HWCS Harrow Way Community School
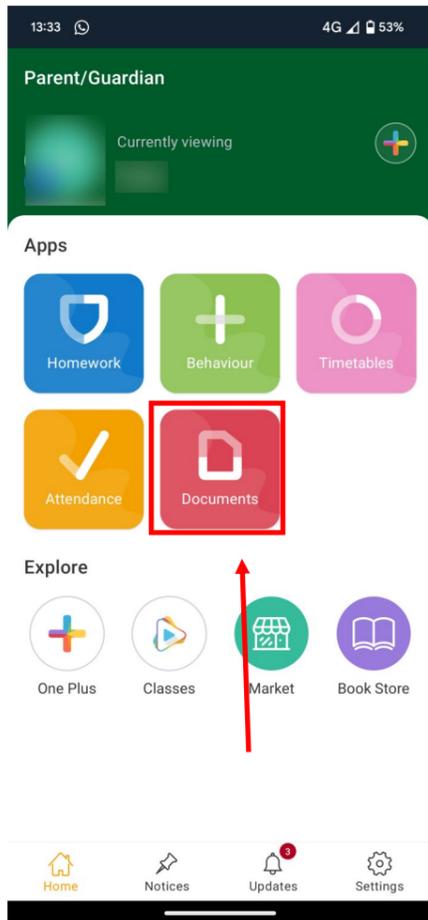Learning *for life, success for all*

Android Devices
Accessing Progress Reviews & Documents on Satchel:One
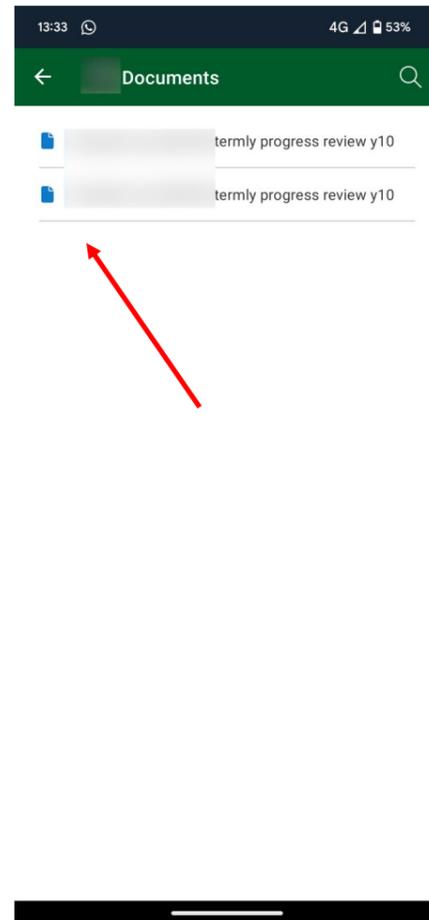
Download the Satchel:One App in the Google Play Store:

1.
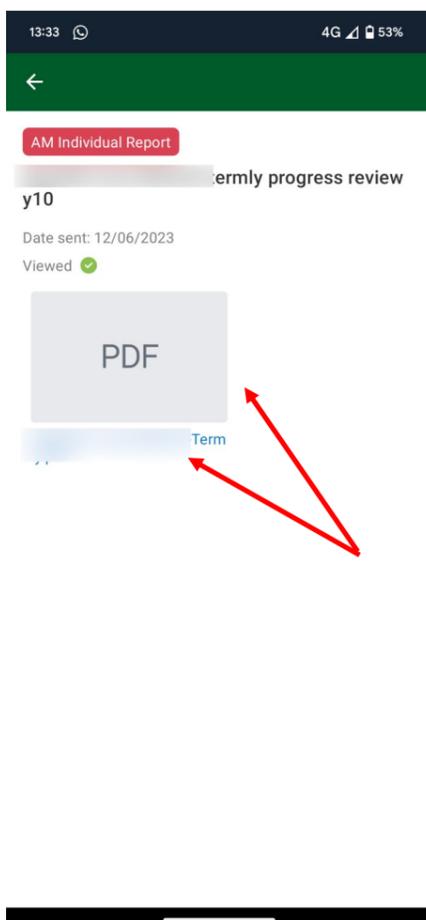
To get started, tap the 'Documents' icon.

Note: if you can't see the icon, you may need to force close the app, or re-install it.

2.

Tap on the Document you wish to open

3.

Tap the 'PDF' icon or file name

4.

Tap the PDF viewer

You may need to install the Google Drive app if you don't see a PDF viewer.

5.

The document will open

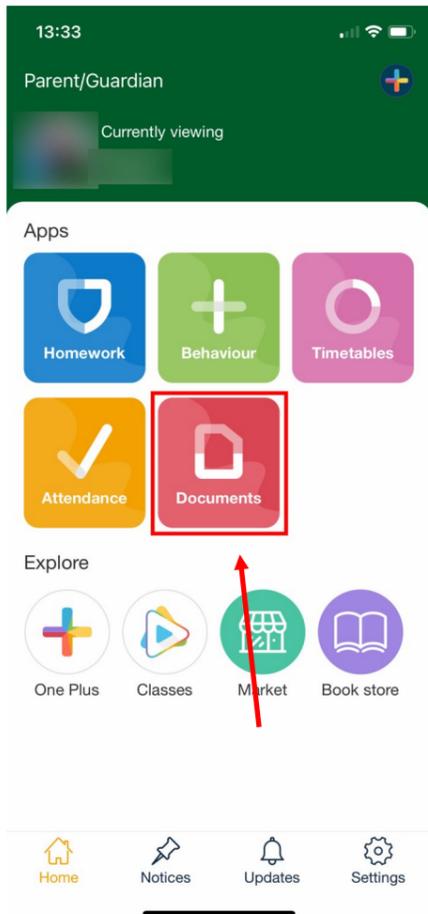*You can also download the document by tapping the three dots in the top corner*

Apple Devices
Accessing Progress Reviews & Documents on Satchel:One

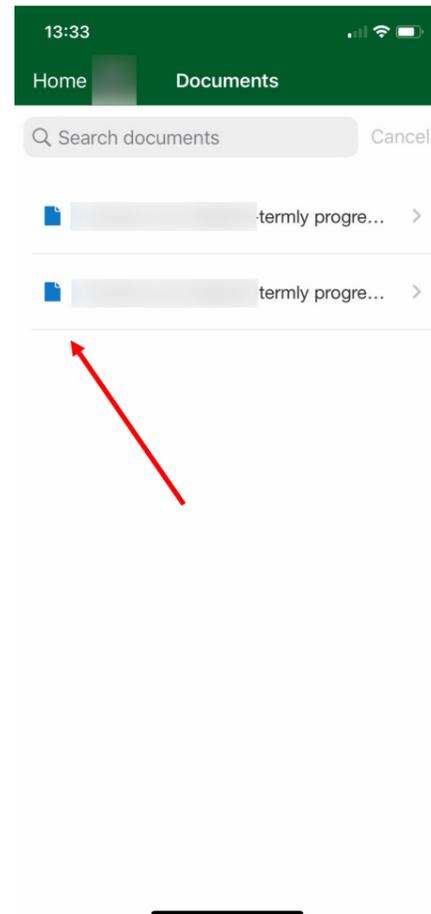Download the Satchel:One App in the App Store:

1.

To get started, tap the 'Documents' icon.

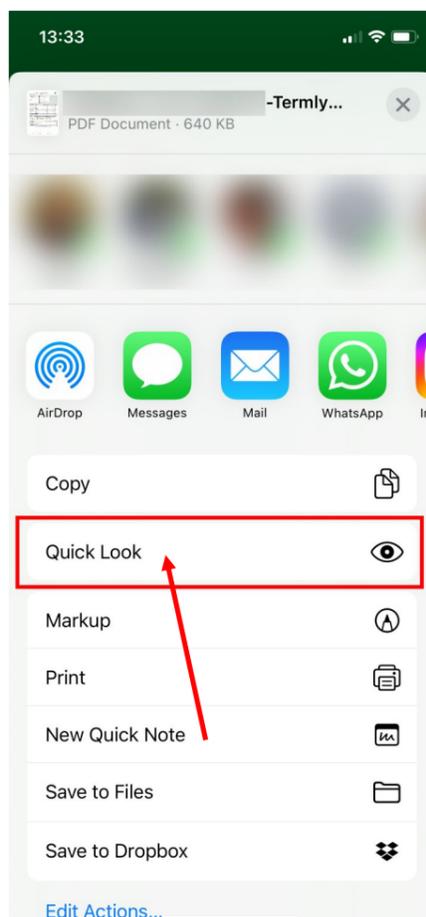*Note: if you can't see the icon, you may need to force close the app, or re-install it.*

2.

Tap on the Document you wish to open

3.

Tap the 'PDF' icon or file name

4.

Tap 'Quick Look'

(You may have to scroll the options up from the bottom)
If you wish to save the document for later, you can also select 'Save to Files'

5.

The document will open