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Getting to know your iPad

If your iPad is assigned to you, then it has your email loaded on it and requires a passcode.

([Shared iPads](#) do not have passcodes *initially*)

Turn on your iPad with the button on the top right edge. (Press button and hold until the apple appears) The initial passcode is supplied with your iPad. To change this passcode touch the settings icon. Scroll down (on the left side) and find “Touch ID & Passcode lock” on the iPad Air or “Passcode” on the iPad 4. Enter your temporary passcode, and then follow the prompts.

- Touch the power button to put the device to sleep.
- Touch the home button to “wake it up”.
- Press and hold button the power off. A message will appear to power off.
- Press and hold the power button and home key to hard reset your iPad. If you are having problems with your iPad you might try this.



Settings

Settings are used for a number of tasks. These are just a few examples.

- Connect to Wi-Fi if you are loading a new app or updating an app or iOS. It will be a lot faster.
- Bluetooth – this is how your ClamCase connects to your iPad. If your keyboard is not working, check here to be sure it’s connected. If you are still having trouble with your keyboard, see page 2 for other trouble shooting tips.
- General: There are several settings you can change or view here.
 - “About” shows a lot of details about your iPad, including how much storage is available.
 - “Software Update” will show a 1 is the operating system has an update waiting.
 - “Lock Rotation” will stop your screen from rotating when you turn it or lay it down.
 - “Auto-Lock” sets the time before your iPad goes to sleep. I have mine set at 15 minutes.
- “Sounds” You can change the sounds that alert you to arriving or sent mail, plus other sounds.
- Change the password on your Apple ID– this is under “iTunes and App Store”. There is also an option called iForgot if you forget your password. (Touch your Apple ID and it will appear).
- “Mail, Contacts, Calendars” – you can change your email password here or add email accounts – you’ll most likely have two, DOT and Gmail (See Mail, Contacts, Calendars). If you change your network password you will be prompted to change your DOT email password.
- Set preferences on other apps – Scroll to the bottom to find your apps.

Organize the Apps on your iPad

Moving Apps

1. To move an app, press and hold the app icon with your finger until the app begins to wiggle. (tip: This gesture is called a "long press" and is also used to select text for copy and paste)
2. While the app is wiggling drag the app with your finger to a new location on the screen or drag the app to the edge of the screen to move the app to a new page.

3. You can also drag an app to the "dock" on bottom of the iPad screen. Apps on the "dock" are visible on every screen. (Tip: Use the dock to keep the most important apps easily accessible.)
4. Click on the home button to stop the apps from wiggling.

Deleting Apps

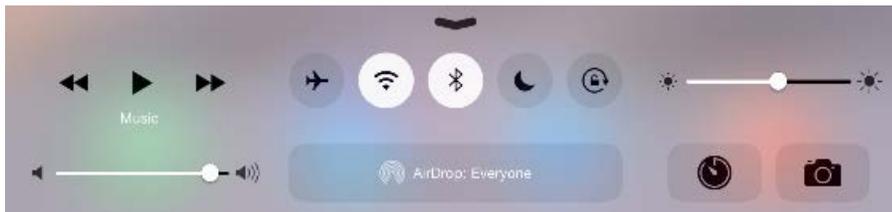
1. To delete an app or "web app" repeat the step for moving an app by pressing and holding an app until it begins to wiggle.
2. A small "x" appears in the top left corner of the app.
3. Press the "x" to delete the app
4. A dialogue box will appear asking you to confirm that you wish to delete the app.
5. Click on the home button to stop the apps from wiggling.

Creating Folders

1. To create a folder repeat the step for moving an app by pressing and holding an app until it begins to wiggle.
2. A folder is automatically created when you drag one app on top of another app.
3. A folder name will be generated by the iPad based on the relationship between the apps (e.g. games, education, etc.). You can rename the folder by pressing your finger on folder title. (tip: The iPad keyboard will automatically appear any time you press on a text field)
4. Click on the home button to stop the apps from wiggling.

Control Center

You can activate Control Center by placing your finger on the solid border below the bottom edge of the screen, and then swiping your finger upwards onto the screen. That gesture opens the Control Center panel up from the bottom of the screen and gives you instant access to a number of important settings. The control center is even available on lock screen.



Upper left is for music.

The circles (off/on switches) in the top center of the image are from left to right;

- airplane mode
- wi-fi
- blue tooth
- do not disturb
- screen orientation lock

To the right of that is the screen brightness

Bottom left is the volume control

In the center are the AirDrop settings, you can turn it off, set it to contacts only or everyone

Next is a timer, there is also access to a world clock, an alarm and a stopwatch

Bottom right is a quick way to get to your camera

iTunes Account

Your iTunes account is typically your IDOT email address. There were a couple of instances where a Gmail account was used instead.

Updates

There is now a procedure in place when iOS updates are released from Apple. You should receive an email that an update has been released and is currently being tested. You should not update your iOS device until you are notified by email that it is ok to update.

Please be sure you are connected to a WiFi network when doing the update.

You can update apps when an update is available. If there is an update to AirWatch you should update that first.

iTunes Passwords

- The default password for most iTunes accounts is lowadot1. Users with iPhones may have a different password.
- It is not recommended that you change your password because it is not connected to a credit card and not sensitive information. It only allows you to download free apps. If something were to happen to your iPad and IT did not have access to your iTunes password it could cause problems.

App Store

You can use the App Store to update your apps by touching the “updates” icon in the lower right portion of the screen. To the left of that is a “purchased” icon, this will list all the apps that have been placed on your iPad (even free ones). If you accidentally delete an app you can reload it from this screen by touching the cloud.

Safari

Adding Bookmarks to Safari

To add bookmarks: In Safari, upper left corner is a box with an arrow pointing up.  Touch this, then bookmarks. You can change the name and location and then save.

To view or use bookmarks: In Safari, upper right corner is a book icon:  touch to open. Touch the edit button to add new folders and organize your bookmarks.

Download plans and proposals

Open Safari and go to: <http://www.iowadot.gov/contracts/lettings.html>. Alternately, you go to the contracts home page and navigate to the lettings page by touching the link to “current letting information page”.

There will be a link for each project “download .zip file”, this contains the plan, proposal and any additional files that would have been attached to the proposal. When you click on this link, it might take a little while to load. Then you will have the option to “open in...” select “PDF Expert”. The files will be saved within the app.

ERL

You can access the Electronic Reference Library at <http://www.iowadot.gov/erl/index.html> . The Construction Manual, Materials IMs, Standard Road Plans and Standard Specifications are also available in ProjectWise as single book PDF files. Some users find this helpful because they can mark them up and save the changes. The ProjectWise app should be loaded on your iPad. If you have not logged into ProjectWise, see the information [here](#).

Fillable/Mobile Forms

Several mobile forms have been posted here:

http://www.iowadot.gov/Construction_Materials/inspection.html . The forms organized by subject.

Touch to open, then touch “open in PDF Expert”. This appears briefly toward the top of the form and you may have to touch the form again to make it appear so you can select it. The form will be saved to PDF Expert automatically and you can fill it out and then save a copy so you always have a blank form. To save a copy, in the upper right hand corner, touch the square with the arrow pointing to the right  and then “Save a Copy”. You can change the file name and choose the location within PDF Expert to save it to.

DocExpress

To use DocExpress with your iPad you must have GoogleDocs installed on your iPad. This is a free app and can be downloaded from the app store using your iTunes account. Once the app has been downloaded you will need to sign in using your Gmail account.

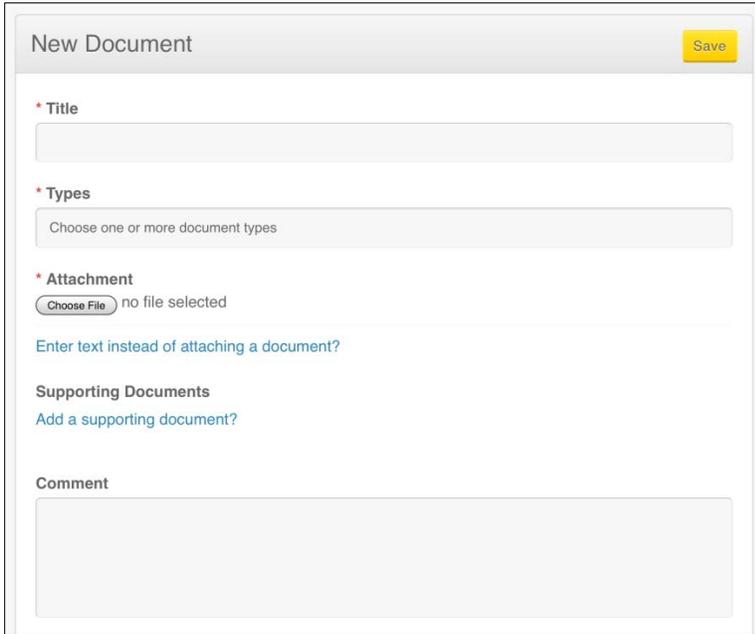
You do not need to actually use the app (GoogleDocs) to submit documents from PDF Expert, just have it installed on your iPad and be signed in.

Following are step by step instructions for adding documents to DocExpress from PDF Expert.

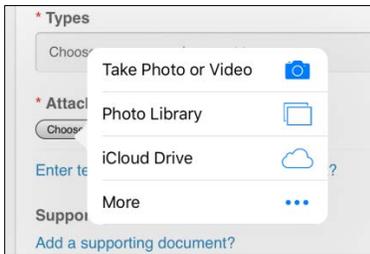
In DocExpress open the drawer where you want to add a file and touch the **Submit Document** button.



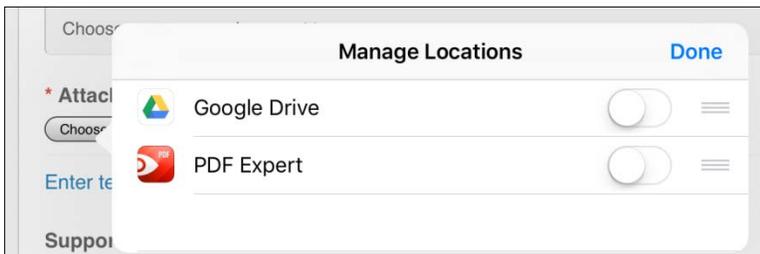
When the New Document window opens, fill out the Title and select the Type and then touch the **Choose File** button.



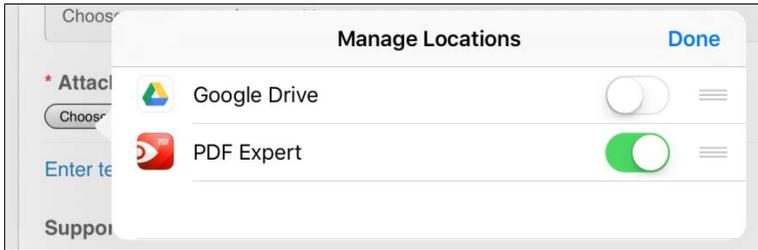
Touch the More button:



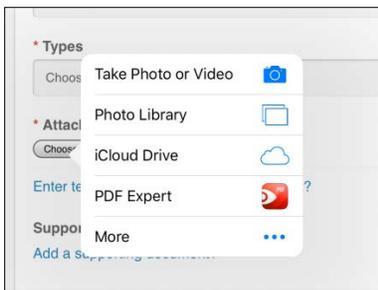
The Manage Locations box will open.



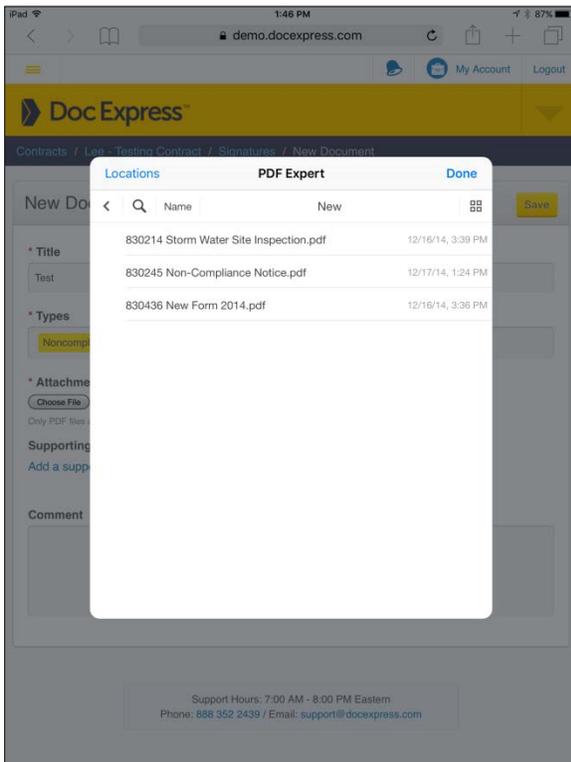
Touch the button to the right to turn on PDF Expert and then click **Done**.



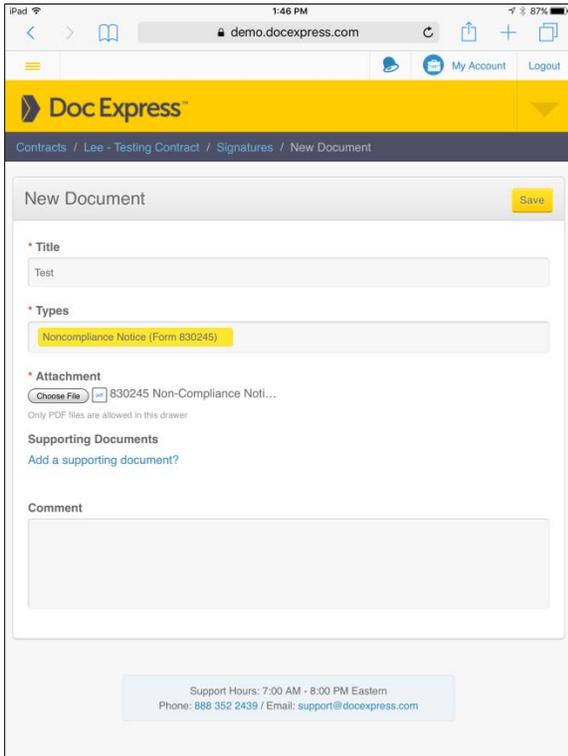
Select **PDF Expert** from the list



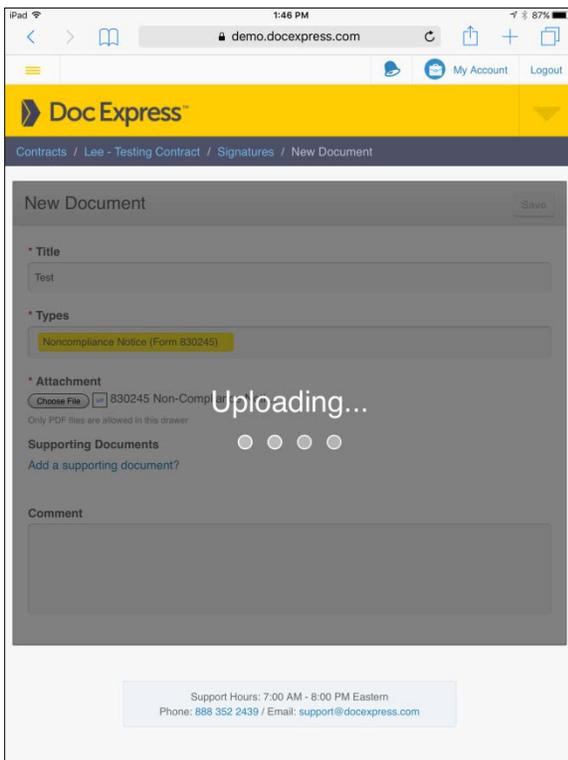
Select a file from PDF Expert.



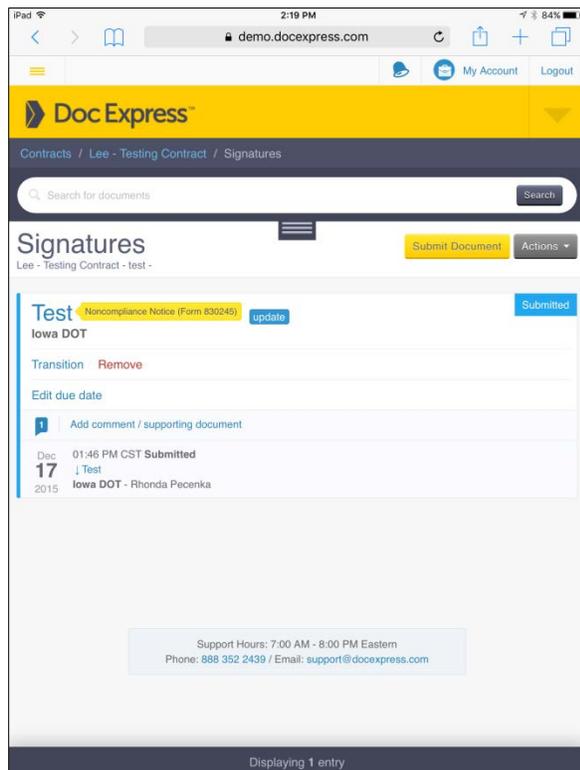
Touch the **Save** Button



You will see the Uploading message



Document is now available in DocExpress



Viewing DocExpress files with your iPad

If you want to view a document that you created in PDF Expert and uploaded to DocExpress follow these steps.

- Open the file in DocExpress, the file will appear as though it has not been filled out
- Touch the file and select “open in” in the upper left corner.
- Select PDF Expert and the completed form will open.

Mail

You can view all your inboxes at once or just one. From your Inbox view you can navigate backward by touching the left facing arrow in the upper left corner until you reach your list of Mailboxes. There you can select “All inboxes” or whichever inbox you prefer.

Corrupted PDFs on iPad (Email)

If you have trouble opening a pdf file from your iPad and you get a black screen or a note saying corrupted file, scroll down and click on the “download full message” link at the bottom of the email, the PDF should open correctly when you tap on the PDF icon.

Images

To make a screen print, press the power button and the home key at the same time. This will automatically send an image of your screen to your Photos.

To add an image to a PDF (In PDF Expert) touch and hold the screen briefly and this menu will appear.

 Select Image and a new menu will appear (Photo Library | Camera). Alternately, If you want to take a picture touch Camera. The camera will turn on and you take the picture. You can retake the picture or use the picture. Options at bottom of image. Select Use Photo and then select the quality you want. The photo will appear in the file. You can move the picture and resize it. If you want to add a picture you have already taken touch Photo Library and follow the same steps as above.

To Send Images

If you set up a Gmail account on your iPad you can send pictures as soon as you take them or from the Photos App where your photos are stored. Open the photo and touch this icon  (lower left corner) and then choose Mail.

Another way to send images is as an attachment through your DOT email. Open you email and choose this icon  from the upper right hand corner. When you are ready to attach your photo, touch and hold the screen in the body of the email and this menu will appear. Choose Insert Photo or Video.

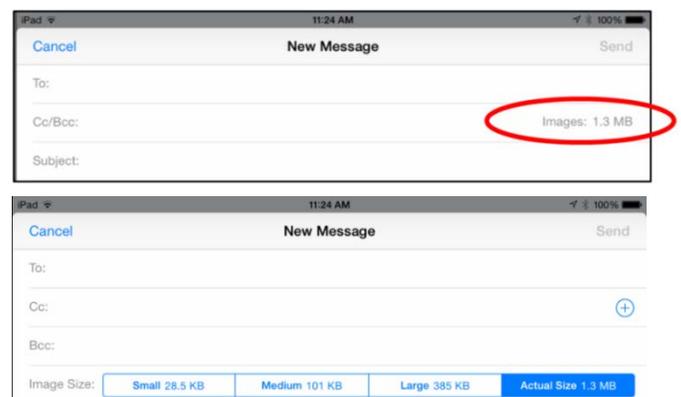


Sending Multiple Images

Another way to send images is from the Photos App. When viewing your images there is a Select option in the upper right hand corner. Touch this and then touch the pictures you wish to send. This will place a blue circle with a white check mark on each image you select. Now touch the share icon  and choose Mail. Using this option will send your pictures through your Gmail account.

Image Size

If you want to reduce the size of the image or images that you are sending, put them in the email and then touch “Images” as shown at right. You can then change the file size by selecting small, medium, large or keeping the actual size as shown below right.



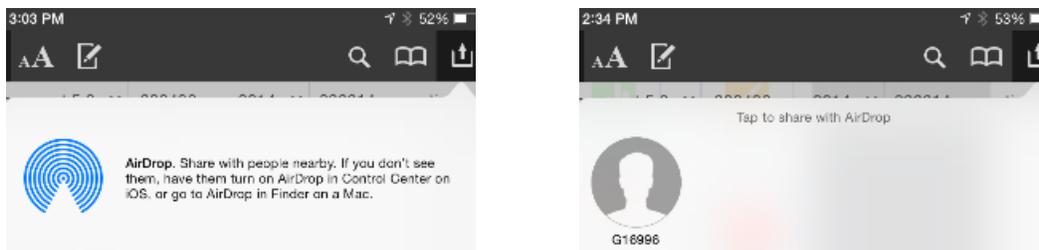
Documents

Sending Documents

You must have a Gmail account to send documents. You can send them while open through PDF Expert by touching the “up arrow” and choosing “Send by E-mail”. Or while in Document view; click on Edit (upper right corner) and then select the file (or files) you wish to mail. This will add checkmarks next to the files you have chosen. In the left column, choose “Mail to”. Choose the file format and a window will open where you can enter the recipients email address. This will be sent from your Gmail account.

AirDrop

This App allows you to share files with other iPad Users. Touch this icon  in any picture, video or document and select AirDrop. To do this in PDF Expert select Open in / choose the format / and then you will be given the option to use AirDrop. In Adobe Reader select Share File / choose the format / and then you will be given the option to use AirDrop.



If there is nobody in the area or they have AirDrop turned off (see Control Center below) you will see the blue circle in the left image. If someone is near that you can drop to, you will see a gray image, it may be a G-number from the device or it may be a pair of initials for the user. Click on the gray icon and then the other person will need to accept it. If it's a large file, you will see a blue line going around the gray circle as it loads. I have had some video files that were too large to send but I don't know what the limits are.

Apps

To turn off Apps

Usually when you are finished with an app you touch the home button to close it – but it's probably not really closed, it's in sleep mode. The app is paused and no longer running, but it's not fully shut down. You can open the app back up and you'll pick up right where you left off. It's great for switching back and forth between apps.

Double click the home button to show recently used apps (multitasking dock). To close an app, touch and drag it up toward the top of the screen.

PDF Expert

You can create your own folders (within this app) and move files to better suit your needs. To create a folder, touch the edit button in the upper right hand corner, then “Create” in the left column. To move files around, touch the edit button, select the files and then touch move.

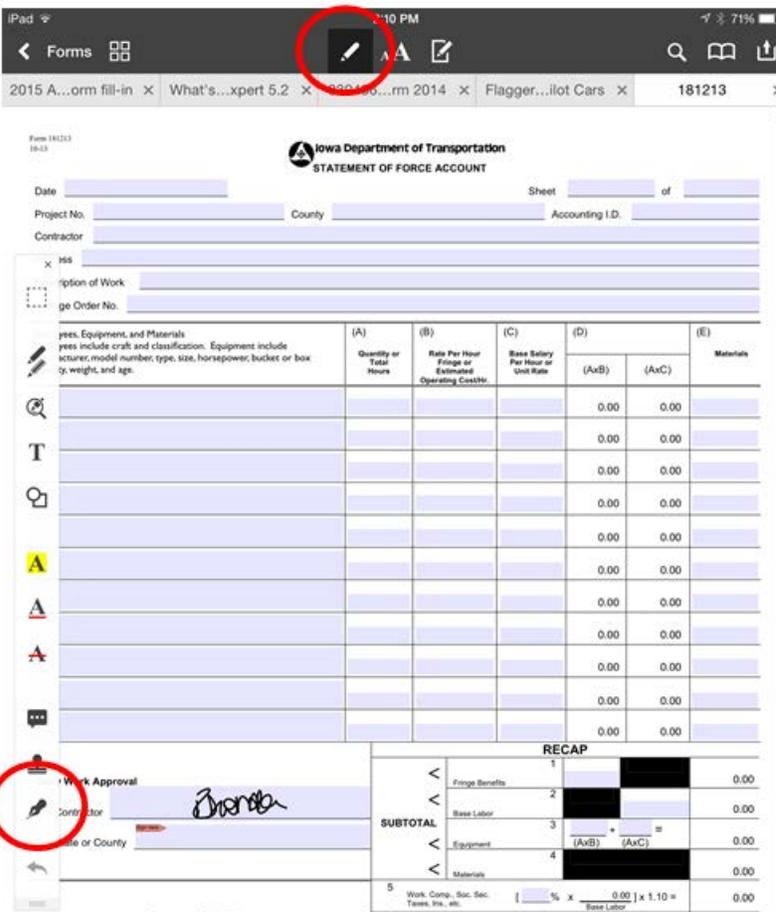
To learn more about PDF Expert see the User Guide in the Documents section of the app.

See Chapter 6 (Annotating) to learn how to mark up documents and plans

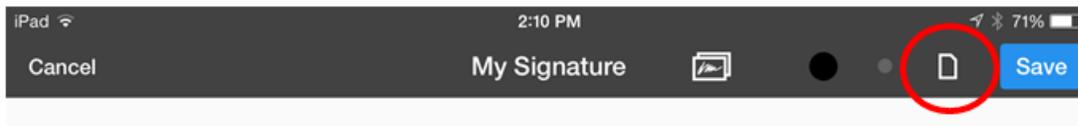
See Chapter 8 to learn about signatures.

Change your signature

To change your signature, open PDF Expert and make sure the editing tools are turned on.



Touch the icon shown above that looks like an ink well pen tip. Your signature will open. To create a new signature, touch the icon that looks like a sheet of paper with a clipped corner. (see image below) Now you can create a new signature. Click save when you are done.



ProjectWise

When you first get into ProjectWise there are two options; “Sample Projects” or “Your Projects”. Touch “connect to your projects”.

- ProjectWise web services: projectwise.iowadot.gov:86/pwmobileaccess - touch next
- Data Source: PWMain will appear, select, it will turn blue - touch next
- Doman: IDOTCENTRAL
- Username: your network logon
- Password: your network password - touch next, touch done again.

You’ll only need to do this once. In the future, you should only need to enter your network password.

If you want to access files that are stored in the Project folders. Touch PWMain, then projects, find your Project Folder Number.

Determining the Project Folder Number

It usually takes a combination of Project Scheduling System (PSS) and ProjectWise to find the project folder number. PSS will get you to the PIN number and the pin is used to generate the project folder number. The base PIN is the first ten digits, if there are more than 10 digits (the extras are the section number) they should be removed. The first two numbers of the PIN are then moved to the end. The example below has a section pin on the end that has to be dropped.

- PIN number (find in PSS by looking up project number)
- 03-97-029-010-01 Use first 10 digits.
- Move first two digits to the end 9702901003

To download full book files of the Construction Manual, Materials IMs, Standard Road Plans and Standard Specifications use the following path in ProjectWise. PWMain / Highway / Construction. The folders are labeled by year. Select the file you wish to download and once it opens touch the upper right corner (arrow) and choose “open in”. Then select PDF Expert. This file will now be stored in PDF Expert where you can mark it up and navigate the file by touching the open book icon in the upper right hand corner. These books do not contain links like the files available on ERL.

FaceTime

This app has been found to be very useful in communicating and showing what is going on in the field.

Enabling FaceTime Calling on your iPad

When you first use your iPad, FaceTime may not be enabled yet. To enable the iPad to receive and make FaceTime calls, follow these steps:

1. Go to your Settings icon.
2. Look for the FaceTime option tab along the left-hand column.
3. Toggle the FaceTime switch to the ON position.

Placing a call using FaceTime

1. Touch the FaceTime icon (it's usually located on the first Home screen of the iPad).
2. Sign in using your Apple ID.
3. Once the account is set up, you can choose the email address you want to use for placing FaceTime calls.

Citrix Receiver

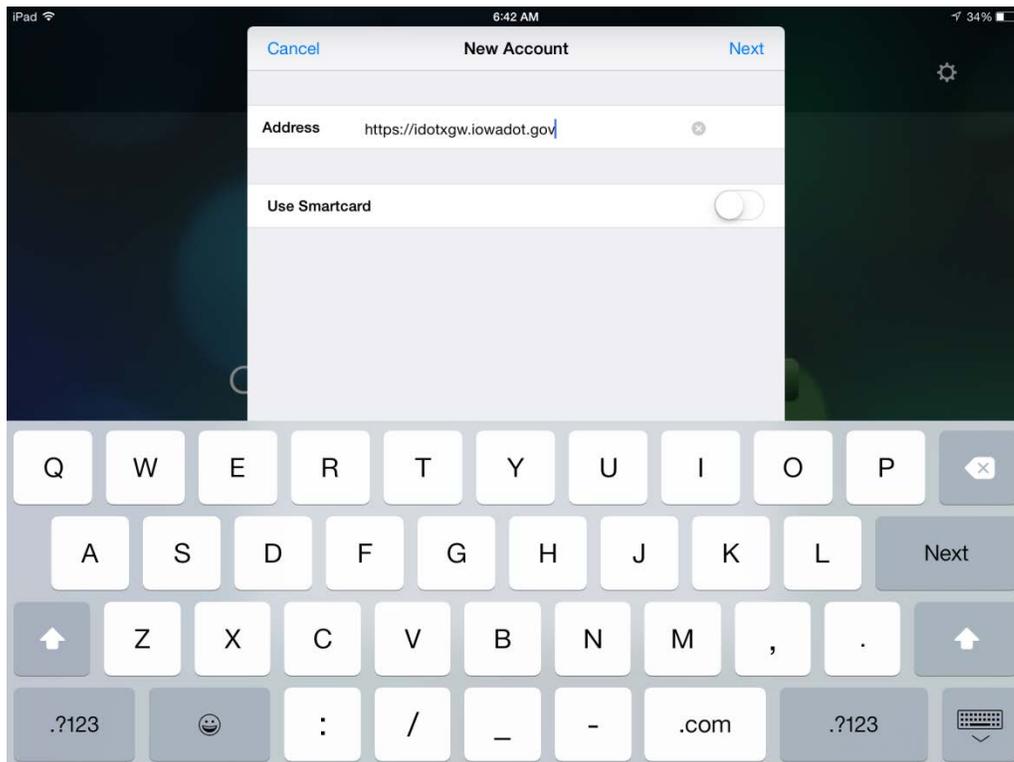
Citrix Receiver can be used to access many items, including ERMS, DOTNET (use IE8), OpFin, PSS, and Microsoft Office 2010 products. You can also access files on the W drive and P drive through the Office products. For instance, if you need to open a Word file that is located on the W drive, open Word in Citrix and then select open file and navigate to the file location on the W drive.

When you are in Citrix Receiver you will be working in a Windows environment so it will work a little differently than the iPad does. You must have an RSA token and must be setup to use the Citrix Desktop. Another option that is available (on request) is Mobile Desktop which will allow you to access your desktop assuming it is hooked up to the network and turned on.

To completely log out of the Citrix Receiver you must press start and then log off from the Citrix Desktop and then press the little person icon and select logoff. As long as the Citrix Receiver app is running you can go back into the Citrix Desktop.

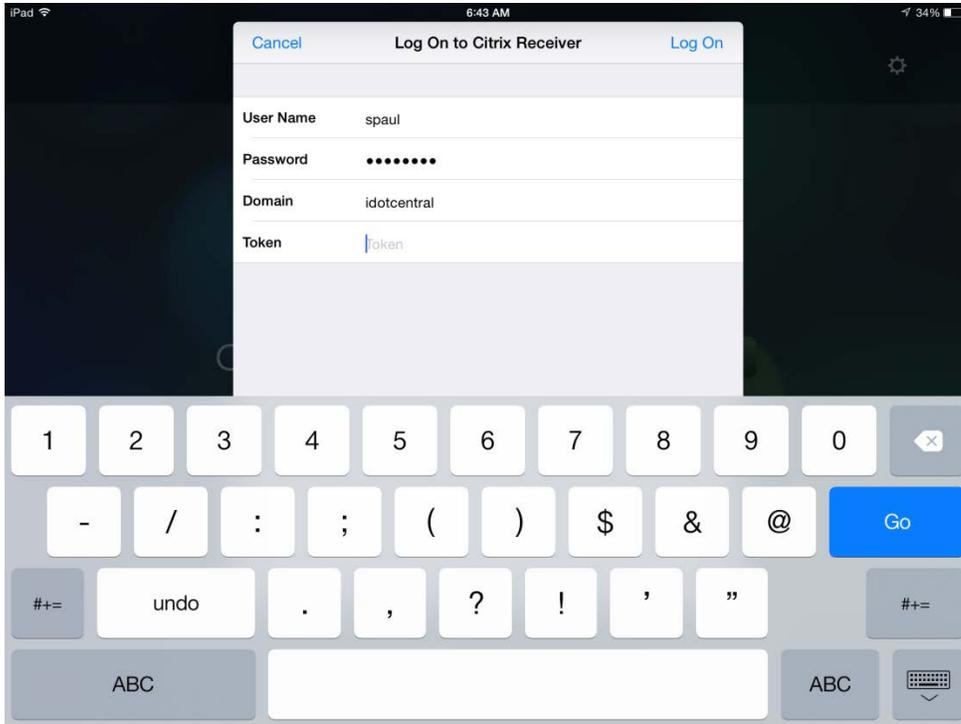
Setup Citrix Receiver Mobile App

1. Download Citrix App from store
2. Select Add Account

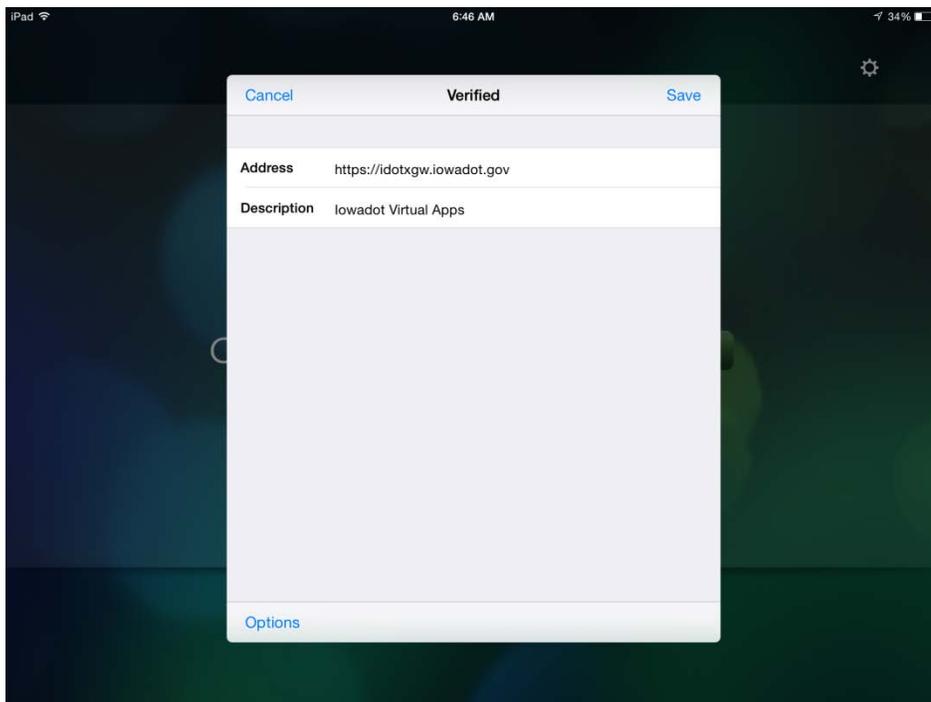


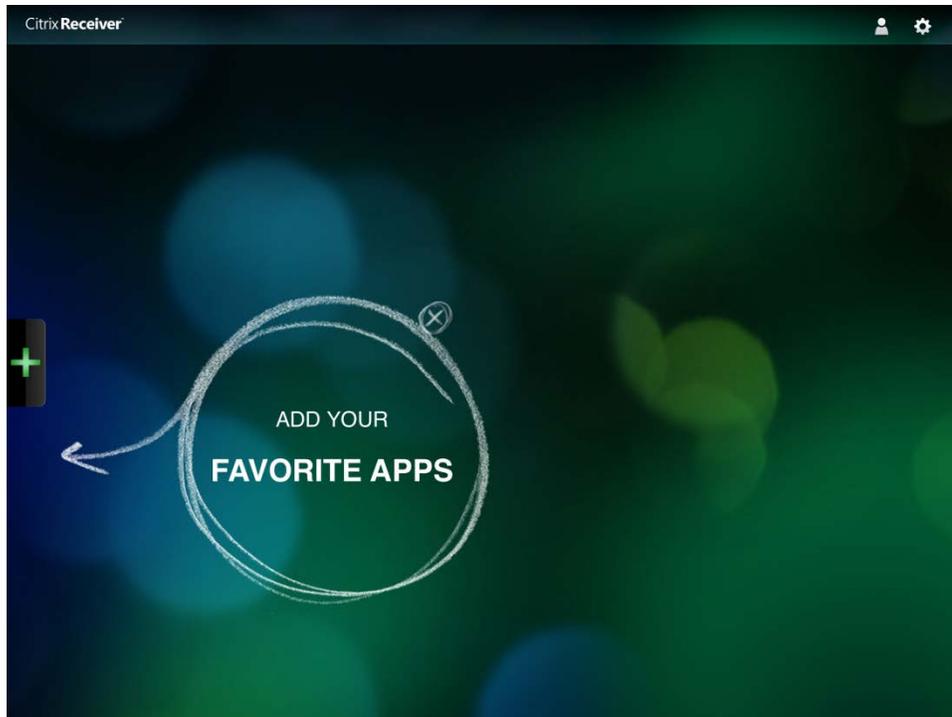
3. Enter URL above as address (<https://idotxgw.iowadot.gov>) and tap Next.

4. Enter your IDOTCENTRAL user ID, Password, Idotcentral for the domain, and 4digit PIN with the 6 digits shown on your RSA fob. Tap Log On.

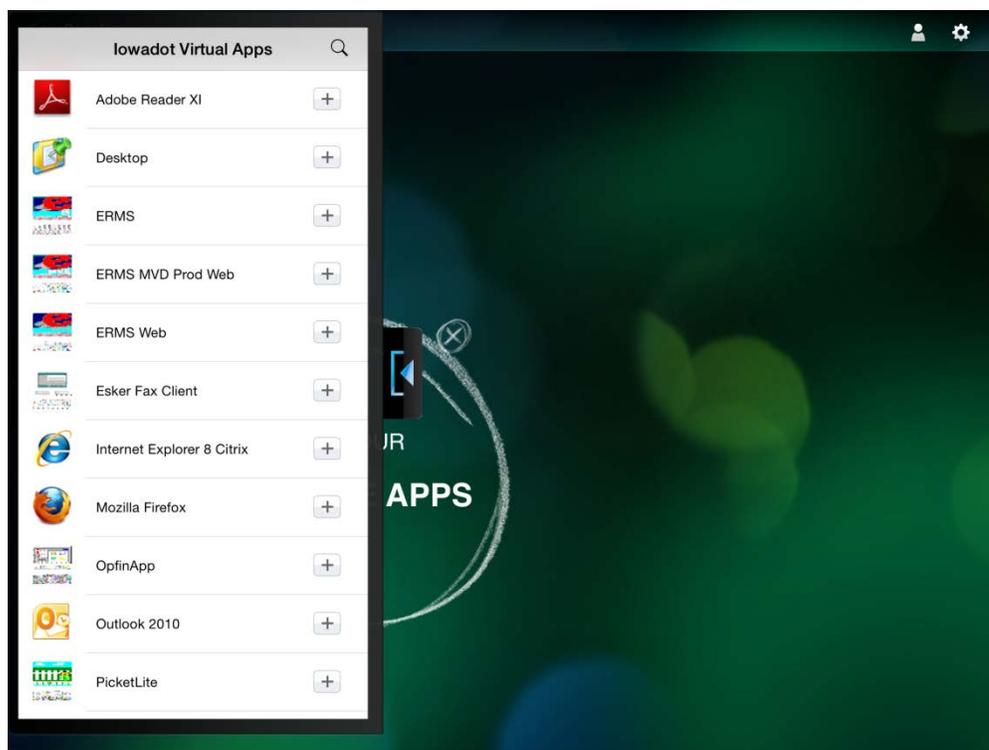


5. Tap Save.

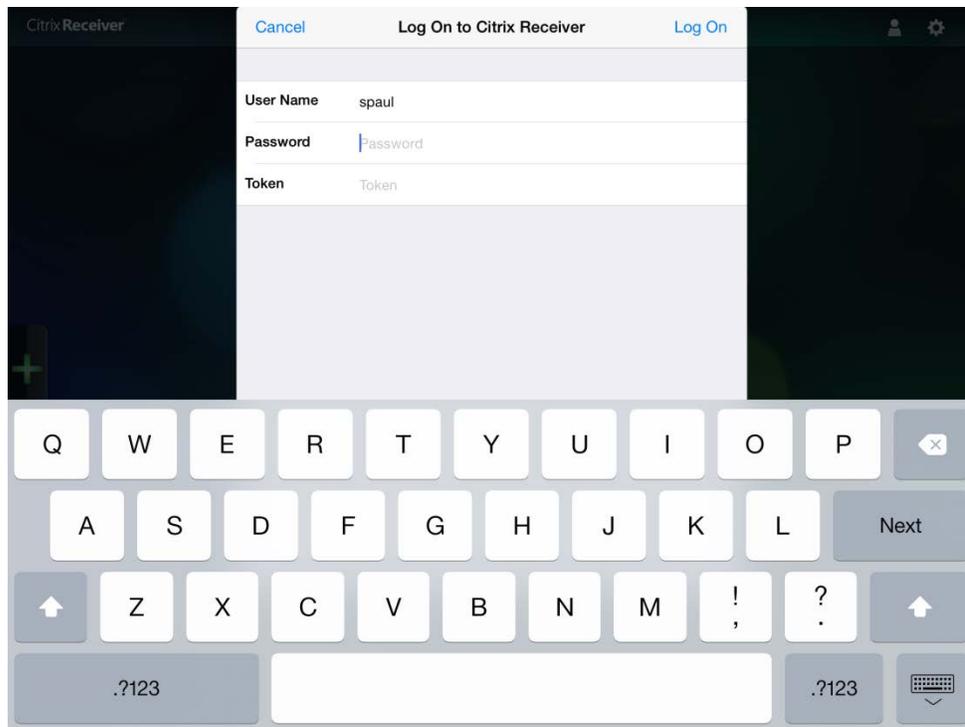




6. Tap the + on the left to open the list of available applications.



7. You can add shortcuts to the desktop by tapping the + beside the app you want. The next time you open Receiver the apps you selected will still be on your desktop.



8. When you open an app from the Citrix desktop you will be prompted for your log on credentials as shown above. Enter your Idotcentral user ID and password in the User Name and password fields. Enter your 4 digit PIN number followed by the 6 digits displaying on your RSA fob.

*** Once you are in the Citrix desktop you are back to using Windows programs. It will not function like a mobile app. The login will function like you are logging into a normal desktop. You can change the user id. The user must have an RSA token and must be setup to use the Citrix Desktop. To completely log out of the Citrix Receiver you must press start and then log off from the Citrix Desktop and then press the little person icon and select logoff. As long as the Citrix Receiver app is running you can go back into the Citrix Desktop.***

Shared iPads

All construction shared iPads have been reassigned to individual users. Shared iPads are now only used by Maintenance staff which come from the Maintenance garages.

NOTE: The App Store icon on shared units will not appear until the unit is checked out of AirWatch. Also, when you check the unit out of AirWatch, it could take a few minutes for your IDOT email account to load.

Users of Shared iPads should have been enrolled into AirWatch. An SA is required. If you cannot check your device out of AirWatch, check with Steve Paul to see if you have been enrolled in the Hwy. Group.

Shared iPads

To check out a device; open AirWatch and enter the following information

Group ID: Hwy

User ID: Your Network ID (what you use to log onto your computer)

Password: Your Network password

When you check out a device with AirWatch

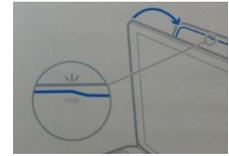
Your DOT email will be loaded.

You will be required to enter a passcode.

Be sure to check in the unit if the device will be used by someone else. When using AirWatch, you will need to be patient, it can take a while for the process to complete when checking out and checking back in.

The ClamCase

To insert your iPad into the ClamCase place your iPad inside the bottom edge of the Clam Case. Press your iPad into the top edge of the ClamCase and it will snap into place. To remove, press back the top edge of the ClamCase to release your iPad. It works best if you start at the top corner.



The power button is on the left side. Slide it toward you to turn it on, slide it back to shut it off. The keyboard has a power saving function and will go to sleep. Touching any key will activate the keyboard. Then you can start typing.

Your ClamCase automatically enters pairing mode when first powered on. If it is not working, go to settings and make sure that Bluetooth is on. You should see the ClamCase Keyboard listed. Tap to connect. If you do not see the keyboard listed, press and hold the Bluetooth key for 5 seconds. The pairing LED will begin flashing. You should then be able to connect to the keyboard in settings.



Use the black cable to charge your ClamCase, it plugs in on the right side of the keyboard. Charge it until the LED turns green.

To check the battery, touch the battery button.
4 flashes = 75-100%, 3 flashes = 50-75%,
2 flashes = 25-50% and 1 flash = 0-25% charged.



Above are the function keys. From left to right they are Home, Search, Cut, Copy, Paste, Siri, and On-Screen Keyboard. The next are media buttons: Back, Play/Pause and Forward – After that are volume buttons: Mute, Down and Up and the last button is Lock.

If you have problems, try these troubleshooting tips:

- Press any key to wake your ClamCase from sleep mode.
- Turn your ClamCase off and then back on.
- Recharge the ClamCase battery.
- Re-establish a Bluetooth connection between your ClamCase and iPad.
- Verify your iPad's Bluetooth feather is turn on.

This information is also available in the ClamCase packaging that came with your equipment.