

# Single Lead Employer App instructions

## IOS Download instructions

### Stage 1

1. Download PowerApps from the App Store
2. Sign in with your NHS Wales email and password (which is the same as your nadex)
3. Setup a pin if prompted

### Stage 2

1. Download Microsoft Edge from the app store
2. Sign in with your NHS Wales email and password (which is the same as your nadex)  
(This is required to access any web links in the app)

### Final Stage

1. Open PowerApps
2. Search for Single Lead Employer
3. Click on the Single Lead Employer App to launch it on your mobile

### *Optional stage*

- *If you would like to contact anyone via email from your phone, then please download the Microsoft Outlook App.*
- *Sign in with your NHS Wales email and password (which is the same as your nadex)*

# Android Download instructions

## Stage 1

1. Download PowerApps from the Google Play Store
2. Sign in with your NHS Wales email and password (which is the same as your nadex)
3. Setup a pin if prompted

## Stage 2

1. Download Company Portal from the Google Play Store
2. Sign in with your NHS Wales email and password (which is the same as your nadex)
3. Microsoft Intune helps organisations manage access to corporate apps, data and resources.

## Stage 3

1. Download Microsoft Edge from the Google Play Store
2. Sign in with your NHS Wales email and password (which is the same as your nadex)
3. This is required to access any web links in the app

## Optional stage

- If you would like to contact anyone via email from your phone, then please download the Microsoft Outlook App.
- Sign in with your NHS Wales email and password (which is the same as your nadex)

## Final Stage

1. Open PowerApps
2. Search for Single Lead Employer
3. Click on the Single Lead Employer App to launch it on your mobile

## Frequently Asked Questions

### **Why do I have to download other apps to use this one?**

Due to organisational security, multiple apps have to be used for authentication purposes to ensure a safe and secure environment.

### **Why can't I email from the app?**

You need to ensure Microsoft Outlook has been downloaded onto your mobile device and you have added your NHS Wales email account.

### **Why can't I open any web links?**

You need to ensure Microsoft Edge has been downloaded onto your mobile device and you have synced up your NHS Wales email account.

### **Do I need the Microsoft Authenticator app on my phone to use PowerApps?**

Some mobile devices may require the Microsoft Authenticator App to access PowerApps.

### **Can I pin the App to my mobile phone home screen?**

No, unfortunately due to organisational security restrictions.

### **Can I access the Single Lead Employer App through my desktop?**

Yes, you can view the app through your desktop via the following link:

[Single Lead Employer - Trainee Hub \(sharepoint.com\)](#)

# Cyfarwyddiadau Ap Un Cyflogwr Arweiniol

## Cyfarwyddiadau lawrlwytho iOS

### Cam 1

1. Lawrlwythwch *Power Apps* o *App Store*.
2. Mewngofnodwch gyda'ch cyfeiriad e-bost a'ch cyfrinair GIG Cymru (sydd yr un peth â'ch manylion *Nadex*)
3. Dewiswch rif pin os gofynnir i chi wneud hynny.

### Cam 2

1. Lawrlwythwch *Microsoft Edge* o *App Store*.
2. Mewngofnodwch gyda'ch cyfeiriad e-bost a'ch cyfrinair GIG Cymru (sydd yr un peth â'ch manylion *Nadex*)  
(Mae angen hwn i gael mynediad at unrhyw ddolenni gwe yn yr ap)

### Cam Olaf

1. Agor *PowerApps*
2. Chwilio am Un Cyflogwr Arweiniol
3. Cliciwch ar yr Ap Un Cyflogwr Arweiniol i'w lansio ar eich ffôn symudol

### Cam dewisol

- Os hoffech chi gysylltu ag unrhyw un trwy e-bost o'ch ffôn, yna lawrlwythwch Ap *Microsoft Outlook*.
- Mewngofnodwch gyda'ch cyfeiriad e-bost a'ch cyfrinair GIG Cymru (sydd yr un peth â'ch manylion *Nadex*)

## Cyfarwyddiadau Lawrlwytho Android

### Cam 1

1. Lawrlwythwch *Power Apps* o *Google Play Store*.
2. Mewngofnodwch gyda'ch cyfeiriad e-bost a'ch cyfrinair GIG Cymru (sydd yr un peth â'ch manylion *Nadex*)
3. Dewiswch rif pin os gofynnir i chi wneud hynny.

### Cam 2

1. Lawrlwythwch *Company Portal* o *Google Play Store*.
2. Mewngofnodwch gyda'ch cyfeiriad e-bost a'ch cyfrinair GIG Cymru (sydd yr un peth â'ch manylion *Nadex*)
3. Mae *Microsoft Intune* yn helpu sefydliadau i reoli mynediad at apiau, data ac adnoddau corfforaethol.

### Cam 3

1. Lawrlwythwch *Microsoft Edge* o *Google Play Store*.
2. Mewngofnodwch gyda'ch cyfeiriad e-bost a'ch cyfrinair GIG Cymru (sydd yr un peth â'ch manylion *Nadex*)
3. Mae angen hwn i gael mynediad at unrhyw ddolenni gwe yn yr ap.

### Cam dewisol

- Os hoffech chi gysylltu ag unrhyw un trwy e-bost o'ch ffôn, yna lawrlwythwch Ap *Microsoft Outlook*.
- Mewngofnodwch gyda'ch cyfeiriad e-bost a'ch cyfrinair GIG Cymru (sydd yr un peth â'ch manylion *Nadex*)

### Cam Olaf

1. Agor *PowerApps*
2. Chwilio am Un Cyflogwr Arweiniol
3. Cliciwch ar yr Ap Un Cyflogwr Arweiniol i'w lansio ar eich ffôn symudol

## Cwestiynau Cyffredin

### **Pam mae'n rhaid i mi lawrlwytho apiau eraill i ddefnyddio hwn?**

Oherwydd diogelwch sefydliadol, mae'n rhaid defnyddio sawl ap at ddibenion dilysu er mwyn sicrhau amgylchedd saff a diogel.

### **Pam na allaf e-bostio o'r ap?**

Mae angen i chi sicrhau bod *Microsoft Outlook* wedi'i lawrlwytho i'ch dyfais symudol a'ch bod wedi ychwanegu eich cyfrif e-bost GIG Cymru.

### **Pam na allaf agor unrhyw ddolenni gwe?**

Mae angen i chi sicrhau bod *Microsoft Edge* wedi'i lawrlwytho i'ch dyfais symudol a'ch bod wedi cysoni eich cyfrif e-bost GIG Cymru.

### **A oes angen ap *Microsoft Authenticator* ar fy ffôn i ddefnyddio *PowerApps*?**

Efallai y bydd angen ap *Microsoft Authenticator* ar rai dyfeisiau symudol er mwyn defnyddio *PowerApps*.

### **A allaf roi'r ap ar sgrin hafan fy ffôn symudol?**

Na allwch yn anffodus, oherwydd cyfyngiadau diogelwch sefydliadol.

### **A allaf gael mynediad at yr Ap Un Cyflogwr Arweiniol trwy fy nghyfrifiadur?**

Gallwch. Mae modd i chi ddefnyddio'r ap o'ch cyfrifiadur trwy'r ddolen ganlynol:

[Un Cyflogwr Arweiniol - Hwb Hyfforddeion \(sharepoint.com\)](https://sharepoint.com)