

# Work with Smartphone App Site Manager

*Schoolwires® Centricity2™*





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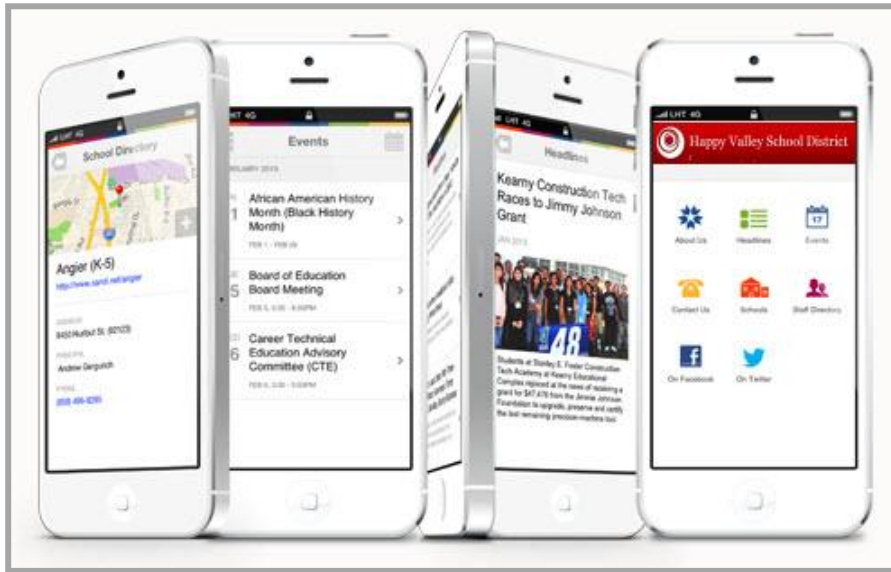
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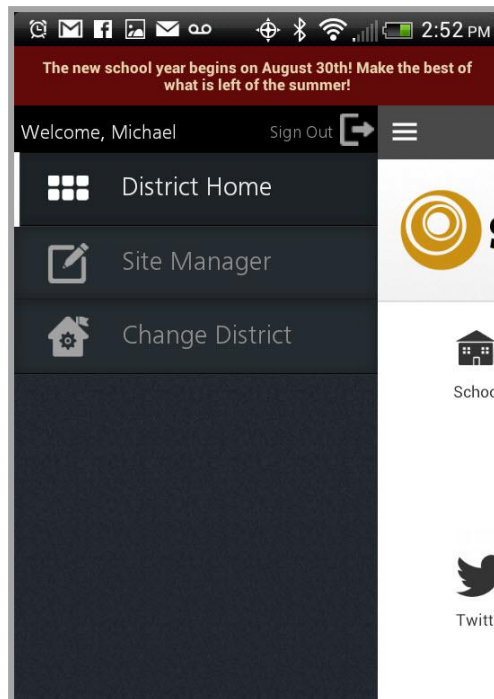
## Introduction

You download the Schoolwires Mobile app from iTunes® or Google Play™. After you install it on your smart phone, launch it and view your district website on your phone.

You can set up screens for your users to view Flex Editor, Calendar, Announcements, Headlines & Features, School Directory and Staff Directory apps from their smart phones.



Use the Off-canvas menu and sign in to your site. Once signed in, you can view protected content and if you have editing privileges, select *Site Manager* and edit select content.



## Site Manager and the Smartphone App

You sign in and access *Site Manager* from the Off-canvas menu. Depending upon the privileges you have been granted, you may be able to work with the Announcements, Photo Galleries and Podcasts apps. You may also be able to lock and unlock users and manage Notifications.

### Accessing the Off-Canvas Menu

Here's how you access the Off-canvas menu.

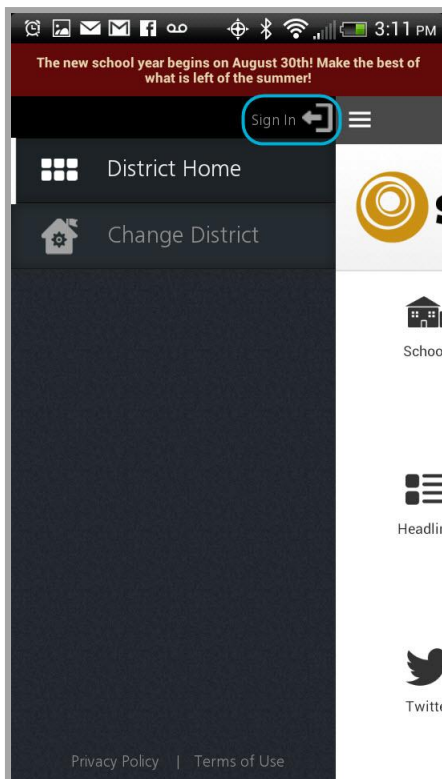
1. Launch the Smartphone App.
2. Tap the **Off-Canvas** menu button. The Off-Canvas menu displays. Here you see options to Change District, navigate to the District Home screen and to Sign In.

Note that once you sign in, you remain signed into the app until you sign out.

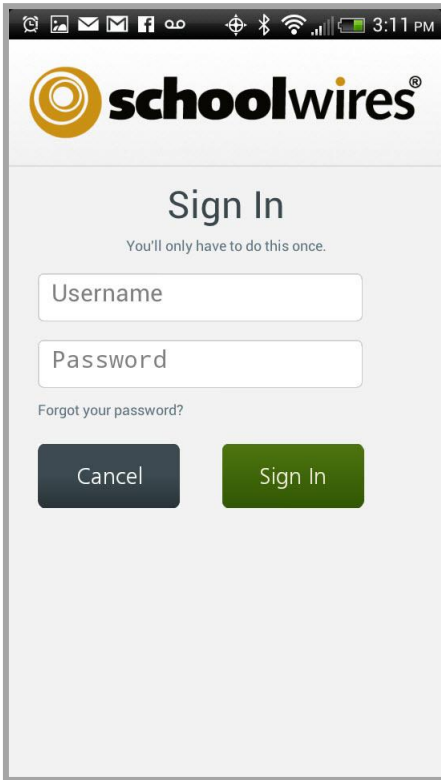
### Sign In

Here's how you sign in on your smart phone.

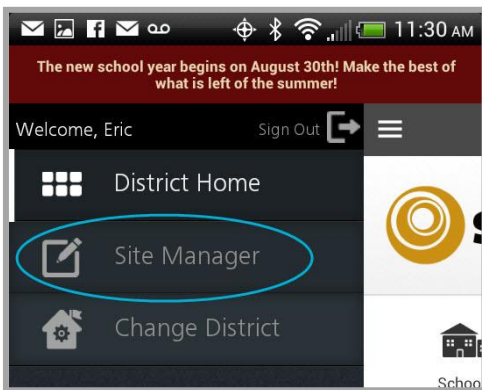
1. Launch the Smartphone App.
2. Tap the **Off-Canvas** menu button. The Off-Canvas menu displays.



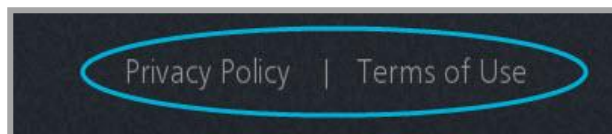
3. Tap **Sign In**. The Sign In dialog displays.



4. Enter your Username and Password. Tap **Sign In**. A Welcome message displays on the Off-Canvas menu. Options to navigate to District Home and Change District display. If you have appropriate rights you also see the *Site Manager* option.



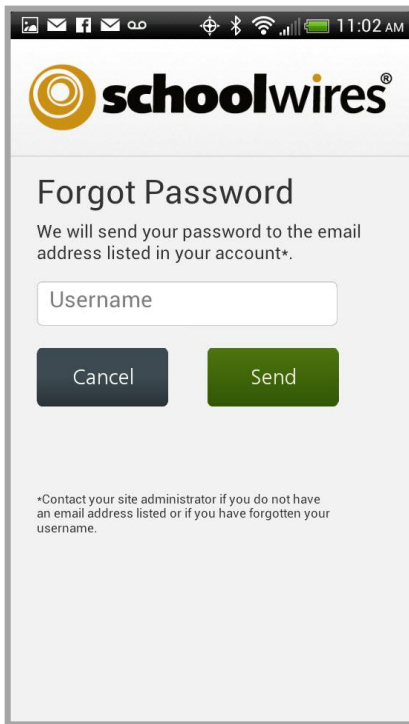
You can read the Terms of Use and Privacy Policy by tapping the links at the bottom of the screen.



## Password Recovery

Here's how you recover a forgotten password.

1. Tap *Forgot your password?* to display the Forgot Password screen.
2. Enter your Username.
3. Tap **Send**. Your password is emailed to you.



Be aware that your user account is locked after five consecutive failed attempts to sign in.

If your account is missing your email address, you forgot your username or you locked your account, contact your Site Administrator for assistance.

## Sign Out

Here's how you sign out of the app.

1. Display the Off-Canvas Menu.



2. Tap Sign Out.



## Navigating Site Manager Using the Smartphone App

When you sign in to the Smartphone App, if you have editing privileges you can access *Site Manager* on your smart phone and navigate to dashboards and workspaces.

### Launch Site Manager on your Smart Phone

Here's how you launch *Site Manager*.

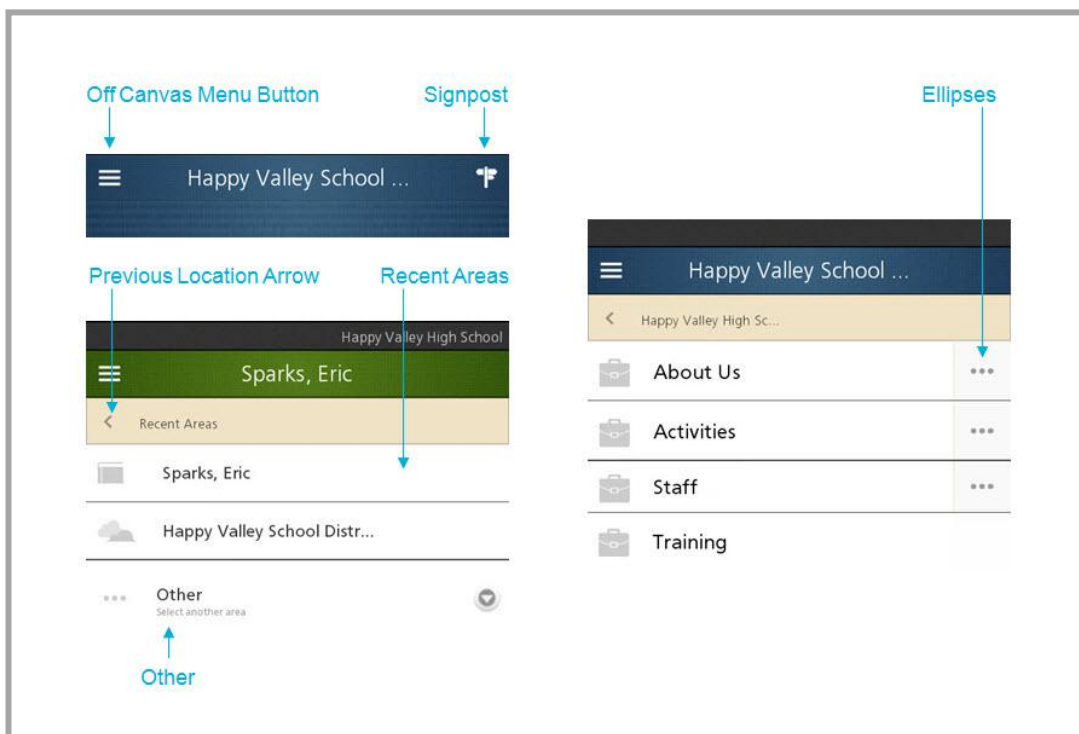
1. Tap the **Off-Canvas** menu button.
2. Tap *Site Manager*. You land at your default workspace on your first login. Subsequently, you land at the last location visited.



### Navigation Elements

Depending upon your rights and privileges, you may see these navigation elements.

Element	Description
Signpost	Tap the Signpost to see Recent Areas and the ... <i>Other</i> option.
Recent Areas	Tap a recent area to go there. The last five display.
...Other	Tap to see locations you may access. Tap a location to go there.
Ellipse (...)	Tap to see channels or sections. Tap a channel or a section to go there.
Off-Canvas Menu	Tap button to hide or show the Off-Canvas menu
<	Tap to go to previous location.



## Working with Site Manager

If you have editing privileges you can access *Site Manager* and manage Announcements, Photo Gallery and Podcasts apps. You may also be able to unlock users and work with Notifications.

### Work with Announcements

You can add, delete and make announcements active or inactive. You cannot edit announcements or add and delete Announcement apps using the Smartphone app.

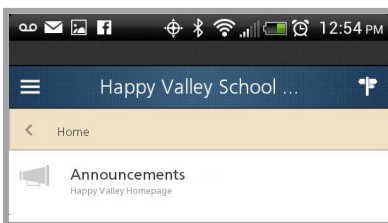
#### Add an Announcement

Here's how you add an announcement to an app.

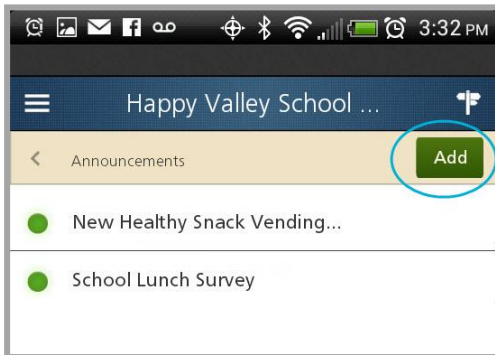
1. Navigate to the workspace containing the Announcement app you wish to edit.
2. Tap **Announcements**. A list of Announcement apps for the workspace displays.



3. Tap the Announcement app that you wish to edit. Announcements for the selected app display.



4. Tap **Add**.



5. Enter a title and an announcement.



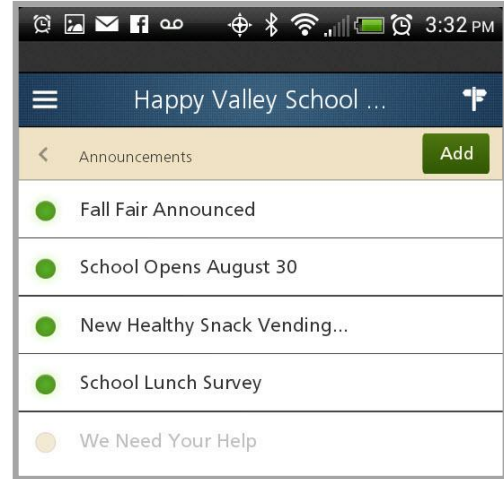
6. Tap **Save**. You are returned to the app.



### Change Announcement Status

Here's how you make an announcement active or inactive.

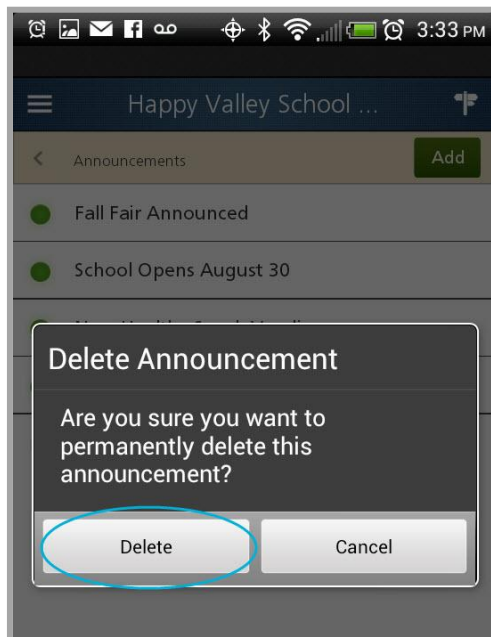
1. Navigate to the workspace containing the Announcement app you wish to edit.
2. Tap **Announcements**. A list of Announcement apps for the workspace displays.
3. Tap the Announcement app you wish to edit. Announcements for the selected app display.
4. Tap the dot to the left of an announcement to toggle the status between active and inactive. A green dot indicates an active announcement. A tan dot and grayed-out text indicates an inactive announcement.



### Delete an Announcement

Here's how you delete an announcement.

1. Navigate to the workspace containing the Announcement app you wish to edit.
2. Tap **Announcements**. A list of Announcement apps for the workspace displays.
3. Tap the Announcement app you wish to edit. Announcements for the selected app display.
4. Tap, hold and slide right on an announcement. The Delete announcement confirmation window displays.



5. Tap **Delete**. You are returned to the app.

## Work with Photo Galleries

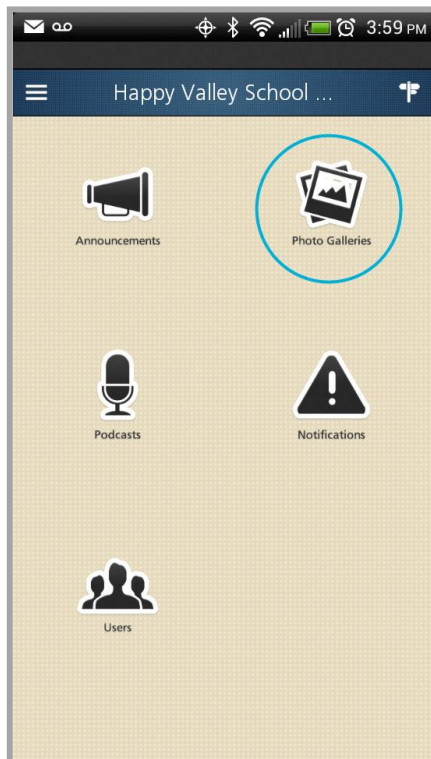
You can add pictures to photo galleries. You can edit the titles and captions of photos within a Photo Gallery. And, you can add new Photo Gallery apps to workspaces. You cannot delete a Photo Gallery app using the Smartphone App.

Depending upon the smart device and browser you are using, you may see Photo Gallery apps on the end-user website.

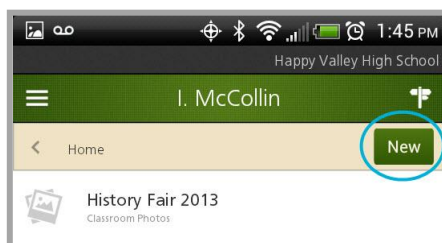
### Add a Photo Gallery App

Here's how you add a Photo Gallery app to a workspace. You add a new page which contains a Photo Gallery app.

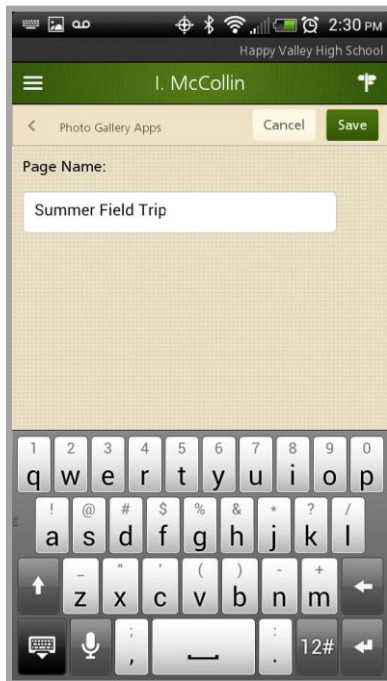
1. Navigate to the workspace to which you wish to add a Photo Gallery app.
2. Tap **Photo Galleries**.



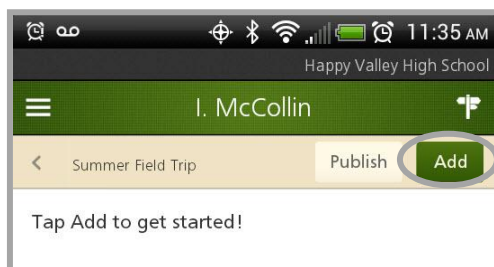
3. Tap **New**.



4. Enter a page name.



5. Tap **Save**. A page containing a Photo Gallery app is added to the workspace and the Photo Gallery opens for editing.
6. Tap **Add** to get started.

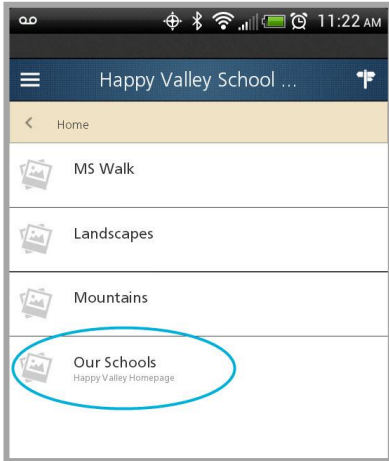


7. Add pictures to the app.
8. Click **Publish**. The Photo Gallery is now live on your site.
9. Click **Save**. You are returned to the app.

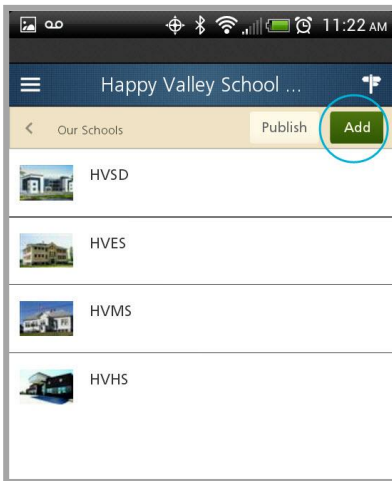
**Add a Picture to a Photo Gallery**

Here’s how you add a photo to a Photo Gallery app.

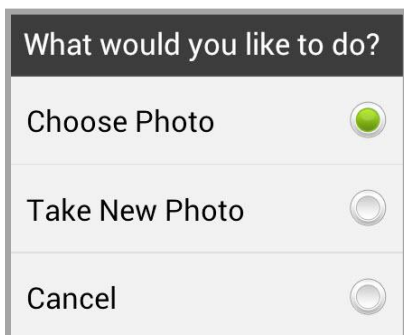
1. Navigate to the workspace containing the Photo Gallery app you wish to edit.
2. Tap **Photo Galleries**. A list of Photo Gallery apps for the workspace displays.



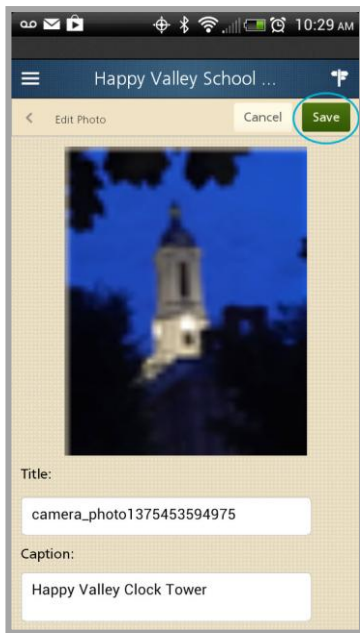
3. Tap the Photo Gallery app you wish to edit. The Photo Gallery displays.



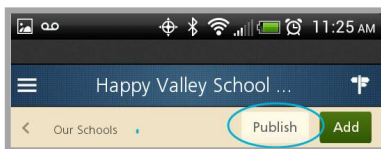
4. Tap **Add**. On the dialog that displays, tap *Choose Photo* and select a picture stored on your smart phone or tap *Take New Photo* and snap a new one.



5. On the dialog that displays, you might change the default title to one that is more meaningful and add a caption for the photo.



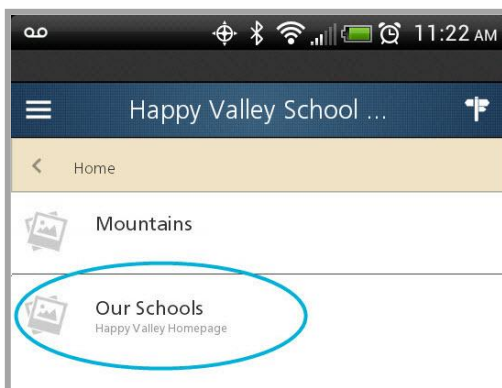
6. Tap **Save**. You are returned to the app.
7. Tap **Publish**. The photo is active in the Photo Gallery.



### Edit a Photo

Here's how you edit a Photo Gallery photo.

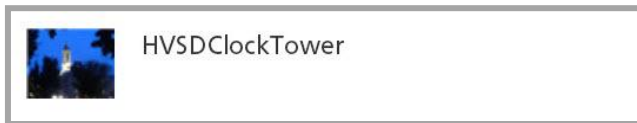
1. Navigate to the workspace containing the Photo Gallery app you wish to edit.



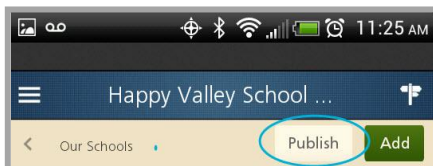
2. Tap **Photo Galleries**. A list of Photo Gallery apps for the workspace displays.



3. Tap the Photo Gallery app you wish to edit. The Photo Gallery displays.
4. Tap the photo you wish to edit and update the title and caption on the dialog that displays.



5. Click **Save**. You are returned to the app.

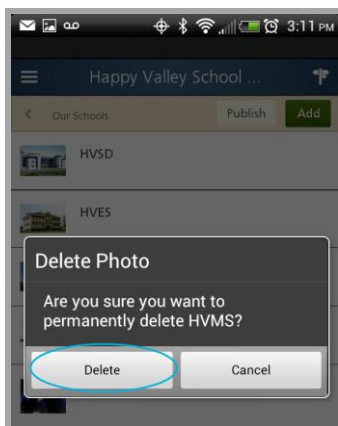


6. Click **Publish**.

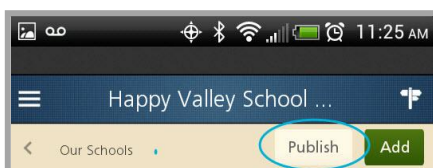
### Delete a Photo

Here's how you delete a photo within a Photo Gallery app.

1. Navigate to the workspace containing the Photo Gallery app you wish to edit.
2. Tap **Photo Galleries**. A list of Photo Gallery apps for the workspace displays.
3. Tap the Photo Gallery app you wish to edit.
4. Tap, hold and slide right on a photo. The Delete Photo confirmation dialog displays.



5. Tap **Delete**. You are returned to the app.
6. Click **Publish**.



## Work with Podcasts

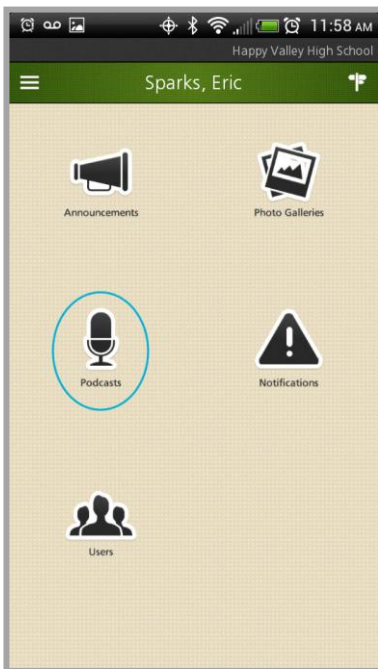
You can add episodes to Podcast apps. You can edit episode titles, authors, lengths and toggle episode status between active and inactive. And you can add new Podcast apps to workspaces. You cannot delete a Podcast app using the Smartphone App.

Depending upon the smart device and browser you are using, you may be able to play Podcast episodes on the end-user website.

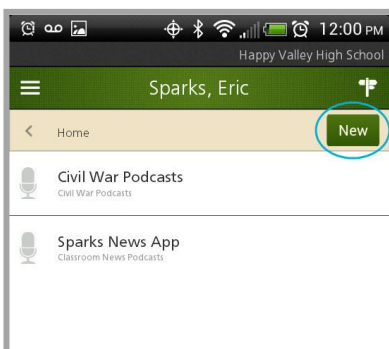
### Add a Podcast App

Here's how you add a Podcast app to a workspace. A page containing a Podcast app is added.

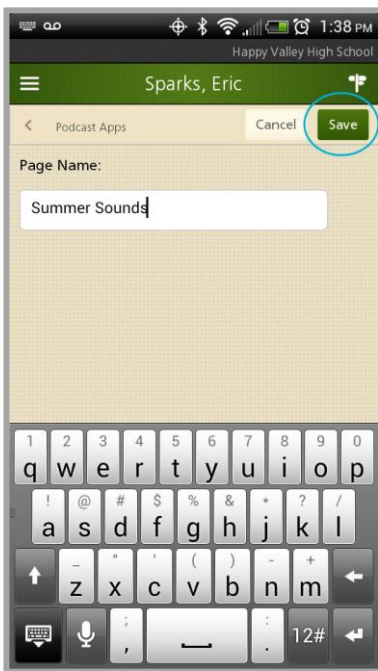
1. Navigate to the workspace to which you wish to add a Podcast app.
2. Tap **Podcasts**.



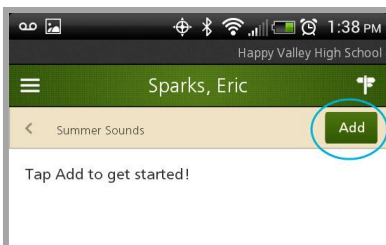
3. Tap **New**.



4. Enter a page name.



5. Tap **Save**. A page containing a Podcast app is added to the workspace and the Podcast app opens for editing.

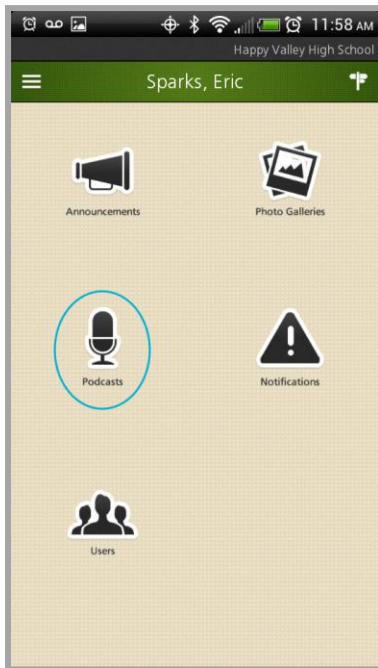


6. Tap **Add** to get started.
7. Add episodes to the Podcast app.
8. Click **Save**. You are returned to the app.

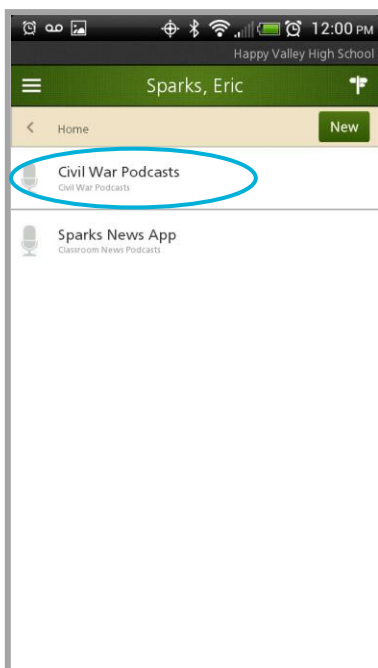
### Add an Episode to a Podcast App

Here's how you add an episode to a Podcast app.

1. Navigate to the workspace containing the Podcast app you wish to edit.
2. Tap **Podcasts**. A list of Podcast apps for the workspace displays.



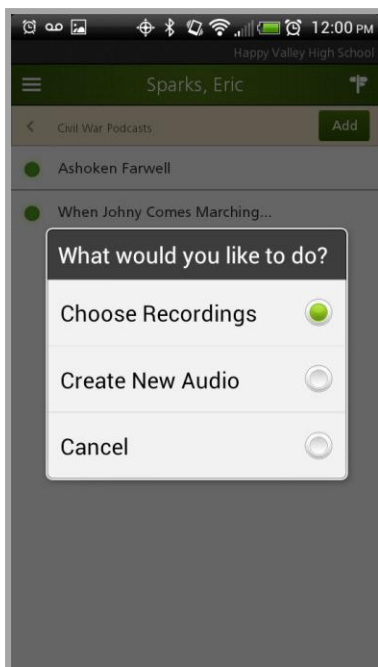
3. Tap the Podcast app you wish to edit. The Podcast dialog displays.



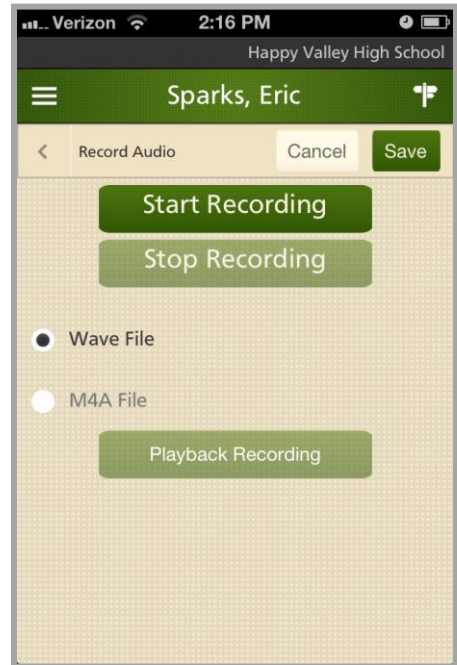
4. Tap **Add**.

5. On the dialog that displays, tap *Choose Recording* and select an episode saved on your smart phone or tap *Create New Audio* and record and save an episode. Podcast episodes must be in FLV, MP3, MP4, M4A, M4V, WMA or MOV format.

If using an Android device, the default audio app of your device is used and you see this *What would you like to do?* dialog.



If using an iPhone, an alternate *What would you like to do?* screen displays .When you tap *Create New Audio*, a Record Audio screen displays. Choose Wave or M4A format, create and save an episode.

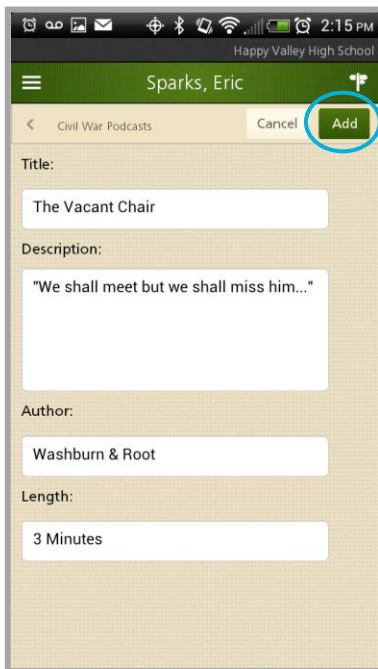


When complete, note that the duration, file name and size of the file you recorded displays.

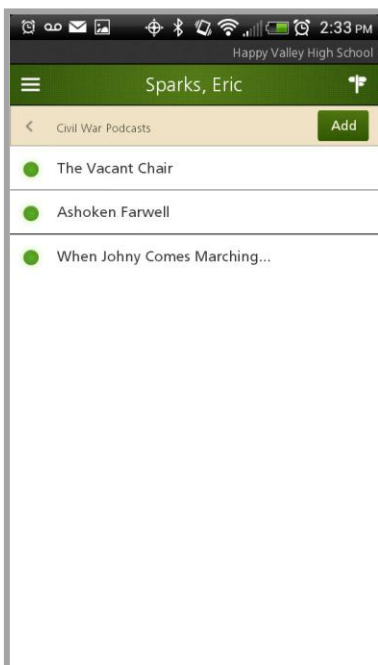


6. Tap **Save**.

7. On the dialog that displays, add a title, description, author and length. Title is mandatory.



8. Tap **Add**. You are returned to the Podcast dialog.

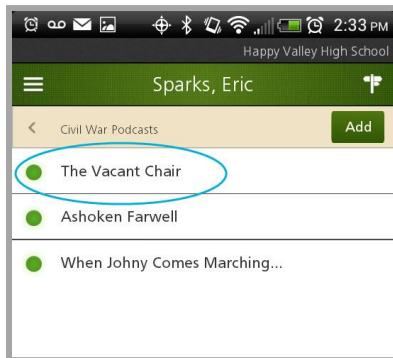


Note that when you add an episode to a Podcast app, the episode is saved in the local Files & Folders of the current workspace.

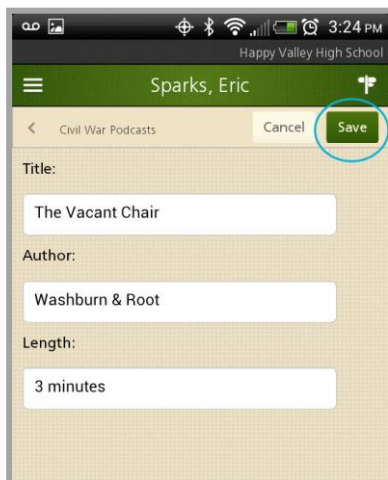
### Edit a Podcast App Episode

Here's how you edit a Podcast app episode.

1. Navigate to the workspace containing the Podcast app you wish to edit.
2. Tap **Podcasts**. A list of Podcast apps for the workspace displays.
3. Tap the Podcast app you wish to edit. The episodes of the selected Podcast app display.
4. Tap the episode you wish to edit.



5. You may edit three fields—Title, Author and Length.



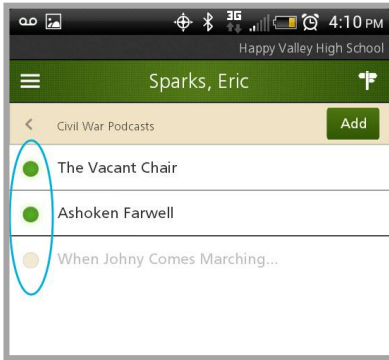
6. Tap **Save**. You are returned to the Podcast app.



### Change Podcast App Episode Status

Here's how you make a Podcast app episode active or inactive.

1. Navigate to the workspace containing the Podcast app you wish to edit.
2. Tap **Podcasts**. A list of Podcast apps for the workspace displays.
3. Tap the Podcast app you wish to edit. The episodes of the selected Podcast app display.

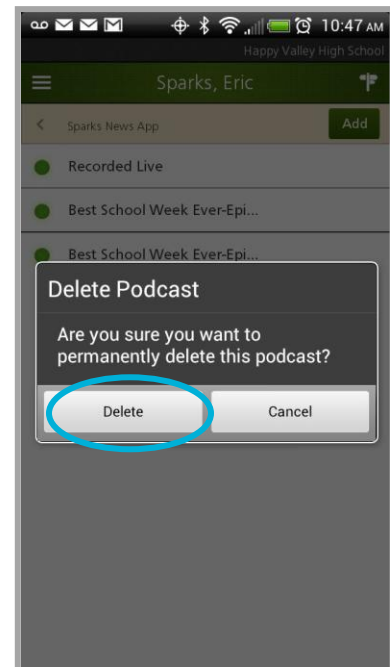


4. Tap the dot to the left of a Podcast episode to toggle the status between active and inactive. A green dot indicates an active episode. A tan dot and grayed-out text indicates an inactive episode.

### Delete a Podcast Episode

Here's how you delete a Podcast episode.

1. Navigate to the workspace containing the Podcast App you wish to edit.
2. Tap **Podcasts**. A list of Podcast apps for the workspace displays.
3. Tap the Podcast app you wish to edit.
4. Tap, hold and slide right on the Podcast episode you wish to delete. The Delete Podcast Episode confirmation dialog displays.
5. Tap **Delete**. You are returned to the app.



## Work with Administrative Tasks

Use the Smartphone App to manage the Mobile Notification banner and to lock and unlock users.

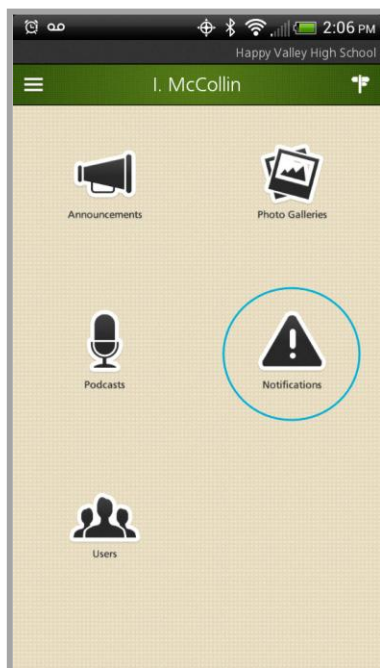
### Mobile Notification

You can add, edit and clear a Mobile Notification banner and set a display duration for the banner. This banner appears at the top of the screen for each of your mobile sites.

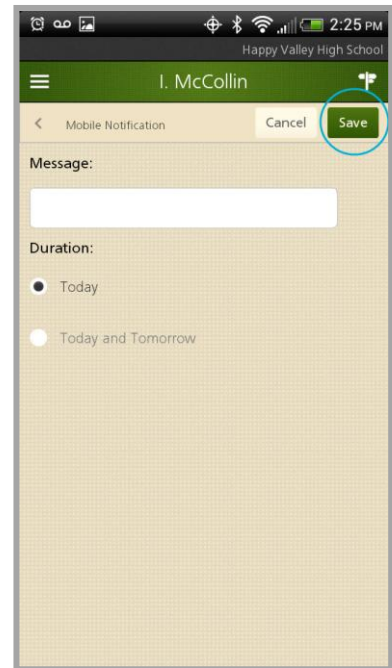
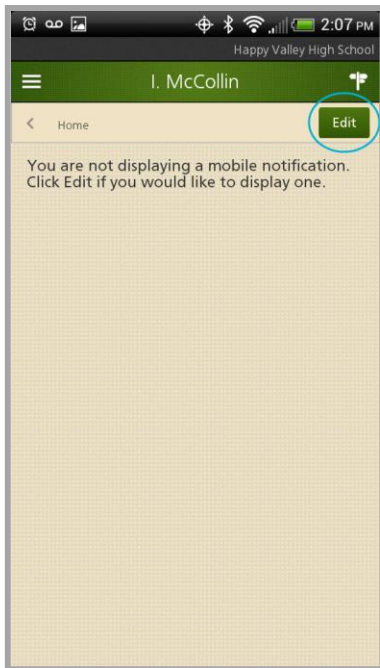
### Add a Mobile Notification

Here's how you add a Mobile Notification.

1. Display a workspace dashboard.
2. Tap **Notifications**.



- On the screen that displays, tap Edit to create a new notification.



- Enter a notification in the Message field. You may enter up to 100 characters for the message.
- Select a Duration. The *Today* option ends at midnight on the current day. The *Today and Tomorrow* option ends tomorrow at midnight.
- Tap **Save**.

**Edit a Mobile Notification**

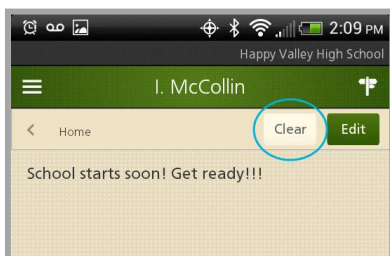
Here’s how you edit a Mobile Notification.

- Display a workspace dashboard.
- Tap **Notifications**. The Notifications screen displays.
- Tap **Edit**. The Notification dialog displays.
- Make modifications as necessary.
- Tap **Save**.

**Clear Mobile Notification**

Here’s how you clear a Mobile Notification.

- Display a workspace dashboard.
- Tap **Notifications**. The Notifications screen displays.
- Tap **Clear**. The message is cleared immediately. There is no clear confirmation dialog.



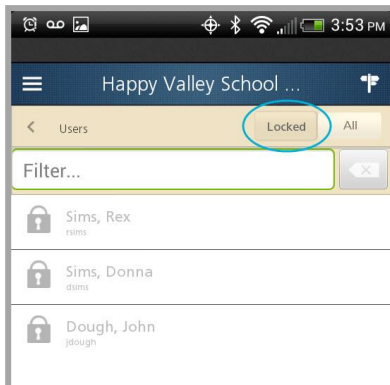
## Users

You can unlock user accounts. You can search for users and lock their accounts.

### Unlock User

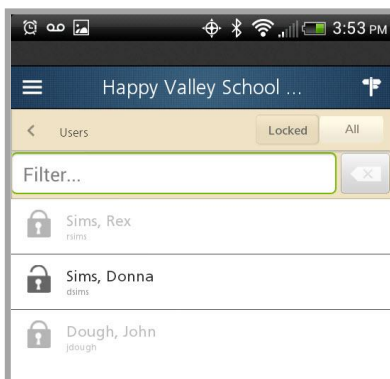
When you tap **Users**, a list of users whose accounts are locked displays. Here's how you unlock a user account.

1. Display a workspace dashboard.
2. Tap **Users**. The Users screen displays showing locked user accounts.

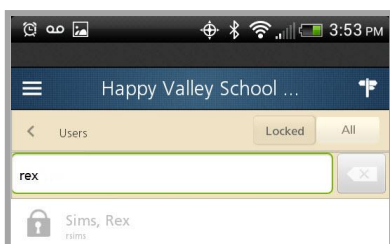


3. Tap a user account name in the list to unlock it. Note that locked user accounts display with a closed lock icon and are grayed-out.

Unlocked user accounts display with an open lock icon and are not grayed-out.



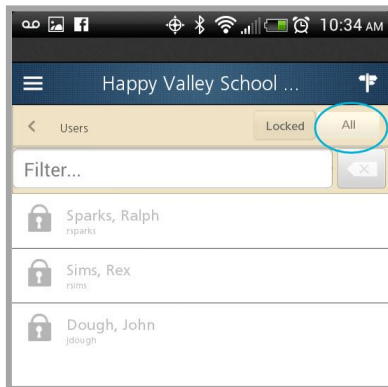
If you have a long list of locked user accounts, use the *Filter...* option to display select user accounts. Enter limiting text within the field.



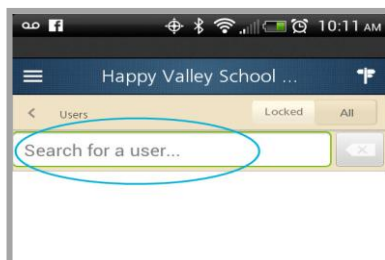
### Lock User

Here's how you lock a user account.

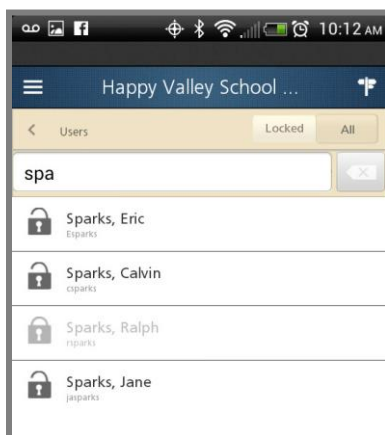
1. Display a workspace dashboard.
2. Tap **Users**. The Locked screen displays.
3. Tap **All** to switch to the Search screen.



4. In the *Search for a user...* field, enter search criteria. Enter at least the first three characters of the last name of a user and initiate the search.



5. Tap the unlocked user account that you wish to lock. Unlocked user accounts display with an open lock icon and are not grayed-out.



Note that you can also unlock a locked user account from here. Locked user accounts display with a closed lock icon and are grayed-out.