

Form conversion and upload

Now that we have made the form we need to convert it to xml format. If we go to the website below we can see the online conversion. We need to click on the 'choose file' button and select our form in xlsx format and press submit. If there are no errors this will convert the form. If there are errors these will be explained in the box. It is not uncommon for the form to have errors which you will need to correct before attempting to convert again. As part of this online course we have a forum where you can post any questions, particularly errors with the form conversion.

Alternatively, the form can be converted using the XLSForm Offline. Click on the link and download either for mac or Windows. Once this has downloaded, open the application and choose the same xlsx file. You can select the location for the output file – the default is the same location as the xlsx file. Tick the boxes 'overwrite existing output files' and 'validate converted XForm with ODK Validate' and then run. If the file converts successfully you will be informed. Otherwise, the errors will be detailed.

Now that the form has been converted it can be uploaded to the server. You can find the server at ork.lshtm.ac.uk/training username 'admin', password training2019_odk. We won't go into the details of how to set up and manage the server in this screen cast however, please feel free to email us if you need advice. To upload the form, click on Form Management and then 'add new form'. Click the 'choose file' button next to Form definition (xml file) and choose your form in xml format. Next click the 'upload form' button.

If successful, the form will appear on the 'form management' page.