

BerryVine Survey™ User Manual

Dynamic Forms, Surveys and Counting for BlackBerry™ devices

Version 1.60

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Introduction

This document explains the usage of RSIC's BerryVine Survey™ for BlackBerry™ product. BerryVine Survey is a generic data collection application and can be used to create different types of templates (form, survey and counting), which can be used to collect or fill in data. Because users can design their own templates, BerryVine Survey is extremely versatile and can be used for a large number of different purposes. The application also supports the capturing of GPS coordinates (when used in conjunction with a NMEA compatible Bluetooth® GPS antenna and a Bluetooth enabled BlackBerry or a BlackBerry with a built-in GPS antenna) which further increases its usability.

The latest version of BerryVine Survey supports the following new powerful functions:

- The embedding of pop-up instructions for each field in a template
- Automatic dataset mailing
- Creation of dependent fields, that filter automatically, based on the value of another field in the same template

Both templates and collected data can be easily distributed by using the BlackBerry's built-in E-mail function, without the necessity for a BlackBerry Enterprise Server (BES). Collected data can be distributed in Microsoft® Excel (.xls (BES Only)), comma-separated values (.csv) or XML (.xml) format.

Installation

To install BerryVine Survey, you can either:

- Install it by using the **Over-The-Air (OTA)** method
- Install the application by using the **automated installation procedure**
- Install it by using the **Desktop Application Loader**

We recommend that you use the Over-The-Air (OTA) installation method. This installation method allows you to install the application by using your BlackBerry's Internet Browser, without the necessity for connecting the BlackBerry to your computer.

NOTE: There is no difference between the trial version and the full version of BerryVine Survey, except that the trial version stops functioning after the trial period has expired. You can only obtain the full version of the application by unlocking a trial version (expired or not) with a BlackBerry device specific license code, based on the PIN of the device.

Installation with the OTA method

- Open your BlackBerry Browser application on your BlackBerry.
- Visit the site <http://bb.berryvine.com>
- Follow the instructions on this site to install the application.

Installing with the automated installation procedure

- Make sure that the BlackBerry Desktop software is installed on your PC.

- Download the distribution package from www.berryvine.com or another site that offers the software.
- Connect your BlackBerry to your PC.
- Run the 'bvsurvey_install.bat' file.
- Follow the on-screen instructions.

NOTE: When installing BerryVine Survey with this method, you can only uninstall it by running the 'bvsurvey_uninstall.bat' file from the 'X:\Program Files\RSIC\BerryVine Survey' folder, where 'X:' is the drive on your PC that contains your 'Program Files' folder.

Installation by using the Desktop Application Loader

- Make sure that the BlackBerry Desktop software is installed on your PC.
- Download the distribution package from www.berryvine.com or another site that offers the software.
- Connect your BlackBerry to your PC.
- Run the executable file.
- Abort the automated installation procedure.
- Start the BlackBerry Desktop Manager.
- Double-click the 'Application Loader' option in the Desktop Manager interface.
- Follow on-screen instructions for the first steps.
- In the **application overview** screen, press the 'Add...' button and select the 'berryvinesurvey.alx' file in folder 'X:\Program Files\RSIC\BerryVine Survey', where 'X:' is the drive on your PC that contains your 'Program Files' folder.
- Press the 'Open' button, 'Next' and follow the on-screen instructions to 'Finish' the installation.

Unlocking the Trial version to the Full version

If BerryVine Survey is used on a BlackBerry for the first time, the product will function in 14-day trial mode. In 14-day trial mode the application is fully functional, but after 14 days, the product will lock-up and can either be uninstalled from the BlackBerry or unlocked to a full version by using a valid product license code. A license code can be obtained by purchasing the product through www.berryvine.com or www.handango.com and requires that you provide your BlackBerry's unique PIN. After verification of your payment a valid license code (based on your BlackBerry's PIN) will be sent to you.

To unlock the application do the following

- Run BerryVine Survey.
- From the start-up screen, select the 'Register' option.
- Enter your license code in the window that follows and press the 'OK' button.
- Exit the application by selecting the 'Exit' option and run it again to start using the full version.

Once the product has been unlocked, BerryVine Survey will function in full version mode and can be used indefinitely on the BlackBerry that it was unlocked on.

Using the application

Datasets

The term dataset refers to a single record of data collected using a BerryVine Survey template. Datasets collected with BerryVine Survey can by default be exported to a .csv file, a .xls file or a .xml file, using the E-mail functionality of the BlackBerry and can be sent to any number of recipients. Each row of the exported file represents a separate dataset. Specified datasets can also be mailed automatically to the selected recipients (this functionality is also known as 'Auto Send').

Templates

Templates can be designed either on the BlackBerry or by using the web service at <http://survey.berryvine.com>. Once a template has been created, it can be used straight away or distributed to one or as many BlackBerry devices as necessary (as long as the device has BerryVine Survey installed). The template can then be imported, further edited if necessary and can be used for data-collection. When designing templates, users can choose between different field types that can be used to build the template. Read more about these field types in the next section.

BerryVine Survey distinguishes between the following template types:

Survey template

This template type allows you to design a data-entry form by defining multiple fields and assign labels to them for display purposes. All fields are numbered automatically and these numbers are used as column names/headers for any exported data.

Form template

This template type allows you to design a data-entry form by defining multiple fields and assign labels to them. These labels are used as column names/headers for any exported data.

Counting template

This is a very specific template type meant for using the BlackBerry as a systematic counting device for performing tasks such as taking a stock inventory, performing statistical counts, performing visitor counts, etc. and optionally linking the data to a geographical location, by using GPS. As with form templates, the label of each field is used as a column name/header for any exported data.

Field types

BerryVine Survey users can use the following field types for creating templates:

Field type	Description	Available for
Counting	This field type is exclusive for counting templates and can hold an integer numerical value, either negative or positive. Users can specify the following: <ul style="list-style-type: none">Hotkeys that should be used for increasing or decreasing the field value.	Counting template Survey template Form template

	<ul style="list-style-type: none"> • A maximum and/or minimum value. <p>To increase the value of a counting field, either click the Trackwheel/ball when the cursor is on the field, press the '+' symbol or press the configured hotkey.</p> <p>To decrease the value of a counting field, either click the Escape key when the cursor is on the field, press the '-' symbol or press the configured hotkey.</p> <p>When this field is used, entered values are exported as it is, in a separate column.</p>	
Date/Time	<p>Use this field type to collect dates and times. Users can choose whether they want to add just a date field, just a time field, or both to a template and can specify the following:</p> <ul style="list-style-type: none"> • The actual time or date that should be used as the default value. • A specific default value. • A maximum and/or minimum value. <p>When this field is used, entered data is exported in a maximum of two separate columns, one containing date and one containing time, depending on whether the field functions as a time, a date or a date/time field.</p>	Survey template Form template
Dynamic Range	<p>This field is meant for the selection of a single value from multiple options, displayed from left to right, ideally to be used when it is necessary to give the impression of a 'range'. Users can specify the following:</p> <ul style="list-style-type: none"> • The specific available values. • The display order of the available values. • The default selection (optional). • 'Dependent On' field (optional). • 'Dependent On Option' field, for each of the defined values (optional). <p>When this field is used, selected value is exported as it is, in a separate column.</p>	Survey template Form template
Multiple Selection	<p>This field can be used when it is necessary to select multiple values from a list of options. When using this field type in a template, users can specify the following:</p> <ul style="list-style-type: none"> • The specific available values. • The display order of the available values. • The default selected items (optional). 	Survey template Form template

	<ul style="list-style-type: none"> • 'Dependent On' field (optional). • 'Dependent On Option' field, for each of the defined values (optional). <p>When this field is used, all selected values are exported in a column, in comma delimited format.</p>	
Single Selection	<p>This field is meant for the selection of a single value from multiple options, displayed vertically. Users can specify the following when inserting such a field in a template:</p> <ul style="list-style-type: none"> • The specific available values. • The display order of the available values. • The default selection (optional). • 'Dependent On' field (optional). • 'Dependent On Option' field, for each of the defined values (optional). <p>When this field is used, the selected value is exported as it is, in a separate column.</p>	Survey template Form template
Drop Down List	<p>This field is meant for the selection of a single value from multiple options, displayed vertically. Users can specify the following when inserting such a field in a template:</p> <ul style="list-style-type: none"> • The specific available values. • The display order of the available values. • The default selection (optional). • 'Dependent On' field (optional). • 'Dependent On Option' field, for each of the defined values (optional). <p>When this field is used, the selected value is exported as it is, in a separate column.</p>	Survey template Form template
Numeric	<p>This field can be used when input of either an integer or a numeric value with a decimal separator is required. When using this field in a template, users can specify the following:</p> <ul style="list-style-type: none"> • Whether the field can contain decimal values. • The specific number of allowed decimals. • A maximum and/or minimum value. • A default value. <p>When this field is used, entered values are exported as it is, in a separate column.</p>	Survey template Form template
Free Text	Use the Free Text field type when free input of	Survey template

	<p>data is required. The following can be configured when this field type is used in a template:</p> <ul style="list-style-type: none"> • The maximum number of characters the field can contain. • The display order of the field on the template. • A default value. <p>When this field is used, entered data is exported as is, in a separate column.</p>	Form template
GPS	<p>GPS fields can be added to any template and can contain X, Y and Z value of a GPS coordinate. Coordinates can either be entered manually or captured automatically, using either a NMEA compatible Bluetooth GPS antenna (which should be paired with the BlackBerry and have a GPS fix) or a built in GPS antenna. Exported data, contained in a GPS field is exported in three separate columns, containing the separate X, Y and Z values of the coordinate.</p> <p>The following can be configured when this field type is used in a template:</p> <ul style="list-style-type: none"> • A default value. 	Counting template Survey template Form template

General controls

- Roll the Trackwheel/ball up or down to move the cursor vertically.
- Press the ALT-key and roll the Trackwheel/ball up or down to move the cursor horizontally.
- Click the Trackwheel/ball to select an option, to press a selected button or to display the Trackwheel/ball-menu. The Trackwheel/ball menu can be context sensitive and its content might depend on the current selection of the cursor.
- Press the Escape key to exit a screen, without saving any changes and return to the previous screen.
- When the cursor is on a radio-button or a check-box, press the Spacebar to check or uncheck the option. If the cursor is on a drop-down list, press the Spacebar to scroll between different available options, without expanding the drop-down list.
- At any time, press ALT + Escape to move BerryVine Survey to the background and access other applications on your device.

Startup screen

When starting BerryVine Survey, the main menu appears, containing several menu items.

Options

The **Options** screen contains the configuration settings of the application. In this screen you can:

- Specify the default recipient(s) for templates that are distributed. Use a semicolon (;) to separate multiple E-mail addresses and fill in the recipients in the 'Default Template Recipients' field.
- Specify the default recipient(s) for exported datasets. Use a semicolon (;) to separate multiple E-mail addresses and fill in the recipients in the 'Default Data Recipients' field.
 - **NOTE:** After pressing the Trackwheel/ball in either the 'Default Template Recipients' and 'Default Data Recipients' the 'Add Email Address...' option becomes available, allowing to add recipient E-mail addresses from the device's address book.
- Specify the default file format for data exports. This can either be Microsoft® Excel (.xls), comma-separated values (.csv) or XML (.xml) format and selected from the 'Default Data Format' drop-down list.
- Specify the default date export format. This can either be dd/mm/yyyy, mm/dd/yyyy, d/m/yy, m/d/yy, ddmmyyyy, mmdyyy, yyyymmdd,
- Configure whether datasets should automatically be deleted after a data export. This is done by selecting either 'Yes', 'No' or 'Ask' from the 'Delete Datasets After Export' drop-down list.
- Configure whether datasets should be exported vertically (only applicable for .csv or .xls formats). If this option is selected, the first column will contain the field names and the 2nd and onward columns will contain the specific dataset values. This is done by checking the 'Export Datasets Vertically' checkbox.
- Configure whether to automatically mail datasets or not. This can be done by checking the 'Auto Data Export' checkbox.
- When the 'Auto Data Export' checkbox is checked, you can set the dataset limit after which the datasets will automatically be exported and sent to the default data recipient(s). The default dataset limit is 50 datasets, which means that the application will automatically export the collected data for a template, as soon as there are 50 datasets, if the 'Auto Data Export' checkbox is checked.
- When the 'Auto Data Export' checkbox is checked, you can set the time interval (in hours), after which the collected datasets will automatically be exported and sent to the default data recipients. The range for the time interval is 1 to 720 hours. The default value of time interval is 24 hours, which means that the application will export the collected data for a template, once every 24 hours, if the 'Auto Data Export' checkbox is checked.
- When the 'Auto Data Export' checkbox is checked, you can set whether the auto mailed datasets should be deleted or not by selecting an option from the 'Delete Datasets After Auto Export?' selection field, which can be either 'Yes' or 'No'.
- Set the default subject for data exports in the 'Subject' field. If the 'Auto Subject' checkbox is checked, the default subject will be generated by the application and will contain the date and time of the export.
- Set the default body content for data exports in the 'Body' field. If the 'Auto Subject' checkbox is checked, the default body content will be generated by the application and will contain general information about the dataset and export.

- Define whether to use the GPS data source configured on the device (BlackBerry OS 4.2 or higher) or use a direct Bluetooth connection with an external GPS antenna (BlackBerry OS 4.1 or earlier). Select 'Device GPS' from the 'GPS Data Source' drop-down list to use the GPS source configured in the 'GPS' settings screen of the BlackBerry and select 'Direct Bluetooth GPS' to use a direct Bluetooth connection with an external NMEA compatible Bluetooth GPS antenna.

Following options are available when pressing the Trackwheel/ball in the **Options** screen:

- 'Save': Allows you to save the options in the **Options** screen.

Templates

The Templates section is where users can manage (create, import, edit, delete, distribute) and use all templates, as well as manage (edit, export, delete) the datasets collected with each specific template. Please see the next section of this manual for a detailed description of all available commands and functions of the Templates section.

Data

Selecting this option takes you to the **Data** screen, which contains an overview of all collected datasets. It allows users to edit, delete and or view summary of dataset highlighted. It also allows users to send selected datasets to valid email ids. This screen displays the list of collected datasets, with a timestamp that shows when they were last edited. To the left of each dataset checkbox is provided that can be selected / deselected. When dataset is highlighted, its name along with its creation date is shown at the top of the screen.

Following options are available when pressing the Trackwheel/ball on a specific dataset:

- 'Edit...': Allows you to edit the selected dataset and/or continue entering data.
- 'Delete': Deletes the selected dataset, after confirmation.
- 'Info...': Shows a popup screen which displays the creation timestamp of the dataset, the last edited timestamp and the name of the template that was used to create it.
- 'Change Option': Allows to check/uncheck focused dataset row.
- 'Send Data...': Takes user to '**Send Data** Screen' to send selected datasets provided the datasets are from same template.
- 'Select All From This Template': Selects all datasets from same template.
- 'Deselect All': Cancels selection of datasets.
- 'Use...': Takes you to a blank entry screen for the selected template to start entering data.

- 'Help...': Takes you to the **Help** screen.
- 'Close': Closes the **Data** screen.

'Send...' button at the bottom of the screen has action same as 'Send Data...' menu item. Click the 'Close' button to close this screen.

Help

By selecting the 'Help' item from the main menu, users can access the Help text for the startup screen. BerryVine Survey contains a context sensitive Help function, which gives specific information about each screen. To access this function in other screens, press the Trackwheel/ball and select the 'Help...' item from the menu.

Exit

Select this option to exit BerryVine Survey. You can also press the Escape key from the startup screen.

Template related functions and commands

Please see the table below for a detailed description of all commands and functions within the Templates section of BerryVine Survey.

Command / Function	Description
<i>Use...</i>	<p>When the cursor is on an existing template, click the Trackwheel/ball to display the Trackwheel/ball-menu. Select the 'Use...' option to start using the selected template and start entering data and create a new dataset.</p> <p>If dependency is set between fields following action is taken: If option in "Dependent On" field changes then option/s in respective dependent fields should also get changed correctly.</p> <p>Following option is available when pressing the Trackwheel/ball in Use screen:</p> <ul style="list-style-type: none"> • 'Previous...': This menu item is displayed only if the template contains existing dataset(s). It takes you to Update screen to display most recently saved dataset.
<i>New Template...</i>	<p>Used to create a new template Press the Trackwheel/ball in the 'Templates' screen to display the Trackwheel/ball-menu with the 'New Template...' option. Select this option to start designing a new template. When selecting this option, the New Template screen appears and allows you to select what type of new template you wish to create (form, survey, counting). Press the appropriate button to continue with the creation of a new template of that particular type.</p>

	<p>This will take you to the Template Label screen. In this screen you can enter a name for the new template in the 'Template Label' field. To start adding fields to the new template, press the 'Add Field' button to go to the Add Field Step <1> screen.</p>
<p>Add a field to a template</p>	<p>The 'Add Field...' function is available from either the New Template screen or when editing an existing template. After choosing this option, you are taken to the Add Field Step <1> screen, which is the same for all template types and for all field types. In this screen you can:</p> <ul style="list-style-type: none"> - Specify a label for the new field To do this, enter the name in the 'Label' field. - Define the field-type (only available for a new field) To do this, select the appropriate type from the 'Type' drop-down list. See the 'Field types' section of this manual for more information about the different field types available in BerryVine Survey. - Set the display order of the field To do this, enter an integer numerical value in the 'Display Order' field. The lower the number, the higher the position of the field will be on the template. - Make it mandatory to fill-in the field To do this, check the 'Required' checkbox. - Set the hint/tooltip text for the field Use this field to provide your template users with hints or additional instructions when they are entering data into a field. To do this, enter a text in the 'Tooltip Text' field. Check the 'Use Field Label As Prefix' checkbox to prefix the tooltip with the field name. The entered tooltip text appears when 'use', 'edit' and 'preview' options are used. <p>When done, press the 'Next...' field to proceed to the Add Field Step <2> screen. This screen is field specific. When done in the Add Field Step <2> screen, you can:</p> <ul style="list-style-type: none"> - Press the 'Done' button to finish creating or

	<p>editing the template and save all changes/additions.</p> <ul style="list-style-type: none"> - Press the 'Add Another Field...' button to add a new field, which takes you to the Add Field Step <1> screen. - Press the 'Preview...' button to view a preview of the template. - Press the 'Cancel' button to abort the template creation or field addition process.
Counting	<p>When either editing or adding a Counting field, the Add Field Step <2> screen allows you to:</p> <ul style="list-style-type: none"> - Specify a minimum field value To do this, check the 'Min. Value' checkbox and enter an integer numeric value, either negative or positive, in the field that appears. Once a minimum field value is specified, the value of the counting field will not be allowed to be lower than the specified value. If the specified minimum field value is higher than 0, the counting field will use the minimum value as the initial value. - Specify a maximum field value To do this, check the 'Max. Value' checkbox and enter an integer numeric value, either negative or positive, in the field that appears. Once a maximum field value is specified, the value of the counting field will not be allowed to be higher than the specified value. If the specified maximum field value is lower than 0, the counting field will use the maximum value as the initial value. - Specify a hotkey to increment the field value To do this, enter the hotkey in the 'Increment Hotkey' field. - Specify a hotkey to decrement the field value To do this, enter the hotkey in the 'Decrement Hotkey' field. <p>When hotkeys have been specified, these can be used to quickly increment or decrement the value of a counting field. When using a counting template, the hotkeys will work from any position in the screen, but when using form or survey templates, hotkeys will only function when the</p>

	cursor is on the specific counting field.
Date/Time	<p>When either editing or adding a Date/Time field, the Add Field Step <2> screen allows you to:</p> <ul style="list-style-type: none"> - Specify whether the field will accept the entry of a date value To do this, check the 'Date' Checkox in the 'Field Type' field. This Checkbox is checked by default. - Specify whether the field will accept the entry of a time value To do this, check the 'Time' checkox in the 'Field Type' field. When this checkbox is checked, the 'Format' field will be displayed, allowing you to specify whether the time should be displayed in 12 or 24 hour format. To change this, change the value of the 'Format' drop-down list. - Specify a default value When adding a Date/Time field, you can specify a default value of the field, when a new dataset is created and the user starts entering data. To specify a default value manually, check the 'Specify' radio-button and enter the default value in the field that appears. To use the actual date and/or time as the default value check the 'Use Current Date/Time' radio-button and consequently check the 'Use Current Date' and/or the 'Use Current Time' to make sure the actual data or time will be used as the default value for this Date/Time field. - Specify a minimum or maximum value To manually specify a minimum or maximum value, check the 'Specify' radio-button in the 'Use Min. Max. Date/Time' field and consequently check the 'Use Min. Value' and/or the 'Use Max. Value' checkboxes that appear and enter the desired minimum and/or maximum values in the fields that appear. To use the actual date and/or time as the minimum or maximum value for the field, check the 'Now' radio-button in the 'Use Min. Max. Date/Time' field and specify

	<p>whether you wish to use the actual date and/or time as the minimum or maximum value for this field by selecting the appropriate option from the 'Type' drop-down list that appears.</p> <p>Additionally, when using the actual date/time as the maximum or minimum value, you can manually specify an optional maximum or minimum value (depending on whether you wish to use the actual date/time as the maximum or minimum), by checking the 'Use Max. Value' or 'Use Min. Value' checkbox and specifying the maximum or minimum in the field that appears.</p>
Dynamic Range	<p>When either editing or adding a Dynamic Range field type, the Add Field Step <2> screen allows you to:</p> <ul style="list-style-type: none"> - Specify "Dependent On" field: To do this select the field from "Dependent On" option, on which the you wish to make the current field dependent. - Add or remove options on the list To add an option, click '+' button with the Trackwheel/ball and enter the name/value of the option in the field that appears. Select the value you wish to make the specific option dependent on from the 'Dependent On Option' drop-down list. This will make this specific option only display when the template element specified in the 'Dependent On' drop-down list has the value associated with this option or is blank. To delete an option, move the cursor to the option you wish to delete and click the Trackwheel/ball. Select the 'Delete Option' option from the Trackwheel/ball menu to delete the selected option from the list. - Specify the default selected option To do this, select the checkbox in front of the option that you wish to be the default selected option with the cursor and press the spacebar. This option will then be selected by default for this field when a new dataset is created with this template and a

	user starts entering data.
Multiple Selection	<p>When either editing or adding a Multiple Selection field type, the Add Field Step <2> screen allows you to:</p> <ul style="list-style-type: none"> - Specify whether you want to allow entry of a free format answer besides the given options To do this, check the 'Allow Other' checkbox. This will display a 'Other' field below this field, where the user can enter free format input when using this template and filling in this field. - Specify "Dependent On" field: To do this select the field from "Dependent On" option, on which the you wish to make the current field dependent. - Add or remove options on the list To add an option, click '+' button with the Trackwheel/ball and enter the name/value of the option in the field that appears. Select the value you wish to make the specific option dependent on from the 'Dependent On Option' drop-down list. This will make this specific option only display when the template element specified in the 'Dependent On' drop-down list has the value associated with this option or is blank. To delete an option, move the cursor to the option you wish to delete and click the Trackwheel/ball. Select the 'Delete Option' option from the Trackwheel/ball menu to delete the selected option from the list. - Specify the default selected option(s) To do this, select the checkbox in front of each option that you wish to be the option(s) selected by default with the cursor and press the spacebar. This or these option(s) will then be selected by default for this field when a new dataset is created with this template and a user starts entering data.
Single Selection	When either editing or adding a Single Selection field type, the Add Field Step <2> screen allows you to:

	<ul style="list-style-type: none"> - Specify whether you want to allow entry of a free format answer besides the given options To do this, check the 'Allow Other' checkbox. This will display a 'Other' field below this field, where the user can enter free format input when using this template and filling in this field. - Specify "Dependent On" field: To do this select the field from "Dependent On" option, on which the you wish to make the current field dependent. - Add or remove options on the list To add an option, click '+' button with the Trackwheel/ball and enter the name/value of the option in the field that appears. Select the value you wish to make the specific option dependent on from the 'Dependent On Option' drop-down list. This will make this specific option only display when the template element specified in the 'Dependent On' drop-down list has the value associated with this option or is blank. To delete an option, move the cursor to the option you wish to delete and click the Trackwheel/ball. Select the 'Delete Option' option from the Trackwheel/ball menu to delete the selected option from the list. - Specify the default selected option To do this, select the checkbox in front of the option that you wish to be the default selected option with the cursor and press the spacebar. This option will then be selected by default for this field when a new dataset is created with this template and a user starts entering data.
Drop Down List	<p>When either editing or adding a Drop Down List field type, the Add Field Step <2> screen allows you to:</p> <ul style="list-style-type: none"> - Specify whether you want to allow entry of a free format answer besides the given options To do this, check the 'Allow Other' checkbox. This will display a 'Other' field below this field, where the user can enter

	<p>free format input when using this template and filling in this field.</p> <ul style="list-style-type: none"> - Specify “Dependent On” field: To do this, select the field on which this field is dependent. - Add or remove items on the list To add an option, click ‘+’ button with the Trackwheel/ball and enter the name/value of the option in the field that appears. Select the value you wish to make the specific option dependent on from the ‘Dependent On Option’ drop-down list. This will make this specific option only display when the template element specified in the ‘Dependent On’ drop-down list has the value associated with this option or is blank. <p>To delete an option, move the cursor to the option you wish to delete and click the Trackwheel/ball. Select the ‘Delete Option’ option from the Trackwheel/ball menu to delete the selected option from the list.</p> <ul style="list-style-type: none"> - Specify the default selection(s) To do this, select the check box in front of the option that you wish to be the default selected option with the cursor and press the space bar. This option will then be selected by default for this field when a new dataset is created with this template and a user starts entering data.
Numeric	<p>When either editing or adding a Numeric field type, the Add Field Step <2> screen allows you to:</p> <ul style="list-style-type: none"> - Specify the type of numeric field (integer/double) To do this, select either the ‘Integer’ or ‘Double’ radio button. An integer type field only accepts entire numbers and does not allow a decimal separator to be entered. A double type field does allow a decimal separator to be entered. - Specify the number of allowed decimal digits To specify the number of allowed decimal digits, enter the number in the ‘Allowed Decimal Digits’ field.

	<ul style="list-style-type: none"> - Specify a minimum allowed value To do this, check the 'Min. Value' checkbox and specify the minimum value in the field that appears. - Specify a maximum allowed value To do this, check the 'Max. Value' checkbox and specify the maximum value in the field that appears. - Specify a default value If you wish to use a default value for a numeric field, enter this value in the 'Default Value' field.
Free Text	<p>When either editing or adding a Free Text field type, the Add Field Step <2> screen allows you to:</p> <ul style="list-style-type: none"> - Specify the maximum number of characters allowed To do this, enter the maximum number of characters in the 'Max. Field Size' field. - Specify whether the 'Enter' key can be used To allow this, check the 'Allow Enter' checkbox. - Specify a default text for the field To do this, enter the default text in the 'Default Text' field.
GPS	<p>When either editing or adding a GPS field type, the Add Field Step <2> screen allows you to:</p> <ul style="list-style-type: none"> - Specify a default value of the GPS field To do this, enter the default longitude(e.g.: 23.50W or 23.50E), latitude(e.g.: 45.50N or 45.50S) and altitude(e.g.: 230.50) values in the 'Long', 'Lat' and 'Alt' fields respectively. If you have a paired Bluetooth GPS antenna with a GPS fix available, you can also capture the coordinate values of your current location as the default value for this field, by pressing the 'Get GPS' button.
<i>Import Template...</i>	<p>Used to import a new template BerryVine Survey allows you to import templates that were E-mailed to you by other BerryVine Survey users or from the BerryVine Survey Online</p>

	<p>Template Manager. To perform an import, click the Trackwheel/ball in the Templates screen and select the 'Import Template' option. BerryVine Survey will then scan your inbox for available templates and list them in the screen that comes up. From the list of available templates, you can either import the selected template or preview it first, by clicking the Trackwheel/ball and selecting the appropriate option from the Trackwheel/ball-menu.</p> <p>When selecting the 'Import' option, you can choose whether you wish to delete the message containing the imported template from your Blackberry's inbox.</p> <p>Templates having multiple messages in inbox gets added to list as one template.</p> <p>After the import is complete, the imported template becomes available in the Templates screen.</p>
<i>Data...</i>	<p>Used to view all collected datasets</p> <p>When pressing the Trackwheel/ball in the Templates screen, the 'Data...' option is available in the Trackwheel/ball-menu. Use this option to go to the Data screen where all collected datasets are displayed and can be edited or deleted or selected datasets can be sent.</p>
<i>Show Collected Data...</i>	<p>Used to view all collected datasets belonging to the selected template</p> <p>When the cursor is on a specific template and the Trackwheel/ball is clicked, the Trackwheel/ball-menu offers the 'Show Collected Data...' option. When selecting this option, you are taken to an overview of all datasets that were collected, using the selected template and you are able to edit or delete these datasets or view additional information about a dataset or send selected datasets, using the appropriate option from the Trackwheel/ball-menu, with the cursor on the specific dataset.</p> <p>If you decide to edit a dataset, you are taken to Update screen.</p> <p>Following options are available when pressing the Trackwheel/ball in Update screen:</p> <ul style="list-style-type: none"> - 'Previous...': This menu item is displayed only if the template contains existing dataset(s) and if the dataset is not one which is modified earliest. It takes you to

	<p>Update screen to display the dataset which is modified before this dataset.</p> <ul style="list-style-type: none"> – 'Next...': This menu item is displayed only if the template contains existing dataset(s) and if the dataset is not one which is modified latest. It takes you to Update screen to display the dataset which is modified after this dataset."
<i>Send Data...</i>	<p>Used to export the collected datasets When the cursor is on a specific template and the Trackwheel/ball is clicked, the 'Send Data...' option is available from the Trackwheel/ball-menu. This option takes you to the Send Data screen and allows you to export the datasets collected with the selected template. If dataset's size is greater than 60KB then datasets are splitted and then sent in parts as attachment. By default the Send Data screen uses the default settings configured in the Options screen. If you wish to change these settings, you can do so, each time when you perform a data export. To send the data, press the 'Send' button at the bottom of the screen.</p>
<i>Clear Data...</i>	<p>Used to delete all collected datasets belonging to the selected template When the cursor is on a specific template and the Trackwheel/ball is clicked, the 'Clear Data...' option is available in the Trackwheel/ball-menu. This option allows you to delete all datasets belonging to the selected template. Press the 'OK' button to confirm the deletion or press the 'Cancel' button to abort the deletion process. When a 'Clear Data...' command is performed, there will be no more datasets on the device for the selected template.</p>
<i>Edit...</i>	<p>Used to edit an existing template To edit an existing template, select the template with the cursor in the Templates screen, click the Trackwheel/ball and select 'Edit...' from the Trackwheel/ball-menu. This will bring you to the Edit Template screen for that particular template, where you can edit or delete existing template fields or add additional ones.</p>
Edit an existing field	<p>To edit an existing field in a template, move the cursor to the field that you wish to modify and click the Trackwheel/ball. From the Trackwheel/ball menu, select the 'Edit...' option. This will take you to the Add Field Step <1> screen, where you can modify the label and the display order of the particular field. It is not possible to change the</p>

	<p>field type of an existing field.</p> <p>When pressing the 'Next' button you are taken to the Add Field Step <2> screen, where you can modify all other properties of the selected field. To finish editing the field, press the 'Done' button.</p>
Delete an existing field	To delete an existing field in a template, move the cursor to the field that you wish to delete and press the Trackwheel/ball. From the Trackwheel/ball-menu select the 'Delete' option and press 'OK' to proceed removing the existing field or 'Cancel' to abort the deletion process.
<i>Delete</i>	<p>Used to delete an existing template and all related datasets</p> <p>When the cursor is on a specific template and the Trackwheel/ball is clicked, the 'Delete' option is available from the Trackwheel/ball-menu. This option allows you to delete the selected template. When deleting a template, all related datasets will also be deleted. Press the 'OK' button to confirm the deletion of the template or press 'Cancel' to abort.</p>
<i>Distribute...</i>	<p>Used to distribute a template to other BerryVine Survey users</p> <p>When the cursor is on a specific template and the Trackwheel/ball is clicked, the 'Distribute...' option is available from the Trackwheel/ball-menu. This option takes you to the Distribute screen, where you can enter the E-mail addresses that you wish to send the current template to. Use a semicolon as a delimiter for multiple E-mail addresses.</p> <p>If the data size of current template is greater than 30KB then more than one E-mail will be sent to recipients.</p> <p>You can specify any default E-mail addresses of template recipients in the Options screen.</p>
<i>Help</i>	<p>Used to access the build-in help feature</p> <p>In several BerryVine Survey screens, the 'Help' option is available from the Trackwheel/ball-menu. Use this option to get screen specific information on how to use the application.</p>
<i>Exit</i>	<p>Used to exit the application</p> <p>Press the Trackwheel/ball in the 'Templates' screen to display the Trackwheel/ball-menu with the 'Exit' option. Select this option to exit BerryVine Survey and return to the BlackBerry's</p>

main menu.

Desktop based template design

If you wish to design templates from a desktop computer, you can visit the website survey.berryvine.com for an online template design tool. To use this tool, you will require your BerryVine Survey license key and your BlackBerry PIN to login. After login, you can design templates online and E-mail them to any BerryVine Survey user.

Support

Application support is available through our website www.berryvine.com. Please visit the support pages and use the online form for contacting our support team.