NatuReach Survey App Administration Manual

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1. Logging in

The NatuReach Survey App is a web-based application designed to help you submit your surveys. It runs completely on a web browser, so you do not need to download any applications and instead can use any computer or mobile device that has any web browser installed.

1.1 Supported Devices & Browsers

While all devices and browsers should work, it should be noted, that the app has been tested on Windows computers and Android mobile devices. Supported browsers include but are not limited to Google Chrome, Firefox, and Opera. Meaning the app has been tested on these device and browser combinations.

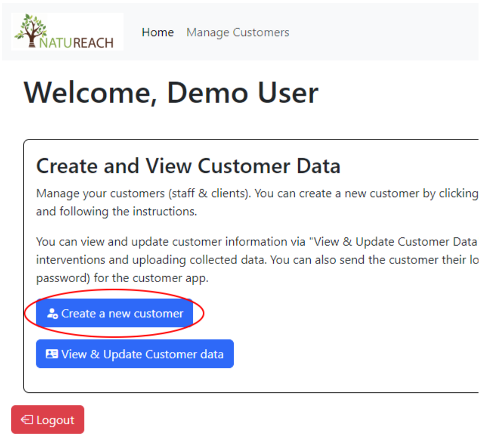
1.2 Logging in using your credentials.

1. Navigate to https://natureach.jansoftworks.fi
2. Click on the "Admin login click here"

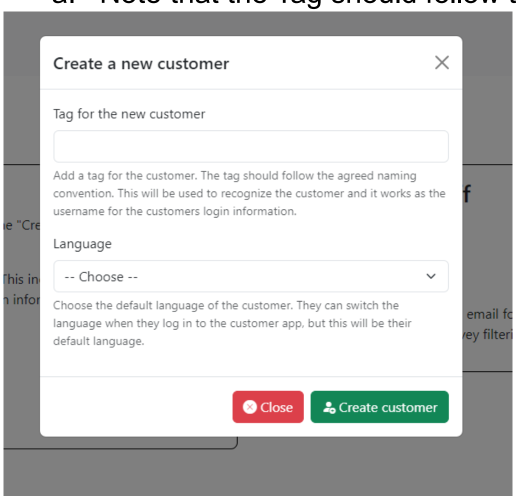
3. Enter your username and password.
4. Click "Login"

2. Creating customers

1. Log in to the Administration app
2. Click on “Create a new customer”



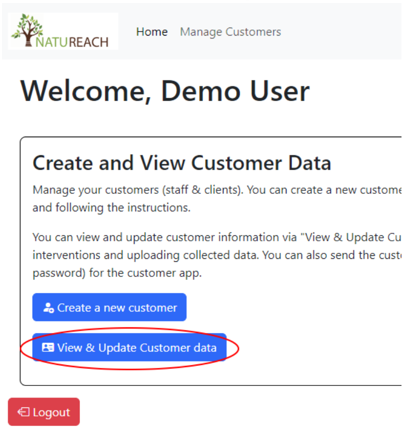
3. Fill out the information
    a. Note that the Tag should follow the naming conventions we agreed upon.



4. Click “Create customer”

3. Viewing customer data

1. Log in to the Administration app
2. Click on “View & Update Customer data”



3. Click on the customer’s row you wish to see/or edit

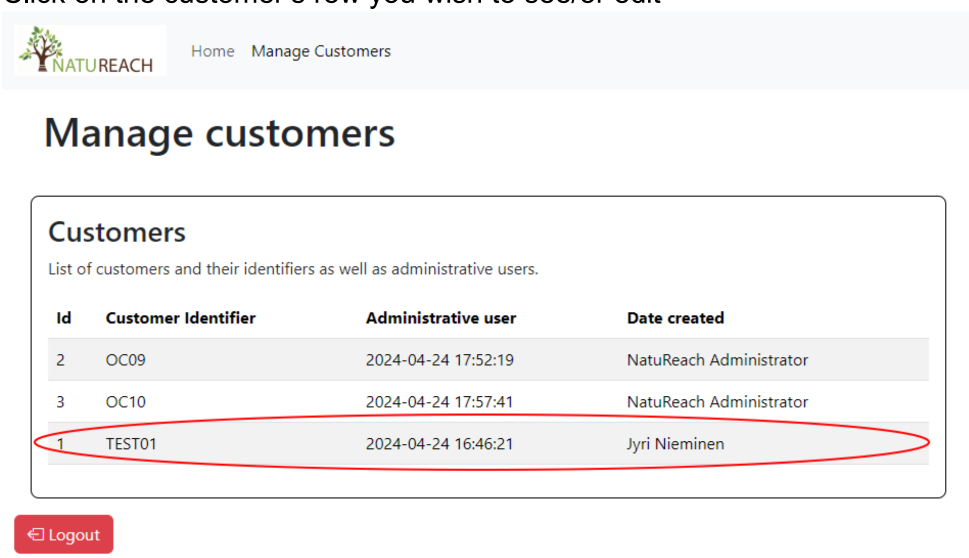


Figure 1: Click on anywhere on the row you wish to select. When you are hovering over the row it will be highlighted.

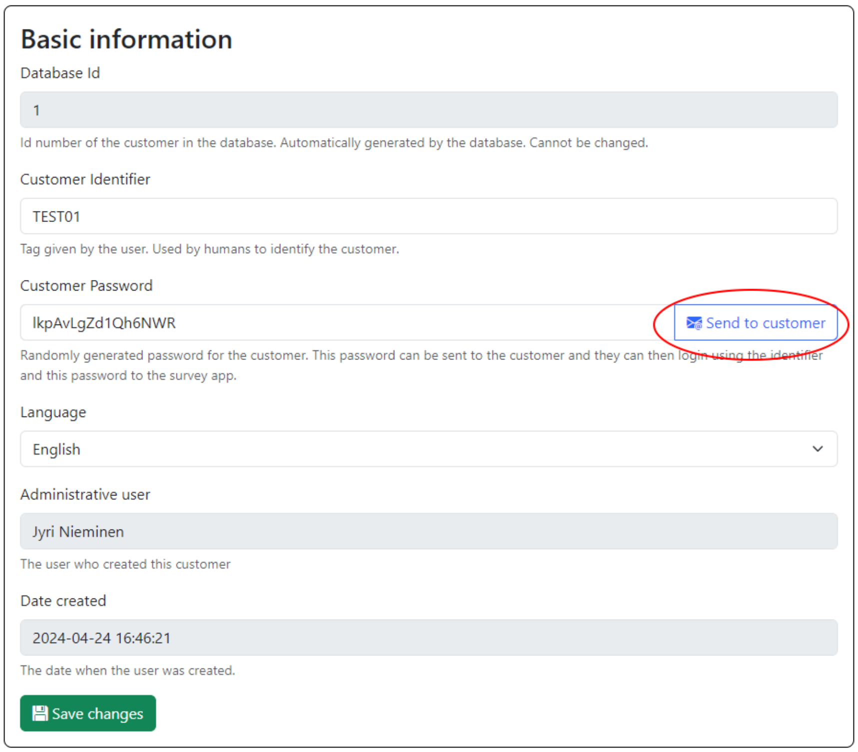
3.1 Sending out the login information for the NatuReach Survey App

You can send out the login information the customer needs to able to log in to the NatuReach Survey App. When you send the login information it will contain the link to the app, a username, and a password.

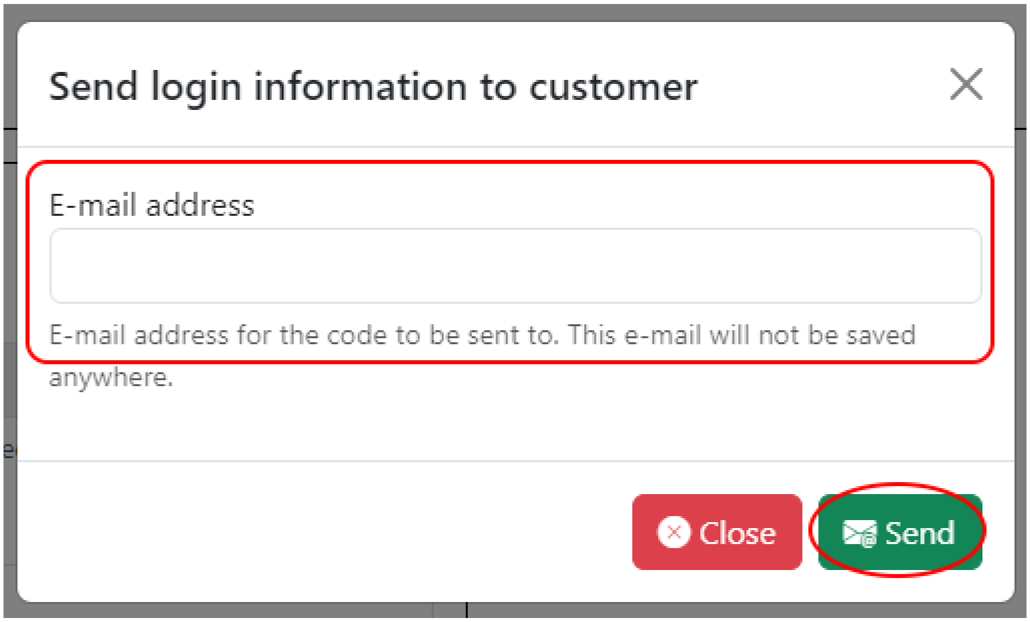
The customer can change the password when they log in.

The sent message will be in English, Swedish, and Finnish.

1. Log in to the Administration app
2. Select the customer
3. Scroll to “Basic information”
4. Next to the “Customer Password” field is a button “Send to customer”



5. Enter the customer’s e-mail address and click Send.



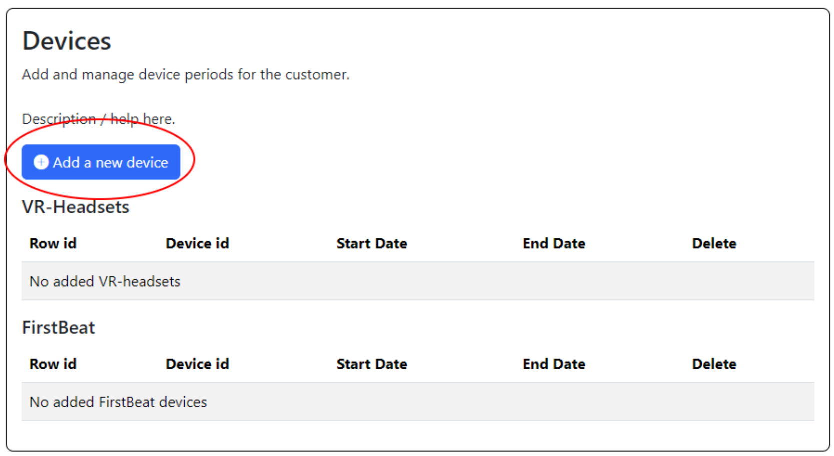
3.2 Adding a device to a customer

The added devices list is there to keep track of which device has been with which customer. This helps us keep track of what data should be uploaded to which customer. If you wish to keep track of the devices your unit has manually, that is also fine. As long as we have a record of what devices different users have been using.

NOTE: This is meant for customers who take the devices home. Customers who take the VR-headsets home or people using FirstBeat devices. For single-use cases use “Interventions.”

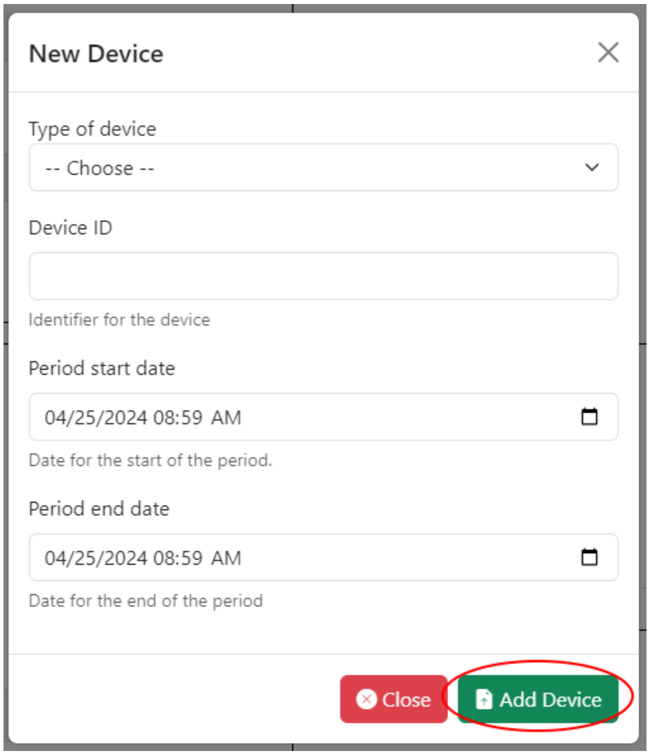
NOTE2: You can also keep track of the devices manually, for example a logbook or an excel sheet, as long as there exists documentation on who took which device home.

1. Log in to the app
2. Go to “View & Update Customer data” and select the customer
3. Scroll down to “Devices” and click on “Add a new device”



4. Fill in the necessary information

5. Click on “Add device”



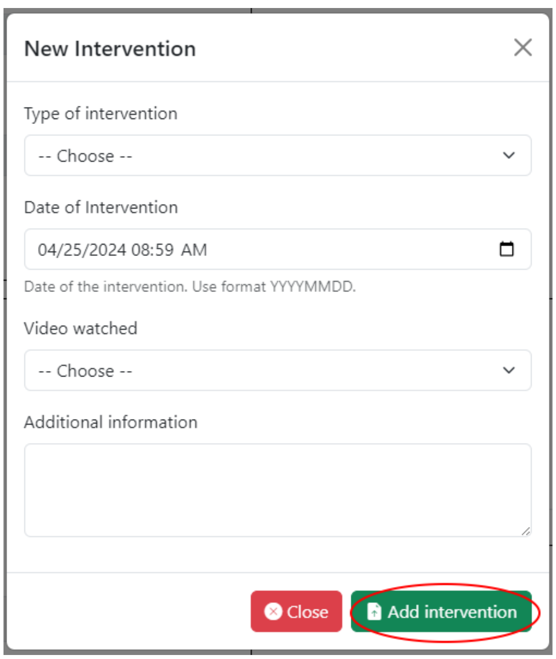
3.3 Adding an intervention to a customer

The “Interventions” is there to track what interventions the customer has taken part in. You can also track this manually, as long as there exists a record of when the customer had an intervention and what it was.

NOTE: This feature is more for the Dome & Screen interventions as they do not track user data automatically. The VR-headset collects this information automatically in its log file, so it’s not necessary to add VR-experiences separately. However, you can if you wish.

1. Log in to the app
2. Select the customer from the “View & update Customer data”
3. Scroll down to “Interventions” and click “Add a new intervention”

4. Fill out the information and click “Add intervention”

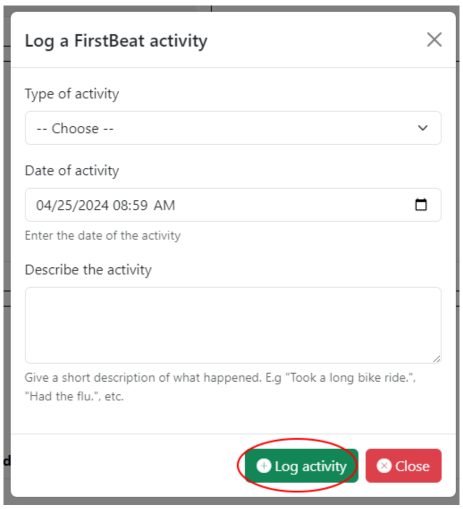


3.4 Logging FirstBeat activity to a customer

Ideally this should be done by the customer with the FirstBeat device, using the NatuReach Survey App (found at https://natureach.jansoftworks.fi)

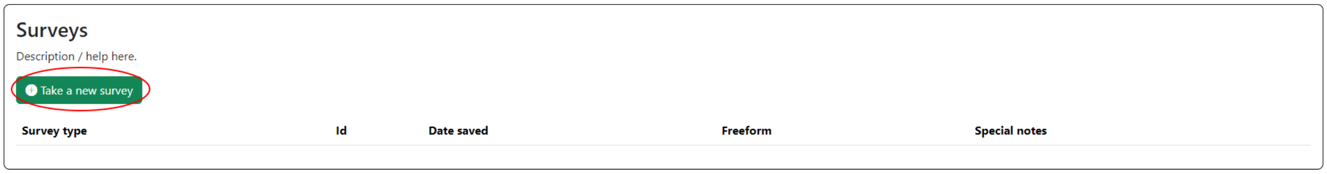
1. Log in
2. Select customer
3. Scroll to FirstBeat Activities
4. Click "Log a FirstBeat activity"

5. Fill out the information and click "Log activity"

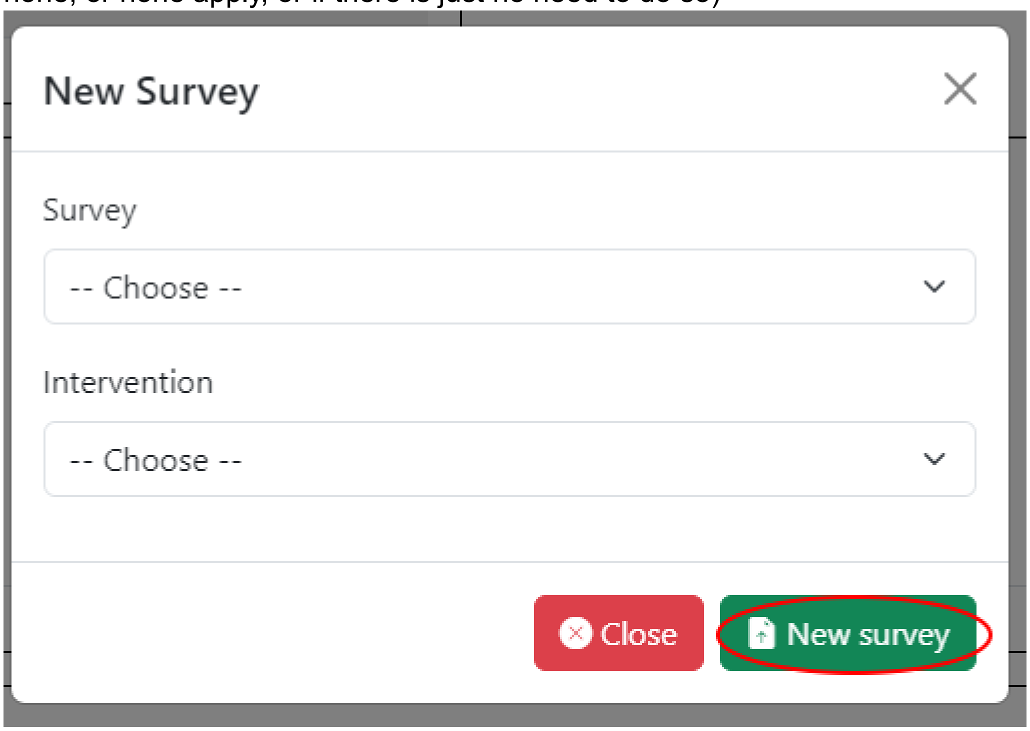


3.5 Filling out a survey for a customer

1. Log in
2. Select customer
3. Scroll down to “Surveys”
4. Click on “Add a new survey”



5. Select a survey
6. Select an intervention the survey is related to (or choose “No related intervention” if there are none, or none apply, or if there is just no need to do so)

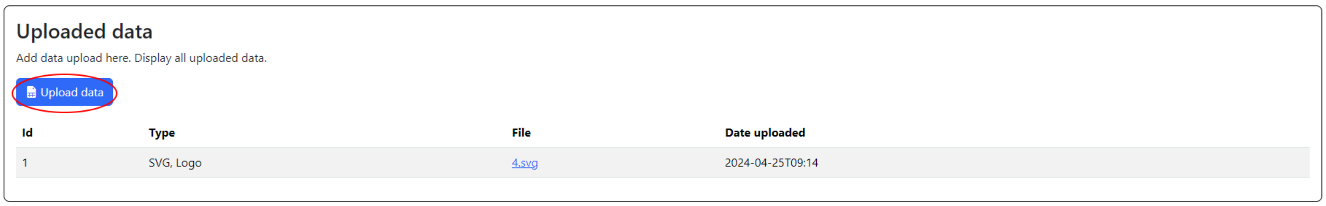


7. Fill out the survey
8. Click “Submit answers”

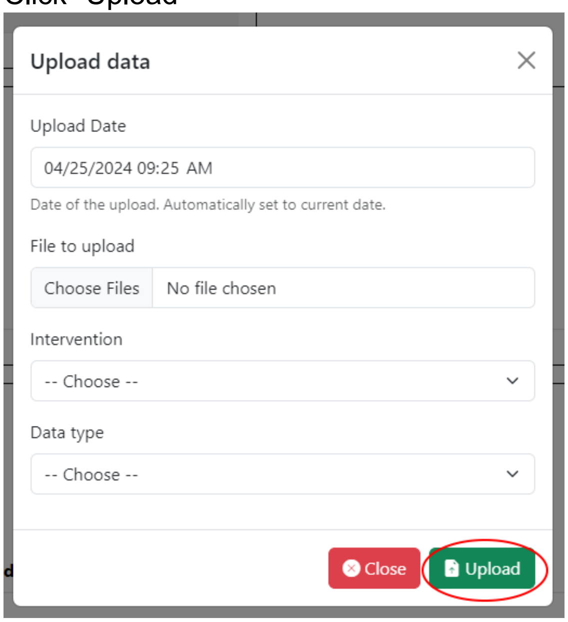
3.6 Uploading data

Use this to upload any files related to the customer. There are no restrictions on file types (and if there are issues with file sizes, contact me [jyri.nieminen@uwasa.fi] and I will get that sorted out), so you can upload any data that you deem necessary.

1. Log in
2. Select customer
3. Scroll down to “Uploaded data”
4. Click on “Upload data”

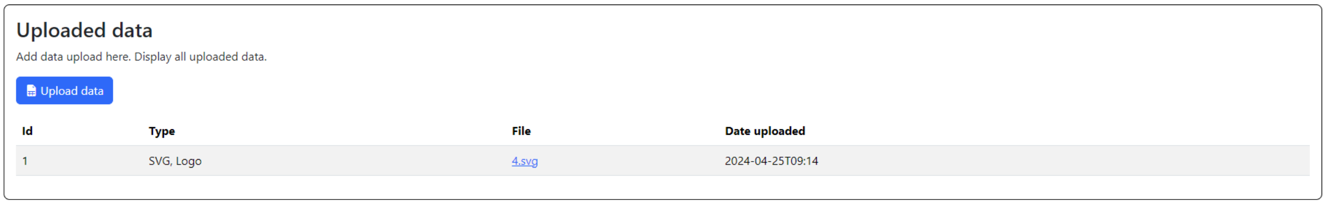


5. Choose the files you wish to upload and fill out rest of the fields
    a. Note that the date is automatically set for the current date
    b. If the data has no related intervention, select “Unsorted”
    c. If the data does not fit any of the Data types select “Other” and write out the type in 2 or 3 words (e.g., “Scanned survey” or “PDF, Intervention list”)
6. Click “Upload”

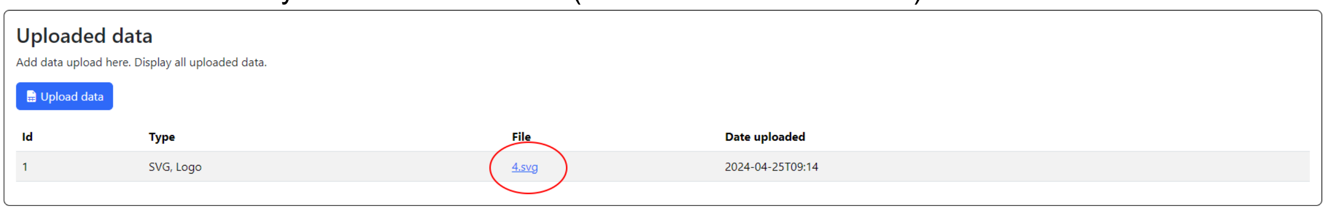


3.7 Downloading uploaded data

1. Log in
2. Select the customer
3. Scroll down to “Uploaded data”



4. Click on the filename you want to download (found in the “File” column)



5. Choose a location where to save the file
6. Click “Save”