COTG: Online Demo

Instructions and Guide

Capture OnTheGo

COTG : Online Demo – Instructions and Guide

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Introduction

Thank you for requesting a Capture OnTheGo demo! The following will guide you through experimenting with this demonstration of the software solution.
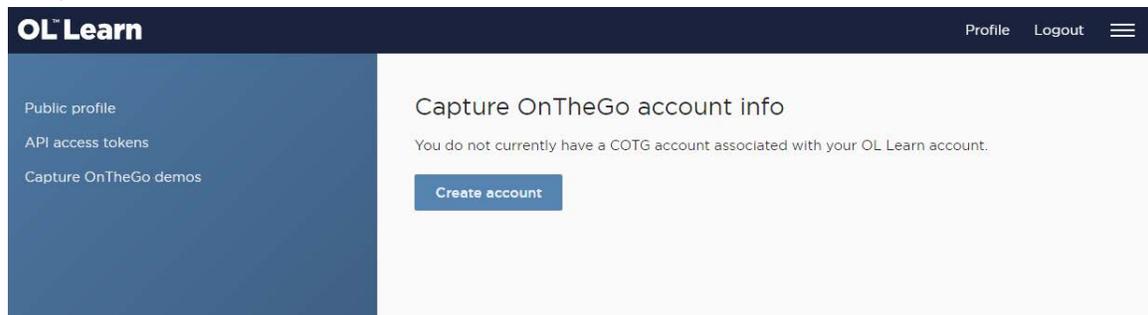
In this demo, you can experiment with the Capture OnTheGo mobile application and try the following features:

- Requesting and downloading documents from a Workflow server
- Use standard COTG widgets such as the photo, device info, and signature.
- Submit the form data and receive a processed PDF demonstrating the post-processing power of COTG and Workflow.

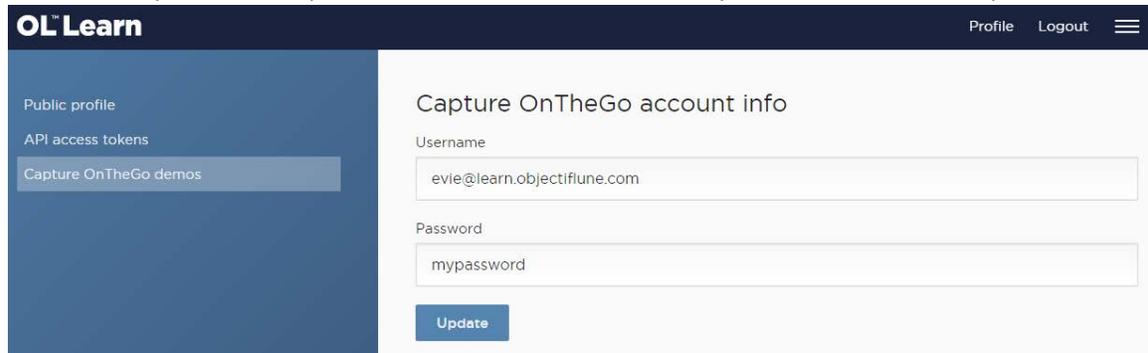## Step 1: Getting a COTG: Online Demo Account

If you have not already done so, you will need to get an OL Learn account, and head to your profile page on http://learn.objectiflune.com/profile/cotg.

First, click on **Create Account**:

Then, enter your desired password (it can be different than your OL Learn account password!):

Step 2: Add documents to your account

One your account is created, you may proceed to adding one or more document to it. You can add any document you see on the COTG Profile page, any number of times:

When you click "Create Document" on any of these templates, it is added to the list of active document at the bottom. Each document can be deleted from this list by pressing the **Delete** button, which also removes it from the COTG Repository:

Step 3: Download and install the Capture OnTheGo mobile application

In order to use the demo, you will need to download and install the Capture OnTheGo mobile application. The app is compatible with the three major mobile operating systems:

- For Android, go to the Google Play store.
- For iPhone and iPad, go to the App Store.
- For Windows 10, go to the Microsoft Store.
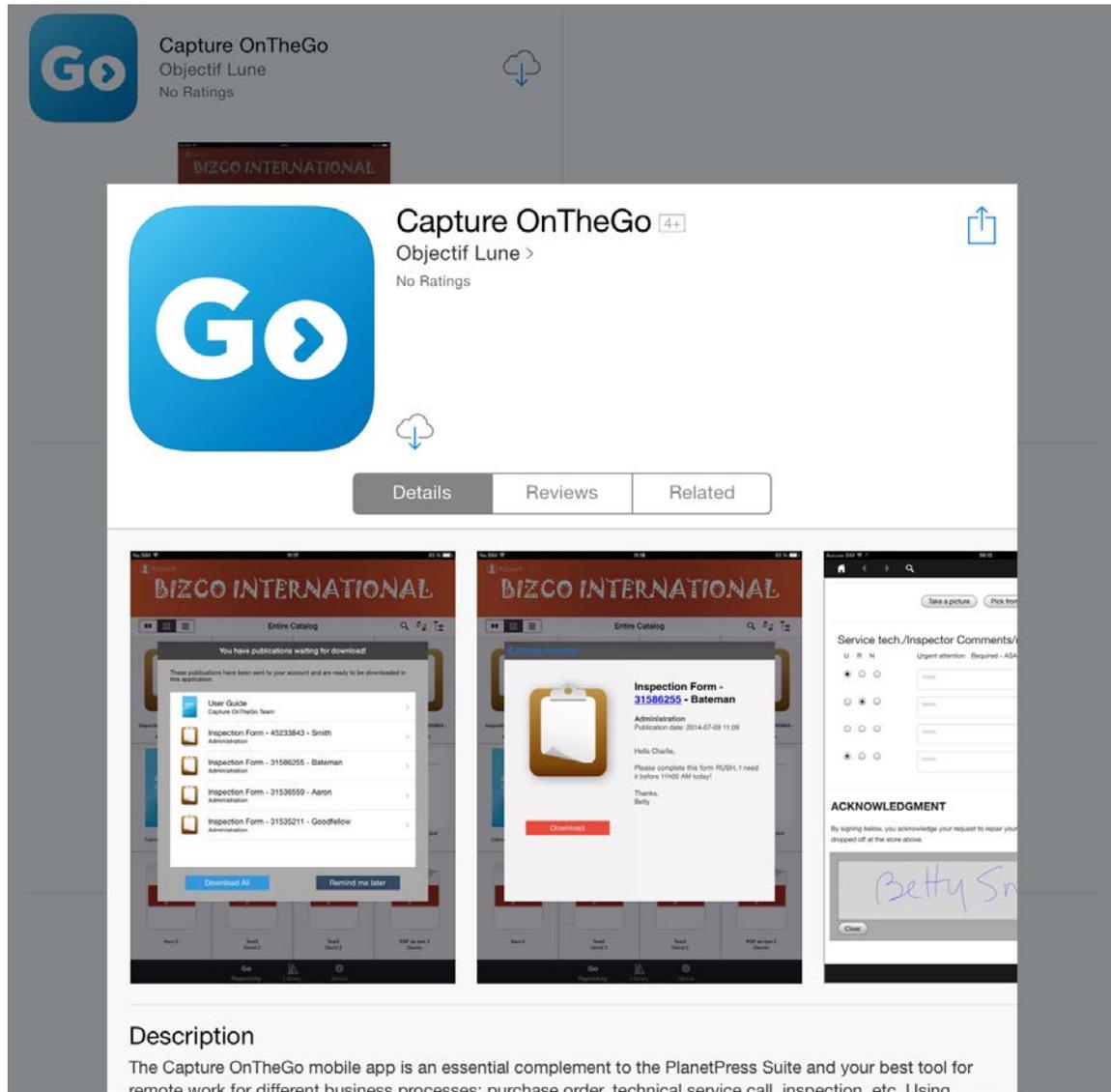
Step 4: Open the Capture OnTheGo application

 Once the mobile application is installed, you are now ready to open the application itself. Simply click on the blue "Go" icon to start!

Step 5: Login with the COTG : Online Demo credentials

Upon opening the application, you are required to login. Simply use the username and password you obtained in Step 1 to continue in the app.

Once you have logged on, the Library appears:

Step 6: Open and fill in a document

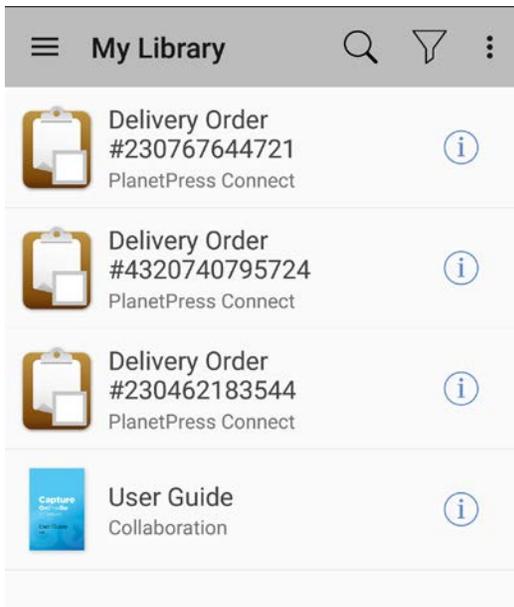To open a document, simply tap anywhere on its title (anywhere except the ⓘ icon). The document appears on your screen. Interaction with the elements is straightforward and intuitive, so we'll let you explore them on your own!

Step 7: Submit the document

Once you have filled in the desired widgets, simply click the Submit button at the bottom. Submitting the information may take a few moments if you have attached a picture and/or are on a slow network or mobile connection. Once the document has finished submitting, you will see a green checkmark appear on the document in the Library:
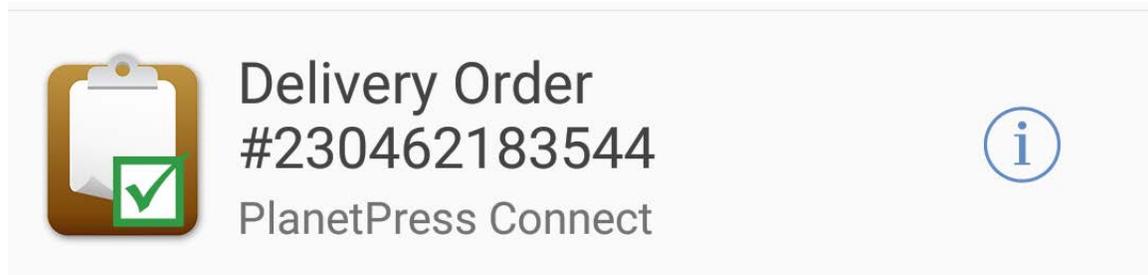
Once that's done, within a minute or two you will receive an email containing the data you submitted. This email might also include a link to download a PDF version of the results.

Addendum: A few tips and tricks

Here are a few tips and tricks regarding the demo that you might find useful!

Documents submitted through COTG are also saved on your profile

Whenever a document is submitted through COTG, if a PDF is generated by the return data, it will be made available through your profile:

Delete and re-download a document

You can delete a document by swiping from right-to-left on the document in the Library, then tapping the Delete link. This removes the local copy which you can re-download from the Repository (tap the ☰ icon, then Repository, tap the document and click Download). This resets its data and removes the status icon.

Download additional documents

The repository contains other useful PDF documents that you might find interesting, including presentation and solutions overview. These are not interactive documents but simply static PDFs (and yes, you can send your own once you use the product!)

Filter the Library and Repository

You can filter the documents in your library by status by tapping the ⊽ icon. Similarly, tap the ⊟ icon to filter the Repository by document category.

Exit a document without losing data

You can exit your current document and return to the library or repository by tapping a "blank" space in your document (aka not on a button, link or input box). This makes the menu appear and you can tap ☰ to display the menu.

Contact the COTG: Online Demo support

If you have any questions, issues or feedback regarding this demo, please email us at cotgdemosupport@ca.objectiflune.com and it will be our pleasure to communicate with you.