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# VALTAMER

## User Guide for Allure Data Collection Software

Allure

<http://allure-beta.alltab.fi>

Alluredit (for editing the database)

<http://allure-beta.alleco.fi/alluredit/>

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# 1 Introduction

Allure Data Collection Software is a form based data collection web application for work groups. Allure is based on two fundamentals, *forms* and *fields*. User creates forms and then adds fields to those forms. Fields are the elements which take the desired data, for example: text, location, timestamp or sketch. There are 16 different type of fields to choose from.

Allure is designed for work groups, so multiple users can use and collect data to the same form. As Allure is a web application, user can use Allure with any major web browser anywhere and with any device (including tablets and smartphones) which has a web browser and is being supported by Allure (see Supported Web Browsers for more details). Allure works both online and offline. There is only need for a network connection when user wants to synchronize the forms. User can use the forms and collect data in to the forms even when offline.


## 2 Get Started

You should have received your user name and password by email if you have purchased Allure or have received Allure with some other Valtamer product or products. If not, please contact [support@valtamer.com](mailto:support@valtamer.com) and make a request for user name and password.

Open your web browser and type in to the address field: **<https://allure.alleco.fi>** and you will be forwarded to Allure's login view. Now, type in your email and password. If you have valid user name and password, you will be forwarded to Allure's main view. We recommend for you to change your own password once you start using Allure. Changing your password is easy, just go to **<https://allure.alleco.fi/admin/password>** and follow the steps given there.

To create a new form with fields, you can follow these easy steps described in detail below.

### 2.1 Create a New Form

- Press the 'Menu'  icon at the upper right corner of the screen and choose 'Create form' and the form editor view will open.
- Give your form a title and choose a form group if this option is available. The title of your form will appear at the middle top of the screen while you type it. Now you should have a form with a title and you can start to add fields in to your form.

## 2.2 Add Field

- Press the ‘Add field’ button and the field editor view will open.
- In the field editor view you give your field a unique title, choose the type of your field according to your needs and give the field a description (optional). There will be some other options available for your chosen field type as well (see Field Options for more details).
- Once you are done editing your field, press ‘Close field’ button to add field in to your form or press “Remove field” button to remove the field from your form.

Allure has 16 different type of fields to choose from (see the complete list of Field Types for more details).

## 2.3 Activate Form

- Press the ‘Activate’  icon at the upper right corner of the screen and your form will be activated and ready for use.

**Note:** Once you have activated your form you won’t be able to edit that form anymore. However, you can always make an editable copy of an existing form if you need to do only small changes to a form which you have already created and activated. If you don’t activate your form it won’t be synchronized.

## 3 Views

Views are different “parts” of the Allure web application which user sees on his/her screen. Different views have a different function or functions. Below you can see screenshots of different views and the descriptions for their functions. Screenshots are in the Dark theme.

### 3.1 Main View

The main view (*Screenshot 1*) is a view where all the existing forms are listed. Main view is the view which user will see once he/she logs in. Here user can quickly browse the forms and execute three different form related actions with action buttons. User can open a chosen form from the list by clicking its title.



*Screenshot 1. Main view with a list of all available forms. Form titles and form groups on the right and action buttons on the far-left end of the screen.*

#### 3.1.1 Action Buttons



‘Export’ button – to export a chosen form. Will create a .xlsx file with all the data and save it locally.




‘Copy’ button – to copy a chosen form. The copy will appear to the form list in and editable, un-activated state. The copy of a form will be a completely new form and won’t have any relation to the original form, only the same structure and fields.

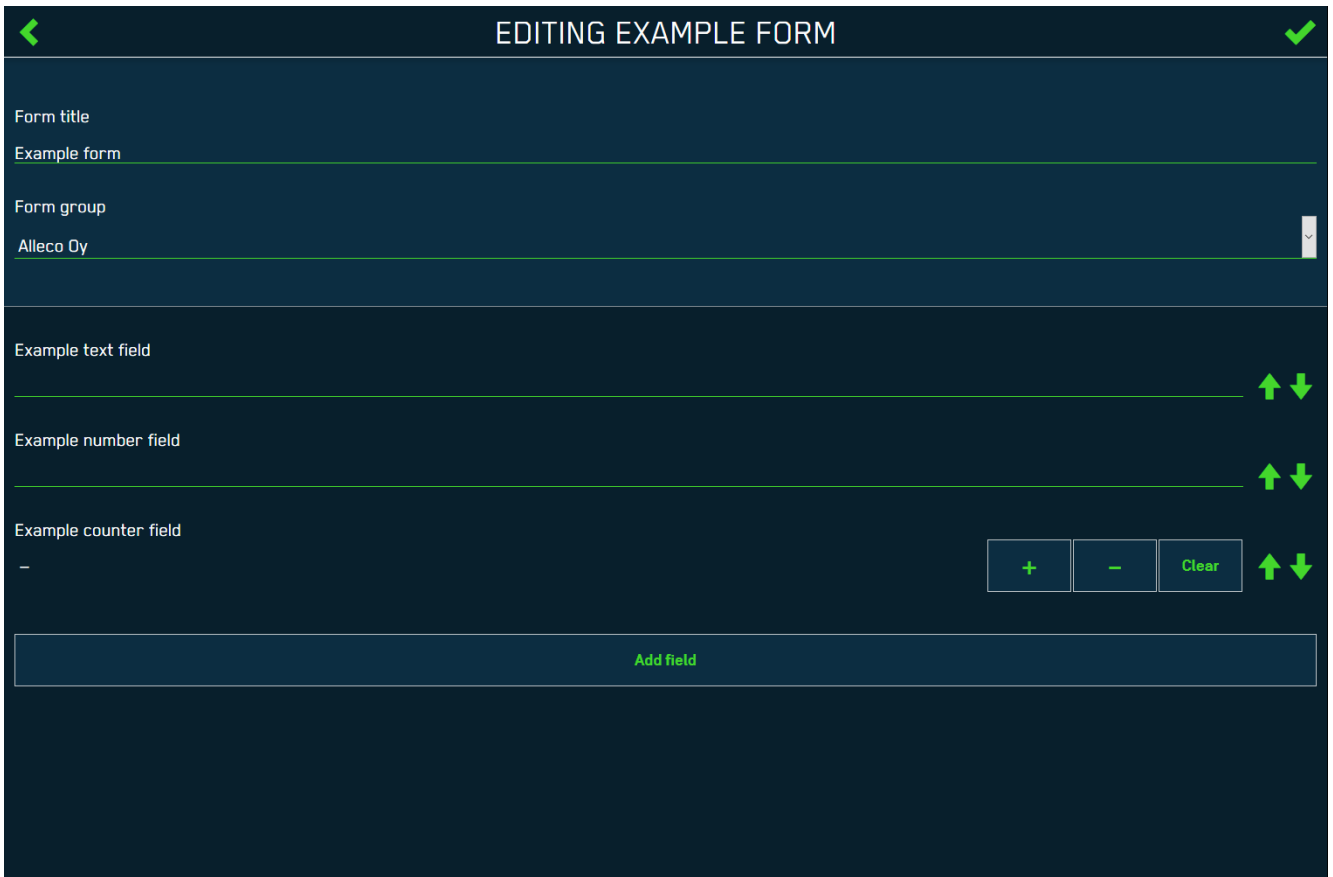


‘Delete’ button – to permanently delete a chosen from.

### 3.2 Form Editor View

The form editor view (*Screenshot 2*) is a view where user can give the form a title, choose the form group<sup>1</sup>, and change the order of the fields on a form. In the form editor view user can also activate the form by pressing the ‘Activate’  icon at the upper right corner of the screen.

**Note:** Although fields may appear in to the form editor view with their field related buttons, as in *Screenshot 2*, user can’t use these buttons to enter data while in the form editor view.




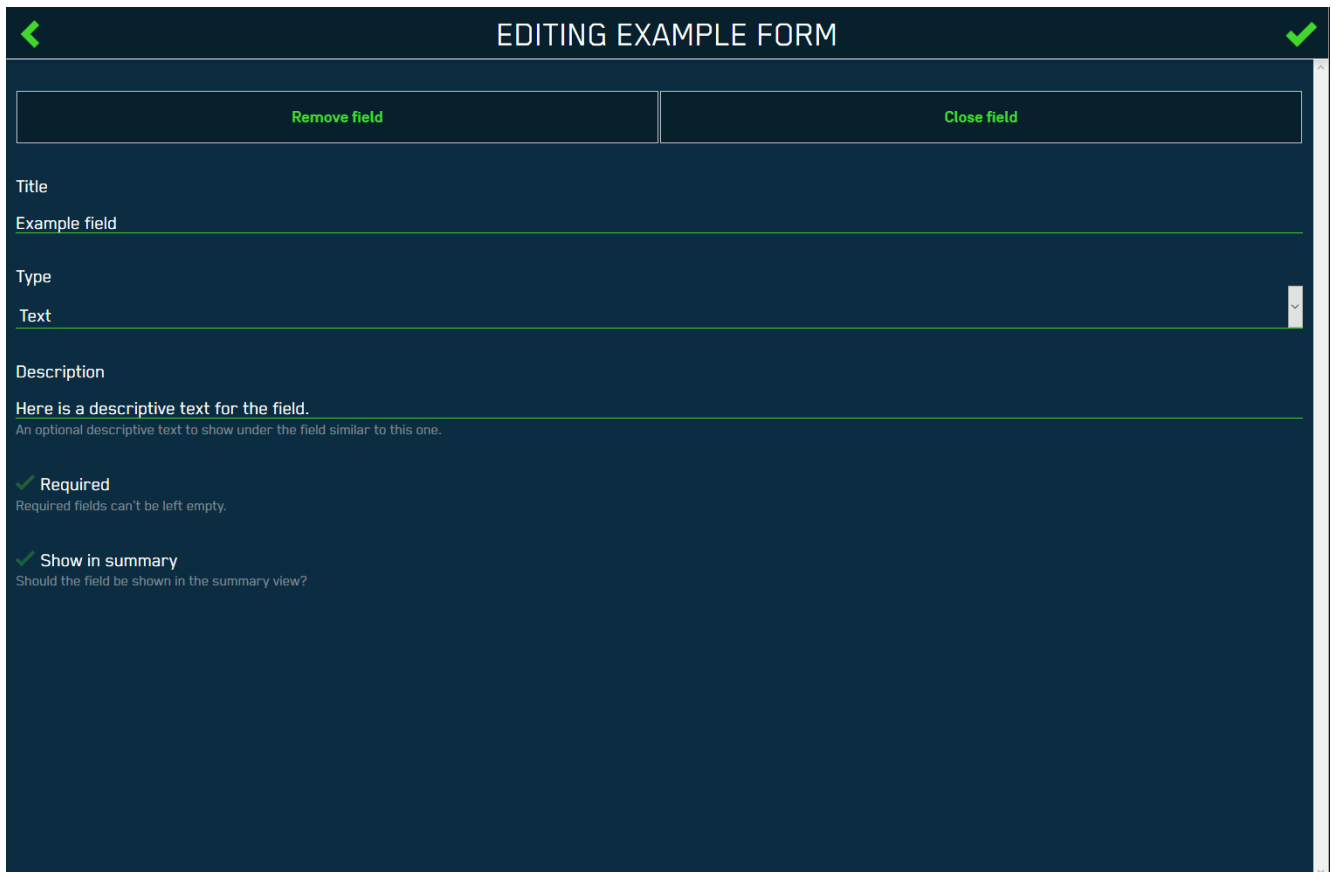
*Screenshot 2. Form editor view with a form title, a form group and three example fields.*

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<sup>1</sup> Available only if the user license includes several form groups.

### 3.3 Field Editor View

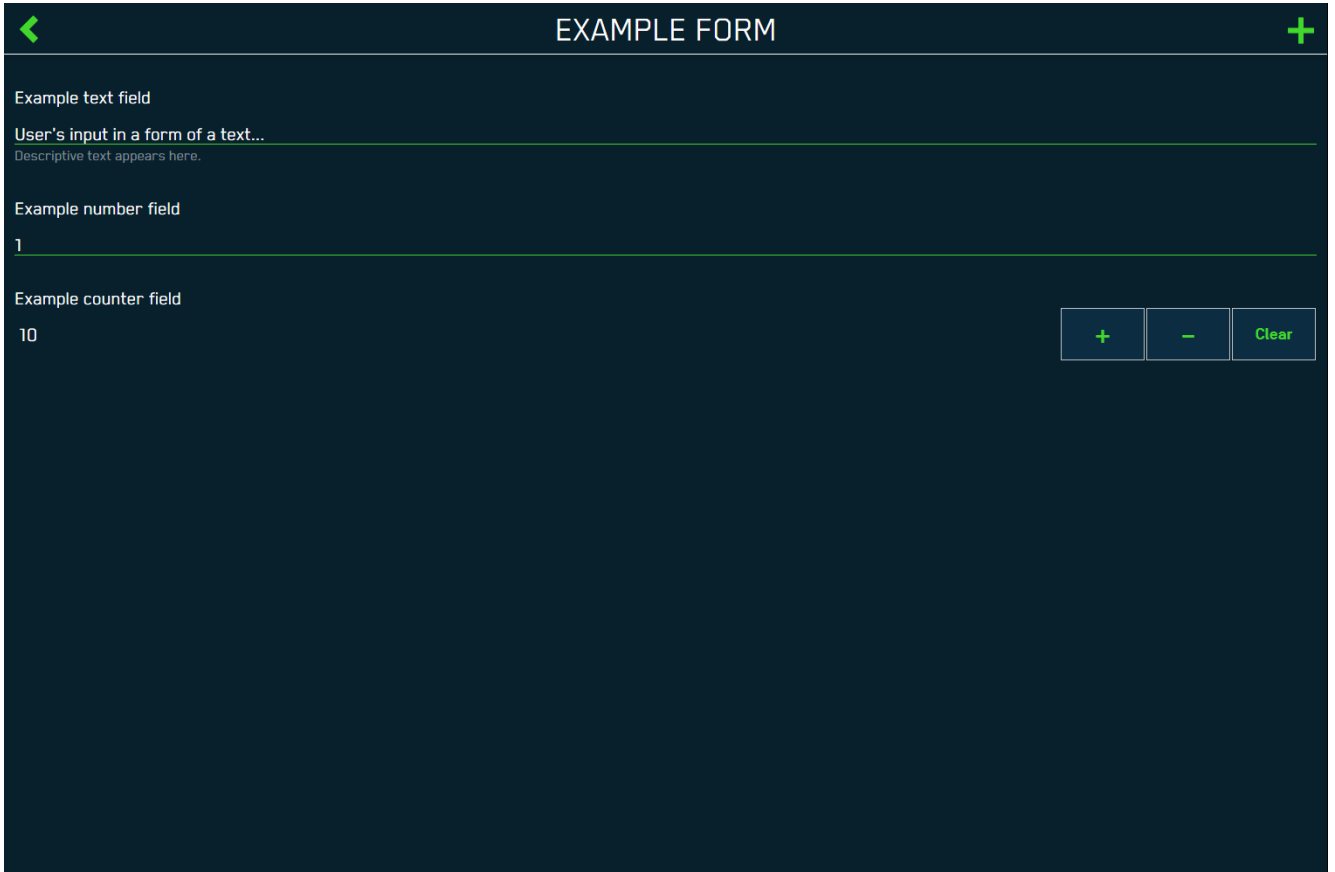
The field editor view is a view where user will give the field a title, choose the type of the field and write the optional descriptive text for the field. Field editor view will also show all the options for given field, after choosing the type of the field. User can add or remove field by pressing either 'Close field' or 'Remove field' button. You add the field to the form by closing the field. In the field editor view user can also activate the form by pressing the 'Activate'  icon at the upper right corner of the screen.



*Screenshot 3. Field editor view with a field type "Text" chosen.*

### 3.4 Form View

The form view (*Screenshot 4*) is a view where the user fills the fields with data. The form view presents the title of the form at the top middle of the screen. You can create a new record by pressing ‘Create record’ **+** icon at the upper right corner of the screen. This will open a new form view.



The screenshot shows a dark-themed mobile application interface titled "EXAMPLE FORM". At the top left is a back arrow icon, and at the top right is a plus icon. The form contains three input fields:

- Example text field:** The input contains "User's input in a form of a text...". Below the input is a placeholder text "Descriptive text appears here."
- Example number field:** The input contains the number "1".
- Example counter field:** The input contains the number "10". To the right of the input are three buttons: a plus sign (+), a minus sign (-), and a "Clear" button.

*Screenshot 4. "An Example form" open with three fields containing user inputs.*



### 3.5 Summary View

The Summary view (*Screenshot 5*) is a view where all the form's records will be presented. User can create a new record by pressing 'Create record' **+** icon at the upper right corner of the screen. This will open a new form view. To delete a record, press the delete button at the right end of each record. The records will appear in time order with the latest one at the top of the list.

**Note:** If you have no records, summary view will empty.



*Screenshot 5. Summary view of "an Example form" listing three records containing user data. Delete record button at the right end of each record.*

## 1 Fields

All the field types have some common attributes which the user can fill in the field editor. In addition to this, all the fields have variety of different options depending on which field type is in question. User can change these options according to the needs for every field being added in to the form. Below are tables where these different attributes and field options are explained.

## 1.1 Field Attributes








Attribute	Description
Title	The title of a field for user to distinguish between different fields in a form.
Type	The type of a field for the desired data, for example: text, number, location, etc..
Description	The description text to give more detailed information about the field. It will appear under the field if given.

## 1.2 Field Options

Option	Description
Required	Field must be given a value and can't be left empty. If such a field is left blank, the form will not be synchronized.
Show in summary	Field's value will be shown in the summary view.
Filterable list	Choices list can be filtered by entering combinations of letters, such as the letters at the beginning of a listed word.
Multiple values	Field can take multiple values.
Constant variable list	Will show all user given choices in the variable list.
Minimum value	Value cannot be below the given minimum value.

Maximum value	Value cannot be above the given maximum value.
Unit	Field's unit which will be given by the user.

## 2 Icon Descriptions

Name	Function	Icon
Synchronize	Synchronize forms. Uploads forms and records to the server.	
Menu	Open/close menu.	
Back	Back to previous view.	
Location	Mark your present location on a map.	
Arrows	Move fields up or down on a form.	
Activate form	Activate form, after it has been edited to a final stage.	
Create record	Create a new record to the open form.	

### 3 Field Types

Field type	Description	Options
Checkbox	Appears on the form as a checkbox. Appears in export .xlsx as 1 or empty.	Title, Descriptive text
Choice	<p>Create a list of choices by entering them one by one to the text-box or by copying and pasting them from another application, each choice on a different line.</p> <p>As default the choices will be arranged in alphabetical order into groups of 8. If the list includes more than 12 choices, the first level of choice boxes will have ranges. The number of choices is divided into levels. One level can have a maximum of 8 choices, 2 levels 64, 3 levels 512, 4 levels 2048 etc. The number of levels is infinite.</p> <p>If Filterable List option is checked, the choices will appear as a single list, which can be either scrolled or narrowed down by typing a combination of letters contained in the of the word to be chosen.</p> <p>If Multiple values is opted, Allure will not return to the main view after the first choice is made, but waits until the desired number of choices is made.</p>	Title, Descriptive text, Filterable List, Multiple values, Required y/n, Show in summary y/n

	<p>If Multiple choice is opted, the results will appear in the exported .xlsx file in its own sheet, with the choices as columns, returning values 1 or empty.</p> <p>If Multiple choices is not opted, the results will appear in the exported .xlsx file as a column in the main sheet, with the chosen text in the shells on the rows relating to records.</p>	
Compass	<p>Point the device to the desired direction and press the button. Compass direction will be saved. Works only in devices with an internal compass. The results will appear in the exported .xlsx file as a column in the main sheet, with the values in the shells on the rows relating to records.</p>	<p>Title, Descriptive text, Required y/n, Show in summary y/n</p>
Counter	<p>Add or subtract numbers by pressing + or - buttons. The results will appear in the exported .xlsx file as a column in the main sheet, with the values in the shells on the rows relating to records.</p>	<p>Title, Descriptive text, Required y/n, Show in summary y/n</p>
Coverage	<p>A list of choices will appear with sliders allowing to point or slide the value between 0 and 100%. The choices are picked one by one as in the <i>Choice -field</i>, unless <i>Constant variable list</i> is checked. In this case, all choices are shown. Combination of the chosen values is shown in a coloured bar at the top of the field.</p> <p>The results will appear in the exported .xlsx file in its own</p>	<p>Title, Descriptive text, Required y/n, Constant variable list y/n</p>

	sheet, with the choices as columns, with the values in the shells on the rows relating to records.	
Field set	Allows to arrange multiple fields in a row. The fields appear in the exported .xlsx file as they would do also without the field set.	Title, Descriptive text
Inclination	Place the device to the desired position and press the button. Inclination angle will be saved. Works only in devices with an internal inclination sensor. The results will appear in the exported .xlsx file as a column in the main sheet, with the values in the shells on the rows relating to records.	Title, Descriptive text, Required y/n, Show in summary y/n
Integer	Allows only integers (a.k.a. natural numbers, whole numbers) to be entered. Many options include minimum and maximum values (for example, only 1, 3, 5, etc.), and unit, which is only a marking at the end of the entry (i.e. “kg”, “meters”). The results will appear in the exported .xlsx file as a column in the main sheet, with the values in the shells on the rows relating to records. The unit is displayed in the title of the column.	Title, Descriptive text, Minimum value, Maximum value, Unit, Required y/n, Show in summary y/n
Location	Opens an online map window showing the position from the system of your device as a blue point. The lighter blue distance rings mark the accuracy of positioning (Image 1 below). When User is tapping the position symbol in the upper right corner, it will appear on the blue point, and its coordinates in the dialogue box below the map (Image 2). You can also drag and drop the position symbol to a desired position on the	

map, and the coordinates will be changed accordingly (Image 3). Background online maps available are Mapbox maps (default), Finnish NLS Background and Terrain maps. When working offline, no background map is visible. The results will appear in the exported .xlsx file in its own sheet, with the latitude and longitude in their own columns.

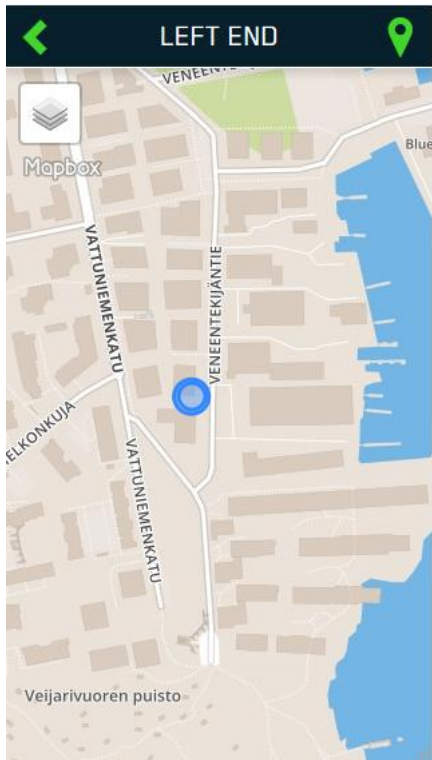


Image 1

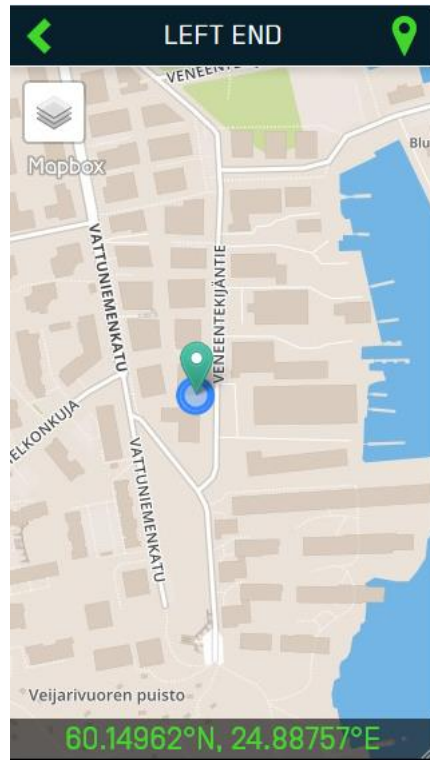


Image 2

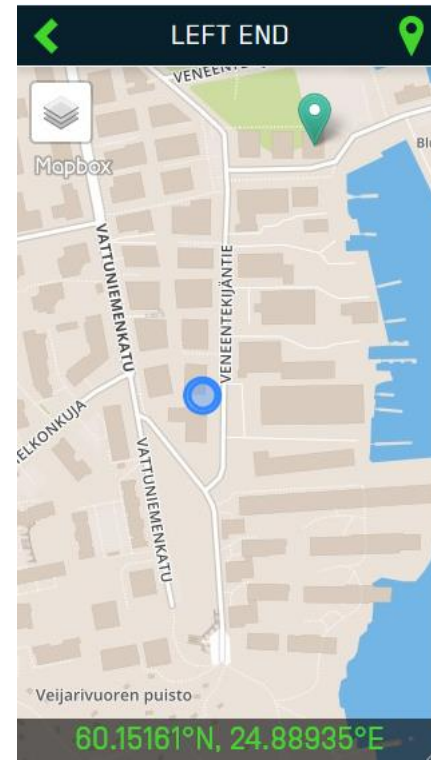


Image 3

## Map point

Opens an online map window showing the position from the system of your device as a blue point (Image 4). Compass bearing is indicated by a blue line. On the right side are listed preset map points in the order of vicinity. Four points closest to the device are shown at a time. User can choose one of the points, and the value of the point is saved. The results will appear in the exported .xlsx file as a column in the main sheet, with the chosen point names on the rows relating to records.

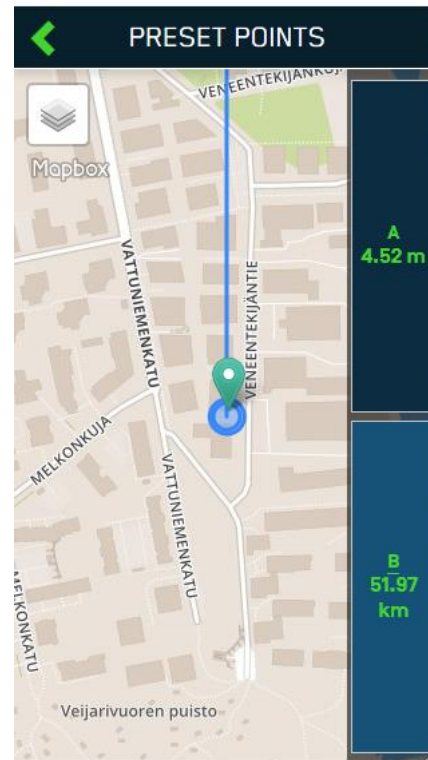


Image 7



Number	Allows only numbers to be entered. Many options include minimum and maximum values (for example, only 1, 3, 5, etc.), and unit, which is only a marking at the end of the entry (i.e. “kg”, “meters”). The results will appear in the exported .xlsx file as a column in the main sheet, with the values in the shells on the rows relating to records. The unit is displayed in the title of the column.	Title, Descriptive text, Minimum value, Maximum value, Unit, Required y/n, Show in summary y/n
Sketch	Opens a drawing box, allowing to sketch with a free line, straight line, and a circle. Drawing objects can be deleted by pointing, and steps can be taken back and forward. The results will appear in the exported .xlsx file as a column in the main sheet, with the drawing in the cell relating to each record.	Title, Descriptive text, Required y/n
Subform	Opens a new subform to allow the design of hierarchical forms. User must enter a name of the subform and may add any fields to it just like to the main level. The results will appear in the exported .xlsx file in its own sheet which looks like the main sheet. There is no limit to the number of hierarchical levels.	Subform title
Text	Default field type, allowing any characters to be entered. Number of characters is not limited. The result appears in export .xlsx as a text column in the main sheet.	Title, Descriptive text, Required y/n, Show in summary y/n
Text field	Like Text, but the field size can be adjusted to include as many rows as needed, to allow the whole entry to be visible at the same time.	Title, Descriptive text, Required y/n, Show in summary y/n

Timestamp	Tapping the field will return automatically the device's date and time. Values can also be edited manually by tapping the blue edit-symbol. Time will be displayed in the device's time zone. The result appears in export .xlsx as a time column in the main sheet, in UTC (+0.0) time zone.	Title, Descriptive text, Required y/n, Show in summary y/n
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## 4 Supported Web Browsers

Allure Data Collection Software supports the following web browsers.

- Chrome (version: )
- Edge (version: )
- Firefox (version: )
- Safari (version: )