



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?

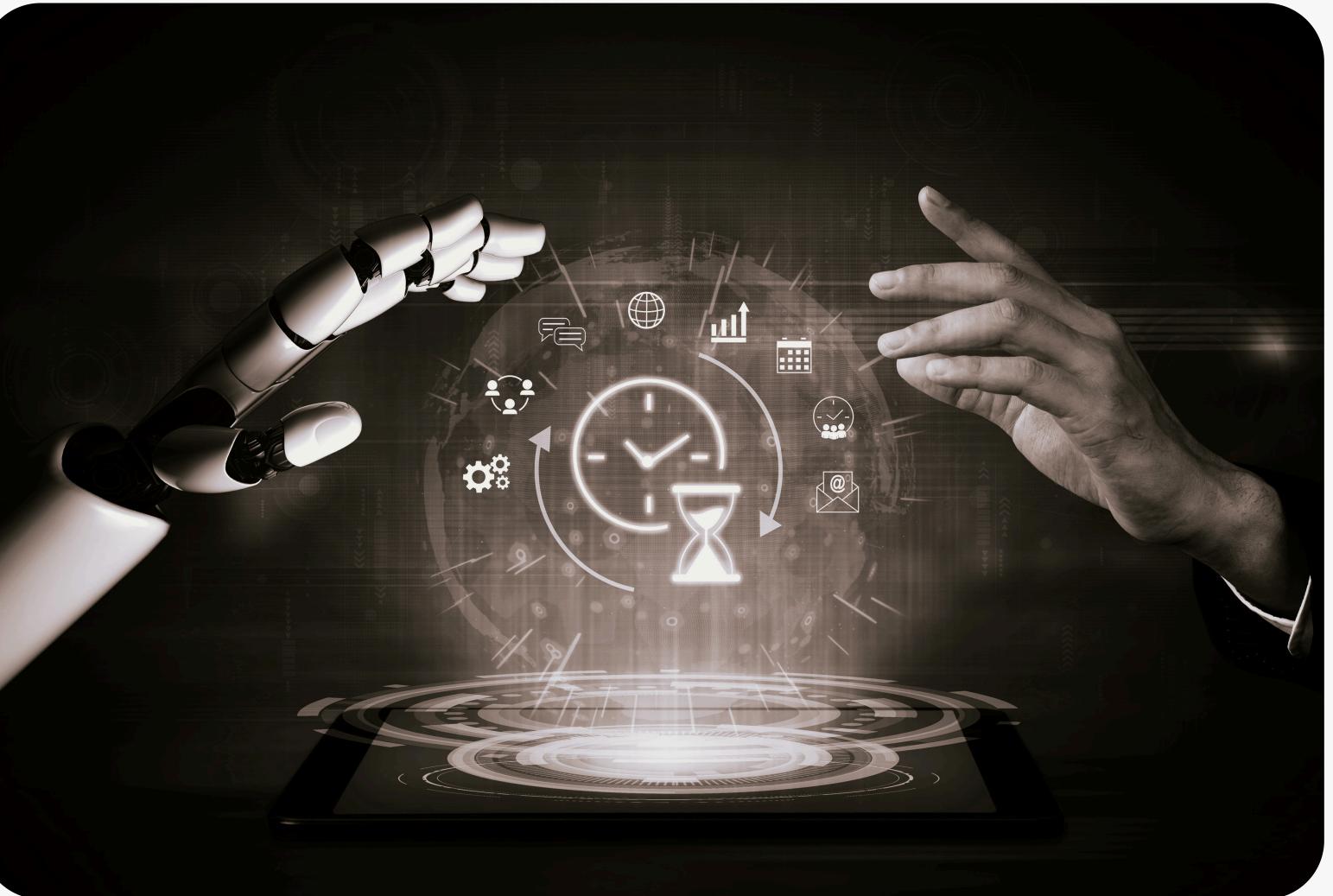
A built-in tool for automating tasks on your iPhone.

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

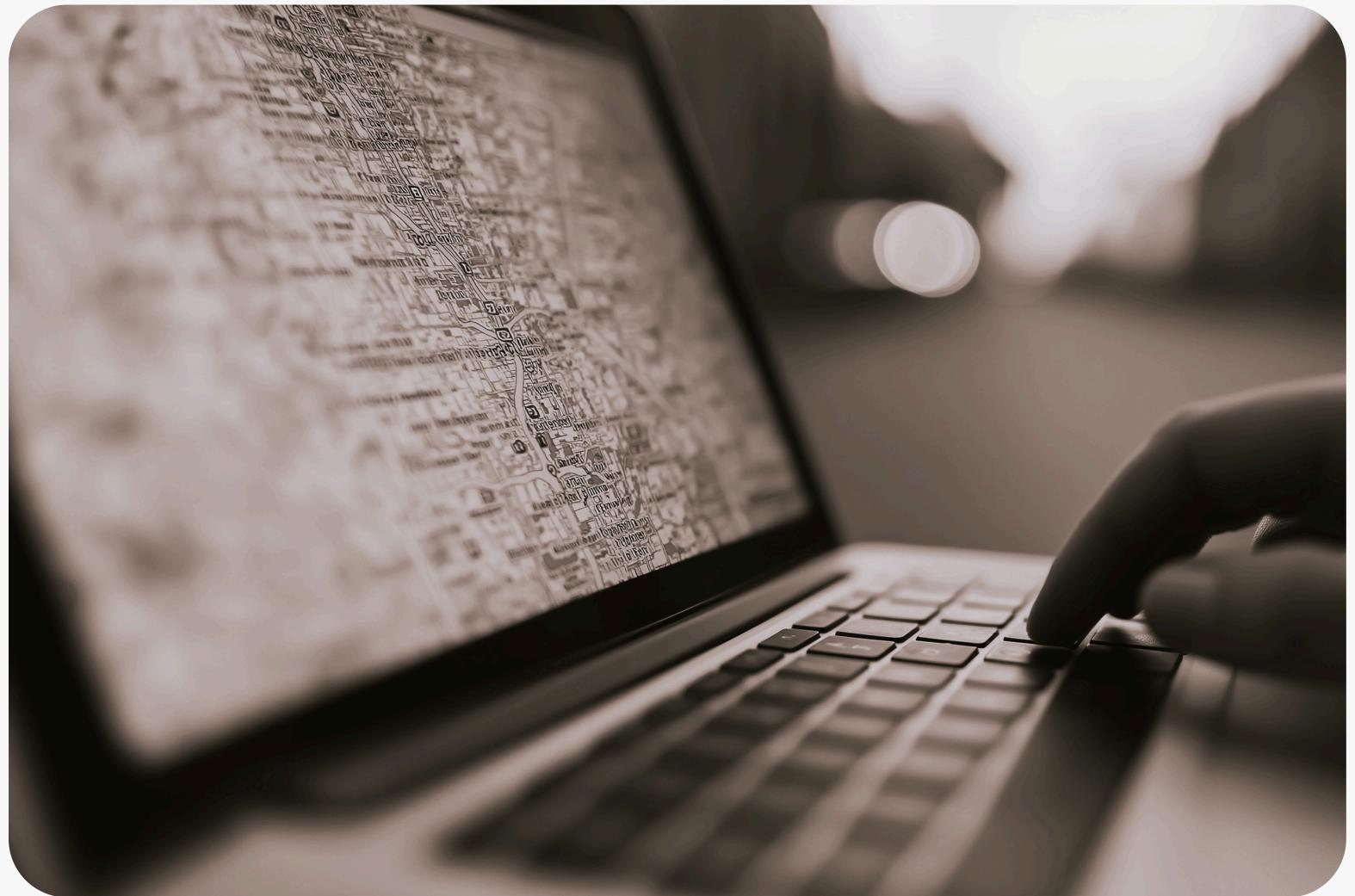
Familiarize yourself with the layout and navigation options.

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