

Welcome!

 This User Guide is for iOS only.

Here's a snapshot of the basic navigation experience within the vablet® app.

If you're already using apps on your mobile device, then you'll be familiar with the alert badge that appears on the icon, indicating there is an update. For vablet, this also indicates you have new files that have been pushed onto your device from the web-based Admin Console.



When you first turn on vablet®, it may take a few moments to detect your WiFi signal and add files to your device. Please be patient while vablet takes care of all the "housework" for you.

The area along the bottom of the screen displays status notifications that tell you when vablet is downloading any new content, if it is up to date or if there is some kind of error in the update process (for example, if vablet is unable to connect to the internet).



If you think that you may be missing new updates, you can force it to look for an update by dragging one finger downward on the screen. The "Downloading" notification will appear again.

Once vablet has launched, the screen to the right is the default layout, or vablet may resume your last display.



You have the option to designate key files to display in the preview area at the top, above the folders. You'll need to set the attribute 'Sweep' to 'On' for these files, when uploading to the Admin Console.

The 'Play' symbol will activate an automatic slideshow of all files you designate as 'Sweep'.

Use your finger to manually swipe the thumbnails from left to right, if you prefer to pause the autoplay feature.

You can tap the small white triangle in the center, to hide the preview and display only root folders/content.

The following folders may appear on your device automatically:

Favorites is a folder that you can put files you access most often. To add a file to the Favorites folder, just tap the star icon in the upper left corner of any file's thumbnail, as it displays on the iPad.

The All Folder displays every file uploaded onto your device through your account on the Admin Console - regardless of what folder they may be assigned to.

The New Folder only displays files that were added to the device in the most recent download. The first time you download files, they will all be listed in this folder. But, after each subsequent download, it will contain only newly uploaded files. Any previously uploaded files will appear in designated folders or as loose files upon your next visit, whether you viewed them or not.

The Sweep Folder: is created if you turn on the 'Sweep' attribute for individual files, upon upload to the Admin Console. All files marked for 'Sweep' will be copied to this folder and appear in the preview area above the folders, illustrated in the previous section.

The Tagged Folder will appear if you swipe left to right over any file and highlight it as temporarily tagged. Tagging files is a quick way to segregate files on the fly, for an upcoming meeting or trade show, or to email multiple files at once to a prospect or customer.

Add Folder: Add a new folder, directly on your device by tapping the folder with the green 'plus' symbol. *(This feature must be enabled in the setting menu, explained in the next section.)*

Long-hold any folder and a pop-up will offer further options, such as tagging multiple files at once to email or running a slideshow of all images/files in that folder. *(Tap the screen with 3 fingers simultaneously to exit a slideshow.)*



Here is a legend to standard actions on the vablet screen:

The **Magnifying Glass** will enable a search field to appear.

The **Grid** will display your folders in a grid format (currently displayed).

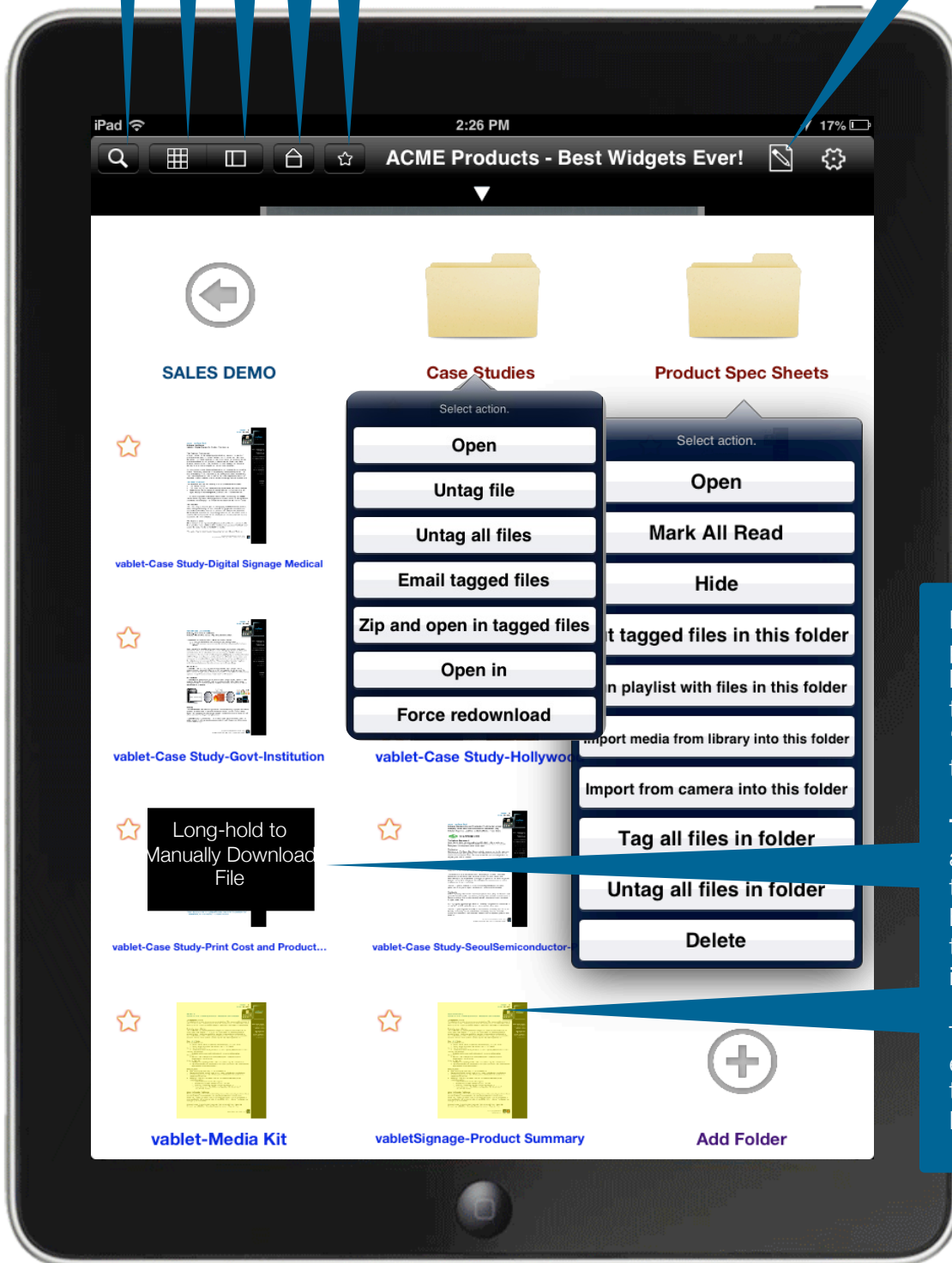
The **Column** icon will display a column/preview layout.

The **Home** symbol will jump back to your root folder.

The **Star** icon will display your Favorites folder.

The **Notes** button will enable you to review all notes added to files during the course of a meeting, then email all notes and files to the customer. Your notes will also appear under Analytics on the Console.

Long-hold on any file or folder for further options and features.



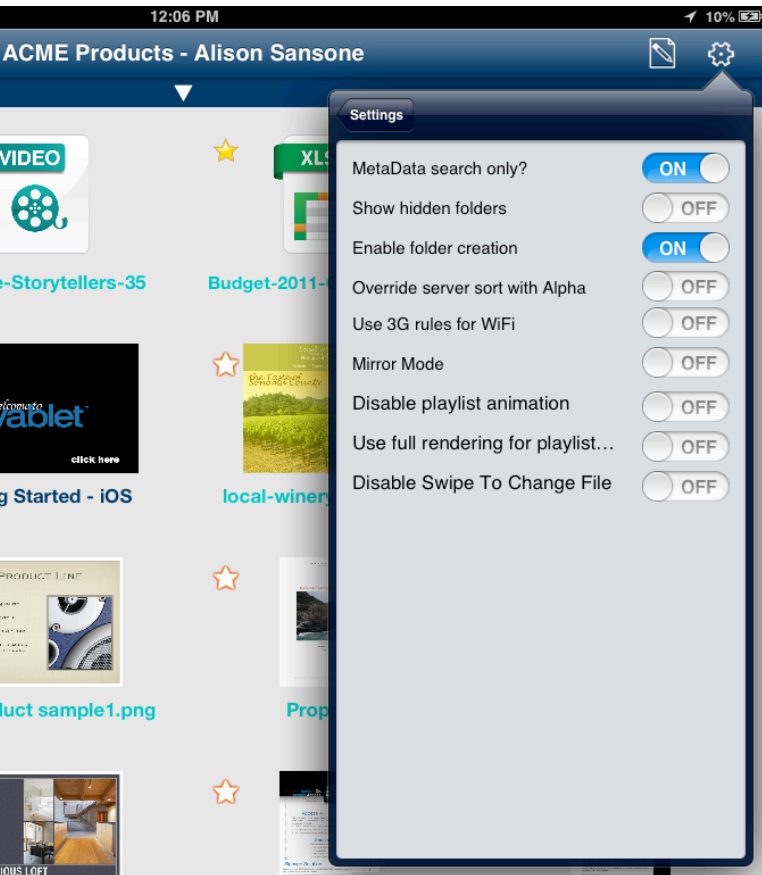
Preserve space on your tablet by pushing a thumbnail of a file then long-hold to **Manually Download** the file when ready. Simply set the 'Priority' attribute to 'Manual' on the Admin Console.

Tag File by swiping your finger across a thumbnail. This will copy the file to a Tagged Folder on the homepage of the app. The file will then be highlighted as yellow, as illustrated in this image.

The **Star** in the upper left corner of each file can be tapped to create a thumbnail reference in your Favorites folder on the homepage.

Additional App Settings

The **Settings Gear** is located in the upper right corner and offers the following additional options:



Turn On MetaData search only if you prefer to only search titles, short descriptions or long descriptions (entered on admin console). Turning this off will include all content within the document as well, which may increase search time.

Show Hidden Folders: If you long hold on a folder, you can hide excess or rarely used folders from sight. If you need to turn on all hidden holders, this is the one tap trick to fix that.

Enable Folder Creation will add the 'Add Folder' option to your folder layout. This option is turned off by default.

Overwrite Server Sort w/Alpha will put all of your folders on your 'apptop' in alphabetical order, rather than the default chronological order.

Use 3G Rules for WiFi turning this on will provide for faster app startup because files will not download in the background

Mirror Mode enables your 'vablet apptop' to be visible on an exterior monitor, when your device is connected to a connection cable.

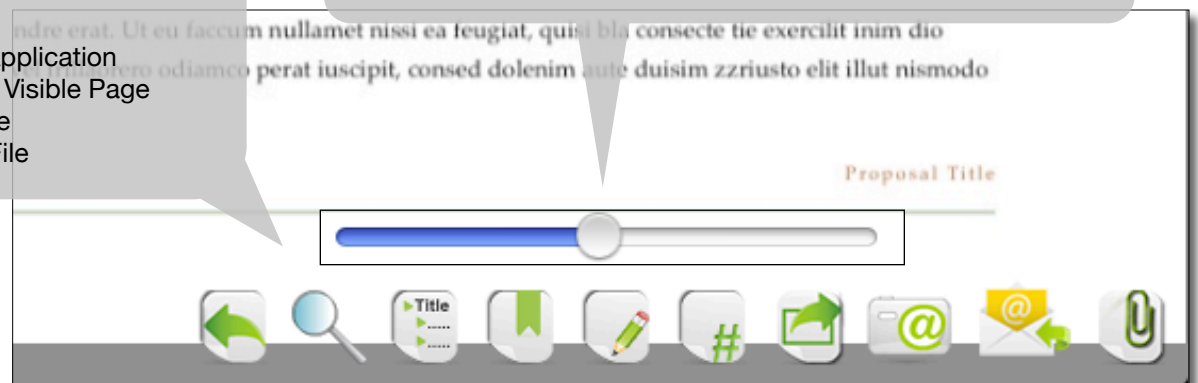
Disable playlist animation will turn off the default fade transition between files/images in playlist mode.

Use full rendering for playlist will help images render on a large display.

Tap once on a PDF to open the annotations toolbar:

- Go Back/View Previous File
- Search
- View TOC (if enabled on the PDF)
- Bookmark this Page
- Go to Page #
- Open with Alternate Application
- Send a Screenshot of Visible Page
- Email/Forward this File
- Attach a note to this File

The **Slide Bar Viewer** for multi-page PDFs is handy for large files. Drag the round dial to scan for the desired page.



Snap! That should be enough to get you started!

Check www.vablet.com frequently for new video tutorials and other updates. Or contact support direct via email: support@vablet.com or dial 800.615.4296