



# Creating an iOS Good Trouble Shortcuts Workflow

Step-by-step guide with screenshots



# Agenda

1. Introduction and Setup
2. Building and Testing Your Shortcut
3. Deployment, Automation, and Documentation



# Introduction and Setup



# Introduction to iOS Shortcuts

## What is the iOS Shortcuts App?

A built-in tool for automating tasks on your iPhone.

## Why Automate with Shortcuts?

Save time by streamlining daily actions and routines.

## Guide Overview

Learn to create, customize, and use your own shortcuts.





# Accessing the Shortcuts App

## Find and Launch Shortcuts App

Locate the Shortcuts app on your iPhone's home screen or use Spotlight search.

## Explore the Main Interface

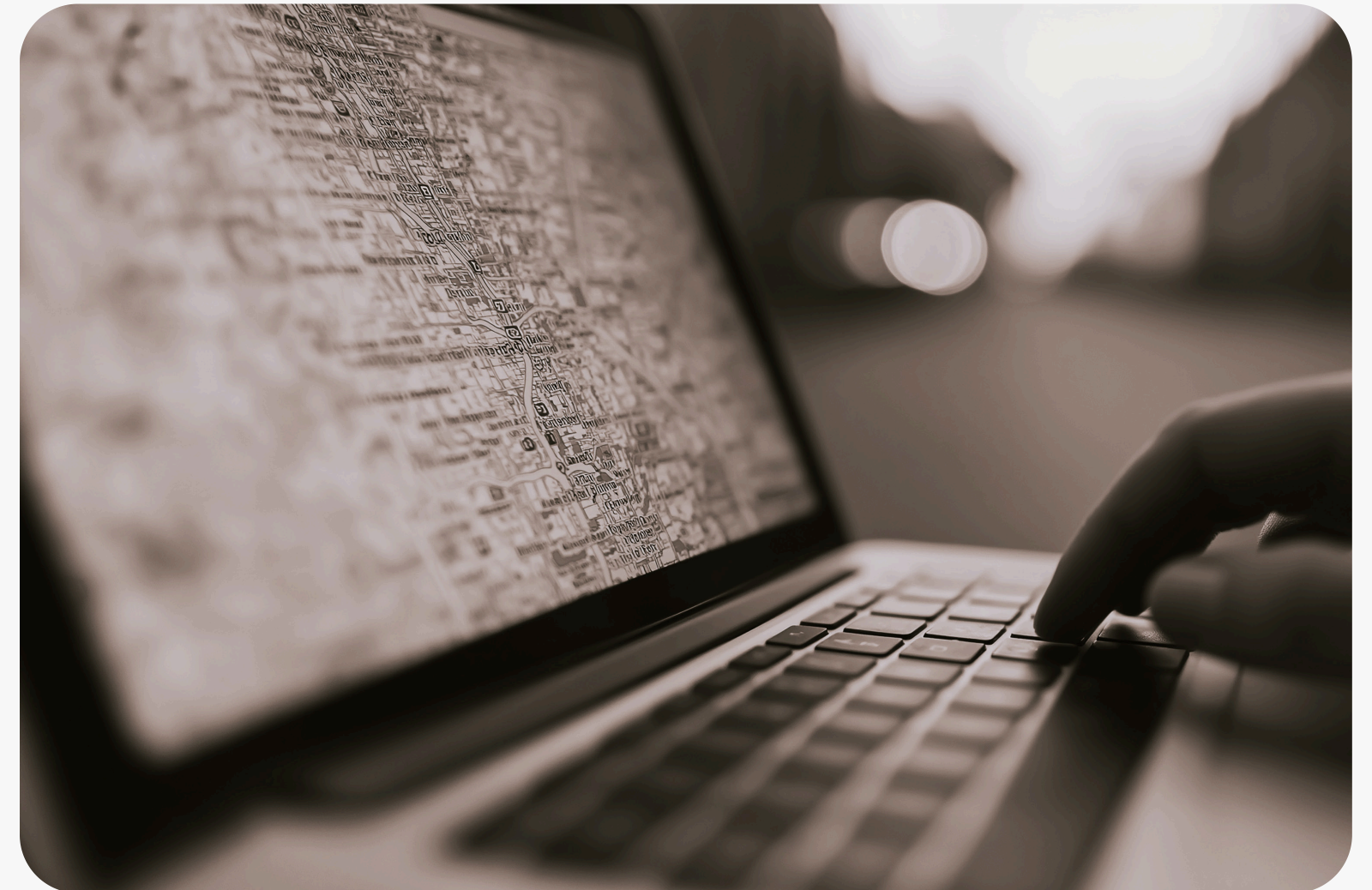
Familiarize yourself with the layout and navigation options.

## Home Tab Overview

View your created shortcuts and manage them from the Home tab.

## Gallery Tab Introduction

Browse pre-made shortcuts and discover new automation ideas.







# Starting a New Shortcut



## Begin a New Shortcut

Tap the '+' button to start from scratch.



## Select Shortcut Type

Choose between Personal Shortcut or Automation.



## Name Your Shortcut

Assign a clear, descriptive name for easy identification.



# Building and Testing Your Shortcut



# Adding Actions to Your Workflow



## Browse Available Actions

Explore categories to find useful actions.



## Add Actions to Workflow

Tap actions to add them to your shortcut.



## Arrange Action Order

Drag actions to set the desired sequence.



## Search for Specific Actions

Use the search bar to quickly locate actions.





# Configuring Action Details



## Tailor Action Settings

Adjust each action's options for your specific needs



## Use Variables and Parameters

Insert variables to make shortcuts dynamic and flexible



## Efficient Configuration Tips

Group related actions and use clear labels for easy editing



# Testing Your Shortcut



## Run Your Shortcut for the First Time

Tap the play button to execute and observe the workflow.



## Identify and Resolve Issues

Check for errors or unexpected results in each action.



## Refine and Adjust Actions

Edit steps or parameters to improve performance and accuracy.



# Deployment, Automation, and Documentation



# Adding to Home Screen

## **Add Shortcut to Home Screen**

Quickly access your shortcut from your device's main screen.

## **Customize Icon and Name**

Personalize the shortcut's appearance for easy identification.

## **Organize for Convenience**

Arrange shortcuts to suit your workflow and preferences.





# Using Automations

## Automate Tasks by Time, Location, or Event

Trigger actions automatically based on schedule, arrival, or device events.

## Shortcuts vs. Automations

Shortcuts are run manually; automations trigger on conditions.

## Popular Automation Examples

Send a message when you leave work or enable Do Not Disturb at bedtime.







# Documenting Your Workflow



## Capture Each Step

Take screenshots as you build your shortcut.



## Organize Screenshots

Arrange images in order for easy reference.



## Write Clear Documentation

Describe each step and its purpose in simple language.



## Share Your Workflow

Distribute your guide and screenshots to help others.



# Key Takeaways and Next Steps



## Review Your Workflow Steps

Reflect on each stage from creation to testing



## Experiment with New Shortcuts

Try different actions and automations for daily tasks



## Explore Further Learning

Check the Shortcuts Gallery and online resources for ideas