



NATU REACH

**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.

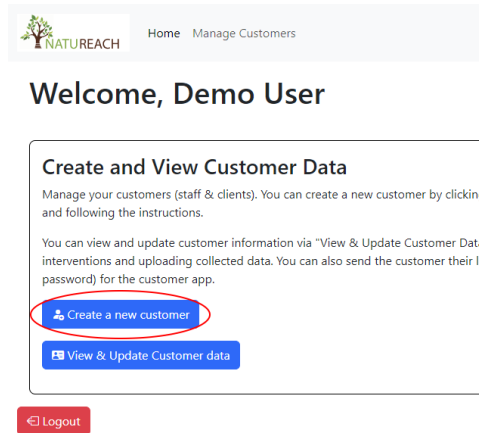
1. Navigate to <https://natureach.jansoftworks.fi>
2. Click on the “Admin login [click here](#)”



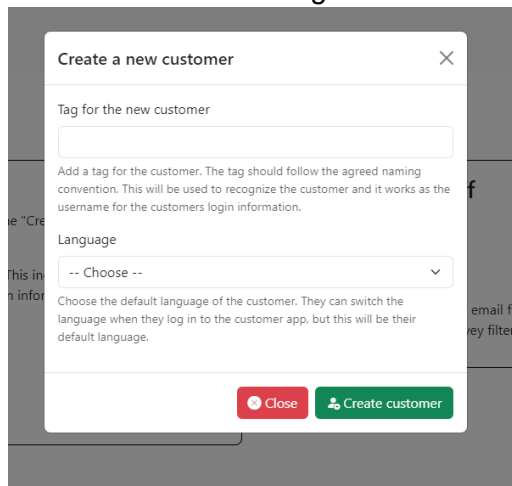
3. Enter your username and password.
4. Click “Login”

2. Creating customers

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



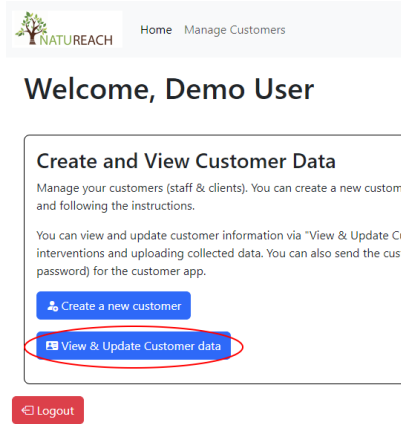
3. Fill out the information
 - a. Note that the Tag should follow the naming conventions we agreed upon.



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

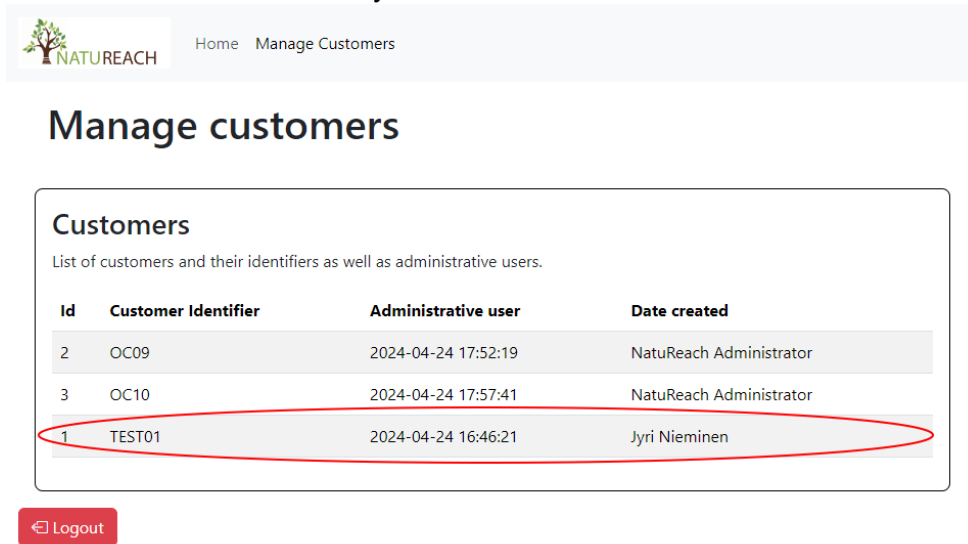


Figure 1: Click on anywhere on the row you wish to select. When you are hovering over the row it will be highlighted.

3.1 Sending out the login information for the NatuReach Survey App

You can send out the login information the customer needs to be 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”

Basic information

Database Id

1

Id number of the customer in the database. Automatically generated by the database. Cannot be changed.

Customer Identifier

TEST01

Tag given by the user. Used by humans to identify the customer.

Customer Password

lkpAvLgZd1Qh6NWR

[Send to customer](#)

Randomly generated password for the customer. This password can be sent to the customer and they can then login using the identifier and this password to the survey app.

Language

English

Administrative user

Jyri Nieminen

The user who created this customer

Date created

2024-04-24 16:46:21

The date when the user was created.

[Save changes](#)

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

Send login information to customer ×

E-mail address

E-mail address for the code to be sent to. This e-mail will not be saved anywhere.

× Close ✉ Send

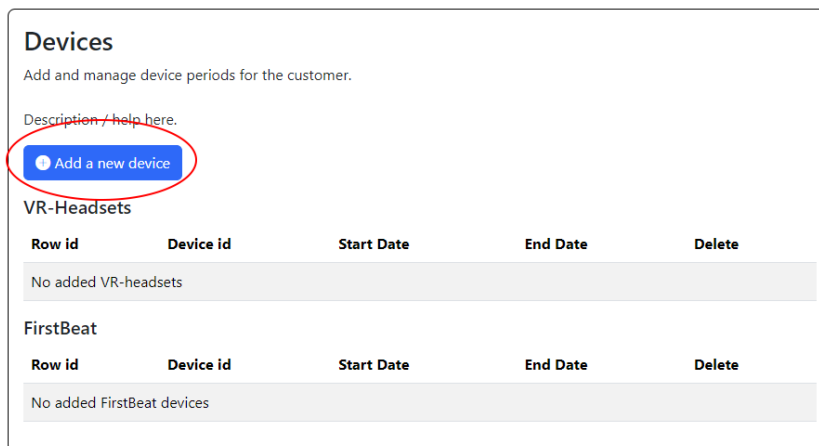
3.2 Adding a device to a customer

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”

New Device ✕

Type of device
-- Choose -- ▾

Device ID

Identifier for the device

Period start date
04/25/2024 08:59 AM 📅
Date for the start of the period.

Period end date
04/25/2024 08:59 AM 📅
Date for the end of the period

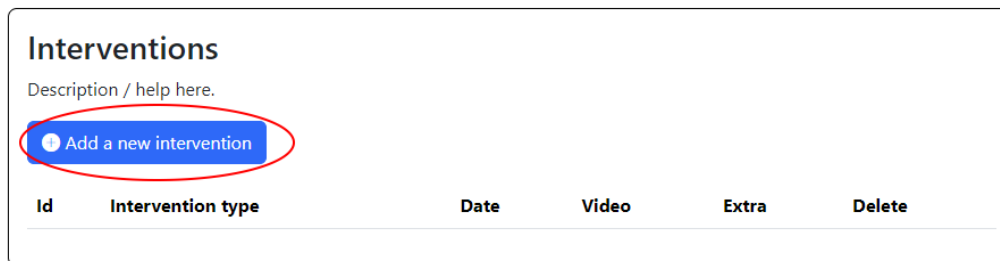
✕ Close 📄 Add Device

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”

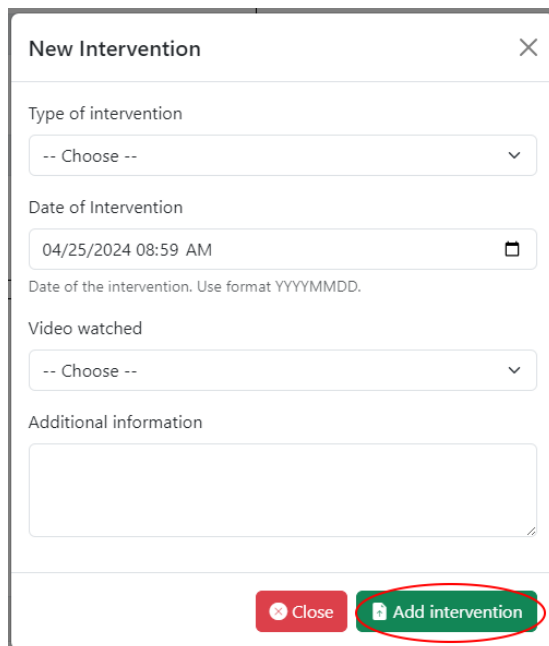


Interventions
Description / help here.

[+ Add a new intervention](#)

Id	Intervention type	Date	Video	Extra	Delete
----	-------------------	------	-------	-------	--------

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



New Intervention [X]

Type of intervention
-- Choose --

Date of Intervention
04/25/2024 08:59 AM

Date of the intervention. Use format YYYYMMDD.

Video watched
-- Choose --

Additional information

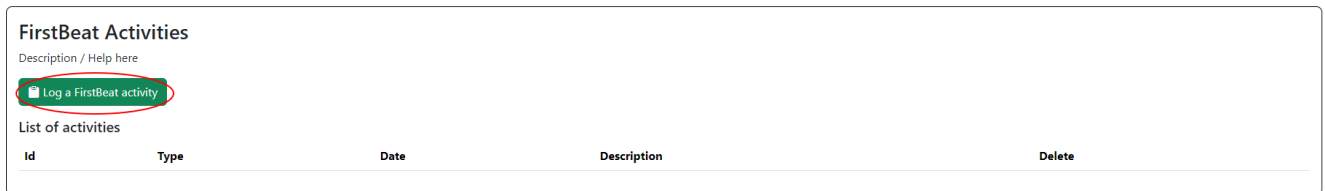
[Text Area]

[Close](#) [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.jansoftwareworks.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”

The screenshot shows a modal form titled "Log a FirstBeat activity" with a close button (X) in the top right corner. The form contains the following fields:

- "Type of activity": A dropdown menu with "-- Choose --" selected.
- "Date of activity": A date and time picker showing "04/25/2024 08:59 AM" with a calendar icon.
- "Describe the activity": A text area with a placeholder: "Give a short description of what happened. E.g 'Took a long bike ride.', 'Had the flu.', etc."

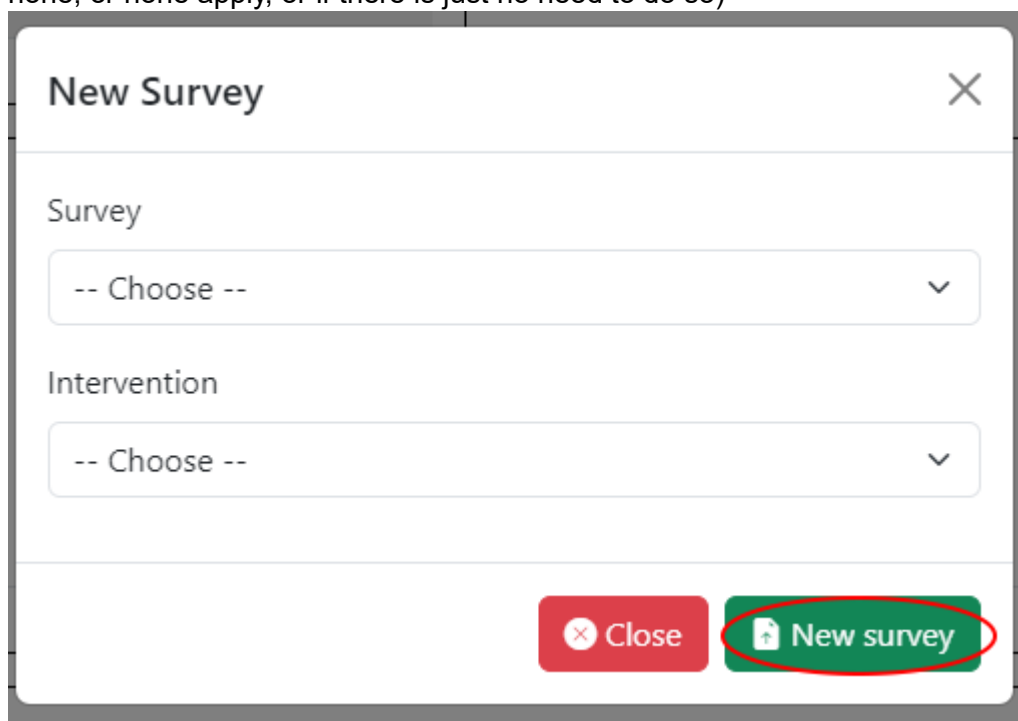
At the bottom of the form, there are two buttons: a green "Log activity" button with a plus icon, which is circled in red, and a red "Close" button with an X icon.

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”

Uploaded data
Add data upload here. Display all uploaded data.

[Upload data](#)

Id	Type	File	Date uploaded
1	SVG, Logo	4.svg	2024-04-25T09:14

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”

Upload data ×

Upload Date
04/25/2024 09:25 AM
Date of the upload. Automatically set to current date.

File to upload
 No file chosen

Intervention
-- Choose --

Data type
-- Choose --

3.7 Downloading uploaded data

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

Uploaded data
Add data upload here. Display all uploaded data.

[Upload data](#)

Id	Type	File	Date uploaded
1	SVG, Logo	4.svg	2024-04-25T09:14

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

Uploaded data
Add data upload here. Display all uploaded data.

[Upload data](#)

Id	Type	File	Date uploaded
1	SVG, Logo	4.svg	2024-04-25T09:14

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