Setup Guide

Setting up your iPad with the Beehivr App

beehivr

How to access your application

Follow these steps to download your custom Beehivr interactive content:

1. In order to ensure proper functioning of the Beehivr app, make sure that your iPad is running the latest version of iOS. To verify that, go in the *Settings* app of your iPad in the *General / Software Update* section.

2. Search for "**Beehivr**" in the App Store app directly from each iPad. The download is free.

3. Once Beehivr is installed on all the iPads, enter a username and password in order to access your custom interactive content.

    *   If you did not receive any credentials, contact your Beehivr supplier.

    ** **IMPORTANT :** Every set of username and password is for a single use. Credentials cannot be used on multiple iPads at once.

4. Once the credentials are entered, press the *Login* button to download your custom content. Once the download is complete, the project will launch automatically. During the download, keep the Beehivr application in the foreground. Letting the iPad screen go into sleep mode will interrupt the download process (see footnote at the end of this document).

Lead Gathering

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Once downloaded and launched, the interactive content runs no matter the internet connection status.

If you have an internet connection during the lead gathering phase of your event, the data will be automatically sent to our cloud database.

If you do not have an internet connection during your event, all the information is stored locally on the iPad.

To transfer the accumulated data to the Beehivr servers you must connect each iPad to the internet and launch the Beehivr application. Depending on the strength of the internet connection and the amount of data stored, the data transfer may take up to an hour. During the transfer, keep the Beehivr application in the foreground. Letting the iPad screen go into sleep mode will interrupt the process [1].

*** **IMPORTANT : DO NOT DELETE the Beehivr application from the iPad prior to confirming that the accumulated data has been transferred. Deleting the application prior to transferring the data will permanently erase the data.**

Contact your Beehivr provider to confirm that the data has been appropriately transferred and to collect your leads report.

[1] **How to prevent the iPad screen from going into sleep mode :** Go in the iPad *Settings*. Select *General* on the left. Scroll down the right side of the screen until you see the *Auto-Lock* feature. Touch it and select *Never*.