



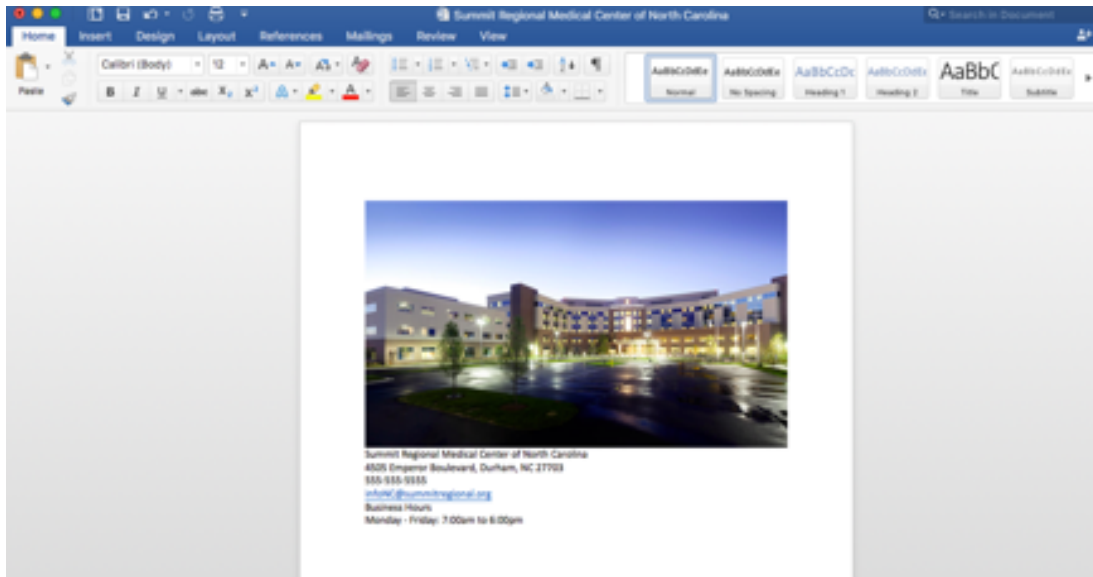
Create CSV

A MobileSmith Guide

Step One

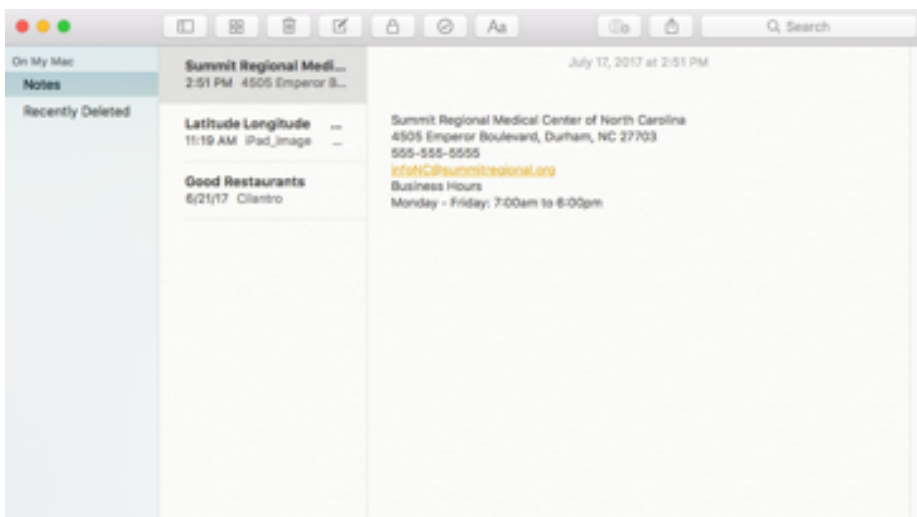
Begin with a document containing your information (for example, information on different locations).

- For images, you can either have the image URL, or upload an image from the internet. Images need to be in .png format.
- To find latitudes and longitudes of a location (necessary in order for the proximity feature in the app to work), enter address into a coordinate site such as latlong.net.



Step Two

Copy and paste your information into a text program, such as Notes or Notepad; this removes automatic formatting that occurs in Word.



Step Three

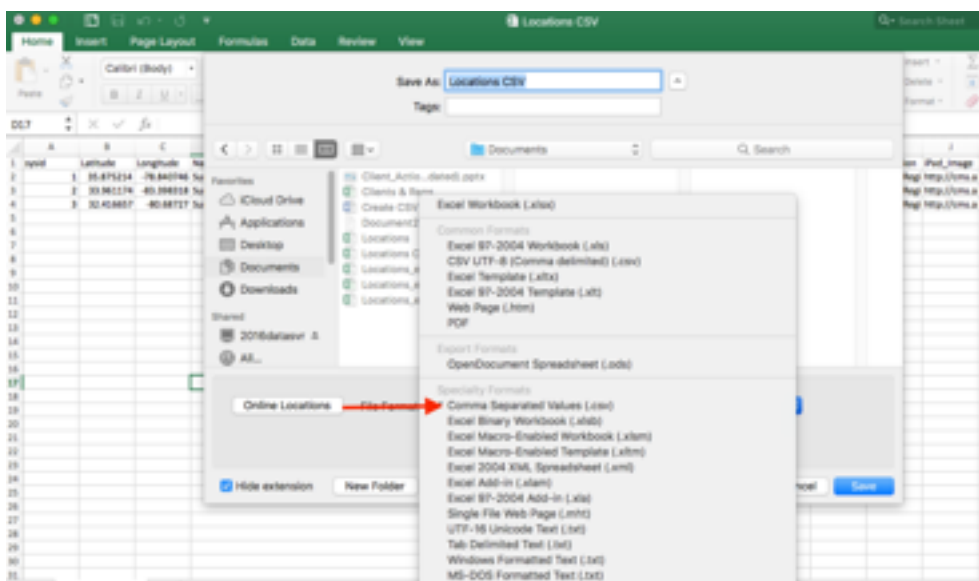
Copy and paste the individual data points into an Excel spreadsheet. The first column header must be "sysid", and each row must have a different sysid.

- Add columns for information not in your original document, such as latitude, longitude, and image URLs.

sysid	Latitude	Longitude	Name	Office_Hours	Address	Phone	Email_Address	Description	iPad_Image	iPhone_Image
1	35.875254	-78.840746	Summit Regional Medical Center of North Carolina	Business hours: Monday - Friday: 7:00am to 6:00pm	4505 Empers	315-535-535	info@summitreg.com	Summit Reg	http://www.a	http://www.assets.mobilesm
2	33.962174	-83.398338	Summit Regional Medical Center of Georgia	Business hours: Monday - Friday: 7:00am to 6:00pm	1189 Prince	315-535-537	info@summitreg.com	Summit Reg	http://www.a	http://www.assets.mobilesm
3	32.436857	-80.68707	Summit Regional Medical Center of South Carolina	Business hours: Monday - Friday: 7:00am to 6:00pm	955 Ribaut	8 315-535-534	info@summitreg.com	Summit Reg	http://www.a	http://www.assets.mobilesm

Step Four

Save the file in .csv format.

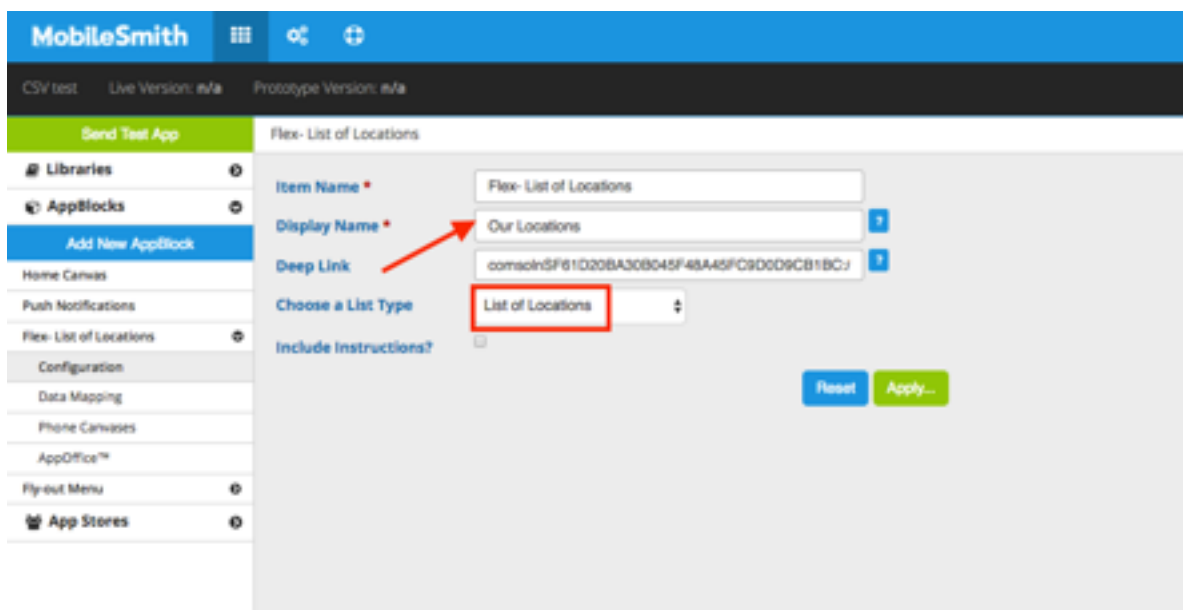


Step Five

- In the MobileSmith Platform, open the app you wish to add this information to.
- Once inside the desired app, click “Add New AppBlock”. Select the Flex AppBlock, name it accordingly, and click “Apply”.

Step Six

- Once inside the AppBlock configuration, select which List Type you’d like to create. For this example, we’ve chosen List of Locations (for this option to work, the CSV will have to contain latitudes & longitudes of locations to show proximity).
- Edit the display name to how you would like app users to see it on their screen (i.e. “Our Locations”)
- Click “Apply” to save your changes



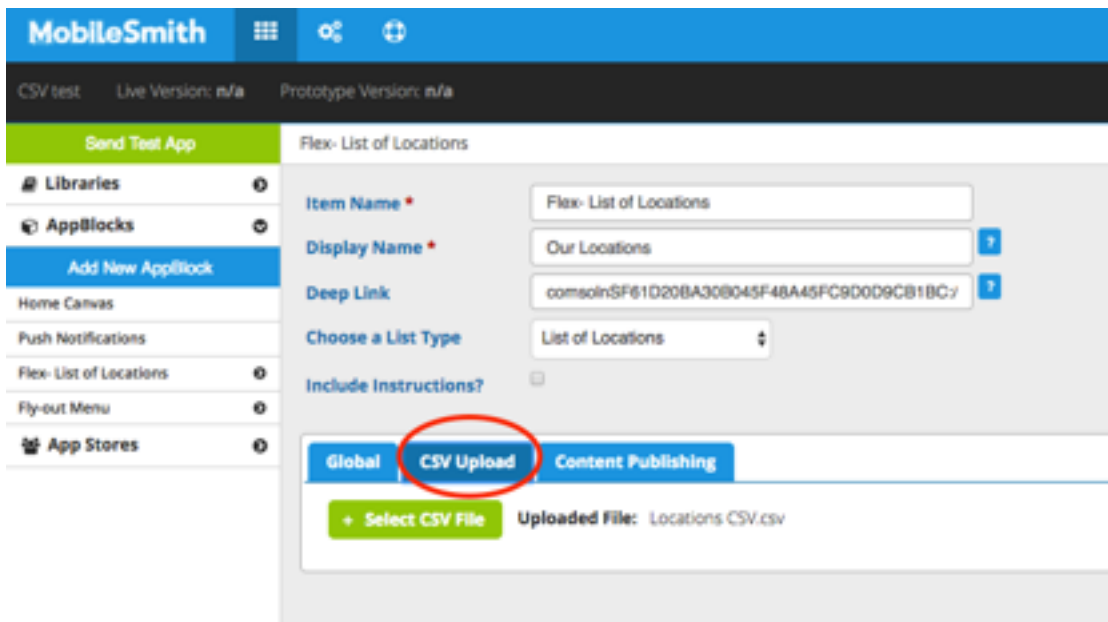
The screenshot shows the MobileSmith configuration interface for a 'Flex- List of Locations' AppBlock. The interface includes a sidebar on the left with navigation options like 'Libraries', 'AppBlocks', and 'Add New AppBlock'. The main configuration area contains the following fields:

- Item Name ***: Flex- List of Locations
- Display Name ***: Our Locations (indicated by a red arrow)
- Deep Link**: consold5F81D20BA30B045F48A45FC9D0D9CB1BCj (indicated by a red arrow)
- Choose a List Type**: List of Locations (highlighted with a red box)
- Include Instructions?**:

At the bottom right, there are 'Reset' and 'Apply...' buttons.

Step Seven

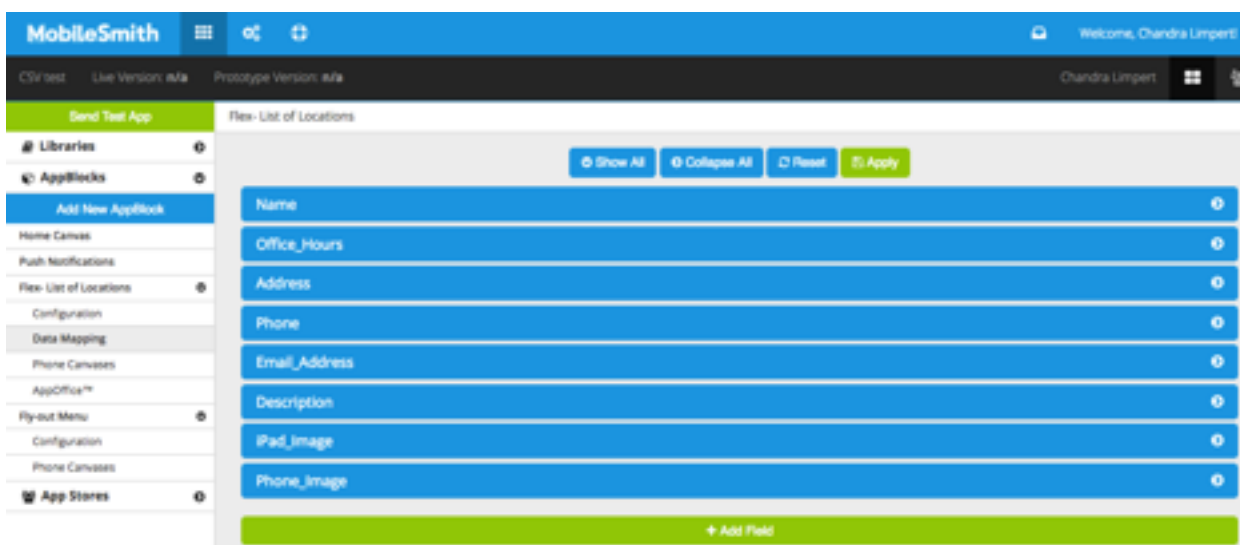
- Select the CSV Upload tab in the configuration, and select the .csv file you've just created.

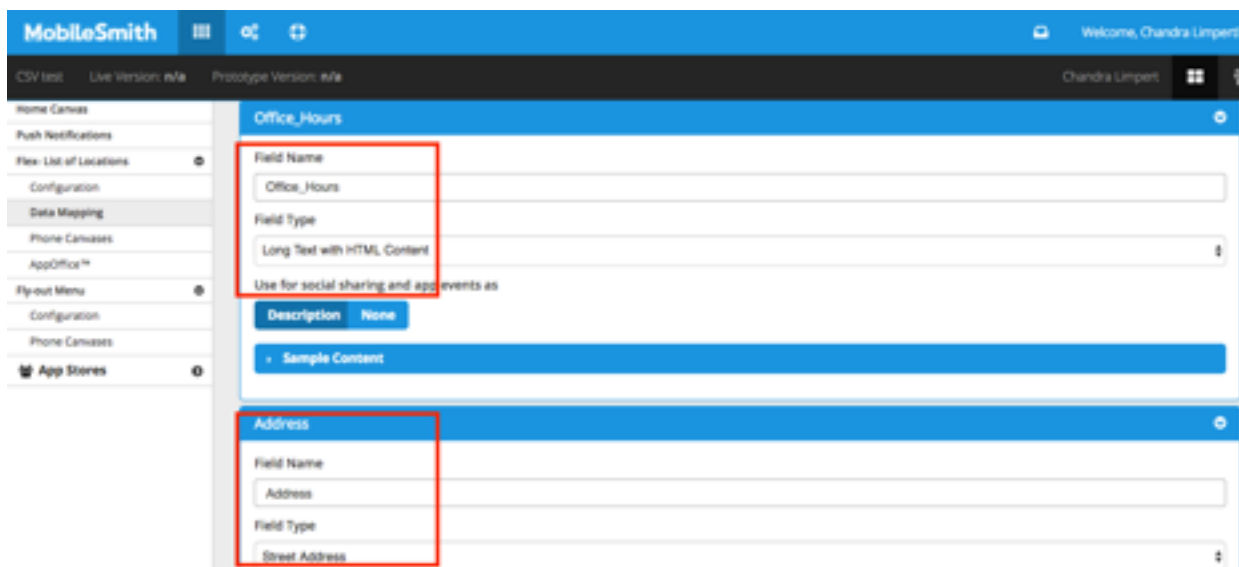


Step Eight

In the AppBlock menu on the left, go to Data Mapping, where you'll select which information will appear on the phone screen.

- Make sure the "Field Type" on each tab corresponds with the data point (i.e. Phone > Phone Number, Address > Street Address, etc.)
- You can also make selections to allow users to share this information via social media and/or e-mail.





Step Nine

Once complete, go to Phone Canvases under the App Block. Arrange your content how you would like it to appear on the phone screen for the List and Detail views.

