Form Share

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How to upload an ODK form in FormShare
4 steps and troubleshooting

FormShare provides advanced data management tools for mobile ODK data collection.
The following steps will show you how to upload a form.

Step 1

Design   Use MS Excel to design your form and save it in XLSX or XLS format.

What is duplicate data?

Let's imagine that you are surveying cattle in a rural village and each animal has an ear-tag. Two enumerators, James and Patricia go around the village gathering the information for each animal. James and Patricia without realizing it, survey the same animal (the same ear-tag) and send the data. To solve this problem and prevent having the same animal twice in our dataset, you can tell FormShare that the ear-tag variable must be unique. In this example, ear-tag is the variable that you will use to control duplicated data. FormShare will alert you that there is duplicated data, and you will be able to correct it easily.

More than 60 selects

Lets imagine that you have 61 selects one after the other, 30 about crops and 31 about livestock. Put those related to crops inside a repeat with repeat_count=1 and the same for those related to livestock. See below:

type	name	label	repeat_count
repeat	rpt_crops	Crops	1
select_one crops	crop_1	Crop 1	
Down to	*Down to*	*Down to*	
select_one crops	crop_30	Crop 30	
end repeat	rpt_crops		
repeat	rpt_livestock	Livestock	1
select_one animals	animal_1	Animal 1	
Down to	*Down to*	*Down to*	
select_one animals	animal_31	Animal 31	
end repeat	rpt_livestock		

Common problems with lists

Duplicated lists

list_name	name	label
sick	1	Yes
sick	0	No
pregnant	1	Yes
pregnant	0	No

Solution: Chose one and use it across many selects.

Duplicated options

list_name	name	label
feed	1	Grass
feed	2	Grain
feed	-77	Other
feed	-77	NA

Solution: Change all options to be unique for a single list.

Step 2

Upload   Click on the "Upload new form" button and select the XLS/X file

- Indicate here the variable that you selected in step 1 to control duplicate data.

- You can indicate a target number of submissions. For example, 200 households. FormShare will then tell you the progress towards such target. This is optional, you can leave it at zero.

- FormShare will test your form to confirm that it is possible to create a repository from it. If your survey needs external data like CSVs, then FormShare will ask you to upload them to also check them for errors.

- If you get an error while uploading a form click on the "Show error" button. FormShare will tell you how to fix it. If you are not sure how to fix it, please send us your ODK Form via email to formshare_support@qlands.com and we will fix it for you.

Step 3

Test   Use ODK Collect to test the logic of your survey.

- FormShare can't check the logic of your form. Therefore, it is important to test it completely using ODK Collect before creating a repository.

- While in testing stage, a form can be updated at any time.

Step 4

Collect   Once your survey is tested, click on the "Create repository button" to build a repository for it and start collecting "real" data.

- After creating a repository, the submissions will be stored in a relational database. This allows, among other things, to block duplicates and track changes across time.

- If you have a new version of a form that already has a repository, you can use the "Merge" button to join the new version into the repository of a previous one.