



United States Department of Agriculture
National Agricultural Statistics Service

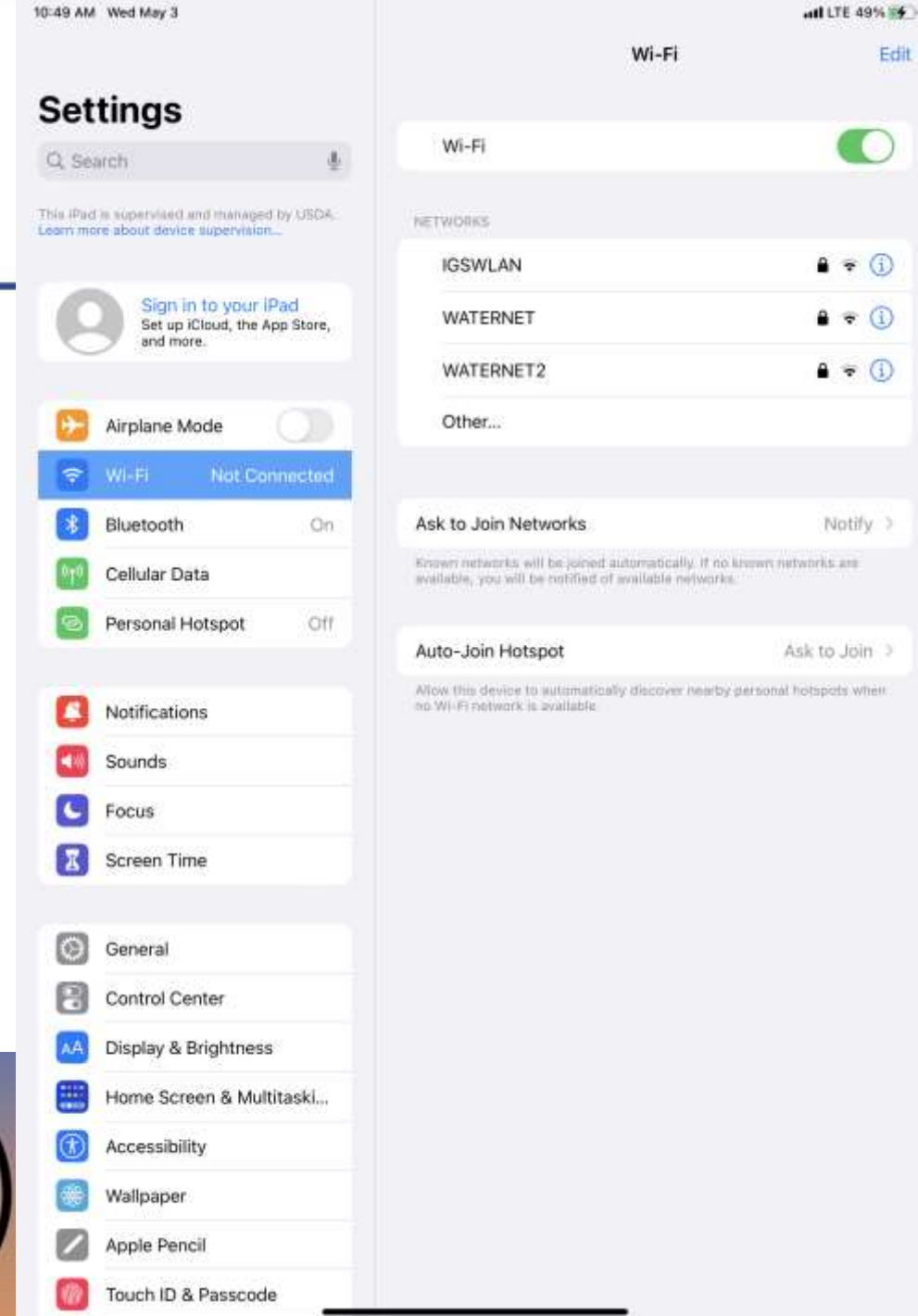
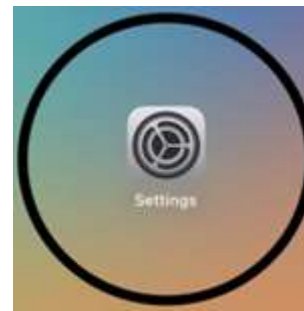


iPad Basic Training



How to connect to Wi-Fi

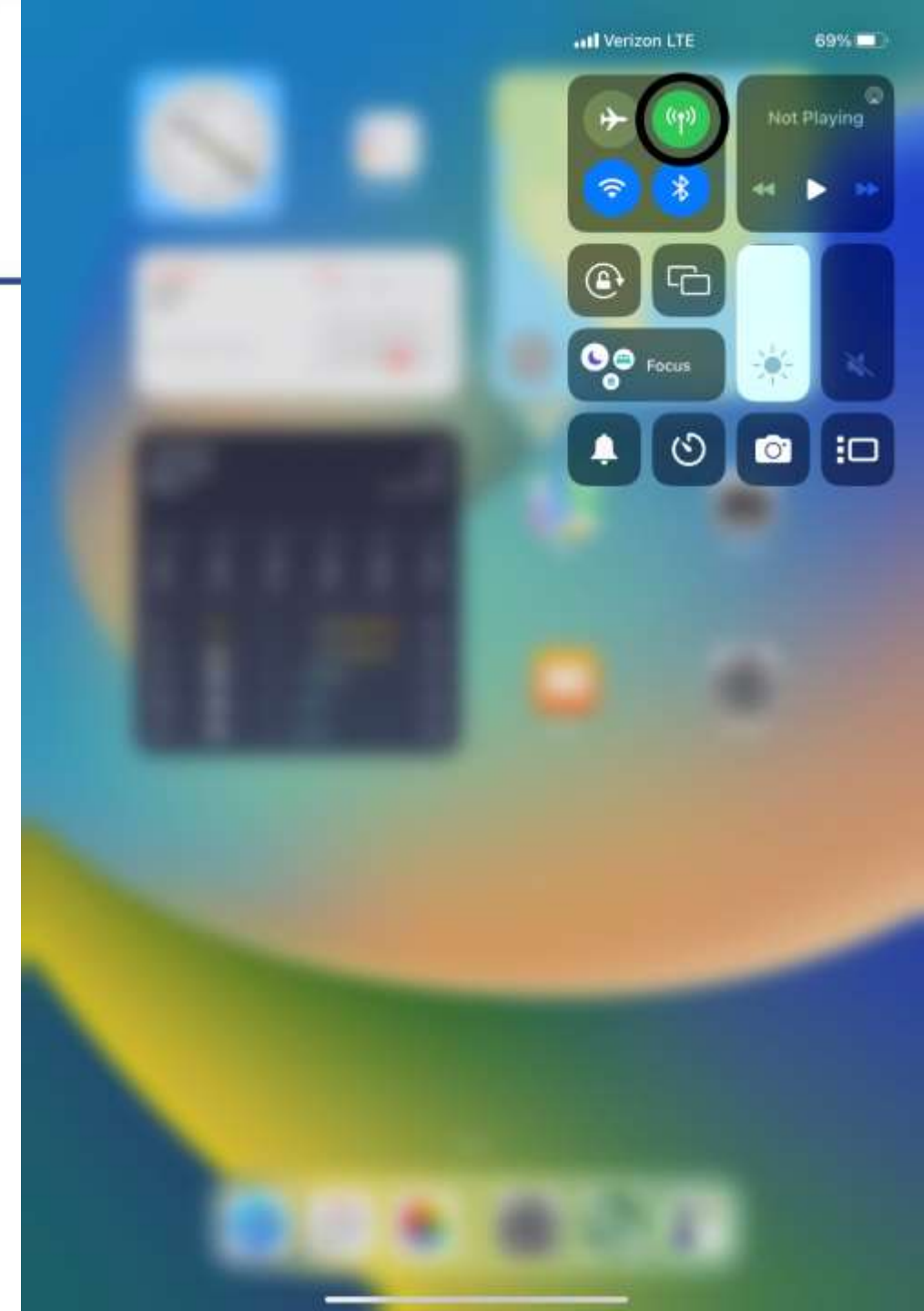
1. Go to Settings
2. Go to Wi-Fi
3. If the slide bar is green, then Wi-Fi is on. If the slide bar is grey, then Wi-Fi is off.
4. Choose the Network that you'd like to connect too.
5. Enter the passcode (typically found on the router box).
6. It will say Connected if available.





How to connect to Cellular Data

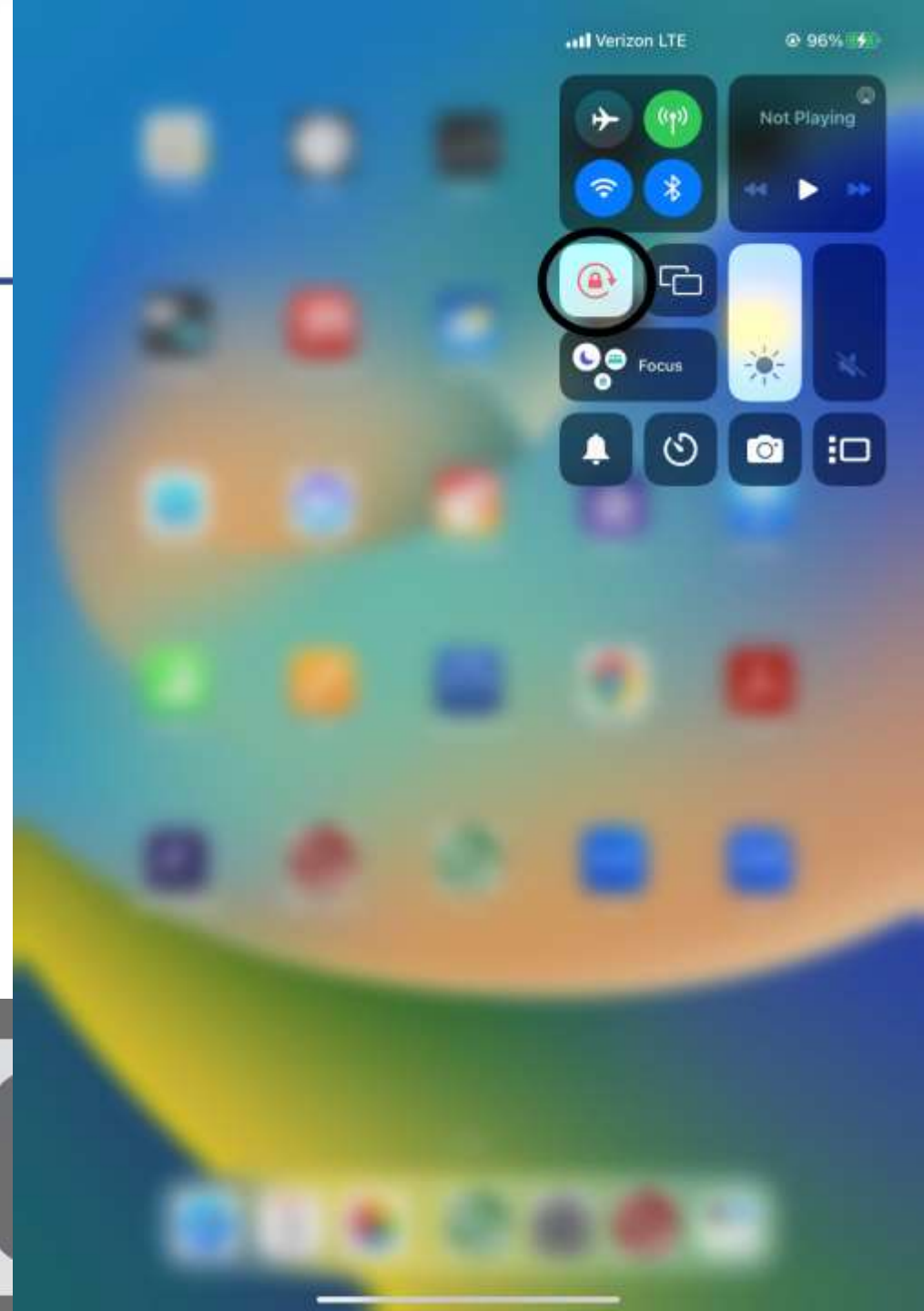
1. Go to the top right-hand corner of your device.
2. Swipe your finger in a downward motion.
3. If the icon is green, you are connected to cellular data.
4. If the icon is grey, you are not connected to cellular data.





How to fix the Rotation Lock

1. Go to the top right-hand corner of your device.
2. Swipe your finger in a downward motion.
3. If the icon is green, you are connected to cellular data.
4. If the icon is red, the lock is on. If the icon is grey, the lock is off.

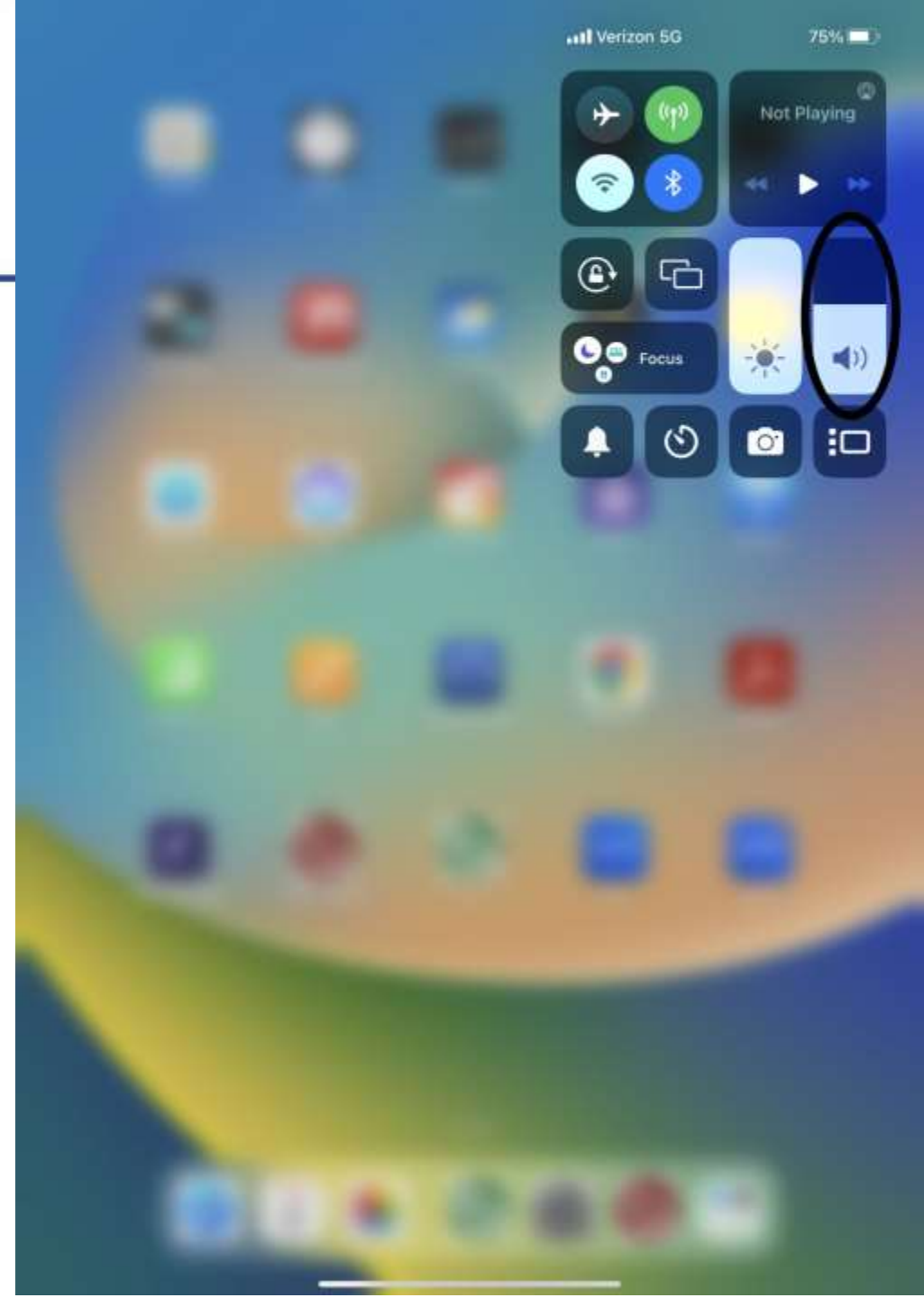




How to adjust Volume

Use the buttons on the side of your device or follow the following steps:

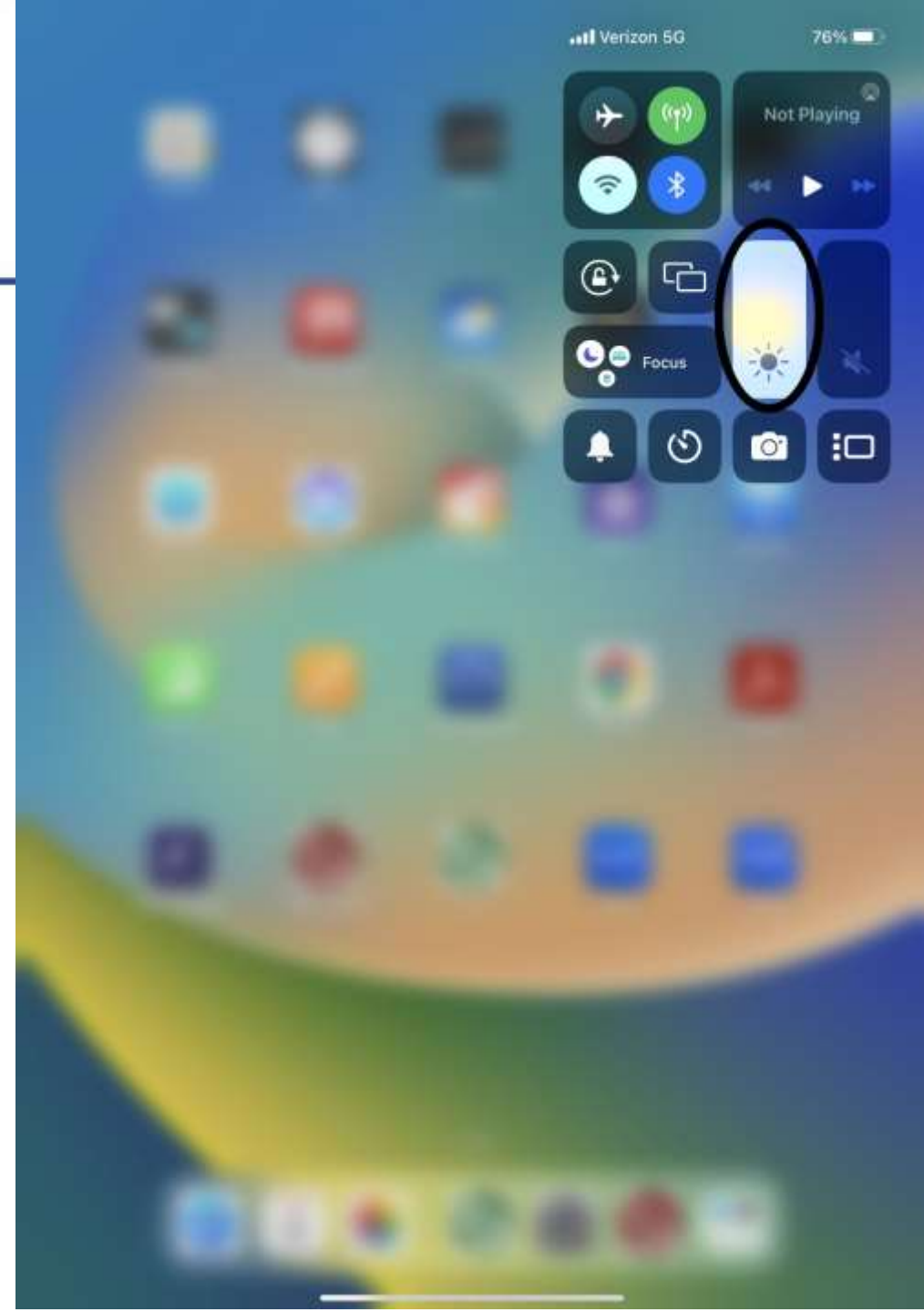
1. Go to the top right-hand corner of your device.
2. Swipe your finger in a downward motion.
3. Use the sliding bar to adjust the volume.





How to adjust Brightness

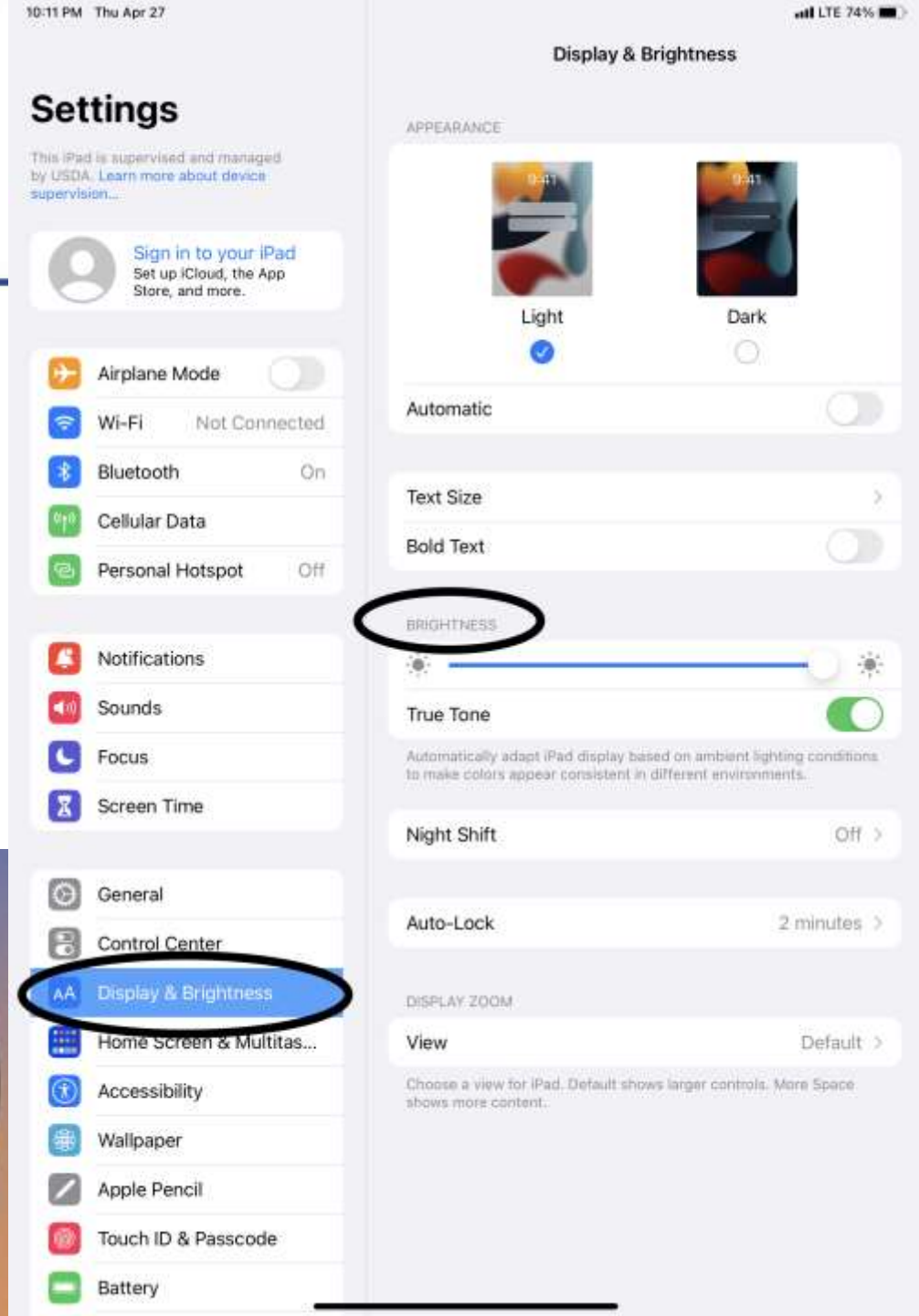
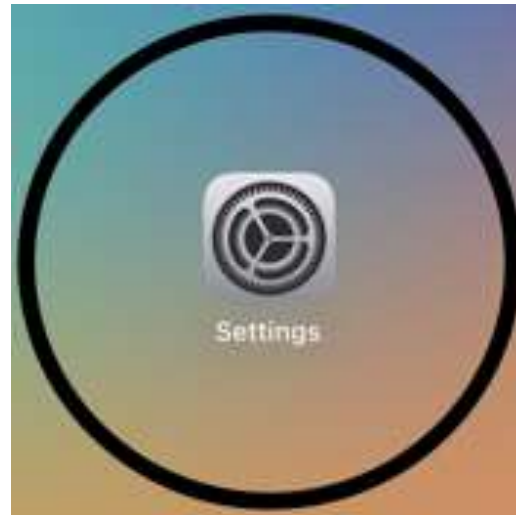
1. Go to the top right-hand corner of your device.
2. Swipe your finger in a downward motion.
3. Use the sliding bar to adjust the brightness of the screen.





How to adjust Brightness

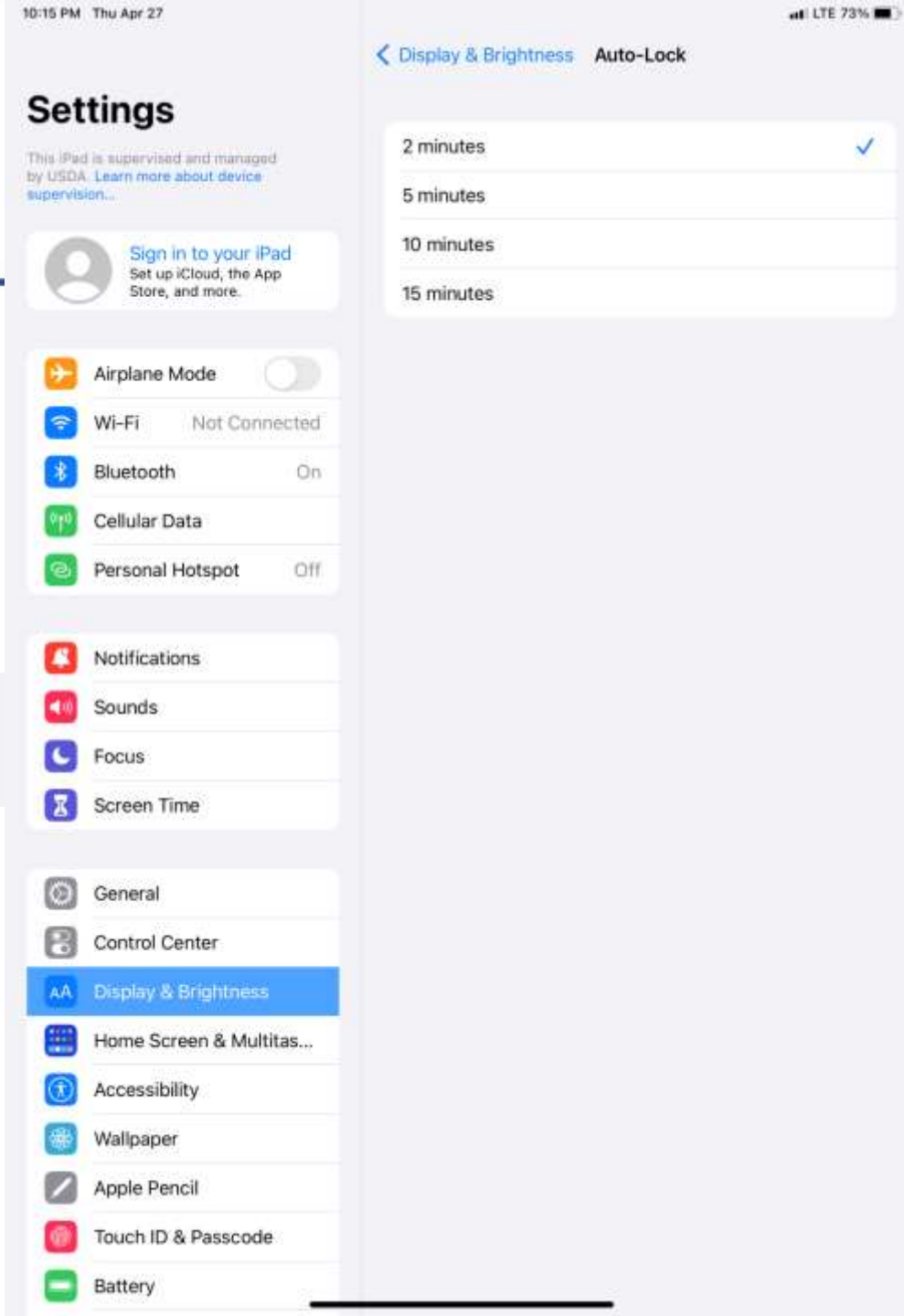
1. Go to Settings
2. Go to Display and Brightness
3. Use the sliding bar to adjust the brightness of the screen.





How to adjust the Auto-Lock

1. Go to Settings
2. Go to Display and Brightness
3. Click on Auto-Lock
4. Note: if you choose the 10- or 15-minute option your devices battery may not last as long. To remedy this, make sure to manually lock your device when you're done.



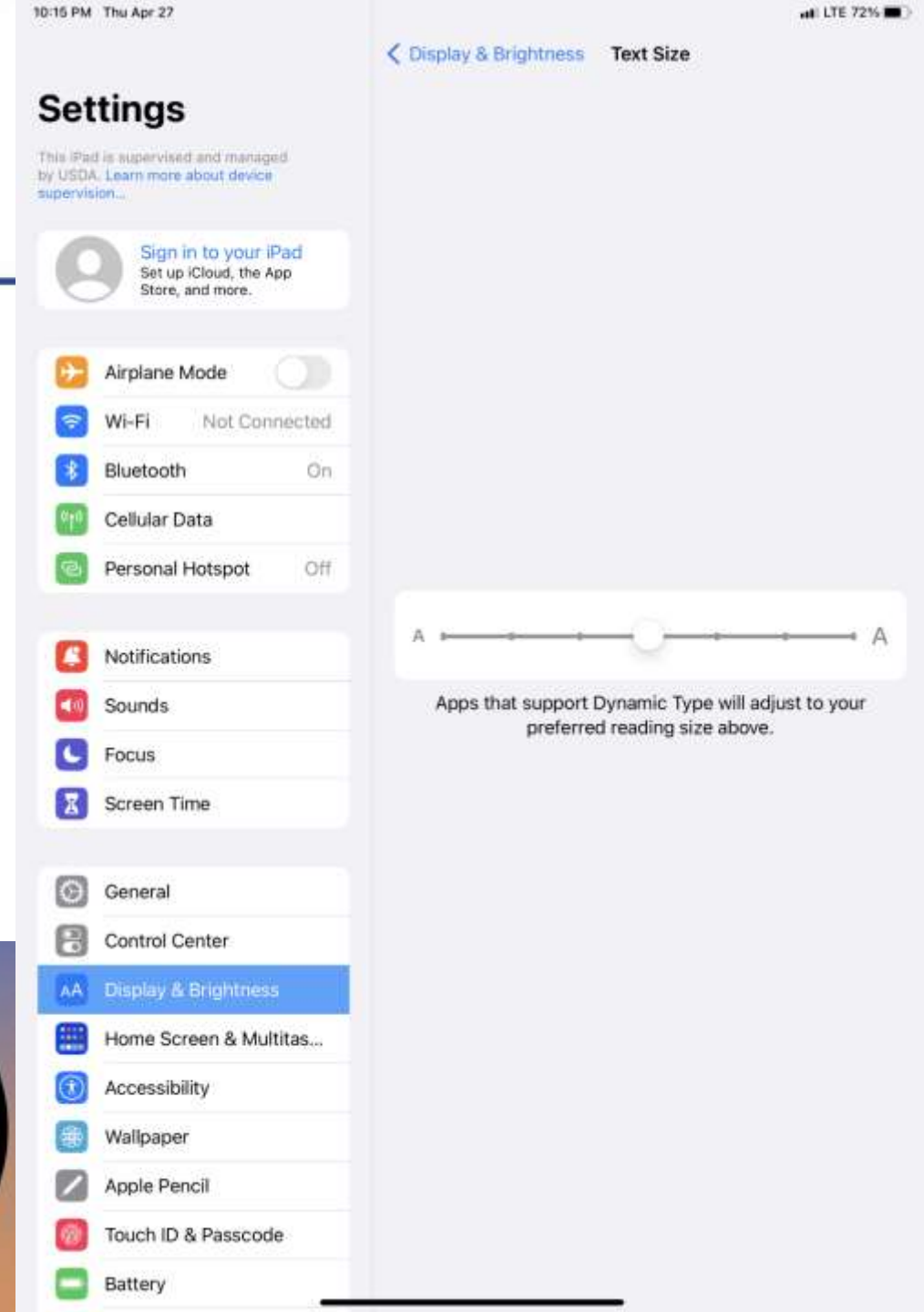
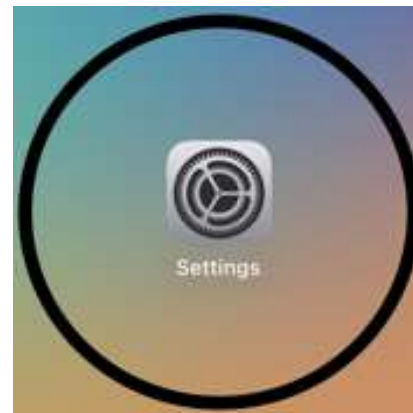


How to adjust Text Size

1. Go to Settings
2. Go to Display and Brightness
3. Click on Text Size
4. Use the sliding bar to adjust the size.

Left: smaller font

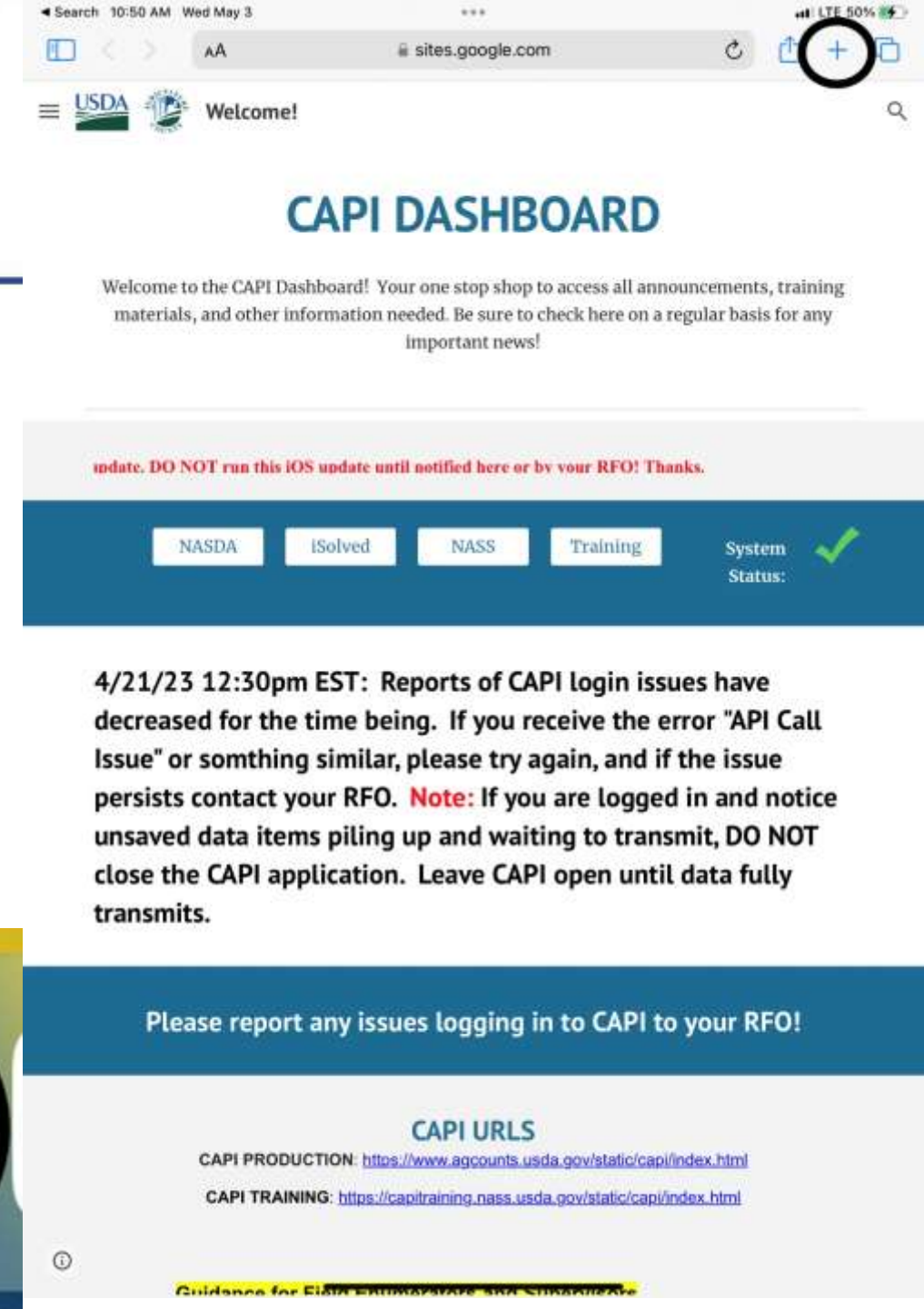
Right: larger font





How to open Safari tabs

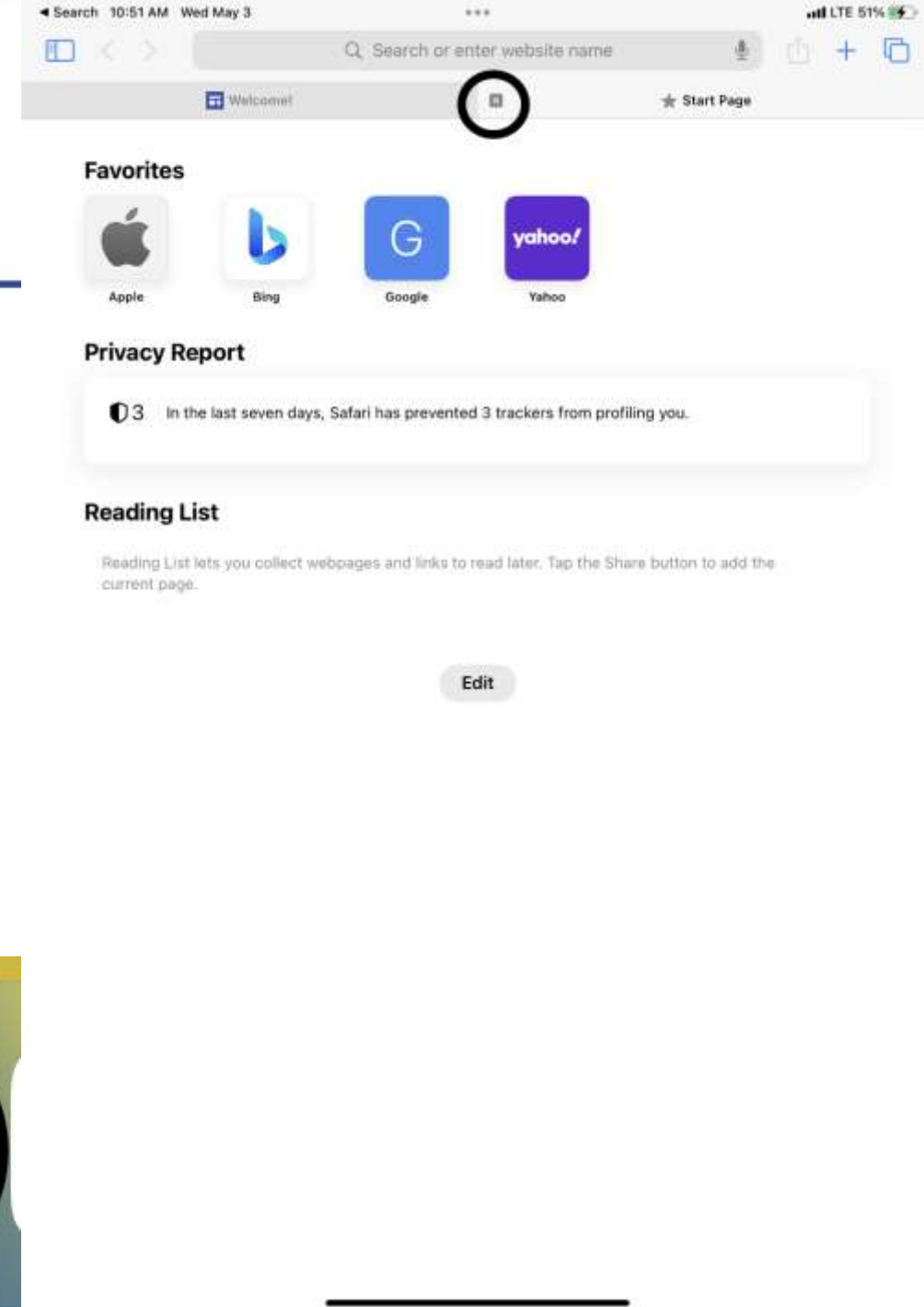
1. Open Safari
2. Find the + button in the top righthand corner of the screen.
3. A new tab will open.





How to close Safari tabs

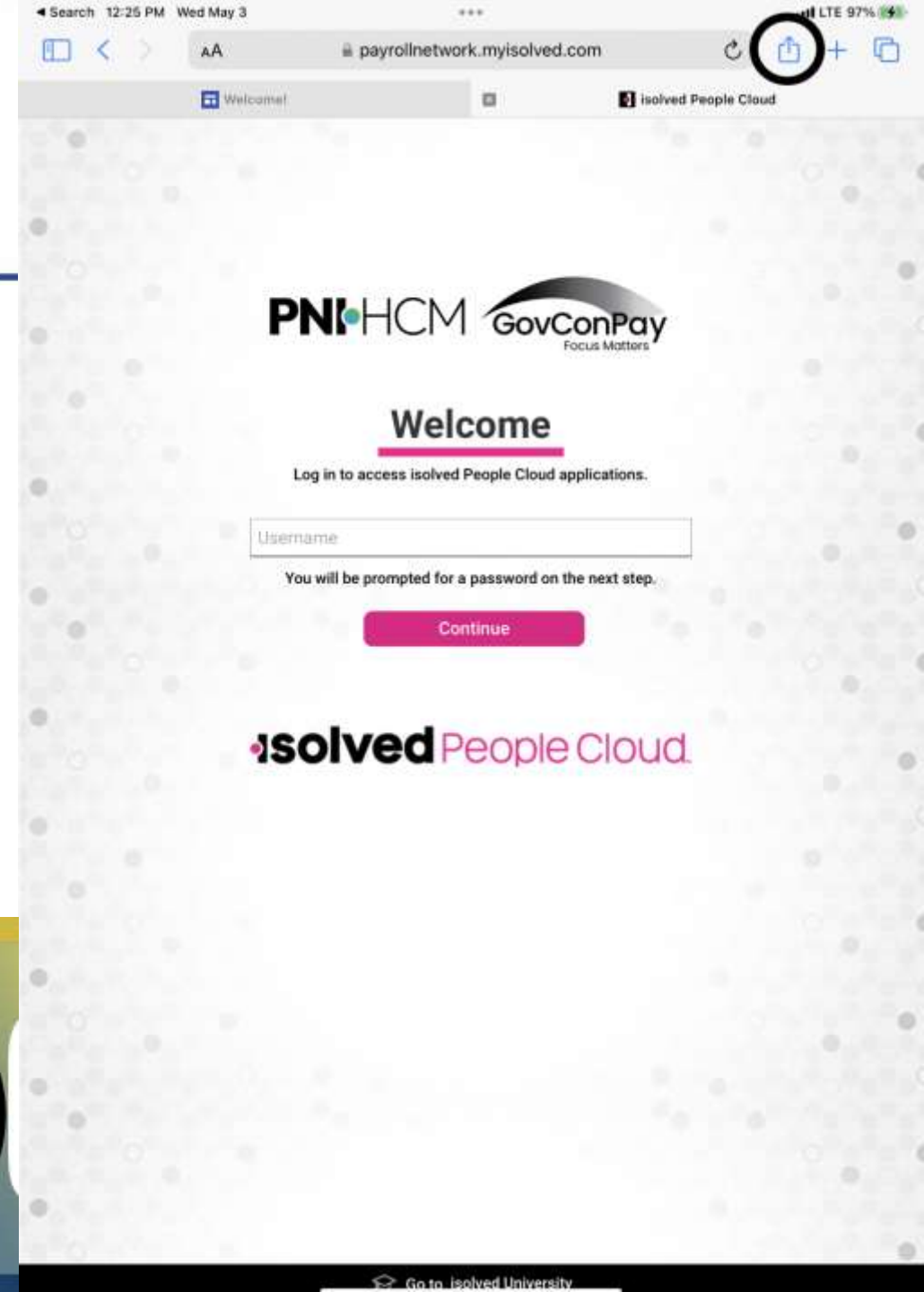
1. Open Safari
2. Click on the tab that you want to close
3. Click the x button that appears
4. Repeat steps 2 and 3 to clear all tabs





How to add sites to the Home Screen

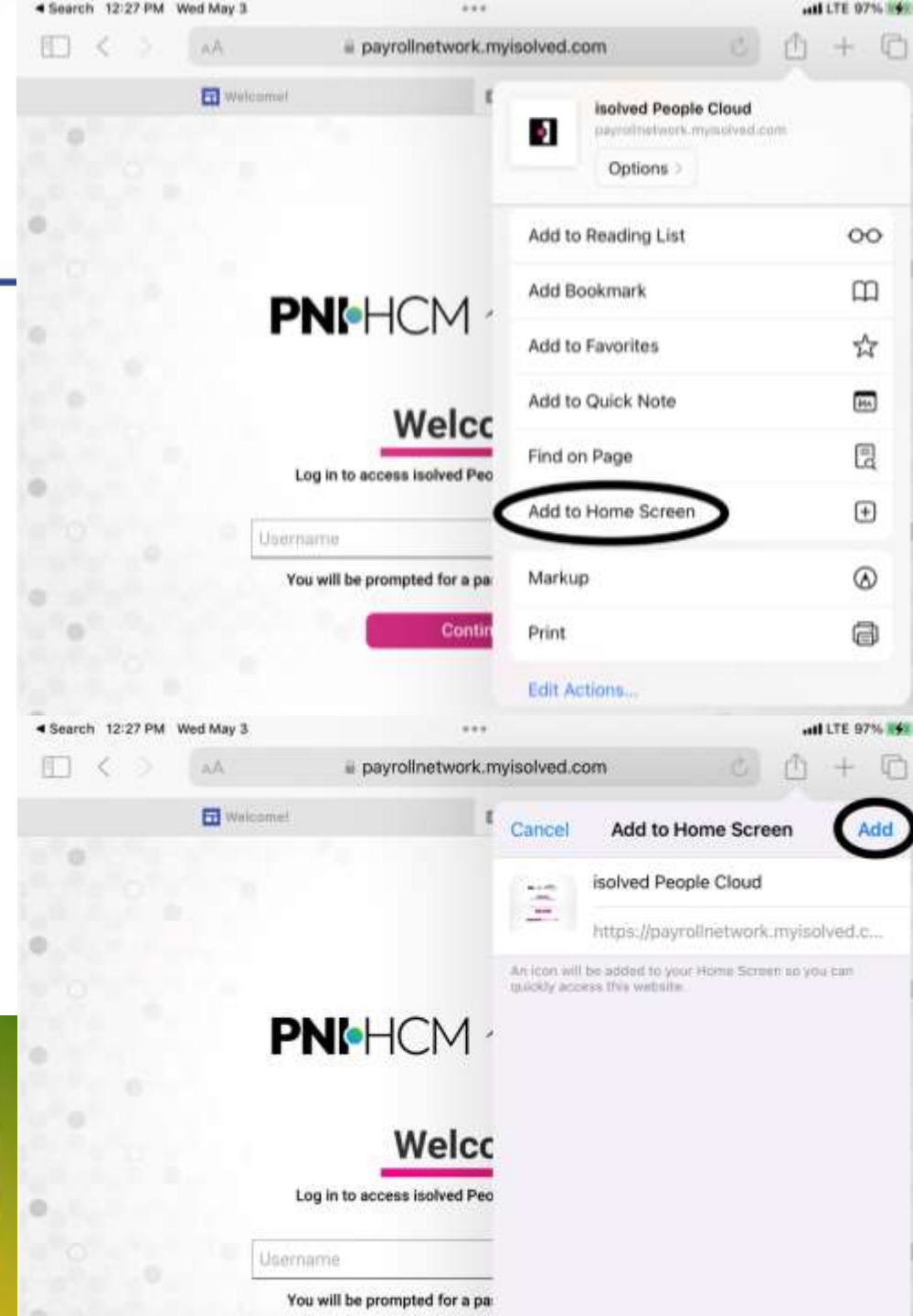
1. Open Safari
2. Use the search bar to navigate to your desired webpage
3. Click on the square with the arrow pointing upward





How to add sites to the Home Screen

4. Scroll down until you see Add to Home Screen.
5. If you don't see this option, click on Edit Actions and it should appear.
6. Click Add
7. The site should now appear as an app on the Home Screen.





How to clear recent apps

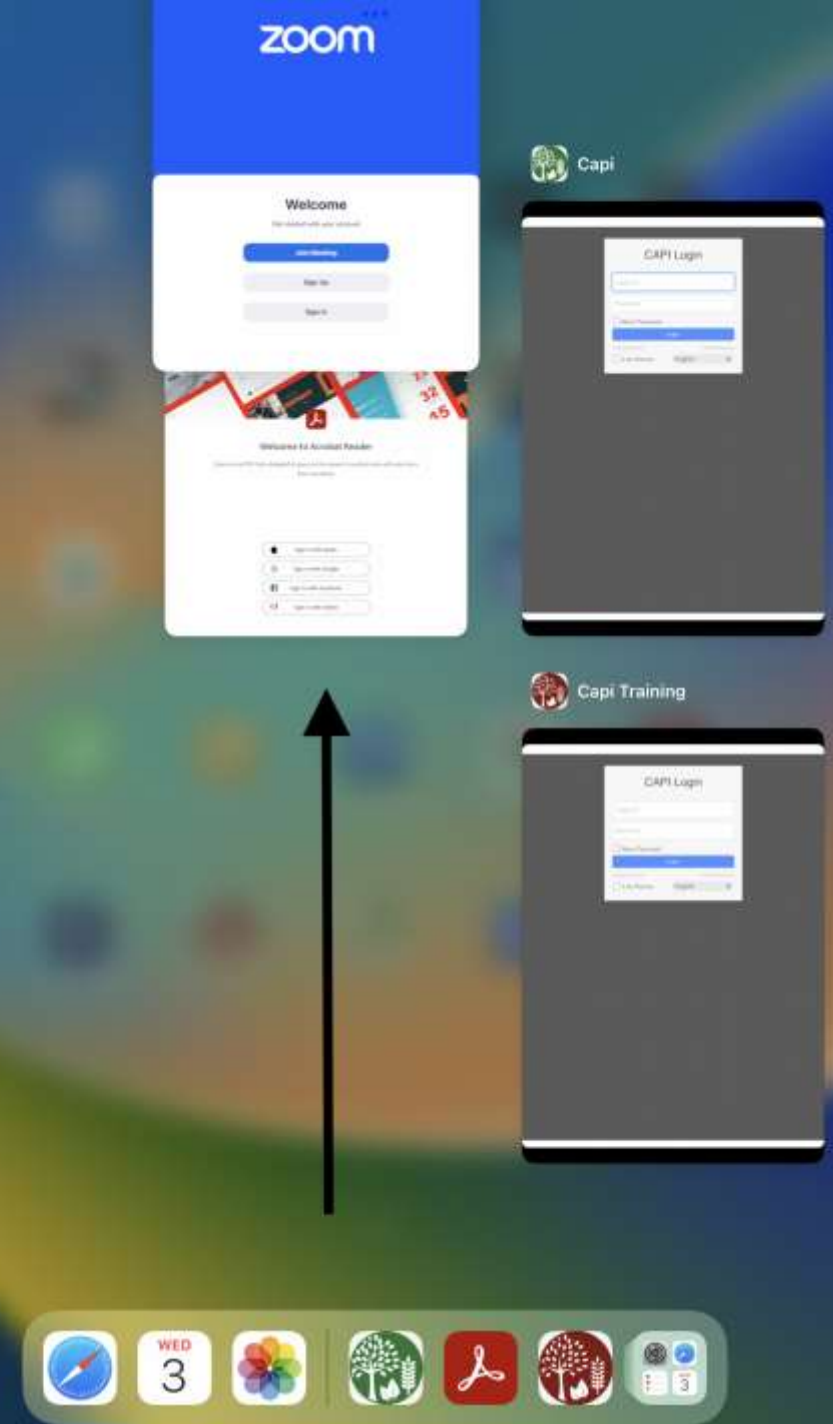
1. For older devices: double click the home button.
2. For newer devices: go to the bottom of the screen then swipe your finger in an upward motion.
3. Choose a recently used app of your choice.





How to clear recent apps

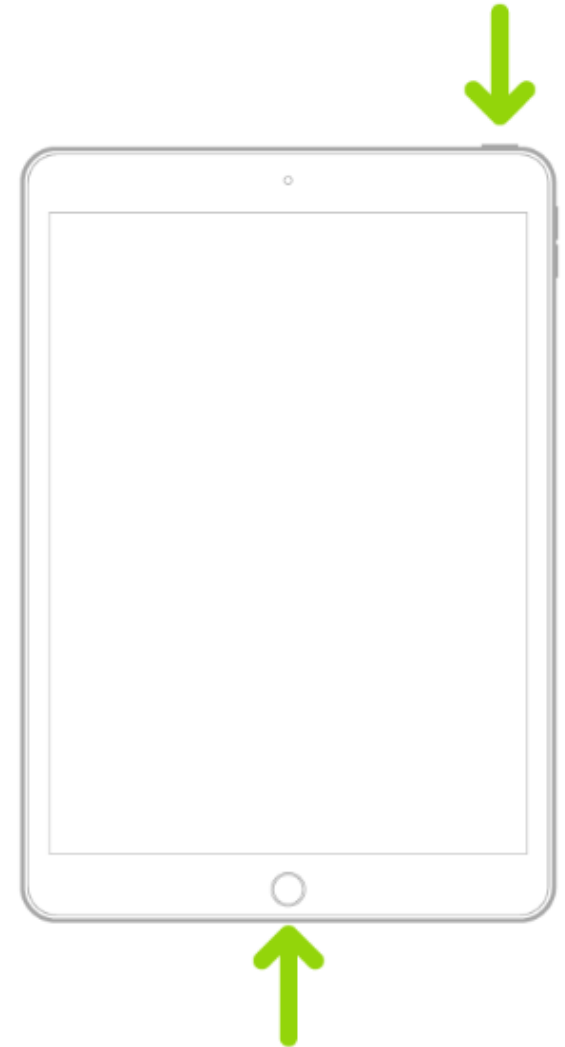
4. Hover over the app.
5. Quickly swipe your finger in an upward motion.
6. Repeat these steps for the other apps.
7. Once everything has been cleared you will be taken back to the home screen.



How to perform a Hard Reboot

Devices with a Home button

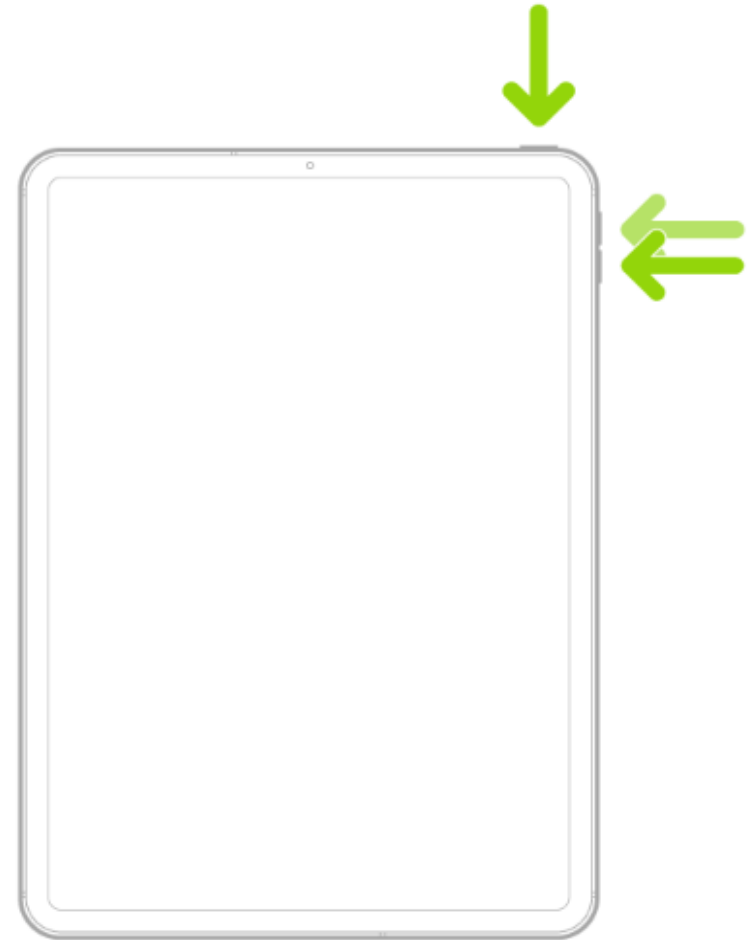
1. Press and hold the Power button and the Home button at the same time.
2. Wait for the device to reboot and then release the buttons once the Apple logo appears.



How to perform a Hard Reboot

Devices without a Home button

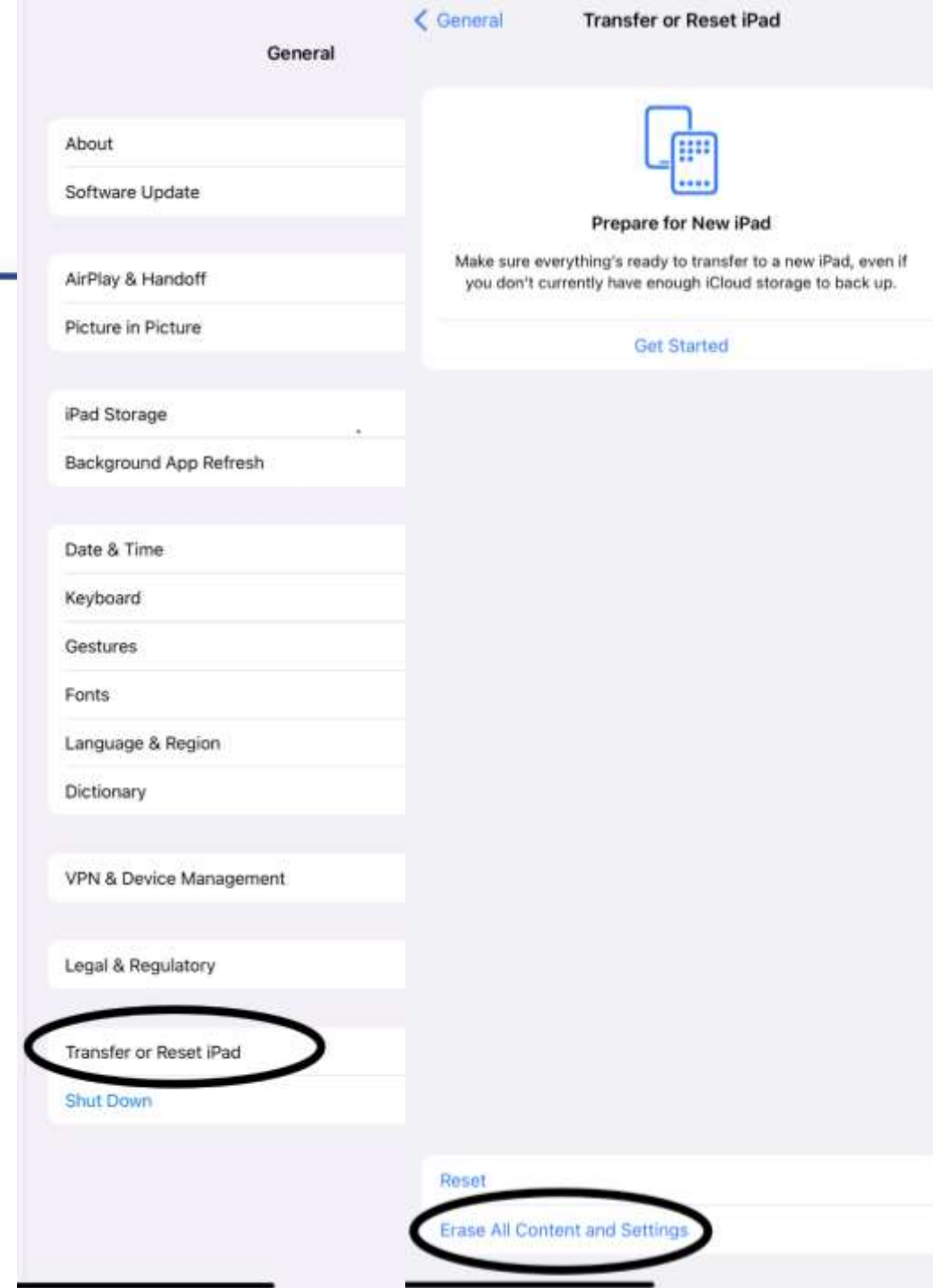
1. Press and quickly release the volume button nearest to the top button.
2. Press and quickly release the volume button farthest from the top button.
3. Press and hold the top button.
4. When the Apple logo appears, release the top button.





How to manually Reset

1. Go to Settings
2. Select General
3. Select Transfer or Reset iPad
4. Select Erase All Content and Settings





How to manually Reset

5. Enter the passcode to your device
6. Select Erase
7. For new devices: if prompted select Erase Data and Keep eSIMs.

Passcode for This iPad

Enter the passcode used to unlock this iPad.

Are you sure you want to erase all media, content, and settings? This cannot be undone.

This will erase all media, content, and settings from your device. You can choose to delete your eSIM from Verizon. If you delete your eSIM, you may have to call your carrier if you'd like a new one.

Cancel

Erase Data and eSIMs

Erase Data and Keep eSIMs



United States Department of Agriculture
National Agricultural Statistics Service

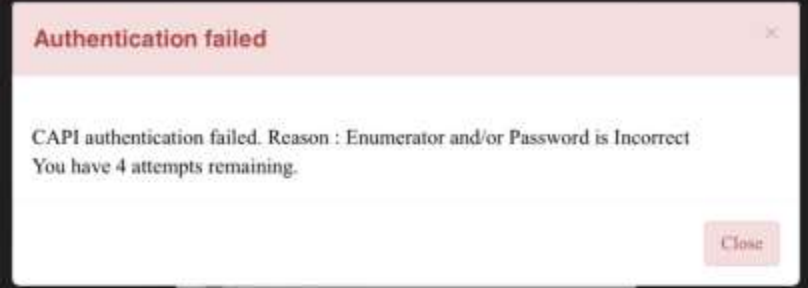


Common CAPI Problems



Reset CAPI Password

1. Try again
2. Contact your NASDA Coordinator and they will reset your password, or the CAPI POC will reset it.
3. You will receive a temporary password to use.
4. CAPI will later prompt you to change your password.





API Error

Please try again using the URL posted on CAPI Dashboard. If the issue persists, follow these steps before contacting your supervisor or NASDA Coordinator.

1. Clear Preferences on the CAPI log in screen
2. Clear History and Website Data under the Settings/Safari
3. Perform a hard reboot.



Clear Preferences

1. Navigate to CAPI Dashboard and scroll downwards until you see CAPI URLs.
2. Attempt to login on the website.
3. If the issue persists, click on Clear Preferences on the CAPI log in screen.

Please report any issues logging in to CAPI to your RFO!

CAPI URLs

CAPI PRODUCTION: <https://www.agcounts.usda.gov/static/capi/index.html>

CAPI TRAINING: <https://capitraining.nass.usda.gov/static/capi/index.html>

CAPI Login

Login Id

Password

Show Password

Login

[Forgot Password](#)

[Clear Preferences](#)

Lite Version

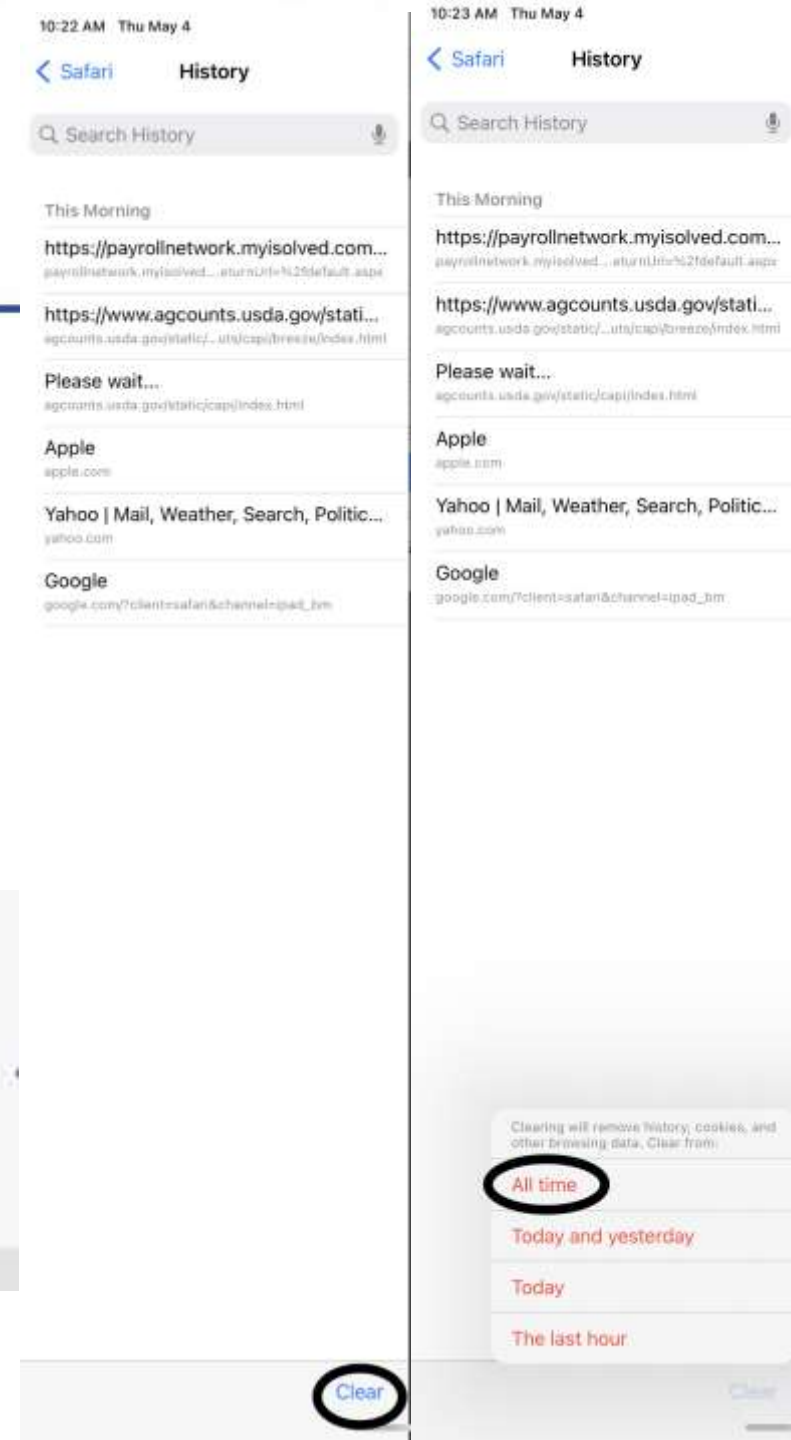
English





Clear History

- Next, try to clear your recent history on Safari.
- At the top of the screen, you should see a rectangle shaped icon near the search bar.
- After clicking it select Clear.
- Lastly, select All Time.





Hard Reboot & Further Instruction

8. If the login issue continues to persist attempt to perform a hard reboot on your device.
9. If all else fails, reach out to your supervisor or NASDA Coordinator.
10. They will contact the CAPI POC who will provide you with further instruction.



CAPI Assignment Error

If you receive an error that says “pending data not sending” try one of these options:

1. Refresh your screen.
2. If using cellular data, try to switch to Wi-Fi if available.
3. If using Wi-Fi, try to switch to Cellular Data if available.



United States Department of Agriculture
National Agricultural Statistics Service



Contact your NASDA Coordinators
with any questions!