

16

- ❑ After choosing **<Send Incidents>** option, another page with two tabs will open; **<Unsent>** & **<Sent>**.
- ❑ Taping on the **<Unsent>** tab will list down all the saved incidents but not yet sent.
- ❑ To send the incidents, tick on the box next to an incident and then select the **<Send>** option at the bottom of page.

21

- ❑ After a successful login, all the captured and sent incidents will be listed starting with the most recently sent.

17

- ❑ Taping on the **<Sent>** tab will list down all the saved & sent incidents.

22

- ❑ Tapping on a listed incidence will generate another dialog.
- ❑ To view the image tap on **<View Image>** option; to view incidence on a map tap on **<View Map>** and to close the dialog tap on **<Close>** option.

18

- ❑ To clear the sent incidents, tick on the box next to an incident and then select the **<Clear>** option at the bottom of page.

23

- ❑ Tapping on **<View Image>** option will display the incident image and also provide an option of viewing map when you tap the **<View Map>** option.

19

- ❑ To exit the **<Send Incidents>** menu, use the back button on your phone to return to the main menu.

24

- ❑ When you tap the **<View Map>** option, you will be able to see the incident location as a point on a satellite image.
- ❑ Taping on the displayed point will open up a description plus category of incident next to it.

20

- ❑ To view all the captured and sent incidents using your device, tap on the **<View Incidents>** option from the main menu.
- ❑ You shall be required to provide security login details provided by kMACHO i.e. email & password, then tap on **<Login>** option to access the online database. The **<Remember Me>** box will keep you logged in.


25

- ❑ Optionally you can change the type of map to see the incident on by using the phone menu button to switch between the various maps.

# HOW TO USE kMACHO

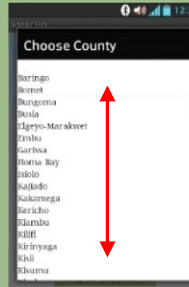


**1**




- ❑ Upon launching kMACHO for the first time, a disclaimer will appear. Please go through the disclaimer.
- ❑ To start using kMACHO, tap on the **<I Agree>** option.
- ❑ To quit first time launch and consequent launches, tap on the **<I Don't Agree>** option.

**6**




- ❑ Next tap on the **<Choose County>** option to select from a drop down the administrative county that the incidence to record is located.

**11**




- ❑ Next tap on the box below the **<Senders Name>** option to enter your name/email number. This is optional though.

**2**




- ❑ After agreeing with the disclaimer, you will see four options on the main menu page;
- <Capture Incident>**
- <Send Incident>**
- <View Incidents>**
- <How to use kMACHO>**

**7**




- ❑ Next tap inside the box below **<Enter Incident Description Below>** option and type in the description of the incident e.g. Four people cutting down trees and loading to a lorry with number plate K\*\* 1\*7A.

**12**



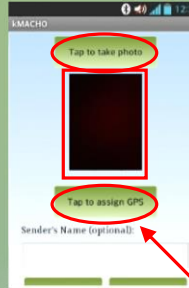
- ❑ Once satisfied that all the required information has been captured/recorded, tap on the **<Save & Send>** or **<Save>** options to save then send or just save and send later.

**3**



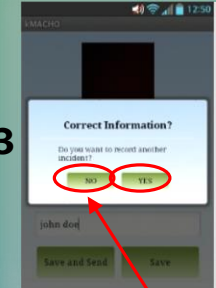
- ❑ If using kMACHO for the first time or any other time you need to understand again how to use it, on the main menu page tap on the **<How to use kMACHO>** option.
- ❑ A simplified dialog box will open with the basics of how to use kMACHO.

**8**




- ❑ Next tap on the **<Tap to Take Photo>** option.
- ❑ This will open up the device camera to allow taking of a photo of the incident as it is happening.

**13**



- ❑ Either of the above options will prompt kMACHO to ask for continuation of information capture.
- ❑ Taping on the **<Yes>** option will clear the form for fresh recording of information.

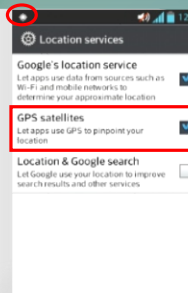
**4**



- ❑ To start collecting information with kMACHO, tap on the **<Capture Incident>** option.
- ❑ It is highly advisable to **activate the GPS and take a photo first** at this stage especially where a moving target is to be captured.


Scroll down to see all the required fields.

**9**



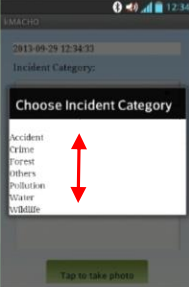
- ❑ Next tap on the **<Tap to Assign GPS>** option.
- ❑ This will prompt activation of the device GPS receiver which will take you to the GPS settings.
- ❑ Tick the box next to the "GPS Satellites" setting to allow GPS reception & a white blinking mark will appear at the top of the device.

**14**



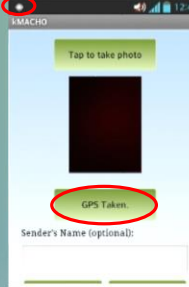
- ❑ Taping on the **<No>** option will terminate the information capturing page and return you to the main menu.

**5**



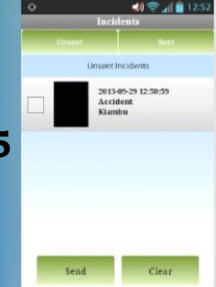
- ❑ The date & time will be automatically recorded.
- ❑ Start by tapping the **<Incident Category>** option to select the type of incident from a drop down list.

**10**



- ❑ The white blinking mark will stop after a few minutes when the GPS signal fixes (This is dependent on several factors e.g. cloud cover and proximity to tall objects like trees that affect GPS reception quality).
- ❑ Once a GPS position is acquired, the **<Tap to Assign GPS>** option will change to **<GPS Taken>** to signify coordinate is recorded.

**15**



- ❑ To send the collected information/incidents, tap on the **<Send Incidents>** option on the main menu.