# AP ENPS Mobile
## User Guide
### Version 9.5

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# Getting Started

ENPS Mobile is designed to give you easy access to information whenever you're out of the newsroom. Its responsive design delivers a consistent experience across devices ranging from mobile phones and tablets to laptop and desktop browsers.

This version of ENPS Mobile features an efficient, streamlined interface, aligned with the ENPS desktop, which allows you to easily view wires, Rundowns, news gathering grids and Stories. You can create new Stories, upload media, view planning calendars, and exchange messages with other ENPS users.

> **NOTE:** In order for ENPS Mobile to work properly, you must clear your browser cache and ensure you have the latest version of the app before installing the ENPS Mobile server components.

ENPS Mobile is supported on the following devices & browsers:

***ENPS Native App***

- Current versions of iOS
- Current versions of Android

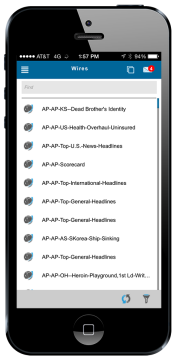
***Mobile Browser***

- Safari on current versions of iOS
- Chrome on current versions of iOS
- Chrome on current versions of Android

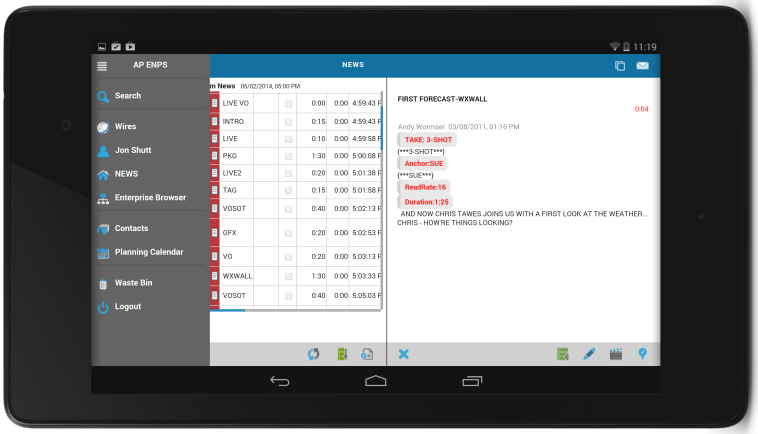
***Desktop/Laptop Browser***

- Current versions of Chrome
- Current versions of Edge
- Current versions of Safari (Mac only)

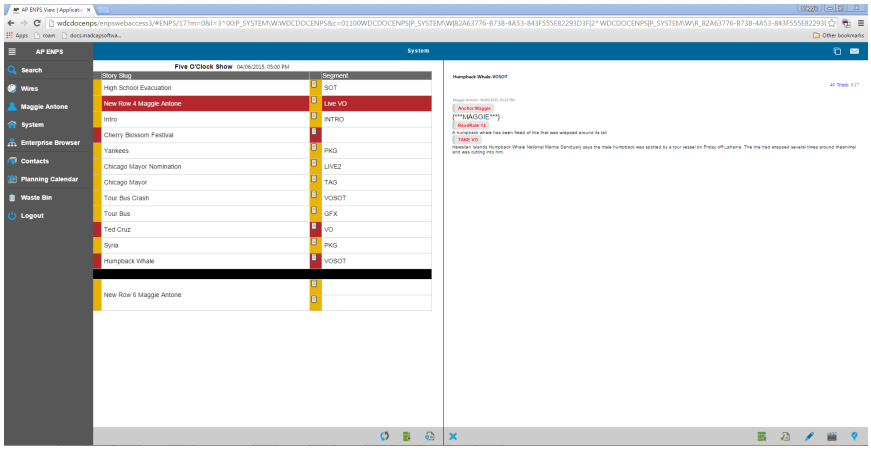
# ENPS Mobile Interface



Smartphone




Tablet




PC

# Interface Conventions

This section summarizes the basic interface elements and controls that are used throughout the ENPS mobile app.

## Docking the List Panel

Lists of content in ENPS Mobile (wires, contacts, folder contents, etc.) are displayed in the slide-out List panel. By default, when you click on an item, the list panel will automatically hide and display your content full-screen.

To keep the panel visible when using tablets or PC browsers, click the Dock icon at the top of the panel. Click the Undock icon to auto-hide the panel again. There is no dock option when running ENPS Mobile on a smartphone.

## List View Updates

Throughout ENPS Mobile, content is dynamically updated as changes are made or new content becomes available. If necessary, you can force a manual reload of any list by clicking the Refresh icon .

**NOTE:** Depending on system settings and available bandwidth, it may take up to several seconds before updates are seen in ENPS Mobile.

## Find Box

When viewing Wires, Folders, Contacts or other lists, you can narrow the list by entering terms to match in the Find box at the top of the list panel.

Click in the Find box at the top of the list panel and begin typing your search term—ENPS Mobile will display a list of all content that matches what you've typed. The list will further narrow as you continue to type. When you're done entering your find term, you can scroll through the complete list of results and click on any item to view it. Note that the Find box matches just the text displayed in the list panel—slugs, titles, etc.—not the full content of objects. Use the Search function for full-text search.

## Closing Content Windows

When viewing Stories, Messages, Contacts, or Rundowns, click the Close icon ✕ at the bottom of the window to close that content.

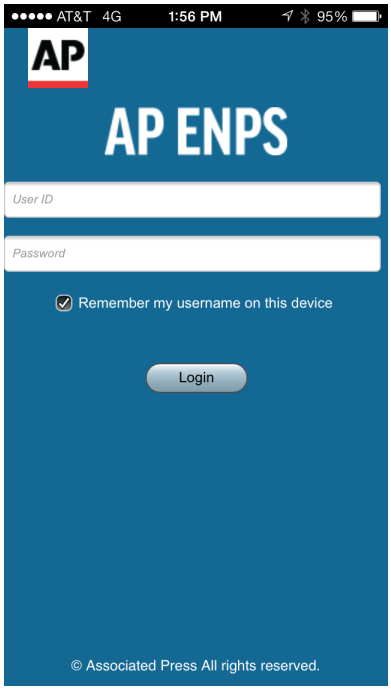
# Using ENPS Mobile

## Logging In

### Web Browsers

Open the ENPS Mobile page in your device's web browser using the address provided by your ENPS administrator, and press **Enter** or click the **Login** button.

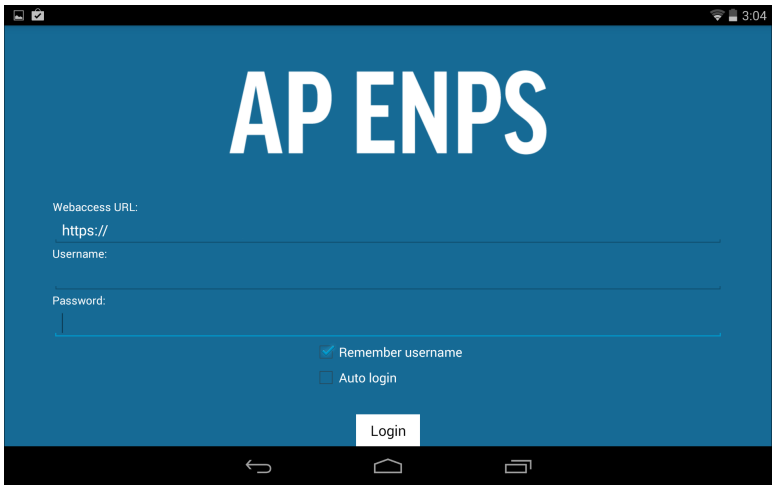
Enter the username and password you normally use to log in to Windows / Single Sign-On account. If you are logging in with an account from a domain different from your site's default domain, you may enter your username in the format of `username@domain` or `domain\username`, such as `enpsuser@newdomain.com` or `newdomain\enpsuser`.




Smartphone broswer login

## Mobile App

The ENPS Mobile App is a native iOS/Android "wrapper" that allows you to cache your server address and login credentials for one-tap access to ENPS. The app can be downloaded from the Apple app store or the Google Play store, or pushed out to your device by your site's administrator.

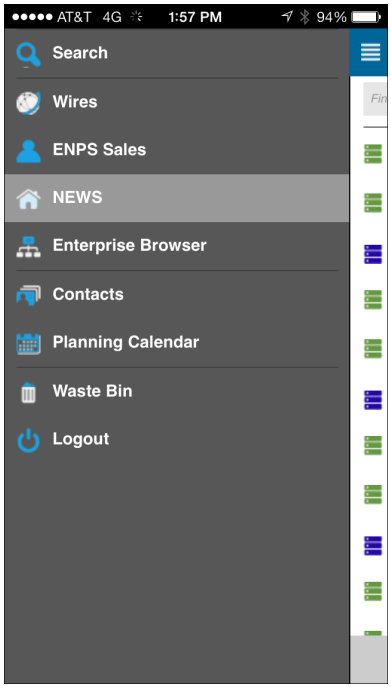



Tablet app login

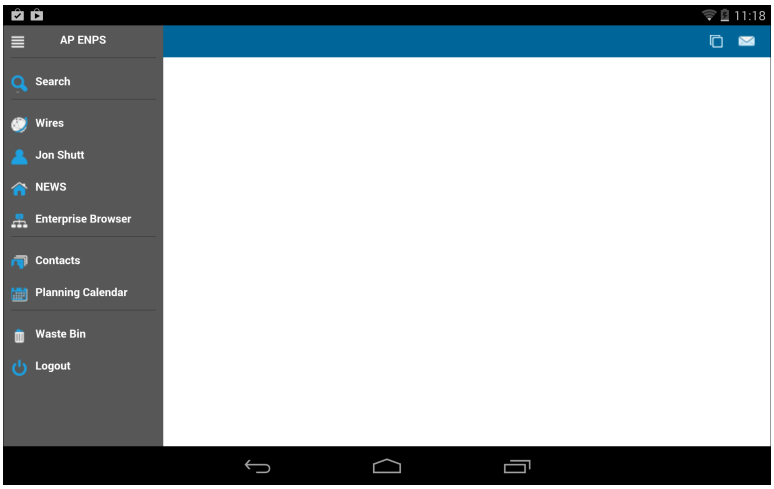
**NOTE:** Once you are logged in to ENPS Mobile, you will remain logged in when you swap out of the Mobile app and into another app. When you return to the ENPS Mobile app, your session will resume.

# Navigation Panel

ENPS Mobile's features are accessed through the Navigation Panel. On tablets and desktop/laptop browsers this is initially displayed as a vertical row of icons along the left side of your screen. To expand the panel and show labels for each icon, click the Navigation icon at the top of the navigation panel. After you click an icon, the panel will slide back to the icon-only view to leave more screen space for content. You can also collapse the panel by clicking on the Navigation Icon or, on smartphones and tablets, swiping from right to left.




Smartphone navigation panel




Tablet navigation panel

Icons in the navigation panel include:

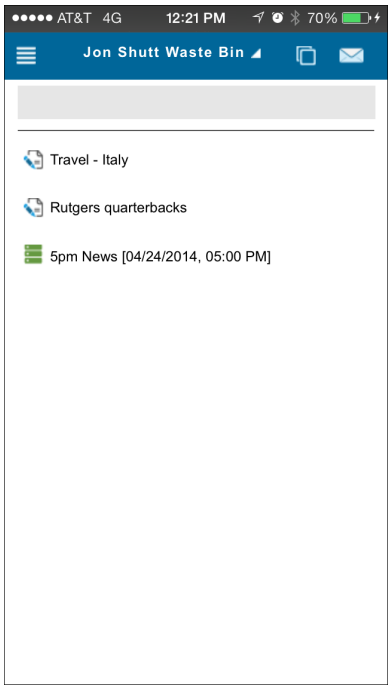
| | | |
|---|---|---|
| | Search | Performs searches of Wires and Folder content. |
| | Wires | Displays all available wire content and allows filtering by provider and category. |
| | Personal folder | Allows you to view the contents of your Personal folder. |
| | Home folder | Allows you to view the contents of your Home folder. |
| | Enterprise browser | Gives you access to other folders and assets located anywhere in your group or organization. |
| | Contacts | This search function lets you retrieve contact information stored on your ENPS server. |
| | Planning calendar | Provides access to Planning Content created through the ENPS Planning Calendar. |
| | Waste bin | Displays deleted items from Personal or Home folders. |
| | Logout | Ends your ENPS Mobile session and returns you to the Login screen.<br>**NOTE**: If you are using the auto-login feature of the ENPS Mobile native app, using this function will remove your stored password from your device. To disconnect from the server without clearing your password, you should use your device's standard method to close the running app. |

# Waste Bin

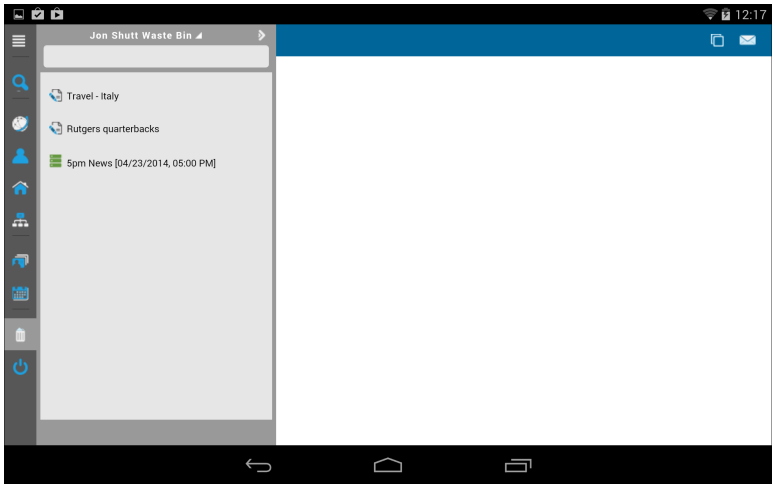
Click the Waste Bin icon in the Navigation panel to view deleted items.

By default, the Waste Bin panel displays items deleted from your personal folder.

Click the dropdown icon next to the folder name to navigate to the Waste Bin for your Home folder.



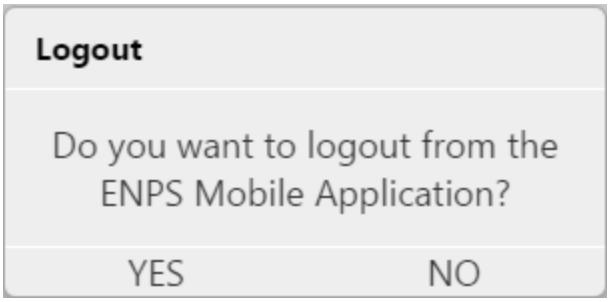

Smartphone waste bin




Tablet waste bin

# Log Off

To end your ENPS Mobile session, click the Log Off icon in the Navigation panel. A confirmation message will appear asking if you are sure you want to log off.




Click **Yes** and you will return to the login screen.

**NOTE:** Once you are logged off, you will no longer receive notifications from ENPS Mobile until you log in again.

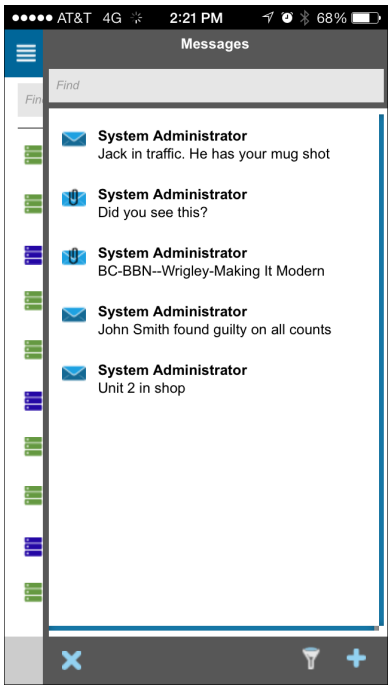
**NOTE:** If you are using the auto-login feature of the ENPS Mobile native app, using this function will remove your stored password from your device. To disconnect from the server without clearing your password, you should use your device's standard method to close a running app.

# Messages

The Messages function duplicates the Top-Line Messaging function from the ENPS desktop application. Click the Messages icon in the upper-right corner of the screen to display the messages panel.

If you have unread messages, the icon will display a badge indicating the number of new messages.

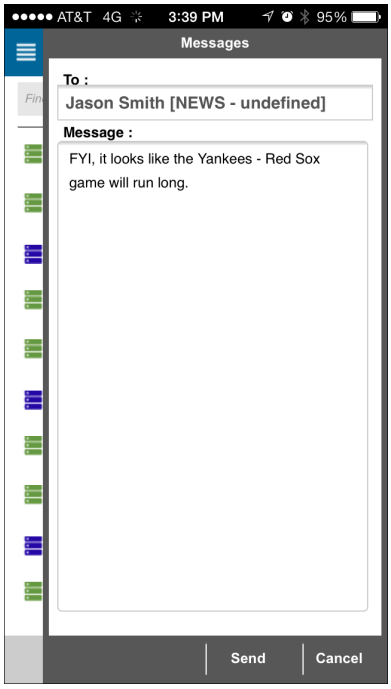
To close the Messages panel, click the Close icon at the bottom of the panel. On mobile devices, you can also swipe left to right to close.



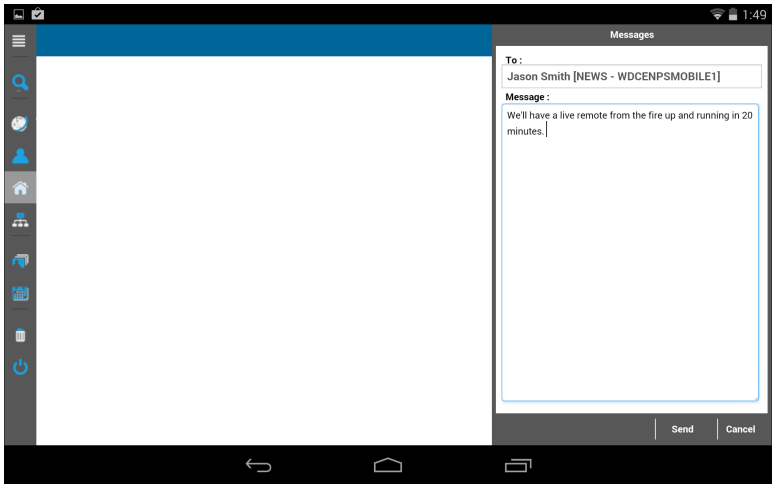

Smartphone message list

# Sending Messages

To create a new message, click the New Message icon at the bottom of the Messages panel. Click in the "To:" field and begin typing a name—the panel will display a list of matching users, which further narrows as you continue to type. Click the name of the user you'd like to message, then click in the "Message:" field and compose your message. When you're done, click the "Send" button to immediately send your message. Click "Cancel" to close the message without sending. Canceled messages are not saved.




Smartphone message compose




Tablet message compose

# Receiving Messages

When you have unread personal messages, the Messages icon will display a badge showing the number of new messages. The badge will disappear once you open the Messages panel (whether or not you click on the new messages).

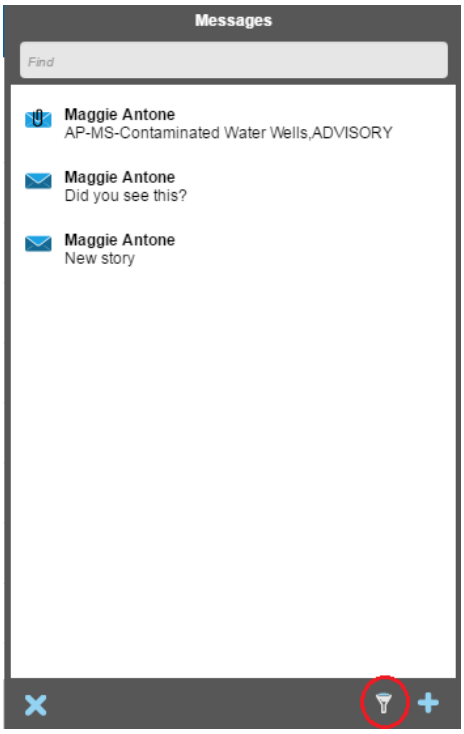
From the messages panel, you can click on any message to view its content. Click on the Reply icon to compose a reply.

While viewing the message you can click on "Messages" at the top of the panel, or the Close icon at the bottom of the panel to return to the Messages list.

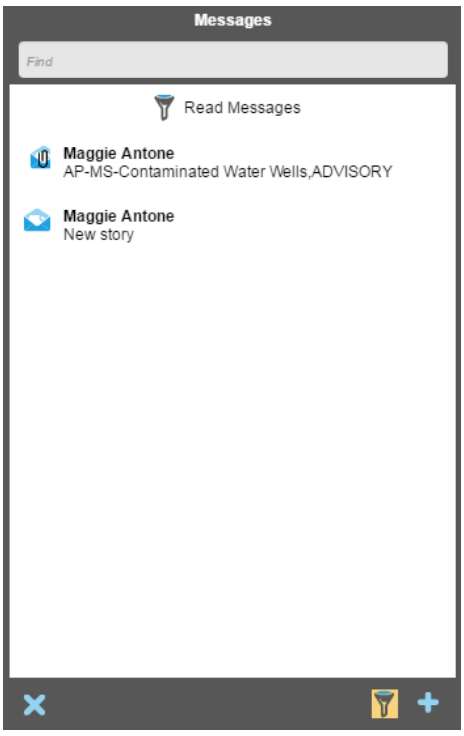
Users of the iOS and Android smartphone apps can optionally choose to receive a notification on receipt of new ENPS messages. See Mobile Notifications for more information.

# Filtering Messages

You can filter messages in ENPS Mobile to see only read or unread messages by using the **Filter** icon at the bottom of the Message panel.



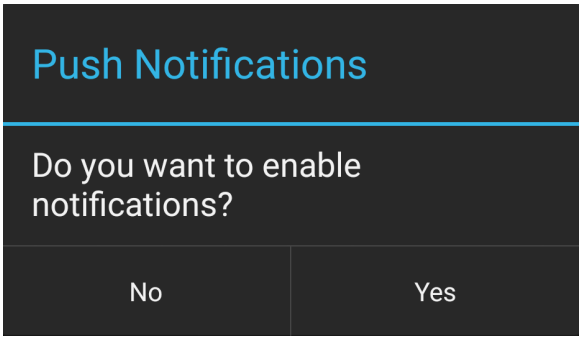
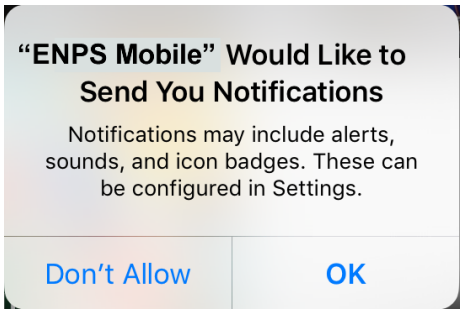

Tapping or clicking on the Filter icon brings up the options to show ***All Messages***, ***Read Messages***, or ***Unread Messages.*** Selecting one of these options will bring up the filtered list of messages, with the selected option at the top:




Tap the Filter icon again to go back to the Filter options.

# Mobile Notifications

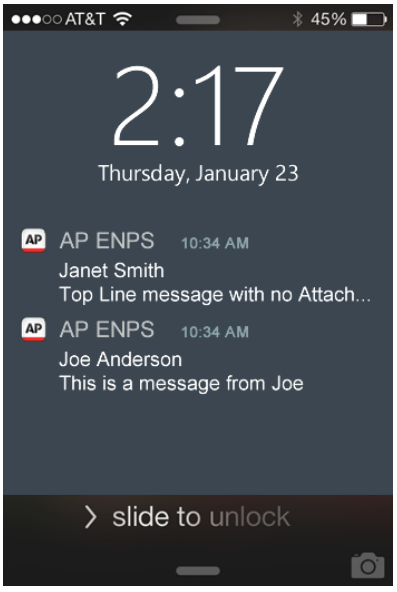
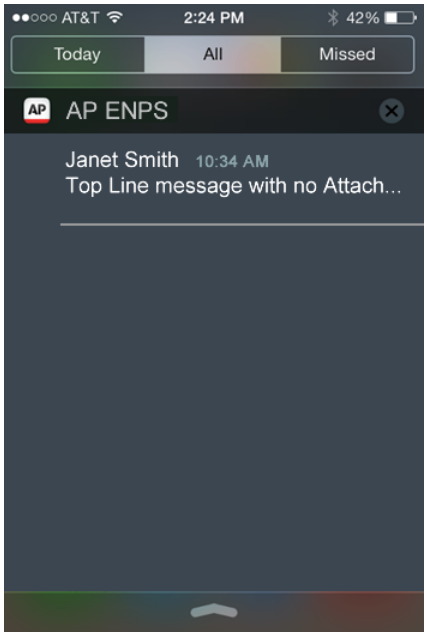
The first time a user logs in to ENPS Mobile, users will see a pop-up message asking them if they would like to allow notifications for the app. Tap the **Yes** button (Android) or the **OK** button (iOS) to enable notifications.

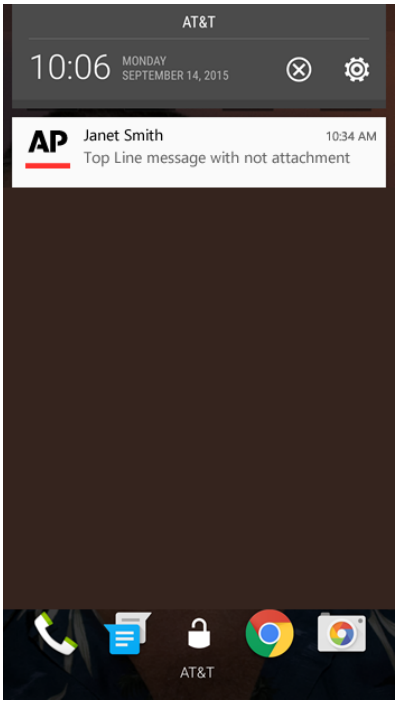
| Android | iOS |
| --- | --- |
|  |  |





Notifications will appear according to the preferences you choose on your mobile device.

| iOS Lock Screen | iOS Notification Tray |
| --- | --- |
|  |  |

| Android Lock Screen | Android Notification Tray |
| --- | --- |
| |  |





Tapping on a single notification will open the message in ENPS Mobile. Tapping on a notification bar that contains multiple notifications (Android devices only) will open the **Message List** in ENPS Mobile.

On Android devices, you can reply to a notification by tapping the **Reply** button in the notification. This will open the **Message Reply** page. The ***To:*** field will be filled in with the sender of the message.

To dismiss a notification, use the standard device notification dismiss actions that apply to your Android or Apple device.

To disable notifications, go to your device's standard notifications settings to do so.

# Search

Click the Search icon in the Navigation panel to open the Search panel. Click in the ***Search*** field and begin typing your search term. As soon as you stop typing, ENPS Mobile will display a list of matching search results.

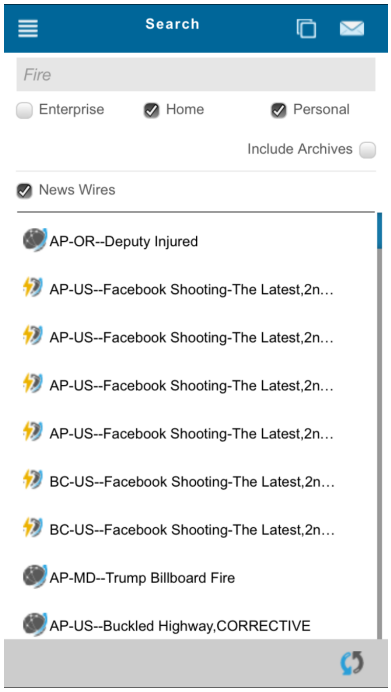
You can enter additional keywords to further narrow your search results. You can create more complex searches using "AND," "OR," "NOT," and the "*" wildcard character. When you're done entering your search terms, you can scroll through the complete list of results and click on any item to view it.

By default, the search function includes both locally-created ENPS content and wires—the ***Home***, ***Personal*** and ***News Wires*** checkboxes are selected. To restrict the search to one or the other, click the checkbox for the category you want to deselect. Click the box again to reselect a category.

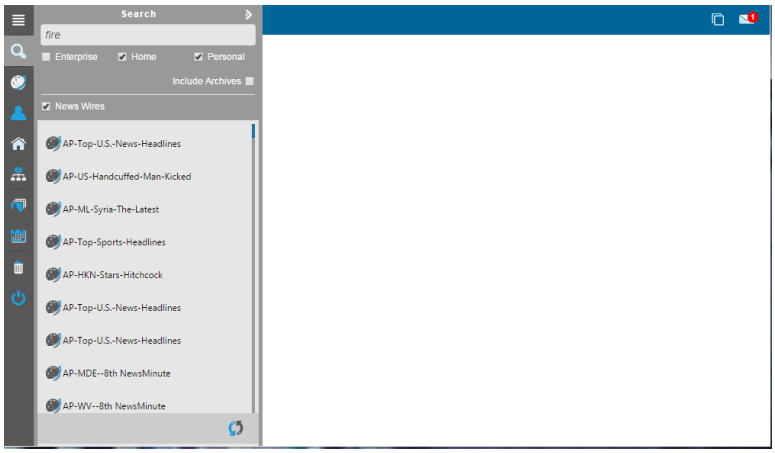
To search files in your entire Enterprise, select the ***Enterprise*** checkbox.

To search your Archives, select the ***Include Archives*** checkbox.

Search results do not refresh in real time. To show content added since your search completed, click the Refresh icon at the bottom of the list panel.



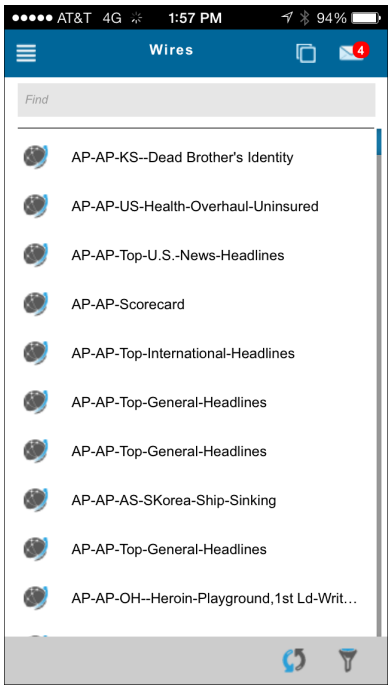

Smartphone search results



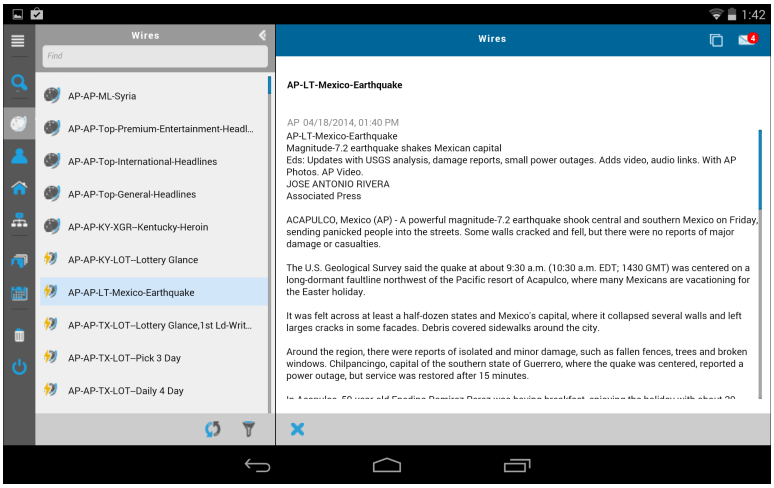

Tablet search results

# Wires

Click the Wires icon in the Navigation Panel to display a list of available wire content. The list will update as new wire stories become available. You can scroll down the list and click on any story to view it.




Smartphone wires panel

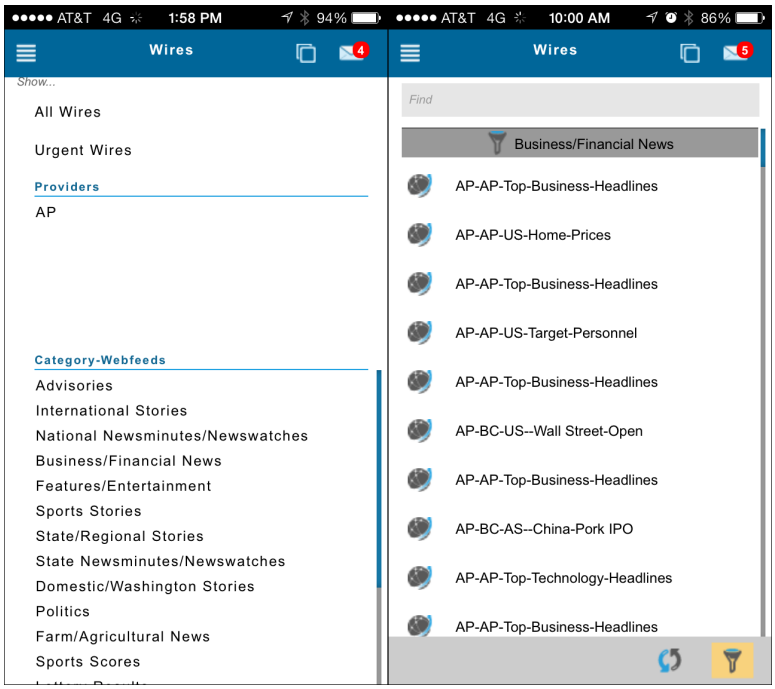



Tablet wires panel and story

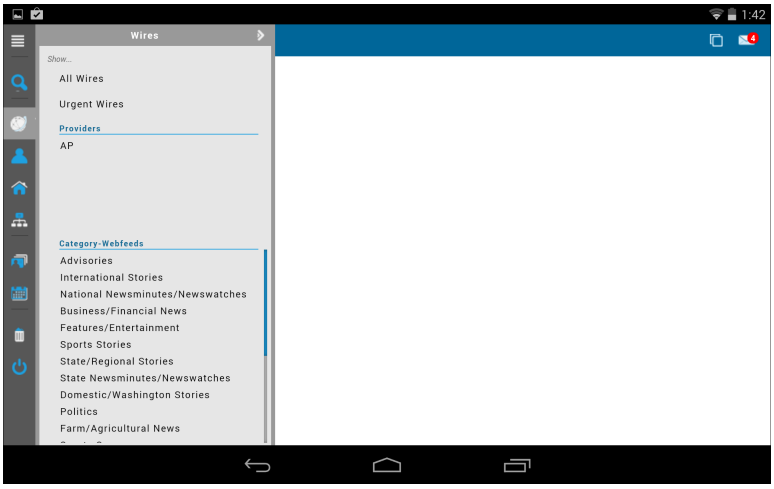
# Narrowing Your Results

By default, the Wires panel displays all the wire content on your ENPS server. To more easily find what you're looking for, there are two ways to filter what you are looking at:

- Enter text into the Find box at the top of the Wires panel, as described in the ***Interface Conventions*** section.
- Click on the Filter icon at the bottom of the Wires panel and choose either Urgent Wires or a specific wire provider or wire category. When a filter has been applied, the filter icon will be highlighted and the name of the filter will appear at the top of the wires list. Click the Filter icon at the bottom of the Wires panel and select "All Wires" to clear your filter selections.




Smartphone wire filters and filtered wire list




Tablet wire filters

# Folders and Enterprise Browser

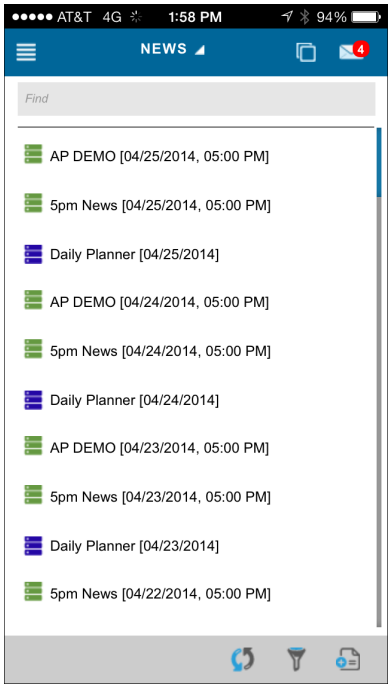
ENPS Mobile allows you to view content from your personal folder and any group folder in your ENPS system (subject to your ENPS access privileges).

Click on the Personal folder icon in the Navigation panel to display the contents of your ENPS personal folder.

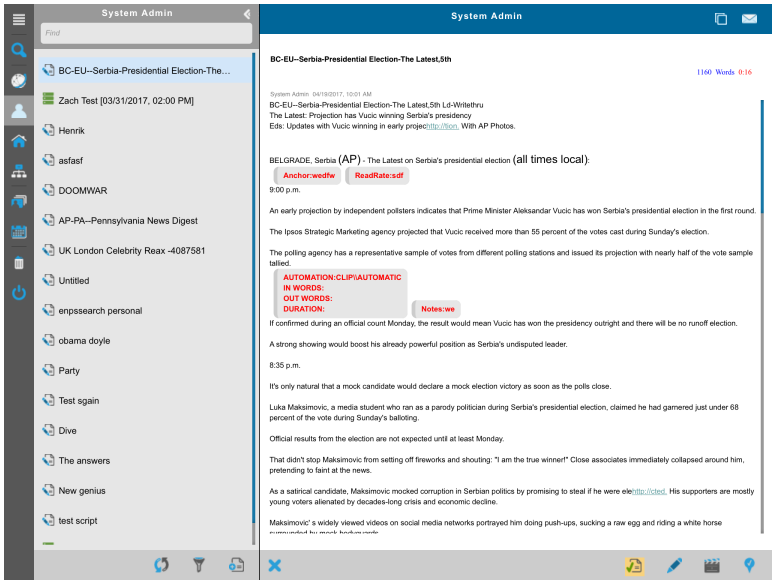
Click on the Home folder icon in the Navigation panel to display the contents of your ENPS Home folder.

You can scroll down the list (if needed) and click on any item to view it.

The folder view will automatically update as new content is added. If needed, you can also click the Refresh icon at the bottom of the panel to manually update the folder list.



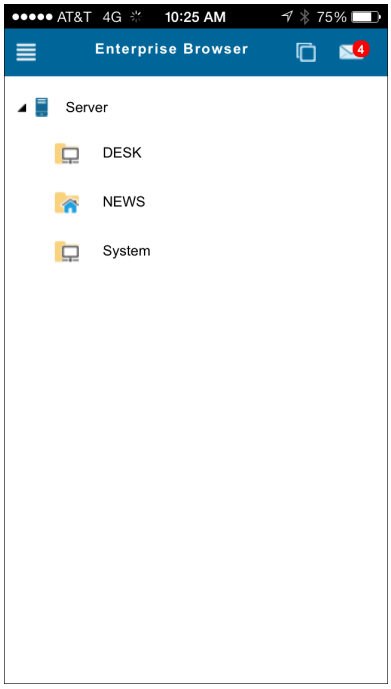

Smartphone folder view



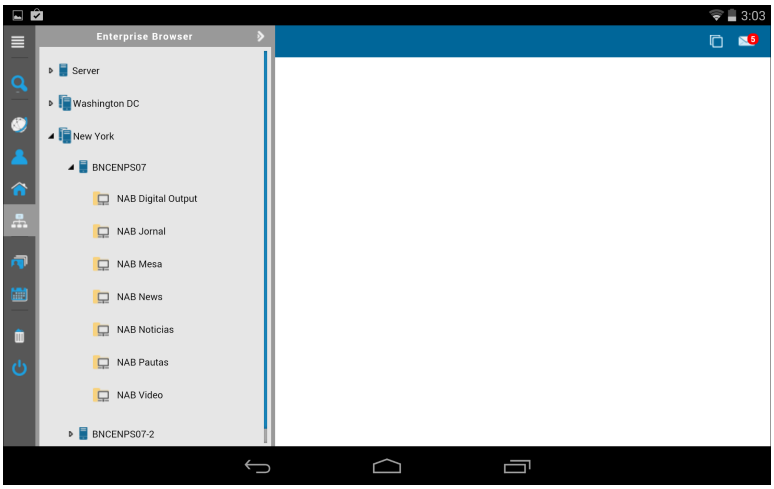

Tablet folder view with story

The Enterprise Browser lets you browse and work with content in all other folders in your ENPS system. These can be other folders on your local ENPS server or on other ENPS servers throughout your organization (subject to your specific ENPS access privileges).

Clicking the Enterprise Browser icon will display a list of available servers and/or server groups (if your organization is using server groups). Click the server group name to display the servers in that group. Click the server name to display all the folders available. Click a folder to view its contents.




Smartphone enterprise browser




Tablet enterprise browser

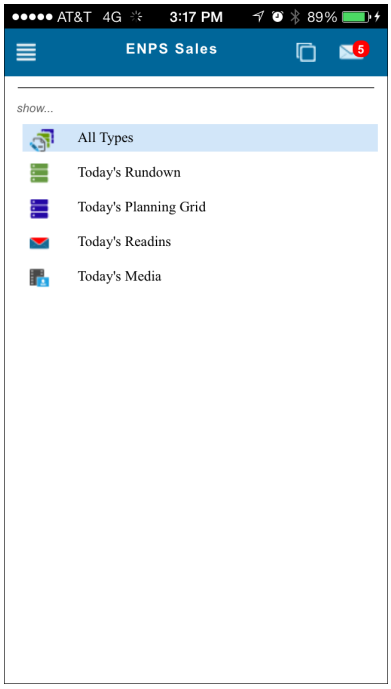
# Refining Folder View

To more easily find what you're looking for in a folder list, there are two ways to narrow what is displayed:

- Enter text into the Find box at the top of the folders panel, as described in the ***Interface Conventions*** section.

- Click on the Filter icon at the bottom of the Folder panel. This will allow you to choose from a list of four content types, all restricted to just content for the current date.
  - All Types (this clears any of the other filters)
  - Today's Rundown
  - Today's Planning Grid
  - Today's Readins
  - Today's Media

While a filter is in effect, the filter icon will be highlighted at the bottom of the folder list.

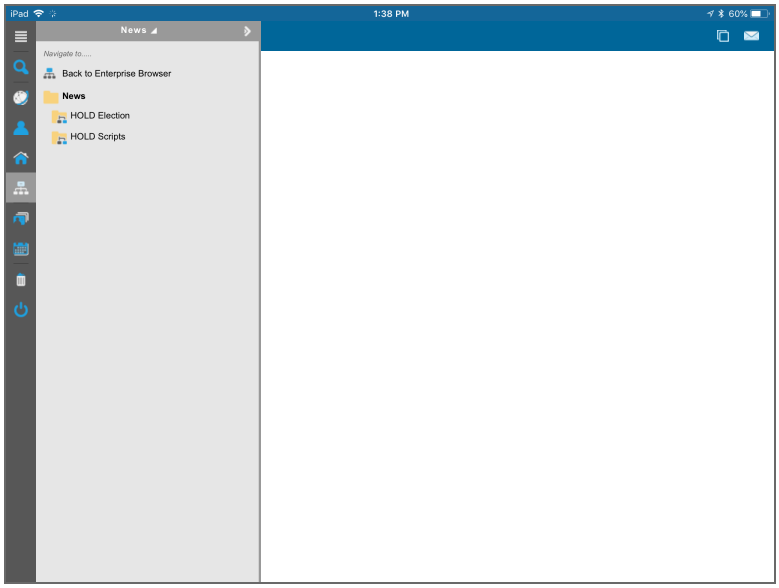



Smartphone folder filter options

# Navigating Subfolders

If your folder contains subfolders, the Folder panel will display a small triangular icon ◢ next to the title of the folder. Click the icon to display a list of available subfolders. Click any subfolder to view its contents.

Smartphone subfolder panel




Tablet subfolder panel

# Stories

## Creating New Stories

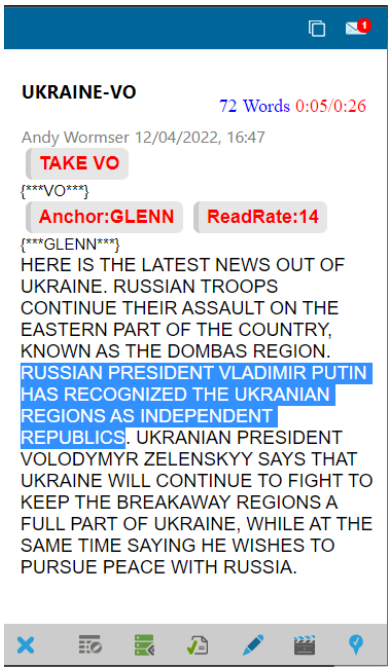
Click the Add Story button at the bottom of the Folder panel to:

- create a new story in the currently selected folder, or
- create a new story within an open rundown

From that point you will have the same options and capabilities as described in the ***Working with Existing Stories*** section below.

## Working with Existing Stories

Click on any story in the folder panel to open it. Stories will display estimated running time in red in the upper right corner, based on your system's default read rate or any read rate commands included in the story, as well as the total word count.

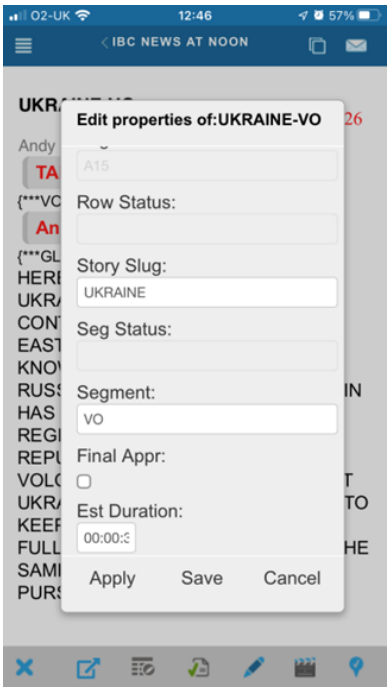



Smartphone story editing

Tablet story editing

Users can insert the current date and time into stories by tapping on the Insert Time/Date button at the bottom of the editor.

Users can edit story field / rundown columns by clicking the icon. This opens the **Edit properties of...** dialog that shows all rundown columns included in the current rundown layout.




Once the desired changes have been made, press **Apply** or **Save**.

To approve stories in ENPS Mobile, tap the Approve button at the bottom of the editor.

Click the Close icon ✖ to close the item.

Click the Edit icon to edit a story.

Click the Save button to save your changes, or click Cancel to revert to the last-saved version of the item.

> **NOTE:** If a user tries to edit a story that is read-only, they will be given the option to save an editable copy of the story in their Personal folder.

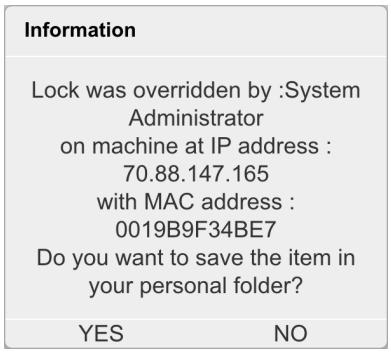
## Story Editor Toolbar

A toolbar at the top of the story editor that allows users to format the text of the story. The toolbar provides the following options:

- Undo or redo edits.
- Format the text to **bold**, *italics*, underline, or ~~Strikethrough~~.
- Use foreground and background colors.
- Use uppercase, lowercase, or correct case.

## Breaking a User's Edit Lock

Users with the appropriate permissions can break another user's edit lock on a Story. When a user attempts to edit a Story that another user is working on, a window will pop up alerting the users that there is an edit lock on the story. To break the edit lock, select **YES** in this window.




# Production Commands

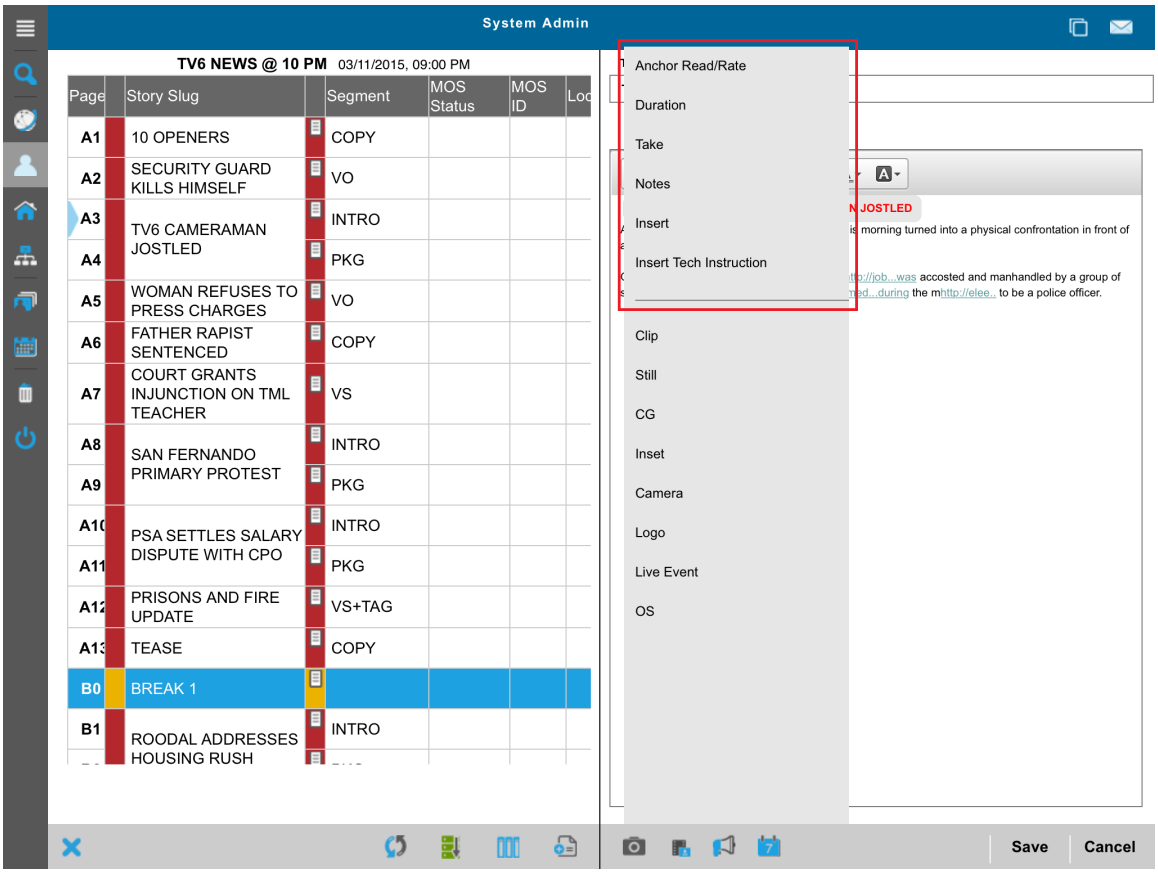
Production commands are special instructions that can be used to communicate information with people in the newsroom or to send instructions to third-party devices. Users can add Production Commands to stories by using the "insert command" button at the bottom of the editor.

Tapping on the "insert command" button will bring up a menu of available commands. Double-tapping on an existing command will allow you to edit or delete the command.

Production Command options include:

- Anchor/ReadRate
- Duration
- Notes
- Take

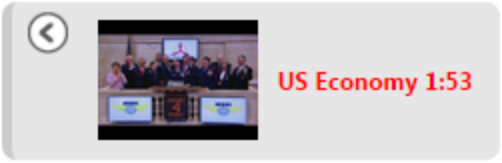
- Insert
- Insert Tech Instruction




# MOS Item References

Users can insert MOS Item References (MIRs) into stories using existing MOS objects on the server. To insert an MIR, tap the "insert MOS command" button at the bottom of the Story Editor to navigate to any media folder in ENPS and then select the media you want to insert.

Once you have added an MIR to your story, you can expand or collapse the MIR in ENPS Mobile in the same way that you would expand or collapse an MIR in the desktop client. Tap on the arrow icon on the left edge of the MIR to expand it.



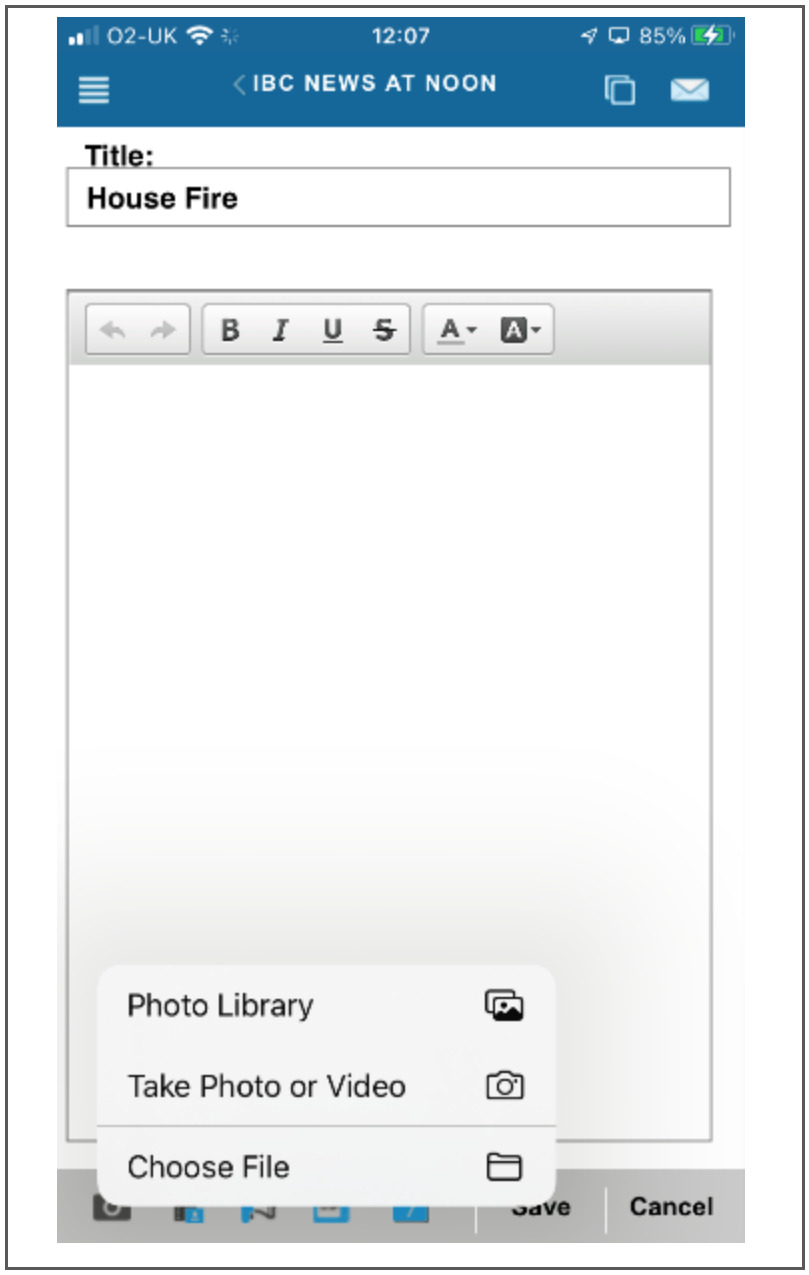

When it is expanded, the MIR will display a thumbnail proxy image. The proxy image will appear only if a proxy exists and is available. If the network path cannot be reached due to a firewall or if a user is in the file and cannot access the server, the default media image will be displayed instead.

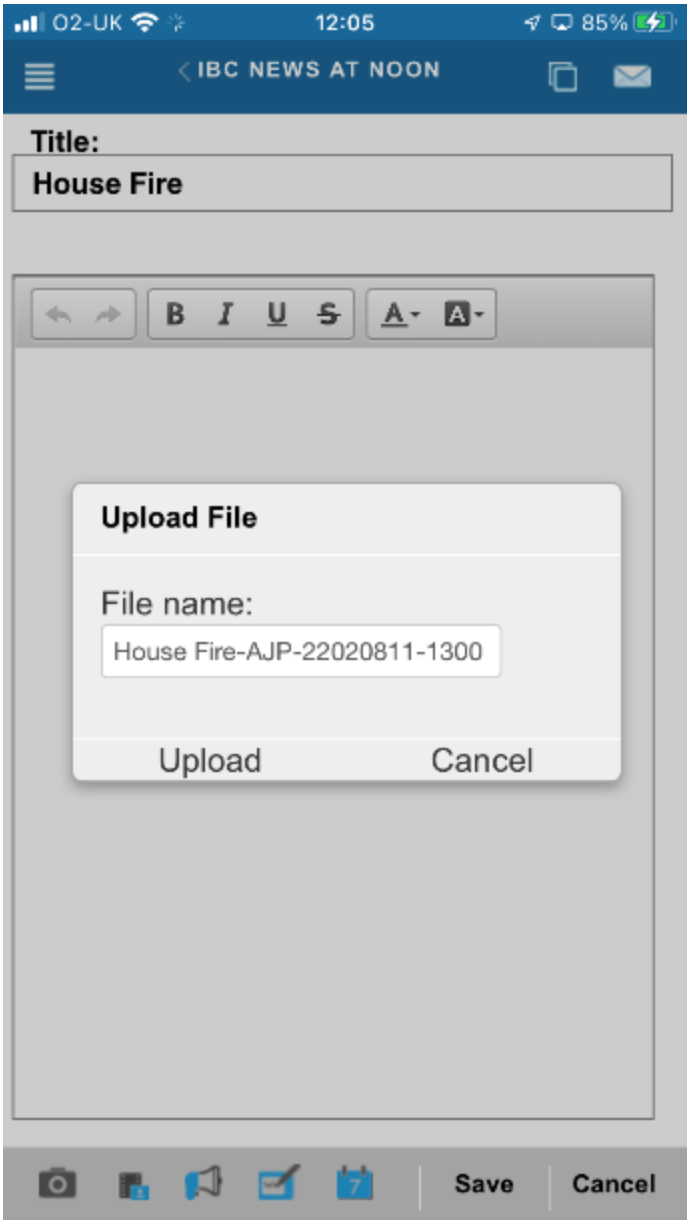
To collapse an MIR, tap on the arrow icon again.

## Media Upload

While in the editing view you can click the Media icon to upload media assets back to the newsroom. ENPS will insert an item reference for the media into your story – this can then be used by other applications (video servers, etc) to automatically transfer the media for editing, playout and so on.

You have the choice of using an existing clip or photo on your phone, or using the camera to grab something new.


O2-UK
12:07
85%
IBC NEWS AT NOON
Title:
House Fire
Photo Library
Take Photo or Video
Choose File
Cancel




Smartphone media upload

**iOS**

To upload photos or videos on an iOS device:

1. Click the Media icon .
2. Select "Take photo or video" or "Choose existing."

3. Capture the photo or video, or select existing media from your device.
4. To use existing media:

- Select the album containing your photo or video.
- Select the image or video clip.

5. Once you've selected a file or captured a new one, a screen will appear giving you the option to rename the file. Rename the file or use the name that appears and select "Upload."
6. When the upload completes, you can continue editing the story or click "Done" to exit from the story box.
7. Click "Save" to save changes to the story — including your media pointer — or "Cancel" to discard changes.

**NOTE:** Media upload functionality will not work properly in iOS 8.0, 8.0.1 or 8.0.2. iOS 8.1 or greater should provide proper functionality.

**Android**

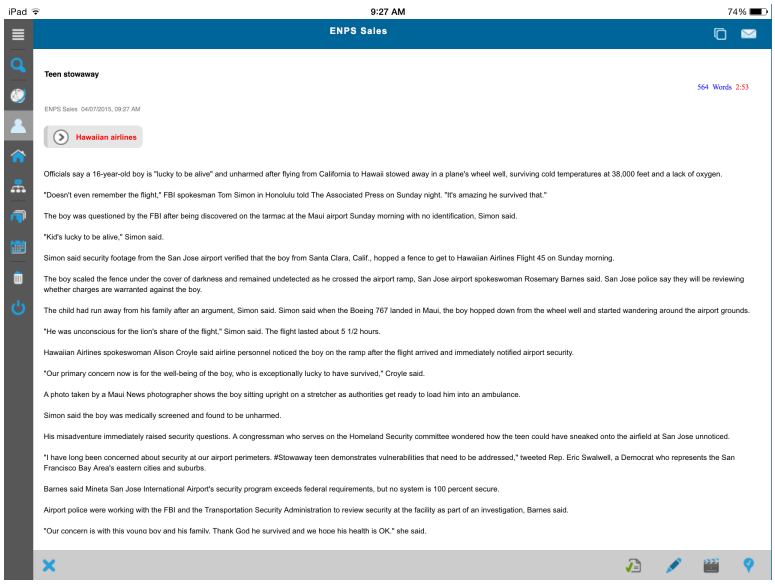
To upload photos, video and audio to an Android device:

1. Click the Media icon .
2. Select "Camera" to capture a new photo, "Camcorder" to shoot new video, or "Documents" to upload existing files.
3. To use existing media:
   - Click the menu icon in the upper left corner for a list of document sources, including:
     - Images
     - Video
     - Audio
   - Navigate to the album or folder containing the media asset you want to use.
   - Click the file.
4. As soon as you select an existing file or click (check) to use a new one, a screen will appear giving you the option to rename the file. Rename the file or use the name that

appears and select "Upload."

5. When the upload completes, you can continue editing the story or click "Done" to exist from the story box.
6. Click "Save" to save changes to the story—including your media pointer—or "Cancel" to discard changes.

> **NOTE:** Media upload functionality is not currently available in the native Android App at this time due to an underlying issue with the Android Operating System. As soon as Google resolves this issue, we will enable this functionality in the Android App. Media upload does work when accessing ENPS Mobile via Chrome on an Android device.




Tablet story with media object reference

## Story Slate and Check In

Click the Camera Slate icon to generate a QR code containing the story slug, your user ID, GPS coordinates (if available on your device), date and time. By pointing the camera at your screen and recording a few seconds of the QR code, you will enable video servers which support this to automatically associate ingested footage with the correct story.

Click the Check In icon to add your location, user ID, and date/time information to the story. This is primarily intended for use with Planning Items—the ENPS v7 Planning Calendar shows all items users have checked into and show a map of their check in locations.

Be sure you've enabled the GPS on your device before using the QR Code or Check-in functions. Both features can be used without first placing a story into Edit mode.

Smartphone QR code

# Rundowns

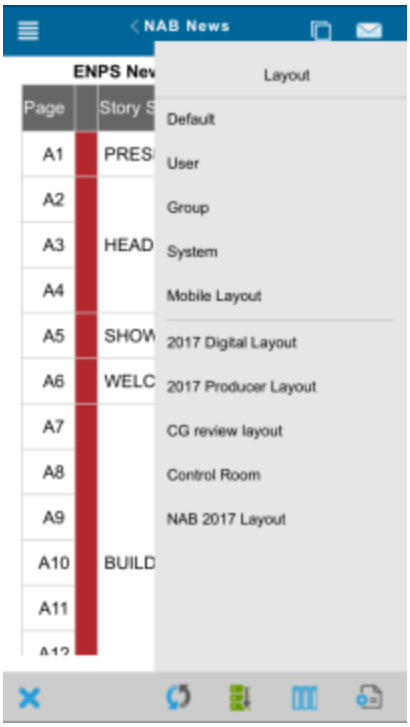
ENPS Mobile lets you view and work with rundowns already stored in a folder. Click on any rundown in the folder panel to display it.

Clicking on any story in the rundown will display it side by side with the rundown on tablets and desktop/laptop browsers. Click on the Show/Hide Rundown icon in the Story pane to hide the rundown and display the story full-screen or to restore the split screen view. Smartphones will always display rundowns and stories full-screen—there is no side-by-side view due to the smaller screen size.

Closing a story on a smartphone, or in split-screen view on larger devices, will return you to the rundown view. Closing a story in full-screen view on larger devices will return you to a blank screen.

By default, ENPS Mobile displays rundowns in a simplified view—Page, Story Slug, and Segment (and the associated colored status columns). However, it is now possible to use the ENPS desktop client (v7 or later) to define specific mobile views, containing additional columns, for Rundowns and for Planning Grids. These can be defined at the group level by a folder manager, and individual users can also define their own mobile views. If you have defined a personal view, that is the one you will see in ENPS Mobile by default. If you have no personal view, but a group view has been defined, you will see the group view. If neither has been defined, you will see the system default view.

To change the current view, click on the Layout icon .

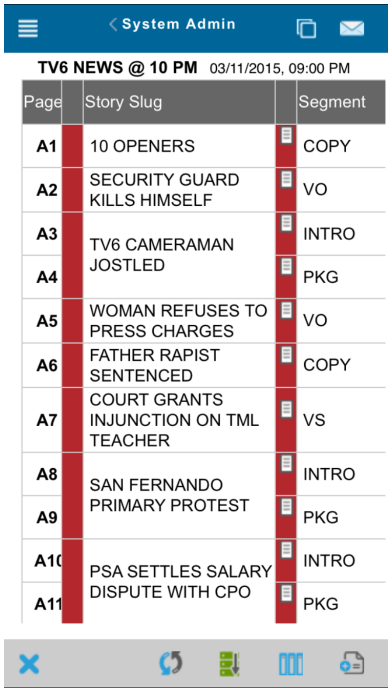



Tap on a layout to select it:

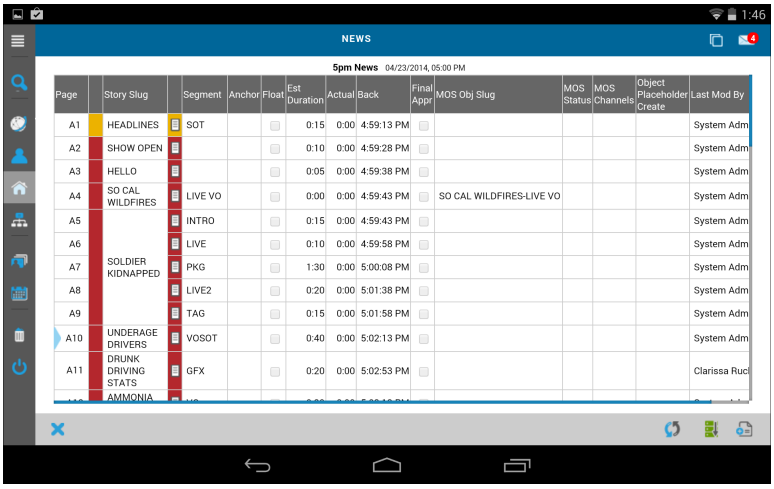
- *Default*
- *User*
- *Group*
- *System*
- *Mobile Layout*

This list will also include any custom stored layouts that were created and stored in the desktop client.

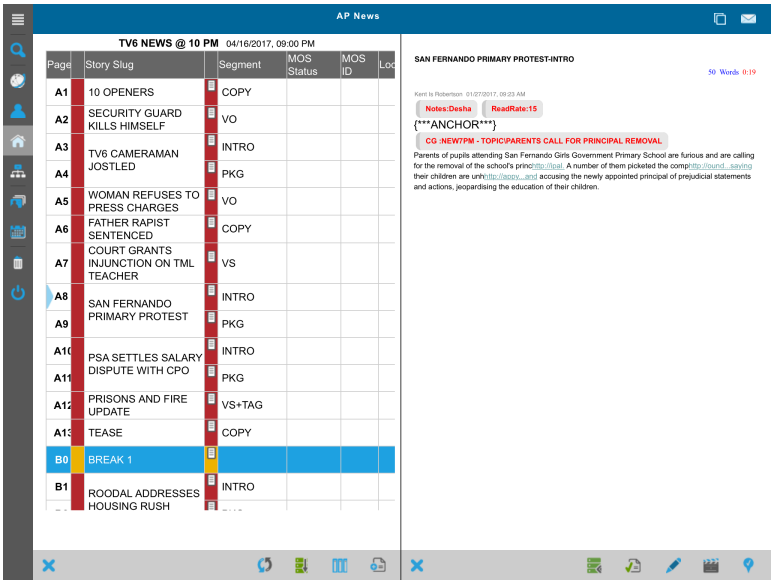
To create a customized rundown view, start the desktop ENPS client and open a rundown or planning grid. Click on the Layout tab on the ribbon. Choose columns using the Select Columns dropdown, rearrange them by using the arrows, and resize them by clicking and dragging on the right-hand border of the column title box. Click "Save as Mobile Layout" on the Ribbon to save as a personal or group layout.




Smartphone rundown




Tablet rundown




Tablet rundown with story

Any changes made to a Rundown should be reflected in ENPS Mobile automatically; however, you can also click the Refresh icon to force an update if needed.

**NOTE:** Depending on system settings and available bandwidth, it may take up to several seconds before updates are seen in ENPS Mobile.

Click the Add Story icon below the Rundown to add a new story to the Rundown. Once you select Save, the story will be added at the very end of the Rundown, below the black line.

**NOTE:** If you are adding a new Story to a Rundown for which a default Story template has been configured, that template will also be used when creating the story in Mobile.

# Tablet Story Viewer

The Tablet Story Viewer (TSV) allows anchors and reporters to use their tablet as a backup for their prompter, instead of traditional paper scripts. The TSV also works great—on a tablet or a phone—for liveshots from the field, where there may be no traditional prompter available.

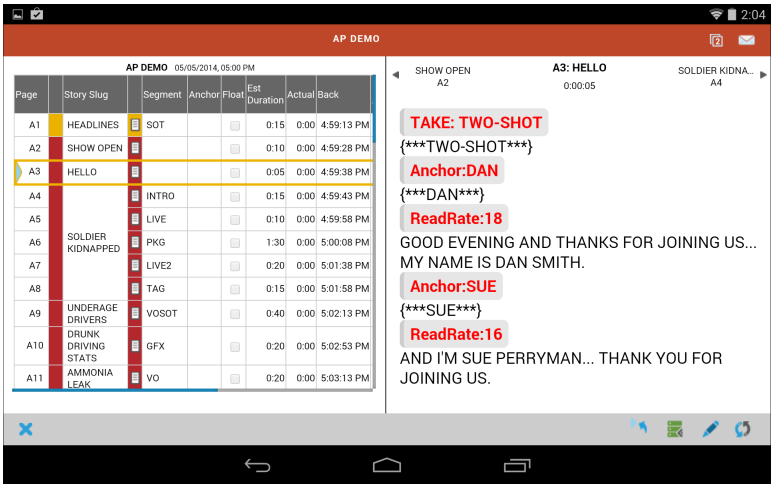
Content in the TSV (including the stories in the Rundown, the location of the yellow Timing Bar, and story text) updates in real time as changes are made. If necessary, click the Refresh icon to force an update to the current view.

> **NOTE:** Depending on system settings and available bandwidth, it may take up to several seconds before updates are seen in ENPS Mobile.

The TSV stores the entire rundown locally on your device, so it will continue to function even if connectivity to the server is lost. In the event of a connection loss, the TSV will display the Server Disconnect icon and will continue to operate using the cached snapshot of the rundown and scripts from the time the connection was dropped. Real-time updating resumes when the connection is restored.

To open a Rundown in TSV mode, click the TSV icon at the bottom of the screen. Initially, on larger screen devices, the TSV opens in split-screen mode with the rundown on the left, story scripts on the right, and a red bar containing the rundown title across the top. On phones, there is no split screen view—only the story scripts are displayed.

Click the Show/Hide Rundown icon to hide the rundown and display the script full screen, or to restore the split-screen view.




Tablet story viewer with script open and timing bar active

On tablets or phones, swipe left or right across the script pane to move between stories. In desktop/laptop browsers, use the left and right arrows at the top of the script pane to move between stories (these can also be used on mobile devices, as well). You can swipe or scroll up or down in the story pane to see additional text in longer stories.

If you have scrolled up or down in the Rundown, tapping the Snap to Timing Bar icon will return the rundown to the current timing bar position, if the timing bar is enabled and in use for the Rundown (the content of the story pane does not change). If the timing bar is not enabled on the rundown, the icon will switch to the Snap to Selected Row icon , which will jump the rundown to the location of the currently-displayed content in the Story pane.

Click the Edit icon to make changes to the currently-viewed script. Note: It is not possible to upload media, check-in or generate QR code slates while editing a story in TSV mode.

Users can choose to display the text of a Story in all uppercase, all lowercase, or in correct case while viewing a Story in the Tablet Story Viewer. To do this, select the "Aa" button on the options bar at the bottom of the screen and select **Lower Case**, **Upper Case**, or **Correct Case**.

ENPS Mobile allows you to open multiple instances of the TSV for different rundowns at the same time. As soon as you open the TSV, you will see "2" displayed in the Show Open Windows icon at the top of the screen. Click on the icon to display a dropdown list of available windows—initially, your rundown open in TSV view and the ENPS Mobile main view. Using this dropdown you can access any of ENPS Mobile's functions and still quickly return to the TSV.

If you open other rundowns in TSV mode, you will see the number in the Show Open Windows icon increase. You can then use the icon to switch between all TSV instances as well as the ENPS Mobile main window.

Click the Close icon to close any TSV window.

# Presenter View

While in the Tablet Story Viewer, users can change their view of Stories to the Presenter View. The Presenter View displays Story text in white text on a black background.

Users scroll through the Story by tapping once and holding above or below the scroll icon on the right-hand side of the Story. If the user taps and holds their finger on the screen, then slides up or down, the speed will increase or decrease depending upon the side of the scroll icon on which the tap was performed.

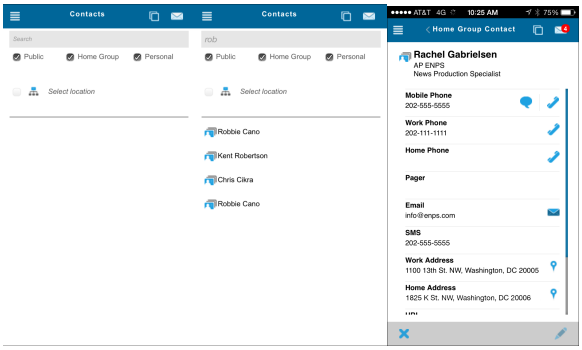
Double-tapping above or below the scroll icon will take the user directly to the previous Story (double-tapping above the icon) or the next Story (double-tapping below the icon). Tapping a story in the Rundown will jump the presenter view directly to that Story.

The scroll icon can be adjusted vertically on the screen to fit the needs of the user by tapping and holding directly on the icon and then dragging it to the desired position.

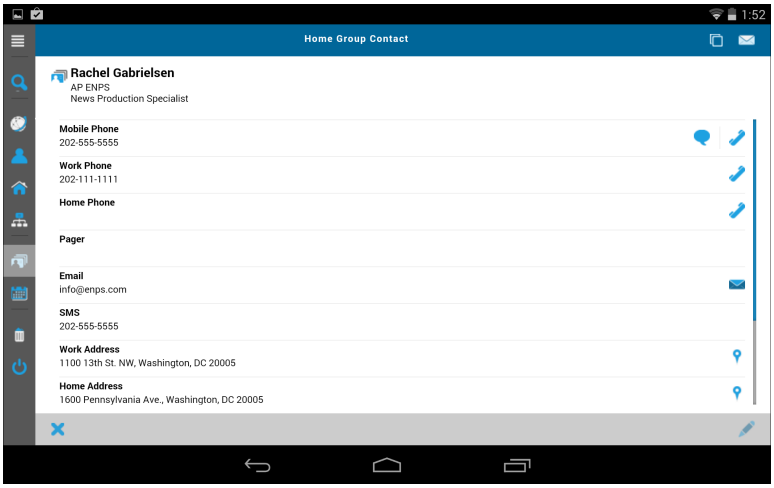
**NOTE:** Dynamic updates are applied to Presenter View, except for changes to the story currently adjacent to the yellow position marker in the upper-left

# Contacts

Click the Contacts icon in the Navigation panel to search contacts stored in ENPS.




Smartphone contacts panel, contacts find results, and contact record




Tablet contact record

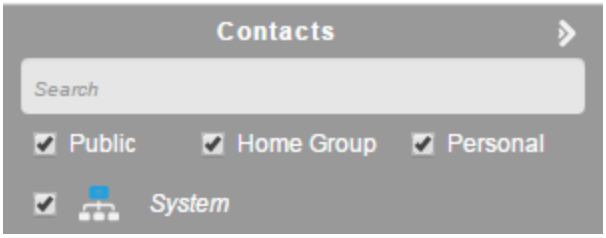
The Contacts tool is a search function, not a folder list. This means it will initially display a blank list and a Search field. Click in the ***Search*** field and begin typing the name of the contact you're searching for. As soon as you pause or stop typing, ENPS Mobile will display a list of all matching Contacts.

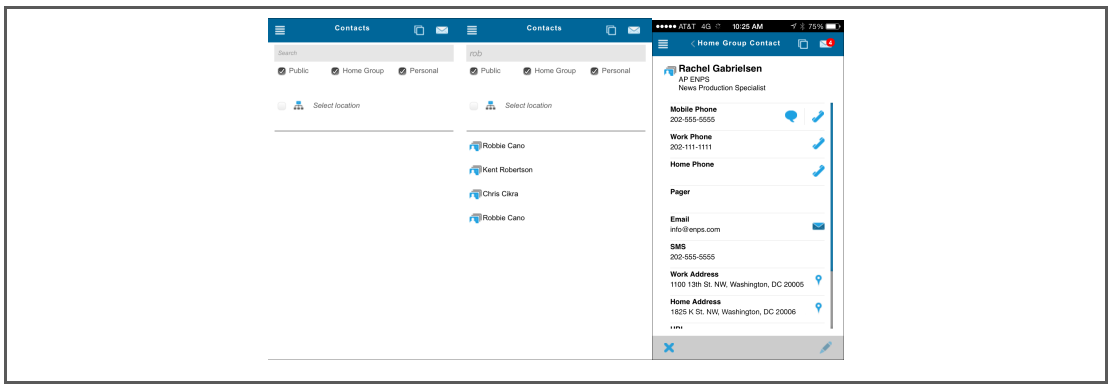
When you're done entering the name, you can scroll through the complete list of results.

By default, the Contacts panel searches the ***Public***, ***Home Group*** and ***Personal*** contact folders. Click the checkboxes for any contact folder you want to remove from your search results. Click a checkbox again to re-enable that category.

You can also select a location on your server to search. Click on the ***Select Location*** icon

to open the **Location Browser**. In the **Location Browser**, drill down to the location from which you'd like to search for your contact(s). Click on a location to select it, and you will return to the Contacts search menu and will see the name of your location displayed and the **Location** checkbox is selected.




Click on any contact to view complete information. The Contacts panel will hide unless you have clicked the Dock icon to keep it open.

The Contact screen displays all information available for each contact, including:

- Name
- Company
- Title
- Mobile phone
- Work phone
- Home phone
- Pager
- E-mail

- SMS
- Work address
- Home address
- Other details
- Notes

## Contact Actions

Depending on the capabilities of your device, you can click on the icons next to each item to take a variety of actions:

| Icon | Function | Smartphone | Tablet | Desktop/Laptop |
|---|---|---|---|---|
| | Call the contact | • | * | * |
| | Send a text message | • | • | * |
| | Send an e-mail | • | • | • |
| | Display the address on a map | • | • | • |
| URL | Visit that page | • | • | • |
| • Uses built-in device features * Uses third-party applications, if available | | | | |

Click the Close icon at the bottom of the screen to close the contact display.

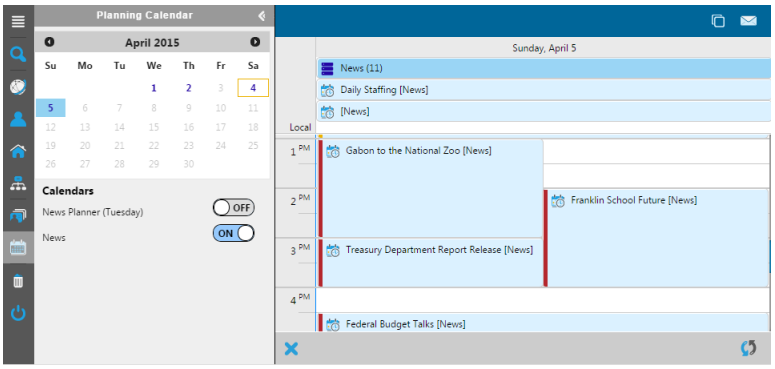
# Planning and Red Grids

## Planning

Click the Planning Calendar icon in the Navigation panel to access the Planning Calendar.

Any day for which a calendar-based planning grid has already been created in your Home Folder via the ENPS desktop client will be highlighted on the calendar. Selecting a date will bring up the daily calendar view and show all the Planning Items for that day.

The Planning Grid is accessed int he same way as in the ENPS desktop client, by tapping on the Planning Grid bar at the top of the calendar. If there is more than one Planning Grid in the user's Home folder for a given day, the user can choose which Grid they want to view in the calendar.




Tablet view

Smartphone view

Click the Add Planning Item icon to create a new entry in the Planning Grid. Once you select Save, the planning item will be added at the very end of the Planning Grid, below the black line, and at the selected time in the calendar.

Click an item on the Calendar or Planning Grid to view it. Items will open into a split-screen view side by side with the grid on tablets and computer browsers, and will open full-screen on smartphones.

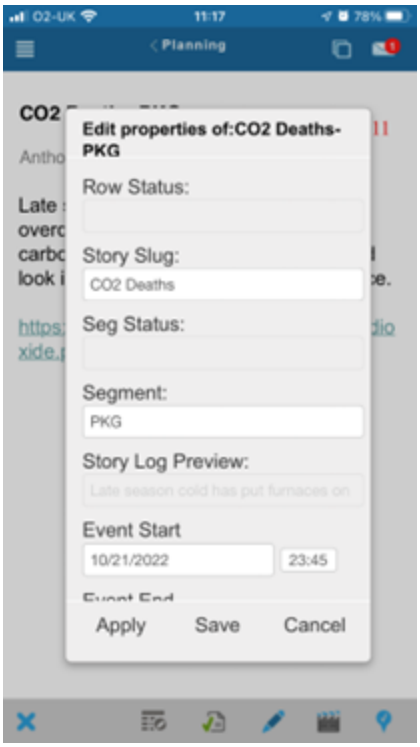
Tablet view

Smartphone view

Click the Show/Hide Planning Grid icon (tablets and computer browsers only) to hide the grid and display the item full screen, or to return to the split-screen view.

Click the icon to edit planning grid columns. This opens a view showing all columns included in the current planning layout.

This opens the **Edit properties of...** dialog that shows all columns included in the current planning layout.




Click the Edit icon to edit the planning item.

Click the Camera Slate icon to generate a QR code for the planning item.

Click the Check-in icon to add your location to the planning item. Note that though the coordinates and timestamp are stored in the event, ENPS doesn't currently do anything with this information.

Click the Close icon to close the planning item and return to the full-screen planning grid view (tablets and PC browsers only).

## Planning Grid Layouts

As with rundowns, planning grids in Mobile default to use the "Group Mobile Layout" configured for the user's home folder. If no "Group Mobile Layout" has been configured , it will default to the user's own "Personal Mobile Layout".
If no "Personal Mobile Layout" exists, it will behave in the same way as the full client - the Template Layout will be used unless the user has indicated in "Personal Settings" that their personal view should be the default.

You can select from a range of views by tapping on the Layout icon.

Your options are:

- ***Default***
- ***User***
- ***Group***
- ***System***
- ***Mobile Layout***

This list will also include any custom stored layouts that were created and stored in the desktop client.

Tap on a layout to select it.

# Red Grids

ENPS Mobile allows users to open Red Grids, which will open in read-only view.

support@enps.com

USA & Americas : +1.866.ENPS.911

EMEA, APAC & ROW: +44.20.7482.7707

workflow.ap.org