# IKE Office Form Builder Version 2 Walk-Through

The IKE Office Form Builder Version 2 is simplified and more user friendly as users are now able to see the majority of their form at a single glance.

NOTE: This will not change any existing or future data collected. Your form will appear the same as it previously did in IKE Field as well as IKE Office Measure and Map screens.
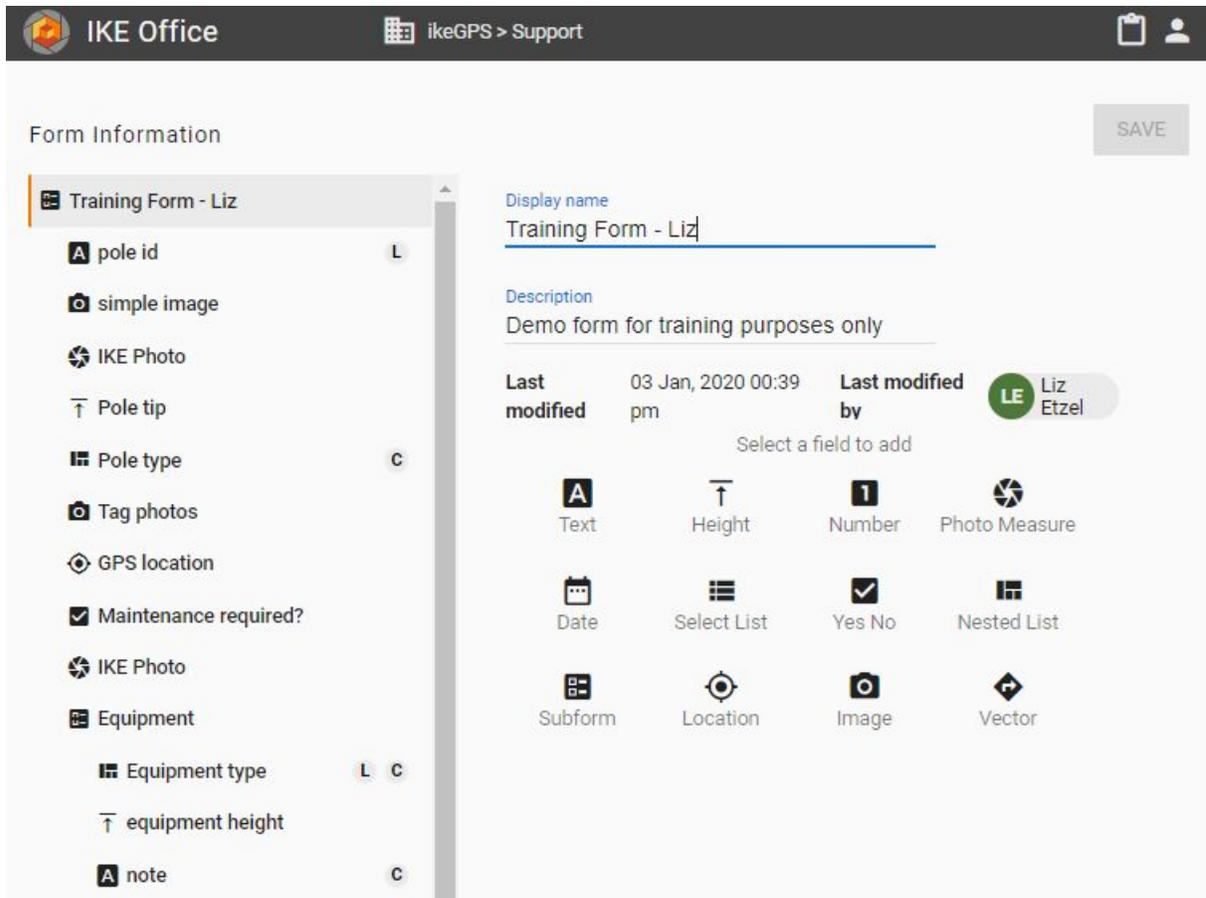
Create New Form Same Process, as previously: 1. Select "Forms" page from menu 2. Select orange "+" symbol 3. Blank form will be created 4. Name your form under "Display name" 5. Add a description under "Description"	Form Information — SAVE No name + Add field to form Display name Value required Description Select a field to add Text, Height, Number, Photo Measure Date, Select List, Yes No, Nested List Subform, Location, Image, Vector
Select a Field to Add **SELECT** the icon for the tool you'd like to add as your first field (you cannot drag the tool) Alternatively you can **SELECT** the left hand menu option "**+**Add field to [*form name*]"	Form Information — SAVE V2 Walk-through + Add field to V2 Walk-through Display name V2 Walk-through Description Form Builder Version 2 Select a field to add Text, Height, Number, Photo Measure Date, Select List, Yes No, Nested List Subform, Location, Image, Vector
Fill in Field information 1. **Name** the field in "Display name" 2. Add any other information (ie list options) 3. **Check** the box next to "Label", "Cloneable" or "Hide" *****"Hide*" will not be available to you if you are not using IKE Analyze* 4. **DELETE** a field by selecting the trash can.	Form Information — SAVE V2 Walk-through Pole ID L + Add field to V2 Walk-through Display name Pole ID A TEXT ∨ 🗑 Label ☑ Cloneable ☐ Hide ☐

Adding Additional Fields

Select "**+**Add field to [*form name*]"

The new field will be added to the bottom of the field list.

Change the Tool type by using the drop down menu next to the display name.

* The default Tool is *alphanumeric text*.

Form Information	SAVE

V2 Walk-through
- Pole ID
- Pole tip height
- Pole Type
- Pole Owner
- + Add field to V2 Walk-through

Display name
Pole Owner

Label ☐   Cloneable ☐   Hide

- Text
- Height
- Number
- Photo Measure
- Date
- Select List
- Yes No
- Nested List
- Subform
- Location
- Image
- Vector

Adding a Subform Field

1. **Add** a field as above, setting the Tool type to "SUBFORM"
2. Name the subform in "Display name" and **Check** the box next to "Cloneable" to set if desired.
3. **Select** "**+** Add field to [*subform name*]" to add a Tool in the SUBFORM OR select a Tool icon from the options to add into the subform
4. To continue adding fields to the main form and *not the subform*, once again select "**+** Add field to [*form name*]"

Form Information   SAVE

V2 Walk-through
- Pole ID
- Pole tip height
- Pole Type
- Pole Owner
- Equipment
  - + Add field to Equipment
- + Add field to V2 Walk-through

Display name
Equipment   SUBFORM ▾

Cloneable ☐   Hide ☐

Select a field to add

- Text
- Height
- Number
- Photo Measure
- Date
- Select List
- Yes No
- Nested List
- Subform
- Location
- Image
- Vector

Reordering Fields 1.Click on the field in the left hand menu to **SELECT** the field you would like to move. 2. Use the up ⌃ and down ⌄ icons next to the field list to change the order of your field.	
Editing Fields 1.**SELECT** the field you would like to edit from the menu on the left. 2. You can edit everything about the entry, including the Tool type. *If* you edit the Tool type (drop down list), the "display name" will remain the same, but you will lose all other settings (ie "Cloneable", or the options for a "Select List" field). You can **REVERT** the changes *if* you previously saved. Simply, go to a different IKE Office webpage and agree to "*Discard the changes*"	

Miss Form Builder Version 1?

We hope you enjoy this advanced form builder. If that's not the case, you can still access and utilize the Form Builder v1.
This will be available for a limited time.

How to access form builder v1:
1.Open the form you'd like to edit, or select the "**+**" to create a new form
2. In the URL you will see something like this:
https://office.ikegps.com/#/form/new
OR
https://office.ikegps.com/#/form/edit/hnoy3KCEUS
3. Between the words "form/" and "new"
OR
"form/" and "edit"
Insert "v1/"