

Epicollect 5

We will be using a free cloud-based surveying app called Epicollect 5 to take ecological and archaeological records in the field.

Modifying the Forms/Managing the Data

The project data is hosted on <https://five.epicollect.net/>

To log in, click on Google Login, and use the following credentials:

Email: sertfieldteam@gmail.com

Password: ecoarch123

The name of our project is SERTBU 2017.

From this website, we can:

- Modify the forms: My Projects→ Details
- View/Download the Data: My Projects→ View→ View Data (Downloadable as a CSV file, ie. Excel)

BE SURE TO SAVE ANY CHANGES TO THE FORM FREQUENTLY. A backup copy is being maintained.

Workflow Diagram

The following steps should be taken by the person in charge of handling the data

1. At the start of the day, ensure all tablets have the latest version of the Heathland Survey form. While connected by wifi to the internet, start up the program and load up the project (SERTBU 2017), the device should automatically download the form.
2. We can now carry out the survey. **No internet connection is required to make entries.**
3. At the end of the day, connect each tablet to the internet via wifi, and press the **upload data** button, and then the **upload pictures** button. All records from the device should now be on the cloud.
4. Download the data and process it to make a backup copy.
5. Place the tablets on charge in preparation for the next day.

It is imperative that a backup copy of the data be made EVERY DAY, in case of a fault with the Epicollect servers.

Please contact Jonathan Lim for any queries.

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