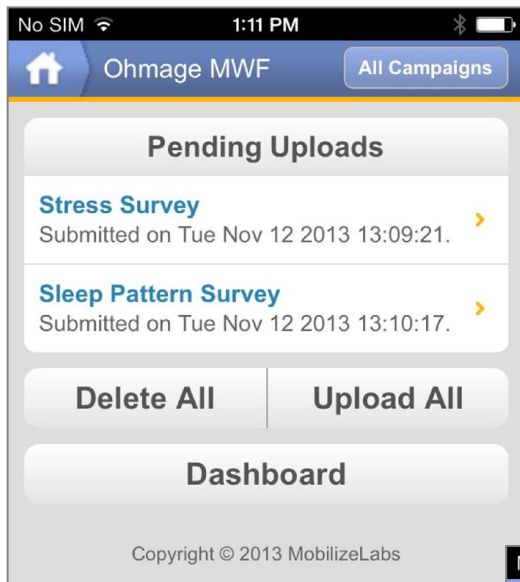APPENDIX A. – UPLOAD GUIDE

Ohmage will regularly attempt to upload your data independently. However, if there are problems with the automatic upload, here is a guide to allow you to upload your submitted surveys manually.

How to Upload Your Data:

1. From the Ohmage Dashboard Screen, select Queue to navigate to the Pending Uploads Screen.
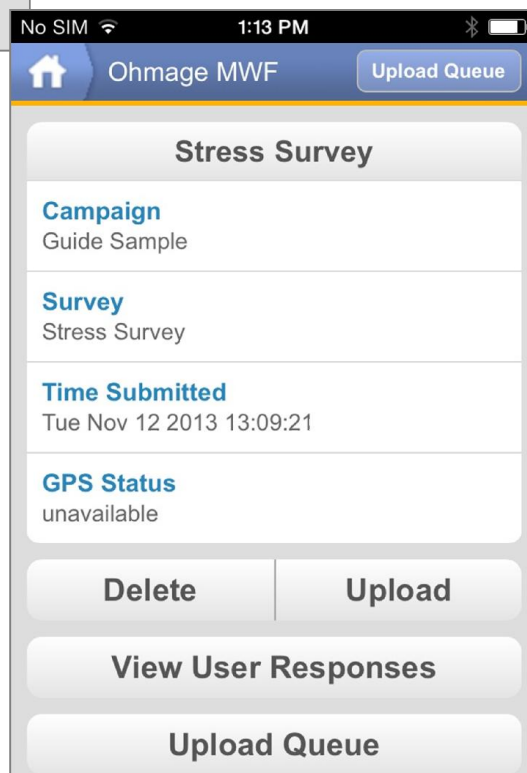   - In the Pending Uploads screen, you will see the list of surveys you have submitted but have not yet been uploaded to the Ohmage server.

2. Tap Upload All at the bottom of the screen to upload all submitted surveys. Once uploaded, the Queue should be empty.

   - If you do not wish to upload your surveys and would prefer instead to delete them, you may tap Delete All.
   - If you would like to upload or delete only a particular survey, you may tap the survey individually and then tap Delete or Upload accordingly.

3. Before uploading or deleting a survey, you may also review your responses by tapping on a particular survey and then selecting View User Responses at the bottom of the survey's information screen.