

# digital**GREEN**



## HOW TO USE COCO – A GUIDE

June 2016

**Name:.....**

**Place:.....**

**Organization:.....**

## About Digital Green

Digital Green is a not for profit international development organization that uses an innovative digital platform for community engagement to improve lives of rural communities across South Asia and Sub-Saharan Africa. We partner with local public, private and civil society organizations to share knowledge on improved agricultural practices, livelihoods, health, and nutrition, using locally produced videos and human mediated dissemination. In a controlled evaluation, the approach was found to be 10 times more cost-effective and uptake of new practices seven times higher compared to traditional extension services.

We engage with and empower rural communities to produce participatory localized videos, leveraging pre-existing group structures to disseminate these videos through human mediation. These videos are of the community, by the community and for the community.

The approach includes: (1) a participatory process for video production on improved livelihood practices, (2) a human-mediated learning model for video dissemination and training, (3) a hardware and software technology platform for data management customized to limited or intermittent internet and electrical grid connectivity, and (4) an iterative model to progressively address the needs and interests of the community with analytical tools.

Our data management software called Connect Online | Connect Offline (COCO) and Analytics dashboard suite customized to low resource settings are used to collect and analyze near real-time data on dissemination, adoption, and community interest.

## **About This Guide**

This guide is to be used for individual understanding, organizational learning, and training of the partner staff. It is expected that this guide would help develop clarity and understanding on how to use Digital Green's Data Management system – Connect Online | Connect Offline (COCO).

This manual has been designed keeping in mind the need and use of Digital Green tools that are used for collecting and saving data related to the key processes of the Digital Green approach that involve video production, dissemination and adoption. This manual will help and support people at different levels whether internally or at the partner organisations.

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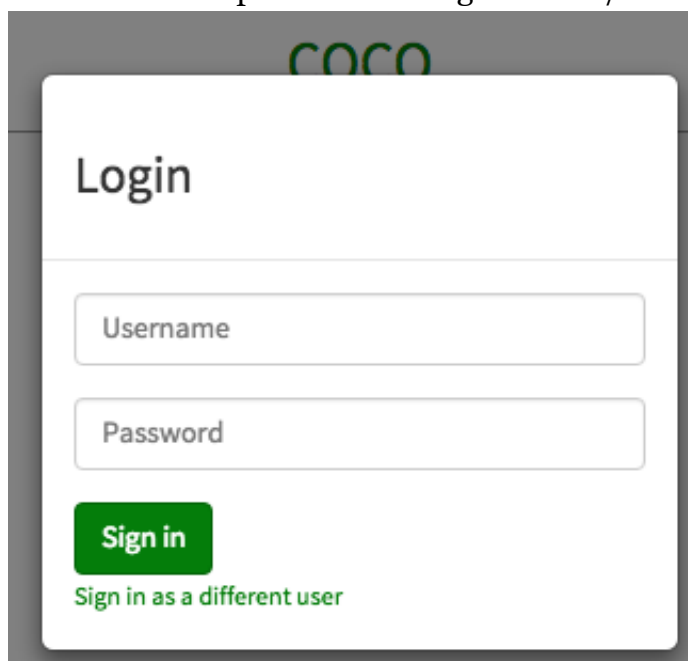
## **COCO- Data Management Framework**

COCO represents the foundation of Digital Green's technology stack. It captures data related to the key processes of the Digital Green approach – video production, dissemination and adoption of practices – having the unique ability to accept data while offline for areas with intermittent internet connectivity.

Built as a robust standalone application in the Internet browser, COCO requires no additional software installation or maintenance. Since affordable smart-phones and tablet devices are becoming increasingly common, the latest version of COCO has been developed such that it is fully functional on all modern browsers compliant with the HTML5 standard on any device - phone, tablet, laptop and desktop.

### **How to use COCO**

1. Go to <http://sandbox.digitalgreen.org/coco/v2/>. Sandbox is only for training and test purpose. For actual data entry in COCO, go to <http://www.digitalgreen.org/coco/v2/>
2. Every data entry operator or the person who is entering data in COCO is provided with a username and password through which s/he can log in.

A screenshot of the COCO web application's login page. The page has a dark grey header with the word 'COCO' in green. Below the header is a white login box. Inside the box, the word 'Login' is displayed in a large, bold, black font. Below 'Login' are two input fields: 'Username' and 'Password', both with light grey borders. Below the password field is a green rectangular button with the text 'Sign in' in white. At the bottom of the login box, there is a link that says 'Sign in as a different user' in green text.

3. The computer will start downloading data from the previous session. For the first time users this could take a long time, depending on the previously entered data.

Sync 0

Villages

Mediators

Videos

Groups

Persons

Screenings

Adoptions

## Welcome to COCO!

COCO helps you to seamlessly enter data in

+

Add data

To add some data, click on (+) sign next to

Villages

View Data

To view, sort and search through your data

Mediators

View Data

To view, sort and search through your data

Videos

View Data

To view, sort and search through your data

Sync

Sync data

To sync data with the server, click on the sync button. The number in the button shows how many entries are yet to be uploaded. Clicking on the sync button will also download the database if it is not completely downloaded.

😊

😞

We value your feedback

Do share your feedback by mailing us at system@digitalgreen.org

Database last deleted and downloaded at Never

Database last synced at

Entries to upload 0

Delete and Download Database

Download

Villages	Done	589/589
Mediators	Done	414/414
Videos	In Progress	0/176
Groups	Done	3719/3719
Persons	Done	36944/36944
Screenings	Done	10387/10387
Adoptions	In Progress	10000/45073
Languages	Done	42/42
Districts	Done	1/1
Nonnegotiables	In Progress	0/5

Pause download

- Once the data has been downloaded a Welcome screen will come that will indicate that the COCO page has loaded successfully.

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COCO

Help

Sync 0

Villages

Mediators

Videos

Groups

Persons

Screenings

Adoptions

## Welcome to COCO!

COCO helps you to seamlessly enter data in conditions of intermittent connectivity.

+

Add data

To add some data, click on (+) sign next to the type of data that you want to add.

Villages

View Data

To view, sort and search through your data, click on the data link in the sidebar.

Mediators

View Data

To view, sort and search through your data, click on the data link in the sidebar.

Videos

View Data

To view, sort and search through your data, click on the data link in the sidebar.

Sync 1

Sync data

To sync data with the server, click on the sync button. While syncing, if some data is rejected by the server, you will get the opportunity to correct the data, or in case of duplicate entries, to discard it. The number in the button shows how many entries are yet to be uploaded. Clicking on the sync button will also download the database if it is not completely downloaded.

😊

😞

We value your feedback

Do share your feedback by mailing us at system@digitalgreen.org

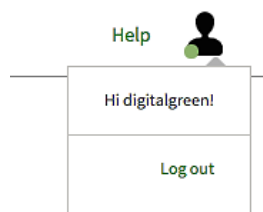
Database last deleted and downloaded at Thu Jun 23 2016 09:24:12 GMT+0530 (IST)

Database last synced at Thu Jun 23 2016 20:01:33 GMT+0530 (IST)

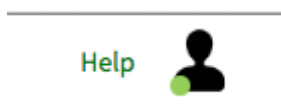
Entries to upload 1

Delete and Download Database

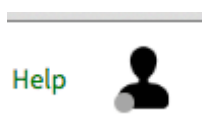
And click on the '**Human symbol**' at the top right corner; display the Username and Logout option.



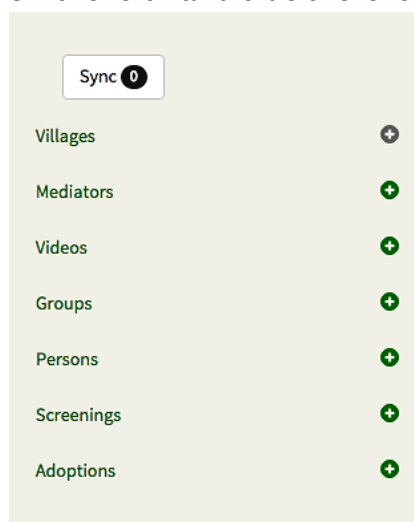
5. Green light adjacent to the username indicates online mode or connected to the server.



6. If the light adjacent to the username is gray that indicates the offline mode. In COCO, data can be entered in the offline mode as well, but it will need to be synced when online.



7. On the left hand side there is a sidebar with Sync button as shown below.



8. The data can be entered into any of the six links by pressing the plus (+) sign, except the villages that can only be added by the Digital Green staff by logging into the administration site. That is why the plus (+) sign is displayed in grey.





## ADDING MEDIATORS

A mediator is one who disseminates the Digital Green videos in the various groups in his/her village. A group of mediators are often known as ‘community cadre’ or ‘village resource persons’.

1. To add the mediator click on (+) sign along the Mediators.



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COCO

Sync 0

Villages +

Mediators +

Videos +

Groups +

Persons +

Screenings +

Adoptions +

Add Mediator

All fields in bold are required

Name

Gender

Assigned Villages

District

Phone number

Save and Add Another

2. If you click on save without entering any of the fields, an error message will appear along each field that has been left blank.
3. At some place there is no error indication along some of the fields that are left blank. This is because these are not bold marked - indicating that particular field is not necessarily required to be filled.
4. We need to add the mediator's name (first, middle, and last name), select gender, assigned village where the mediator is working, select district, and add phone number. It is necessary to understand the meaning of ‘**Assigned villages**’. Assigned villages are those villages that have been allotted to a particular mediator to disseminate the Digital Green video. There could be more than one assigned village to a single mediator where he/she works and there could be more than one mediator working in one assigned village.
5. Once again it is important to remember that the villages would have been prefilled by the administrator.

- To select a village, type initial letters and the name will get sorted. Click on the village name in the dropdown list. To select another name simply type initial letters and another village name can be selected from the dropdown list. In this way, multiple villages can be assigned to a mediator. The assigned villages are a multi-select field. A "x" (cross symbol) appears next to the village name to remove the selected village.
- Now click on **"Save and Add Another"**. If the mediator already exists, then the message will appear "Error saving mediator" and the reason for this error is highlighted. On successful addition, message appears "Success! Saved Mediator".
- To see the entered mediator details click on **'Mediator'**, which will display list of mediators, as shown below. The entries can be edited by clicking on the pen symbol.

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COCO
Help

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Villages
Mediators
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Adoptions

### Mediator

Copy to Clipboard
Download in Excel

Show 10 entries
Search:

ID	Name	Assigned villages	Edit
2316	S.V.Krishnama Nayudu ఎస్.వి.క్రిష్ణమ నాయుడు CA	Kasaram కాసరం; Chodavaram చోడవరం; Chiyyavaram చియ్యవరం; Gundelugunta గుండెలుగుంట; Peddakanaparathi పెద్దకనపర్తి	
2317	K.Govardhan కె.గోవర్ధన్ (CA)	Kanchanapalli కంచనపల్లి; Sivanadhapalyam శివనాథపాళ్యం; Chittatturu చిట్టతూరు; Karakollu కారకోల్లు	
2318	K.Ramayya కె.రామయ్య	L.N.Palli ఎల్.ఎన్.పల్లి	
2319	G.Gunnayya జి.గున్నయ్య VA	Kasaram కాసరం	
2320	R.Eswarappa ఆర్.ఈశ్వరయ్య VA	Chiyyavaram చియ్యవరం	
2321	V.Chenga Reddy వి.చెంగారెడ్డి VA	Gundelugunta గుండెలుగుంట	
2322	R.Babu Reddy ఆర్.బాబు రెడ్డి VA	Chodavaram చోడవరం	
2323	B.Ramakrishnayya బి.రామక్రిష్ణయ్య VA	Peddakanaparathi పెద్దకనపర్తి	
2324	C.Vasantharao సి.వసంతరావు VA	Karakollu కారకోల్లు	
2325	C.Krishnayya సి.క్రిష్ణయ్య VA	Kanchanapalli కంచనపల్లి	

Showing 1 to 10 of 414 entries

Previous
1
2
3
4
5
...
42
Next

For multiple column sorting, press and hold the shift key while sorting each column.

## ADDING VIDEO

The Digital Green videos are added to the COCO database so that they could be accessed anytime and anywhere and can be seen by anyone across the globe.

After the video production training has been provided to the video production team, it produces the videos in the field. Before the production a proper scripting is done that is verified by the content specialist. Non-negotiables are identified during the scripting stage. Once the video production is completed, it is edited. It is then reviewed by the internal Digital Green training team and the partner staff. If approves, it is uploaded on YouTube and linked to COCO database.


1. To add a video click on (+) sign along the "Videos" to enter Add Video screen.





2. Firstly, add title of the video.
3. Select the video type (testimonial, demonstration, discussion-based etc.) from dropdown menu.
4. Enter production start and end date and the format of entering the date through calendar selection or typing the date in the specified format.
5. Mention the language in which the video has been made.
6. Add the summary of the video that can include practice details, its importance etc.


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COCO


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Add Video

*All fields in bold are required*

Title

Video Type

Production Start Date

Production End Date

Language

Summary

7. Now fill-up other fields, such as the village in which the video was produced, facilitator who featured in the video, camera person, person shown (cast/actors), actors from the dropdown menu, video suitable for, approval date.
8. The field of YouTube ID is compulsory.
9. Now click on "Save and Add another".

Village	<input type="text"/>
Facilitator	<input type="text"/>
Camera Operator	<input type="text"/>
Persons Shown	<input type="text" value="Select Some Options"/>
Actors	<input type="text"/>
Video Suitable For	<input type="text"/>
Approval Date	<input type="text" value="YYYY-MM-DD"/>
Youtube Id	<input type="text" value="youtubeid"/>

10. It is very essential to mention the **non-negotiable points** in every video. Non-negotiable points are those points that are mentioned in every Digital Green video. These non-negotiable are to be adopted by the community members and only then a practice shown in the video is deemed adopted.
11. The non-negotiable points might or might not be physically verifiable. These non-negotiable points could be written down by the mediator or provided to them in form of cheat sheets that they can use during adoption verifications.

Sr. No.	Non Negotiables	Physically Verifiable
1.	<input type="text"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="checkbox"/>
3.	<input type="text"/>	<input type="checkbox"/>
4.	<input type="text"/>	<input type="checkbox"/>
5.	<input type="text"/>	<input type="checkbox"/>

## ADDING GROUPS


Adding groups to COCO database is necessary. The reason for adding groups is to help registering the screenings/disseminations and subsequently adoptions at the later stage.


Registering a group is important because it helps keep the track on all those members of the village group that have seen the Digital Green video dissemination and then have adopted the practices that are shown in the videos.


1. To add a group we need to click on (+) sign along "Group".


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COCO


Help 


Sync 


Villages 


Mediators 

Videos 

Groups 

Persons 

Screenings 

Adoptions 

Add Group

All fields in bold are required


Name


Village


Person Name	Father Name	Age	Gender	Phone No
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


2. Now, enter name of the group under the field "Name".
3. Add the name of the village from the dropdown and move forward.
4. We will now need to fill-up details of all the members in the group by adding their first name, father's name, age, gender and phone number, if available.
5. To add additional names click on "Add empty rows". Click on "Save and Add another" to register the group.
6. If duplicate names are entered "Error! Error saving group" message will appear.


- To review the entered data click on 'Group' to see the details. You can also edit the content here, if you find any discrepancy.


**digitalGREEN****COCO**Help 


Sync 


Villages 


Mediators 

Videos 

**Groups **

Persons 











Screenings 

Adoptions 

### Group

Copy to Clipboard Download in Excel

Show 10 entries Search:

ID	Name	Village	Edit
12722	పుట్టాలమ్మ	Kasaram కాసరం	
12723	వేమాలమ్మ (Delete)	Kasaram - కాసరం (DELETE)	
12724	గంగమ్మ (DELETE)	Kasaram - కాసరం (DELETE)	
12725	ప్రియదర్శిని మహిళా సంఘం	Kasaram కాసరం	
12726	గాయత్రి (Delete)	Kasaram - కాసరం (DELETE)	
12727	అంజలి	Kasaram కాసరం	
12728	FPG	Gundrajukuppam HW గుండ్రాజుకుప్పం హెచ్.డబ్ల్యు	
12730	స్నేహ ప్రీయ	Gundrajukuppam HW గుండ్రాజుకుప్పం హెచ్.డబ్ల్యు	
12731	సత్య	Gundrajukuppam HW గుండ్రాజుకుప్పం హెచ్.డబ్ల్యు	
12732	రుద్ర	Gundrajukuppam HW గుండ్రాజుకుప్పం హెచ్.డబ్ల్యు	

Showing 1 to 10 of 3,719 entries Previous 1 2 3 4 5 ... 372 Next


For multiple column sorting, press and hold the shift key while sorting each column.


## ADDING PERSONS


If at any time there is an addition of a new member in an existing group then this feature helps you to add that new person or member.


- We will now need to fill-up details of all the new members in the group by adding their first name, father's name, age, gender, and phone number, if available.
- Click on "Save and Add another" to register the name.


**digitalGREEN****COCO**


Sync 


Villages 


Mediators 

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Groups 

**Persons **

Screenings 

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### Add Person

All fields in bold are required

Name

Father Name

Village

Gender

Age

Phone Number

Group

Save and Add Another

- To review the entered data click on 'Person' to see the details. You can also edit the content.

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COCO

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**Persons**

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Person

Show 10 entries

Copy to Clipboard Download in Excel

Search:

ID	Person name	Father name	Village name	Group name	Edit
184951	సావిత్రి	రామ	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184952	అమలు	శివయ్య	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184953	కాంతమ్మ	సెల్వం	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184954	సుజాత	బాబు	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184955	అమలు	అనంద్	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184956	రత్నమ్మ	నట్టరాజ్	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184957	కళ్యాణి	చిరంజీవి	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184958	కుల్లమ్మ	ఏలుమలై	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184959	పద్మ	గోవిందస్వామి	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	
184960	ఇంద్రణి	సుబ్రహ్మణ్యం	Gundrajukuppam HW రుండ్తాజుకుప్పం హెచ్.డ్యబ్ల్యు	FPG	

Showing 1 to 10 of 36,944 entries

Previous

1

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3

4

5

...

3695

Next

For multiple column sorting, press and hold the shift key while sorting each column.

## ADDING SCREENINGS

The mediators disseminate the Digital Green videos in their villages and in their respective groups. Once the dissemination is done they fill up the Digital Green dissemination and adoption form. This form indicates various fields and is a hard copy that acts like a document which helps the mediator to keep a track of those who are interested in adopting the practices that are shown in those videos and to help them visit those members who have actually adopted the practices in the future.

- To add a screening click on (+) sign along "Screenings".
- For adding the screenings a prefilled hard copy of the dissemination form for data entry is required.
- Now select/enter date on which the screening was held, in the prescribed calendar field format; time when the screening started in the field 'Start time' in the time field format. Time is entered in 24 hour format.
- Now enter the time when the dissemination was completed in 'End time' field; village where the dissemination took place, mediator who conducted the

dissemination. If the mediator's name does not appear in the selected village, first check if you have entered a wrong spelling. If it is a new mediator, then add the mediator name as described earlier. However, if it is an old mediator and his/her name exists, and who has been assigned this village, then simply assign the village to the mediator. On selecting the village, the mediator and groups within the selected village are auto-populated as these fields are dynamic.

The screenshot shows the 'digitalGREEN COCO' interface. On the left is a sidebar with a 'Sync 0' button and a list of menu items: Villages, Mediators, Videos, Groups, Persons, Screenings, and Adoptions. Each item has a green plus icon to its right. The 'Screenings' item is highlighted with a grey background. The main content area is titled 'Add Screening' and includes a note: 'All fields in bold are required'. The form contains several input fields: 'Date' (YYYY-MM-DD), 'Start Time' (HH:MM) with a 'Use 24 hour format' note, 'End Time' (HH:MM) with a 'Use 24 hour format' note, 'Village' (a dropdown menu), 'Mediator' (a dropdown menu), 'Videos Screened' (a button labeled 'Select Some Options'), 'Groups Attended' (a button labeled 'Select Some Options'), and 'Person' (a button labeled 'Select Some Options'). At the bottom of the form is a green button labeled 'Save and Add Another'. In the top right corner, there is a 'Help' link and a user profile icon.

5. Now, select video that was screened. If the video shown does not appear then video needs to be added as described earlier. It is possible that more than one video was shown during screening. Type the initial letters of the video title to filter the list of videos.
6. After this, select the groups that attended the screening. Multiple group selection is possible. Scroll down the page to see the list of group members appear. If a group member was not present, as per the dissemination form, then click on "x" before that name to remove it from the list.
7. Enter information on expressed questions against the name of the person, tick interest shown to adopt the current video and expressed adoptions for the previously watched videos. In case of expressed adoptions, only the name of those videos will appear which the person has watched.



8. The meaning of the field "Person" in the 'Add screening' form is important to understand. Type the initial letters of a person in "Select Some Options" field to filter the name of the person who has attended the screening but does not belong to any group. If the name does not appear then add person by clicking on (+) sign along the "Persons" on the sidebar.
9. Now, click on "Save and Add Another"
10. To review the entered data click on 'Screenings' to see the details. You can also edit the content here.

digitalGREEN
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Sync 0
Villages
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### Screening

Copy to Clipboard
Download in Excel

Show 10 entries
Search:

ID	Screening Date	Mediator	Village	Groups Attended	Videos Screened	Edit
153078	2013-01-04	రామచంద్ర (CA)	Bandarlapalli బండర్లపల్లి	విజయలక్ష్మి	Seed treatment with Beejamrutham (బీజమ్మతం)	
153099	2013-01-07	రామచంద్ర (CA)	Bandarlapalli బండర్లపల్లి	బాలమురుగన్	Seed treatment with Beejamrutham (బీజమ్మతం)	
153103	2013-01-06	రామచంద్ర (CA)	Bandarlapalli బండర్లపల్లి	శ్రీ వెంకటేశ్వర గ్రూప్	Seed treatment with Beejamrutham (బీజమ్మతం)	
153108	2013-01-05	రామచంద్ర (CA)	Bandarlapalli బండర్లపల్లి	మమ్ లాజ్ బీ గ్రూప్	Seed treatment with Beejamrutham (బీజమ్మతం)	
153111	2013-01-02	రామచంద్ర (CA)	Bandarlapalli బండర్లపల్లి	మహేశ్వరీ గ్రూపు	Seed treatment with Beejamrutham (బీజమ్మతం)	
153113	2013-01-03	రామచంద్ర (CA)	Bandarlapalli బండర్లపల్లి	సరస్వతి గ్రూపు	Seed treatment with Beejamrutham (బీజమ్మతం)	
154488	2013-01-01	C.SHAFEE షఫీ(CA)	Singasamudram (సింగసముద్రం)	ఓంశక్తి	Seed treatment with Beejamrutham (బీజమ్మతం)	
154489	2013-01-05	C.SHAFEE షఫీ(CA)	Singasamudram (సింగసముద్రం)	కన్యకపరమేశ్వరి	Seed treatment with Beejamrutham (బీజమ్మతం)	
154490	2013-01-10	C.SHAFEE షఫీ(CA)	Singasamudram (సింగసముద్రం)	గంగమ్మ	Seed treatment with Beejamrutham (బీజమ్మతం)	
154491	2013-01-15	C.SHAFEE షఫీ(CA)	Singasamudram (సింగసముద్రం)	పురతి	Seed treatment with Beejamrutham (బీజమ్మతం)	

Showing 1 to 10 of 10,387 entries

Previous
1
2
3
4
5
...
1039
Next


## ENTERING ADOPTIONS


Once the relevant videos are screened or disseminated in the respective groups by the trained mediators, the adoptions then are to be entered in COCO. The data for adoptions is only entered into the COCO database once they are verified in the field and each non-negotiable point was adopted by the member that was shown to her in the video.


Once the adoptions are verified on the field they are then marked in the adoption forms and finally entered in the COCO database.


A prefilled verified adoption form is required to add adoptions.


1. Now, click on (+) sign along the "Adoptions" to enter Add Adoption screen.
2. Enter following data in the fields-
  - a. Village name as provided in the adoption verification form
  - b. Select group name(s) as per the adoption verification format
  - c. "Person" field is provided to add additional person who has watched a video and adopted the practice shown in the video but is not part of the group
  - d. Scroll down the page that is populated with the group members based on village and group(s) selected
  - e. Click on "x" to delete the names of the persons who have not adopted practice(s) based on the adoption verification form
  - f. Select the practice against each person from the dropdown menu based on the verified format. Dropdown lists only those videos that have been watched by that person
  - g. Click on Save and Add another to complete adoption registration.


**digitalGREEN****COCO**Help 


Sync 


Villages 


Mediators 

Videos 

Groups 

Persons 

Screenings 

Adoptions 

Add Adoption

All fields in bold are required

Village

Groups Attended

Select Some Options

Person

Select Some Options

Save and Add Another



Sync 0

Villages

Mediators

Videos

Groups

Persons

Screenings

Adoptions

Add Adoption

All fields in bold are required

Village

Adagondanahalli

Groups Attended

Sri Gangasree SHG x

Person

Bhagamma (Nanjappa) (, Sri Manjushree idf SHG) (5

Adoptions

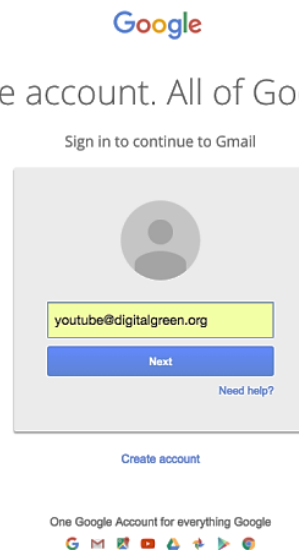
Delete?	Sr. No.	Person	Video	Date of Adoption
x	1	Devarajamma(Adagondanahalli)(Sri C	.....	
x	2	Gangamma(Adagondanahalli)(Sri Gar	Tumkur_Impact video _Guli ragi	
x	3	Lakkamma(Adagondanahalli)(Sri Gar	.....	
x	4	Lakshmiddevamma(Adagondanahalli)	.....	
x	5	Neelamma(Adagondanahalli)(Sri Gan	.....	
x	6	Puttamma(Adagondanahalli)(Sri Gan	.....	
x	7	Rukamini(Adagondanahalli)(Sri Gang	.....	

\*Now, you can disconnect the internet connection and make a couple of entries. You will be able to enter the data in the offline mode as well. The number on the Sync button indicates the numbers of entries done in offline mode that needs to be synchronized with the main database on the server. Data can be synced in the online mode by clicking on the Sync button. Fresh entries in the online mode can be made after data sync and it is advised to sync data frequently.

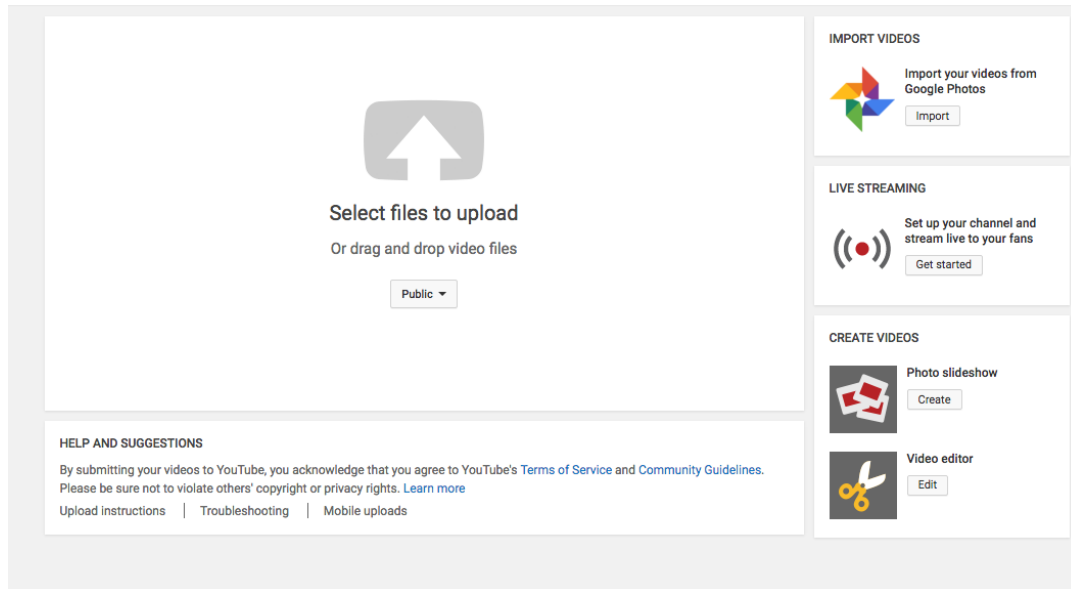
## UPLOADING DIGITAL GREEN VIDEO TO YOUTUBE

It is very crucial that every video should be uploaded in YouTube before it is linked to the COCO database. There is no option to upload the video directly into COCO and hence, we will have to upload the video to YouTube first.

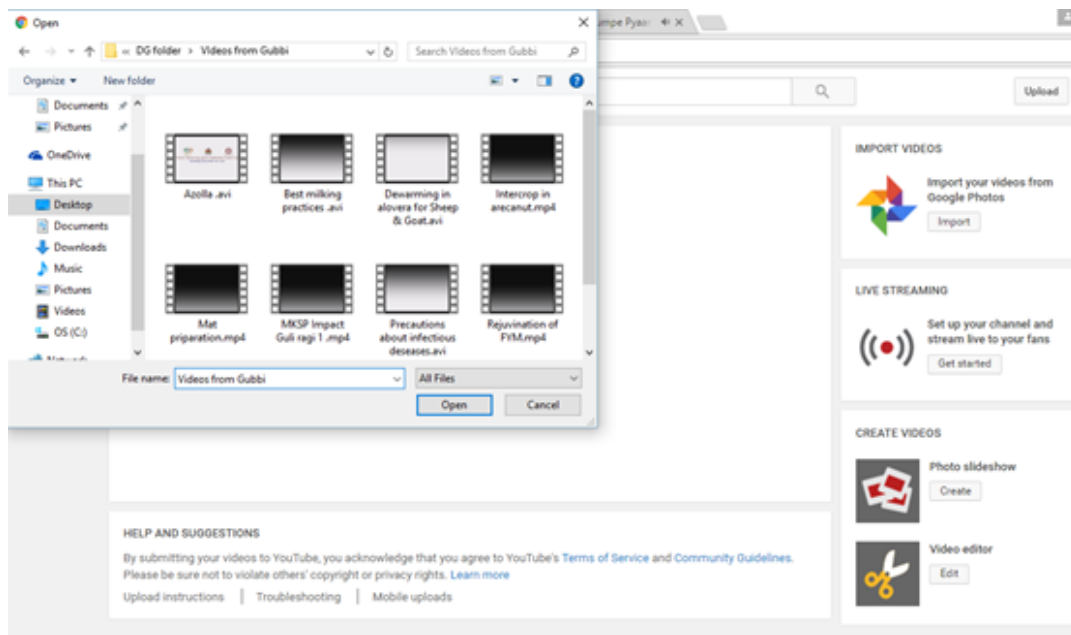
1. Digital Green has a Google account for uploading videos at YouTube and a username and password is provided for the same.
2. To upload a video we need to log in to YouTube by entering the given username and password.



3. Once you log into the Google account you can open YouTube and click on the upload that is on the top most right side of the screen.
4. Once you click on the upload you will see the following screen.



5. Now, you can select the Digital Green video from the computer that you wish to upload and the uploading would start immediately.



6. Once the uploading is complete click publish where your YouTube id would be generated that will have to be linked to the COCO database as shown previously.

UPLOADING 27%

About 16 seconds remaining.

Publish

★

Your video is still uploading. Please keep this page open until it's done.

Basic info

Translations

Advanced settings

Household registration Modified

Public

Description

Tags (e.g., albert einstein, flying pig, mashup)

VIDEO THUMBNAILS

Thumbnail selections will appear when the video has finished processing.

Custom thumbnail

Maximum file size is 2 MB.

Add a message to your video

Also share on

☒
☐
☐

+ Add to playlist

Video Manager

+ Add more videos

PROCESSING 95%

Some changes are not yet saved.

Publish

★

Click "Publish" to make your video live.

Basic info

Translations

Advanced settings

Household registration

Public

Description

Tags (e.g., albert einstein, flying pig, mashup)

VIDEO THUMBNAILS

Thumbnail selections will appear when the video has finished processing.

Custom thumbnail

Maximum file size is 2 MB.

Add a message to your video

Also share on

☒
☐
☐

+ Add to playlist

Upload status:

Processing your video.

Your video will be live at:

<https://youtu.be/Ln-U5tx3Gjk>

Video / Audio quality:

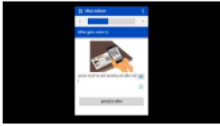
★

You uploaded a wide-screen (16:9) vid original was 720p or greater (i.e. 1280x we encourage you to <a href="//support.google.com/youtube/a/hi=en" target="\_blank">submit your vid resolution</a> to enable better quality

Video Manager

+ Add more videos

- After clicking on publish, a new page pops up with youtube ID and option to set thumbnails and space to type summary of a video. It is important to copy the link after the **Slash symbol (/)** not full URL as COCO demands.



## Household registration

Share Embed Email

Save changes  
All changes saved.

[f](#)
[t](#)
[✓](#)
[e](#)
[r](#)
[t](#)
[in](#)

<https://youtu.be/Ln-U5tx3Gjk>

Basic info Translations Advanced settings

Upload status:  
Upload complete!  
Your video will be live at:  
<https://youtu.be/Ln-U5tx3Gjk>

Video / Audio quality:  
★  
You uploaded a wide-screen (16:9) video original was 720p or greater (i.e. 1280x720) we encourage you to <a href="//support.google.com/youtube/s/hi-en?target=\_blank">submit your video resolution</a> to enable better quality

Household registration

This video shows how to enter households registration in the App developed by **Dimagi**. Certain forms can be filled out against the household. The user can register a new household by linking to the Register Household form by the bottom of the list of household cases.

Public


Add a message to your video

Also share on ☒ ☐

+ Add to playlist

Tags (e.g., albert einstein, flying pig, mashup)

VIDEO THUMBNAILS



Custom thumbnail  
Maximum file size is 2 MB.

Video Manager + Add more videos

8. Copy and paste the YouTube link to the COCO video page as shown below.

digitalGREEN

Sync

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- Videos
- Groups
- Persons
- Screenings
- Adoptions

COCO

### Add Video

All fields in bold are required

Title

Video Type

Production Start Date

Production End Date

Language

Summary

Village

Facilitator

Camera Operator

Persons Shown

Actors

Video Suitable For

Approval Date

Youtube Id

Select Some Options

Undo

Redo

Cut

Copy

Paste

Paste and Match Style

Select All

Language Settings

Writing Direction

Inspect

9. If URL is copied fully, then it will end up in an error message as shown, Hencer copy just the last part after the backwards slash (“/”).

Youtube Id

https://youtu.be/Ln-U5tx3Gjk

YoutubeID should contain at most 20 characters

10. After the above process click **‘Save and Add Another’** to secure data entry. It will approximately take 12 hours for your video to get linked to the COCO database.

Add empty rows

Save and Add Another



