

First Launch

The first time you launch NoteM8 you will be asked to enter a 4 digit pin or create a new user.

If this is your first time using NoteM8 click on **“Create User”**

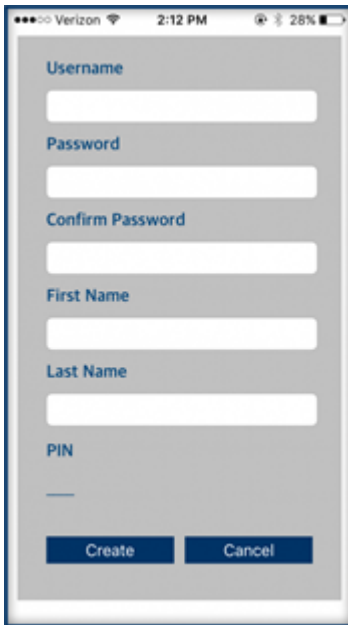


The screenshot shows a mobile application interface for creating a new user. At the top, a dark blue header contains the text "Create Pin". Below this, the text "New User" is displayed, followed by the instruction "Please enter a four-digit PIN for this application." There are four dashed lines representing the input field for the PIN. Below the PIN field, the word "OR" is centered. Underneath "OR", there is a dark blue button with the text "Create User". At the bottom of the screen, there is another dark blue button with the text "Cancel".

* If you work with an agency that is already using NoteM8 and Presynct for reporting click [here](#) for more help.

Account Creation

After clicking on Create User you'll be taken to the account creation screen. Here you can enter your account information.



The screenshot shows a mobile application interface for account creation. At the top, the status bar displays 'Verizon', signal strength, time '2:12 PM', and battery level '28%'. The main form has the following fields: 'Username' (with a white input field), 'Password' (with a white input field), 'Confirm Password' (with a white input field), 'First Name' (with a white input field), 'Last Name' (with a white input field), and 'PIN' (with a white input field). At the bottom of the form, there are two blue buttons: 'Create' and 'Cancel'.

! Your username must be an email.

! Your password must be 8 characters long and have 1 uppercase letter and 1 special character.


After entering your account info and selecting a 4 digit pin, you will receive an email with instructions on how to activate your account.


Syncing Templates


After following the link in your email to activate your account we are ready to sync report templates.

To sync report templates:

1. Open NoteM8 and enter your 4 digit pin
2. Enter a value for Retention Time
3. Enter your User Name and password and then hit Synchronize

 Retention Time is the length of time in days to keep reports on your device once they have been uploaded to the server.

 To have NoteM8 automatically sync templates in the future, change the value of Sync Gadgets. This value is the length of time in minutes to wait before looking for new templates.

 If you are setting up NoteM8 as a new user, Sync URL should already be populated with “notem8.presynct.net/ondemand”. If Sync URL is blank enter “notem8.presynct.net/ondemand”

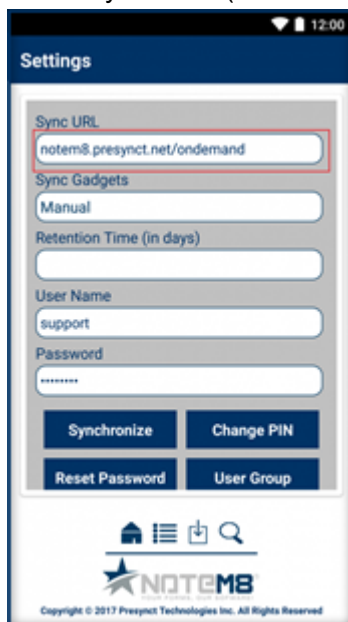
Agency Setup

If you are working with an agency that is already using Presynct and NoteM8 to write reports, getting started is a little different:

1. Open NoteM8 app
2. Create a 4 digit pin



3. Re-enter 4 digit pin
4. Enter Sync URL (ex: notem8.presynct.com/ondemand)



5. Enter a value for retention Time
6. Enter your Presynct user name and password
7. Tap Synchronize