

Ecological Monitoring System Australia

Best Practice Workflow in the Monitor PWA

Overview

To get the most out of the Monitor app and its tailored data collection features, it is recommended that you become familiar and apply best practice workflow. It is important to note that until synced and 'prepared for offline collection', data entered into Monitor is device specific, meaning that it will only be accessible to the device on which it was entered. Follow the steps below for each device that will be used to ensure access to any relevant data.

Equipment

- Android device with Monitor App installed (either a tablet or PC)

Best Practice Workflow

1. Ensure that you have followed the steps to download the Monitor PWA, via Google Chrome.
See emsa.tern.org.au/learning-resources for instructions to install the Monitor PWA on PC and tablets.

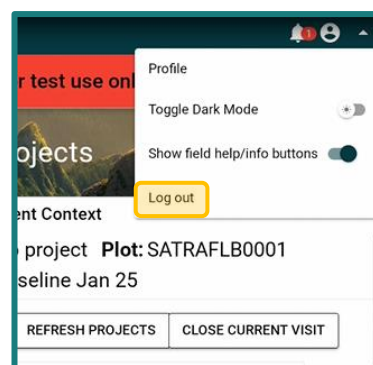


Figure 1: Screenshot of the Monitor PWA with the 'log out' button highlighted in yellow

2. Each time you use Monitor, log out before beginning work by going to the profile icon in the top right and then pressing 'Log out'. Then log back in. This will refresh your login tokens and prompt the PWA to update if a new update is available.

3. If prompted, click 'update app'

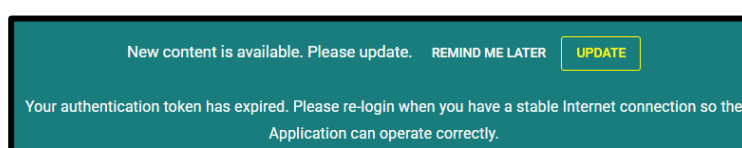


Figure 2: Screenshot of prompt to update the Monitor PWA

4. After logging in, navigate to the projects page and click 'refresh projects' to grab any new data from MERIT, including plot selections, and make it available for Monitor to use.

5. Always 'prepare for offline collection' before going into the field or inputting new data. Preparing for offline collection ensures information such as floristics vouchers are available on the device. Preparing for offline collection requires a stable internet connection.
6. Allow data to complete 'loading in background'
7. Check that the app is set to the correct 'Context' and change context if required.
8. Complete protocols as required for your project, making sure to click the bright green save button as you move through the steps. This button is most commonly used for saving photos or small sections of data within a larger block of data.

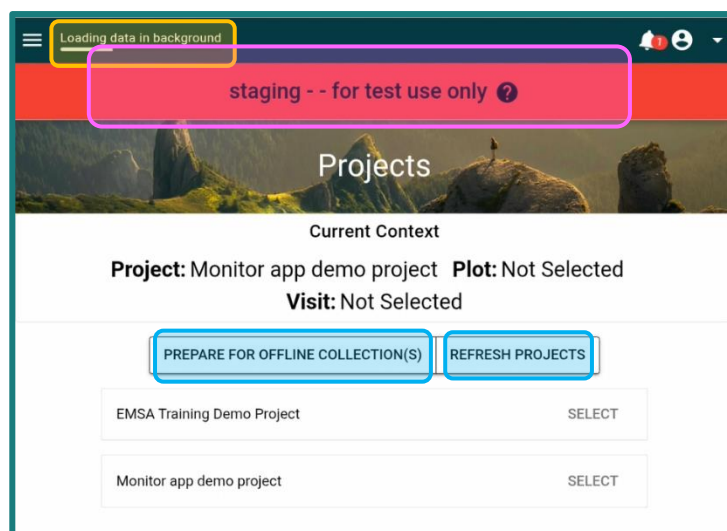


Figure 3: Screenshot of the Monitor PWA highlighting 'Loading data in background' (yellow), the 'current context' (pink) and 'Prepare for offline collections' and 'refresh projects' (blue)

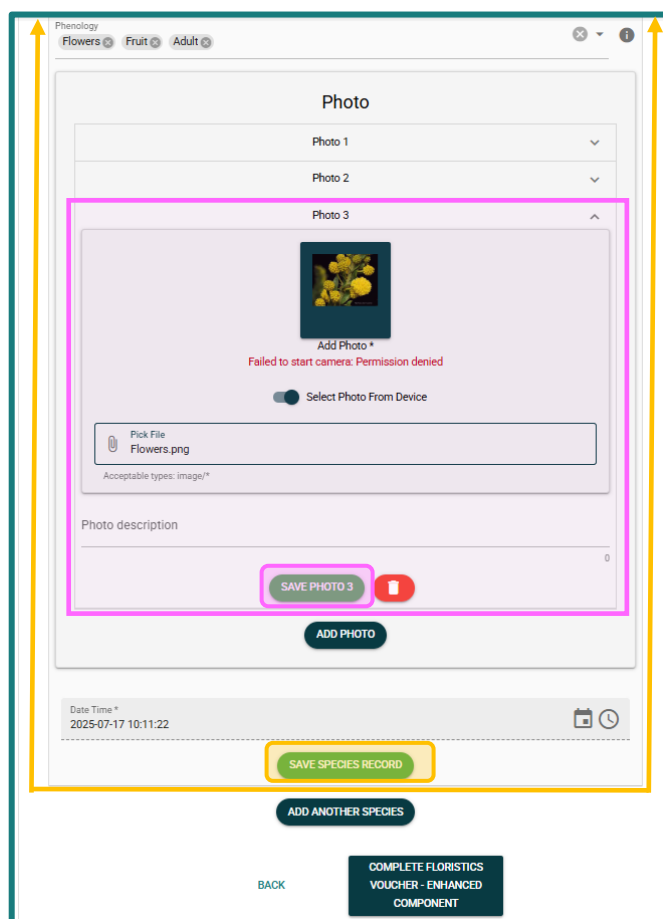


Figure 4: Screenshot of an open collection in Monitor with save buttons highlighted and a corresponding box around the section which is saved by the button

9. When you complete a collection, check that the data in the summary is correct and that no important fields are missing – this is the last chance to edit data before submission. When the data complete, press 'queue collection for submission'. This saves the data on the local device.

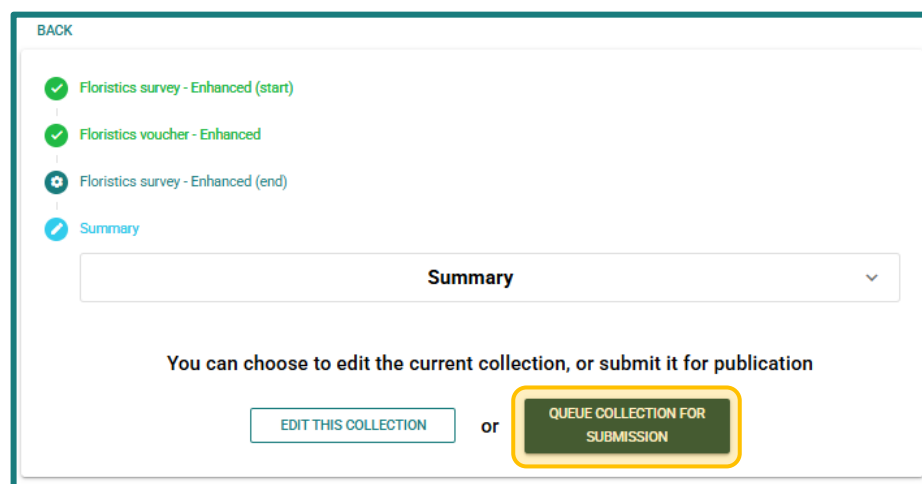


Figure 5: Screenshot of the Monitor app showing the steps on the left-hand side (green and blue) and highlighting the 'queue collection' button in yellow

10. To upload the data to MERIT, press 'sync queued collections with cloud'. A strong and stable internet connection is required to complete syncing. Only press this button once and allow time for the syncing to occur. Note that the time required to sync is dependent on how large the sync list is, and how large each collection is.

| PREPARE FOR OFFLINE COLLECTION(S) | REFRESH PROJECTS | SYNC QUEUED COLLECTIONS WITH CLOUD | CLOSE CURRENT VISIT |
|---------------------------------------|------------------|------------------------------------|--------------------------|
| Summary of collections (pending sync) | | | |
| Protocol | Plot | Visit | Project |
| Floristics - Enhanced | SATRAFLB0002 | Ellen Friday | Monitor app demo project |
| Records per page: 5 - 1-1 of 1 | | | |

Figure 6: Screenshot of collections queued in Monitor with the 'sync' button highlighted in teal

Do not close or navigate away from the app while you are waiting for collections to sync.

11. If a sync error occurs please check your internet connection and wait a few minutes before pressing 'sync queued collections with cloud' again. If the sync is still unsuccessful, please submit a helpdesk ticket at <https://emsa.tern.org.au/helpdesk>
12. Use the bin icon to delete any unwanted collections. This will help prevent unnecessary errors when switching between user accounts

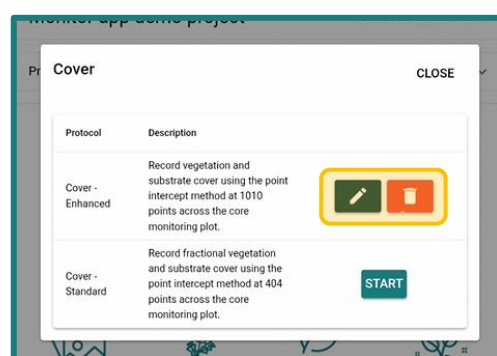


Figure 7: Screenshot of Monitor showing the delete and edit icons next to protocols in the selected module