

Setup and use instructions for plant monitoring using Proofsafe

1. Download the Proofsafe app

2. Use the default User details below

Username:

volunteertsc@gmail.com

Password: tsc123

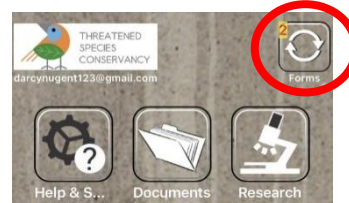


Or to create your own user profile:

- REGISTER
- JOIN EXISTING ORGANISATION
- Enter the Organisation invitation code BE98A49B42614F1A956635A6C86E3F49
- Enter your personal details
- Click Next and Submit

3. If updates have been made to the app there will be a number next to the Forms icon at the top right corner. You will need to will need to download these updates before continuing.

- Click the Forms refresh icon
- Select update

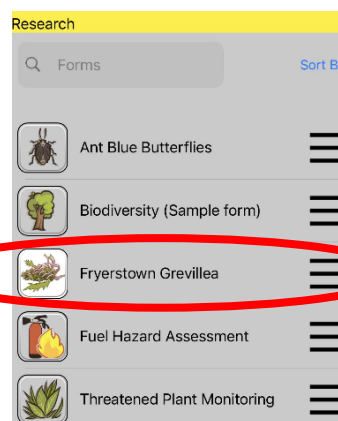


4. To select a project to add data to, click the Research icon

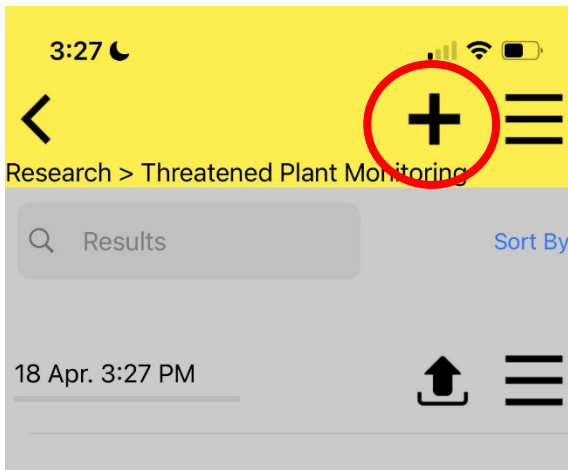


5. Select the appropriate form for your project

E.g. Fryerstown grevillea



6. You are now ready to add data. Click on the + icon at the top right corner



7. Enter your personal details and the general site details.

- Observer name = Your first and last name
- If your location is not listed in the options, select other and enter location name e.g., Halls Gap.

A screenshot of a form titled "Threatened Plant Monitoring". The form has several input fields: "Name of lead monitor", "Phone Number", "Date" (with a dropdown arrow), "Email" (with an information icon), "Location" (with a dropdown menu showing "Other"), "Location" (with a dropdown menu showing "Halls Gap" and an information icon), and "Population Details" (with a plus sign icon).

8. Then click on the + icon to add specific population details.

Note: You can add more than one population for this general location and submit them together once you are done.

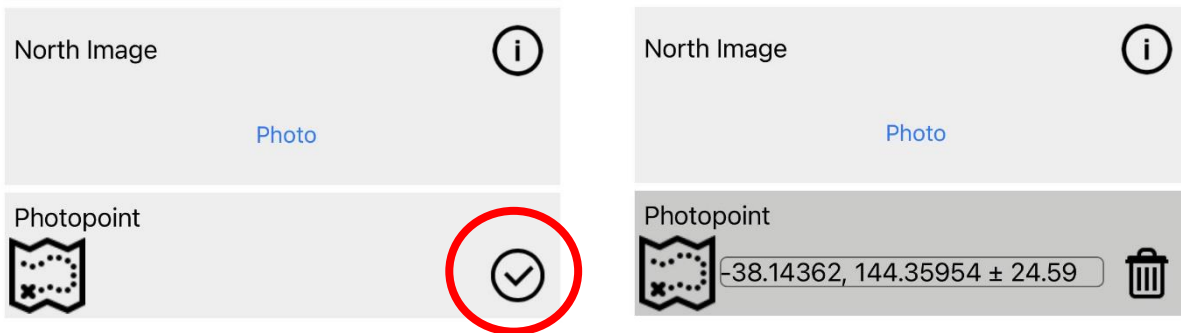
A screenshot of a form for adding specific population details. It has several fields: "Scientific Name" (with "Grevillea obtecta" entered), "Common Name" (with "Fryerstown Grevillea" entered and an information icon), "Location ID#" (with "e.g. BOB1" as a hint and an information icon), a section for recording status with three radio buttons: "New population record", "Previously recorded", and "Unknown", "% flowering" (with an information icon), and "% Seeding" (with an information icon).

9. Population details

- Enter the data relating to the site and the population to the best of your ability. An explanation of each data field can be found by clicking the (i) icons
- Ensure that as a minimum that a photo, photopoint and way point are taken and that your GPS location is updated correctly

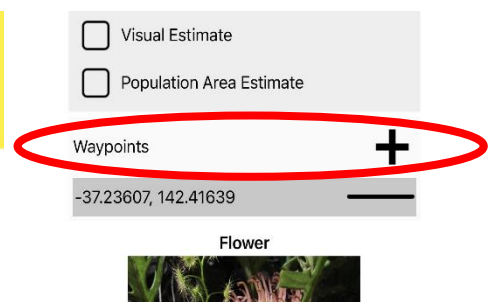
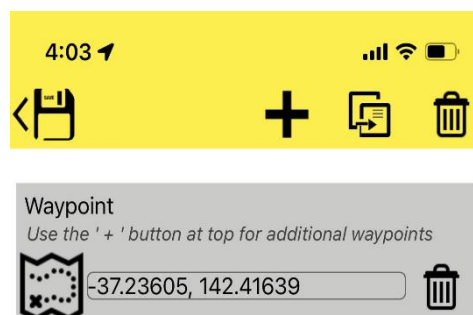
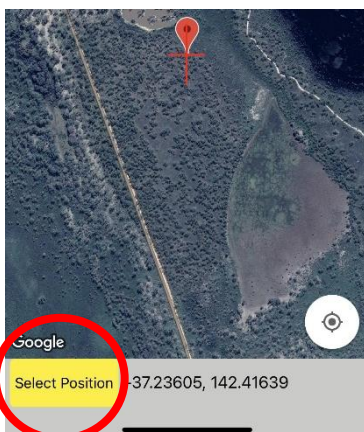
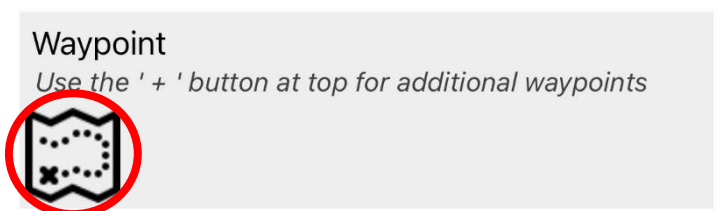
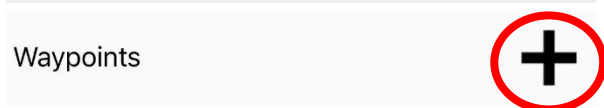
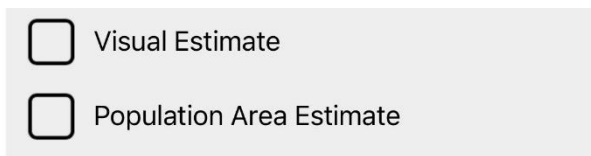
10. Adding photos

- North image= A photo taken of the site/ specimen while facing North
- Photopoint= Coordinates of where the photo was taken (must be standing in the same location as when you took the photo)
- Tap the ✓ icon for photopoint location (the coordinates will be given and entered automatically)









11. Adding a waypoint

- Tap the + icon to add a way point
- Tap the 🗺 icon to open up the map
- Tap **Select position** to add the GPS coordinates of the site
- Tap the 📁 icon to return to the 'Population Details' page, the waypoint will be automatically added



12. Adding multiple waypoints

- By tapping the  icon you can add another waypoint if you want to create a series of coordinates that lead to the site
- Again tap the  icon, you can move around the map to pinpoint the location you wish to add as second waypoint
- Tap **Select position**
- There will now be two waypoints, to add another, repeat the process

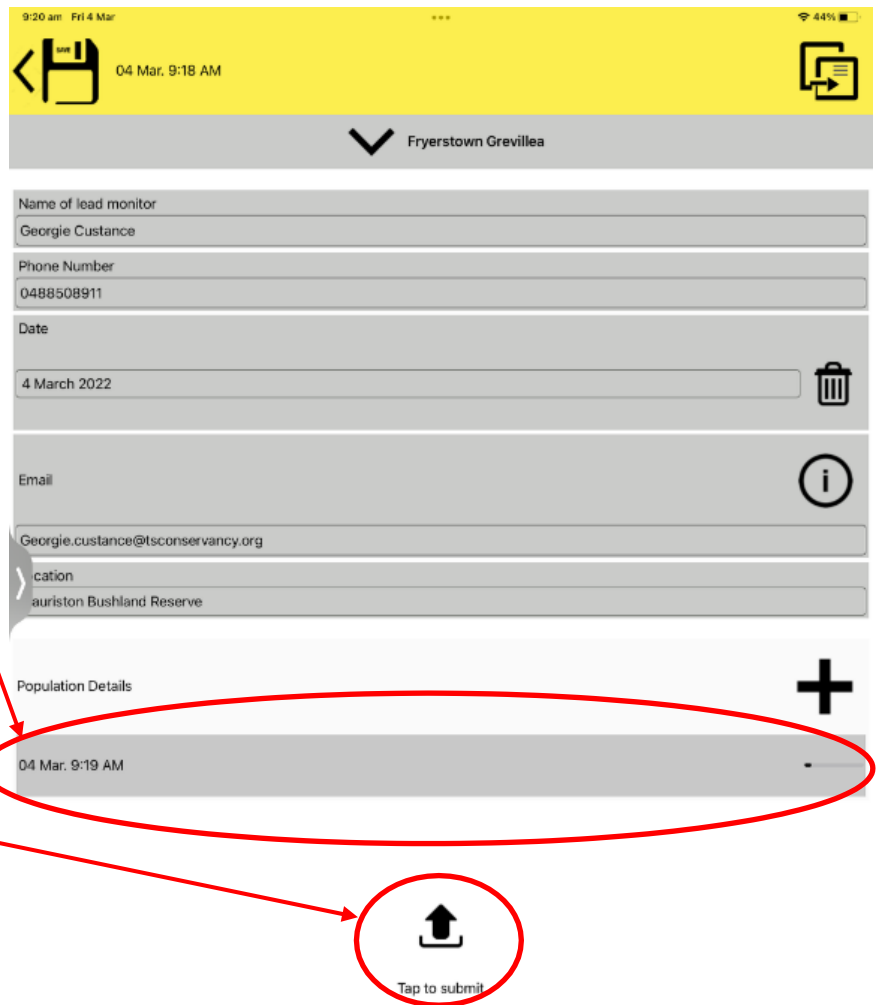
<input type="checkbox"/>	Visual Estimate
<input type="checkbox"/>	Population Area Estimate
Waypoints	
-37.27256, 142.35877	
-37.32056, 142.49041	
-37.23607, 142.41639	

13. When you have completed adding your photo and population data click on the icon at the top of the screen. Your data will be saved



14. Here you can see your population data

- If you want to add another population then hit the + button on the far right or Hit "Tap to submit" if you are finished with this location.



- If you do not want to upload yet and perhaps want to edit the data later, click on the **save** button on the top left and you will be returned to this screen.
- You can see the submitted items with the **Green Tick** and you can also see five items not yet submitted. Click on the **Submit icon** for each when you are ready to submit them.
- You can also completely delete an unsubmitted item hereby clicking on the 3 lines for the item and choosing **Delete** from the menu.

