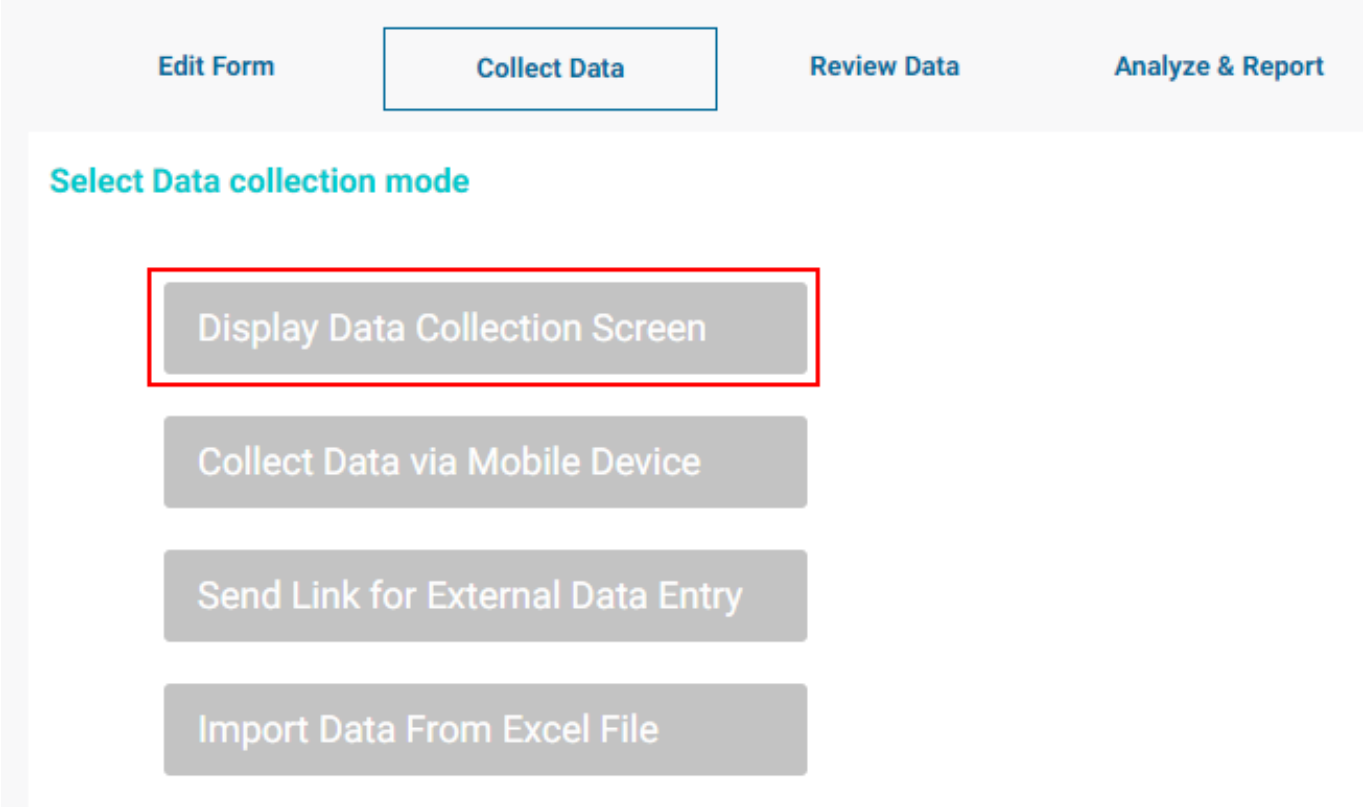
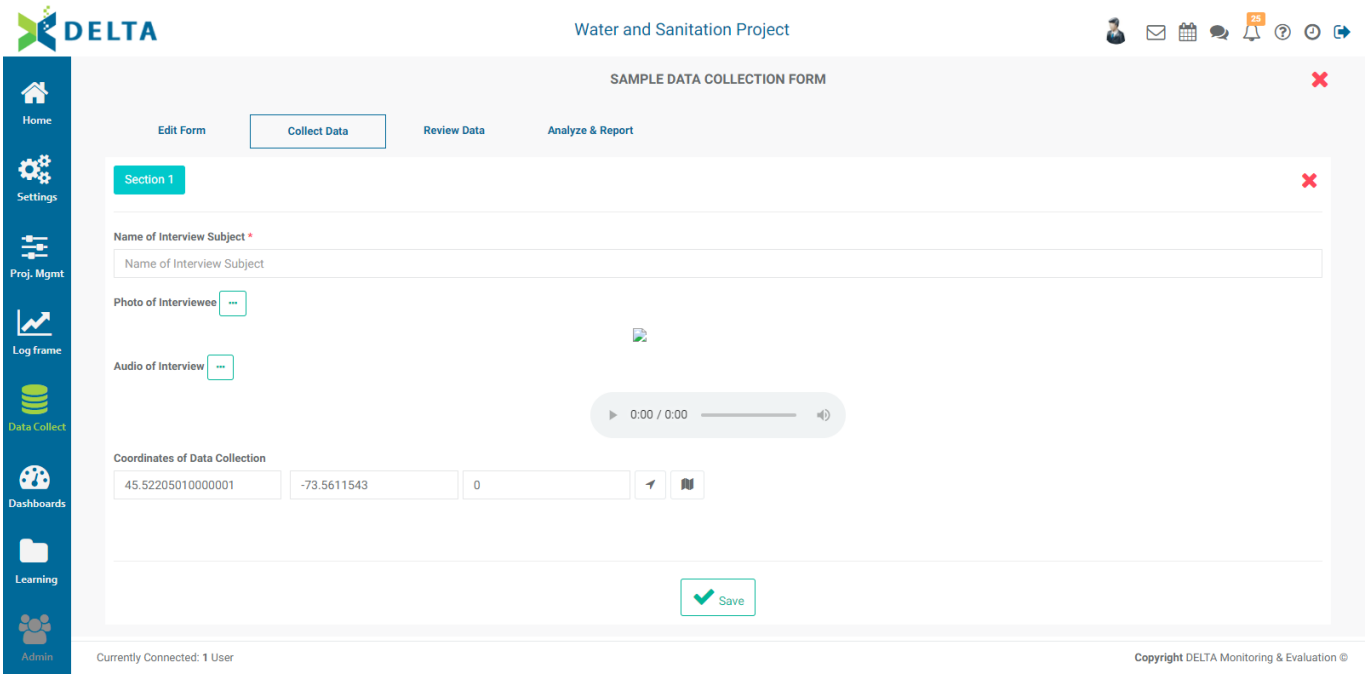
Data Collection

Data Collection: Display Data Collection Screen (Manual Input)

To enter the data entry screens, click on your form's name to open it, then click **Collect Data**. You will be presented with four choices: Display Data Collection Screen, Collect Data via Mobile Device, Send Link for External Data Entry, and Import Data From Excel File.

Select **Display Data Collection Screen** to **input data manually** into the form.





Enter data into the form, and click Save to save your work. The record will be saved, a small confirmation will appear for a few seconds, and the form will reset to blank so another record can be entered into the form. Once you're done entering individual records into the form, click the X at

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upper right to close the data entry form. **NOTE:** if the form uses the GPS field, and the device on which the data entry has a live connection, the GPS field will be populated automatically.

Reviewing and editing the data is described in detail in the Data Collection: Reviewing Data article.

Previous: Data Collection: Unique Identifiers & Skip Logic | Next: Data Collection: Collect Data via Mobile Device

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