Monthly Check-Up

1. Perform Weekly Check-Up procedures
2. Buy about $21 worth of new apps ($250 per year)

Make sure the following steps are taken for the mounted iPads and the circulating iPads

1) Go to Settings—General—Auto Lock: Set screen idling to NEVER
2) **Connect to wifi!!!** (If you lose wifi connection while you are buying apps, then you have to go to the app store manually and download them)
3) Go to Settings—General—Restrictions—**passcode**—Installing Apps ON
4) Update apps through App Store
    i. Open App Store
    ii. Select "Updates" on bottom of screen
    iii. Select "Update All" in top left corner
5) Purchase apps **through computer** with Apple ID
6) This saves the apps onto the "cloud" where all 5 devices are connected via wifi
    i. Troubleshooting: If your apps do not get transferred automatically, go to Admin→App Store. On the bottom of the screen select "Purchased Apps." Then click on the cloud icon next to each new app. You can download multiple apps at the same time.
7) Rearrange newly purchased apps into folder categories
    i. Create a new folder—drag and hold one app over the over until it appears to make a new folder, then release.
    ii. Add folder location and the apps' abbreviated name to "APPS-abbreviated name and location"
    iii. Add official name to "APPS-official name"
8) Open each new app and (if a pop-up appears) select "Don't Push" for updates
9) Go to Settings—General—Auto Lock: Set screen idling to 2 MINUTES
10) Go to Settings—General—Restrictions—**passcode**—Installing Apps OFF
11) Send cataloger the new official app names—Now they can be searched by patrons!

Only Kelsey—Remember to ensure current iOs update is installed:

1. Bring all iPads to the back and update iPads with current iOS updates
    a. Alert message appears telling you that you have material on your iPad that you should transfer to iTunes. You need not do this so click "continue" to update iPad.