j

Using WildForm on Android devices

N.B. for information on creating forms and viewing and editing records please go to

http://wildknowledge.co.uk/help/accounts/wildform/

If your device is already set up and you have installed the app, please jump to 'Using WildForm' below

Device familiarisation

The four icons/buttons along the bottom of the device are navigation options:

- the rectangle or house (**Home button**) takes you to the Home screen,
- the magnifying glass (**Search button**) is the search tool,
- the back arrow (**Back button**) takes you back a screen (and closes the keyboard)
- the four lines (**Menu button**) accesses the settings for the screen you are on (e.g. in WildForm you can access options, sync your records or logout).

Unlike Windows, you don't exit programs in Android - you just return to the Home screen
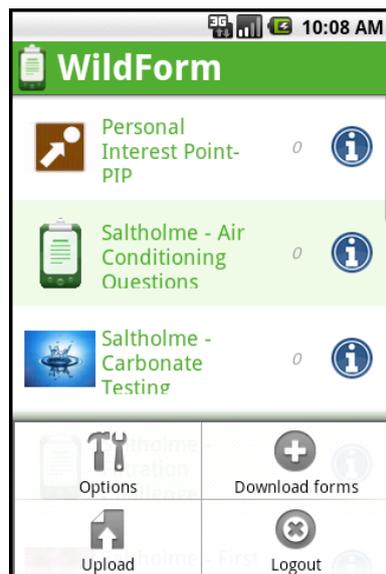
Device set-up

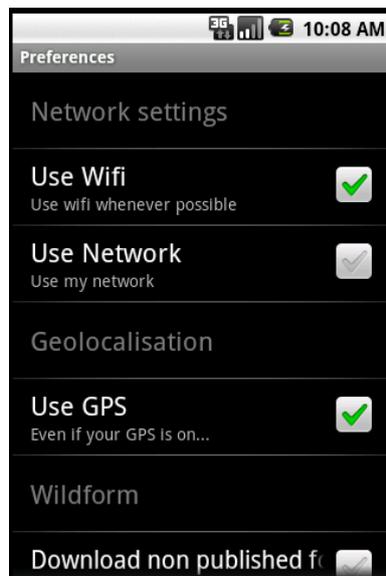(N. B. if you bought your devices from WildKnowledge, this may have been done for you)

1) When your device is turned on for the first time it will guide you through an automatic set-up process – follow this and make sure date and time are correct

2) Download your WildForm app from the Marketplace.

3) For ease of use you may want to simplify the Home screen so that it only shows the icons you need for WildKnowledge (i.e. 'Settings' icon [to turn the wireless on / off easily] and WildKnowledge app icons). To do this:

   a) Put your WildForm app icon on the Home page – hold down on the Home screen and a menu 'Add to Home screen' appears.
      i) Tap 'Shortcuts' > 'Settings' > 'Wi-Fi settings'
      ii) Tap 'Applications' > 'WildForm'

   b) Delete unwanted shortcut icons - hold down on one of the icons and the device will vibrate and a trash can will appear at the bottom of the screen. Drag unwanted icons into the trash – this only deletes the shortcuts not the programs (and shortcuts can be reinstated if necessary as in 3a above).

Using the WildForm app

1) Click on the WildForm app and login with the details sent to you when you subscribed.

2) Familiarise yourself with the program options on the main WildForm screen – tap the menu button to access 'Options', 'Upload, 'Download forms' and 'Logout'
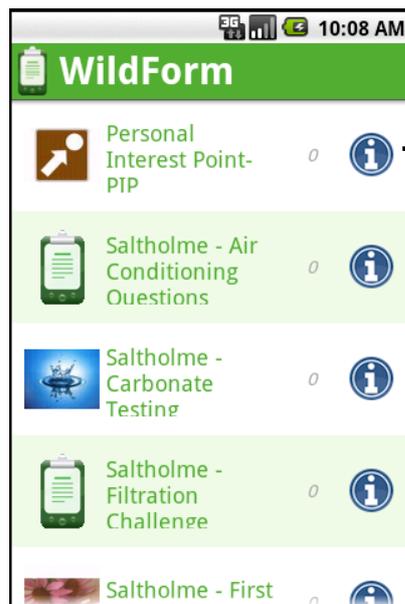

- Options

  - o Use 'WiFi' and 'Use GPS' are ticked as default.
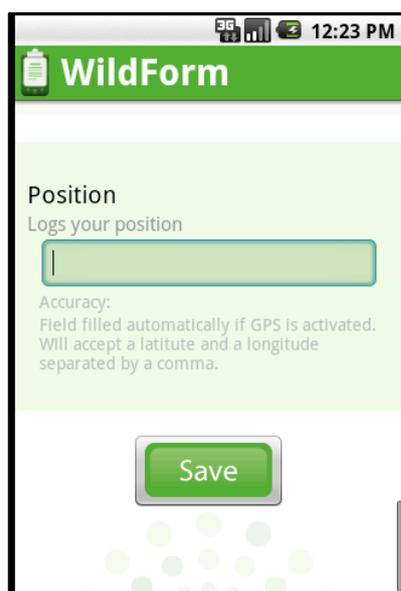 - o If you want to use your 3G SIM card, tick 'Use Network'.

- o If you want to view non-published forms, tick 'Download non-published'. Only use this option if really necessary as it is easy to use one version of a form you have created, then to edit it on the main website and then to forget the two are different, incompatible versions. If you do want to download non-published forms, you must logout and in again after ticking the box to activate this option.

- Upload – use this option to upload records stored locally on the device. See 'Uploading Records' below. *The number of records saved on the device is indicated next to the name of your form on the main WildForm screen '0' = no locally stored records – see below.*

- Download forms – tap to download forms created since the initial / last download. N.B. only published forms will download unless you have ticked the 'Download non-published' option (see Options above).

- Logout – requires re-entry of username. Be careful - this deletes any locally stored records. Normally you do not need to logout as you can exit the app using the back button (with no requirement to log in again when you re-open the app). Also see 5) below.

3) Choose the form you want to use from the list (you can tap the blue 'i' icon to access introductory information about the form – use the back button to go back to the menu). Tap the name of the form and it will open.

Tap to access introductory information

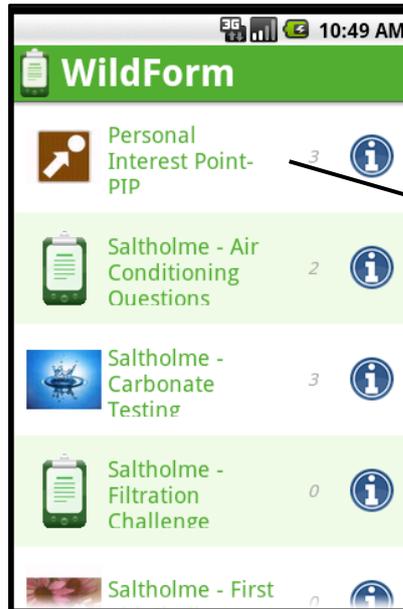<u>WildForms are composed of different field types. Please note:</u>

- Text / notes fields -tap in the box (field) for the keyboard to appear
- Date field – tap 'Now' (do not enter the date with the keyboard as it is required in a specific format)
- Location / GPS field – do not enter anything in this field as it auto-populates with a lat, long reading. Time taken for the field to populate depends factors such as satellite signal strength but it should take less than a minute on first use, and can be instantaneous thereafter

4) Tap 'Save' to save your record.

If you are connected to the internet, this saves your records to the main WK database and you receive a notification that records were uploaded successfully (<u>no separate 'upload' of records is necessary</u>).

If the device is not connected to the internet it will save the records locally on the device. *You can see the number of local records saved on the device on the WildForm menu screen.*

3 records saved locally

Local records must subsequently be uploaded via an internet connection – see below.

5) To exit the program when you have finished, tap the Home button or Menu button (at the bottom of the device).

   Alternatively you can logout by tapping the Menu button from the WildForm menu screen but please note - if you were working away from an internet connection and records have been saved locally on the device DO NOT LOG OUT as this will remove your results (logout requires entry of username so cannot be done accidentally). *Remember – if records have saved locally there will be a number next to the name of the form on the WildForm menu screen.*

Uploading records

N.B this step is only necessary if you have saved records locally on the device (see 4 above)

1) Connect your device to the internet (by WiFi, 3G or cable connection to a PC)

2) Open WildForm and tap the Android Menu button and then tap 'Upload'. Upload could be instantaneous or could take a few minutes depending on how much data you are uploading and on the strength of your internet connection, however, once you have tapped 'Upload' you can continue to use your device – you will receive a notification when the records have uploaded.

3) Visit www.wildknowledge.co.uk to view your records