



ePAD Mobile App Guide for Students

(March 2023)

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1.0 Using the ePAD Mobile App

1.1 Introduction to the ePAD Mobile App

The focus of the MyProgress ePAD app is on allowing students, and staff signing off forms on behalf of students, to complete forms offline, without needing a connection to the internet. The app does not store form responses but will show the status of a form (e.g. whether it's been completed, the count of completions against target, etc). It includes a link to the ePAD so that when a student has a network connection, they can go online and view their full ePAD.

The Apple version of the app is compatible with devices running iOS 11 and higher (for reference, the oldest iPhone running iOS 11 is the iPhone 6). The Android version works with devices running Android 6 and higher (which for reference is the version of Android originally released in 2015). The app supports both phones and tablets.

1.2 Downloading the app and first use

The Apple version of the app is downloaded from the Appstore. The Android version is downloaded from the Playstore. In both cases, search for '**myprogress allied health**'.

You will need to be online when you open the app for the first time after download. You are asked for a **service code**. You are only asked for the service code the first time you use the app.

Note: The app Service Code ID is the same as the short code part of the main website URL to the eMORA. For example, Edinburgh Napier University website URL is: '<https://enu.epads.mkmapps.com>' therefore the short code is '**enu**'.

Note: You must enter the service code in lowercase only for the code to be accepted.

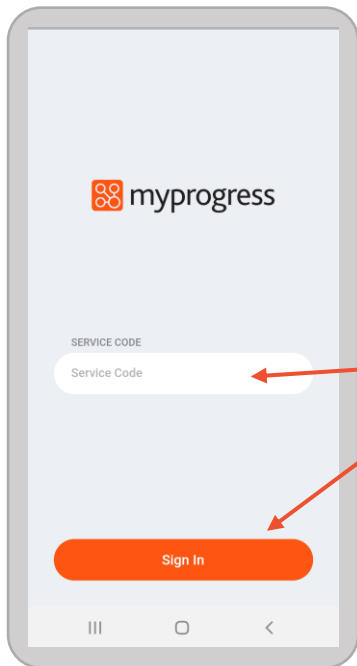
For further guidance, please speak to your university admin support team.

Work through the following steps after downloading the app:

1. Make sure your device is connected to the internet.
2. Open the app.
3. Enter the **service code** for your university in lowercase. This is the same as the university part of the ePAD website address.
4. Click on the **Sign In** button. This will take you to the app sign-in page.
5. Click on your university Sign In button, which will take you to your university sign-in page.
6. Enter your university username and password. Your app homepage will be displayed.
7. After sign-in, the app will automatically synchronise with your ePAD, including a download of all the forms you have available.

See the welcome page and the sign-in page in the screenshots below.

Signing into the mobile app



Enter the Service Code for your university in lowercase, then select 'Sign In'.



On the Sign In screen, select the 'Sign In' button.



Select the Sign In button for your university, which will take you to your university sign-in page.

1.3 App settings

It is important to review your app settings when you've first signed-in, to control how the app works for you.

In particular, in the **Personal Settings** section:

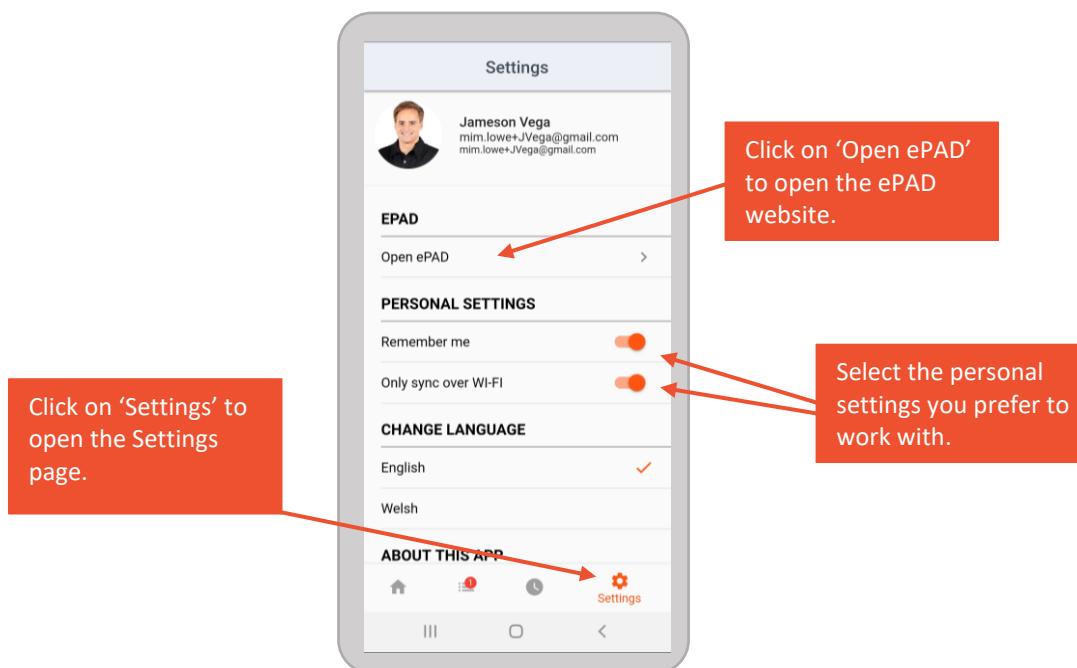
- select '**Remember me**' to be on if you want to be able to work offline where there is no data connection (you won't be able to sign in without a data connection)
- select '**Only sync over Wi-Fi**' to be on if you don't want to use your mobile data allowance to sync the app.

You can also access the ePAD website via the Settings page.

Click on the **Settings** icon in the app menu at the bottom of the screen to access the Settings Page.

See the screenshot below for more information about the Settings page.

Settings page

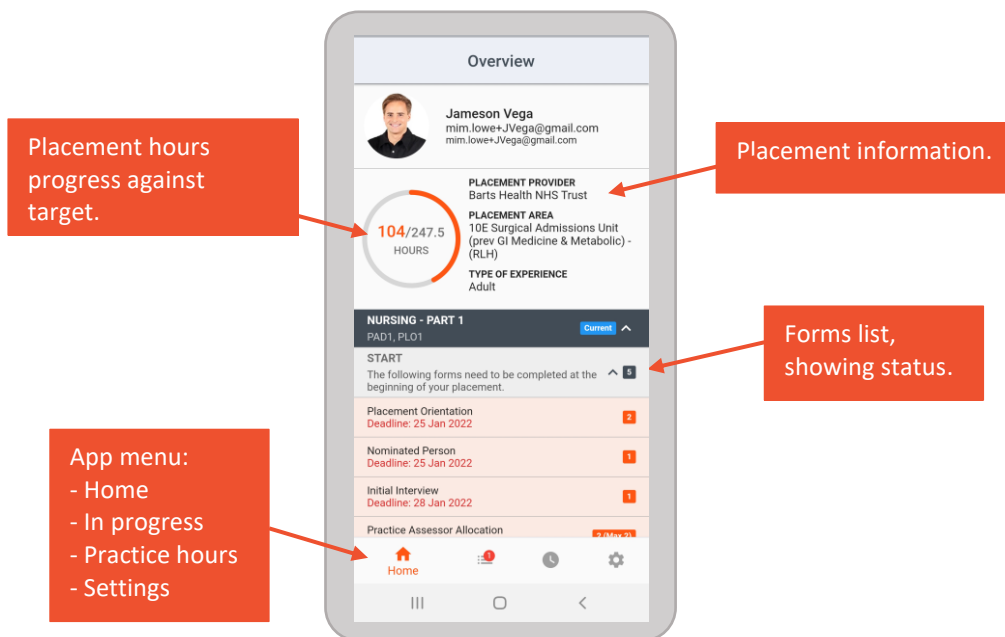


1.4 App homepage and form list

After signing in, you will be presented with a homepage that reflects your ePAD. At the bottom of the page, you will find the app menu.

See the screenshot below for more information about the homepage.

Homepage



1.5 Completing and submitting forms in the app

1.5.1 Completing forms in the app

Work through the following steps to complete forms in the app:

1. Select the form from the homepage form list. This opens a blank form.
2. Complete the form. How you do this depends on the format of the questions, e.g. you may need to select from a drop-down list, complete a check list, or type into a text box.

TIP: For text boxes, you can use the speech-to-text function on your device to allow staff to dictate their response as an alternative to typing.

3. When you have completed the form **review it carefully**. Submitted forms are non-editable by students or practice staff members and can be only edited by university admin staff.
4. When you are happy with the entries you have made in the form and it does not require sign-off, click the **Submit** button.
5. *If the form requires sign-off:*
 - a. Ask the Practice Supervisor or Assessor (as applicable) to complete the sign-off fields at the bottom of the form using their **full name and work email address**. [This is the equivalent of their signature on a paper form.]

WARNING: You must not enter sign-off details on behalf of a Practice Supervisor or Assessor without their presence or express permission.

- b. Once your Practice Supervisor or Assessor has signed off the form, you can click on the **Submit** button. Click on **OK** to confirm the submission. See the screenshot below.

Note that submitted forms can only be viewed in the ePAD. To access the ePAD from your app, go to the Settings page and select 'Open ePAD'.

Completing a form

Select the response within the form.

For text boxes, you can use the speech-to-text function on your device to allow staff to dictate their response as an alternative to typing.

Signing off and submitting a form

For forms requiring sign-off, ask your Practice Supervisor or Assessor to complete the Name and Email fields.

Click 'Submit' when the form is complete and signed off (if applicable)

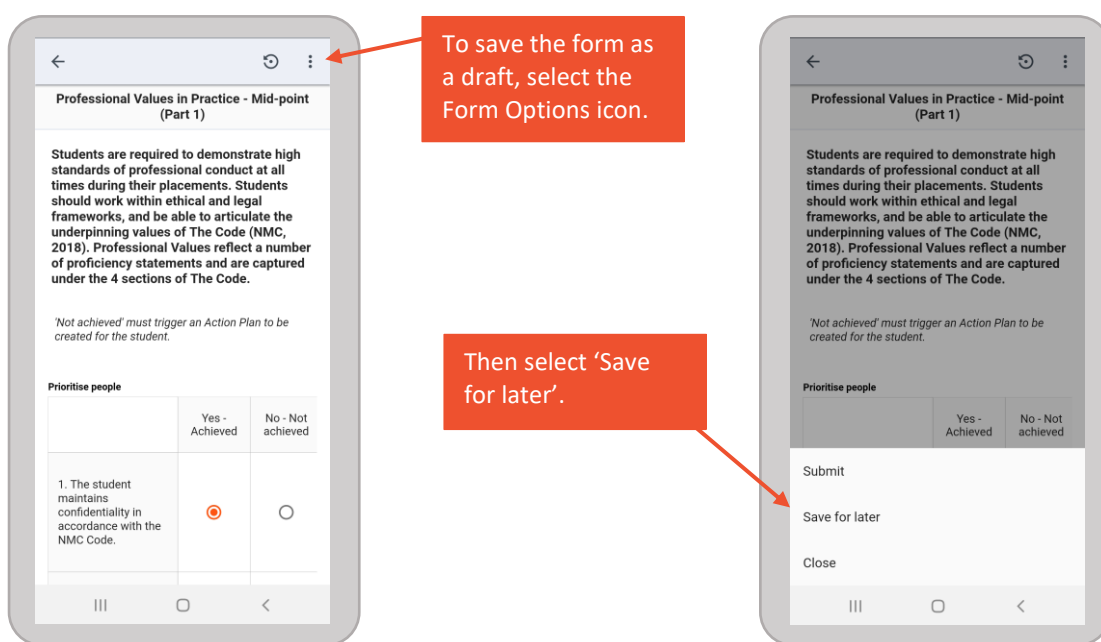
Click 'OK' to confirm you want to submit the form.

1.5.2 Working with drafts in the app

If the form needs more time to complete, or you get interrupted during its completion, you can save the form as a draft. You can also use this feature to draft your sections in a form in advance of a meeting with your Practice Supervisor or Assessor, if you know that you will be using the app to complete it (see TIP).

TIP: Drafts do not sync between the app and the website. A draft started in the app must be completed in the app.

Saving a draft

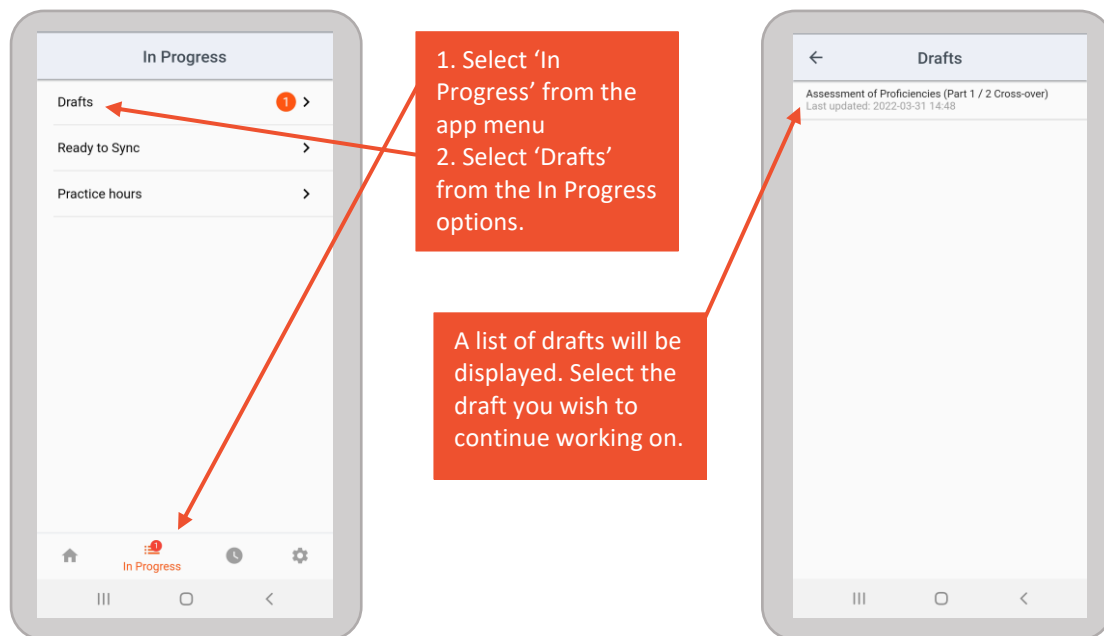


To continue working on the form, select the 'In Progress' option from the app menu at the bottom of the homepage. The form will be available in the Drafts section.

The In Progress icon in the app menu displays the number of in progress items. This includes drafts and forms awaiting sync.

See the screenshots below, which explain how to resume work on a draft.

Resuming work on a draft



1.6 Practice hours in the app

You can use the app to submit your practice hours. Select the Practice hours (clock) icon in the app menu to open the practice hours page. To submit practice hours select the hours/minutes plus and minus buttons next to the days you wish to submit.

Note: Though it is possible to enter a full week of practice hours, you do not have to. You are encouraged to get them signed off as often as possible, each day if you can.

WARNING: You must **not** submit practice hours without the staff member who has witnessed you completing those hours being present. A practice hours entry must have explicit approval/sign off by that member of staff. Confirmation emails will be sent to members of staff after sign off is complete.

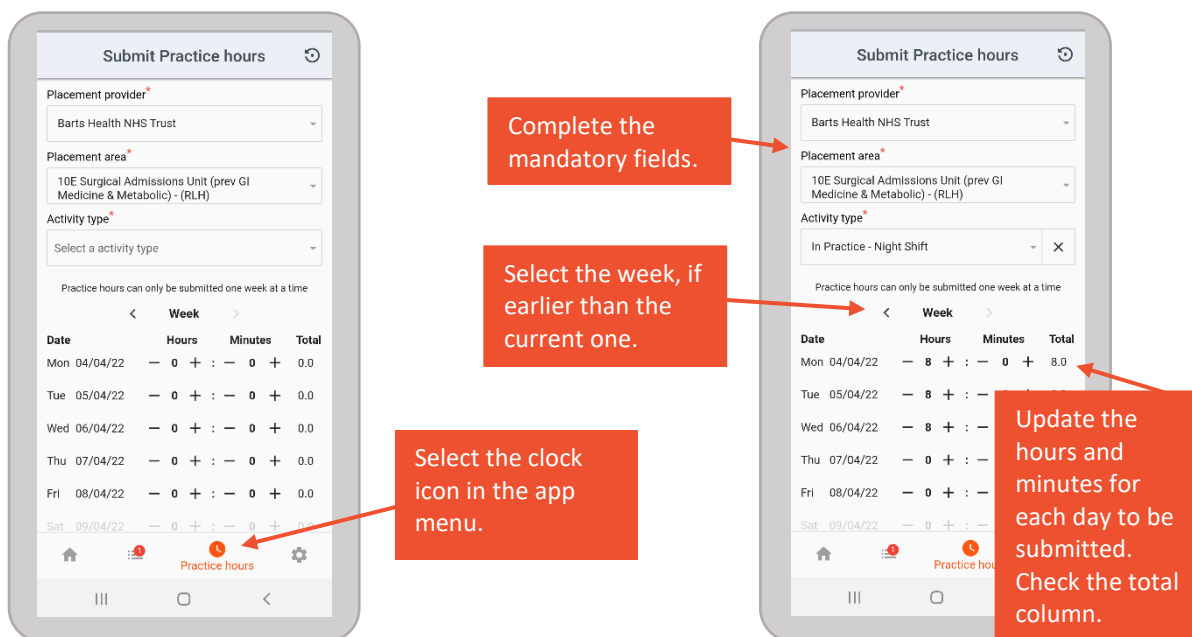
Work through the following steps to submit practice hours via the app:

1. Select the Practice hours (clock) icon in the app menu to open the practice hours page.
2. Select the Placement provider, Placement area and Activity type (if the defaults provided are not correct for the hours you are submitting).
3. Select the week in which you are submitting hours. You can scroll left for earlier weeks.
4. For each day to be submitted, use the plus and minus buttons to enter the hours and minutes.

TIP: You are only expected to submit hours to the nearest quarter of an hour.

5. Check the total of the hours and minutes, which is displayed for each day in the Total column. See the screenshots below.

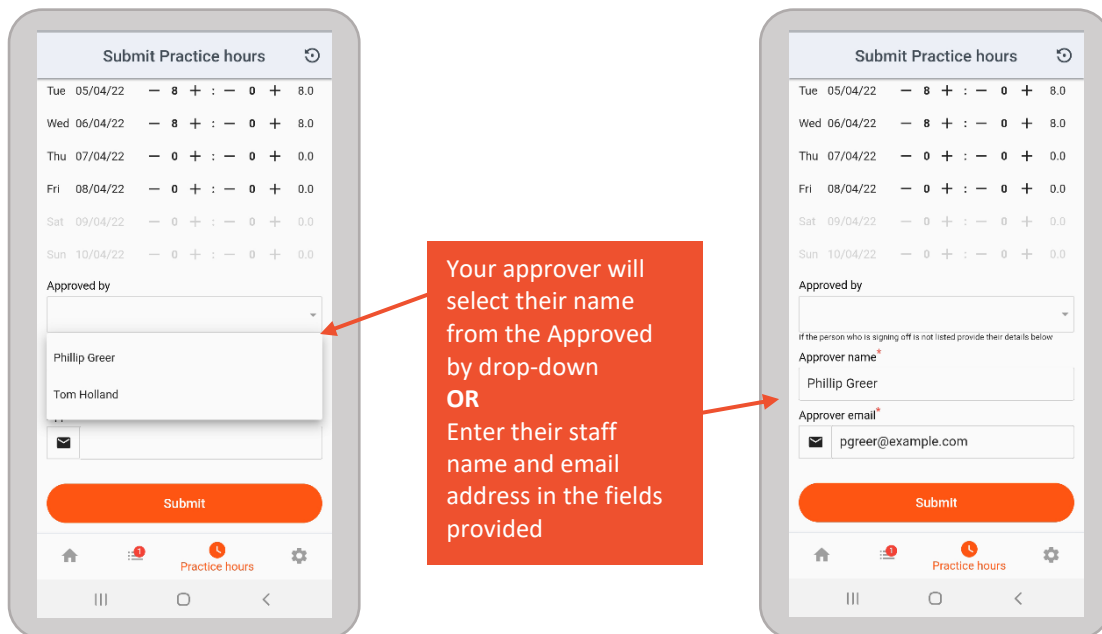
Entering practice hours



6. When the hours have been entered, they need to be approved by a practice staff member.
 - a. The practice staff member can use the **Approved by** drop-down, if the person is one of your allocated Practice Supervisors or Assessor
 - b. Alternatively, the practice staff member can type their **full name and work email address** into the 'Approver name' and 'Approver email' fields

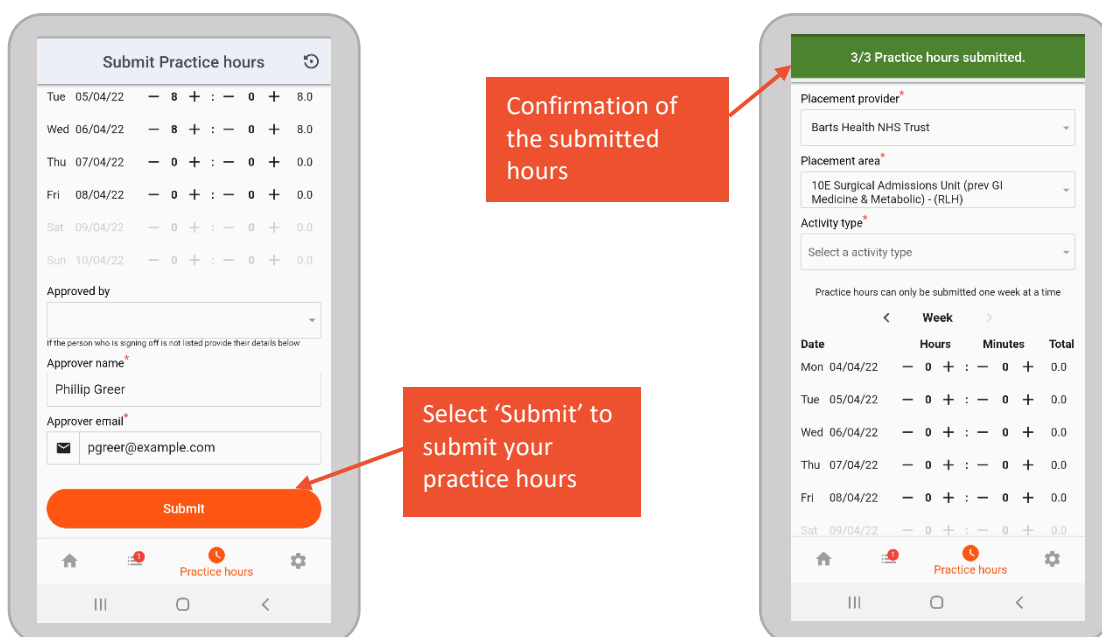
Note: The practice staff member (the approver) must enter the approve by information or is present with the student to select it on their behalf if they're not able to do this themselves.

Signing off practice hours



- When the staff member has approved the hours, submit them to your ePAD by selecting the 'Submit' button.
- You will see a confirmation message at the top of the page.

Submitting practice hours



The member of staff who signs off your practice hours will receive a weekly verification email describing the hours that they have approved on the following Monday morning. They will raise an issue with your university if their details have been used without their permission.

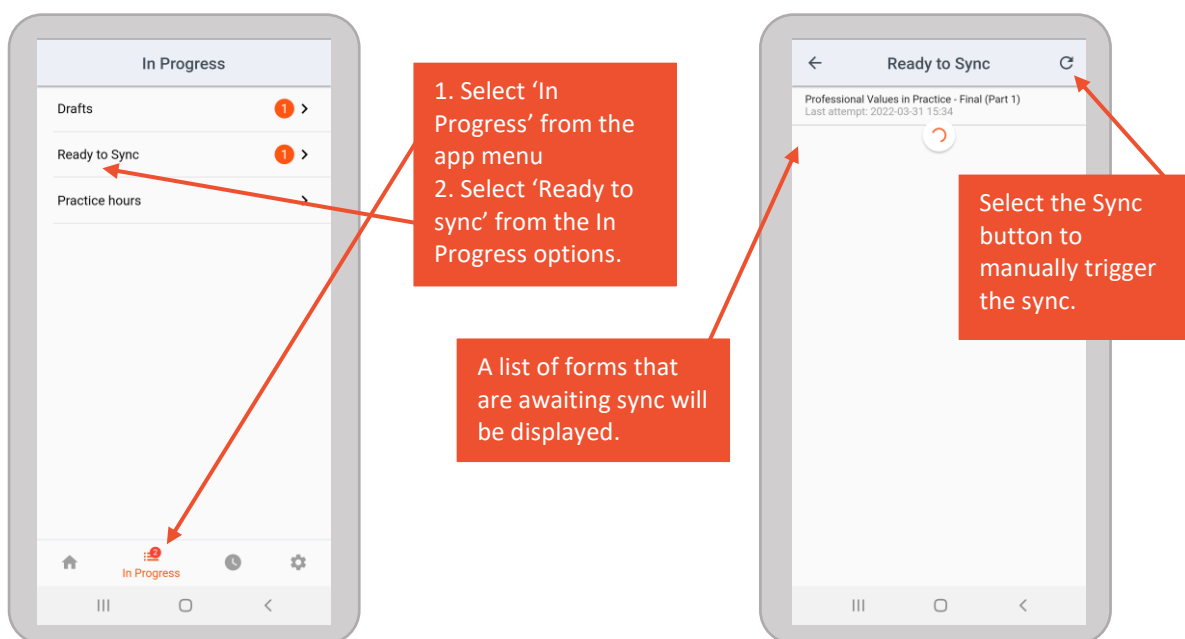
1.7 Working offline and manual sync

The app is designed to work offline once you have signed in and your ePAD forms have synchronised with it. When a form is submitted, the app will check to see if a connection is available. If it is available, the form will sync to the website automatically. If no data connection is available, or if you have selected only to sync via Wi-Fi and there is no Wi-Fi available, the form will be saved as “ready to sync”. The number of items that are in progress is displayed on the In Progress icon in the app menu at the bottom of the screen.

The app will continue to check in the background for a connection, and when the user is online again (or Wi-Fi is available) it will automatically sync forms with the website.

You can trigger a sync manually if there are pending forms and the app hasn't automatically completed a sync. See the screenshots below, which explain how to trigger a sync if it becomes necessary.

Triggering the app to sync



Note that forms submitted in the app will only appear in your ePAD when a sync has completed. It is your responsibility to ensure that this takes place, and to raise any issues with your ePAD support team.