1   Here is an illustration showing the various parts of the SCS iPad.

2   The first screen you will see is called the Home Screen. Here you have two icons. One is called WorkSite which will take you to the work allocation sheet system. Here you can log operatives and their time to activities built into the system. The Settings icon will of course take you to the settings area of the device.

3   Under settings you can customize settings that control your storage, accessibility, and overall preferences. This is the area where you can add wireless networks and change the Display and Brightness settings amongst other things. Please bear in mind that these are company owned devices, and various settings will be disabled for security and compliance reasons.

4   If you are having difficulty viewing your iPad's screen, you may want to adjust the screen brightness. Decreasing the screen brightness will also help to save battery life. From the Display & Brightness settings, drag the slider to increase or decrease the screen brightness. You can also change this at any time by swiping down from the top right-hand corner of the screen to access the Control Centre.

5   Your iPad is setup to access SCS WI-FI when you're within work buildings. If you use the iPad onsite, then there is 3G/4G support using a built in SIM card.

6   Don't forget to always keep your iPad in its protective case. This will ensure that it has the best protection possible. Try to keep it away from water and dusty environments.

7   Finally…should you misplace or lose your device then please contact your supervisor as soon as possible. This will allow us to hopefully locate the device and assist with its safe return or block the device should we not be able to recover it.