

Collection

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Create Collection

FeetPort facilitates you to create your own database from back end and map it with your Activity. So users are hassle free they just have to enter two digits to search and relevant data will be Auto populated. That's what we call "**COLLECTION**".

Let's learn how to create a Collection

Create Collection

1. Click on **Collection** option, under Foundation in navigation menu
2. Click the '+' icon appearing on top right hand side to create **new** collection
3. Give name to the collection
4. Click on Configuration : enter collection code, Sub type defines type of collection that needs to be created : Person/Place/ Process/ Product. You can choose Product if your company is dealing with products for taking orders Or Person if you want to create your customer / retailer's database
5. Drag and drop fields as per requirement, for example : Person Name/ Address/ Mobile Number/ Territory etc
6. For each field you can define the properties of the field
7. Click on **Tick** mark appearing on the top to **Save the Collection**

Welcome back superman FeetPort

LATEST LOCATION OF THE MOBILE TEAM CONNECTED TODAY

MOBILE USERS STATUS (REPORTING DIRECTLY TO YOU) WEB USERS STATUS (REPORTING DIRECTLY TO YOU)

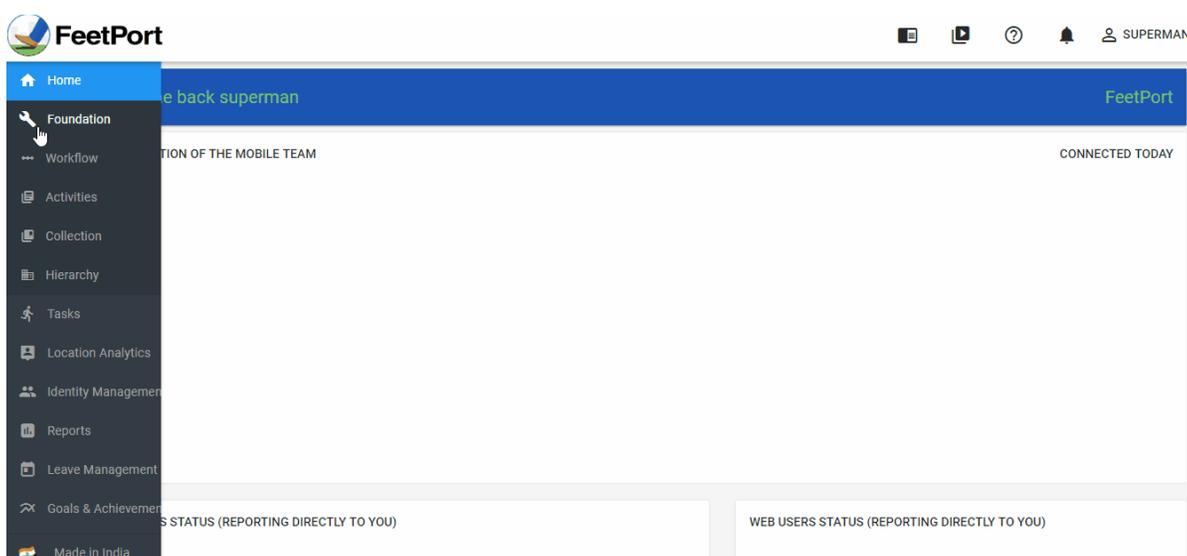
Related Links:

[Upload Data to Collection](#)

Mapping Collection

Now that you have created the Collection, this needs to be mapped with the Activity so users may access the same in the activity. Below are the simple steps which explain the same :

1. Open the Activity or create Activity under Foundation in Navigation Menu
2. Click on Collection option that appears on top.
3. Tick the Checkbox in front of Collection option and from the Drop down of Field choose your collection
4. There are multiple options related to collection : Restricting Collection to specific Days/ User Specific which you can define as per requirement
5. Click on **Tick Mark** icon appearing on top, to save changes



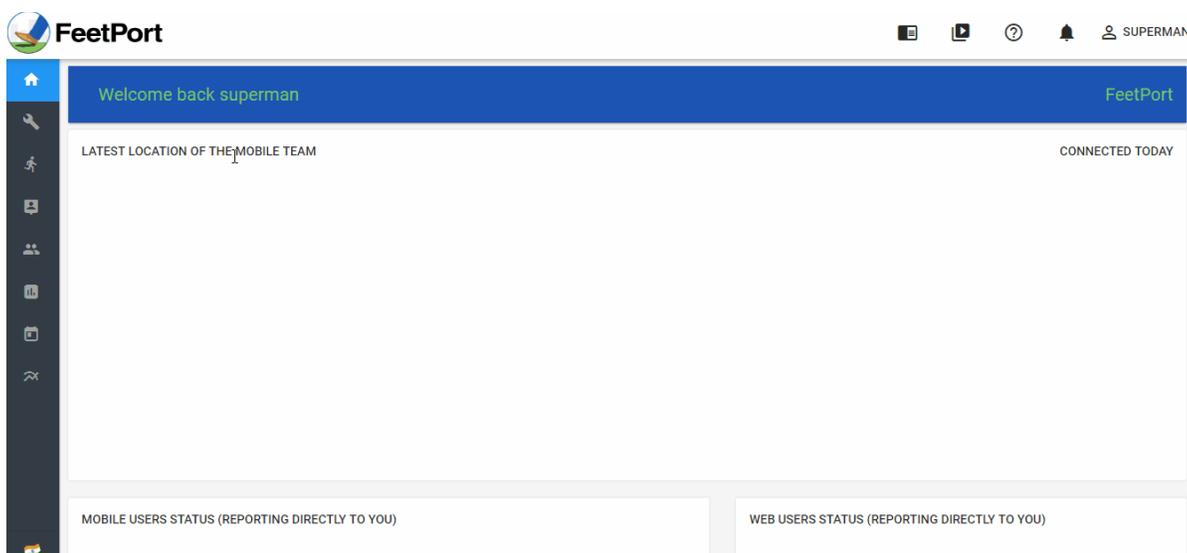
“

You are Done!!!!

Upload Collection Data

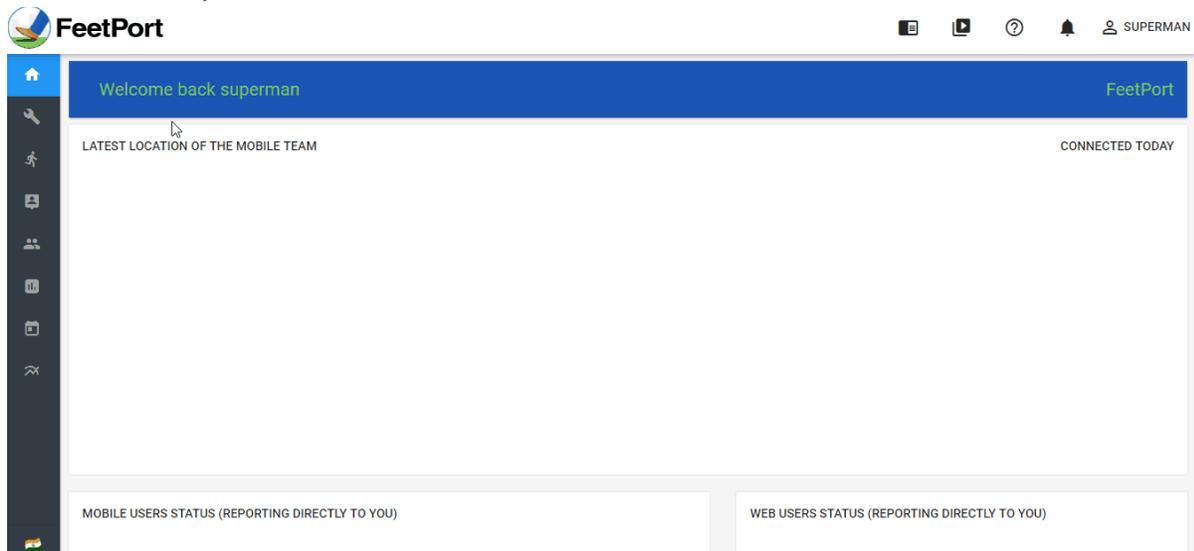
Once the collection is created, data can be uploaded in three simple steps as mentioned :

1. Under **Foundation** tap on **Collection**
2. Click on '+' to upload
3. Data can be uploaded in two ways
 - One by one
 - Bulk Upload
4. In One to one, single record is added. Click on '+' icon to add information in the respective fields and click **SUBMIT**



1. For **Bulk** Upload, click on Excel option
2. Click on **Download Template** , since there is a specific format to upload data. Update the data in the template (ensure that you have filled the relevant columns)
3. Either Drag and Drop the excel file or upload by choosing the same and click on **UPLOAD**

4. The data is uploaded and the entire collection is visible.



Reference Page : [Mapping Collection](#)