

PEPped iPad/Tablet Checklist

Tablets and iPads are revolutionising the way we work. They are portable, inter-active and oh so convenient when you need to work on the run. However, lovely though they are, there is also potential for these devices to have a negative impact on our efficiency and effectiveness. That's why PEPworldwide has put together a checklist of some of the things you need to think about when you start using your iPad/Tablet so that you can be sure that your new device is making a positive contribution to your personal efficiency and effectiveness.

It is important to remember that there are several manufacturers of tablet devices (Apple, ASUS, ACER, Toshiba, Motorola and Blackberry) and that their respective operating systems are not always directly compatible. Android-based tablets have a high degree of compatibility with Windows-based applications whereas iPads have better compatibility with the Apple operating systems. However, the rise of cloud computing and the development of high quality third party applications is rapidly closing many incompatibility gaps. The key point in getting the most out of your iPad/tablet is that you base your usage on sound efficiency and effectiveness principles.

Staying Connected

Accessing the Internet

How will you access the Internet?

- Wireless?
- 3G or 4G access?
- Wireless and 3G or 4G access?
- Cost implications?

What will your typical usage be?

- Surfing?
- Downloading?
- Streaming?
- Emails?
- Social media?
- Using your Smartphone as a Wireless Hot Spot?
- Cost implications?

Email

- How will you set up and access appropriate email accounts? e.g. directly through an email application on your device or through a web interface?
- How will you file your email messages for quick and easy access? e.g. an in-box folder system that is compatible with your other devices (laptop and computer)?

Other communication modes

- Do you plan to use video conferencing applications? e.g. Skype, Face Time
- Do you plan to use text messaging?
- Cost implications?

Storing, Accessing, Retrieving, Sharing Information

General storing of information

- How will you store documents?
 - On your device? e.g. iStorage, iBooks, document processing applications such as Good Reader, Pages, Numbers, Keynote, Quick Office, Office²
 - In a computing cloud? e.g. Drop Box, iCloud, Sharepoint Server, Domino Server, Customer Relationship Management System

Accessing information

- How will you access documents that are not stored on your device?
 - Through secure login via a web interface? e.g. your organisation's SharePoint Server
 - Directly through an application that allows you to access information stored on a remote server? e.g. Salesforce

Retrieving information

- How will you retrieve information from your device so that you can use it in other places?
 - Email it to yourself?
 - Transfer it to a computing cloud location?
 - Download it onto a USB stick?

Sharing information

- How will you share information with other people?
 - Email it to them?
 - Share public folders on an off-site file server? E.g. DropBox, iCloud, Amazon, company file server
- How will you share information/documents between your devices?
 - Store it in a computing cloud?
 - Email it to yourself?
 - USB data storage device?

Practising Good Workflow

For your calendar

- Ensuring that all your devices are synchronised so that your calendar is always up to date
- Sharing your calendar with others

For your reminders

- Does your device have a Task List or reminder system?
- If it doesn't, what application will work best for you so that you don't multiple handle reminders? E.g. Evernote, Things, To Do, Reminders, Task List, Action Lists
- Do you need a voice recording reminder system? e.g. Voice memo, Dragon Dictation

For your documents

- Do you need to take notes on your device? What application(s) will you use and will these be compatible with all your devices? E.g. Evernote, Pages, Keynote, Numbers, Quick Office, Office², Good Reader

For your web bookmarks

- Are you able to organise frequently visited websites for easy access?
- Can you synchronise bookmarks/favourites between your devices?

Security

- How does your device fit in with your organisations security policy and practices?
- Do you need to run anti-virus software on your device?

If you want to know more about what we can do to help you change forever the way that you work then please contact us via our website

<http://www.pepworldwide.com.au/index.cfm>.

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