GLOBAL CHE NETWORK APPLICATION REFERENCE GUIDE

How to Navigate the Application

Introduction

This manual aims to define, understand, and communicate, providing references in the performance of specific tasks. Consider several **important** pieces of information needed to get started.

Outcome

Upon completing this manual, users will learn their way around the application and become familiar with its interface enabling them to carry out tasks effectively and efficiently.

Note: Helpful Indicators ⓘ

Refer to the helpful indicators for additional clarification for what you are being asked.

Important

1) The email address field is **case-sensitive** (*view image directly below*), and the words that are **bold** or *italicized.*

2) The **numbers, lines, and polygons** depicted in the images below are for navigational reference and are meant to be followed in **left to right** sequence if indicated.

3) For further reference, the **red asterisks*** and small **information icons** positioned at various user prompts serve as the application's primary identifiers. They specify which fields are required and provide additional information about the prompt in question (*view images directly below*).

4) When you input your Global CHE Network member email address on your mobile device, **press the 'return' key** on the keypad to access your account (*view image directly below*).
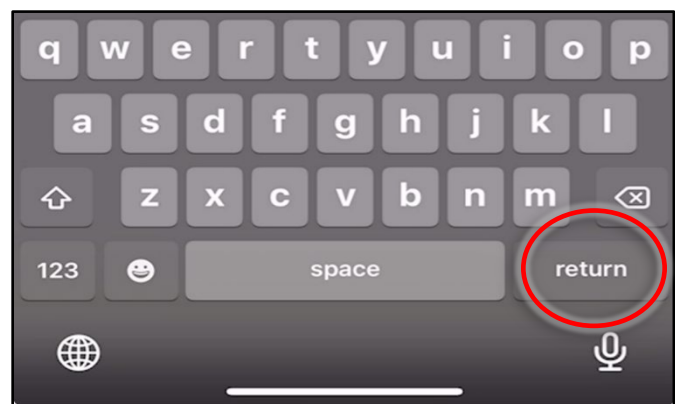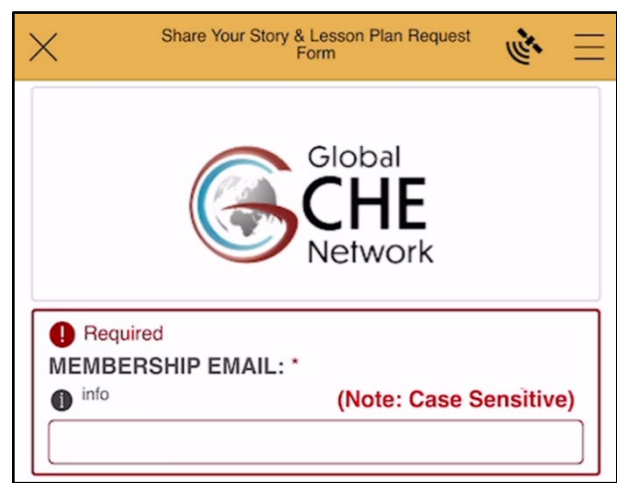
How to Save Your Email

Step 1

MEMBERSHIP EMAIL: *
ⓘ info

ⓘ

MEMBERSHIP EMAIL:

If you don't have a Global CHE Network account please contact

Save your email for future use by clicking upper right 3-lines

Steps 1: Email Settings

Step 2 ☆ Set as default email address

MEMBERSHIP EMAIL: *
ⓘ info

Steps 2: Default Email Settings

To store email, open the settings in the upper right corner of the login page, denoted by the three stacked lines.

Your email address will be saved if you click the '☆' icon, allowing you to access the application more efficiently.

Step 3

MEMBERSHIP EMAIL: *
ⓘ info

Step 4

🗑 Close and lose changes

↳ Continue

💾 Save for Later

Steps 3-4: Close & Save Email

Global CHE Network

🔍 Search

Step 5

Start Here

Step 5 ☆ Set as default email address

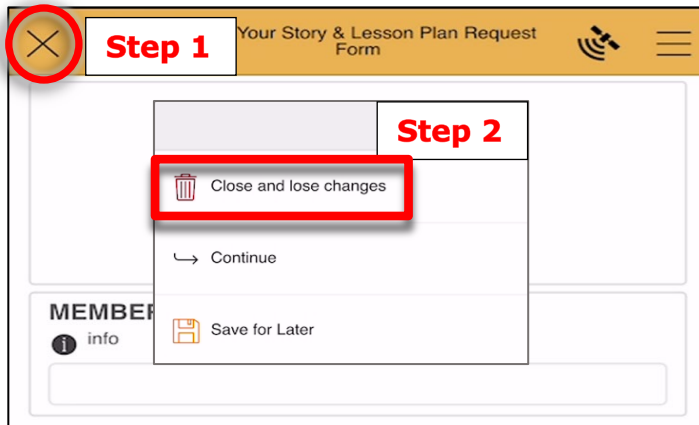★ Insert email address from previous

Step 6

MEMBERSHIP EMAIL: *
ⓘ info

Steps 5-6: Exit Application, Restart & Login

After you save the initial form, your saved email address will autofill for any subsequent login attempts when you click the three stacked lines in the top-right corner again and select the **'Insert Email Address from Previous'** option. Your saved email address will be entered into the email address box, and you will be logged in.
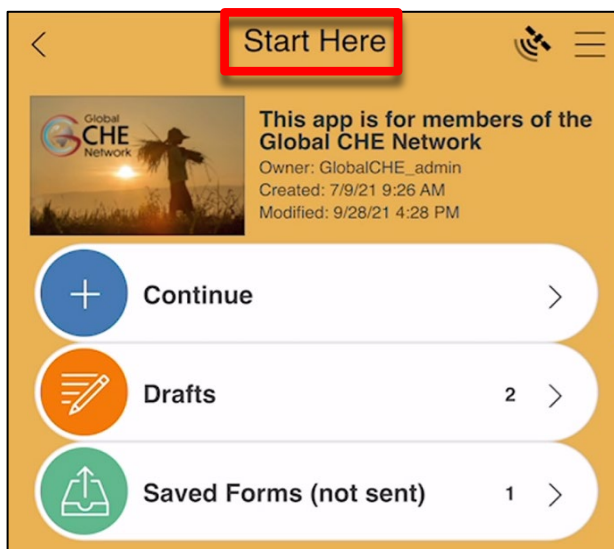
How to Access the 'Start Here' Page

Step 1

Step 2

Your Story & Lesson Plan Request Form

🗑 Close and lose changes

↪ Continue

💾 Save for Later

MEMBER
ⓘ info

Steps 1-2: Exit the Login

Global CHE Network

🔍 Search

② ①

QR Code for Future Use

Number of Drafted and Saved Forms

Start Here **Step 3**

Steps 3: Access to '**Start Here**'

Start Here

This app is for members of the **Global CHE Network**
Owner: GlobalCHE_admin
Created: 7/9/21 9:26 AM
Modified: 9/28/21 4:28 PM

➕ Continue ›

✏️ Drafts 2 ›

📤 Saved Forms (not sent) 1 ›

Note: Form Directory
This is the page where forms that have been drafted and saved can be retrieved. and managed.

← Continue

Return to the page titled "**Share Your Story & Lesson Plan Request**."

← Drafts

Access to all incomplete forms, i.e., forms created while offline, in-progress forms started but closed due to manually exiting the app before saving, or connectivity issues.

← Saved Forms (not sent)

All saved and unsent forms are accessible. These forms can still be edited.

Configure Application Settings

Step 1

Step 2

Steps 1-2: Navigate to Settings
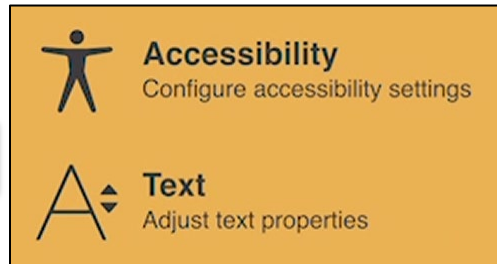
Begin by going to the '**Global CHE Network**' page, which is accessible via the '**Login**' page (*See Steps 1-2 in the 'Start Here' section*).

Here, you can adjust the applications '**Accessibility**' and **"Text"** features to meet your preferences.
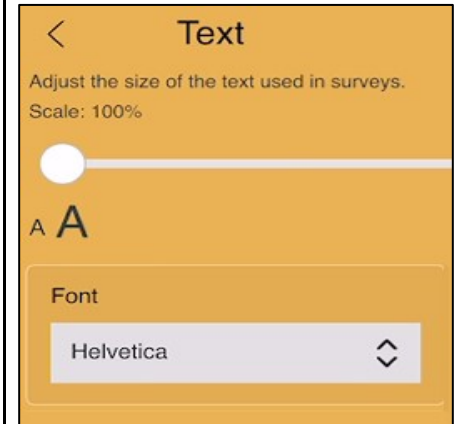
Share Your Story & Lesson Plan Request
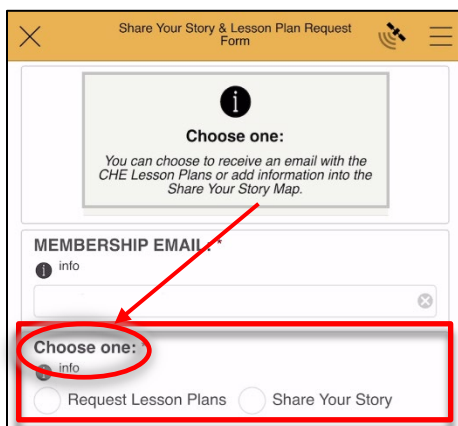
Start
After logging in, you are given two options, but you can only select one at a time (*select the info icons for more details*).

Request
This option provides access to nearly 100 CHE lesson plan documents. Request as many training documents you want and have them delivered to your inbox right away.

Share
The goal of this section is for CHE network members to share their personal stories about international development and humanitarian projects taking place around the world with other members.

How to Request Lesson Plans

Step 1

Step 2

Steps 1-2:
Expand and Explore Lesson Plans

Completed Forms

Submit the Form and immediately receive an email from Global CHE Network with the subject "Global CHE Documents you requested."

The **Continue** option closes the pop-up window and lets you pick up where you left off.

Step 3

Steps 3-4:
Select & Submit

Step 5

Note:
If you have difficulty unselecting lesson plans, tap the undesired checkbox with your finger at an angle.

Step 4

The '**Save for Later'** option enables you to store your form, which can then be retrieved from the '**Start Here**' screen under '**Saved Forms**' (see the section '**Start Screen**').

How to Share Your Story

Choose one: *
ⓘ info
○ Request Lesson Plans   ● Share Your Story

SHARE YOUR CHE PROGRAM STORY
ⓘ Use the inputs below to tell us your story.

CHE Program Location: *
ⓘ info

If you allow the application access to your location information, selecting the direction icon will instantly locate the coordinates of your project on the map.

CHE Program Location

Selecting the map icon will also instantly locate your coordinates on the map, but also offers several additional spatial location functionalities, enabling you to navigate an interactive map, and search by the name of a location and by location specific geographic coordinates.

| Map Coordinate Input Only	Search Everywhere	Search within the Map Extent
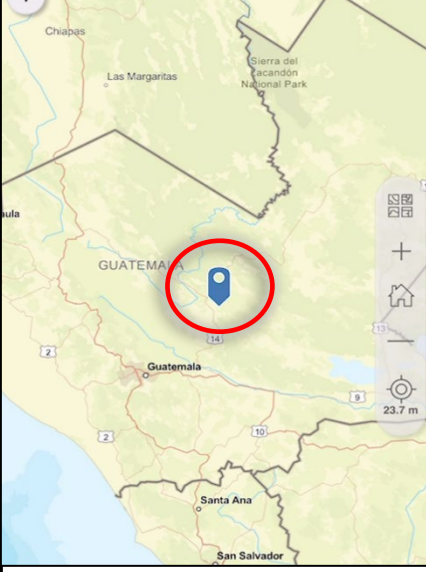
When location information is retrieved, select the '✔' to add your location to your story.

15°22'1.524"N 90°18'40.257"W
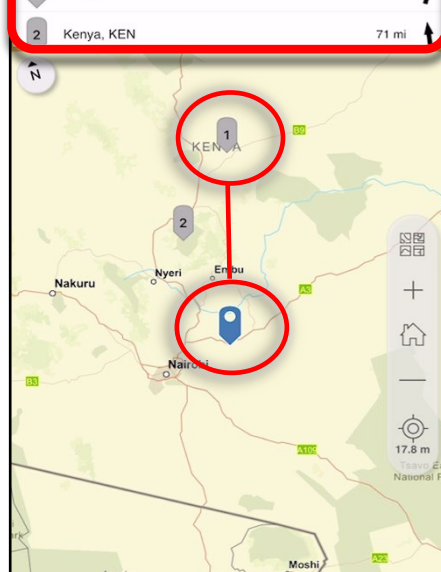
Kenya, KEN
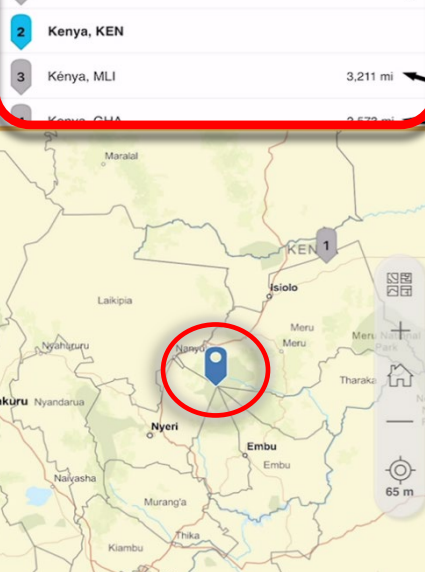0°8'60.000"S 37°18'0.000"E

1°10'30.292"S 37°26'5.587"E

Interactive Map Tools

Rotate the map and change its perspective by rotate it with two fingers
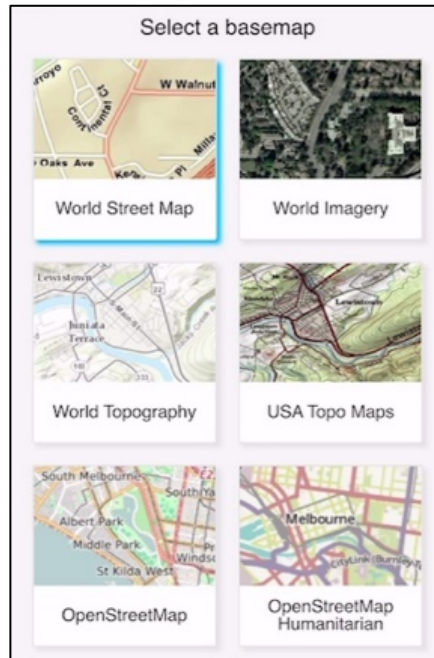
Change **Basemap**
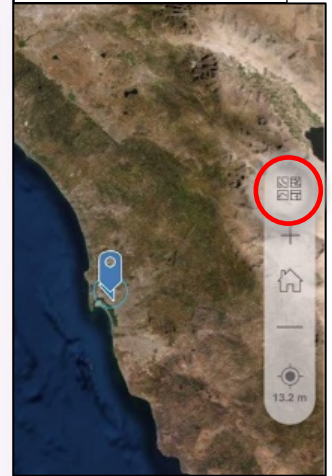
Become familiar with the interactive mapping tools to aid in manually selecting the locations for your development projects.

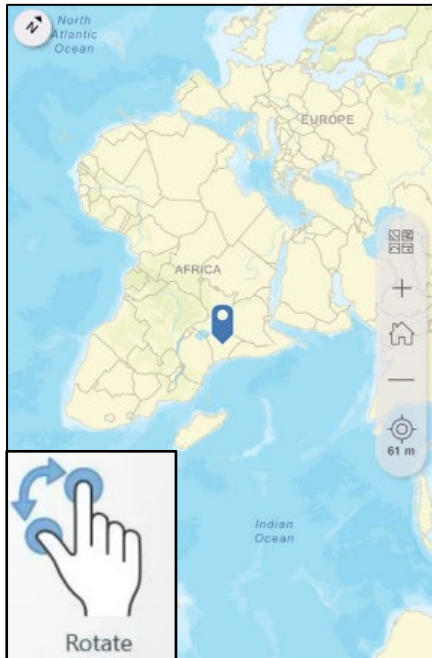**Zoom out** for less detail by pressing the minus (-) sign on the tool bar or simply pinch the screen

Zoom in for more detail by pressing the plus (+) sign on the tool bar or by spread two fingers apart

Location Information

Village Name: *

info

Be specific while filling out each section by first describing the name and location of the place/area you are reporting information about.

Share Your Photos

How many photos would you like to add? *

info

1

0   5

Add Photo 1 here:

(required)

Photo Description:

(optional)

Providing as much information on the people, places, and environments you are reporting improves the quality of your story's narrative.

Note:
Uploading multiple and large photos may lengthen the upload time.

Finalize and Share

Share your Story: *

info

Allow sharing content with all Network Members? *

info

● Yes

○ No

Click the check mark below to submit your story.

info

✓

1) Click the '✔' in the lower-right corner of the screen.

2) A pop-up window will provide a '**Save for Later**' option.

3) Choosing the '**Save for Later**' option under '**Submission Options**' (✔) stores forms as '**Saved Forms (not sent)**'.

4) '**Send Now to Submit Form**" finalizes and shares your story.

Form Completed
Your device is online.

▷ Send now to submit form

↳ Continue

💾 Save for Later