y	
Find and Replace	Y	Y	Y	
Track Changes	Y	Y	Y	Y
Add Comments	Y			
Spell Check	Y		Y	Y
Open In... function		Y	Y	Y
Attach multiple files	Y			
Save file as PDF	Y		Y	
Cloud Compatibility	Google Drive, Dropbox, box, Evernote, Catch, SugarSync, huddle, egnyte	Google, Box, Dropbox, SugarSync	iCloud	Dropbox, Google Drive, myDisk, box, Alfresco, egnyte, Skydrive, soonr, WebDAV
Notes		Allows work with images, tables, comments etc in imported docs but can't create them	Use GoodReader to move files to cloud	Some quirks saving formatting on word documents.
Cost	\$19.99	\$9.99	\$10.99	\$7.99

SPREADSHEETS

Selecting cells

Tap hold and drag horizontal, vertical or diagonal to select cells

Tap hold and drag above column to select multiple columns

Tap hold and drag left of row to select multiple rows

Spreadsheets App Comparison

	Quick Office (Suite)	DocstoGo (Suite)	Numbers	Office2 HD (Suite)
Sort		Y	Y	Y
Formulas	Y	Y	Y	Y
Filter				
Find and Replace	Y		Y	
Charts			Y	
Merge Cells	Y			
Open In... function		Y	Y	Y
Cloud Compatibility	Google Drive, Dropbox, box, Evernote, Catch, SugarSync, huddle, egnyte	Google, Box, Dropbox, SugarSync	iCloud	Dropbox, Google Drive, myDisk, box, Alfresco, egnyte, Skydrive, soonr, WebDAV
Notes		Multi column sort	One column sort Use GoodReader to move files to cloud	
Cost	\$19.99	\$9.99	\$10.99	\$7.99

POWERPOINT

If a Powerpoint presentation is moved from your computer to any App there will likely be some changes such as font or order of items. Keynote seems to be the most true to the original.

Powerpoint App Comparison

	Quick Office (Suite)	DocstoGo (Suite)	Keynote	Office2 HD (Suite)
Support animations			Y	
Virtual laser pointer	Y		Y	Y
Print/save presentation as PDF	Y			
Speakers Notes		Y	Y	
Charts			Y	
Presentation Mode	Y		Y	Y
Open In... function		Y	Y	Y
Cloud Compatibility	Google Drive, Dropbox, box, Evernote, Catch, SugarSync, huddle, egnyte	Google, Box, Dropbox, SugarSync	iCloud	Dropbox, Google Drive, myDisk, box, Alfresco, egnyte, Skydrive, soonr, WebDAV
Notes	Supports .ppt files but not .pptx files	Supports .ppt and .pptx files Doesn't have "present" mode function	Use GoodReader to move files to cloud Supports .ppt and .pptx files Saves new files as .pptx or .keynote	
Cost	\$19.99	\$9.99	\$10.99	\$7.99

***Be sure to check your Powerpoint presentations before presenting**

SHAREPOINT

SharePlus Pro HD (\$19.99)

This is a really cool app if you a government SharePoint site user. You access any government SharePoint site with this anywhere and edit lists, announcements, calendars or documents if you have installed Quickoffice Pro HD – see above a must have for managers eh!

Uses Summary

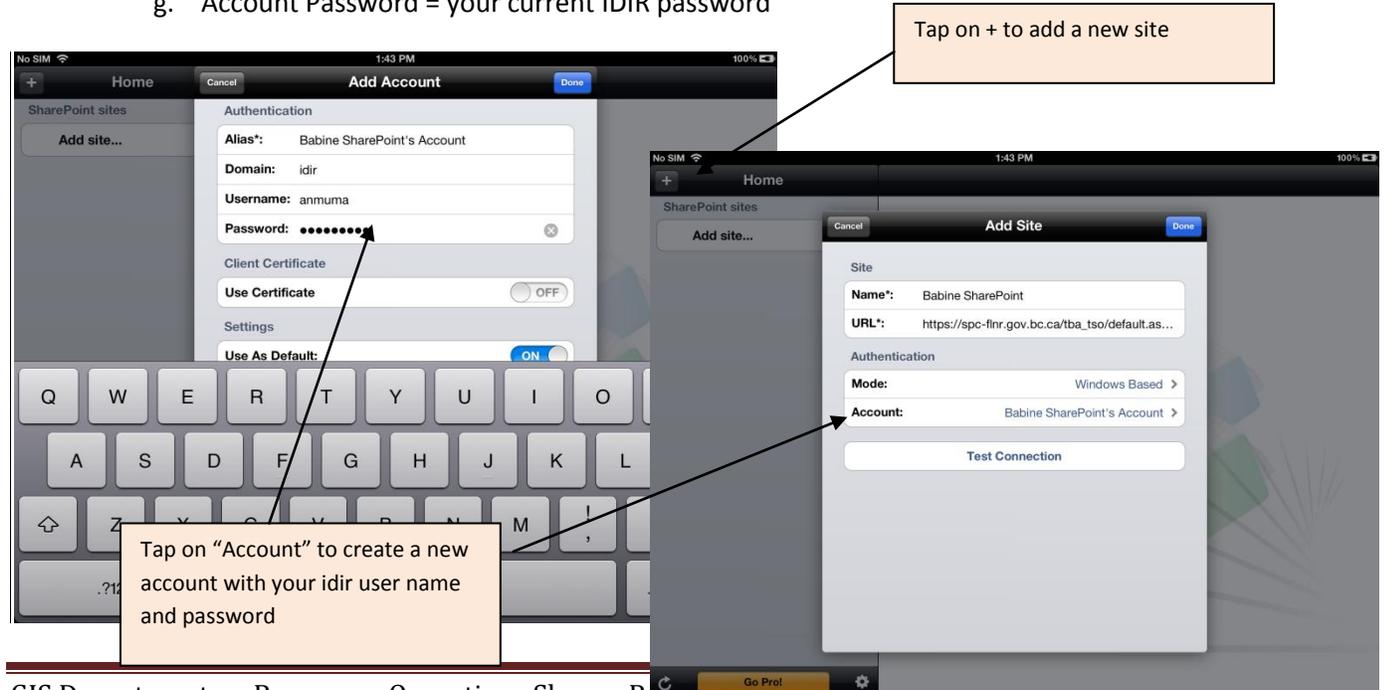
- Allows access to any SharePoint site you have permission to
- Allows editing of most content on the SharePoint site including Lists, Calendars, Announcements, and documents

Learning Curve – Moderate

GIS Support Requirement – NA

Steps to Install, Setup and Use:

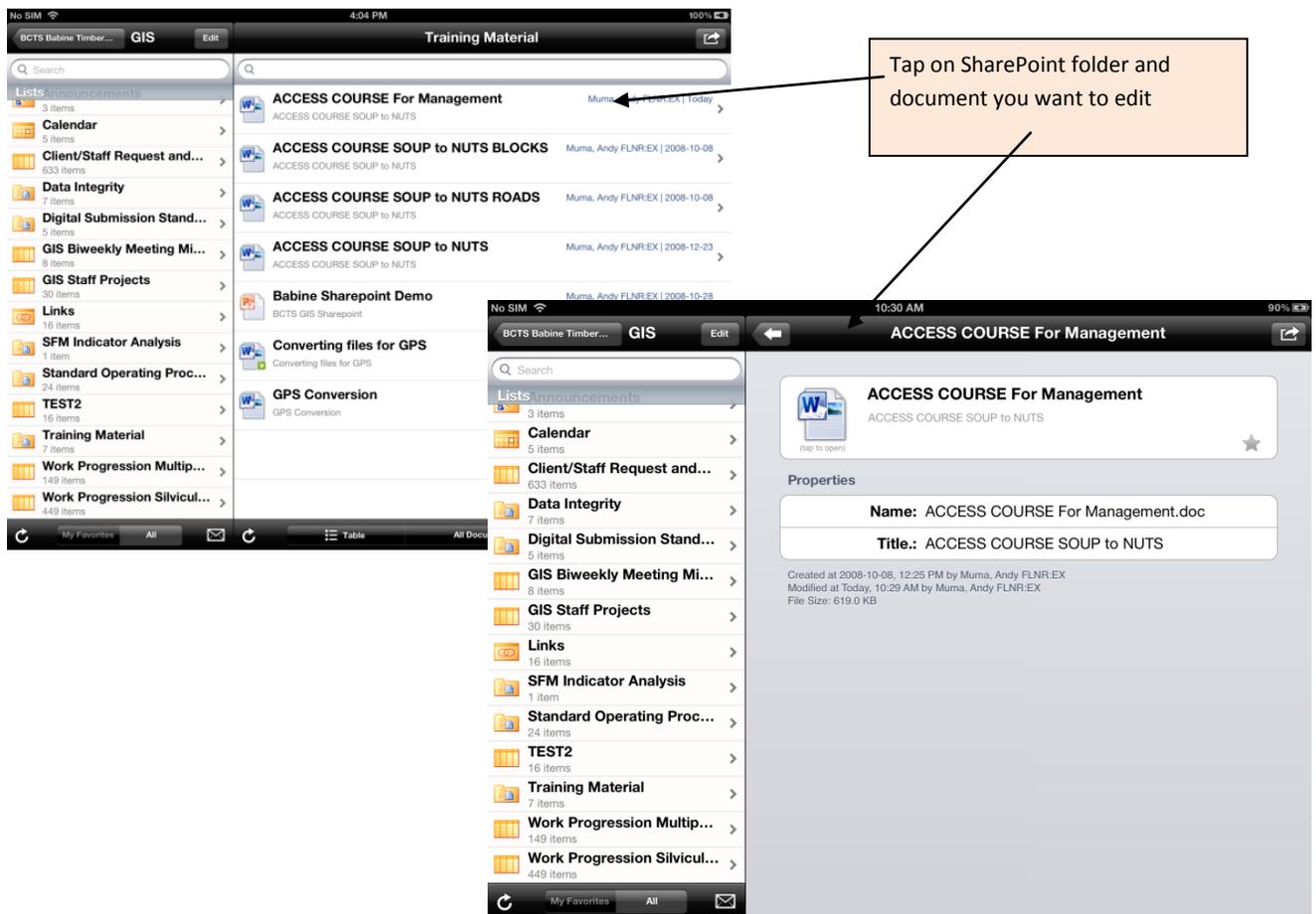
1. Tap on App Store and search SharePlus Pro (\$19.99 Lite is free) and install.
2. Tap on Add Site and add the following information:
 - a. Name = Name of site
 - b. URL – URL address of site e.g. <https://spc-flnr.gov.bc.ca>
 - c. Mode = windows Based
 - d. Account Alias = any name
 - e. Account domain – idir
 - f. Account Username = your IDIR logon name
 - g. Account Password = your current IDIR password

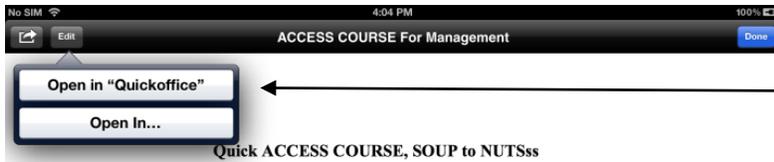


Using both SharePlus Pro HD and Quickoffice Pro Together to Edit Documents

The following are example steps to edit and save a word document from a government SharePoint site:

1. Tap on SharePlus Pro and select a SharePoint site of choice
2. Select a document you want to edit
3. Tap to open the document
4. Tap “Edit” and tap “Open in Quickoffice”
5. Edit the document and tap Close
6. Tap “Save Back”
7. Tap “Shareplus”
8. Tap update item
9. Tap Save





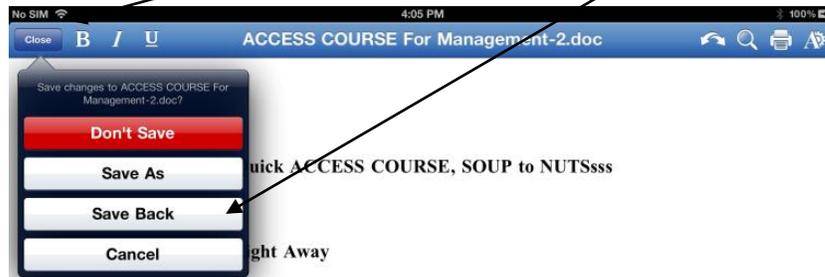
Once the document is open tap on "Edit" and "Open in Quickoffice"

Get Started Right Away

All BCTS staff have access to Access. The software is installed on everyone's local PC and on the Citrix Terminal Server. Since we are going to use Access to view and query data from the GENUS Oracle database, it is much more efficient to use the Terminal Server copy than your local PC copy. In fact some queries against Oracle will time out if a local MS Access is used.

- Steps to the Citrix Copy of Access
1. Click Citrix "Program Neighbourhood"
 2. Click "BCGOV"
 3. Click "FOR"
 4. Click "FOR Application"
 5. Click "Genus"
 6. **Double** Click "Genus MSAccess"

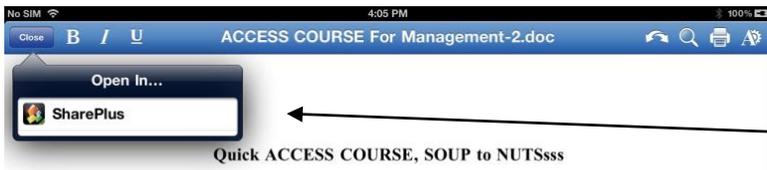
When your are done editing the document tap "Close" and "Save Back"



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 3. Click "FOR"
 4. Click "FOR Application"
 5. Click "Genus"
 6. **Double** Click "Genus MSAccess"





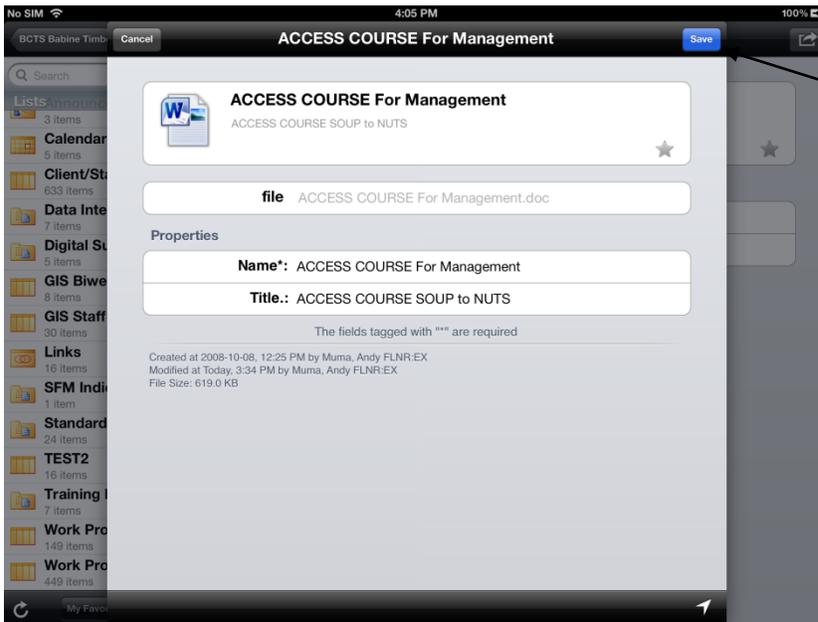
Tap on SharePlus and the "Update Item"

Get Started Right Away

All BCTS staff have access to Access. The software is installed on everyone's local PC and on the Citrix Terminal Server. Since we are going to use Access to view and manage data from the GENUS Oracle database, it is much more efficient to use the Terminal Server copy than your local PC copy. In fact some queries against O if a local MS Access is used.

Steps to the Citrix Copy of Access

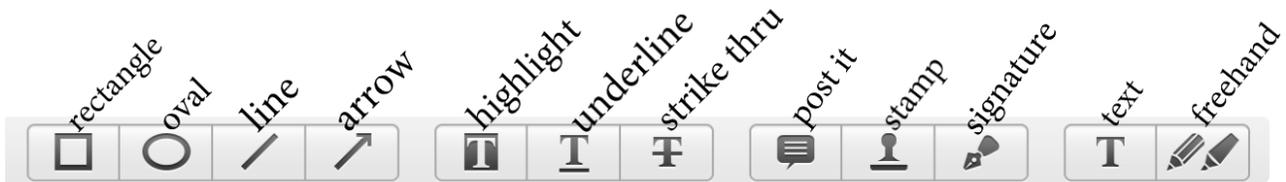
1. Click Citrix "Program Neighbourhood"
2. Click "BCGOV"
3. Click "FOR"
4. Click "FOR Application"
5. Click "Genus"
6. Double Click "Genus MSAccess"



Tap "Save"

WORKING WITH PDFs

Common icons for annotating PDFs



Annotating PDFs App Comparison

	PDF Expert	GoodReader	iAnnotate
Annotate PDFs	Y	Y	
Fillable PDFs	Y		
Attach multiple files to email	Y	Y	Y
Zip Files	Y	Y	
Add Pages	Y		Y
Save Webpages as PDF			Y
Thumbnails			Y
Open In... function	Y	Y	
Cloud compatibility	Dropbox, WebDAV, Google Drive, FTP, Sharefile, SugarSync, Box, Oxygen Cloud, SkyDrive, Huddle	Dropbox, SkyDrive, Google Drive, SugarSync, Box, WebDAV	Box, Box OneCloud, Dropbox, Google Drive, SkyDrive, WebDAV
Notes	Easy to sync/download individual files		Need Branchfire account to access some features Screen icons are small
Cost	\$9.99	\$4.99	\$9.99

Creating PDFs

Create a blank PDF by making a blank word document and saving as a PDF. Move to your PDF App of choice. Many PDF annotating Apps have the option for adding pages.

Creating PDFs App Comparison

	JotNotPro	Scanner Pro	PDF Reader Pro
Annotate PDFs			Y
Choose paper size		Y	
Camera and photo album	Y	Y	Y
Adjust brightness and contrast	Y	Y	Y
Cloud compatibility	Mobile Me iDisk, WebDAV, Google Docs, Dropbox, Box, Evernote	Dropbox, Evernote, Google Drive, WebDAV	Box, Dropbox, GoogleDocs, SugarSync, Mydisk
Notes	Grainy images Limited control for page size/orientation Not intuitive but cheap and functional if using infrequently	Excellent user interface. Easy to do multipage scans. Good image quality	Also for reading and annotating but not user friendly for that "Suite" for PDF
Cost	\$0.99	\$6.99	\$5.99

Field Data Collection Software

This next session will concentrate on field data collection apps. This is the really cool stuff!!!! The iPad and iPhone both shine when it comes to field work and have dozens of apps and the GPS in these devices have the same accuracy as the high end Garmin units.

WeatherEye HD (Free)

This app streams live and forecasted weather using a time bar. Very handy for planning a field day eh!

Uses Summary

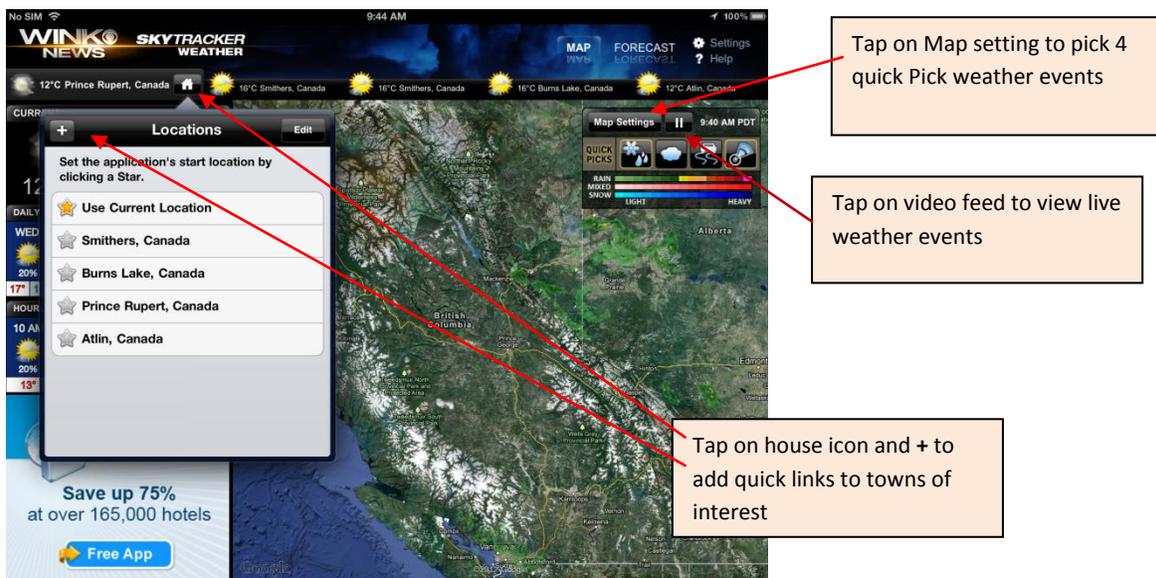
- Streams live weather forecast, rain, cloud, storm etc.
- Great for those professionals who don't like to get wet!!!

Learning Curve – Easy

GIS Support Requirement – Na

Steps To Install, Setup and Use:

1. Tap on App Store and search WeatherEye HD (free) and install.
2. Tap on app Home Icon and select your towns of interest for live weather
3. Tap on Map Settings to pick 4 of your favourite weather events conditions you want to track through live feed. E.g. radar precip., satellite cloud, Storms, etc.



PDF Maps (free personal use but \$49.00/year for Enterprise)

This app is free for personal use and easy for GIS staff to support. It utilizes the iPad's built in GPS and geo-referenced PDF files as background maps. The back ground maps can be easily created with ArcMap by exporting any map as a geo-referenced PDF. This is a default setting for ArcMap so most PDF maps created may already be geo-referenced and usable with this app. The app requires DropBox to be installed to load background PDF maps. For Dropbox installation and use see above page ??

Uses Summary

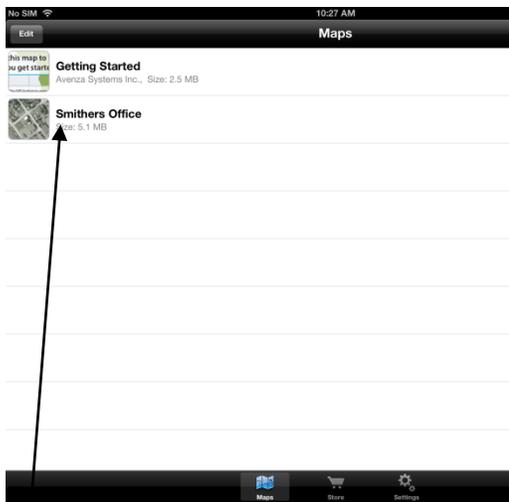
- Great for navigating as it Tracks where you are on the map as a blue dot with the units GPS
- Very simple to use for collecting and saving point spatial data with custom attribute data entry
- Overlays photo location on Background PDF maps.
- Easily export all point data and attributes to KML format to DropBox which can be use in Google directly or easily imported into ArcMap

Learning Curve – Easy

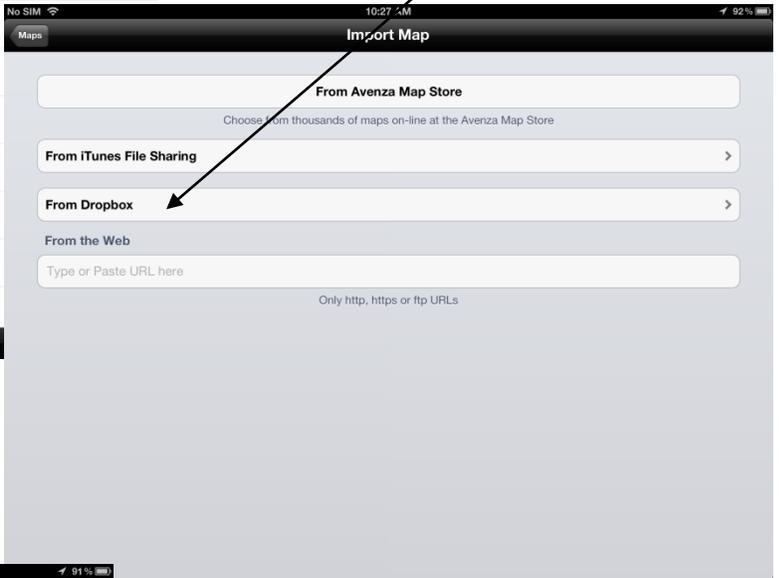
GIS Support Requirement – Low

Steps to Install, Setup and Use:

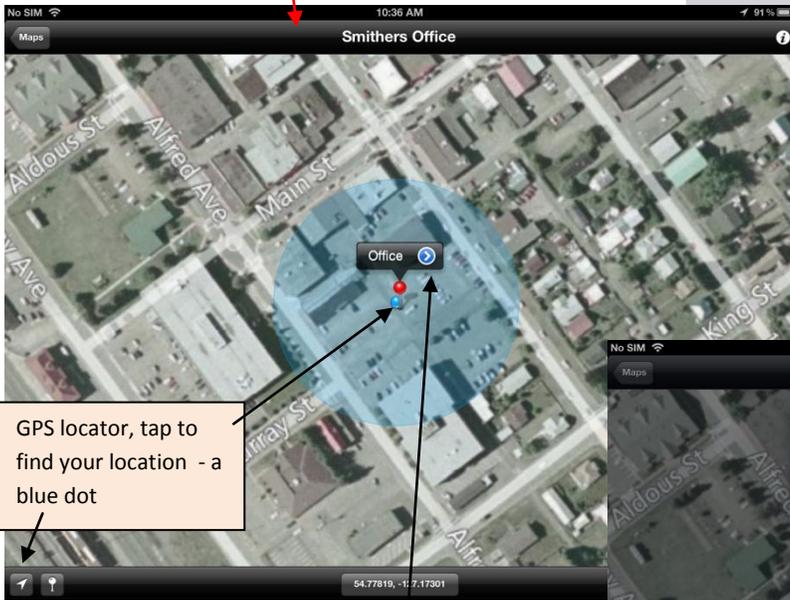
1. Tap on App Store and search PDF Maps (free) and install.
2. Tapping on the application should open it to the “Maps” page.
3. Tap on the + sign to add maps
4. Tap on “From Dropbox” and accept permissions queries
5. Select PDF map of choice for back ground and tap. The app will load the map.
6. Tap on the GPS symbol to zoom to you location. Note: The PDF Maps toolbar is at the bottom of the map
7. Tap on push pin to record information at your current location
8. Tap on place mark to add fields and attributes
9. Tap on wrench to access other functionality



Tap on + to add geo-referenced PDF maps for background from Dropbox



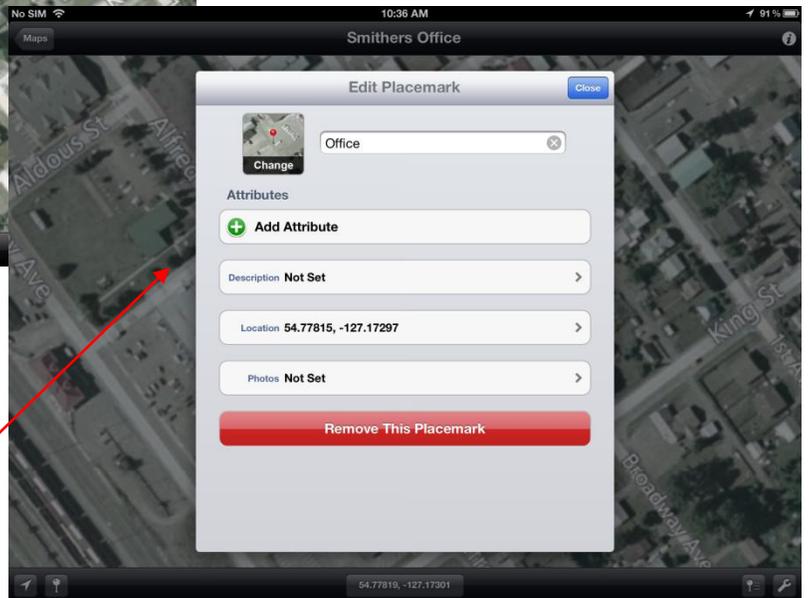
Once loaded from Dropbox tap on Map to open



GPS locator, tap to find your location - a blue dot

Tap on pushpin to add a point

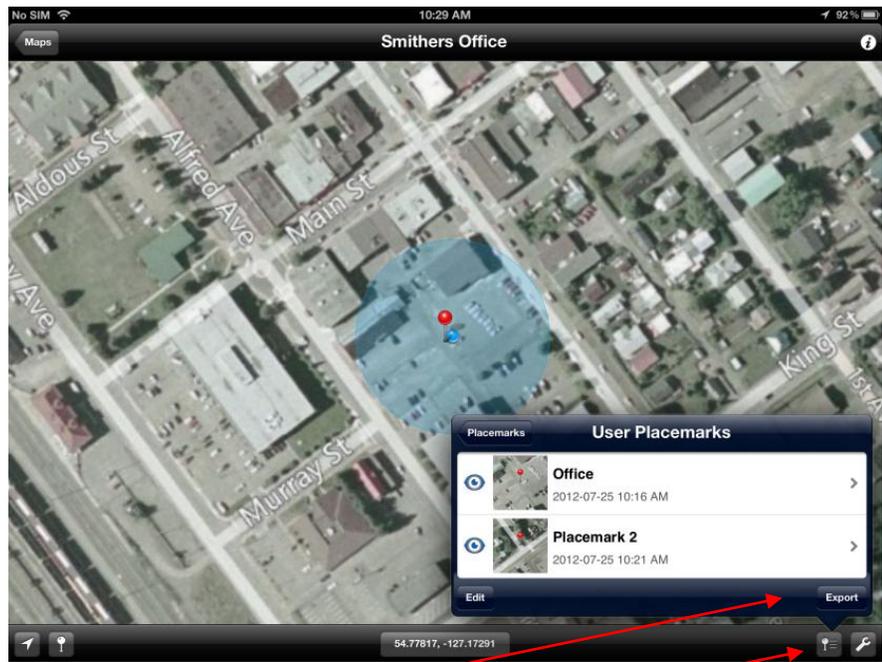
Then tap on blue arrow to open attribute window





You can also add pushpins manually by tapping the wrench and tapping "Add Placemarks"

You can also plot any photos you have taken with the iPad as they are geo-referenced and add any points of interest from a KML from Dropbox



By tapping the Placemarks icon you can export any points as KML to email or Dropbox for further processing

GPS Kit HD (\$14.99)

This app is \$15.00 and is easy for GIS staff to support. It utilizes the iPad's built in GPS and Google or Bing background maps. The beauty thing with this app is it will cache both Google and Bing imagery and terrain maps in any area you wish for offline use. Awesome!! It has limited functionality for loading in your own background maps though - bummer. You can however import KMZ files from e-mail which is also pretty cool.

This app will allow you to collect Pts and Tracks and easily e-mail them as KMZ files to your office or a friendly GIS person ☺ for processing.

Uses Summary

- Great for navigating as it Tracks where you are on the map as a red GPS symbol with the iPad's GPS
- Very simple to use for collecting and saving point and line spatial data with description attribute data entry capability
- Allows Photo association to Pts as well as overlays photo locations on map that were snapped with your iPad.
- Easily export all point track data and attributes to KMZ format by e-mail which can be use in Google directly or easily imported into ArcMap and converted to shapefile.

Learning Curve – Easy to moderate

GIS Support Requirement – Low

Steps to Install, Setup and Use:

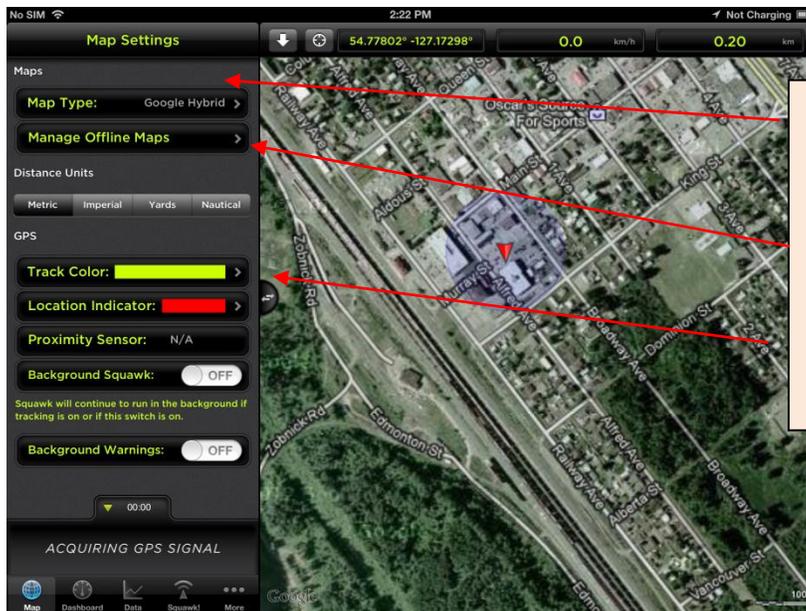
1. Tap on App Store and search GPS Kit HD (\$14.99) and install.
2. Tapping on the app icon opens you up to a map window and it will need to be setup. The following are suggested setups:
 - Map Type – Google Hybrid plus tap on blue arrow and turn “Offline Enabled” to “ON”
 - Manage Offline Maps – Shall cover this later, Step three
 - Distance Units – Metric
 - Track Colour - your favourite colour that shows up nice over imagery
 - Location indicator - Red
 - Proximity Sensor – NA
 - Background Squawk – “Off”
 - Background Warning – “Off”
3. Tap “Manage Offline Maps” and tap “Add New Cache Region”
4. Selected “Google Hybrid”
5. Select “Rectangle Area”
6. Zoom in or zoom out or pan to the area that covers where you are working for the day.

7. Tap Cache. **Note:** This creates a geo-referenced cache or copy of the Google image to your iPad for you to use as a background map in the field away from Wi Fi and cell. Awesome!!

Next steps are on collecting points and tracks in the field.

1. Tap “Map” (bottom left corner)
2. Tap drop arrow in top tool bar
3. Tap push pin and the app will create a point where you are at.
4. To create a point where you are “to” tap anywhere on the map and hold your finger there
5. Tap “Note” to add a description
6. Tap “Tap to Add Photo” or tap “Camera” to associate a photo to that location. Note: you can edit the attribute information later as well if you missed this step or made a mistake
7. Tap “Start New Track” to collect tracks (Lines) of where you are walking
8. Tap “Pause” or stop “Tracking” to pause or end the track. Wheeyouu tuff stuff
9. Tap “Data” and + to save your session of point and tracks
10. And finally tap on your session and email as a KMZ file to yourself or a friendly GIS person 😊 for processing.

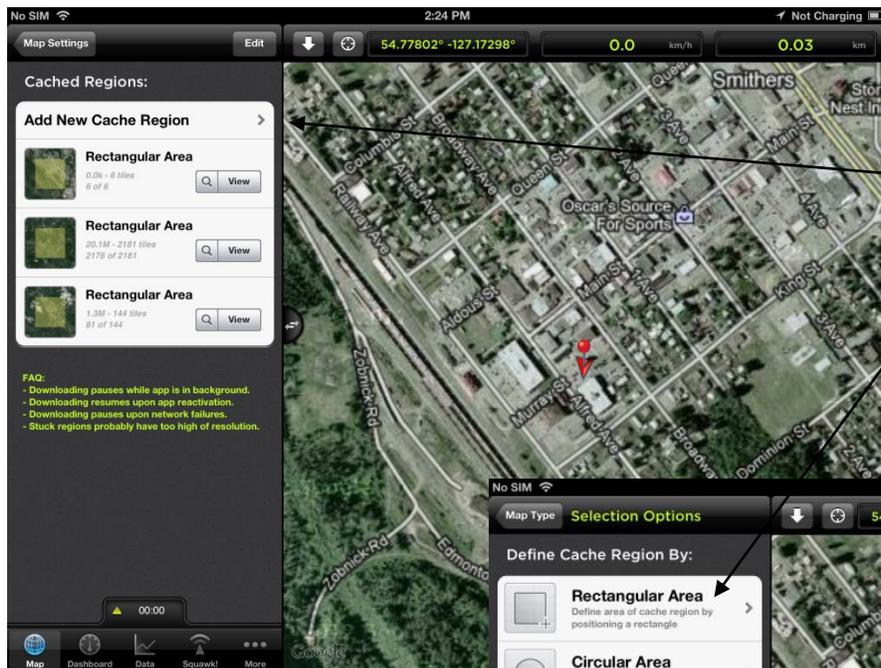
Note: GIS can convert track information into polygons relatively easy for area calculations.



GPS Kit HD map window settings are along left side and pretty much self explanatory.

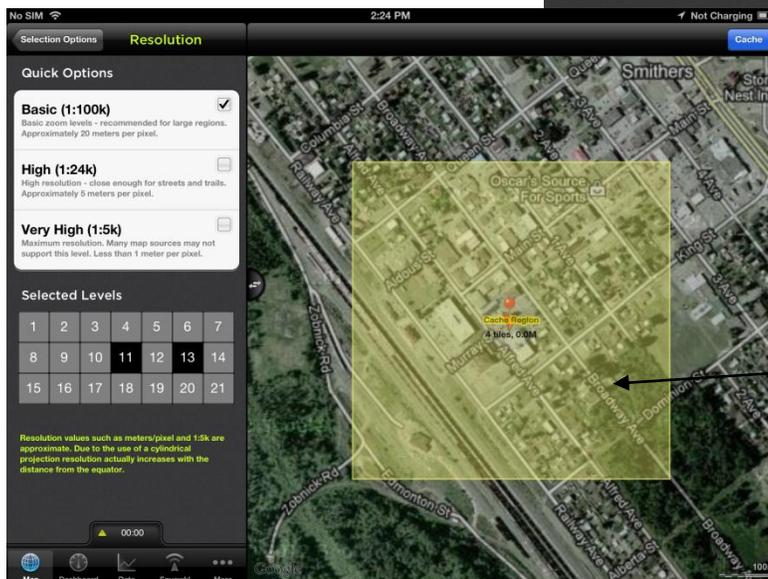
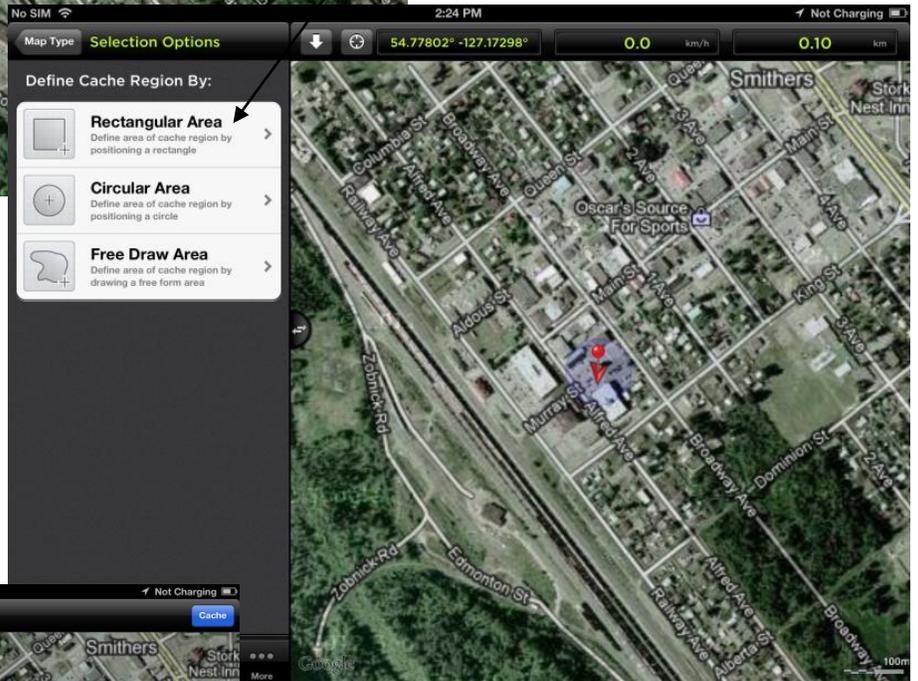
Steps for Offline Maps is shown in next page

Choose Map type for background, Track Colours, etc.



After tapping "Managing Offline Maps" this instruction window will appear.

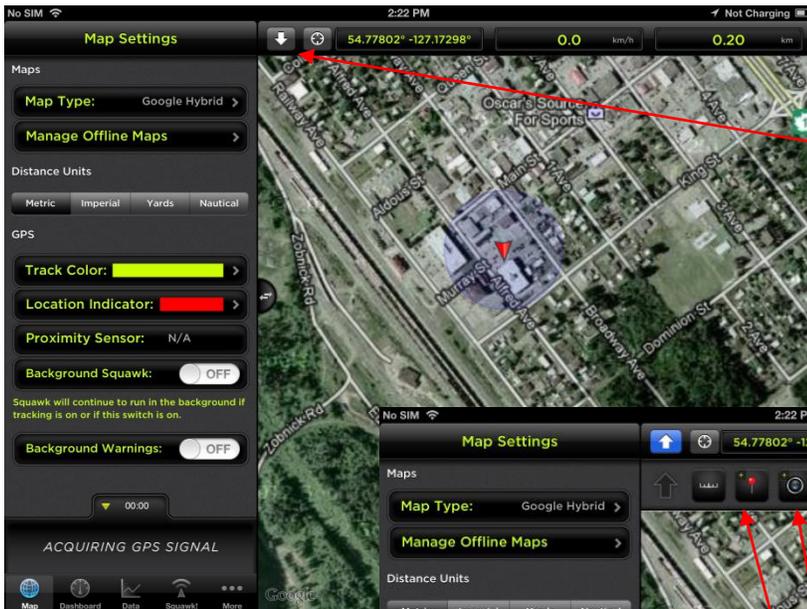
Tap "Add New Cache Region" and then tap "Rectangular Area"



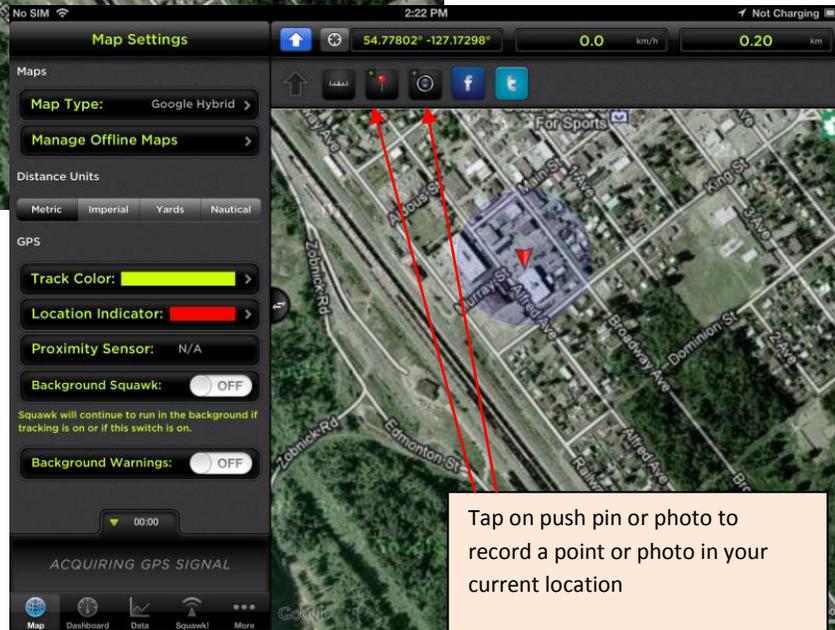
At this stage you can zoom in or zoom out or pan to decide which area you want cached.

The yellow area will be cached and saved to use offline.

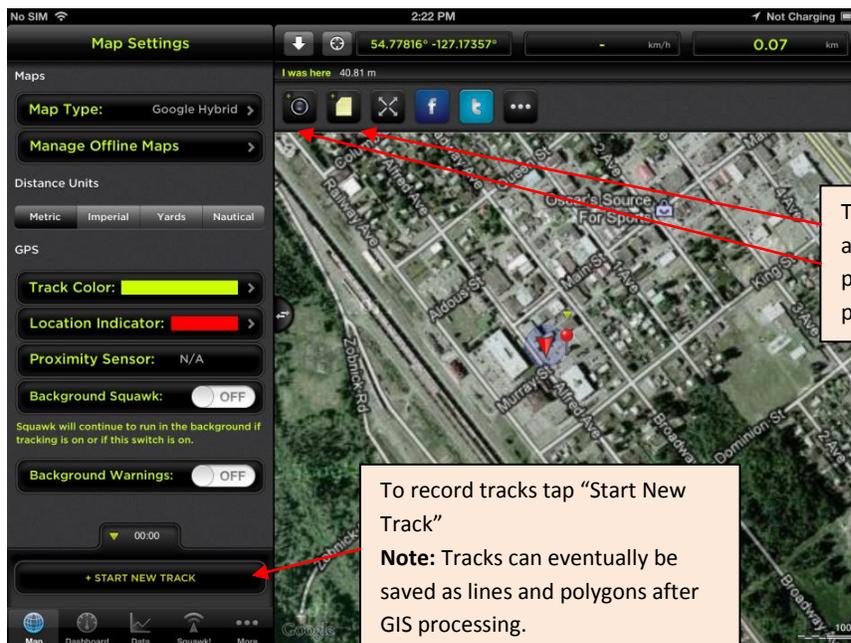
Note: The cached maps will appear automatically when you are off line. You don't need to pick one.



To Record Points:
Tap on down arrow to access more tools



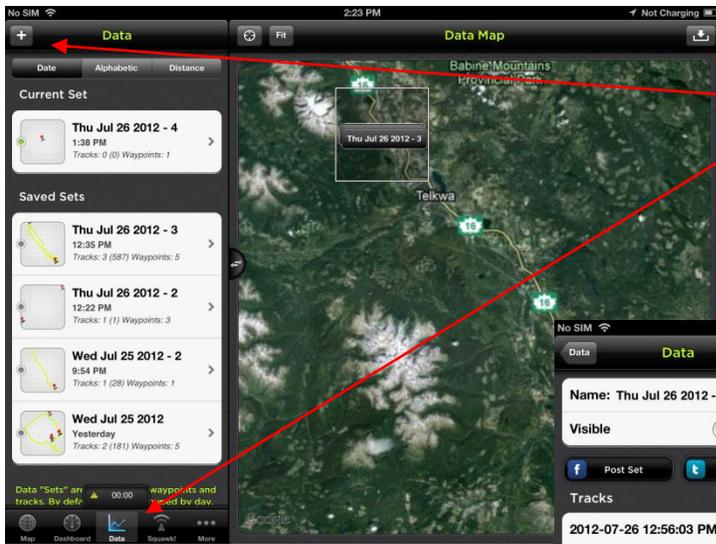
Tap on push pin or photo to record a point or photo in your current location



Tap on note pad to record attribute information for that point. You can also associate a photo to a pushpin point

To record tracks tap "Start New Track"
Note: Tracks can eventually be saved as lines and polygons after GIS processing.

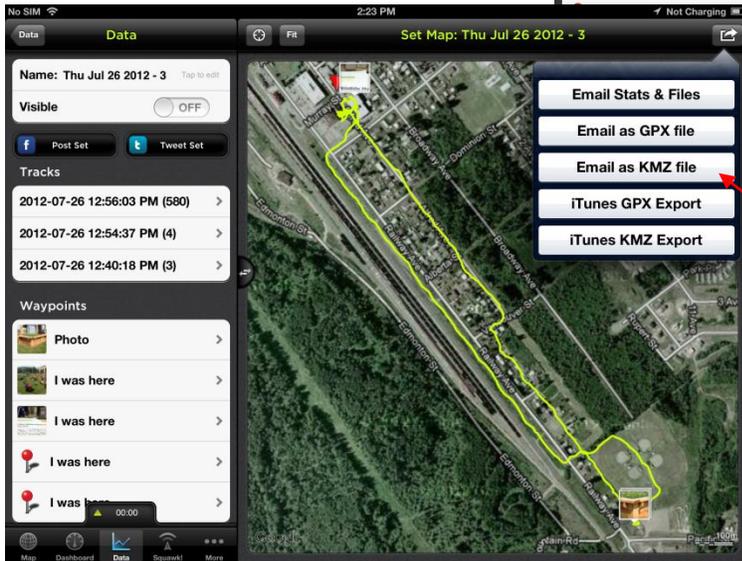
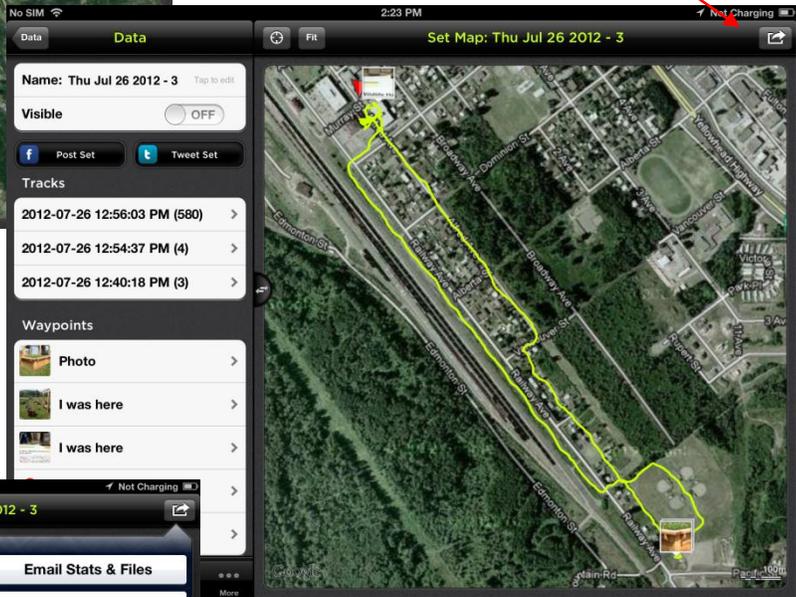
Note: To add appoint anywhere on a map that is not in your current location just tap and hold and a point will be placed in the location of your finger



Note: This app saves spatial data in sessions. To save your data:

Tap "Data" then tap +

Then tap on your session and tap the "More" icon



Finally tap "Email as KMZ file and email to yourself at work or to a local friendly GIS person for processing

GISKit (\$99.00)

This app was built by the same company that created GPS Kit and has the same look and feel however it has some really cool advanced features for more detailed field data collection. You can create point, line and polygon features and cache Google and Bing imagery for field work. It will support shape file and KML imports and KML exports which makes it easy to support.

Uses Summary

- Great for collecting and saving point, line and polygon spatial data with description attribute data entry capability
- Cache's Google and Bing imagery for offline use
- Allows Photo association to points, lines and polygons as well as overlays photo locations on map that were snapped with your iPad.
- Easily export all point, line, and polygon data and attributes to KMZ format by e-mail which can be used in Google directly or easily imported into ArcMap and converted to Shapefile.
- Easily manage spatial data in project and layers

Learning Curve – Moderate

GIS Support Requirement – Low

Steps to Install, Setup and Use:

Setting up a Project:

1. Tap on App Store and search GIS Kit HD (\$99.99) and install.
2. Tap on icon and open app and create a new Project
3. Contact GIS staff for support for background maps, background maps can be loaded through Dropbox
4. Download KML files from Dropbox and upload into your project. You will be asked what project you want to upload the KML files to. The KML's will upload as a Layer in your project.
5. Create a new Layer file in your project to collect the field spatial data. This layer file can manage your point, lines, and polygon data.
6. Tap back to Project page and tap feature classes. These feature classes are basically symbol templates that you can use later on when you are collecting field data. You can use existing feature class datasets or you can create your own. Tap "Basic" for a good example but feel free to create your own by tapping "New Feature Dataset"

Caching Imagery for offline use:

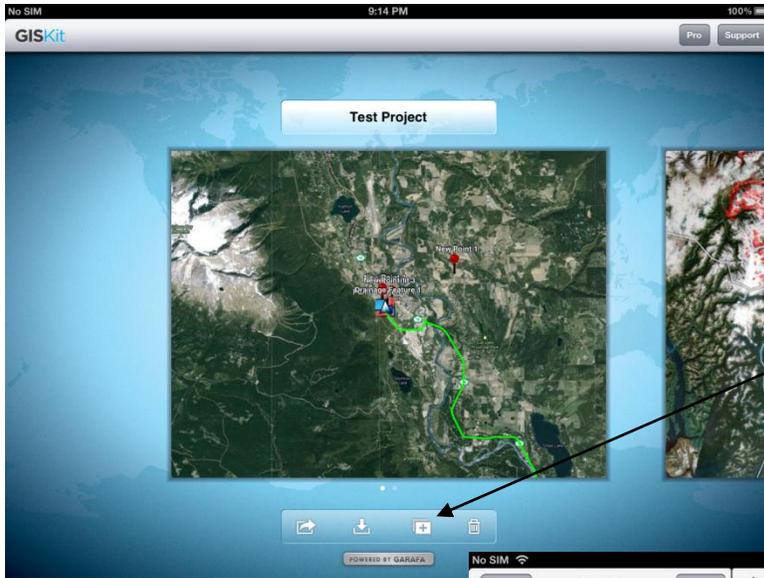
7. Before leaving the office it is important to cache the imagery you need for offline use. Tap “Map Settings”
8. Tap “Google Hybrid” or any imagery you want to use
9. Tap “Offline” to on
10. Tap back to Project level and Tap “Offline Maps” and tap “Add New Cache Region”
11. Selected “Google Hybrid”
12. Select “Rectangle Area”
13. Zoom in or zoom out or pan to the area that covers where you are working for the day.
14. Tap Cache. **Note:** This creates a geo-referenced cache or copy of the Google image to your iPad for you to use as a background map in the field away from Wi Fi and cell. Awesome!!

Collecting Points, Lines and Polygons in the Field

15. Tap back to the project page and tap layers.
16. Tap the new layer you created earlier in step 5
17. In the field with GPS coverage Tap + and Tap “Set”
18. Chose the “Basic” template and chose a point symbol
19. A set of cross hairs will appear in the map window and you can pan around to chose the location you want to enter or you can tap the GPS symbol to center your actual location.
20. Tap place to enter the point
21. Complete attribute entry along the side. Make sure you pick the appropriate layer to place the point in. This is important as it is most efficient to export the data by layer.
22. To enter a Line or polygon tap on the + symbol again and chose a symbol
23. You can manually draft a polygon by paning the cross hairs and tapping “Add Point or you can collect the line or polygon using the GPS by tapping “Record with GPS”
24. Tap “done” to enter the line or polygon and access the attributes. Make sure you pick the appropriate layer to place the point in.

Exporting Data for Future Processing

25. Exporting data from this app is accomplished by emailing a KMZ file
26. At the layer level tap the “More” icon and tap “KMZ” or “KMZ Compact”
27. Tap email and email the data to your work e-mail or a local friendly GIS person for processing

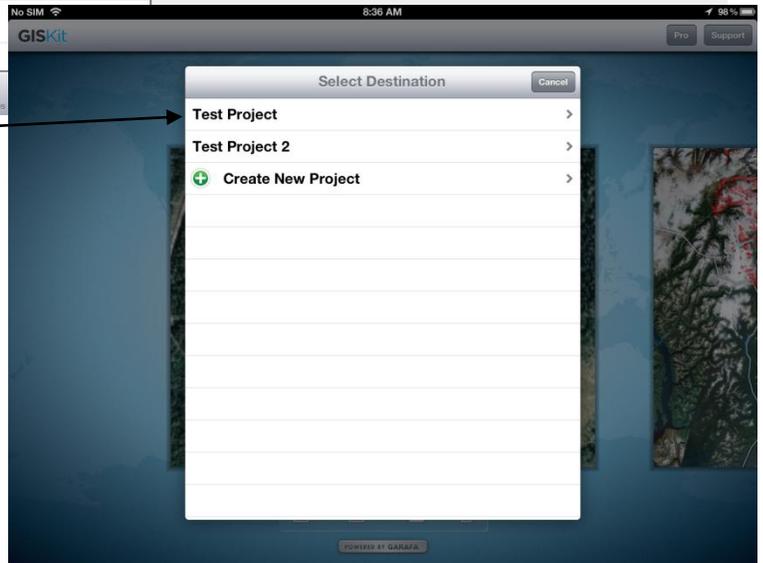
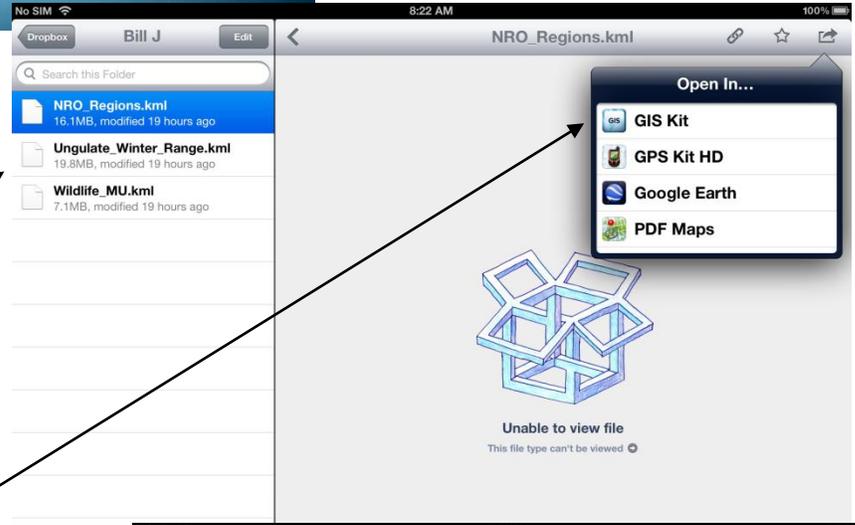


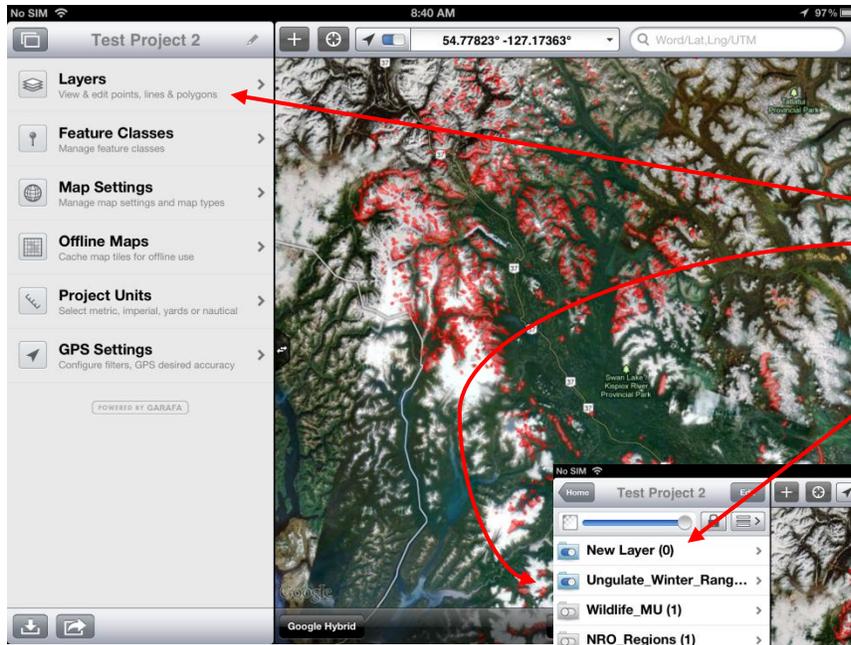
The first step in using GIS kit is to create a project. A project contains a number of setting and background maps and can be used over and over again. A Project can be best described as a root folder.

Shapefiles or based data from the BCGW can be imported into your project for reference maps through Dropbox or email attachments. The best approach would be to have your local friendly GIS department convert the data you are interested in to KML and post on a local Dropbox site.

Then simply open up Dropbox and send the files to GIS kit.

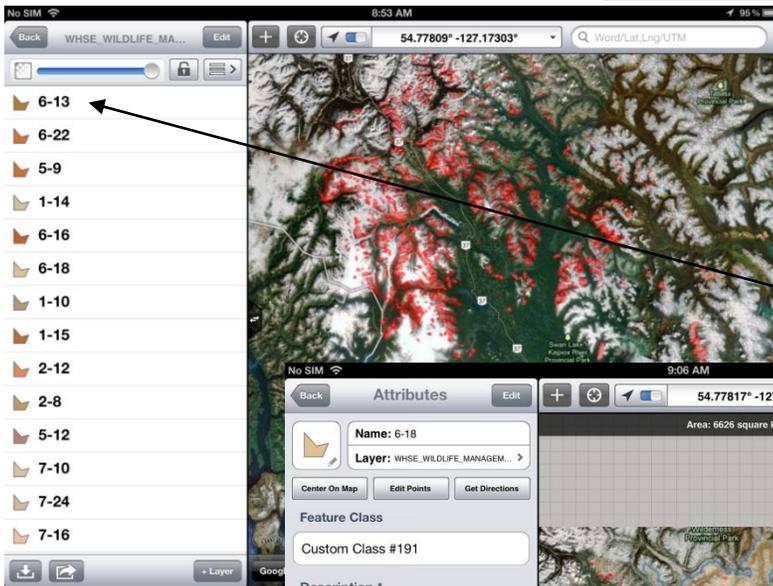
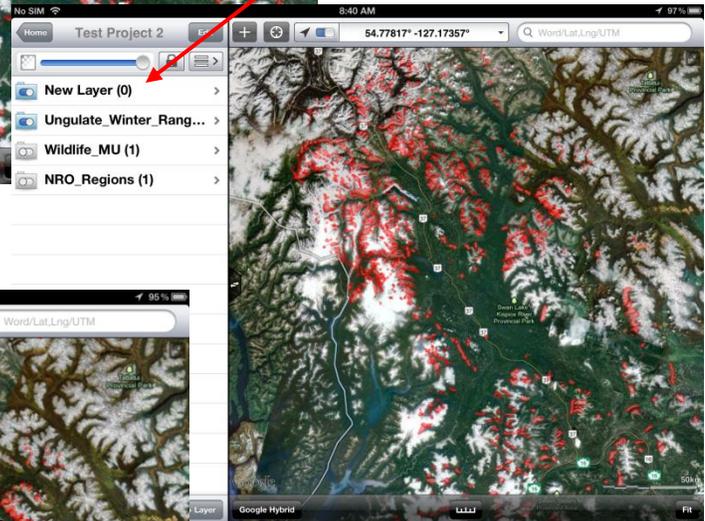
GIS Kit will then ask you what Project you want to store the data in



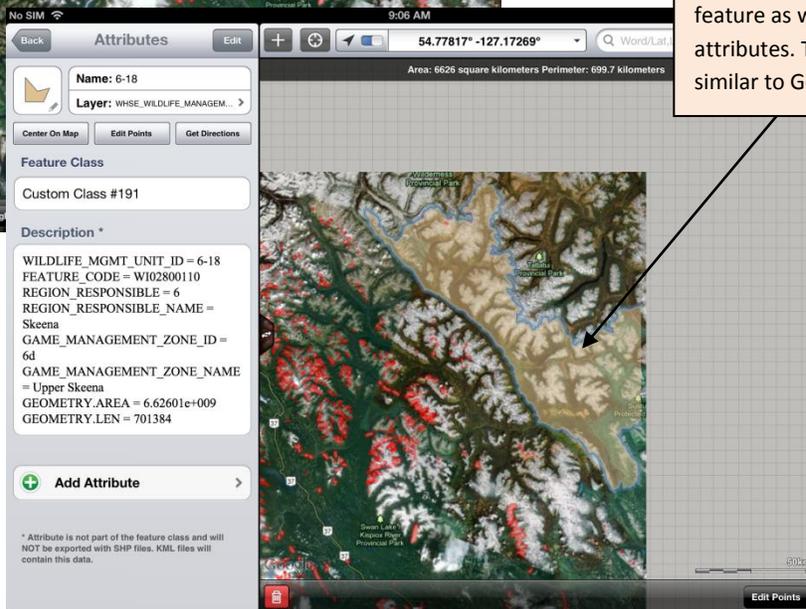


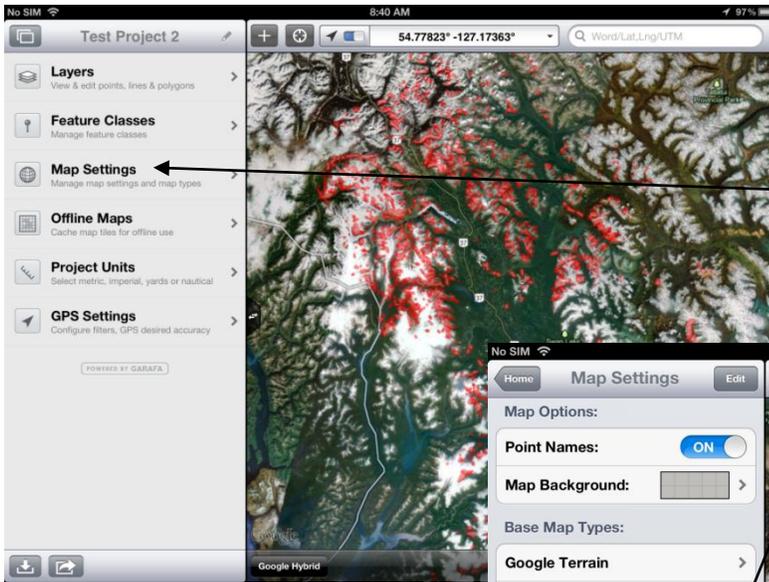
Within your Project you can now tap on the Layers and the imported KML file should appear as individual Layers

You can also add new empty Layers to collect your field data

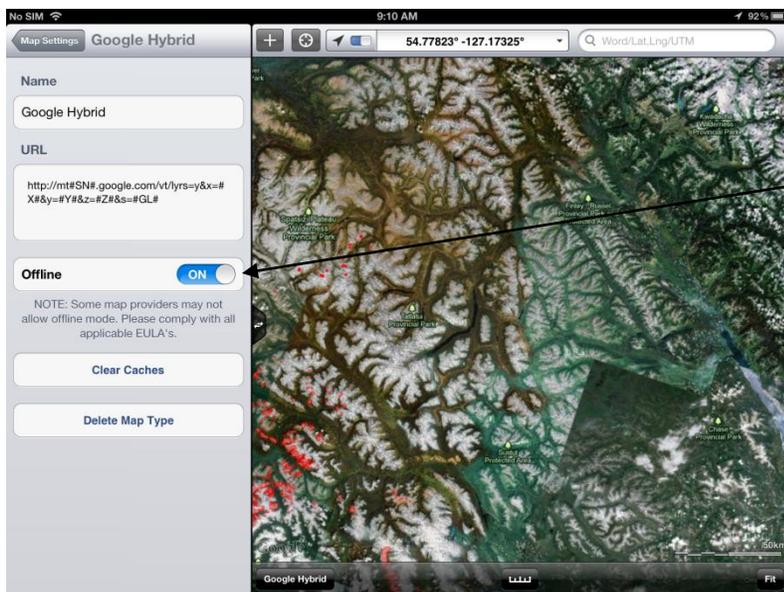
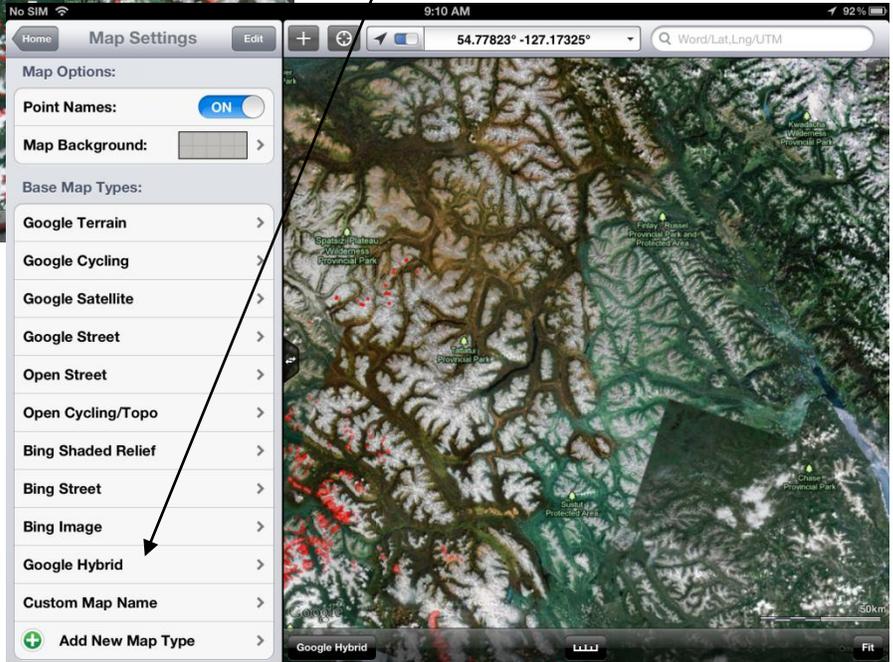


Tapping on a Layer will expose the attributes and tapping on an attribute will zoom you to the feature as well as display the attributes. The functionality is very similar to Google Earth

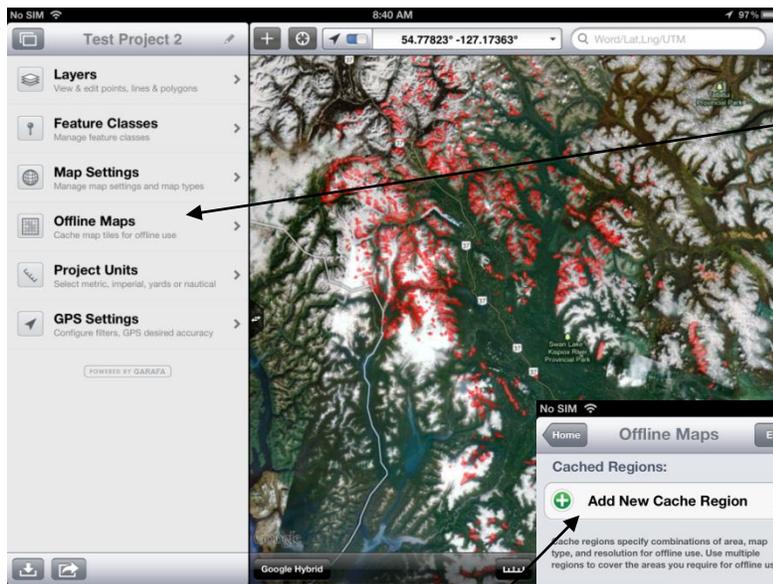




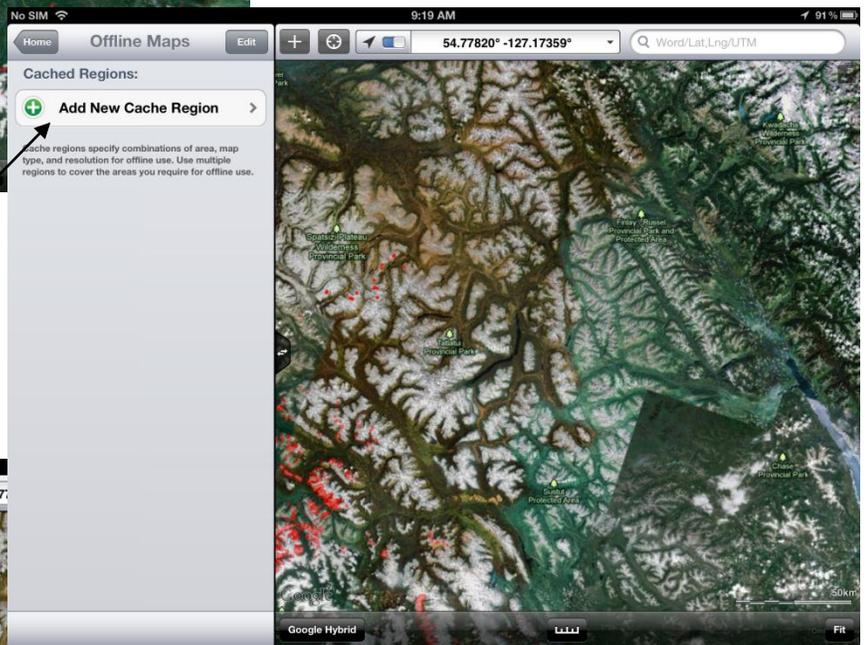
The next important steps are to setup background maps for Caching (using offline). Tap map settings and then chose a back ground image and tap that imagery



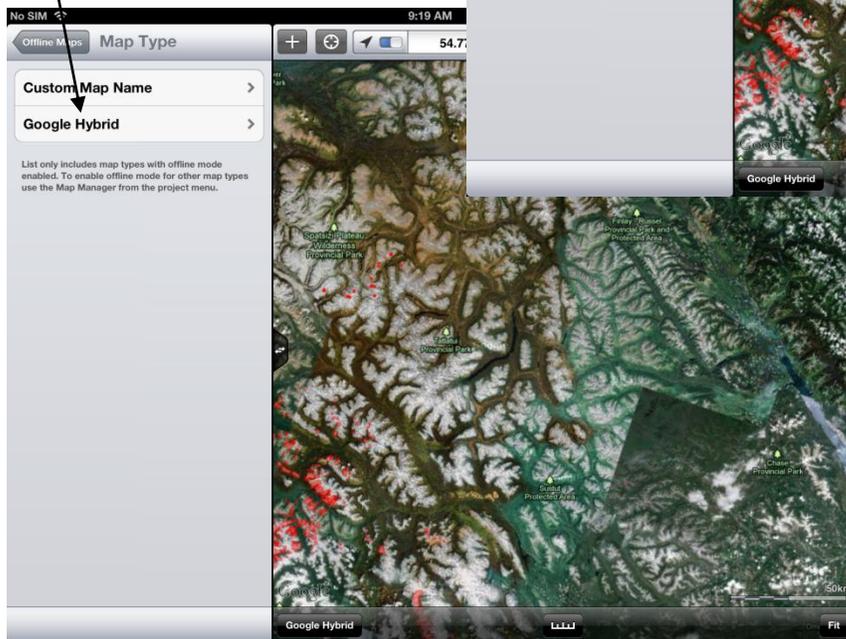
Tap Offline to "on"

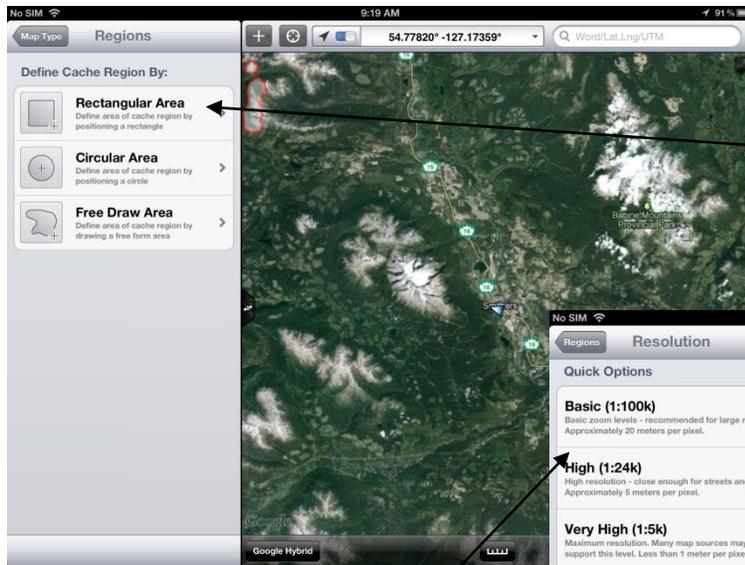


To cache an area of image tap
"Offline Maps"

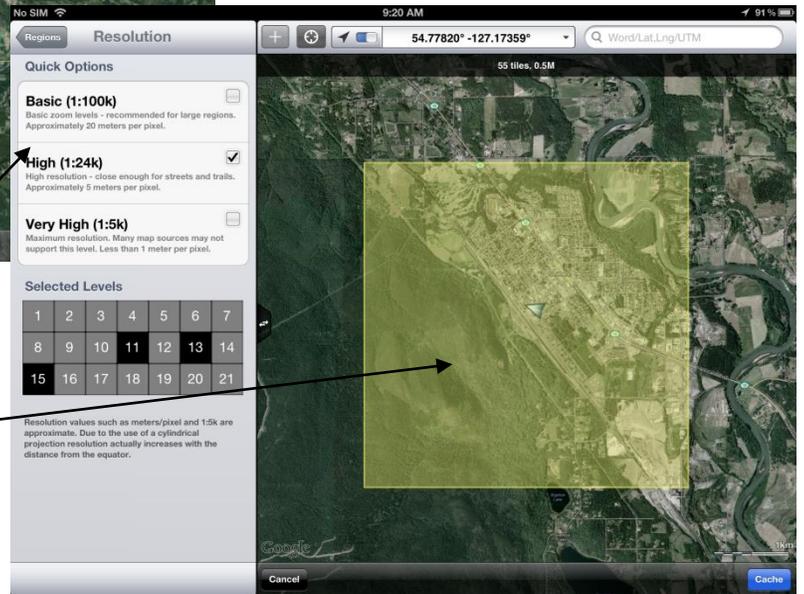


Tap on "Add New Cache Region"
Then tap Google Hybrid or your
image layer of choice

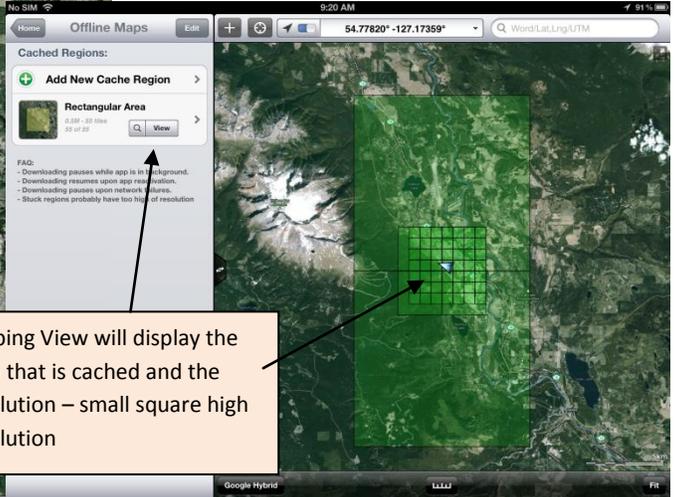
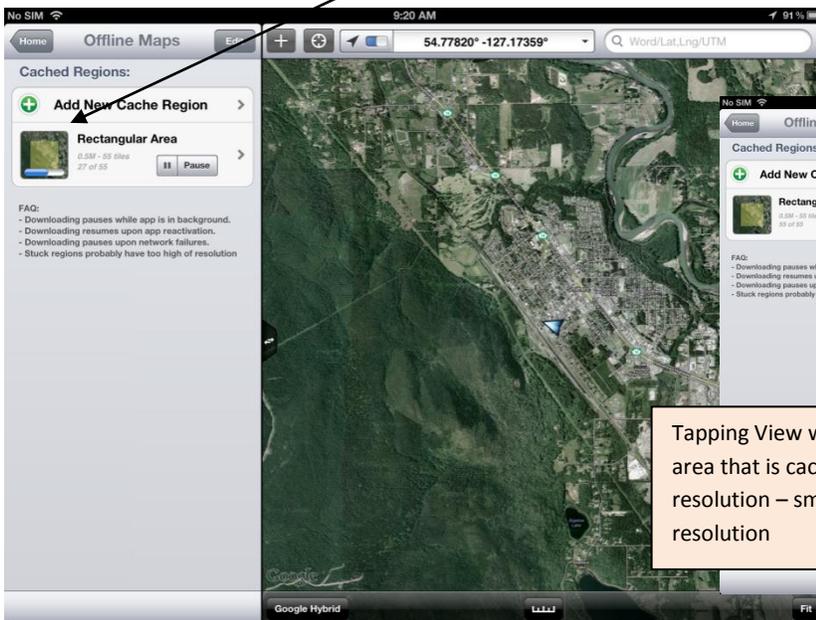




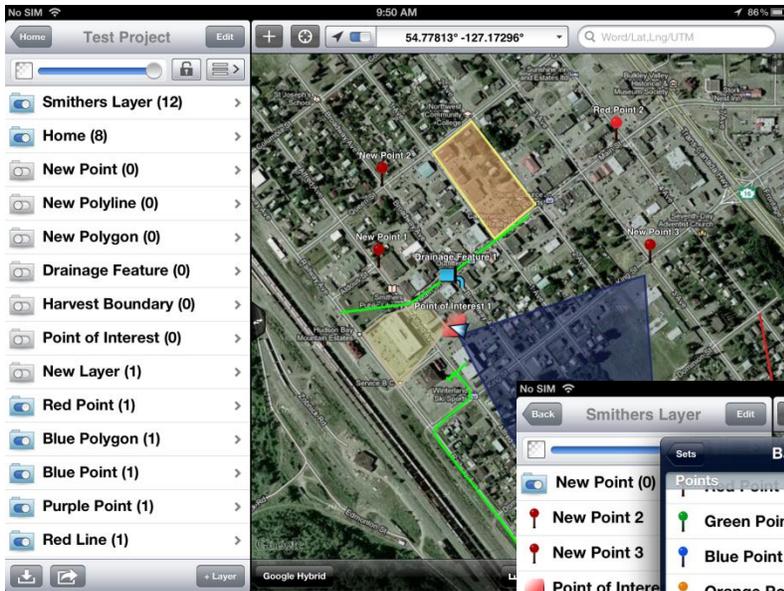
Tap "Rectangular Area" or your capture method of choice



Tap "Basic" or "High".
At this point you can zoom in, zoom out or pan to fine tune the area you want to cache.
The program will cache the area and automatically use the image when you are offline away from Wi Fi or Cell

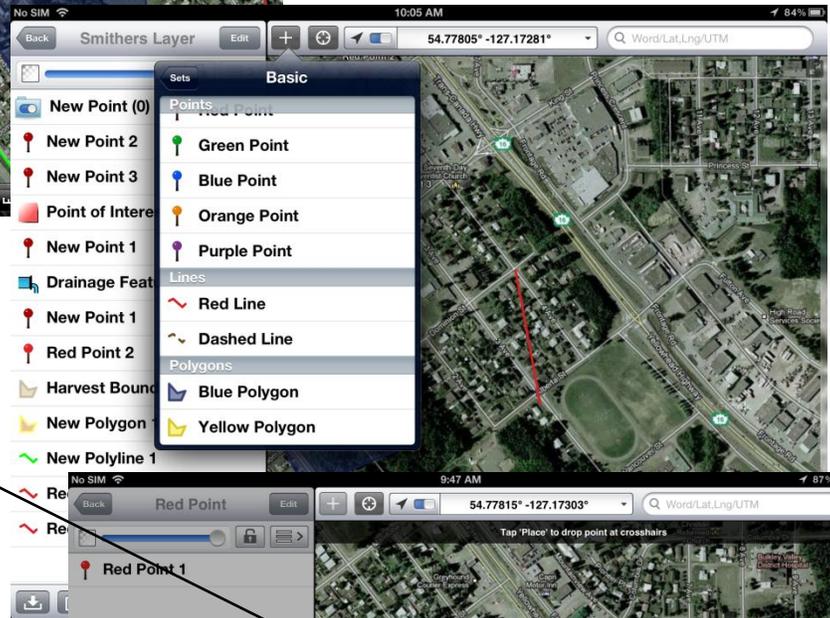


Tapping View will display the area that is cached and the resolution – small square high resolution



Now in the field, Tap on the layer where you want to store your days field work.
To add a point tap on the + symbol

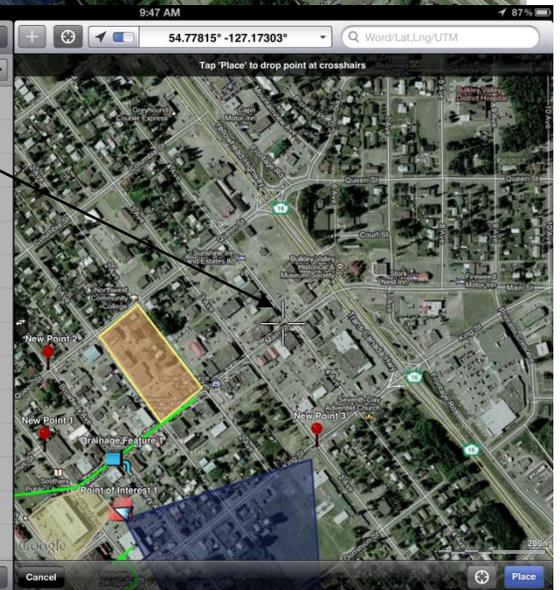
Tap on a point feature



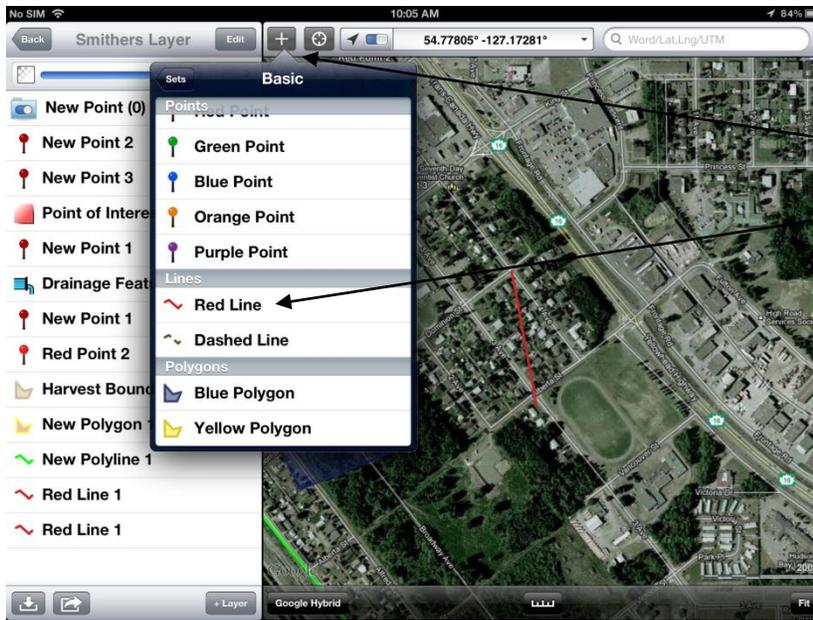
Move cross hairs to where you want to "Place" point
Or
Tap GPS symbol and then "Place" point at you actual location



Once point is placed complete attributes

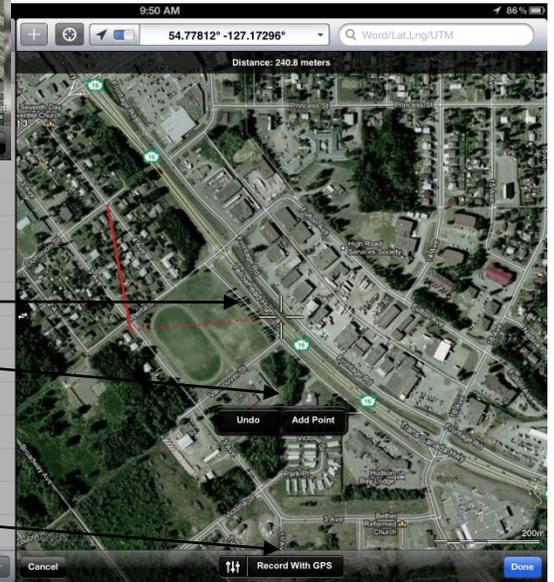


GPS symbol
Place point

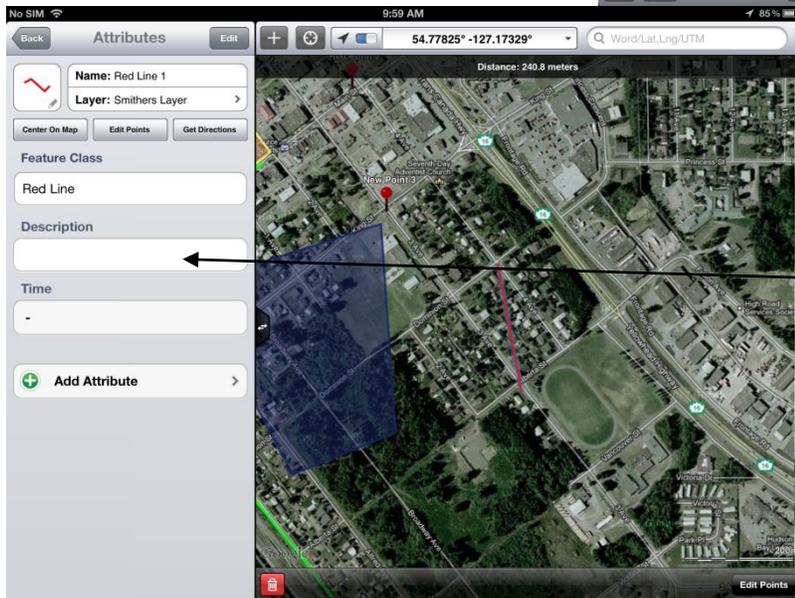


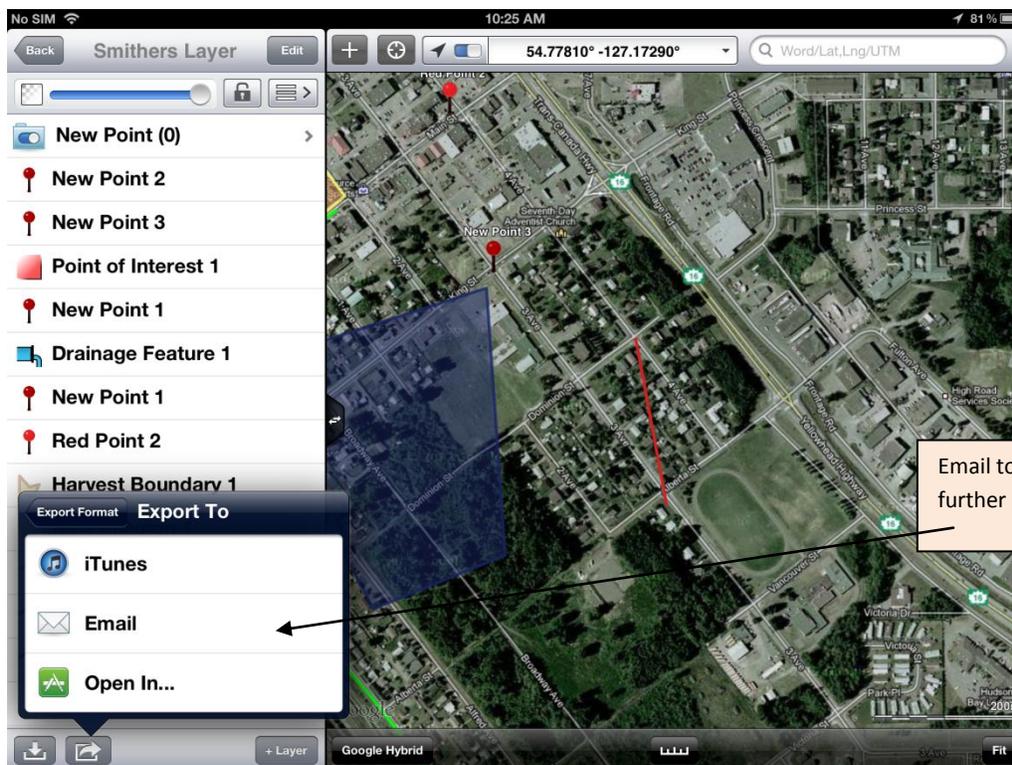
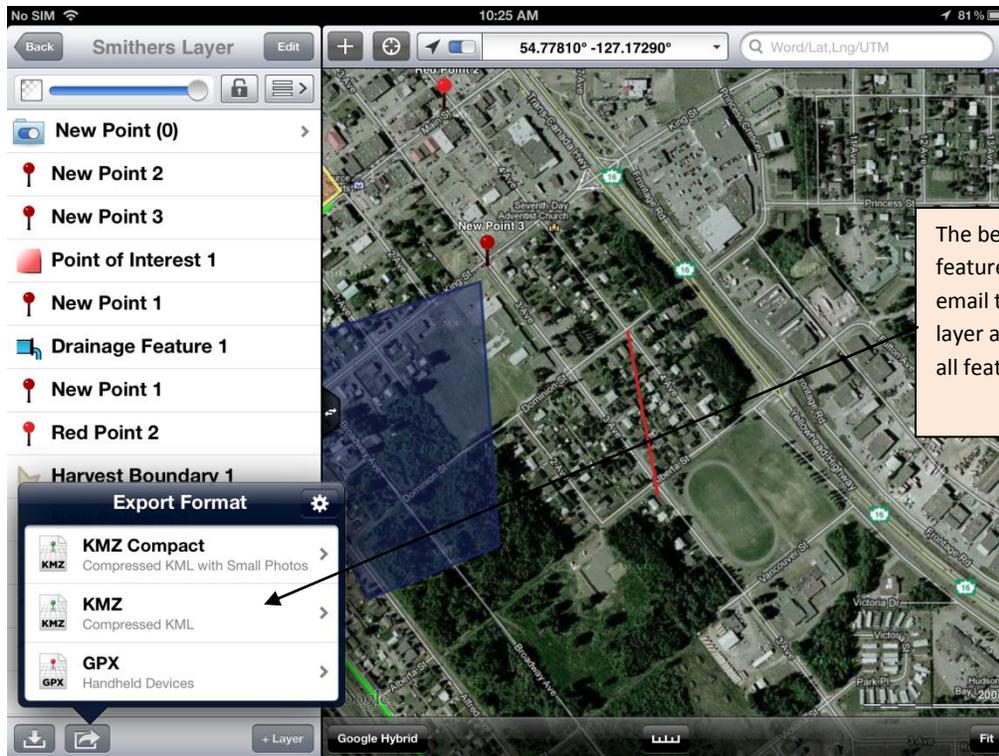
To enter a line or polygon tap the + symbol and chose a line feature or a polygon feature

Pan the map around and tap "add point to add a vertice of where you want the line to go
Or
Tap record with GPS to record the feature with a GPS as you hike



Once complete tap done to enter attributes and save feature





Field Application Comparison Chart e.g.

App	Cost	Base Map Caching	Custom Base map	Upload Formats	Download Formats	Points Lines Polygons	Attribute Tracking	Live Database Linkage
PDF Maps	free	N	Y PDF Only	KML/KMZ GPX	KMZ GPX	Points	Detailed Photos	N
GPS Kit	\$14.99	Y	N	KML/KMZ GPX	KMZ GPX	Points Tracks	Description Photo	N
Gaia GPS	\$14.99	Y	N	KML GPX	KML GPX	Points Tracks	Description Photo	N
Motion X	\$1.99	Y	N	GPX	KML GPX	Points		N
GIS Kit	\$100.00	Y	N	KML/KMZ GPX Shapefile	KMZ GPX	Points Lines Polygons	Detailed Photos	N
**ESRI Collector	free	N	Y	Na	Na	Points Lines Polygons	Detailed Photos	Y
**ESRI Explorer	free	N	Y	Na	Na	Points Lines Polygons	Detailed Photos	Y
**ESRI Operations Dashboard	free	N	Y	Na	Na	Points Lines Polygons	Detailed Photos	Y

FieldNotesPro (\$9.99)

This app is a very simple to use app that allows you to take notes in the field. Every note is automatically geo-referenced and the app will records written notes, photos, verbal dictation, and videos all associated to the same position. The data can then be all wrapped up into a KMZ to send to others for documentation.

Uses Summary

- Great for collecting and saving field notes as point data with associated photos, video and dictations
- Single notes or several notes can be rolled up into a KMZ for reference

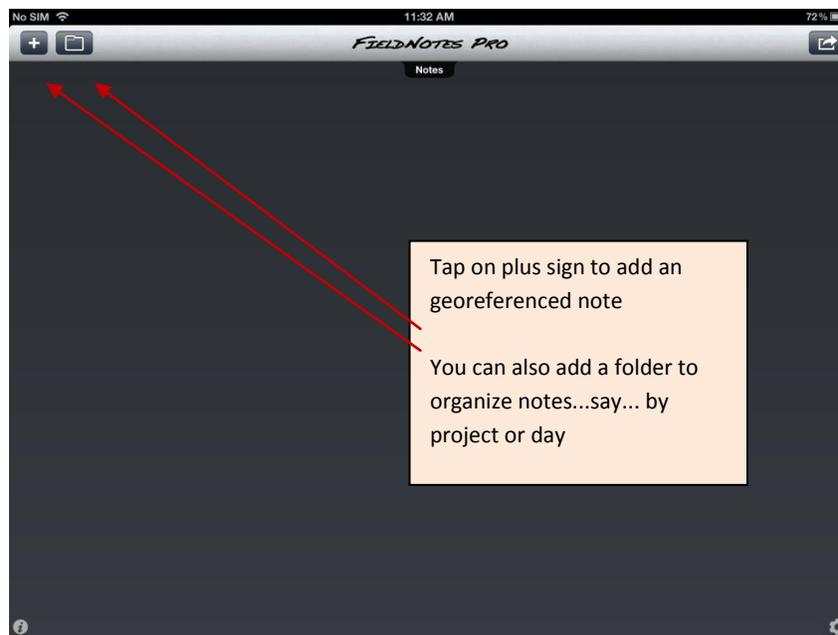
Learning Curve – Easy

GIS Support Requirement – Low

Steps to Install, Setup and Use:

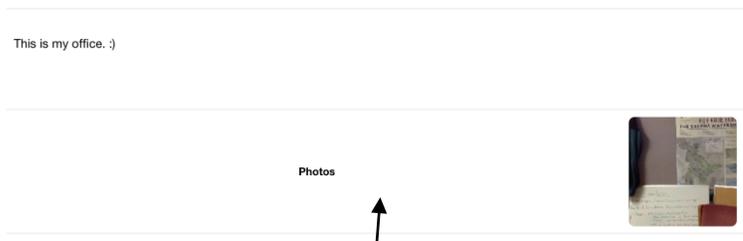
1. Tap on App Store and search FieldNotesPro (9.99) and install.
2. Tap on Icon and tap the + sign to add a note
3. In the first blank area type in your note
4. With photo's you can tap on the camera and take any number of photos. You can also add captions to each photo
5. With the audio section you can record audio dictations
6. With the video section you can record video

All Items in the note can be rolled up into a KMZ for storage or shared to other staff





Tap here to modify or check position



Photos



Audio

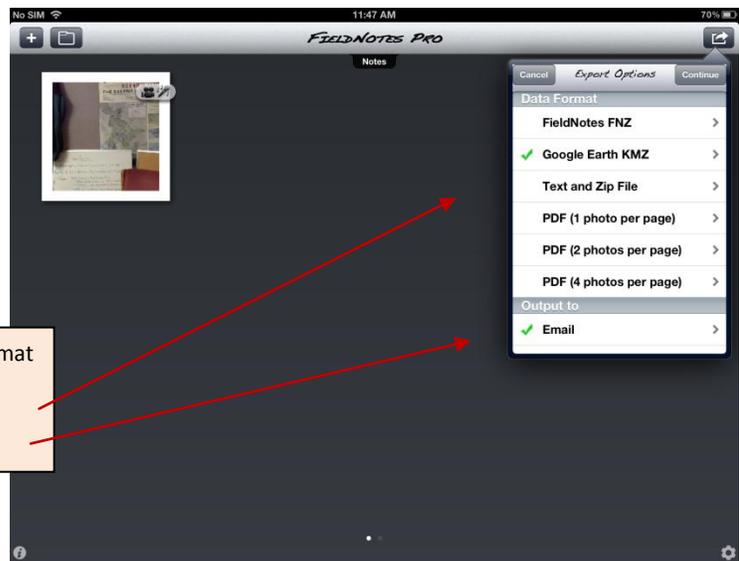
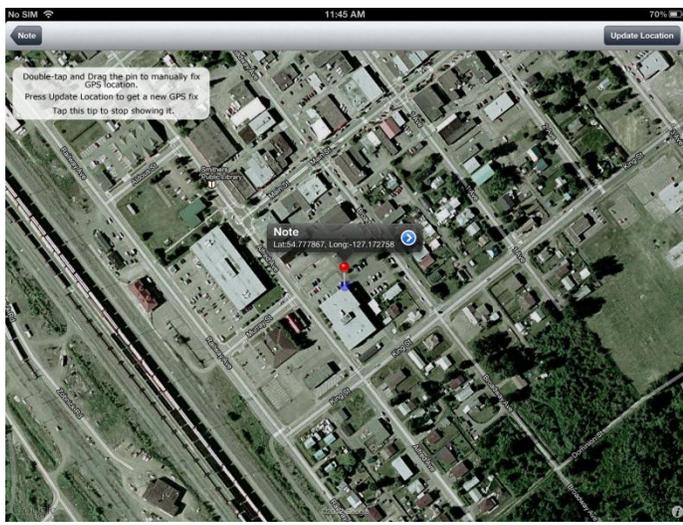


Videos



Tap here to add a"

- Photo
- Dictation
- video



Tap here and select file format to Email notes out.

FormConnect (\$9.99)

This app is a very simple to use but has tremendous applications for field data collection for C & E, Conservations officers, mines inspectors, etc. With this app you can create detailed forms for data collection with the iPad. Forms can be shared with other FormConnect users. The app offers variety of export options as well as a comprehensive list of element choices to use for data capture. Developers respond quickly to requests for enhancements.

<https://itunes.apple.com/en/app/%formconnect/id432653695?mt=8>

Uses Summary

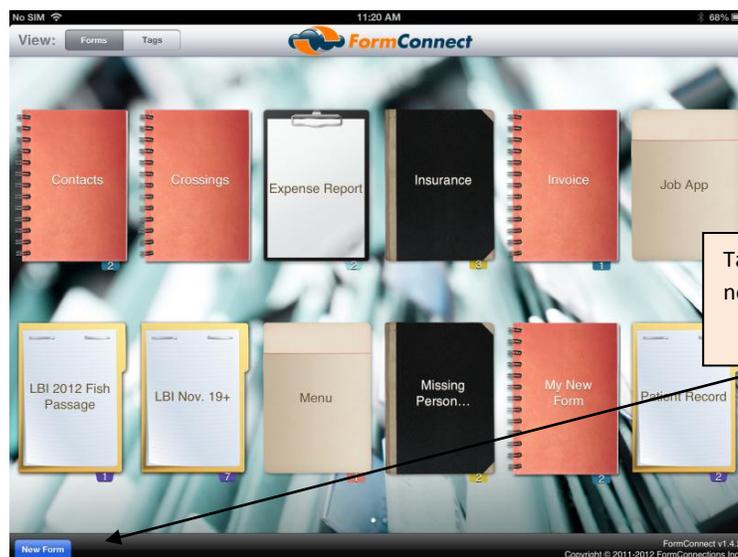
- Great for recreating and collecting complex field forms
- You can collect photos and embed them in the form
- Multiple forms can be exported to PDF or CSV formats for spreadsheet analysis

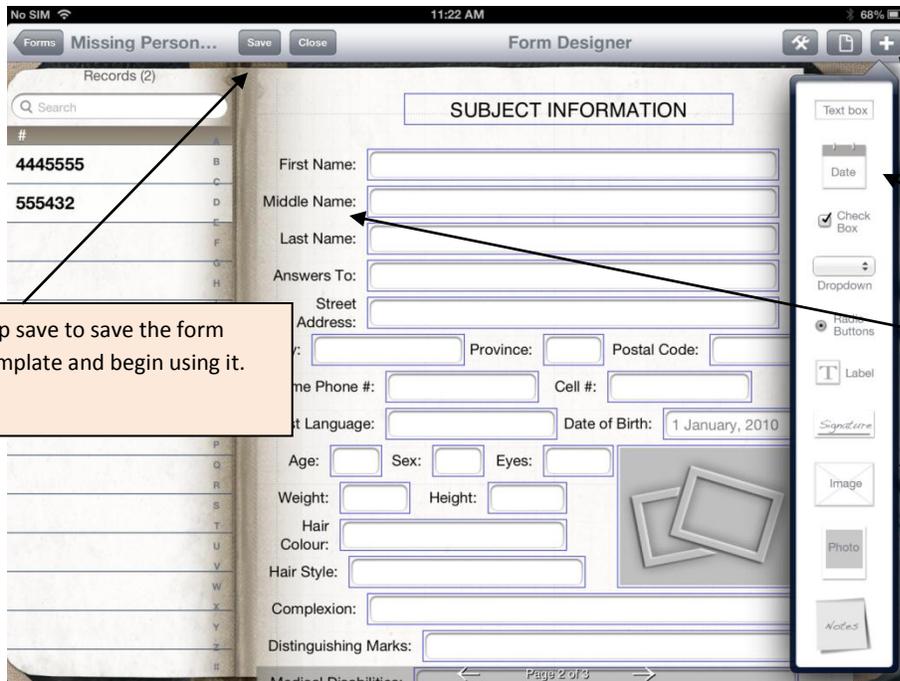
Learning Curve – Easy

GIS Support Requirement – Low

Steps to Install, Setup and Use:

1. Tap on App Store and search FormConnect (9.99) and install.
2. Tap “New Form” to create a new form from scratch and give it a name
3. Tap “+” sign and tap and hold on any element you want to add to the form
4. Your forms can be very detailed and can have drop down lists.
5. Tap on Dropdown element and complete selections you want
6. You can also have multiple pages in your form. Tap page icon  to add another page
7. Tap “save” to save the form and use it
8. The form can be used and filled out multiple times by tapping the form and filling it out. Anew form can be created by tapping the icon



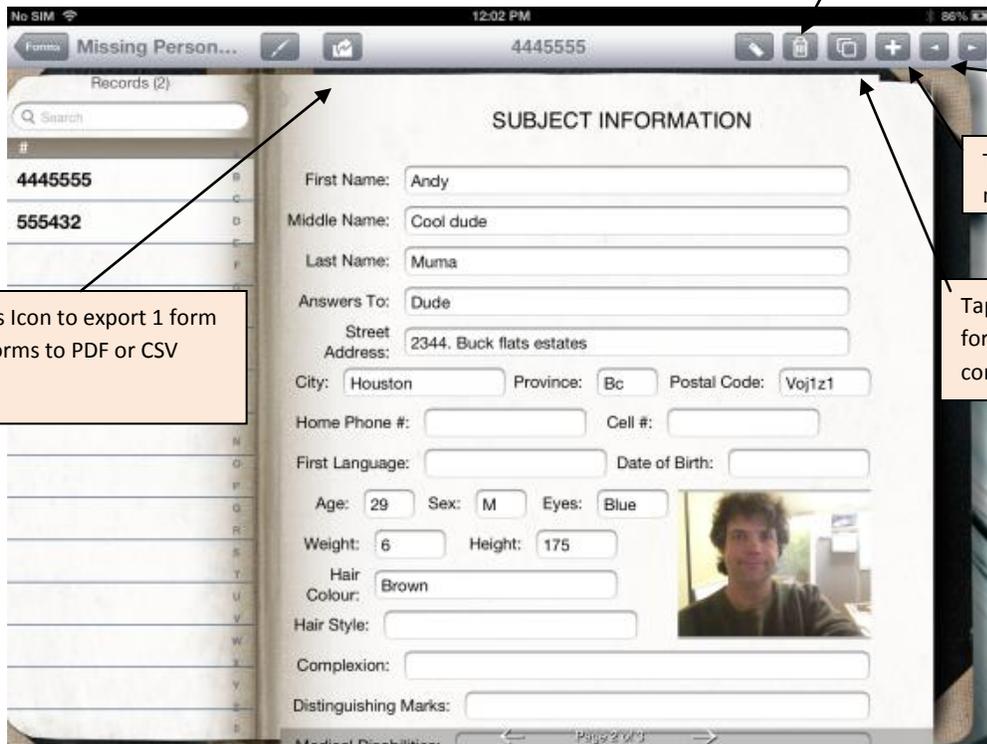


Tap save to save the form template and begin using it.

Tap and Drag any element type out to the form and add a label

Tap Icon to delete form contents

Tap arrows to move to next page in the form



Tap this Icon to export 1 form or all forms to PDF or CSV

Tap Icon to start a new form entry

Tap Icon to copy form and form contents

Cool iPad Features and Other Information

Screen shot feature

to quickly save web-pages (or image from screen) for later reference. Just touch the sleep and home buttons simultaneously and a screen shot is saved as an image in your photo library (under 'camera roll').



FaceTime – FaceTime is another great apple communication tool that comes out of the box.



To use this app simply tap on the Icon and add a contact. Contacts are based on Apple_id email addresses. In literally two taps you can be talking to someone face-to-face.



Tap here to add contact.
Tap on contact to start a face-to-face conversation

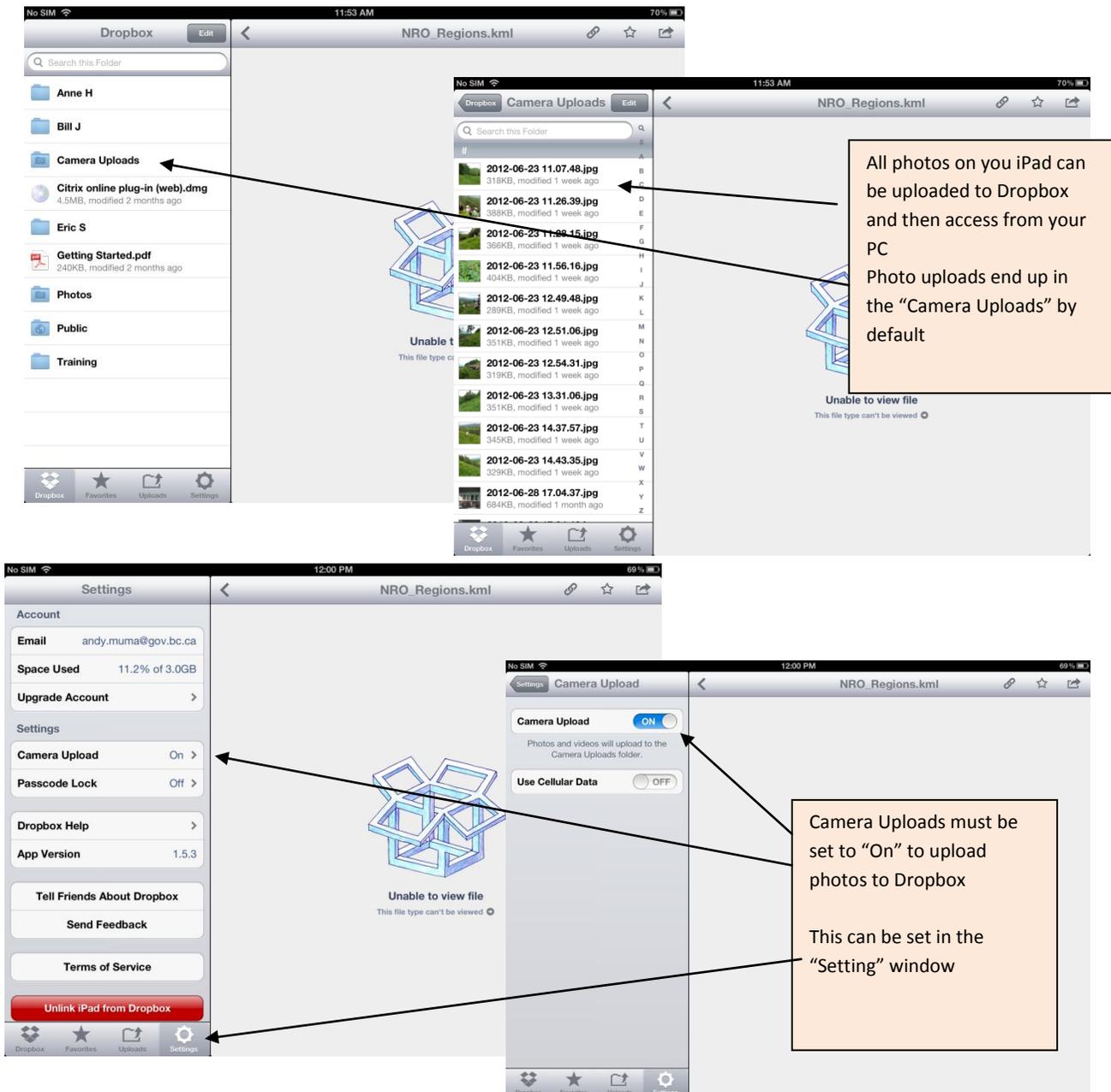
Managing Photos with an iPad -

All photos taken with the iPad are geo-referenced. These photos can be downloaded and used in Google and other mapping applications. By using an iPad in the field and taking lots of pictures you actually map where you have been with good accuracy just by using the photos.

To manage photos with an iPad and move them from the device to a PC or to another device you have a few options.

DropBox

allows the transfer of photos from one device to PC as well as to other devices



iCloud

-- if turned on will automatically upload and download photos on all apple devices with the same iCloud account.

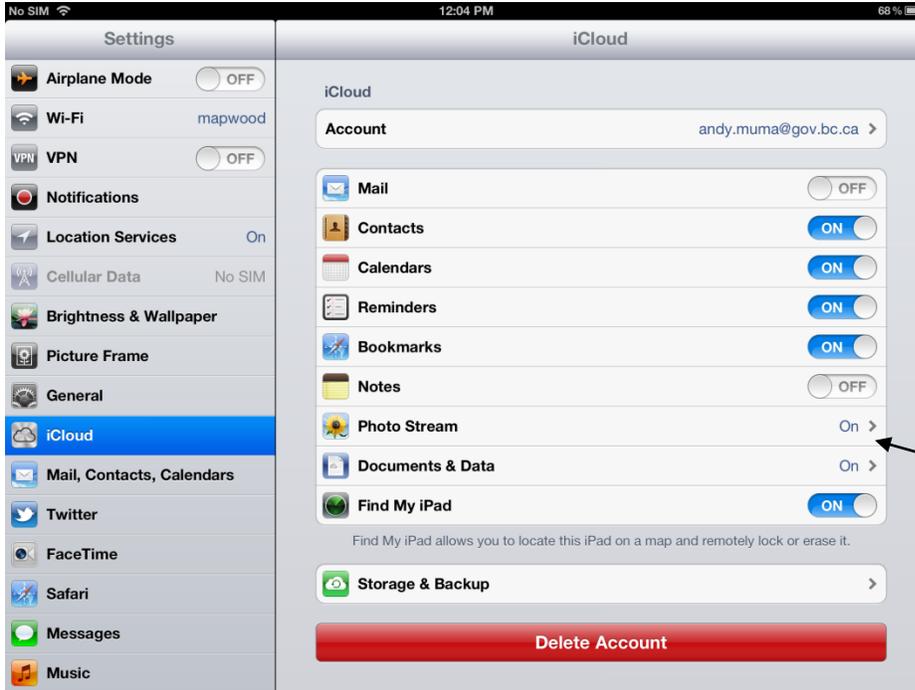
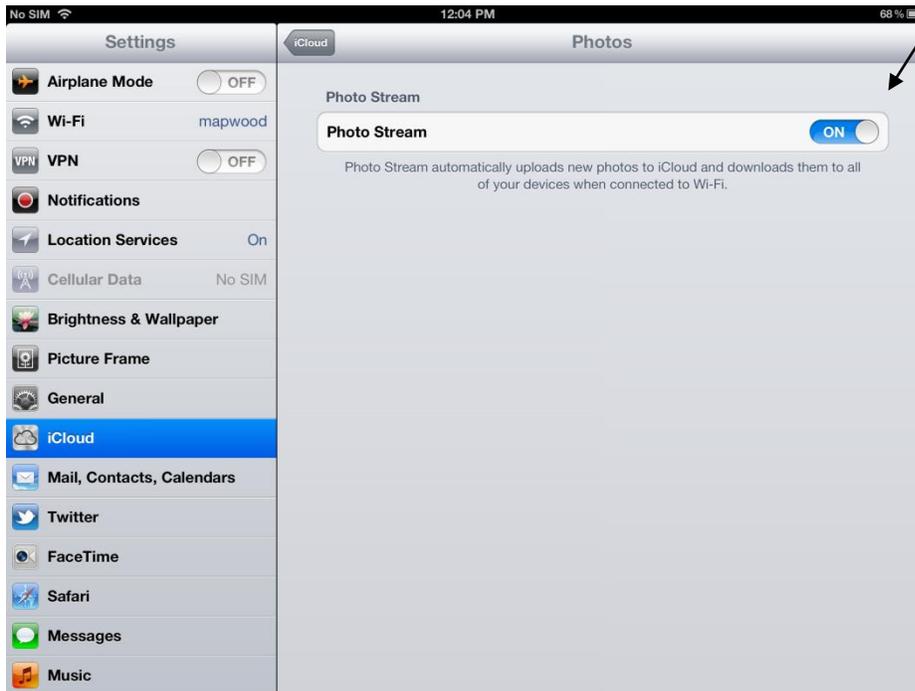
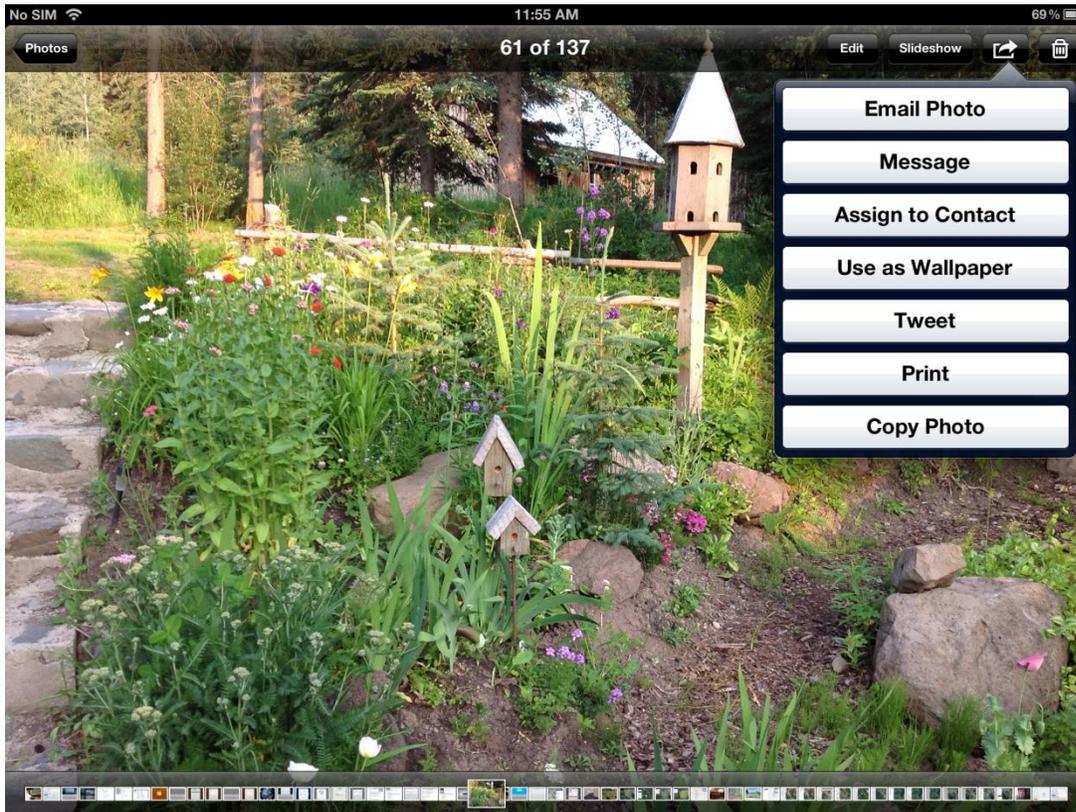


Photo Stream set to "On"



Email

– Photos can always be emailed as attachments as well.



And Finally:

iTunes

– iTunes will download and backup photos as well on your PC. But this requires the installation of iTunes

Other Cool Apps

GoodReader – Does lots of stuff!

Find My Friends – Spatially locates all your friends with Apple devices and overlays them on Google Maps

ArcGIS – This will be the up and coming app that enables interactive web mapping. This will eventually be covered in another User Guide document. Stay tuned!!!!

With just about every iPad demo I have been asked about SPOT and the safety functionality potential for smart phones and iPads.

I have been researching Spot Connect and Delorme inReach and their potential use with iPad and iPhone.

Spot Connect

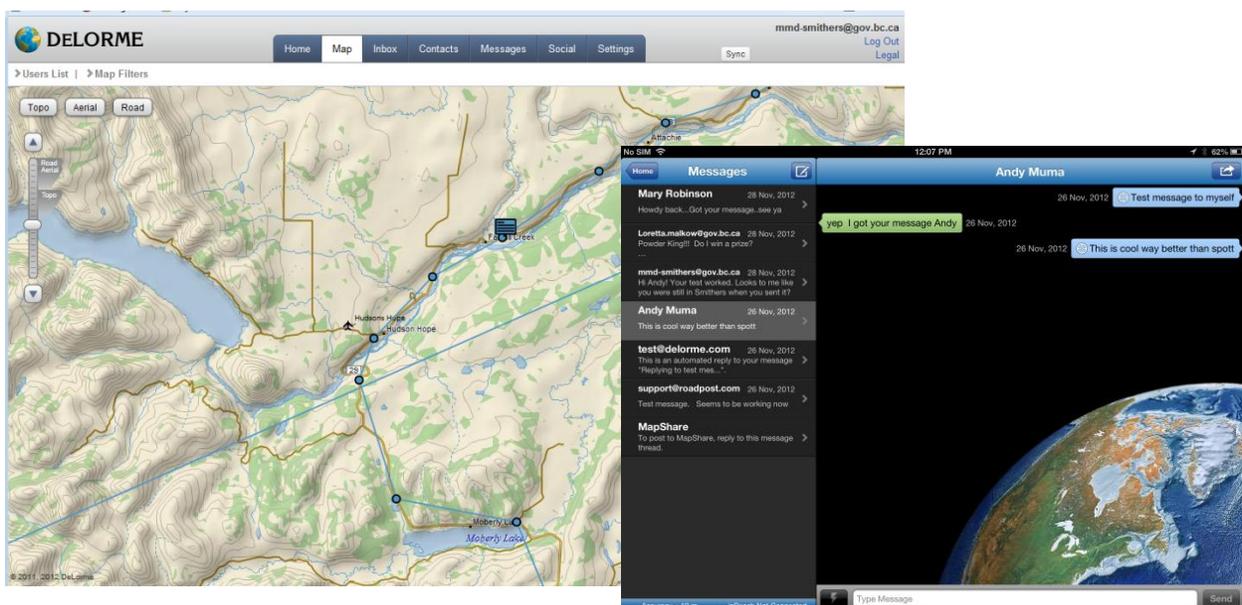
<https://www.findmespot.ca/en/index.php?cid=116>

Spot connect allows 1 way e-mail communication when used with a free iPhone app. The app also works in iPad. The advantage is the field person can send an actual message describing their situation rather than relying on lights and predetermined messages.

Delorme inReach

<http://www.inreachcanada.com/inreach-overview/>

This one is really cool as it allows 2 way communications with e-mail or txt as well as tracking using a web interface called “Explore Web App”. This device allows you to describe your situation as well as receive messages back from the field using e-mail, txt, twitter or facebook. Staff can track multiple devices with the web map application. This has tremendous safety and check in application for fire crews, conservation officers, and remote staff field trips.



Purchasing and Sharing Apps (Updated)

A number of staff and supervisors have asked me how best to manage the purchase and sharing of Apple Apps. Typically a purchased app for a personal device can be loaded on multiple personal devices as part of the apple software agreement however some software vendors distribute software with specific terms with warnings that state this app can only be used on one device with one user. It is important to honour these software agreements.

Apple also has a commercial Enterprise Policy where a single copy of an application must be purchased for each device. See Mac App Store Product Usage Rules <http://www.apple.com/legal/internet-services/itunes/us/terms.html> Apple also has a volume Purchase Program (VPP) <https://ssl.apple.com/business/vpp/> and this is an avenue worth considering as well.

My current solution to purchasing and sharing apps is as follows:

1. Manage apps by department. Typically a department consists of 5 or 6 people or less and a budget and this is a good number to share free apps and manage purchased apps.
2. Purchase iTunes cards in delineations of \$10.00, \$20.00, or \$50.00 and redeem them on line with the app store.
3. Collaborate with the apps you can share but honour software agreements and purchase app individually where required. Find a cool app....Share the knowledge with your coworkers!!!

WiFi vs Cell Usage Especially for iPhones

The iPad and especially the iPhone have tremendous application above simply voice and e-mail and as such they are constantly moving data to and from these units. Data transfer using cell and a data plan is very expensive and should be avoided as much as possible. These additional data plan costs over other devices, like a regular cell phone or a blackberry, are hindering our business case for staff smart phone and tablet acquisition and use.

As a best practise I am suggesting that where possible data and application downloads be completed only where WiFi is available.

Closing Apps

Apps stay open in the background until they are manually closed. If there are many open performance starts to deteriorate

- Double click the home button or four or five finger swipe up to open multitasking bar
- Tap and hold any App icon until all begin to wiggle and a red minus signs appears in each App
- Tap the red minus button for any apps you wish to close
- Tap anywhere on the main screen or the home button to finish

Multitasking

Apps stay open until you manually close them allowing you to switch between Apps (“multitasking”)

When many Apps are open you may have slower processing or more frequent crashes

Multitasking Gestures

Switch to the homescreen: start four or five fingers wide and pinch together

Open multitasking bar: Four or five fingers up

Move between Apps: Four or five fingers swipe left or right

Grouping Apps on iPad home screen

Apps can be moved into groups on the screen for organizational purposes

Tap and hold any App until all icons begin to wiggle and get an “x” in the top left corner

Tap, hold and drag any App onto the top of another App of similar type (example another office App)

Release your finger when a box appears around the Apps you are grouping

A white field will appear in which you enter a name for that group (example “Office”)

Tap the home button to finish

Other Common iPad Gestures

Zoom in: pinch fingers together

Zoom out: spread fingers apart

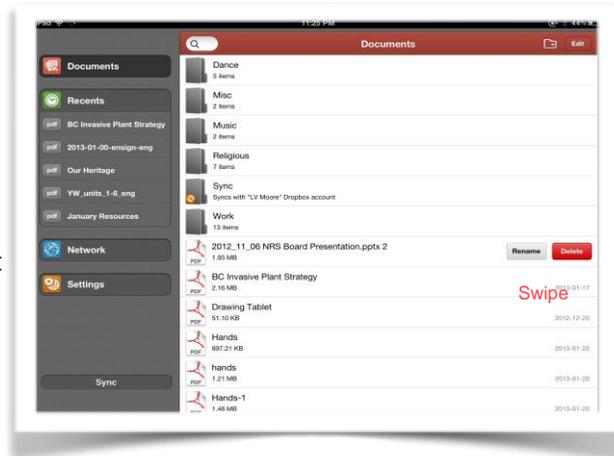
Open options such as rename or delete: one finger swipe right to left

on right hand side of file management screen

Rebooting

Press and hold the power button until the apple icon appears

If that does not work press and hold the home button and the power button until you are prompted to power off



SAMPLE APP CONNECTION/SETUP SCREENS

Dropbox (free)

Dropbox is a free service (2GB limit) that allows you to save and share files between your PC and mobile devices as well as with other staff without having to use itunes. It requires and installation on both the iPad and any PC you want to use to access your mobile data.

Uses Summary

- Works mostly as a file transfer between your PC or other mobile devices
- Works with most other iPad apps for importing or exporting files. Very important to have.

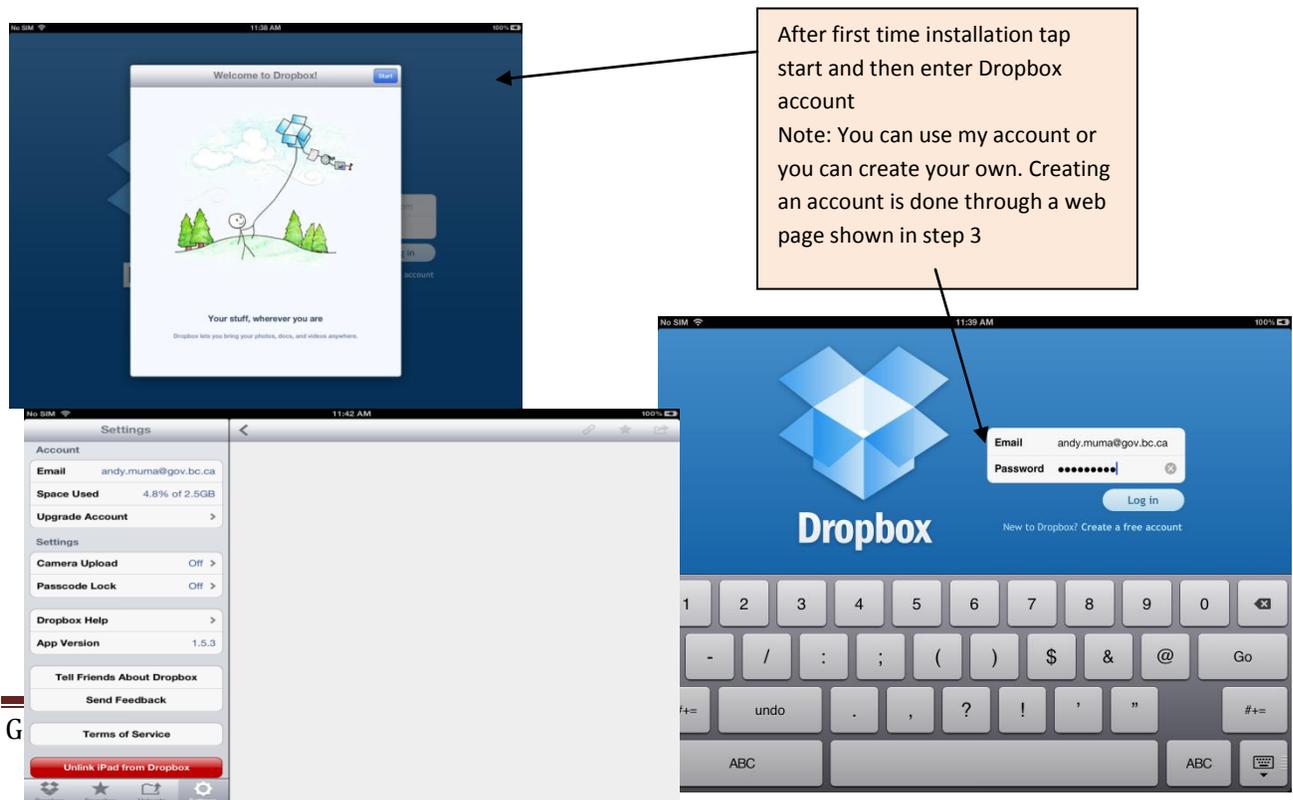
Learning Curve – Easy

GIS Support Requirement – Low, We have established and are maintaining a regional Dropbox account.

Steps to Install, Setup and Use:

1. Tap on App Stores and search Drop box (free) and install.
2. Follow setup prompts and be sure to use your Apple id e-mail account.
3. On your PC of choice Google Dropbox and down load a free version <https://www.dropbox.com/install> this will allow you to share files between your PC and iPad
4. Again follow setup prompts and be sure to use your Apple id e-mail account.

Sharing data between your iPad and PC can now be done as simply as drag and drop!!



Quickoffice Pro HD (\$19.99)

Quickoffice Pro is a handy app that allows you to edit Microsoft applications like Word, Excel, or PowerPoint and save back to these original files. It also allows for editing documents directly off our SharePoint site with the additional app SharePlus Pro – see below!.

Uses Summary Allows editing of most Ms Office programs.

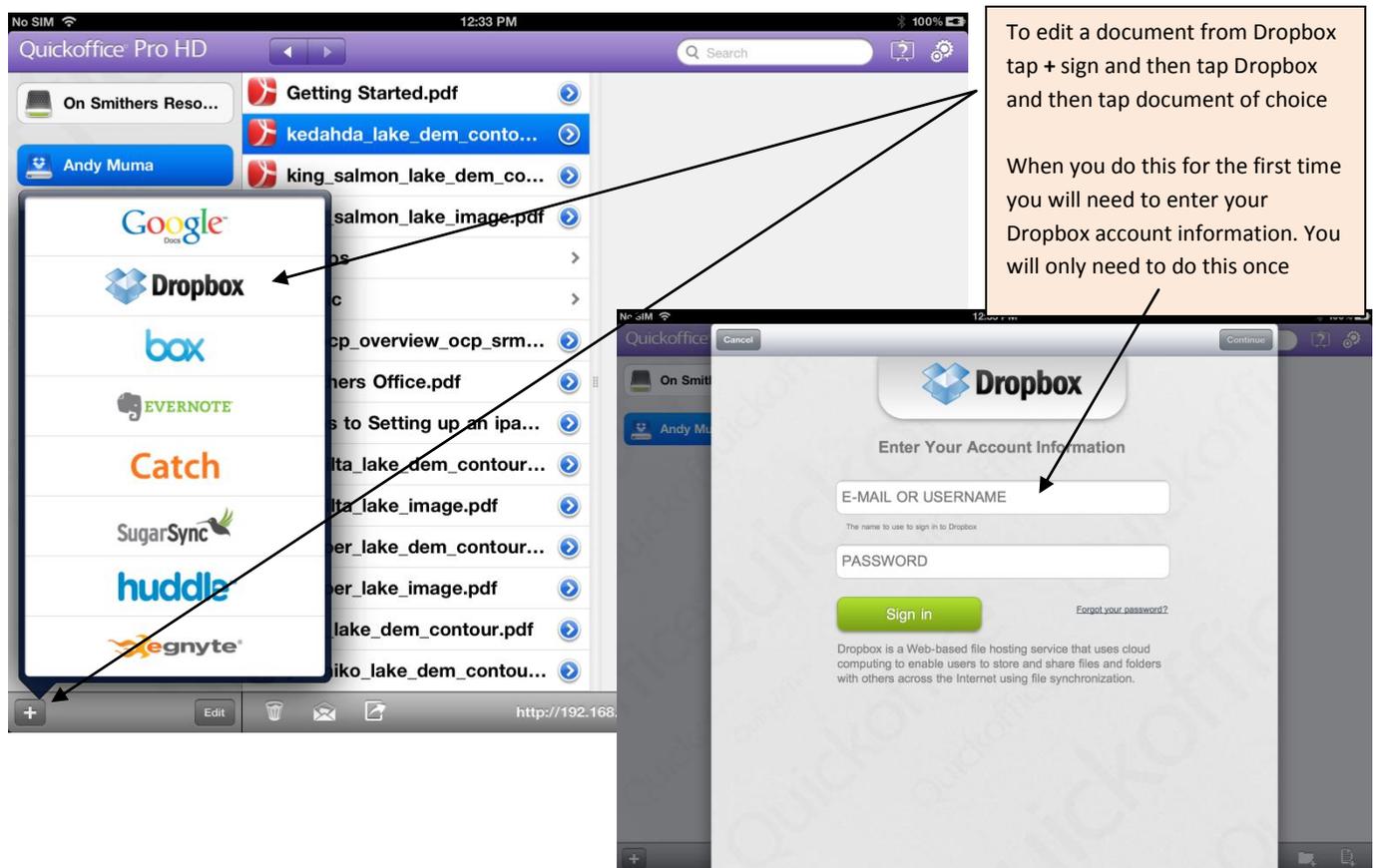
- You can access documents from either Dropbox, email or any government sharepoint site if you also install SharePlus Pro HD

Learning Curve – Moderate

GIS Support Requirement – NA

Steps to Install, Setup and Use:

1. Tap on App Stores and search Quickoffice Pro (\$19.99) and install.
2. Once the application is installed tap on it to open and tap + in bottom right corner. This will allow you to add and edit documents from Dropbox to your iPad



Continued.....

Documents emailed to you to your government account setup in Outlook Pro can also be downloaded and then uploaded to Dropbox or a SharePoint site or forward back through email.

1. Using Outlook Pro tap on the attachment symbol in the email to open up the attachment
2. Then tap the "More" symbol and select "Open in Quickoffice"
3. Edit the Spreadsheet or document the save
4. Then tap on the spreadsheet and hold to drag and drop to email or Dropbox

Using Outlook Pro any attachment can be opened and edited with QuickOffice by tapping on the attachment. Then tapping the "More" icon and tap "Open in Quickoffice"

Open in "Quickoffice"

Open In...

Print

Tap and hold to drag to new location

After editing the document tap save and once it is saved you can tap on the document – hold and the drag the document to email, Dropbox or other social media options.

Skeena Training Plan 2012-13	Recert	Frequency	Duration	Mandate	Mandate	Mandate	Course Provider	Cost	Timing	Additional Info/Link	Contact Person
General Safety											
Discrimination Prevention	5	0.5	*	*	*	*	PSA				
Violence Prevention	once	0.5	*	*	*	*	PSA				
MI 111: Information Sharing and Privacy for employees	once	0.2	*	*	*	*	PSA online				
WHMIS	once	0.3	*	*	*	*	PSA online				
Ergonomics	5	0.3	*	*	*	*	PSA online				BCTS
OH&S Course: Mandatory (only when appointed)	5	2	*	*	*	*	PSA			2,3 trained person	BCTS
Accident Investigations for Investigators	5	1	*	*	*	*	PSA				BCTS
Accident Investigations for Supervisors	5	1	*	*	*	*	PSA				BCTS
Office-specific Safety and Workplace Orientation	once	varies	*	*	*	*	FLNRD (as offtice)				
Field Safety											
Radiation Operations	5	0.4	*	*	*	*	MFLNRD - Harold Kelly	Internal	Ad hoc	new for Region	BCTS
Bear Awareness	5	0.3	*	*	*	*	MFLNRD - Gord Harty	Internal	Ad hoc		BCTS
Firearms FAC/PA	1	1	*	*	*	*	Kenner, Terry Morris	yes		200-630-6983	
Firearms (annual tool cert)	1	1	*	*	*	*	MFLNRD - Ari Mai	Internal	Ad hoc		BCTS
Electrifying Certification	once	2	*	*	*	*					
Wildfire Introduction	once	2	*	*	*	*					
Firearm Operation #1	2	1+	*	*	*	*	MFLNRD - Brian Ness	Internal	Ad hoc	consider option for all staff (CPW#1)	BCTS