

# Black Sash MAVC Programme

*Installation and User Guide*



**B L A C K S A S H**  
MAKING HUMAN RIGHTS REAL

## Introduction

The purpose of this document is to provide guidance in installing, configuring and using ODK Collect for the purpose of collecting community feedback.

This document is intended for those who are already familiar with the programme and understand the objectives thereof. This document only deals with the technical specifications of getting up and running.

For details on the MAVC programme itself, please contact your project manager.

# Installing ODK Collect

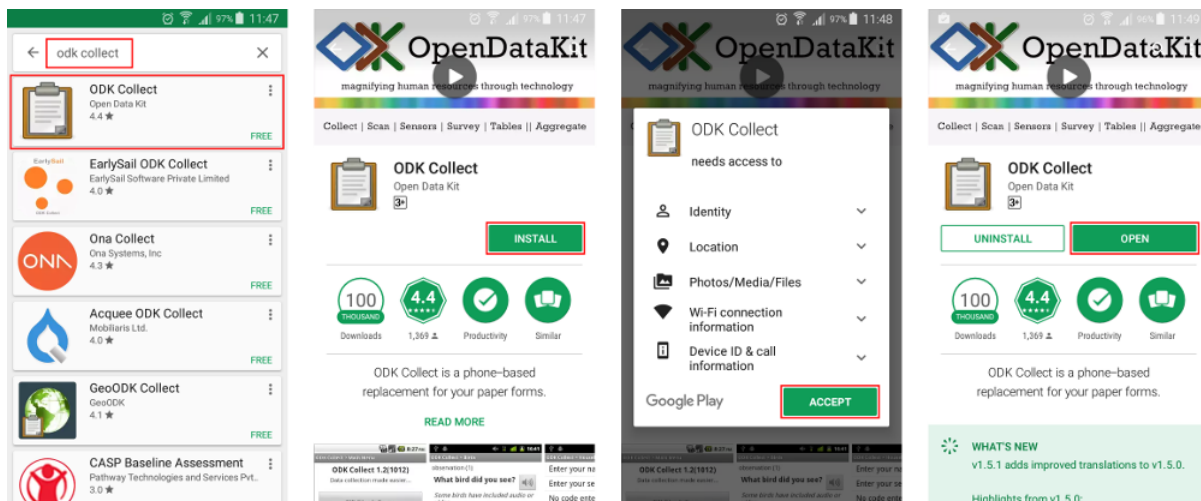
ODK Collect is an Android mobile application which allows surveys to be collected in the field.

## Prerequisites

Users need to have an Android device.

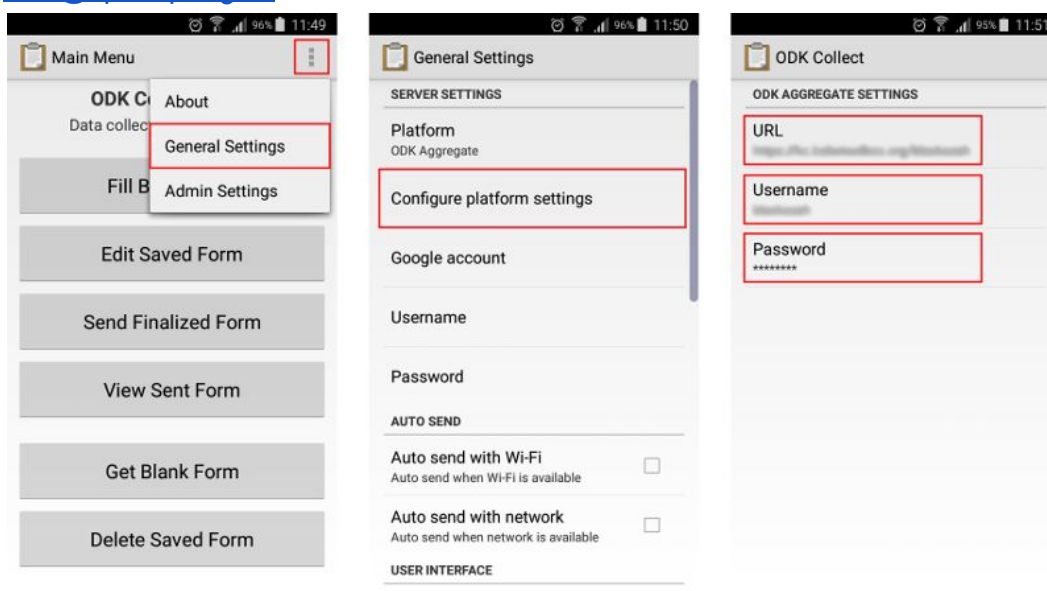
### 1. Install ODK Collect

Go to the Google Play store and search for "ODK collect". Install the application, accept permissions and open the app.

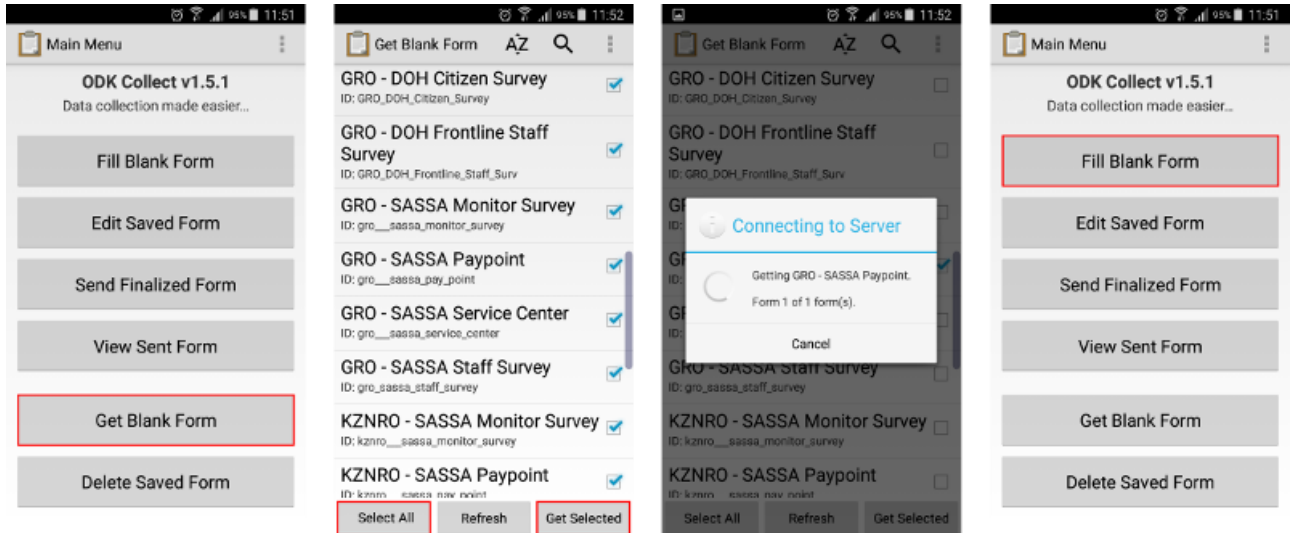


### 2. Configure application

You can get the URL, username, and password from the OpenUp team. Please email them at [cbm@openup.org.za](mailto:cbm@openup.org.za)



### 3. Download surveys



## Using ODK Collect

Before you can start using this tool, please ensure that all required forms are downloaded on the device. This means the following needs to have been done:

- ✓ ODK downloaded and installed
- ✓ ODK configured to point to the Black Sash server
- ✓ Blank forms need to be downloaded

Now you are ready to start capturing data!

#### Step 1

Open the correct survey by finding it in the 'Fill Blank Form' screen. (Tip: if it's not there, check to see you have downloaded all the blank forms and that the app is configured correctly)

#### Step 2

Complete the form. Remember to assist the respondent to understand the question and available answers. For instance, many of them might not know how many km's they travelled. Ask them enough details to ensure you can help answer that question accurately.

Look out for hints on the surveys - these are here to help you complete the survey correctly. Do not read these to the respondents.

Fill Blank Form

Finished scanning. All forms loaded.

**ECRO - SASSA Paypoint**  
Version: 1.0  
Added on Mon, Oct 24, 2016 at 10:46

**ECRO - SASSA Service Center**  
Version: 1.0  
Added on Mon, Oct 24, 2016 at 10:46

**ECRO - SASSA Staff Survey**  
Version: 1.0  
Added on Mon, Oct 24, 2016 at 10:47

**GRO - DOH Citizen Survey**  
Version: 1.0  
Added on Mon, Oct 24, 2016 at 10:47

**GRO - DOH Frontline Staff Survey**  
Version: 1.0  
Added on Mon, Oct 24, 2016 at 10:47

**GRO - SASSA Monitor Survey**  
Version: 1.0  
Added on Mon, Oct 24, 2016 at 10:50

**GRO - SASSA Paypoint**  
Version: 1.1

WC - SASSA P...

**How long did you wait in the queue before you were attended to?**

☐ Less than 30 minutes

☐ 30 minutes - 1 hour

☐ 1 - 2 hours

☐ 2 - 4 hours

☐ 4 - 6 hours

Sorry, this response is required!

save survey

question list

validation

### Step 3

Once all the answers are there, mark the form as finalised. Remember, you can also save incomplete ones to come back to later. These can be found in the 'Edit Saved Form' menu.

WC - SASSA P...

**You are at the end of WC - SASSA Paypoint.**

Name this form  
WC - SASSA Paypoint

☒ Mark form as finalized

Save Form and Exit

### Step 4

Forms are only sent to the server once you manually instruct them to do so. You do this via the 'Send Saved Form' menu.

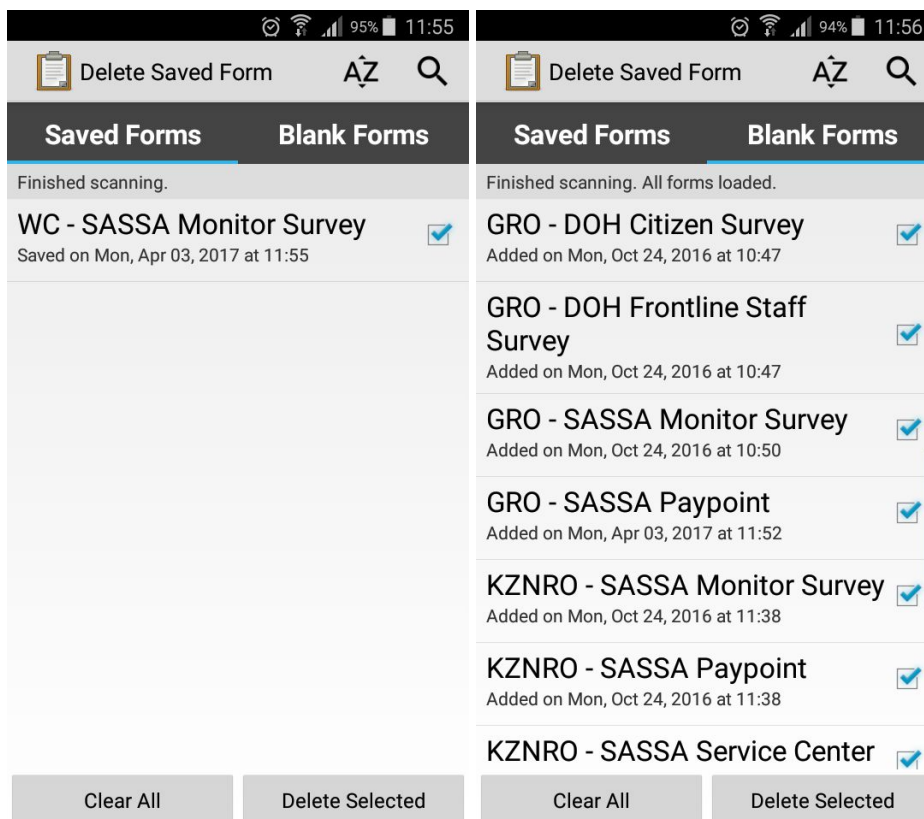
## Updating ODK Forms

Occasionally you might be required to update the forms which have been downloaded on the app. In order to do so, please follow these instructions:

### Step 1

Clear out any old forms by going to the 'Delete Saved Form' menu. Here you can delete saved forms (those you started completing but have not yet finalised and sent) as well as blank forms. Switch between these two, by tapping on the tab name, and ensure all old forms are removed. To remove forms, select them and use the 'Delete Selected' button.

**Note: Do not capture answers against old forms. These will be invalidated**



### Step 2

Now you are ready to get the new, final versions of the forms again. Please do so by following the configuration steps to 'Get Blank Forms'.