# Indicator design

Create a new indicator
Edit an existing indicator
Field for collection of text - Text Field
Field for collection of numeric values - Numeric fields
Field for collection of date and time - Date and Time fields
Collecting of field with options - List and Dynamic List
Create a calculation - Field type Calculation
Create a label field - Field type Label
Create a field for video - Video Field Type
Copy a field
Change the order of fields
Delete a field
Settings - Presentation properties
Presentation Properties for each field type
Presentation properties
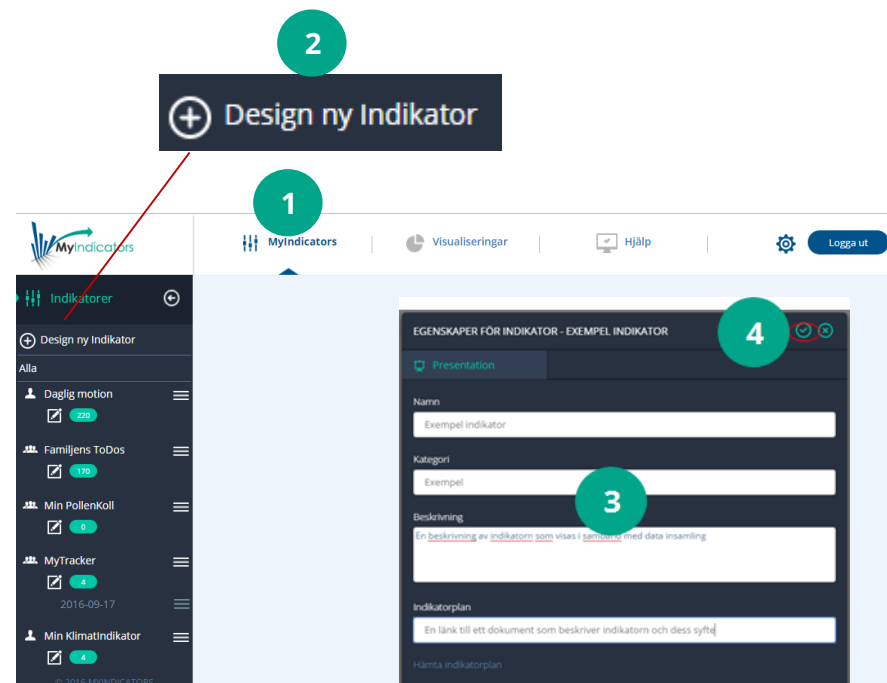
MyIndicators

# Create a new indicator

You create a new indicator by building it from scratch, add fields and set its properties. You start by creating a new indicator and set the overall properties.
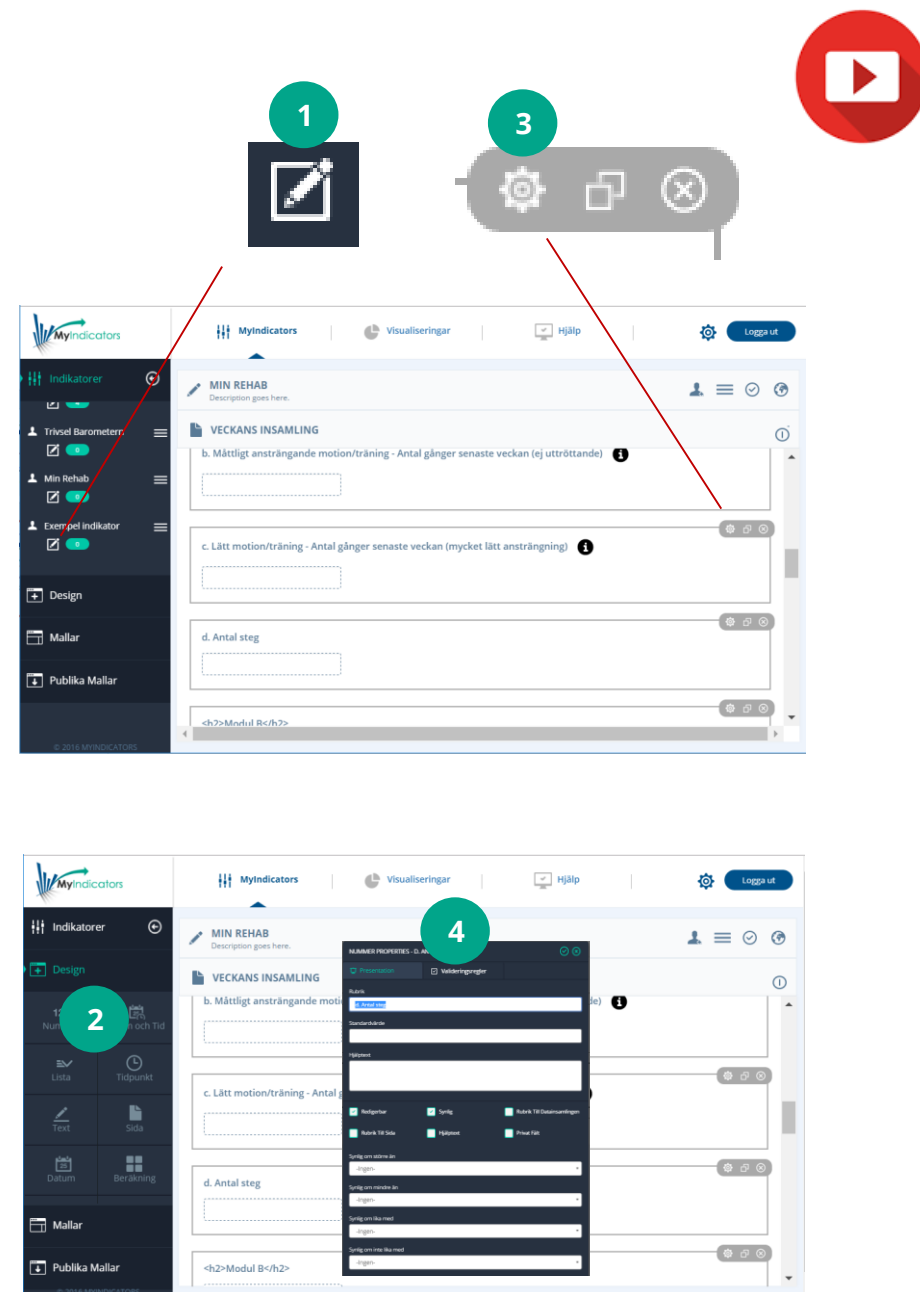
| How... | Description |
|--------|-------------|
| **Create a new indicator** | **1** Choose **MyIndicators** |
| | **2** Choose **New indicator** |
| | **3** Here you enter the properties of your indicator<br>**Name** - Listed in the indicator list<br>**Category** – A category to filter your indicators in the indicator list<br>**Description** - Shown in data collection<br>**Indicator plan** - A link to a document that describes your indicator |
| | **4** Save the properties of the indicator by pressing the Save button. If you select X, you close the window without saving |
| | **5** Save the indicator |

# Edit an existing indicator

You can change the design of an indicator you have created from scratch or from a premade indicator.

| How... | Description |
|--------|-------------|
| **Edit an existing indicator**  | **1** You go to design by selecting the pen icon, or by menu **Edit indicator** |
| **Add a field** | **2** To the left, you now have the list of different types of fields you can add to your indicator. Select the field type you wish to add, the field is added below |
| **Set properties**  | **3** Each field has a dialog to set the properties. Activate the properties by clicking on the settings for the field |
|  | **4** Properties define how the field is presented and how data is controlled during data collection. |

# Field for a collection of Text - Text field

Where possible, the data collection is done using predefined amounts, but in some cases, we need to collect information in the form of free text. For this, use the field type Text. One of MyIndicators' cornerstones is quality of data, controlling the input even for text fields. This is done under "Control of data" in properties for text.

| How... | Description |
|---|---|
| **Text field** | **1** Choose the field type **Text** |
| | **2** **Properties** - The only thing needed is the Title of the field, the rest is optional. |
| | **Label -** Defines the name of the field, referred to in visualizations, calculations or references in the indicator itself |
| | **Default value -** Specifies a default value, which still can be changed in the data collection. |
| | **Help text -** Is a descriptive text that can be used either as a help text for the field or alternatively for further description of the field |
| | **3** **Save** Properties |
| | **4** **Place** the field where you want it, drag and drop the bar of the indicator and Save the indicator |

MyIndicators
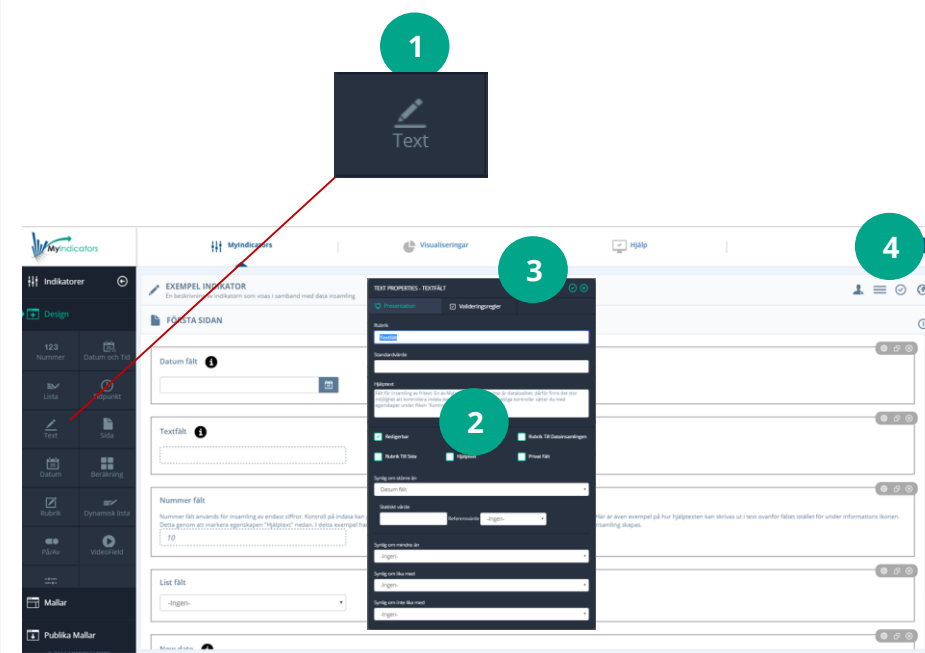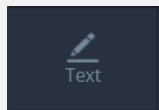
# Field for collection of Numeric Values - Number field

Where possible, the collection of data is done using predefined amounts, but in some cases it is easier to enter numeric values directly. For example, if there are many possible options, or if we want numbers in a particular format. For this, use the field type number. One of MyIndicators' cornerstones is the quality of data, hence the opportunity to control input also for number fields. This is done under "Control of data" in properties.
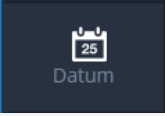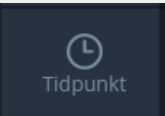
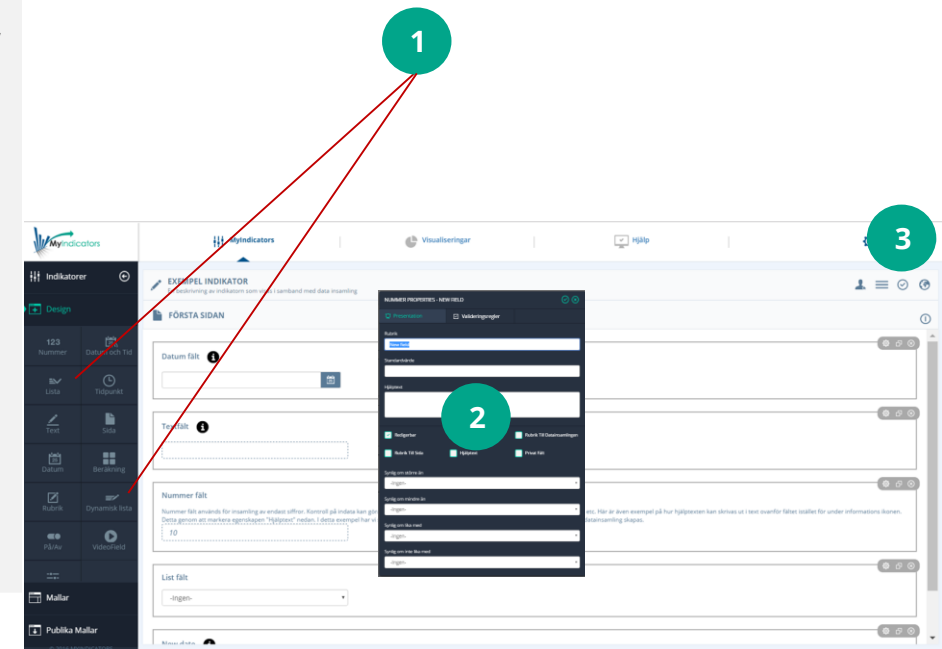| How... | Description |
|---|---|
| **Number**<br><br>123<br>Nummer | **1** Choose the field type **Number**<br><br>**2** **Properties**. The only thing needed is the Title of the field, the rest is optional<br>**Label -** Defines the name of the field, referred to in visualizations, calculations or references in the indicator itself<br>**Default value -** Specifies a default value, which still can be changed in the data collection.<br>**Help text -** Is a descriptive text that can be used either as a help text for the field or alternatively for further description of the field<br><br>**Save** Properties<br><br>**3** **Place** the field where you want it, drag and drop the bar of the indicator and Save the indicator |
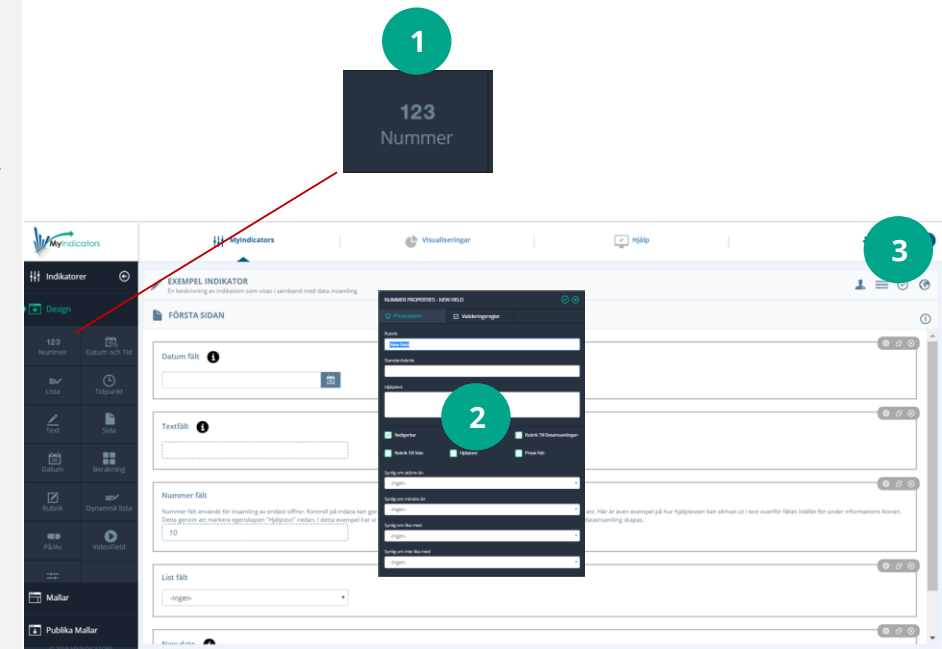
# Field for collection of date and time – Date and Time field

To collect the date and time there are three different field types to choose from. Date, date and time, and time. A data collection has always a hidden created date and a reported date automatically set at the time of creation of the indicator and reporting. Date and Time are often used if you want to register back in time.
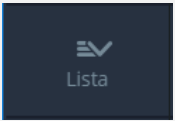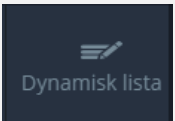
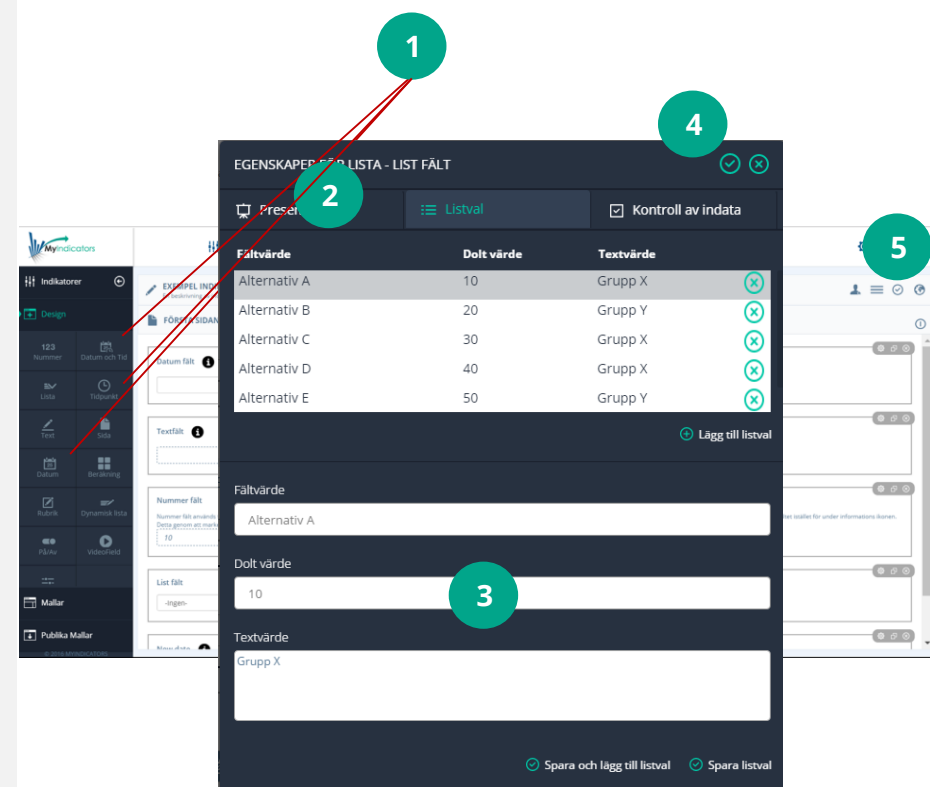| How... | Description |
|---|---|
| **Date and time**<br><br>Datum och Tid<br><br>Datum<br><br>Tidpunkt | **1** Choose the field type **Date, Date and Time or Time**<br>**Label -** Defines the name of the field, referred to in visualizations,<br>**2** calculations or references in the indicator itself<br>**Default value -** Specifies a default value, which still can be changed in the data collection.<br>**Help text -** Is a descriptive text that can be used either as a help text for the field or alternatively for further description of the field<br><br>**Save** Properties<br>**3**<br>**Place** the field where you want it, drag and drop the bar of the indicator and Save the indicator |

# Collection of field with options  List and Dynamic List

These fields are the most common and also the best since they are predefined, which gives us the control of the data. List can only be defined in the design while the dynamic list allows items to be added in the data collection. List has more possibilities since it has three values per option. Field value, hidden value and text value. These fields can be used for calculating and mapping the classifications in subsequent integrations or for use in visualizations.

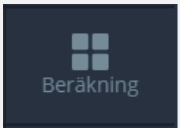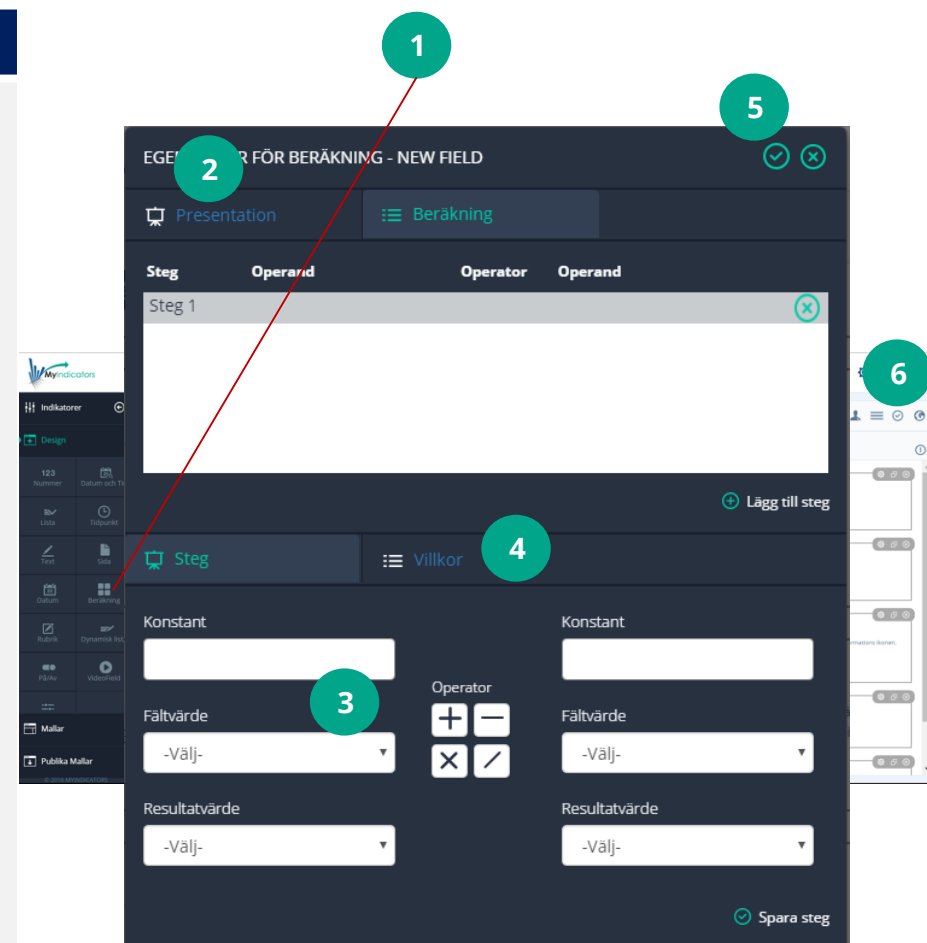| How... | Description |
|---|---|
| **Alternative** | **1** Choose the field type **List or Dynamic List** |
| | **2** **Properties** <br> For properties of the presentation and control of the collected data, see the **Field properties** |
| | **3** **Define options** in the tab list items <br> a) Enter the field value that will appear in the list of the data collection <br> b) Enter the hidden value that can be used for calculations and mapping. This value appears in the list only if the property *Show Hidden Value* is set <br> c) Enter the text value which can be used in visualizations. This value does not appear in the data collection |
| | **4** **Save** the properties and **Place** the field where you want it, drag and drop the field in the indicator |
| | **5** Save the indicator |

# Create a calculation - Field type calculation

Calculation is an important field in the indicator. With this field, you can calculate points or indices. The calculation is built up step by step. Each step can have a constant, or a field value/result as the operand on both sides of the operator (Plus, minus, times and divided). Each step may also have a condition that should be calculated. In this way, you can do advanced calculations step by step.

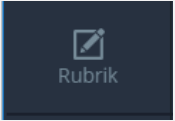| How... | Description |
|---|---|
| **Calculation** | **1** Choose the field type **Calculation** |
| | **2** **Properties** <br> For properties choose **Field properties** |
| | **3** **Define calculations** in the Calculation tab <br> a) Select a constant or field value as operand before operator <br> b) Select the operator (plus, minus, times or division) <br> c) Select a constant or field value as the operand after operator <br> d) Save the step <br> e) Add a new step <br> f) Select Constant, field values, or results as operand before the operator |
| | **4** If you wish, you can add a condition for any calculation that must be met for the calculation to take place. The list shows conditions with a "?" after the step |
| | **5** **Save** the properties and **Place** the field where you want it, drag and drop the field in the indicator |
| | **6** Save the indicator |

# Create a label field - Label field

To divide your indicator into logical parts label fields can be used. The label field can also be used to provide messages and depending on values in other fields, the label will be visible. The text can be HTML interpreted with color, shape, and images. (Label fields have grey background in the iOS app).

| How... | Description |
|---|---|
| **Label**  | 1   Choose the field type **Label** |
| | 2   **Properties** <br> For properties see **Field properties** |
| | 3   For HTML, write tags in the Label, Description and Help Text and select the HTML property. For example... <br> <h2 style = "background-color: #00a48a"> Hello </ h2> <br> ...gives you a green label in header 2 format like **MyIndicators green** |
| | 4   **Save** the properties and **Place** the field where you want it, drag and drop the field in the indicator |
| | 5   Save the indicator |
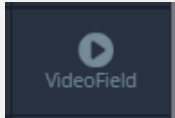
# Create field for video -Video field

To play video clips, e.g. showing an exercise, use the video field. Enter the URL of the YouTube clip, which can be shown in a small window or full screen.

| How... | Description |
|---|---|
| **Video**<br><br>VideoField | **1** Choose the field type **Video**<br><br>**2** **Properties**<br>For properties see **Field properties**<br><br>**3** Enter YouTube URL for the desired video<br><br>**4** **Save** the properties and **Place** the field where you want it, drag and drop the field in the indicator<br><br>**5** Save the indicator |
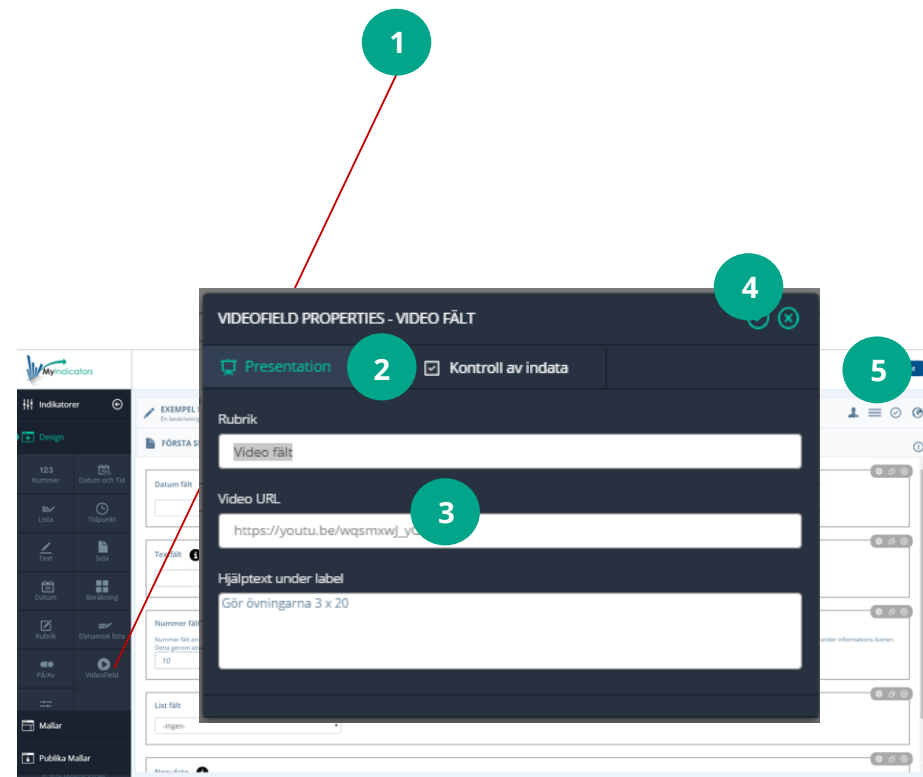
# Copy a field

You can copy the fields with all the properties you have already set. This is useful when you have similar fields you want to use again, such as If you conditionally want to show one of five fields, depending on the previous field data collection.
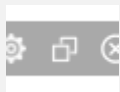
| How... | Description |
|---|---|
| **Copy a field** | **1** Press the copy icon to copy a field |
| | **2** Change the field name |
| | **3** Save the properties of the field |
| | **4** Save the indicator |
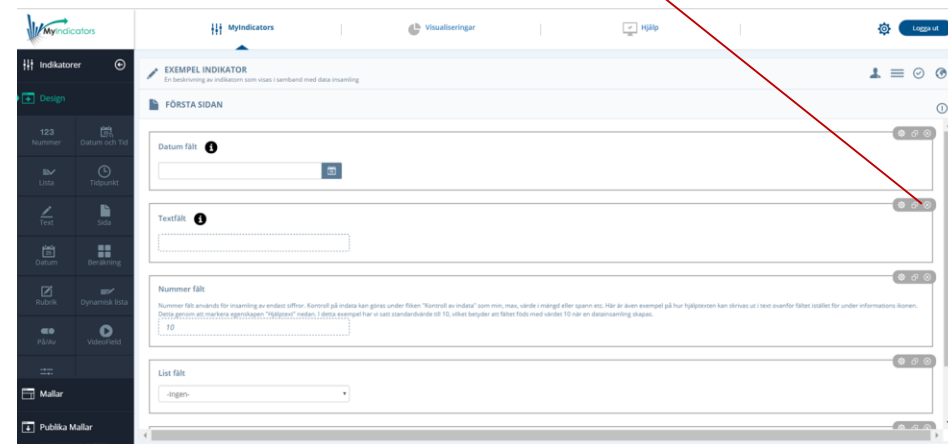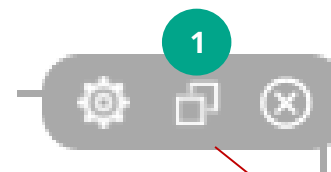
# Change the order of fields

The order of the fields can be changed using drag and drop technology. A new field is added to the bottom, you can then move it to the desired location of your indicator.

| How... | Description |
|---|---|
| **Change the order of fields** | **1** Drag a field up or down, drop the field where you want it<br><br>**2**<br><br>2. Save the indicator |
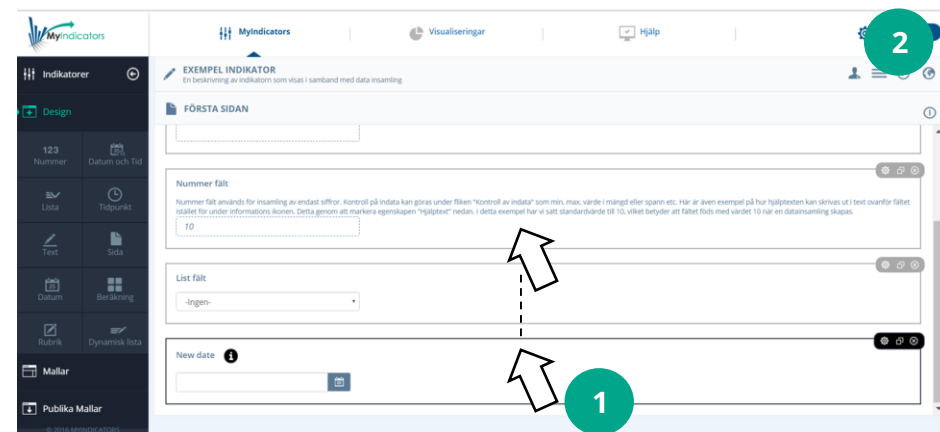
# Delete a field

You can delete any field in your indicator by pressing the delete icon (X).

| How... | Description |
|--------|-------------|
| **Delete a field** | **1** Delete a field by pressing the delete icon at the right of the field |
| | **2** Save the indicator |
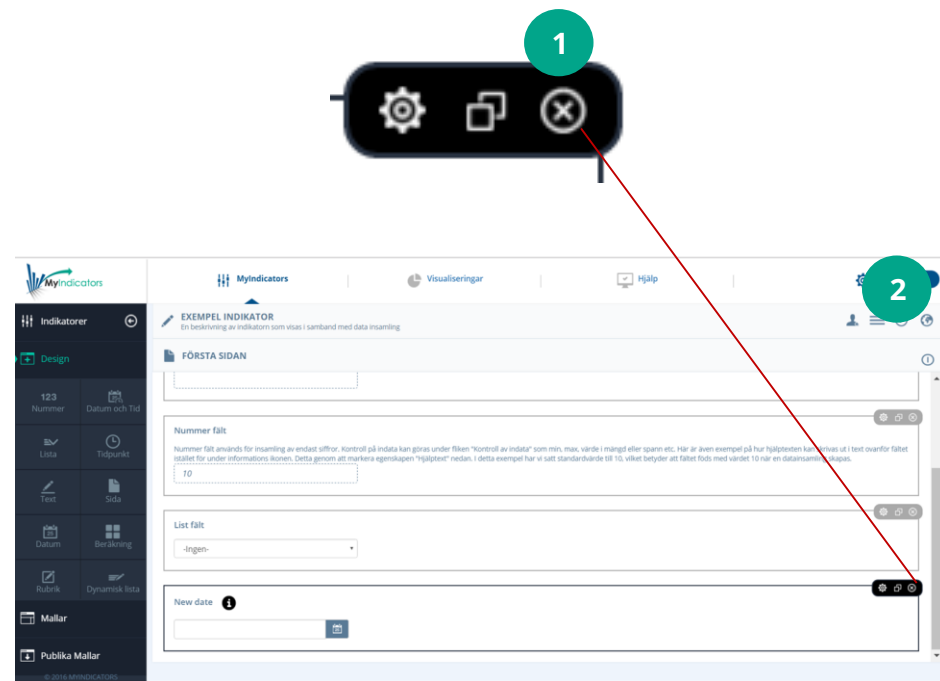
# Settings - Presentation properties

On the following pages the presentation properties will be described.

| How... | Description |
|---|---|
| **Define settings for a field** | ① Open the properties for the desired field to set presentation properties |
| | ② The dialogue opens with the tab for presentation properties |
| | ③ Set the settings of the presentation properties, see the description of Properties on the following pages |
| | ④ Save the settings |

Save    ④    Cancel    ①

Next
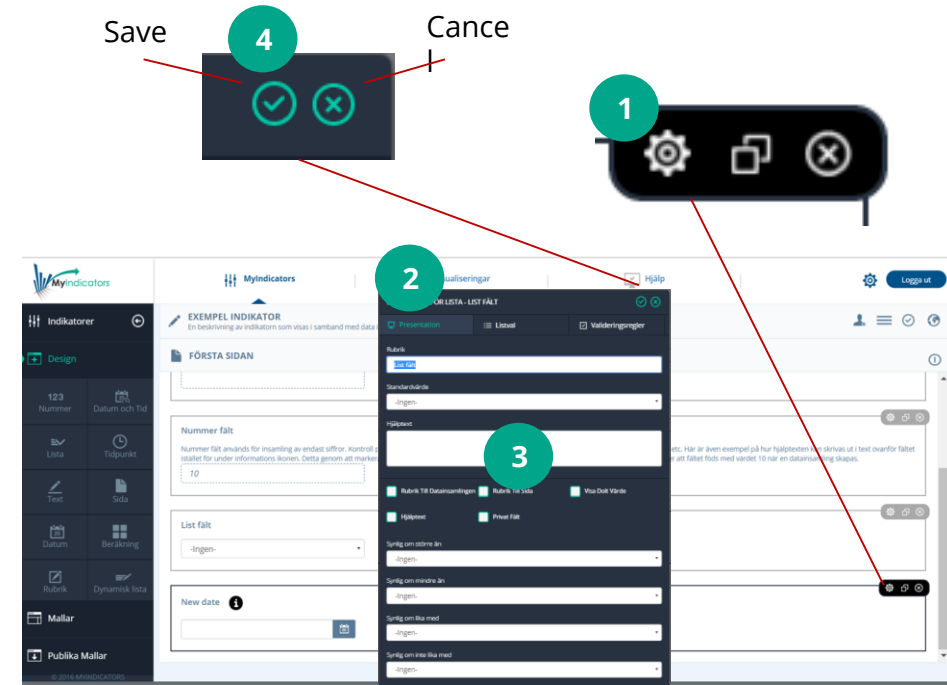
# Presentation properties for each field type

The table below shows all fieldtypes and their presentation rules, that will be described in following pages.

| Field | Label | Default | Help | Description | Video URL | Html | Editable | Visible | Data Collection Name | Page Data Value | Show hidden value | Help text | Private field | Visible if greater than | Visible if less than | Visible if equal to | Visible if not equal to | Current date time | Number of decimals | Start value | End value | Step value |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Number | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| Date and time | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| List | ✓ | ✓ | ✓ | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| Time | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | |
| Text | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| Date | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | |
| Calculation | ✓ | ✓ | ✓ | | | | | ✓ | ✓ | | ✓ | ✓ | | | | | | | | | | |
| Label | ✓ | ✓ | ✓ | | ✓ | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| Dynamic list | ✓ | ✓ | ✓ | | | | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| On/Off | ✓ | ✓ | ✓ | | | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| Video | ✓ | | ✓ | ✓ | | | | | | | | | | | | | | | | | | |
| Slider | ✓ | ✓ | ✓ | | | | | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | ✓ | ✓ | ✓ |

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15

# Presentation properties

| Property | Description |
| --- | --- |
| **Label** | Title appears above the current field in the indicator and represents the field name. The field name is what MyIndicators refers to in the calculations, visualizations and export of data. |
| **Default value** | This value is defaulted when a data collection is made, but can also be changed. Choose an option or enter a value. |
| **Help text** | This text is displayed as help text to the field. Depending on whether the Help text label is selected or not the text is displayed  … <br><br> 1. *Help text under label is set = This text is displayed under the field label.* <br><br> 2. Not set = This text is displayed under the information icon. |

# Presentation properties

| Property | Description |
|---|---|
| **Description**<br>(Label field) | Description of the Label field. A Label field contains label and description, both can be formatted as HTML, if HTML property is set. For example.<br><br><H1 style = "color: rgb (0,165,138);"> Feedback </ h1><br><br>Displays feedback in large and green |
| **Video URL**<br>(Video field) | YouTube URL, selected clip appears in the Video field |
| **HTML**<br>(Label field) | If this is set the content of Label and Description is interpreted as HTML regarding fonts, colors, images and size. |

# Presentation properties

| Property | Description |
| --- | --- |
| **Editable** | If checked, this field can be changed during data collection. |
| **Visible** | If checked, the field is visible. |
| **Data collection name** | If checked, the field will give name to the ongoing data collection in the indicator list. The data collection name is also listed in the reported data collections. |

# Presentation properties

| Property | Description |
|---|---|
| **Page name** | If checked, the value of this field will be added to the name of the page. |
| **Show hidden value** (List fields) | If checked, the hidden value is shown. If you have a list of options A, B, and C, and their hidden values are 10, 11 and 12 respectively, the list will show… 10 – A 11 – B 12 – C |
| **Help text under label** | Defines how the help text is displayed.<br><br>1. *Help text under label = This help text is displayed under the field label.*<br><br>2. Not set = This text is displayed under the information icon. |

# Presentation properties

| Property | Description |
|---|---|
| **Private field** | If checked, the field is visible to you only.<br>This means that other members (designers or data collectors) cannot see or use the field.<br><br>Can be used if you are a group sharing an indicator to measure most fields together and you want to add private fields only for you to see and collect. |
| **Visible if greater than** | Choose which fields to see, if greater than a constant value or greater than a third referential field's value. |
| **Visible if less than** | Choose which fields to see, if less than a constant value or less than a third referential field's value. |

# Presentation properties

| Property | Description |
|---|---|
| **Visible if equal to** | Choose which fields to see when equal to a constant value or equal to a third referential field's value. |
| **Visible if not equal to** | Choose which fields to see not equal to a constant value, nor from a third-referential field's value. |
| **Current date and time** (Date and time field) | Sets the current date when data collection is created. The current date is automatically set, but it will still allow the data collector to set the date and time other than the current. All data collections include created date, reported date and member (CreationDateTime, ReportedDate, Membership). |

# Presentations properties

| Property | Description |
|---|---|
| **Number of decimals**<br>(Calculation field) | Specifies how many decimals the calculation field should display. |
| **Start value**<br>(Control field) | Defines on which value the slider bar should start.<br><br>For example. A slider 1-10 should have a start value of 1. |
| **Stop value**<br>(Control field) | Defines on which value the slider bar should stop, i.e. the highest value.<br><br>Ex. A slider 1-10 should have a stop value of 10. |
| **Step value**<br>(Control field) | Defines the value that each step should have.<br><br>Ex. A slider 1-10 with the opportunity to select all steps should have a step value of 1. |

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