

NCHC Board - GoodReader Set-up / Sync

NCHC iPad GoodReader Setup Instructions

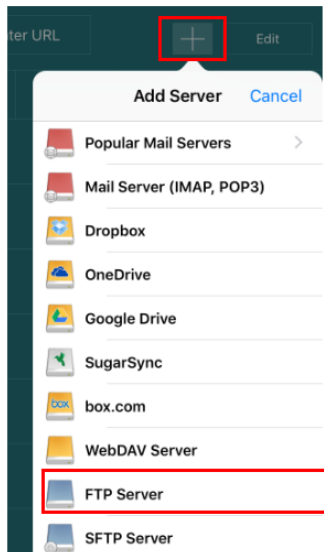
When you open Good Reader, you will see two main parts; the white “Documents” Panel in the middle, and the green “Control” Panel on the Bottom. During setup you will also see several ‘pop-up’ Dialog panels/boxes.



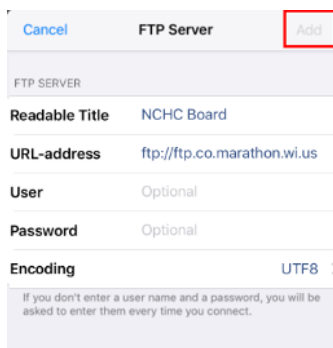
Set up a Server Connection

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 +



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



- 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)**

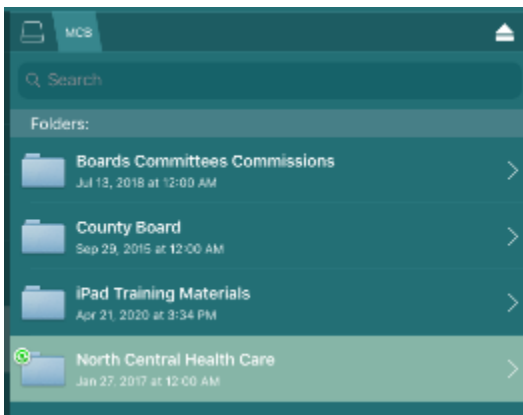
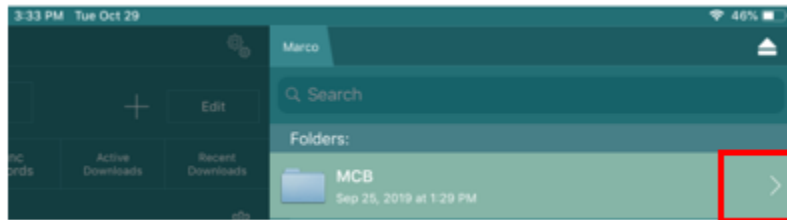
Definition for users: **Syncing** is the process of connecting to our website and pulling down a copy of documents to your iPad. This “Synchronizes” your iPad to our website so that they both contain copies of the same agendas.

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**



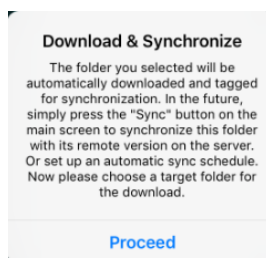
- b. On the **Folders** Panel, tap the arrow to the right of the **MCB** folder then tap **North Central Health Care** to select it (it will turn light green)



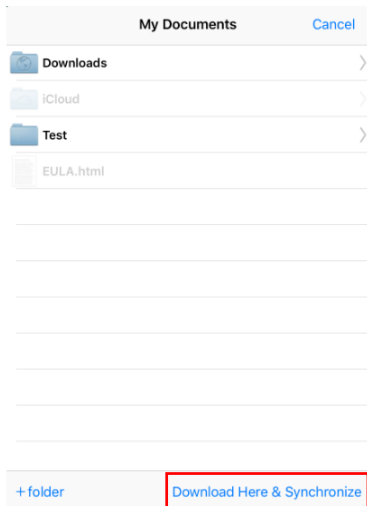
- c. Tap **Sync** (bottom center)



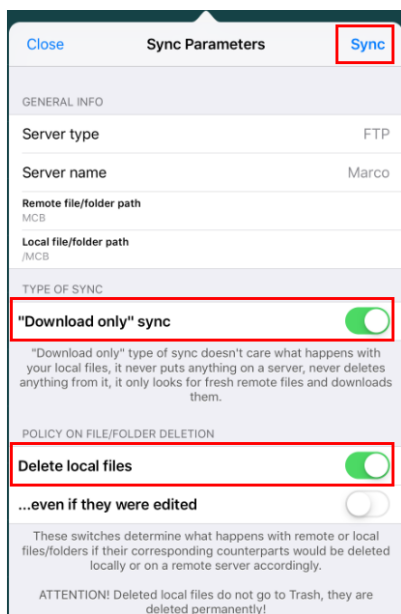
- d. Tap **Proceed** to confirm



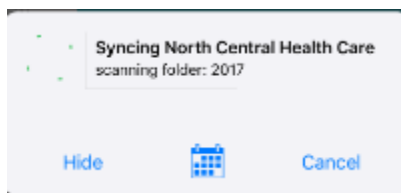
Tap **Download Here & Synchronize** at bottom right of the window.



- e. At "Sync Parameters"
 - i. Always select **Download Only** as **Type of Sync**. (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.



- f. Tap **Sync** (upper right)
 - i. The sync process can take several minutes 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)



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

Synchronizing

You can sync in two ways...

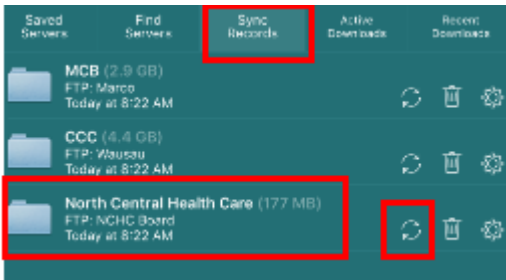
1. To synchronize “All” sync records, just tap the **Sync** icon (double circular arrows) on the right hand bottom of the Control Panel.



2. 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)

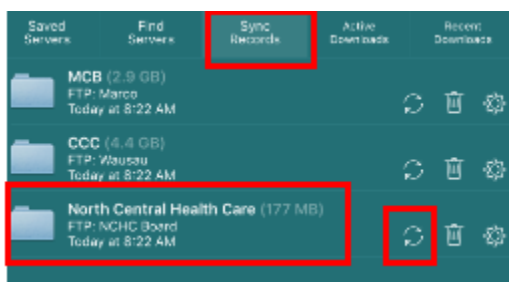
Delete a Sync Record / Local Folder

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



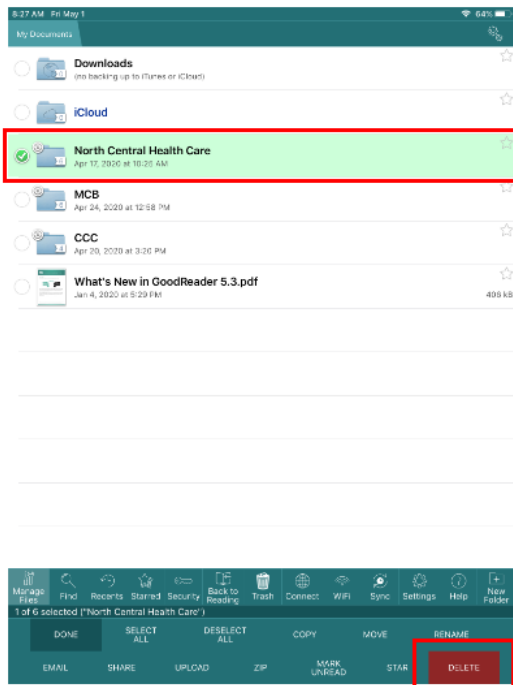
Under **Sync Records**, tap on the **Delete** icon next to the profile to delete. Confirm at the prompt. (Note: Some individuals have MCB, CCC, and NCHC Board records)



- 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.



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.