



Everything you need to know about the
new version

SUMMARY

I.	The features of the new version of Kizeo Forms!.....	4
II.	Your internal organization is one of our priorities	10
A.	1: I verify which version I'm on	10
B.	2: Differentiate between the new & the old app on the store	10
C.	3: Some important details and instructions to be observed	11
D.	4: Retrieve my historical data on the new version of Kizeo Forms	12
III.	Questions frequently asked by administrators	13
1)	How does Kizeo accompany you in training and providing information on the transition to the new application?	13
2)	Will the update make any changes to the back office/ web platform?	13
3)	Why did we build a new Kizeo Forms application?	13
IV.	Answers to your questions in videos	14

Foreword:

On Tuesday, **April 7th**, the **new version of Kizeo Forms** will become available on the **Play Store and the Appstore** as a free download. To accompany you in this transition, we have **centralized** in this **manual** all the **essential points** to guide you during your transition to the new version.

To answer **your questions**, we have set up an exchange space "Kizeo Forms: new version" on the Kommunity platform. Our Customer Service team will answer all your requests during the usual time slots. So do not hesitate to let us know if you have any questions, we will be happy to provide you with a **clear and precise answer**.

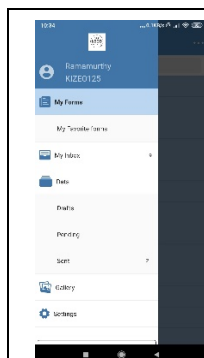
We advise you to read all our latest publications

- [Why did we reboot the Kizeo Forms application?](#)
- [Save the date: Gear up for the latest Kizeo Forms app release on April 7!](#)
- [Video: Kizeo Forms reboot April 7: Save the date for the new version of the application!](#)
- [Learn more about the new features available with the new version of Kizeo Forms!](#)
- [FAQ's on the new version of Kizeo Forms](#)
- [Video: New functionalities on the new version of the Kizeo Forms app](#)

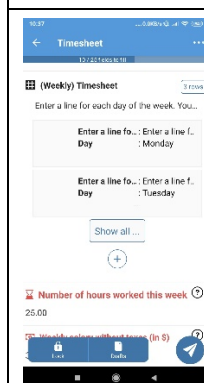


I. The features of the new version of Kizeo Forms!

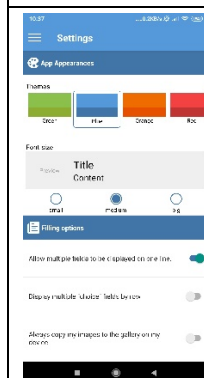
Ease of work counts!



We have completely redesigned the navigation interface of Kizeo Forms! It has been completely redesigned to make it more intuitive, more ergonomic and more functional.



In your form all fields have been reviewed to improve the visualization of information. Data entry is smoother and simpler. For example, we have redesigned the data visualization in the history tab as well as the "push" function and the table field.

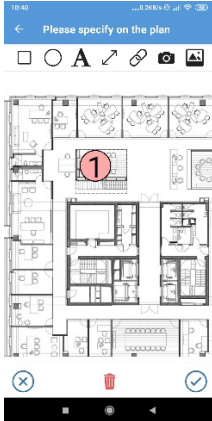
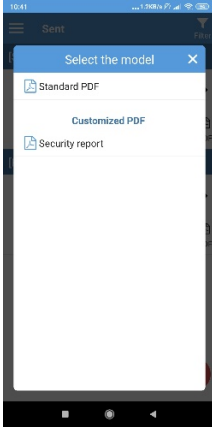
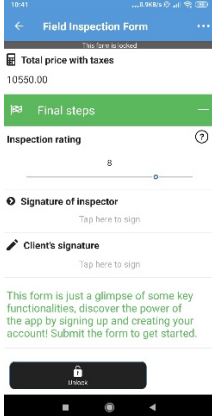


You will be able to choose the font size and the display format of the elements.


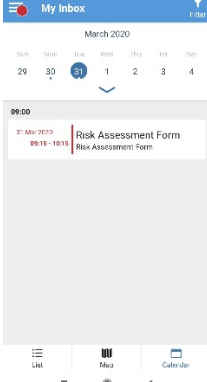
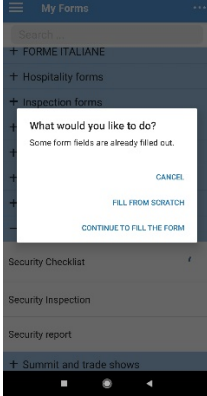


A training course in data entry has been set up. Tips that will guide you in your data entry.

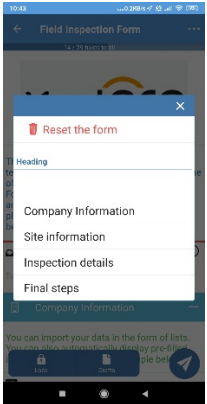

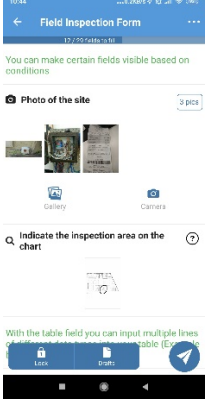
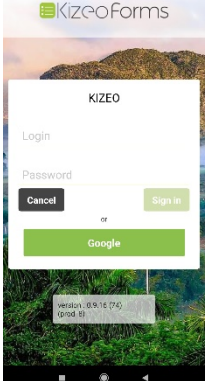
More aesthetic

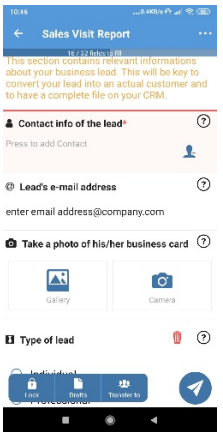
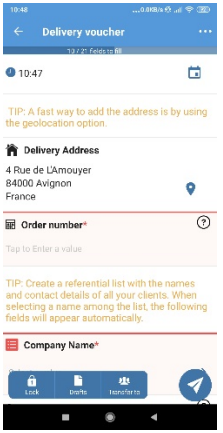

	<p>A new form field: Sketch</p> <p>This feature will allow you to create graphical representations that can be infinitely modified. You can also link elements of your sketch to lines in your tables.</p> <p>*Tutorials will be available in the coming weeks.</p>
	<p>From now on, you will be able to view PDFs (standard and customized) of the data sent directly from your mobile phone.</p>
	<p>The "lock" function is now available. It offers the possibility to have your form re-read without modifying its content during data entry.</p>

Better organized means more efficiency:

	<p>Viewing your "Push" becomes easier: You now have the possibility to display them in three different ways: map, list and more importantly planning (calendar).</p>
	<p>Push planning: The Pushed data will be displayed on mobile phones in the form of a schedule, making the actions to be taken for the day or the week clearer. *Tutorials will be available in the coming weeks.</p>
	<p>The automatic saving: Thanks to the new version, the data is saved throughout the data entry process. In short, the backups are automatic: don't be afraid of running out of battery.</p>

A multitude of other changes:

	<p>With a few clicks, you can reset your data entry without having to leave your form.</p>
	<p>See at a glance the number of fields remaining to be entered before finalizing your data entry.</p>
	<p>Thumbnails of the media in your tables, or in the photo fields will be displayed in your form.</p>
	<p>A simplified connection.</p>

	<p>To open your phonebook, you won't need to enter a contact field anymore.</p>
	<p>You will be able to geolocate yourself without getting into the "Geolocation" field.</p>
	<p>An image gallery, composed of the pictures you will have taken from Kizeo Forms is available. Easily find all your "professional" media from any smartphone.</p>

We don't intend to leave it at that:

In the months following the release of the new version of Kizeo Forms we have many more surprises in store for you. For example, we will be deploying new features such as: **international currencies, image selection and notation.**

II. Your internal organization is one of our priorities

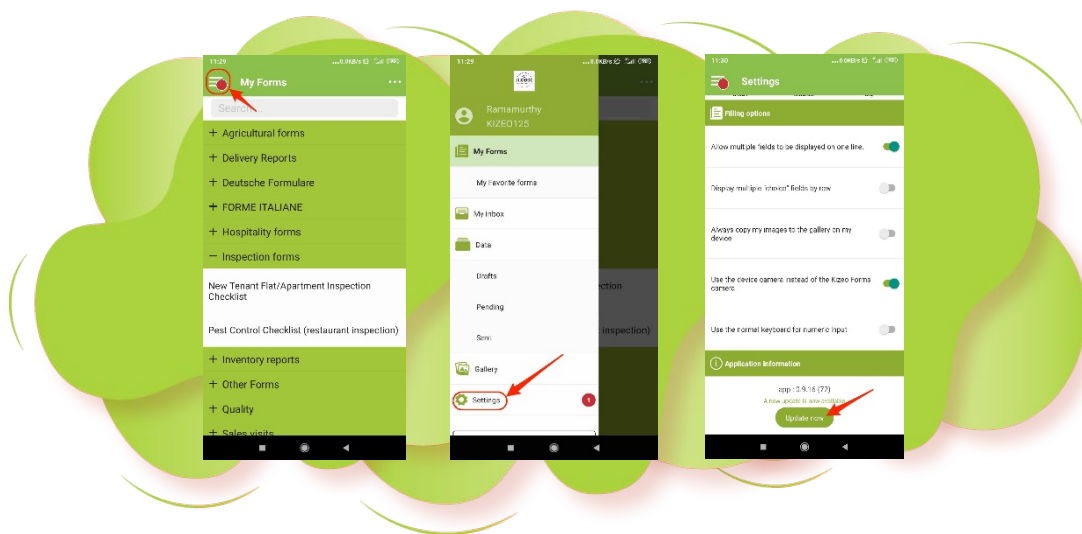
1: I verify which version I'm on

You are on the historical version of Kizeo Forms (version 6.8.0).

The new version of the application will be available on the Play Store and App Store on April 7, 2020. You will have to download it (see point 2) on your smartphone and delete the old version.

You are on the beta-test version (Kizeo Forms 0.9.16).

On April 7th you will have to replace it with the new version of Kizeo Forms. You will just have to update your application: **settings > application information > update!**



Please note: the update is not done automatically. A notification in the form of a “red dot” on the application tells your users that an update has to be made.

2: Differentiate between the new & the old app on the store

It will be very easy to **distinguish** the **two applications** on the store:

- The **historical version of Kizeo Forms** will be labeled “**Kizeo Forms 2011**” and its logo will change from **green to grey**.
- The **new version of Kizeo Forms**, which will be the **official version as of April 7**, will have a **green and blue logo** with the words “**NEW**”. (only on Android; on the Appstore you will see the traditional logo).

New version*



Historical version



* To use the latest version of Kizeo Forms a technical prerequisite must be met. Your smartphone must have an operating system, other than Windows phone, and superior to Android 5 or iOS 10.

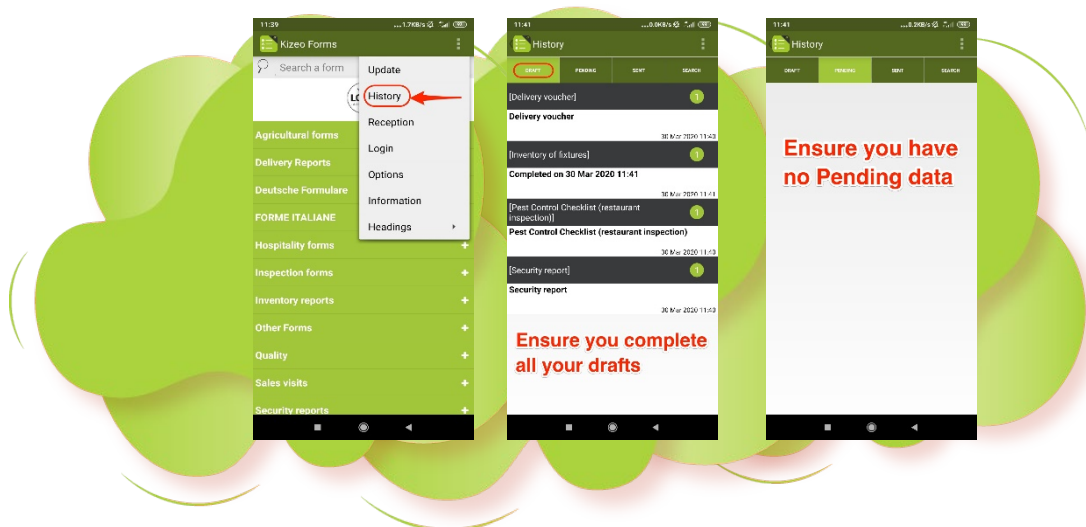
3: Some important details and instructions to be observed

- I make a note of my login information.

Since you will need to login on the new version, make sure your users remember their login credentials: **username, password and company code.**

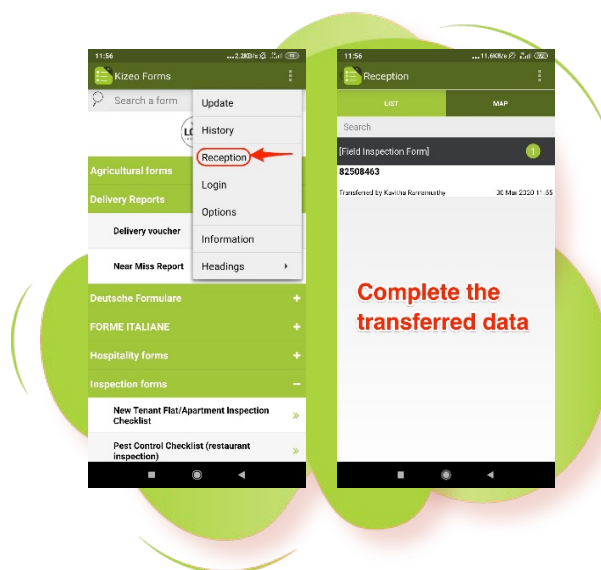
- I complete all my drafts and “pending data”.

On the historical application, you have to complete and therefore send the drafts. You must also make sure that there is no more data waiting to be sent: **Home screen > History > Draft; Pending; Sent.**



- I verify the status of my “Push”

The “Inbox” on the mobile must be empty. That is to say, all received pushes must be completed: **Home screen > Reception.**



- I download the application using a Wifi network.

For more **comfort and speed**, we advise you to **download the new version of Kizeo Forms** using a WIFI network. Your first connection to the application will download all your **external lists and forms**. This action may take a few minutes.

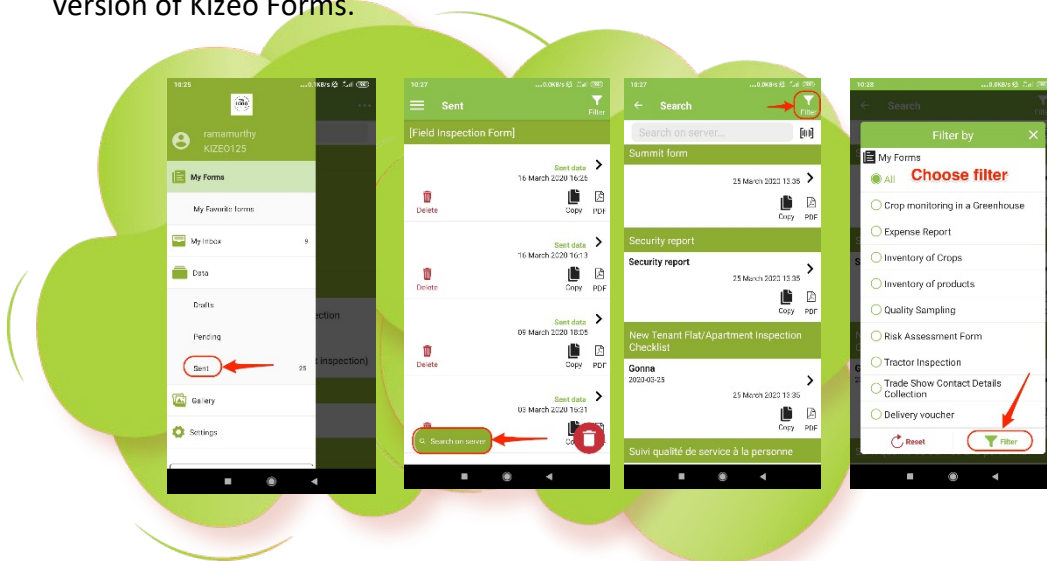
- I delete the historical version from my mobile.

Deploying the new version of Kizeo Forms **does not automatically delete the historical version** of Kizeo Forms (version 6.8.0) on your mobile. Once the new version is installed on your mobile, there is no need to keep the historical version.

Note: if a “Push” is sent to you, you will only receive it on the new version (even if you have kept the old one on your smartphone).

4: Retrieve my historical data on the new version of Kizeo Forms

Any data not sent will not be available on the new version (see point 3). Only the data that has been sent to our servers will be accessible from the new application. Simply put, when you launch the new Kizeo Forms, your **“History”** will be empty. Don’t panic, to retrieve your data, perform a **“server search”** from the **“sent”** tab of the **“Data”** folder. From there, you will be able to access all the data you have sent since the creation of your account in the new version of Kizeo Forms.



*You must have an internet connection to perform this operation.

III. Questions frequently asked by administrators

1) How does Kizeo accompany you in training and providing information on the transition to the new application?

The smooth functioning of your internal organization is our top priority.

We have put in place numerous resources to help you through the transition. Here are a few examples of the many actions implemented by our teams:

- A training course has been set up for the new version of Kizeo Forms. We have some simple tips aimed at familiarizing your users with the new Kizeo Forms interface.
- To make you discover the new features of the new version of Kizeo Forms.
- Some tutorials have been written.
- E-mail campaigns have been sent to you since mid-February.
- Video material has been edited. Our managers, developers and customer advisors are available to answer your questions.
- Manuals to accompany the changes have been published. You will be able to transmit them to your teams.

Our support team will be at your disposal to accompany you through the change.

If despite all these elements prove to be insufficient, we will study all your other proposals. We are of course at your disposition!

2) Will the update make any changes to the back office/ web platform?

The new version of Kizeo Forms, will not make any major changes to your administration platform. Only the « Planning » functionality will appear on your back-office. However, updating the back office is the logical next step in our product evolution. The project to redesign the form creation screens will start after the official launch of the new version of Kizeo Forms.

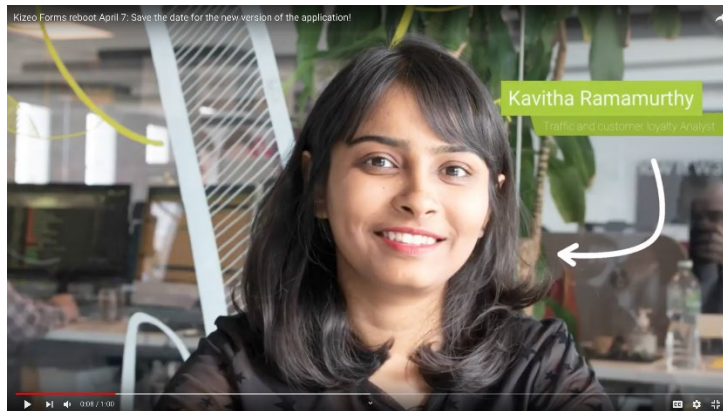
3) Why did we build a new Kizeo Forms application?

In addition to using the latest technologies at our disposal, the new version of Kizeo Forms will allow us to be even more responsive to the addition of new features. The application has been rewritten with this in mind. We also have many surprises in store for you that we will have the pleasure of unveiling in the coming months, such as the new international currency, image selection and rating fields.

[Have any questions?](#)

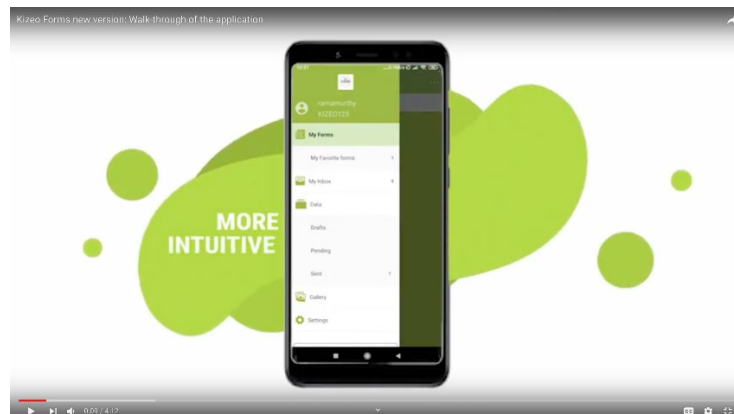
IV. Answers to your questions in videos

1) Why did we build a new Kizeo Forms application?



<https://www.youtube.com/watch?v=E4b9VgElqJI>

2) What will the new version of Kizeo Forms look like?



<https://www.youtube.com/watch?v=0j89pnZVoyA>