

iAudit Installation Instructions

rev: March 24, 2014

1. Download the New Audit Tool from (<http://mobilesetup.nsf.org>)



2. After the download is completed, click "Run".

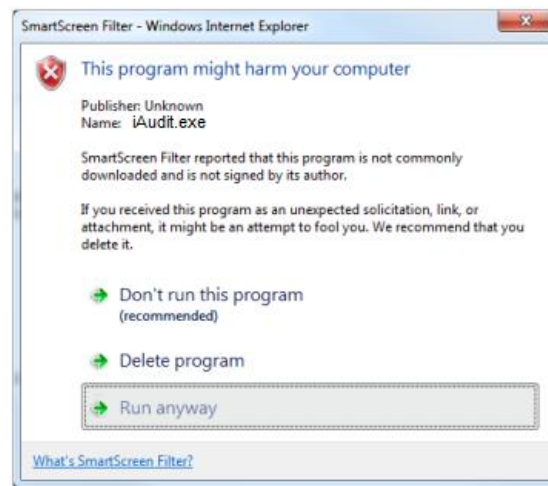
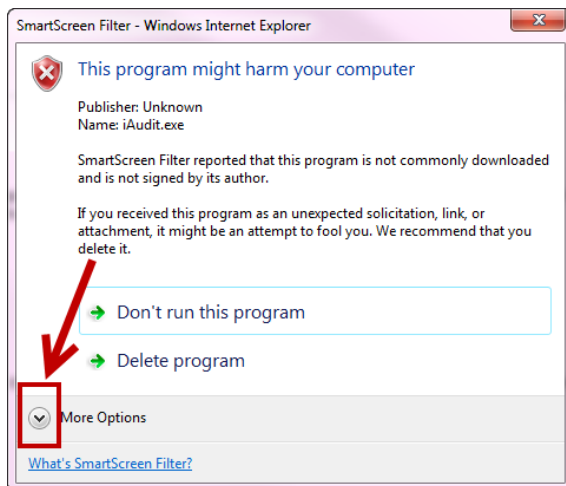


NOTE

If you see the following warning box, Select "Actions"



On the screens shown below, Click "More Options" and/or "Run anyway"



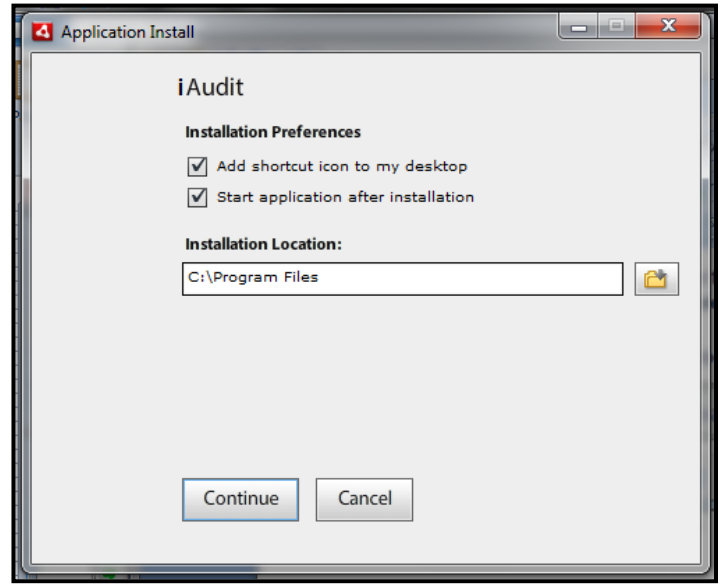
AT THIS POINT, you may be prompted to install ADOBE AIR. Please do so and then continue.

3. The following screen will display.

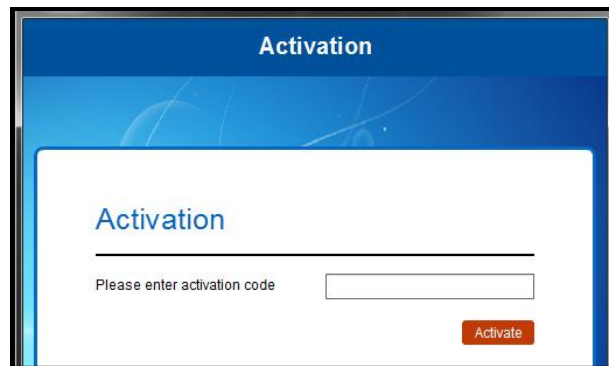
The boxes will be checked by default and the installation path will be filled in.

Please leave all of these, as changing them will affect support for the program in the future.

Click "Continue".

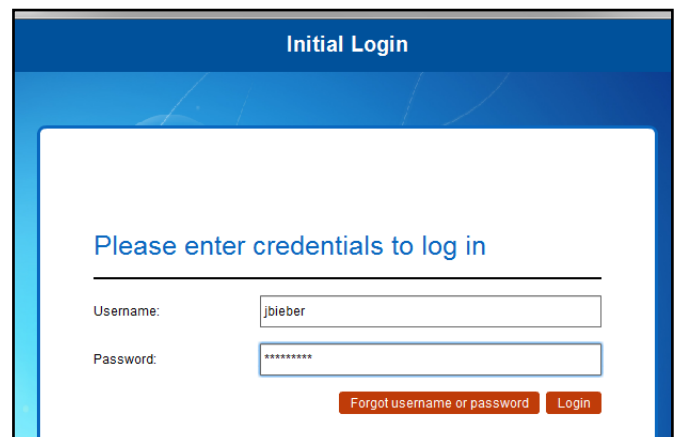


4. Enter your activation code (obtained from your manager).

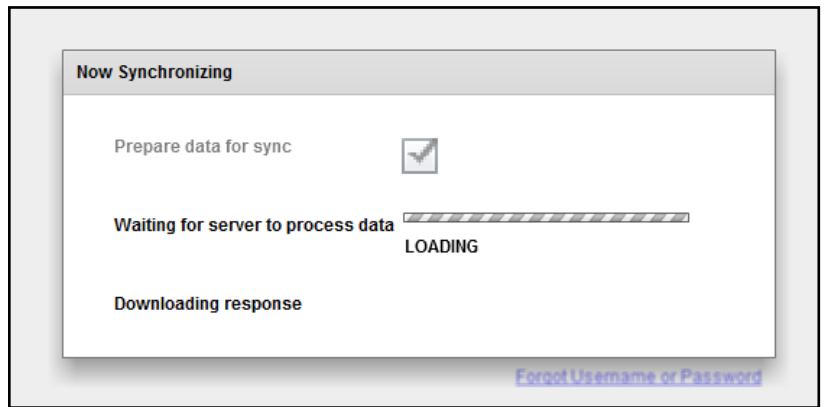


5. After you have successfully activated the application, enter your NSF Network username and password to log in.

Note: this will be the same login credentials as your email and computer.



6. You will see a synchronization progress screen, and you will be alerted when the synchronization is complete.



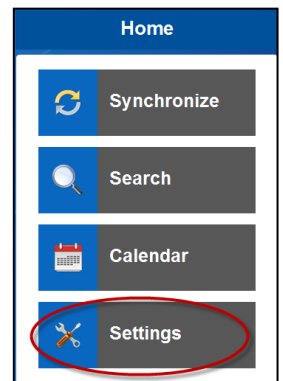
If you receive an error, it is likely you entered an invalid Activation Code. Please contact OASIS Support.

If you receive a successful message, click the "Synchronization Complete!" button to advance.

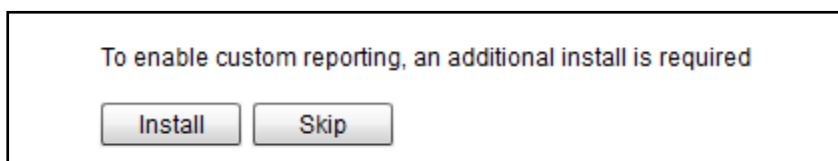
7. You will be required to enter a PIN of your choice. This will be a 4 digit number that you will use to log in to the auditing software each time you use it.

8. **Optional - if you use offline reports.** To prepare the framework for printing offline audits, click the Settings option on the right side of the home screen

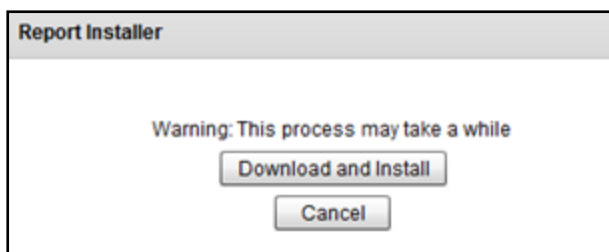
(note: you can always return to the home page by clicking the house icon in the top right).



The popup below will be displayed, click "Install".



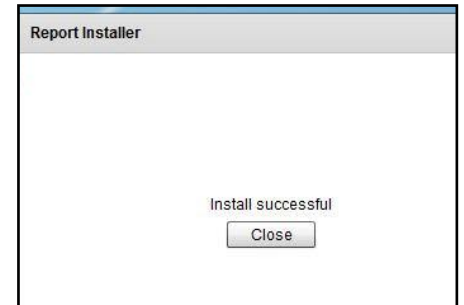
This will display the popup below, click "Download and Install".



Because of the size of these files, the installation could take anywhere from 10-30 minutes, depending on the performance of your computer and the speed of your internet connection.

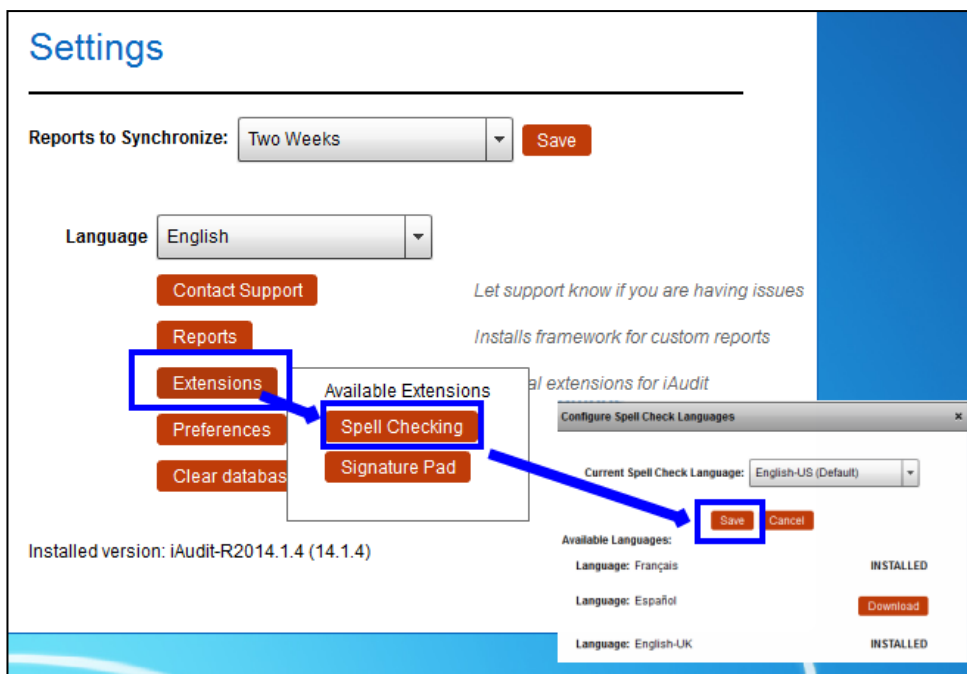
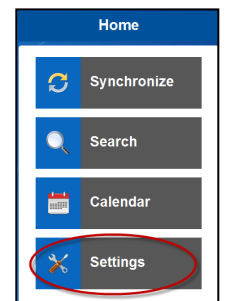
While the installation is taking place, please do not perform any other tasks on your computer until the install is complete, as doing so could cause some files to not be installed.

Once the installation is complete, you will see the screen shown at right. Click "Close"



9. To enable spell checking in the application, please go to the Settings tab and click Extensions.

Then click Spell Checking and either download a language from the options presented, or click save



note: even if you will use English-US, you must click Save in order to enable the in-screen spell checking.

If you have installed a language other than English US for the spell checker, you will need to set this again through the Settings, Extensions screen

Congratulations, you are ready to begin auditing!