# Creating a *Street Light* Form Tutorial

K-Console

Office Software

**Version 2.0.2**

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K-Console

KOREC™

# Legal Notices

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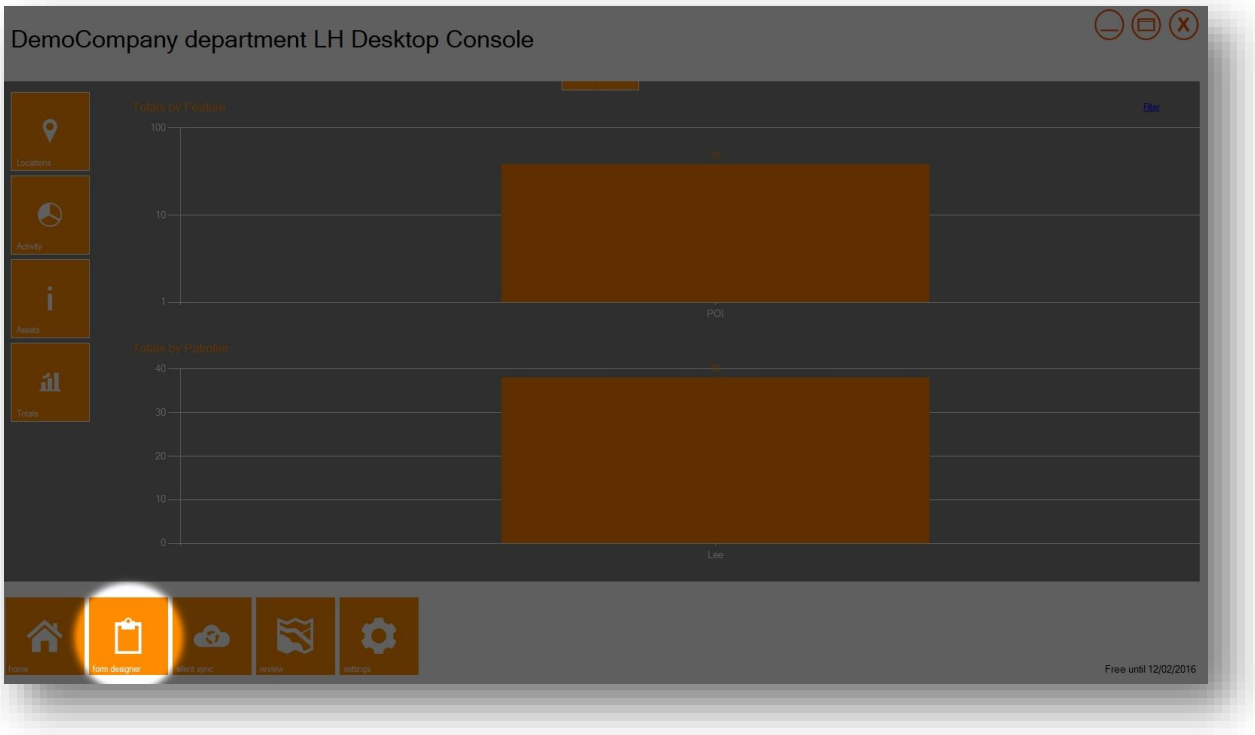
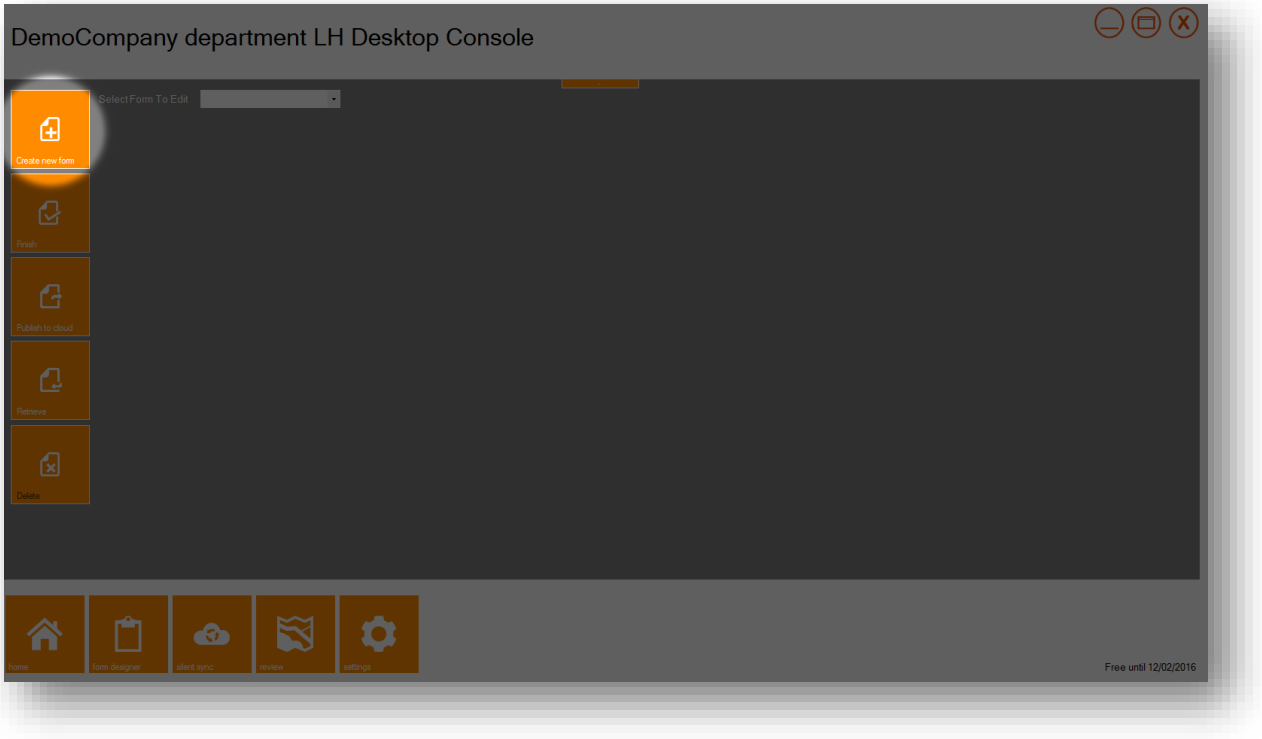
# Tutorial - Creating a Form

This tutorial will guide you through the process of creating a basic form in K-Console. In this tutorial, a Street Light Form will be created consisting of a number of field types such as text fields, selection lists, photo fields, and numeric fields. The creation of a conditional or “nested” field is also covered.

Step 1: Launch K-Console and click on the **Form Designer** icon



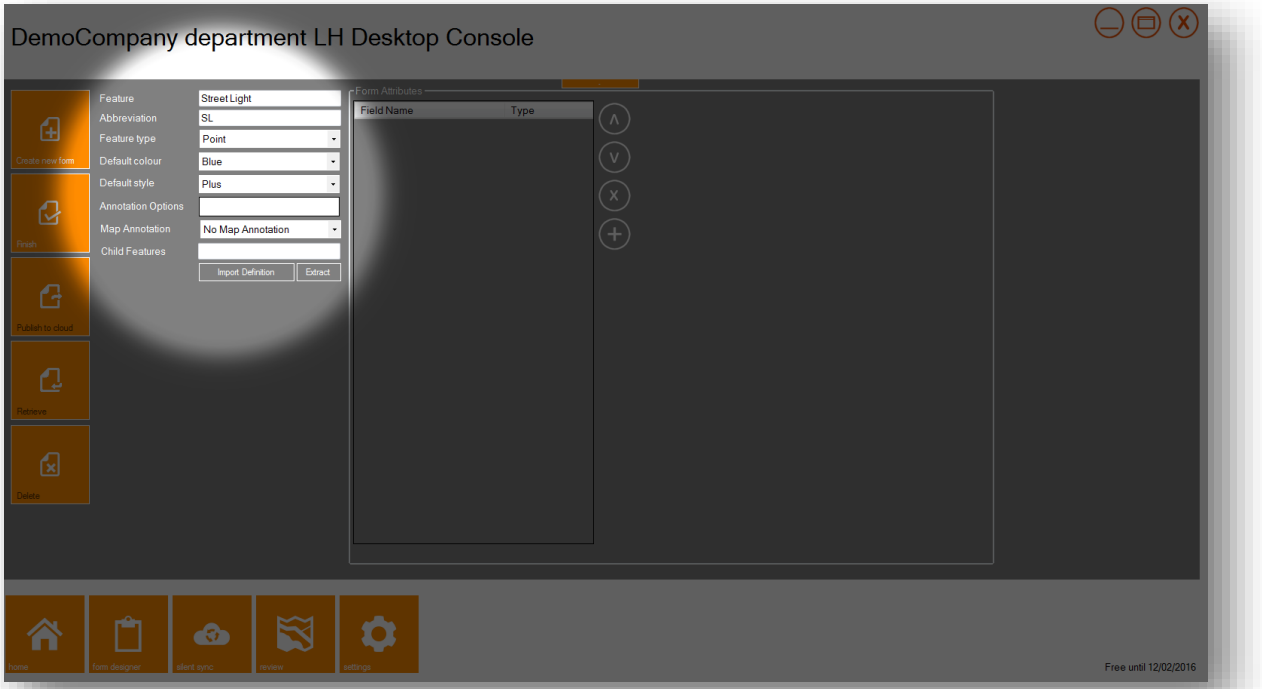

Step 2: Click on the **Create New Form** icon



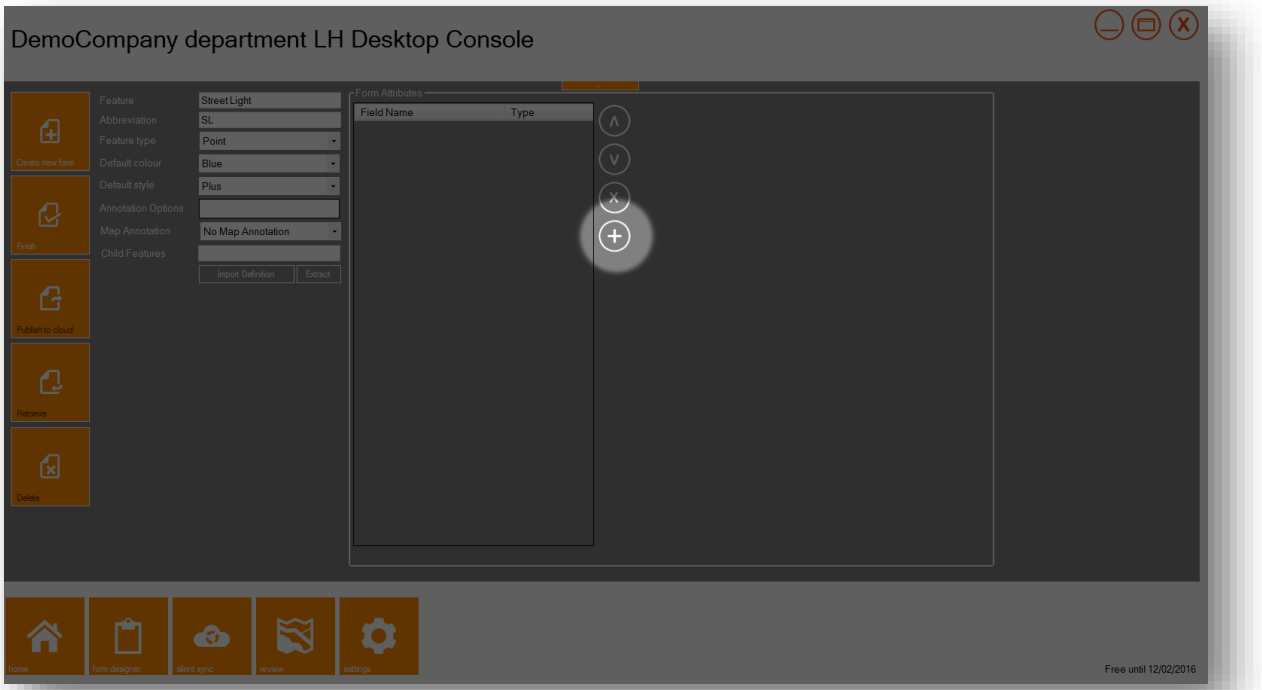

Step 3: Enter the following options:

- Enter **Street Light** as the feature
- Enter **SL** as the abbreviation
- Set the feature type as a **point**
- Change the default colour to **blue**
- Change the default style to **plus**

All entries should now appear as follows:




Step 4: Now click on the **Plus** icon




Step 5: Enter **ColumnType** as the field name (note no spaces between the words)

Step 6: Enter **Column Material Type** as the Description (spaces and special characters allowed)

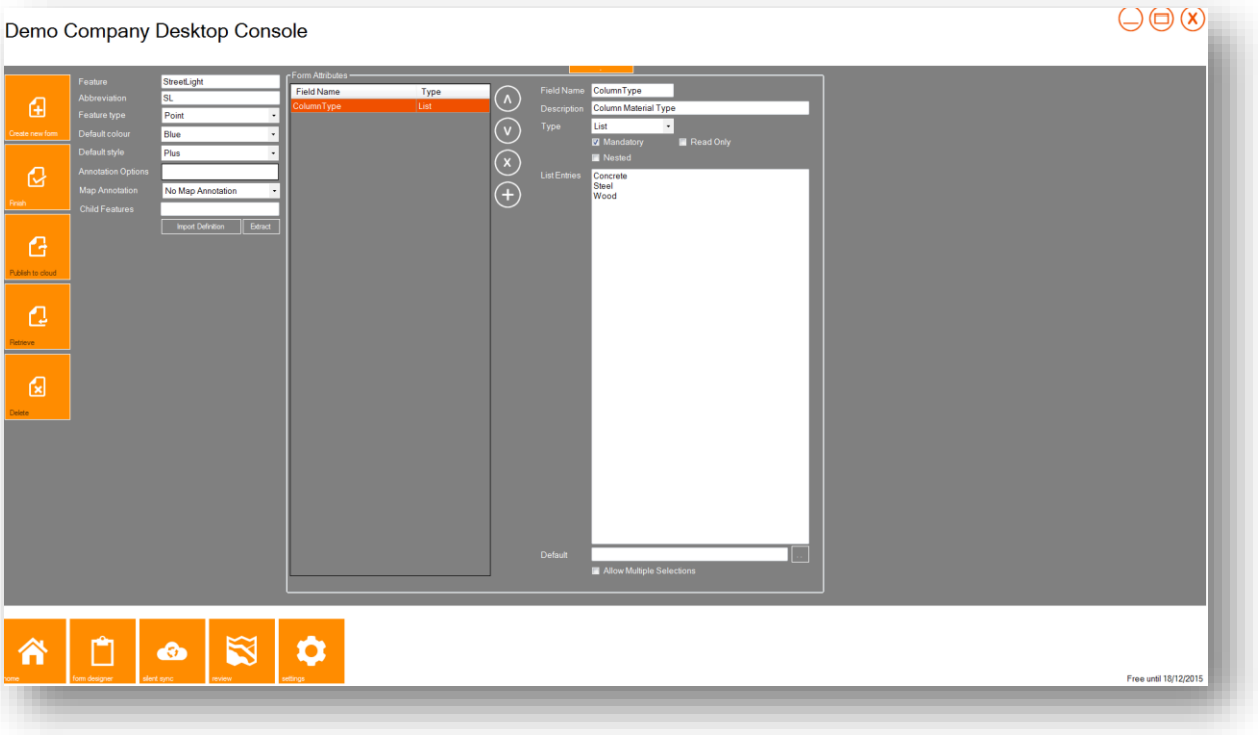
Step 7: Change the type to a **list**

Step 8: Check the **mandatory** checkbox

Step 9: Next, enter the following **list entries**, with each entry on a separate row:

- Concrete
- Steel
- Wood

All entries should now appear as follows:




Step 10: Now click the **Plus** icon to move on to the next field

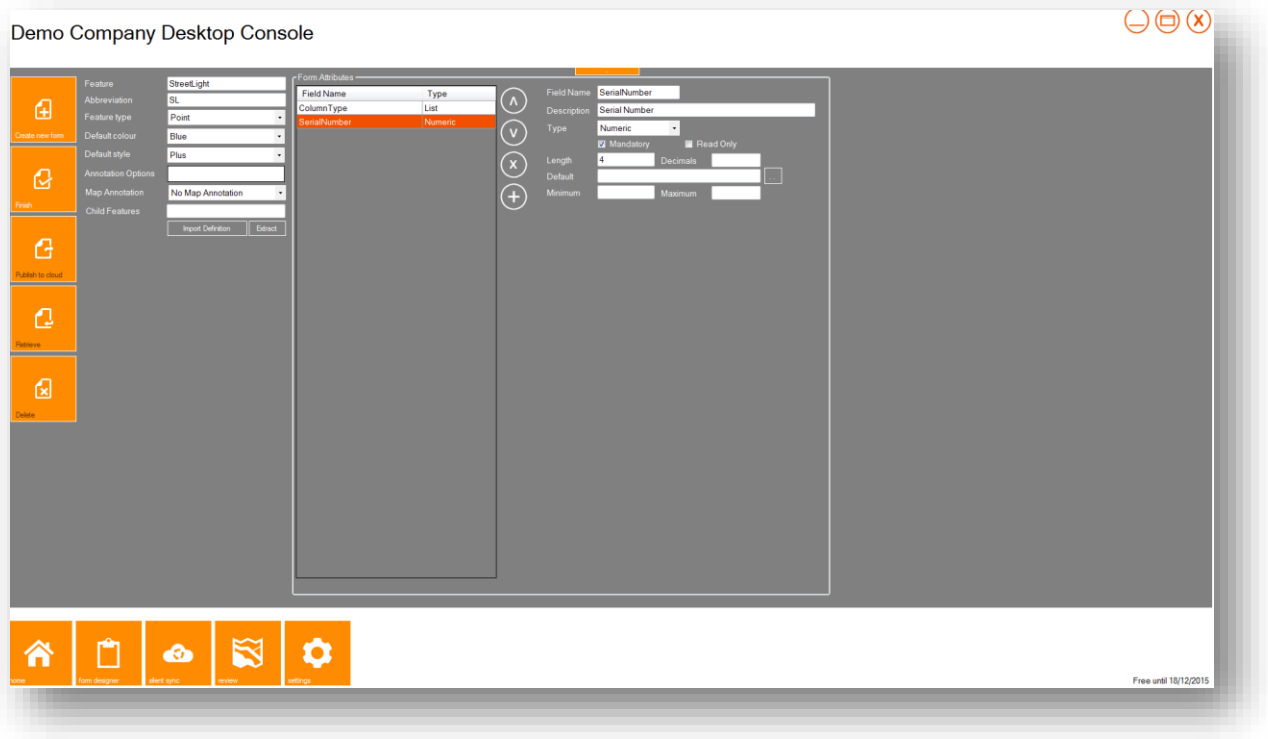
Step 11: Enter **SerialNumber** as the field name (note no spaces)

Step 12: Enter **Serial Number** in the Description (spaces allowed)

Step 13: Change the type to **Number** and enter the flowing details (let's assume that serial numbers are always 4 digits for street lights):

- Check the **mandatory** checkbox
- Set the length to **4** (serial numbers are never more than 4 digits)

At this stage, all entries to date should appear as follows:




Step 15: Now click on the **Plus** icon to create the next field

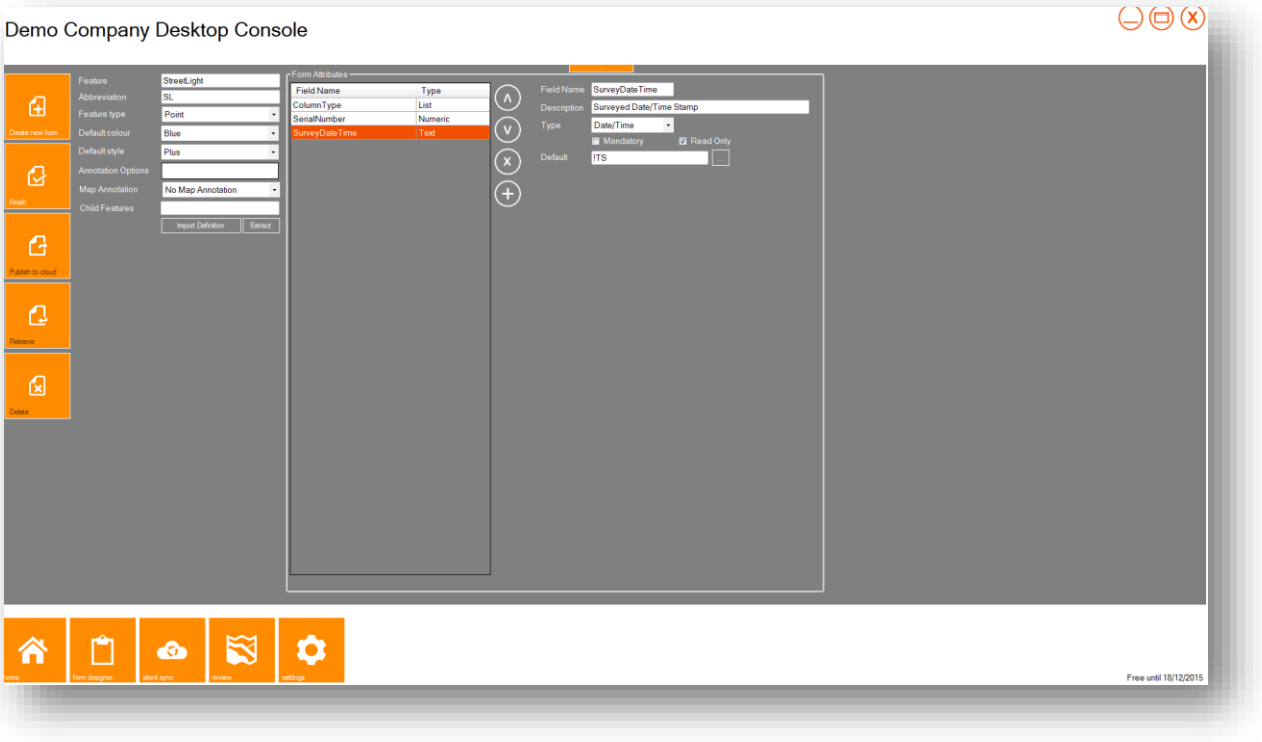
Step 16: We now to create a field that automatically stores the time and date that the survey took place. Enter **SurveyDateTime** (note no spaces) in the Field Name

Step 17: Enter **Surveyed Date/Time Stamp** in the description

Step 18: Change the type to **Date/Time** and select the following:

- Check **Read Only** (the date/time information is automatically input by the mobile device and we don't want the value to be tampered with)
- Set the default to **!TS – Date/Time Collected** from the predefined list (once chosen, the default value will simply read **!TS**)

At this stage, all entries to date should appear as follows:




Step 19: We will now define a new field name which will be called **Defects**

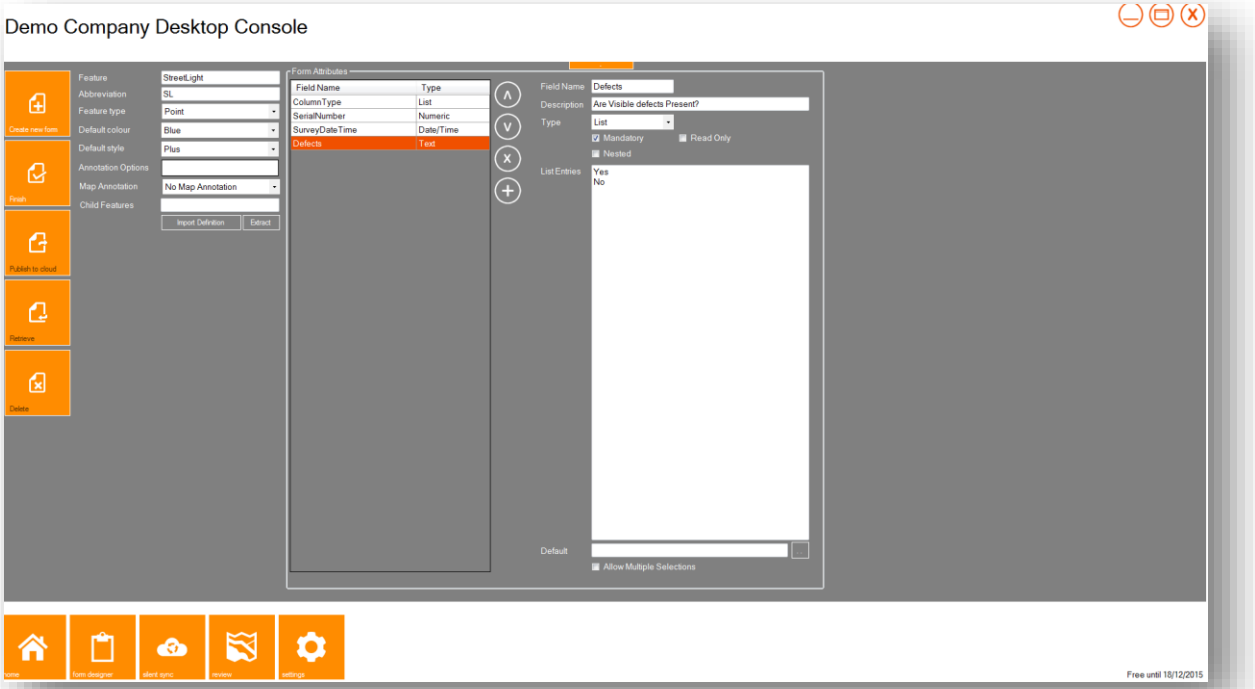
Step 20: In the description, enter **Are Visible Defects Present?**

Step 21: Change the type to **List** and check the **Mandatory** checkbox

Step 22: Now create the following two list entries (each entry on a separate row)

- Yes
- No

The inputs at this stage should appear as below:




Step 23: Click the **Plus** icon to define the next field

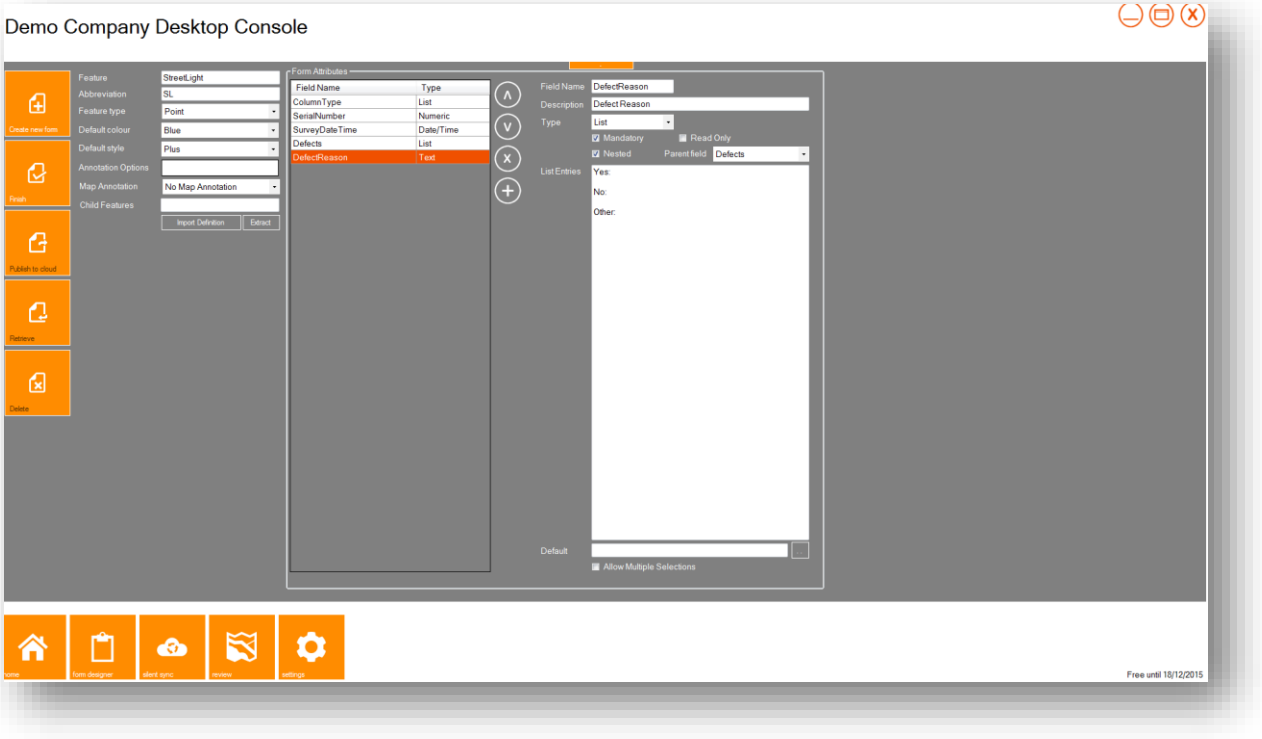
Step 24: We now want to create a field called **DefectReason**. If the answer to the previous Defect question is **Yes** then we want the surveyor to provide a brief description about the defect. If the answer to the previous defect question is **No** then the **DefectReason** question is not applicable. In this case we therefore want K-Mobile to skip the **DefectReason** question altogether. In this type of scenario we will need to create a **Nested** or Conditional field

Step 25: After defining the field name as **DefectReason**, enter the following options:

- Enter **Defect Reason** as the description
- Change the type to **List**
- Set the fields as Mandatory
- Check the **Nested** checkbox
- Select **Defects** as the parent field

In the **DefectReason** list entries, you will now see the **Defects** parent field list options with each list entry preceded by a punctuation mark:. In addition to the parent field list entries there is an addition list entry called **Others:**.

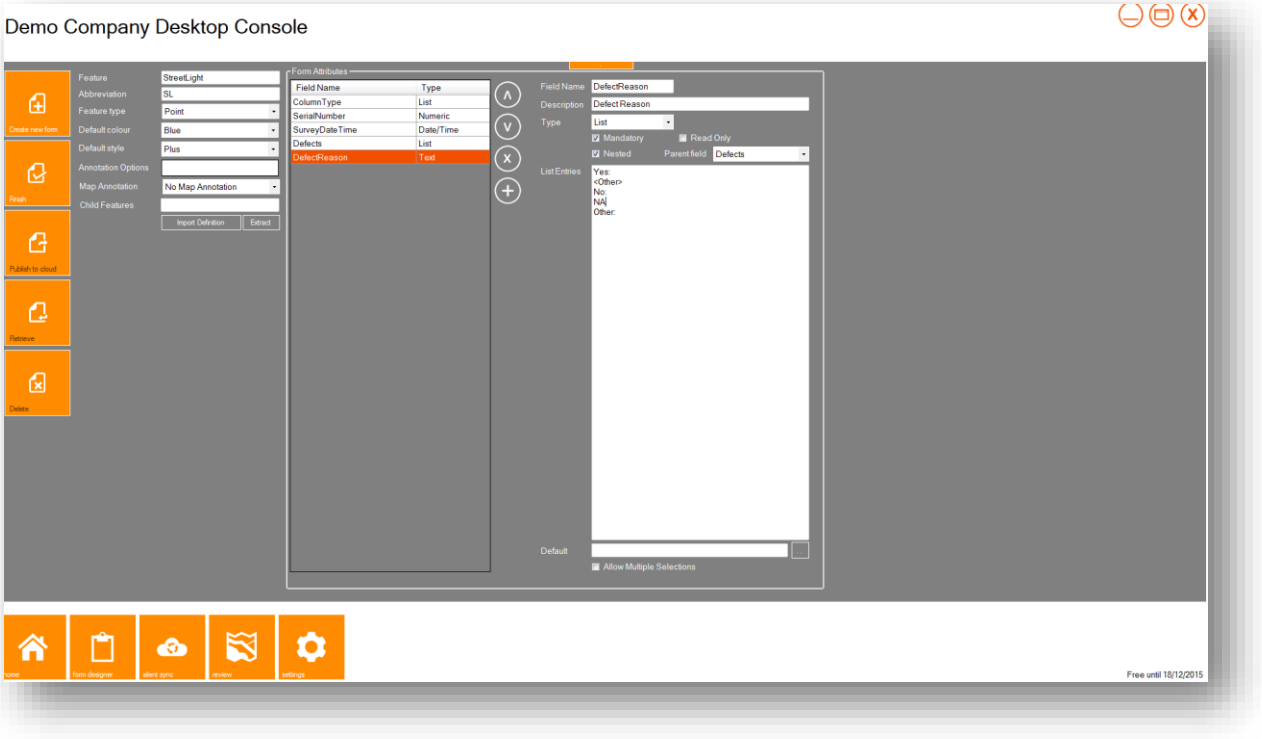
At this stage, the inputs should appear as follows:




Step 26: Next we want to define the conditional or "nested" list values:

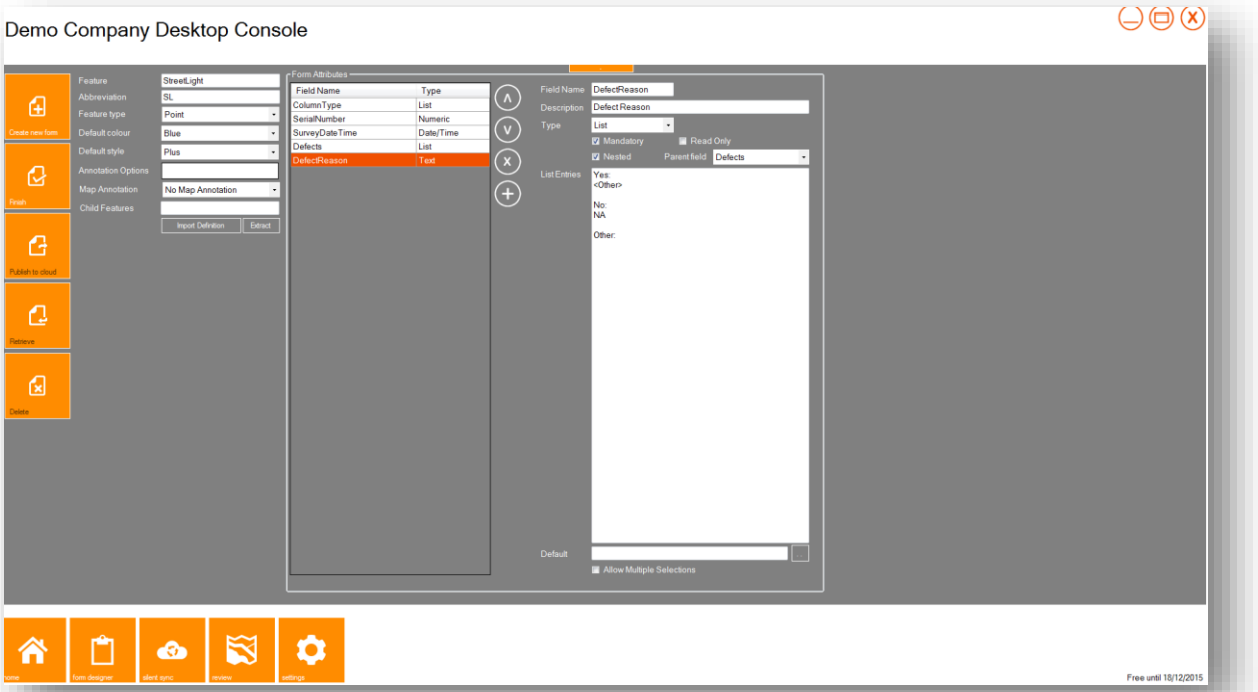
- If the answer to the previous question was **Yes** (indicating that there is a visible defect present) then we want to prompt the keypad to open in order to enter a defect reason. We can do this by adding the code **<Other>** in the row directly underneath the **Yes:** entry.
- If the answer to the previous question is **No** then we want the **DefectReason** field value to default to **NA** (not applicable) and for the software to automatically advance to the next applicable question. Here, we need to add the text **NA** directly underneath the **No:** row.

At this stage the form inputs should appear as follows:



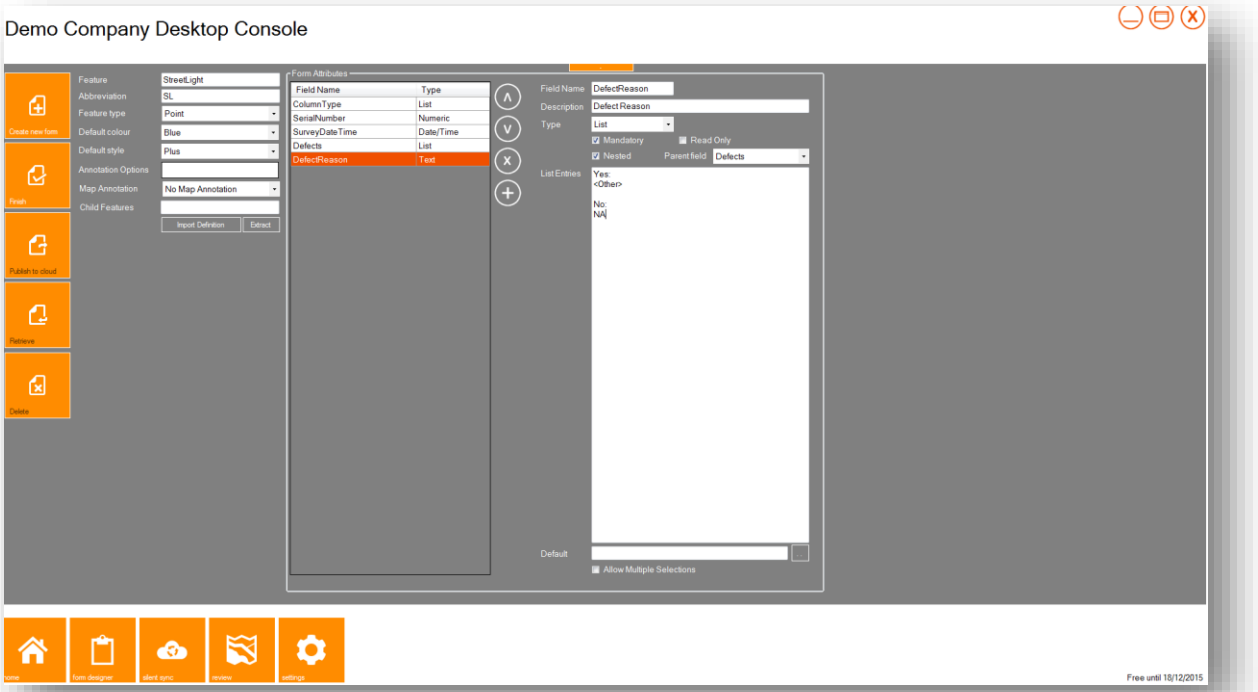

Next, we need to create blank rows between the different conditional selection list possibilities. Do this by creating a blank row underneath **<Other>** and another blank row underneath **NA**. This can be done by placing the curser at the end of **<Other>** and pressing **Enter** on the computer keyboard. Likewise, place the curser after **NA** and hit **Enter**

The inputs should now appear as follows:




Finally select everything underneath NA and delete it. The **Other:** function is not needed in this case and therefore must be removed in order for the form to function correctly.

The form inputs should now appear as below:

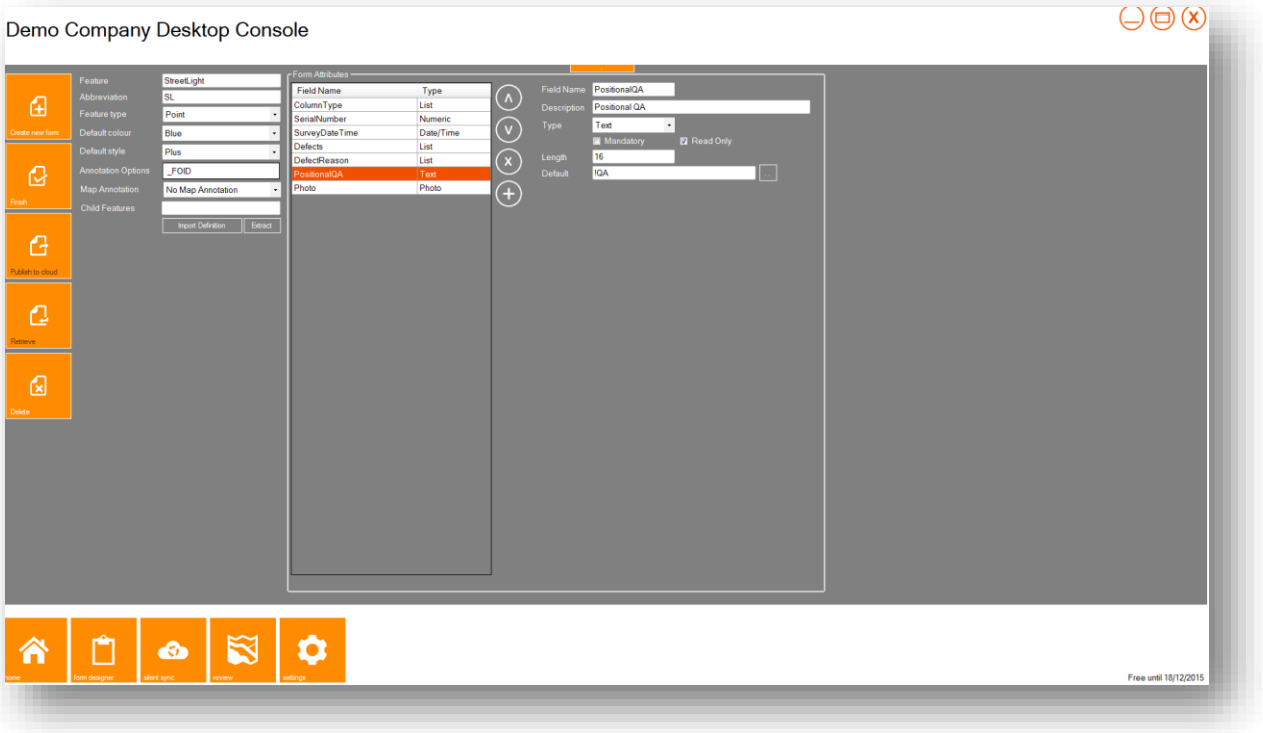


Click on the **plus** icon to advance the next field

Step 27: We will now create a field to store the GPS accuracy of the recorded street light. Enter **PositionalQA** as the field name and enter the following:

- Enter **Positional QA** as the description
- Leave the type as **Text**
- Check **Read Only**
- Leave the length at **16**
- Set the default to **!QA**

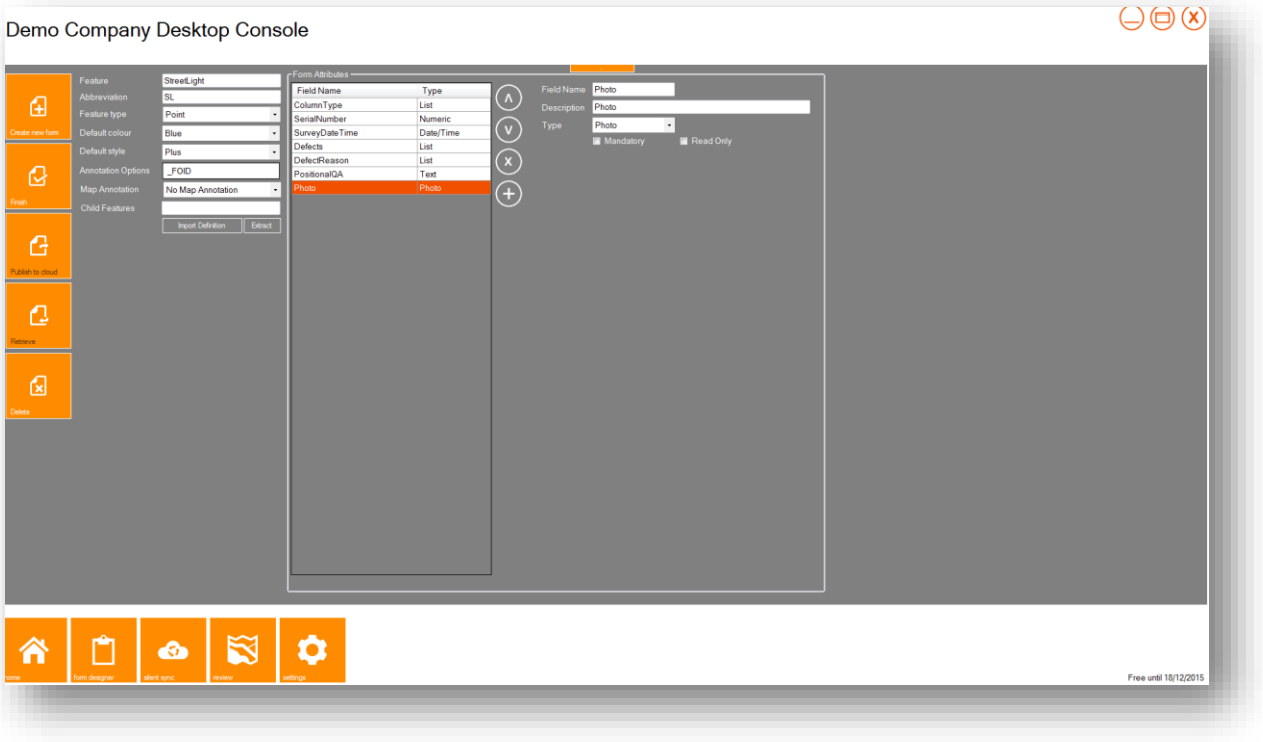
The form inputs should now appear as follows:




Step 28: We will now define a photo field which will automatically activate the mobile device's camera and allow for the recording of a geotagged photo. Click on the **plus** icon to create a new field. Enter the following:

- Enter **Photo** in the field name
- Enter **Photo** in the description
- Set the type to **Photo**
- Leave the **mandatory** checkbox unticked

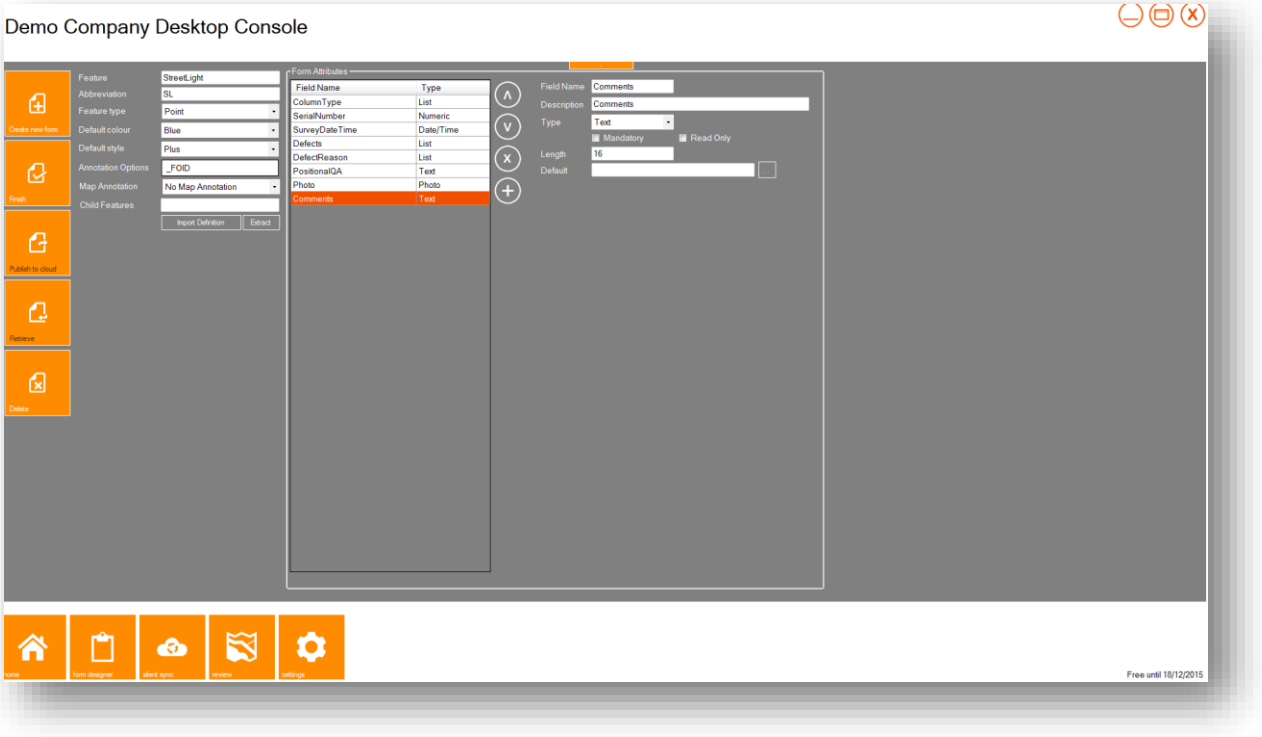
The form inputs should now appear as follows:




Step 29: Next, click on the **plus** icon to define the last field. Enter **Comments** in the field name and choose the following:

- Enter **Comments** in the description
- Leave the type as **text**
- Change the length to **99**

The form should now appear as follows:

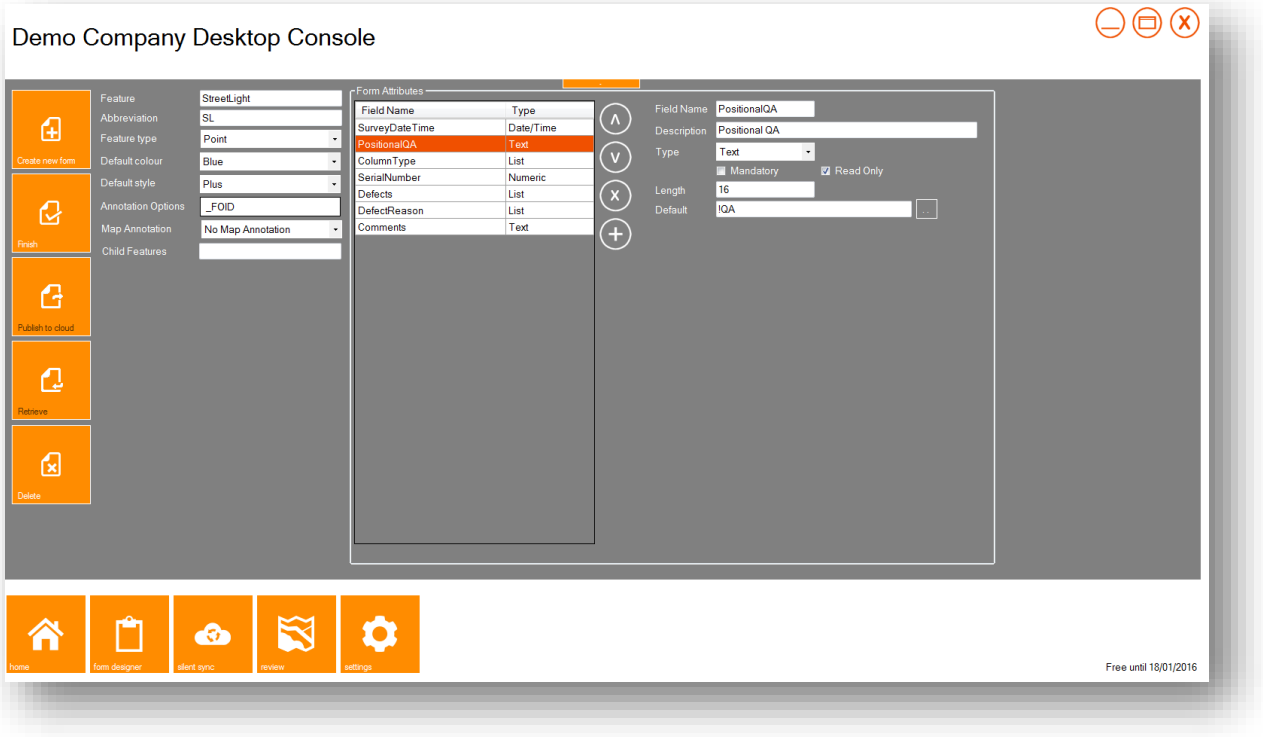



Step 30: We will now rearrange the form attributes. Currently there are two automatically populated fields in our form:

- SurveyDateTime
- PositionalQA

As these fields will be automatically filled in once the form opens, it makes sense to move them to the top of the list in order to avoid passing through the fields during the completion of the form in the field. Click on the **SurveyDateTime** field and tap the **Up** icon until the field is at the top of the list. Next, click on the **PositionalQA** field and move it up to the second row.

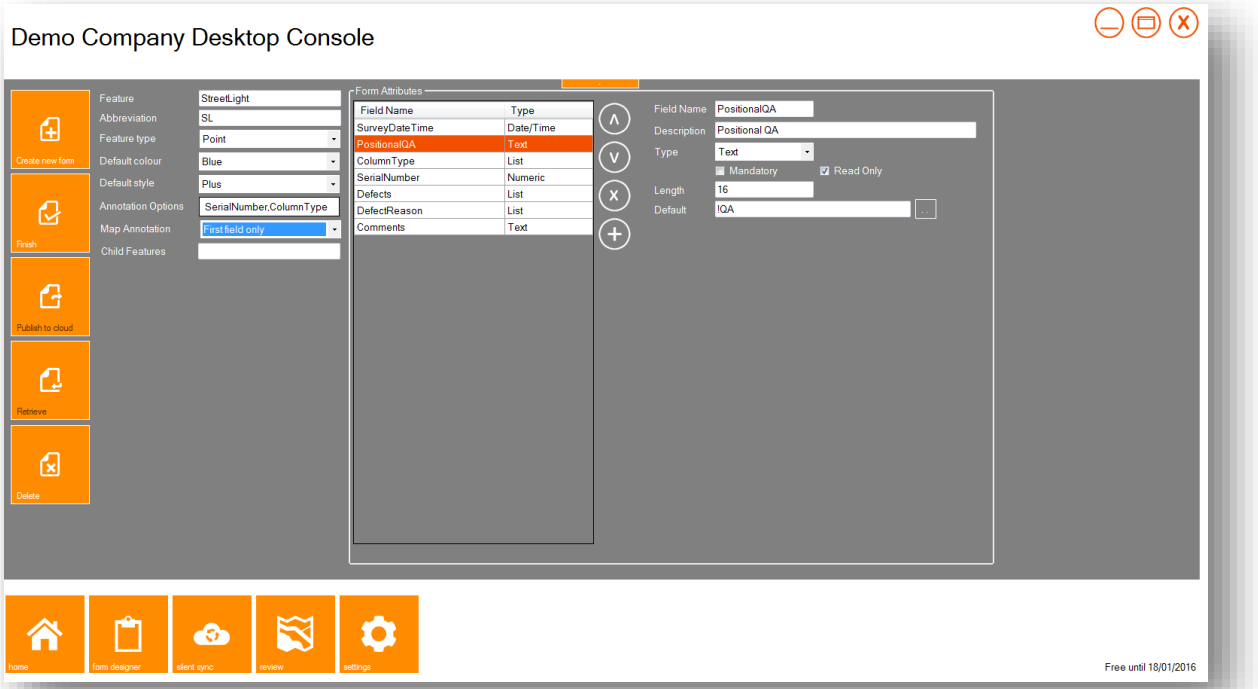
The form should now appear as follows:



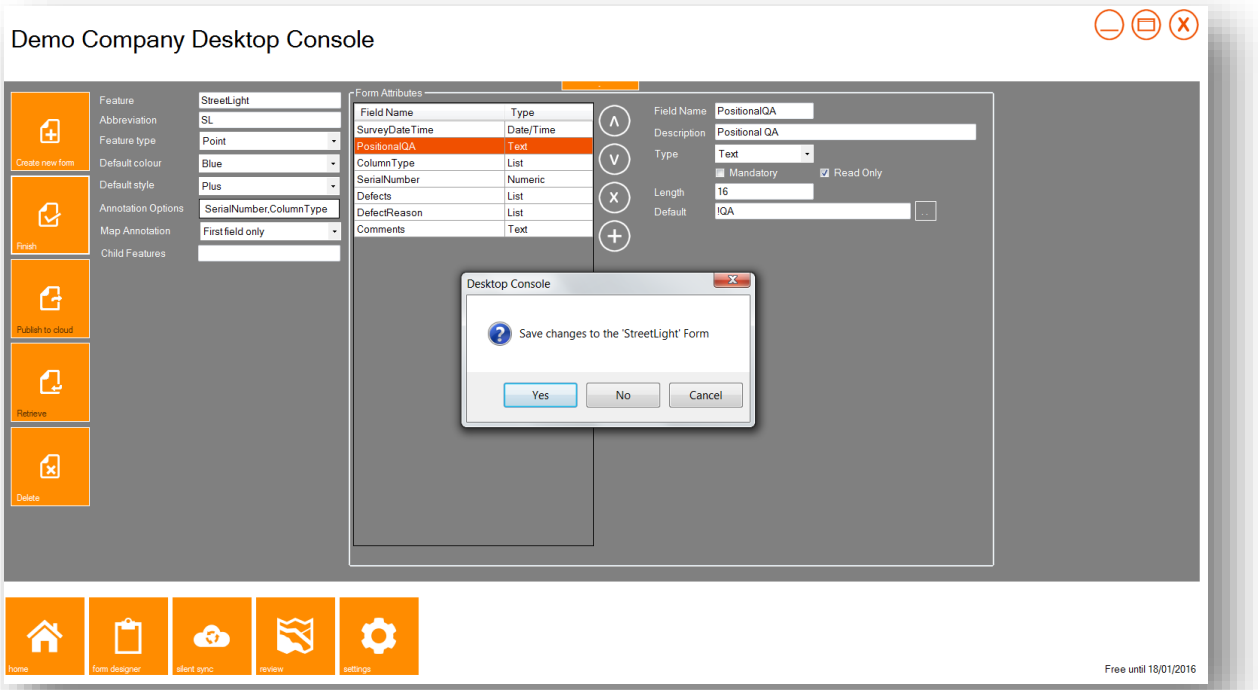

Step 31: Finally, we will apply some annotation to the form. These annotations appear as labels in the Data View in K-Mobile. Click on the **Annotation Options** field to display three fields. Click on the first field's dropdown and select **SerialNumber**. Click on the second dropdown and select **ColumnType**. We will leave the last field blank. Click **OK**.

Step 32: Click on the **Map Annotation** dropdown and select **First field only**. This will create a label of the SerialNumber beside every recorded StreetLight in the Review/Map screen of both K-Console and K-Mobile.

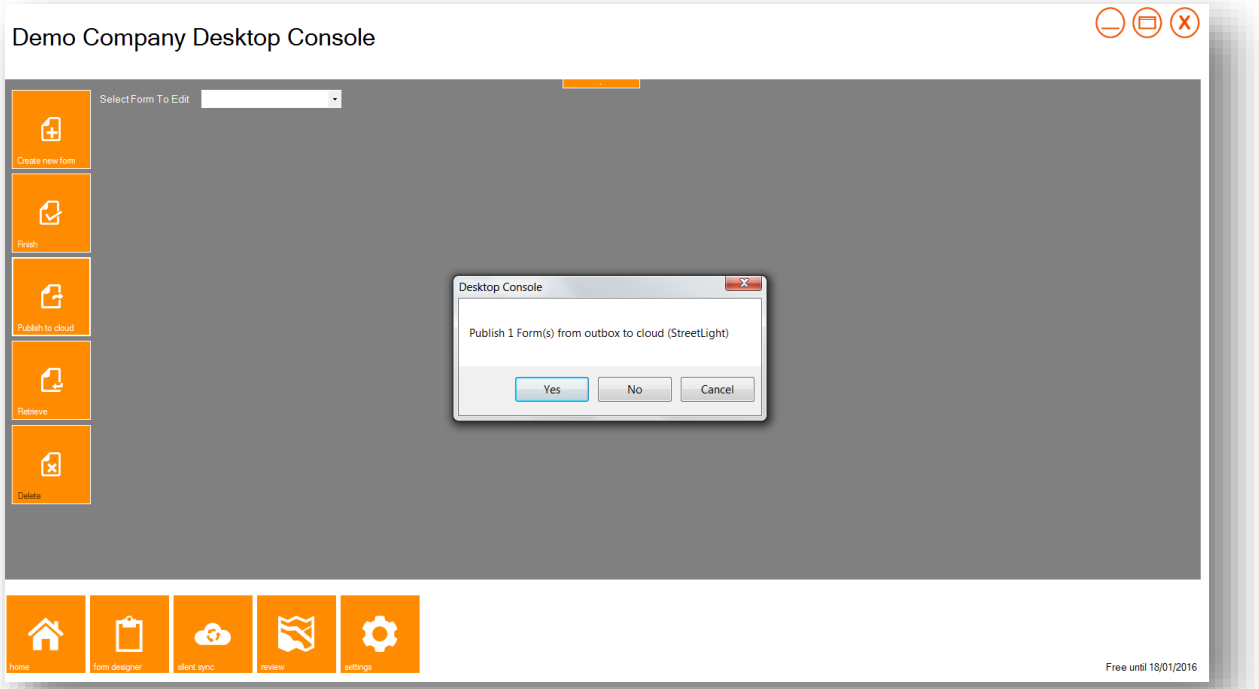
The form should now appear as follows:

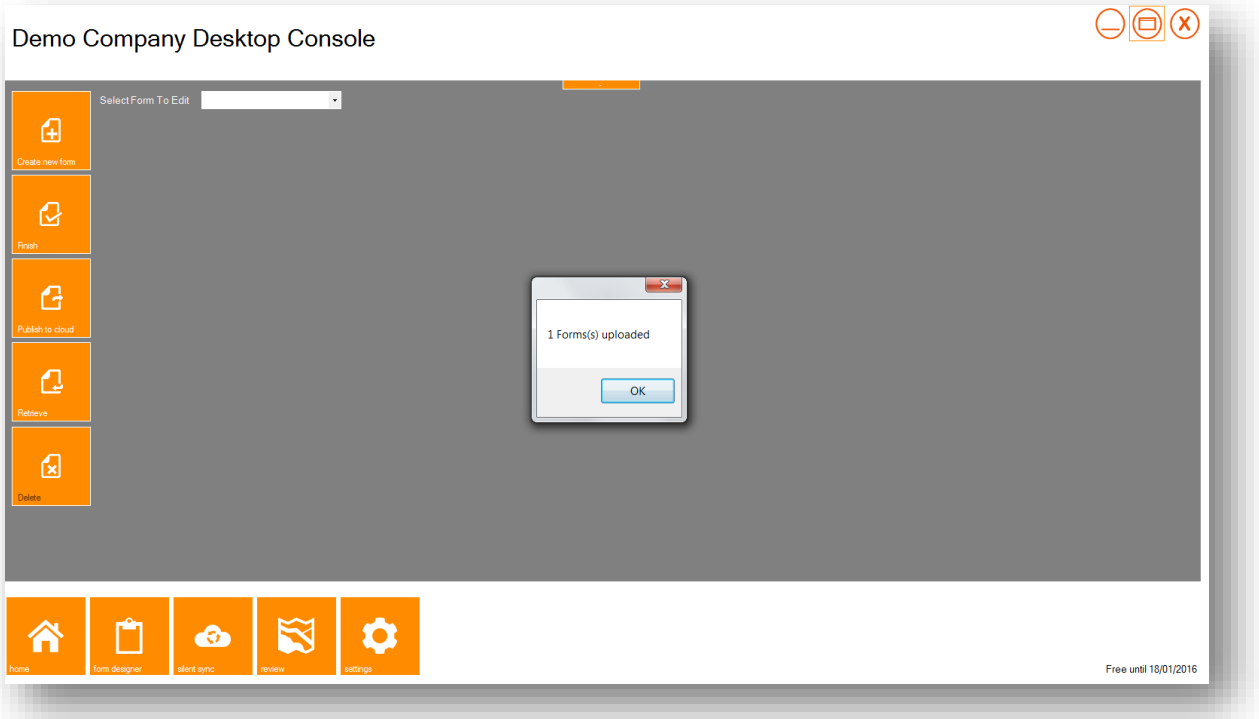



Step 32: Click **Finish** and save the form




Step 33: Finally click **Publish to Cloud** followed by **Yes** to publish the Form to the cloud




Once the **Form(s) Uploaded** confirmation appears, click **OK**. The form is now ready to be retrieved on the mobile device.