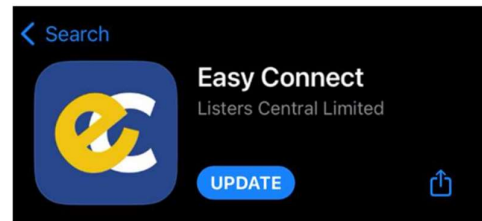


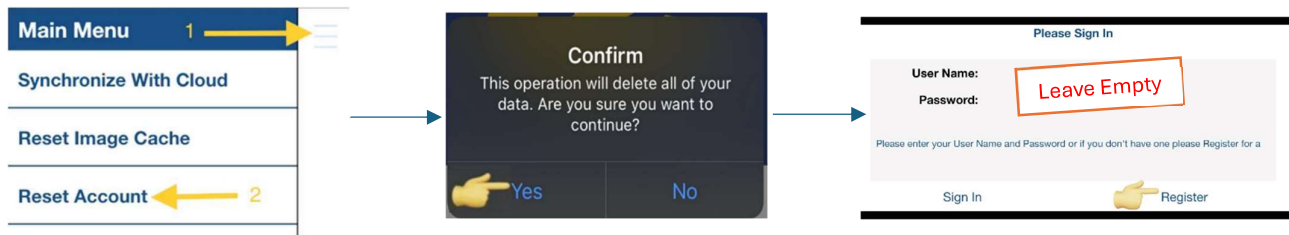


## App Setup & Login Guide – Returning to Easy Connect

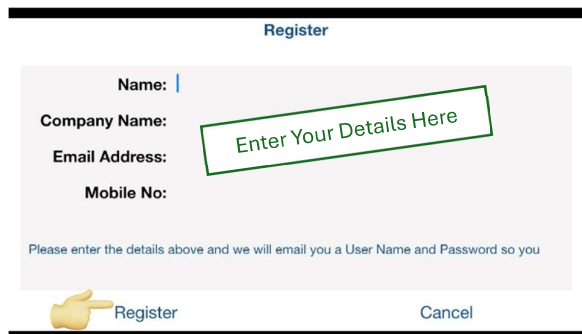
**Step 1** - Visit the Apple App Store, then search for & update the Easy Connect App (Pictured right).



**Step 2** – Open the app and tap the icon in the top left corner, then follow the process shown in the below images.



**Step 3** – Enter your details and click 'Register'.



ADDITIONAL SUPPORT

w: [www.listerwindows.co.uk/easy-connect](http://www.listerwindows.co.uk/easy-connect)

e: [easyconnect@listerwindows.co.uk](mailto:easyconnect@listerwindows.co.uk) t: 01268 775566 (Essex), 01782 391900 (Stoke)

**Step 4 – STOP!** You cannot login to the app just yet.

You will have received an email providing you with a Username and Password.

You must wait to receive a second email from the Easy Connect Team confirming that you can login using these details.

Please allow up to 24 hours for our team to contact you.



**⚠** If you have logged in before confirmation from Listers, please refer to our 'What to do if I have logged in before my account setup has been finalised by Listers' Guide.

A screenshot of a login screen titled 'Please Sign In'. It features two input fields: 'User Name:' and 'Password:'. Below the fields is a small text prompt: 'Please enter your User Name and Password or if you don't have one please Register for a'. At the bottom, there are two buttons: 'Sign In' and 'Register'.

**Step 5 – Sign In** with your Username and Password.

**Step 6 – Downloads** will begin automatically. This should take approximately 15-20 minutes (Please allow up to 30 minutes before reaching out for support).

If you see Errors (as shown below) do not worry. Please allow the app to finish the remaining downloads.

If the downloads freeze, simply close and reopen the app and they should continue.

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1929 Downloaded (530MB), 4129 Remaining (Error 500/1)

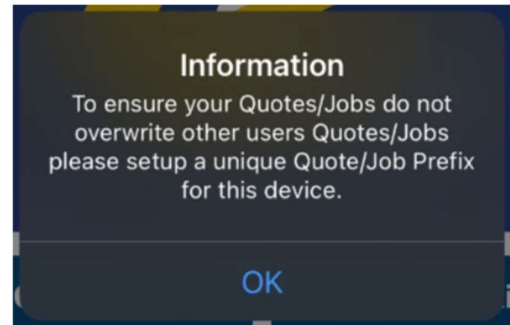
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**ADDITIONAL SUPPORT**

w: [www.listerwindows.co.uk/easy-connect](http://www.listerwindows.co.uk/easy-connect)

e: [easyconnect@listerwindows.co.uk](mailto:easyconnect@listerwindows.co.uk) t: 01268 775566 (Essex), 01782 391900 (Stoke)

**Step 7** – Tap ‘Create a new quotation’.  
This pop up will appear (Pictured right),  
please tap OK.



**Step 8** – After tapping OK, the below will appear where you need to enter a Prefix into the ‘Quote No Prefix’ and ‘Job No Prefix’ boxes ONLY (Shown below).

We recommend using the iPad user’s initials, followed by either ‘Q’ (Quote No Prefix) or ‘J’ (Job No Prefix).

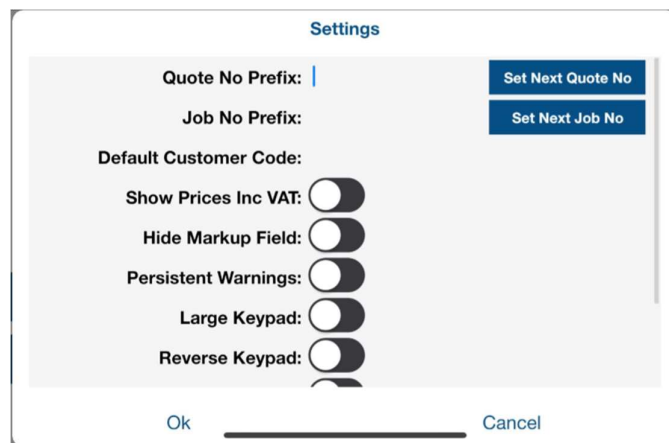
Example:

“John Smith”

Quote No Prefix: JSQ

Job No Prefix: JSJ

These prefixes MUST be unique per user/iPad to avoid future issues.



If multiple users in your organisation have the same initials, we advise adding a middle initial or the second letter of their surname.

**Step 9** – Tap Ok and you are ready to go!

