



# Learner Basics

Eportfolio Offline App

App Setup

# Offline App

The OneFile Eportfolio app is designed to help support you with capturing evidence and completing assessments, plans and reviews offline. You can use a mobile device anytime, anywhere, without an internet connection. When you've connected to the internet again, simply sync your work up to the online system and continue using Onefile as normal.

Below you will find a step by step guide on using the Eportfolio app.

1. To start, you will need to download the app from your respective app store;

## Apple Devices (iOS)



- Available on iOS 8.0 or above
- Recommended on iOS 9.0 or above

## Android Devices



- Available on Android 4.4 or above
- Recommended on Android 5 or above

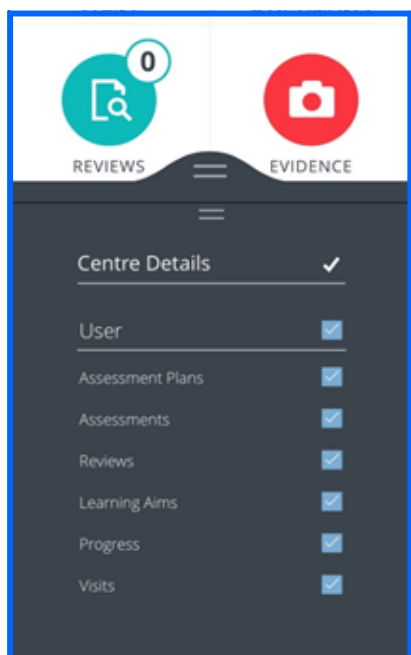
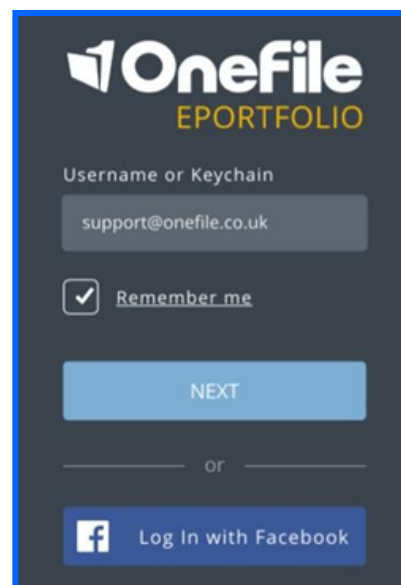
## Microsoft Devices



- Available on Windows 10 (desktop)
- Also available for laptops and tablets

2. Enter your **Username** or **Keychain** details on the login page
3. Select **Next** to continue logging in
4. Enter your account **Password**
5. select **Log In** to access your account.

*Note* - you must have an internet connection the first time you login



6. To Sync the app with your live portfolio, select and drag the tab at the bottom of the screen up to open the **Sync Menu**

7. For your first sync, select all options and select **Start Sync**

8. When the sync is complete, select **Done**

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9. To access the app setting, select the **Three Dots** icon top right

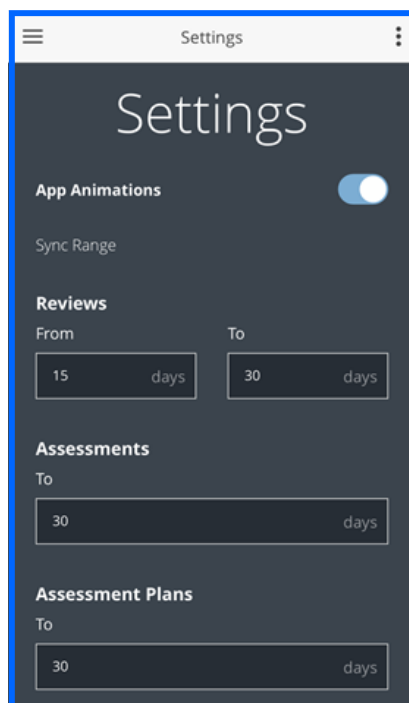
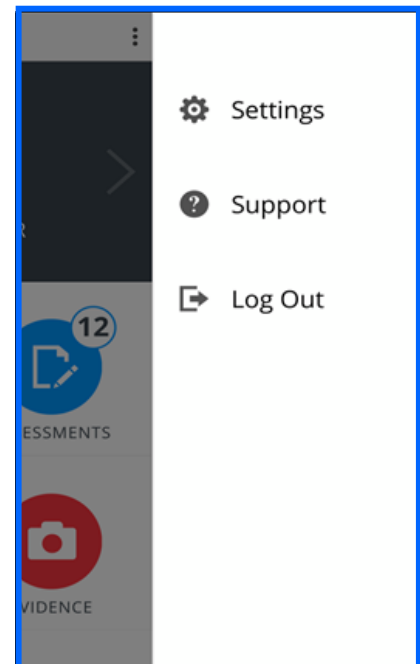
10. Select on the **Settings** menu option to open the in **App Settings** page

11. Turning off **App Animations** may improve performance on older devices

12. Enter the time period to sync **Reviews** onto your device

13. Enter the time period to sync **Assessments** onto your device

14. Enter the time period to sync **Assessments Plans** onto your device



15. For technical support, select **Support** from the side menu

16. Complete the support enquiry and select **Send Support Request**

*Note* - Checking **Upload my Database to Tech Support** will send a copy of the data stored in your app to the support teams

To learn more see our full guides  
<https://live.onefile.co.uk/userguides/>



[info.onefile.co.uk/onboarding](https://info.onefile.co.uk/onboarding)