

Installing the DelaControl Hub on your phone

A five-minute, one-off setup. Adds the hub to your home screen so it opens like any other app.

The DelaControl Hub is where you get to Projects, CRM, WorkDrive and our own tools in one place. It is a website, but once added to your home screen it behaves like a normal app — its own icon, its own window, no address bar.

Start by opening this address on your phone:

hub.delacontrol.com

IPHONE AND IPAD

You must use Safari

Apple only allows Safari to install web apps. If you use Chrome on an iPhone it will save a shortcut that still opens inside Chrome, which is not what we want. Copy the address into Safari first.

- 1 Open **Safari** and go to **hub.delacontrol.com**
- 2 **Sign in with Zoho** using your @delacontrol.co.uk account
Do this before installing, so the app does not open on a login screen.
- 3 Complete the **device declaration** if you are asked
A short list of tick boxes. It takes about thirty seconds — see overleaf.
- 4 Tap the **Share** button  in the bar at the bottom of the screen
A square with an arrow pointing up out of it.
- 5 Scroll the list down and tap **Add to Home Screen**
- 6 Leave the name as **DelaControl** and tap **Add** (top right)

ANDROID

- 1 Open **Chrome** and go to **hub.delacontrol.com**
- 2 **Sign in with Zoho** and complete the device declaration if asked
- 3 Tap the **menu**  at the top right of the screen
- 4 Tap **Install app**
Some phones say **Add to home screen** instead. Either is correct.
- 5 Tap **Install** to confirm

Using Samsung Internet? Tap the menu, then **Add page to** → **Home screen**.

WINDOWS PC OPTIONAL

- 1 Open **hub.delacontrol.com** in **Chrome** or **Edge** and sign in
- 2 Click the **install icon** at the right-hand end of the address bar
A small monitor with a downward arrow.
- 3 Click **Install**. The hub gets its own window and a taskbar icon.

AFTER YOU INSTALL IT

You will sign in once more

The first time you open the installed app it will ask you to sign in with Zoho again, even though you just signed in.

This is normal. Your phone keeps the app separate from the browser, so it starts with a clean slate. It only happens once.

You will sign in most days

A sign-in lasts about eight hours, so you can expect to sign in roughly once a day, usually at the start of a shift.

This is deliberate. If your phone is lost, nobody has an open session for long.

THE DEVICE DECLARATION

Before you can use the hub you will be asked to confirm a short list of statements about the device you are using. DelaControl is working towards Cyber Essentials certification, which requires us to establish that devices reaching our systems are looked after.

You are confirming that the device you are on: locks itself when idle and needs a PIN, password, fingerprint or face to get back in; has encryption switched on; still receives security updates; has malware protection running. You also confirm you will report a lost or stolen device straight away, and that you do not share your login.

There is one optional tick to say you are using a personal phone or computer. That is not a problem — we simply need to know about it. Answer honestly.

If you cannot honestly tick something

Do not tick it, and contact the operations team. It is almost always a five-minute setting on your phone, not a problem with you or your device.

COMMON QUESTIONS

It is asking me to declare again on my phone, but I already did it on my PC	Correct. A declaration covers the type of device you made it on. A phone is a different type of device to a computer, so it asks once for each. It will not keep asking.
A Zoho tile opened the app store instead of the app	That Zoho app is not installed on your phone. Install it from the App Store or Play Store and the tile will open it directly from then on.
I only see some of the tiles	You are given access to the apps your job needs. If something is missing that you need, contact the operations team.
I have changed phone	Install it again on the new phone using the steps overleaf. Tell the operations team so the old device can be signed out.
My phone is lost or stolen	Tell the operations team immediately, whatever the time. Your sessions can be ended remotely so nobody can use the hub from that device.