**User Guide for H.O.S.T Application (Android App)**

**Designed for Habitat for Humanity**

Cody Delorme, Ryan Vanek, Samuel Adams, Scott Klusaw

This manual is designed to assist the users of the Habitat Offline Survey Tool’s Android application. This will include initializing the application, using the application and interfacing the surveys with Microsoft Sharepoint.

Table of Contents

[Introduction 2](#_Toc352317564)

[Application Overview 3](#_Toc352317565)

[Form Selection Screen 3](#_Toc352317566)

[Form Editing Screen 4](#_Toc352317567)

[Submit, Delete and Save Screen 5](#_Toc352317568)

[Frequently Asked Questions 6](#_Toc352317569)

# Introduction

This guide is intended for the non-administrator user of the H.O.S.T. Android App. The administrator information for the Android App is contained in the Admin Tool Guide. The purpose of the H.O.S.T. Android App has been created to allow the users to fill out forms which have been created by administrators or approved administrator users. After these forms have been completed, the completed forms are then able to be submitted to Microsoft SharePoint, and the information will be added to the database.

# Application Overview

Before using the Android App, be sure that an administrator has done the first time configuration. To begin the startup of the Android App, press your finger on the H.O.S.T. Android App on the device’s touch screen.

[screenshot of the App on Dashboard]

## Form Selection Screen

After the App has finished loading, the Form Selection screen will be the first active page for the user. Below is a picture of the Form Selection screen.

[screenshot of Form screen]

To begin filling out a new template, or editing an existing form, we must select which type of form to use. By default, All Groups and All Forms will be the active choice, for ease of editing existing forms. However, to create a new form, the user must be specifically chosen which form to use. A specific form can be found by tapping and scrolling through the spinner lists. Simply tap the Template Group spinner and drag your finger up or down to scroll to the Group of choice, and then tap the Template spinner and drag your finger up or down to scroll to the Template of choice

[screenshot of spinners]

Then, if there are any existing forms of that type on the device, the Forms spinner will have the option of selecting the already existing form, so its answers can be edited, or the option of creating a new form will be active. After the user has selected an existing form that they wish to edit, or have chosen to create a new form, the user can tap the Edit button to move to the next screen.

[screenshot of edit button highlighted]

If the user has chosen an already created form, then the user may press the Submit button to move to the Submit screen.

[screenshot of highlighted submit button]

By pressing the menu button at this screen, the user also has the option to upload all forms currently saved to the device by pressing the “Upload All Forms” option. This feature will only work when the device is connected to Wi-Fi, and be sure to ask if the forms are ready for upload.

[screenshot showing upload all menu]

## Form Editing Screen

When the user reaches the Form Editing Screen, they have successfully created a new form, or began editing an already existing form. The way that this screen will look will vary based on what sort of question is being asked. There are only three types of questions in the Application: Short Text Answer Questions, Single and Multiple Choice Questions, and Likert Scale Questions.

[3 side-by-side screenshots of all 3 types of questions]

First type of question is a Short Text Answer. To answer this type of question, simply tap on the provided space for an answer, and type in a response using the android keyboard. Some short answer questions require a date, and will supply a calendar spinner instead of a keyboard.

[screenshot of filling out a short answer & a date question]

Second type of question is a Single or Multiple choice questions. These two questions are associated together because they are answered similarly. For single choice questions, only one choice can be chosen per question, and is shown by circular check boxes. For multiple choice questions, multiple choices can be chosen per question, and is shown by square check boxes.

[screenshot showing single and multiple choice side by side]

These questions can also have a choice of “Other”. If “Other” is one of the selected choices for a question, a small text box will appear next to it, to provide details about the choice.

[screenshot showing the choice of other.]

Last type of question is the Likert Scale questions, or more informally, Rating Questions. These questions are similar to Single choice questions, but the possible answers are on a scale. To answer this type of question, simply select the choice that closest resembles your personal answer.

[screenshot showing the Likert Scale Question]

For each question, a Help icon may appear in the upper right to give the user additional details or background information about the question. If one of these icons appear on a question, be sure to tap the icon if you need any additional details. After pressing the help icon, a pop-up will display showing the help text. Simply press close to return to the question.

[screenshot showing the Help icon and Help Popup]

To change question in the Android App, simply swipe left on the device to move to the next question and swipe to the right to move to the previous question. To maintain a sense of place within the form, the question number is added on the top of the screen, and a progress bar is given at the bottom of the screen.

[Screenshot of the progress bar]

After each question is answered, the App will automatically save your answers in case of an accident. When the form is completed to the best of the user’s ability, the auto-save will ensure that the form is saved on the device, and the user can choose to return to the Form Selection screen to fill out more forms by pressing the home button, or to move to the Submit and Delete screen by pressing the Submit button.

[Screenshot of the home and Submit buttons]

## Submit, Delete and Save Screen

When the user reaches the final screen for the Android App, they have the choice of uploading the current form they have selected by pressing the Upload button.

[Screenshot – highlight upload]

To ensure that all answers have been filled out completely, the Edit button may be pressed to view the form’s answers one last time. If a form is successfully uploaded, it will be permanently removed from the Android device.

[Screenshot – highlight Edit]

After pressing the Upload button, a pop up notification will display, confirming if the user wishes to upload the form now. After pressing “Upload” on the pop-up to confirm that the form is ready to be uploaded, the form will be sent to Microsoft SharePoint and will be removed from the device.

[Screenshot – showing pop-up]

If the user simply wants to save the new form to upload later, the user may press the save button, and press the Home button to return to the Form Selection Screen. However, the Android App will auto-save after each completed question, so it is unnecessary to press the save button again.

[Screenshot – showing Home and Save]

If the user has decided that the current form needs to be deleted, then the Discard button may be pressed to begin the form deletion process.

[Screenshot – showing Delete]

After the user presses Delete, a pop-up will display confirming if the form is meant to be deleted. If the user is unsure, they may choose to still Keep the form. Otherwise, they may choose Discard and remove the form permanently from the device.

[Screenshot – showing Delete Pop-up]

By pressing the menu button at this screen, the user also has the option to upload all forms currently saved to the device by pressing the “Upload All Forms” option. This feature will only work when the device is connected to Wi-Fi, and be sure to ask if the forms are ready for upload.

[screenshot showing upload all menu]

# Frequently Asked Questions