

User manual for TTC assistants. Step wise instruction for how to score TTC students in offline mode.

# Offline Mode Manual

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## CONTENTS

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Offline Mode .....	2
How To Use Offline Mode .....	2
Synchronize Data <b>From</b> Server .....	3
Enabling Offline Mode.....	4
Scoring Application In Offline Mode.....	5
Synchronize Data <b>To</b> Server.....	5

## OFFLINE MODE

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Application can also be used in offline mode, when internet is not available. Working on offline mode enables the application to record data in mobile temporarily and then when ever internet is available all data stored in mobile device can be uploaded on server. When data is saved in offline mode they are not available for anyone else. They are only visible on the device used to score in offline mode. After scoring in offline mode it is required to upload scores so that they can be saved permanently and available for everyone else.

**Offline Mode** - Scores are saved on the device used to score in offline mode. Later they must be uploaded to save them permanently on server.

**Online Mode** – Scores are directly uploaded to server on saving.

### Users who can use offline mode

Offline mode can only be used for assistant's accounts only for scoring.

## HOW TO USE OFFLINE MODE

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In order to use application in offline mode, it should be synchronized first. Synchronizing data means that you are downloading all the server data to your device so that application can access it from your device and it does not need to call server for data, which is not possible when you do not have internet (device is offline).

So in order to copy data, for the course you are assigned, to your server, device must have internet. This is one time process and may take few minutes depending on speed of connection and server load at that time.

## SYNCHRONIZE DATA FROM SERVER

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Steps to synchronize data from server to the mobile device.

1. Make sure device is connected to internet.
2. Make sure that there is no offline records in the device, check the section below the “Sync From Server” button and click on each Tab (KY,HW,ATT,TG and EXAM). If you have already used app in offline mode then you need to use “Sync Data To Server” as mention in next section of this document to save those record to server, otherwise this process will delete all the records from device.

**Note:** App will show alert if you click on “Sync From Server” if it has offline data on device.

3. Open the application, select location and login with your credentials.
4. Open left navigation and click “Sync Data” tab as shown in figure “Fig 1” below. Once

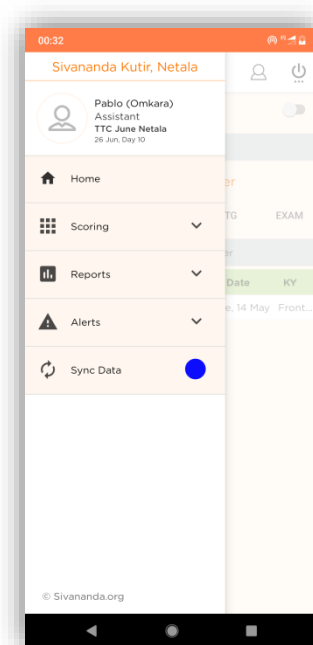


Fig. 1

5. Click on “Sync From Server” button to start synchronizing data from the server. This process will take some time. Wait for the process to finish. Once it is finished you will see message on the top “Sync Process Completed” as shown in Fig 2.

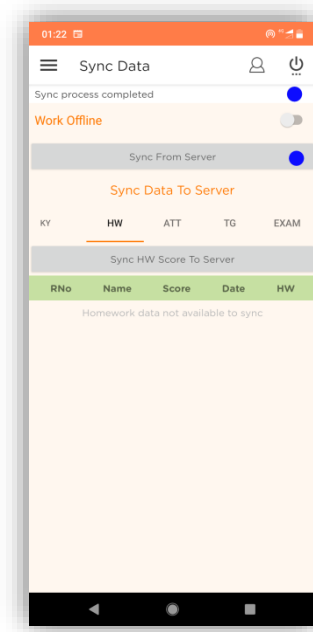


Fig. 2

- Now data for the current course is copied to your device. In offline mode application will use data from the device instead of calling server.

**NOTE:** This is a onetime process and does not need to be repeated. If you try to synch data again with server, it will delete all the offline data that you saved on your device while working in offline mode. So make sure that you have uploaded the data before synching again.

## ENABLING OFFLINE MODE

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After you have synchronized your device using “Sync From Server” button, application is ready to be used in offline mode. To enable offline mode click on the switch button on top right corner (Work Offline), it will turn from grey to orange. You can also see message in red background at the bottom on the screen “Working Offline” that indicates the application is working in offline mode.

To disable offline mode either tab the “Work Offline” switch again or click on the message on bottom of the screen “Working Offline”.

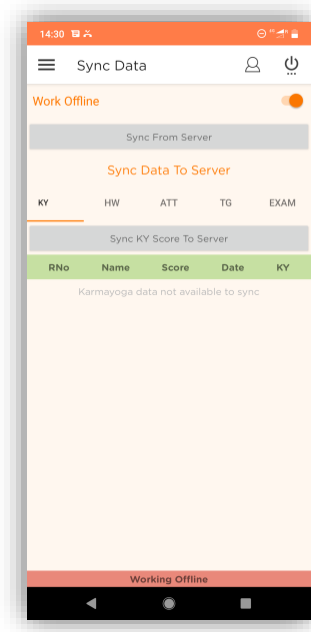


Fig. 3

## SCORING APPLICATION IN OFFLINE MODE

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In offline mode application can only be use for scoring and not for any other purpose like Reports sections.

User can start scoring, application systems and behaviour should be same for user. Only difference is that in offline mode data is not sent to the server after save, it is saved in mobile.

Once you are done with scoring, all data stored in your device has to be transferred to the server when device is online.

## SYNCHRONIZE DATA TO SERVER

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In offline mode all the data is stored in device. To view all data (scores) stored in device go to left navigation and open “Sync Data” tab. Section shown in Fig 4, “Sync Data To Server” will show all the records that were saved while application was used in offline mode.

There are five different tabs for each category of data, i.e KY, HW, ATT, TG, EXAM. These tabs will show list of records saved in offline mode. In order to transfer data to the server follow the steps blow.

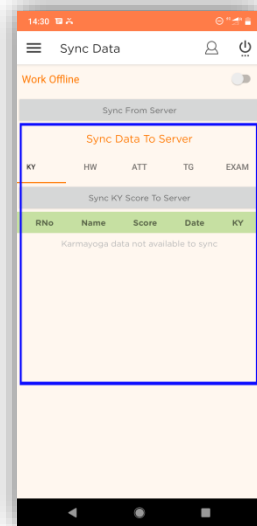


Fig. 4

1. First make sure “Work Offline” tab is switched off and device is online and connected to internet.
2. Click on the Tab for example “ATT”. It will show all offline scores in your device for Attendance category. (Attendance scores saved while working offline).
3. Check if it has any record. As shown in Fig 5, one record was saved offline and it can be seen in the list here highlighted with blue colour.

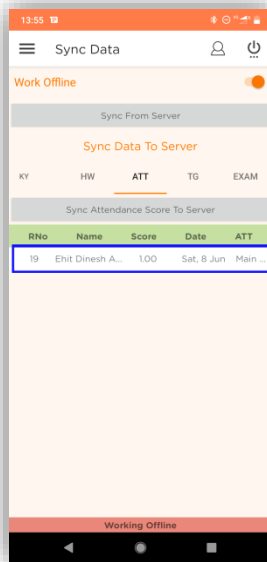
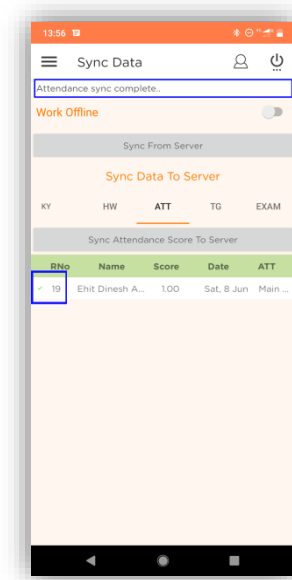


Fig. 5

4. Click on the button above the list “Sync Attendance Score To Server”.
5. This process will start uploading data to server, once it is finished it will show message on top of the screen “Attendance Sync Complete” and update list view with green colour “check” markers for each row if data update is successful otherwise “red cross” markers if there was error in uploading data as shown in figure below.



6. Attendance offline data is updated in server.
7. Repeat this sync process for each tab by clicking each tab (KY, HW, ATT, TG and EXAM) to sync all the data saved on your device while working offline.

Once you have finished uploading data to server, you can check recorded data on server by disabling offline mode with “Reports” section on left navigation.