Donseed Portal User Guide: Changing Projects

donseed
a product of **CAUSEWAY**

Introduction

To collect sign in and out data effectively the device onsite needs to be pointing to the correct project. The Project will need to have been created in the Donseed Portal first of all and from there it can be associated to the device.

Associating a Project to the device can be completed within the Donseed Portal, alternatively it can also be completed directly on the device.
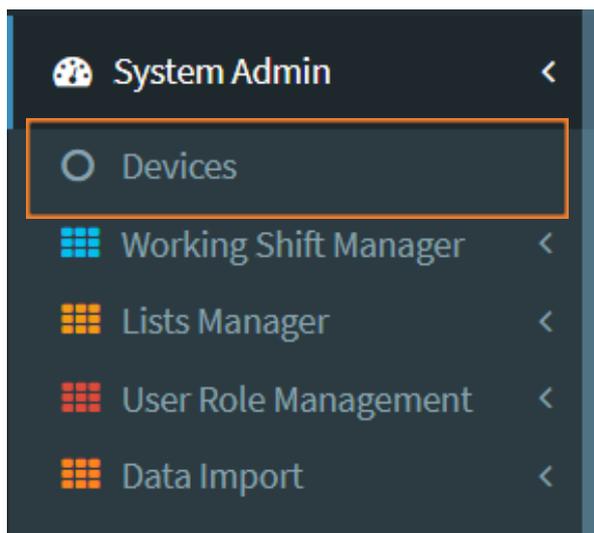
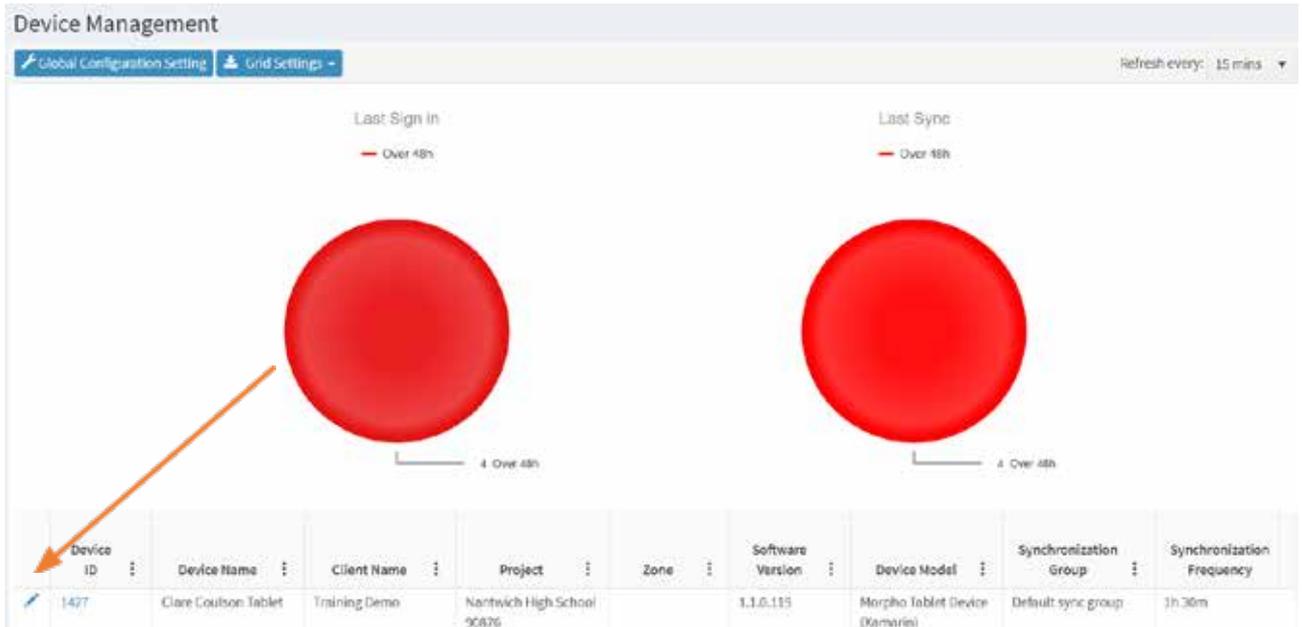This guide will explain the two options.

Option 1

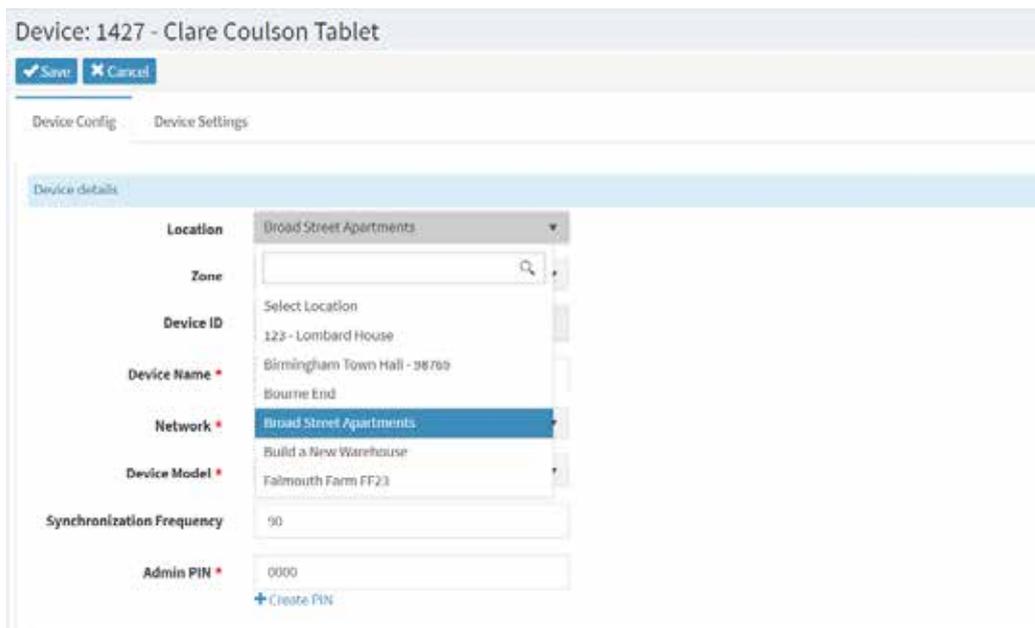**Portal Method**

From the Left Navigation Bar

- Select **SYSTEM ADMIN** menu
- Click **DEVICES**

- **LOCATE** the device to be updated using the filters to search as necessary
- Click pencil icon to **EDIT**

- In the new screen that's displayed use the drop-down list for the **LOCATION** field to select the project the device should be pointed to.

Handy hint 💡

For the change to take effect a **SYNC** will need to be completed on the device. This can be achieved during the next automated sync or by completing a manual sync
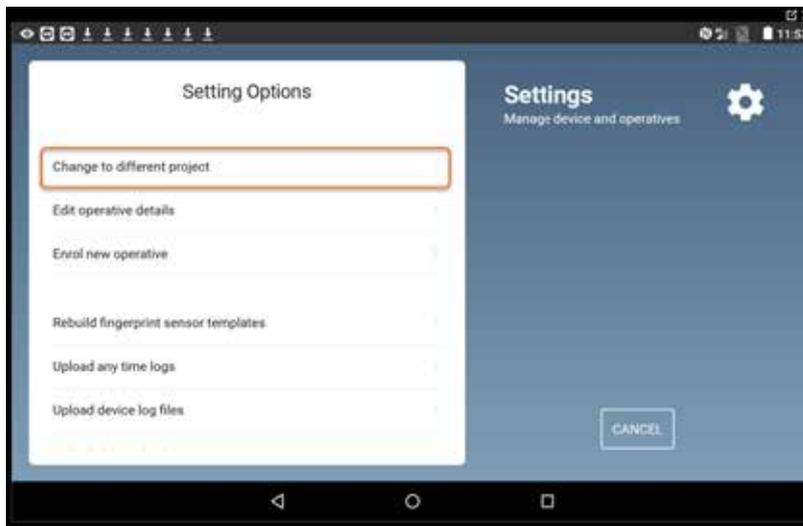
Option 2

Device Method
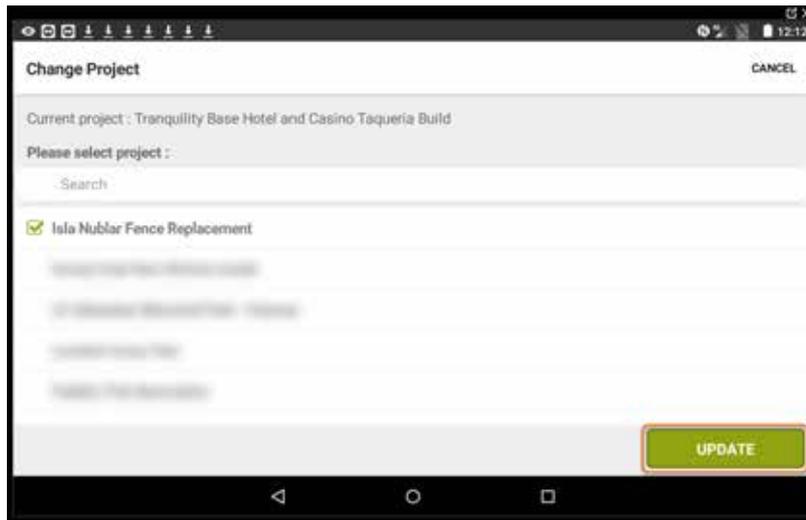
From the Tablet

- Go the **SETTINGS** menu
- Enter your Device **PIN NUMBER**

- From the Setting Options menu select the **CHANGE TO A DIFFERENT PROJECT** option

- The screen will display all available projects, click the **PROJECT** the device is to be pointed to
- Click **UPDATE** – found at the bottom right corner of the screen

- The device will now complete a **1ST SYNC** to enable the new project data to be downloaded to the device. This could take up to 5 mins, once the sync is complete the screen will revert back to the setting menu.
- Select the Home menu and you will see that the new Project Name will now be displayed at the top of the screen.

Other User Guides

- Enrolling an Operative
- Completing a Manual Sync