

Surface Go Tablet Use Instructions and Tips

Powering the Tablet On and Off

Turn On Tablet

1. Press and hold the **Power** button (about 2 seconds) – located beside volume button on top of screen
2. **Sign in** with your credentials –computer password you were given
3. Opens your Home/Desktop screen. We have pre loaded icons for programs and files you will be using. Double click on the icons to open the program or file. See below for icon details.

Power Button

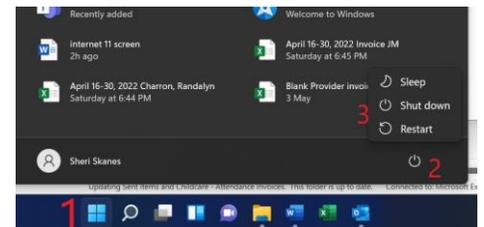


Shut Down Tablet

- There are several reasons that you will need to properly shut down your tablet at the end of the day;
- Apply and install all pending firmware, drivers, and Windows updates.
 - Refresh your laptop's system resources for faster performance.
 - Prevent battery drain issues.
 - Prevent device overheating when keeping in the bag.

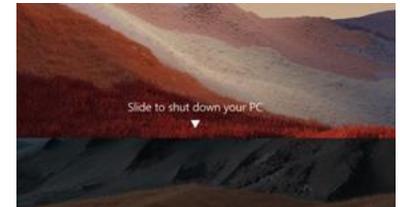
To shut down your Surface Go via Start Menu:

1. Select the **Start** icon on the bottom left of the screen.
2. Select the **Power** button next to the start menu.
3. Select the **"Shut down"** button from the pop-up list.



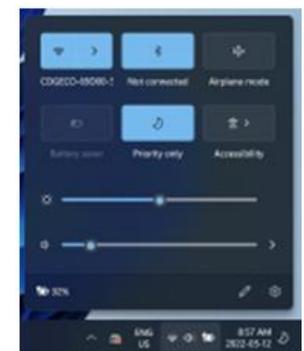
To shut down using the Power Button:

1. Press and hold the **Power** button (about 4s)
2. Wait until you see the message **"Slide to shut down your PC"**.
3. Use your finger to slide the lock screen down to shut down your device



Connecting to Internet

1. Turn on tablet
2. Sign in with your credentials
3. From your home screen, click on the internet access icon in the bottom right corner of screen (📶)
4. The internet connections available show here. In the top right corner, Click on your internet provider from the list and click on connect.
5. Enter a password and click connect. After initial setup the connection should be automatic next time you login.



Fillable Word Documents on tablet

1. With document open in Microsoft Word , Click enable editing (if it shows up in yellow box at top)
2. Click view signatures (yellow box at top)
3. Complete document
4. Click draw on top menu bar
5. Select your pen
6. Provider/ Parent Sign document with pen and Save to submit to office folder.
7. When home visitor signs (if required), it will be placed in SharePoint. Provider can then email signed copy to parent.

Facial Recognition

1. From the Start Menu Go to the Settings gear icon  > Accounts > Sign-in options > Facial recognition (Windows Hello).
2. Click Set up
3. Click Get Started
4. Scan your face by following the on-screen instructions.
5. Want to sign in with mask on? Once you have setup when you click on Facial recognition again there will be option to Improve recognition, Click that.
6. Windows Hello setup screen opens, click Get Started and follow instructions wearing a mask

SharePoint



SharePoint is what we will be using as a secure place to share, store, organize, and access information between the home child care team and providers electronically. It will replace emailing forms whenever possible. It is found in File Explorer  under Family Space Quinte on the left-hand side of the screen.

We have created folders under your name to organize file storage and it is where we will share files

1. From your desktop open File Explorer  On the left-hand side of screen you will see the navigation screen with a file called Family Space Quinte Inc.
2. Select your name (either click the drop down arrow or double click your name)
3. A list of folders will appear.
 - Children's Files – This is your new “yellow duo tang”. Enrollment, Emergency Information, Contracts, Subsidy Approvals, Anaphylaxis plan, Custody orders are stored here and should be updated as information changes.
 - Completed Invoices – once invoices are processed by office they will be moved here
 - Home Visits – Home visit reports are stored here
 - Invoices – A copy of a blank electronic invoice can be found here. We have created an electronic invoice that will replace our paper copy and does not require parent signatures. It will be completed in excel  and moved to the Submit to Office SharePoint folder when you have completed for the office to process. **NOTE:** When you open the blank invoice you must click >File >Save As> in the save as window select the file to save to name the file as the attendance period date ex. April 1-15 2022 and click >Save. Then fill information. We will receive the file, process it and save it to your >Completed Invoices SharePoint folder.
 - Provider Documents – Contracts, Documents for Compliance and Regulations are stored here
 - Submit to Office – You will move files here that the office needs to process such as completed invoices



NEW

NEW

Moving files to SharePoint

When you have completed a fillable form you will use the Submit to Office folder in SharePoint. There are many ways to move files between your computer and SharePoint. We are using the Save As option from the opened document, such as an invoice or a contract.

The HCC team will continually be adding and updating files in your SharePoint folders.

Using Icons on Surface desktop

The following app short cuts have been added to your desktop;

CRAFTS

Login for your CRAFTS (Childcare Records, Accounts, and Financial Tracking System. Features include

- Attendance Tracking Software – *Parent signatures are not required. Provider enters live attendance electronically. Parent can log into their account to view.
- Observations – *Journal, Incident Reports, Symptoms of Ill Health, Meals & Snacks, Visual Sleep Checks and Daily Observations will all be recorded electronically in CRAFTS
- Enrollments/Onboarding – *No more paper registrations. Families will be sent a link by the HCC team to register with Family Space through CRAFTS.
- Parent Portal – parents can log into their account and view attendance, billing, receive notifications of child reports

Microsoft Office 365  including:

Microsoft Word  You will use word to fill out fillable forms such as parent/provider contracts (see fillable Word Documents for signing instructions section above). You can create business, educational, marketing, management, letters, flyers, resumes, email marketing newsletter, reports, labels, business plans, business cards, meeting documents, and almost all types of documents that you want to use, share and print.

Microsoft Excel  You will be using Excel to complete your electronic invoice (Attendance comes from CRAFTS). It can be found in your SharePoint under the Invoices folder. **NOTE:** When you open the blank invoice you must click >File >Save As> in the save as window select the file to save to name the file as the attendance period date ex. April 1-15 2022 and click >Save. Then fill information. We will receive the file, process it and save it to your >Completed Invoices SharePoint folder. In the excel spreadsheet users can do all kinds of mathematical, financial, logical calculation, data manipulation, data analysis, and visualization of information in quick ways. Perfect for tracking income and expenses for tax time.

Using Microsoft Outlook Email

1. All providers will have their own Family Space email address. It is provided during initial setup.
2. From your desktop, click on the Outlook icon to send and received emails 
3. Once you have your tablet we will be using your family space email for communication by email

Microsoft Teams  similar to Zoom, it is extremely user-friendly and can facilitate a work environment between remote users or within a large business. The Microsoft Teams client will replace the Skype client, but all additional existing functionality will remain the same.

File Explorer  File Explorer is the file management application used by Windows operating systems to browse folders and files

Google Chrome  Web browser

Microsoft Edge  Web browser

Camera  You can use your surface to take pictures of your daycare programs

Photo  View photos

There are 4 ports available on the Microsoft Surface Go:

1. 3.5mm Headphone jack
2. USB Type-C 3.1 Gen 1 (supports 5Gbps transfer speed, charging, and video out)
3. Surface Connect (supports charging and docking)
4. Surface Go Type Cover connector



There is no full-size USB (USB-A) port available on Surface Go. However, you can use a USB-C adapter, hub, or dock that has one or more full-size USB ports to connect to the Surface Go USB-C port.

Tablet Battery adaptor/charger uses a magnet connection.

- Verify the white LED is lit to ensure charging.
- The adaptor works in both orientations. Just make sure it's pushed in all the way and verify the LED is lit. ***The outer shell can get in the way, preventing full contact.

Surface Pen used to write, erase and sketch

Add the pen as a Bluetooth device (Pair)

- Go to Start > Settings > Devices > Add Bluetooth or other device > Bluetooth .
- Press and hold the top button of your pen for 5-7 seconds until the LED flashes white to turn on Bluetooth pairing mode.
- Select your pen to pair it to your Surface.

How to change the Surface Pen AAAA battery:

- Pull the top end straight out from the bottom.
- Replace the AAAA battery with the positive (+) end of the battery pointing toward the tail end of the pen.
- Align the flat sides of the pen and push the two parts back together.



Hand-writing to text conversion

OneNote 2013 and OneNote 2016

You can convert lengthy notes you've written with your Surface Pen to text.

1. Click on the looking glass beside the start menu in the task bar at the bottom of the screen
2. In the search bar at top type OneNote
3. If it first time using it will go through a quick install and open OneNote
4. Click the + sign to start a new note
5. After you've handwritten a note, select it—or any portion of it—and then tap on the Ink to Text option in the Draw section of your toolbar. The selected handwriting will automatically convert to text, and you can also make corrections and edits as necessary.

Also, the pen can be used to hand write notes into Sticky Notes(no conversion to text)