

GCN Mobile™ - Quick Start Guide



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ABOUT GCN MOBILE

Welcome to GCN Mobile!

Use GCN Mobile to access, from your mobile device or tablet, select content, research tools, and news available through General Counsel Navigator. You can:

- Stay up-to-date on the latest happenings with daily news
- Browse and Search within quick answer databases
- Easily access favorite Multistate Surveys, Tools, and Research Folders
- Save important documents to Research Folders which instantly appear in General Counsel Navigator
- Email documents to co-workers (or to yourself) to minimize disruptions in your workflow

Customer Support

Visit Customer Support at <http://support.cch.com/> or email gcnmobile-support@wolterskluwer.com if you need help with GCN Mobile.

GETTING STARTED

To install GCN Mobile

- Go to the App Store on your mobile device and search for **GCN Mobile**.
- Install GCN Mobile as you would any other application from the App Store.

Accessing GCN Mobile

- Tap the **GCN Mobile** icon.

Three options appear when you open GCN Mobile:

- Type in your ID and Password and click the Login button if you are ready to log on.
- Tap “**Forgot your password?**” if you know your user ID (usually your email address) but can’t remember your password.
- Tap “**Don’t know your User ID or password?**” if you want information on how to access GCN Mobile or General Counsel Navigator.

USING GCN MOBILE

To open GCN Mobile

- Tap the **GCN Mobile** icon.
- Type your user name and password in the spaces provided.
- Tap **Login**.

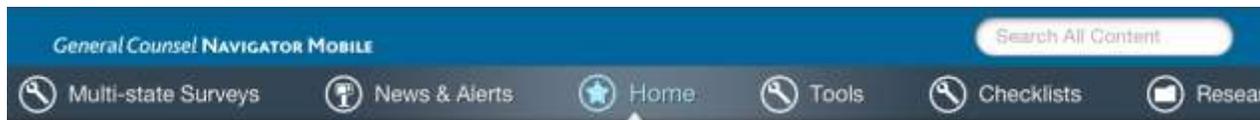
Close GCN Mobile

- Tap the **Settings** tab.
- Tap the **Log Out** button.

ABOUT THE SLIDE BAR

Tabs on the Slide Bar

Access the features of GCN Mobile by tapping any of the tabs that appear on the slide bar on the top of the screen.



- **Home** – Quick answer material and Corporate Counsel News are populated here by default, however, you can customize to access your Multistate Surveys, Tools, and Tracker News.
- **News & Alerts** –View your Tracker News, Corporate Counsel news articles, and white papers.
- **Checklists** – Access Corporate Counsel Checklists from the Slide Bar, Home Tab or Tools Tab
- **Multistate Surveys** - Locate all your Multistate Surveys in one location
- **Tools**– Use a wide range of practice tools and calculators
- **Research Folders** – Save documents here to consider later. Also, when you save documents in Research Folders on General Counsel Navigator , they'll appear in the Research Folders on GCN Mobile and vice versa.
- **Feedback and Help** – Provide feedback or contact support directly
- **Settings**– Log out of GCN Mobile. You can also set up GCN Mobile to display an excerpt for each document listed in results, or remove the excerpt to free up space to display more results on a screen.

NEWS & ALERTS

GCN Mobile provides this tab to help keep you informed of the latest Tracker News, Corporate Counsel headlines and white papers available to you.

- Tap **News & Alerts** to open the page.
- Click on any of the titles that appear to open the document.

WORKING WITH THE TRACKER NEWS FEATURE

Tracker News appears on the News & Alerts tab in GCN Mobile.

This tool allows you to display headlines of articles of current interest. New articles are added each morning.

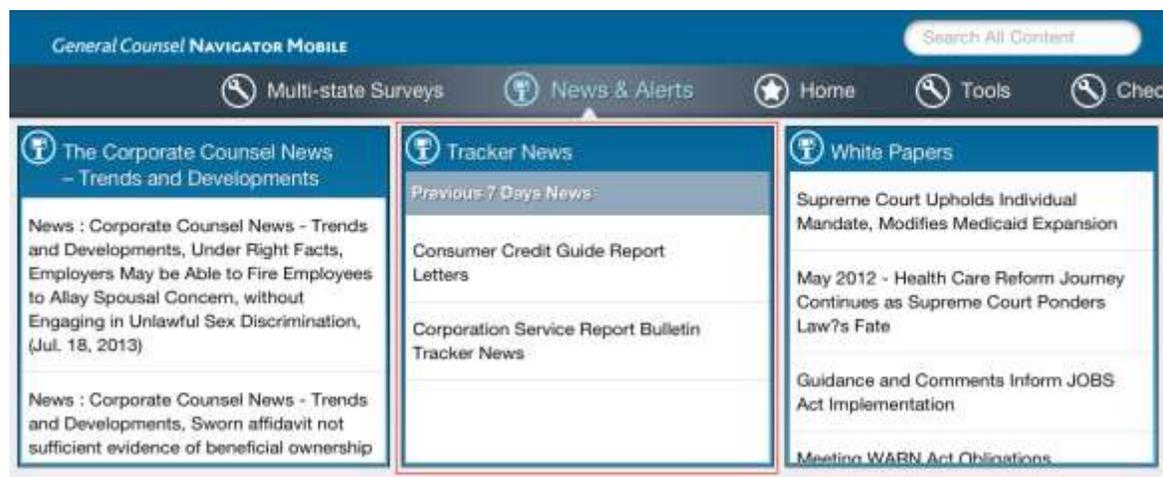
Add a Tracker to General Counsel Navigator

Note: to view your custom Tracker News on GCN Mobile, you must first set up Tracker News searches within General Counsel Navigator

- Log in to General Counsel Navigator.
- Click **Tracker News**.
- Click the **Add/Modify Trackers** link.
- Select the items you want to add (Note: to customize a Tracker-click the **Target** icon  located to the left of a Tracker)
- Click the **Add Tracker(s)** button.

View a Tracker News search item

- Tap the **News & Alerts** tab.
- Tap a Tracker News item.
- Tap the link for the document you want to view.

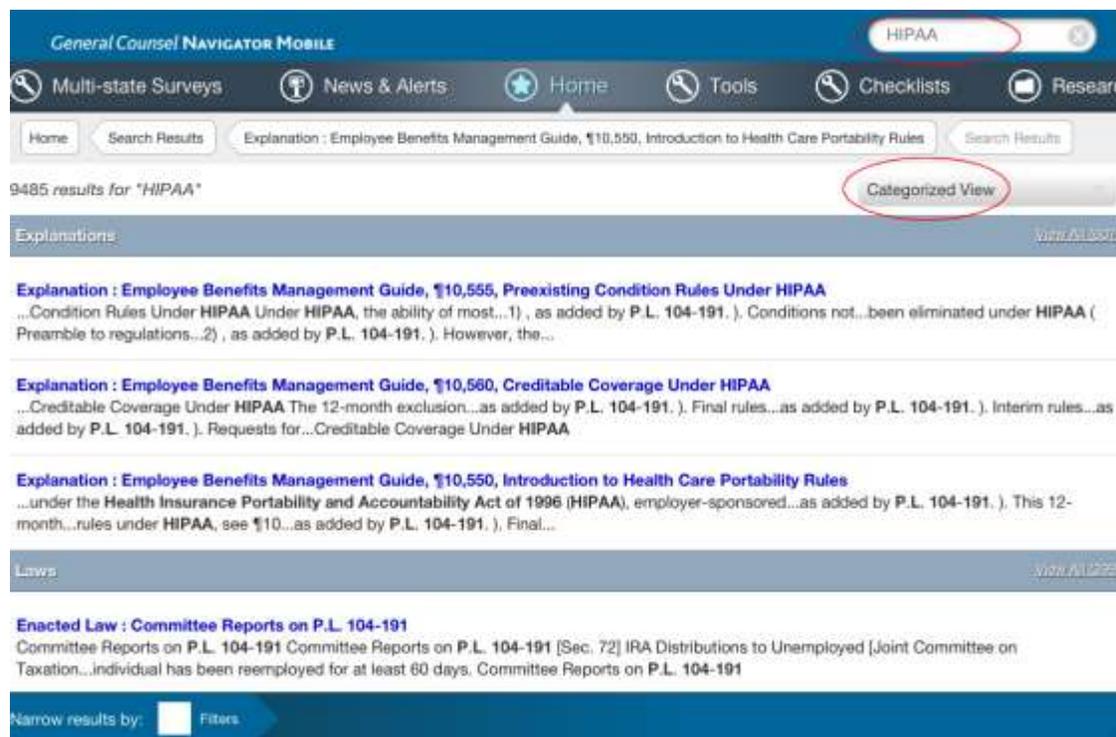


SEARCHING FOR DOCUMENTS

Use GCN Mobile to find the content you need quickly, either by browsing or by searching using keywords.

To Search All Content

- Type a keyword or phrase in the **Search All Content** field that appears on the top right corner of any GCN Mobile window.
- The results list appears in a 'Categorized View' (i.e. Top 3 most relevant documents for Explanations, Laws, Regulation, Cases...)
- Click 'Categorized View' to change the display to 'Relevance' or 'Most Recent.'
- The results appear showing the title of each and an excerpt. You can go to the **Settings** tab and turn off the excerpts, so that only the document titles appear. That will allow you to display more results at a time after each search.



Browsing for content

- Tap **Home** to display the favorites. (A favorite allows you access to a precise, and limited, set of resources.)
- Tap **Browse Contents** for one of the favorites.
- Click a topic (or the blue arrow on right margin).
- Browse through a series of directories down to the document or documents that you are looking for.
- Click the icon to open a document.

To search for content using favorites

- Tap **Home** to show the favorites.
- Either - Type a keyword or phrase in the search box of one of your favorites (to search everything within that favorite).
- OR – Tap Browse Contents for one of your favorites, tapping the box(es) to select desired content and enter your search expression at top of contents.

Changing the favorites that appear

- Tap **Home** to show the favorite search tools.
- Tap **Add or remove favorites on this screen.**
- Check/uncheck items to add or remove them from your Home page.

WORKING WITH DOCUMENTS

Open a document

- Tap the document you want to open.

Save a document to the Research Folder

Use the Research Folder to store files to consider later. Any documents you save to the Research Folder are also saved to the General Counsel Navigator Research Folder. Likewise, any documents saved to the Research Folder in General Counsel Navigator appear in GCN Mobile.

- Open a document.
- Tap **Save To Folder** at the bottom of the page and choose which folder you would like to save the document in. You can also choose to create a new folder at this point.



To view your saved documents

- Tap the **Research Folders** tab.
- Click on the folder name in the left panel to view its contents in the right panel.

To save a document as a PDF file

- Open a document.
- Tap **Save As PDF** at the bottom of the page.
- The system converts the file to the PDF file and allows you to open it.



- **NOTE: iPad/iPhone Tip:** Click the Safari icon at bottom right of PDF file to open this document in Safari and choose to **Open it** in iBooks or Adobe Reader, etc.
- Click Done in left bottom corner to return to regular document view in GCN Mobile

To email a document

- With the document you want to send open, tap the **Email** button at the bottom of the page



USING MULTISTATE SURVEYS & TOOLS

The Multistate Surveys and Tools tabs contain all the multistate surveys, tools, calculators and comparison tools that are available to you within General Counsel Navigator . You can use the 'Add to Home' feature to display the ones you use most often on the Home tab.

- Tap Multistate Surveys or **Tools** to open the page.
- Tap any of the titles to launch an application.



SETTINGS

To change your settings

- Tap **Settings** along the top sliding tool bar

Document List options

- Slide the button next to Show Excerpt to turn this feature on or off.
- If the Show Excerpt option is turned on, it will be green. For each list of documents, an abstract will appear with the document title.
- If Show Excerpt is turned off, it will be gray. The abstracts will not appear, allowing for more search results to appear on each page.

Diagnostic

- Slide the button next to Diagnostics to turn this feature on or off.
- If Diagnostics is turned on, it will be green, and GCN Mobile will log system events.
- Do not turn on the Diagnostics tool unless you are directed by a Wolters Kluwer support representative.

You can also **Log Out** from the app within the **Settings** tab.

