



WildForm

Creating a new WildForm

On a desktop computer, go to www.wildknowledge.co.uk enter your login details and go to WildForm

- Select the **Create** tab and give the form a name (e.g. 'River Survey')
- You can also add a **Description**, a **Cover Image** and, for purposes of potentially sharing your form with the WildKnowledge Community, identify which age groups / topic areas the form is intended for.
- **Save**
- **Add a field** to your form. Select your field from a list of field types - descriptions for each are provided on this web page.

Note: The Current Position field activates the GPS or provides positional information in WildImage.

- ***Each WildForm must only contain one Current Position field.***
- ***If you are creating a form to use with a WildMap or WildImage, you must include this field in your form in order for position to be recorded.***

On selecting a field type complete a relevant **Prompt** and **Caption**. The Prompt is the text that is displayed in front of the field (limited to 12 characters), whilst longer statements/explanations/questions can be entered in the Caption field (unlimited characters). Providing prompts and caption information will suffice for most fields except the following, which require additional content:

- **Lists**
 - for Drop-Down / Multi-Select lists, you need to provide the list of items. These can either be added one at a time (to add another item either hit return or **Add another item**) or pasted in a list using the **Paste a list of items**.

- For the Quiz Question, you will also need to tick the item that is the correct response.
- For the Image list will require you to upload the necessary image.
- **Other Functions**
 - for the Function field a list of all field types is provided on the left of the function calculator. Select a field and then choose to multiply, subtract, divide or add to another field or numerical value. **Note: functions can currently only be applied between a maximum of two fields.**
 - for the Web Page selection, you will need to write the appropriate pathway in the value box (e.g. www.wildknowledge.co.uk)

Upon completion of each field you can choose to:

- **Save and edit** - saves and stays on that page
- **Save and add** - takes you directly to the field options list or
- **Save and close** - takes you to the Edit Form page where you can view, edit, move and delete previously created fields in the form.

Any 'Save...' button will save all you have done to that point. You do not have to do a final, 'overall' save.

When you are satisfied the form is finished (you will probably want to test it on your mobile device first - see below), go to the **My Forms** page, click on the name of the form and choose the **Share** option. Tick the **Publish** option at the top of the page. This will enable non-admin users to download the form and upload data from it.

Using WildForm on a mobile device

Setting up your device for WildKnowledge applications


WildForm currently works with a number of web browsers, including Internet Explorer, but if you wish to use our offline functionality (see below) or GPS, we recommend you use Opera Mobile 9.5 beta - available at <http://www.opera.com/mobile/download/> - choose the Gears-enabled option

- Open the browser on your mobile device and visit <http://m.wildknowledge.co.uk>
- Login with your WildKnowledge username/password
- You will be prompted to allow 'Gears' on your device, this provides local storage (allowing offline work) and also allows the web app to talk to a GPS. Click on the **Install Gears** link and follow the instructions for loading
- After installing Gears, click on the **Create shortcut?** prompt (this will create a 'WildKnowledge Mobile' icon in your Programs list and will save you retyping the url)

Working Online - Devices with mobile internet connection

If you have a good mobile internet connection in the area in which you will be working (e.g. wireless, 3G, HSDPA or EDGE), you can use WildForm online. To work in the online mode, you must make sure:

a) your device is connected to the internet at all times

b) the 'offline' mode is inactive - this is indicated by a red cross  on the home page and next to the form/s you are using

- Open 'WildKnowledge Mobile' from your Programs list - this fires up the Opera browser (installation instructions above) and takes you automatically to the m.wildknowledge.co.uk site
- Login if prompted
- To open a form on your mobile device, click on the WildForm icon, this will show all forms in your account along with the number of records for each form
- Open the form of interest by clicking on the relevant title/image. **Note: only administrators will be able to view unpublished forms**
- Forms are completed by clicking in the field - with these exceptions:
 - Time stamp - click **Now** to automatically enter the time
 - Date - click **Today** to automatically enter the date
 - Camera / Sound / Video - you must take your picture or record your video or sound first (in Windows Mobile you can activate your camera or sound recording programs by clicking on the Windows Mobile icon in the top left-hand of the screen). Then click **Choose** to browse to the file
 - Position - if accessing GPS, the latitude-longitude will populate automatically - no need to click in the field

Working Offline - Mobile devices with no mobile internet connection

If you do not have mobile internet on your device or do not have a suitable internet tariff (e.g. you only have a small data allowance), or you will be working out-of-range of a fast internet connection, you can use WildForm offline by caching the contents to your device.

- Get your device online - sync it to a broadband-enabled desktop / laptop with a cable or log it on to your WiFi (wireless network)
- Open WildKnowledge Mobile on your device from your Programs list
- Click on **Offline** (the cross **X** changes to a tick **✓**) - this enables the offline option. You will need to wait whilst the basic information required for offline use is downloaded.
- Once the 'basestore' files have downloaded, click on the WildForm icon and click on the cross to locally store the form you wish to use. If the download process is interrupted, click on the cross to resume download. If your device runs out of memory (you will see a warning message), exit the browser and return to the forms to continue downloading.
- **Note: unpublished forms do not appear when viewing forms in the offline mode as they can easily become out of date with the version within the portal - see above for details of how to publish forms. Once your form is published, click 'Reload (requires a connection)' and the form will appear.**
- Once download is complete, disconnect your device and use offline. Do not logout as this will deactivate the offline mode - and you will have to get online again to log back in.
Note: Although logging out deactivates the offline mode, it does not delete any keys or results stored on the device, these can be accessed by re-ticking the offline mode

The offline mode now works exactly in the same manner as explained in 'Working online' (above), with the exception that only records saved can be viewed as you are working offline.

View records by clicking in the **Results** button - they can be edited or deleted.

Upload your records when an internet connection is available.

If you wish to clear a form from your offline storage you can either click on the relevant tick for the form or alternatively log out of the portal and select **yes** to clear the cache.

Using WildForm on a desktop / laptop / netbook / UMPC

Working online - using WildForm on a computer with constant internet connection

If you have an internet connection in the room or area in which you will be working, you can use WildForm online.

- On your computer, go to www.wildknowledge.co.uk and login
- Click 'WildForm' and click on the name of the form you wish to use
- Choose the 'Use' option. This will take you to a page where you have a choice of how to a) view the form - either in 'handheld view' or 'desktop view' b) use the form - either in 'demo mode' or 'live mode'. To use the form and save the records to the database you can choose either view but you must choose the 'live mode'.
- From here, use the form as described on page 4 (above) and see the section 'My Forms - Maintaining Records and Forms' below for details on viewing and editing your records.

Working offline - using WildForm on a computer away from an internet connection

If you are working out-of-range of an internet connection (e.g. using an unconnected laptop in the middle of a field!), you can use WildForm offline. You do initially have to be connected to the internet though, to cache the contents to your computer. Here's how to get set-up:

- Get your computer online (via broadband cable, wireless etc), go to m.wildknowledge.co.uk and login
- Follow the instructions as outlined in page 4 (above) 'Working offline - Mobile devices with no mobile internet connection' from the bullet point number 3 'Click on **Offline** (the cross **X** changes to a tick **✓**)'...

My Forms - Maintaining Records and Forms

The **My Forms** area allows you to **maintain, edit and share** your forms and records. To view your forms click on the **My Forms** tab.

Maintaining and Sharing Records

To view your uploaded records, click on the number of records for the relevant form. This will open a report of your data that administrators can **edit, delete or share**:

- **Editing and deleting records** - data can be edited either individually (by clicking on the pencil icon in the relevant row) or by selecting multiple records and choosing **Edit** from the bottom of the report. Similarly you can delete records by clicking on the delete icon with one or multiple records being selected.
- **Sharing records** - after tidying your records you may wish to share records with the WildKnowledge Community. In order to do this, administrators must verify that the records are complete / suitable for sharing. Records can either be shared / verified by clicking on the 'globe' icon with one or multiple records being selected. Records can be verified by clicking on the verified box. Access to your records by others is, by default, governed by the general 'sharing settings' you created when setting up your account. However, these can be altered for individual/multiple records.

Records can also be **sorted, searched, mapped and exported** by any user:

- **Sorting records** - data can be sorted in ascending/descending order by clicking on any of the headings (when, where etc).
- **Searching records** - data can be searched according to the results that have been provided for each of the field types e.g. you could search by user name, date, etc. Search results can be saved and given a name by completing the **Save this search** box found below the search criteria. These can then be loaded by clicking on the **Report** button and loading the appropriate search results.
- **Mapping records** - if a latitude/longitude was recorded, users can plot their data directly into Google Maps.
- **Exporting records** -if you wish to carry out further visualisations or analysis, data can be exported to spreadsheet programs such as Excel by using the CSV Export option and then downloading to a desktop.

Editing and Sharing Forms

Having tested your form you may need to make a few adjustments, this can be done by selecting the title of the relevant form in the **My Forms** page. Clicking on **Edit** will allow you to continue adapting the form.

If you must have published the form (see below) you will need to **Copy** and rename it to continue editing.

Once you are satisfied that the form is completed you will need to **Publish** the form to be able to distribute to your account users and also any selected groups within the community. Select the relevant form on the **My Forms** page and then click on the **Share** tab. Tick the **Publish** option and select the groups whom you wish to allow access to your form when they search the Community. *Note: Once published, account users / members of the community can access your form so no further editing is permitted. If you (or someone else in the Community) wishes to alter the form they must select Copy and rename the form before alterations are permitted.*

To search for forms in the Community, click on the Community tab, the opening page reveals the most popular forms based on the number of accounts that are sharing the form. You can select these or search the Community using **Age**, **Subject** or **Keyword** search. Having found forms that may be of interest you can view and simulate using the form, administrators can then select **Add to my account** to distribute to their users.