

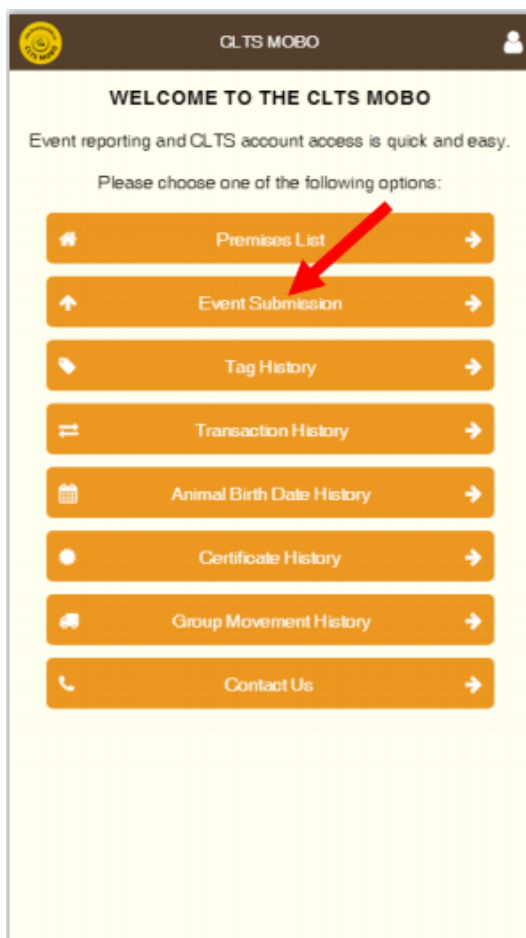
**CLTS MOBO offline mode** is a major new enhancement specifically beneficial to people in rural areas outside of dependable cell reception or Wi-Fi. The app is now functional offline, with the option to save records for future submissions once in a service area.

Enter your information offline using the steps in the [user guide](#), once you are back in a service area or connected to Wi-Fi, use the following steps to submit your pending data.

To save and event and submit later, as a pending event. Please see [page 5](#).

## Step 1 – Login and Home Screen

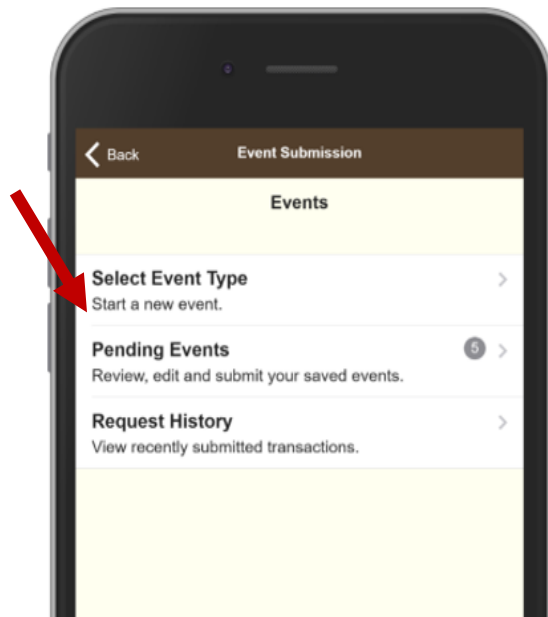
Login to the CLTS MOBO app using username and password. Once you are successfully logged in, select the Events Submission option shows below.



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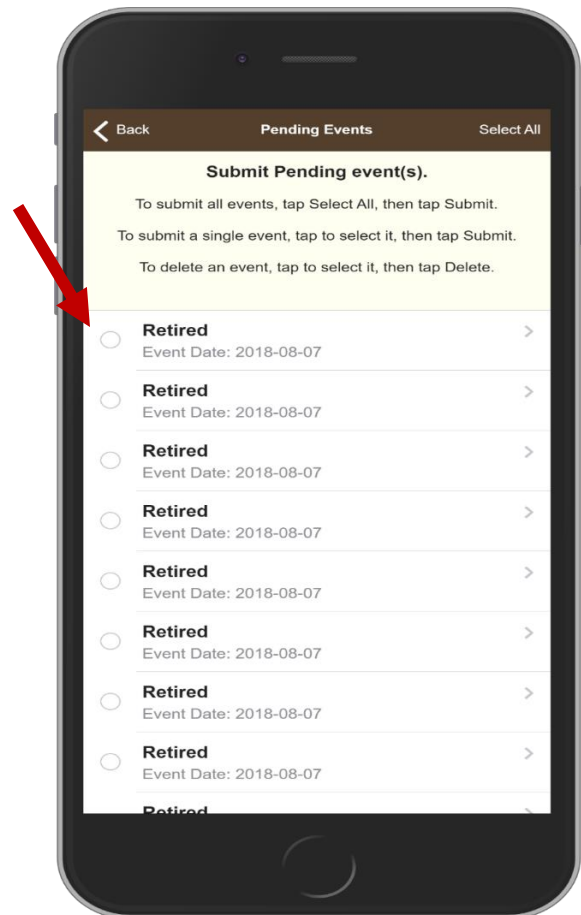
## Step 2 – Event Submission

-Select “Pending Events” screen



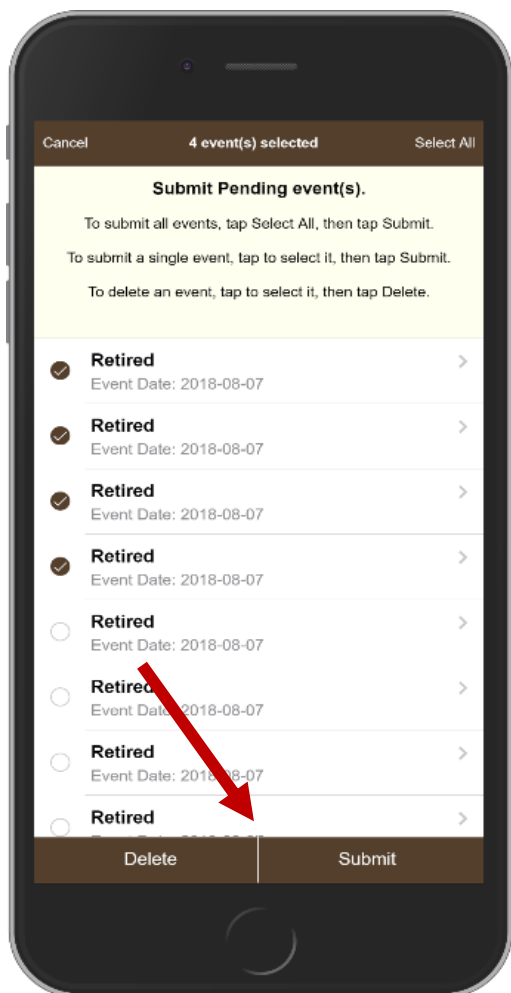
## Step 3 - Select Events

-Select the button beside the event(s) you would like to submit



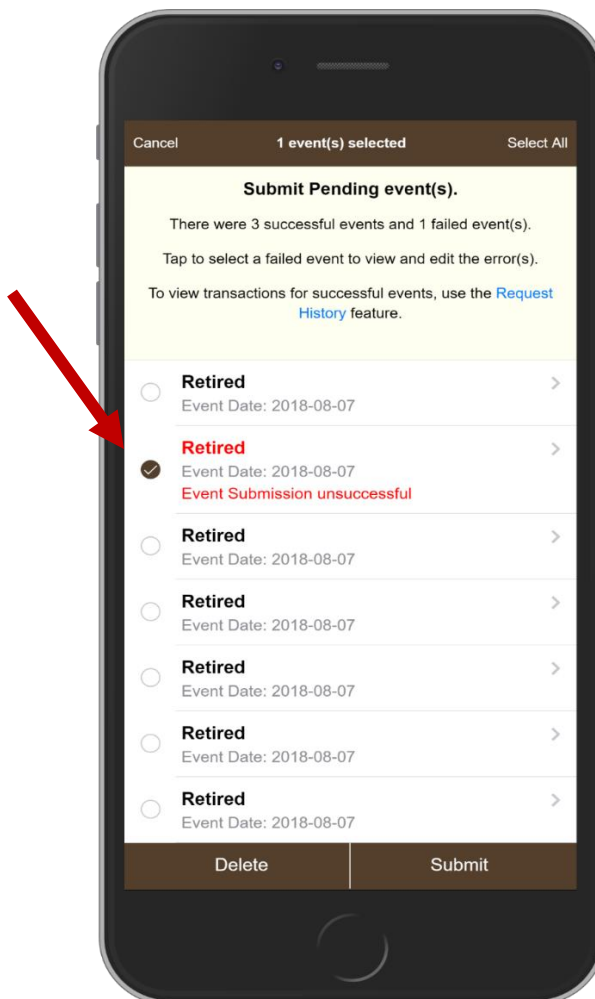
## Step 4 – Events Selected

Select all events you would like to Submit, then click Submit at the bottom of the screen. Successful events will be processed and will disappear from the screen. To delete pending events, select the event and click Delete.



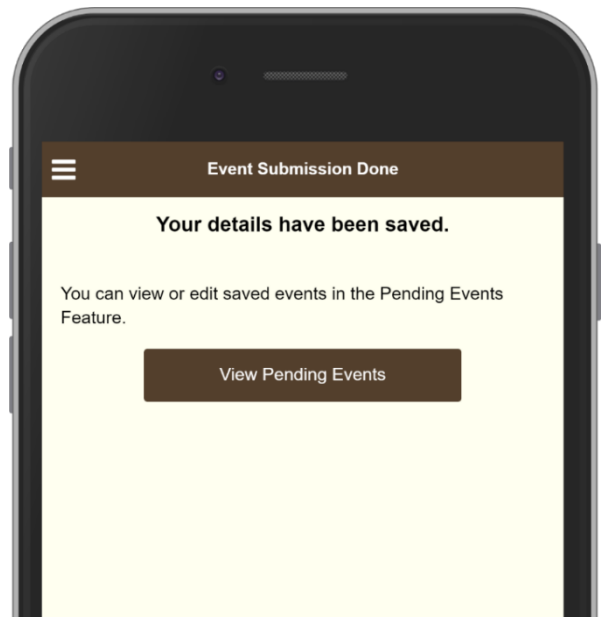
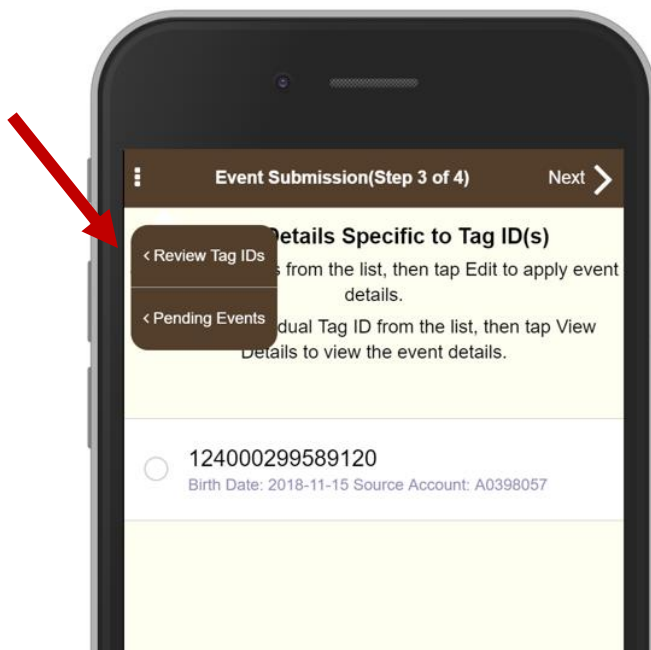
## Step 5 – Event Submission Unsuccessful

Unsuccessful events with errors will be turned into red with a generic error message. When you tap on the errored event, it will take you to the corresponding section.



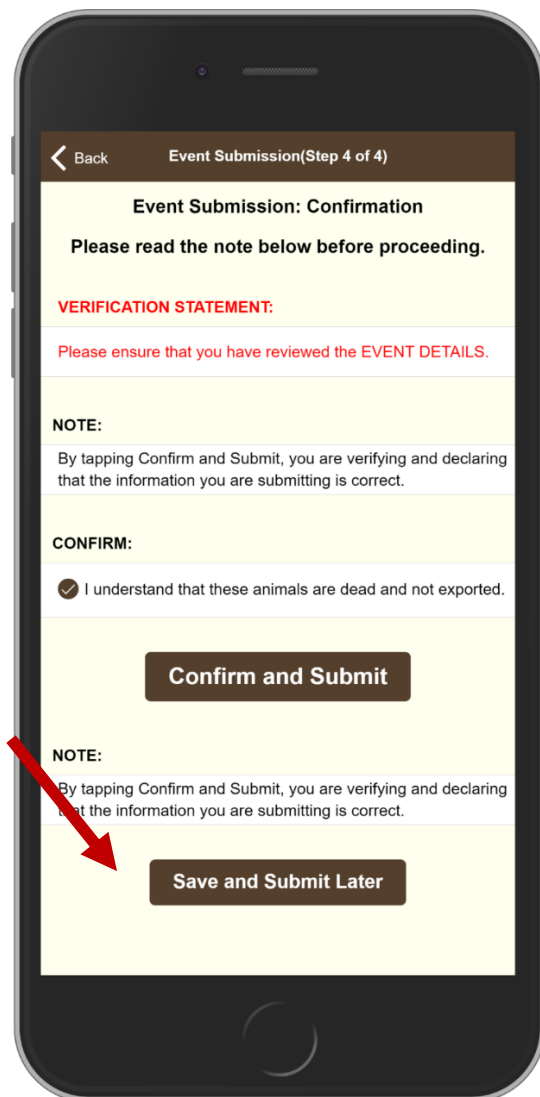
**Pending Events** - This screen appears when you tap on a pending event before you Submit. From here you can review the event details prior to submission.

**Event Submission Done** - Appears when you tap Save and Submit Later button



**Appears when you tap Next Event Submission**

Notice the “Save and Submit Later” button. This will save the events and Pending Events section



**No Internet Connection** - Appears when you tap on Premises List, Inventory, Event Submission, Search, and Scan a QR Code while you are in offline mode

