

## What kind of information can I include on my Collect form?

As an administrator, you will be tasked with creating Collect templates for your Observers to fill out. Once you've created, named, and described your new form, you will be presented with a set of question types to choose from on the left hand side of your form.

There are 3 types of questions:

- **Basic** – Basic questions are straightforward prompts for information.
  - *Ex: How many? Single / Multiple choice selections*
- **Advanced** – Advanced questions are those that require more than a singular response to answer, or may require a mathematical functionality in the background.
  - *Ex: Scored number to calculate risk*
- **Reusable** – Both Basic and Advanced Questions have the ability to become Reusable questions that are stored where they are easily found and re-added in multiple Collect forms.

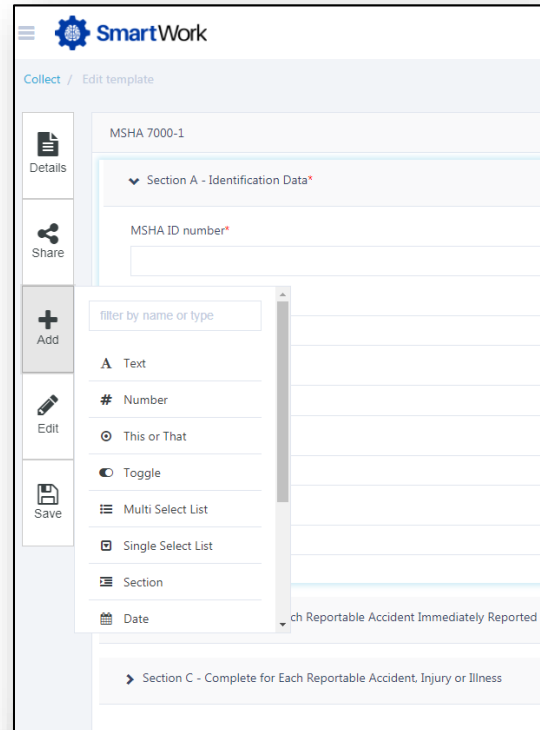
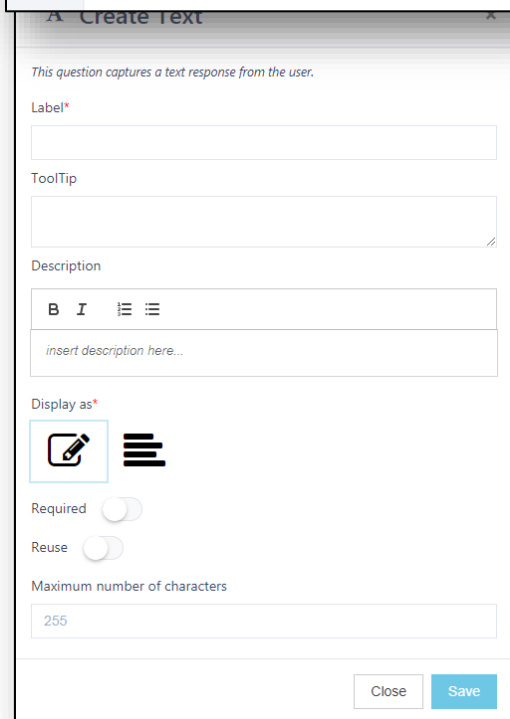
## Basic Questions

Basic questions are straightforward prompts for information. Ex: How many? Single / Multiple choice selections

*\*Note: all asterisked fields are mandatory*

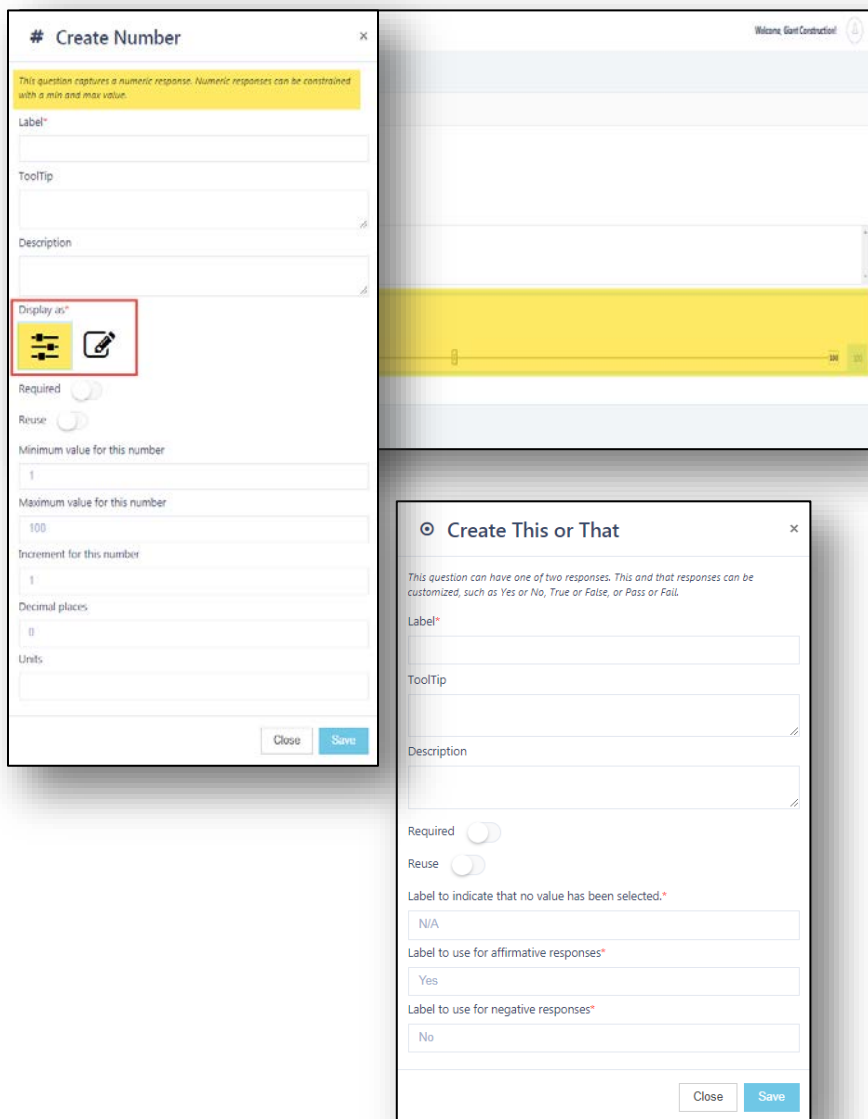
**Text** – captures a text response from the user.

- Character limits may be set to limit response length
- Display as:
  - Box: Capture a single line of text from the user (ex: Name)
  - Lines: Capture multiple lines of text from the user (ex: Comments)

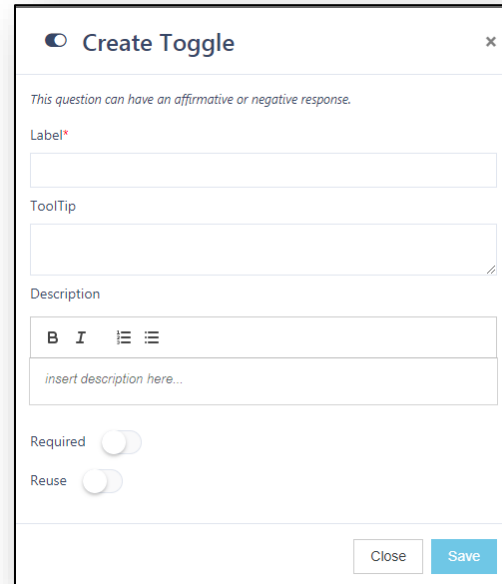
**Number** – This question captures a numeric response. Numeric responses can be constrained with a min and max value.

- May be displayed as a slider or as a hybrid text box/counter
  - Slider lines: Set number user slider increments
  - Box: User enter number by typing it
- You may add whatever you'd like as a unit of measurement



**This or That** – This question can have one of two responses. This and that responses can be customized, such as Yes or No, True or False, or Pass or Fail. Appears as affirmative/negative radio buttons to choose.

**Toggles-** Similar to This or That, Toggles are affirmative/negative, but show up as a toggle without labels.



**Create Toggle**

This question can have an affirmative or negative response.

Label\*

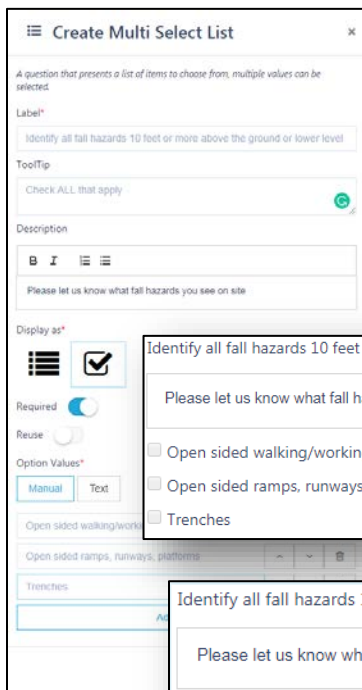
ToolTip

Description

Required

Reuse

Close Save



**Create Multi Select List**

A question that presents a list of items to choose from; multiple values can be selected.

Label\*

ToolTip

Description

Display as\*

Required

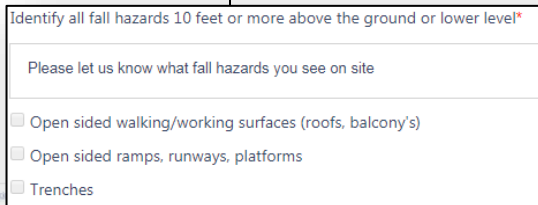
Reuse

Option Values\*

Manual Text

**Multi-Select List** – A question that presents a list of items to choose from; multiple values can be selected.

- Display as:
  - Check box: Capture 1+ using check marks
  - Lines: Capture 1+ using list
- Values for options must be unique



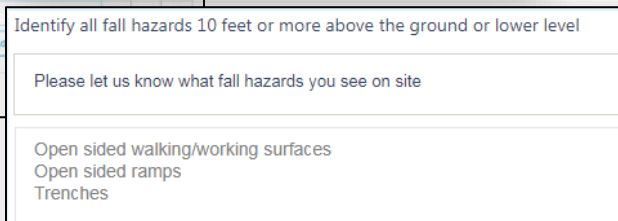
Identify all fall hazards 10 feet or more above the ground or lower level\*

Please let us know what fall hazards you see on site

Open sided walking/working surfaces (roofs, balcony's)

Open sided ramps, runways, platforms

Trenches



Identify all fall hazards 10 feet or more above the ground or lower level\*

Please let us know what fall hazards you see on site

Open sided walking/working surfaces

Open sided ramps

Trenches

**Single-Select List** – Functions similarly to Multi-Select Lists, except you are only allowed to select one item.

**Create Single Select List**


A question that presents a list of items to choose from, but only one can be selected.

Label\*

Control Hierarchy



ToolTip

Description

**B I** 

insert description here...

Display as\*

Required

Reuse

Label to indicate that no value has been selected.\*

N/A

Option Values\*

Control Hierarchy

N/A

**N/A**

Administrative Controls

Engineering Controls

PPE

Control Hierarchy

N/A

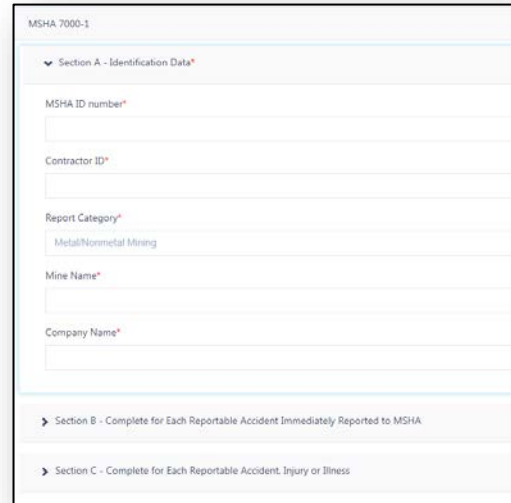
Administrative Controls

Engineering Controls

PPE

**Section** – Allows you to create a group of related Basic Questions.

- Sections can be opened or closed to simply the view of the form



MSHA 7000-1

Section A - Identification Data\*

MSHA ID number\*

Contractor ID\*

Report Category\*

Metal/Nonmetal Mining

Mine Name\*

Company Name\*

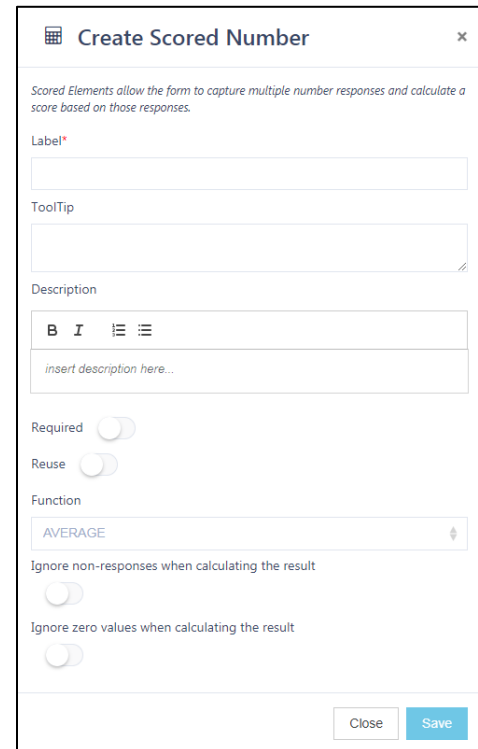
Section B - Complete for Each Reportable Accident Immediately Reported to MSHA

Section C - Complete for Each Reportable Accident, Injury or Illness

## Advanced Questions

**Scored Number** – Scored Elements allow the form to capture multiple numeric responses and calculate a score based on those inputs.

- Add questions required a numeric response
- Select which math computation you would like to use (avg, sum, mult)
- Ignore non-responses will exclude the value for non-responses
- Ignore zeros: This will keep 0's from factoring into the equation (i.e. for multiplying if there is a 0 submitted, the answer will be 0)





Create Scored Number

Scored Elements allow the form to capture multiple number responses and calculate a score based on those responses.

Label\*

ToolTip

Description

B I  

insert description here...

Required

Reuse

Function

AVERAGE

Ignore non-responses when calculating the result

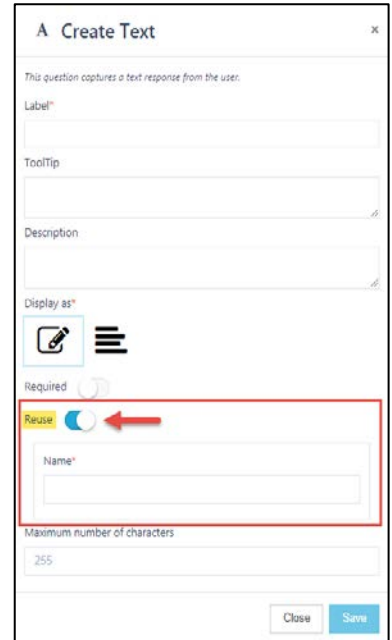
Ignore zero values when calculating the result

Close Save

## Reusable Questions

Reusable questions are toggled as such upon creation. Once set as a reusable question, it will be stored.

- You may name it and set its visibility to all available users to allow others in your organization to create a template using the same questions
  - Currently, you have the ability to share with all **Collect** users or only yourself.
- Reusable questions will show up in the “add” section



The screenshot shows a 'Create Text' dialog box with the following fields and controls:

- Label\*
- ToolTip
- Description
- Display as\* (with a list icon)
- Required (with a toggle switch)
- Reuse (with a toggle switch and a red arrow pointing to it)
- Name\*
- Maximum number of characters (set to 255)
- Close and Save buttons