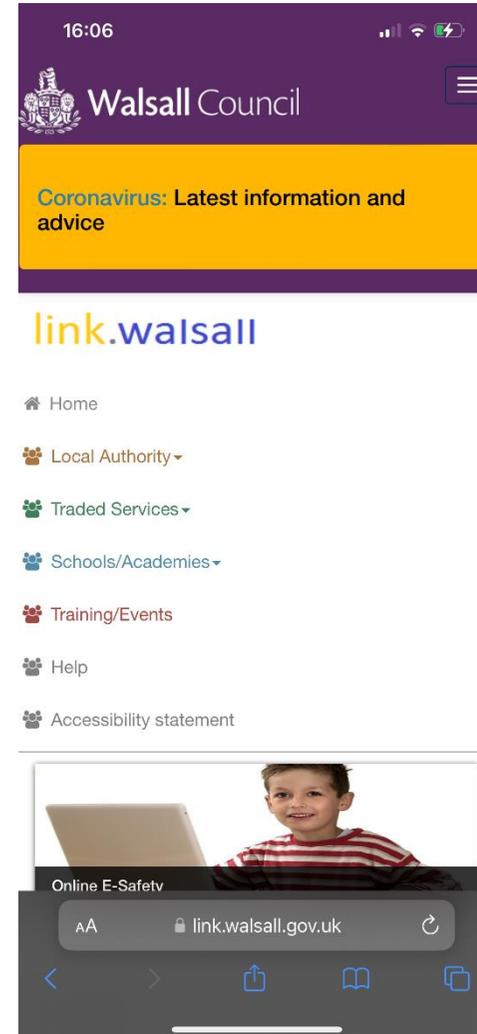
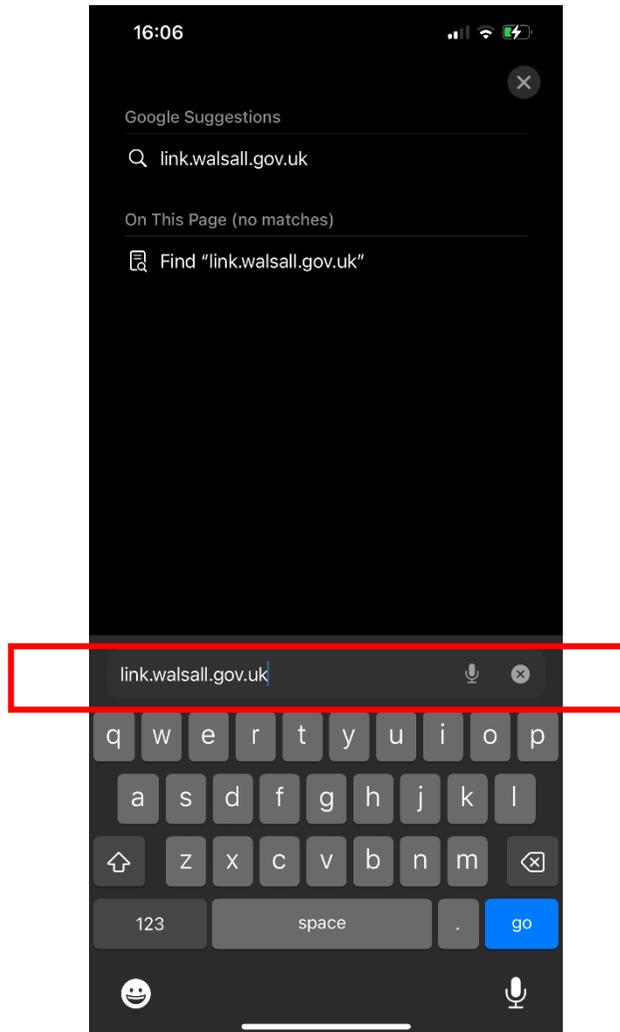


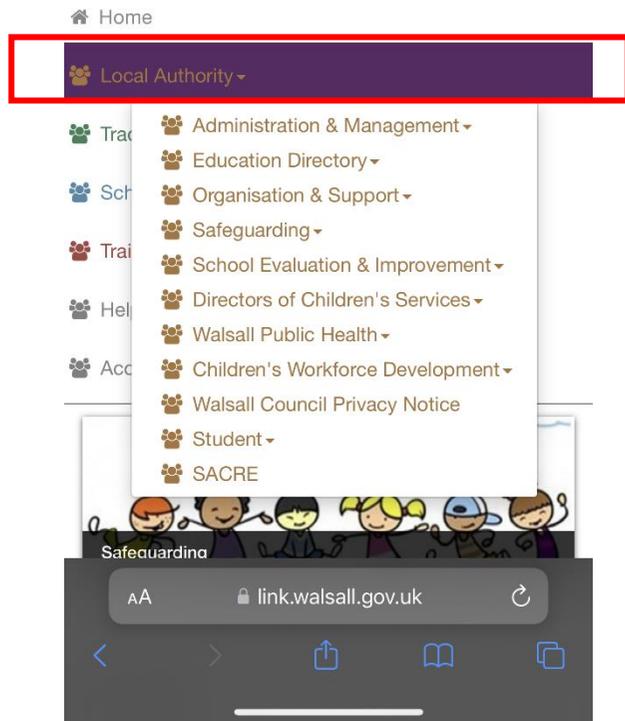
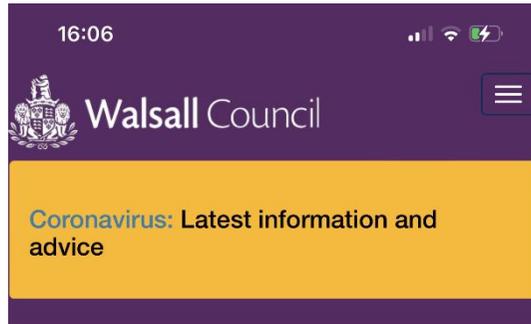
## Quick Reference Guide

### How to Access OneSource from your Mobile Device/Smart Device(Tablet)

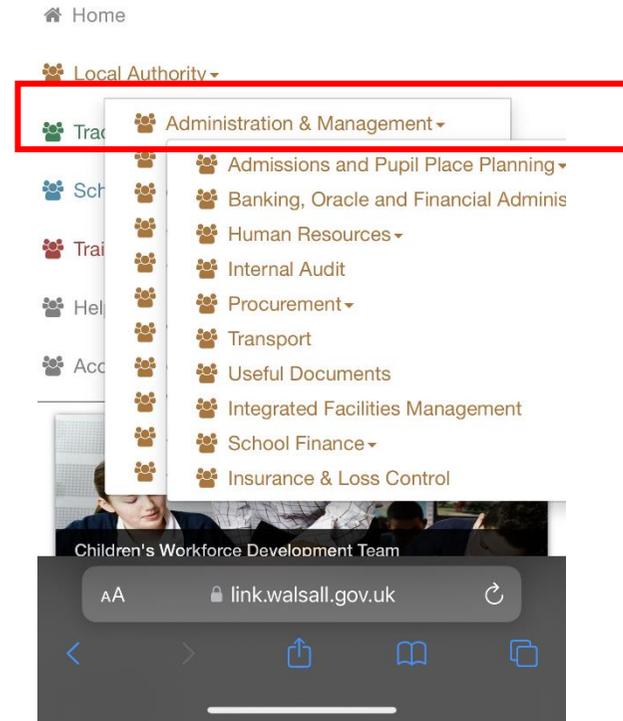
1. Open your Internet Search Browser on your phone or tablet.
2. Type or copy this following into the Search bar – Link.Walsall.Gov.Uk
3. The Link.Walsall homepage will show on your device.



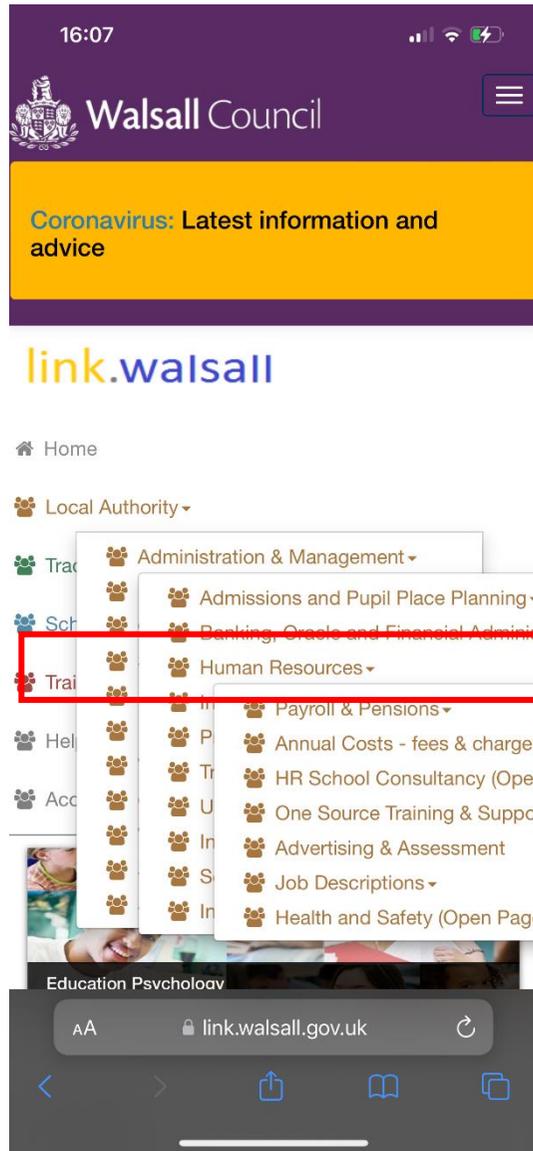
4. Select Local Authority from the drop down options



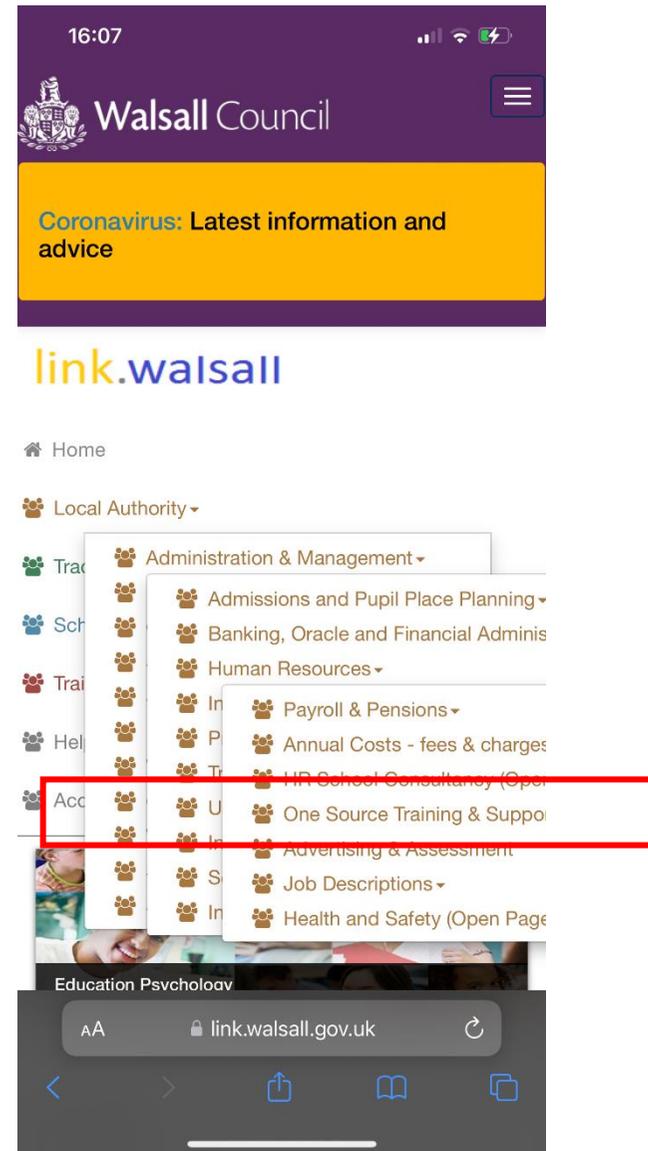
5. Select Administration & Management



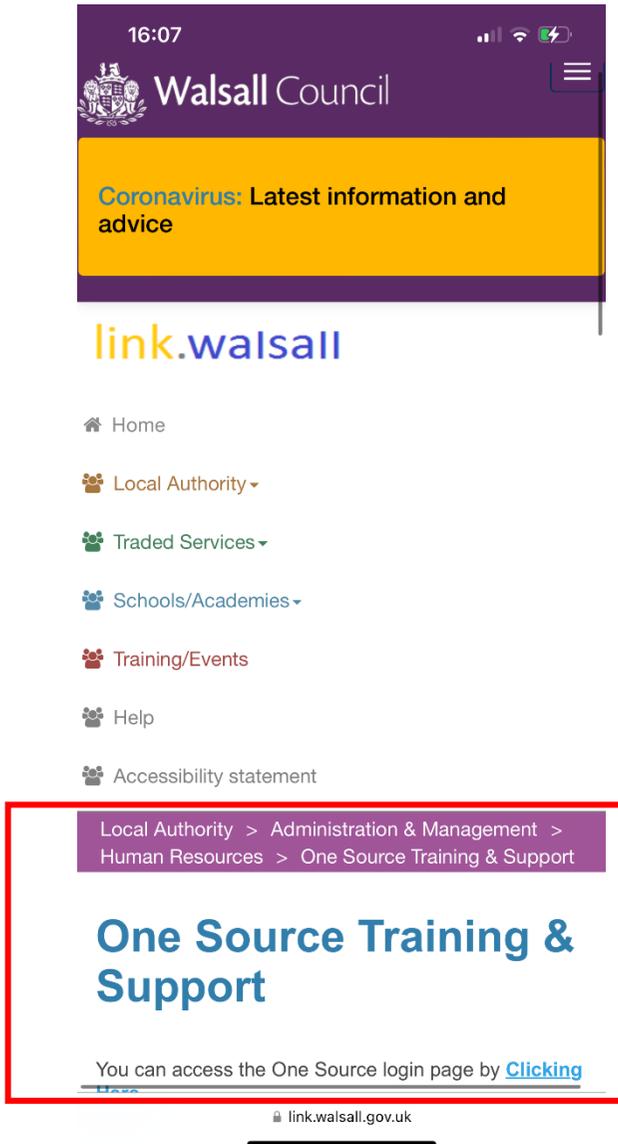
6. Select OneSource Training & Support



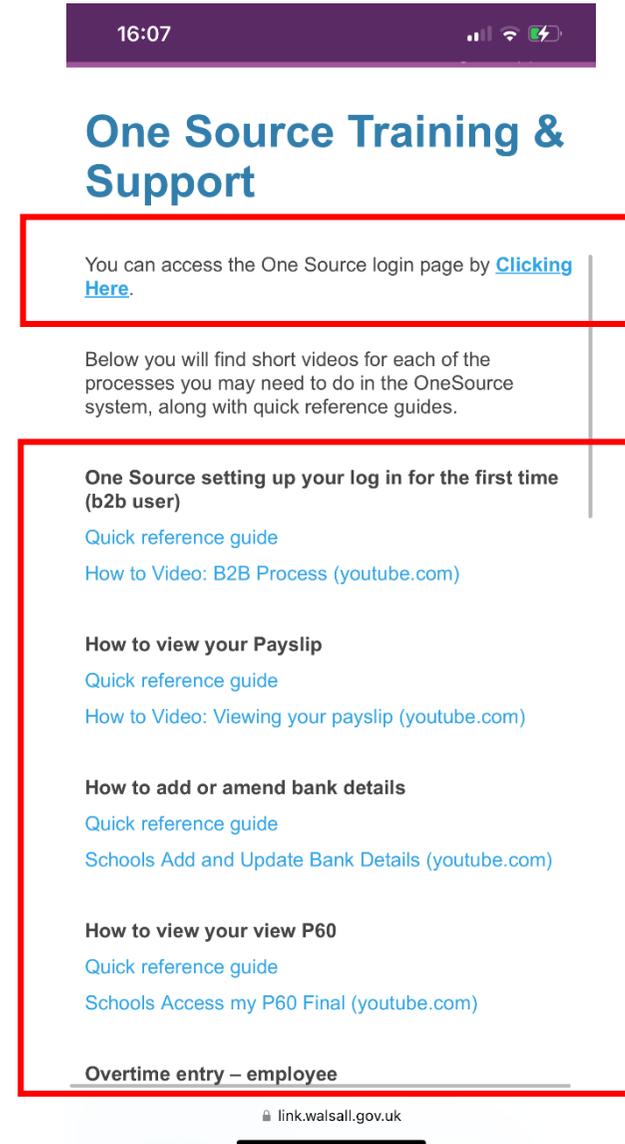
7. Select OneSource Training & Support



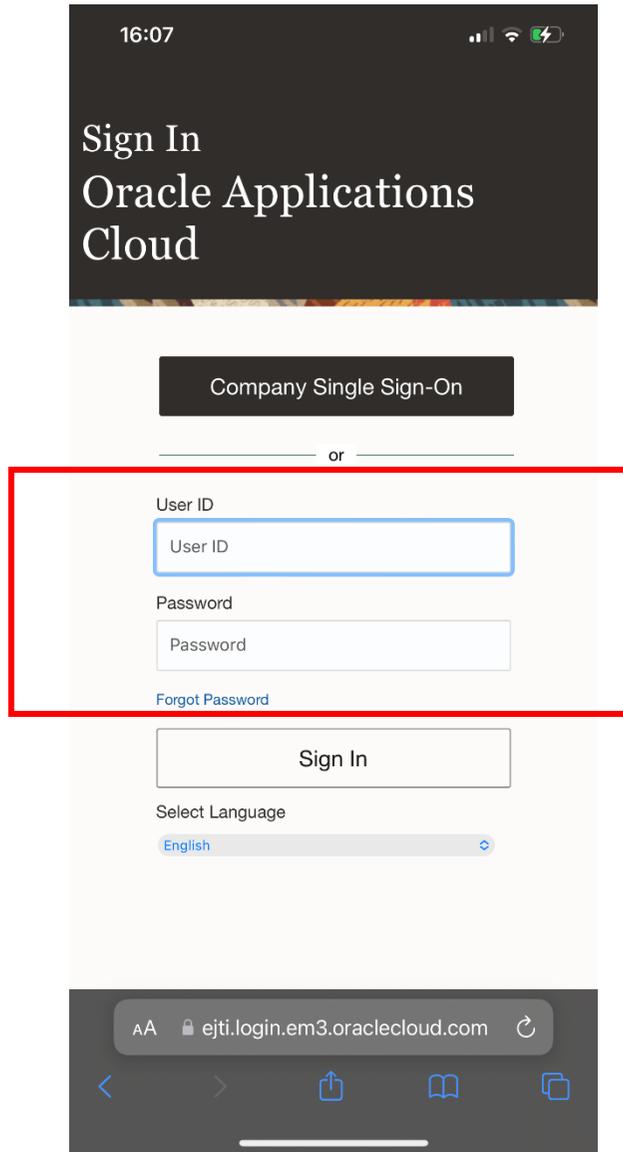
8. This will open the main page with the link to OneSource and the training material. It will look like this on your device so scroll down.



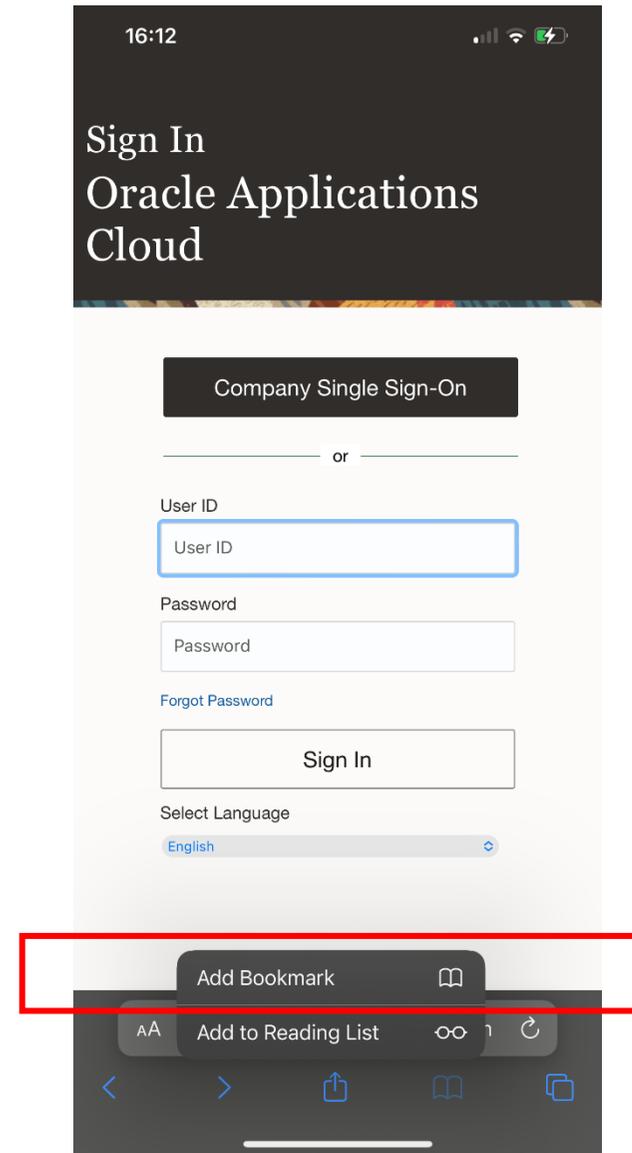
9. When you have scrolled down you will see the link to OneSource and a list of different training guides and videos which you can click and watch from your mobile or tablet



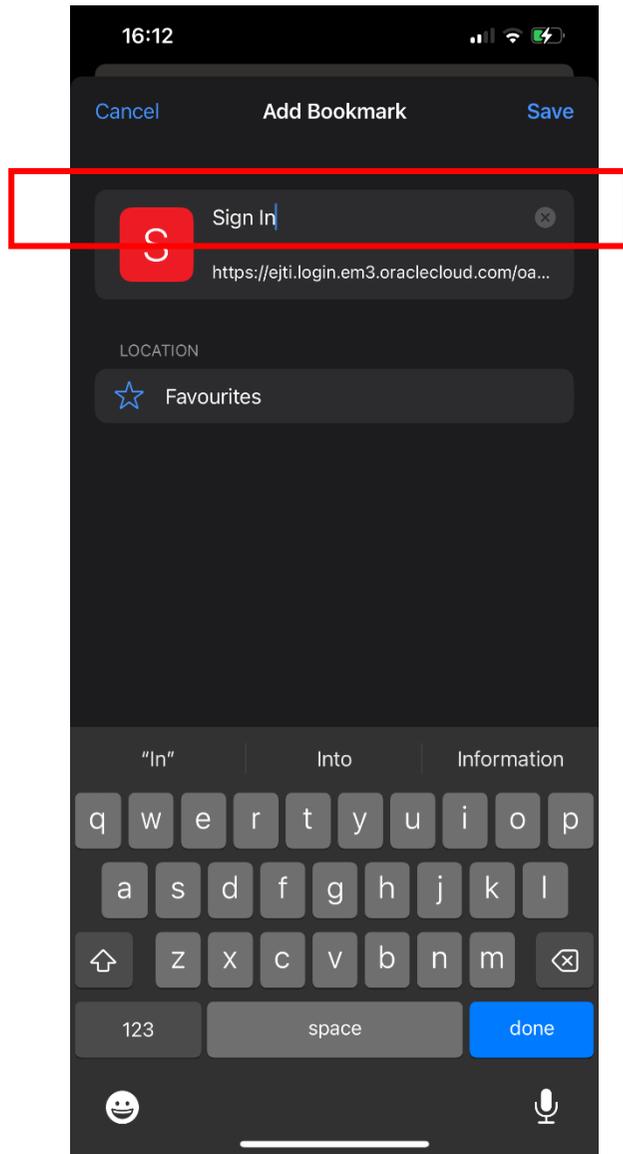
10. If you have clicked the link at the top of the page it will open the OneSource login page.



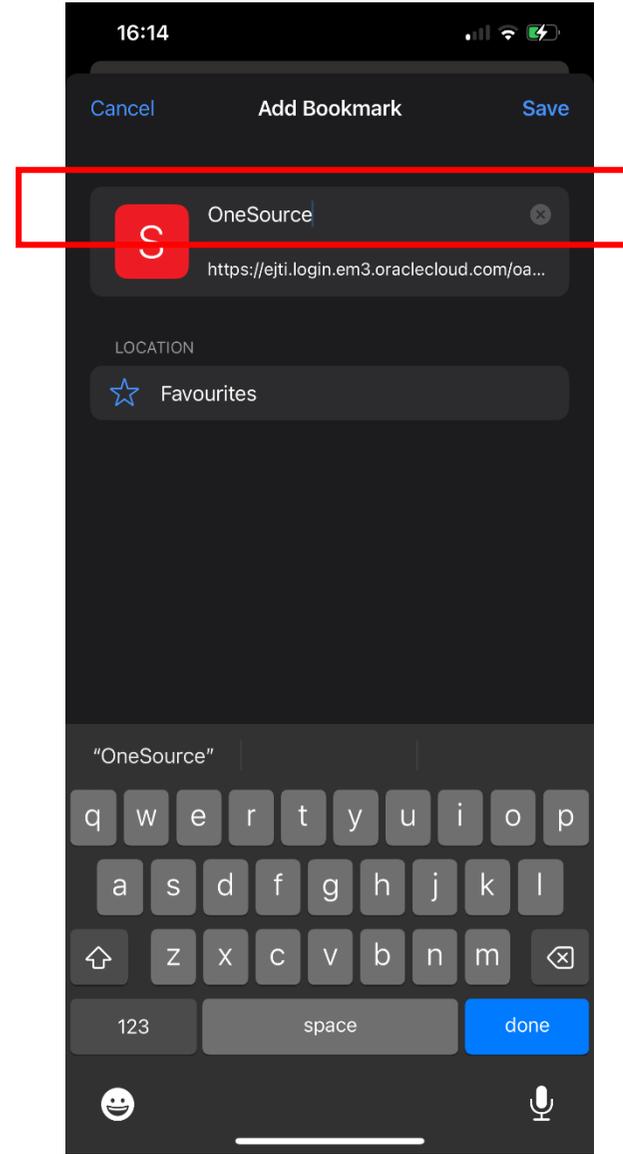
11. You can save this link by Adding a Bookmark to your homepage. So whenever you open a new internet search page the login for OneSource will appear



12. Once you add a bookmark it will appear like this



13. You can rename the Bookmark at this point to something more familiar, like OneSource



14. When you open a new page it will look like this on your default homepage alongside any other bookmarks you have.

