

## NCHC Board iPad GoodReader Setup Instructions

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

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### Initial Setup (Done by IT)



This task only needs to be done once.

1. Open the GoodReader application.
2. In the Control Panel (grey area on right hand side) click “Globe” icon
3. Under “Connect to Servers” click “Add”
4. Select “SFTP Server”
5. Set “Readable Title” as NCHC Board
6. Set “Host Name” as norcen.org
7. Set “User” as nchcboard
8. Password in KeyPass
9. Click “Add” (upper right)

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### Setup a Folder/Sync



First, a definition - **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.

Our website has four folders that contain Agendas, Minutes and Packets. They are:

In this next section you will be setting up Good Reader so that it can “Sync” each of the four folders.

You can sync to the entire North Central Health Care (board-documents) Archive, or just the individual committees you are interested in. Keep in mind that the “higher the level” of the folder or the more sync locations you have; the more files you will download; this can greatly increase synchronization time and storage.

For example: To create a ‘Synchronization Record’ with the “board-documents” folder, do the following.

1. Click Globe Icon on the top of the Control Panel, then click the “NCHC Board” drive icon under “Known Servers”
2. On the Documents Panel, tap the “board-documents” folder to select it (it will turn green)
3. Click “Sync” (bottom center)
4. Click “Proceed” to Confirm
5. Click “Download here & Synchronize” at bottom of the window.
6. At “Sync Parameters”
  - a. Always select “Download Only” as Sync Type. ( move slider to green “On”)
  - b. It is suggested that you set “Delete local files” to On (else your device could eventually run out of room)
  - c. Optional: Set “even if they were edited” as you desire.
7. Click “Sync” (upper right)
  - a. The sync process can take several minutes the first time depending on your connection speed.
  - b. If the Sync errors out, simply acknowledge, and click Sync icon again (bottom of Right Panel)

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

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## Synchronizing



You can synchronize in two ways

1. To synchronize “All” sync records, just click the Sync icon (double circular arrows) on the right hand bottom of the Control Panel.
2. To sync a specific record click ‘Globe’ icon at the top of the Control Panel, look at the area labeled “Remote Sync”, click the tiny ‘sync’ icon under the desired profile.

**Note:** If the Sync errors out, simply acknowledge, and click 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)

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## 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, click the ‘globe’ on the Control Panel, Look at the “Remote Sync” section, click the ‘trash can’ under the profile you wish to delete (confirm at the prompt).
2. To delete the local Folder/Files, on the Documents Panel ‘click and momentarily hold’ to highlight the related folder, and then in the Control Panel click “Delete” (confirm at the prompt).

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