



Fairfax County
PUBLIC SCHOOLS

ENGAGE • INSPIRE • THRIVE

TRANSPORTATION WEEKLY REPORT

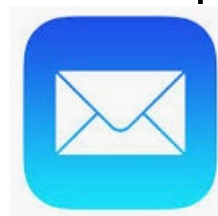
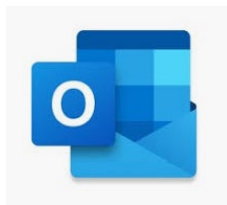
Helpful Tips for iPhones
and iPads

WHAT YOU WILL NEED

- You will need a connection to the internet, either through Wi-Fi or mobile data.
- iOS users should access the timesheet with Safari. Do not use Chrome.



- Having your county email logged in using a Mail application is the best and easiest method for timesheet submission.
- Microsoft Outlook is a recommended mail application and can be downloaded in your App Store for free. The default “Mail” app can also be used.



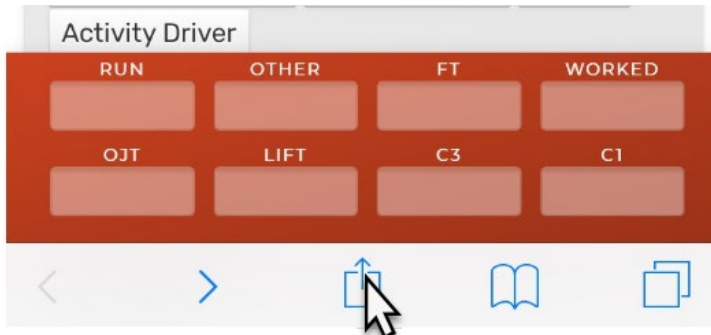
- You will also need an application to open and view the PDF. Most phones comes with one preinstalled. If you do not have one, you can download Adobe Acrobat Viewer for free.



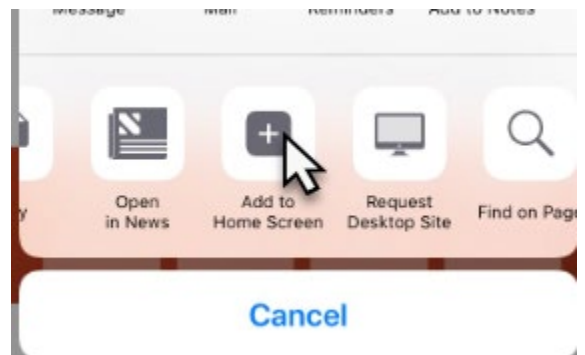
CREATING A SHORTCUT

The Safari browser allows you to create a shortcut to the timesheet on your home screen so that you can easily access it.

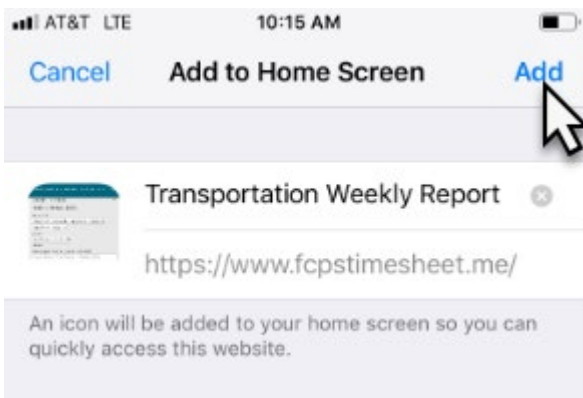
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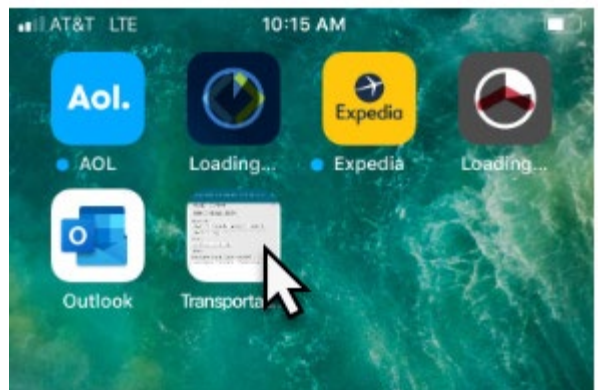
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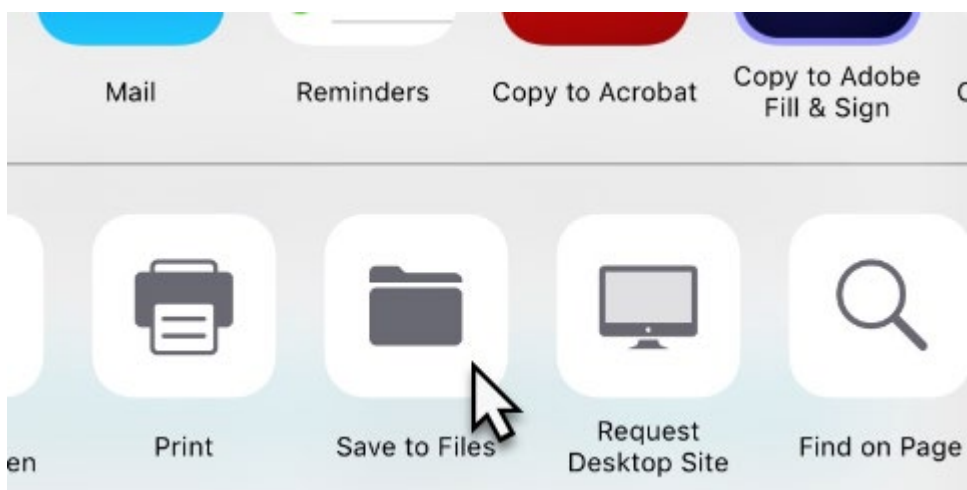


REVIEWING AND FINALIZING

- Safari will display the timesheet but will not automatically download it for you.
- Click on the “Share” button to get options on how to save the timesheet.

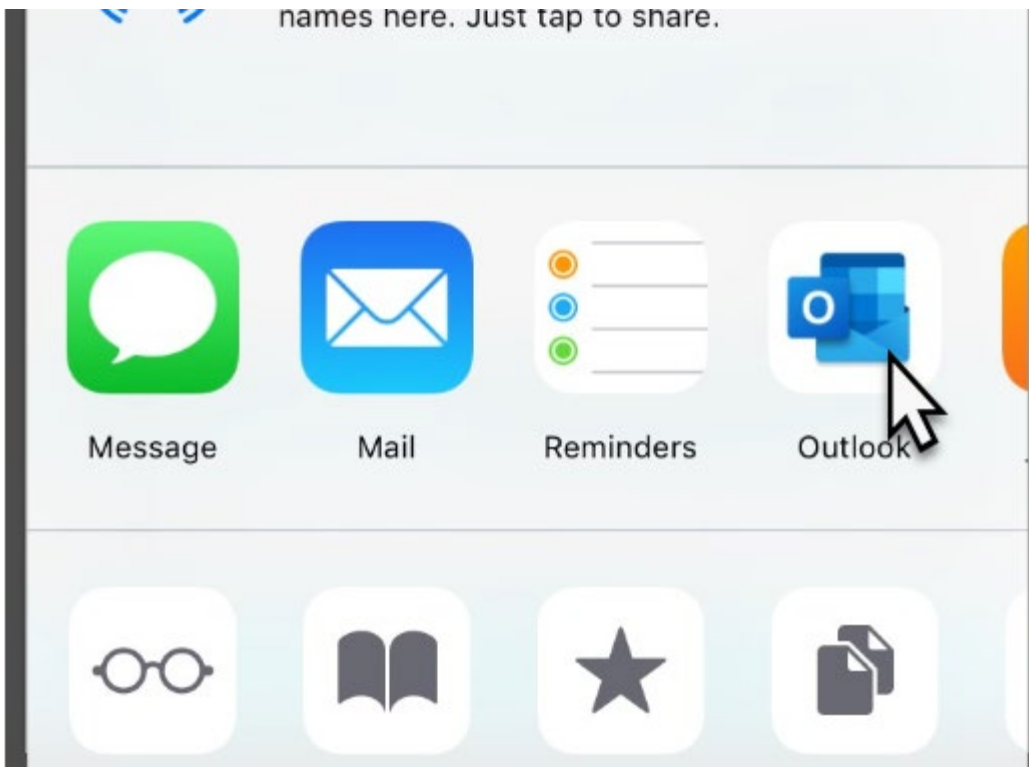


- Clicking on “Save to Files” will save the timesheet in a folder that you select.



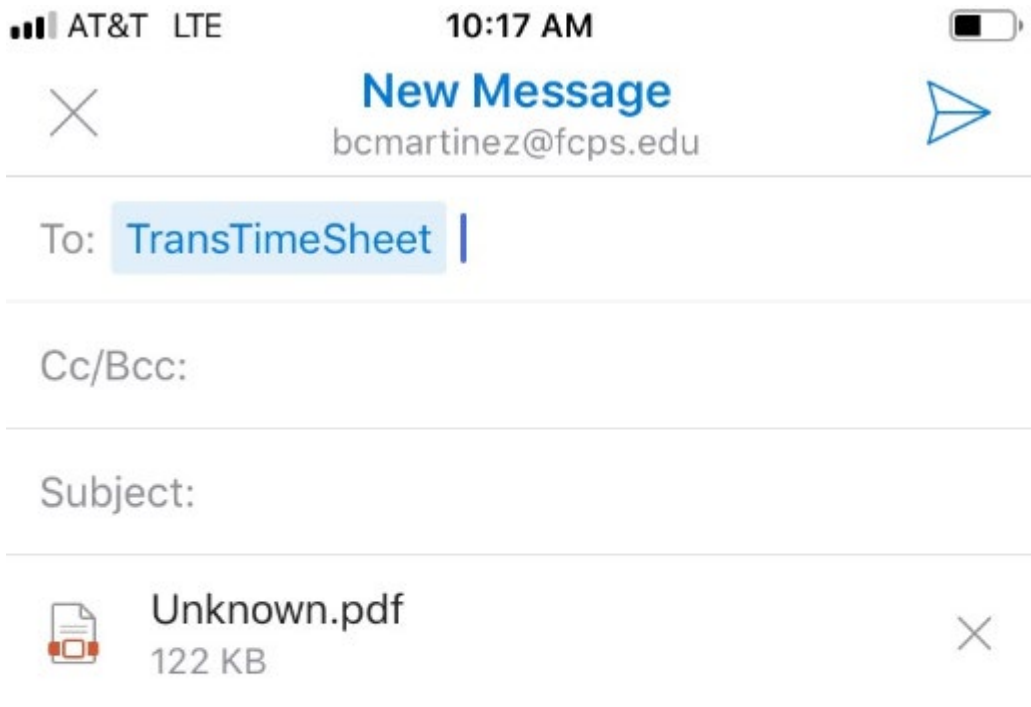
USING A MAIL APP

- Instead of saving the timesheet to your files, you can send the timesheet directly to a blank email if you have your county email in a mail application.
- After clicking the “Share” button, click on your mail app that has your county email in it.



USING A MAIL APP

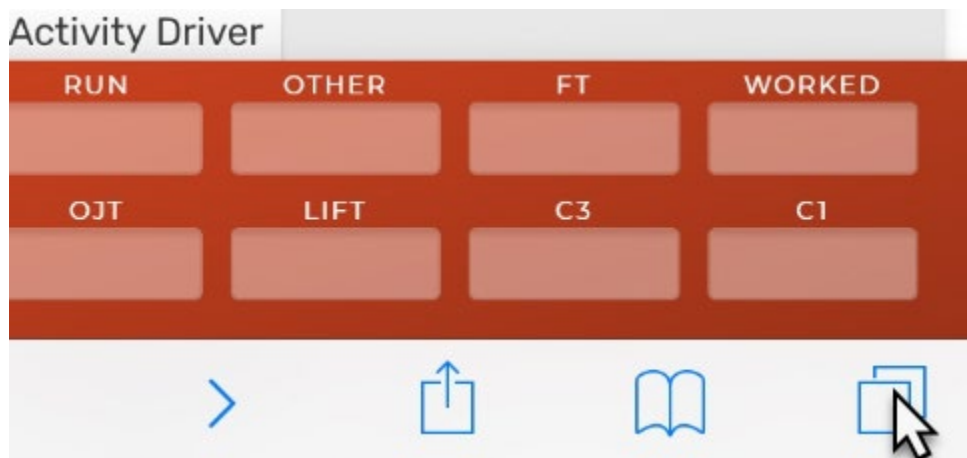
- The timesheet PDF will be attached directly to a new blank email.
- Add the address transtimesheet@fcps.edu into the “To” field and send the email.



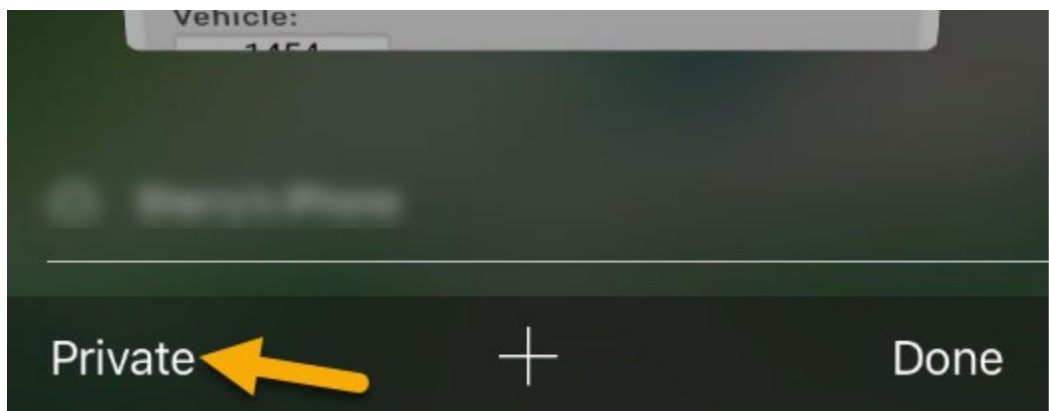
Get [Outlook for iOS](#)

COMMON ISSUES WITH IPHONES

- If you are attempting to use Safari for your timesheet and it will not save your data, make sure you are not using “Private” browsing.
- Click on the browser tabs button.



- Make sure “Private” is not highlighted. If it is, click on it to disable it and then reopen the timesheet.



- Also, “Cookies” must be enabled in the settings of Safari for the timesheet to work correctly.



QUESTIONS OR ISSUES?

**Please contact your area office for
assistance.**