

# LIFEPLAN

A PLANETARY INVENTORY OF LIFE

## How to operate the *LifePlan System*

***User Instruction Manual***

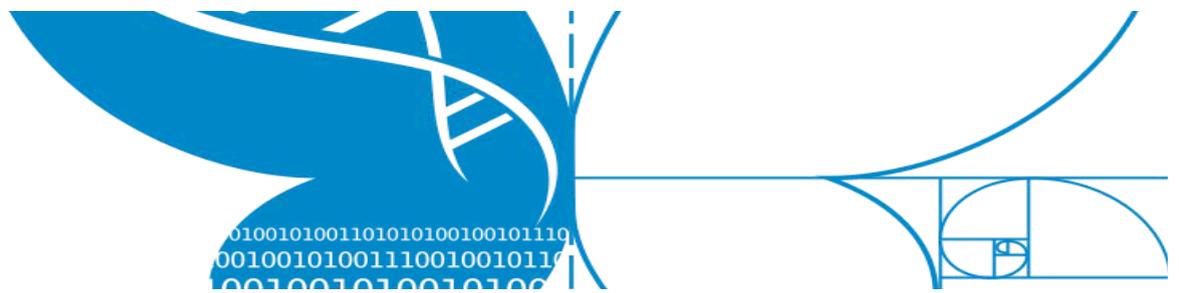
*Version 9 August 2024*

*Developed by:*

***Slagkryssaren AB***

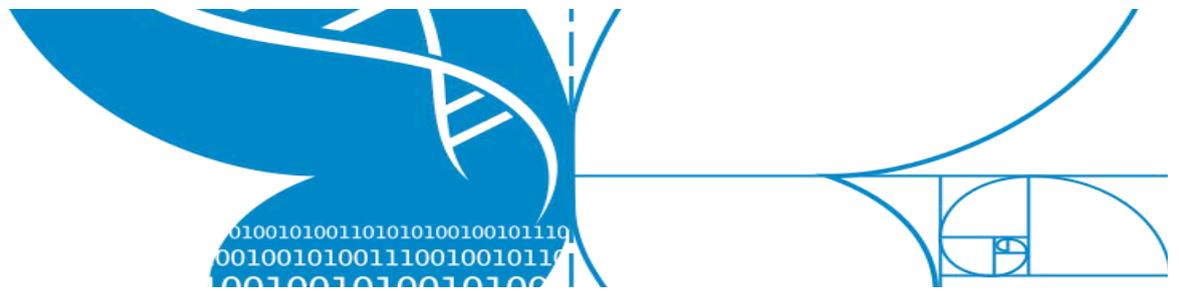
*In association with:*

***Project LIFEPLAN***



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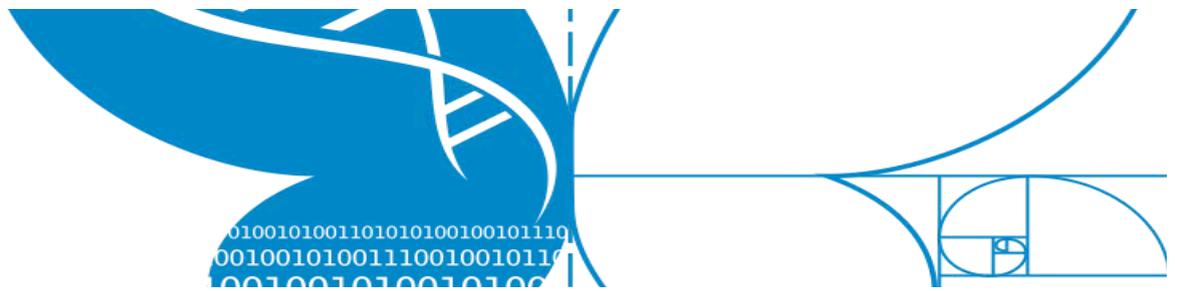
# 1 Introduction

Welcome to the *LifePlan System*. Part of Project LIFEPLAN, the *LifePlan System* has been developed to help you register and track your *LifePlan* samples.

## 1.1 About *Project LIFEPLAN*

### 1.1.1 Teams

Each user is attached to one or more Team. A Team is a group of users responsible for a Site, or two sites (natural and urban) in the global design. Each team has a name and a three-letter code.



## 1.1.2 Sites

A site is a 100 x 100 metre plot (later a three-point transect) that contains all the different kinds of sampling equipment.

## 1.1.3 Traps

Every trap has a QR code. That QR code is connected to a particular site. Don't move equipment between Sites except when switching between your team's natural and urban locations. When you switch, remember to change the QR code sticker on the trap. Contact us if you need to move equipment otherwise.

## 1.1.4 Activities

Every time you collect a sample and scan the trap and sample container QR codes, an Activity will be registered. This is the metadata that tells us where and when each sample was collected.

## 1.2 Contact

[lifepan@helsinki.fi](mailto:lifepan@helsinki.fi)

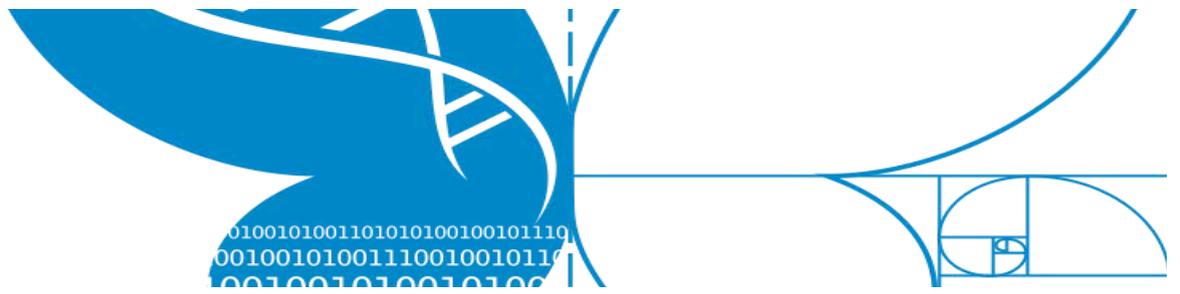
For general news and information about the project visit [www.helsinki.fi/en/projects/lifepan](http://www.helsinki.fi/en/projects/lifepan)

For reporting damaged equipment: email [lifepan@helsinki.fi](mailto:lifepan@helsinki.fi)

## 1.3 LifePlan System

The *LifePlan System* consists of three individual parts, namely:

- **LifePlan Mobile app** - for *Android* and *iOS*
- **LifePlan ADMIN portal** - for *Google Chrome* and *Microsoft Edge* web browsers



- **Nextcloud** - for *Windows* and *Mac*

The *mobile app* is used for registering sample placement or collection activities. The app collects important metadata such as sample location, collection date, sample condition, etc.

The *LifePlan ADMIN* portal allows you to do many things, e.g. manage profile settings, track team activity and more. You may also register new collection or placement activities if there would be a problem with the mobile app.

*Nextcloud* is the open source cloud software you will use to conveniently transfer the large amount of image and audio data you collect to LIFEPLAN



## 1.4 Traps and Samples

There are a total of 5 different sample collection methods used throughout *Project LIFEPLAN*.

Some collection methods require both a reusable trap and a disposable sample container, while others only require a disposable sample container.

The 5 sample collection methods are as follows:

Method	Trap	Sample Container
Cyclone	Cyclone Sampler	Cyclone Vial/Tube
Malaise	Malaise Trap	Malaise Bottle
Photo	Camera	SD-Card (camera)
Audio	Audio Recorder	SD-Card (audio)
Soil	-	Paper bag

Below follows a collection of photos, depicting every Trap and sample container.

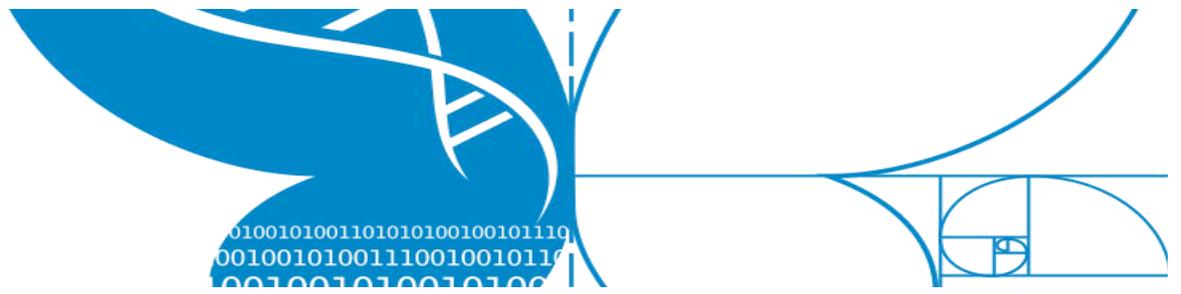


Each Trap and Sample Container has a **unique ID Code** associated with it (see section about ID Codes).

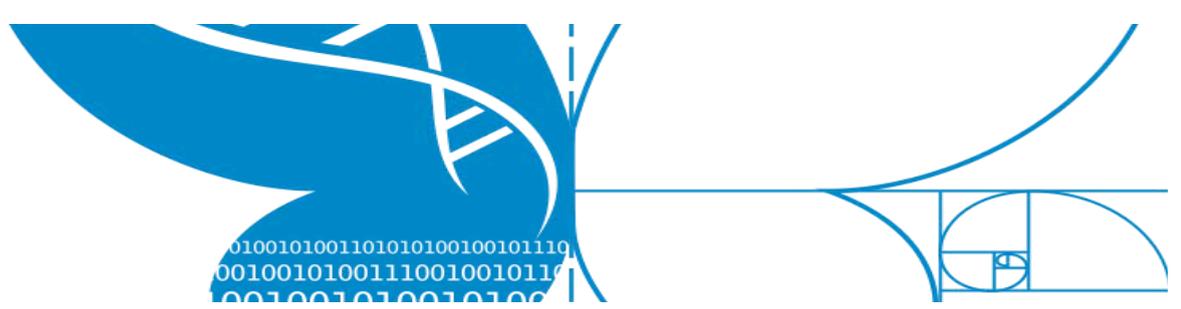
### 1.4.1 Missing or broken equipment

If a trap or other equipment is missing, severely damaged or has any other critical issues: please contact *Project LIFEPLAN* as soon as possible using the contact information provided in the beginning of this Users Introduction Manual.

Always include as much relevant information as possible, e.g.:



- Your name
- Team name
- Site name
- Equipment type and ID Code (if available)
- Problem description (what is the problem)
- Problem cause (if known)
- Have you solved the problem, if so how?



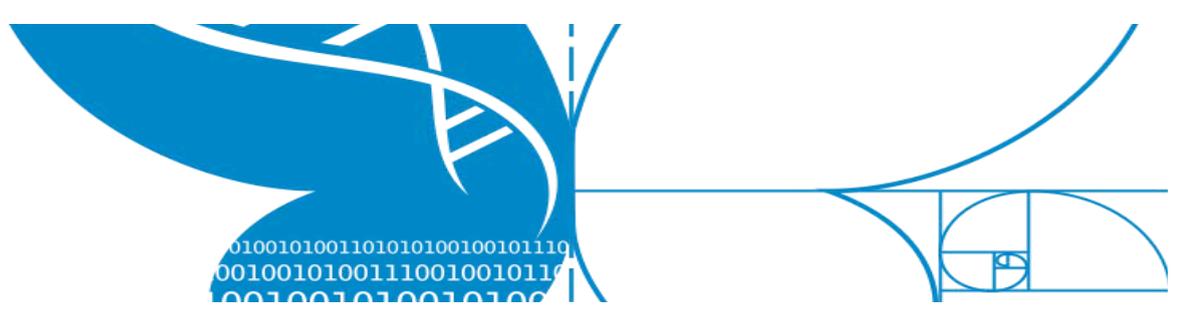
## 1.4.2 Photos of Traps and Sample containers

### Cyclone Sampler and Cyclone Vial



### Malaise Trap and Malaise Bottle

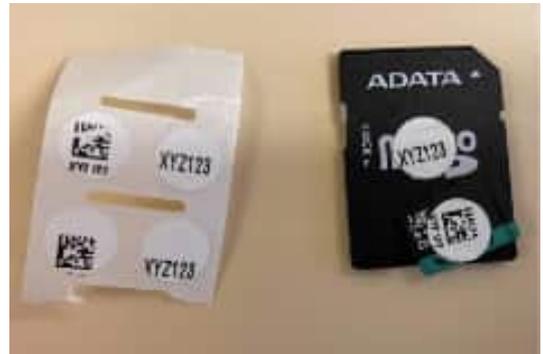




### Camera trap and image SD Card

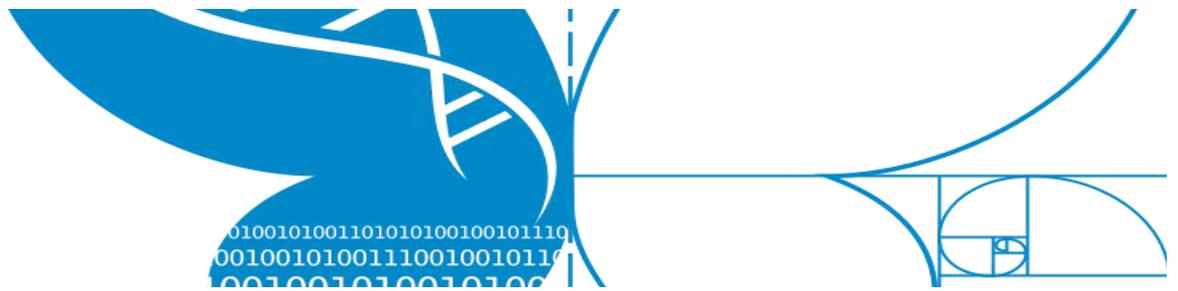


### AudioMoth and audio microSD Card



### Soil Sample bag





## 1.5 ID Codes

Every trap (malaise trap, cyclone sampler, camera, etc.) and every sample container (bottle, plastic bag, SD-card) has a sticker with a **unique ID code** printed on it. The ID code is represented by a “QR-code”, “Data-Matrix” or Barcode.

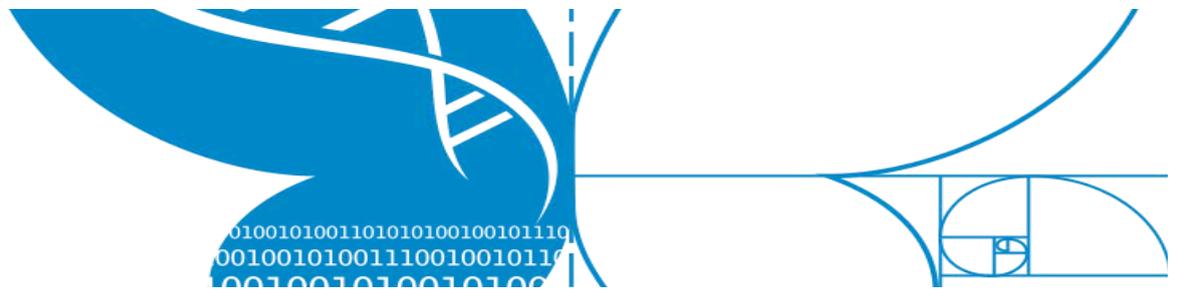


Above or below each QR code, Data Matrix or Barcode, the ID code is also printed with **letters and numbers.**



The LifePlan Mobile app is capable of scanning QR Codes, Data Matrix and Barcodes.





## 2.1 LifePlan ADMIN - Setup

Before you can begin collecting samples, the first thing you need to do is to set up your LifePlan account using the *LifePlan ADMIN*.

### 2.1.1 First time login

1. Go to <https://lifepan.luomus.fi/>.
2. If you **do not have a password**, email us at [lifepan@helsinki.fi](mailto:lifepan@helsinki.fi) for a temporary password. The ***Forgot Your Password?*** Link unfortunately does not work. Use the temporary password to log in, and then follow the steps in section 2.1.2 to change your password.
3. Enter your **email address** and **password**, and press the *Login* button.

LifePlan ADMIN

Welcome Back!

Email Address

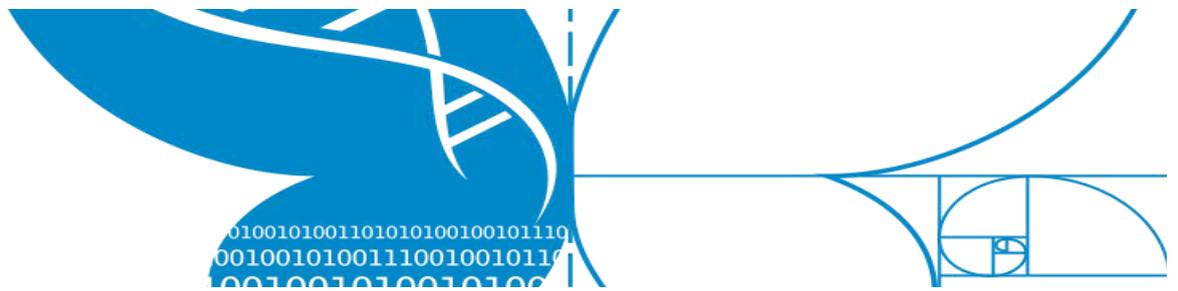
carl.linnaeus@slu.se

Password

.....

Remember Me [Forgot Your Password?](#)

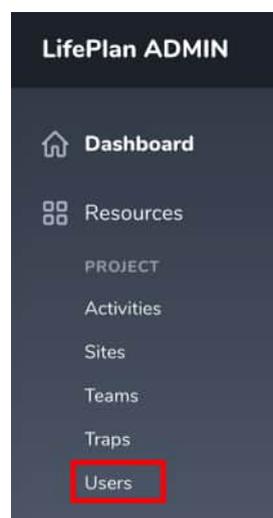
Login



## 2.1.2 Update profile and change password

This section describes how to update your profile information and set a new password.

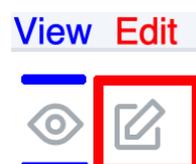
1. In the LifePlan ADMIN, On the left-hand side of the screen, **press Users**.

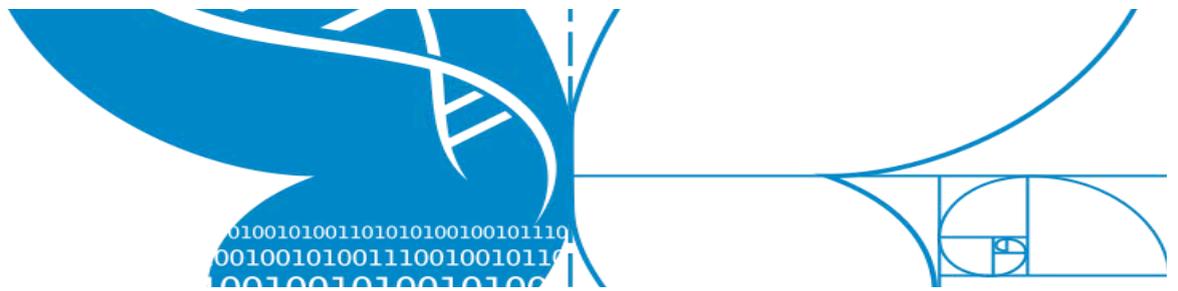


2. On the *Users* page, a list with users is shown. **Locate your user**. You may need to search for your name in the *Users* search box.



3. Click the **Edit symbol** on the right hand side of your profile (see symbol marked with the red square)





- To change password, enter a new password in the *Password* field - followed by pressing *Update* or *Continue* or pressing *Update User*.

### Update User

Name *	<input type="text" value="Carl Linnaeus"/>
Email *	<input type="text" value="carl.linnaeus@slu.se"/>
Phone Number	<input type="text" value="+4670-567 80 09"/>
Password	<input type="password" value="Password"/>
Language	<input type="text" value="English"/> ▼ <small>You may need to refresh the page to fully update the language.</small>
Share Profile	<input checked="" type="checkbox"/> <small>Share email address and phone number with team members.</small>

Cancel

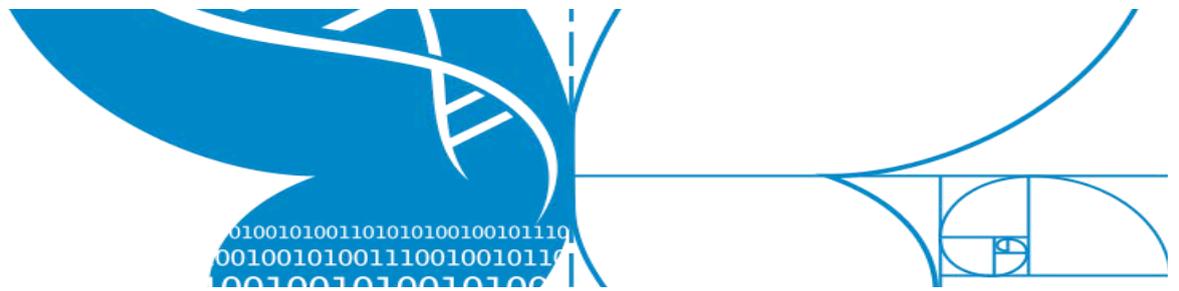
- You can also change your name, email address, phone number, your preferred language.
- You may also choose to **Share Profile** which means that your phone number and email address will be visible to your team members.

However, only team members<sup>1</sup> will be able to see your personal information.

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<sup>1</sup>Project LIFEPLAN coordinators will be able to see your contact information regardless.





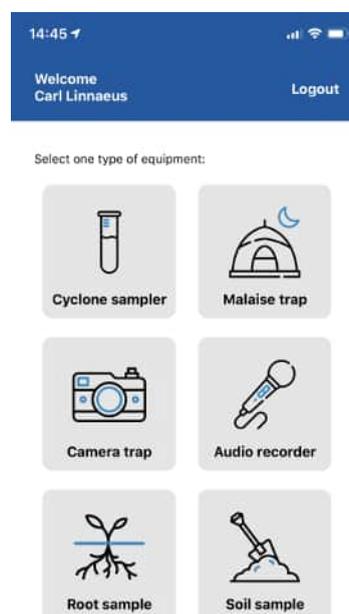
## 2.2.2 Launch & Login

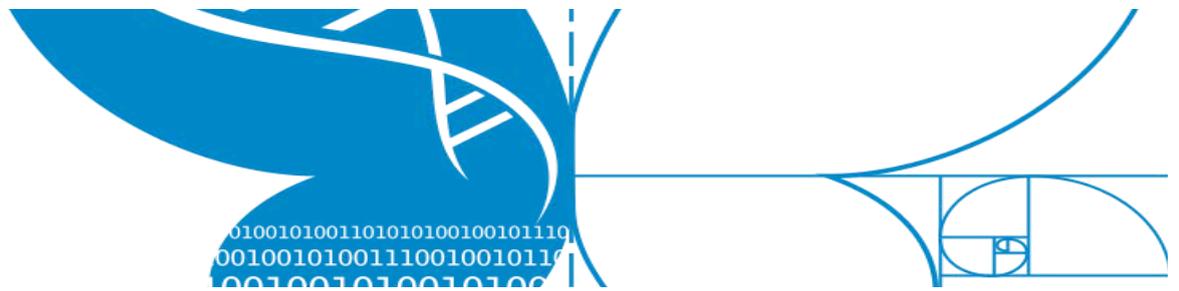
Once the mobile app has been downloaded and installed, launch the *LifePlan* mobile app.

1. Launch the *LifePlan Mobile* app.
2. Enter your **email address** and **password**.
3. Press the **Login** button.



4. When successful, the following screen will appear.





## 2.2.3 Logging out

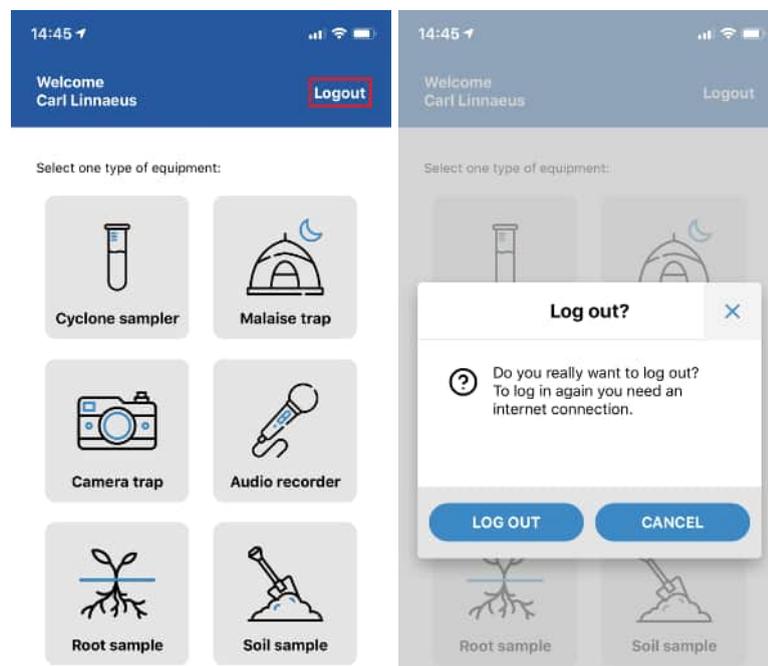


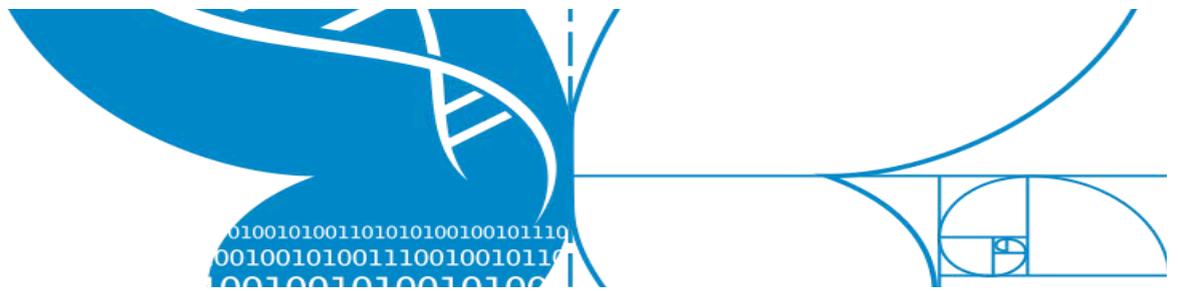
**Important:** Before logging out!

In order to log in again, you **MUST** have an internet connection. A logged out user **CANNOT USE** the *LifePlan Mobile* app.

Logging out from the *LifePlan Mobile* app:

1. Press the **Logout button** in the top right-hand corner of the screen (see red rectangle).
2. A confirmation dialog window will appear.
  - a. Press the **LOG OUT** button to log out
  - b. Press the **CANCEL** button to stay logged in

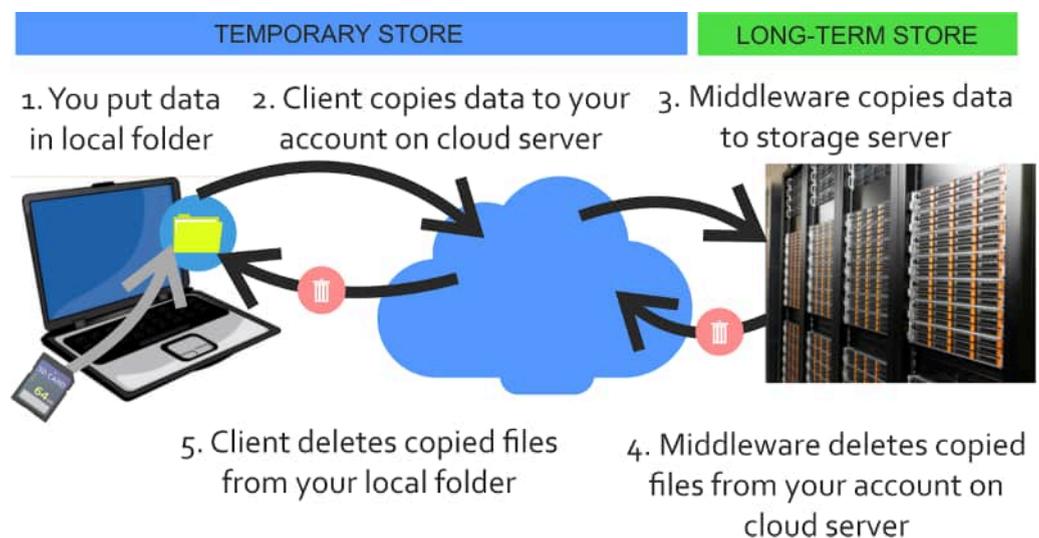


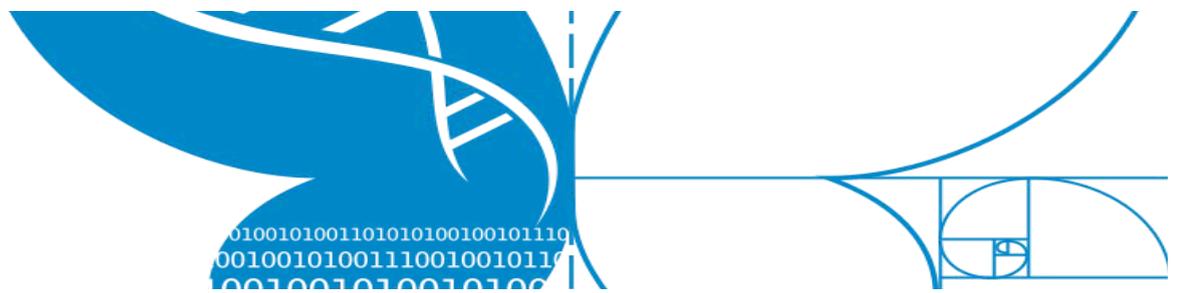


## 2.3 Nextcloud - Setup

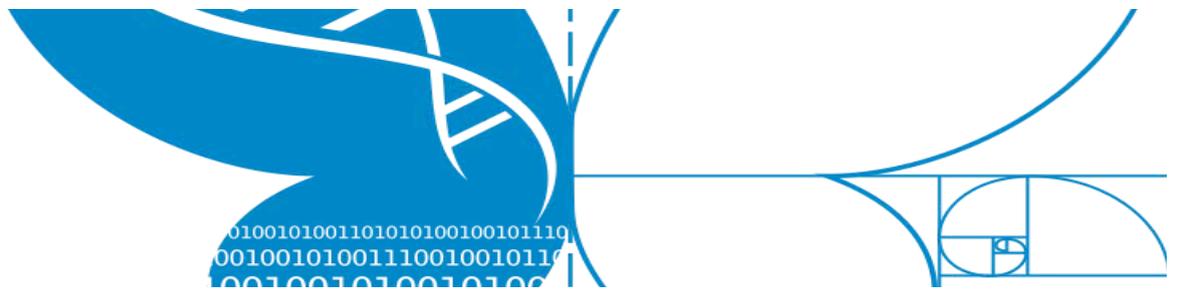
In LIFEPLAN, we collect large amounts of image and audio data from all over the world, including places with sometimes slow internet connections. As this can take multiple days for each week's data, and as there are hundreds or thousands of files to upload and internet connections can get interrupted, you need a cloud-based setup with a local sync client. Nextcloud is open source software, and we have used it to make our own cloud server for LIFEPLAN.

You will create a local folder on your computer where you place the collected data. You will connect this local folder to the LIFEPLAN cloud server with the Nextcloud sync client, which is a free programme you install on your computer. The Nextcloud sync client will copy this data automatically in the background to your Nextcloud folder on the LIFEPLAN cloud server. From there, the data will be moved to our large storage server, and deleted from your Nextcloud account and local folder to make room on your computer.





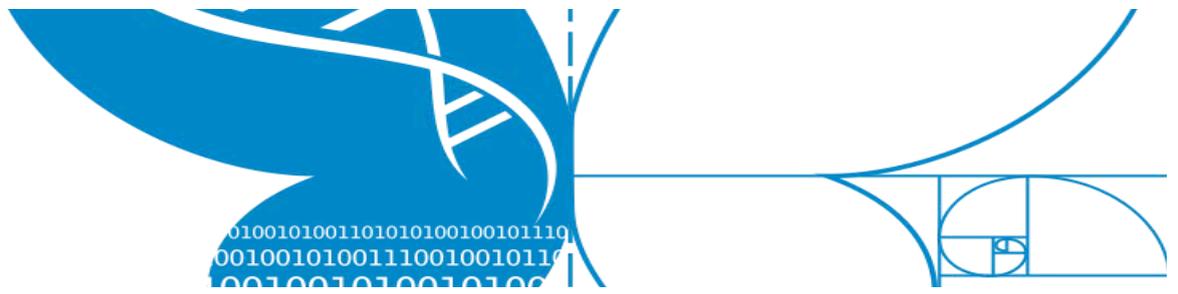
1. Get your Nextcloud account: You should have received a separate email from [lifepplan@helsinki.fi](mailto:lifepplan@helsinki.fi) welcoming you to Nextcloud and containing a link to set up your Nextcloud account. Email us if you did not receive it or the link expired.
2. Install the Nextcloud desktop application: go to <https://nextcloud.com/install/#install-clients>, and select your operating system. Download and run the installer file. If you do not have administrative rights to your computer, contact your institution's IT support.
3. Logging in and connecting to server: Open the Nextcloud desktop application. Select Login from the initial screen. The next page requests the URL of the Nextcloud web client. Type in `https://nextcloud.2.rahtiapp.fi`
4. A browser window will open, and you will be redirected to log into the Nextcloud web client. Log in with your Nextcloud credentials and allow the linking when the website requests it.
5. After giving permission to connect the account, return to the desktop client and set up the settings that are open in the client. Recommended settings for most users:
  - Server settings: Select "Sync everything from server" and do not check the boxes for "Ask for confirmation...."
  - Local folder settings: You can choose to place the local folder where you like, but for institutional computers you may need to consult your IT department. Choose option "Keep local data".
6. Click "Connect". When the connection is successful, your Nextcloud client will open.



## 2.4 Nextcloud - Move to new server

Over the summer of 2024, we had to move our Nextcloud to a new address. If your Nextcloud desktop client is still connected to the old address <https://nextcloud.rahtiapp.fi> , you need to reconnect it to the new address <https://nextcloud.2.rahtiapp.fi>. Please follow these steps to do so:

1. Click the Nextcloud desktop client icon to open the client
2. Click on your username in the top left corner
3. Click on "Add account"
4. In the dialog that appears, click "Log in"
5. In the box, type <https://nextcloud.2.rahtiapp.fi/>
6. A browser window should open. Click "Log in"
7. Log in with your Nextcloud username and password
8. Click "Grant access"
9. If Nextcloud prompts you to choose which folders to sync, choose all of them.
10. If Nextcloud prompts you to choose a local folder, choose the same one you have been using so far. From the syncing options, choose "Synchronize everything from server".
11. Your desktop client should now sync with the new Nextcloud. When it has fully synced, you should see inside your Nextcloud local folder a folder with your team's three-letter acronym. That is the folder where you have unlimited space and where you should upload everything. If you don't see it or have trouble connecting, contact us at [lifepan@helsinki.fi](mailto:lifepan@helsinki.fi) or on Slack.
12. You can delete the old account by clicking on your username at the top left, clicking on the old non-working account, and selecting "Remove account".



## 3 Weekly field activities

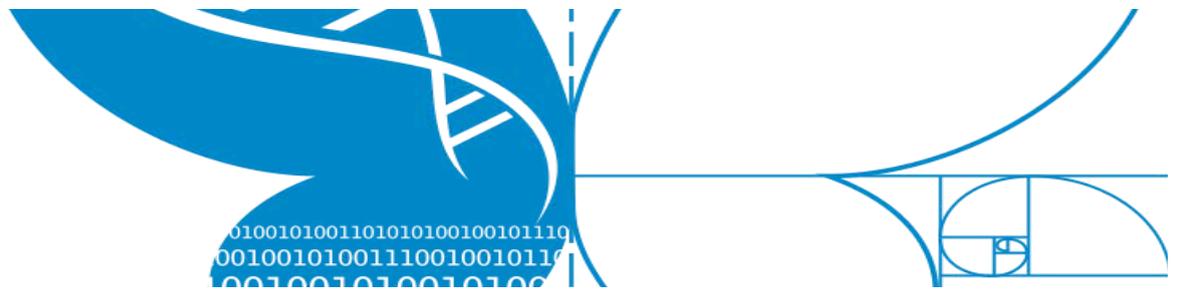
This chapter describes how to register your samples. Everytime you place or collect a sample container you need to register a placement or collection action. There are two types of activities, namely: Place and Collect.

- If you **place** a new sample container (e.g. a malaise bottle) in a trap you have to register this activity.
- If you **collect** a sample (e.g. an audio SD-card or a root sample) you have to register this activity.

Placement and collection **activities are registered** using either: the *LifePlan Mobile* app or the *LifePlan ADMIN*.

### 3.1. Register activity using LifePlan ADMIN

The *LifePlan ADMIN* portal can be used to register and modify, both new and old activities. However, activity submission using the *LifePlan ADMIN* will not be covered by this user instructions manual. Instead, this manual describes how to register and submit new activities using the *LifePlan Mobile* app.

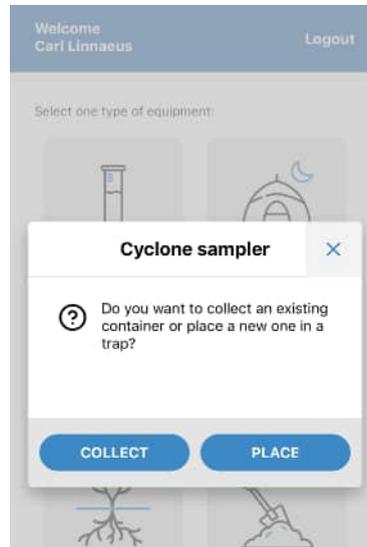
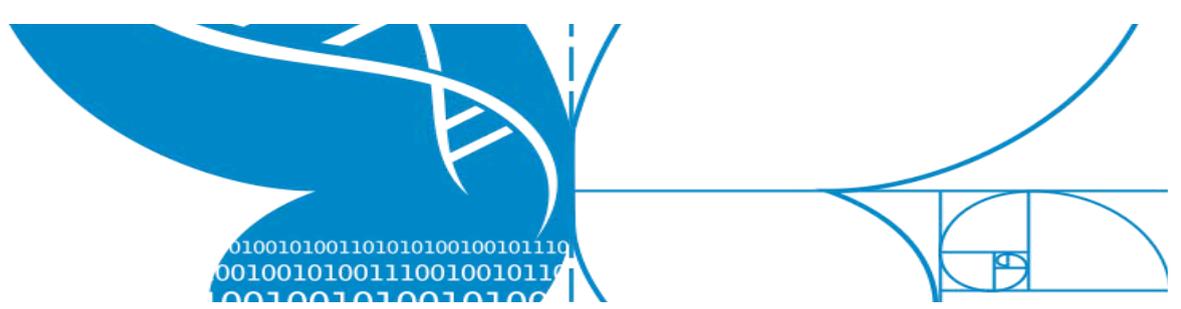


## 3.2 Register activity using *LifePlan Mobile* app

1. First, **press** the trap/sample you want to place or collect. For example, select the *Cyclone sampler*.



2. Select whether to **COLLECT** a sample **or PLACE** a new sample container in a trap.



 For Soil samples there is no trap.

3. Point the camera of your mobile phone towards the **ID code** of the **trap**. You can zoom by pinching out in the camera window, and turn on the phone light from the flashlight icon.

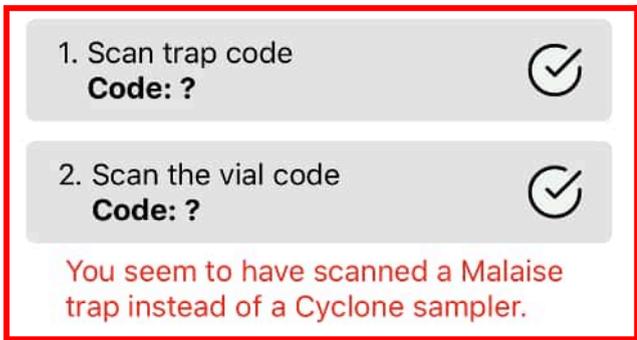




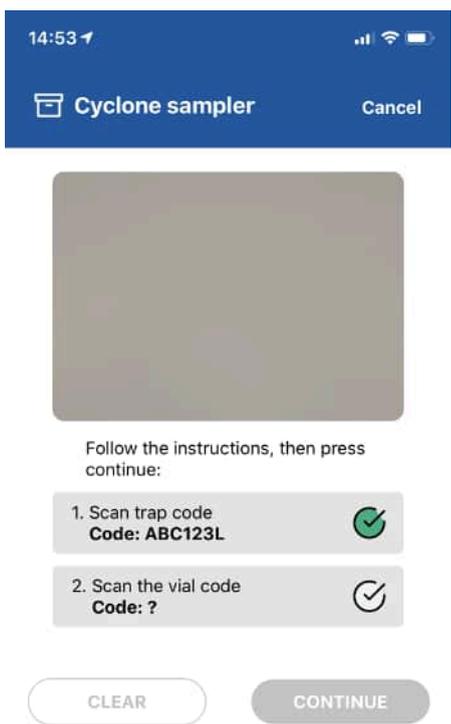
- a. If successful the phone will **vibrate** and show a **green tick mark** alongside the trap code.

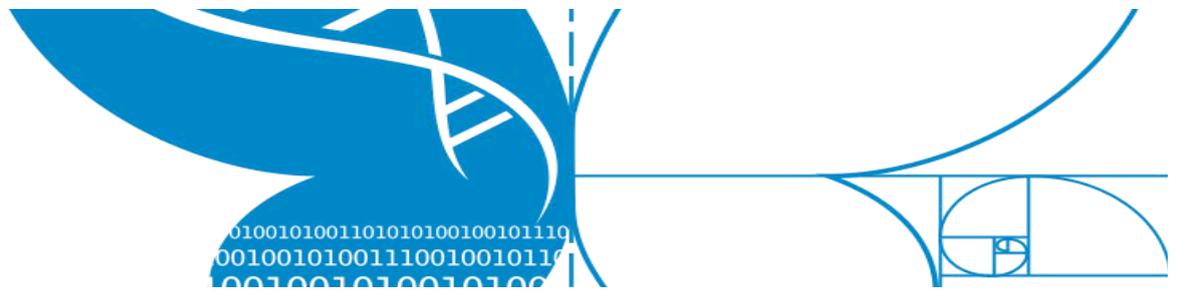


- b. If unsuccessful you might get a **red error message** similar to this:



- 4. Point the camera of the mobile phone towards the ID code of the **sample** container. You can zoom by pinching out in the camera window, and turn on the phone light from the flashlight icon.





- a. If successful the phone will **vibrate** and show a **green tick mark** alongside the trap code.

2. Scan the vial code  
**Code: CBC123J**



- b. If unsuccessful you might get an **error message** similar to this:

1. Scan trap code  
**Code: ?**



2. Scan the vial code  
**Code: ?**

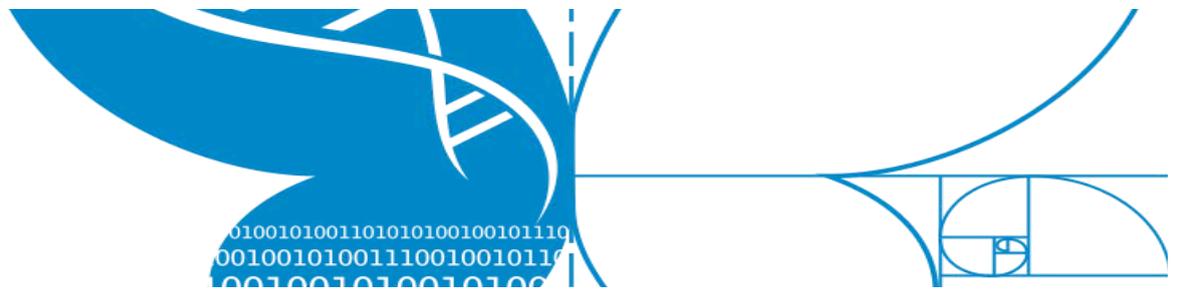


You seem to have scanned a Bottle instead of a Cyclone sampler.

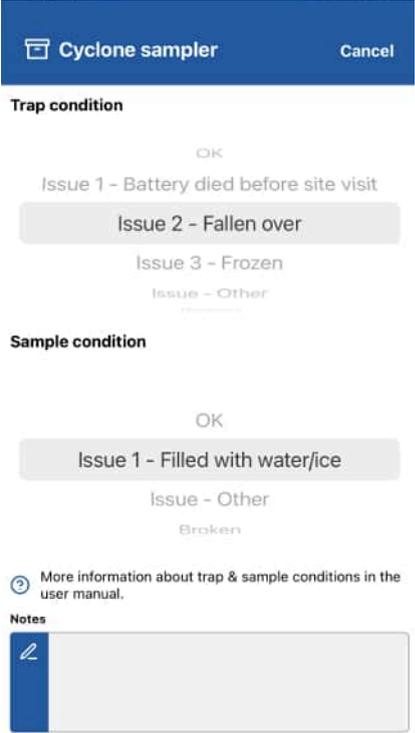
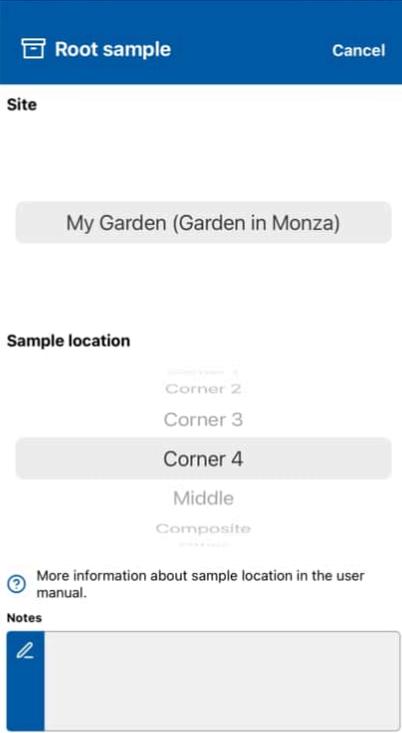
5. If you can't scan a particular QR code, there is an option to input it manually by clicking the MANUAL INPUT button. You can then type in the code that you see on the sticker.
6. Now, **double check** that the scanned **ID Codes** are correct.



- a. If the ID Codes are Incorrect, press **CLEAR** (press once for each green tick mark) and repeat all steps from step 3.
- b. If the ID Codes are Correct - press **CONTINUE**



7. Enter the **trap** and **sample condition**. See chapter 5 for a description of what conditions to use.

	
Normal Sample	Soil Sample

- a. If the trap or sample is **damaged** or has any other issues, please **notify Project LIFEPLAN**. See section about *Missing or broken equipment*.
- b. For **Soil** samples you cannot set trap or sample condition; instead you choose which site and location the sample was collected from.





When performing a Placement action with a Camera and Audio recorder, a Pop-Up message will appear reminding you to start recording.

10. **Check** that all **information is correct**. All relevant information collected from your activity is shown.

14:57

Cyclone sampler Cancel

Please make sure that the following information is correct:

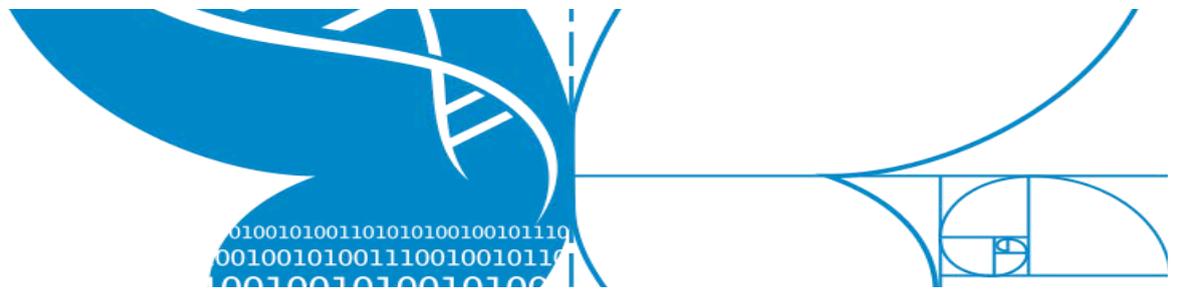
User	Carl Linnaeus
Time	Tuesday, September 15, 2020 2:56 PM
Type	Collection
Location	Accuracy 15 meters.
Equipment	Cyclone sampler ABC123L
Equipment condition	Good
Sample	

GO BACK SUBMIT

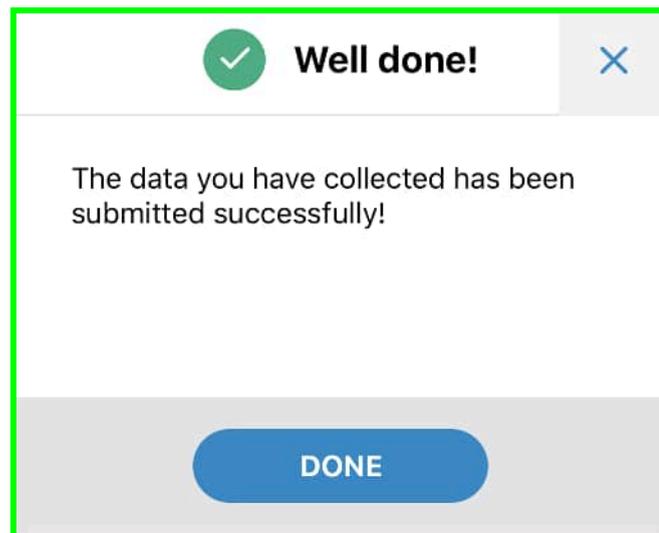


**Important:** Notice the **Location field**. The location will get updated until you press the SUBMIT button. Sometimes it may take up to **90 seconds** to record a good GPS location.

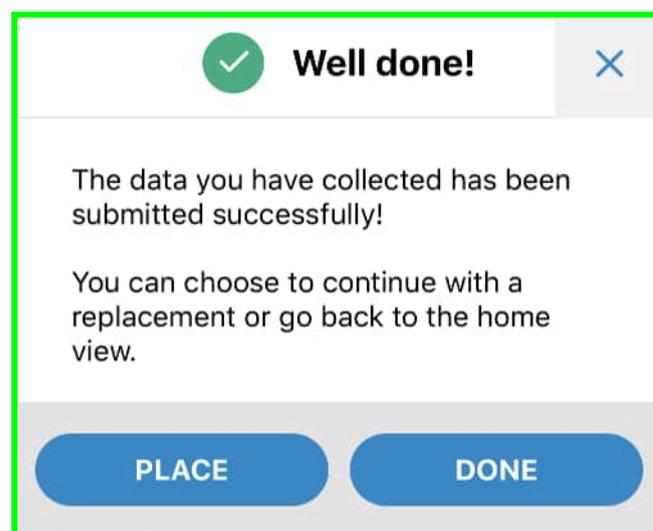
- a. If any information is **WRONG**, press the **GO BACK** button.
- b. If all information is Correct, press the SUBMIT button.

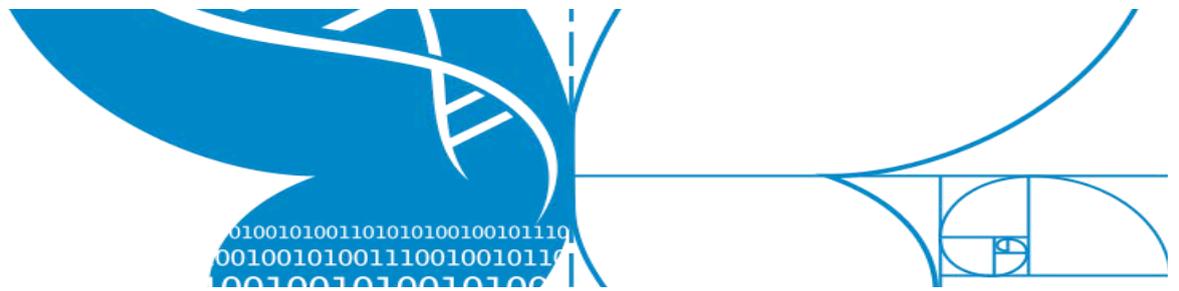


11. After pressing the **SUBMIT** button, one of the following four pop-up windows will be displayed.
- Successful - press **CONTINUE** to return to the home screen.

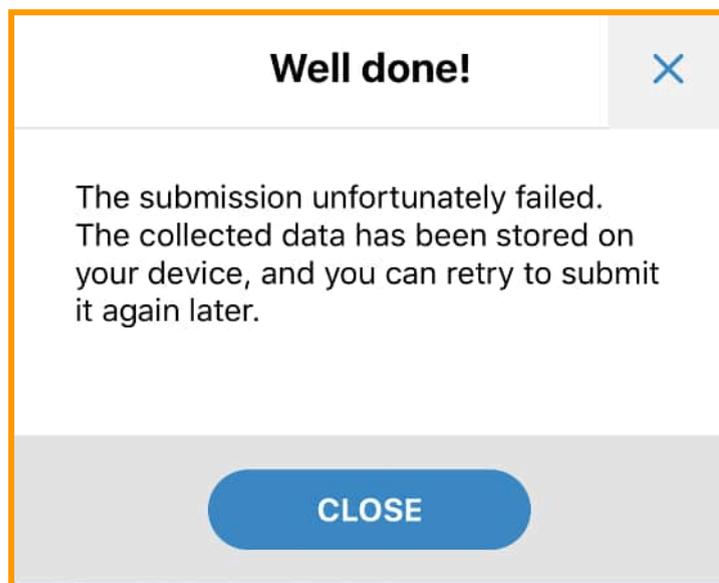


- Successful - press **CONTINUE** to return to the home screen or **PLACE** to start a new placement activity for this trap.

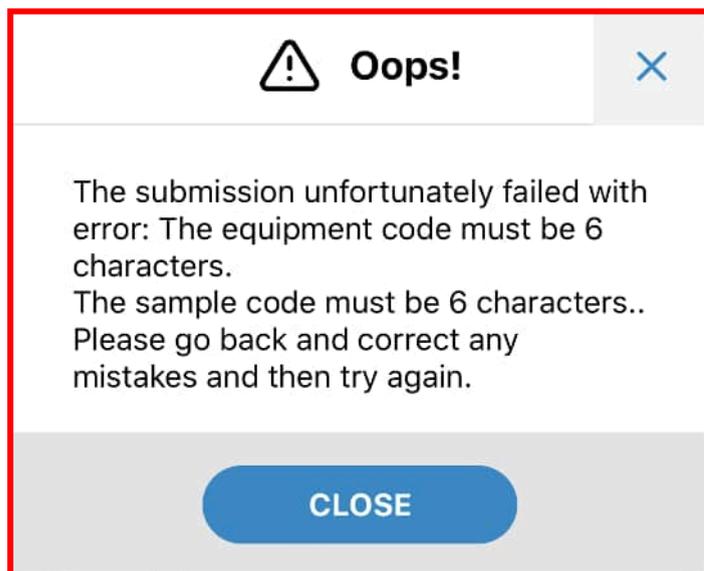


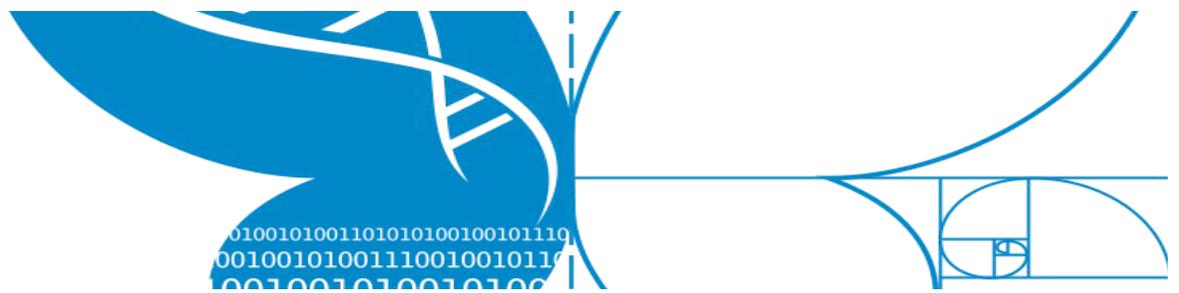


- c. Successful - **No internet connection.** The submission was recorded and saved locally (on this phone). Manual resubmission required when internet connection is restored (see instructions in separate section below).



- d. **Error** - Something went wrong. Something went critically wrong. No information has been saved. You should **repeat** the Placement or Collection **activity from the beginning**.





## 4 Upload photos and audio files

Once a Camera or Audio recording has been registered using the *LifePlan Mobile* app, you must send us the data itself. There are six steps to do:

1. **Extract** the image or audio files from SD card and **back up** the files to the external hard drive.
2. **Empty and format** the SD card to re-use it
3. **Copy** the files to Nextcloud.
4. Wait for Nextcloud to **synchronise**.
5. Later in the week, **create a share link**.
6. Using LifePlan ADMIN, **register the share link**.



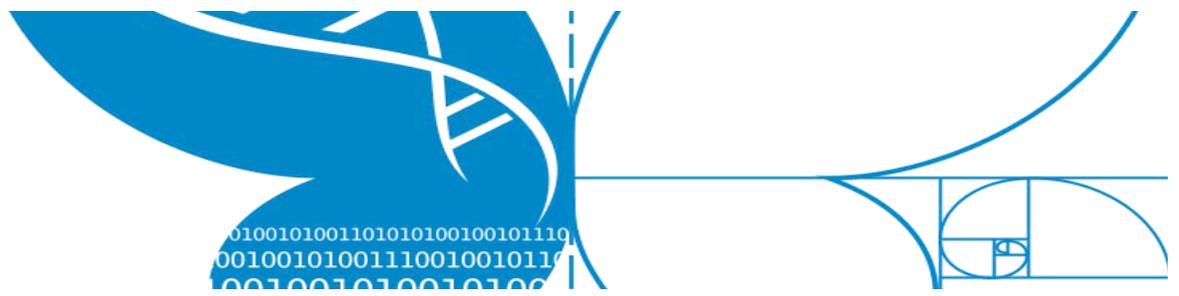
### Multiple folders of camera images?

Images are named "SYFR0001"..."SYFR9999". **If more than 9999 pictures are taken by the camera in a week**, it creates a second folder and starts again from "SYFR0001".

On the memory card, the images should be in folder DCIM/100MEDIA. If you also see other folders like 101MEDIA, please take those extra images too, and upload them to the same folder as the ones from 100MEDIA. Your computer will then complain about files having the same name: allow the computer to RENAME the files, NOT overwrite. The exact filename format does not matter for uploading.

### 4.1 Extract and back up files from SD card

1. Open the external hard drive on your computer:
  - i. Plug the external hard drive provided by LIFEPLAN into your computer or the USB hub. If your computer has only one



USB port use the hub, as you will be plugging in another device as well.

- ii. Open the external hard drive in its own window.

## **2. REPEAT FROM HERE FOR EACH SD CARD:**

Audiomoth files are on a microSD card, which comes with an adapter. Insert the microSD card in the adapter to make it the size of a regular SD card.

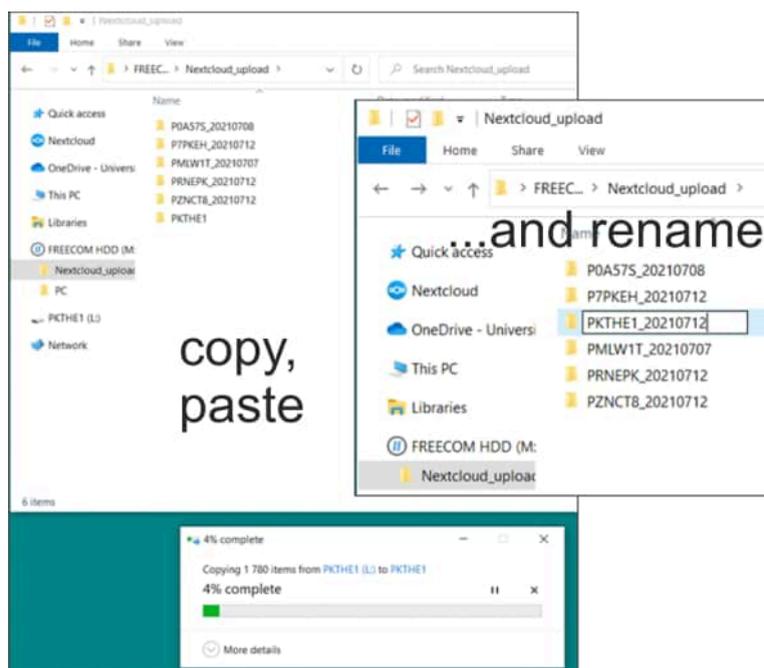
### **3.** Insert the SD card into the card reader.

- i. If your computer has a card reader slot, use that
- ii. If your computer does not have a card reader slot, use the card reader provided by LIFEPLAN by plugging it into the USB hub provided by LIFEPLAN, and then plugging the USB hub into the USB port of your computer.

### **4.** Navigate to the SD card on your computer. *(The card should be named the same as the ID code on the sticker on the card - if not, right-click the card icon to rename it).* Select the icon for the SD card, right-click it and select “copy”. Go to your external hard drive folder, right-click inside it and select “paste”. Your computer should now create a new folder inside the external hard drive with the same name as the card.



5. Once the data has been copied, rename the folder so that it includes the collection date after the card id.



6. Still with the same card, move on to the next step...

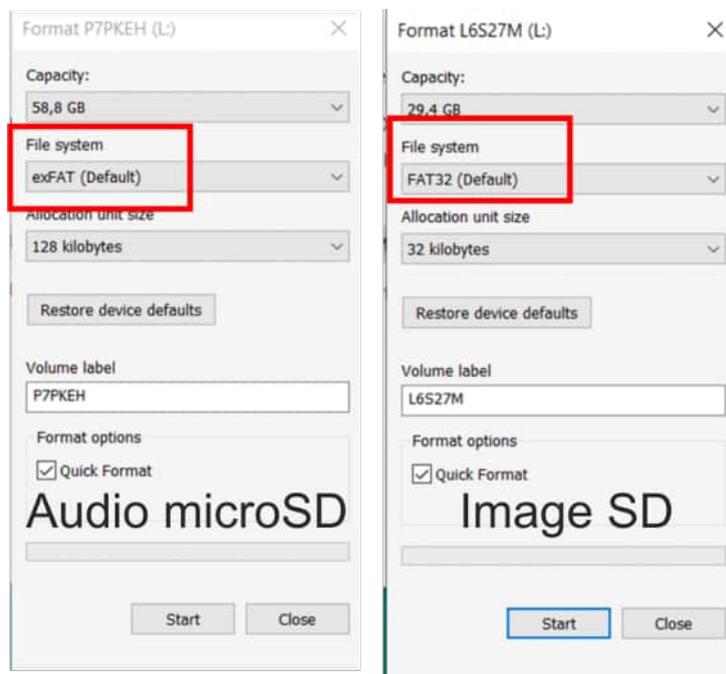


### Some files not copying?

Sometimes files get corrupted and cannot be copied. You don't need to try to save them, as it will require some technical expertise. Just leave those problem files untransferred and format the card.

## 4.2 Empty and format SD card for re-use

1. Select the SD card icon again, right click and select "format"
2. File system: Audio microSD cards are formatted to exFAT, and image SD cards are formatted to FAT32



3. For Audio microSD cards, put the CONFIG files back on the cards. They are available in the Audio Recording section of our [Instructions](#) page. There are different files for the middle (red dot) and corner cards. Both files need to be named CONFIG on the card for the AudioMoth to read them.
4. **END OF REPEAT:** remove the card and insert the next one, then start again from step 4.1.2. After you have backed up and formatted all 10 cards, move on to the next step to upload all the files to Nextcloud.

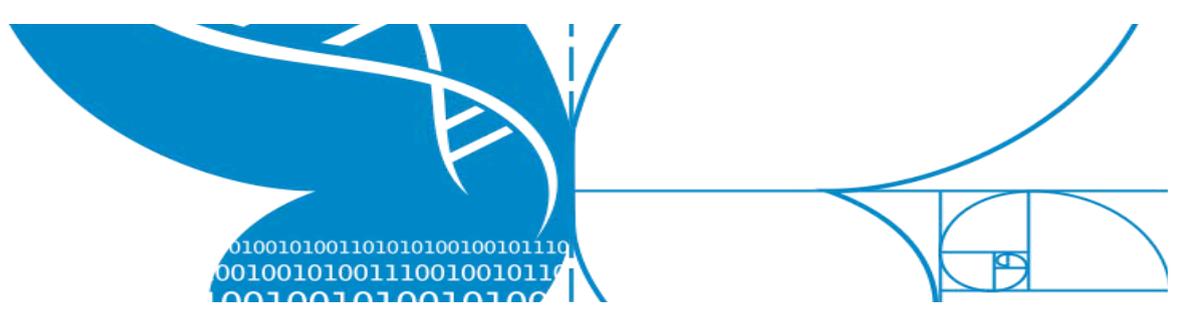


### 4.3 Copy to Nextcloud

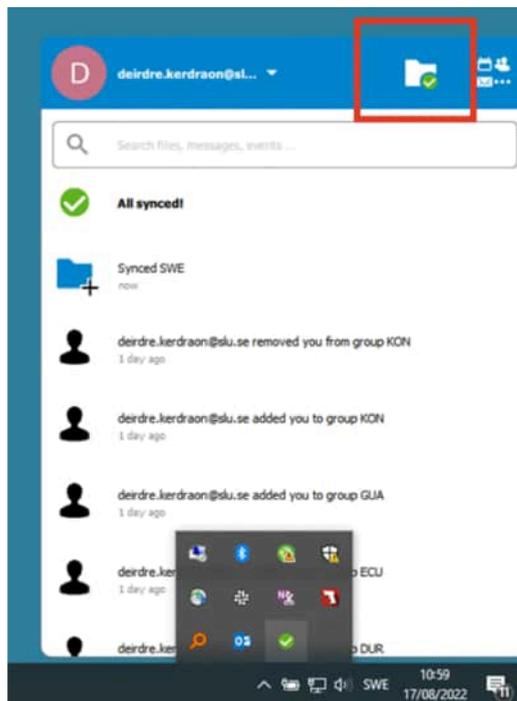
Nextcloud is a **temporary** file storage that we use to transfer the audio and camera data that each lifeplan team collected. The maximum storage size of nextcloud is 5TB and it has to be **shared** with all the teams.

The Nextcloud folder on your desktop contains a folder with your team's three-letter code. This folder has unlimited storage, even though your personal quota is much smaller and your Nextcloud looks like it does not have enough space for your files.

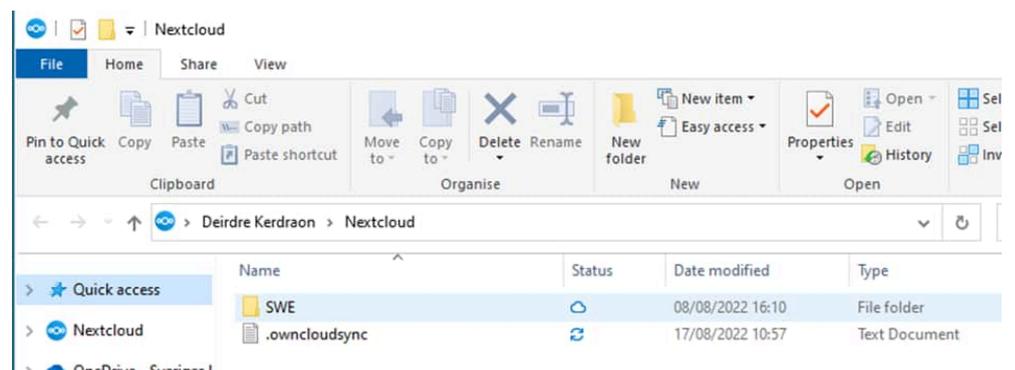
Nevertheless, do not keep much more than 100 GB in your group folder at one time, as this is shared space. Files should only be placed in this desktop folder when you are ready to transfer the data. Uploading this data can take a few minutes to a few days depending on your internet upload speed and the amount of space available in the Lifeplan 5 TB nextcloud storage. If Nextcloud gets filled up, the Lifeplan administrators may have to remove your files from Nextcloud so that other teams can upload. Therefore always have your data saved on a hard drive.

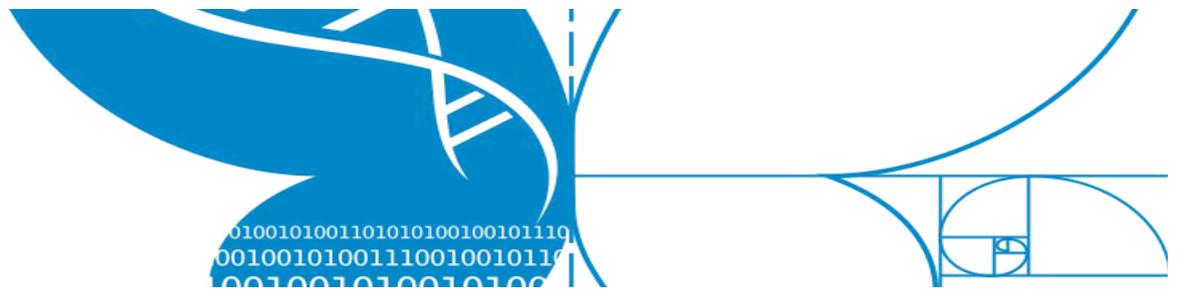


1. Open the local Nextcloud folder on your computer:
  - i. Open the Nextcloud program, and the client will open on your screen.
  - ii. At the top of the client, click the white folder icon to open your local folder.

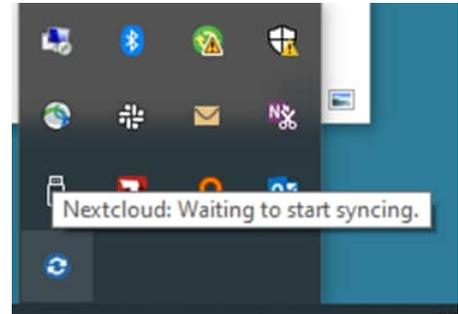


2. Open the folder with your 3 letter team code. This team folder is shared with all the members of your team: this allows anyone on the same team to create share links or fix other issues that occasionally arise.





3. From the external hard drive, select the folders you have created and renamed, and copy them to the Nextcloud team folder. Wait for the data to copy. **Only add up to 100 GB of files at a time.**

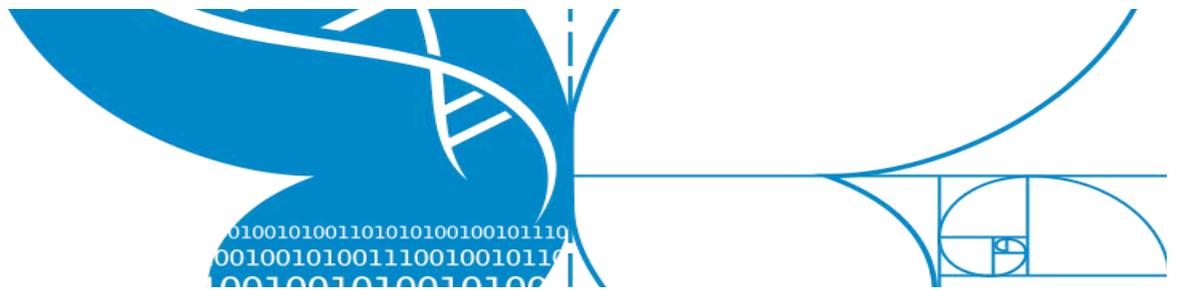


#### How to avoid failed Nextcloud uploads:

Make sure that the folders that your share links point to contain ONLY jpg, txt or DAT files. No subfolders can be inside.

If there is no data on a card (no pictures or audio recorded that week), don't make an empty Nextcloud folder. You can add to the notes field of the activity in the Web Admin to explain there was no data recorded. It can happen!

The format of the share link should be  
<https://nextcloud.2.rahtiapp.fi/s/xxxxxxxxxxxxxxxx>  
OR  
<https://nextcloud.2.rahtiapp.fi/index.php/s/xxxxxxxxxxxxxxxx>  
(15 letters&numbers at the end)



## 4.4 Synchronise files to our Nextcloud server

As soon as you placed files in the Nextcloud folder, it started uploading (syncing) those files over the internet to the Nextcloud server. You should see a Nextcloud icon in the system tray (Windows, KDE), status bar (macOS), or notification area (Linux). While the sync is going on, the icon is blue. The sync may take several days, depending on your internet connection and amount of data. It will happen in the background and you can pause it if you need to. Don't worry if you lose internet connection, the client will handle it automatically and continue when your connection comes back.



To pause syncing, click the icon. A box will pop up. Click your name at the top, and from the menu that appears click "Pause sync for all". The icon will turn grey. To resume, click "Resume sync for all" from the same menu.



When the sync is complete, the icon will turn green. **Do not go on to the next step until the icon is green.** This can take several days. To see how the sync is progressing and estimate time remaining, you can go to the Nextcloud web client and see how many of your files and folders have already appeared there.



If the icon is grey with three dots, that means your application has lost connection with our server. Check your internet connection.

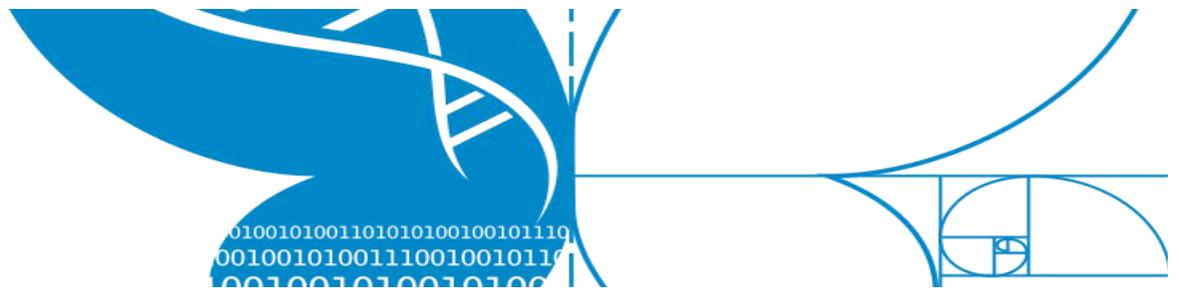


If the icon is yellow, there is some notification of a problem waiting for you and you should click the icon.



If the icon is red, there is a problem with your configuration. Click on your name and check the Settings.

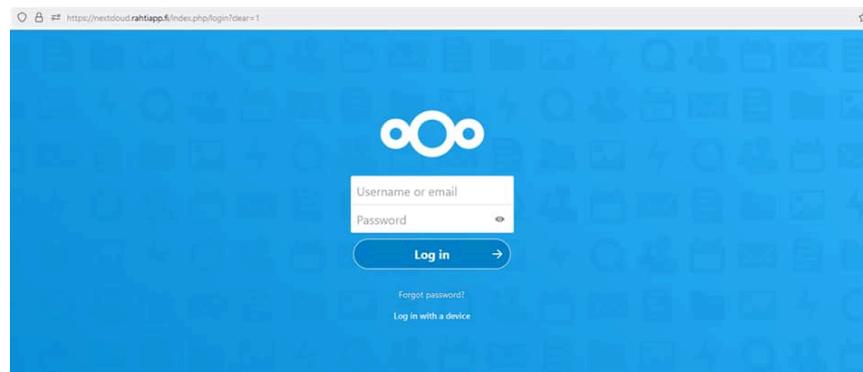
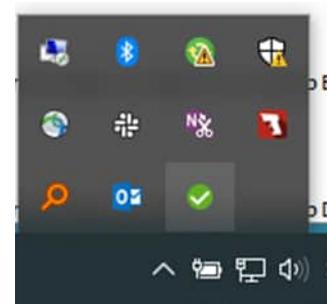




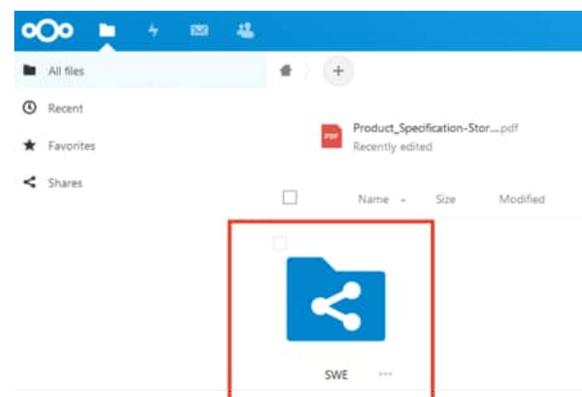
## 4.5 Create a share link

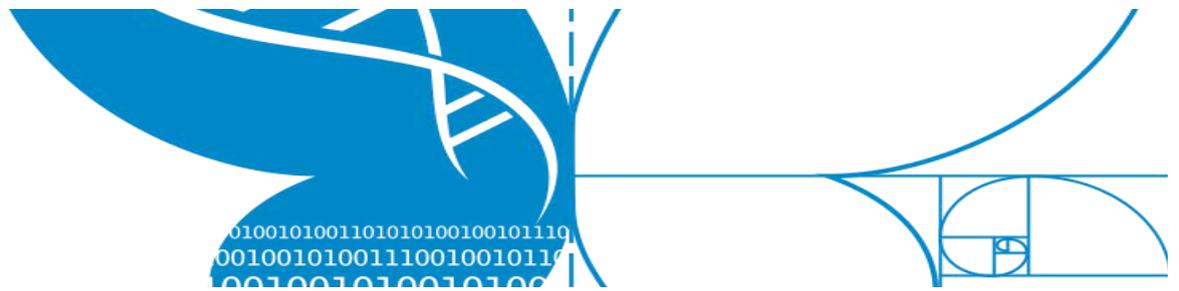
For each image / audio folder, you should do this step and the following step one after the other, so repeat steps 4.5 and 4.6 until all five audio folders and all five image folders are done. This will save you some time and effort when you don't have to write share links down.

1. **Wait until the Nextcloud icon turns green, which means the sync is complete.** This can take several days, depending on your internet connection.
2. Open the web client at [nextcloud.2.rahtiapp.fi](https://nextcloud.2.rahtiapp.fi) and log in.



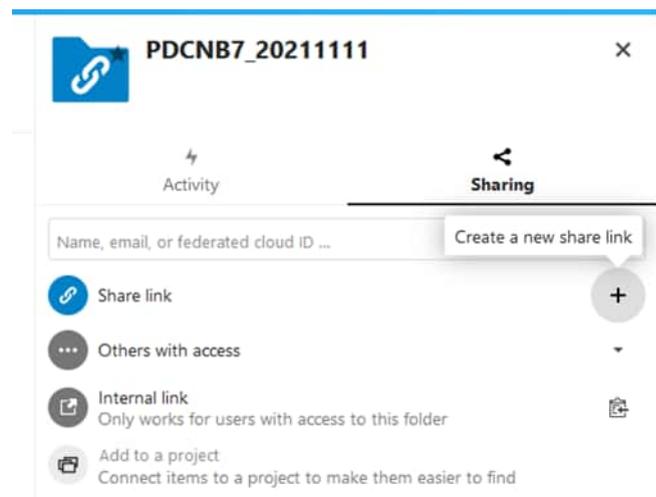
3. Open the folder with your team code that contains your synced files.



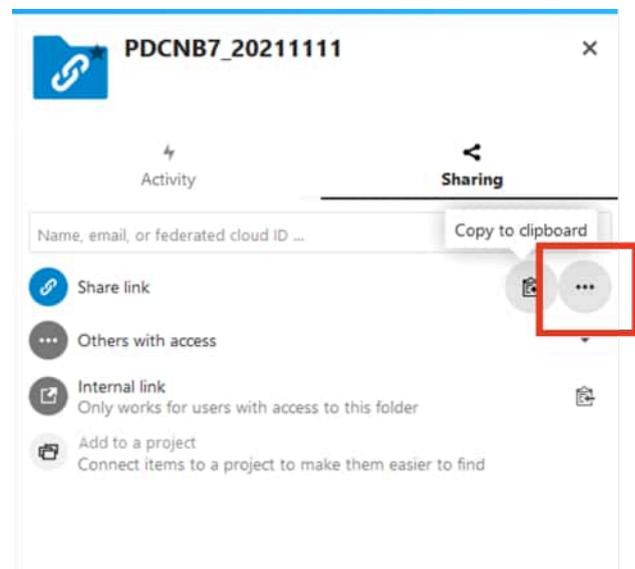


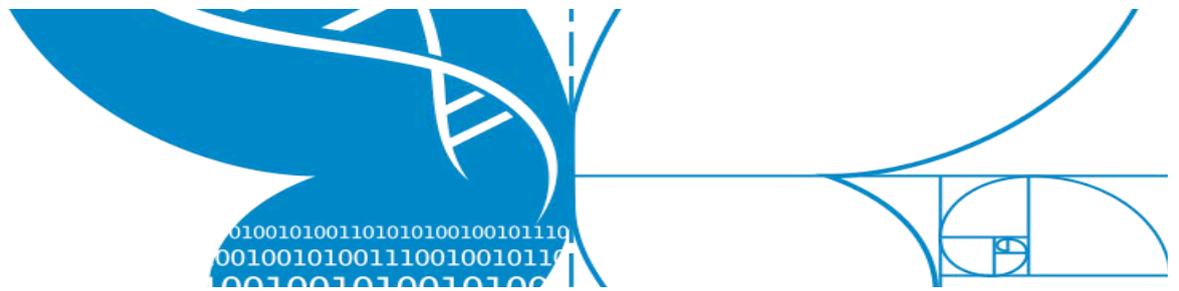
**4. REPEAT FROM HERE FOR EACH FOLDER:** Inside your team folder, click the share icon next to the name of the audio/image data folder you are linking.

**5.** A new menu opens up on the right. Click the + next to “share link”.



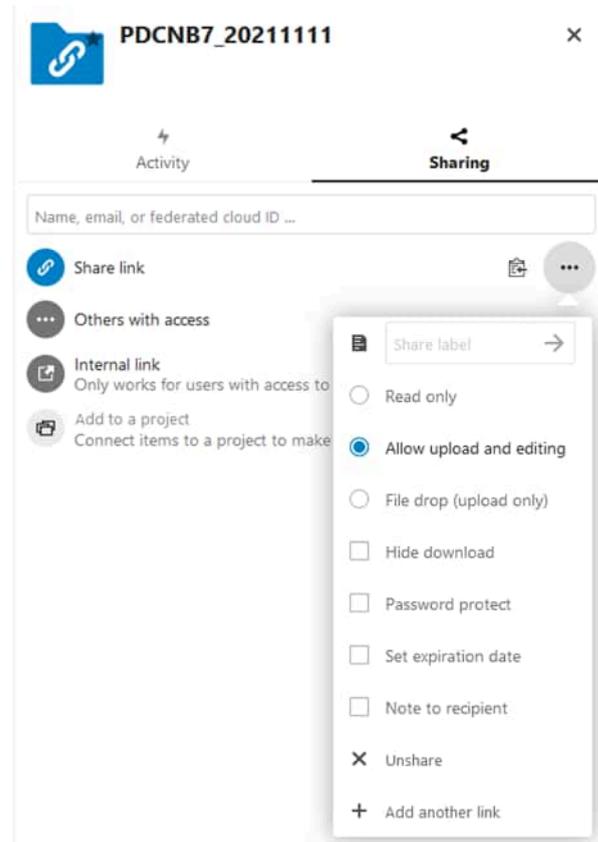
**6.** Click on the three dots

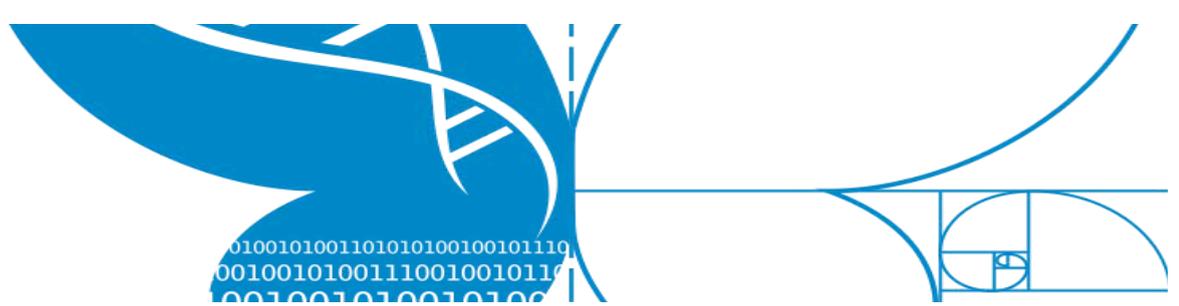




7. Select “Allow upload and editing”

8. Go on to the next step 4.6 to register the link you just copied in Lifeplan web admin. Don’t close the Nextcloud web client until you have done steps 4.5 and 4.6 for all the folders.

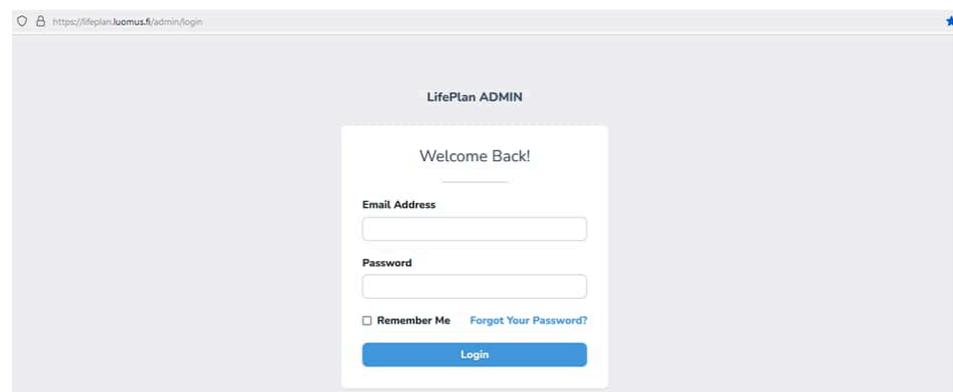




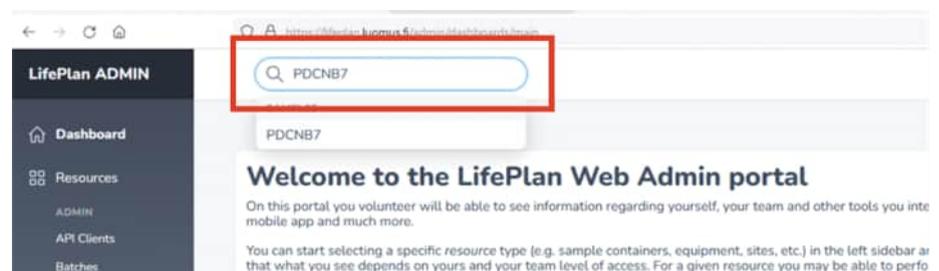
## 4.6 Register files in LifePlan ADMIN

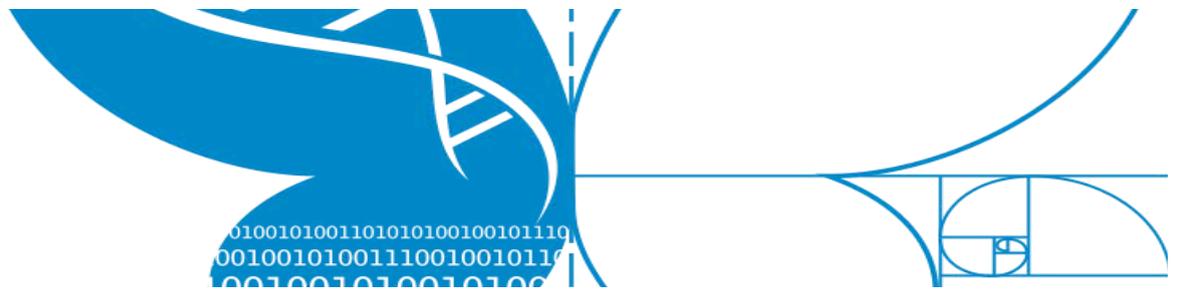
The last step of the file upload process is for you to connect the uploaded files to your Collection activity. You will need the share link copied to your clipboard from the previous step. If the Collection activity was created in the field by someone else on your team, follow steps 1 and 7.

1. In another browser tab, open Lifeplan Web admin: <https://lifeplan.luomus.fi/> and log in

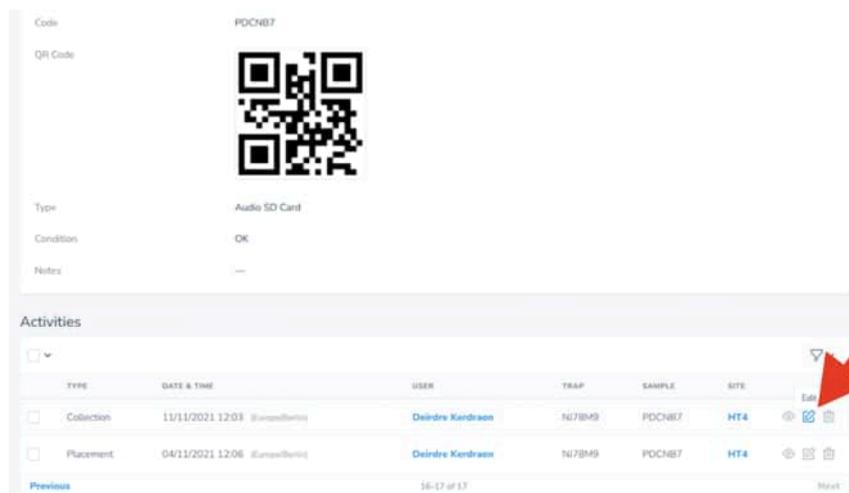


2. Search for the relevant SD card code in the search bar at the top of the web page

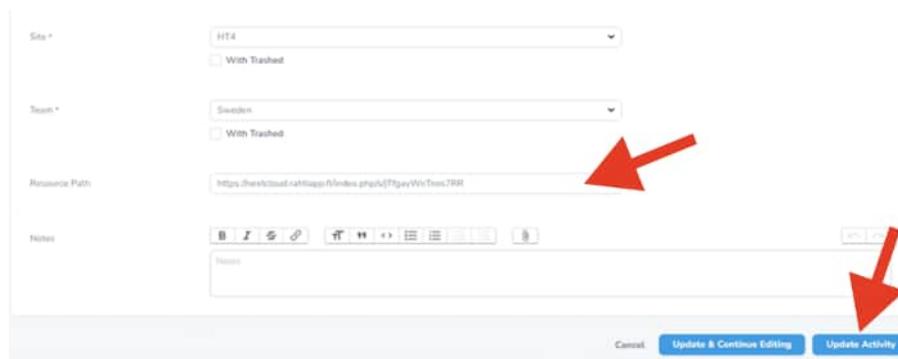




3. In the activities section, navigate to the correct collection date and click on the edit button



4. Paste the share link you copied from the nextcloud folder into the resource path box and click “Update Activity”



5. To register the other folders, perform steps 4.5.4 - 4.5.8 and 4.6.2 - 4.6.4 for each folder.
6. Finished! After the files have been successfully copied to long-term storage, they will be automatically deleted from your cloud account and local folder. The empty folders will be left behind, so you will want to periodically go through your local folder and remove the empty subfolders to keep it tidy. If something goes wrong, you should get an error email from us, but if a folder does not empty within a few days, please contact us with the folder



name and check if there's a problem we missed. Please do not move or delete a linked folder that still has data inside without contacting us.

7. If the Collection activity was created by a different team member, after logging in you need to first select "Teams" on the left, then click "View" on the correct team, and the "Edit" on the correct Activity. Then paste the share link just like in steps 3 and 4.



1. Click "Teams"

NAME	CODE	
Sweden	SWE	

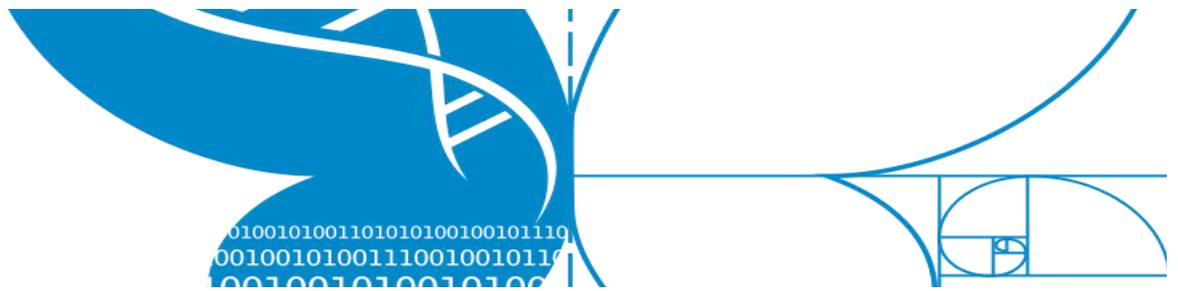
2. Find the team whose activities you want to edit and click View

TYPE	DATE & TIME	USER	TRAP	SAMPLE	SITE	
Collection	16/09/2020 12:00 (Europe/Helsinki)	Hanna Rogers	N5W5ZN	PL7IE8	UA3	
Collection	16/09/2020 12:00 (Europe/Helsinki)	Hanna Rogers	NPJ85A	PCX1FG	UA3	

3. Scroll down to find the team's Activities, find the one you need to edit and click Edit







### 5.1.5 Camera

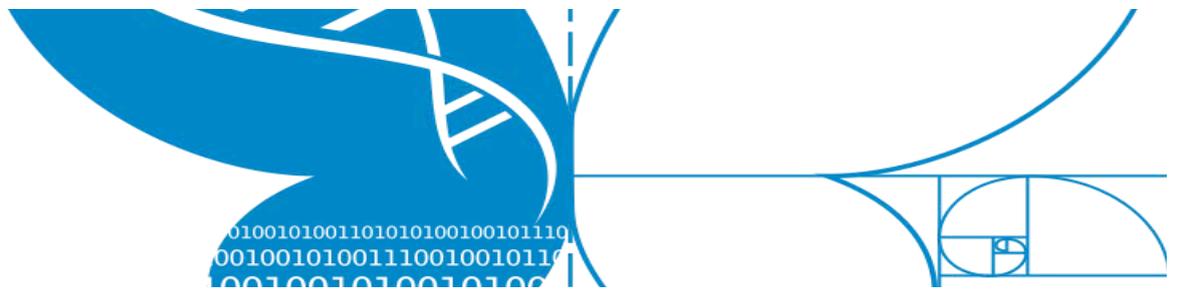
- OK: everything is normal
- Issue 1 - Field of view changed: the camera had moved during the week
- Issue2 - Fallen over: the camera had fallen off the tree / post
- Issue 3 - Dead batteries: the camera's battery had already run out when you came to collect the SD card
- Issue - Other: some other problem with the camera. Use the Notes field to describe further
- Broken: the camera had stopped working for other reasons

### 5.1.6 Image SD card

- OK: everything is normal
- Issue 1 - Possible lost images:
- Issue - Other: some other problem with the SD card. Use the Notes field to describe further
- Broken: The SD card is otherwise broken

### 5.1.7 Audio Recorder

- OK: everything is normal
- Issue 1 - Field of view changed: the audio recorder had moved during the week
- Issue2 - Fallen over: the audio recorder had fallen off the tree / post
- Issue 3 - Dead batteries: the audio recorder's battery had already run out when you came to collect the SD card



- Issue 4 - Red and green lights flashing
- Issue - Other: some other problem with the audio recorder. Use the Notes field to describe further
- Broken: the audio recorder had stopped working for other reasons

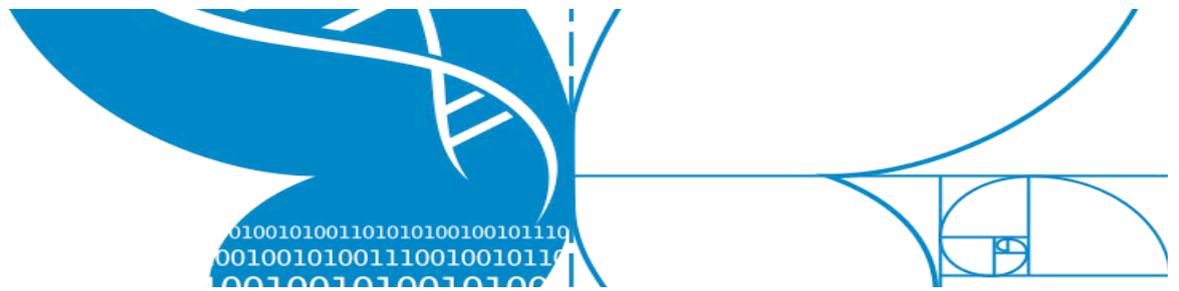
### 5.1.8 Audio SD card

- OK
- Issue 1 - Possible missing audio
- Issue - Other: some other problem with the microSD card. Use the Notes field to describe further
- Broken: The microSD card is otherwise broken

## 5.2 Location for Soil samples

### Soil Sample

- Corner 1...4: Soil sample is from one of the corners. Decide and note for yourself which corner of the plot is which.
- Middle: Soil sample is from the middle of the plot
- Use the Notes field to describe any issues with the sample
- Without either a Corner number or precise GPS location, we will not be able to use the soil sample and it will be discarded.



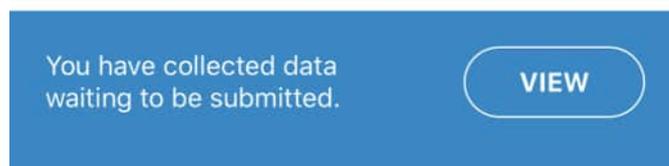
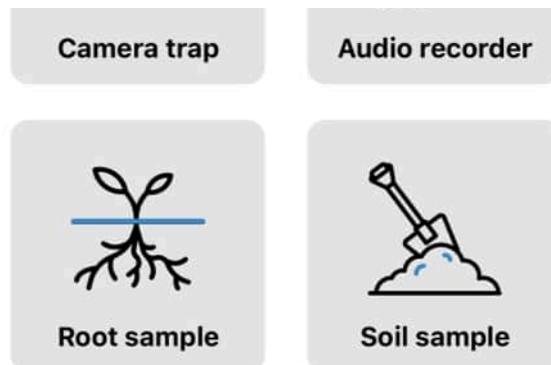
## 6 Offline Mode and Data Backup

You can still Place and Collect samples even **without internet connection**, in a so-called *Offline mode*.

When you have no internet connection your Placement and Collection activities will be **saved locally on your phone**. These have to be manually resubmitted once your internet connection has been restored.

With **unsubmitted activities**, saved on your phone, there will be a **blue** banner at the bottom of your home screen.

You can **export** unsubmitted activities and **create backups**.



View unsubmitted activities by pressing the **VIEW BUTTON**.



## 6.1 Resubmit activities

1. In the Failed requests view you can see a list of all locally saved (**unsubmitted**) requests.

**Failed requests** Close

This is a list of failed sample submissions. You can try to resubmit them by pressing the **Retry all** button, or delete them by pressing on the items.

**Collection of Cyclone sampler**  
09/17/2020 7:00 PM  
Cyclone sampler: AG5AKA  
Vial: C2TAN1  
Error: Unknown error.

**Retry all** **Export**

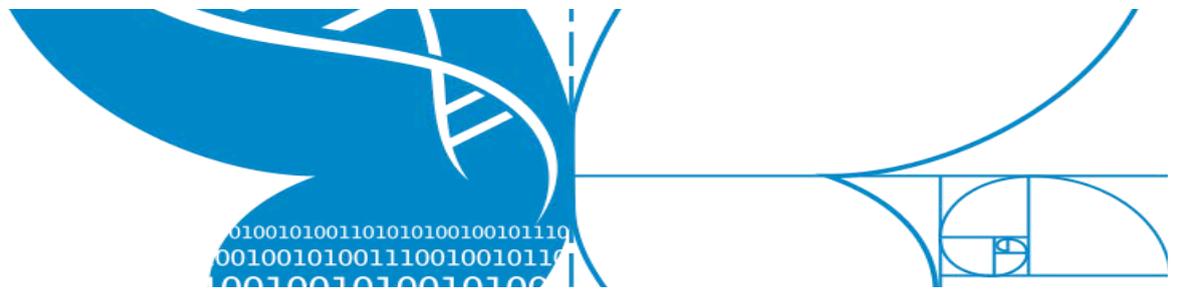
- a. Press *Retry all* to resubmit all activities in the list.
- b. You can also **delete unsubmitted activities**. Click on the activity you want to delete and press **YES** to delete and NO to abort.

**Delete pending request** ×

---

 Do you want to delete this pending request?

**YES** **NO**



2. Once resubmitted (or deleted), the activities are removed from the list.



This is a list of failed sample submissions. You can try to resubmit them by pressing the Retry all button, or delete them by pressing on the items.

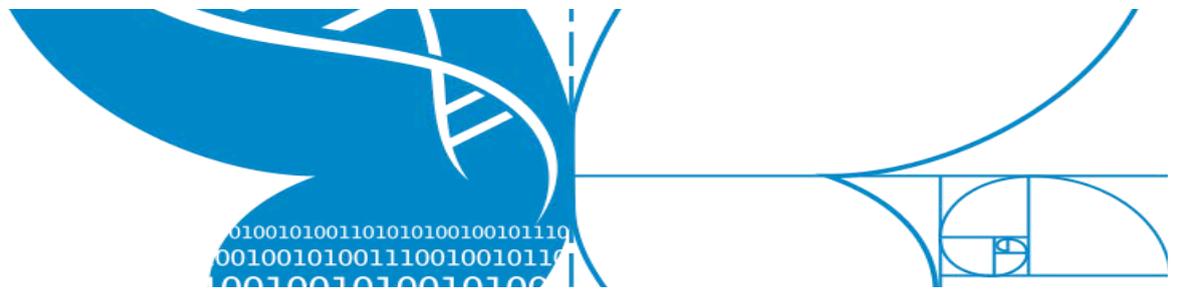


3. When there are no more unsubmitted activities, the **blue** banner is removed from the home screen.



Select one type of equipment:





## 6.2 Export and backup activities

If you are without internet connection for multiple weeks, You can **export and backup** locally stored, unsubmitted, activities. This is just in case your phone gets lost or destroyed.

First you will select a file format and save an exported file on your Android or iOS device. Then using your Windows or Mac computer, copy the exported files from your mobile device to your computer's hard drive.

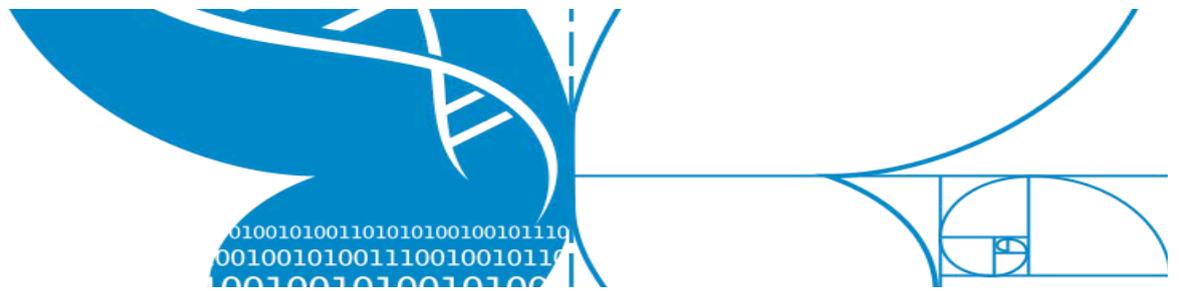
1. Press the **Export** button.

**Failed requests** Close

This is a list of failed sample submissions. You can try to resubmit them by pressing the Retry all button, or delete them by pressing on the items.

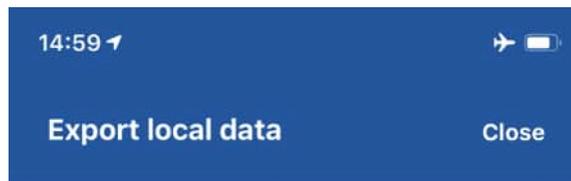
**Collection of Cyclone sampler**  
09/17/2020 7:00 PM  
Cyclone sampler: AG5AKA  
Vial: C2TAN1  
Error: Unknown error.

Retry all Export



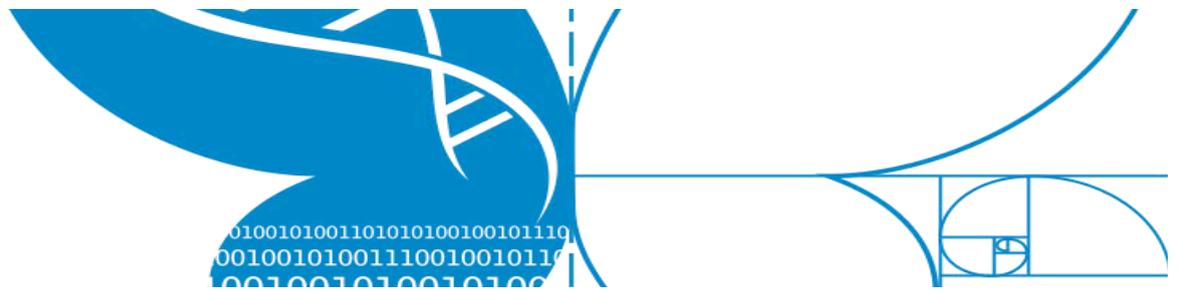
2. Select file format for your exported data and press the corresponding button.

If you are unsure what format to use, raw data is the most comprehensive - but all data sets are complete.



You can export not yet uploaded data as a JSON or a CSV file as an additional measure to keep your data safe.





### 3. **Make note** of the **Filename** or **Filepath**.

On iOS there will only be a filename while on android there will be a complete file path.

#### iOS

**Successfully saved the file.**

Connect the phone to a computer or laptop with a USB cable and transfer the file using iTunes on Windows or Finder on Mac.

Filename:

**csv\_exported\_data\_2020\_9\_17\_19\_1\_19.csv**

#### Android

**Successfully saved the file.**

Connect your phone to a computer or laptop with a USB cable and browse to the file directory for the LifePlan app to transfer the file.

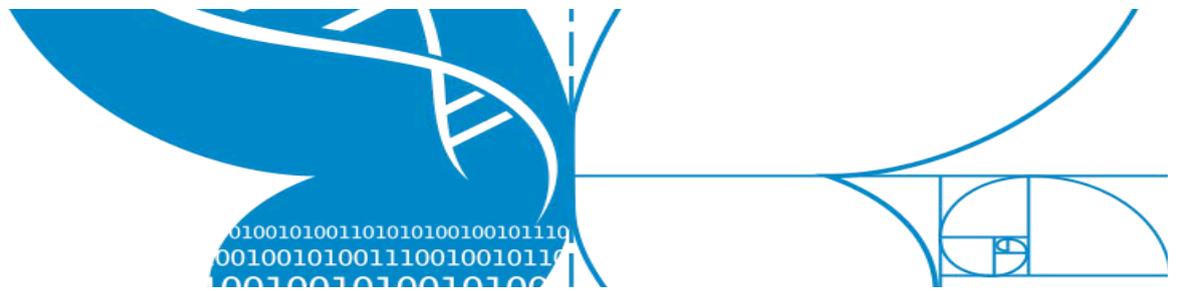
Filepath:

**/storage/emulated/0/Android/data/  
com.lifeplanapp.internal/files/  
raw\_exported\_data\_2020\_9\_15\_15\_30\_13.json**

### 4. The method for accessing backup files from a computer differs depending on computer and mobile device operating system. **Follow the guide corresponding to your setup.**

#### **There is a guide for:**

- iOS and Windows
- iOS and Mac
- Android and Windows
- Android and Mac



## 6.2.1 iOS and Windows

The following guide describes how to copy a LifePlan backup file from an iOS device to a Microsoft Windows PC.

**Prerequisites.** You need a:

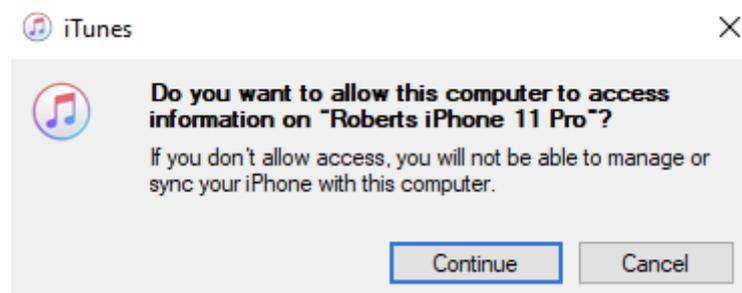
- USB to *Apple Lightning* cable
- PC running *Windows* operating system
- *Apple iTunes* installed on PC

### Instructions.

1. Connect *iOS* device to PC using USB to lightning cable.
2. Unlock the *iOS* device and press “Trust” when asked to “Trust This Computer”.



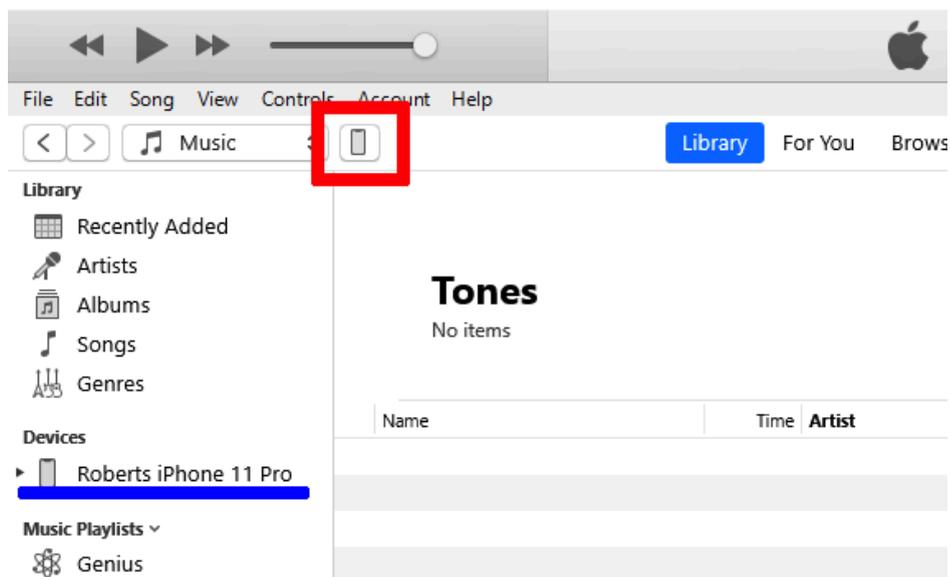
3. Open *iTunes* and click “Continue” when asked:



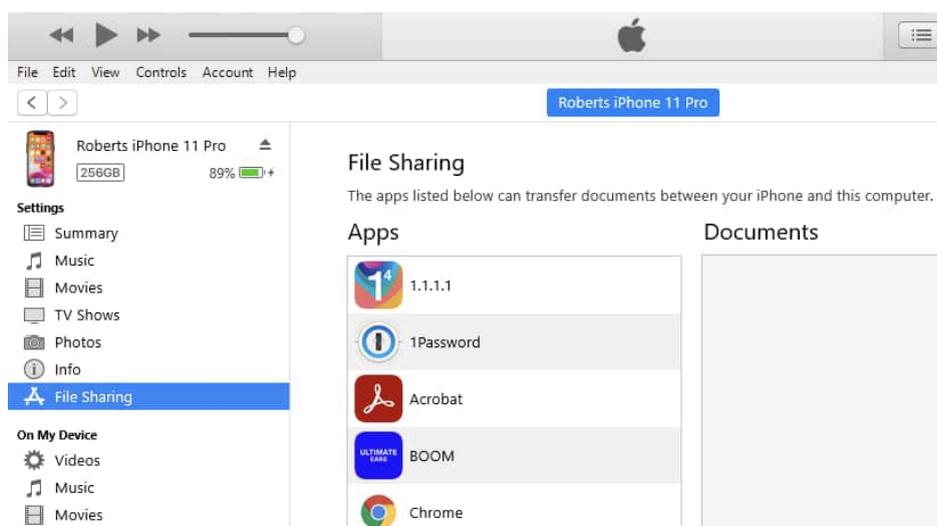


4. When the iOS device has been connected it should appear under the devices list on the left-hand side (see **blue** line).

Now **Click the phone icon** (marked with **red** rectangle)

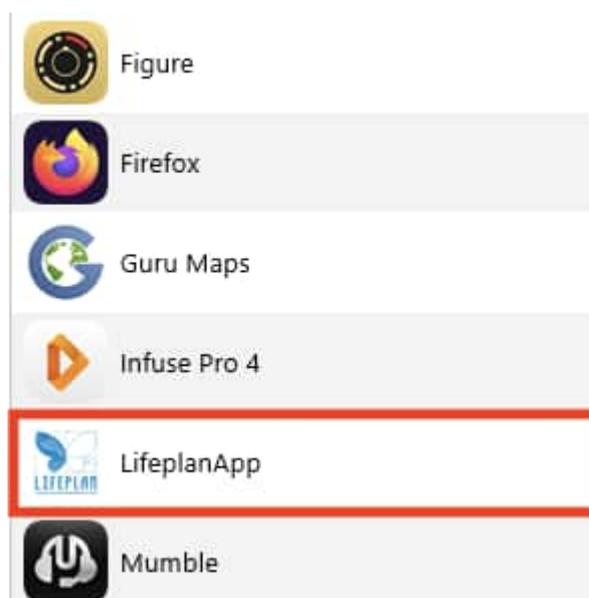


5. On the left-hand side - **click** “File Sharing” (highlighted **blue**)





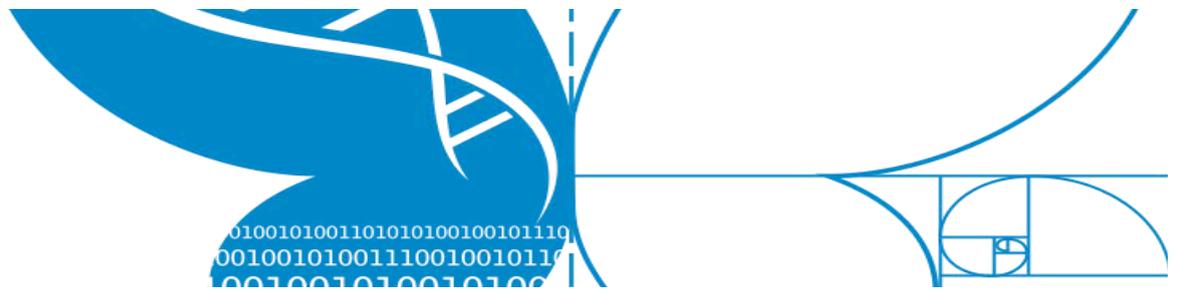
6. Scroll the list of applications. **Find and click** the **LifePlan** icon.



7. On the right-hand side you will see a list of files.

### LifeplanApp Documents

	csv_exported_data_2020_8_21...	4 KB	2020-08-21 23:22
	csv_exported_data_2020_8_23...	4 KB	2020-08-23 17:53
	csv_exported_data_2020_9_4_...	4 KB	2020-09-04 14:47
	csv_exported_data_2020_9_15...	4 KB	Today 14:59
	export.json	4 KB	2020-07-28 15:10
	exports	4 KB	2020-07-31 14:50
	json_exported_data_2020_8_2...	4 KB	2020-08-21 23:22
	json_exported_data_2020_9_4...	4 KB	2020-09-04 14:50
	json_exported_data_2020_9_1...	4 KB	Today 14:59
	raw_exported_data_2020_8_21...	4 KB	2020-08-21 23:22
	raw_exported_data_2020_9_4_...	4 KB	2020-09-04 14:50
	raw_exported_data_2020_9_15...	4 KB	Today 14:59

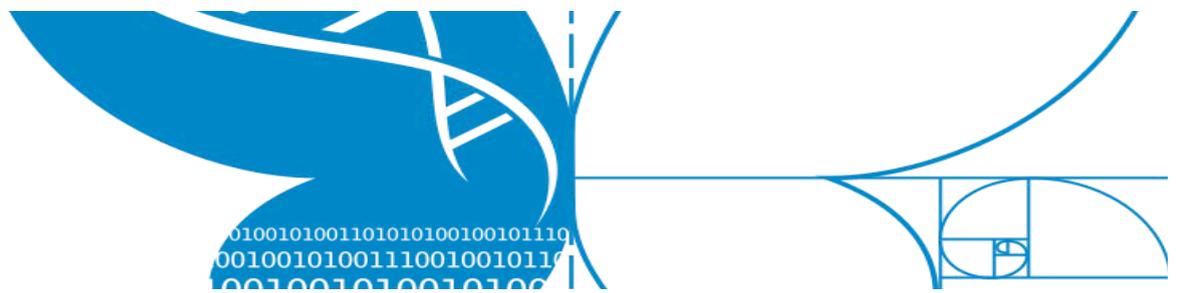


8. Select all the files you want to backup (copy). Then drag-and-drop the files to the desired PC destination.

### LifepanApp Documents

 csv_exported_data_2020_8_21_23_22_28.csv	4 KB	2020-08-21 23:22
 csv_exported_data_2020_8_23_17_53_41.csv	4 KB	2020-08-23 17:53
 csv_exported_data_2020_9_4_14_47_42.csv	4 KB	2020-09-04 14:47
 csv_exported_data_2020_9_15_14_59_27.csv	4 KB	Today 14:59
 export.json	4 KB	2020-07-28 15:10
 exports	4 KB	2020-07-31 14:50
 json_exported_data_2020_8_21_23_22_35.json	4 KB	2020-08-21 23:22
 json_exported_data_2020_9_4_14_50_9.json	4 KB	2020-09-04 14:50
 json_exported_data_2020_9_15_14_59_23.json	4 KB	Today 14:59
 raw_exported_data_2020_8_21_23_22_36.json	4 KB	2020-08-21 23:22
 raw_exported_data_2020_9_4_14_50_4.json	4 KB	2020-09-04 14:50
 raw_exported_data_2020_9_15_14_59_19.json	4 KB	Today 14:59

9. Your files containing your unsubmitted activities are now backed up.



## 6.2.2 iOS and Mac

The following guide describes how to copy a LifePlan backup file from an iOS device to a Microsoft Windows PC.

**Prerequisites.** You need a:

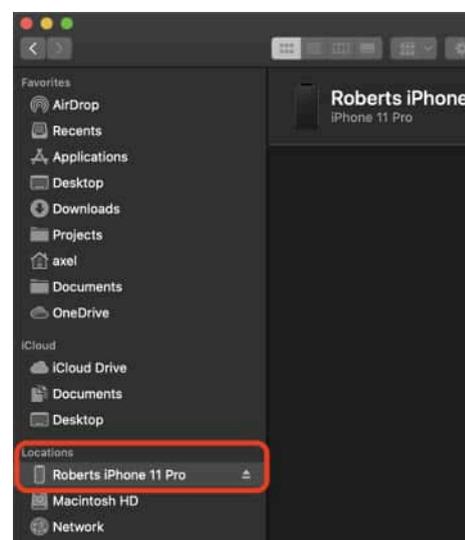
- USB to *Apple Lightning* cable
- Mac computer running *macOS* operating system

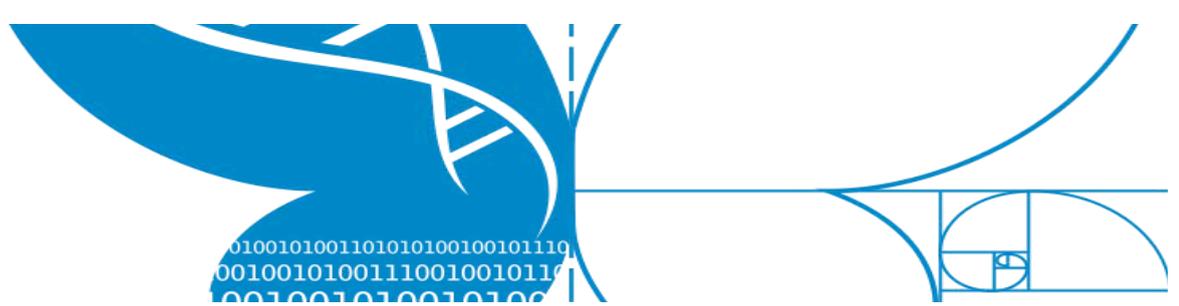
### Instructions.

1. Connect the *iOS* device to your Mac using USB to lightning cable.
2. Unlock the *iOS* device and press “Trust” if asked to “Trust This Computer”.

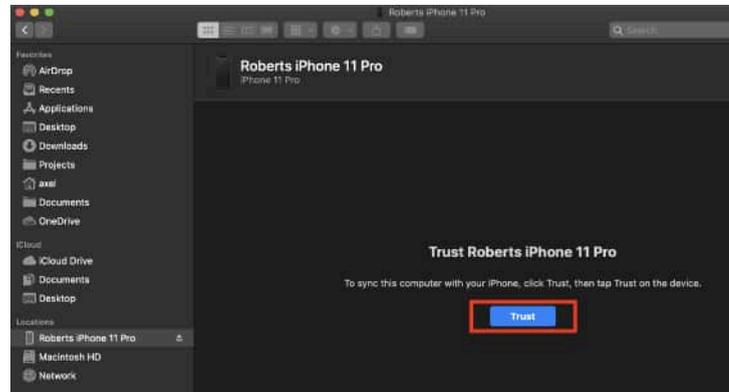


3. Open a new finder window.
4. On the left-hand side, under *Locations*, find and click your iOS device name (see **red** rectangle).

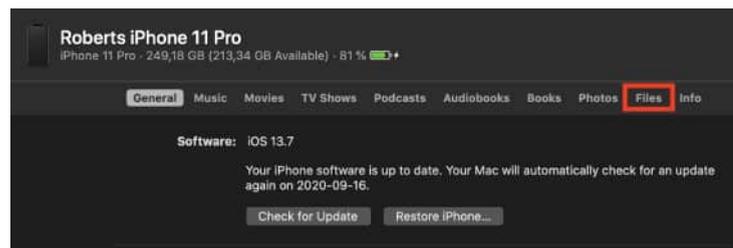




5. (If necessary) press the **blue** “Trust” button.



6. Press “**Files**” in the top right-hand corner.

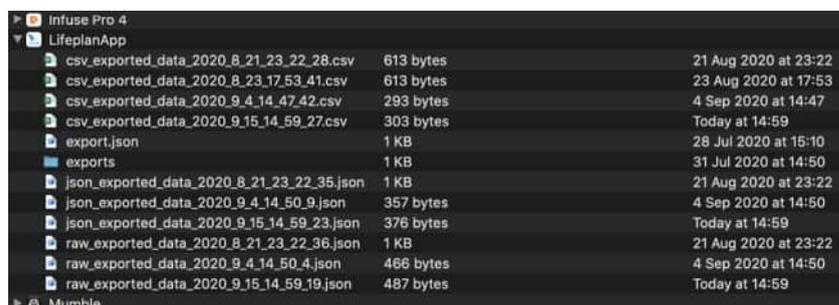


7. Scroll the list of applications and find the LifePlan icon.





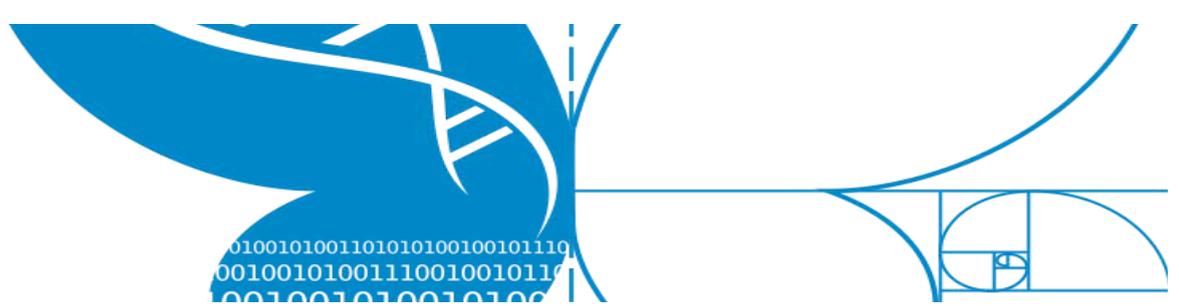
8. Click the **LifePlan** icon.



9. Select the files you want to backup. Drag-and-drop selected files to your desired backup location.



10. Your files containing your unsubmitted activities are now backed up.



## 6.2.3 Android and Windows

The following guide describes how to copy a *LifePlan* backup file from an *Android* device to a *Microsoft Windows* PC.

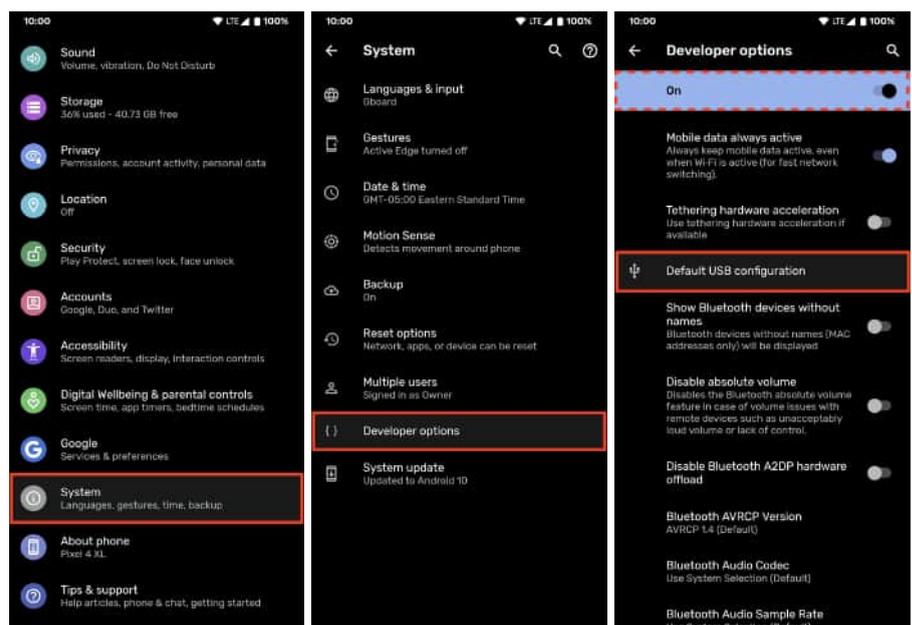
**Prerequisites.** You need a:

- USB cable (for connecting your mobile device)
- PC running *Microsoft Windows* operating system
- USB File transfer enabled on *Android* device

### Enable USB File transfer

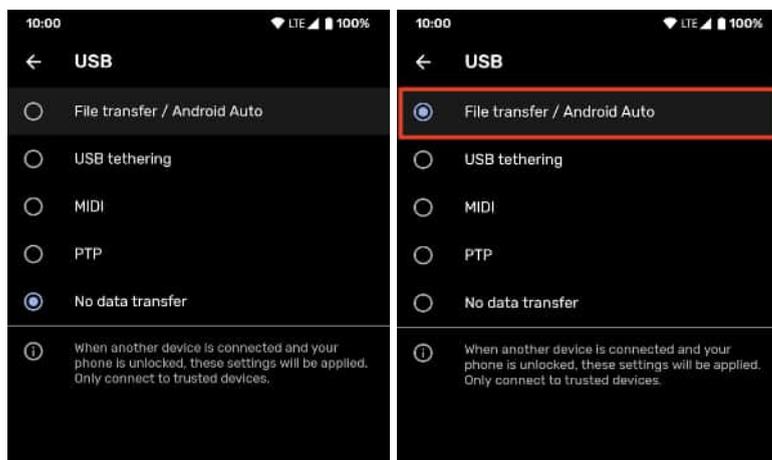
In order to enable USB File transfer, first you also need to enable “Developer” mode.

- a. On your Android device, go to Settings
- b. Press “System”
- c. Press “Developer options”,
- d. Enable developer options (dashed rectangle).
- e. Press “Default USB Configuration”.





f. Select “File transfer / Android Auto” (or similar)



g. Done

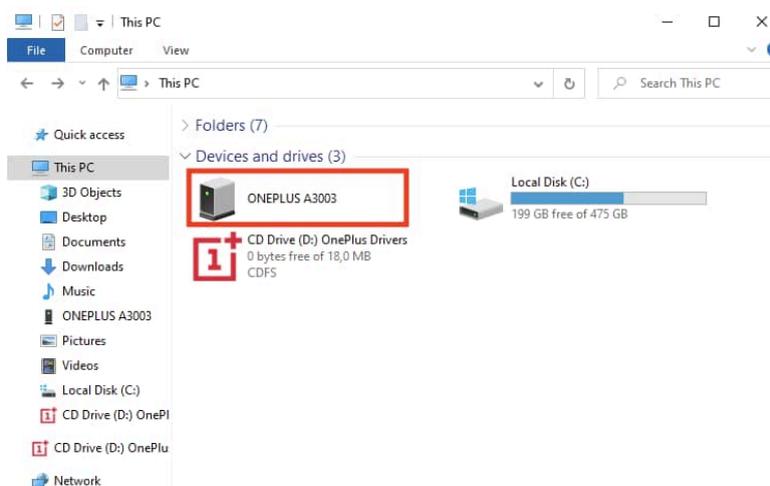
### Instructions.

Unlock your mobile device.

Connect the *Android* device to your *Mac* computer using the USB cable.

Open *Windows File explorer* and navigate to “*Devices and drivers*”.

Look for your device.





- a. If your device looks like a camera, you most likely need to enable **file transfer over USB** on your Android device. See the prerequisites section above.



Remember the **File path** specified within the *LifePlan Mobile* app during file export.

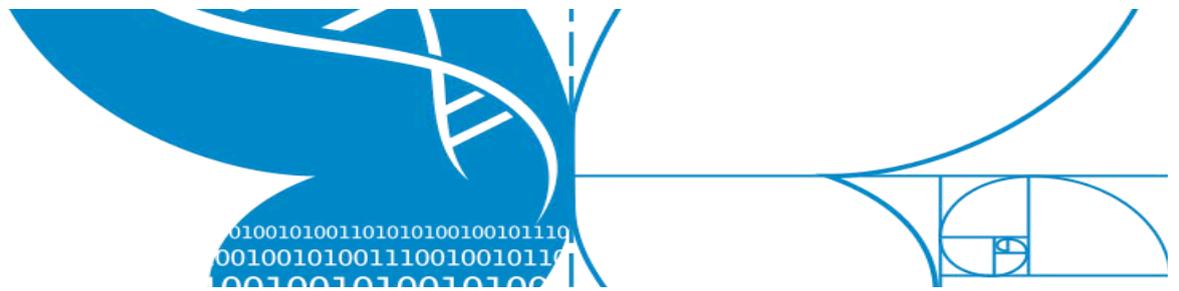
 The first part of the File Path is NOT correct and does not match any file path of the device.

Often times you can replace **/storage/emulated/0** with **/[your device name]/[internal storage]**

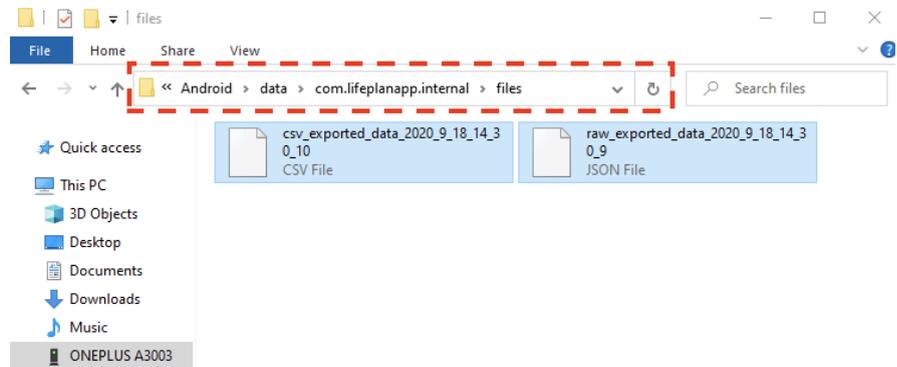


Filepath:

**/storage/emulated/0/Android/data/com.lifeplanapp.internal/files/raw\_exported\_data\_2020\_9\_15\_15\_30\_13.json**

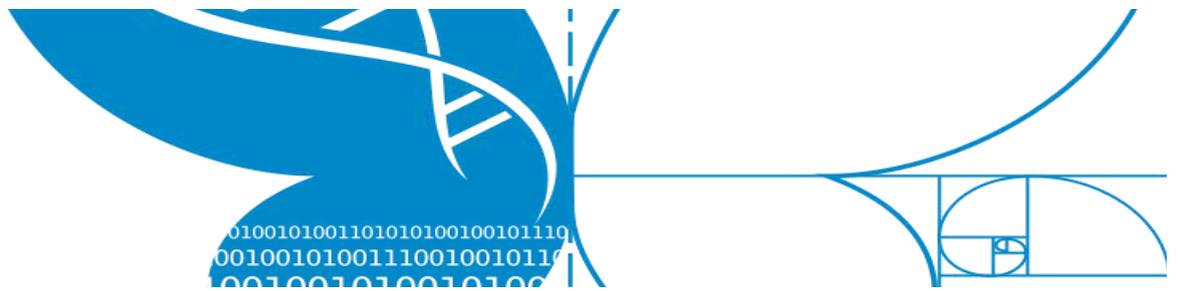


Navigate to the specified File path and select all relevant files.



Copy the selected file(s) to your *Windows* computer

Your files containing your unsubmitted activities are now backed up.



## 6.2.4 Android and Mac

The following guide describes how to copy a LifePlan backup file from an *Android* device to an Apple Mac computer.

**Prerequisites.** You need a:

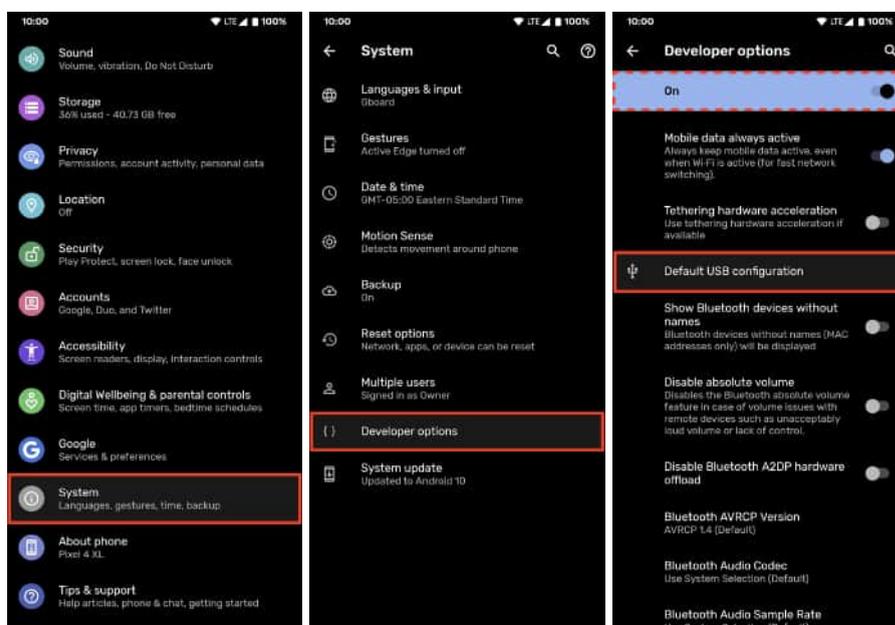
- USB cable (for connecting your mobile device)
- PC running *Windows* operating system
- “*Android File Transfer*” application for *Mac* installed (or similar)  
[www.android.com/filetransfer/](http://www.android.com/filetransfer/)
- USB File transfer enabled on *Android* device (see instructions below)



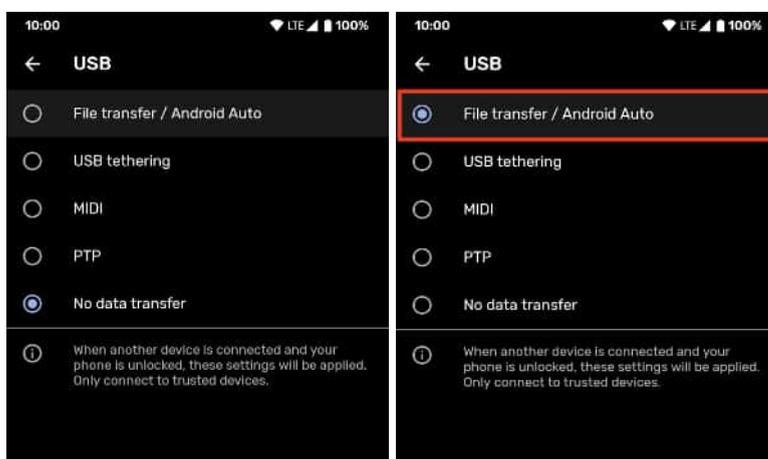
## Enable USB File transfer

In order to enable USB File transfer, first you also need to enable “Developer” mode.

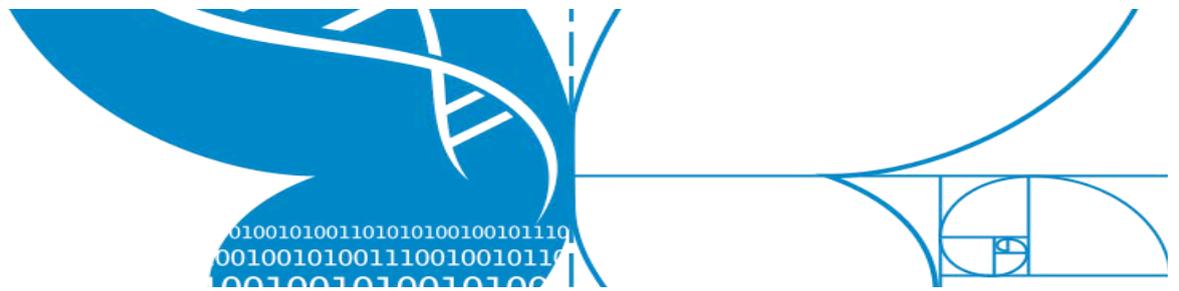
- a. On your Android device, go to Settings
- b. Press “System”
- c. Press “Developer options”,
- d. Enable developer options (dashed rectangle).
- e. Press “Default USB Configuration”.



- f. Select “File transfer / Android Auto” (or similar)



- g. Done



## Instructions.

1. Unlock your mobile device.
2. Connect the *Android* device to your *Mac* computer using the USB cable.
3. Open the Android File Transfer application



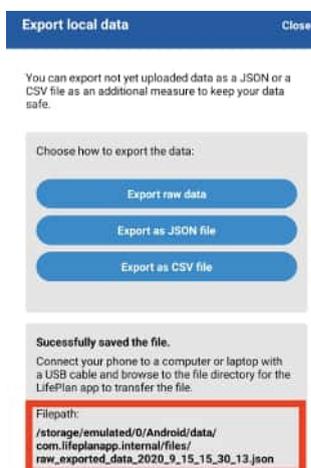


4. Remember the **File path** specified within the *LifePlan Mobile* app during file export.

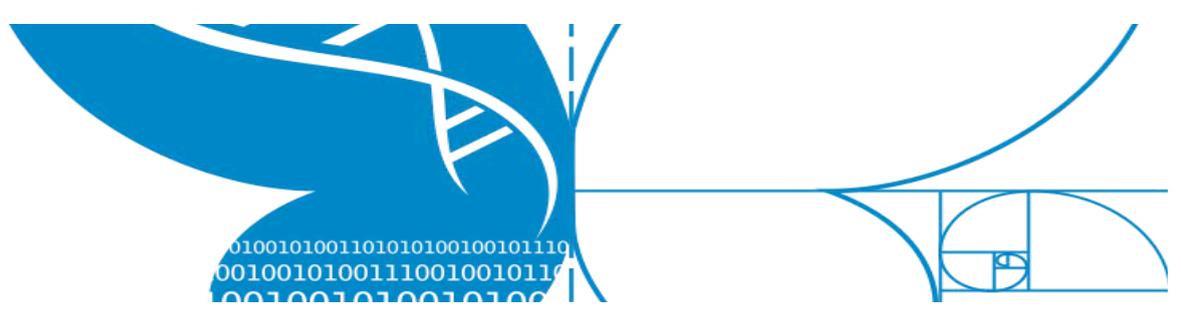


The first part of the File Path is NOT correct and does not match any file path of the device.

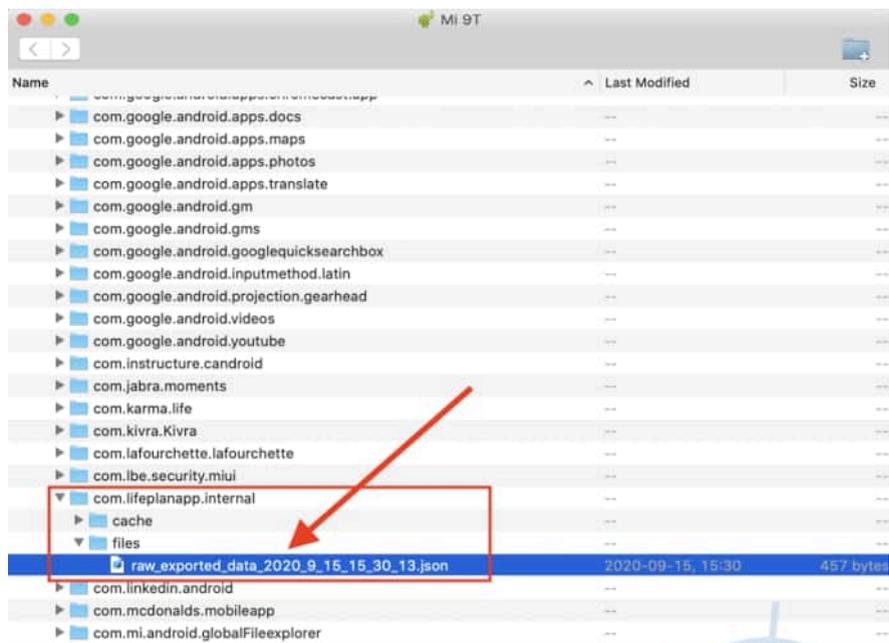
Often times you can replace **/storage/emulated/0** with **/[your device name]/[internal storage]**



Filepath:  
**/storage/emulated/0/Android/data/  
com.lifeplanapp.internal/files/  
raw\_exported\_data\_2020\_9\_15\_15\_30\_13.json**



5. Navigate to the specified File path and select all relevant files.



6. Copy the selected file(s) to your *Mac* computer
7. Your files containing your unsubmitted activities are now backed up.