



Letterbox Check

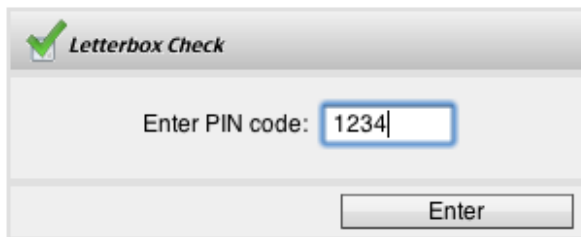
Kick-start Manual Document for:
Letterbox Check ver 2.4.x
and Android ver 2.3

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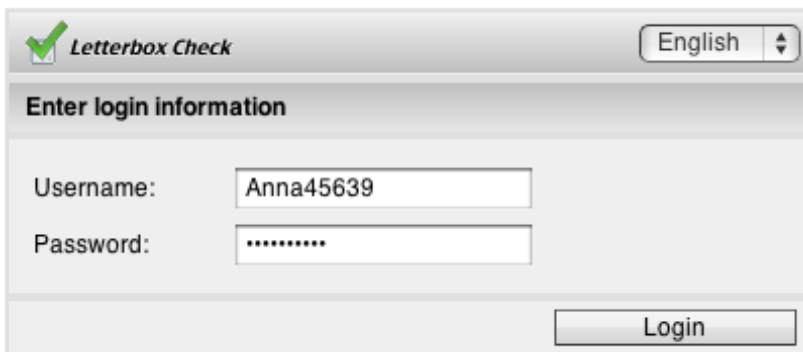
1. Login

1. Type the address: <http://letterboxcheck.com> in your web browser and go to the login section.
2. Enter the PIN-code and press Enter.



The image shows a web interface titled "Letterbox Check" with a green checkmark icon. Below the title, there is a text input field labeled "Enter PIN code:" containing the text "1234". A blue border highlights the input field. Below the input field is a button labeled "Enter".

3. Enter the password and user name and press Login.

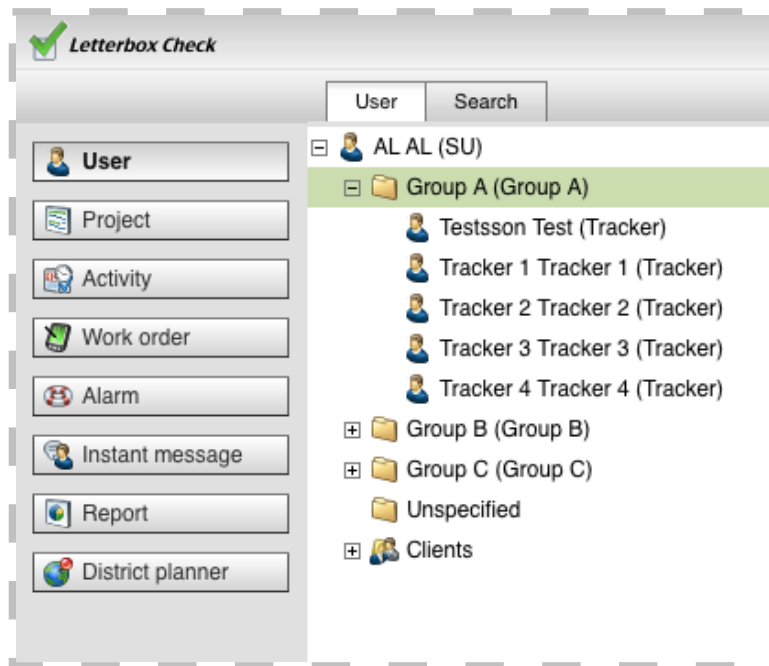


The image shows a web interface titled "Letterbox Check" with a green checkmark icon. In the top right corner, there is a language dropdown menu set to "English". Below the title, there is a section titled "Enter login information". This section contains two text input fields: "Username:" with the text "Anna45639" and "Password:" with masked characters "*****". Below these fields is a button labeled "Login".

2. Add User

If you do not have all needed users already configured here, you can add more users manually into one of your existing group folders.

1. Click on “User” in the main menu.
2. Select the preferred folder so it becomes marked light green.



Now you can see the “Add user” form at right.

3. Fill out the mandatory (*) fields. The users Last and First name will appear in the users tree after the user has been registered correctly.

The screenshot shows a web form titled "Add user". It is divided into several sections:

- Account information**: Contains fields for *Username (filled with "Tracker 5") and *Password (filled with "DK08St"). There is a "Generate" button next to the password field.
- Account information**: Contains a *Usertype field with three radio buttons: PDA, SP, and Tracker (which is selected). Below it is a Validity date field with a dropdown menu set to "Indefinite".
- Personal information**: Contains fields for *Lastname (filled with "Tracker 5"), *Firstname (filled with "Trecker 5"), and *Person nr. (filled with "123456789012345"). Below these are fields for Address, C/O address, Zipcode, and City. At the bottom of this section is a large text area for Comments.
- Contact information**: Contains fields for Cellphone, Home phone, Work phone, and Email.

Make sure that you select “Tracker” as user type.

For an user with a Tracker device:

The “Person nr.” field must in this case contain the 15-digit IMEI number that you will find on the back (behind the battery) of the tracker.

OR

For an user with a Smartphone (Android or iPhone):

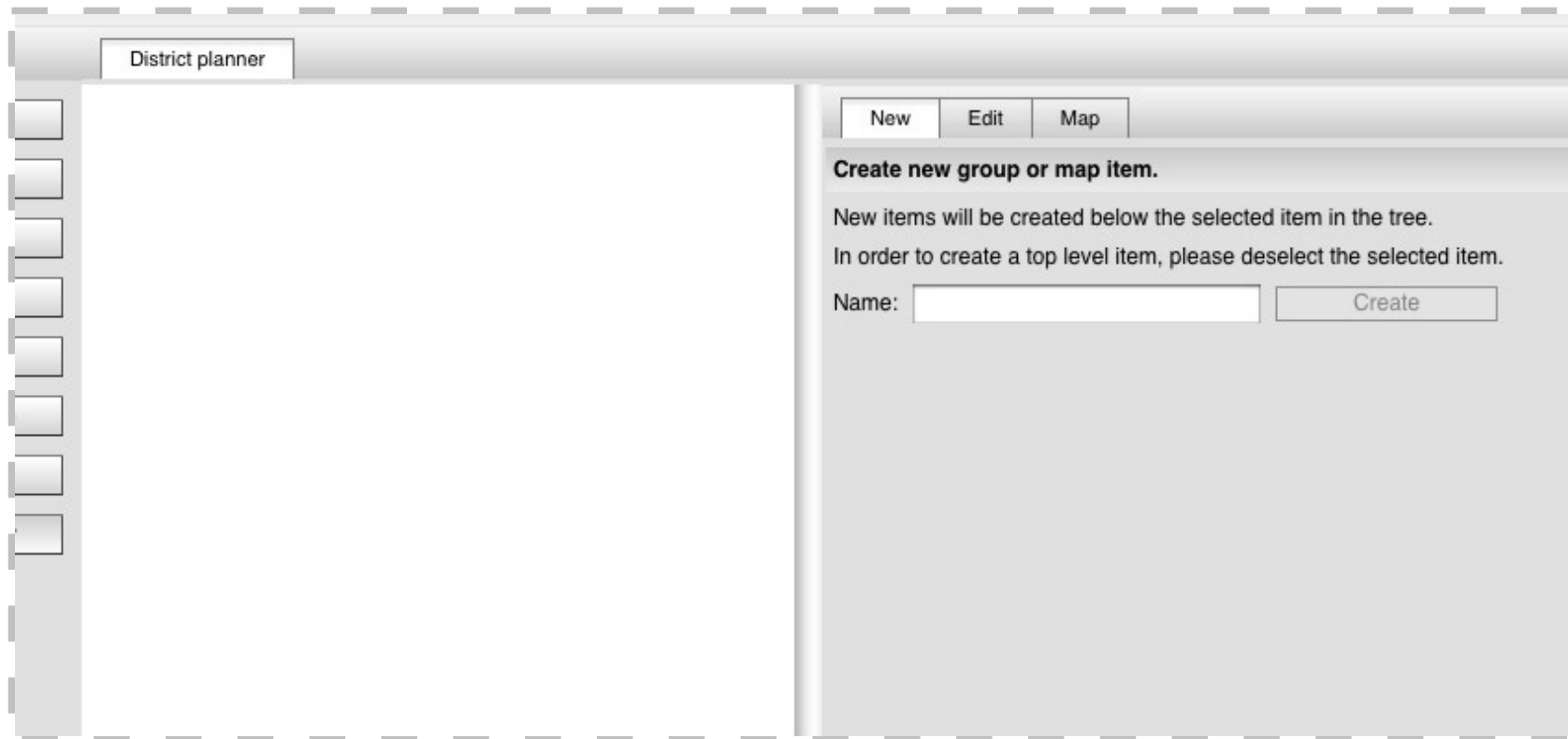
The “Person nr.” field must at least be a 6 digit number (made up by you) that you also will need to put in the mobile App settings later on.

4. Click “Save”.

3. Create District

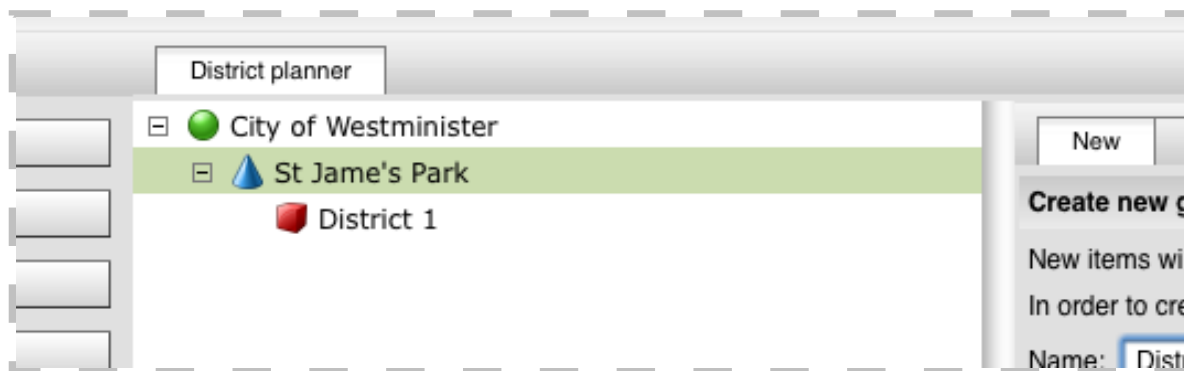
Districts are filed in a three-level tree structure. Level 1 – Symbol: Green ball, Level 2 – Symbol: Blue cone, Level 3 – Symbol: Red cube. We will now create all the there levels and finally the district map.

1. Click on “District planner” in the main menu.
2. Click on the white “District planner” tree area so nothing is selected.



3. In the “New” form at left, in the “Name” field type in e.g. “City of Westminster”.
4. Click “Create.”
5. Now, select the green ball at right (“City of Westminster”) so it becomes marked light green.
6. In the “New” form at left, in the “Name” field type in e.g. “St Jame's Park”.
7. Click “Create.”
8. Now, select the blue cone at right (“St Jame's Park”) so it becomes marked light green.
9. In the “New” form at left, in the “Name” field type in e.g. “District 1”.
10. Click “Create.”

You should now be able to see a tree at right as the picture illustrates below.



11. Now, select the red cube at left (“District 1”) so it becomes marked light green.
12. Click the “Map” tab at left. At the bottom, type in e.g.”London, st james park” or the proper post code and click “Search”.

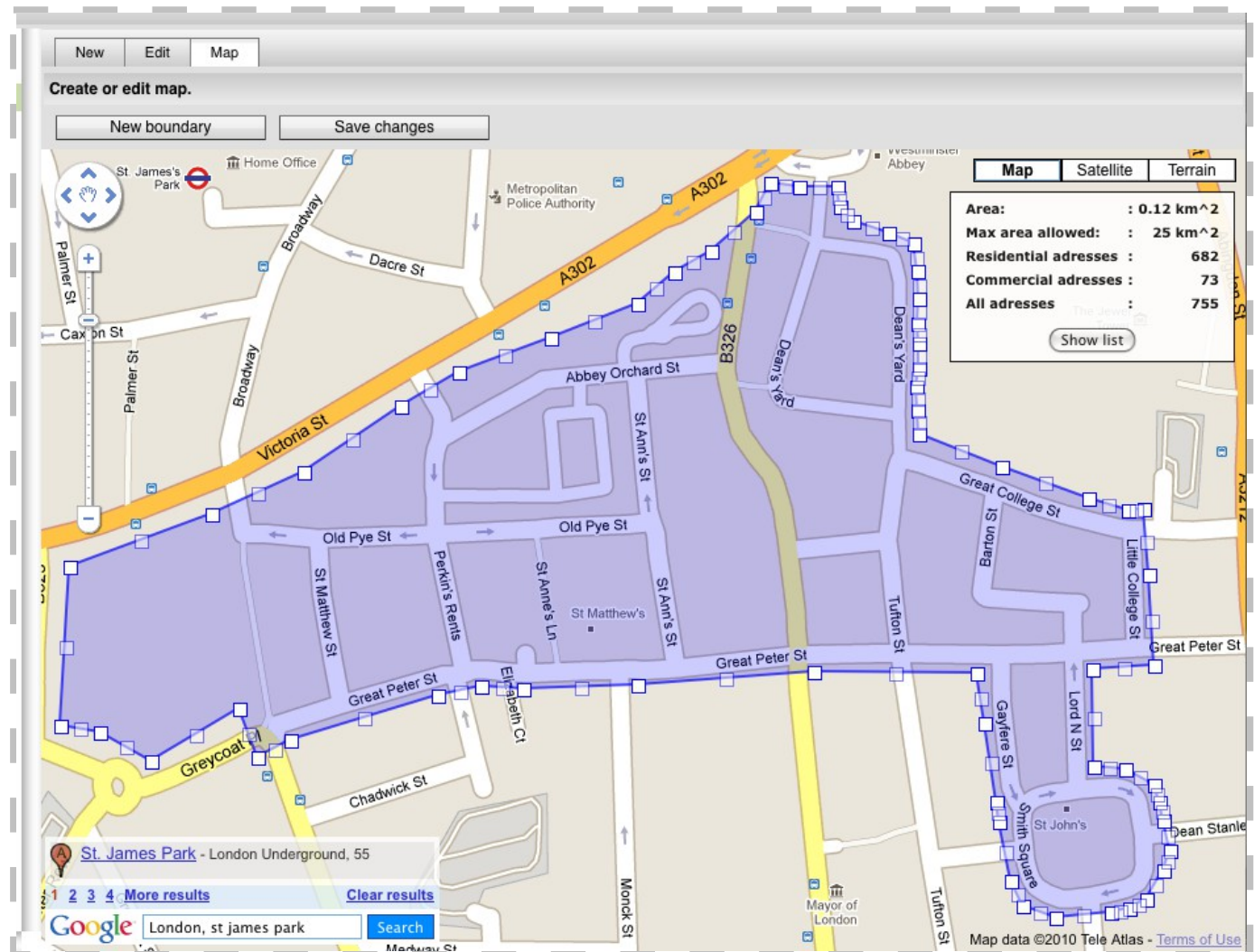
13. Now you can see a map. Zoom in to (with the google tool) the proper area where you prefer to create the district.

14. Click “New boundary”.

15. Start clicking on the map and create edges that will form your district boundary. Make sure that you finally close the boundary like a circle is.

16. Click “Save changes”.

The district boundaries are editable. You should now be able to see a map similar to what the picture at right is showing.



4. Create Project

1. Click on “Project” in the main menu.
2. Click on the “New Project” tab.
3. Type the name of the Project (the campaign).
4. Click in the text field of “Start date” and select a preferred date in the calendar tool.
5. Click in the text field of “Finish date” and select a preferred date in the calendar tool.
6. Type a client's name and select it in the drop down list. (See “1. Add user” how to add more client users).
7. Select at least one or more district (Level 3) items in the list at right.
8. Click “Create” in the bottom right corner.



The screenshot shows a software interface for creating a new project. At the top, there are two tabs: "All projects" and "New project", with "New project" being the active tab. Below the tabs, the form is divided into two main sections. The left section, titled "Project", contains four text input fields: "Name:" with the value "123 Magazine", "Start date:" with the value "2010-11-24", "Finish date:" with the value "2010-12-01", and "Client:" with the value "client". The right section, titled "Levels 3", displays a hierarchical list of locations. It includes a tree view with three items: "City of Westminster" (indicated by a green circle icon), "St Jame's Park" (indicated by a blue triangle icon), and "District 1" (indicated by a red square icon). Each item has a checkbox to its left, and all three checkboxes are checked.

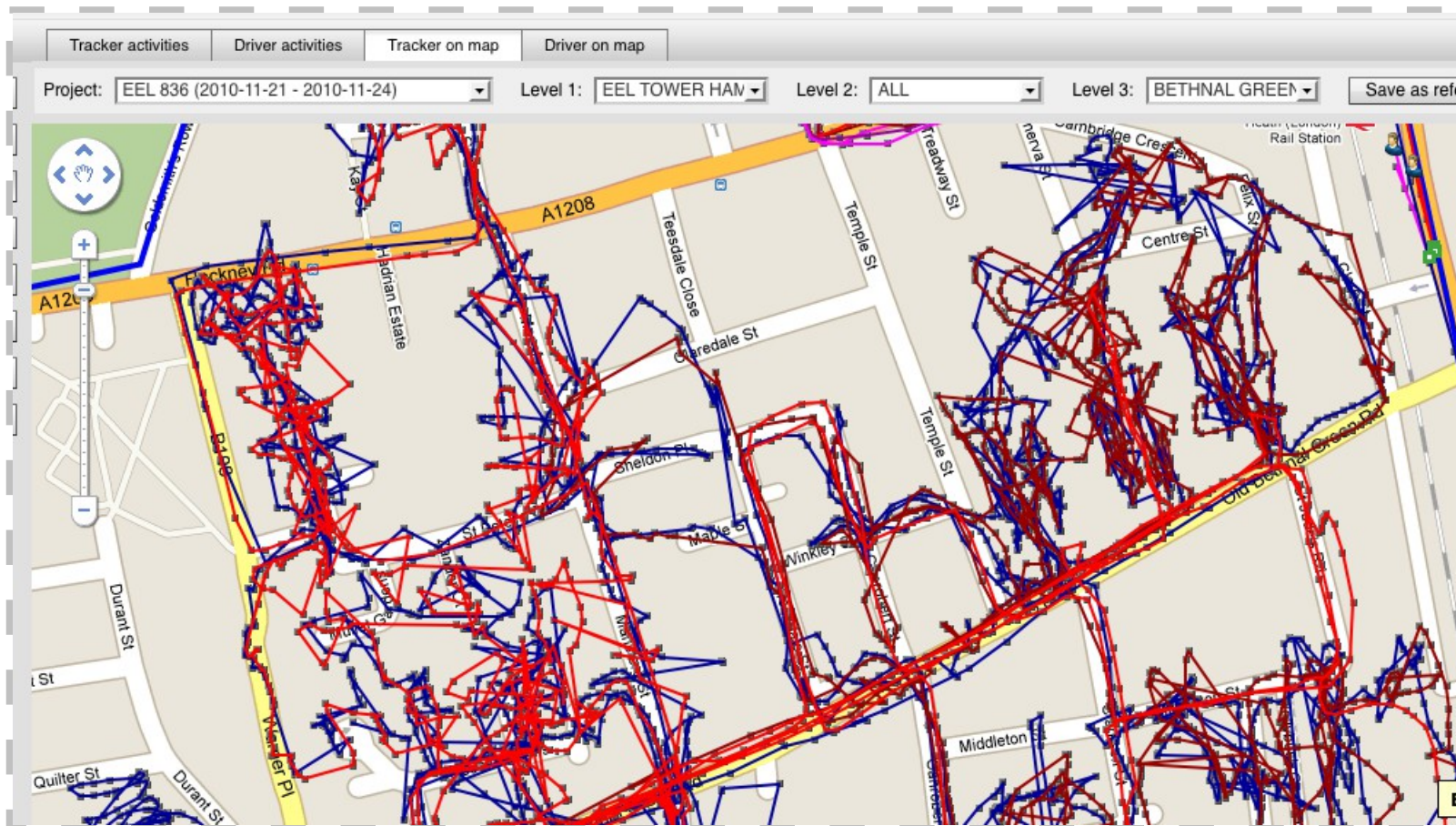
5. Follow-up the Project

1. Click on “Activity” in the main menu.
2. Click the “Tracker Activities” tab.
3. Select: Project, Level 1 and Level 2 to see all the activities of the districts in the selected region.

The screenshot displays the 'Tracker activities' window. At the top, there are four tabs: 'Tracker activities', 'Driver activities', 'Tracker on map', and 'Driver on map'. Below the tabs, there are three dropdown menus: 'Project: EEL 836 (2010-11-21 - 2010-11-24)', 'Level 1: EEL TOWER HAM', and 'Level 2: ALL'. Below these, there are two radio buttons: 'Verify by Postcodes' (selected) and 'Reference route'. The main content area is titled 'EEL TOWER HAMLETS - ALL' and contains six columns of data, each representing a district. Each column has a header with the district name and a sub-header with the number of agents. The districts and their agents are: BETHNAL GREEN 1 (29S Agents), BOW 1 (14 Agents), GLOBE TOWN 1 (39 Agents), ISLE OF DOGS 1 (7 Agents), POPLAR 1 (4 Agents), and STEPNEY (1 Agent). Each column also has a small traffic light icon at the bottom.

BETHNAL GREEN 1	BOW 1	GLOBE TOWN 1	ISLE OF DOGS 1	POPLAR 1	STEPNEY
Streetrunners 29S Agent	Streetrunners 14 Agent	Streetrunners 39 Agent	Streetrunners 7 Agent	Distribution Co Agent 4	Streetrunners 1
Distribution Co Agent 1	Distribution Co Agent 1	Distribution Co Agent 1	Three Colors Agent12	Distribution Co Agent 1	Distribution Co Agent 1
Distribution Co Agent 2	Distribution Co Agent 3	Distribution Co Agent 3	Three Colors Agent11	Distribution Co Agent 3	Distribution Co Agent 2
Distribution Co Agent 3	Distribution Co Agent 4	Three Colors Agent 9	Three Colors Agent14	Distribution Co Agent 5	Streetrunners 7
Distribution Co Agent 4	Distribution Co Agent 5	Three Colors Agent10	Three Colors Agent23	Three Colors Agent12	Streetrunners 15
Distribution Co Agent 5	Three Colors Agent12	Three Colors Agent13	Three Colors Agent24	Three Colors Agent11	Streetrunners 29
Three Colors Agent 9	Three Colors Agent11	Three Colors Agent20	Streetrunners 8R Agent	Three Colors Agent14	Streetrunners 30
Three Colors Agent10	Three Colors Agent14	Three Colors Agent23	Streetrunners 9R Agent	Three Colors Agent23	Streetrunners 31
Three Colors Agent20	Streetrunners 7 Agent	Streetrunners 7 Agent	Streetrunners 15R Agent	Three Colors Agent24	Streetrunners 32
Streetrunners 7 Agent	Streetrunners 8R Agent	Streetrunners 8R Agent	Streetrunners 29S Agent	Streetrunners 7 Agent	Streetrunners 33
Streetrunners 8R Agent	Streetrunners 9R Agent	Streetrunners 9R Agent	Streetrunners 30S Agent	Streetrunners 8R Agent	Streetrunners 34
Streetrunners 9R Agent	Streetrunners 15R Agent	Streetrunners 14 Agent	Streetrunners 32 Agent	Streetrunners 9R Agent	Streetrunners 35
Streetrunners 10R Agent	Streetrunners 21R Agent	Streetrunners 19R Agent	Streetrunners 33 Agent	Streetrunners 14 Agent	Streetrunners 36
Streetrunners 14 Agent	Streetrunners 29S Agent	Streetrunners 21R Agent	Streetrunners 36 Agent	Streetrunners 15R Agent	Streetrunners 37
Streetrunners 19R Agent	Streetrunners 30S Agent	Streetrunners 29S Agent	Streetrunners 38S Agent	Streetrunners 21R Agent	Streetrunners 38
Streetrunners 21R Agent	Streetrunners 33 Agent	Streetrunners 31 Agent	Streetrunners 39 Agent	Streetrunners 29S Agent	Streetrunners 39
Streetrunners 31 Agent	Streetrunners 36 Agent	Streetrunners 32 Agent		Streetrunners 30S Agent	
Streetrunners 32 Agent	Streetrunners 38S Agent	Streetrunners 36 Agent		Streetrunners 32 Agent	
Streetrunners 36 Agent	Streetrunners 39 Agent	Streetrunners 39 Agent		Streetrunners 33 Agent	
Streetrunners 37S Agent				Streetrunners 36 Agent	
Streetrunners 39 Agent				Streetrunners 38S Agent	
				Streetrunners 39 Agent	

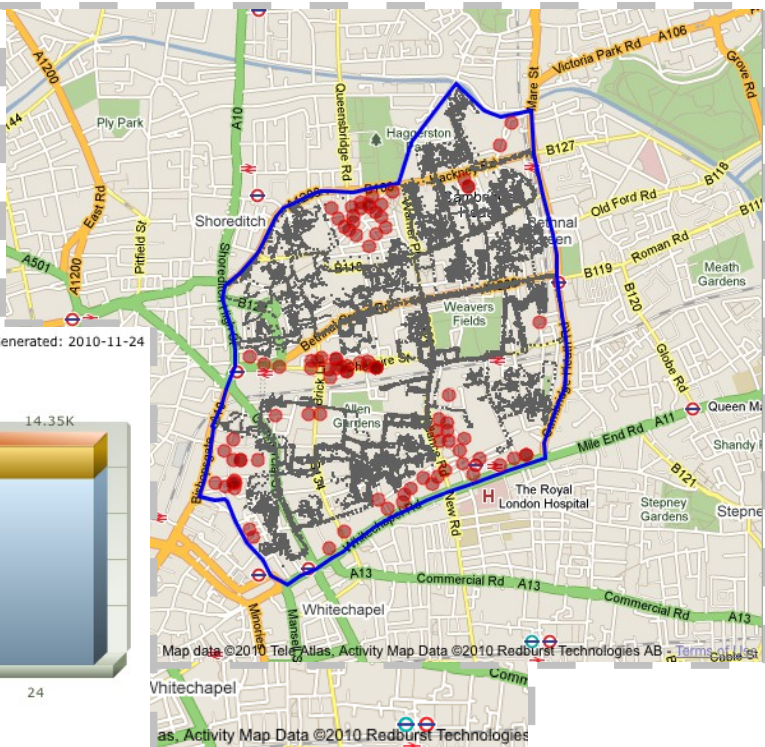
4. Click the “Tracker on map” tab.
5. Select: Project and Level 1 to see the project activity overview.
6. Select: Project and/or up to Level 3 to view a specific district in detail at street level.
7. Use the zoom tool to justify zoom level and select the map type in upper right corner (Map, Satellite or Terrain).



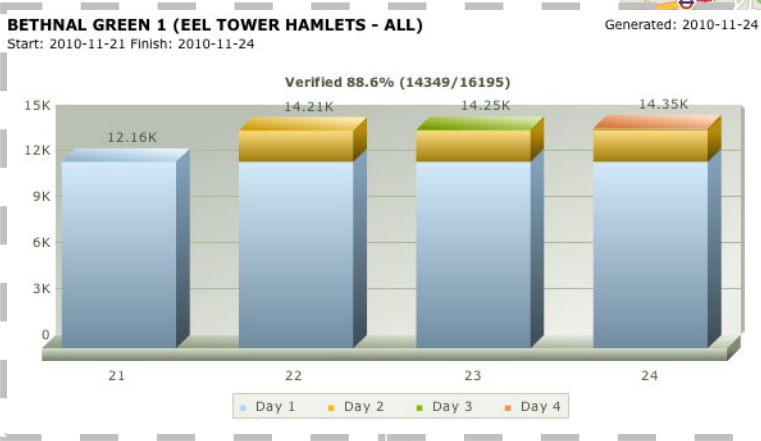
6. Generate Report

- 1. Click on “Report” in the main menu.
- 2. Select a project in the drop down list.
- 3. Select one or more districts in the district tree.
- 4. Click “Generate”.

Map of coverage and missed postcodes.



For each district you will be able to see:
Staple diagram showing completion day by day.



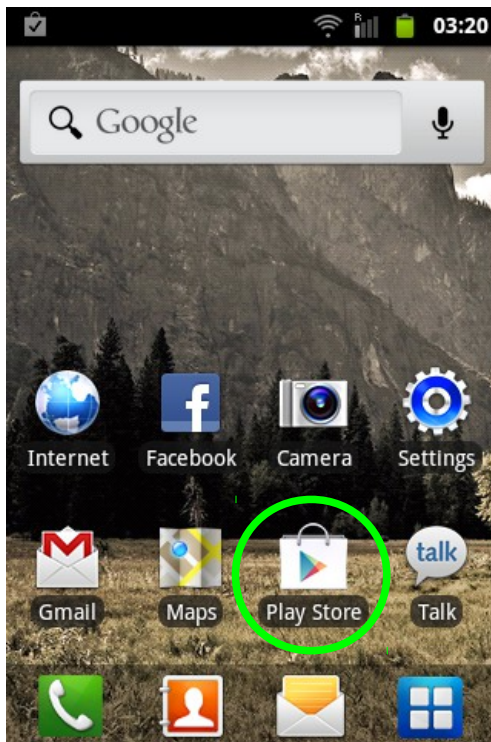
Missed properties list.

E1 1BU		
Ideas Store, 321 Whitechapel Road		
E1 1BW		
2 Albion Yard, Whitechapel Road	15 Albion Yard, Whitechapel Road	42 Albion Yard, Whitechapel Road
11 Albion Yard, Whitechapel Road	24 Albion Yard, Whitechapel Road	43 Albion Yard, Whitechapel Road
21 Albion Yard, Whitechapel Road	26 Albion Yard, Whitechapel Road	44 Albion Yard, Whitechapel Road
17 Albion Yard, Whitechapel Road	29 Albion Yard, Whitechapel Road	45 Albion Yard, Whitechapel Road
18 Albion Yard, Whitechapel Road	31 Albion Yard, Whitechapel Road	1 Albion Yard, Whitechapel Road
19 Albion Yard, Whitechapel Road	33 Albion Yard, Whitechapel Road	6 Albion Yard, Whitechapel Road
22 Albion Yard, Whitechapel Road	38 Albion Yard, Whitechapel Road	8 Albion Yard, Whitechapel Road
34 Albion Yard, Whitechapel Road	40 Albion Yard, Whitechapel Road	14 Albion Yard, Whitechapel Road
35 Albion Yard, Whitechapel Road	47 Albion Yard, Whitechapel Road	16 Albion Yard, Whitechapel Road

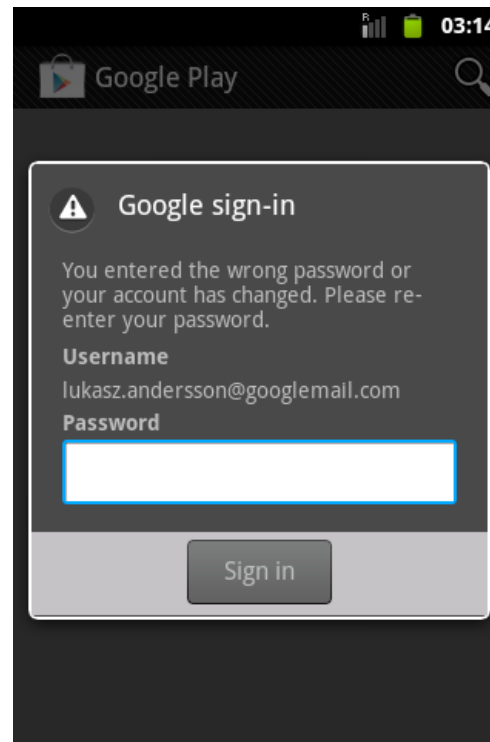
7. Start working!

Before you can start the work you need to turn on the device, make sure that the battery is fully charged and that the phone have internet availability.

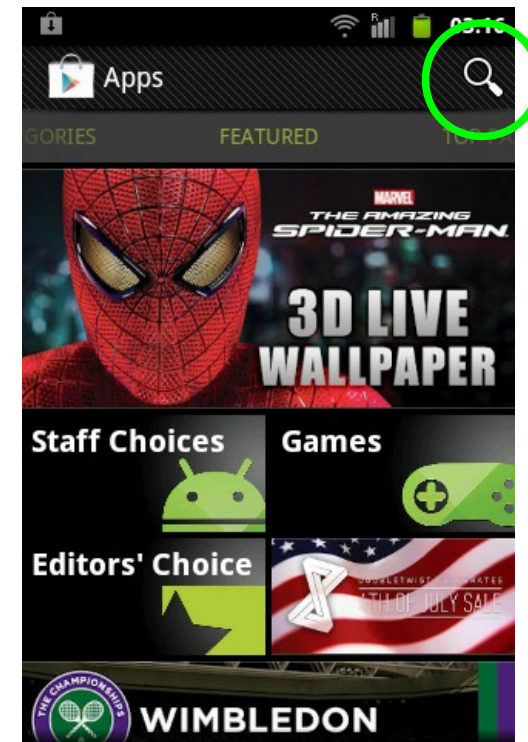
We will now walk through the download, install and setup procedure of the Application needed.



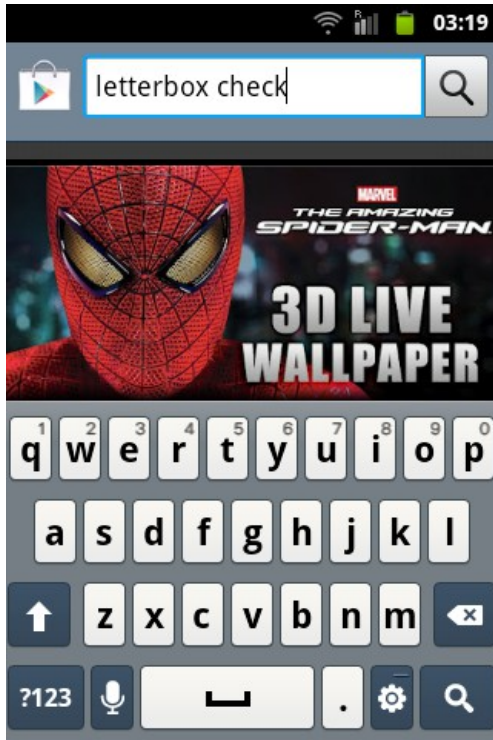
Your phone shall look something like this. Start the Play Store



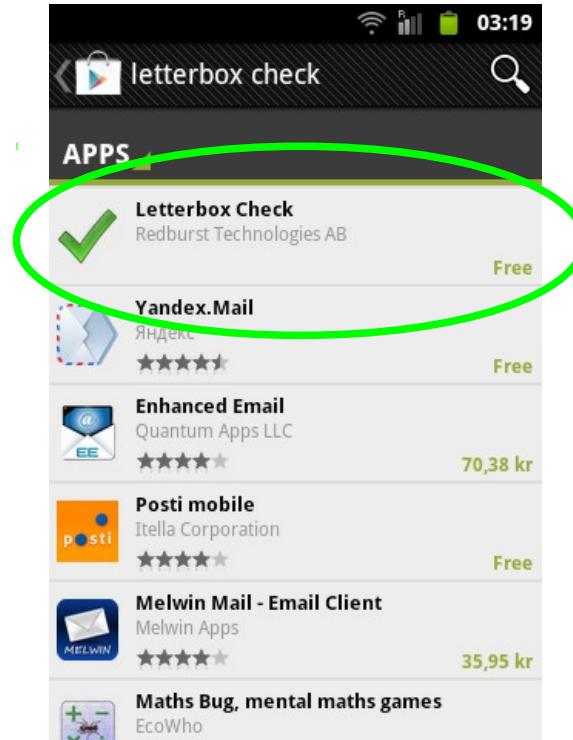
Sign-in with a Google account. If you don't have any - Register one at: www.google.com



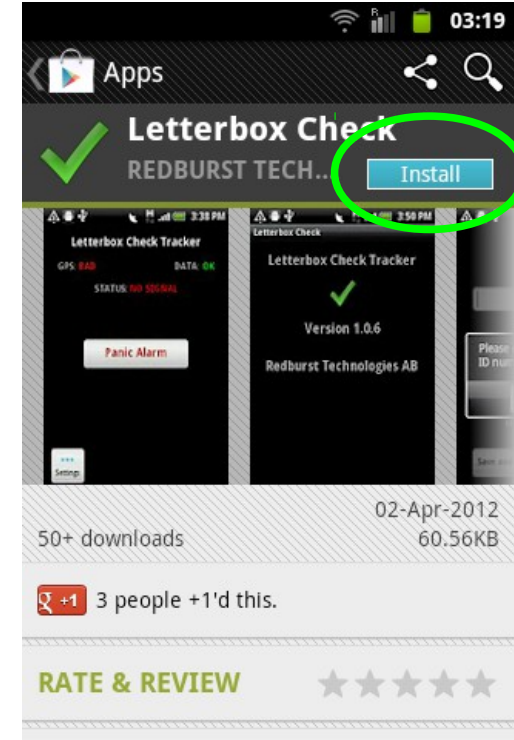
When successfully signed-in tap the search icon to start the search.



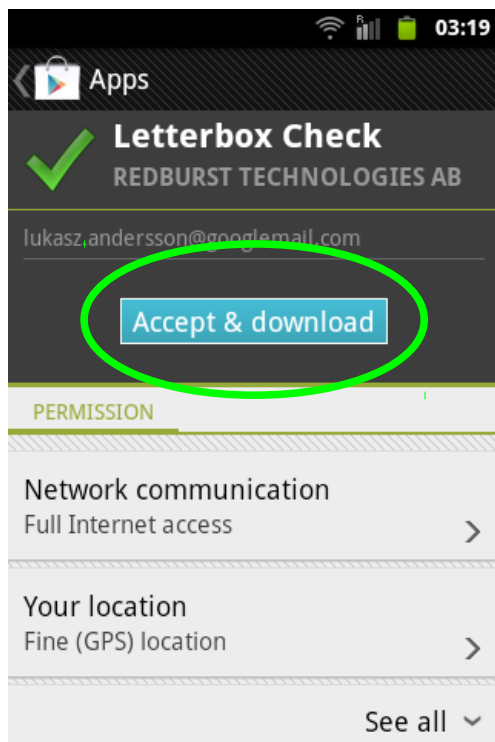
Type "letterbox check" into the search field and tap the search icon again.



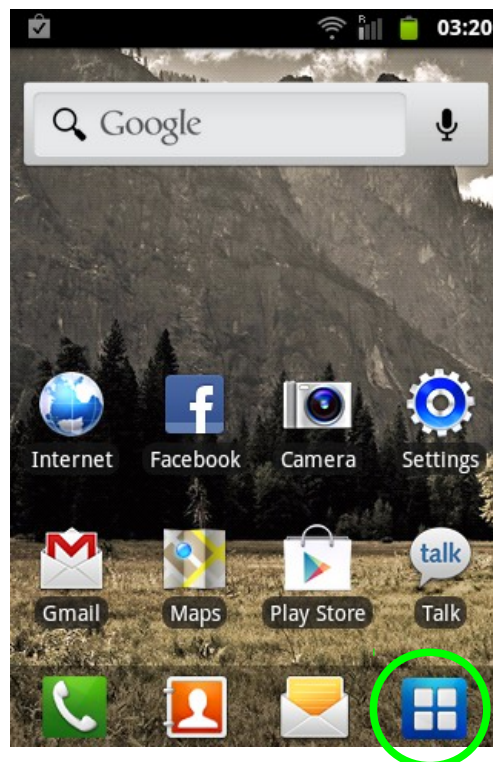
Tap the founded App "Letterbox Check".



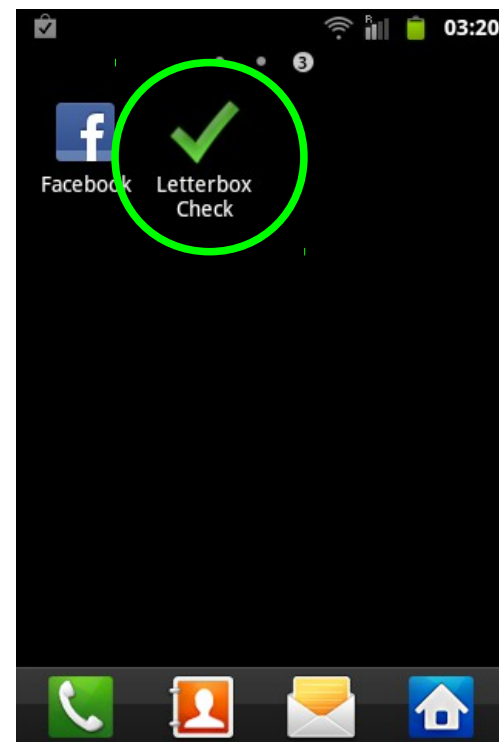
When selected the Letterbox Check App then tap "Install".



Confirm by tapping “Accept & download”.



When download & install is finished then press the home button until you get to the home screen again. Now tap Applications menu.



Find the Letterbox Check App among your screens and apps. Now tap the “Letterbox Check” icon to start it for the first time.

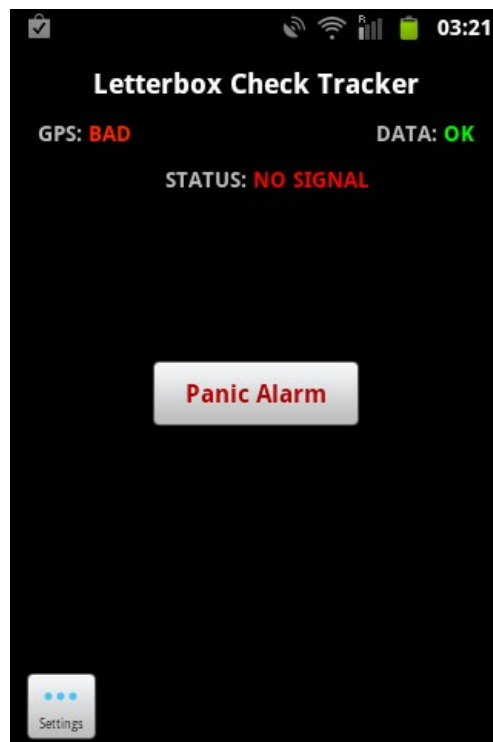


When starting the App for the first time you are requested to setup certain parameters.

PIN number shall be equal to the general PIN that you use for the Letterbox Check web login.

ID number must be unique on each device and contain minimum 6 digits. See chapter 2 section 3 (how to add a Tracker User).

Node is the node number that is provided by us to you.

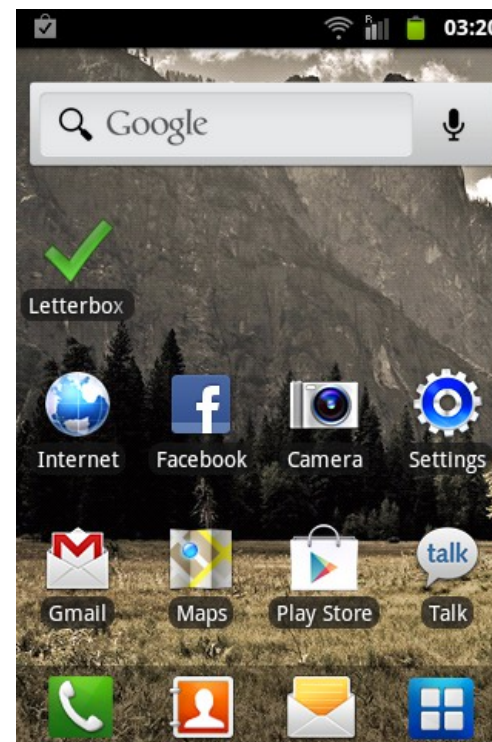


Tap "Save and Go Back" to go to the main screen.

You have now saved the settings and are ready to go out and work!

Just press the home the button to set the App running in the back-ground. - Lock the screen and put your phone in the pocket.

NOTE: GPS and DATA indicators must be showing **OK** for good performance of the solution while working.



You can whenever you want during the work tap the "Letterbox Check" icon for viewing the main screen with indicators.

If you want to quit the App for saving battery after you finished the work, just go to "Settings" and tap "Shut Down".