

Signing In

Instructions for using Sevan Capture App for your mobile device (iOS & Android)



- Ensure device is connected to internet, WiFi preferred for initial login.
- Open the Sevan Capture PRO App.
- Click “Allow” for all Notifications and access to Gallery.
- Tap “Login” and login using the credentials that you used when you activated your Sevan Capture PRO account

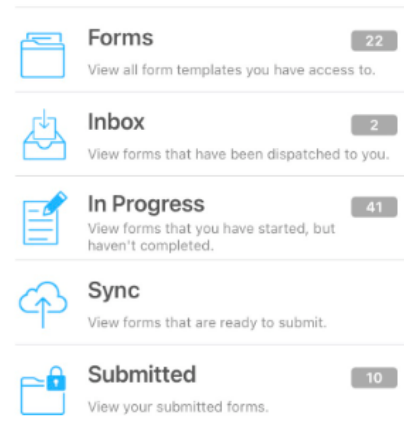


You cannot perform the initial login without an Internet connection

Navigating the dashboard

By default, it will show the initial login screen

- **Forms** – All accessible forms linked to your account. Click “Forms” to start a new Capture form.
- **Inbox** – Forms that have been dispatched, this feature is not commonly used, please reach out to your lead with questions.
- **In Progress** – Forms that have been started but not yet submitted
- **Sync** – Forms that are complete but not yet submitted. Forms completed in offline mode will also reside in this tab.
- **Submitted** – Forms that have been submitted to the portal



Additional buttons at bottom of screen

- App Settings – These settings do not pertain to forms; it is recommended to not adjust settings.
- Online/Offline – This will show if the app is connected to an internet source or not. When working in offline mode, this will show a red offline symbol instead.
- Logout – Logs you out of the account.



Instructions for starting a new capture form

1. To start a new form, click Forms
2. Then click on the form you'd like to start.
 - a. Verify you are on the latest version of the form by ensuring your "Updated on: 2023-xx-xx (v:xx) matches the most recent changes. This is the form version, not app.
 - b. You can also verify you have the most recent version by clicking the top right button (Arrow pointing down).
Updating the app is not the same as updating the form
3. A dialog box appears at the bottom of the screen with a single button "Start Form".
4. Now you are in a new form. Order of questions do vary between forms but generally will have a Store Lookup field. Clicking this field will allow you to search for the specific site number. If site number is not listed, there is a blank text field below.

Field types within forms

- Text – Add basic text information.
- Numeric – Add basic number information *Only numbers can be entered.
- Add photo – Allows you to take a photo using your devices camera, not all forms can add from gallery enabled. If this is needed, please reach out to your administrator.
- Date – Tapping on the right calendar icon allows you to select a date.
- List Picker – Allows you to pick from pre-defined lists. Choice options can bring up additional field types.

Navigation, Photos and Submission

The app is organized with multiple pages with each page corresponding to different areas being surveyed. Each page has different questions containing text fields, pick lists, and photo question types.

Taking a Photo

- To take a photo, tap on the camera icon on the left side.
- After you click on the camera icon, you will have the choice to take a photo now with the “Camera” button or choose one or more photos from your device’s memory by clicking “Photo Library”. Not all photo prompts and forms allow the photo library to be used. If needed, please contact your administrator.
- Once photos are taken, and you click done, there will be a counter of how many images were added on the right icon.
- To review, click the right icon with the counter while in this screen.
- From here, you can click on a photo to add a note, or swipe left on the photo to delete it. After you are done with editing, click “Back” or “Done” to go back to your form.

Navigation and Submission

Once inside your form, use navigation tools at the bottom of the screen to move throughout the app.

- **Menu** – Offers three additional buttons
 - Validate Form – Checks if all required fields are filled out.
 - Notes – Additional notes field, not currently used
 - Directions – Allows back-end instructions to be added, not being used
- **Index** – Allows the ability to skip between different pages and sections throughout the form.
- **Submit** – When finished collecting information, submit sends the report to the portal. Once submitted it will bring you back to the submitted screen to view all submissions.
- **Prev & Next** – Navigate a single page forward or back.



Ensure you are connected to WiFi before you submit your forms. Strong internet is imperative for a successful sync. Do not delete a capture unless you have confirmed receipt.

Advances Features

After submitting the form, it allows you 3 additional options.

Select Action Type?
How would you like to view the data for this form?

PDF Report

Copy and Edit Form

Edit Form

- PDF Report – Allows you to review the report in pdf format. This also allows for additional features such as sending it to an additional reviewer.
- Copy and Edit Form – Copies the form you've completed, creates a new form, and then allows you to add/change information.
- Edit form – This edits the form you've just submitted. As a reminder, when submitting again, it will count as a new submission.

FAQ

- 1. I am unable to submit a completed form, what can I check next?**
 - a. Ensure you are connected to an internet source and that the online WiFi symbol is green, not red
 - b. Ensure you've completed all required fields
- 2. I forgot my password, can I reset this myself?**
 - a. When opening the app and tapping login, the next screen allows you to reset your password
- 3. I am having issues logging in or submitting, does deleting the app fix this?**
 - a. The app should not be deleted, doing so will delete all pending data and submissions that were in the app. Please reach out to Help@sevantechnology.com if there are any issues.
- 4. I need additional help with logging in, completing a form or submitting, who can I reach out to?**
 - a. We have a help desk team ready to help. Please reach out to Help@sevantechnology.com or 312-756-7778.