

Foodbank database instructions when using a Galaxy Tablet



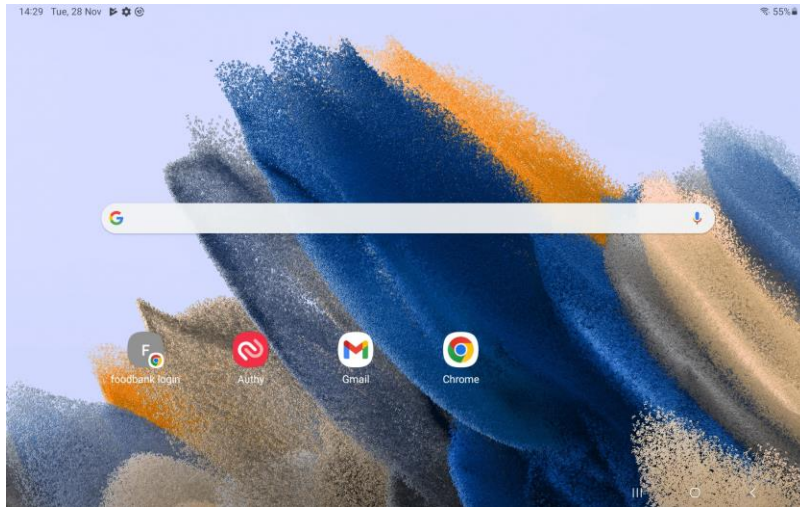
**It is advisable to keep your Tablet
portrait (vertical) through the process**

1. Switch on your tablet by holding in the smaller side button for at least 5 seconds



2. Swipe to unlock and you will now be asked to enter your tablet pin number and confirm 'ok'. The first time you connect, you will be asked to connect your wifi via settings.

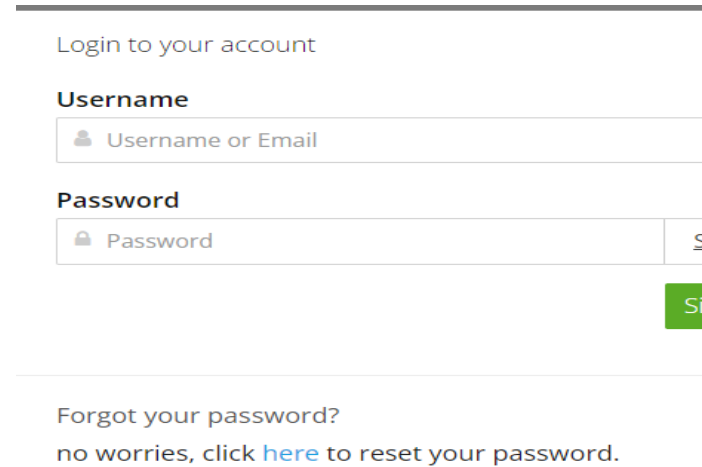
3. You should now see your home page (as below)



4. Click on the foodbank icon



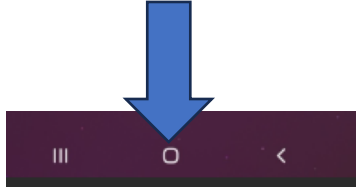
5. The Foodbank page will now load up



6. Enter your username and password – To lock capital letters double tap on the ↑ symbol



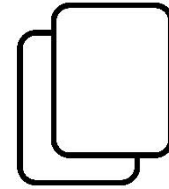
7. You will be asked to authenticate.
Do this by clicking on the icon below



8. Load up the red Authy App



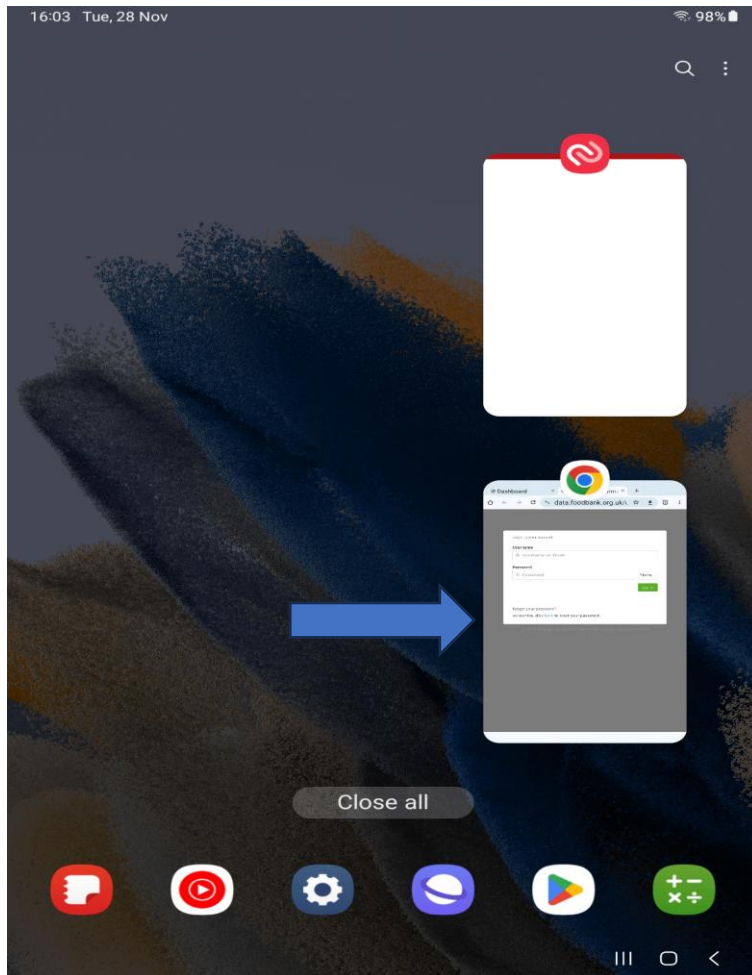
9. Copy the 6 digit code – (**check this is from your centre**) using the copy button



10. Click on the icon below to open tabs

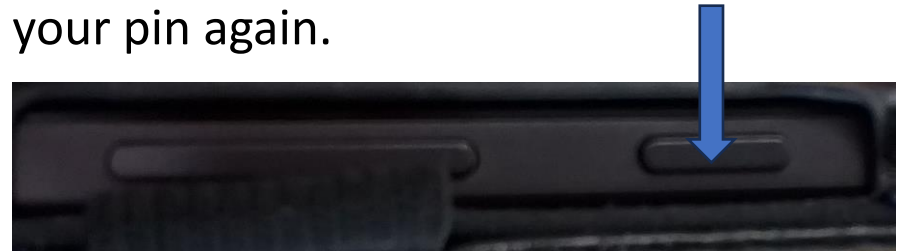


11. Choose the Foodbank page and paste in the code.



12. Click authenticate

13. At the end of each session hold in the small button at the side of the tablet to shutdown. You may be asked to enter your pin again.



Thank you for keeping our data safe by not saving any passwords. We are always here to help you.