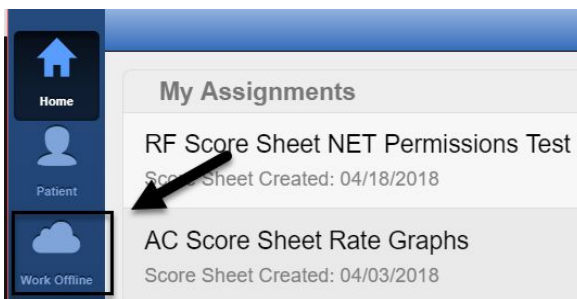


Working in Offline Mode

If there is no internet connection, you can use **Scout** in *offline mode* to collect data.

Please note: To work offline, you must have a connection to prepare the score sheet for work in offline mode. You will also need to have a PIN set up on the device you will be using. Additionally, any score sheet you need to take offline must have been assigned to you by a case manager with the appropriate permissions.

1. While you have an internet connection, from the “Assignments” page in **Scout**, choose “Work Offline” from the taskbar on the left side of your screen.



2. As previously states, up to 6 score sheet assignments can be taken offline at a time. **HIGHLIGHT** those you need to work with by clicking in the white space of the score sheet line.

RF Score Sheet NET Permissions Test Score Sheet Created: 04/18/2018	Size: 6	Franklin, Ruby	In Progress (Late)
AC Score Sheet Rate Graphs Score Sheet Created: 04/03/2018	Size: 3	Coleman, Adam	In Progress (Late)
SF Score Sheet Au17Fe18 Week 1 Score Sheet Created: 08/28/2017	Size: 18	Ferguson, Samantha	In Progress (Late)
LB Score Sheet 5/1/2017 4:45 PM Score Sheet Created: 05/01/2017	Size: 33	Brooks, Levi	In Progress (Late)
JA Score Sheet Test for GP Print Score Sheet Created: 04/06/2017	Size: 20	Arvada, Jasmine	In Progress (Late)
CR Score Sheet MTS graph test Score Sheet Created: 02/01/2017	Size: 1	Roberts, Colton	In Progress (Late)
LD Score Sheet 12/6/2016 11:33 AM Score Sheet Created: 12/06/2016	Size: 21	Daniels, Luna	In Progress (Late)

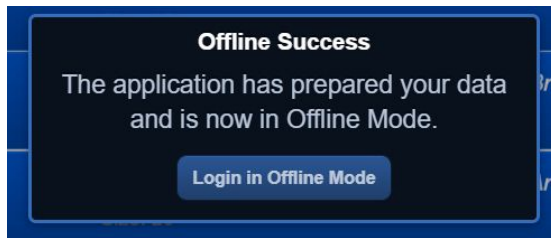
Tap on all of the score sheets you would like to be able to work on while you are in offline mode. NOTE: When you are done working offline and you have an internet connection again, you can tap these are the only score sheets and patients you will have access to while offline. the Transfer left menu choice that is available while you are online.

[Begin Work Offline](#)

3. **CLICK** “Begin Work Offline.”

4. A message will appear letting you know the score sheet is being prepared for offline data collection. This means the information on the score sheet is being

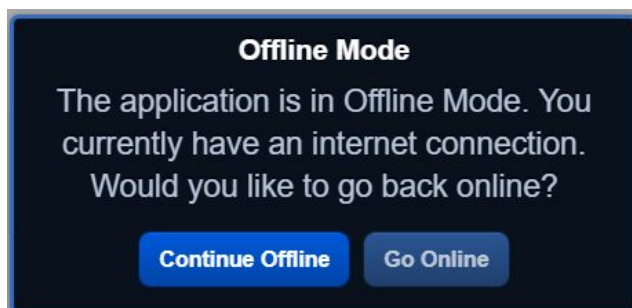
temporarily stored in your browser memory until you transfer the information to **CR Essentials Practice Management**. This transfer will need to be completed when you have a good internet connection.



5. Once the score sheet information has transferred to your device, you are ready to collect data. **Scout** will ask you confirm your PIN before opening the score sheets again.

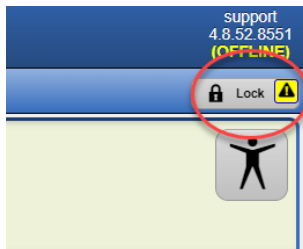


6. When the score sheets open, **if** there is an internet connection available, you will receive a message letting you know **Scout** detects the connection and asking you to confirm work offline. To continue working in offline mode, **SELECT** "Continue Offline."

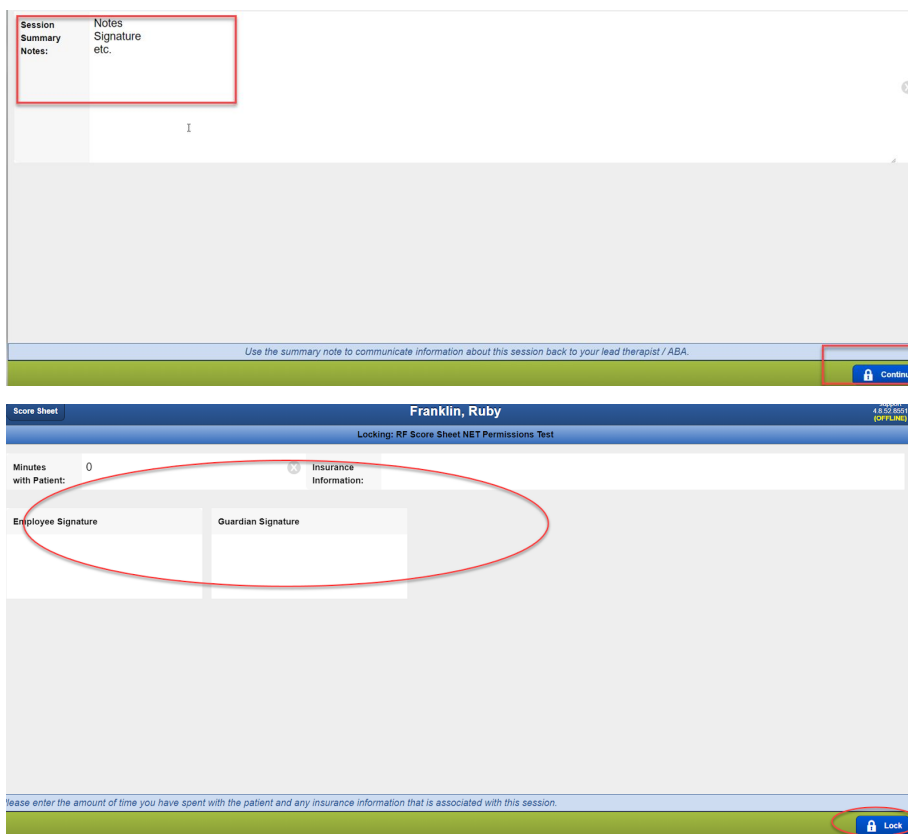


7. Open your score sheets and score them just as you would if you were working in Online mode.

8. Once the session is over, **CLICK** the "Lock" button with the yellow exclamation point beside it found at the top of your screen.

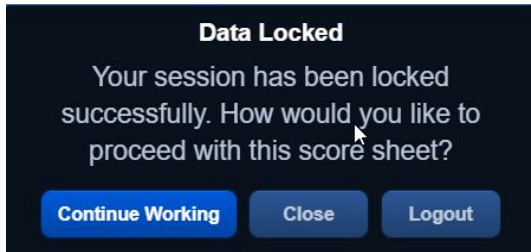


9. Enter any other relevant information on the next page, including Summary Notes or obtaining a parent signature. Again, **CLICK** “Lock,” now at the bottom of the screen.



10. In the scoresheet, there are three options available:

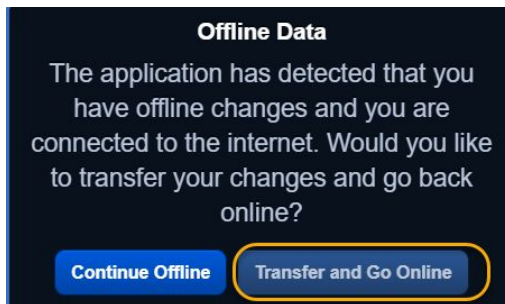
- a. *Continue Working*: Ends the current session but keeps the score sheet open in a new session.
- b. *Close*: Closes this score sheet but keeps any other open score sheets open. If there are no other open score sheets, you will be automatically returned to the **Scout** assignment page.
- c. *Logout*: You will be logged out of the current session and **Scout**.



Please note: If other score sheets have data associated to them, please be sure to LOCK the data and appropriately close the score sheets to assure session information is properly saved.

11. Once a good internet connection is available, you can transfer session information from *Scout* to *CR Essentials Practice Management*. Navigate back to the *Scout* login page and enter your 4-digit PIN.

12. *Scout* will be able to detect whether an internet connection is available. If there is a connection, a message will appear allowing you to “Transfer and Go Online.” A list of score sheets that have been used in offline mode will be available to select, then **CLICK** *Transfer and Go Online*.



13. Scout will then bring you to a page in which all your offline data score sheets will appear. At the bottom right hand of the page, **CLICK** *Transfer and Go Online*.



14. A “Transfer Success” message will let you know the data has been sent to **CR Essentials Practice Management**. Please remain on this page until you receive that message.

