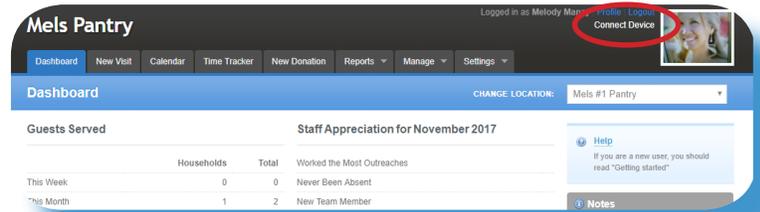


# FoodBank MANAGER IPAD SETUP FOR SIGNATURES

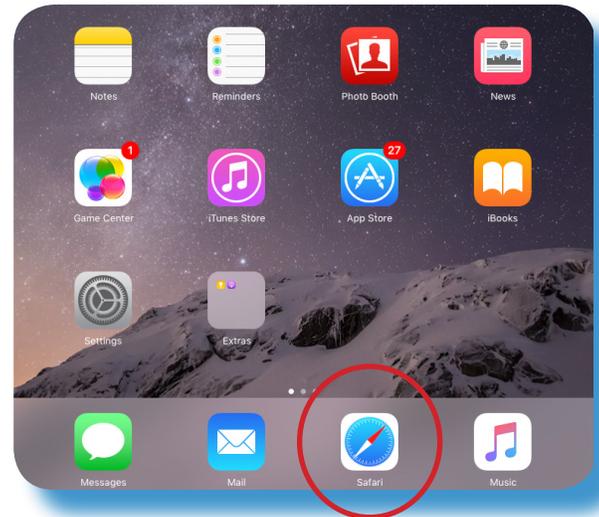
To use an iPad for signatures, login into FBM on your computer and click on the 'Connect Device' link in the upper right corner.



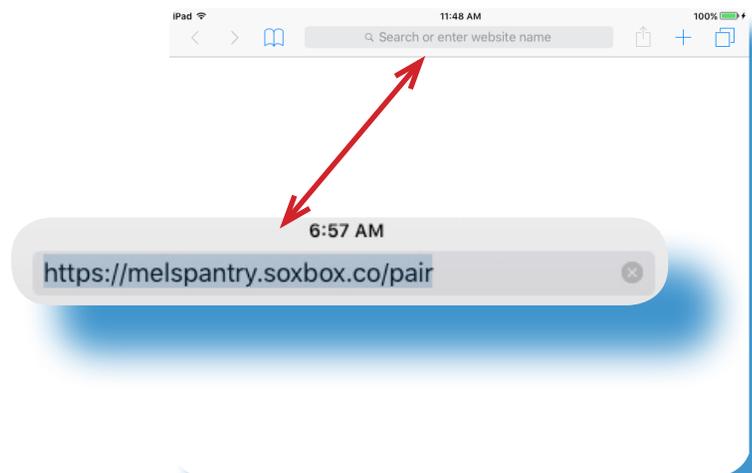
A 'Device Pairing' screen will give you an address to type into your iPad



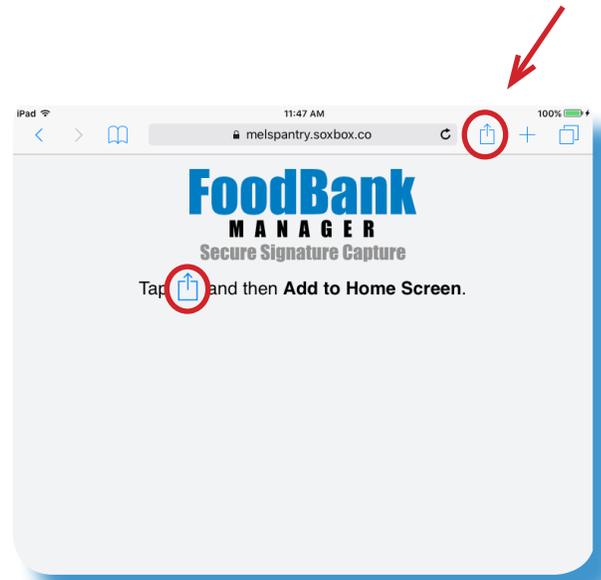
You must use 'Safari' as your web browser when using an iPad as a signature pad.



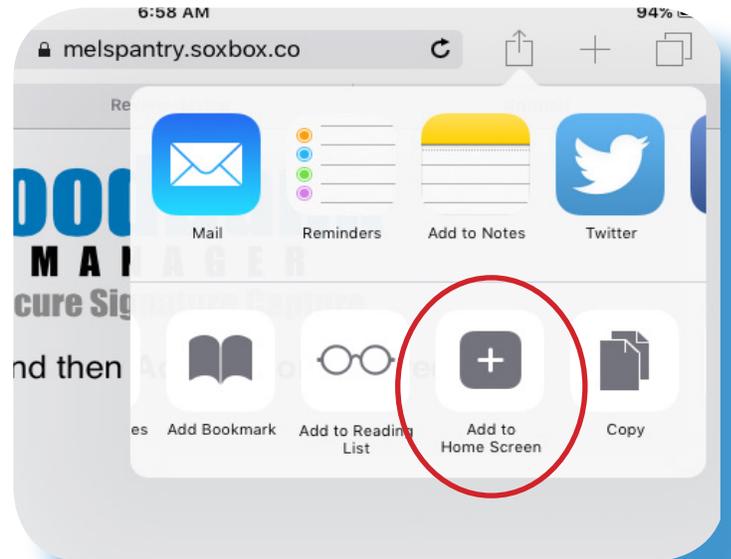
Enter in the address into the address search bar.



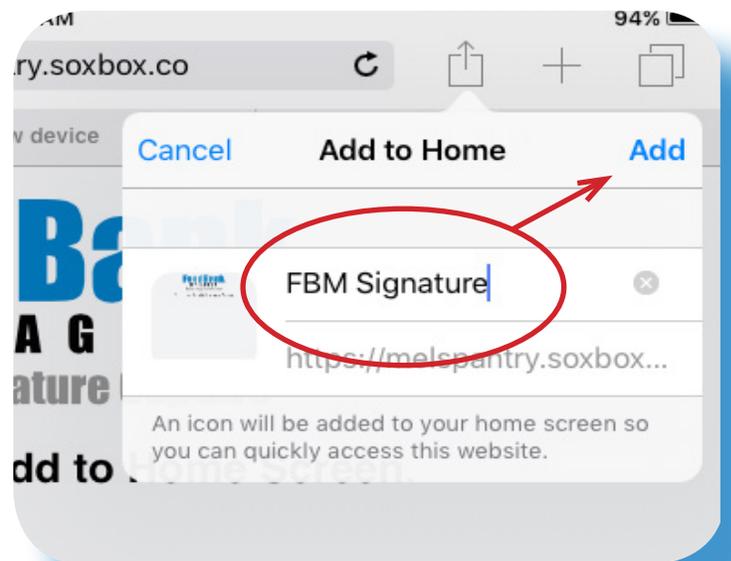
You will get a 'Secure Signature Capture' screen. For iPad's that are Generation 2 or higher, you will see instructions to tap on the Share Icon. You can find it in the upper right hand corner.



Find the 'Add to Home Screen' option and click on it.



Fill in a name for the button that will be easy to recognize and tap on 'Add'.



An App button will appear on your home page. You may have to scroll through your screens to find the one it landed on. Each time you are open for a distribution, just tap on the App you made.



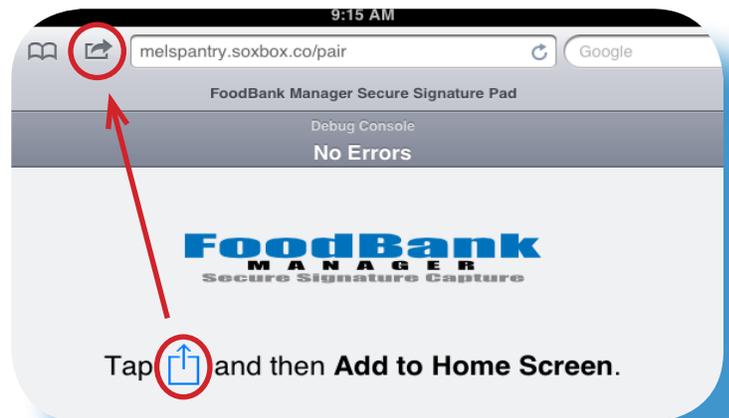
A code will generate immediately for use.



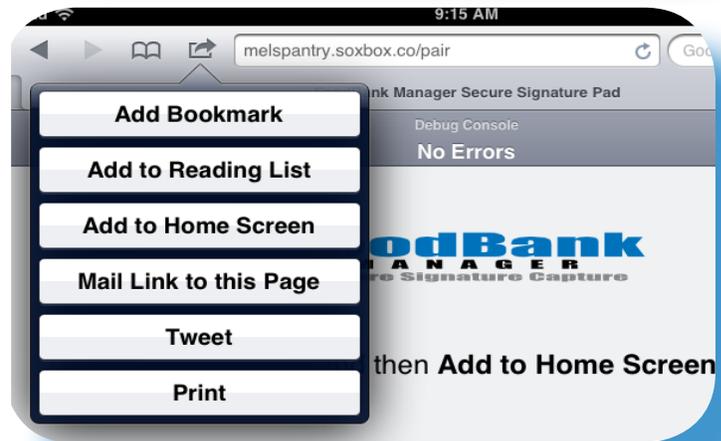
Plug the 4 digit number into the 'Device Pairing' screen and click on the 'Pair Device' button.



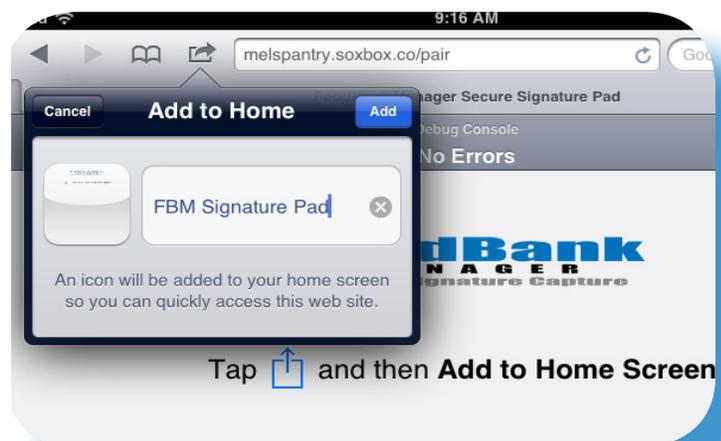
For iPad's that are Generation 1,  
the Share Icon is located on the left  
side of the screen and looks slightly  
different.



Tap on the Share Icon and then tap  
on the 'Add to Home Screen' option.



Fill in a name for the button that  
will be easy to recognize and tap on  
'Add'.



Once you have paired your iPad a 'Waiting for Signature Request' will show on the screen. You are now ready to start processing visits.

When you request a signature from your computer, a signature box will appear on your iPad. Have your guest sign their name and tap the 'I Accept' button.

Click on the 'Accept' button on your screen and continue with your visit process.

