



Demonstration

**Southeastern Connecticut Stormwater Collaborative  
Winter Meeting  
Wednesday, January 23, 2019, 9-11 am  
Southeastern Connecticut Council of Governments  
5 Connecticut Avenue  
Norwich, CT 06360**

## How to start a data collection project using epicollect

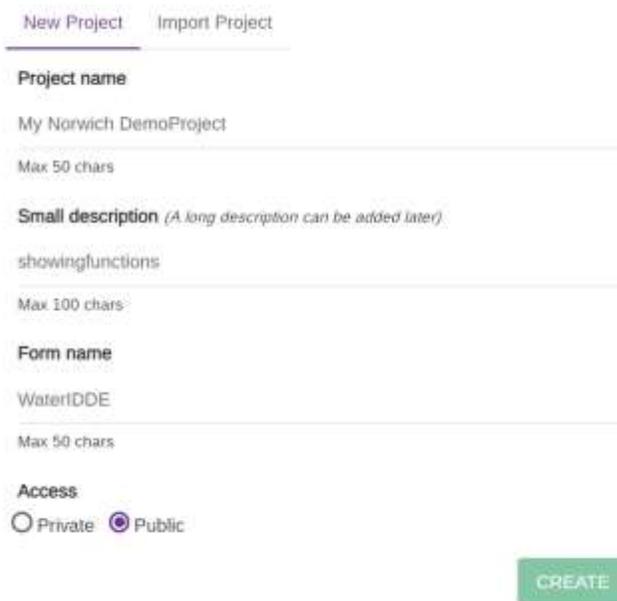
Before beginning your project, create or be prepared to use an existing Google Account email.

Bring up the website:

<https://five.epicollect.net/>

Login with your Google Account and you will be directed to the start page where you can begin your project development.

Click the Create Project Button

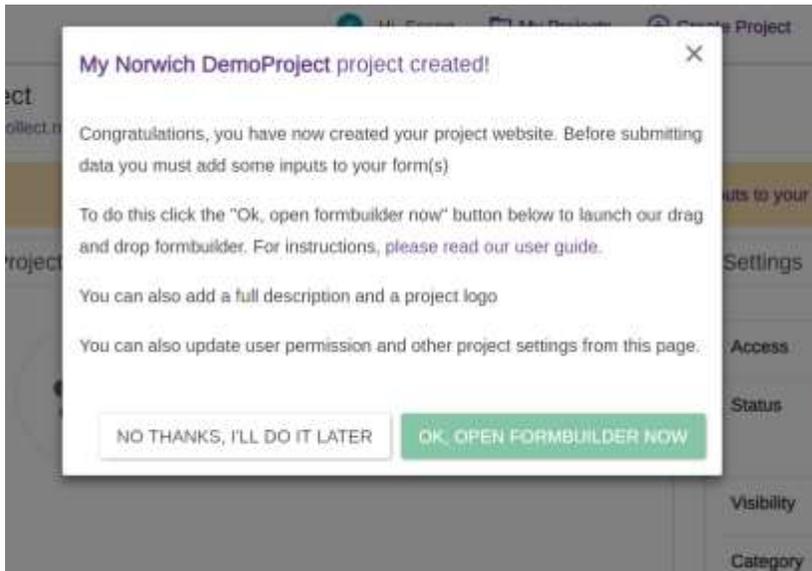


The screenshot shows the 'New Project' form on the Epicollect website. At the top, there are two tabs: 'New Project' (selected) and 'Import Project'. Below the tabs, the form has three main sections:

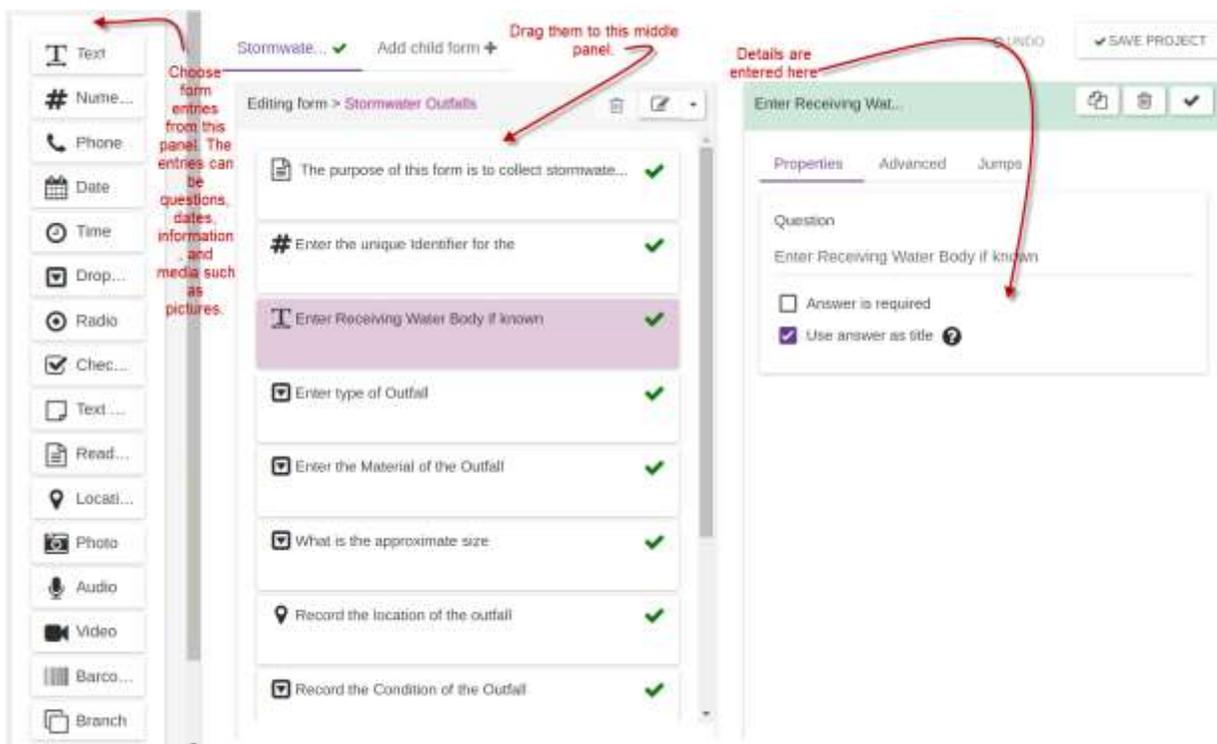
- Project name:** A text input field containing 'My Norwich DemoProject'. Below the field is the text 'Max 50 chars'.
- Small description:** A text input field containing 'showingfunctions'. Below the field is the text 'Max 100 chars' and a note '(A long description can be added later)'.
- Form name:** A text input field containing 'WaterIDDE'. Below the field is the text 'Max 50 chars'.

At the bottom of the form, there is an 'Access' section with two radio buttons: 'Private' (unselected) and 'Public' (selected). A green 'CREATE' button is located at the bottom right of the form.

## Select the Open Form Builder Now button



This is the FORMBUILDER page for creating your form.



Questions that you create on this page will show up on your mobile device.

Decide on the type of input (question, time, picture, etc.), and drag a box that matches it to the center panel.

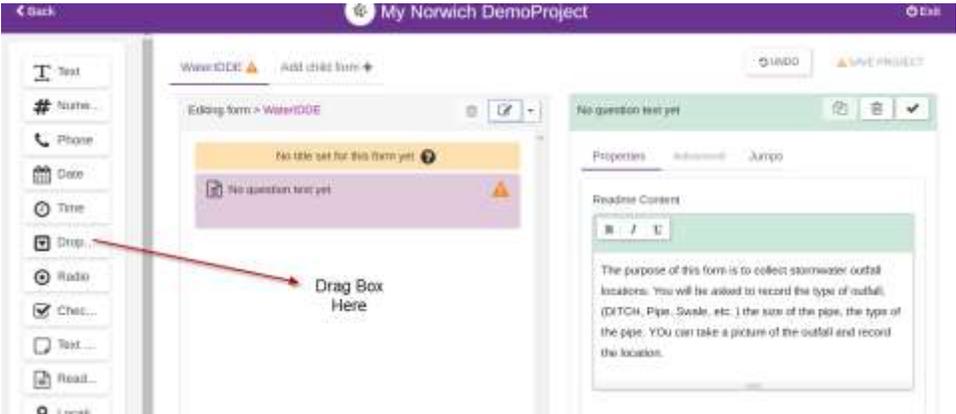
To avoid too much typing in the field, a dropdown list of common answers can help you save time.

It's helpful to begin with a text box to explain the form's purpose or how to answer questions.

Here is an example entry using a Dropdown list, which lets you create a list of pre-constructed answers to a question.



Drag the box to the middle panel



(Dropdown Example Cont.)

You will have to enter an outfall type for each possible answer

The screenshot displays a form editor interface for a project titled "Stormwater Outfalls". On the left is a vertical toolbar with various input types: Text, Name..., Phone, Date, Time, Drop..., Radio, Chec..., Text ..., Read..., Locati..., Photo, Audio, Video, Barco..., and Branch. The main editing area shows a list of form elements, each with a green checkmark indicating it is valid. The elements are: "The purpose of this form is to collect stormwate...", "# Enter the unique Identifier for the", "Enter Receiving Water Body if known", and "Enter type of Outfall". The "Enter type of Outfall" element is highlighted in purple. To the right, a detailed view of the "Enter type of Outfall" question is shown. It includes a "Question" section with the text "Enter type of Outfall" and a yellow callout box that says "First enter your question here". Below the question are two checked options: "Answer is required" and "Use answer as title". The "Possible answers" section features a "+ ADD ANSWER" button and a list of answers: "RCP", "CMP", "ACCMF", and "Other". A yellow callout box over the "CMP" and "ACCMF" entries says "Then add answers to the questions". At the top right of the editor, there are "UNDO" and "SAVE PROJECT" buttons.

Type in the first answer, click the ADD Answer Button to advance to the next answer.

Continue adding possible answers the question.

If you added something by accident, simply click the x delete button.

When complete, click the validate icon, save your project and use the BACK button to return to the main project page.

This Main Project Page is your Dashboard. You can use it to navigate back to your questions. See details about your form, and change access settings to your project.

The screenshot displays the Epicollect5 web interface. At the top, the logo 'epicollect5' is on the left, and navigation links 'Hi, Scoog', 'My Projects', 'Create Project', 'Find Project', and 'Logout' are on the right. The main heading is 'My Norwich DemoProject' with a URL below it. A left sidebar contains a 'Dashboard' menu with options: Details, Form Builder, Manage U..., Mapping D., Clone, and Manage E... Below this is a 'Developers Beta' section with 'API' and 'Apps'. The central 'Project details' panel shows a placeholder logo with a red arrow pointing to 'Form Builder' in the sidebar, and another red arrow pointing to 'Mapping D.' in the sidebar. Text in the panel includes 'Add your own logo or change project name', 'showingfunctions', 'Created on Tuesday 22 Jan 2019, 13:31', and 'Go back to your form if you want to edit or delete a question'. A 'Settings' panel on the right has a red arrow pointing to the 'Access' section, with text 'Change settings to hide or make site visible'. The 'Access' section has 'PRIVATE' and 'PUBLIC' buttons. The 'Status' section has 'ACTIVE', 'TRASH', and 'LOCK' buttons. The 'Visibility' section has 'LISTED' and 'HIDDEN' buttons. The 'Category' section is set to 'General'. At the bottom, there is a link 'Found a bug? Have a question? Post it on our community page!' and a rating prompt 'Do you like Epicollect5? Please consider rating us on the Play Store or App Store , thanks! 🍌'.

Now logout of the website and prepare your mobile device.

On your phone or tablet-

Install the App from Google Play or the Apple store. It's free. Search for

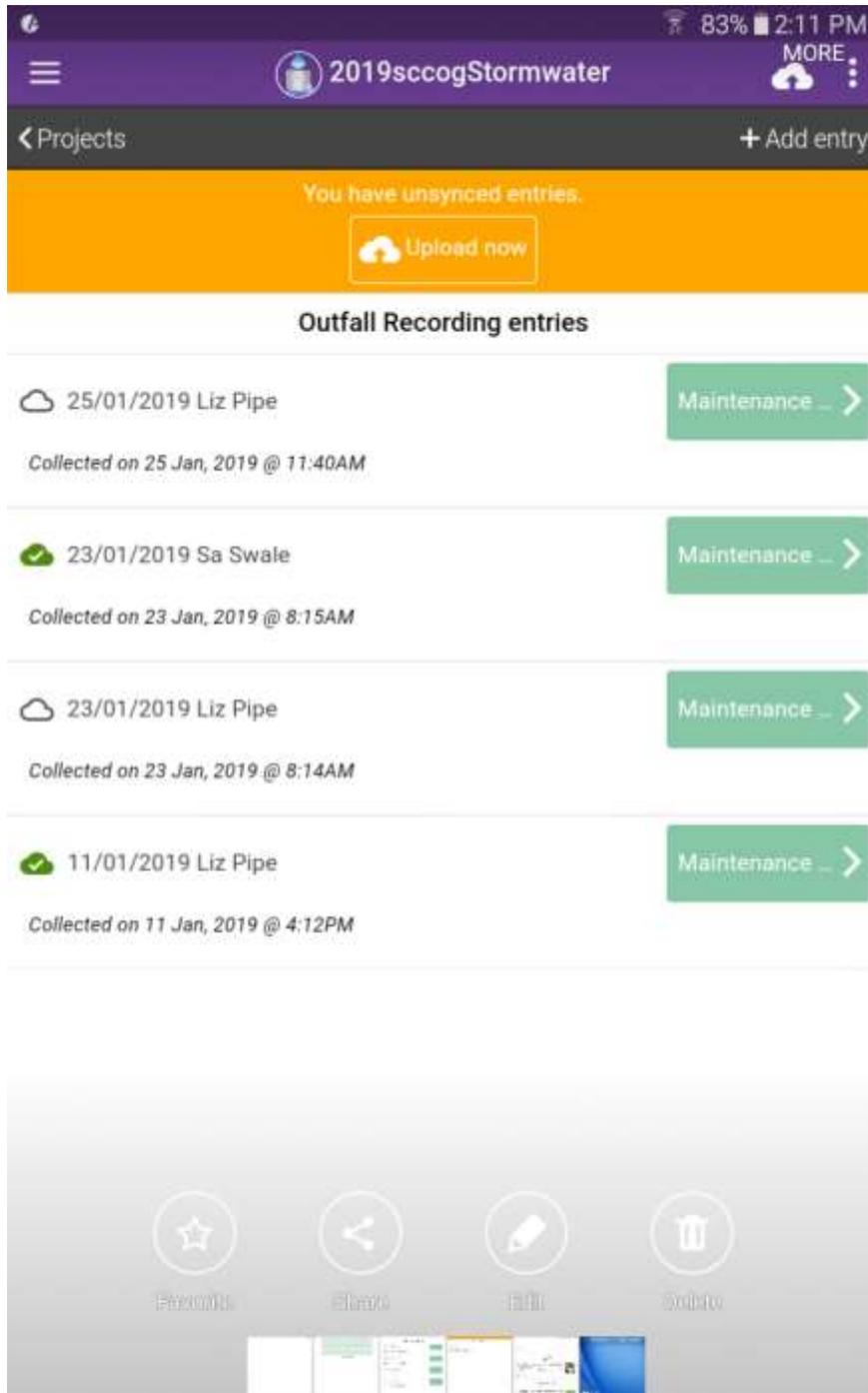


After you install the application, load the project on your phone or tablet. You do need WIFI to accomplish this but will not need it in the field to collect data.

Open the application, go to Add project on the device, and search for your project.

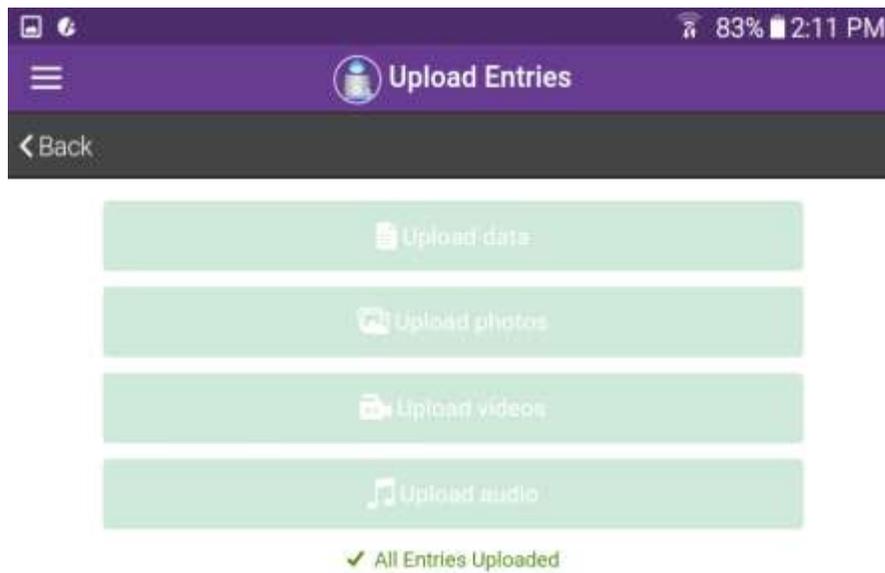
In the beginning the application will say “No entries found”.

Click the ADD ENTRY button to begin.



After collecting your entries in the field, return to your office and upload the information stored locally on your device to the cloud. Click the UPLOAD Now Icon.

In addition to uploading form data, you can upload photos and other types of media created in the field. Click all buttons for types of information that apply to upload.



Logout of the application on your mobile device and log into your project website. This will be done using the gmail account you used earlier to set up the project.

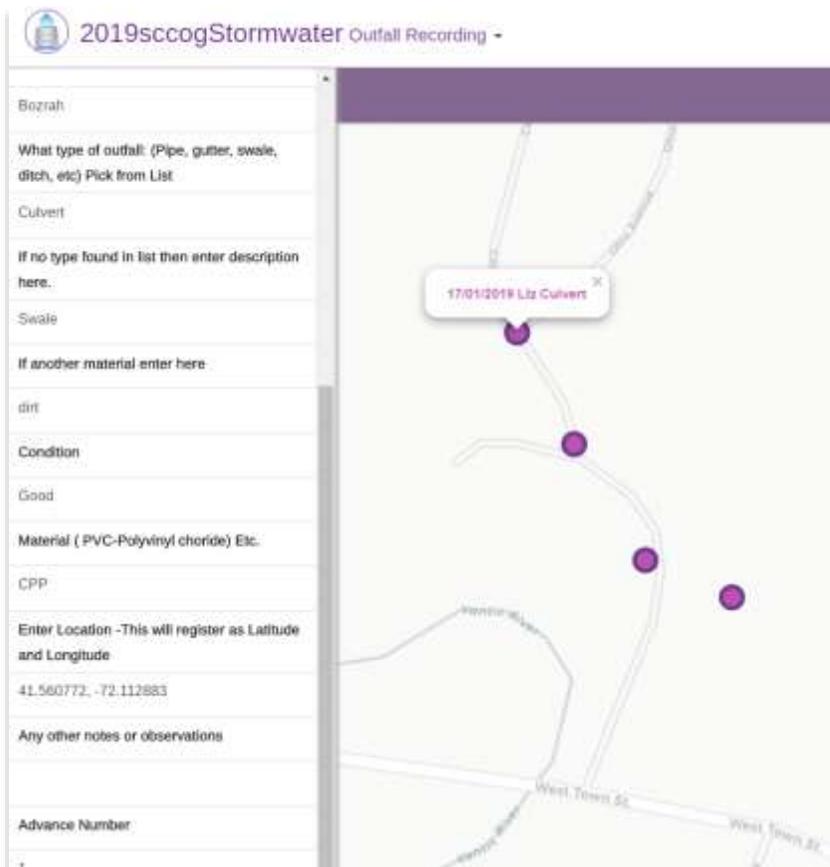
Select the My Projects tab at the top, and view your project. Select the view data tab and you will see your entries.

View	Delete	Edit	Maintenance Sta...	Title	Created At	Record image of stormwater a...	Enter Location -This will regist...	Any other notes or observations	Advance
			0	25/01/2019 Liz Pipe	25th Jan. 2019		41.559956, -72.112322		
			0	23/01/2019 Sa Swale	23rd Jan. 2019		41.556829, -72.110779		
			0	23/01/2019 Liz Pipe	23rd Jan. 2019		41.559105, -72.111624		12
			0	17/01/2019 Liz Culvert	17th Jan. 2019		41.560772, -72.112883		1
			0	11/01/2019 Bri Culvert	11th Jan. 2019		41.540257, -73.143004	Could not get to the pipe	152

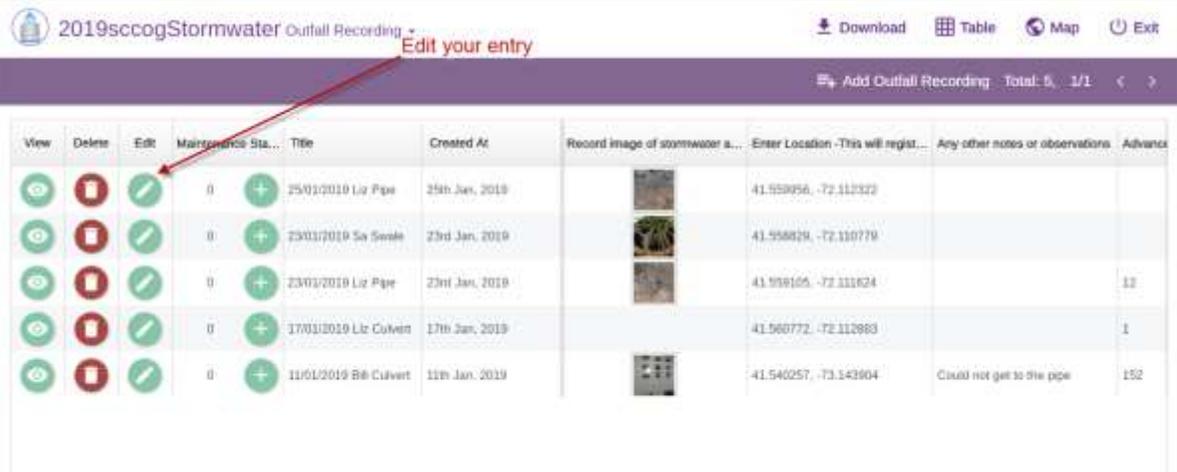
If you set up your project to collect locations, this partial table view shows the latitude and longitude of your locations.

You can Download the table using the download button above, and the table will export as a csv, (comma separated value) table that can be used in GIS software.

Select the Map view to see the location results of your data collection.



If you choose the Edit function from the table, you can go through each question, and even change the location on the map by moving the point.



2019scogStormwater Outfall Recording Edit your entry

Download Table Map Exit

Add Outfall Recording Total: 5, 1/1

View	Delete	Edit	Maintenance Sta...	Title	Created At	Record image of stormwater a...	Enter Location - This will regist...	Any other notes or observations	Advance
			0	2501/2019 Lir Pipe	25th Jan, 2019		41.958956, -72.112322		
			0	2303/2019 Sa Sewer	23rd Jan, 2019		41.958929, -72.110779		
			0	2303/2019 Lir Pipe	23rd Jan, 2019		41.959165, -72.111824		12
			0	1701/2019 Lir Culvert	17th Jan, 2019		41.960772, -72.112883		1
			0	1101/2019 B&B Culvert	11th Jan, 2019		41.540257, -73.543604	Could not get to the pipe	152