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1. How to add elements (ie list items) to a Cybertracker sequence

1. Open Cybertracker software by clicking on archer icon on desktop
2. Press open database and select the database you want to work on eg Laynha ferals workable 6
3. The database will open in either the Applications mode (see Figure 1) or Reports mode (see Figure 2), depending on which mode you had open last. The Applications mode shows you the sequence, whereas the Reports mode shows you the data you have collected.

![Figure 1: Applications mode](image-url)
4. To switch between modes, click on drop down arrow to the right of the Applications/Reports tab and select the mode you want. To change elements (the items in the list of options), we need to go into Applications mode.

5. Select the list that you want to change (eg the names of recorders) from the list of screens on the left hand side (see Figure 3)
6. To change the items in the list, click on the elements word that has the tick next to it (see area in red circle in Figure 4). A little box with three dots should come up. Click on this little box. A screen saying “edit elements list” should then pop up (shown in Figure 4).
7. In this “edit elements list” pop up box, you can delete an element (in this case a name), change an element or add a new element.

8. To add a new element, just type it in in the blank row next to the * sign, at the top of the list (see Figure 5). I have typed in Yalapuru in this example to show where you type in the new element. NOTE: be sure to press enter to add the element to the list. If you just close the box after typing the name it will not add it.

9. To delete an element (in this case a name), click on the element to highlight it, then press the “remove” button on the right (see Figure 6).
10. To change an element, double click on the element (in this case the name), change it, then press enter.
11. When you have changed the element list to how you want it, press OK. Check that your new element list is correct.
2. How to add photos to elements

1. You need to be in Applications mode (see start of “How to add elements” instructions)
2. Select the screen you want to add photos to, by clicking on screen name (eg ground surface feature) in the left hand column (see Figure 7).

3. The screen (or list type) needs to be set up to show the photos. Some of them are, eg ground surface features, some of the homelands and above ground features. If you want to add photos to other screens eg list of names for example, ask me and I while write some instructions 😊. I don’t want to complicate this simple set of instructions on how to add a photo.
4. To add photo, click on “elements” which has the tick next to it (see Figure 8). A little box with three dots will come up. Click on this little box. Then the “edit elements list” box will pop up (see Figure 8).
5. Click on the element that you want to add the photo to (e.g., Gadabanga djalkiri as shown in Figure 9). Click on the edit element button to the right of the window. The “element properties” box will then pop up (see Figure 9).
6. Click on the “media” tab, then on the Icon 100x100 box. A drop down arrow box and a box with three dots should come up (see Figure 10).

![Figure 10: Open media tab to add photo](image)

7. Click on the box with the three dots and select the photo you want to add (from your files – easier if you make a folder with all the photos you want to add and save it on desktop or somewhere). Press the “Open” button in the window. Now the photo should be attached to the element (see Figure 11). Then press OK. Press OK in “Edit elements list” as well if you have finished adding photos to this list.
8. Now photo should be attached to the element on the screen (Figure 12)