Syncing Your Data in QuickTap

EvalFest uses iPads and QuickTap to collect data in the field. This sheet details how to sync data in QuickTap. This document can be adapted for your organizational use.

Once your event is over and the data has been collected, it's time to make sure all of your data has been synced to the database! This is extremely important to double check before logging out of your QuickTap account on the iPads.

To do this:

- First, turn on each iPad that you used to collect data and unlock it.
- Next, make sure your iPad is connected to wi-fi. You will not be able to sync unless you are connected to wi-fi on each iPad.
- Now that you are connected to wi-fi, open the QuickTap app.
- You should be on the "Home" screen of the app if you are logged in. It will show several options to select on the left side of the screen, with the list of surveys you have access to in the center of the page.
- You should see three different categories written in small text under each survey name. They are: "Completed," "Sent," and "Unsent."
- If the number in the "Completed" survey category does not match the number of the "Sent" survey category – simply press the Sync button that appears in the top area of the screen. It will be a green button. Once synced, you should see that the number of completed surveys match the number of sent surveys.
- If the number in the completed survey category matches the number that appears next to the sent category, all of your surveys have been synced and you are ready to sign out.
- To log out, select the Settings option (looks like a gear) within the QuickTap app.
- When taken to the settings page, you will see a "Logout of QuickTap" option across the bottom border of the screen. Select that option, and you will be taken to the QuickTap home screen.
- You're done!