



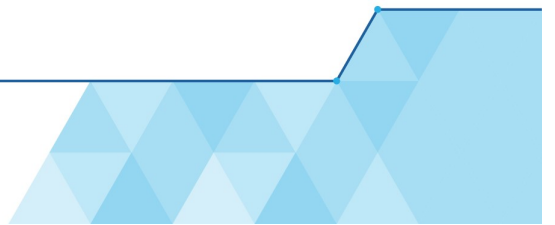
Ministry
of Justice

HMPPS Outreach App

User Guide

Contents

1) About the app	2
2) Using the app at an event	2
Adding the app to a mobile tablet device	2
What to do if you do not have a suitable device	2
Requesting a tablet display stand	3
Accessing kiosk mode	3
Getting candidates to register their interest at an event.....	3
3) Using the app for planning local outreach	4
Printing documents from the App	4
Ordering prison external hanging banners.....	4
Can't find what you're looking for?.....	4
4) Problems using the App	4
5) Tell us what you think	4



1) About the app

The app is designed to support HMPPS HR colleagues, recruiters and vacancy managers with their local recruitment outreach activities.

You can use it at face-to-face events to share recruitment-related videos with prospective candidates and get them to register their details with us via the relevant registration links.

You can also use it to access the print request form to view and order print assets (postcards, leaflets and banners) to support future events.

While the app can be accessed on a laptop, we recommend using an iPad or Android tablet at an event, to enable candidates to access the interactive materials available.

2) Using the app at an event

Adding the app to a mobile tablet device

To place the app onto a ‘home screen’ of a suitable device (tablet recommended), you will need to add the website (<https://hmpps-outreach.co.uk/>) as a shortcut.

To do this on an iPad or iPhone	To do this on an Android device
<ul style="list-style-type: none">• Launch the Safari app. (Chrome doesn't work)• Enter https://hmpps-outreach.co.uk/ into the address field and tap 'Go.'• Tap the right-pointing arrow icon at the top of the Safari window.• Tap 'Add to Home Screen.'• Enter the name for the shortcut and tap 'Add.'• Safari will close automatically, and you will be taken to where the icon is on your iPad's desktop.	<ul style="list-style-type: none">• Launch the Chrome app.• Open https://hmpps-outreach.co.uk/ using Chrome.• Tap the menu icon (3 dots in the upper right-hand corner) and tap Add to home screen.• Enter a name for the shortcut and Chrome will add it to your home screen.

What to do if you do not have a suitable device

The app is a mobile tablet optimised website that can be accessed via a laptop.

However, we recommend you use a tablet device at events to allow candidates to interact and explore all the assets on the app.

If don't have access to a mobile tablet device (iPad or Android), you can purchase one via the MoJ Technology Portal.

Requesting a tablet display stand

Desk tablet display stands are available for purchase on the MoJ Technology Portal.

Accessing kiosk mode

If using the app at large events, its recommended that you put your device in kiosk mode. This will enable you to allow candidates to use the app themselves, without your supervision and ensure they are not able to access any other content on the device.

Instructions

Using an iPad	Using an Android device
<ol style="list-style-type: none">1. Select: Settings > General > Accessibility > Guided Access > On2. Set a passcode. A six-digit code that will be memorable, but not easily guessed works best.3. Press the home button to return to the home screen. Open up your chosen app and once loaded, triple click the home button so that the 'Guided Access' screen appears.4. Press Start.5. Guided Access mode will begin, and your device will be locked down into one app.	<ol style="list-style-type: none">1. Download the Kio Ware for Android Kiosk App from the Google Play store.2. Launch the app and follow the user setup instructions to trigger kiosk mode.

Getting candidates to register their interest at an event

A key output of any recruitment event is capturing potentially interested candidates contact details for future communication and signposting to vacancies of interest. Candidates can do this by completing clicking on the relevant registration of interest button in the app and completed the short form. This will capture their details securely on our candidate relationship management system (called Dot Digital) where we will track them, engage with them via email and signpost them to relevant vacancies. We have registration of interest buttons built into the app for prison officer, PQiP, case administrator, probation services officer and community payback roles.

3) Using the app for planning local outreach

Printing documents from the App

You can view and order a range of print materials (postcards, leaflets and banners) by clicking on the print order form button in the app. This will take you to an online print order form where you can view and request the materials you require for your event.

Ordering prison external hanging banners

Large PVC promotional banners for displaying outside are designed to include the prison name. You will therefore not be able to place an order directly with a printer. Please email recruit.marketing@justice.gov.uk for details of how to order.

Can't find what you're looking for?

If you can't find the printable marketing materials you're looking for, or need something specific to support local recruitment needs, please email recruit.marketing@justice.gov.uk.

4) Problems using the App

For any technical issues or queries while using the app, please email resourcing.projects@justice.gov.uk

5) Tell us what you think

We are always looking to improve this app and would love to hear from your experience using it. To tell us what you think you can complete a short feedback survey located here - <https://hmpps-outreach-app-user-feedback-form.form.service.justice.gov.uk/>