

Setting up your MyProgress mobile app



If you're unable to view the video above, a link to the video version of this article can be found [here](#).

The MyProgress app allows you to complete forms and timesheets, without needing a connection to the internet.

The app allows on-going accessibility to your ePortfolio, making it easier for you to make progress wherever you are. Forms can be signed off by academics and practice staff to ensure timely sign-off, and you can also keep a track of your own forms with form statuses, showing what forms have been completed and the number of completions submitted so far.

Downloading and First Use:

For Android users, the app is named "Myprogress".

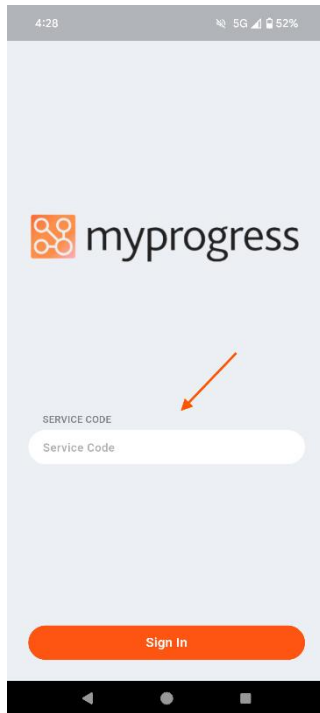
For iPhone users, the app is named "Myprogress by Myknowledgemap".

If your university has a branded app, you'll need to ask them for the name of this, and search for this in the Apple/Play store.

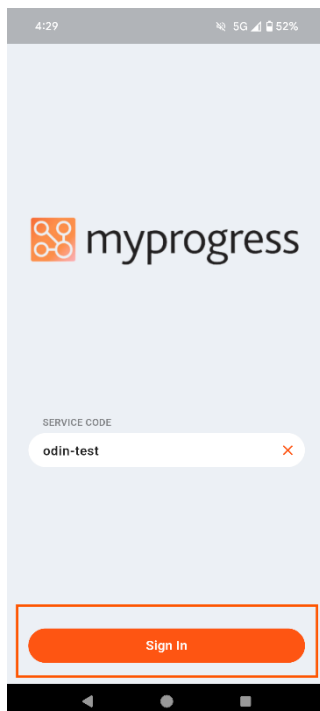
Please note: You will need to be online when you open the app for the first time after you've downloaded this.

Once downloaded, open the app and you'll be prompted to add a service code. Add this in lowercase.

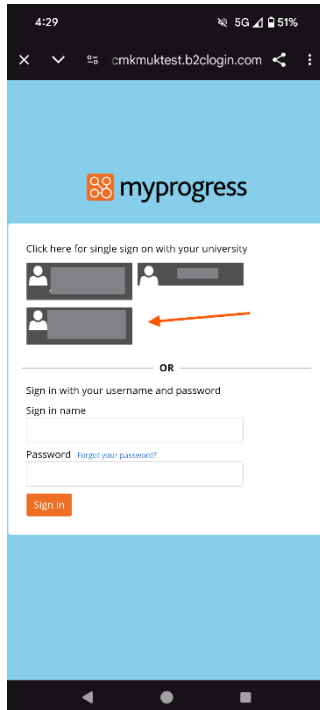
Please note: The service code is the first part of the URL in between "https://" and "epads.mkmapps.com/#/"



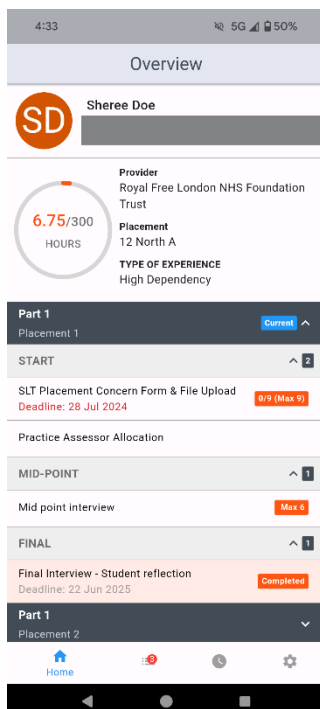
Press the "Sign In" button at the bottom of the screen, which will take you to the app sign-in page.



Press your university "sign in" button, which will take you to your university sign in page. This button will appear in grey, black or your university colours and the wording will state something different for every university (for example, it might state 'students/staff' or the name of your university).

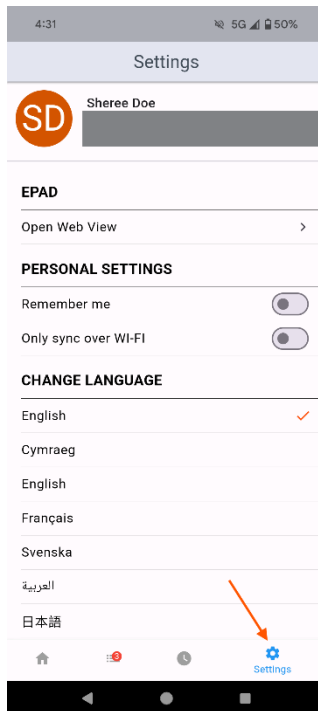


Once you've done this, enter your university username and password. This will re-direct you back to the app and then load your app homepage. After you've signed in, the app will automatically synchronise with your ePortfolio, including a download of all the forms you have available.



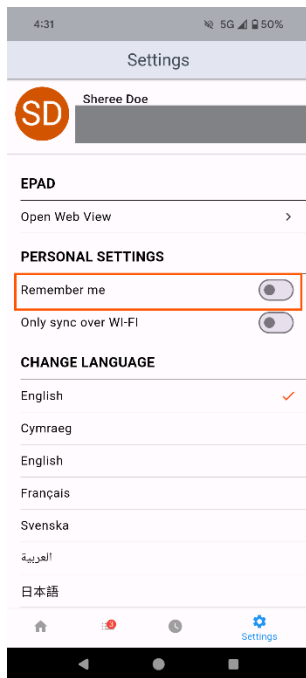
App Settings:

It is important to review your app settings when you've first signed in, to control how the app works for you. To do this, go to the "Settings" option at the bottom of the screen. This will provide you with a list of options, three of which you'll need to turn on depending on what you would like the app to do.



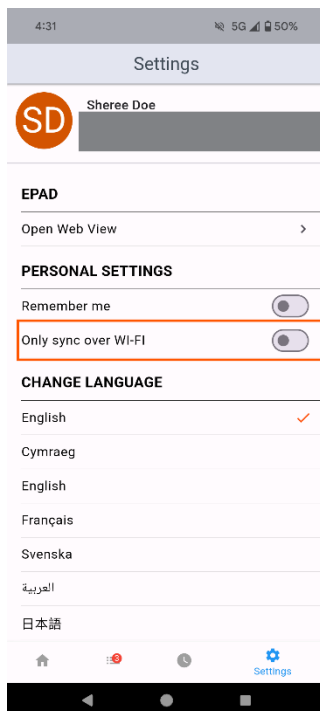
"Remember me" switch

You will need to turn this on if you want to be able to work offline where there is no data connection (you won't be able to sign in without a data connection).



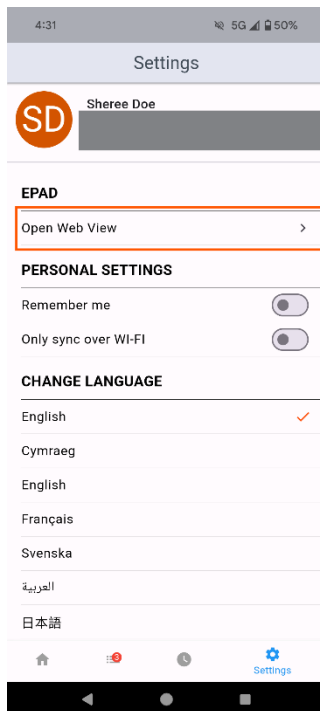
"Only sync over WiFi" switch

You will need to turn this on if you don't want to use your mobile data allowance to sync the app.



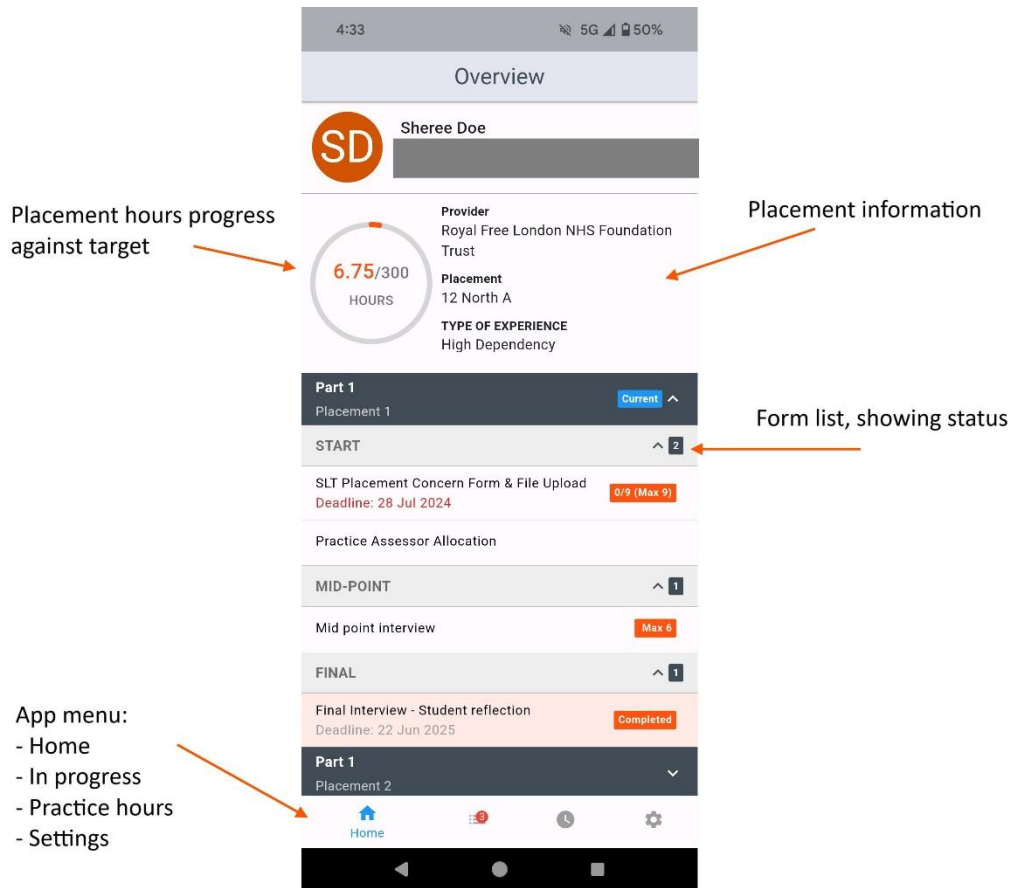
"Open Web View" button

You can press this to access your full ePortfolio on your phone browser.



App homepage and form list:

After signing in, you will be presented with a homepage that reflects your program instance. At the bottom of the app, you will find the menu. See the screenshot below for more information about the homepage.



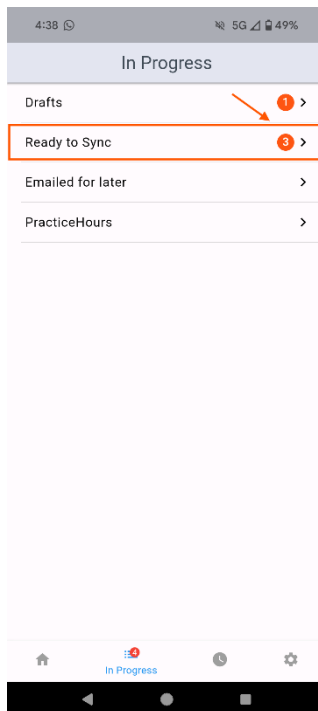
Working Offline & Sync

The app is designed to work offline once you have signed in and your program instance forms have synchronised with it. When a form is submitted, the app will check to see if a connection is available. If it is available, the form will sync to the website automatically.

www.myknowledgemap.com

Kings House, 12 King Street, York, YO1 9WP, UK
Phone +44 (0)1904 659 465

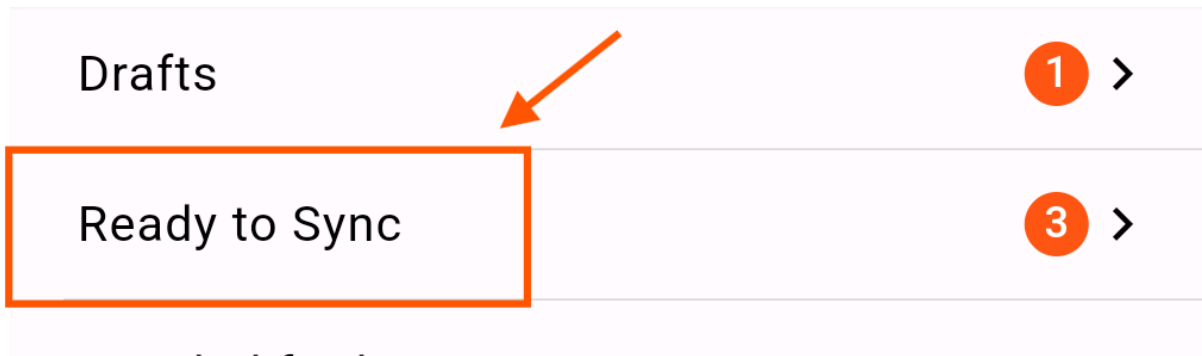
If no data connection is available, or if you have selected "only to sync via Wi-Fi" and there is no Wi-Fi available, the form will be saved as "ready to sync". The number of items that are in progress is displayed on the In Progress icon in the app menu at the bottom of the screen.



The app will continue to check in the background for a connection, and when the user is online again (or Wi-Fi is available) it will automatically sync forms with the website. You can trigger a sync manually if there are pending forms and the app hasn't automatically completed a sync.

Triggering pending forms to sync

To trigger pending forms to sync, press "Ready to Sync".



This will bring up a list of all of the forms that are waiting to be synced. Press the sync button (the circular arrow) in the top right hand corner and this should sync the forms onto the website.

