Document History

| Date	Issue	Notes
12 February 2015	1	Initial issue

Introduction

This is a step-by-step instructional document that explains how a new user of Sales Presenter would download data and media files from a cloud account.

What you need before you start

- An iPad (full size or Mini). It doesn't have to be the top model but the more up-to-date the version the better (faster processors). The minimum memory version (16gB) will be fine and it's your choice whether you opt for "Cellular" (SIM card phone contact) or just WiFi (they all come with WiFi). With Cellular you can get a mobile internet connection and without it you are reliant on WiFi hotspots.
  You will need to set up an email account on this, if you haven't already done so. This will mean that you can get your emails on it but also you will be able to email beautiful order acknowledgements with product photos to your customers (and HQ).
- From your iPad, go to the AppStore, search for Sales Presenter and download the App.
- Either:
  - The ability to log into the cloud account of the company whose data the user intends to download
  - The contact details of the cloud administrator of the company whose data the user intends to download
- An internet connection.

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Simple Setup

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Step 1 – Acquire the device pairing details

The first step to adding a new company is acquiring the device pairing details. The device pairing details are located on the company's cloud account. The cloud administrator will need to get this information from the 'Device Pairing Details' menu in the cloud account.
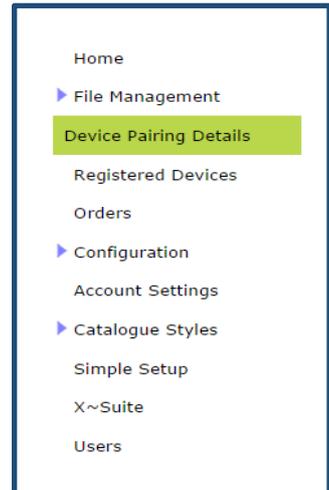
Device Pairing Details

You can pair any number of iPads with this cloud account by providing your sales reps with the user name and pass code shown below. These two pieces of information are entered in the settings screen within Sales Presenter.

You can change your user name and/or pass code at any time. However, this will mean that any existing iPads paired with this account won't be able to synchronise until the values have also been changed on each iPad.

User Name:	Demo	Change	Early versions of Sales Presenter refer to this field as the **Licence Number**
Pass Code:	abcd-abcd-abcd-abcd	Change	Early versions of Sales Presenter refer to this field as the **Activation Code**

## Step 2 – Adding a new company to the Sales Presenter app

If this is the first company you are downloading the data of in Sales Presenter, you can skip to Step 3 now.

If you already have a set of data on your device or have downloaded the demo data, you'll need to create a new dataset. From the home page of Sales Presenter, press the 'Companies' button. After doing so a pop-up menu will appear with a list of companies registered to the iPad in use. The user will need to click on the plus symbol located in the bottom corner of the pop-up to add a new company.
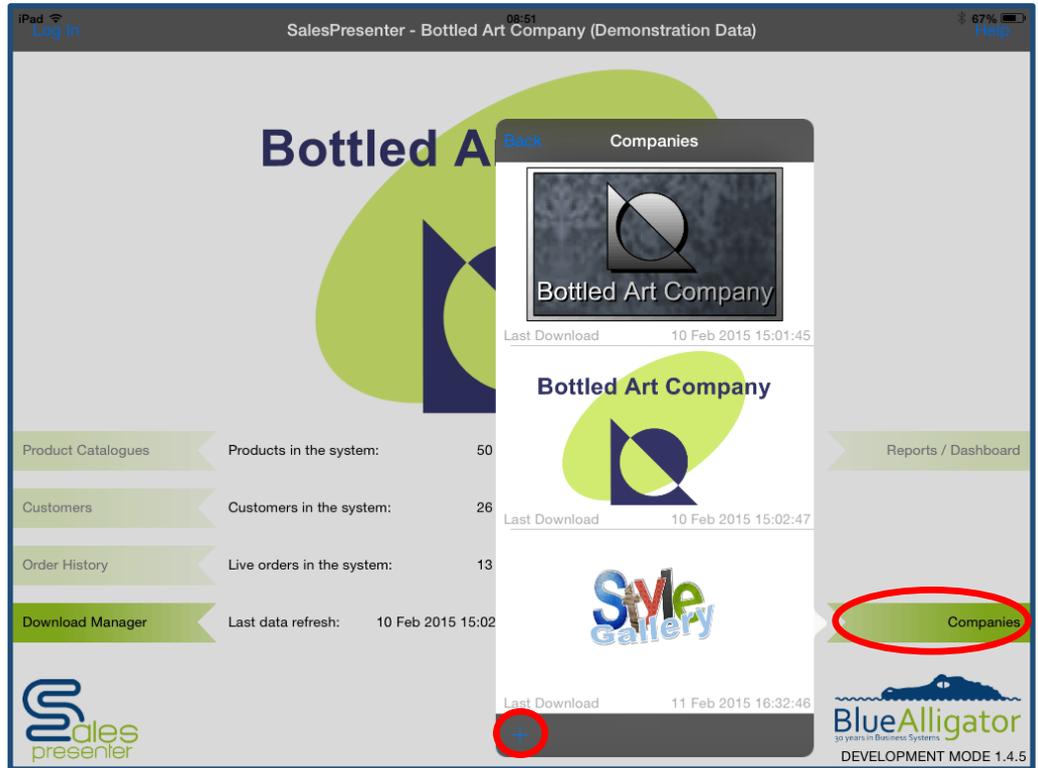
Once a new company has been added, a pop up will appear on your screen asking if you wish to create a new company so you will need to click on 'Yes', after this pop-up a second one will appear will appear telling you that you have created a new company so you will need to click 'OK'. The new company will now appear in your Sales Presenter under 'Companies' with the name 'Awaiting Setup/Download'.
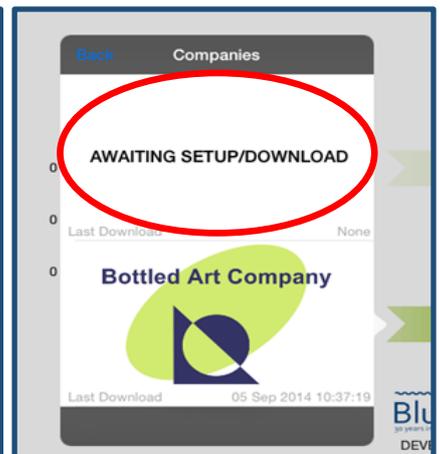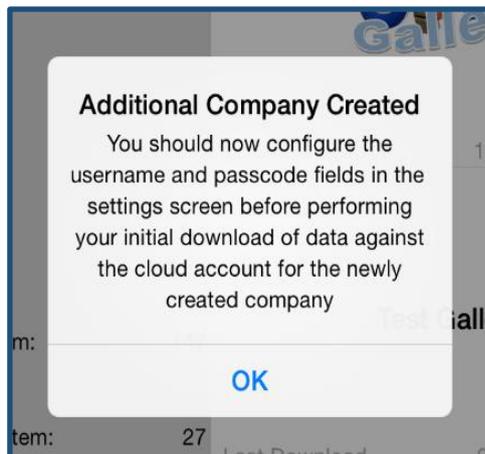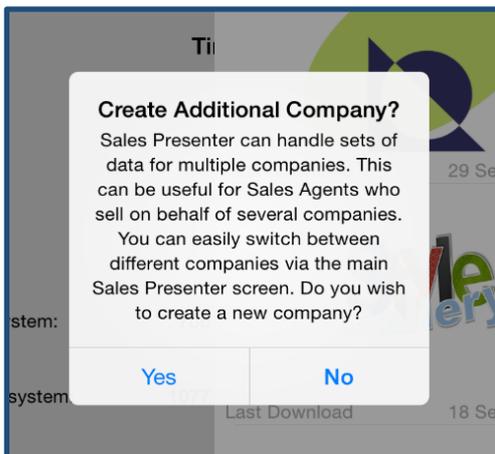
Step 3 – Pairing your device with the cloud

To pair your device with the company's details you will need to enter Sales Presenter's 'Download Manager' and then click on 'Settings'. Here you will need to enter the device pairing details you acquired in Step 1.
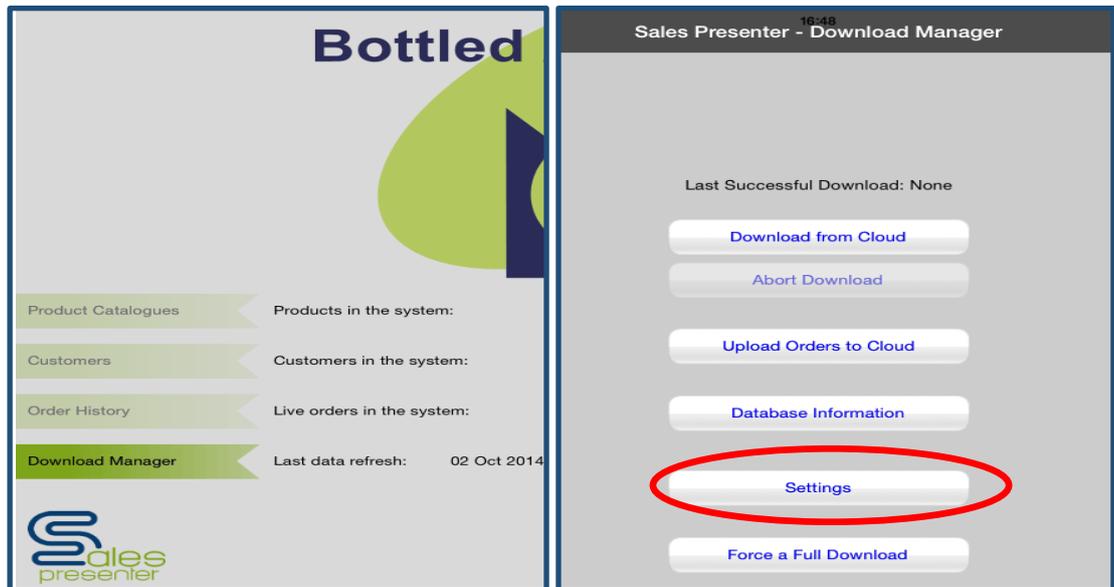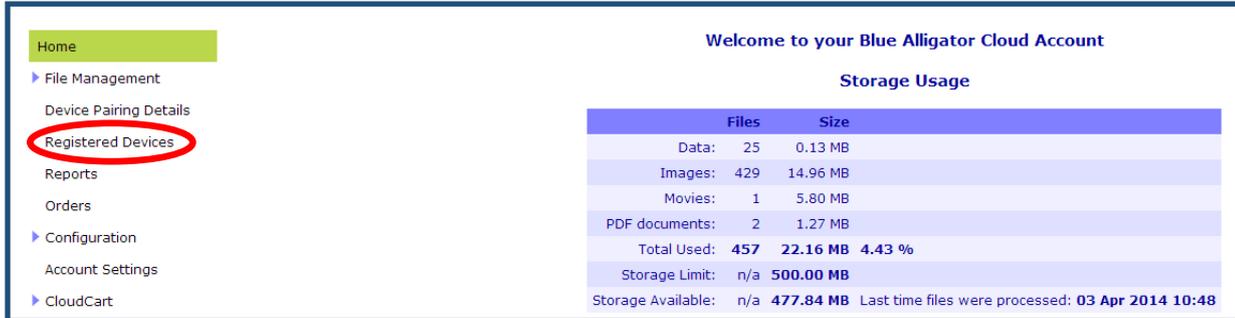

To finish pairing your device with the cloud you will need to be in the 'Download Manager' menu. From here you need to click on 'Download from Cloud'. You will then see a message notifying you that the device will need to be authorised before you can download the data.
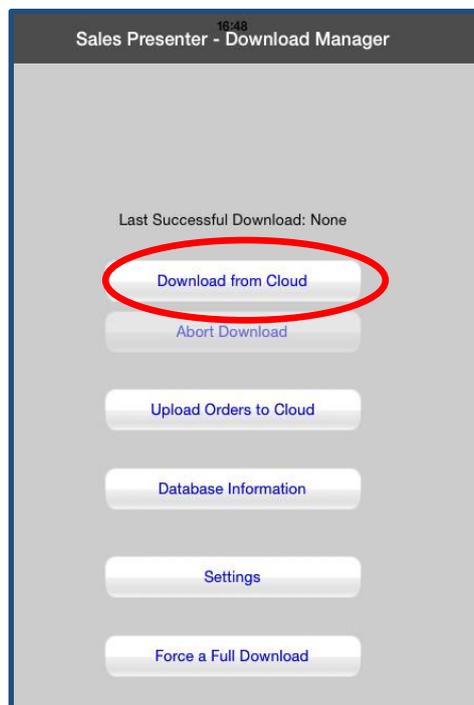
Step 4 – Getting your device authorised

The cloud administrator will need to authorise your iPad before you can access their data. The cloud administrator can authorise and manage their registered devices in the 'Registered devices' option.

The new iPad will now show on this screen and can be authorised by clicking on the 'Authorise' button next to the iPad name. Once this is done the user will be able to download the content from the cloud.
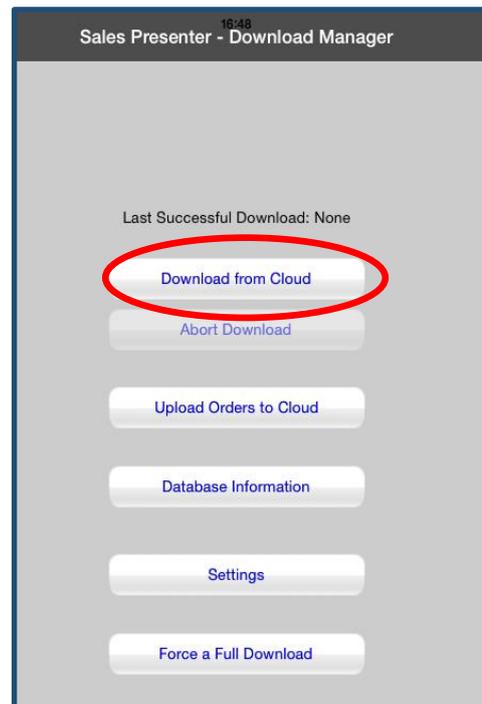

Step 5 – Download the data to Sales Presenter

Once your device has been authorised, clicking the 'Download from Cloud' option in Sales Presenter will begin the download of data and media files to Sales Presenter from the company. Once this has completed, you will be ready to start using the application with the data.

For general use of the application, please see our Sales Presenter User Guide available in the 'Downloads' section of our website – www.bacapps.co.uk