# NCHC Board - GoodReader Set-up / Sync

### NCHC iPad GoodReader Setup Instructions

When you open Good Reader, you will see two main parts; the white "Documents" Panel in the middle, and the green "Control" Panel on the Bottom. During setup you will also see several 'pop-up' Dialog panels/boxes.



### Set up a Server Connection

This task only needs to be done once.

- a. Open the GoodReader application.
- b. In the Control Panel (green area on bottom) tap on the Connect (Globe) icon
- c. Under Saved Servers (right panel) tap on the plus sign +

er URL	Edit	
	Add Server Cancel	
	Popular Mail Servers	
	Mail Server (IMAP, POP3)	
<b>S</b>	Dropbox	
<u> </u>	OneDrive	
	Google Drive	
۲	SugarSync	
box	box.com	
	WebDAV Server	
	FTP Server	
	SFTP Server	

- d. Tap FTP Server
- e. Set Readable Title as NCHC Board
- f. Set URL-address as <u>ftp://ftp.co.marathon.wi.us</u>

FTP SERVER					
Readable Title	NCHC Board				
URL-address	ftp://ftp.co.marathon.wi.us				
User	Optional				
Password	Optional				
Encoding	UTF8 >				

g. Tap Add (upper right)

### **Setup a Sync Profile**

# \*\*If you have to reset this sync, delete the old folder before syncing again to the new one. \*\* See if they have any annotated copies they would like to save first to a different folder NOT in NCHC (create a temporary one -- Manage Files Icon)

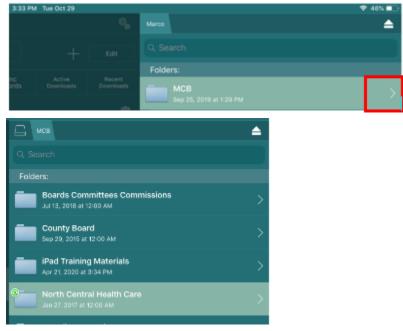
Definition for users: **Syncing** is the process of connecting to our website and pulling down a copy of documents to your iPad. This "Synchronizes" your iPad to our website so that they both contain copies of the same agendas.

#### TASK: Create a Sync profile for the NCHC Board folder.

a. Tap Connect (Globe) Icon on the bottom Control Panel, then tap NCHC Board under Saved Servers



b. On the *Folders* Panel, tap the arrow to the right of the *MCB* folder then tap *North Central Health Care* to select it (it will turn light green)



c. Tap *Sync* (bottom center)

Ċ	Deselect	Sync	Download

d. Tap *Proceed* to confirm



Tap *Download Here & Synchronize* at bottom right of the window.

	My Documents	Cancel
Downloads		>
iCloud		
Test		$\rangle$
EULA.html		
+ folder	Download Here	& Synchronize

- e. At "Sync Parameters"
  - i. <u>Always</u> select **Download Only** as **Type of Syn**c. (tap to move slider to green **On** position)
  - ii. It is suggested that you set **Delete local files** to **On** (else your device could eventually run out of room)
  - iii. Optional: Set "even if they were edited" as you desire.

Close	Sync Parameters	Sync
GENERAL INFO		
Server type		FTP
Server name		Marco
Remote file/folder pat MCB	h	
Local file/folder path /MCB		
TYPE OF SYNC		
"Download only"	sync	
your local files, it ne	ype of sync doesn't care wh ever puts anything on a serv nly looks for fresh remote fil them.	er, never deletes
POLICY ON FILE/FOL	DER DELETION	
Delete local files		
even if they we	re edited	$\bigcirc$
files/folders if their of	etermine what happens with corresponding counterparts or on a remote server accord	would be deleted
ATTENTION! Dele	eted local files do not go to deleted permanently!	Trash, they are

- f. Tap *Sync* (upper right)
  - i. The sync process can take <u>several minutes</u> the first time depending on your connection speed.
  - ii. If the Sync errors out, simply acknowledge, and tap Sync icon again (bottom of Right Panel)

		g North Centra g folder: 2017	al Health Care
н	ide		Cancel

**Note**: You cannot sync to a folder that is already part of another sync record.

## Synchronizing

You can sync in two ways...

1. To synchronize "All" sync records, just tap the *Sync* icon (double circular arrows) on the right hand bottom of the Control Panel.



Some Board Members may be on multiple Boards (County, City and/or NCHC).
To sync a specific area tap the *Connect* (Globe) icon at the bottom of the Control Panel.



Under Sync Records , tap on the Sync icon next to the specific record.



Note: If the Sync errors out, simply acknowledge, and tap Sync icon again.

- Errors can happen if you are syncing many folders and items at once. (yellow icon)
- An Error can also happen if the App has gone to sleep and needs to reconnect to the server. (red icon)

### Delete a Sync Record / Local Folder

Deleting consist of two parts; Deleting the 'Synchronization Record', and then Deleting the local folder/files.

1. To delete a sync record, tab the Connect (Globe) icon on the Control Panel



Under *Sync Records*, tap on the *Delete* icon next to the profile to delete. Confirm at the prompt. (Note: Some individuals have MCB, CCC, and NCHC Board records)



2. To delete the local Folder/Files, on the Documents Panel tap on the ellipsis to the right of the related folder.





In the Control Panel at the bottom of the screen, tap on *Delete*. Confirm at the prompt.

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My Documents									
	<b>inloads</b> acking up to iTune	s or (Cloud)							
) 🔂 iClo	ud								
	th Central He 7, 2020 at 10:20 At								4
O Apr 2	<b>8</b> 4, 2020 at 12:58 P	м							12
0 <b>2 CCC</b> Apr 2	0, 2020 at 3:20 PM	4							
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Manage Files Find F 1 of 6 selected (*N	lecents Starred orth Central Hea	Security Readin	ng Trash				Settings		Folder
	SELECT ALL	DESELI					R	ENAME	
				M	ARK				

Note: Manually deleting local folder will delete all contents of that folder; including any annotated files.

#### **Error Messages**

Most error messages tend to be a matter of a glitch in the internet connection or trying to talk to the server without being connected. Often, simply closing the error message, and reattempting the request will reestablish the connection and work. If you are ever offered the option to "Report the error" just select not to.

Close the message and try again.