



FIREFLY OFFLINE USER 2007

REFERENCE MANUAL

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Firefly Offline User

Firefly Offline User provides the Spark user with a series of user-friendly screens which guide them through your Spark application in a standard and audited way. Firefly Offline User is only required if you want to provide your Spark application as a desktop, stand-alone (on a single computer) application.

Firefly Offline User contains a number of features to help your Spark users manage their interviews, data and updates to Spark applications.

Features

Firefly Offline User contains a number of standard features that are available in most software packages. These features are outlined below.

Menus

Under the **File** menu:

New:	Allows you to create a new interview from the currently loaded Spark application.
Main Menu:	Allows you to return to the main menu, which provides a list of all Spark applications available within Firefly Offline User.
Open Interview:	Allows you to open a previously saved interview (so you can continue from where you left off).
Open Spark:	Allows you to open a Spark application (saved on your machine).
Save:	Allows you to save your current interview.
Save As...	Allows you to save your current interview under a different file name.
Close:	Allows you to close the current interview.
Exit:	Allows you to exit Firefly Offline User.

Under the **Notes** menu:

Notes:	Allows you to store notes with this screen. They are saved with the interview.
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Under the **Help** menu:

About:	Allows you to view information about Firefly Offline User (such as version and licensing).
License:	Allows you to view the software license for Firefly Offline User.
Check for software updates:	Allows you to manual check for and install any software updates.
Upgrade license:	If you are using the trial version of the software and would like to purchase a commercial license, this facility will take you through the process.

Navigation Buttons

Back:	Allows you to navigate to the previous screen.
Next:	Allows you to navigate to the next screen.
Finish:	Allows you to finish the interview. You will be taken back to the main menu.

Loading Spark applications

With Firefly Offline User, there are a number of ways you can load a Spark application: store, open and download.

Storing Spark applications

When you 'store' a Spark application in Firefly Offline User, it becomes available for re-use through the main menu. In technical terms, the Spark application is 'installed' within Firefly Offline User and can be accessed without needing to re-load it.

To store a Spark application, you double-click on the Spark document file to open Firefly Offline User. At this point, the software copies the Spark document to an internal location on your hard drive, and opens Firefly Offline User, showing the first screen of that Spark application. If you return to the main menu, you will see the Spark application in your 'list of available Spark applications'.

You can store a Spark application manually by copying the file to the internal location:

On Windows:	C:\Informavores\Firefly\User\Sparks
On Unix/Linux/Mac OSX:	/Informavores/Firefly/User/Sparks

Opening Spark applications

From Firefly Offline User, you can open a Spark application using the **File -> Open Spark...** menu. This loads the Spark application into Firefly Offline User, but it will not be stored for future use (i.e. it will not appear in the main menu).

Downloading Spark applications

If the Spark application has been published to a Firefly Web Server, and the author has provided you with the appropriate permission, you can download/update the stored Spark applications directly from the server. You must first set up your account - see Options.

To download a Spark application, click on the **Options -> Check for updates...** menu. You will see a list of new Spark applications (i.e. not currently loaded on your machine) and updated Spark applications (i.e. currently loaded on your machine, but there is an update).

Simply click on the Spark application you want to download and click on the **OK** button. This will download and store the Spark application on your machine.



Synchronizing data

When you go through a Spark application (this is an interview) using Firefly Offline User, the interview is automatically stored in the system. However, if you have access to a Firefly Web Server, and have the appropriate permissions, you can also synchronize/send your data back to the central database.

To synchronize your data, go to the **Data -> Synchronize** menu within Firefly Offline User. The software will then ask you to select the interviews you wish to synchronize. If you've saved your interviews, simply go to the appropriate directory and choose the relevant files. You can send the same interview more than once - the server will always retain the latest information.

Additional information

Firefly Offline User automatically stores all of your interview data as XML files at the following location:

On Windows:	\\Informavores\Firefly Offline User Desktop Edition 2007\Interviews
On Unix/Linux/Mac OSX:	/Informavores/Firefly Offline User Desktop Edition 2007/Interviews

Audit report

Firefly Offline User keeps a complete audit trail of the information you have viewed, as well as your responses. You can view and export this audit report using the right pane within Firefly Offline User. To export, simply click on the green disk.

Features



Allows you to export the summary report as an HTML file.



Options

You must configure your settings in order to download Spark applications from, and synchronize data with, your account on Firefly Web Server.

To configure your settings, go to the **Options** and **Settings...** menu within Firefly Offline User.

Features

Web service address:	Allows you to set the web service address of Firefly Web Server. Your systems administrator should provide you with these details.
Use the following details when logging into the web service:	Tick the box if you want Firefly Offline User to store your login details - so you are not prompted to enter them each time you download a Spark application or synchronize your data.
Username:	Your Spark User username.
Password:	Your Spark User password.



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