

# Creating A New Report

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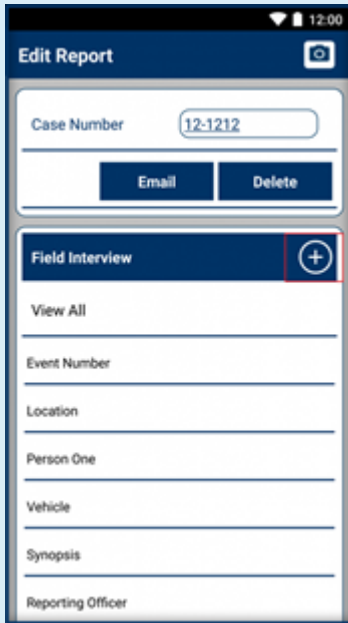
1. Open NoteM8
2. Select the type of form you would like to use for your report from the Available Reports tab



3. Enter a Case Number
4. Tap the section of the report you would like to start filling out.

\* View All will load all report sections at once. You can expand or collapse a section by tapping on the blue bar for that section.

\* You may add another page to your report by clicking the + button on the report summary screen.



# I.D. Scanning

Report sections that capture a person's information can utilize I.D. scanning to quickly and accurately enter that person's information. These sections are marked with a bar code icon.

## Capturing person info using the I.D. Scanner

1. Create a new report
2. Navigate to a Person section

3. Tap the bar code icon on the right

4. Lay the ID card on a flat surface
5. Position your camera so the bar code lines up with the box on your screen

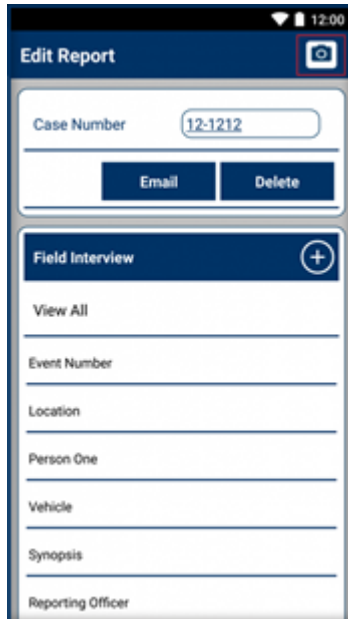
When you have successfully scanned the bar code you will hear a beep and be returned to the report

# Adding & Managing Media

NoteM8 allows you to capture photos, videos and audio and upload them directly to your reports. You may also upload items from your phone's gallery.

## Adding Media

1. Tap the camera icon on the top right of the report screen

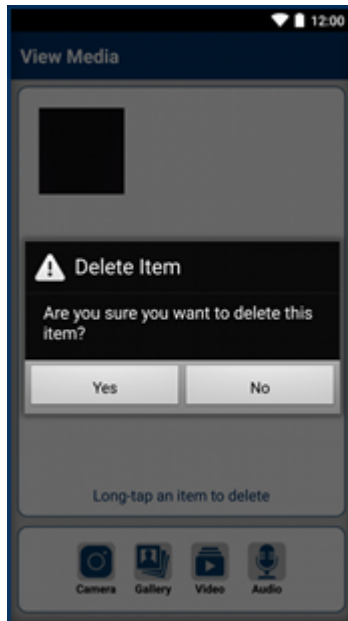


2. Select the type of media you would like to capture or choose Gallery to upload photos or video that you have already taken



## Deleting Media

1. Tap the camera icon on the top right of the report screen
2. Press and hold on the item you would like to delete
3. Confirm that you would like to delete the item



# GPS Pin

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Android users are able to use their phones GPS to get an approximate address.

## Using the GPS Pin:

1. Navigate to a report section that has an address field



2. Tap the location pin



### 3. Select the address

