




## Homepage

**Starting a New Reach File:** While on the Homepage. Press . This will bring you to the Team Data Page and will create a new Reach File.


**Opening an Existing File:** While on the Homepage, then press . This will bring you to the Recorded Data Page.

**Deleting an Existing File:** While on the Homepage, then press . This will delete the data that has been saved. ONLY do this after the data has been successfully uploaded.

## Team Information Page: **Caution: Once confirmed the team information cannot be edited.**

**Adding a Team Member:** While on the Team Information Page, then press . This will open another textbox

**Editing a Team Member:** While on the Team Information Page select the text box with the team member's name to be changed. The phone/tablet keyboard will pop up and the team member's information can be changed.

**Deleting a Team Member:** While on the Team Information Page press . This will delete the team member from the team list.

**Entering Reach Segment Name:** While on the Team Information Page select the textbox under 'Reach Segment Monitoring' and type the reach name in the box.


**Selecting Data Collection Direction:** While on the Team Information Page select the bubble under 'Direction of Data' that corresponds with the direction of the data collection.

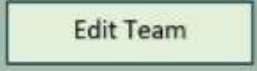
**Moving on to Start the Reach:** While on the Team Information Page press



to move onto the Team Confirmation Page.

**Team Confirmation Page: Caution: Once confirmed the team information cannot be edited.**

**Recording Your Start Point:** While on the Team Confirmation Page press  This will bring you to the Data Entry Page where the waypoint data can be entered.

**Editing Team Data:** While on the Team Confirmation Page press  to return you to the Team Data Page where team information can be changed.

### **Data Entry Page**

**Entering a Waypoint:** While on the Data Entry Page select the textbox labeled 'Waypoint'. The information in this textbox can be edited by re-selecting the textbox. The waypoint number should be automatically populated.

**Entering a Time:** While on the Data Entry Page select the textbox labeled 'Time' and the time should be automatically populated or enter the time displayed on the phone/tablet.

**Entering an Accuracy:** While on the Data Entry Page select the textbox labeled 'Accuracy' and enter the Accuracy reading displayed by the GPS unit.

**Entering UTM-Easting:** While on the Data Entry Page select the textbox labeled 'UTM-E' and enter the Easting coordinate displayed by the GPS unit in the form of 12A 1234567.

**Entering UTM-Northing:** While on the Data Entry Page select the textbox labeled 'UTM-N' and enter the Northing coordinate displayed by the GPS unit in the form of 1234567.


**Entering Comments:** While on the Data Entry page select the textbox labeled 'Comments' and enter any observations made at the waypoint. (E.g. presence of debris, wildlife presence or tracks, water conditions, etc...)

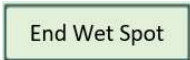
**Selecting Water Presence:** While on the Data Entry Page select the bubble under 'Water Present?' next to the option that describes the water presence at that waypoint.



**Confirming a Waypoint:** While on the Data Entry Page press




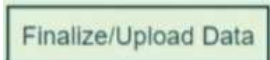
**Recorded Data Page:** **Caution: Once the data has been Submitted the file will no longer be editable or accessible on your phone/tablet.**

**Starting a Wet Spot:** While on the Recorded Data Page press . This will display the Data Entry Page where the waypoint data can be entered.

**Ending a Wet Spot:** While on the Recorded Data Page press . This will display the Data Entry Page where the waypoint data can be entered.

**Editing a Data Point:** While on the Recorded Data Page press . This will return you to the Data Entry Page. After editing the waypoint, click  to return to the Recorded Data Page where the updated waypoint information will be displayed.

**Deleting a Data Point:** While on the Recorded Data Page press . If this is pressed on the first data point of a couplet, it will delete both the data points in the couplet. If this is pressed on the second data point of a couplet, it will only delete the second data point.

**Submitting Your Data:** While on the Recorded Data Page press . This will bring you to a password entry form, the password to which will be given to the team leader. Once the password is entered and the OK button is pressed the Submission Confirmation Success or Failure page will be displayed.

**If directed to the Submission Confirmation Success Page you can close out of the application.**

**If directed to the Submission Confirmation Failure Page refer to the troubleshooting directions below.**

## Troubleshooting

### Data Not Submitting

#### Submission Failed:

- a. You do not have cellular or wifi service necessary for submitting data. Go to a location with cellular service and attempt to submit again.
- b. You entered the password incorrectly. The password entry page will reappear. Try entering the password again and hit OK.