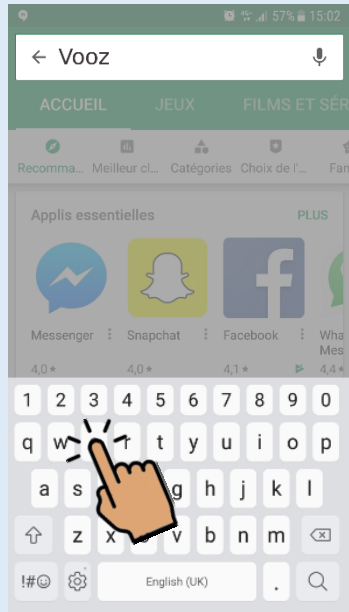
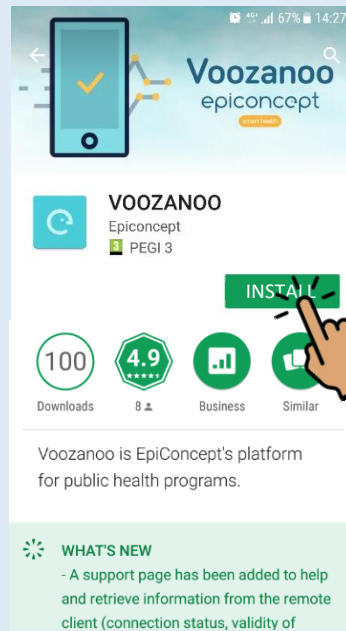


## Find Voozanoo on Google Play



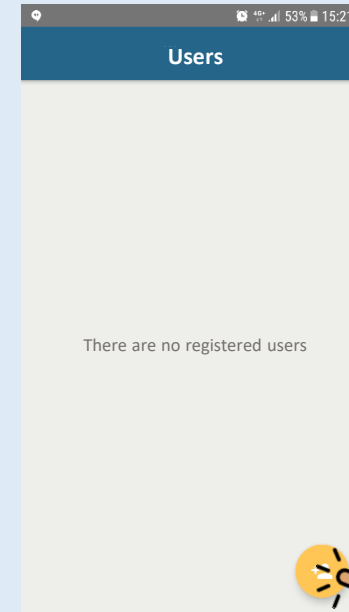
- Make sure you have an Internet connection.
- Tap on the search field which will bring up the keyboard.
- Type in **Vooz**
- Select **Voozanoo** in the search results.

## Install the Voozanoo app



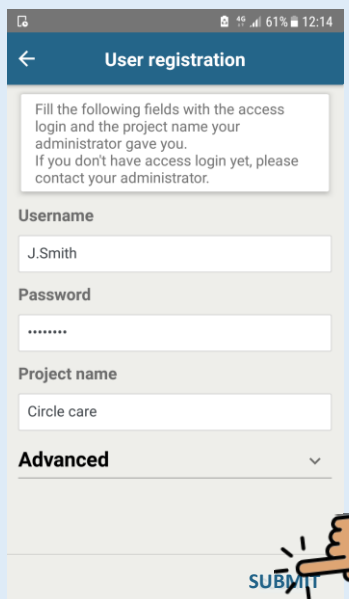
- Click install on the app presentation screen.
- If asked, accept the requests to access certain functions of your phone or tablet.
- Once the application is installed, open it.

## Create a new user profile



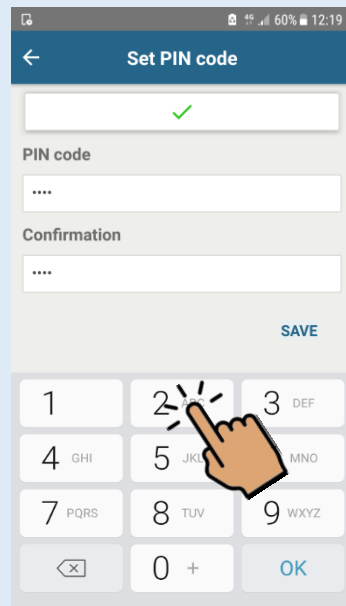
- The initial screen is empty because you have not registered any users.
- Tap on the "Add user" button to add a new user profile.
- If necessary, you can create the same user profile on multiple smartphones or tablets.


## Enter your account information



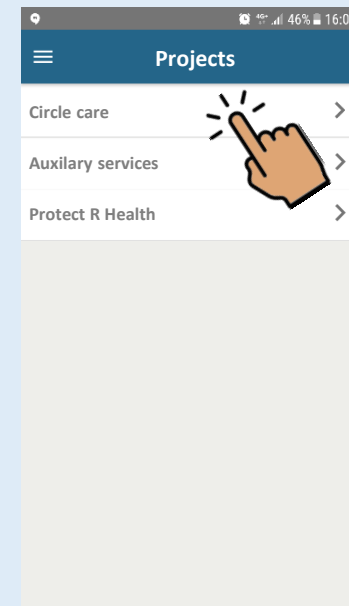
- Use the name, password, and project name given to you by your project administrator.
- If you have already used the application on a computer, fill in your regular username and password and the project name given by the project manager.
- Be careful of upper and lower case characters in the password.

## Create a PIN code



- You must remember your PIN code.
- For the sake of security, do not create simple codes such as 1234 or 0000.
- You can always modify your PIN code via the settings menu  on the Projects page.

## Choose a project



- Open the project in which you want to work.
- Often, the accounts of an application are linked to a single project. Thus you may see only one item.

## Start from your home page




- Depending on your role, you will likely have a different home page than user users with different roles.
- Depending on your role, you may be sent directly to a form to be filled in or to a page with some options.

## Enter information and save the form

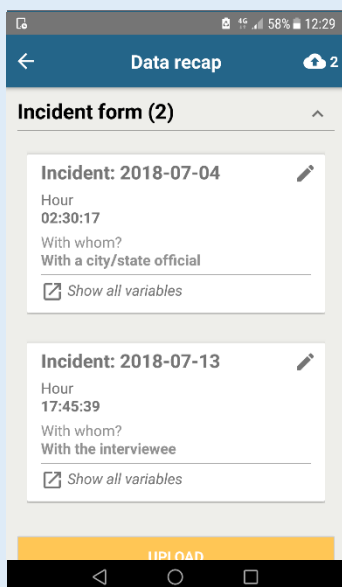
- Fill in the requested information.
- You will find the Save button at the bottom of the page or at the end of the last page if the form has more than one page.
- It is not necessary to have an Internet connection simply to fill in a form and save it.
- If the application is in **server\*** mode AND you have an Internet connection, your form will be sent and saved directly in the database.


## Verify your saved forms



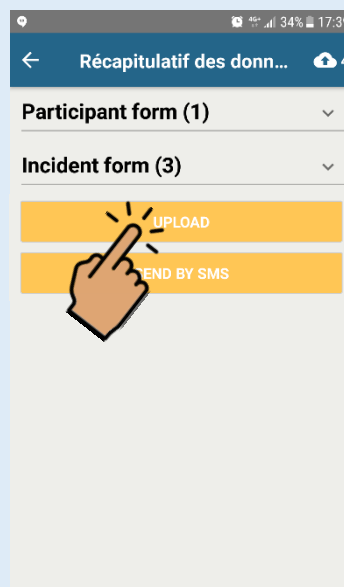
- If the application is configured in **local\*** mode or you are not connected to the Internet, the completed forms are saved in the device until you send them.
- To see the stored forms, tap on the cloud icon .
- The number next to the icon indicates the number of stored forms.

## View the data recap



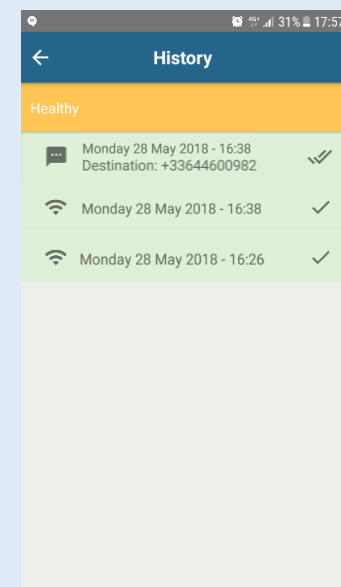
- Here you see the various completed forms to be sent.
- Tap on the  icon to display all saved forms of a given type. You will see a recap for each form.
- If the pencil icon is visible, this indicates that you can re-open and modify that form by tapping on the icon.




## Send your forms to the database



- At the bottom of the recap screen, you can send your forms to the server via an Internet connection or by **SMS\*** if that is pre-configured in the project and you have a voice/SMS connection.
- If you want to send just a single form or delete one, slide the recap card respectively to the right or left and then tap on the revealed icon.

## Consult your "send" history



- To see a history of your send actions, return to the list of your projects and tap on the menu  and select **History**.
- By Wifi or mobile data , a green background and check mark means the form(s) were correctly received.
- By SMS , a single check mark means that a data SMS was sent and two checks means that a "received OK" message was returned to the device.

\*The mode **server** or **local** and the function **SMS** can only be defined by the administrator.