PELESYS CREWPAD APP SET-UP – IPAD

Important:

If this is the first time you are installing the Apple App Store versions of the CrewPad Manager and Player, you will have to uninstall your existing CrewPad applications beforehand. **Please** be sure to run a successful **data sync** before uninstall just in case you forgot to sync recently.

You can quickly uninstall apps by pressing down on an app's icon for a few seconds, and then clicking an app icon's (x) button while the app icon is quivering. To exit this uninstall mode, press the iPad's "home" button.

A third-party PDF player is required to launch any PDFs, as the internal one has been removed for the application to be compliant with Apple's App Store.

Please see below for the full step-by-step guide to downloading and installing the CrewPad Mobile Training Platform on your iPad training device.

Step 1: Secure a wireless internet connection to your mobile training device.

You need to install both the "CrewPad Manager" and "CrewPad Player" apps to make use of the CrewPad solution. If you have received an email with the app links, you can click the links from there, but this document includes the links if you need them:

CrewPad Manager: https://itunes.apple.com/us/app/crewpad-manager/id966639985?ls=1&mt=8
CrewPad Player: https://itunes.apple.com/us/app/crewpad-player/id978175241?ls=1&mt=8

Step 2: You need to install the "**CrewPad Manager**" app from the Apple App Store. There are basically three ways to find the app:

1) click the app link from an email, or
2) copy and paste the link into the browser's address box and load it, or
3) start the App Store app and search for "CrewPad Manager".

At any time, you may be asked to enter your Apple ID username and/or password to verify your identity.

Once you have located the app in the app store, press the "**GET**" button to download it. When downloading is finished, the button should become an "**INSTALL**" button, so go ahead and press it to begin the installation.

Press your iPad's "home" button to go back to the desktop and view the installation progress. When the app's icon stops animating, the installation is complete.

Step 3: Install the "**CrewPad Player**" app exactly how you installed the CrewPad Manager app in step 2 of this manual.

Step 4: Once the above steps are complete, the CrewPad Mobile Training Platform has been successfully downloaded and installed to the training device. Click on the "**CrewPad**" app to launch your training platform.


Step 5: You need to find out the **Activation Code** for your specific learning center. This code has probably already been provided to you by some staff member of Pelesys or your organization.

Enter the code into the box and press "**Submit Activation Code**" once. Wait a moment, and if the submission was successful, you should be presented with the login screen. If your learning center has specified a specific background for the app, it will be applied now.
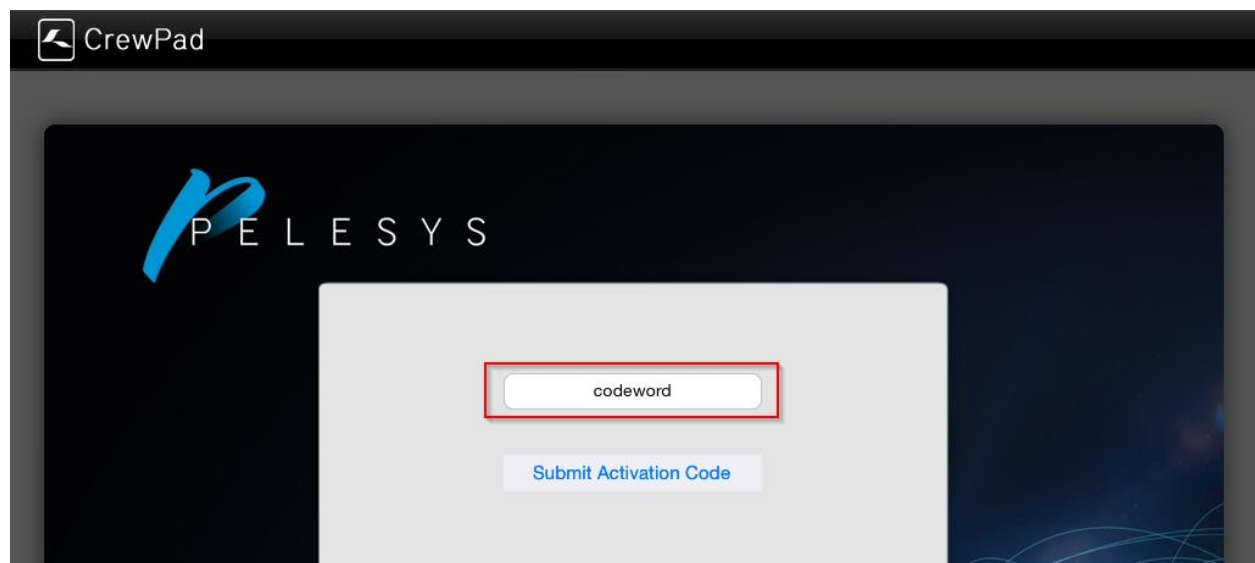
Step 6: In the Username and Password fields, place your specific login credentials given to you by a Pelesys sales associate. This will grant you access into the mobile training environment.
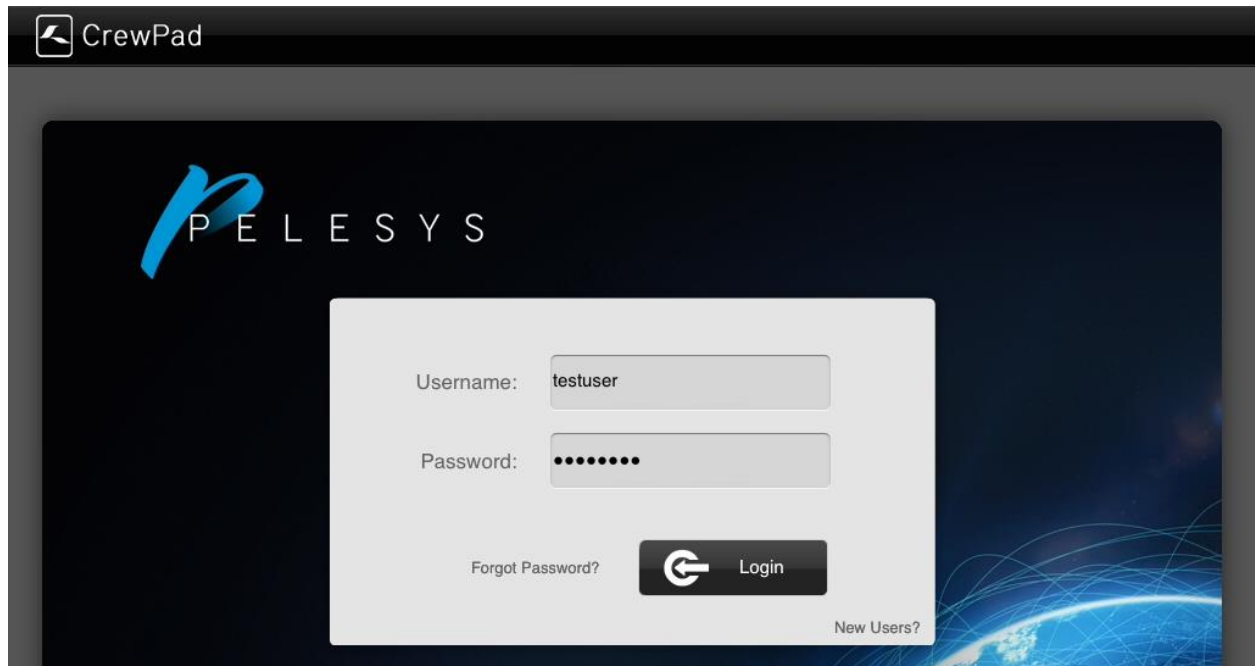
Step 7: Upon successful login, the training device will sync with any enrollments that have been attached to the user's profile. Once sync has finished, all arranged training materials will appear.

Important Notes:

- ➢ Training devices and user accounts are shared on a 1-to-1 basis. This means that a device and a user account are paired together after first use, so it is only possible to use one account on a single training device at a time.

- ➢ Your user account given to you by a Pelesys sales associate may be set as active only for a specific date range or time period. If you experience troubles logging in, please contact the sales (or support) associate and they can extend the active expiry date.

- ➢ We no longer support apps customized for specific clients or learning centers. It is expected that all CrewPad users upgrade to Apple App Store versions of the apps as soon as possible.