

# SUBEB TRAINING (30<sup>th</sup> Mar, 2023)

## Things to Note

1. You need internet access in order to fill and submit any form. To get internet, you need to insert a sim card into the tablet and subscribe to get Data or you can connect to any available WI-FI.
2. The Tablet has strong battery so if its fully charged you can use it for a whole day or more.
3. While filling any form, to go to next item, swipe your finger left while to go back swipe right.
4. You can't see next item if you have not completed the present question or field showing on your screen.
5. Any place you see \* means that it is compulsory you fill that field otherwise the form can't be submitted
6. To get the Location of a place easily (i.e Geo Point), you have to go outside the building briefly; then after getting the location, come back inside to continue filling the form.

**FILL BLANK FORM:** If you want to fill a new form, this is the option you select.

**EDIT SAVED FORM:** If you have filled a form, but not yet completed the things in the form, this is where you go. Then you will see all the recent un completed forms you have started filling. Choose the one you want to complete.

**SEND FINALIZED FORM:** When you have completed filling a form, you must come here to send. That's when it can now get to your Administrator and other people that have access to view what you have submitted

**VIEW SENT FORM:** This is where you will see all the completed forms you have successfully sent

**DELETE SAVED FORM:** I don't think there would be any need to delete any form

**THE THREE DOTS -** (About, General Settings, Admin Settings, configure via QR Code): These are features you DON'T need to tamper with. They are Majorly to set up your tablet and we have already done that.