

# Let's Get Mobile with Newforma

*This webinar is intended for Newforma Project Center users and administrators.*

This informative webinar, you'll learn how to use the following mobile apps when out of the office or at the job site:

- Capture
- Tasks
- Project Team
- Project Email

## TOPICS COVERED

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- Capture Field Notes, Punch List, or Action Items
- Manage any of those tasks
- Look up a project team member
- Search for filed emails

## QUESTIONS & ANSWERS

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**Q: Can you download email attachments from the email app?**

A: Yes, you can tap on the attachment to open it.

**Q: Can you save only the annotated image or always both the annotated + the original?**

A: You can tap on an image and choose to remove it if you do not want to have both images attached.

**Q: Are teams synced?**

A: Yes, teams are synced with the team in Newforma Project Center.

**Q: Do you have to download each app separately? Do you only create one password?**

A: Yes, each app is downloaded separately and you can log in to each one using the same username and password.

**Q: How would you have multiple users on one device?**

A: Sign out of the app and the next user will sign in to the app using their credentials.

**Q: Are the apps being developed further for Android devices?**

A: Newforma's development team is currently evaluating the expansion of the apps for all platforms.

**Q: Why does flash not work on my iPad when using the Capture app?**

A: iPad's do not have flash capability when taking pictures.

**Q: How do you know who wrote the task from your mobile device? When you open the Action Item it only shows "Assigned To."**

A: Currently you cannot see who created the Action Item from the app. You could see that information in Project Center or the Info Exchange website. For Punch List items you can see who added it if you tap on the "word bubbles"

(comments) icon located to the right of the Status field. Field Notes can only be seen by the creator of the item from the apps.