



Using WildKey via an internet browser

Quick instructions

Make sure your device (Smartphone / laptop / netbook etc) is connected to the internet. Open your internet browser (e.g. Firefox, Internet Explorer, Safari, Opera, Opera Mobile) and go to m.wildknowledge.co.uk. Enter your login details and click on the WildKey icon.

Using WildKey on a mobile device

Setting up your device for full WildKnowledge functionality

WildKey currently works via a number of mobile browsers, including Internet Explorer Mobile, but if you have a Windows Mobile device and wish to use our offline functionality (see below) or GPS, we recommend you use Opera Mobile 9.5 beta - available at <http://get.opera.com/pub/opera/winmobile/> - choose version 951b2

- Open the Opera browser and go to <http://m.wildknowledge.co.uk> Login with your WildKnowledge username/password
- You will be prompted to allow 'Gears' on your device, this provides local storage (allowing offline work) and also allows the web app to talk to a GPS. Click on the **Install Gears** link and follow the instructions for loading
- After installing Gears, click on the **Create shortcut?** prompt (this will create a 'WildKnowledge Mobile' icon in your Programs list and will save you retyping the url)

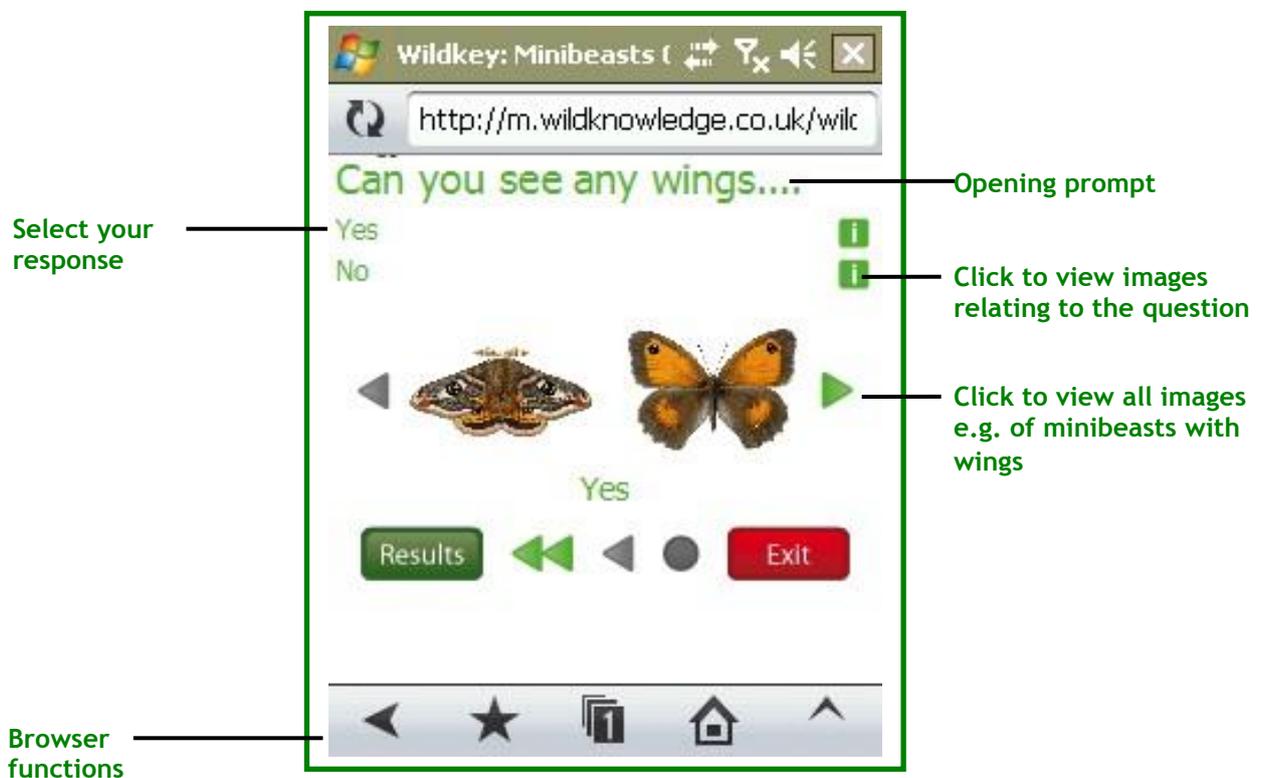
Working online - Mobile devices with mobile internet connection

If you have a good mobile internet connection in the area in which you will be working (e.g. wireless, 3G, HSDPA or EDGE), you can use WildKey online. To work in the online mode, you must make sure:

a) your device is connected to the internet at all times

b) the 'offline' mode is inactive - this is indicated by a red cross **✗** on the home page and next to the key/s you are using

- On your mobile device, open 'WildKnowledge Mobile' from your Programs list - this fires up the Opera browser (installation instructions above) and takes you automatically to the m.wildknowledge.co.uk site
- Login if prompted
- To open a key on your mobile device, click on the WildKey icon, this will show all keys in your account along with the number of records for each key
- Open the key of interest by clicking on the relevant title/image e.g. Minibeast WildKey:.



View saved records for this key

View extra information

Record this species

Go back one step

Return to start of key

Location is [51.752913 , -1.236435] with accuracy of 861 meters .

Hover Fly

When *
05/05/2009 Today

Where *
Click in box to activate keyboard

Grid Ref
51.752913,-1.236435
Grid Ref completes automatically

Quantity *
1

Who *
Click to complete field

Picture
Choose...
Open your camera first to take a picture then click 'Choose' to attach it

Working offline - Mobile devices with no mobile internet connection

If you do not have mobile internet on your device or do not have a suitable internet tariff (e.g. you only have a small data allowance), or you will be working out-of-range of a fast internet connection, you can use WildKey offline by first caching the contents to your device.

- Get your device online - sync it to a broadband-enabled desktop / laptop with a cable or connect to your WiFi (wireless network)
- Open WildKnowledge Mobile on your device from your Programs list
- Click on **Offline** (the cross **X** changes to a tick **✓**) - this enables the offline option. You will need to wait whilst the basic information required for offline use is downloaded.
- Once the 'base store' files have downloaded, click on the WildKey icon and click on the cross(es) to locally store the key(s) you wish to use. If for any reason the download process is interrupted, click on the cross to resume download. If your device runs out of memory (you will see a warning message), exit the browser and return to the keys to continue downloading.
- Once download is complete, disconnect your device and use offline. Do not logout as this will deactivate the offline mode - and you will have to get online again to log back in. **Note: Although logging out deactivates the offline mode, it does not delete any keys or results stored on the device, these can be accessed by re-ticking the offline mode**

The offline mode now works exactly in the same manner as explained in 'Working online' (above), with the exception that only records saved locally can be viewed as you are working offline.

View records by clicking in the **Results** button - they can be edited or deleted.

Upload your records when an internet connection is available.

If you wish to clear a key from your offline storage you can either click on the relevant tick for the key or alternatively log out of the portal and select **yes** to clear the cache.

Using WildKey on a desktop / laptop / netbook / UMPC

Working online - using WildKey on a computer with constant internet connection

If you have an internet connection in the room or area in which you will be working, you can use WildKey online.

- On your computer, go to www.wildknowledge.co.uk and login
- Click 'WildKey' and click on the name of the key you wish to use (e.g. [Common Trees](#))
- Choose the 'Use' option. This will take you to a page where you have a choice of how to a) view the key - either in 'handheld view' or 'desktop view' b) use the key - either in 'demo mode' or 'live mode'. To use the key and save the records to the database you can choose either view but you must choose the 'live mode'.
- From here, use the key as illustrated in the diagrams above and see the section 'My Keys - Maintaining Records and Keys' below for details on viewing and editing your records.

Working offline - using WildKey on a computer away from an internet connection

If you are working out-of-range of an internet connection (e.g. using an unconnected laptop in the middle of a field!), you can use WildKey offline. You do initially have to be connected to the internet though to cache the contents to your computer. Here's how to get set-up:

- Get your computer online (via broadband cable, wireless etc), go to m.wildknowledge.co.uk and login
- Follow the instructions as outlined in page 4 (above) 'Working offline - Mobile devices with no mobile internet connection' from the bullet point number 3 'Click on **Offline** (the cross **X** changes to a tick **✓**)'...

My Keys - Maintaining Records and Keys

The **My Keys** area allows you to **use, maintain, edit and share** your keys and records. To view your keys click on the **My Keys** tab.

Maintaining and Sharing Records

To view your uploaded records, click on the number of records for the relevant key. This will open a report of your data that administrators can **edit, delete or share**:

- **Editing and deleting records** - data can be edited either individually (by clicking on the pencil icon in the relevant row) or by selecting multiple records and choosing **Edit** from the bottom of the report. Similarly you can delete records by clicking on the delete icon with one or multiple records being selected.
- **Sharing records** - after tidying your records you may wish to share records with the WildKnowledge Community. In order to do this, administrators must verify that the records are complete / suitable for sharing. Records can either be shared / verified by clicking on the 'globe' icon with one or multiple records being selected. Records can be verified by clicking on the verified box. Access to your records by others is governed by the general 'sharing settings' you created when setting up your account. However, these can be altered for individual/multiple records.

Records can also be **sorted, searched, mapped and exported** by any user:

- **Sorting records** - data can be sorted in ascending/descending order by clicking on any of the headings (when, where etc).
- **Searching records** - data can be searched according to the results that have been provided for each of the field types e.g. you could search by user name, date, etc. Search results can be saved and given a name by completing the **Save this search** box found below the search criteria. These can then be loaded by clicking on the **Report** button and loading the appropriate search results.
- **Mapping records** - if a latitude/longitude was recorded, users can plot their data directly into Google Maps.
- **Exporting records** - data can be exported to spreadsheet programs such as Excel by using the CSV Export option and then downloading to a desktop.