

Training Course Outline

COURSE TITLE	Using an iPad2
COURSE CODE	iPad2-BI
OBJECTIVE	For delegates to gain solid foundational knowledge to be able effectively and productively use an iPad2 within their job role.
DURATION	2½ hours
DATE/TIME	Thursday 27th Sept 2-4.30pm Thursday 25th Oct 2-4.30pm
VENUE	The Walton Centre
LEVEL	Basic to Intermediate
ATTENDEES	To be confirmed
COURSE CONTENT	<ul style="list-style-type: none"> General overview of the iPad2 – Basic functions & capabilities Best practice – User policy, support, tips and general care Accessing email on your iPad2 – Exchange Browsing the Internet on your iPad2 Transferring documents to your iPad2 – WebDAV server, Good Reader Annotating documents in Good Reader Creating documents in Pages, Notes Remote desktop access – Pocket Cloud Role specific uses – Q & A
PRE-REQUISITES	iPad2 Wireless network connection Installed Applications (based on requirements): Please see further information

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Further Information

Here is breakdown of general administrative issues and training previously delivered to an NHS Trust. This will help you to further scope current and future requirements.

Administration
<ul style="list-style-type: none">○ Acceptable Use Policy Collecting your iPad2: contents and sign off○ Security issues & advice○ Access: Password (Remember if you change password on Trust network you need to change on iPad to use it to access your Trust email account)
Personal Use
<ul style="list-style-type: none">○ Setup own iTunes account○ Personal apps can be installed through iTunes account○ Backup of personal apps to personal iTunes account: USB connect to pc/laptop
Support
<ul style="list-style-type: none">○ Who to contact for hardware faults, lost/stolen iPads○ Who to contact for help with using NHS Trust installed applications○ No support for personal apps○ Two year hardware warranty (no separate insurance)
Core Apps
<ul style="list-style-type: none">○ Good Reader: PDF, DOC, DOCX, PPT, XLS, XLSX reader & annotator○ Pocket Cloud: Terminal Server: Remote desktop access○ Documents To Go: Access and edit Microsoft Office files○ Pages: Word processing○ i-Annotate: view and annotate Adobe PDF files <p>(May get update messages but updates will done centrally at a later date)</p>
Use of WebDAV to access shared drive
<ul style="list-style-type: none">○ Set up access to WebDAV server through Good Reader○ How to use internal Trust Wi-Fi
Remote Access
<ul style="list-style-type: none">○ Use of 3G/home wireless broadband and VPN token○ Charges and use abroad <p>(Use abroad only if operationally necessary. Ensure you have the budget to cover costs)</p>

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There are issues with installing a purchased application on multiple iPads, no corporate application licences being currently available through iTunes. Although the iPad setup from one iTunes account can be synced with multiple iPads, there being no current limit to how many times this can be done, it is not taken to be the moral action for a business to follow. If an application is purchased it can be 'gifted' to other iPads through the same iTunes account. This process has been applied using one iTunes NHS Trust Member account on all Trust iPads. Individual users would then login with their personal iTunes account and would not be able to update applications installed by the Trust.

[Zenprise mobile device management software](#) was used by the NHS Trust to control access and management of iPads. Access to iCloud is generally restricted on all Trust iPads as files saved in the iCloud are held under personal iTunes accounts and not under the direct control of the Trust in respect of Data Protection.

Please contact [Jenny Nugent at Max20](#) if you require further assistance with this or any other issue around the use of and training for iPads.