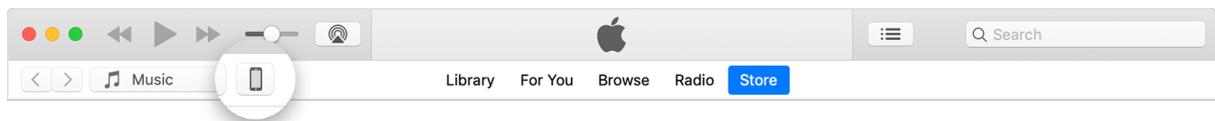


Data Log Manual Extraction & Upload Process (Fail Safe)

As a last-resort backup to minimise data loss, when database data capture is used all EYT apps store a record of each child's performance on the iPad. In rare cases where data are not properly sent to the desired database, this allows manual extraction and upload of these data files to the database. These backup files are in .plist file format, and are not readily interpretable – for this reason they require parsing via the database's upload facility.

The process to extract and upload these files to the database is as follows:

1. Open iTunes on your Mac or PC
2. Connect your iPad using the USB cable that came with your device.
3. Click on the iPad icon situated near the top left of the screen, to enter into the iPad's contents



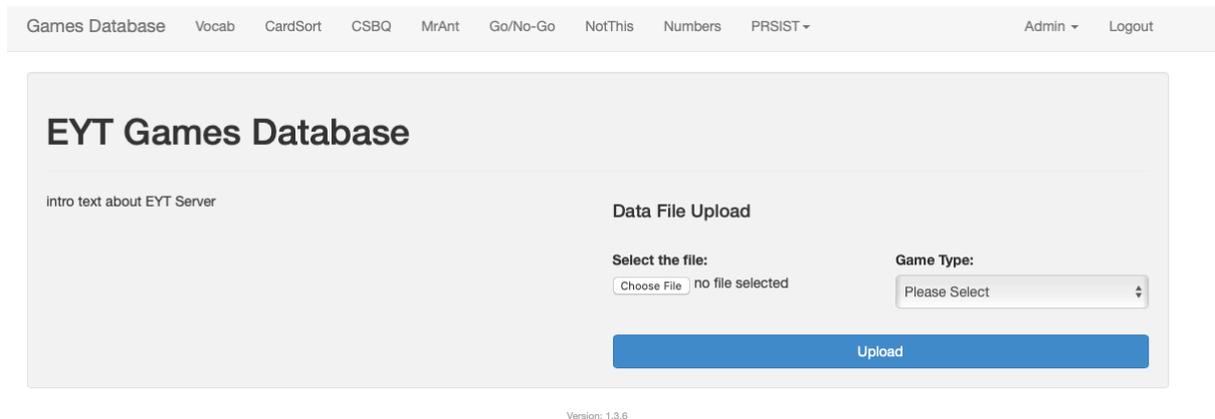
4. In the left sidebar, click File Sharing.



5. Click on 'Apps' from the left-side menu bar
6. On the screen this takes you to, scroll down to File Sharing, click on one of the EYT apps, and you should see .plist files in the adjacent window. These are the individual data files and can be dragged and dropped to a location of your choice. Save them in a folder on your desktop, or somewhere else easily accessed. We recommend creating a separate folder for each EYT app before you copy out the individual data .plist log files for that app – as this will be useful in step 8 below.



- Once completed, navigate in your browser to the Early Years Toolbox database. The upload facility is at the bottom right of the landing page after login.



- Upload each .plist file, one by one, but selecting the app it pertains to from the drop down menu and then clicking Browse to locate the first .plist file to upload. Repeat for each file you would like to upload.

We appreciate that this can be a rather laborious process, which is why we recommend trial runs with all iPads prior to entry into the field to ensure data are submitting correctly. In such cases, you are very likely to never need this process – but still provides peace of mind. In the rare event you do require this process, it ensures your data are not lost and flags that settings in the app have likely been mis-specified, and thus can be rectified to this process is not needed again in future.