

PROJECT ASSIST APP - QUICK START TRAINING GUIDE
VERSION 2.0

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INTRODUCTION

Project Assist is the companion App that links your computer projects to your device, enabling you to use your Smart Phone and Tablet to quickly collect, organise and access your research in more places. You can use Project Assist to easily collect important information from multiple sources and store it all in the colour coded categories within your projects. All your projects will be synced with the cloud and can therefore be accessed across multiple devices and your computer. Project Assist allows you to capture research on the go, whilst keeping your research safe and organised.

GETTING STARTED

REGISTRATION – MAKING AN ACCOUNT

If you haven't already done so you will need to make an account to allow your computer to sync all the projects with the Project Assist App.

- Please go to the 'Register' section of the website and fill out the form. **You will need your licence key for this.**

DOWNLOADING THE PROJECT ASSIST APP

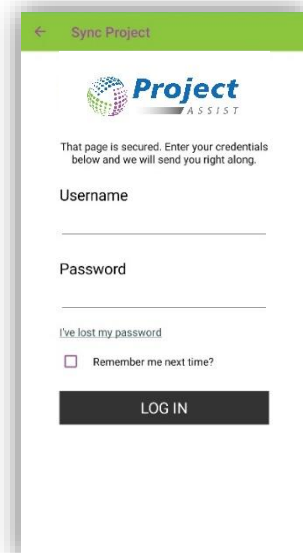
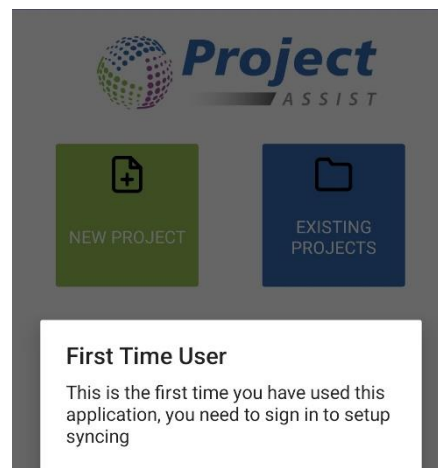
Project Assist is available on both Apple and Android. Please go to the App Store or Play Store:

Links for the apps can be found on our website if needed.

LOGIN

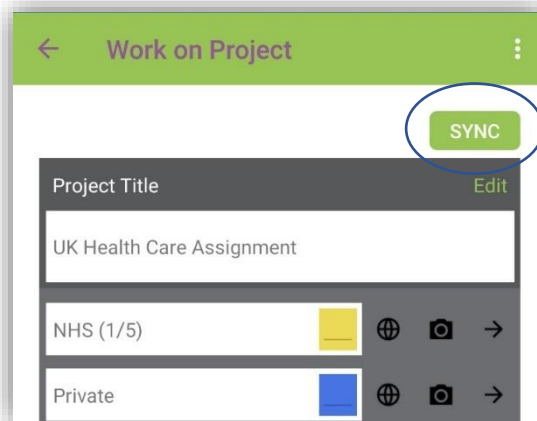
Once you have downloaded the Project Assist App on your phone or tablet (or both) you can sync your computer projects to Project Assist and vice-versa. You will need to log in using the username and password you have previously registered with. Once you have entered your details your device will remain logged in.

This will then allow you to sync your devices.

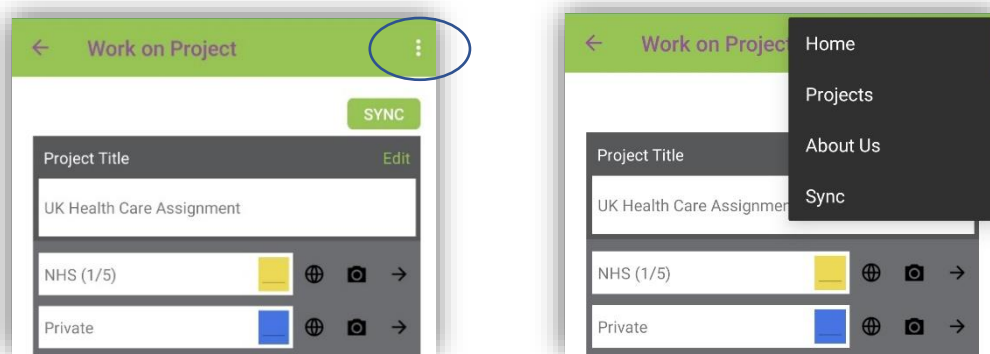


AUTOMATIC AND MANUAL SYNCING

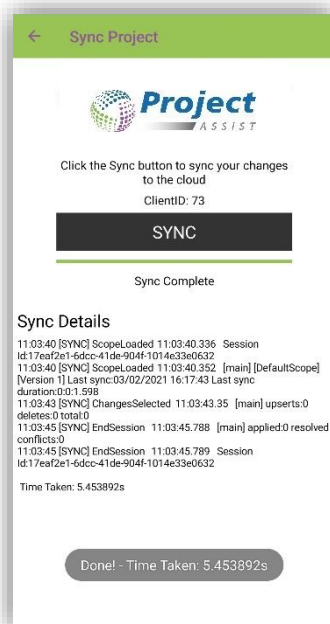
Automatic syncing will happen every minute and you can also manually sync by selecting the Sync button.



Alternatively, you can get to the manual sync menu by selecting the three dots in the top right-hand corner to open the drop-down menu and selecting the sync option.



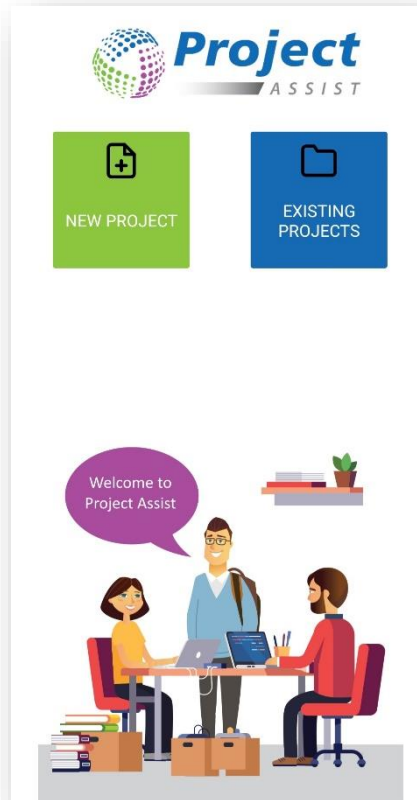
Once you have opened the sync window select the 'Sync' option and the sync process will begin.



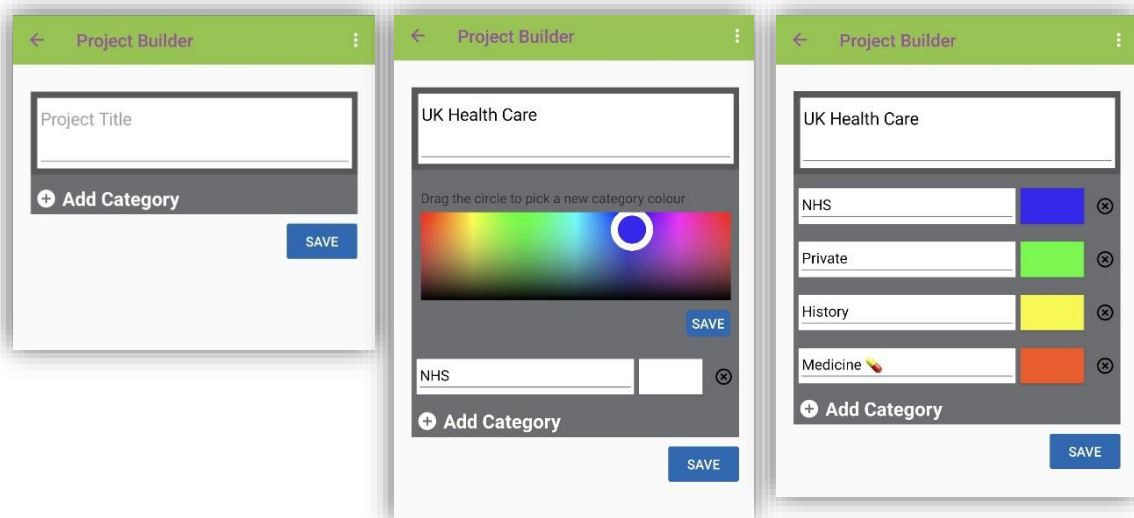
Once the sync process is complete your projects will be available on your computer and App devices.

STARTING A NEW PROJECT

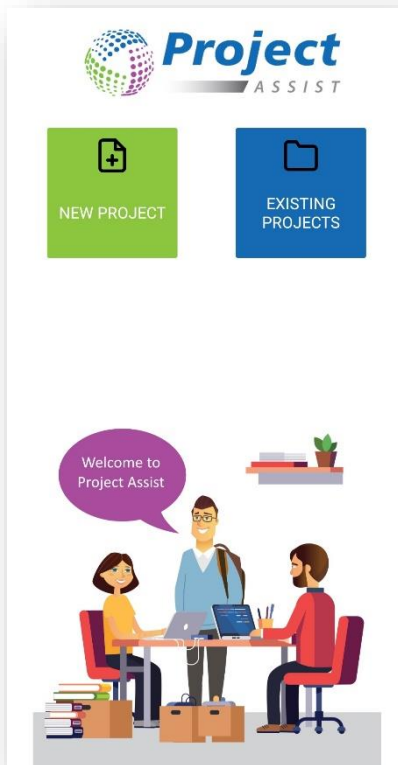
From the Home Screen select the 'NEW PROJECT' button.



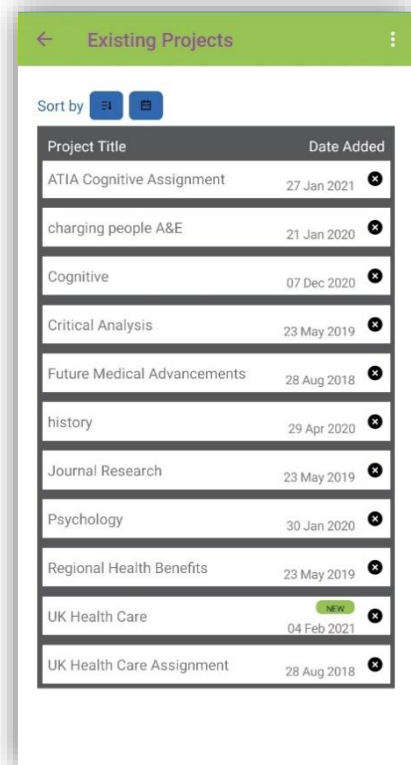
From here you can make a project title and add the categories you need for your project. Next assign a colour to the category using the colour picker. Once you have finished, select save and you will see your new project on the Existing Projects screen. Please note – you can always edit your projects later.



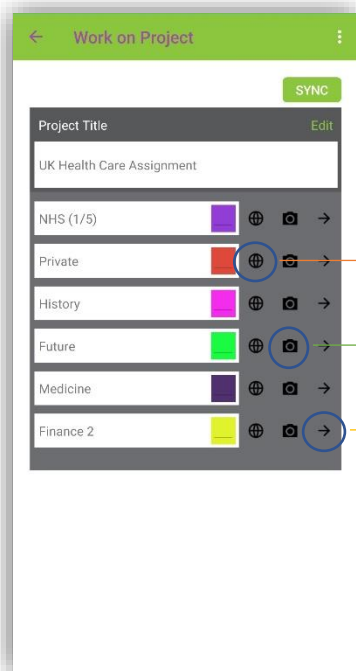
EXISTING PROJECTS



Select the 'EXISTING PROJECTS' button to view all your projects.



CAPTURING RESEARCH (NEW PROJECT OR EXISTING PROJECT)



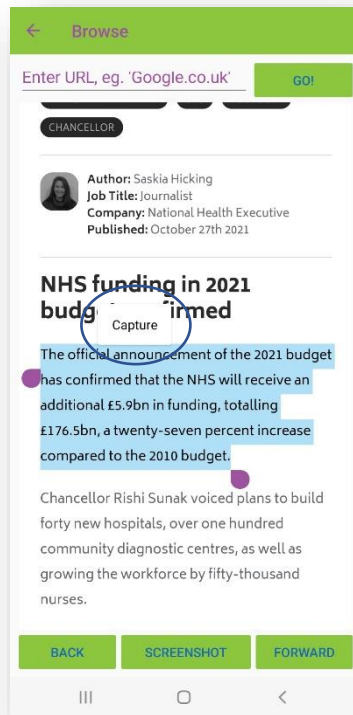
Select one of your projects from the Existing Projects screen. Within the 'Work on Project' screen you will see all of the categories you have made for that project and three options next to each category.

Web Browser

Camera

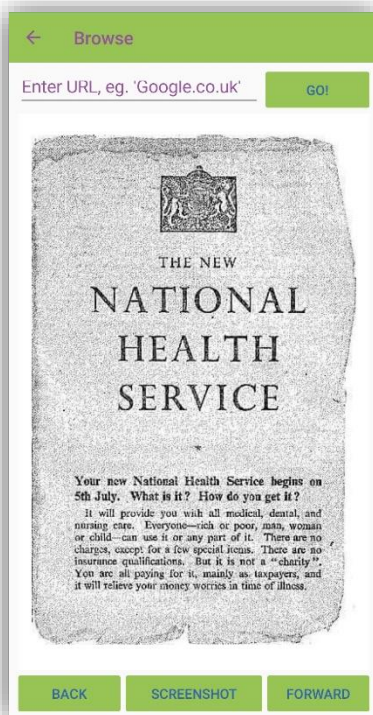
View Category

WEB SEARCH



Choose the Web Browser icon next to the category you are working on. Use the Web Browser as normal until you find some information you want to save. Highlight the text and click 'Capture'.

This will save the text and hyperlink into your category.



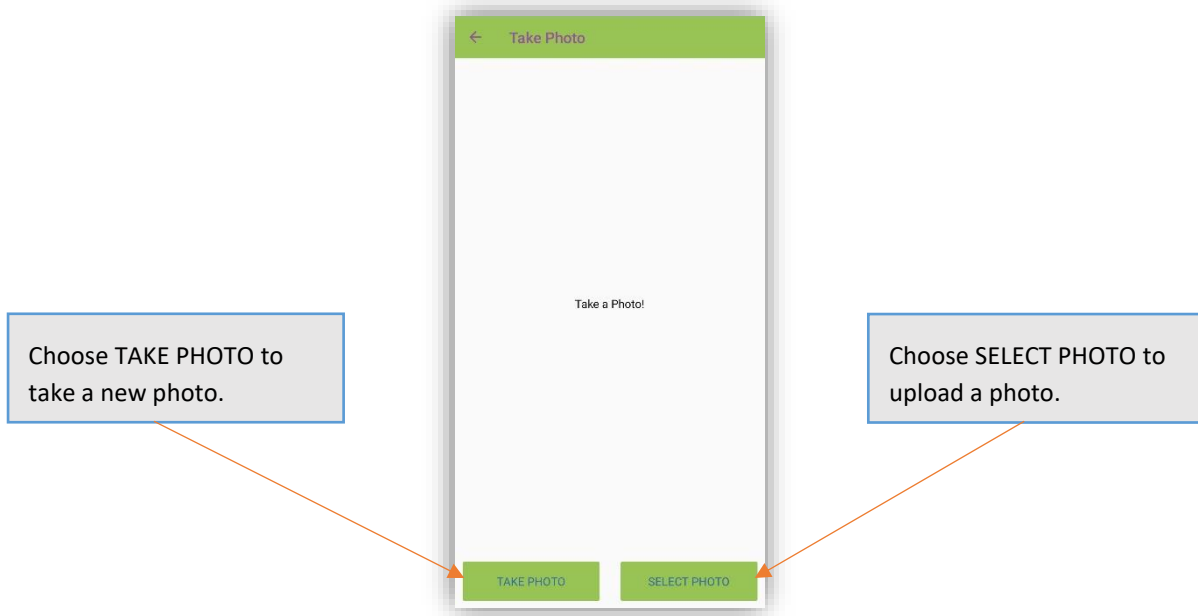
If you want to save an image from a website click the screenshot button at the bottom of the screen.



Once you have taken the screenshot you can save the image to your category or you can convert any text into editable text using the OCR feature.

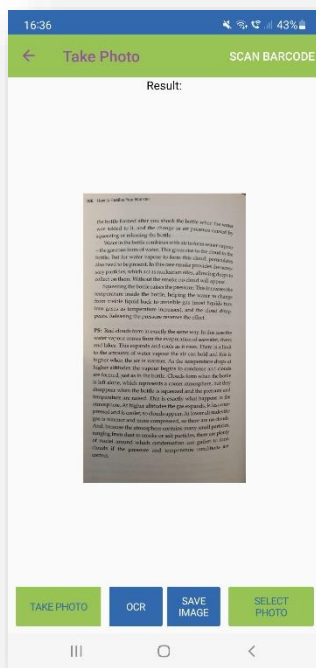
CAMERA

You can use the camera to either take new photos or upload existing photos from an album on your device. Click the 'Camera' icon next to the category you want to save the picture to.

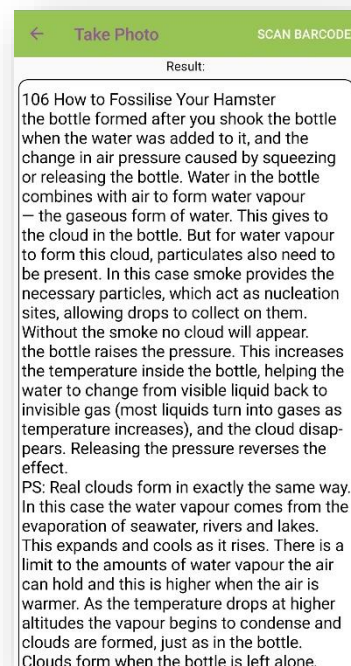


TAKE PHOTO

Using this feature, you can take a picture and save it to a category. In the Example below, a picture of some text from a text book has been taken. Scroll to the bottom to save it or click the scan barcode button first.



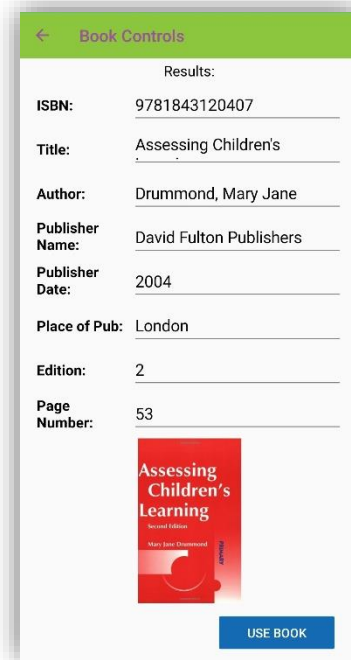
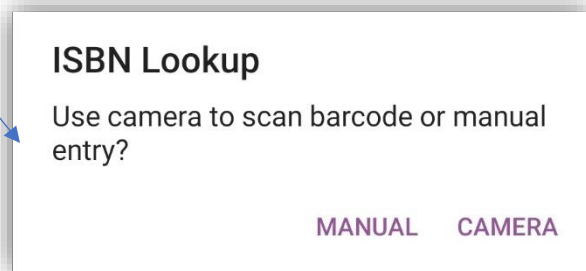
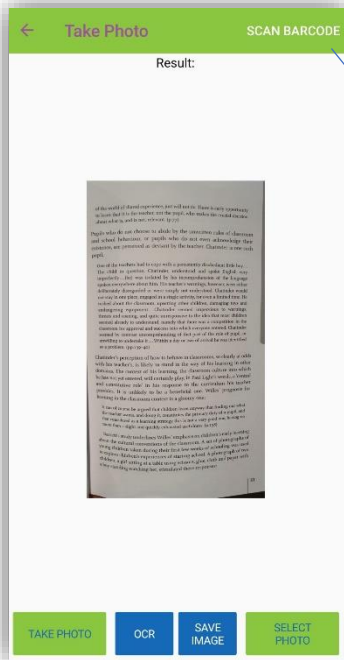
OCR
You can use the OCR feature to turn the text into editable text.



BOOK BARCODE SCAN

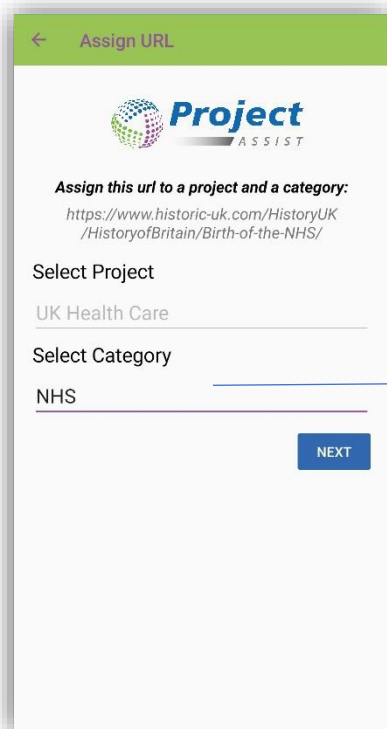
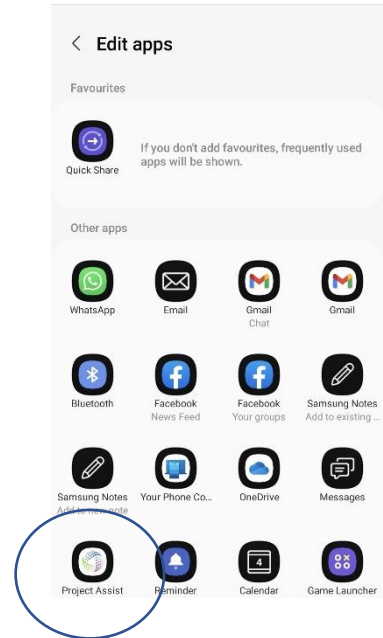
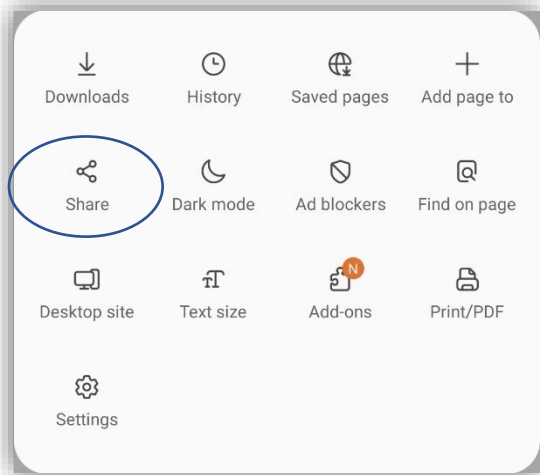
Use the Barcode scan option to save the reference information from a book.

Select SCAN BARCODE to start the process. Then choose if you want to manually enter the barcode number (ISBN) or use your devices camera to scan the barcode automatically. Finally, select USE BOOK.



SHARING TO PROJECT ASSIST

If your device has the option to 'Share' then you can share a webpage to the Project Assist App.




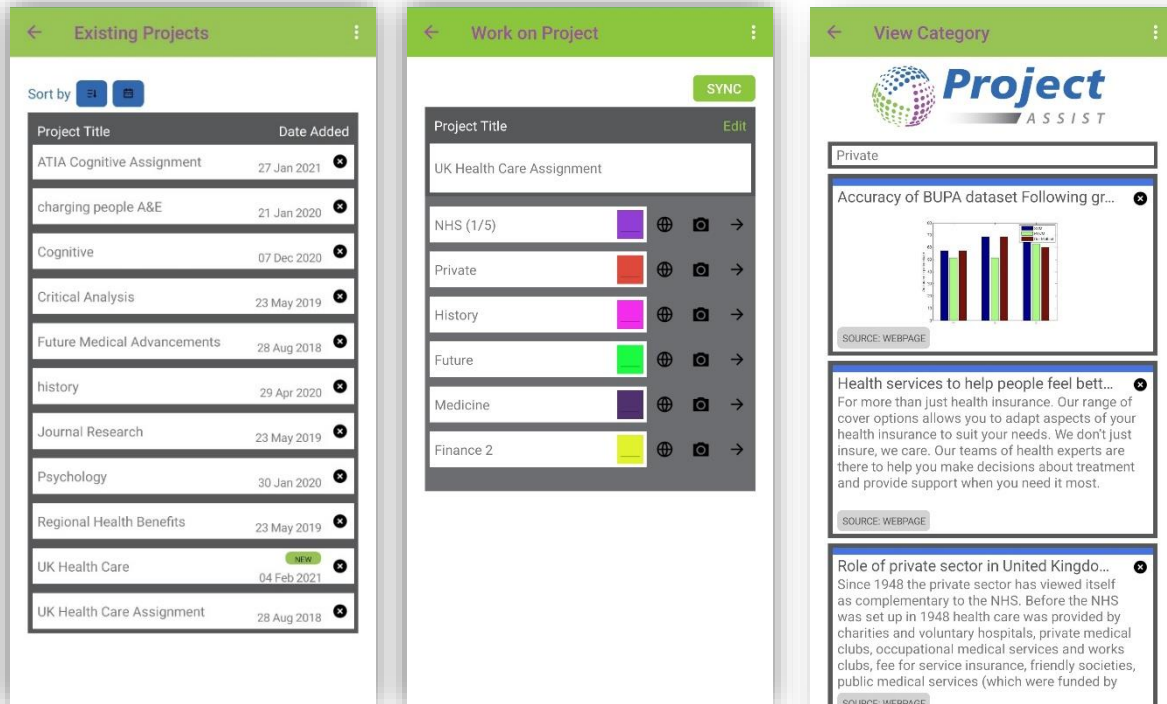
Select the project and category you want the webpage sharing to and the Project Assist Web Browser will load up so you can save the required information using the standard capture method.

VIEWING A CATEGORY

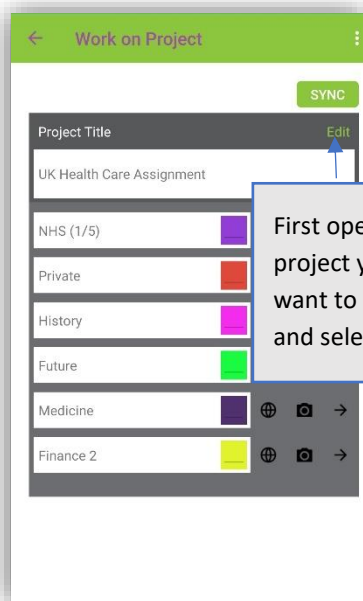
Choose a project from your existing projects screen. Select a category or use the arrow next to the category to open it. Within your category you will see all the information you have captured so far with a hyperlink back to the original source.



You can also delete Projects and Captures from within these two screens by selecting  beside the project or captured piece of information.



MANAGING YOUR PROJECTS



First open the project you want to edit and select Edit

Once you are on the Edit Project screen you can change the title of your project, change the name of your categories, change the colours of your categories and add or remove categories. Click SAVE to save your changes.

