KT Books Quick Start Guide

Account Setup

To complete your KT Books account set up, look for an email from ktbooks@kepner-tregoe.com or from your internal Program Lead. Use the link to complete your KT Books account. Do not use Internet Explorer with KT Books, use Chrome, Firefox, or MS Edge.
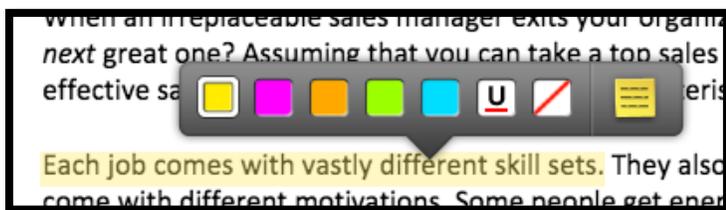
Once you login, the books will be on your shelf. You do not need to enter any additional activation code!

Web Viewer Navigation

Create Notes and Highlights

To create notes and highlights in the web reader, select text to highlight it. A highlight appears automatically on selected text, tap the highlight to open the highlighting toolbar. You can also tap the yellow sticky note icon to make a note tied to the selected text.

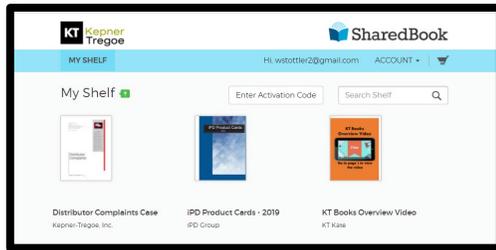All notes and highlights can be found by selecting the [icon] icon.

Helpful Links and Resources

- Login to KT Books
- KT Books Troubleshooting Document
- KT Books Overview Document
- For question, email ktbooks@kepner-tregoe.com
- See the next page for information on using the KT Books App

How to use the KT Books App

Note – you must set-up your KT Books account using a computer before you can view the materials on other devices (phone, tablet, etc.)

1. **Using a *computer*,** click the link in your KT Books email to complete your account set-up in a browser like Chrome, Edge, Safari (*do not* use Internet Explorer)

2. Once your account is created, you will be taken to your bookshelf.
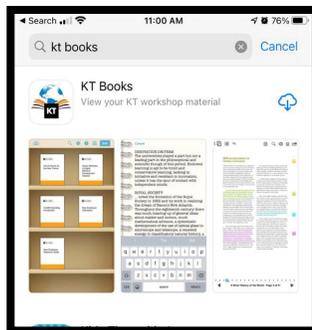

3. Click on each book on your bookshelf. This will ensure the book will be available to download in the KT Books app on other devices, if you choose to use them
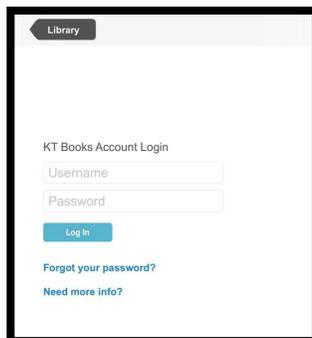
Note – do not try to access KT Books through a browser on a phone or tablet: materials will not display properly. To view them on a phone or tablet you must load and use the KT Books app

4. **If you wish to access your KT Books *on a mobile device*,** go to the App Store from your Apple or Android device

5. Search for 'KT Books' and download the app (do not try to use your device browser to access the material)
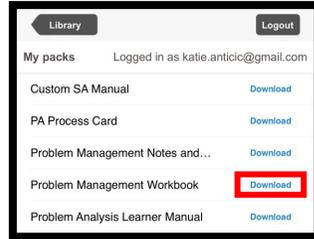

6. Open the app and enter the username and password used to create your KT Books account on the computer

7. To view items on the mobile app, you must download them first. Use the download icon (upper left) to view a list of items available to download
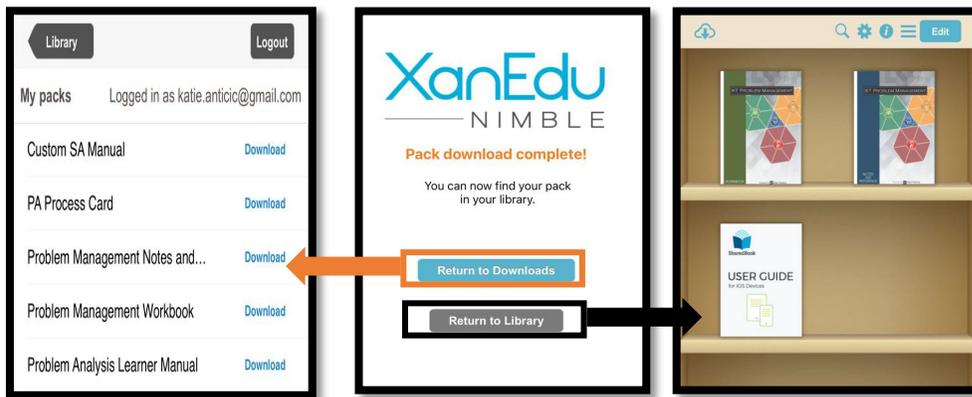
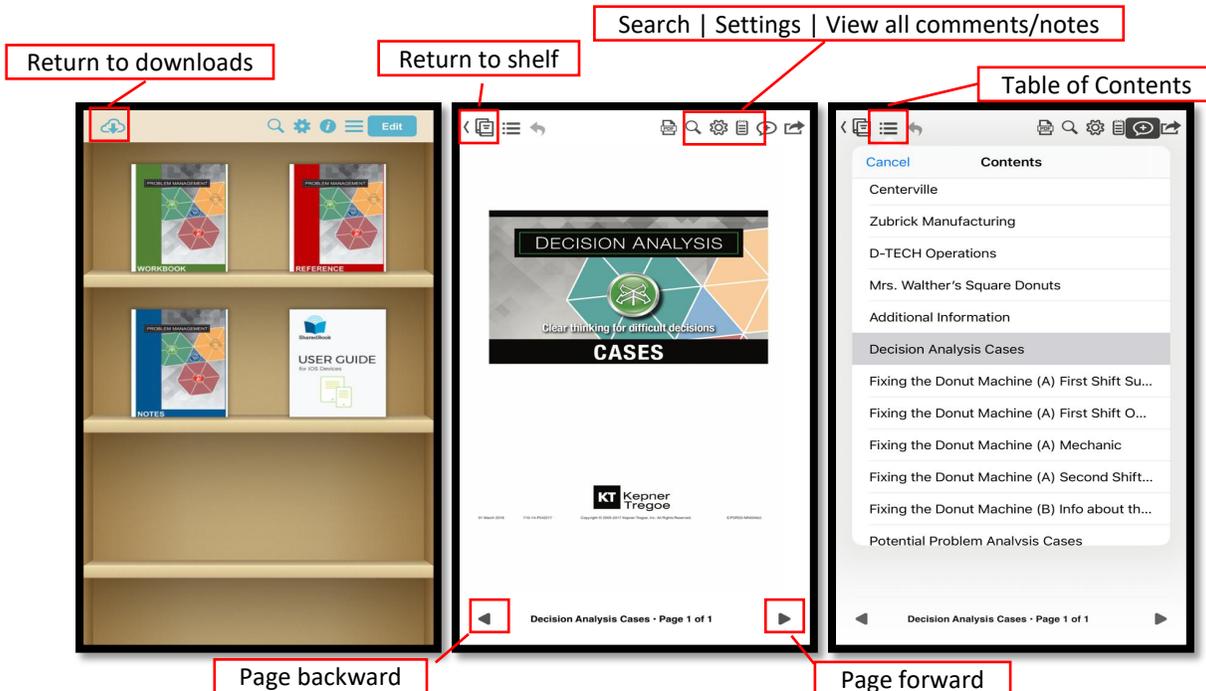8. Click 'Download' next to the books you want available via the KT Books app

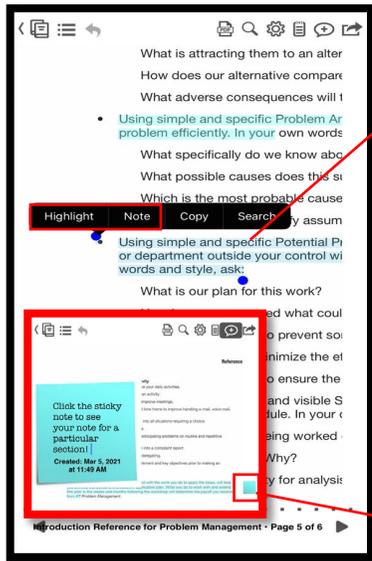9. Click 'Return to Downloads' to download more material

10. Click 'Return to Library' to see the books you have downloaded to the KT Books app

Navigating books on a mobile device via the KT Books App

Search | Settings | View all comments/notes

Return to downloads

Return to shelf

Table of Contents

Contents

Cancel

Centerville

Zubrick Manufacturing

D-TECH Operations

Mrs. Walther's Square Donuts

Additional Information

Decision Analysis Cases

Fixing the Donut Machine (A) First Shift Su...

Fixing the Donut Machine (A) First Shift O...

Fixing the Donut Machine (A) Mechanic

Fixing the Donut Machine (A) Second Shift...

Fixing the Donut Machine (B) Info about th...

Potential Problem Analysis Cases

Page backward

Page forward

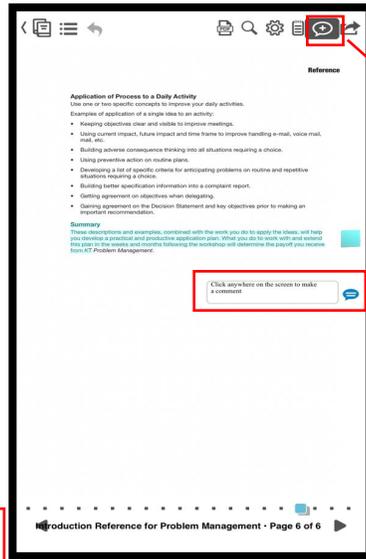# Navigating books on a mobile device via the KT Books App (continued)

To highlight or make a note:

- Hard press the text you would like to highlight
- Move the circles to select the entire string you want to highlight/notate
- Click either highlight or note

NOTE: on small screens like phones, it can be challenging to move the circles. Try zooming in then moving the circles.
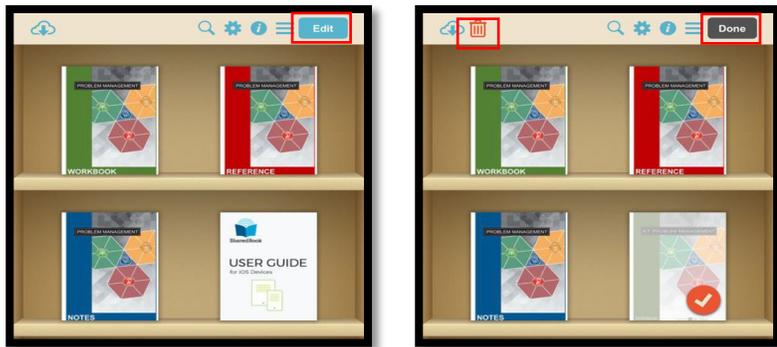
Tap the notepad icon to see what each note says

To comment on the page:

- Click this button
- Tap anywhere on the screen to start to type your comment

To delete books from your shelf, click Edit, select the books you want deleted, press the trash icon and select 'Done'

Tips and troubleshooting for the KT Books App

- During your training session, we recommend viewing KT Books on a computer or tablet
- Viewing on a phone or small device may pose challenges due to screen size

While using the KT Books app, user gets 'errors' while downloading the materials

- Ensure there is a SOLID internet connection for downloading purposes (strong wifi network)

The KT Books app isn't "syncing" with the web reader (books show up in the web reader but not the app)

- The mobile provisioning isn't instantaneous – it's on a scheduled task which runs about once every minute to two minutes – you must wait for the task to fire.
- HOWEVER, if it is taking longer time you must click/open each book in the <u>web reader</u> on a computer and it forces the provisioning to occur immediately, and items will appear in the app

The KT Books app keeps 'crashing' (shuts down)

- Force close the app then re-open