# 🔲 Saving the Web Form Checklist to Your Mobile Device

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## 🎯 Why Save to Your Home Screen?

Saving the checklist to your home screen lets you use it like an app—making it faster and easier to access during school safety walkthroughs.

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## 🔲 iPhone Instructions (Safari)

1. Open Safari and navigate to the checklist (https://www.dcjs.virginia.gov/school-safety-inspection-checklist).
2. Tap the 'Share' icon (square with arrow up).
3. Scroll down and select 'Add to Home Screen'.
4. Rename the shortcut if desired and tap 'Add'.

You'll now see the checklist icon on your home screen like an app.

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## 🤖 Android Instructions (Chrome)

1. Open Chrome and navigate to the checklist HTML file.
2. Tap the three-dot menu in the top-right corner.
3. Select 'Add to Home screen'.
4. Rename the shortcut and tap 'Add'.

It will appear on your home screen and open in its own window.

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## 🧠 Field Use Tips

- Add the checklist before heading into the field.
- Use landscape mode for easier data entry.
- Export your results before closing the window to avoid accidental data loss.

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## 🛠 Having Trouble?

- Make sure the checklist is fully extracted from the ZIP file.
- If you're opening from cloud storage, try downloading the file locally first.
- If your browser doesn't support home screen shortcuts, consider using Chrome (Android) or Safari (iPhone).

For support on the web:

www.dcjs.virginia.gov/virginia-center-school-and-campus-safety/virginia-school-safety-audit-program

Or email: safetyaudit@dcjs.virginia.gov