FieldProof

User manual

Collect offline. Prove impact.

A product of Digitalkuwala | digitalkuwala.pages.dev
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1. What is FieldProof?

FieldProof is a survey tool for fieldwork. You build a survey, collect answers on any phone (even with no signal), and turn the responses into clear results and reports. It is not tied to one sector: use it for customer feedback, site inspections, event registration, community research, audits or anything else you need to ask.

The four building blocks

Block	What it is
Survey	A form with a name, a goal and a target number of responses.
Question	One thing you ask. Types: text, long text, number, choice, yes/no, date, file upload and location.
Response	One completed form, with who collected it and when.
Results	Charts, averages, completeness scores and a printable report built from the responses.

2. Quick start

1. Open FieldProof. A short tour appears the first time; tap Skip or Next.
2. On Home, choose Build a survey and pick a template (or import a CSV spreadsheet).
3. Open Collect and answer the questions one at a time. Tap Save response on the last screen.
4. Open Results to see progress, then Report for a summary you can print or save as PDF.
5. Tap Export CSV any time to download your data.

3. Roles: who sees what

Use the role menu at the top of the screen to switch views. Each role shows only what that person needs.

Role	Can do	Sees
Manager	Build surveys, import and export data, collect, view results and reports	Everything
Collector	Fill in surveys in the field	Home and Collect only
Viewer	Read results and reports (good for donors and partners)	Home, Results and Report

Note: in the current version, roles change what each person sees on their own device. Password-protected accounts and permissions come with the cloud version.

4. Building a survey

1. Open Build. Choose a template under Start from, or choose Blank survey. Type a name and tap Create survey.
2. Under Add a question, type the question, choose its type and whether it is required.
3. For a Choice question, type the options separated by commas, for example: Pass, Needs work, Fail.
4. Set Responses needed to your target. Use Stop repeat entries using to block duplicates (for example, the person's name or ID).
5. Remove a question with the Remove button beside it.

Question types

Type	Use it for	Collector sees
Text / Long text	Names, comments, notes	A typing box
Number	Ages, quantities, ratings	A number keypad
Choice	One answer from a list	Large tap buttons
Yes / No	Simple confirmations	Two large buttons
Date	Visit dates, deadlines	A date picker
File upload	Photos or documents	A file picker
Location	Where the response was taken	A Capture button using GPS

5. Collecting responses

- Open Collect. Questions appear one at a time with a progress bar. Required questions cannot be skipped; optional ones have a Skip link.
- Choice and Yes/No answers move on automatically when tapped.
- On the Review screen, tap any answer to change it, type your name under Collected by, then tap Save response.
- A green tick confirms the save. Tap Add another response to continue.

Working offline

The Online/Offline button at the top shows your connection. With no signal, tap it to see Offline mode, keep collecting, and each response is saved on the phone with the message Saved on this phone. When you are back online, saved responses upload automatically. You can also tap Sync now on the Collect screen.

Location and files

On a Location question, tap Capture while you are at the place. FieldProof uses the phone's GPS. If GPS is unavailable, it records demo coordinates, so always check you have a signal and permission turned on for real work. On a File upload question, the file name is recorded with the response.

6. Importing and exporting data

- To create a survey from a spreadsheet: on Build, tap Import CSV as a new survey. In Excel, choose Save As and then CSV.
- To add rows to an existing survey: open it in Build and tap Import CSV. Columns with the same name as a question fill that question; new columns become new questions.
- To download: tap Export CSV in Build or Report. The file opens in Excel or Google Sheets.

How column types are guessed

If the column has...	It becomes
Only numbers	Number
Dates written like 2026-01-31	Date
Only Yes / No values	Yes / No
2 to 8 repeated values	Choice
Anything else	Text

7. Results and reports

- Responses collected: the total, progress towards your target, and a daily trend.
- Data completeness: the average share of questions answered per response.
- Results by question: charts for choices, averages and ranges for numbers, and counts for locations and files.
- Team quality check: each collector’s responses, daily rate and completeness. Anyone under 70% is flagged for review.
- Alerts: how many responses are still needed, who needs a check and what is waiting to upload.

On the Report tab, tap Generate report for a written summary with key findings and a recommendation. Tap Print / PDF to save or share it.

8. Tips for good data

- Keep questions short and one idea each.
- Mark only essential questions as required; too many cause people to quit or guess.
- Use choices instead of typing wherever possible.
- Test your survey yourself on a phone before sending it to the team.
- Check the Team quality check daily during collection, not at the end.
- Export a CSV regularly as a backup.

9. Where is my data stored?

In this version, responses are stored in the browser on the device being used. Nothing is sent to a server. This keeps the demo private and lets it work offline, but it also means: clearing browser data removes responses, and responses on one phone are not visible on another. Export CSV regularly. Syncing across devices and an office dashboard are planned for the cloud version.

10. Troubleshooting

Problem	What to do
A required question will not let me continue	Answer it, or ask a manager to make it optional in Build.
The Collect screen says there are no questions	A manager needs to add questions in Build.
I cannot see Build or Results	Your role is Collector or Viewer. Switch roles at the top if you are a manager.
My responses are missing	You may be on a different phone or browser, or browser data was cleared. Import a CSV backup.
Location shows odd numbers	GPS may be off. Turn on location for your browser and try again.

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