

## TPA8 TABLET INSTRUCTION MANUAL

We have shipped out boxes that contain – 2 Lenovo Tablets and 2 Covers each. Each of the tablets come in their original boxes that include – instructional manual, 1 charger and 1 pin.

### GENERAL INSTRUCTIONS:

1. Use the tablet sleeves provided to cover the tablets in order to minimize any physical damage to the tablets that may arise from day-to-day wear and tear.
2. Ensure the tablets are kept in a safe place.
3. Ensure the tablets are charged at all times.
4. Please do not attempt to use the tablets to access miscellaneous website or applications as these have been blocked by the administrator.

### SETTING UP THE TABLET:

To start using the tablet please click on the power button on the right side of the tablets.



This is the power button

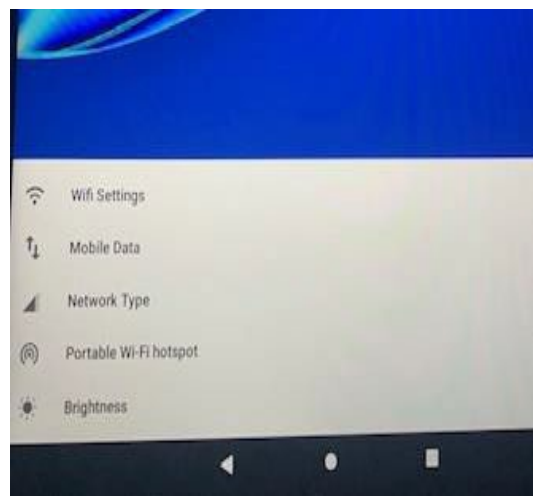
**Welcome screen:** This is the welcome screen; you can swipe up to navigate to the home screen



Home screen: You will see the following screen and icons.



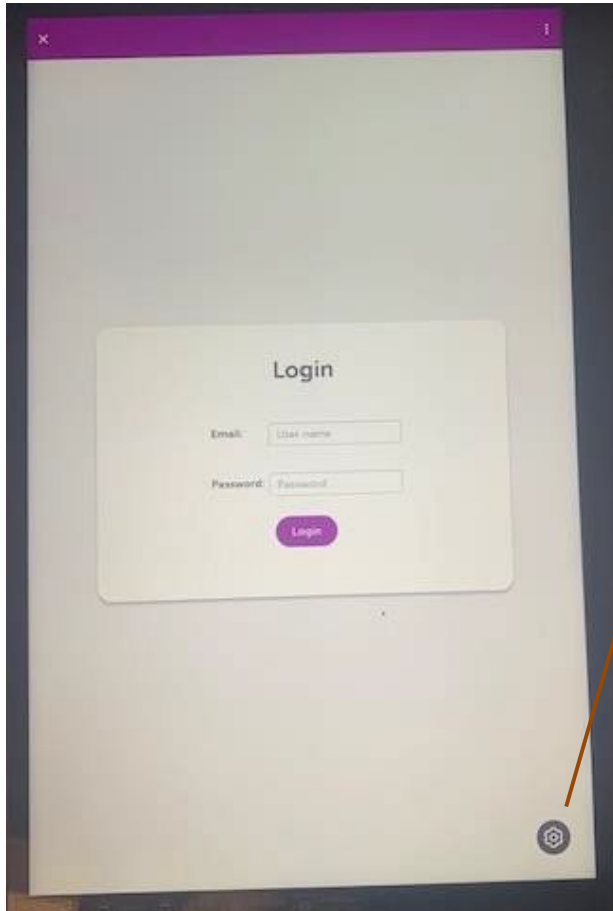
Please click on the settings icon to pull up the options shown below. Navigate to Wifi settings and enter your Wifi details – Wifi name and password.



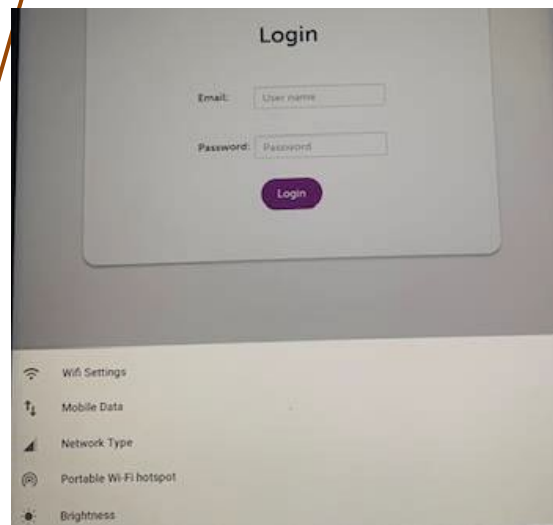
Please click on this icon to navigate to the TPA8 website



The tablets have been set up so that access to the TPA8 site is easy and immediate. The home screen will show a small icon with the TPA8 site logo and name that will direct you to the TPA8 survey when you click on it.



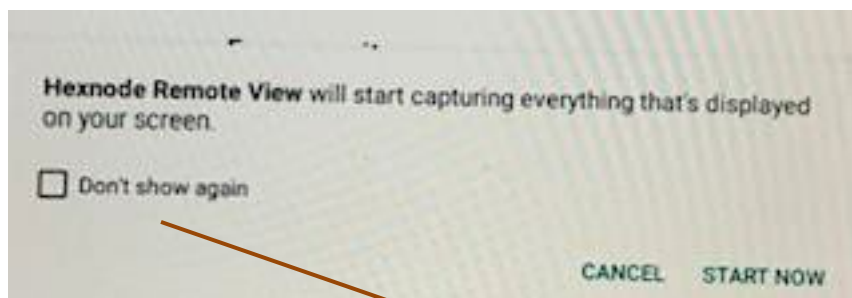
This page will not load without a Wifi connection. To set up or check your Wifi connection you can use the small settings icon to navigate to the Wifi settings and enter your Wifi name and password. You can also adjust the brightness of your screen from here as shown in the picture below



To start administering the TPA8 survey to patients, a staff member may enter their details and proceed with the steps as outlined in the TPA8 instruction manual. Please note that in order to access the TPA8 site, the staff must first be registered on the clinic site:

<https://clinic.drugfree.org>.

We have built in functionality that would let us remotely view the screen. For this, you will get the following prompt on the screen.



**DO NOT** click on the “Don’t show again” box as this would allow automatic remote viewing. Click on “START NOW” to allow the administrator to remotely view the tablet screen. This function will only be used in case of emergencies when we are unable to solve the problem over email or over call.

In case of issues using the tablet provided an/or accessing the website the website, please contact your assigned Clinic Coach and they will submit a ticket to our technical team to solve the problem.