



Jotter Mobile User Quick Start Guide



Jotter Mobile

User Quick Start Guide

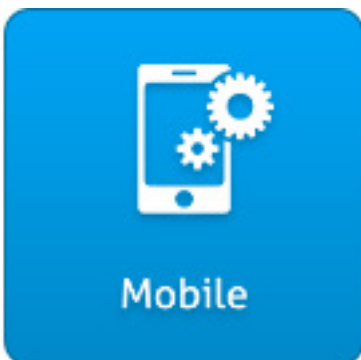
INTRODUCTION

Thank you for using Webanywhere's Jotter Mobile. This guide will help you get started with giving your school a versatile, digital gateway.

LOGGING IN

Do you have a School Jotter 2 website from Webanywhere?

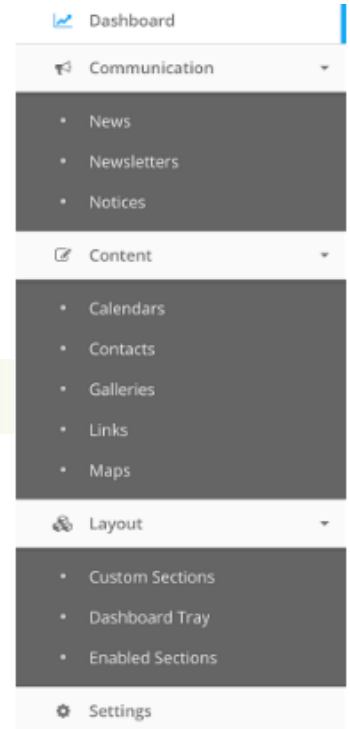
| YES | NO |
|---|---|
| Login to the website as usual, by following the [Administer] link in your website footer. | Login via the address provided by Webanywhere, in the format: [account-name].schooljotter2.com |



In the admin panel click the blue 'Mobile Centre' tile to open up options for managing the mobile app content.

ADMINISTRATION

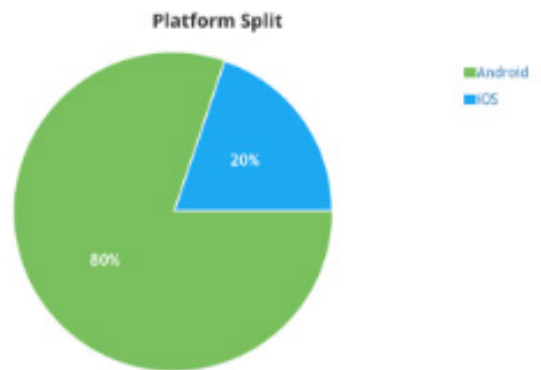
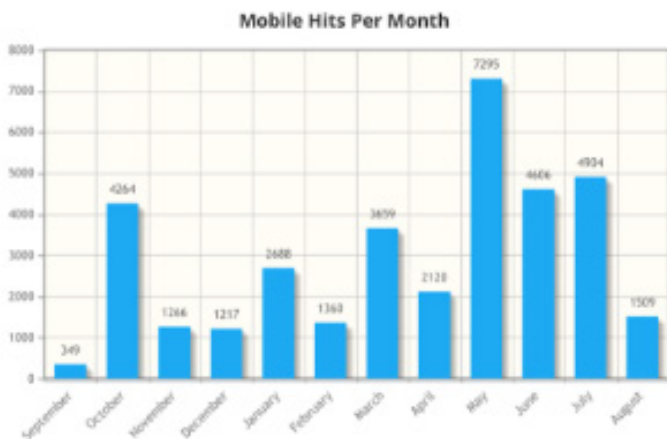
When you have opened mobile centre you will see a number of section where you can edit content to appear in the mobile app. Note that the available sections will depend on whether you have a School Jotter 2 website with us and 'Gallery' will not appear.



DASHBOARD

Mobile Centre Dashboard is a new section visible for app admins. You can check how many users downloaded the app and which section is most popular amongst end users

Dashboard



Feature Usage

| Section | % |
|-------------|----|
| Calendar | 21 |
| News | 19 |
| Alerts | 18 |
| Galleries | 11 |
| Newsletters | 10 |
| Contacts | 9 |
| Links | 6 |
| Maps | 5 |



This part allows you to manage the main sections in your app.



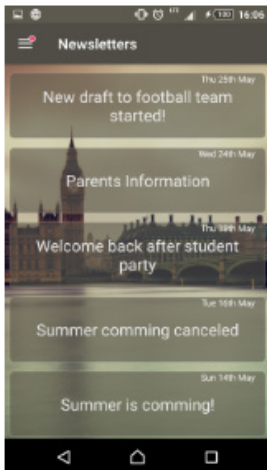
News stories are individual news items that you can use to share details about any part of school life. News stories can be created with an optional image to help visualise the story. News stories generate a push notification to users' devices so they can see a new story has been added.

| Title | Create Date | Created By | Category | Show in App | |
|-----------|-------------|------------|----------|-------------------------------------|---|
| Test News | 14 Jul 2016 | admin | Test | <input checked="" type="checkbox"/> | Edit Delete |

You can disable visibility by clicking the checkmark under the "Show in App" column.

Note: If you have a School Jotter website and use News Feed then news stories from the website will also appear here (and vice versa.)

NEWSLETTERS



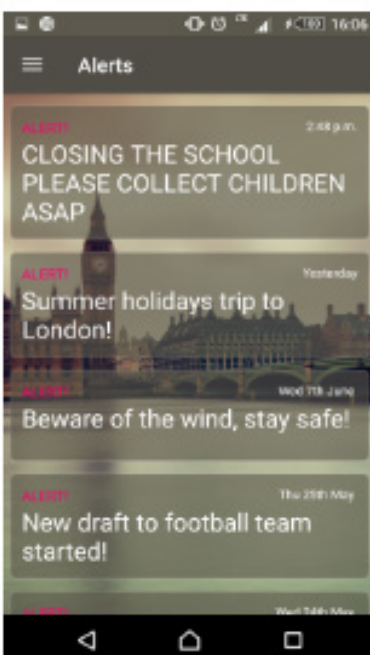
Newsletters are designed for sending out longer attached files such as Word Documents or Adobe Acrobat PDFs. Newsletters generate a push notification to users' devices so they can see a new newsletter has been added. To generate the notification, you will have to click 'Send'. Otherwise newsletter will not be visible on mobile application.

| Title | Date | Last Sent | Show in App | File Preview | |
|--------------------|--------------|--------------|-------------------------------------|--------------|--|
| Christmas Holidays | 16 Dec, 2016 | 16 Dec, 2016 | <input checked="" type="checkbox"/> | - | Edit Delete Send |

You can disable visibility by clicking the checkmark under the "Show in App" column.

Note: If you have a School Jotter website and use Newsletters Feed then newsletters from the website will also appear here (and vice versa.)

NOTICES (FORMER ALERTS)



The Notices option allows important information and emergency situations to automatically appear as notifications on the user's smartphone.

Edit View in 'Mobile' Admin Panel:

| Send Time | Alert Category | Message | Created By | |
|-----------------------|----------------|---|------------|---|
| 02/08/2016 - 12:19 pm | Emergency | School will be closed today because of snow | admin | Edit Delete |

This part allows you to manage the content of your app.



Calendars are created in the Calendar module of School Jotter. To share them in the mobile app you have to click the “Share...” button in the navigation bar.



There are two views of calendar on the app - regular calendar with events for particular day underneath and the event view.

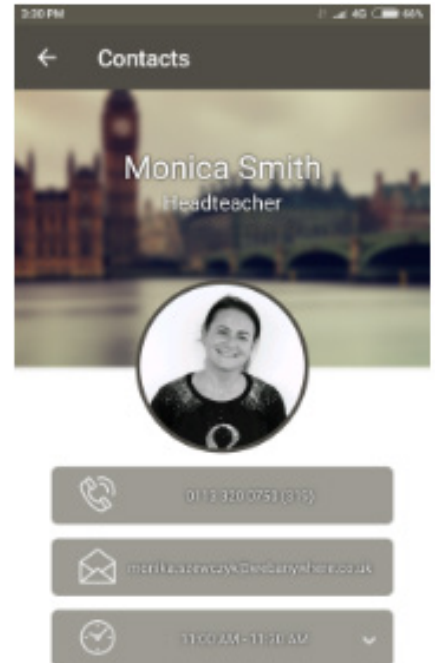
If you want to temporarily disable visibility of a particular calendar, you can click the checkmark under the “Show in App” column. If you no longer want to share the calendar you can remove it using the “Delete...” button on the calendar list.


| Name | Description | Show in App | |
|-----------------|-------------|-------------------------------------|--|
| Sample Calendar | | <input checked="" type="checkbox"/> | Display Events Edit Delete from Mobile Calendars |
| Staff Calendar | | <input type="checkbox"/> | Display Events Edit Delete from Mobile Calendars |



Note: The Calendar section will only appear if you have the Calendar module enabled on your account. If you do not see this then please contact your School Jotter administrator.

You can share useful contact information to the mobile app. This can help parents identify who they need to get in touch with and to see preferred contact hours. All of the contact information is optional so you can share only the information you choose to add in. From the mobile app you can tap the call or email links to easily connect to the school.



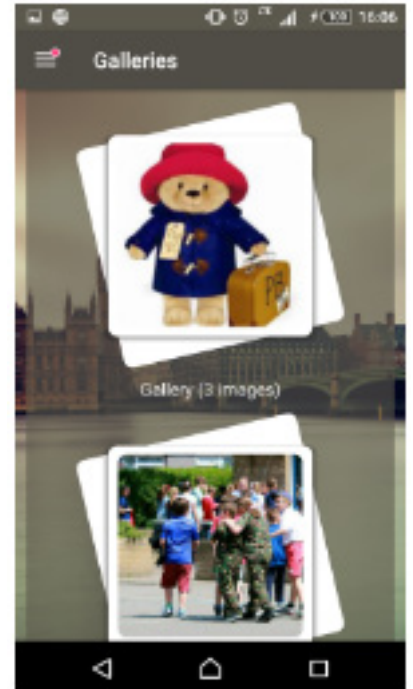
| Image | Name | Job Post | Phone | Ext. | Email | Days of Availability | Hours of Availability | |
|---|--------------|-------------|---------------|------|-------------------------|----------------------|-----------------------|-------------------------------------|
|  | Monica Smith | Headteacher | 0113 320 0750 | 319 | monika.szewczyk@weba... | Mon, Thu, Fri | 11:00 AM - 11:30 AM | Edit Delete Move Up Move Down |



Edit View in 'Mobile' Admin Panel:

You can change the order of contacts using the 'Move Up/Down' buttons.

Note: We recommend including staff photographs in the contacts section to help parents easily identify staff members

Galleries are used for showing off and sharing images of school events and other aspects of school life. The galleries section shows all of the images that you have shared on the website via either a gallery or a slideshow.



| Thumbnail | Title | Images | Show in App | |
|---|-------|--------|-------------------------------------|-------------------------|
|  | - | 13 | <input type="checkbox"/> | Preview |
|  | - | 2 | <input checked="" type="checkbox"/> | Preview |

You can disable visibility by clicking the checkmark under the “Show in App” column.

You might also add galleries in the Mobile Centre only.

In order to do that, use Add Gallery button on the top bar.



You can give a gallery name, select images, and tick to have gallery displayed in the app.

Add Gallery ✕

Title

Images ...

Show in Mobile App

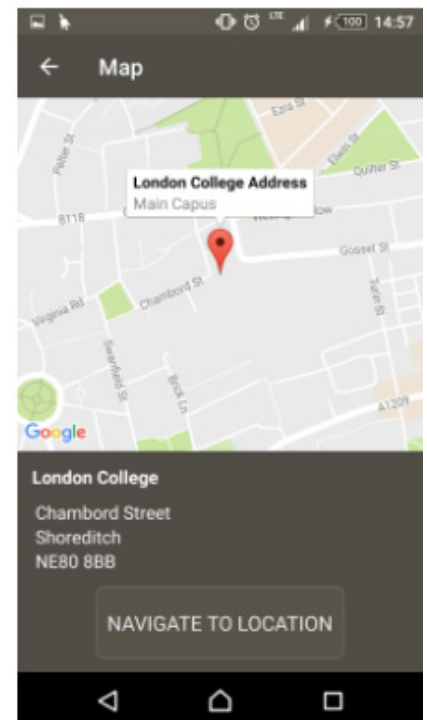
Note: If you delete gallery that has been imported from the website, it will be erased both from the Mobile Centre and Website.

The maps section can be used to share locations to the mobile app, these could be school buildings, sports locations, off-site events, school trip locations, or anything else.

Each location needs a name and a label that will appear in the mobile app. You can type in an address or postcode in the "Location" box and this will appear as a pointer on the map. You can move the pointer by clicking on the map to tweak the location.

You can change the order of maps using the 'Move Up/Down' buttons.

| Name | Pointer Label | |
|-------------|---------------|---|
| Webanywhere | Head Office | Edit Delete Move Up Move Down |



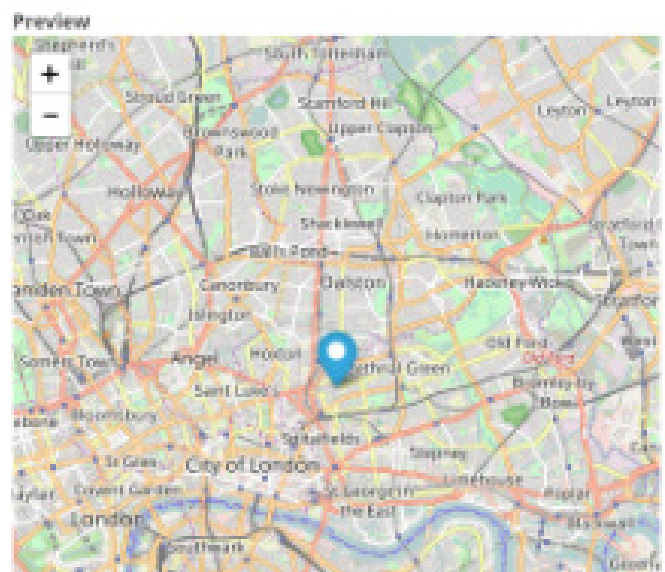
Edit Map

Name

Pointer Label

Address





Postcode

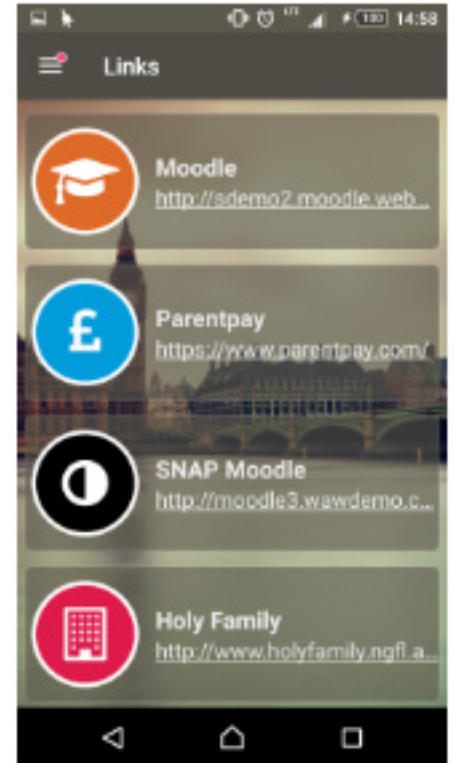


The maps section can be used to share locations to the mobile app, these could be school buildings, sports locations, off-site events, school trip locations, or anything else.

Links

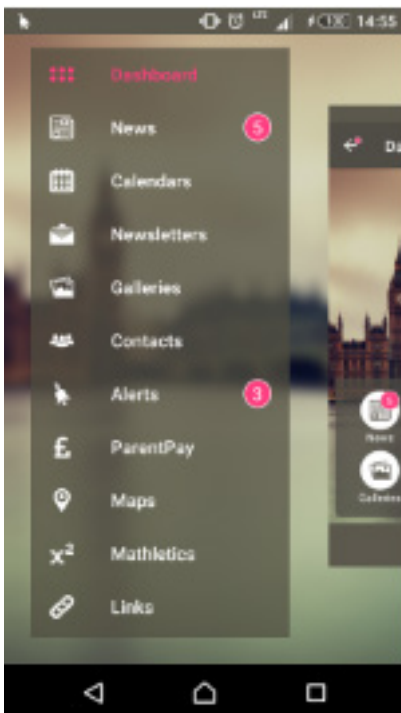
Filters

| Icon | Color | Name | URL | |
|---|---------------------------------------|-------------|---|-------------------------------------|
|  | ■ | Moodle | http://sdemo2.moodle.webanywhe... | Edit Delete Move Up Move Down |
|  | ■ | Parentpay | https://www.parentpay.com/ | Edit Delete Move Up Move Down |
|  | ■ | SNAP Moodle | http://moodle3.wawdemo.com/ | Edit Delete Move Up Move Down |
|  | ■ | Holy Family | http://www.holyfamily.ngfl.ac... | Edit Delete Move Up Move Down |



Note: For Jotter Custom Mobile App, you are entitled to add 3 custom links. Options are not available for Jotter Standard Mobile App

This part allows you to choose the sections visible on your app drawer






You can also add your own custom sections that can be visible both on drawer and dashboard (if chosen).

Function works as Hot Link and will appear in built-in browser.

Administering Custom Sections:

To add Custom Section click 'Add...' button. Provide name, URL and choose the icon from the available (Search option available)

Custom Sections

| Icon | Name | URL | |
|---|------------|---|---------------|
|  | Survey | http://londoncollege.surveys.s... | Edit Delete |
|  | Moodle | http://sdemo2.moodle.webanywh... | Edit Delete |
|  | Mathletics | http://uk.mathletics.com/ | Edit Delete |

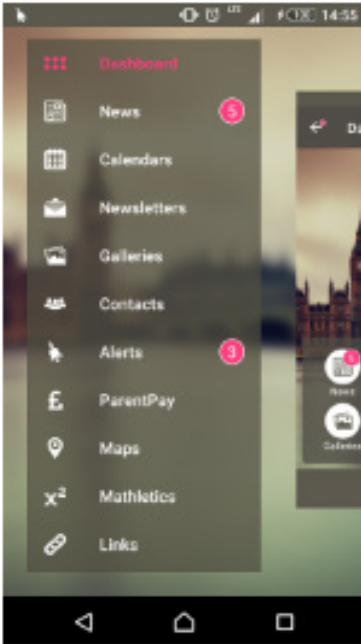


You can choose the sections visible on the dashboard. You can set all sections enabled in 'App Sections' to be visible on dashboard.

Dashboard Tray

| Code Name | Show in Mobile App |
|-------------|-------------------------------------|
| calendars | <input checked="" type="checkbox"/> |
| newsletters | <input checked="" type="checkbox"/> |
| links | <input checked="" type="checkbox"/> |
| maps | <input checked="" type="checkbox"/> |
| contacts | <input checked="" type="checkbox"/> |
| galleries | <input type="checkbox"/> |
| alerts | <input type="checkbox"/> |

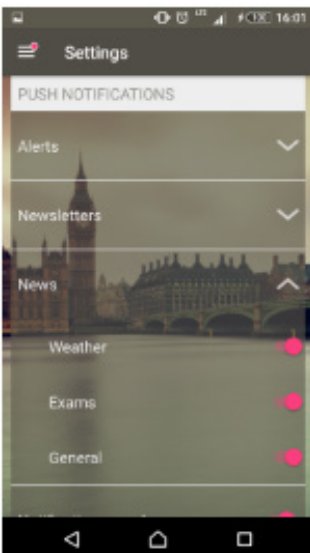
ENABLED SECTIONS



This part allows you to choose the sections visible on your app drawer:

| Code Name | Show in Mobile App |
|-------------|-------------------------------------|
| news | <input checked="" type="checkbox"/> |
| calendars | <input checked="" type="checkbox"/> |
| newsletters | <input checked="" type="checkbox"/> |
| galleries | <input checked="" type="checkbox"/> |
| maps | <input checked="" type="checkbox"/> |
| contacts | <input checked="" type="checkbox"/> |
| alerts | <input checked="" type="checkbox"/> |
| links | <input checked="" type="checkbox"/> |

NOTIFICATION SETTINGS



Notification settings will allow parents to filter push notification, which they will receive e.g. parent interested in 'Exams' category can disable the 'School News', so he will only receive news signed as 'Exams'



LinkedIn
webanywhere-ltd



Facebook
webanywhere-ltd



Twitter
@webanywhere



Phone
0800 8620131



Location
6th Floor,
11 Albion Street,
Leeds, LS1 5ES



Email
mobile@webanywhere.co.uk

