

Question 1

Question 2





Question 3



SUBMIT

MYLONEWORKERS USER GUIDE

Mobile Forms Management

-  Do you want to give more detailed checkpoint instruction to your workers?
-  Do you want them to answer a series of questions after they perform an action?
-  Do your workers need to write even more detailed reports to send to the Monitoring Center?
-  Do you want to keep all checkpoint-related information organized and in one place?

If the answer to at least one of these questions is yes, then you've come to the right place - our latest Mobile Forms feature will help your company achieve those goals!

Mobile Forms can be used to send instructions to your employees, ask them questions, or even let them freely fill in any comments or information they want to share with the monitoring center!

First things first


You have total control over Forms creation, as they are fully customizable.

A Form can consist of **6 Element types**:

- 1** Header (Read only - can be used to name the form for instructions/tasks addressed to the worker, or other information the manager would like to add)
- 2** Text Input (Single-line input - can be used for short comments/information the employee would like to share with the Monitoring center)
- 3** TextArea (Multi-line input - can be used by the employee for more detailed reporting)
- 4** Radio (Can be used for single choice selections)
- 5** Checkbox (Can be used for multiple choice selections)
- 6** Select (Dropdown list - can be used for single choice selections)





Adding a new form

Once you decide which **Form Element Types** you will include in your form, you can start setting it up by following the steps below:

- While on the Web Application, press Company  Mobile Forms
- Press on **+Add** button displayed on top left of the forms list; the system opens a new page to add a new form

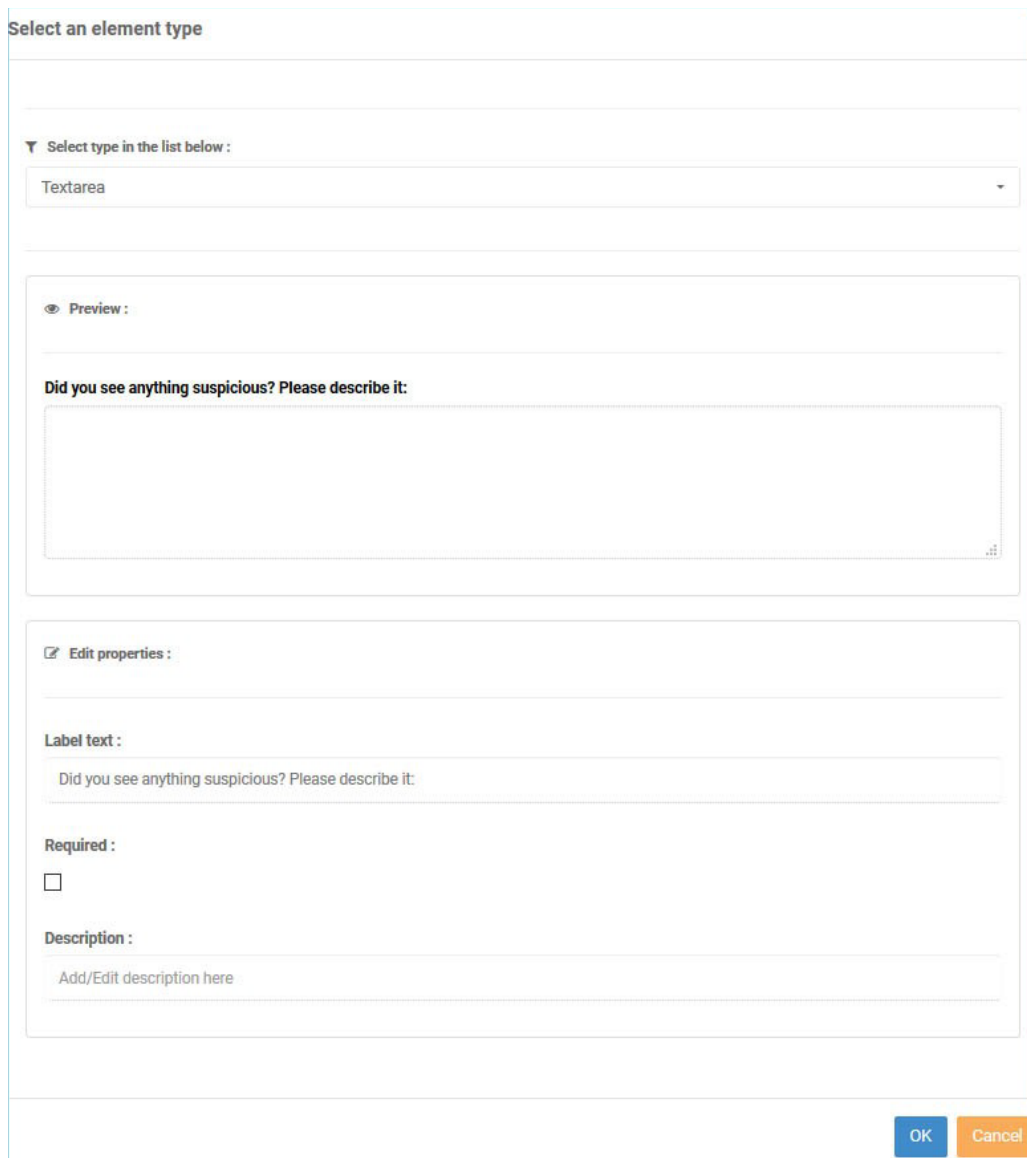
STEP 1

Define number of Form Elements: On the first screen, you can add/delete Form Elements (i.e. lines) as per your requirement for the new form (under this step, you only define the number of form elements you would like to add – not their types); once ready, press “Next”

Note: In order to Add a Line, press the blue add button  on the left.
In order to Delete a Line, press on the red delete button  on the right of each line.
In order to change Line Order, press on the orange up/down button   on the left of each line.

STEP 2

Define Form Elements Types: On the second screen, by clicking on a previously added Form Element (line), a pop-up window will appear where you can select the Element's type (see "First Things First!" section); after you select a type, more settings will appear under **"Edit Properties" section**, for you to edit and fully customize it!



Select an element type

Select type in the list below :

Textarea

Preview :

Did you see anything suspicious? Please describe it:

Edit properties :

Label text :

Did you see anything suspicious? Please describe it:

Required :

☐

Description :

Add/Edit description here

OK Cancel

The following list presents the **available Properties per Element Type**:

- Header: “Header Text”, “Description”
- Text Input: “Label text”, “Placeholder”, “Required”, “Description”
- TextArea: “Label text”, “Required”, “Description”
- Radio: “Add new radio”, “Edit/Remove radio”, “Label text” “Required ”, “Description”
- Checkbox: “Label text”, “Required”, “Description”
- Select: “Add new options”, “Edit/Remove options”, “Label text”, “Required”, “Description”

Refer to the list below if you require further instructions for each Property:

Header Text/ Label Text	The title of the header/ label; can be used for short instructions/comments
Description	The description of the element; can be used for longer instructions/comments/information the manager would like the employee to know
Placeholder	Indicative temporal text on the input area; can be used to give instructions/notes to the Worker on how to substitute it with the actual input
Required	Should be checked if the field is mandatory
Add new radio/ options	Click to add a new radio (in case of Radio type)/ option (in case of a Select type)
Edit/Remove radio/ options	Click to remove a radio (in case of Radio type)/ option (in case of a Select type)

Almost done! Press “Next”.

STEP 3

- **Preview and Save the Form:** On the final screen, you can see a preview of your new form

Note: Don't worry, if you don't like something you can always go back and change it!

- Add a Name for your form, by filling the respective field on the left and
- Finally, press "Save this Form"

The screenshot displays the final step of a form creation process. At the top, a progress bar shows three steps: 1. Elements, 2. Element Types, and 3. Save. Step 3 is currently active. Below the progress bar is a blue button with a left arrow and the text 'PREVIOUS'. The main content area is divided into two panels. The left panel, titled 'Action', contains a section 'Name this Form :' with a text input field containing 'Building A Patrols' and a blue button labeled 'Save this Form'. The right panel, titled 'Final Step: Form Preview', shows a preview of the form. It has a title 'Please turn on the lights' and a question 'Did you see anything suspicious? Please describe it:' followed by a large text area. Below this is another question 'Is the door locked? *' with two radio button options: 'Yes' (selected) and 'No'.

1 Elements 2 Element Types 3 Save

← PREVIOUS

Action

Name this Form :
Building A Patrols

Save this Form

Final Step: Form Preview

Please turn on the lights

Did you see anything suspicious? Please describe it:

Is the door locked? *





















☒ Yes
☐ No

Assigning Checkpoints to your Form

Once you have created your form, you have to assign checkpoint(s) to it: this way the Form will appear to the Workers when scanning it, in order to fill-it!

You can assign checkpoints to a Form by following the steps below:

While on the Forms page, press on the “Assigned Checkpoints” button Under Actions column; the system opens a pop-up page with the Company’s checkpoints

+ Add					
ID	Name	Enabled	Last Updated	Created	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
1	Building B Patrols	✓	13-07-2017 13:58:03	12-06-2017 16:40:01	   
2	Church Yard	✓	12-07-2017 16:13:35	13-06-2017 13:52:02	   
3	South Office	✓	13-07-2017 09:21:14	13-07-2017 09:21:14	   
4	Warehouse	✓	13-07-2017 15:47:44	13-07-2017 15:47:44	   
5	Building A Patrols	✓	18-07-2017 12:29:46	18-07-2017 12:29:46	   

Select the checkpoint(s) of your choice by clicking on the target checkbox.

	Check Point	Check Point Name	Client	Site	Mobile Form
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	20224		Spiros2	1st site	
<input type="checkbox"/>	10610	NFC #2 (hole)	Sofia Pavlopoulou upd	terracom	
<input type="checkbox"/>	40905	NFC on maros desk	Mroussou	MSite	
<input type="checkbox"/>	56230	NFC on Maros desk adhesive	Mroussou	MSite	
<input type="checkbox"/>	54111	NFC on Maros desk black			
<input type="checkbox"/>	30706	NFC Red			
<input checked="" type="checkbox"/>	30703	NFC White - Screwwhole			
<input type="checkbox"/>	9260				
<input type="checkbox"/>	10609	P19 P. & E.C. Trunk, Upper Deck	Ilias Test Client	Base	
<input type="checkbox"/>	36890	Plan			
<input type="checkbox"/>	46463	Plan	Demo Client	Test Demo 2	

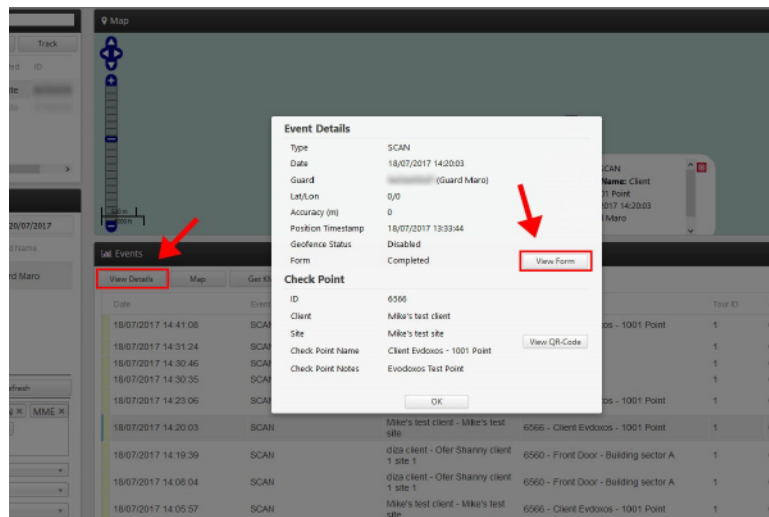
Press on “Save” button. Your Form has been fully set-up!

Now, every time a Worker scans some checkpoint assigned to a Form, the Form will appear for them to fill-it!

View Forms Answers (Filled-out Forms)

You can check the answered Forms on the Events Browser:

- Select the target Checkpoint Scan Event from the Events panel
- Press on "View Details" button, to open a pop-up screen with details about the target Scan Event



- Field "Form" will display one of the following values:
 - ✓ Completed (in such case, you can see the Worker's filled-in details by pressing on the "View Form" button)
 - ✓ Not Completed (if the Worker performed the checkpoint scan but skipped filling the Form)
 - ✓ Not Available (if the checkpoint is not associated to any Form)

You can now check the Worker's reply in a pop-up window and proceed with your work

A screenshot of a 'Building A Patrol' pop-up window. The window has a title bar 'Building A Patrol' and a subtitle 'Please turn on the lights'. Below this, there is a text input field with the prompt 'Did you see anything suspicious? Please describe it:' and the text 'there was a car parked in the front entrance'. At the bottom, there is a section titled 'Is the door locked? *' with two radio buttons: 'Yes' (selected) and 'No'.

MyLoneWorkers

A powerful Lone Worker management solution



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