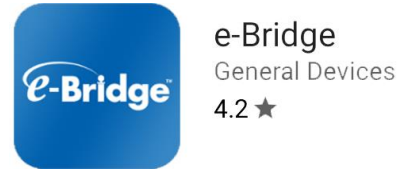


Quick Guide 0004C: Using e-Bridge for Android

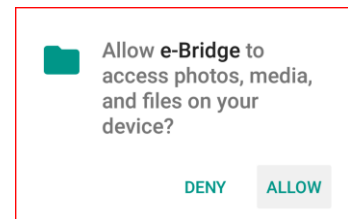
Note: Screenshots may vary depending on make/model of Android device

I. Download & Login

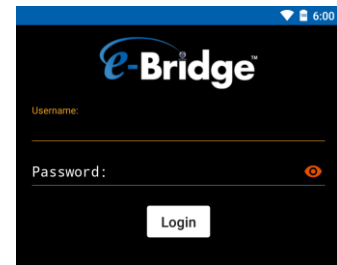
- 1) Search for “e-Bridge” by GD in the Google Play Store and install the app. A shortcut will appear in the Apps section of the device. Once installed tap the e-Bridge icon to open it.



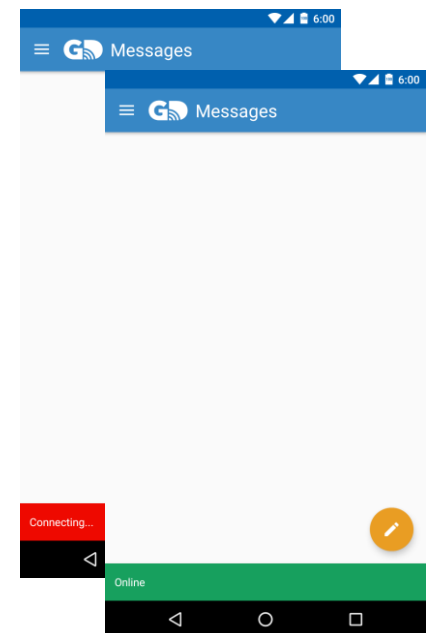
- 2) The first time e-Bridge runs, a pop-up notification will appear requesting permission to allow e-Bridge to access photos, media and files on your device. Continue by tapping Allow. **Note: This permission is required. If this permission is denied, e-Bridge will not be able to run.**



- 3) A login screen will appear asking for credentials (provided by GD or organization administrator). Enter the credentials and tap the Login button.



- 4) Once credentials have been entered, the app will go to the main screen, called Messages. A red Snack Bar will initially display “Connecting...”. Once the device connects, this status will change to green and say “Online” and the Snack Bar will disappear shortly after. If the status does not change to “Online”, contact GD Support to resolve the issue.



- 5) The Messages screen will display all sent and received messages.
 - a. The Navigation Drawer button (☰) located in the top left corner of the Toolbar provides access to the app's main screens, Messages, Settings and About.
 - b. The Floating Action Button (FAB) (+) in the bottom right corner is used to create a new message.

II. Sending, Receiving and Deleting Messages

1) Sending Messages

To create a new message tap the Create Message button (+) on the Messages screen. This will open the Create Message screen. **Note: The first time a new message is created, it will ask for permission to use your location to append it to the message. Tap Allow. See “Create Message Defaults” section later in this guide for more info.**

By tapping on the “To:” field, the Destinations screen will open displaying all of the approved e-Bridge destinations this device can send to. From this Destination screen, one destination, multiple destinations or an entire group can be selected to send an e-Bridge message to. (See Appendix A for sending to multiple recipients or a group)

After the recipient(s) are selected press the ← button in the Toolbar to return to the Create Message screen.

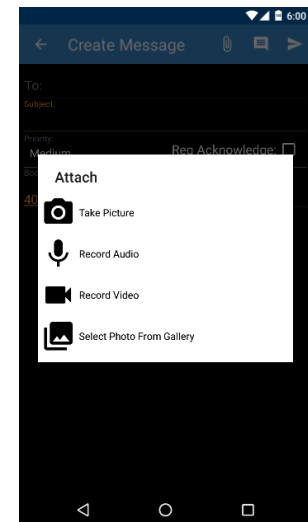
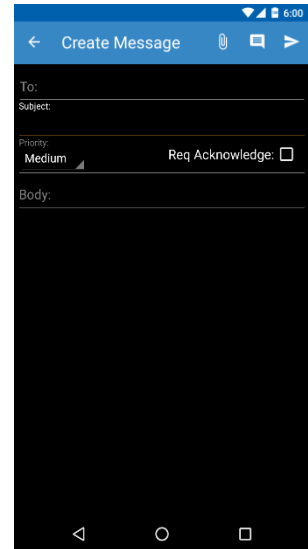
Enter the subject of the message, by tapping on the “Subject” field. Enter the desired priority level for the message and request an acknowledgement if desired (see below for more details). Enter the message text into the “Body” field. Once all of the information is complete, tap the Send (➤) button to send the message.

a. Photo, Video and Audio Recording Attachments

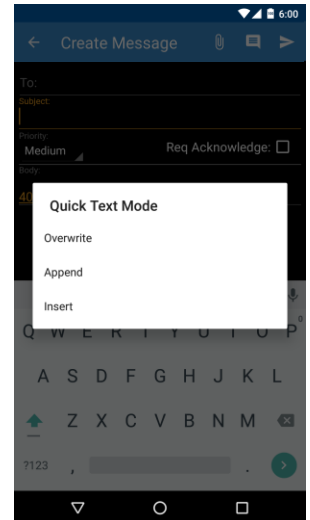
To attach additional media to the e-Bridge message, tap the 📎 button in the Toolbar. This will open the attachment pop-up window. Select the type of attachment to add. (See Appendix B for descriptions of each type of attachment and how to create each.)

b. Quick Text

To use Quick Text, tap the 🗒 button in the Toolbar. You will see a list of previously created quick texts to use. (See Quick Text below in the Settings section for how to add Quick Texts.) Tap the quick text you would like to add to your message. Select the mode from the “Quick Text Mode” pop up window.

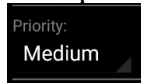


- **Overwrite:** This mode will overwrite anything that has been entered in the subject and body fields of the message with your selected quick text.
 - **Append:** This mode will add your selected quick text at the end of any text that has been entered in the subject and body fields of the message.
 - **Insert:** This mode will insert your selected quick text to the right of the current cursor position.
- Note: This will only affect the field that the cursor is currently located in. If the cursor is in the Subject field it will not affect the Body field and vice versa.**



c. Priority Levels

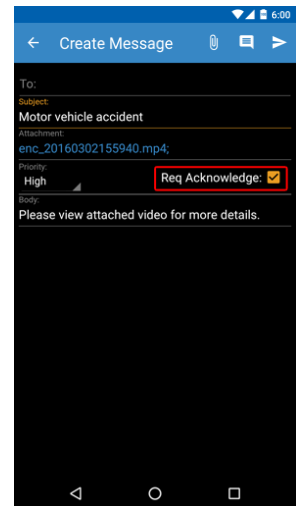
e-Bridge can set the priority level of the message, by



tapping on the drop down menu. Select the desired priority level. The drop down will automatically close once a priority is chosen.

d. Request Acknowledge

By tapping on “Req Acknowledge”, the recipient is prompted to acknowledge the message once they open it.

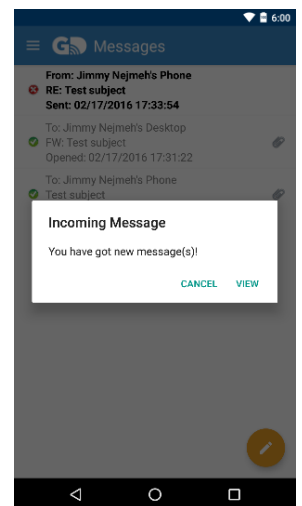


2) Receiving Messages

When a new e-Bridge message is received, the app will alert (both audibly and visually). Tap “View” to open the message (if on the Messages screen) or just tap the notification if on any other screen.

a. Acknowledge

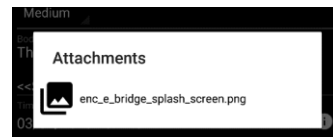
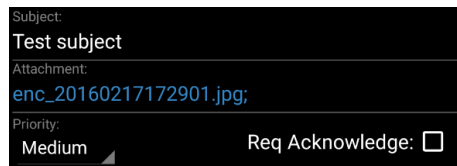
If the sender of the message has requested an Acknowledge, the Acknowledge: section will be flashing red. To acknowledge the message, simply tap it




Continued on next page

b. Opening Attachments

If the sender has included any attachments with the message, they will appear between the **Subject** and **Priority** fields. By tapping on the Attachment field, a pop-up window will display showing the attached files. Tap the desired attachment in the pop-up window to open it.




c. Replying to a Message

To reply to a received message, open the message you want to reply to, then tap the  button in the Toolbar.



Then follow the steps outlined previously for sending a message.


d. Forwarding a Message

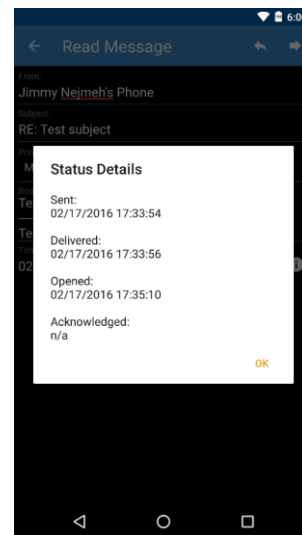
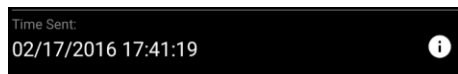
To forward a received message, open the message that needs to be forwarded, then tap the  button in the Toolbar.



Then follow the steps outlined previously for sending a message.

e. Message Status Details

e-Bridge automatically timestamps when the message is uploaded to the GD Server (sent), again when it is delivered to the recipient's device, again when the recipient opens the message and a final time when the message is acknowledged (if requested by the sender). To view the timestamp details, tap the  icon at the bottom of the Read Message screen.



3) Deleting Messages

Note: An administrator password is required to delete any e-Bridge messages from the Messages screen. Contact GD Support or the organization administrator for this password.

To delete a message from the Messages screen, swipe from right to left on the desired message to delete, then tap Delete.

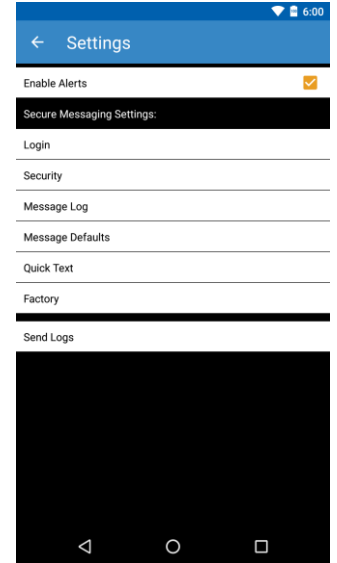
III. Settings

While on the Messages screen, tap the Navigation Drawer button (☰), then tap Settings to access and change settings in e-Bridge. An administrator password is required to change most settings. Contact GD Support or the organization administrator for this password.

a. Enable Alerts

By enabling this setting, a notification will be placed in the Notification Drawer and an alert sound will be played when a message is received. To enable this setting make sure the box is checked, to disable the setting simply uncheck the .

Note: If this setting is disabled, the only way the user will know if there are any new messages will be to manually open the app and go to the Messages screen.



b. Login

Credentials for the user account can be changed here. These credentials are provided by GD or the organization administrator. Additionally, there is an option to change the Administrator password for the app. This Admin password grants the user the ability to change these settings and delete messages. If the password has been changed, lost or forgotten, you must contact GD Support to assist with resetting it.

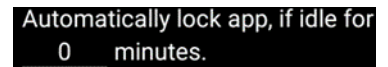
c. Security

Security settings for e-Bridge can be changed here.

i. Automatically lock app, if idle for X minutes

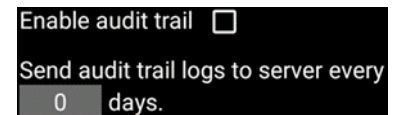
This option will automatically lock the app after it has been inactive for the time specified. Tap on the minutes field to change the amount of inactive time before the app locks.

Note: Once the app is locked, you must enter the user password to log back in to continue using the app.



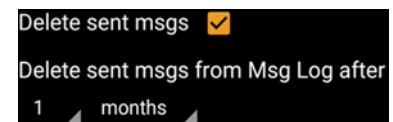
ii. Enable audit trail

This option will create an audit trail for all e-Bridge activities and upload it to the GD Server at a specified interval. To enable, check the box and then enter the frequency to upload the logs.



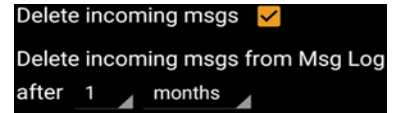
iii. Delete sent messages

This option will set the length of time sent messages will be stored in the Messages screen before they are automatically deleted. To modify these settings, select the length of time by clicking the number and then select the unit of time (minutes, hours, days or months).



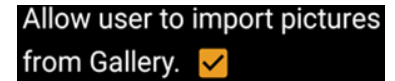
iv. Delete incoming messages

This option will set the length of time received messages will be stored in the Messages screen before they are automatically deleted.





v. Allow users to import pictures from Gallery


This setting allows users to attach pictures from the phone's Gallery to e-Bridge messages (i.e. photos stored in the photo album, not taken within the app).



vi. Saving settings

To save the changes made to the settings, tap  on the left side of the Toolbar at the top of the screen. A Toast Notification will appear for a few seconds  to note the changes were saved.

d. Messages


Set the frequency for how often the Messages screen will refresh automatically for new messages and update statuses for incomplete messages. This automatic refreshing ONLY takes place when the screen is on and the app is on the Messages screen. However, the Messages screen is automatically refreshed every time you switch to it from another screen. If the app is minimized, it will also refresh the Messages screen when it is maximized. To change how often the Messages screen refreshes tap the minutes field and change the time (in minutes). Once complete tap  on the left side of the Toolbar at the top of the screen.


e. Create Message Defaults

Default settings for new e-Bridge messages on the Create Message screen.

- i. Change the default priority level for the message from Low, Medium and High. You can also set it to Request Acknowledgement by default. You can also set the quality of pictures taken in e-Bridge. Last, you can attach your current GPS coordinates for sent messages. **Note: If enabling Attach GPS Coordinates for the first time, it will ask for permission the first time a new message is created.**

f. Quick Text

This function allows the sender to send predetermined, canned messages by tapping the  button on the Create Message screen. Inside the Quick Text screen, you are able to create and modify Quick Texts.

- i. To create a new quick text, tap the  icon. On the New Quick Text screen, enter desired text into the subject and body fields.
- ii. To delete a quick text, swipe from right to left on the listed text and tap **DELETE**
- iii. To modify a quick text, swipe from right to left on the listed text and tap **EDIT**

g. Factory

This setting is for the organization administrator only. Password will be given by GD Support as needed.

h. Send Logs

This setting is for troubleshooting purposes only. GD Support will request this as needed.


IV. About

Displays specific app information which may be used by GD for troubleshooting.

APPENDIX A - Sending an e-Bridge message to multiple devices or groups


By selecting “To:” from the Create Message screen, the Destination list will appear displaying all of the destinations this device can send to.

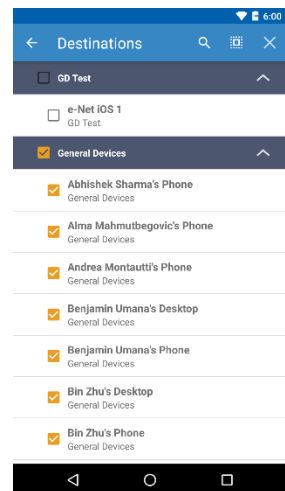
Multiple recipients

At the Destinations screen, tap the checkbox next to each desired recipient and then tap  button to return to the Create Message screen.





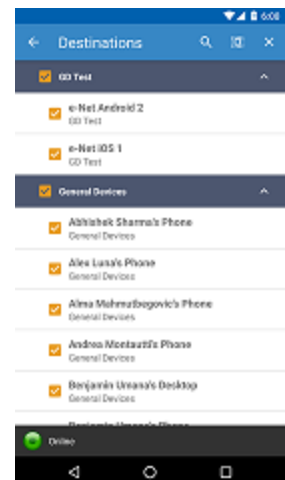
All recipients in a group

To send to the entire group, simply tap the checkbox next to the group name. Once complete, tap the  button to return to the Create Message screen.



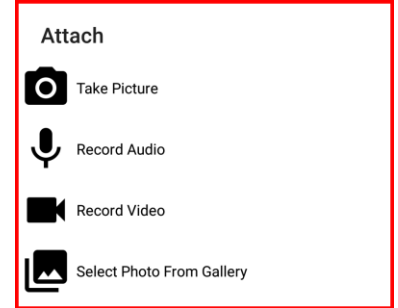
All recipients

To send to all recipients available, simply tap the Select All button (). Once complete, tap the  button to return to the Create Message screen.




APPENDIX B - Attachments

When attaching media to an e-Bridge message, a pop-up window will appear. Users can take a picture, record an audio clip, record a video clip or select a photo from the gallery.




- **Take Picture**


This will open the camera in e-Bridge. It is recommended to take all photos with e-Bridge and not the onboard camera software provided with the device. Photos taken through the e-Bridge application will ensure security and privacy by not storing the photo in the device's Gallery. Tap the Capture

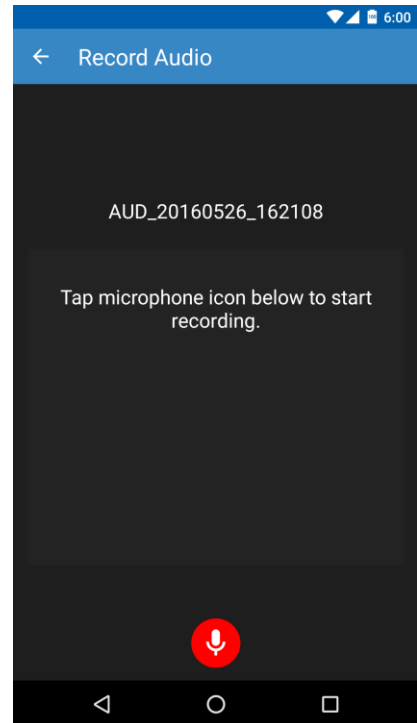
button () to take a picture and then tap Attach Picture to attach it to the message. **Note: When accessing the camera for the first time, it will ask for permission.**



- **Record Audio**


This will open the audio recorder in e-Bridge. Tap the Record button () to start recording audio. Once the Record button has been tapped, it will


change to a Stop button (). The timer will start counting down once the recording starts. Tap the check mark button to attach the recording to the message. **Note 1: When accessing the microphone for the first time, it will ask for permission. Note 2: You can record audio for up to five minutes. The recording will automatically stop once the timer reaches 0:00.**



- **Record Video**

This will open the video recording feature in e-Bridge. The video must be recorded with the buttons on the right hand-side of the app as shown in the image to the right. Tap the Record

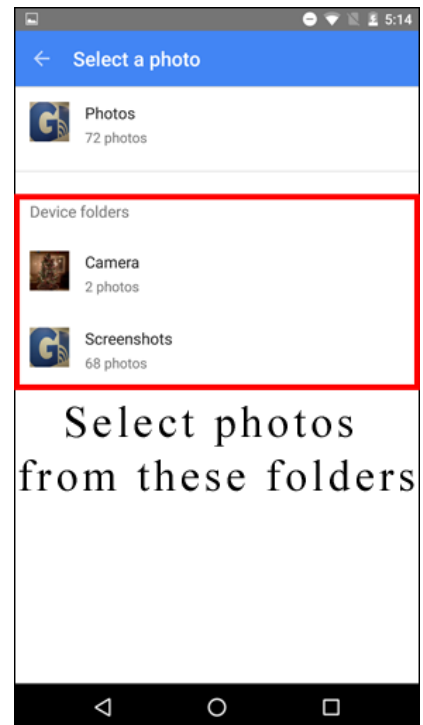
button () to start recording video. Once the record button has been tapped, it will change to a Stop button

(). Tap Attach Video to attached it to the message. **Note 1: When accessing the camera for the first time, it will ask for permission. Note 2: You can record video for up to one minute. The recording will automatically stop once the timer reaches 0:00.**



- **Select Photo From Gallery**

Selecting this option will open the device's Photo Gallery. **Note: It is important to not select a photo from the internet cloud folder (typically named Photos). You must select a photo from the Device folders.**



-END PROCEDURE-