

Your Voice Matters

Guidance for managers of non-desk based teams

As managers, your role is to support and encourage your teams to complete the survey and, of course, complete the survey yourself. If you manage a team that is non-desk based – that is, a team that does not have regular access to PCs or other devices – you should have been provided with a set of iPads to assist you in completing the survey.

The iPads have been pre-loaded with the survey in an application called Safari. The below guidance will assist you in unlocking the iPads and accessing this application.

Using the iPads – step by step

Accessing and Setting Up the iPad

- Unlock the iPad
- Enter the passcode: 18241824
- Press 'OK' beside the passcode to complete login.

Open the Survey

- Once logged in, open Safari.
- The survey should automatically load on the home screen.

If the survey is not open

- Tap the + symbol in Safari to open a new tab.
- Under Favourites, look for the item titled 'Survey'.
- It will usually appear as the last icon in the Favourites list.
- Tap this to reopen the survey.

Charging the iPads

- If an iPad is running out of battery (or if you have any other questions), please contact Daniel McKay – daniel.mckay@manchester.ac.uk