


REVIEWING BOARD PAPERS ON AN iPad

[WinZip](#) – download WinZip to help you view board papers

[Downloading Board Papers](#) – downloading copies of all available board papers to your iPad

Downloading WinZip

Before carrying out a Review Board papers task in NETSCC MIS on an iPad we recommend you download the WinZip app.

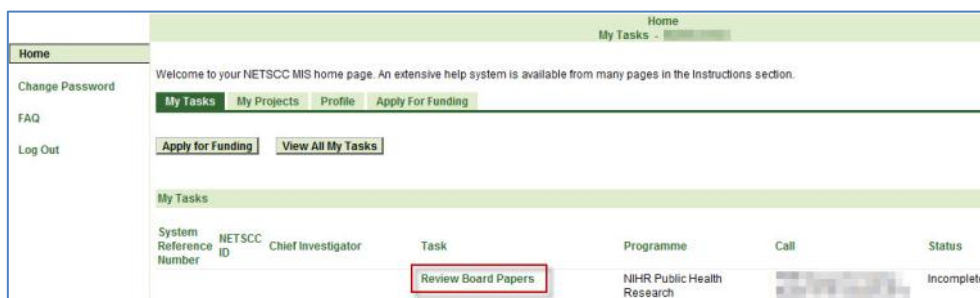
1. Tap the App Store icon  in the home screen.
2. Search for WinZip.
3. For the WinZip app tap on the Free button to download it.
4. You may be asked for your iTunes password.



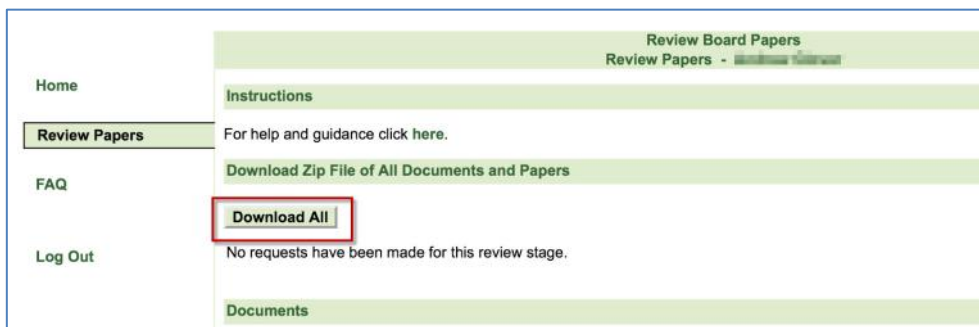
Downloading the Board Papers

To download all the available board papers to your iPad so you can view them at any time (even if your iPad is not online) :

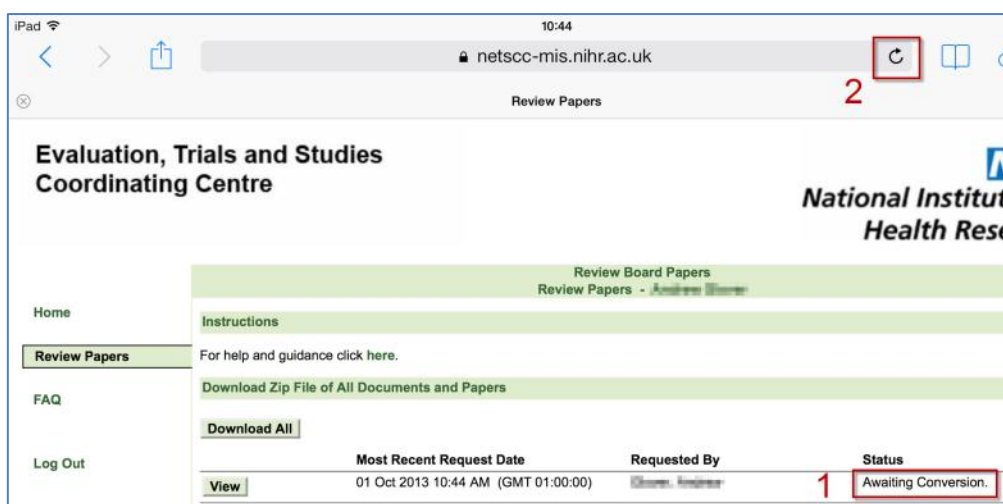
1. Open Safari.
2. Login to NETSCC MIS using <https://netscc-mis.nihr.ac.uk>.
3. Tap the Review Board Papers hyperlink in your My Tasks list.



4. To download the Board Papers tap the 'Download All' button.



5. You will now see a View button below Download All with a status of 'Awaiting Conversion' (1). Wait a few minutes for the conversion to complete before tapping the 'refresh' arrow (2).



6. If the Status does not change to 'Successfully Converted' wait a few minutes and tap 'refresh' again.

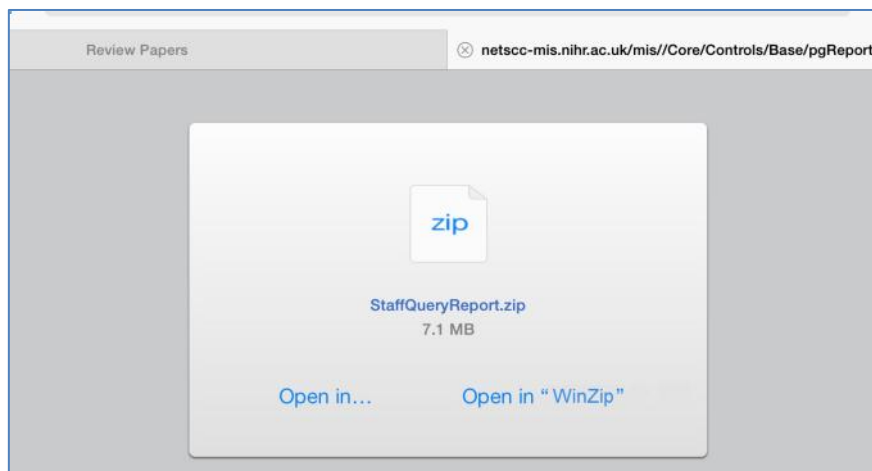
Please note that for a large number of documents, the conversion can take several minutes.

7. Once the status reads 'Successfully Converted', tap the View button to open the zipped file.



8. A new tab page will then open within Safari.

9. Tap on Open in “WinZip”



10. This will open in a separate screen. The zip file will be called StaffQueryReport.zip. If you have previously downloaded one and not deleted it, the name will have a numerical suffix. E.g StaffQueryReport-1.zip.



11. If you need to access these files after restarting the iPad, you can open WinZip and click on Files to display any previously downloaded zip files that you have not deleted.

This is one of a number of technical support documents available for researchers using the NETSCC MIS. Further technical support documents can be found at on the [NIHR website](#)