

# Tuthill iPad App for iOS 6.0+

## User Quick-Start Guide

Tuthill is about continuously improving through your feedback and our processes. We have invested to address the clear need to have up-to-date content at a moment's notice and the new Tuthill iPad App provides just that. With this tool you will be able to convey who we are while providing your customers with the best pump solution possible. Sharing accurate content with consistency and excellence builds credibility and strengthens relationships. Tap your way into brochures, videos, photos, performance curves, and more with ease.

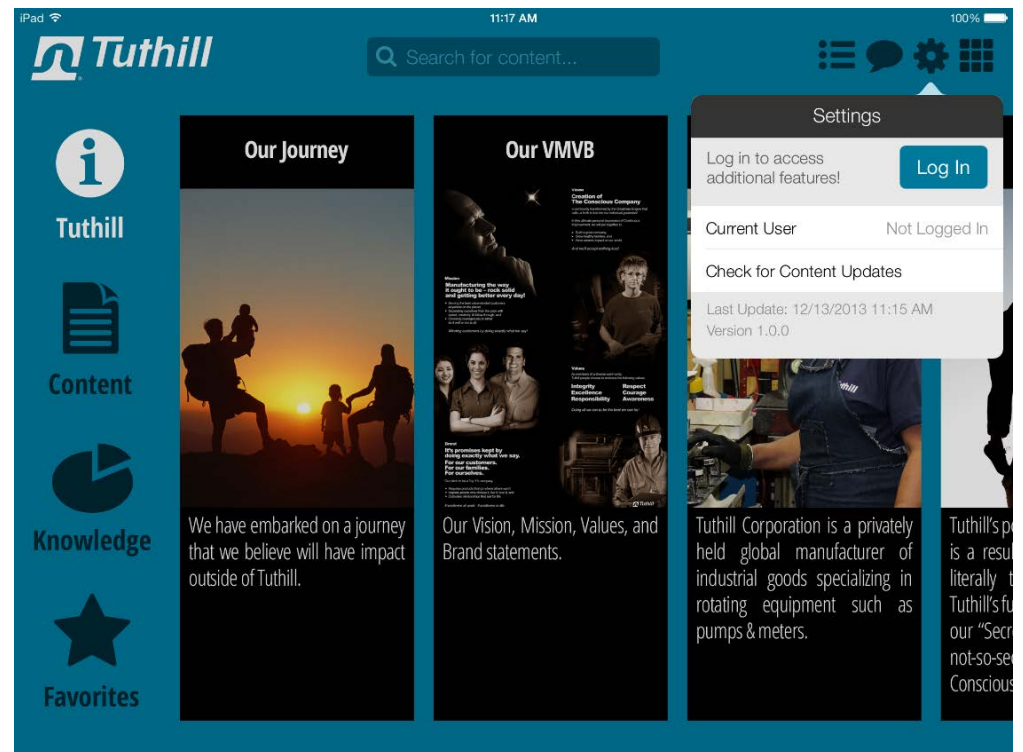
### Initial Sync

The first time you open the app it will perform an initial sync to download content metadata directly from Tuthill. Once the sync is complete you will be taken to the landing page.

If you have a poor internet connection at the time of this initial sync you may have to reset the sync. To do this login leaving the username and password fields both blank. Please note that doing this will remove all local user data from previous syncs.

### Logging In

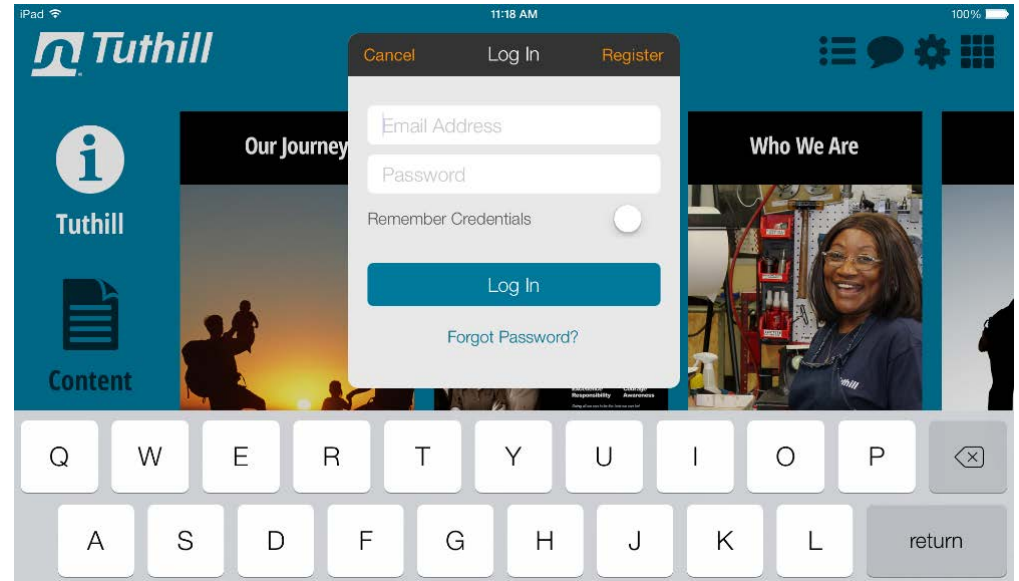
Users who have an account with Tuthill (generated on the Tuthill website) have access to additional content. To log in, tap the gear icon in the top right-hand corner of your screen to display the Log In button.



## Logging In With Your Tuthill Account

If you have a Tuthill account, enter your e-mail address and password. If you would like your credentials to be saved to the app for future use, flip the switch next to 'Remember Credentials' then tap the Log In button.

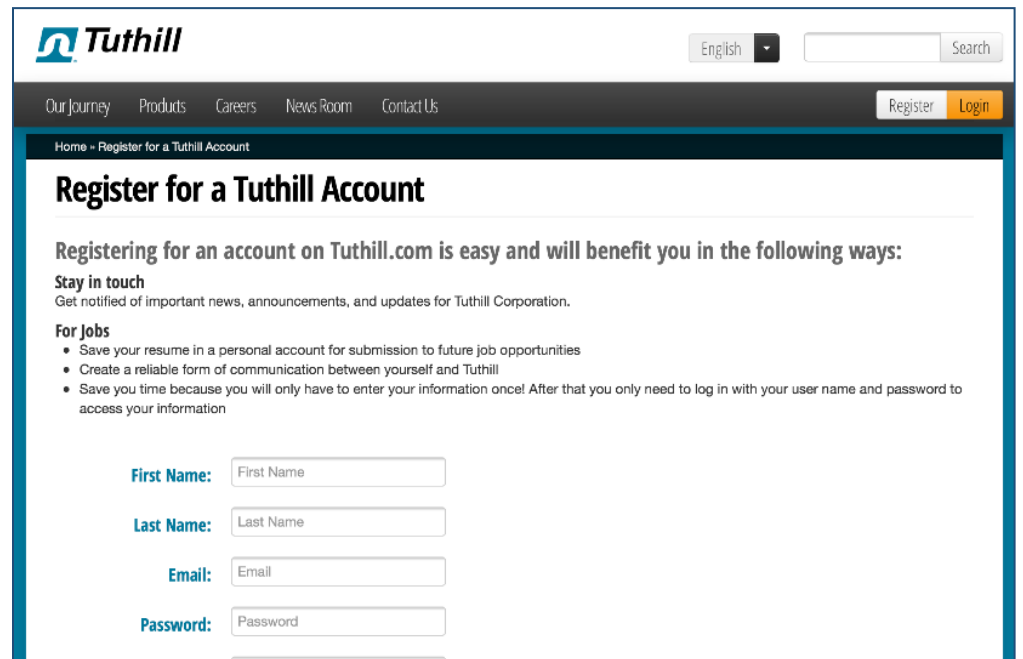
After tapping Log In, the app will conduct an additional sync to pull down content available to logged-in users.



## Register for a New Account

If you do not yet have a Tuthill account, tap the 'Register' link in the login dialog to open the account registration page in your web browser.

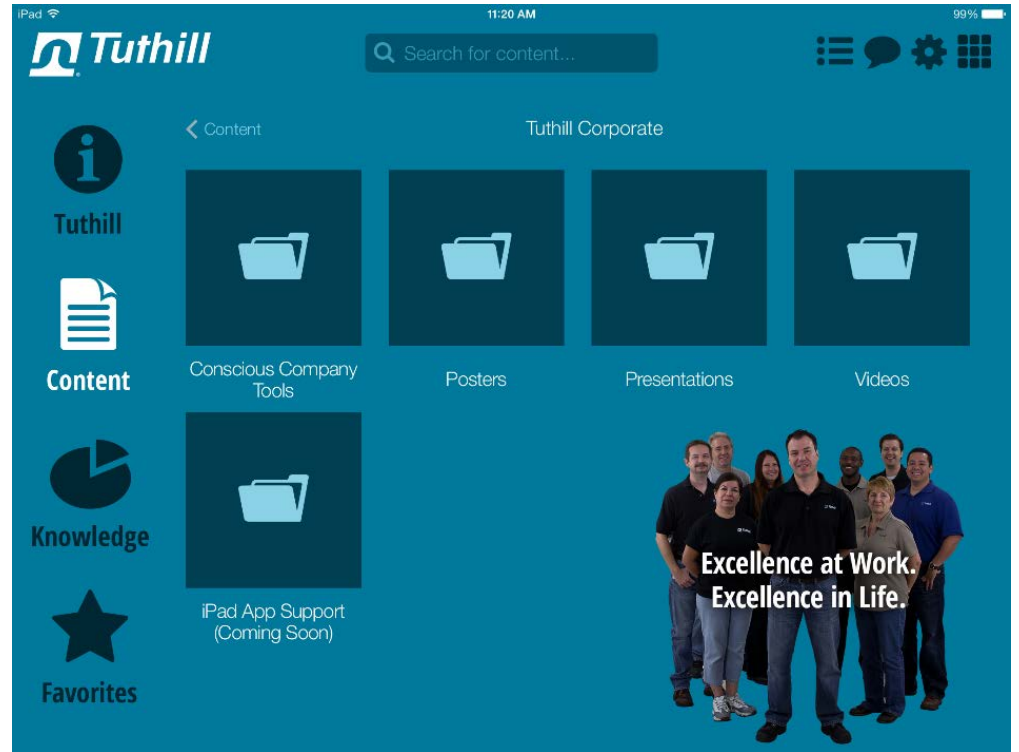
Fill out the registration form to generate a new account. Be sure to check the box next to "I am a distributor and/or rep of Tuthill products." Then, choose the products that pertain to the Tuthill line of business that you typically work with. Once your account has been created you may re-open the Tuthill app and log in using your new credentials.



## Content






The Content section is composed of folders that contain company and product information. The type of content you will find includes brochures, photos, presentations, videos, and more.

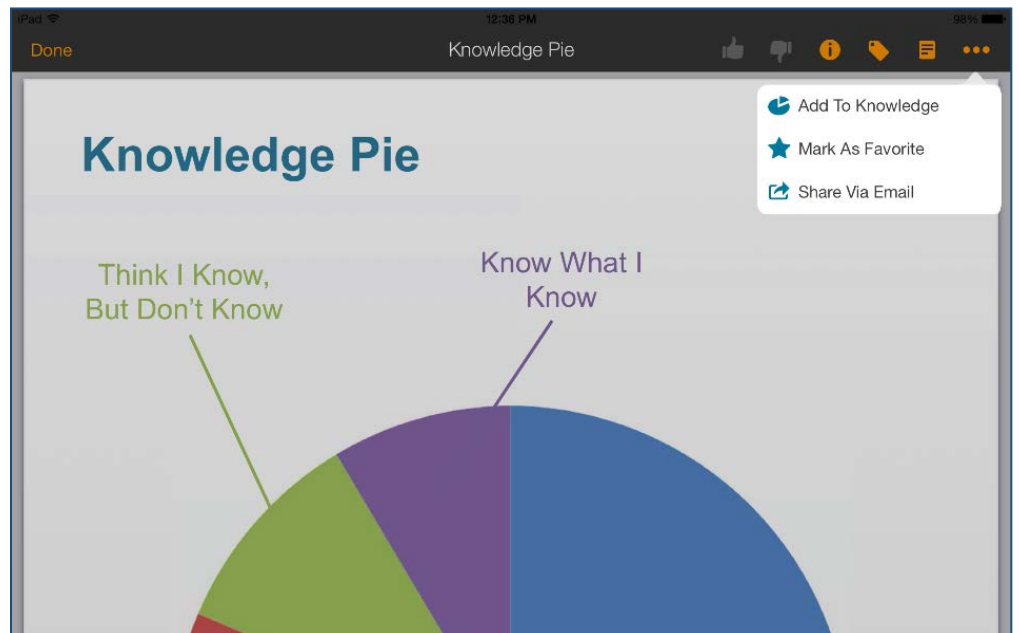
Tap a folder to view contents related to a particular topic.




## Content Controls

Once you have selected a content file it will open in the viewer.

	Rate the content as useful or not useful (can be used for feedback)
	View content file metadata
	View/add tags to content (will only save locally)
	Add notes to content (can be used for feedback)
	Perform actions with a specific piece of content

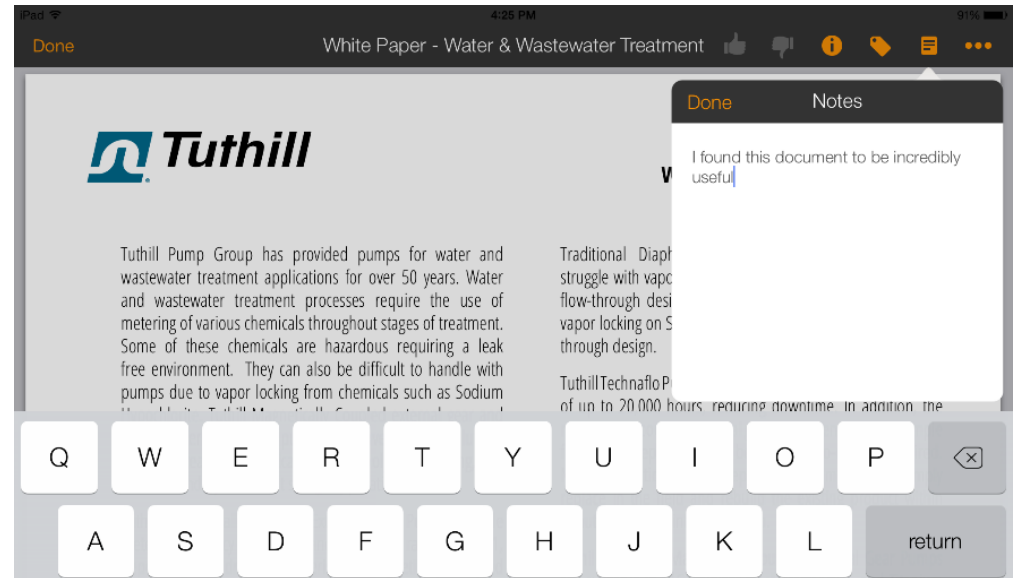


## Feedback


This app enables users to submit feedback about content directly to Tuthill. While viewing a document, tap the notes button  to attach notes to the document.

Notes may be stored for personal use or submitted to Tuthill using the Feedback menu and dialog.

Using the thumbs up and thumbs down icons, you can also flag a page as 'liked' or 'disliked.' This will take a screen shot and save it for submission later using the content feedback tool.

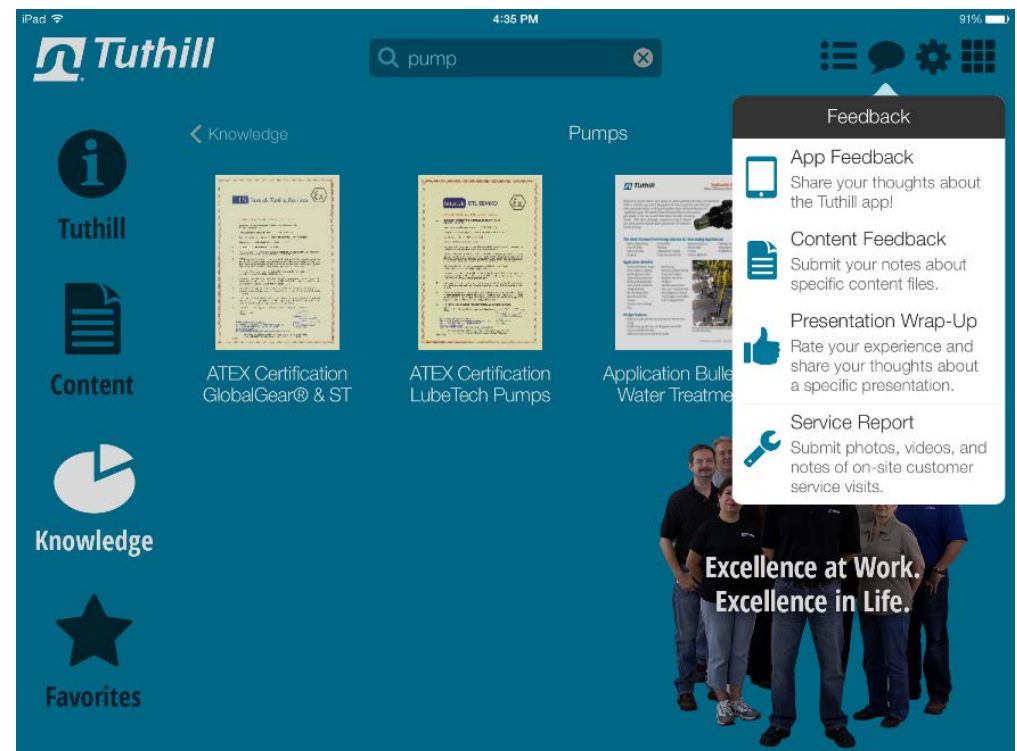


## Feedback Menu

To begin submitting notes to Tuthill, tap the feedback button  at the top of the screen. Then, tap the Content Feedback section. This will open the Content Feedback dialog.

There are four types of feedback that you can submit to Tuthill:

- **App Feedback** – Share your overall rating of how the app is working for you and submit ideas for new functionality, enhancements, or fixes
- **Content Feedback** – Share notes from your presentations along with what you like/dislike about specific content pages
- **Presentation Wrap-Up** – Share the effectiveness of using this app in front of a customer along with what content you used
- **Service Report** – Submit photos and videos along with comments to give accurate visuals to engineering, sales, customer service, business development, and marketing teams at Tuthill



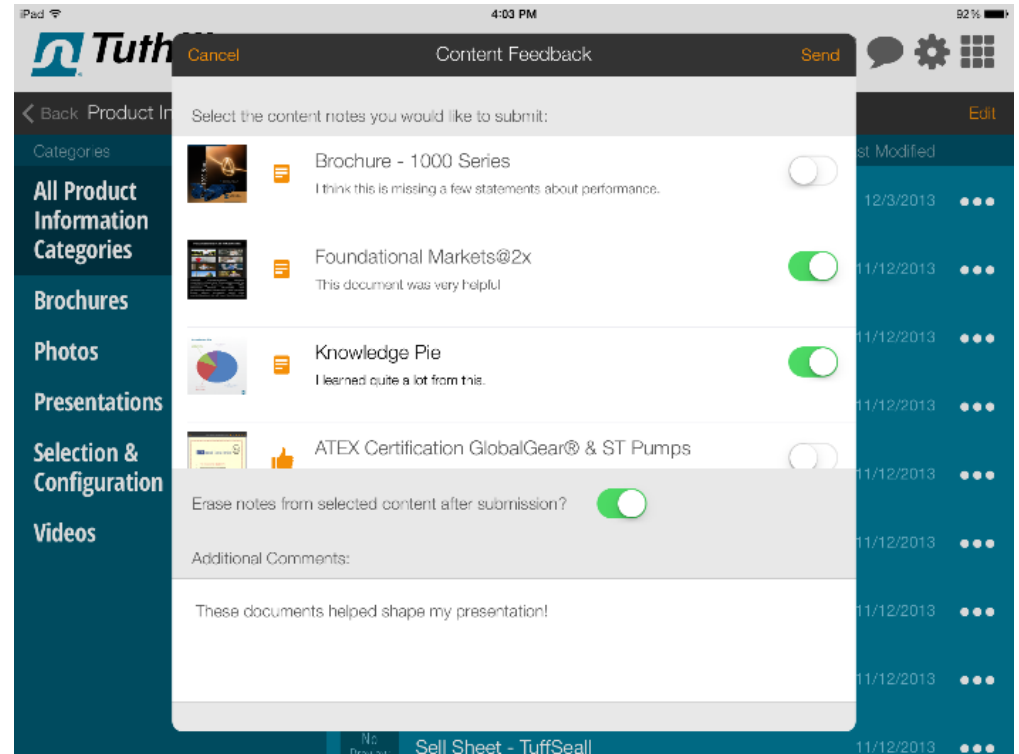
## Feedback Dialog

All content containing feedback will be displayed in the dialog box. Notes are displayed below the name of each document. And, the thumbs up/thumbs down icon will appear next to each document that has been flagged as such.

Flip the switch next to each document you would like to submit feedback on.

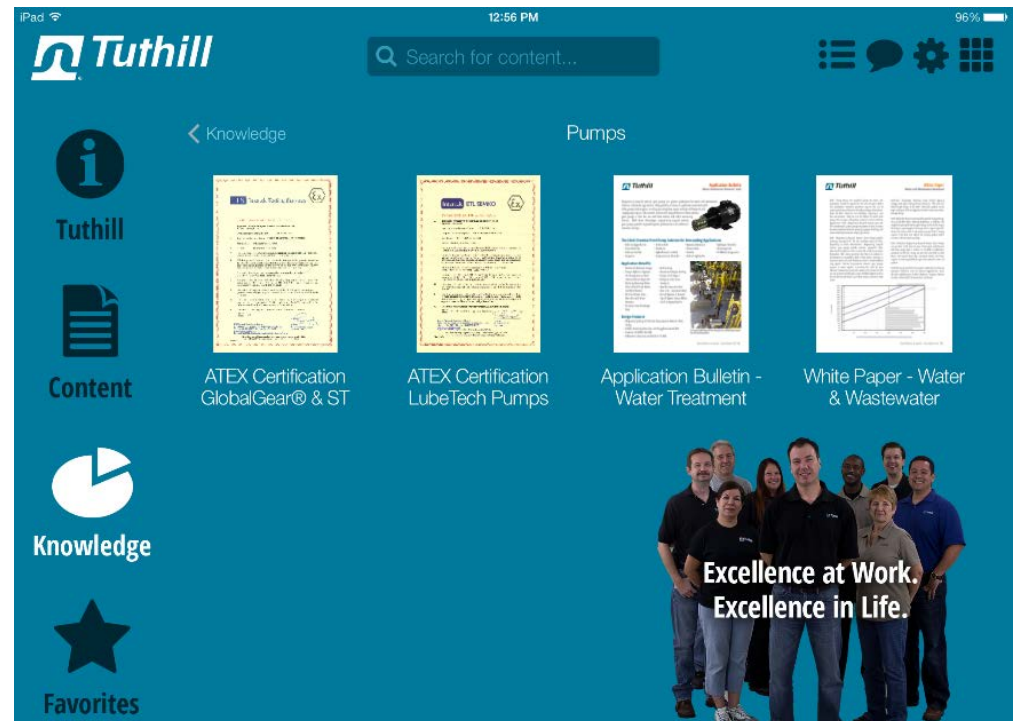
If you would like to delete notes from the documents after submission, flip the switch next to "Erase notes from selected content after submission?"

Prior to hitting Send, you may include general comments in the Additional Comments field.



## Knowledge

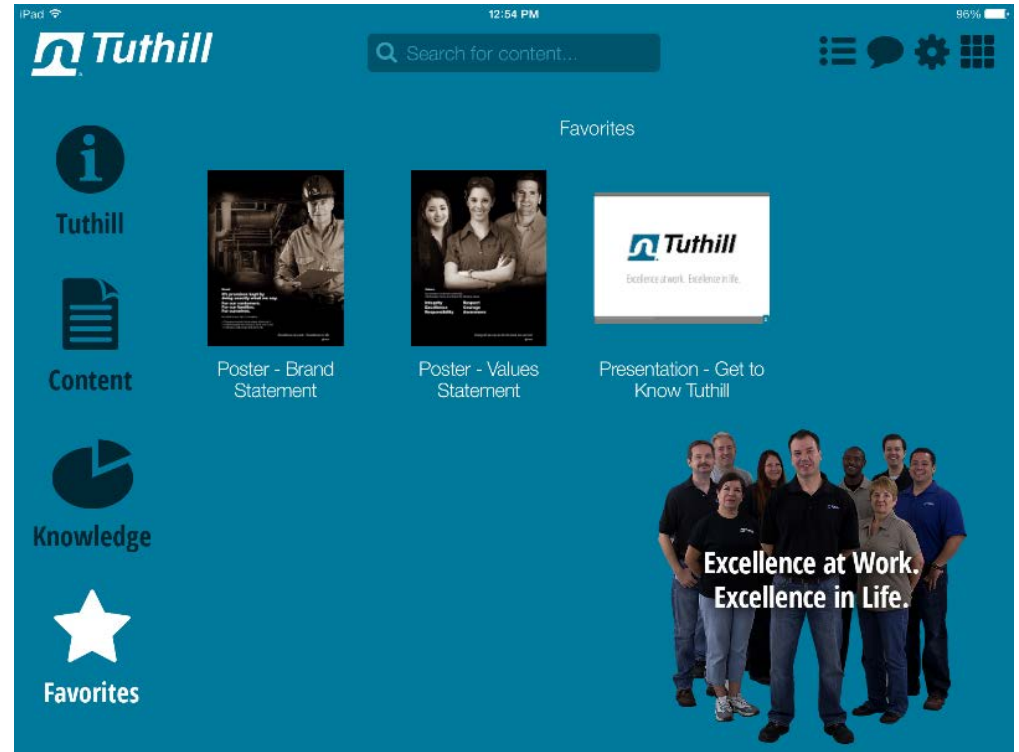
The Knowledge section allows users to assemble a collection of content for a specific topic, customer, or any other logical grouping together. As you navigate content in the app you will have the option to add items to your Knowledge libraries. Knowledge with a lock icon next to it represents global knowledge packs assembled by Tuthill. These cannot be edited, but they can be duplicated and modified so they best suit your presentation needs.




## Favorites

Favorites contain a repository of content you can select and save for quick access at any time. Favorites are not categorized like Knowledge, as they are intended for quick identification and retrieval.


You can remove a piece of content from the Favorites section by opening the content, tapping the ellipses icon , and then tapping Unmark As Favorite.




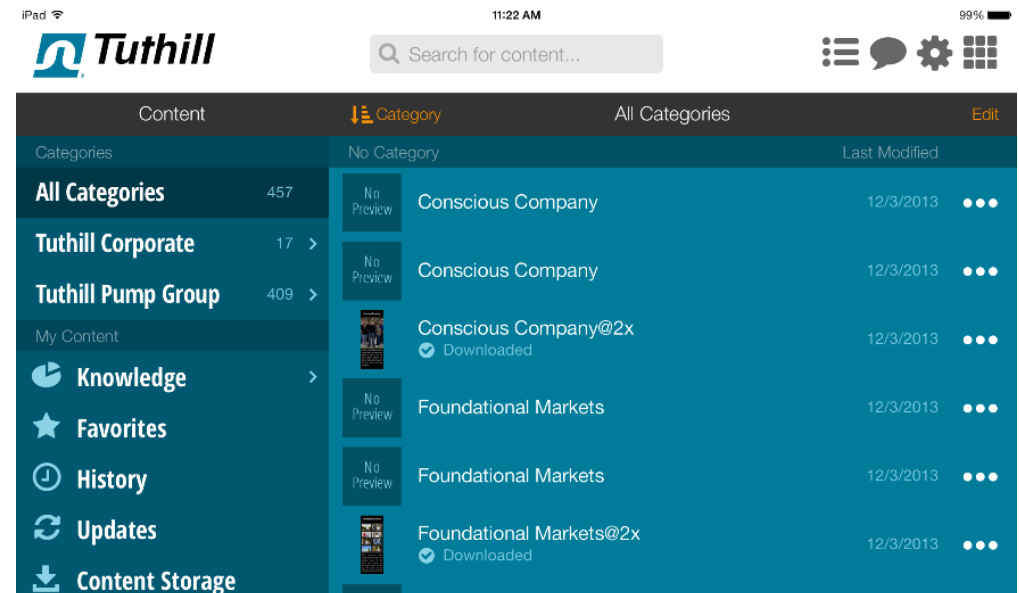
## List View (also referred to as Back-End View)

Tap the List View icon  to be taken to a more streamlined view for managing your content. Whereas the Dashboard View is great for consuming content, the List View excels at manipulating your Knowledge libraries, Favorites, and downloaded content.

Within this view, you can sort content by Category or Title by tapping the Category  button.

To edit multiple items at once in your current view, tap the Edit button . Begin tapping the circles that appear to the left of the content titles to select the items you want. Then, tap the action you wish to perform: Add To Knowledge, Mark As Favorite, Share Via Email, or Download.

To perform an action on a single piece of content, tap the ellipses  on the right-hand side of the screen, next to the Last Modified date. Then, tap the action you wish to perform.





## List View – Knowledge

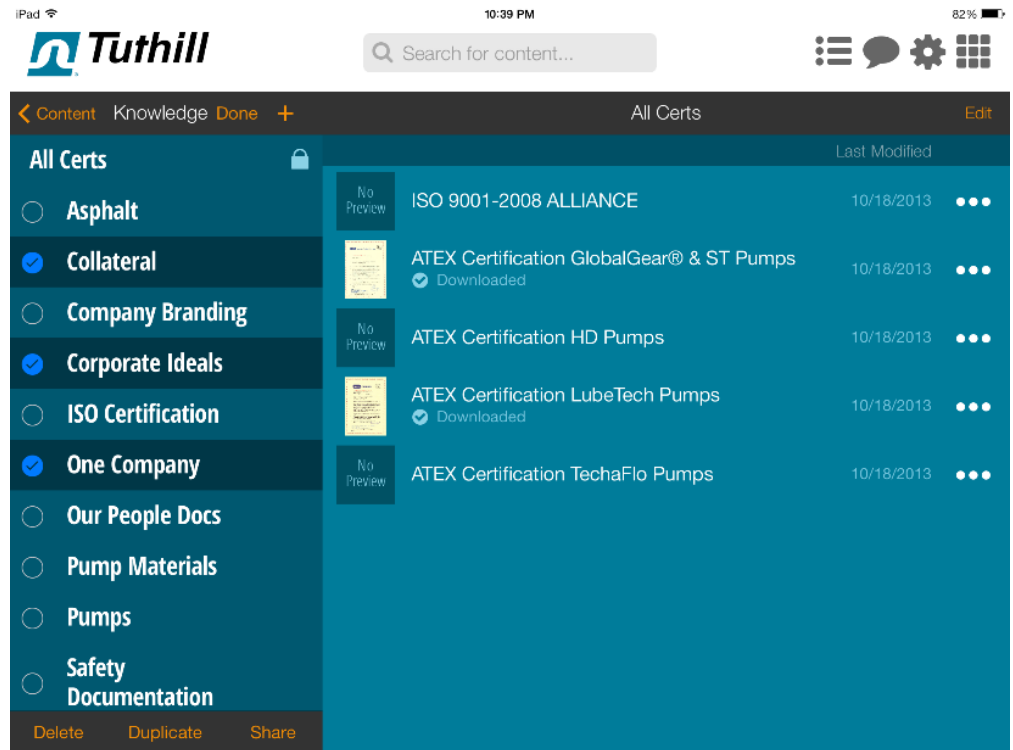
To manage your Knowledge libraries, tap the Knowledge navigation item on the left-hand side of the screen.

Tap the Edit button in the header to enable bulk selection. This will display circles next to each Knowledge library, allowing you to select more than one to Delete, Duplicate, or Share.

Once you have selected the Knowledge libraries you wish to take action on, select the action from the menu at the bottom of the panel.

To add a new Knowledge library, tap the  icon. The iOS keyboard will display, allowing you to type the name of the new library. When you are finished making changes to your libraries, tap the **Done** icon.

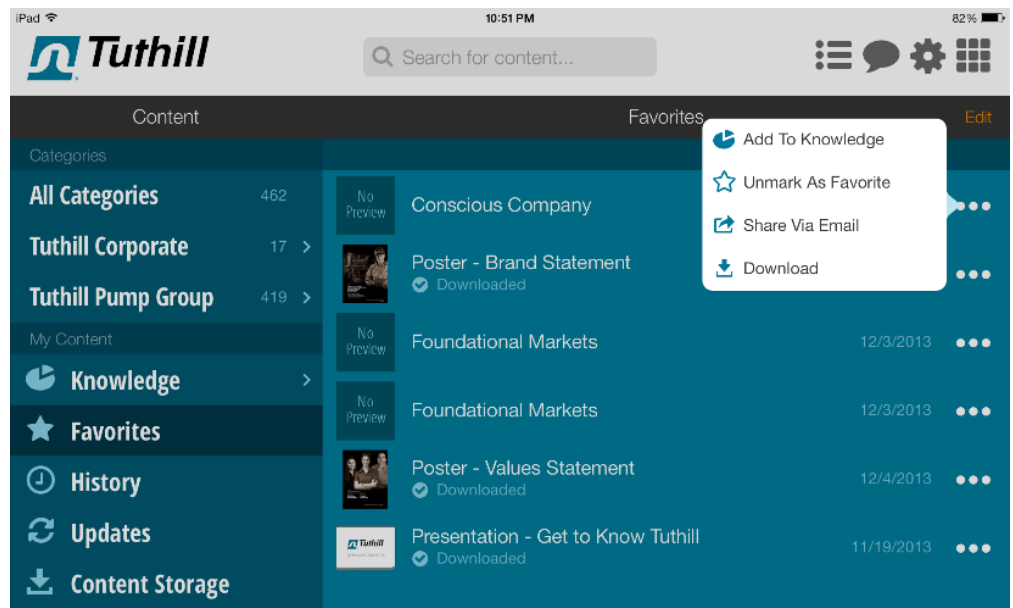
**NOTE:** Knowledge marked with the padlock icon  are centrally assembled by Tuthill. These cannot be edited, but you can duplicate and modify them to better suit your needs using the 'Duplicate' option at the bottom of the list.




## List View – Favorites

The Favorites tab provides a simple list of all collateral flagged as a Favorite. Below the title of each item, the app will note whether it has been downloaded.

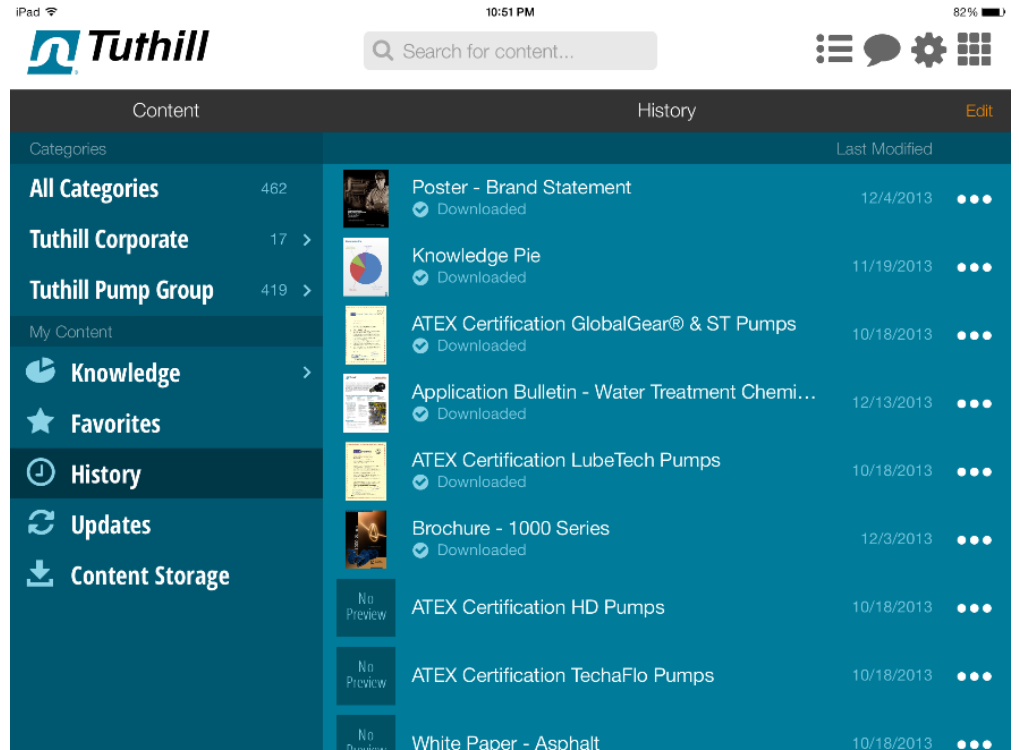
To remove a piece of content from your Favorites, tap the ellipses  icon and select Unmark As Favorite.



## List View – History

Each time you view an article of content the app will store it in your History section. As with the other list view areas, simply tap the **Edit** or  buttons to manipulate the content.

Content that has been downloaded to your device will be noted as such, just below the content title.



## List View - Updates

The Updates screen will list any content you have downloaded to your device that has updates pending.

If no content requires an update you will see the message "All downloaded content is up to date."

**Note:** You can manually check for updates by tapping on the cog and then tapping "Check for Content Updates".

