



Jotter Mobile User Quick Start Guide



Jotter Mobile: User Quick Start Guide

Introduction

Thank you for choosing Webanywhere to supply your school's mobile app. This guide will help you get started with managing your school's new versatile, digital gateway.

Logging In









From the School Jotter dashboard click the blue 'Mobile' tile to open up the mobile control centre in order to manage the mobile app content.

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' tile to open up options for managing the mobile app content.

Administration

 News
 Calendars
 Newsletters
 Galleries
 Maps
 Contacts
 Alerts
 Links

When you have opened mobile centre you will see a number of sections 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 some may not appear.

News



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 then news stories from the website will also appear here (and vice versa.)

Calendars



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.



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		✓ Display Events Edit Delete from Mobile Calendars
Staff Calendar		⊘ 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.

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.

Galleries



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.

Note: The Galleries section will only appear if you have a School Jotter 2 website from Webanywhere. For more details please contact your Webanywhere Account Manager.

Maps



Overview

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.

Administering Maps

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.

Add map

Name *

Pointer Label *

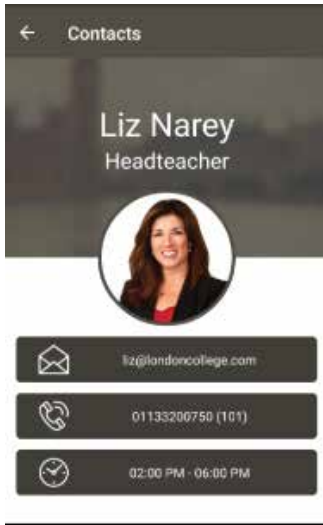
Location

Preview

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

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

Contacts



Overview

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.

Administering Contacts

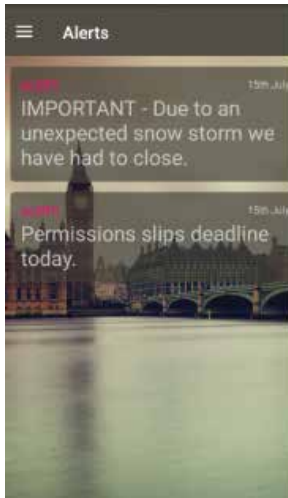
Edit View in 'Mobile' Admin Panel:

Image	Name	Job Post	Phone	Ext.	Email	Days Of Availability	Hours Of Availability				
	Jane Doe	Headteacher	0123456789	123	jane.doe@school.com	Mon, Thu, Fri	09:00 AM - 05:00 PM	Edit	Delete	Move Up	Move Down

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.

Alerts

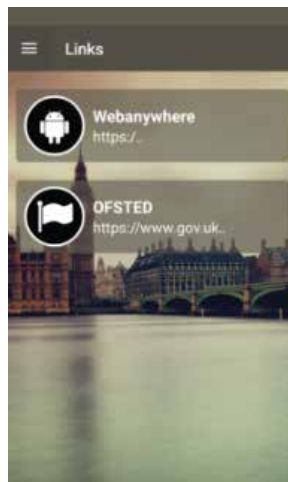


Use the alerts section to send out short bursts of important information, this could be to inform users that the school has needed to be closed or other short notices. Alerts generate push notifications so users receive an alert on their smartphone straight away.

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

Links



Include links to online information and resources that you would like users to access.

Icon	Color	Name	URL	
		Webanywhere	https://www.webanywhere.co.uk/	Edit Delete Move Up Move Down



LinkedIn
webanywhere-ltd



Facebook
webanywhere-ltd



Twitter
@webanywhere



Phone
0800 8620131



Location
6th Floor,
11 Albion Street,
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Email
mobile@webanywhere.co.uk

