To Synchronize Mapeo Mobile and Mapeo Desktop

Synch Mobile to Mobile

To **Synchronize** between mobile phones click the synch (lightning bolt) button on each phone.

A blue screen should open and the names of all the devices available to sync should appear with a lightning bolt.

The name of the device you are currently on is within the dark blue strip with the wifi name.

If there is an issue seeing a device, make sure all devices are on the same wifi network.

Click the Sync button next to the name of a device to share Observations between devices.

All observations from each phone will now be shared and on every phone included in the synch.

The owner of the Observations is the only one able to edit or delete Observations, so all Observations will be seen–but not all can be edited within the mobile app.

Synch Mobile to Desktop

Starting fresh with no database in Mapeo desktop zero Observations will be shown within the Observations view, Report tab.

Within Mapeo desktop, click on the Synchronize (lightning bolt) view.

WIthin the Mapeo mobile, click on the Synchronize (lightning bolt) button.

On the desktop, there should be a device that shows up wth the option to Synchronize (blue button).

On the mobile device synchronization screen, the desktop machine should show within the options of devices available.

Select the devices with which to sync and press the button to start. After the synchronization is complete, a checkmark will replace the lightning bolt and the word "Complete" will appear.

The sync between the mobile and the desktop will add all Observations from the mobile phones to the desktop.

If there is a database of Observations within Mapeo desktop, all of these Observations will be shared with the mobile device – as well as mobile Observations shared to the desktop. **Synched devices share all the same Observations.**

Within Mapeo desktop, all Observations can be created, edited, or deleted.