



# more app

User Guide

Fill in Forms Using the App

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## Secure

All your data is sent  
securely over SSL



## Reliable

Our average monthly  
uptime is 99.99%



## Available

Questions? We'll help via  
phone, email, or live-chat

# What is MoreApp

MoreApp provides a tool to get rid of paperwork, save time and reduce costs, paper usage and waste.

With the MoreApp [Form Builder](#) you can easily build any type of digital form.

After building forms with the Form Builder you can fill in the forms using the app. The app is available for [iOS](#), [Android](#) and [Web](#).

Thanks to the offline function, data can be gathered on location without an internet connection. In the offline mode data will be saved locally and will be automatically sent to the database once the device is connected to the internet again.

## Available on Android, iOS and Web

For Phone, Tablet and Desktop.



Android



Web



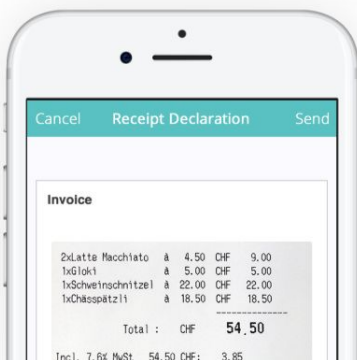
iOS

# App Intro

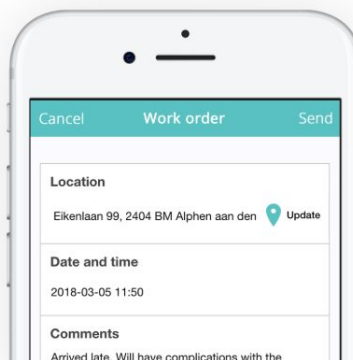
## Use Your Device to the Fullest

Take pictures, track locations, scan barcodes, place signatures and more.

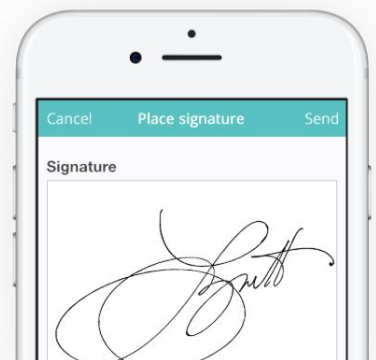
Take Pictures



Track Location



Place Signatures



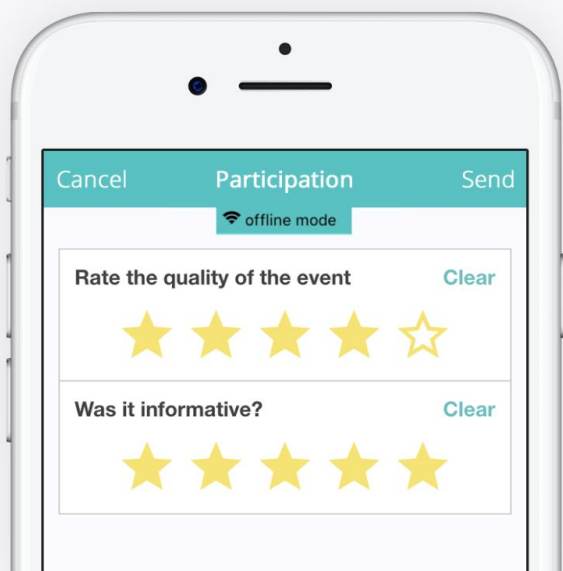
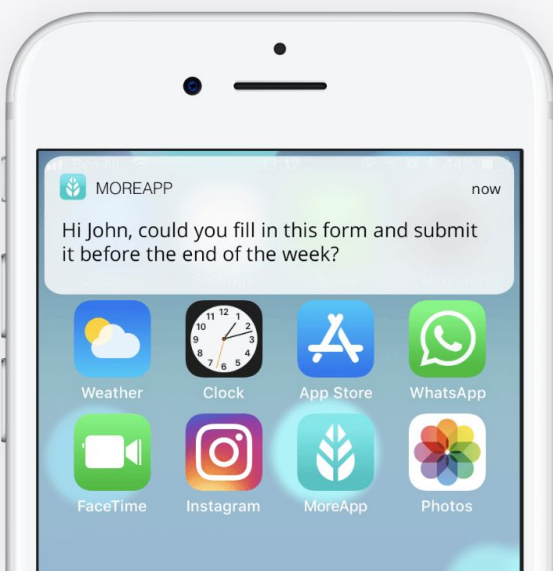
### Receive Notifications

Get notified when you receive an instruction



### Works Offline

Fill in forms without a connection

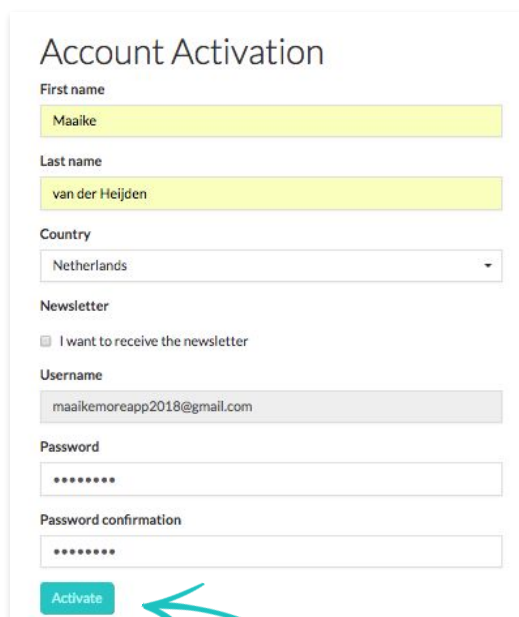
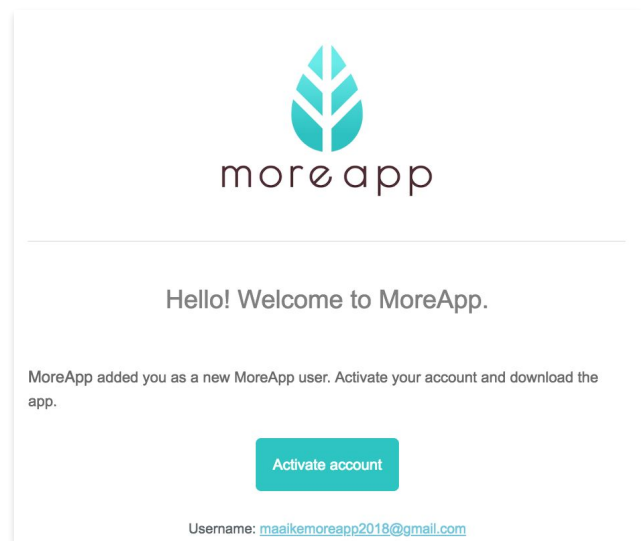


# Activate Your Account

Once the admin has invited you to become an user, you can activate your user account. Follow the steps.

## 1. Invite email

After you are invited as an user, you will receive an email from support@moreapp.com to activate your account. The email you'll receive looks like this:

The image shows a screenshot of the "Account Activation" form. It contains the following fields: "First name" with the value "Maaike", "Last name" with the value "van der Heijden", "Country" with a dropdown menu showing "Netherlands", "Newsletter" with a checkbox labeled "I want to receive the newsletter" which is unchecked, "Username" with the value "maaikemoreapp2018@gmail.com", "Password" with masked characters "\*\*\*\*\*", and "Password confirmation" with masked characters "\*\*\*\*\*". At the bottom left is a teal button labeled "Activate", which is pointed to by a teal arrow.

## 2. Account activation

Click on **Activate account**. You will be redirected to a new page where you can fill in your name and country. Here you can also choose to receive MoreApps monthly newsletter. Choose a password with a minimum of 8 characters and click **Activate**.

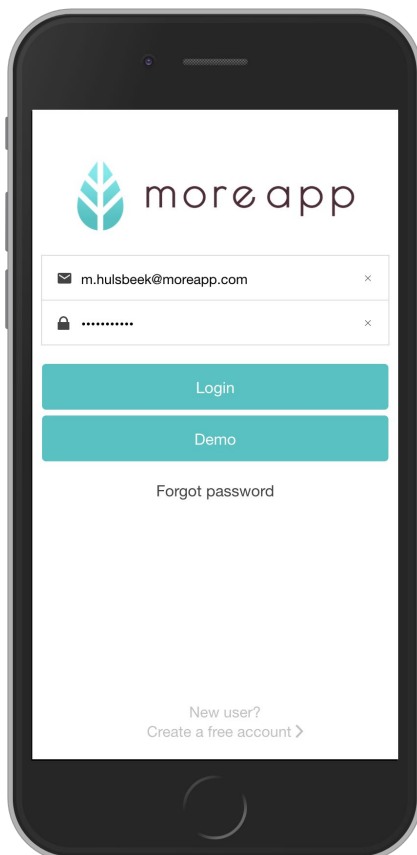
# Activate Your Account

**You now successfully activated your account!**

Make sure you are **connected to the internet** to continue with the next step.

## 3. Download the App

Download the free app on your [Android](#) or [iOS](#) device. Search for 'MoreApp' in the Google Play Store or App Store.  
Do you have a Windows device? Then you can use our [Webclient](#).



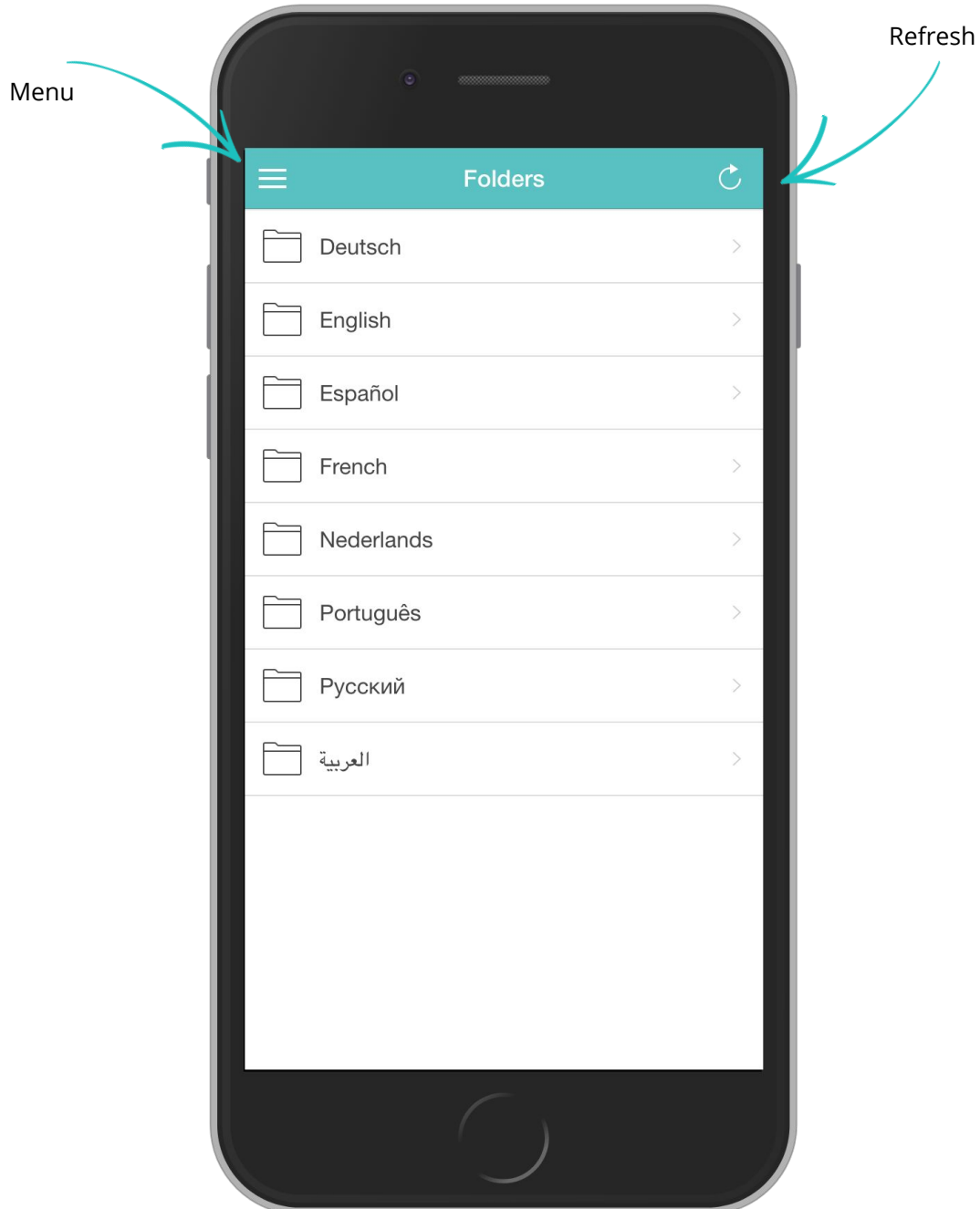
## 4. Log in

Log in with your email address and password. Now you can start filling in your forms!

# The App

**When opening the App, the first thing you see is the Folder overview.  
These folders contain forms that you can fill in.**

Click on a Folder and open a form, to fill it in.

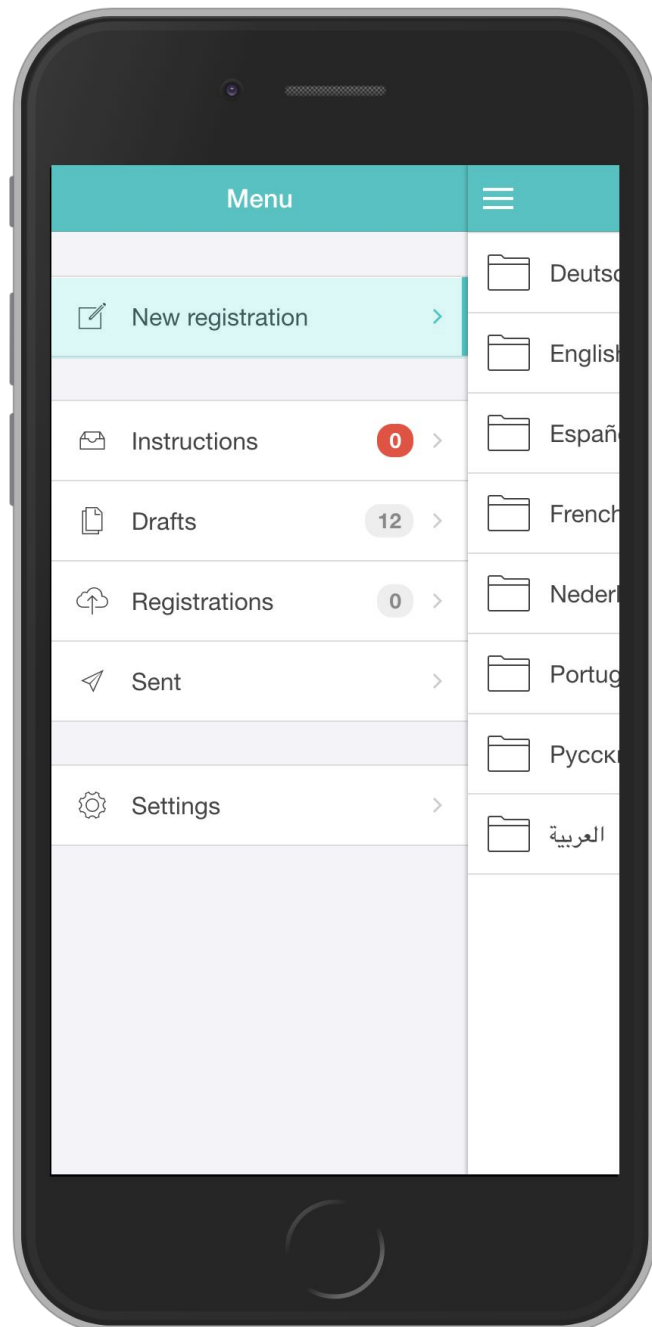


# Menu

The Menu in the App contains the following tabs:  
New registration, Instruction, Drafts, Registrations, Sent and Settings.  
On the following pages you will find out how to use all of these features.

## New registration

When clicking on 'New registration' you are going back to the folder overview.



Folders



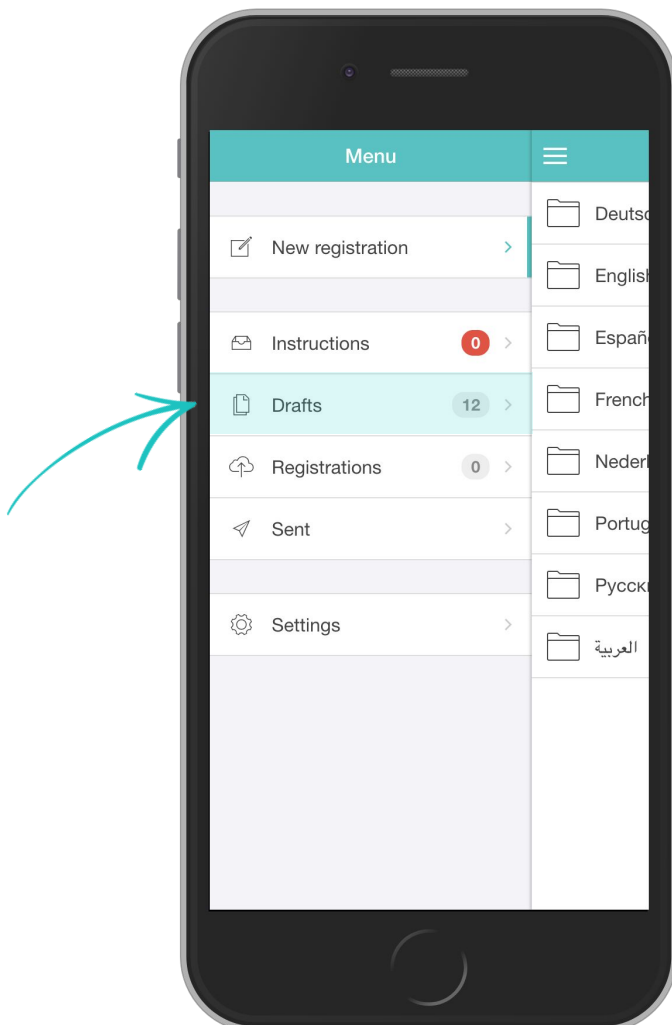
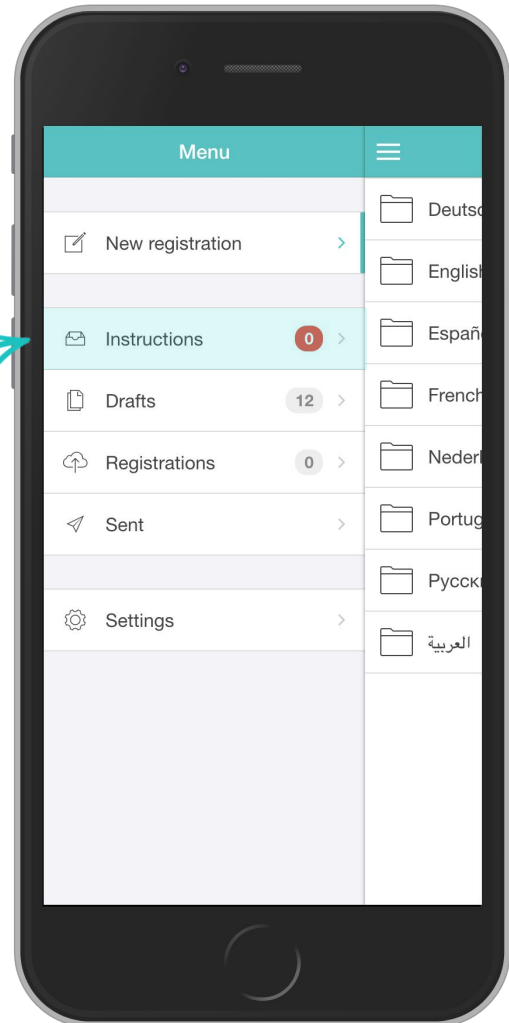
# Menu

Instructions, Drafts

## Instructions

If you have instructions waiting for you, you can find them in the Instructions tab. These are forms that are pre-filled at the office.

Open the instruction and finish it. For the rest this works the same as filling in a new form.



## Drafts

Here you can find the forms that you saved as a draft. You can open them and continue filling in that form.

On **page 12** you'll find the explanation about how you can **Save a form as draft**.

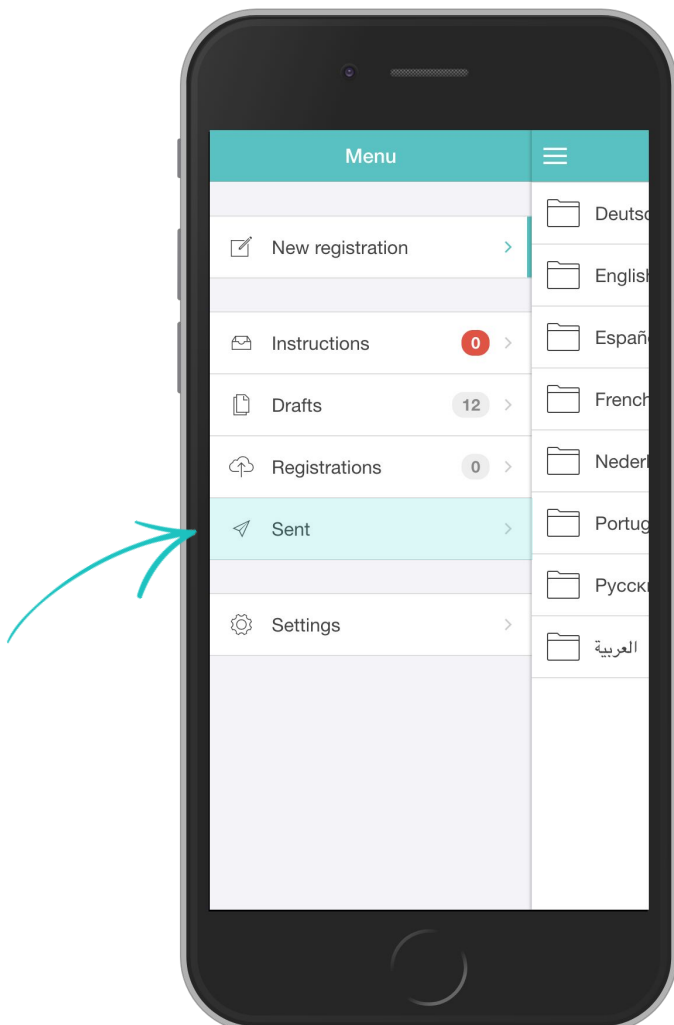
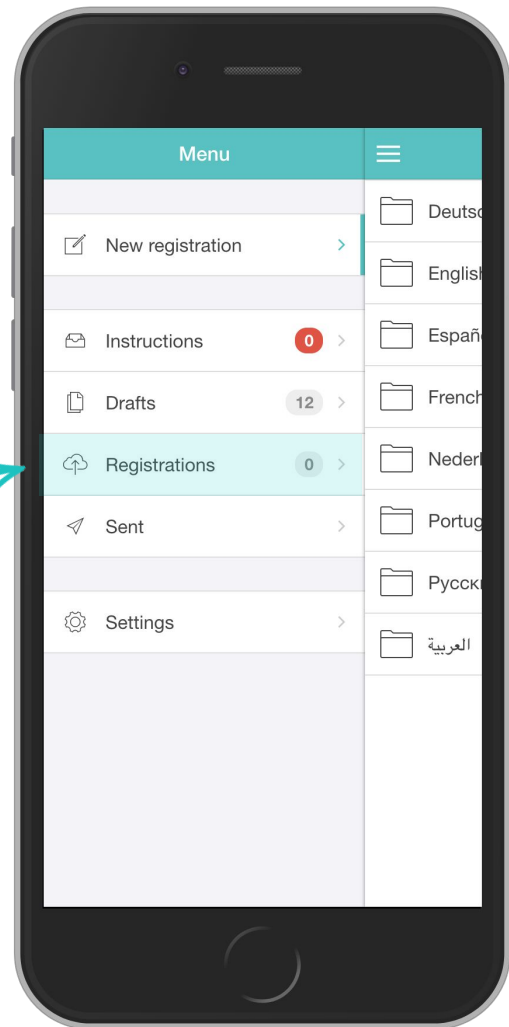
# Menu

Registrations, Sent

## Registrations

If there are any registrations in the queue you can upload them here

See more at **page 13** about **Registrations**.



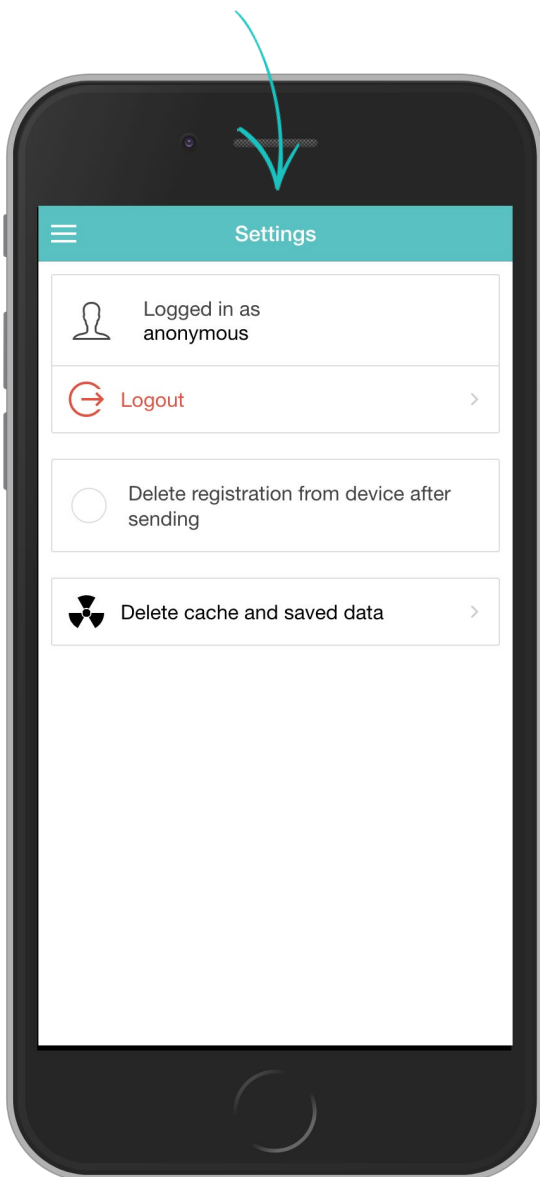
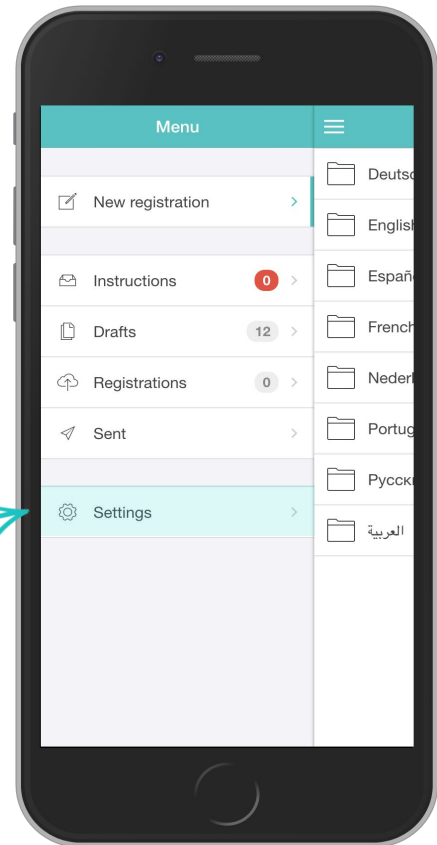
## Sent

This is your outbox. Here you can find all the forms that you filled in.

# Menu Settings

## Settings

As you can see below you can perform a few different actions here.



## Logout

Click Logout if you want to logout.

## Delete registration from device after sending

Check this box if you do not want to save the sent registrations on your device.

## Delete cache and saved data

It can happen that a data source does not load properly. Resolve this by clicking Delete cache and saved data and click OK.

Learn more about [data source](#) on **page 13**.

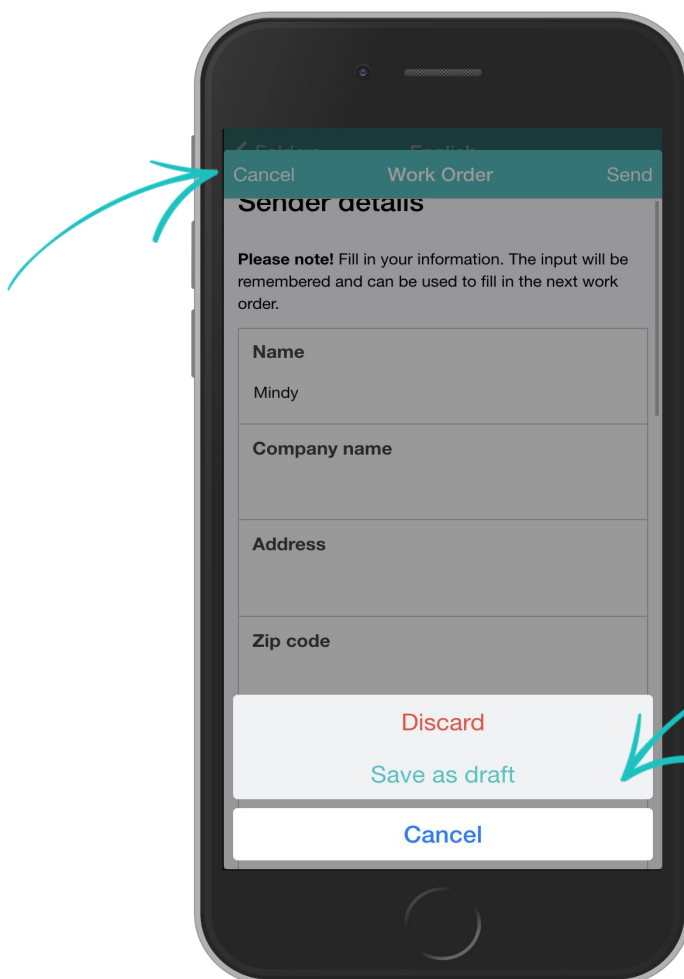
## Warning:

Your draft will be removed when performing the delete cache action.

# Drafts

## Save as draft

MoreApp gives you the possibility to save your form as a draft in the app or Webclient, so that you can continue filling in the form at another moment.



### 1. Save the form

After you have filled in a form (partly), you can save the form as a draft. Open your form in the app. Click **Cancel** at the top left.

You now get two options:

1. **Discard** to delete the form
2. **Save as draft**.

If you click on **Save as draft**, the form will be saved in the app in the **Drafts** tab.

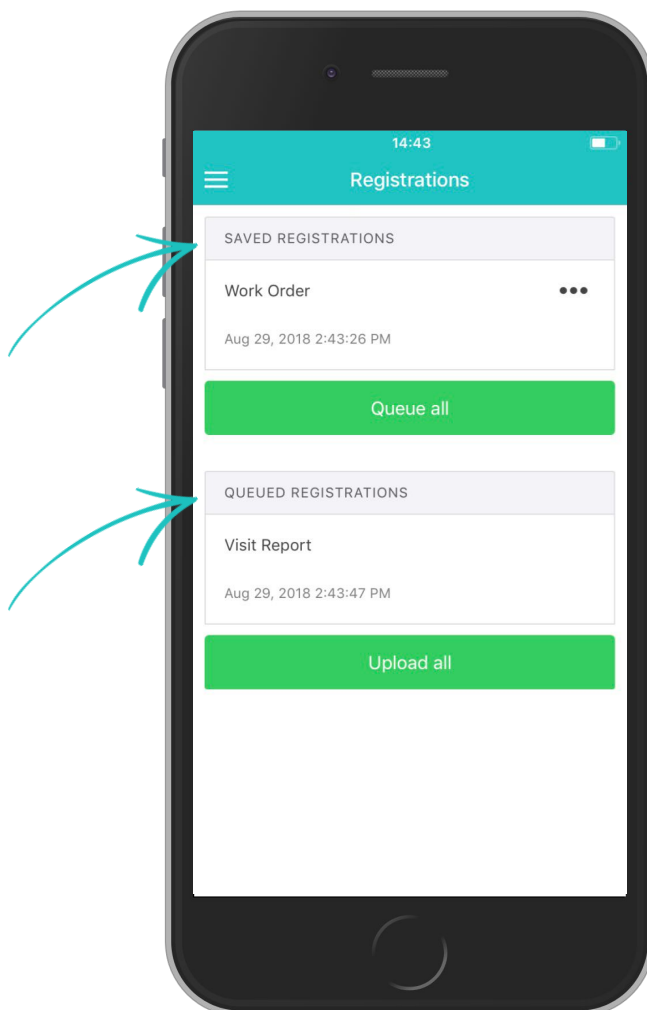
### 2. Continue with the form

After you click on **Save as draft**, the form will appear at the **Drafts** tab. As soon as you click on the form, you can continue with filling in the form.

# Registrations

## Registrations

Choose how and when this form will be uploaded



### Immediate upload (default):

When saving the form, the app will upload it right away (if connected to the internet). If not, it will appear in Queued registrations.

### Saved registrations

These are the registrations that you can send manually. This is a setting in the platform called '**manual upload**'. This can be set by your admin.

Saved forms are stored on your device and can be manually uploaded from the Registrations screen.

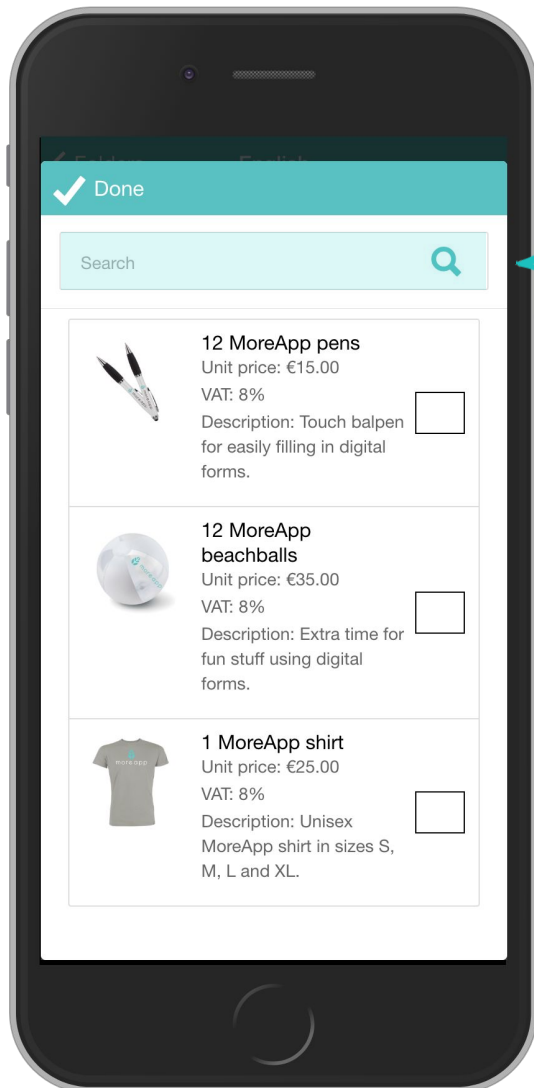
### Queued registrations

These are the registrations that have been done **offline**. These are automatically sent if there is connection with the internet again.

## Good to know

**Required fields** Fields that contain a star\* are required to fill in. The form can not be sent without filling in this field.

# Data Source



## What is a data source?

A data source is for example an Excel file that contains data you can use in your form. A data source is saved locally on your device, because the app also works offline.

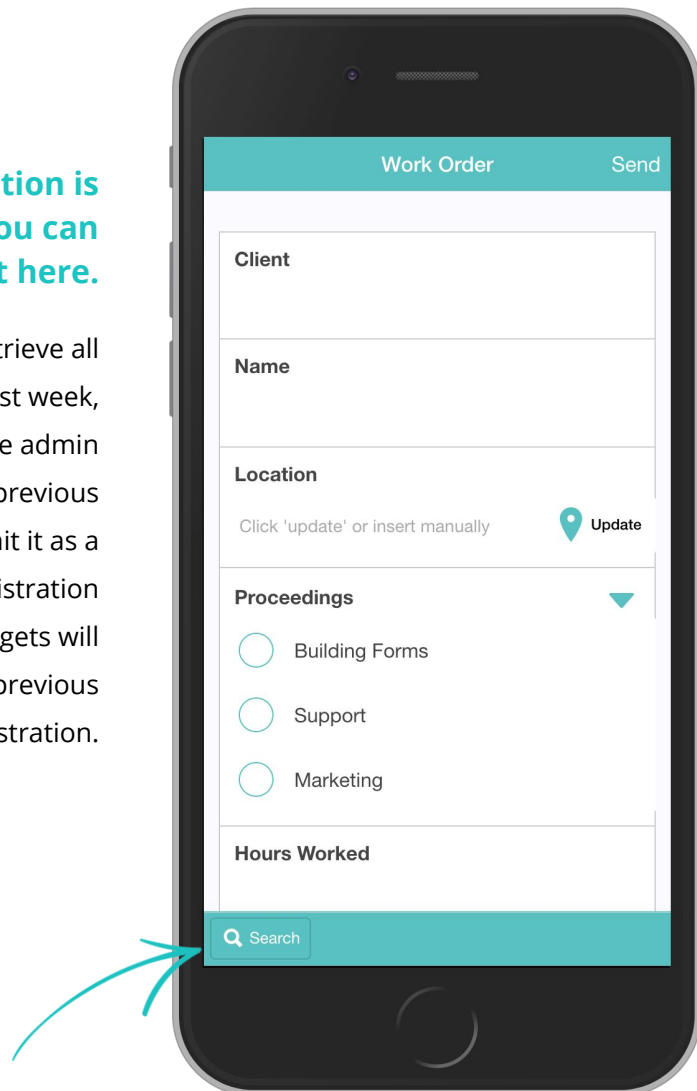
A data source is always used in a Search-widget. A Search-widget always has a Search bar, that's how you can recognize it.

Because the data source is saved locally, it can happen that it does not load properly, then follow the steps described on page 11.

# Search Function

Once the Search function is activated by your admin, you can find it here.

By clicking on **Search** you can retrieve all registrations or the ones from last week, month or year. Also, you can filter if the admin added this. Here you can find a previous registration, use the data and submit it as a new registration. The previous registration won't be overwritten. Signature-widgets will not be included when retrieving a previous registration.

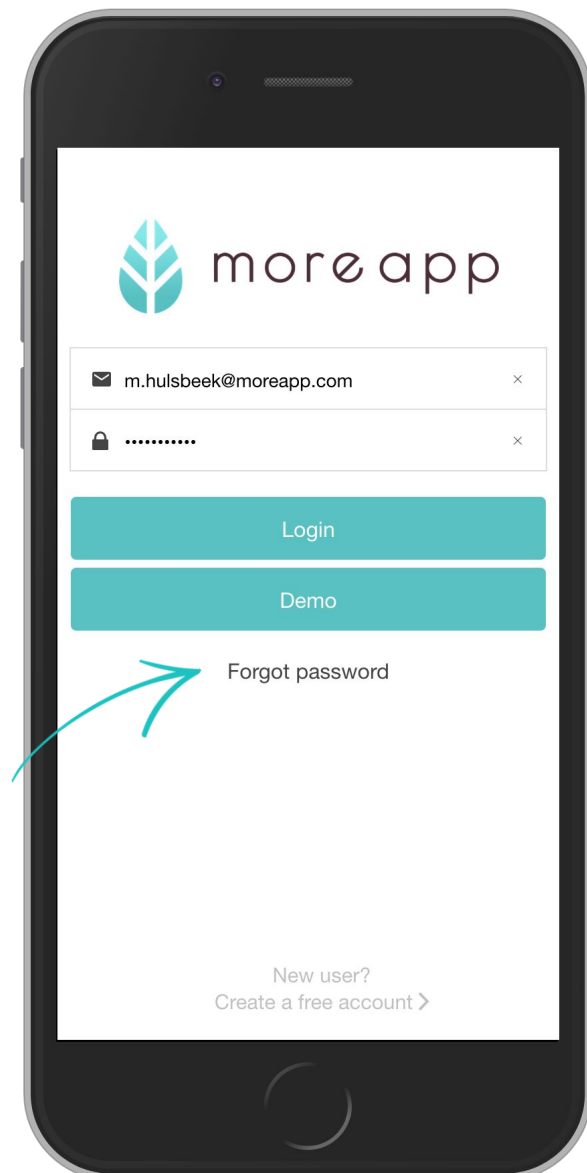


# Forgot password

It can happen that you forgot your password or you just want to change it. Follow the next steps to choose a new password.

1. First log out
2. Click **Forgot password**

You'll receive an email. Follow the steps in the email to choose a new password.





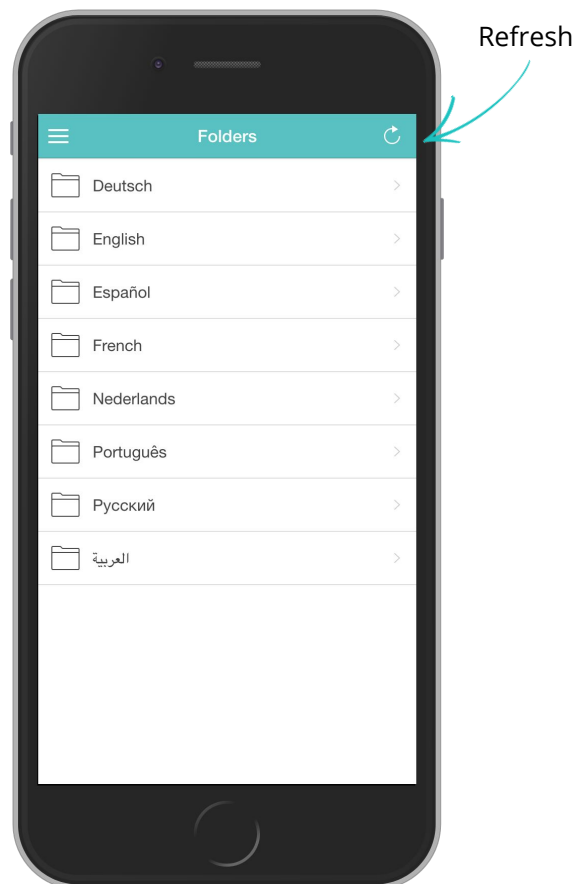
# Up to date

## Refreshing the app to the latest version

When using the app, you want to be sure that you have the latest version of your form. How to refresh the app?

### The app retrieves the latest version in the following situations:

- Automatic: when starting the app
- Automatic: when opening the folder overview after 15 minutes have passed
- Manual: when you click on the white arrow in the upper right corner of the folder overview, or by executing a 'pull to refresh'



So if you've been to the **Concepts**, **Instructions**, **Registrations** or **Settings** tabs for a while and come back to the folder overview, MoreApp checks if 15 minutes have passed since the last update. If so, an automatic refresh is carried out.

# Tips & Tricks

## Activating voice dictation on Android and iOS

**Sometimes writing every word with a touch screen keyboard can be an annoying task. That is why both iOS and Android offer voice dictation. The voice dictation functionality works systems-wide and in every App - including MoreApp.**

MoreApp is already a big time saver compared to using paper forms and utilizing your device's voice dictation can save you, even more, time. It makes filling out digital forms even easier.



### Android

#### 1. Start dictation

Using voice dictation on Android is as simple as pressing a button. Once you have selected a text field and the keyboard pops up, you simply need to tap the microphone icon on the keyboard and start talking.

#### 2. Punctuating while dictating

But don't forget about the punctuation. If you want to type "The inspection went flawlessly. When will be the next inspection?" you will have to say: "the inspection went flawlessly period when will be the next inspection question mark".

### iOS

#### 1. Start dictation

Similar to Android the user simply needs to tap the microphone icon on the keyboard to start the voice dictation. The only difference in iOS is that the words do not appear as you speak them but show once you tap Done.

#### 2. Punctuating while dictating

Because of the fact that on iOS voice dictation is part of Siri, the amount of voice dictation commands for punctuation is far more extensive. In iOS, text can even be formatted with voice dictation. The basic commands seen in Android voice dictation work the same way in iOS. For the full list of voice dictation commands please visit Apple's website [Apple's website](#).

# App Crashes

## Solving app crashes

It can happen that the app crashes or does not to load properly. We give you three tips to solve this.

### 1. Restart the app

Do you see an error message on your screen? Resolve this by closing the app completely and then opening it again.

### 2. Update the app

Is a functionality not working properly? Then it is possible that you do not possess the latest version of the app. Resolve this by updating the app in the App Store or Google Play Store.

### 3. Reinstall the app

If all of the above doesn't work, you can always remove the app and reinstall it. Warning: Your concepts and sent registrations will be removed.

Do you still need help? Please contact the MoreApp admin or [us](#)!



more app

*Save trees, go digital*