



# GeoJot+ Set-up Instructions



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This handbook is designed to an overview of GeoJot+. Content specific help is available in both the GeoJot+ App™ and GeoJot+ Core™.

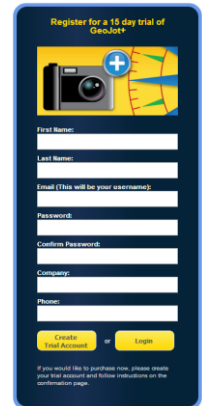
Sign up for a free trial at

[www.GeoSpatialExperts.com/GeoJot](http://www.GeoSpatialExperts.com/GeoJot)

## Follow these instructions to start using GeoJot+™

### 1. Step One: Get the serial number to activate your trial.

- When you click "Try GeoJot+" and complete the form, you will receive a confirmation page and an email with an 8 digit serial number. The serial number will be used to activate the computer and mobile devices. The email and password you put in the form will now be your user name and log in on the Administrative Dashboard.
- Send the download links with the serial number to the mobile devices and computers where you want to use GeoJot+.



### 2. Step Two: Set up GeoJot+ on your computer.


#### Download GeoJot Core on your computer:

- [Click here to download](#) GeoJot+ Core to your computer.

#### Activate Core:

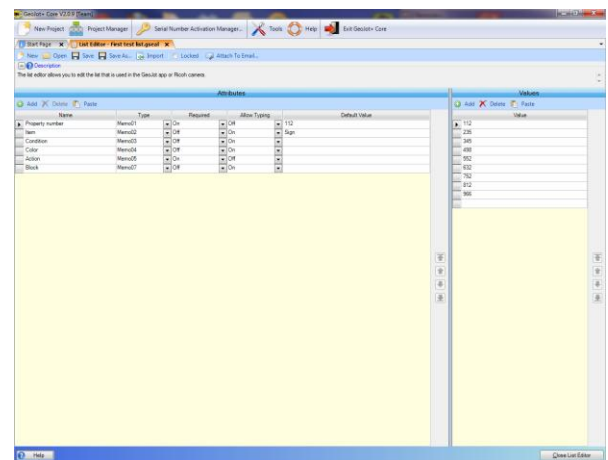
- Click on the new GeoJot+ Core™ icon on your computer. Type in your name, email, and the serial number (at the top of this email message) and press *Activate*. Select *Done* when activation is complete. GeoJot+ Core will open. You are now ready to start processing data, creating reports & maps! A trial allows for up to 5 instances of Core to be activated at once. Check out the quick start guide on the Start Page and watch for updates and tips.

#### Set up Dropbox:

- If you are using Dropbox to transfer your photos from the mobile devices to your computer you will need to make sure both the mobile devices and the computer are  **Dropbox** linked to the same Dropbox account. If you don't have one already, create an account at [www.Dropbox.com](http://www.Dropbox.com). An icon will appear on your desktop. This is where you will find the photos from the app. The default folder for GeoJot+ photos is called GeoJot+. This folder will be created the first time a photo is sent from a mobile device.

#### Create a Form (optional):

- An attribute form is a list of fields that you wish to enter each time you take a photo. Setting this up in advance creates the simple drop-down lists your field teams will be prompted to enter each time they take a photo. Doing this in advance is optional, however, it will save you a great deal of time and ensure consistent data collection.
- To begin, click **Tools>Form Editor**. Select **ADD** and set your desired fields on the left with each field's values on the right. You may copy from Excel or another list you already have. Save when completed.
- Next email your new attribute form to your mobile device. Click **Attach to Email** on the toolbar and enter an email address that can be opened on the mobile device.



### 3. Step Three: Set up mobile devices.

#### *Download the app on your mobile device:*

- If you are reading this message on your mobile device, click on this link for [Apple](#) or [Android](#) - OR- If you are on your computer, click on this link for [Apple](#) or [Android](#) then sync your mobile device with your computer to get the app on your mobile device. You can use the trial version on 5 mobile devices at once.

#### *Activate app:*

- From the mobile device: type in your name and email for that device. (This information will be used by your account administrator to manage your licenses in the Administrative Dashboard.)
- Type or paste in the serial number provided in the registration and press "Activate".

#### *Set up Dropbox:*



- From the GeoJot+ App home screen, select *Settings-Cloud-Provider-Dropbox*. Then select the green arrow next to the word Dropbox. *Link GeoJot to Dropbox* (tap the green bar and complete the Dropbox instructions. Make sure you link to the same dropbox account that you used in GeoJot+ Core.)
- Other setting options on your mobile device offer file path, folder destination and photo size options. Adjust as desired.



#### *Open Form:*

- Open the email sent from the PC. The form you created will be attached. Open the form and allow GeoJot+ to use it. (If you skip this step you can use the default form.)

### *Now you are ready to use GeoJot+™*

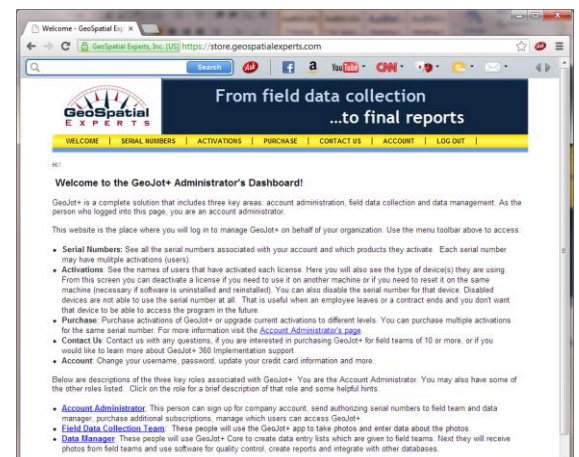
Begin taking photos and entering field data on your mobile devices. The photos will automatically upload into Dropbox. Use GeoJot+ Core on the computer to import the photos from Dropbox, edit them and create reports. *Use the context specific help on each page of the App and Core to see all the available features.*



### 4. Step Four: Use the Administrative Dashboard to manage your users.

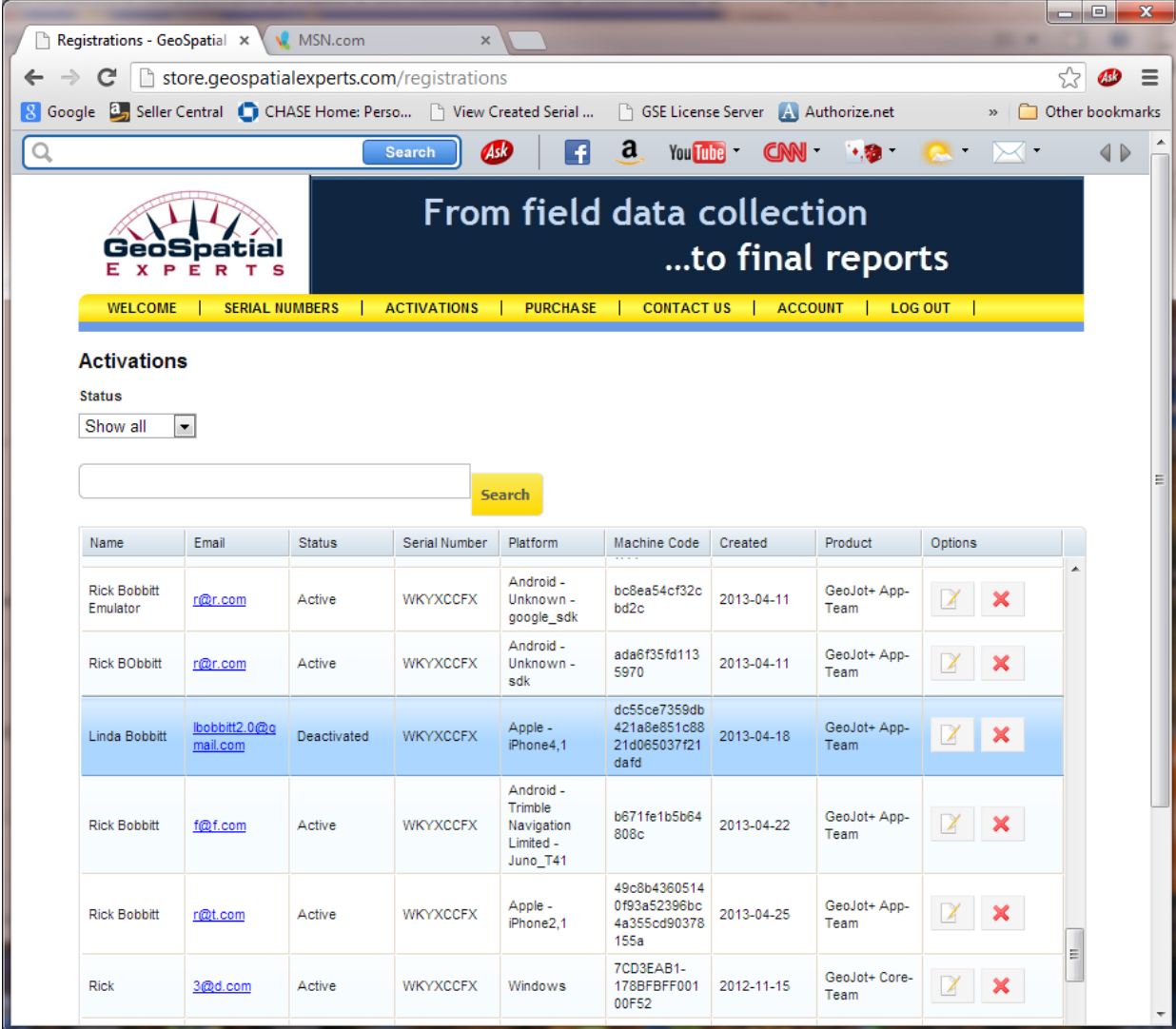
GeoJot+ revolutionizes apps by providing an Administrative Dashboard. This allows you to centralize all your licenses and move them among your employees across devices and platforms anytime, anywhere.

To access the Administrative Dashboard click on the link: <https://store.geospatialexperts.com/> You can also access it from the GeoSpatial Experts webpage on the "GeoJot+ Login" menu item. To log in, use the email and password you used when you initially signed up for the trial. (Your email address is listed on the confirmation email you received.)



Once the users have downloaded and activated the software (*see steps 2-3 of this guide*) you will be able to view them in the Administrator's Dashboard by clicking the Activations tab. *Users do not appear until they have activated the app or Core on their device/computer.*













The following screen shot shows an example of the Activations screen in the Admin Dashboard.




**Activations**

Status  
Show all

Search

Name	Email	Status	Serial Number	Platform	Machine Code	Created	Product	Options
Rick Bobbitt Emulator	<a href="#">r@r.com</a>	Active	WKYXCCFX	Android - Unknown - google_sdk	bc8ea54cf32c bd2c	2013-04-11	GeoJot+ App-Team	 
Rick BObbitt	<a href="#">r@r.com</a>	Active	WKYXCCFX	Android - Unknown - sdk	ada6f35fd113 5970	2013-04-11	GeoJot+ App-Team	 
Linda Bobbitt	<a href="#">lbobbitt2.0@gmail.com</a>	Deactivated	WKYXCCFX	Apple - iPhone4,1	dc55ce7359db 421a8e851c88 21d065037f21 dafd	2013-04-18	GeoJot+ App-Team	 
Rick Bobbitt	<a href="#">f@f.com</a>	Active	WKYXCCFX	Android - Trimble Navigation Limited - Juno_T41	b671fe1b5b64 808c	2013-04-22	GeoJot+ App-Team	 
Rick Bobbitt	<a href="#">r@t.com</a>	Active	WKYXCCFX	Apple - iPhone2,1	49c8b4360514 0f93a52396bc 4a355cd90378 155a	2013-04-25	GeoJot+ App-Team	 
Rick	<a href="#">3@d.com</a>	Active	WKYXCCFX	Windows	7CD3EAB1-178BFBFF001 00F52	2012-11-15	GeoJot+ Core-Team	 

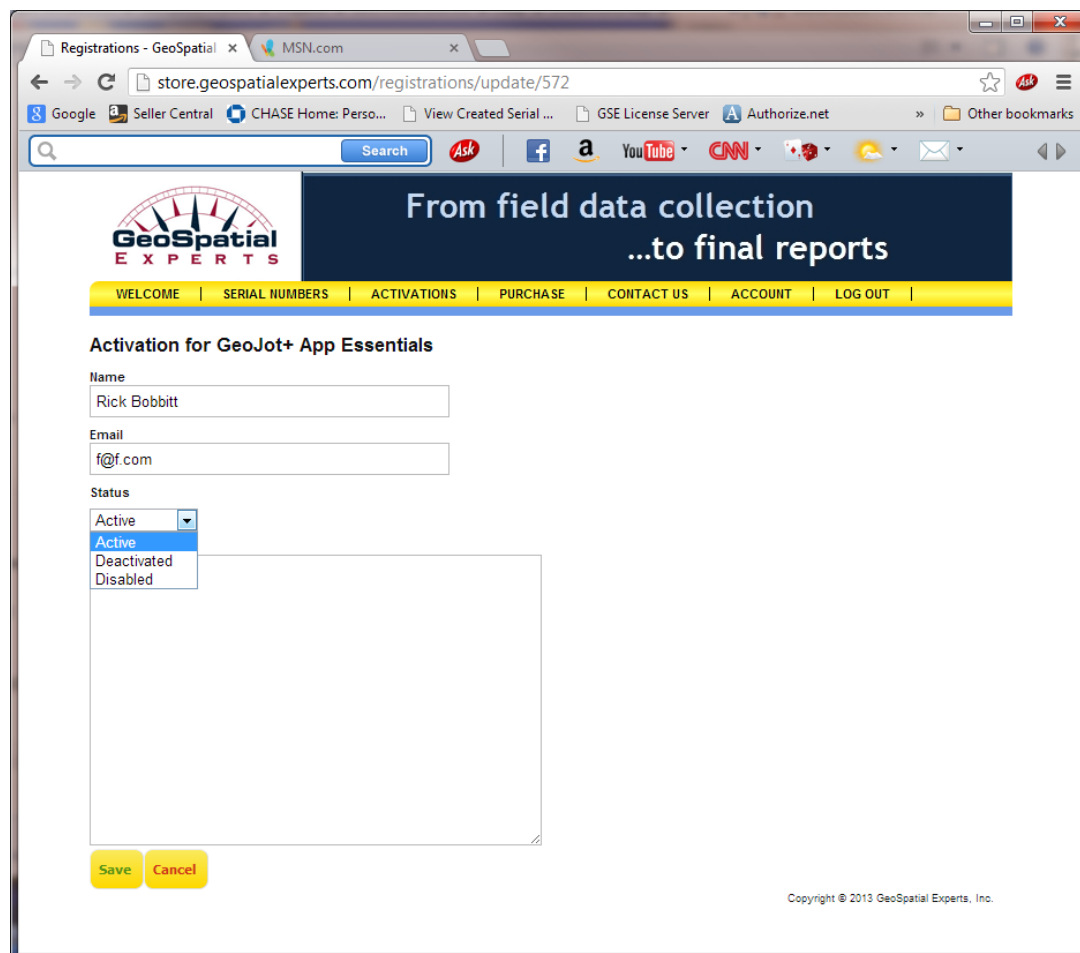
To change the status of any user, click the  edit symbol.

The edit icon brings you to this page. Here you can change the status from active to deactivated or disabled. Deactivated means that the license is available to be used on another device or this device by simply clicking "Activate". Disabled means that it can no longer be used on this device until you change the status.

*To summarize:*

Deactivate = temporarily turned off and available for use. May be reactivated by user.

Disabled = cannot be used on this device again until you give permission.



The screenshot shows a web browser window with the URL [store.geospatialexperts.com/registrations/update/572](http://store.geospatialexperts.com/registrations/update/572). The page features the GeoSpatial Experts logo and a navigation bar with links: WELCOME, SERIAL NUMBERS, ACTIVATIONS, PURCHASE, CONTACT US, ACCOUNT, and LOG OUT. The main heading is "Activation for GeoJot+ App Essentials". Below this, there are input fields for "Name" (Rick Bobbitt) and "Email" (f@f.com). A "Status" dropdown menu is open, showing options: Active (selected), Deactivated, and Disabled. At the bottom of the form are "Save" and "Cancel" buttons. The footer contains the text "Copyright © 2013 GeoSpatial Experts, Inc."

With the Administrative Dashboard you never have to worry about losing your software when you lose or break a device. Now your administrator can allow different users access to this powerful tool on demand making the most out of your licenses and your teams.