How to Install Traverse Mobile



In the search bar on the bottom of your task bar, type in software center and open the app.

🗄 Applications	All Required		traverse
C Updates	Filter: All	▼ Sort by: Most recent ▼	5≣ ☷ ⊞
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	Shared Services Shared Service	s Shared Services	

In the search bar in the upper right hand corner, type Traverse. Choose Shared Services Traverse Mobile.

Software Center					
Ohio Dept. of Job an	d Family Services				
🗄 Applications	Applications > Application details				
 ✔ Updates ♥ Operating Systems ♥ Installation status ♥ Options 	Shared Services Traverse Mobile 1.34.2.0 Published by Northwoods Install				

Click on the Install button.



Once the app finishes downloading, type Traverse into the search bar on your task bar and choose Traverse app.



It will prompt you to enter the Organization, type Ohio and click Next.



You Traverse mobile screen will open. You will have to add your cases via the manage synced cases button. There will be no cases added until you do this step.



Click the add a case button.

Traverse		- 🗆 X
ADD A CASE TO THIS	DEVICE	Done
Choose a Case	to Add to This Device	
Content, People, and	Organizations connected to the chosen Case will be automatically a	dded.
Show My Open Cases	Organizations connected to the chosen Case will be automatically ac	
Show My Open Cases	Organizations connected to the chosen Case will be automatically an	dded.

Click the Show My Open Cases button.

Traverse	_	
ADD A CASE TO THIS DEVICE		Done
Choose a Case to Add to This Device Content, People, and Organizations connected to the chosen Case will be automatically added.		
Show My Open Cases OR Search		Q
		ADD

Click the ADD button to the right of each case you want to add. The more cases you choose to add at the same time the longer the sync process will take. If you need to leave quickly only do the cases that you need at that time. If you have extra time, add more. You must keep your computer open and active for the cases to sync successfully.