

About REfLECT PDA

REfLECT PDA is a software package designed to work on Windows Mobile 2003 and later versions. It has been developed by the IfL to help support members' CPD recording when working in mobile environments.

Installing REfLECT PDA

REfLECT PDA is designed to work with Windows Mobile 2003 or above.

The installation can be completed in any of three ways:

1. Via an EXE file which you run on a PC and then use Active Sync or Windows Mobile Device Centre (for Windows Vista) to install on your mobile device. Follow your device instructions for how to do this.
2. By adding the .CAB file directly to your mobile device (for more experienced users).

Downloading REfLECT PDA

To download the EXE file to your computer go to:

<http://www.pebblepad.co.uk/reflect/reflectpda.exe> or **<http://tinyurl.com/lcczxb>**

To download the CAB file to your device go to:

<http://www.pebblepad.co.uk/reflect/reflectpda.cab> or **<http://tinyurl.com/ljzkdf>**

These instructions explain how to load REfLECT PDA using the executable file.



Once downloaded open the executable file and follow your normal process for loading software on to your PDA. You will have to agree to the License Agreement.

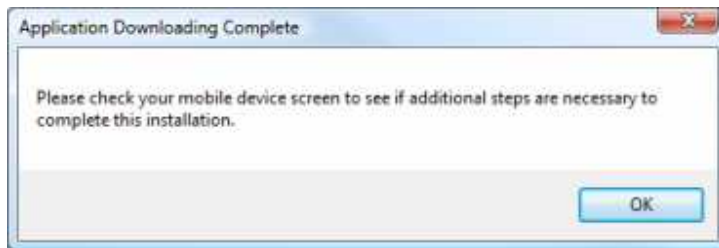
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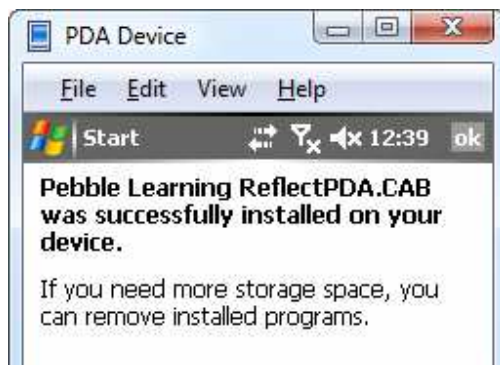
The next screen will list the components to be installed – click next >

After choosing a destination folder click Install

REfLECTPDA will now begin to install itself and you will be prompted to carry out any actions on your PDA.



Your PDA may ask you to choose where on your device to install the software – select the appropriate location and choose Install



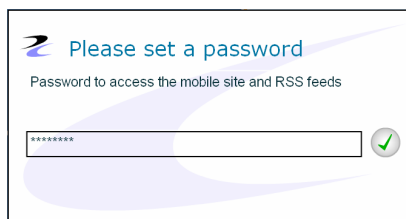
REfLECTPDA will now be installed on your mobile device. Once complete you will see a confirmation screen.



Once loaded you can access REfLECT PDA from the Programs folder.

Create User // Login

To access REfLECT from your PDA or smartphone, you will need to access your account from a computer first.



This screen will pop-up when you first log in to REfLECT Online. Creating a password here will enable you to use REfLECT PDA.

This can be the same as your IfL password. Normally we would recommend a 'strong' password but as it can be very difficult typing mixed case passwords on some devices you might consider choosing a longer, single-case password*.

TIP! As a security measure, your password does not appear as you type, so please type carefully!

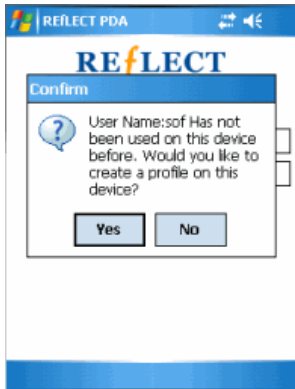


This is the first screen of REfLECT PDA. You can log in here once you have set a password in REfLECT Online.

Use your IFL membership number as your username (your email address will not work). Your password is the one you have created.

* The reason you need to create a separate password is that you normally access REfLECT through the IfL members pages. When you access REfLECT from these pages it is automatic (a process called single sign-on) and your password is never stored. Because you access REfLECT directly from a mobile device it is necessary to create a password within REfLECT so that the system knows it is really you trying to access your assets.

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You will be asked to confirm the creation of a profile on the device. Select **yes** to create a profile.

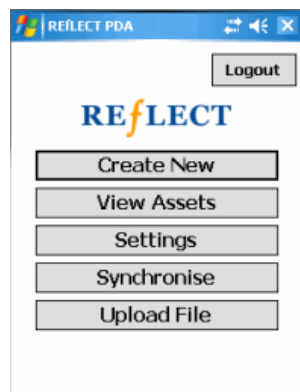
Each user will only need to do this once for each mobile device.

You are now setup and able to access REfLECT PDA from your PDA or smartphone.

Confirm your password and choose to download your 50 most recent assets.

REfLECT PDA supports

- abilities
- achievements
- action plans
- activities
- experiences
- meetings
- proformas
- thoughts

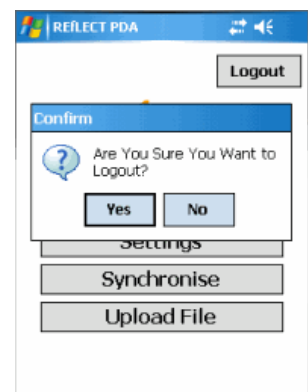


When you are logged in, you will see this screen.

You can synchronise your PDA and Online assets by selecting the **synchronise** button.

Please note: If you have changed your password within REfLECT Online, your REfLECT PDA password must match for you

to be able to synchronise. This is because REfLECT PDA is installed to the device, and only connects to the internet when it synchronises.



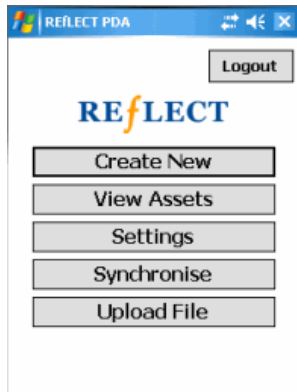
Select the **logout** button to log out, and then confirm to exit.

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Overview

REfLECT PDA allows you to access your REfLECT account from a PDA or smartphone. You can create new assets and upload files too. This means you can record CPD wherever you are and at any time.

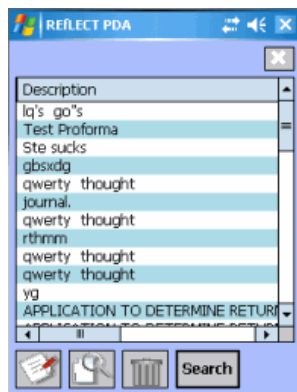


This is the main menu of REfLECT PDA, where you can access all the features.

Within REfLECT PDA, you can create assets by selecting **create new**.



Their structure is the same as REfLECT Online. By selecting **synchronise** from the main menu, you can send any created assets into your REfLECT Online asset store.

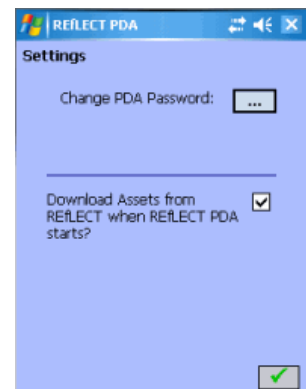


You can edit or view any assets which are stored on your PDA, by selecting **view assets** from the list.

Next, highlight the asset you require. Then selecting the **pen and paper** icon will allow you to edit an asset. Or, select the **magnifying glass and paper** icon to view an asset.

To delete an asset, highlight it and then click the **dustbin** icon.

The **settings** menu allows you to change the password for REfLECT PDA.



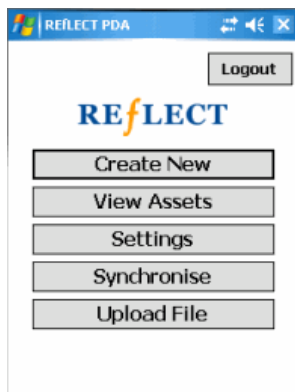
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Please note that if you change the password for REfLECT Online, this password must match if you wish to synchronise the PDA's assets. This is because the PDA version is not online, and is installed onto the device.

Upload file

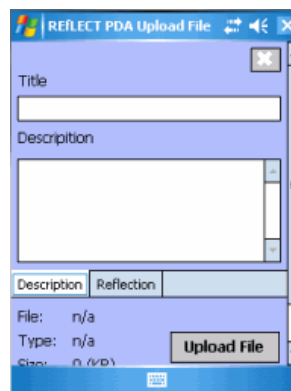
You can upload files from your PDA or smartphone to REfLECT using REfLECT PDA. When you choose to upload, they will be added to your online asset store immediately.



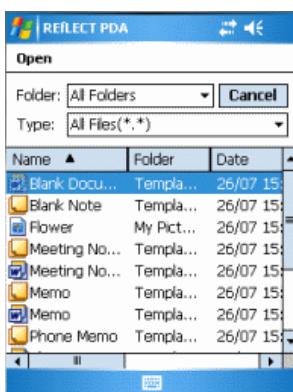
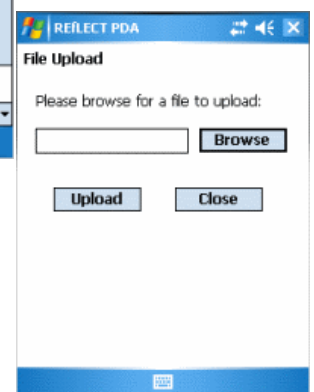
As an example, you could take photos with your smartphone, upload them to REfLECT, and use them as evidence for your CPD record.

From the first screen of REfLECT PDA. **Select upload file.**

Fill in a title and description for the file you will upload.



Selecting the **upload** file button will let you browse your device for the file.



When you have selected the file, confirm the upload by selecting **upload**. The file will be sent to your REfLECT asset store, and will be available when you access REfLECT from a computer, as well as from this device.