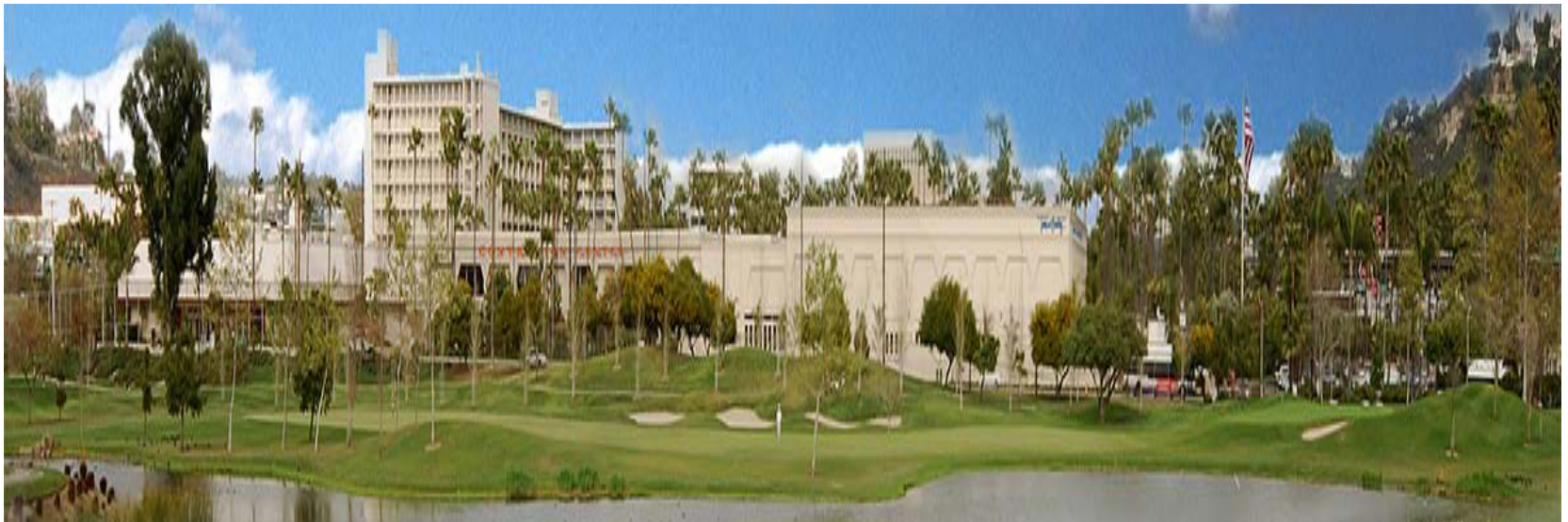


USAHA / AAVLD 2017 MOBILE APP

Tutorial Presentation

User Guide



User Guide – Locating & Installing The App

Benefits of Using The App:

The free USAHA / AAVLD Annual Meeting app makes it easy for attendees to maximize their participation at the event using their laptop, smartphone or tablet device such as an iPhone or iPad. With the tap of a fingertip you can chat with other attendees, locate exhibitors, view sessions, create an event calendar, arrange meetings, receive notices and much more. At the conclusion of the event, USAHA / AAVLD will continue to update content making the app useful throughout the year.

Supported Devices:

The USAHA / AAVLD Annual Meeting app can be viewed on smartphones and tablets (Apple or Android) as well as a desktop or laptop computer.

Locating & Installing The App:

For Apple users tap the “App Store” icon & for Android users tap the “Google Play Store” icon. Using the search feature, type “aavld” to locate the app. Tap the “aavld” app icon, tap “install” when prompted, then tap “open” to view the app once the install has completed. Desktop users can download the desktop version here:

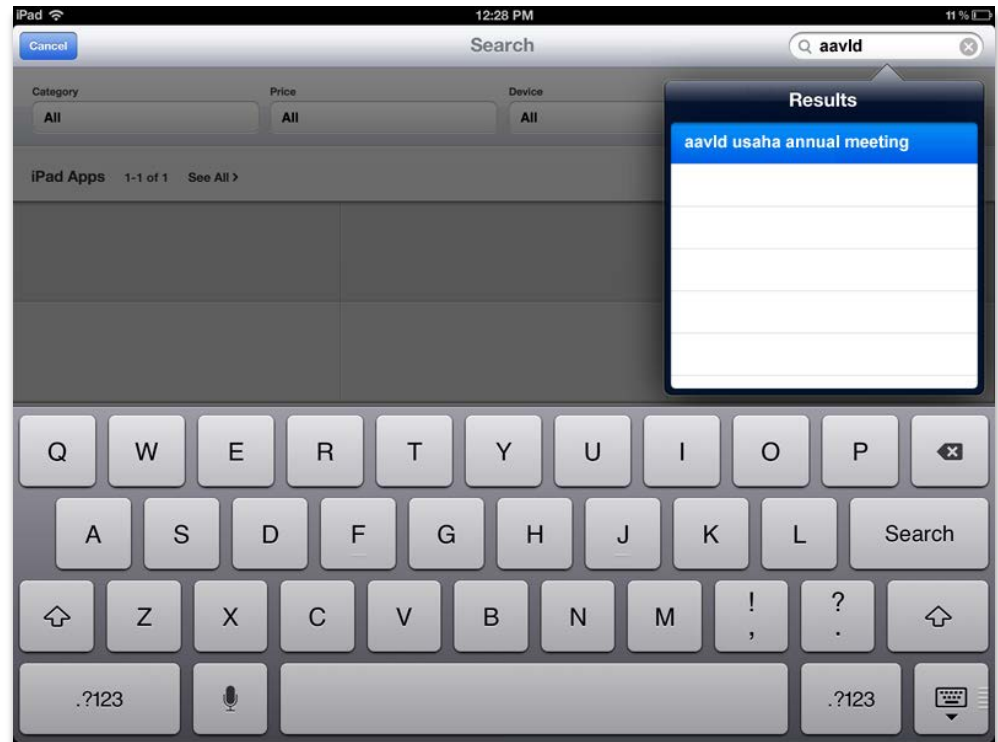
<http://www.bravuratechnologies.com/BEE-WEB/?event=aavld>



Apple
App Store Icon



Android
Google Play Icon



User Guide – Splash Screen

Logging Into The App:

Once you have installed and opened the app a splash screen will appear for a short period of time. Once the splash screen disappears, you'll receive a one-time request for your login information.

The login will be the email address associated with your USAHA / AAVLD Annual Meeting registration. The login process is case insensitive, meaning that it will accept upper or lower case variations of a character within your email address. As an example, all of the following formats would be acceptable:

joe@myemail.com

JOE@myemail.com

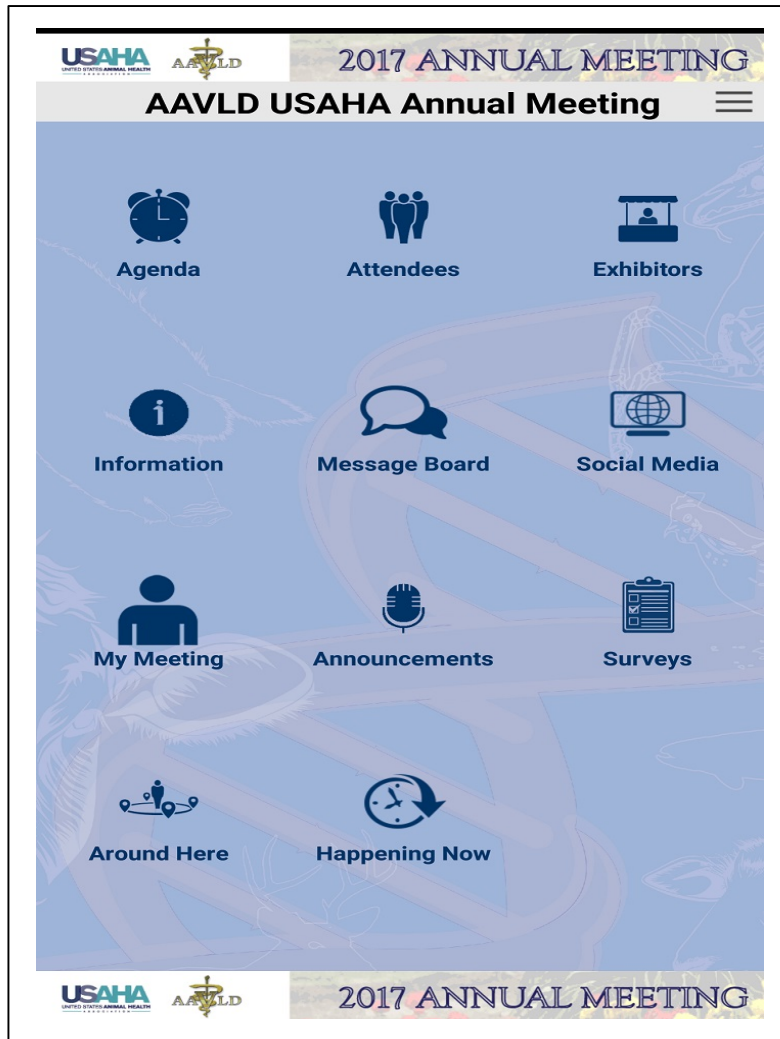
Joe@myemail.com

Trouble Logging In:

If you're unable to login or experience other technical problems with the app, please contact the following support email address:

Email: support@bravuratechnologies.com

User Guide – Main Menu Screen



Summary:

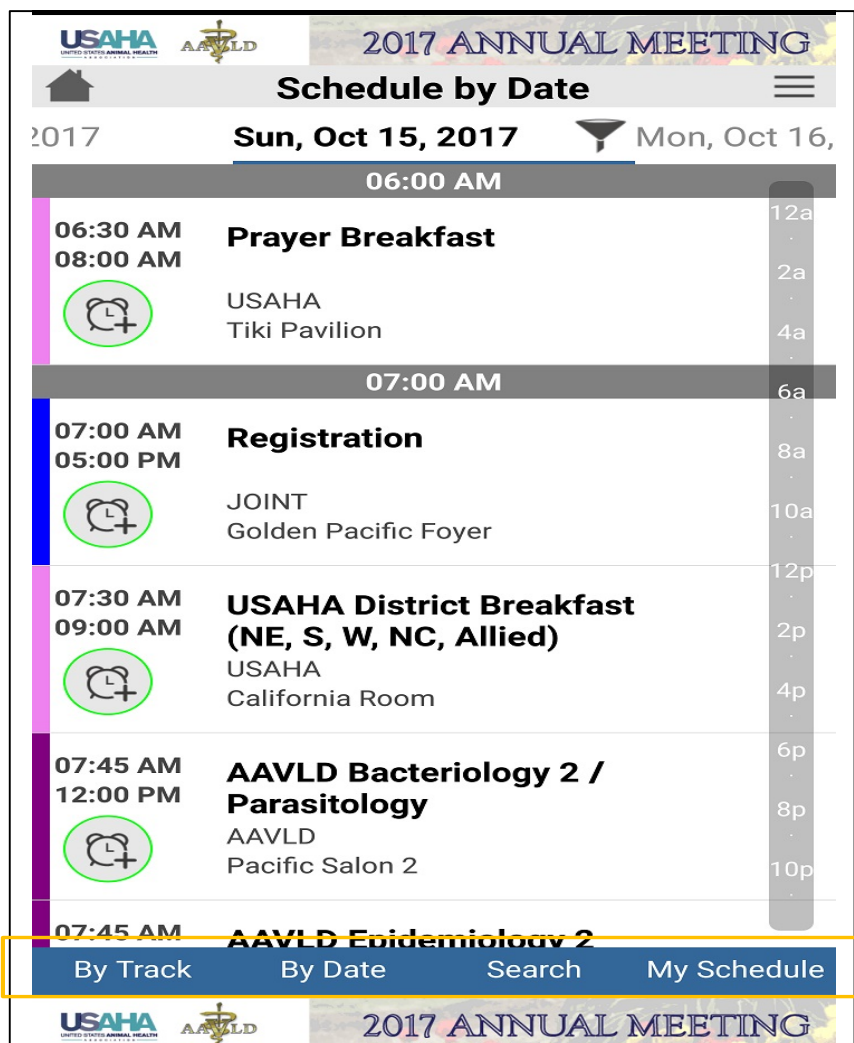
After a successful login the app's main menu screen will appear, displaying the following 10 menu icons:

- Agenda
- Attendees
- Exhibitors
- Information
- Message Board
- Social Media
- My Meeting
- Announcements
- Surveys
- Around Here
- Happening Now

Simply tap on an icon to access a particular area of interest within the app. The individual menu areas are detailed further within this guide.

Please note that presenters and committee members will receive an additional icon within the main menu screen upon login.

User Guide – Agenda Main Screen



Summary:

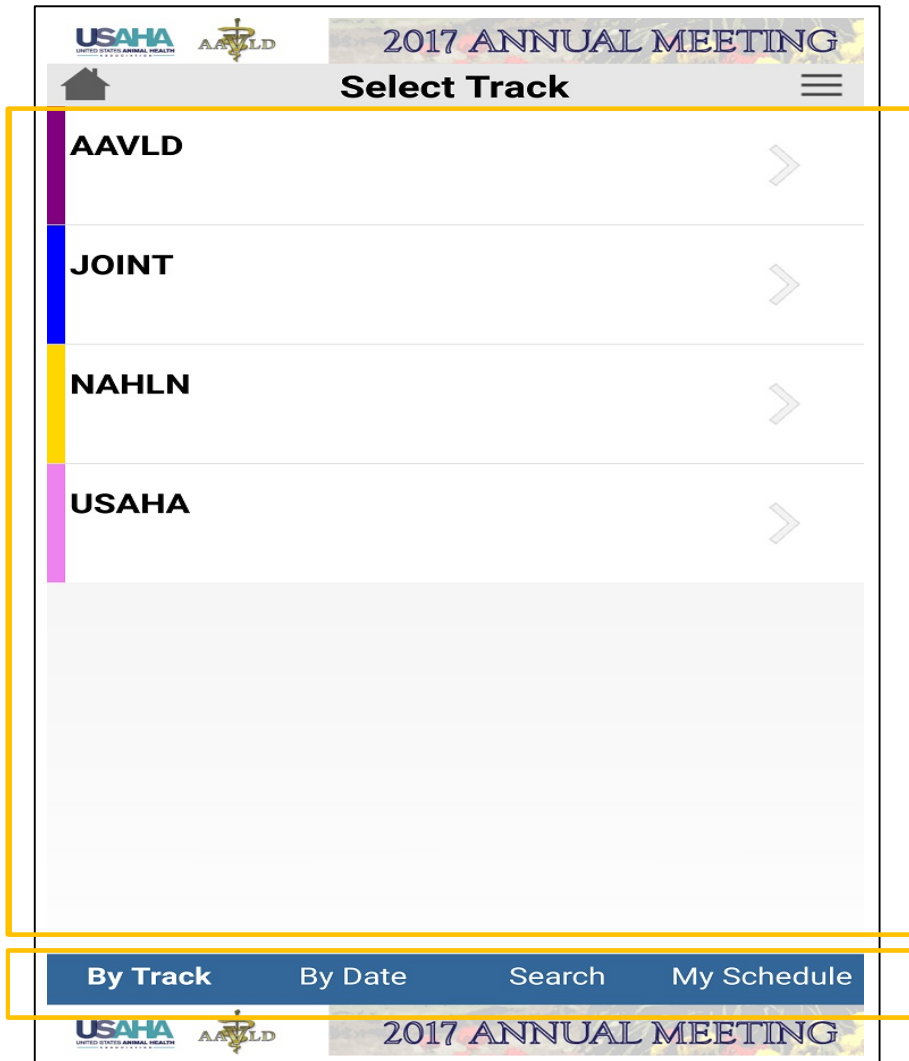
The default “Agenda” screen displays details for each session / meeting / workshop taking place within the USAHA / AAVLD event by date, such as the title, time and location for each of the listed sessions.

Locating Sessions Of Interest:

Using the buttons near the bottom of the screen, users can sort the sessions list by “Track” or “Date”, they can “Search” for sessions relevant to a keyword, or they can view sessions they have added to their personal schedule (“My Schedule”). All sessions / meetings within the app are color coded to a particular track (AAVLD, USAHA, USDA, etc.)

The “home” icon navigates users back to the main menu screen, and the “settings” icon (3 horizontal lines) allows users to update or sync new content that has been added to the app.

User Guide – Agenda Track Screen



Summary:

When a track has been selected by clicking the "By Track" button at the bottom of the screen, then tapping a specific track, sessions within the track will be displayed on day by day basis.

Locating Sessions Of Interest:

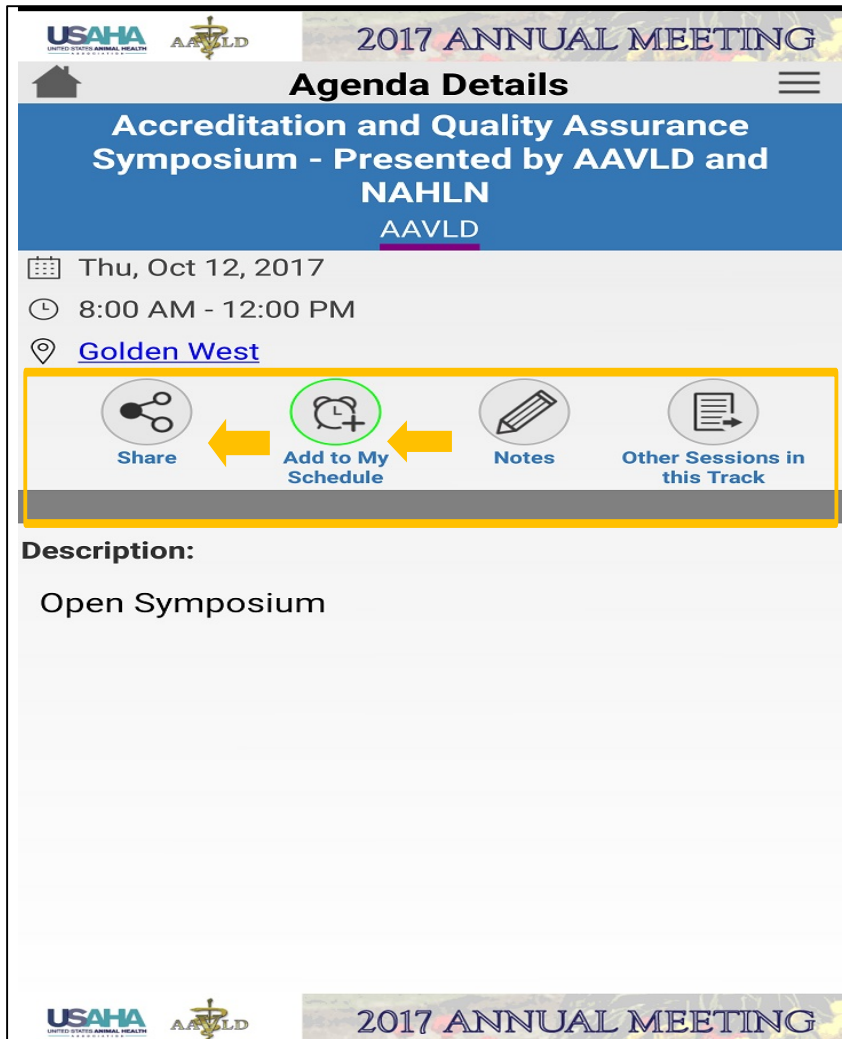
You can tap into a specific session of interest from the list, or view other sessions on different dates by scrolling the date icon near the top of the screen to change the date that appears within that track.

To Change dates, simply place your finger on the date and scroll the date to the left or right.

To see detail about a session, tap on the session frame on the agenda track screen

The "settings" icon (3 horizontal lines) near the top right corner of the screen allows users to view and edit their personal settings within the app.

User Guide – Agenda Detail Screen (1)



Summary:

Once a user selects a specific session from the track screen, additional details about the session will be displayed. There are also helpful functions within this screen that are detailed below.

“Share” Function:

A user can email the details of a particular session to one or more people.

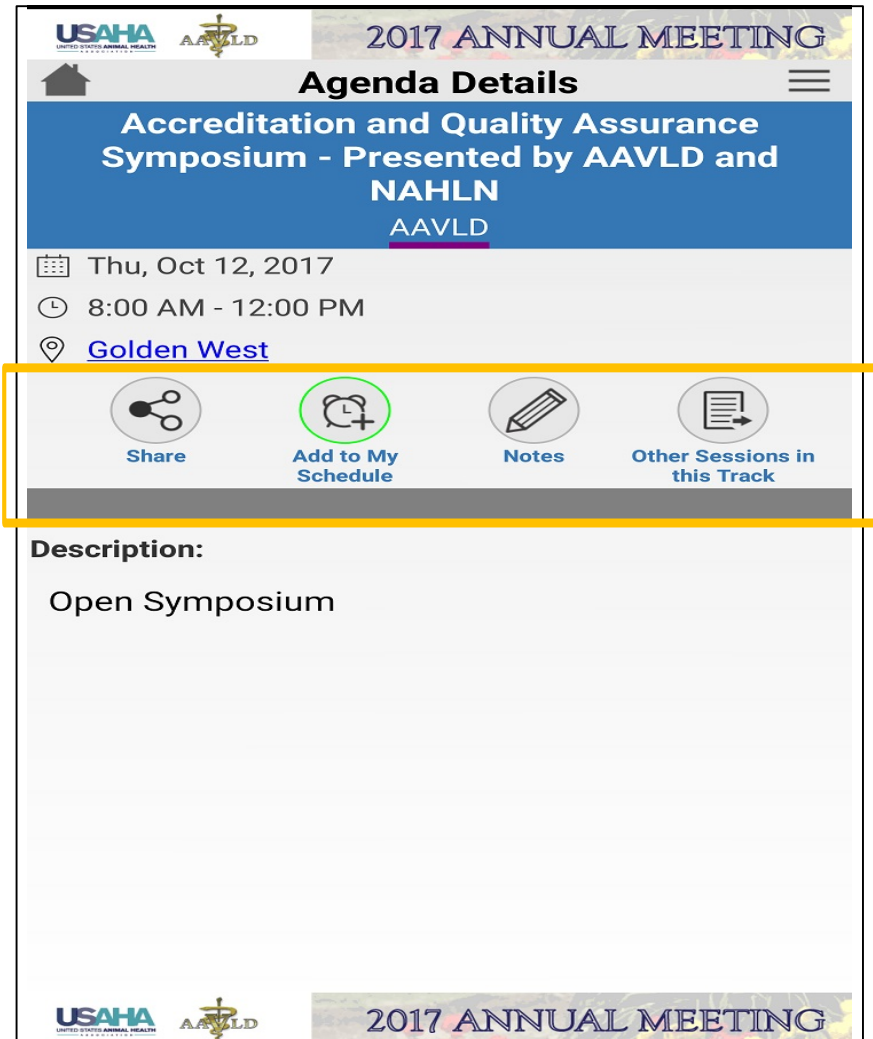
“Add To My Schedule” Function:

A user can add a session to their personal schedule within the app.

“Date, Time, Location”:

A session’s location will be designated in this area of the screen and users can access an event map by tapping the location reference. Once tapped a user will have the option to “Open” the map as a PDF file, “Download” the PDF to their personal app folder, or “Email” themselves or someone else a download link for the PDF file.

User Guide – Agenda Detail Screen (2)



Add To My Schedule:

A user can add a session to their personal schedule by tapping the icon

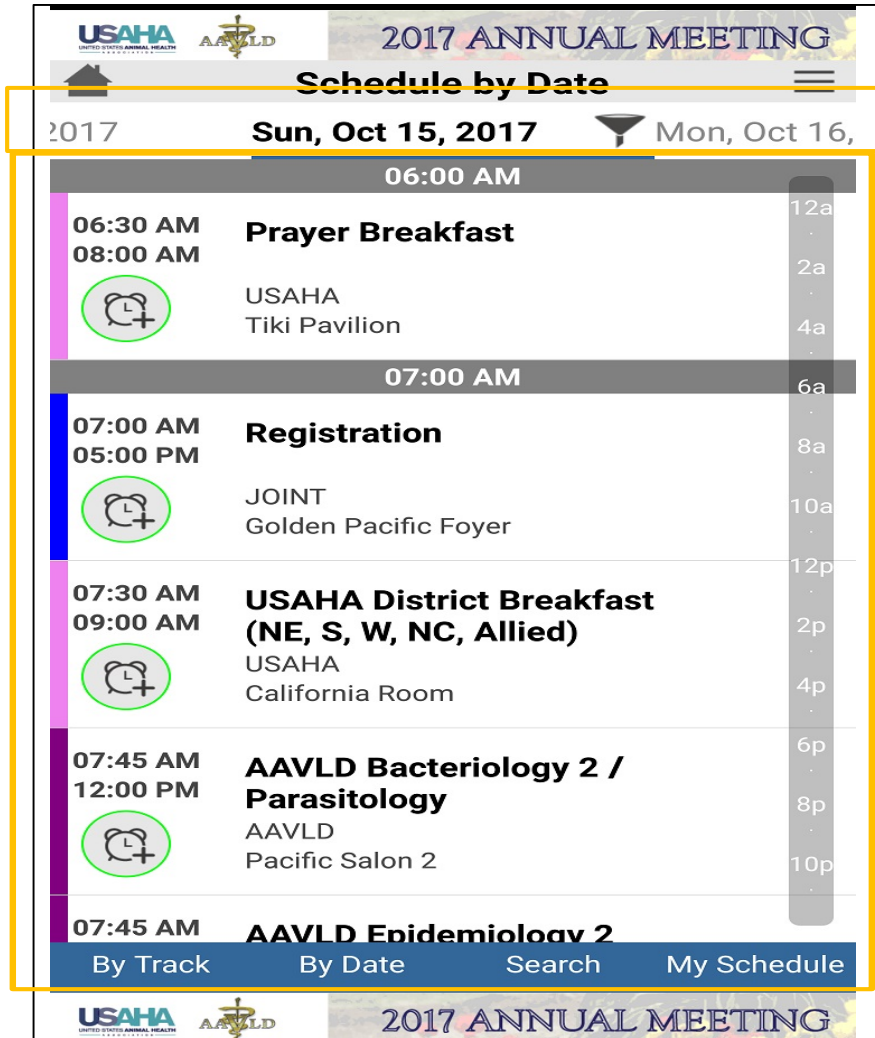
“Notes”:

This function can be used to store notes that a user may decide to add before, during or after a session.

“Remove From My Schedule”:

Once a user has added a session to their personal schedule, the icon changes function to allow a user to remove a previously added session from their schedule.

User Guide – Agenda by Date Screen



Summary:

In addition to listing sessions based upon their specific track (AAVLD, USAHA, USDA, etc.) users can tap the “By Date” button at the bottom of the screen to display all sessions on a given date regardless of the track they belong to.

Locating Sessions Of Interest:

Users can scroll through dates by touching the date and scrolling left or right. Users can then tap into a specific session of interest from the list to get additional detail.

The “settings” icon near the top right corner of the screen allows users to view and edit their personal settings within the app.

User Guide – Agenda Search Screen

ClearSearch

Enter the values for the fields you want searched, such as name of session or location, and select 'Search' on the top right of the screen to view results

Session Title

Location

ALL ▼

Program

ALL ▼

Time period:

ALL ▼

Description

Speaker

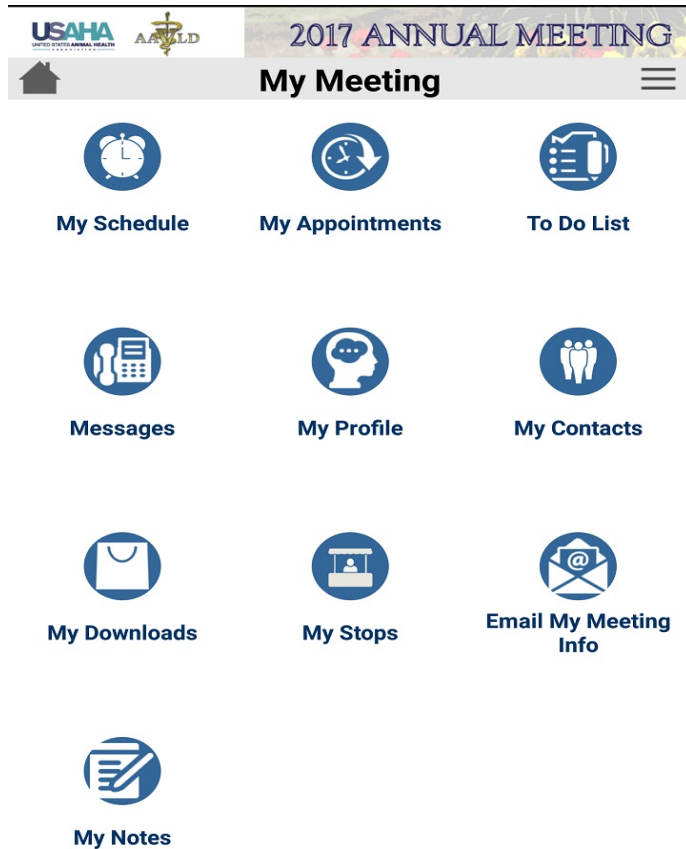
Summary:

In addition to listing sessions based upon their specific track (AAVLD, USAHA, USDA, etc.) users can use the “Search” button at the top of the screen to display all sessions related to a particular keyword search..

Locating Sessions Of Interest:

A list of sessions relevant to the location, to a program track or to a time period using drop down menus and including users keyword search will be displayed, and you can tap into a specific session of interest from that list.

User Guide – Agenda My Schedule Screen



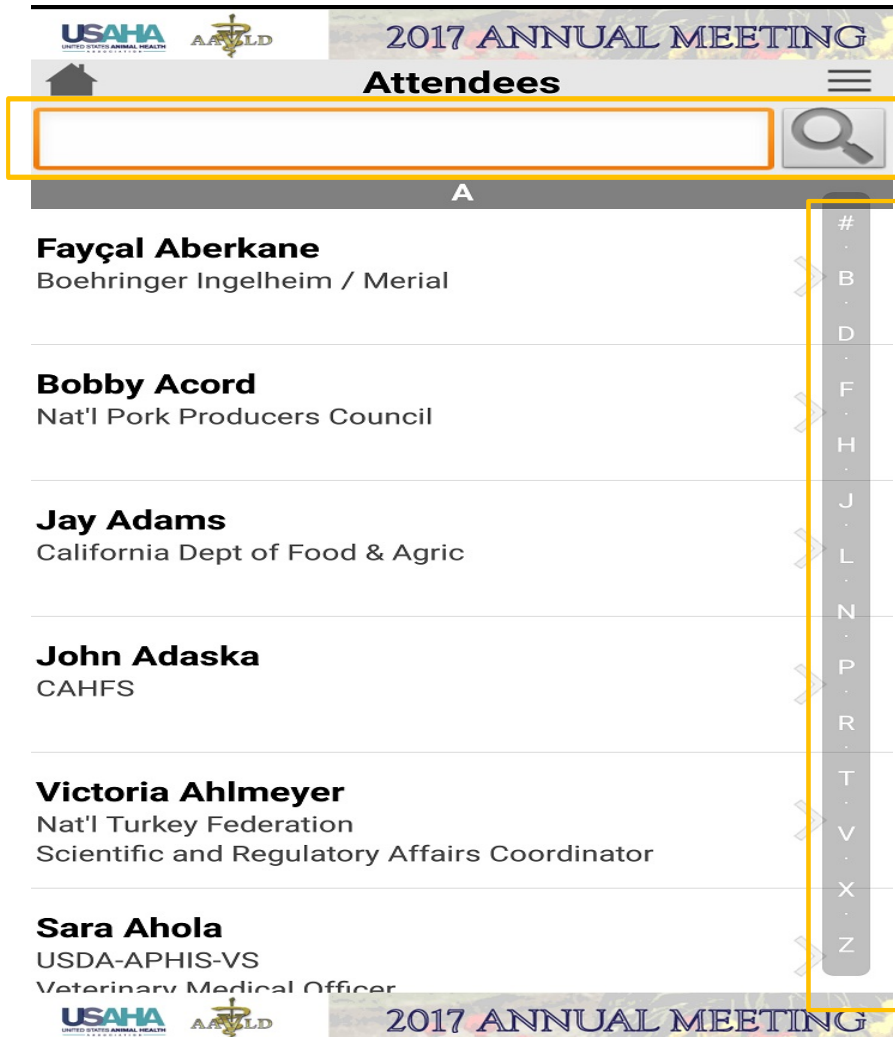
Summary:

Users can tap the “My Meeting” button on the main agenda screen to display options pictured here:

When the "My Schedule" icon is selected, sessions saved to the users schedule appear in date format.

- **My Appointments:** Allows a user to schedule, request and respond to appointments made through the app.
- **My Downloads:** Allows users to download and access documents from the meeting.
- **My Profile:** Allows users to control their personal information and preferences for the app.
- **Messages:** Allows users to receive and respond to messages sent through the app.
-

User Guide – Attendee Main Screen



Summary:

The main "Attendee" screen lists attendees that have registered for the AAVLD / USAHA event, along with any basic information the attendee has elected to provide such as their title and institution.

Locating An Attendee:

Users can scroll through the alphabetized list to find an attendee, or they can use the keyword search feature at the top of the screen to find an attendee(s). As an example a user could find "Jill Greene" by searching on any of the following keywords:

- Jill Greene
- Jill
- Greene
- Life Technologies
- Life Tech

User Guide – Attendee Detail Screen

The screenshot shows the 'Individual Details' screen for James Kistler, an AAVLD member. The screen is divided into a header section with logos and a title, a main content area with a list of details, and a bottom section with three action buttons. A yellow box highlights the details list.

2017 ANNUAL MEETING	
Individual Details	
James Kistler AAVLD	
City:	Navarre
State:	FL
Country:	United States
Membership:	AAVLD
Type:	Attendee
Appointment	
Message	
Add to My Contacts	

Summary:

If you tap a specific name within the list on the main “Attendee” screen, you can view additional details about the attendee. There are also 3 functions within this screen that are detailed below.

“Appointment” Function:

Send an appointment invite to an attendee for a specific time, date & location.

“Message” Function:

Send a message to an attendee. Attendees have the option of displaying or hiding their email address, and by default that option is set to the latter.

“Add / Remove From My Contacts” Function:

Add/Remove an attendee from your contact list within the app.

User Guide – Attendee Appointment Screen

USAHA **AAVLD** **2017 ANNUAL MEETING**

New Appointment

Appointment with:
James Kistler

Subject:*

Select dates between Oct 11 - Oct 18, 2017

Start date:*
Change Date

Start Time:*
Change Time

End Time:*
Change Time

Location:

Description:

USAHA **AAVLD** **2017 ANNUAL MEETING**

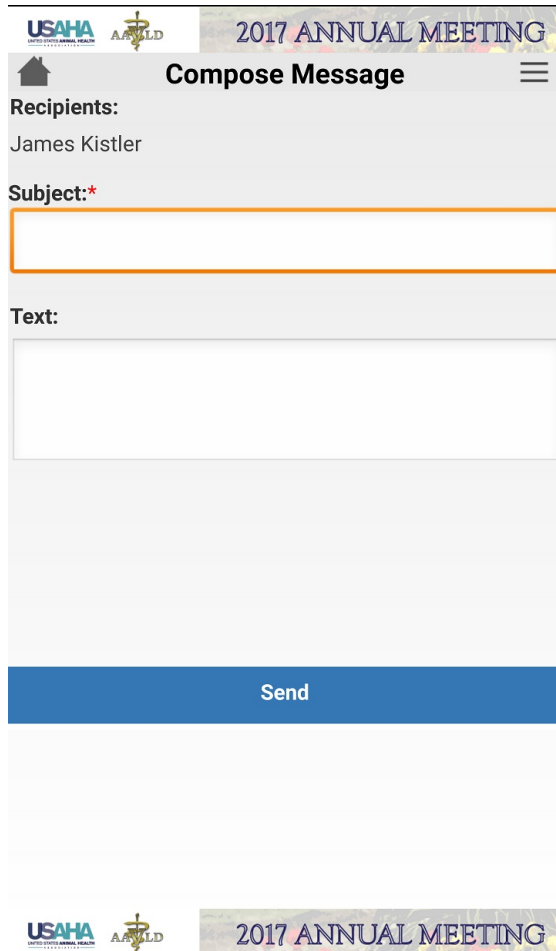
Summary:

If you select the “Appointment” function you can send an appointment invite to an attendee by providing the following details

- Appointment subject or topic
- Start date
- Start time
- End time
- Location (optional)
- Description (optional)

Please note that the attendee’s email address will not be displayed to the sender unless an attendee has elected to turn off their privacy setting. Additionally, attendees can choose to receive appointment request in their app or their personal mailbox. Privacy settings are described in further detail within this user guide.

User Guide – Attendee Message Screen



USAHA AASLD 2017 ANNUAL MEETING

Compose Message

Recipients:
James Kistler

Subject:*

Text:

Send

USAHA AASLD 2017 ANNUAL MEETING

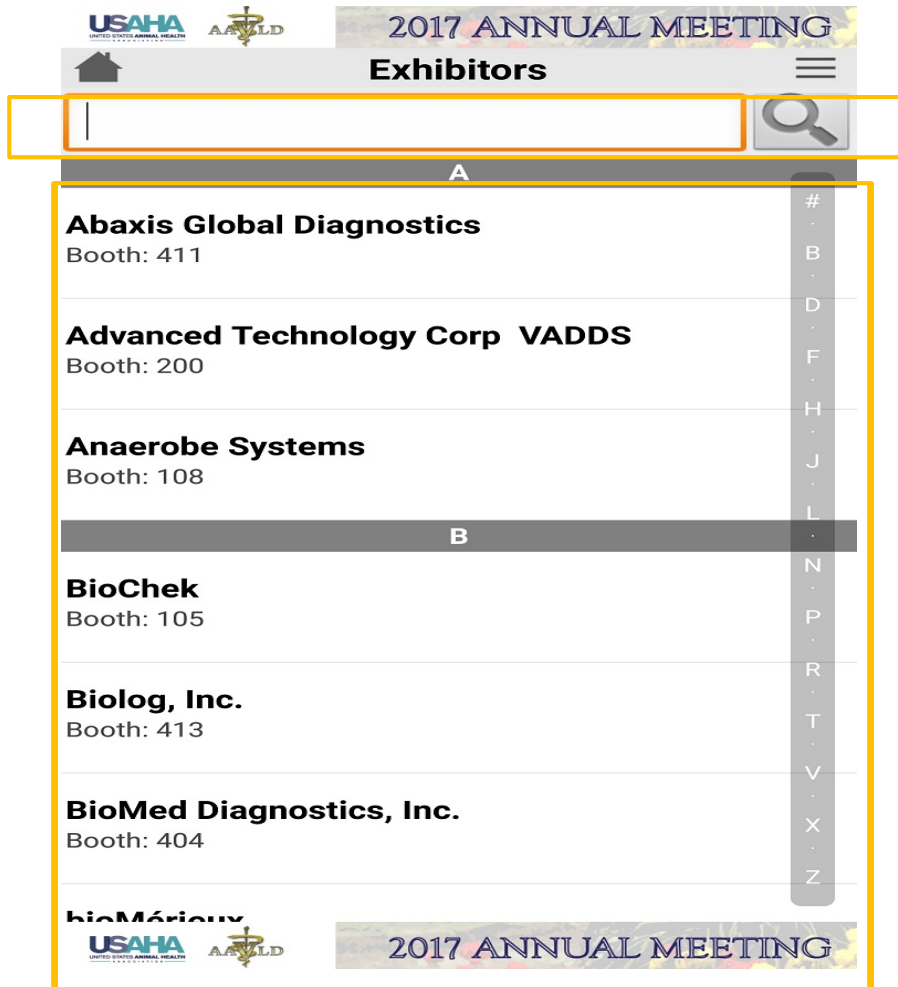
Summary:

If you select the “Message” function you can send a message to an attendee by providing the following details:

- Subject or topic
- Text (optional)

Please note that the attendee’s email address will not be displayed to the sender unless an attendee has elected to turn off their privacy setting. Additionally, attendees can choose to receive appointment request in their app or their personal mailbox. Privacy settings are described in further detail within this user guide.

User Guide – Exhibitor Main Screen



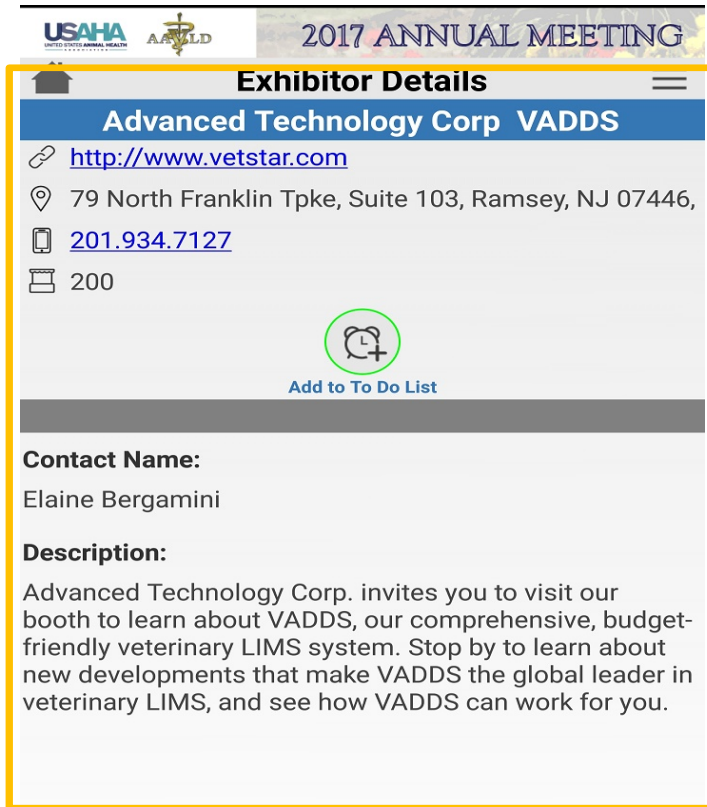
Summary:

The main “Exhibitor” screen lists institutions that will be exhibiting at the USAHA / AAVLD event, along with their booth number.

Users can scroll through the alphabetized list to find an exhibitor, or use the keyword search. As an example “Mitsubishi Gas Chemical America” could be located using the following search keywords:

- Mitsubishi Gas Chemical
- Mitsubishi Gas
- Mitsubishi
- Gas
- Chemical

User Guide – Exhibitor Detail Screen

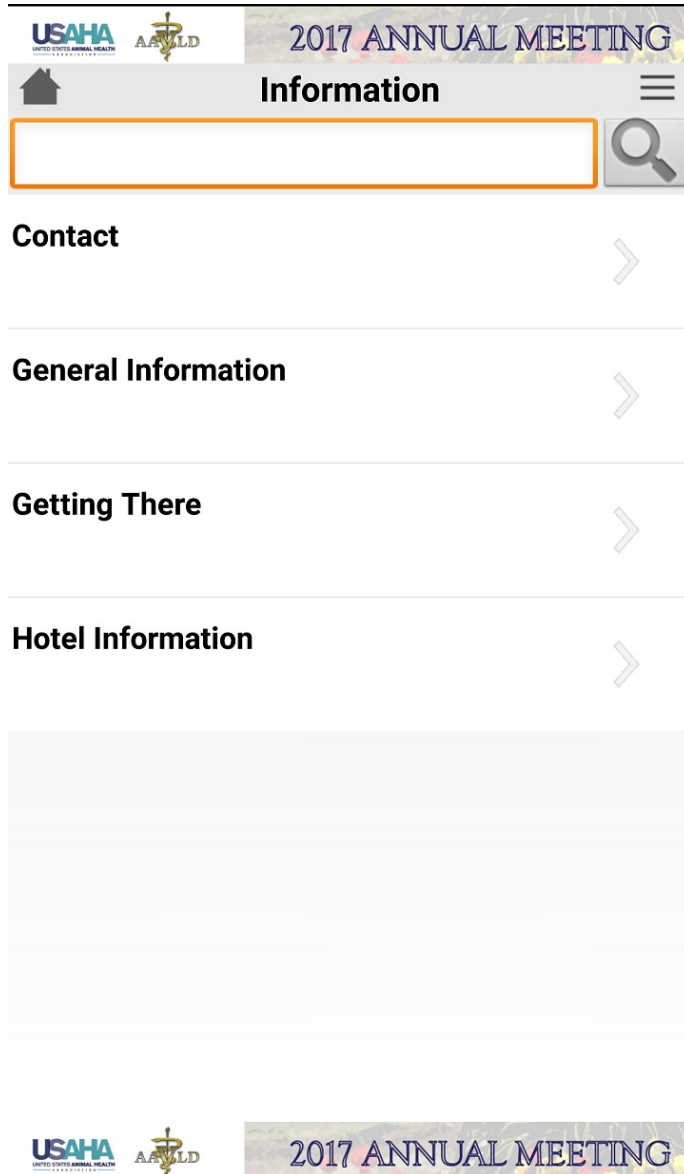


Summary:

If you tap a specific name within the list on the main “Exhibitor” screen, you can view additional details about the exhibitor. Each exhibitor determines how much information they choose to share within their app listing, which could include website URL, street address, contact phone number, contact email address, marketing collateral and photographs.

“Add To Do List” Function: Adds a reminder within a user’s “My Meeting” area to visit a particular exhibitor. “To Do List” reminders can be removed at any time.

User Guide – Information Main Screen

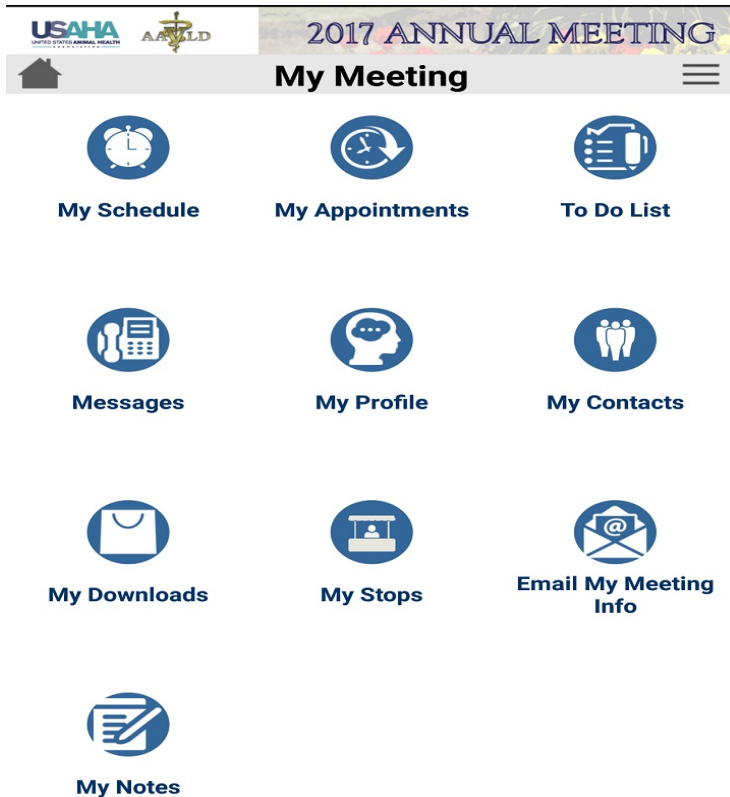


Summary:

The main “Information” screen lists several categories of information that are specific to the USAHA / AAVLD event, such as:

- Contact (event contacts)
- General Information (hours, registration)
- Getting There (travel details)
- Hotel Information

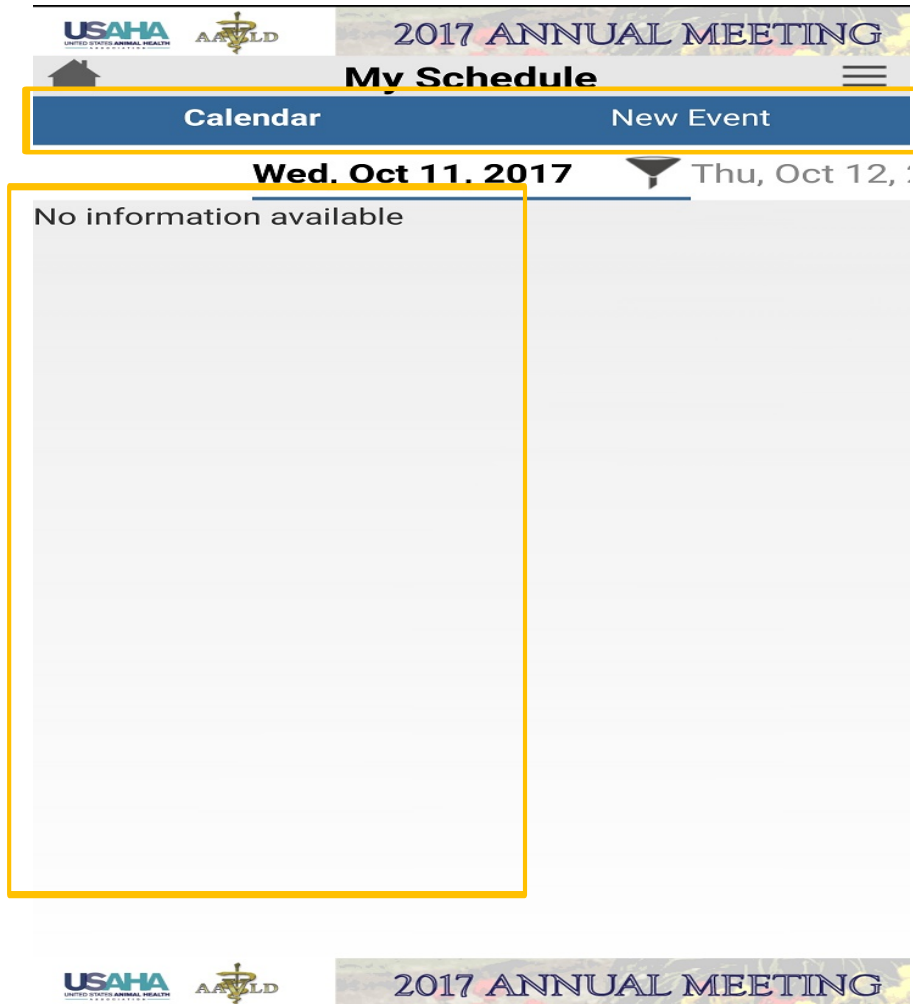
User Guide – My Meeting Screen



Summary:

The “My Meeting” screen includes 9 areas that enable users manage their communications, schedule and personal settings within the app. These areas are explained in greater details over the next few slides.

User Guide – My Meeting / My Schedule Screen



Summary:

When “My Schedule” is selected on the main “My Meeting” screen, the app will display all sessions, meetings or workshops a user has added to their calendar. The events are listed by day, and days can be scrolled by placing a finger on the highlighted date and scrolling left or right.

If the “New Event” button near the top of the screen is selected, users have an opportunity to add a new event to their schedule by defining the “Date”, “Start/End Time” and “Title for the event.”

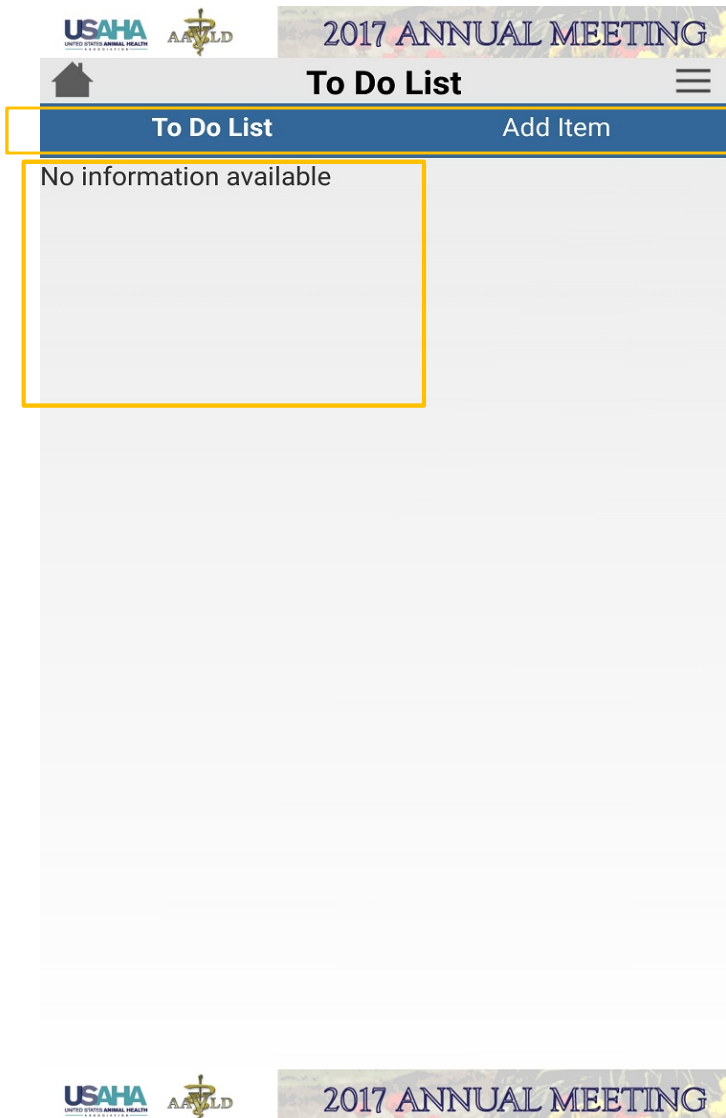
User Guide – My Meeting / Appointments



When "Appointments " is opened from the main "My Meeting" screen, the following options exist:

- **Scheduled:** displays appointments already scheduled
- **Requests for Me:** displays appointments requested of me
- **Requested by Me:** displays appointments requested from me
- **Cancelled:** displays appointments that are cancelled by me
- **Rejected by Others:** displays appointments rejected by others.

User Guide – My Meeting / To Do List Screen



Summary:

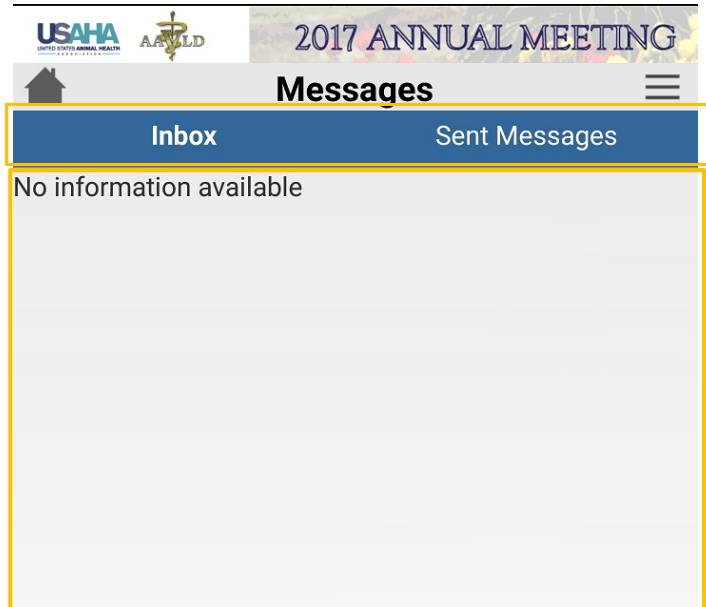
Within the “My Meeting” area you can view and edit exhibitor visits you have scheduled, by selecting the “To Do List” sub menu.

This will display a list of all the exhibitors you’ve made a reminder note to visit during the event, and if you select a specific exhibitor within your to do list, you can view the exhibitor’s details and either retain the reminder note or use the “Remove From To Do List” button to delete a particular entry.

“Add Item” Function:

Within the “To Do List”, users can also add a new personal event to their list by selecting “Add Item”. From there, users can specify a title for their new “To Do” item, and can also provide a description.

User Guide – My Meeting / Messages Screen

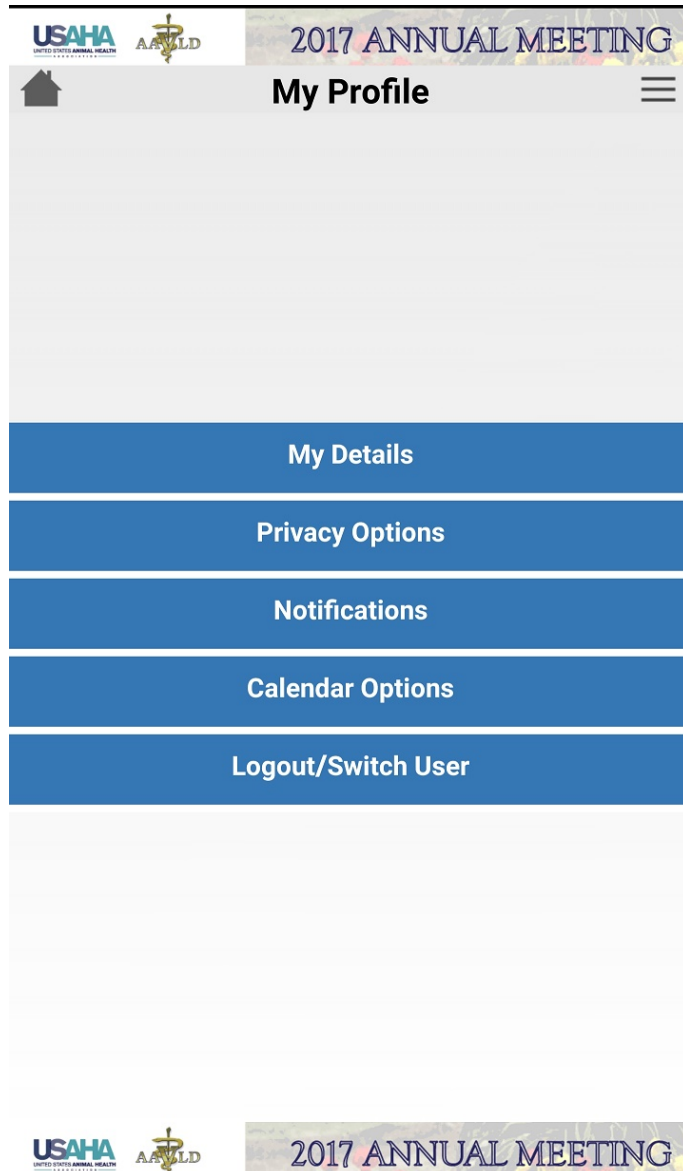


Summary:

Within the “My Meeting” area you can view the messages you have sent and received within the app, by selecting the “Messages” sub menu.

Using the “Inbox” and “Sent Messages” buttons that appear near the top of the screen, you can view a list of specific messages that you have received or sent to event attendees.

User Guide – My Meeting / My Profile Screen



Summary:

Within the “My Meeting” area you can customize certain functions within the app and manage your personal information, by selecting the “My Profile” sub menu.

This will display 5 individual settings that users can use to personalize the app for their unique requirements:

- My Details
- Privacy Options
- Notifications
- Calendar Options
- Log Out / Switch User



User Guide – My Profile / My Details Screen

USAHA UNITED STATES ANNUAL HEALTH 2017 ANNUAL MEETING AAVLD

My Details

First name:
James

Last name:
Kistler

Company:
AAVLD

Email:
jkistler@aaavld.org

Phone:

Twitter:

Facebook:

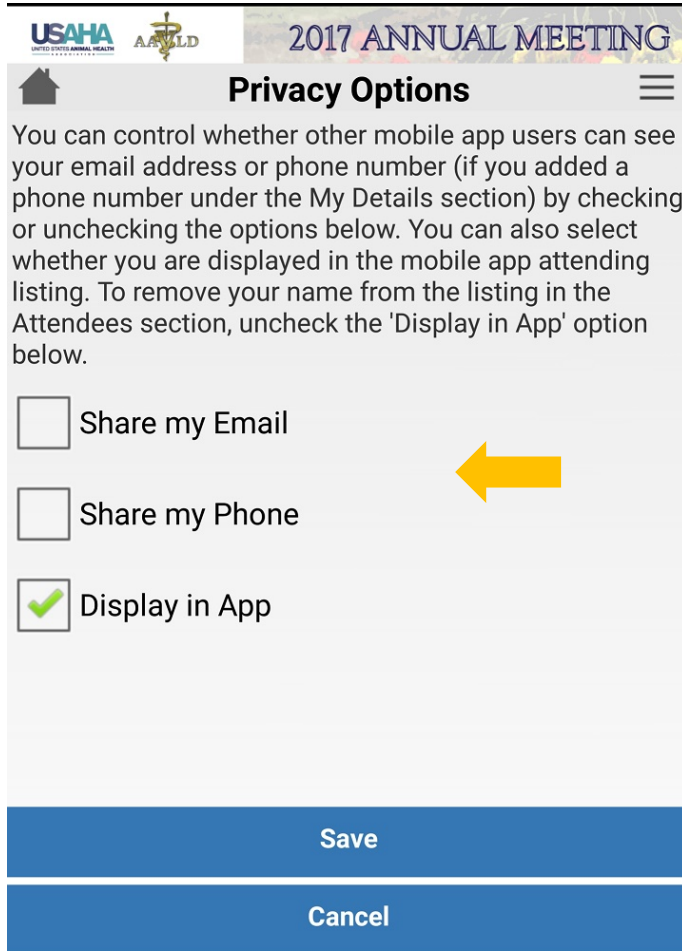
Instagram:

USAHA UNITED STATES ANNUAL HEALTH 2017 ANNUAL MEETING AAVLD

My Details:

This section can be used to edit the title and phone number associated with your profile. Based on your privacy settings, other event attendees will or will not see your phone & email address details.

User Guide – My Meeting / My Profile Screen



USAHA **AAEP** 2017 ANNUAL MEETING

Privacy Options

You can control whether other mobile app users can see your email address or phone number (if you added a phone number under the My Details section) by checking or unchecking the options below. You can also select whether you are displayed in the mobile app attending listing. To remove your name from the listing in the Attendees section, uncheck the 'Display in App' option below.

☐ Share my Email

☐ Share my Phone

☒ Display in App

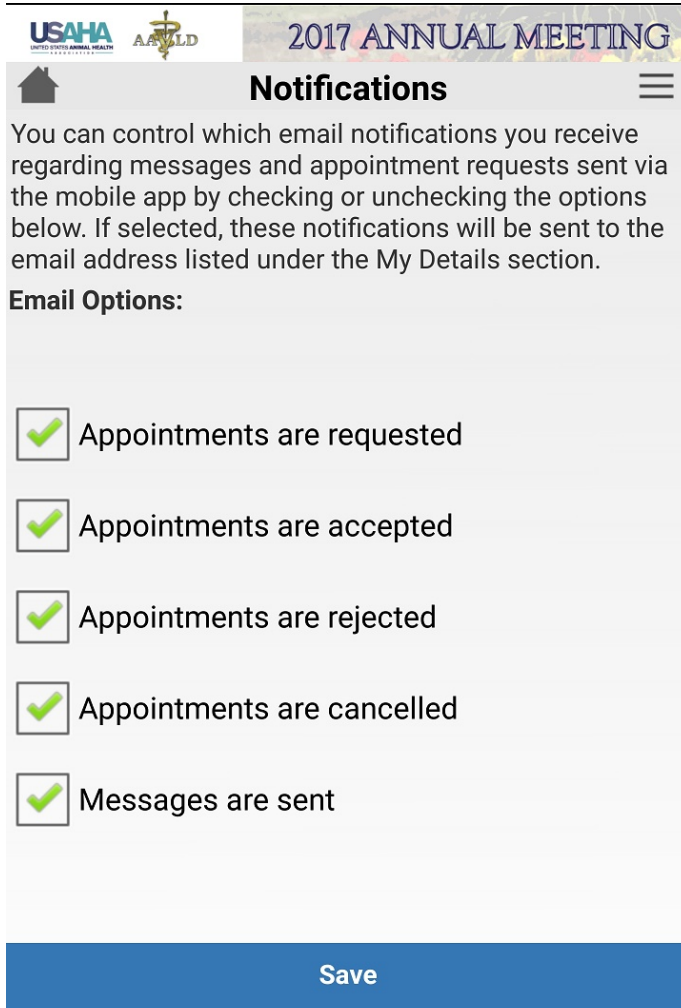
Save

Cancel

Privacy Options:

From this area a user can choose to show or hide their email address and phone number details from other event attendees. By default, the email and phone details are not made visible to other app users.

User Guide – My Profile / Notifications Screen



USAHA **AAEP** **2017 ANNUAL MEETING**

Notifications

You can control which email notifications you receive regarding messages and appointment requests sent via the mobile app by checking or unchecking the options below. If selected, these notifications will be sent to the email address listed under the My Details section.

Email Options:

- ☒ Appointments are requested
- ☒ Appointments are accepted
- ☒ Appointments are rejected
- ☒ Appointments are cancelled
- ☒ Messages are sent

Save

Notification Options:

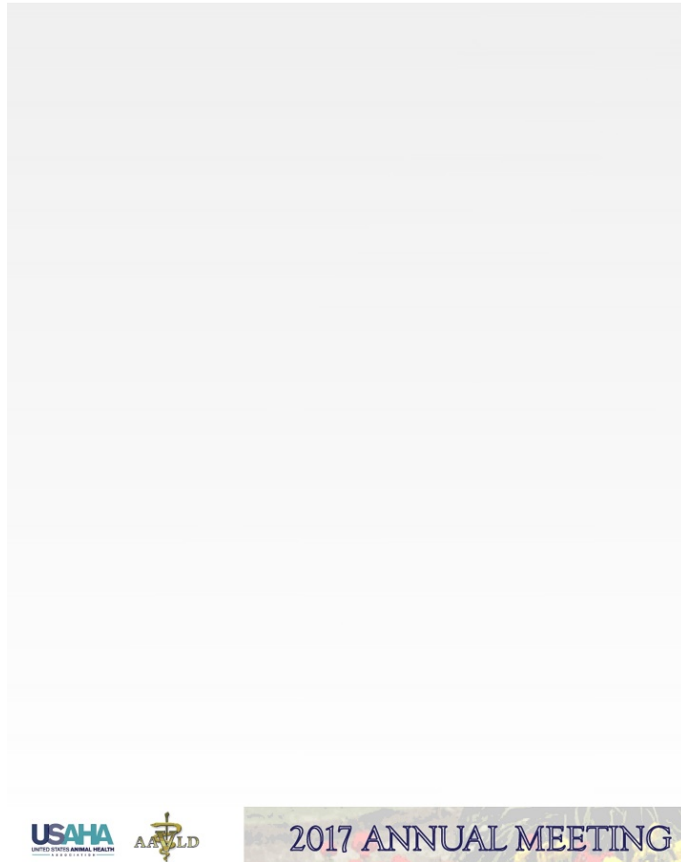
This setting gives a user the option of controlling which email notifications an attendee receives.



User Guide – My Meeting / My Tote Bag



Session Floor Plan



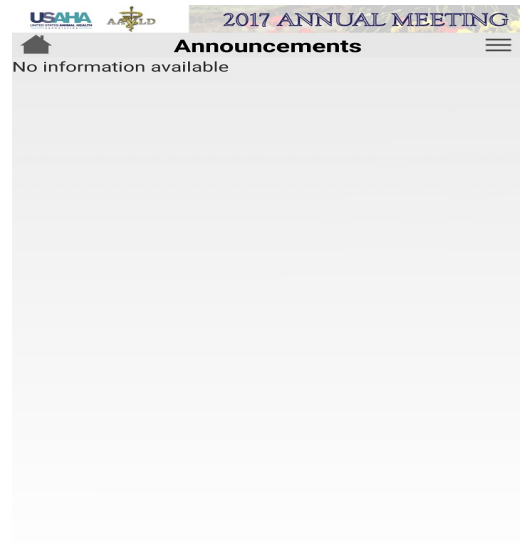
My Downloads:

Throughout the app there are opportunities for users to view, email or download a variety of PDF files such as map information, Annual Meeting forms and presentations. If a user chooses to download a PDF the file will be stored in their “My Downloads” area.

Users can access their downloads by clicking on a PDF within the list and selecting one of the following options from a menu:

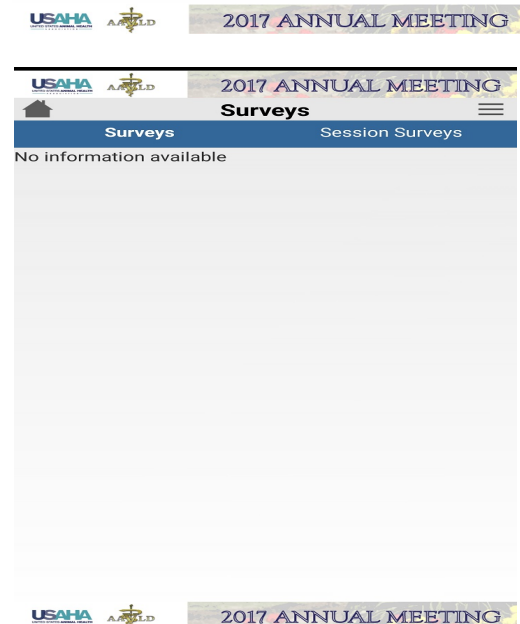
- **Email:**
Users can email a PDF file to themselves or another recipient.
- **Open:**
Users can view the PDF file within their app.
- **Close:**
Users can Close the PDF file from their app

User Guide – Announcements & Surveys



Announcements:

During the course of the Annual Meeting, USAHA AAVLD organizers may post announcements regarding the event.

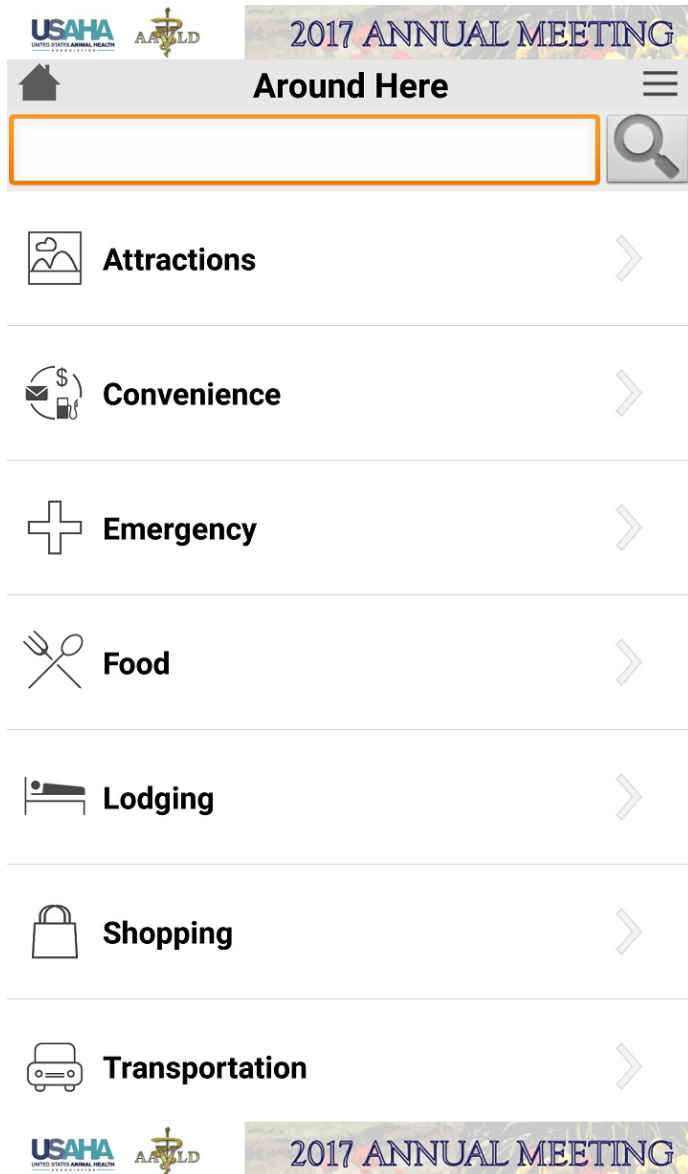


Surveys:

USAHA / AAVLD organizers may post surveys during the course of the annual meeting that may be related to specific sessions/presentations or the event in general. Typically, the surveys will be time sensitive, meaning they will start and stop at specific time intervals within the app.



User Guide – Around Here Main Screen



Summary:

The “Around Here” area provides users with additional information outside of the Annual Meeting, including details about attractions, restaurants, shopping and transportation. Attendees can search this area using key words.

Users can navigate this area by selecting a category such as “Attractions”, then selecting an item under that category to view specific details about that particular selection.



118TH USAHA & 57TH AAVLD ANNUAL MEETING



USAHA / AAVLD 2014 MOBILE APP Tutorial Presentation *User Guide*





User Guide – My Meeting / My Appointments Screen

Summary:

When “Appointments” is selected on the main “My Meeting” screen, the app will display several sub menus that help manage your incoming and outgoing appointment requests:

- Scheduled (accepted invites)
- Requests For Me (your incoming invites)
- Requested By Me (your outgoing invites)
- Cancelled (cancelled incoming invites)
- Rejected By Others (cancelled outgoing invites)

Example:

When the “Requested By Me” sub menu is selected for example, a user will see a listing of all appointment requests they have sent to attendees at the event.

•

When an appointment within that list is selected the specific appointment details will be displayed and the user has the option of cancelling their appointment request, or editing the details.

