

CONTINUUMEDGE – ASSET AND DOCUMENT VIEWER DOWNLOAD FROM APP STORE

Identification Control

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Version Control Details: Ver 0.0

Release Date: March 17, 2014

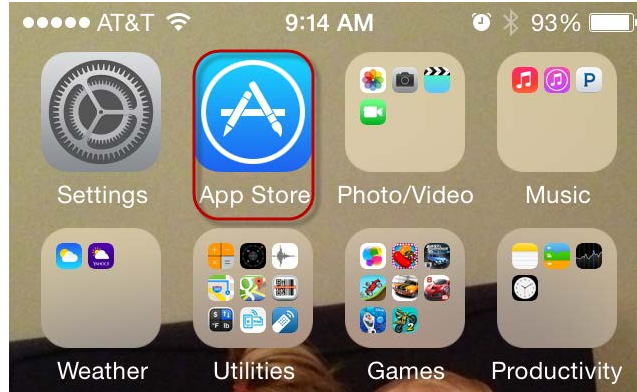
VERSION 1.0

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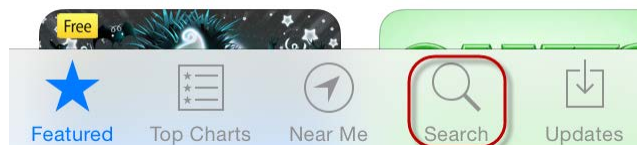
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1. Locate the Asset and Document Viewer App

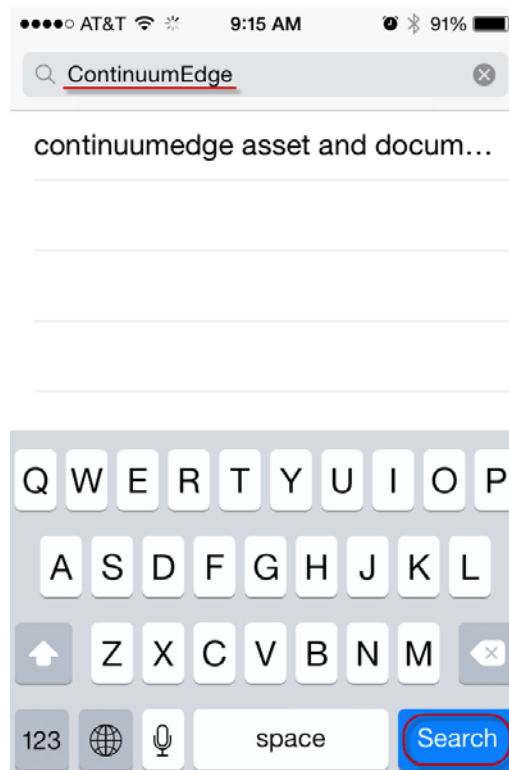
1.1. Access the 'App Store' from your iPhone or iPad:



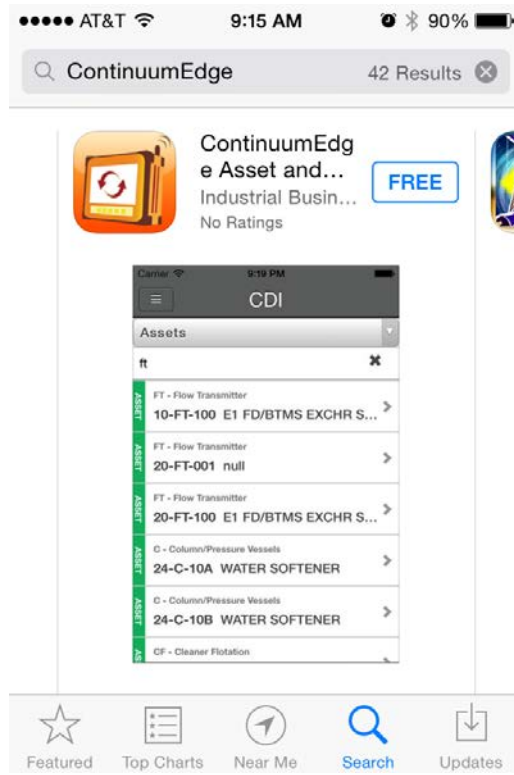
1.2. Select the 'Search' icon at the bottom of the window:



1.3. Enter "ContinuumEdge" into the 'Search' field and then select the 'Search' button:

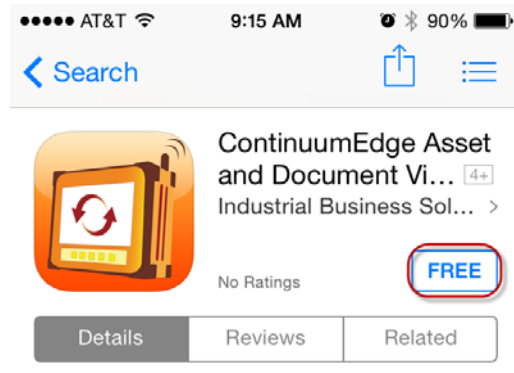


1.4. The results of your query will load. Locate the 'Asset and Document Viewer' App:

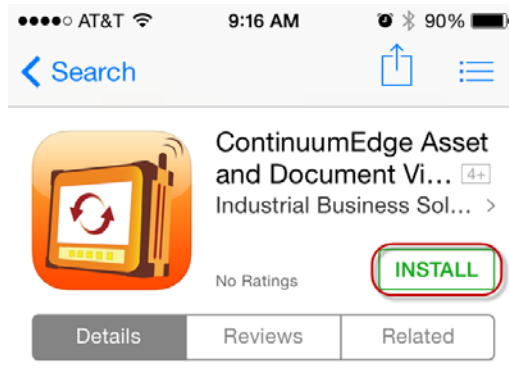


2. Install the Asset and Document Viewer App

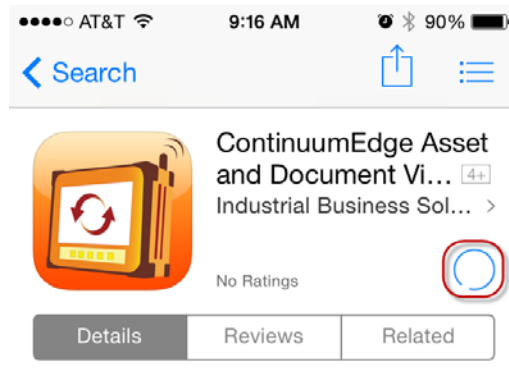
2.1. Tap on the 'FREE' icon:



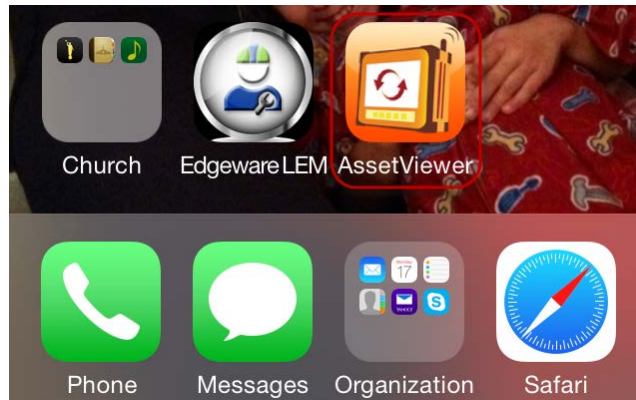
2.2. The 'FREE' icon will now change to an 'INSTALL' icon. Tap on the 'INSTALL' icon:



2.3. The App will now begin installing on your device:



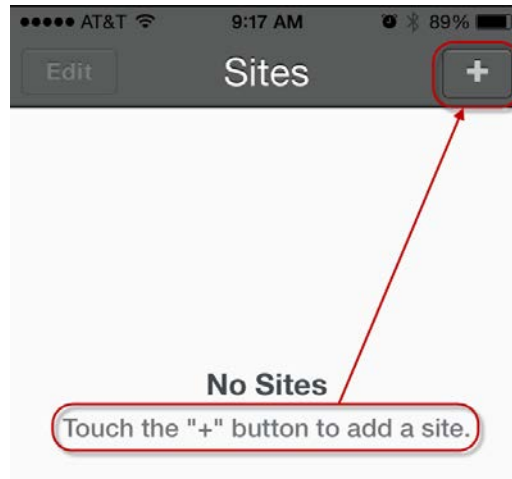
2.4. Once installed; the App will show on your devices 'Home' screen:



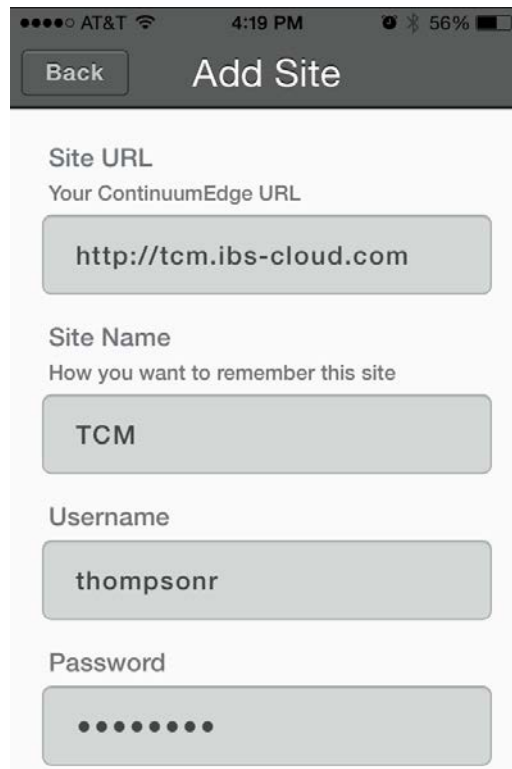
3. Configure App Settings

3.1. Select App from your 'Home' screen to open on your device.

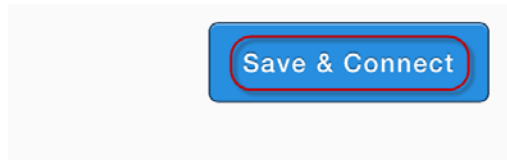
3.1.1. Follow the instructions in the **Sites** window:



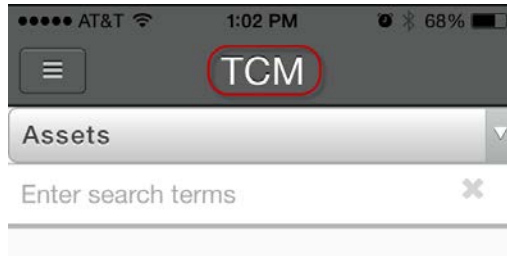
3.1.2. The **Add Site** window will open. Fill out the required information in the text fields:



3.1.3. Select the 'Save & Connect' button:

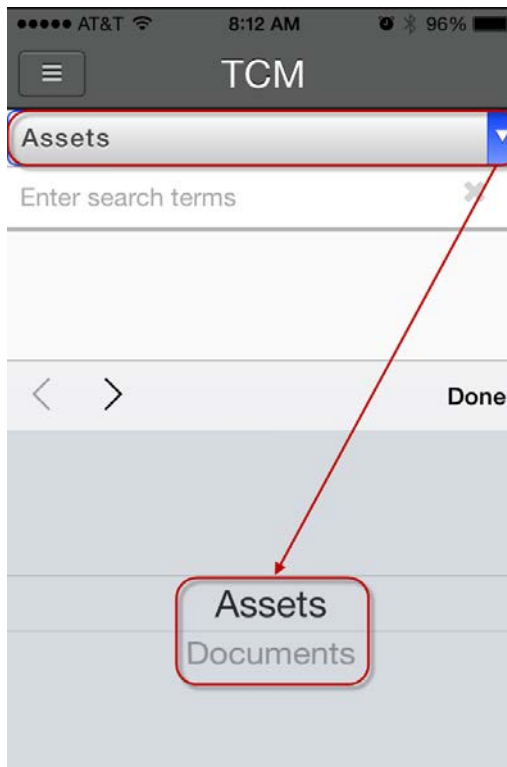


3.1.4. The 'Site' has now been added to the App:

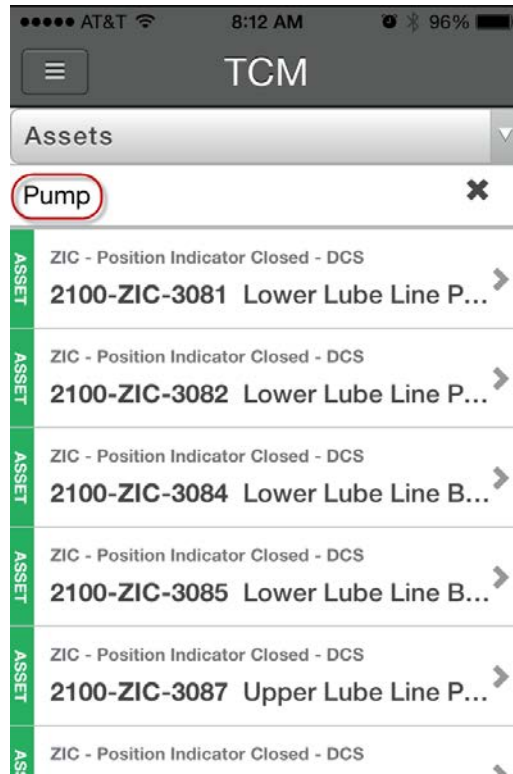


4. Use Asset and Document Viewer App (Assets)

4.1. Select the 'Dropdown' menu to choose what you would like to search for (Assets):

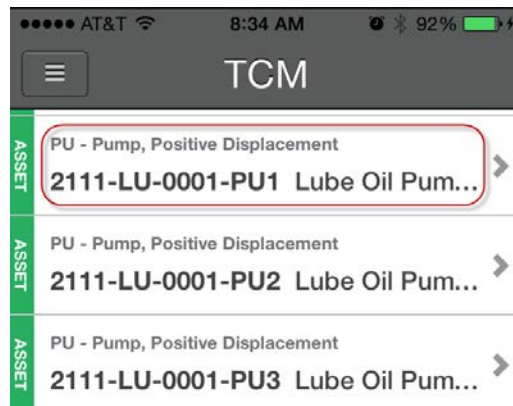


4.1.1. Type the Asset name, Asset Type or Asset Description in the 'Search' field. This will query the database and load the results:

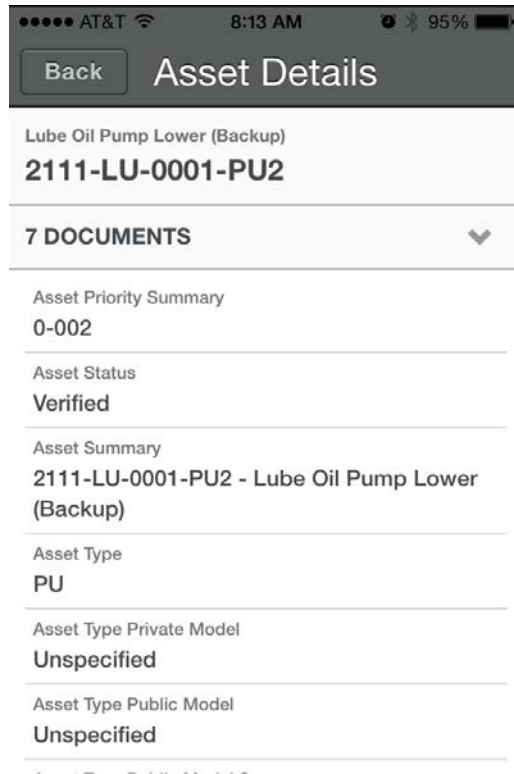


4.1.1.1. **Note:** You must enter at least 2 characters in the 'Search' field. You can query by the full name if you are looking for a specific item or by all items that contain the characters entered (as in the example above).

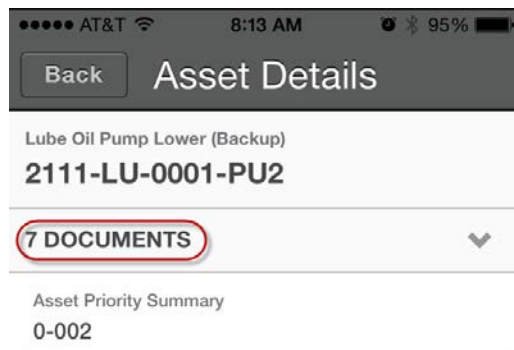
4.1.2. Select the Asset you wish the view:



4.1.3. The **Asset Details** window will open. This will give you details about the document (i.e. Asset Status, Asset Summary, Asset Type, etc.):



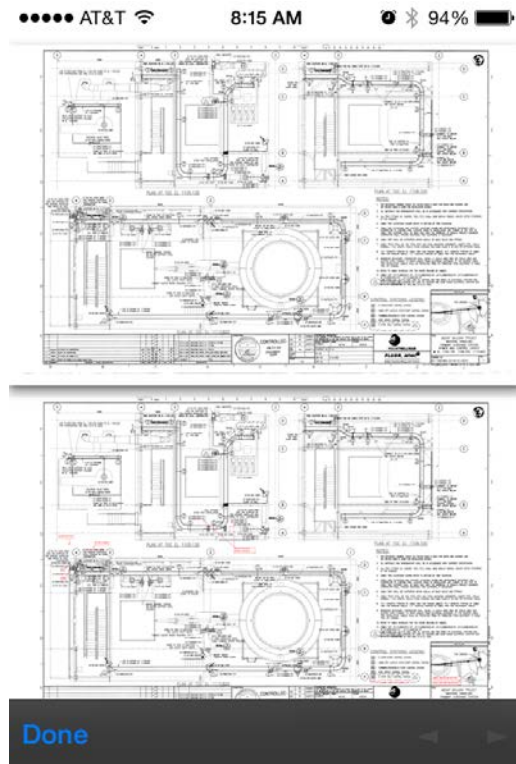
4.1.4. Select the 'Documents' dropdown to open and view the documents associated with the asset:



4.1.5. Select the document you wish to view:



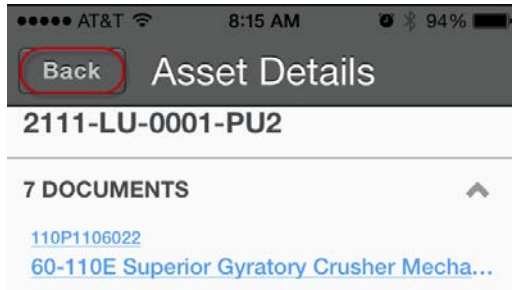
4.1.6. The Document will open for you to view:



4.1.7. When you are finished viewing the Document select the 'Done' button to close



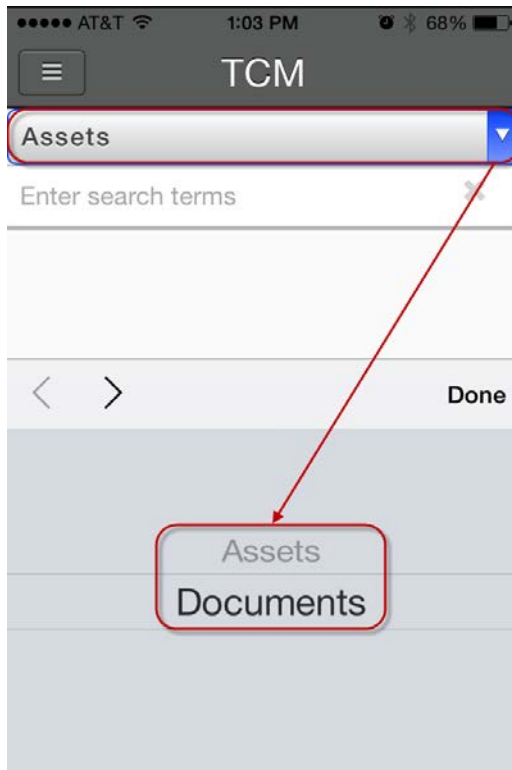
4.1.8. This will take you back to the **Asset Details** window. To go back to the **Search** window select the 'Back' button:



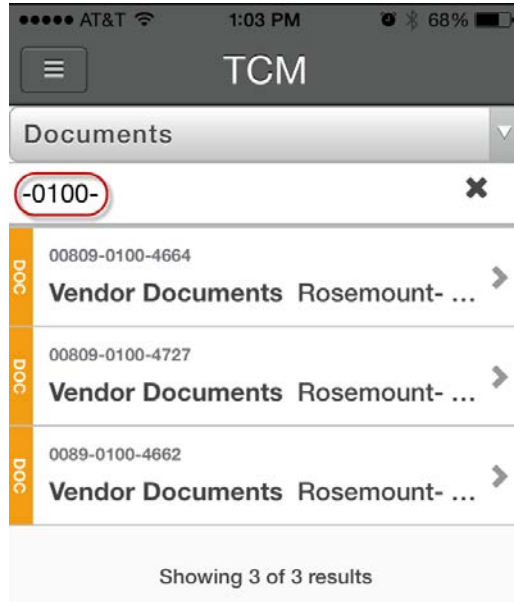
4.1.9. You may now begin another search.

5. Use Asset and Document Viewer App (Documents)

5.1. Select the 'Dropdown' menu to choose what you would like to search for (Documents):

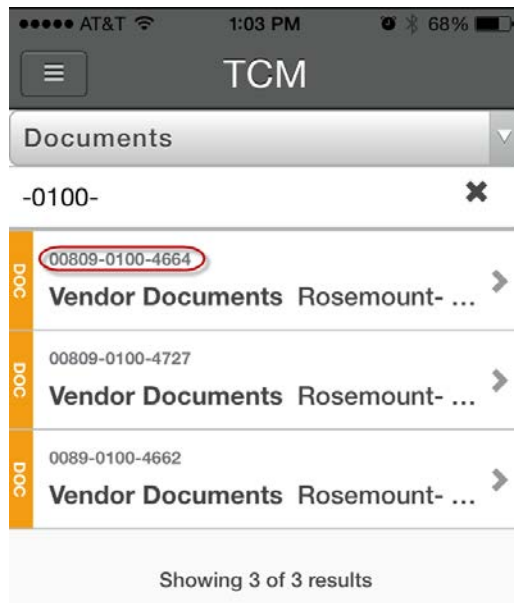


5.1.1. Type the Document Name, Document Number or Document Description in the 'Search' field. This will query the database and load the results:

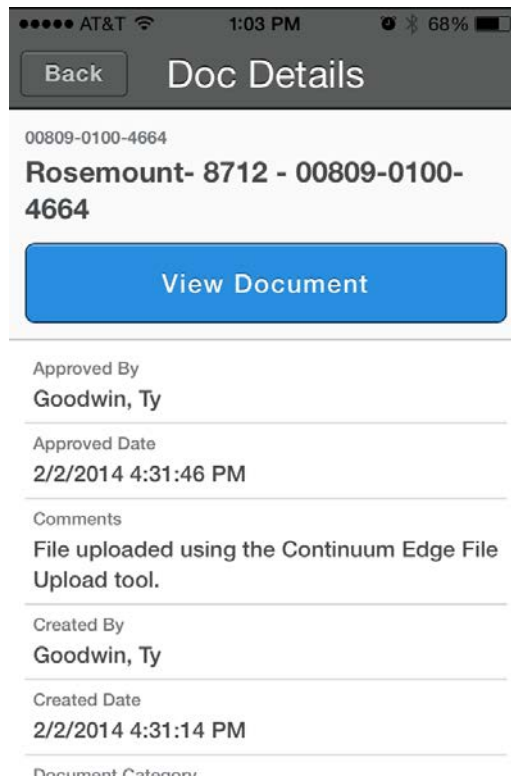


5.1.1.1. **Note:** You must enter at least 2 characters in the 'Search' field. You can query by the full name if you are looking for a specific item or by all items that contain the characters entered (as in the example above).

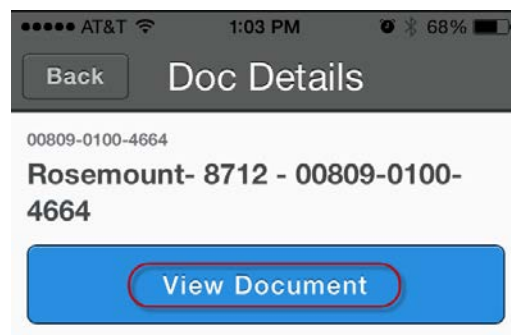
5.1.2. Select the Document you wish the view:



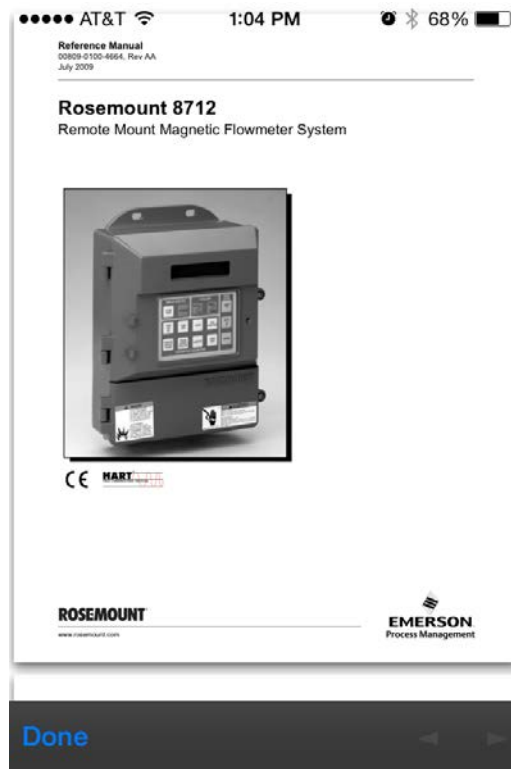
5.1.3. The **Doc Details** window will open. This will give you details about the document (i.e. Approved By, Approved Date, Comments, etc.):



5.1.4. Select the 'View Document' button to open and view the selected document:



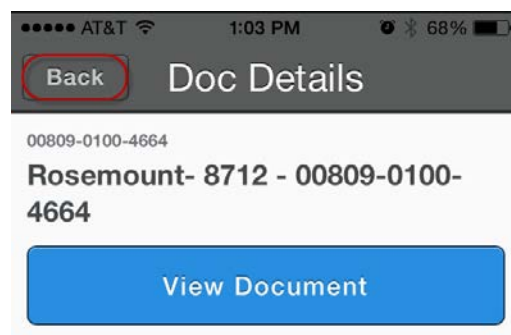
5.1.5. The Document will open for you to view:



5.1.6. When you are finished viewing the Document select the 'Done' button to close



5.1.7. This will take you back to the **Doc Details** window. To go back to the **Search** window select the 'Back' button:



1.1.1. You may now begin another search.