



DREAMS

WORKING TOGETHER FOR
AN A DREAM FUTURE
FOR GIRLS & WOMEN

Standard Operating Procedure

Department:	MONITORING AND EVALUATION.
Date SOP was written:	10/04/2016
Name of SOP	ODK COLLECT MANUAL
Date SOP was approved by Department:	
Head of department:	
Written By:	
Reviewed By:	
Approved By:	

Company logo

Glossary of terms:

ODK –

Purpose:

Who is Responsible



Procedures:

- ODK will be used in the dreams program to help in the registration of the AGYW. The system will be installed in the mobile phones of the persons concerned with the registration in each of the IPs.
- For one to be able to use ODK collect, one needs to install the application on an Android device.
 - **Installing ODK Collect**
 - On your Android device (phone, tablet or phablet)
 - go to Google Play Store and search for the latest version of ODK Collect
 - Tap, install as shown in figure 1.

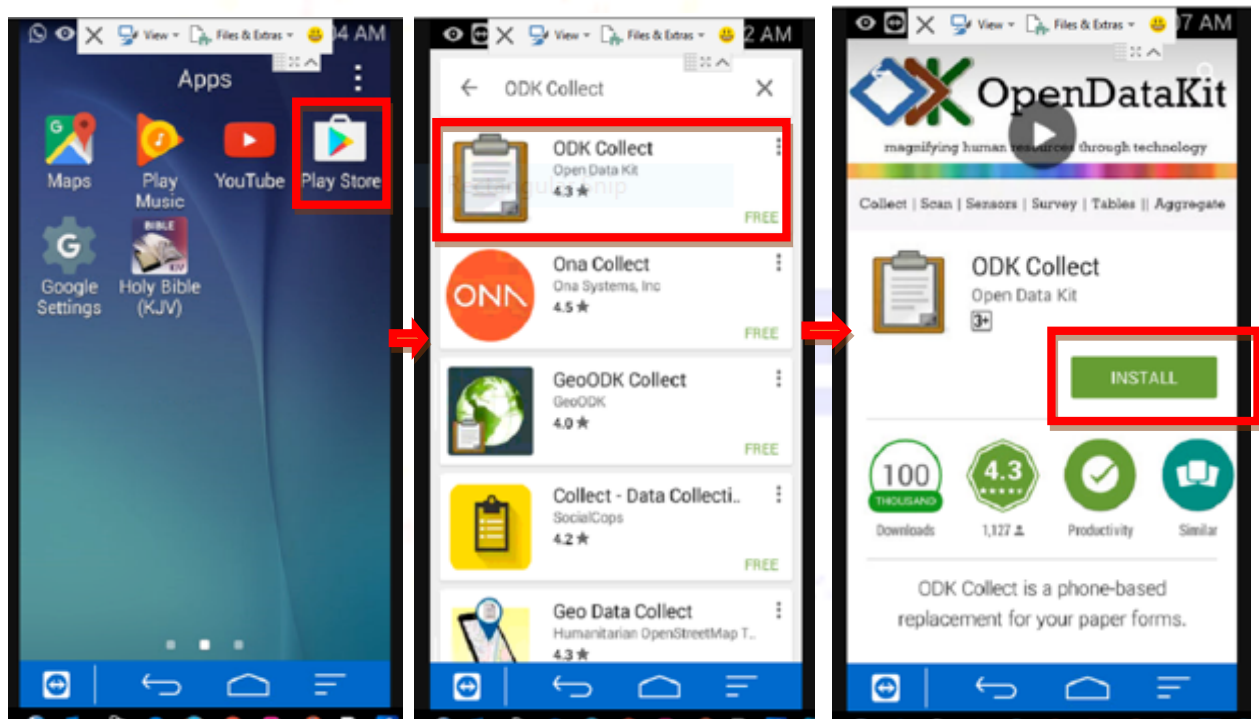


Figure 1: Installation of the ODK from the Play store

- This will bring another window where you would need to click accept, to start the download as shown in the figure 2.

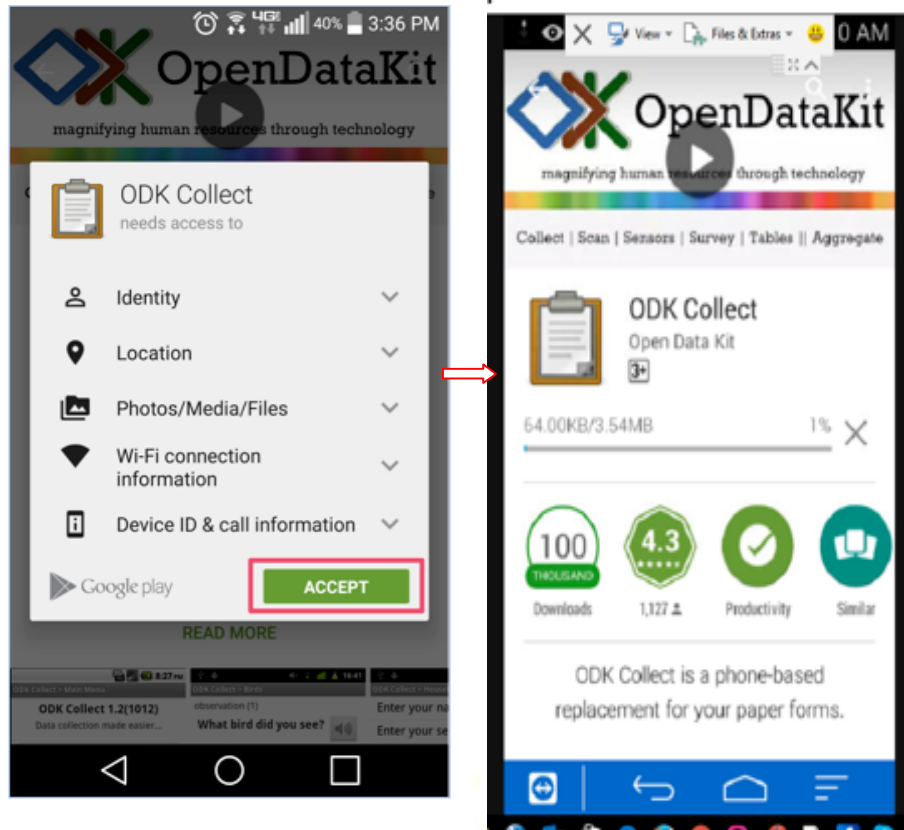



Figure 2: Accept the needs access

- Ensure that your device has sufficient space for the application to be able to install successfully.
- Ensure that you are connected to the internet or your mobile data is on for you to download the application.
- After installing the ODK you will need to configure the ODK to the DREAMS Account so you can access the DREAMS forms
 - **Configuring ODK Collect with your DREAMS account**
 - **Change the url in the installed version of ODK**
 - In ODK Collect's **Main Menu**, press the **Menu button** in your device the menu button location will vary by device, so if it's not where instructed look for where there is a sign of a menu in your device which looks like this .

- Click the **General Settings** as shown in figure 3:

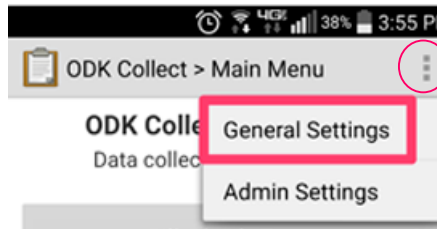


Figure 3: General Settings

- Click the configure platform settings as shown in figure 4
- Click the url for you to change to DREAMS url

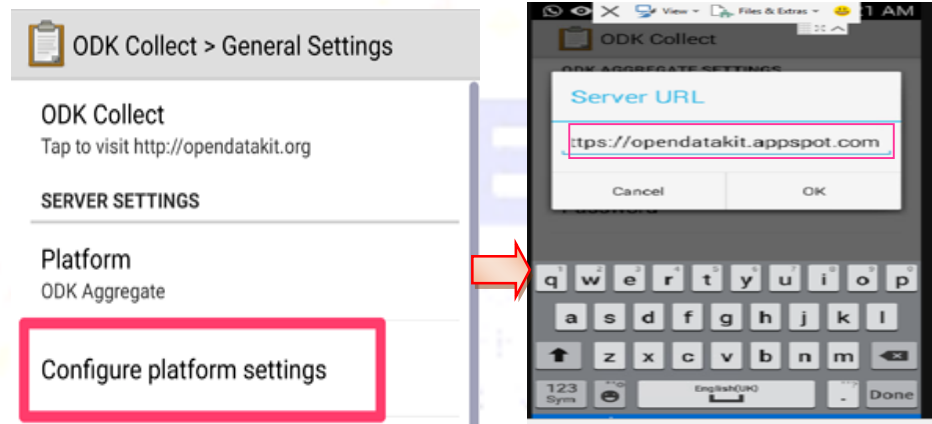


Figure 4: Server settings

- Change the url to <http://dreams-odk.globalhealthapp.net:8080/ODKAggregate> then click ok, as shown in figure 5.

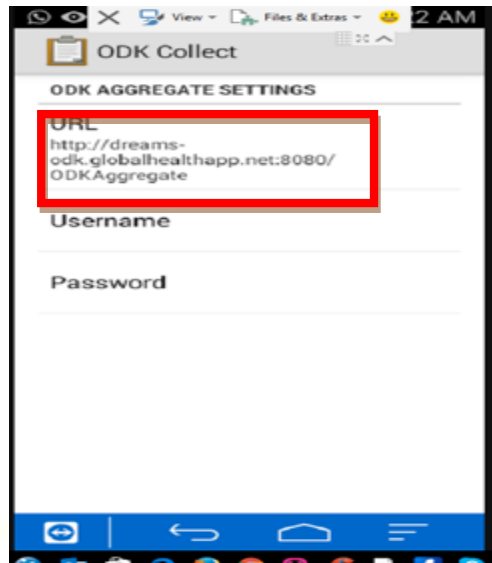


Figure 5: Change the Url to the dreams database

- User accounts – Once you have changed the url, you are to enter your user name and password as assigned by the development team/Systems administrator.
 - After clicking ok in the server configuration, enter your username as shown in figure 6:



Figure 6: Enter your username

- After entering the username, enter the password as shown in figure 7, then click **OK**

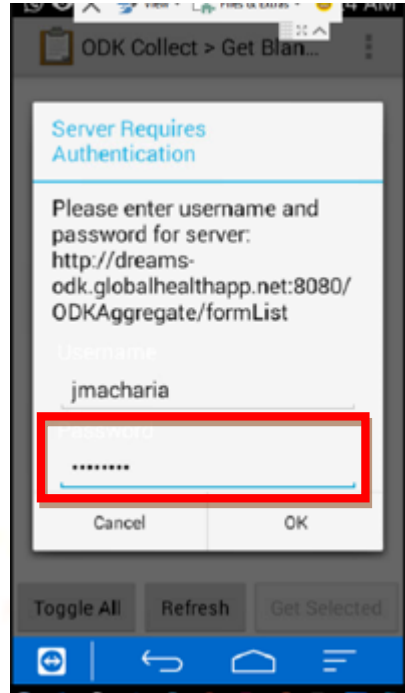


Figure 7: Enter your password

- Downloading forms to your phone
 - After configuring ODK Collect on your devices, you can now download forms to your phone/device.
 - Make sure you have internet connection/mobile data is on before proceeding with the following steps!
 - Confirm you have the correct server configuration (as explained in configuring ODK collect with your DREAMS url.
 - Select ODK Collect's Main Menu, click on Get Blank Form;

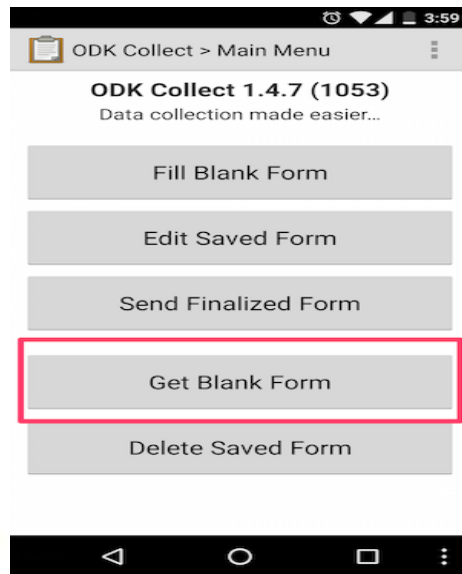


Figure 8: Main menu, get blank form

- All of the published and active forms in the DREAMS account will be listed. Tap on the **checkbox** next to the form(s) you want to download.

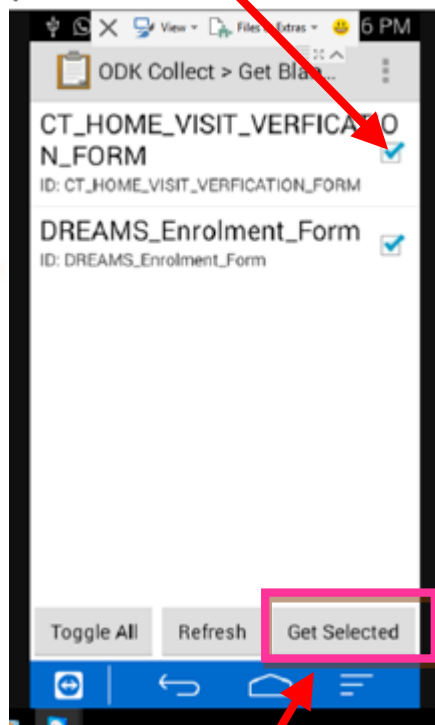


Figure 9: Get blank form from ODK server

- Tap on **Get Selected** to download as shown in figure 9, above.

- The download result will pop up in a window. Click **OK on the pop up window**. You're ready to start collecting data! figure 10

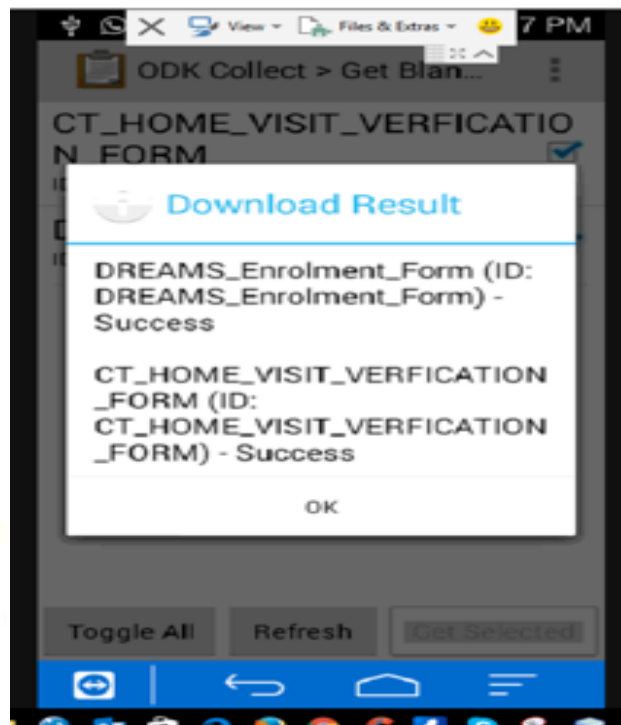


Figure 10: Download result

- Managing the forms in the ODK
 - Fill Blank Forms
 - Once you have downloaded forms to your device, you're ready to start collecting data.
 - Tap on **Fill Blank Form** and select the form you'd like to complete.

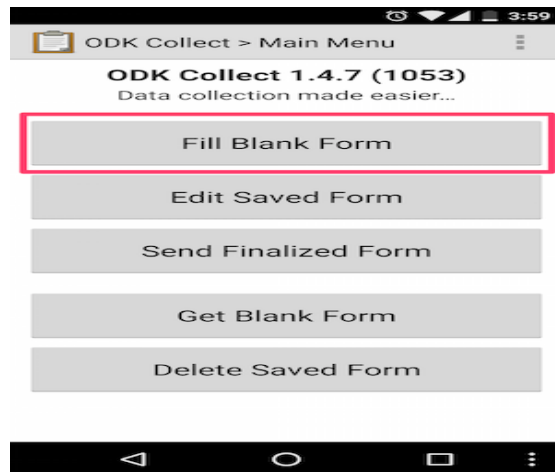


Figure 11: Fill blank form

- Downloaded forms will display as shown in the figure below, then click on DREAMS _Enrolment Form. The survey form will load up as shown in figure 12a

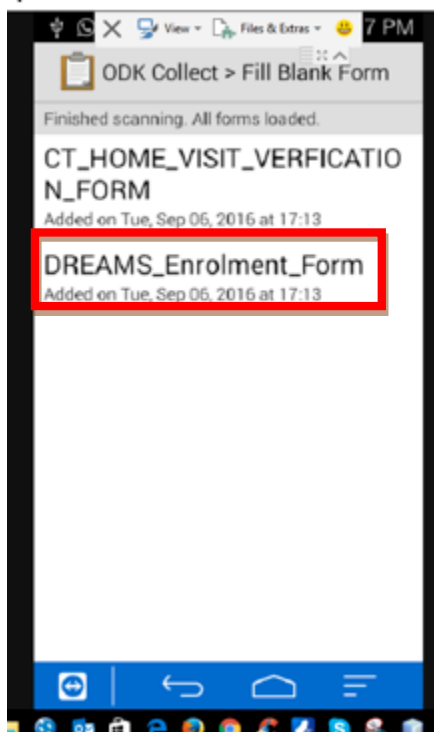


Figure 12: Fill blank form

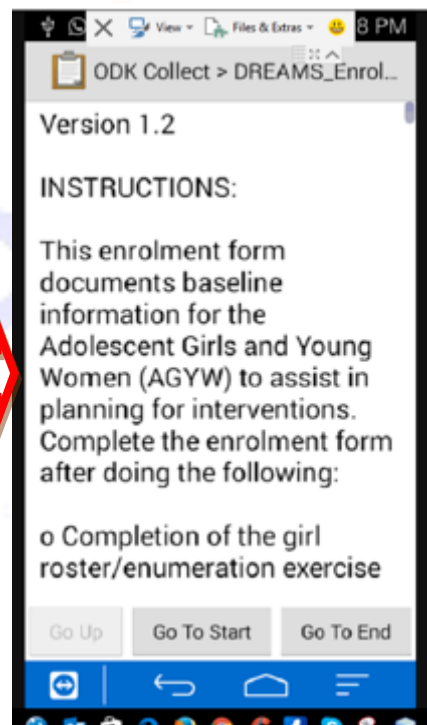


Figure 12a: Fill blank form

- To fill the form swipe to from right -left to move to the next question as shown in figure 13,13a and 13b

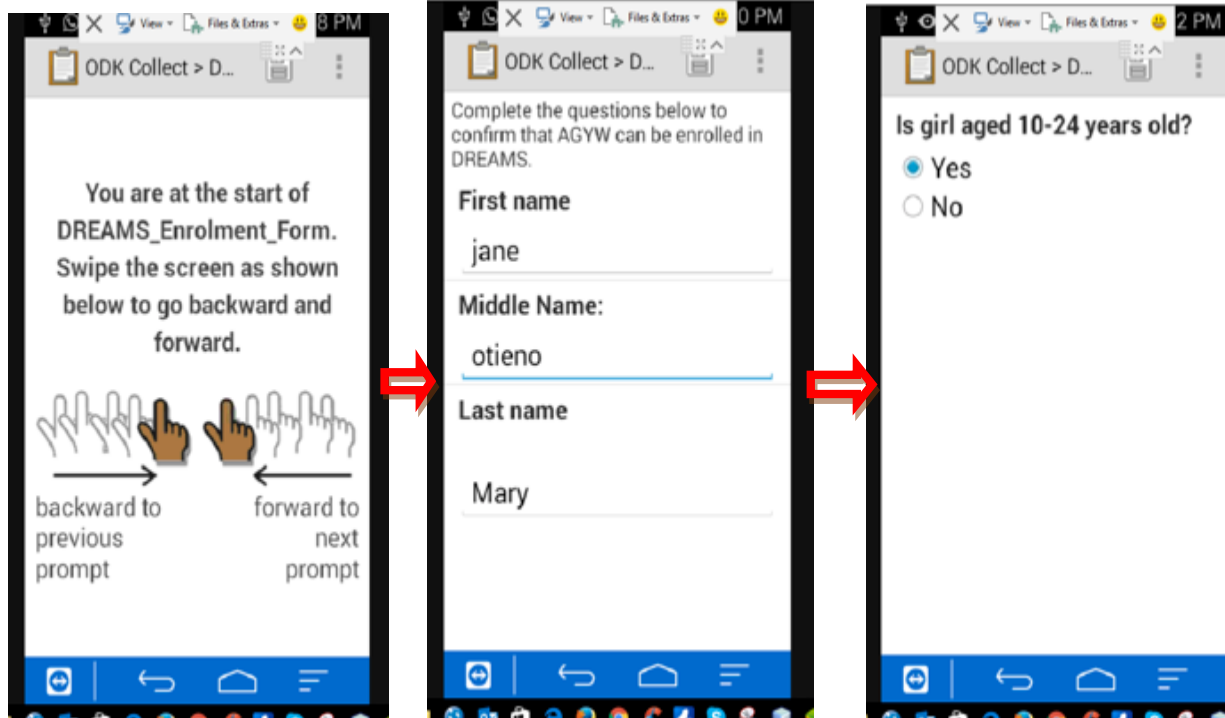


Figure 12a: Fill blank form

Figure 13a: Fill blank form

Figure 13b: Fill blank form

- Warning message will pop up when one tries:
 - To skip a mandatory question
 - Fill a question with wrong value as show in figure 14

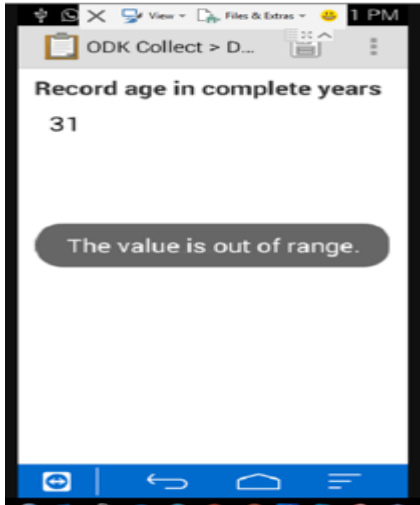


Figure 14

- Edit Saved Forms

- Forms that are not marked as finalized are saved as drafts in the **Edit Saved Form** menu in ODK Collect. From the home screen in ODK Collect, you can see the number of saved draft forms in parentheses.

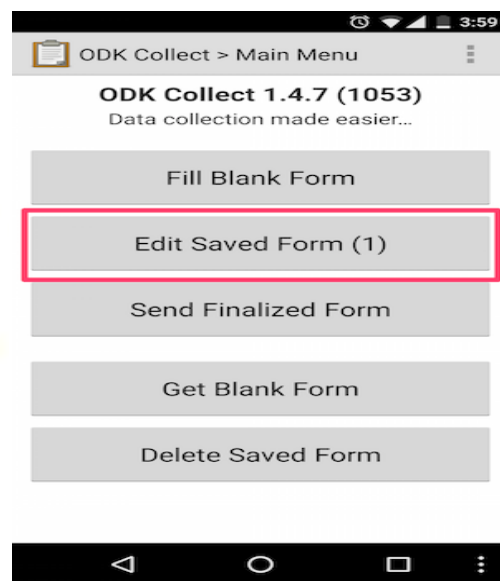
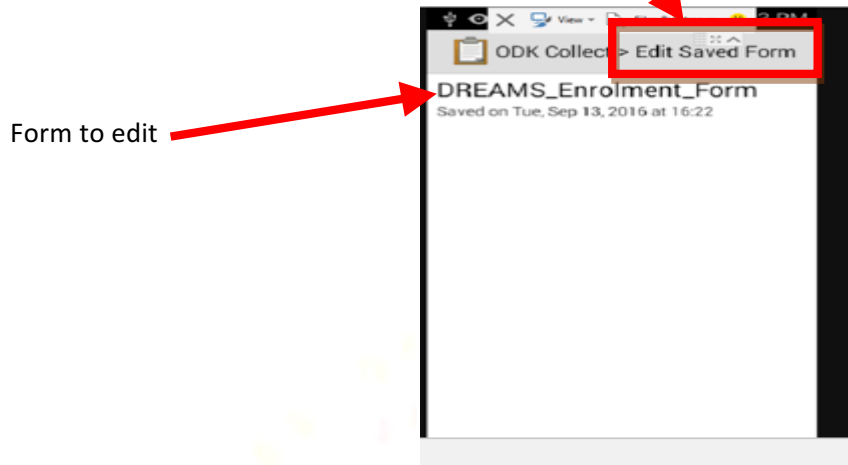
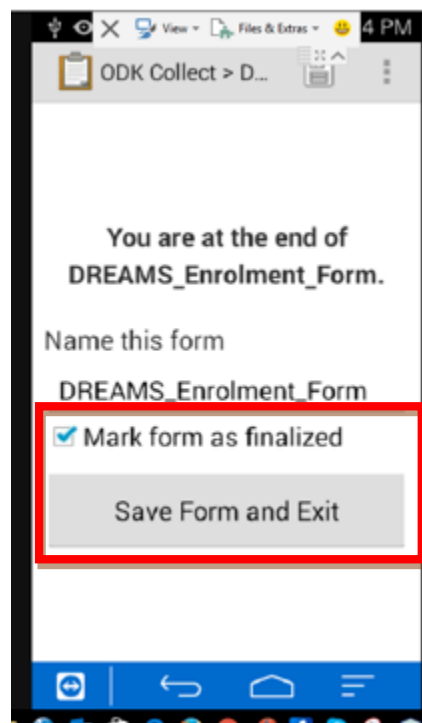
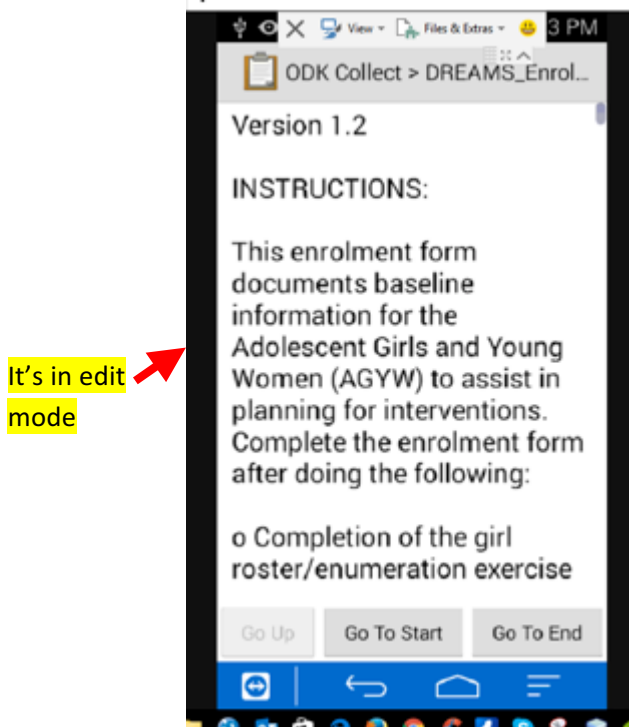


Figure 15: Edit saved form

- Tap on **Edit Saved Form**. You'll see a list of your saved draft forms. You will also see any forms that were marked as finalized, but not yet submitted to the server.



- Tap on the name of the form you want to edit to open the form for editing. Once you are finished editing your form, mark the form as finalized before pressing **Save Form and Exit**.



After editing check on mark form as finalized then click save form and exit

Figure 16: Edit saved form

- Send Finalized Form

- When you click on the save forms, they are marked as finalized and would appear in the **Send Finalized Form** menu in ODK Collect as shown in figure 17.

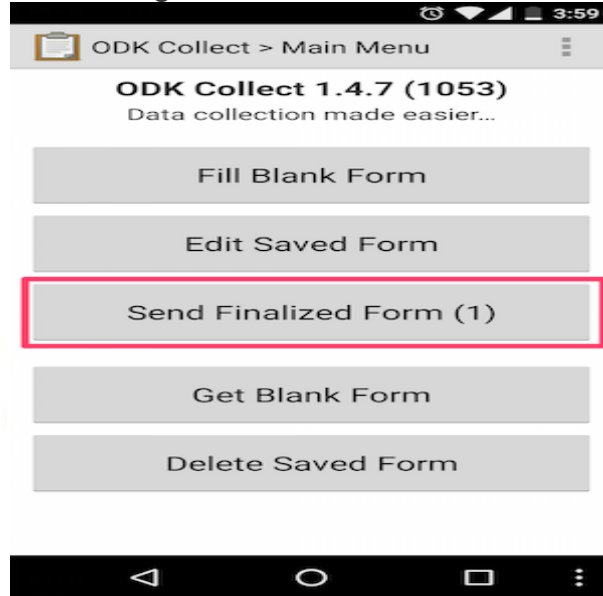
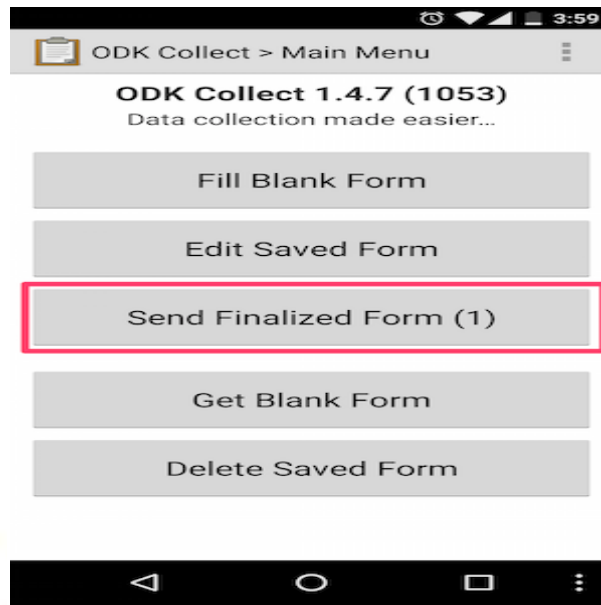


Figure 17: Send finalized form

- Note: forms marked as finalized can still be edited from the **Edit Saved Form** menu up until they are successfully submitted to the server).
- Establish an Internet connection for the forms to be submitted successfully. Once you have established an internet connection and are ready to submit your form to the server, tap on **Send Finalized Form** from the ODK Collect main menu.



- Check the form(s) you are ready to submit to the server and tap on the **Send Selected** button. Be sure to verify the form details as once you send the form you will not be able to edit after the form has been sent.

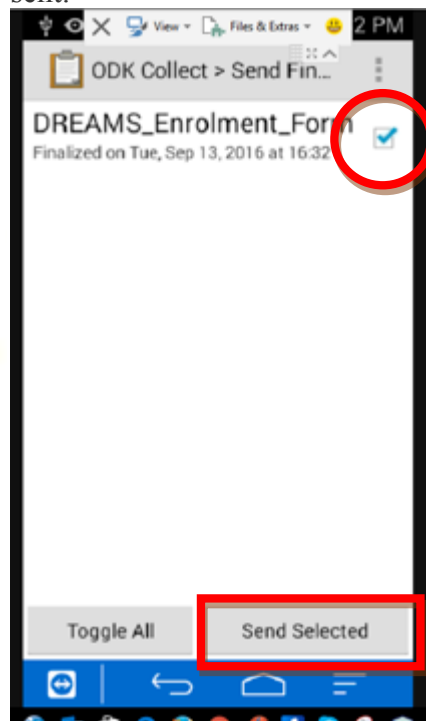


Figure 18: Send the selected forms

- Selecting the form(s) that you would like to upload to the server, click/tap on the send selected form as shown in the figure 18.
- Upload results pop-up window will appear to show if the form has been successfully uploaded to the server then click **OK** figure 19.

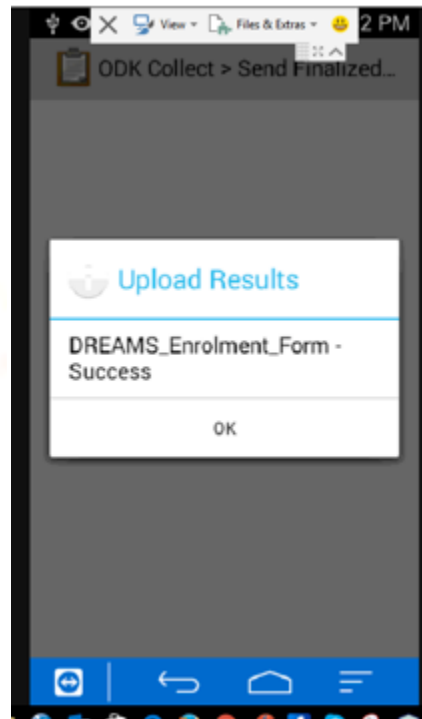


Figure19: upload results

- Delete Forms
 - To delete a form(s) is done through the **Delete Saved Form** menu in ODK Collect.
 - Click on the delete saved form in the menu, figure 20

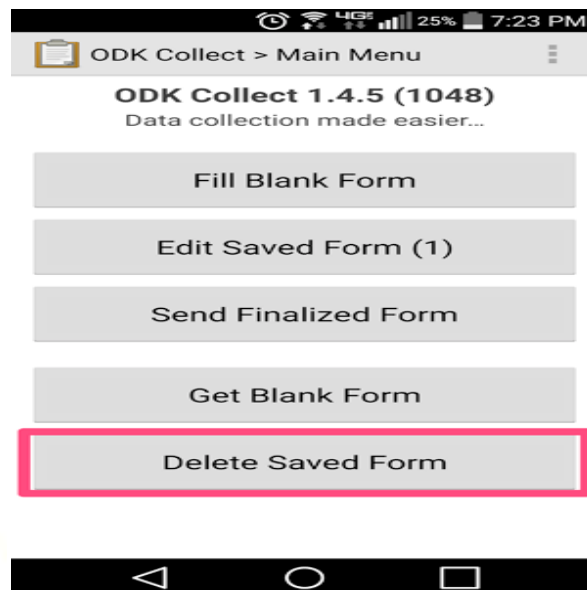


Figure 20: Delete saved form

- On the **Saved Forms** tab, you'll find a list of all forms that were submitted to the server as well as all forms currently saved as a draft in ODK Collect.
- To delete each form instance, mark the **checkbox** next to the name of the form and tap **Delete Selected**.

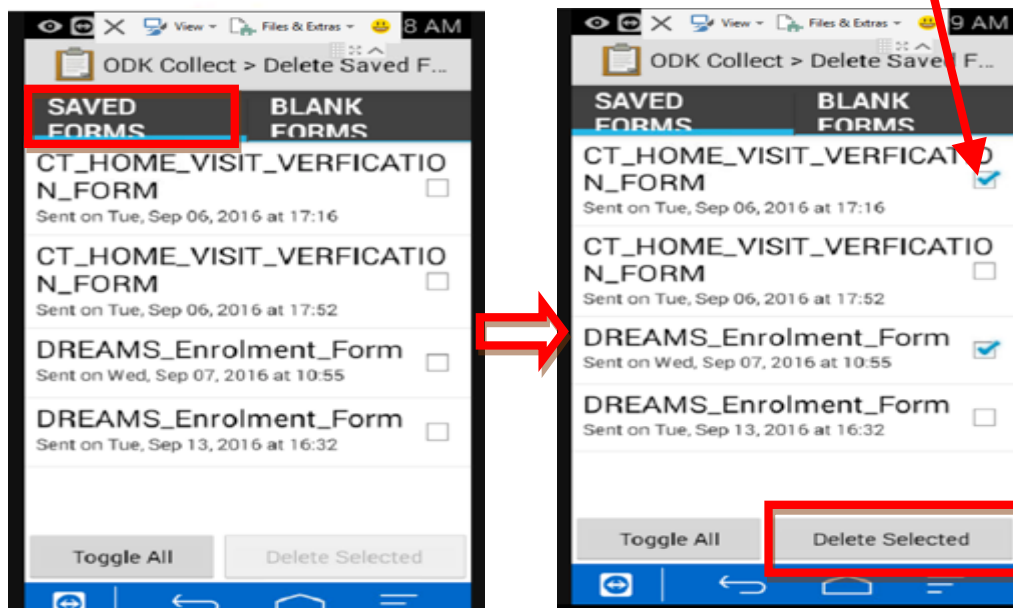


Figure 21: Delete saved forms

- On the **Blank Forms** tab, you'll find a list of all blank forms currently downloaded on your phone.
- To delete a blank form instance, mark the **checkbox** next to the name of the form and tap **Delete Selected** figure 18.

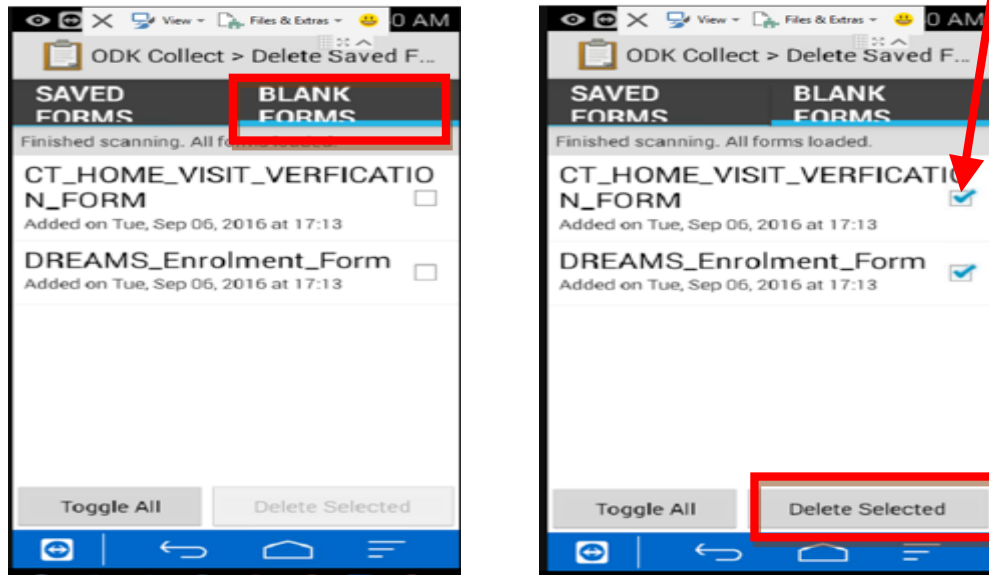


Figure 22: Delete a blank form

- A dialog box will pop up prompting you to confirm deletion; tap **Delete Forms** to continue.
 - It's a good idea to delete an older version of a form before downloading a new version of the same form to your phone. This will help prevent users from opening and entering data in the wrong version of the form.
- ODK User settings
 - ODK Collect has a number of user settings that can be adjusted to better meet the context and needs of a project or simply a data collector's personal preference.
 - Auto-sending of finalized forms
 - This feature enables you to automatically send finalized forms to the server as soon as there is an internet connection. This feature works even if you're not currently using ODK Collect.
 - Once enabled, auto-send will attempt to send forms to the server automatically once they are marked as finalized and saved, essentially

allowing the user to bypass sending the forms manually through the Send Finalized Form menu. If there is no internet connection, ODK Collect will retry sending the form at intervals until it succeeds.

- To enable the auto-send feature:
 - Go to General Settings in the ODK collect main menu, figure 23

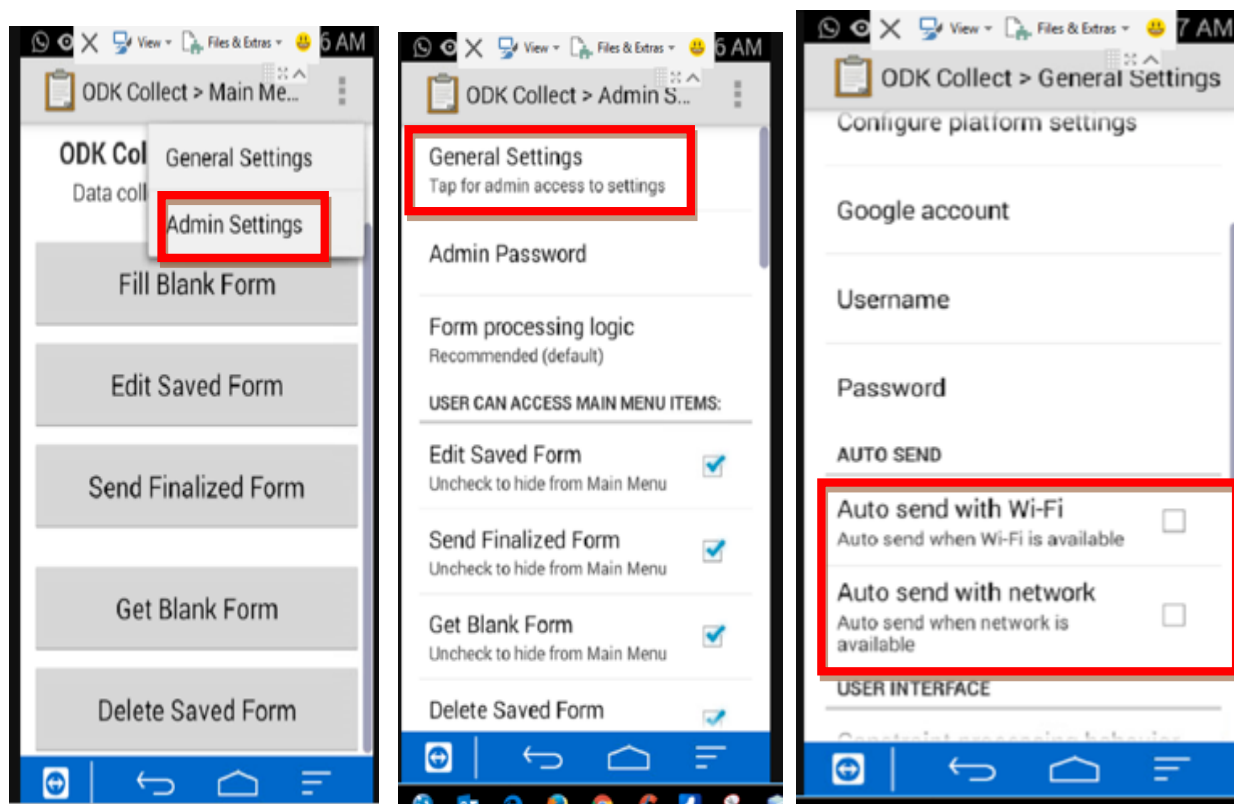


Figure 23: user settings

- Under the AUTO SEND section, you can choose to Auto send with Wi-Fi and/or Auto send with network figure 19.

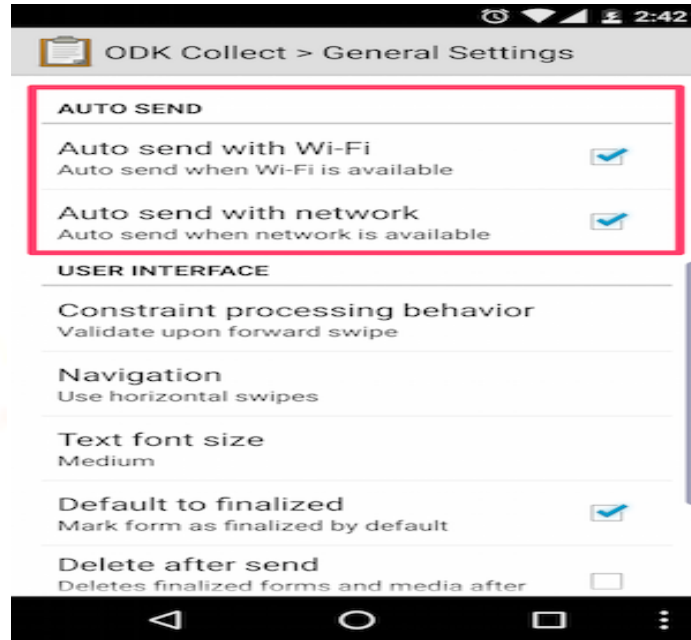


Figure 24: Auto Send general settings

- Under the AUTO SEND section, you can choose to Auto send with Wi-Fi and/or Auto send with network.
- Navigation settings
 - One can switch between swipes and forward/backward buttons or both for navigation.
 - To change your navigation settings from ODK Collect's General Settings.
 - Under the User Interface section, tap on Navigation, you can choose to use horizontal swipes (default settings), forward/backward buttons or swipes and buttons.

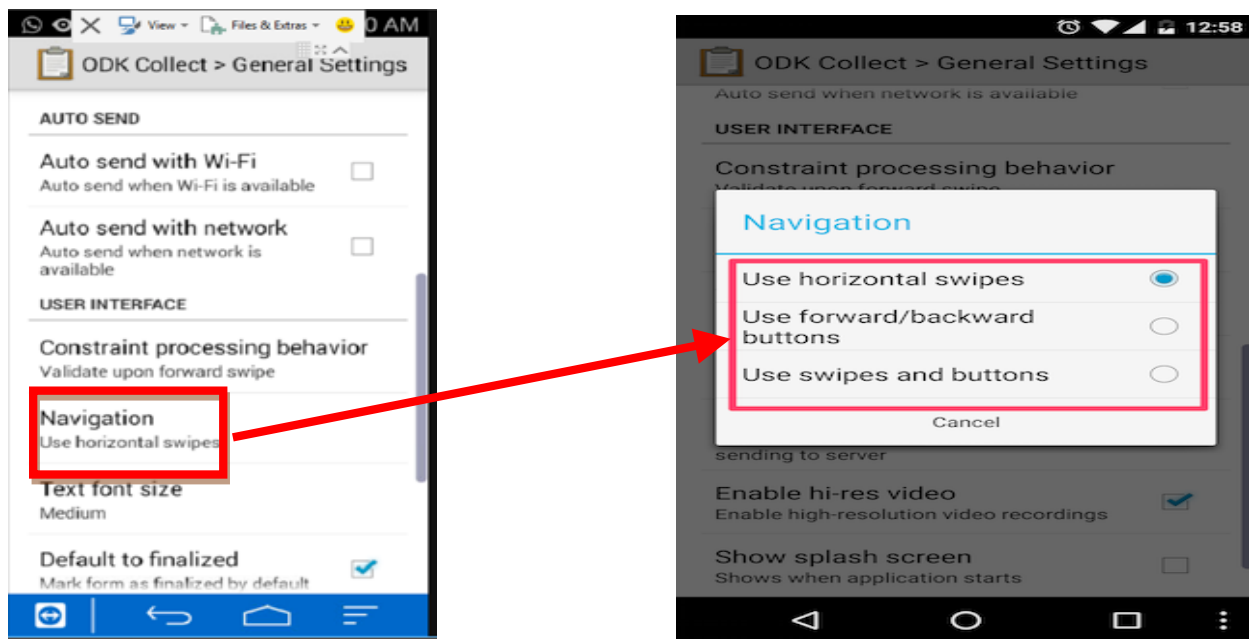


Figure 24: Horizontal Swipes/forward

- Bulk configuration of devices
 - This feature makes it easier to configure ODK Collect on many devices. Instead of configuring one device a time, you can easily configure all the devices at once.
 - From ODK Collect's Main Menu figure 3,
 - Click/tap on the menu button
 - Select Admin Settings figure 25;

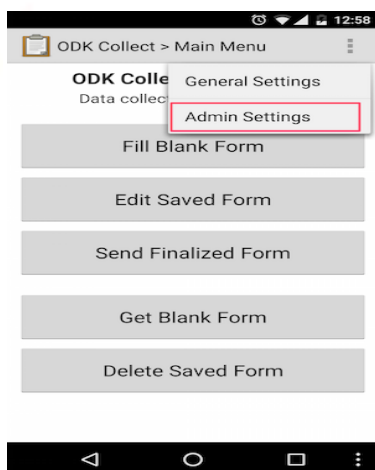


Figure 25: Select Admin settings in ODK

- Click on save setting to disk, to see the path where the file have been saved

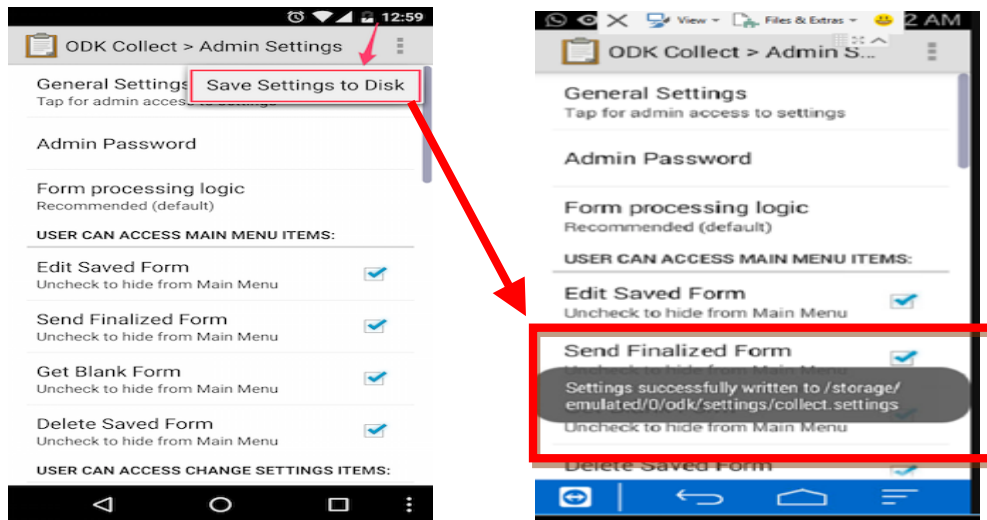
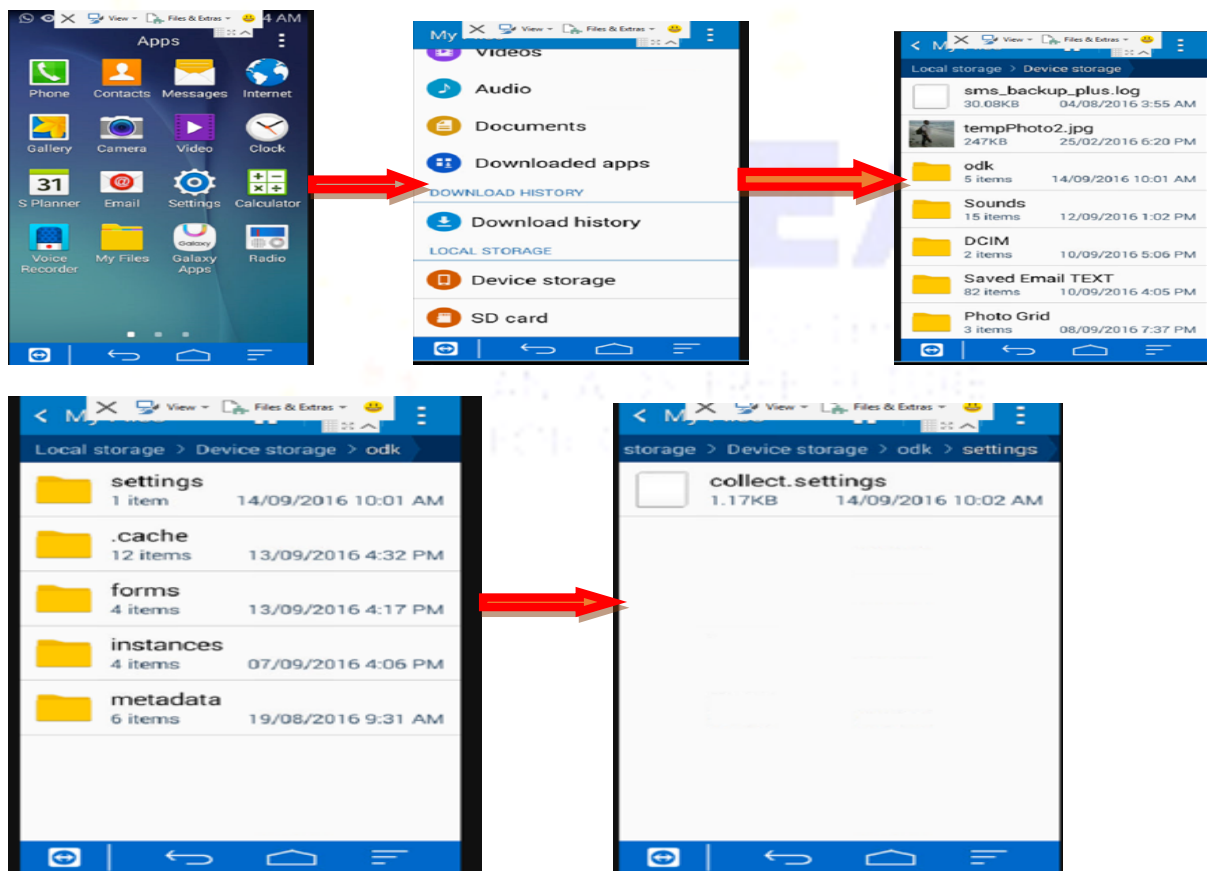


Figure 26: Save settings to Disk

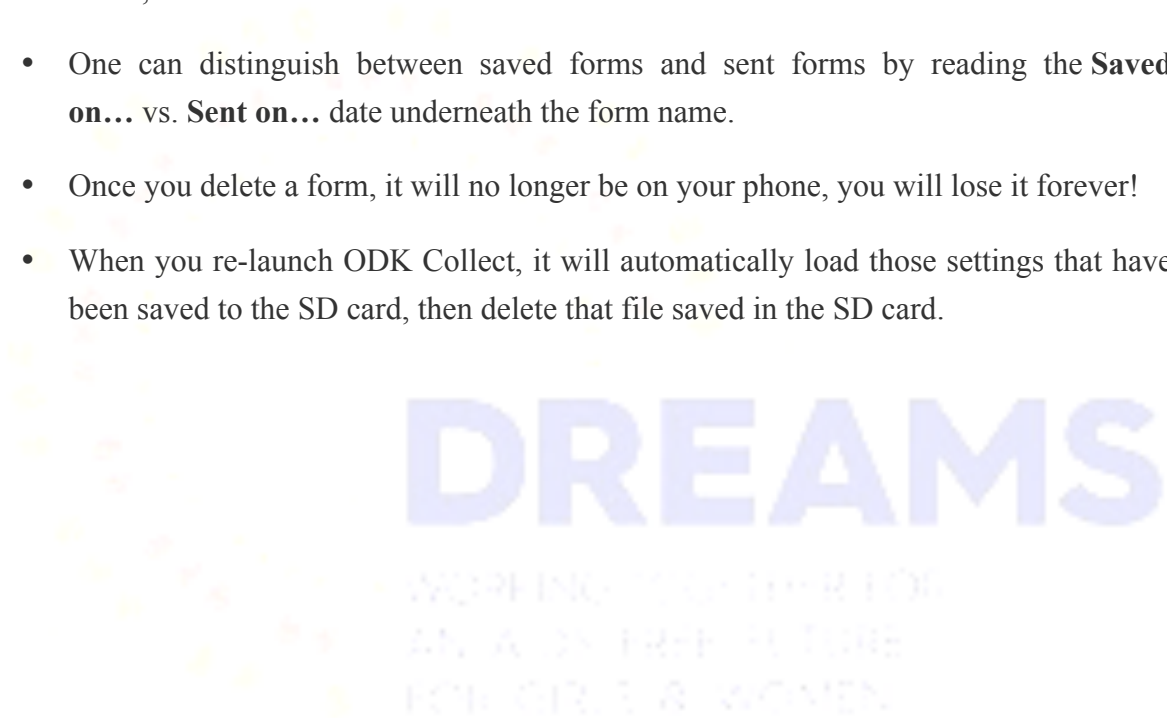
- Copy the settings file; go to my files/Device storage/odk/settings/collect.Settings any other device running ODK



Note:

If you are having difficulties submitting your forms to the server:

- Check your Internet connection.
- For persistent connectivity problems, consider using **ODK Briefcase**, which can be used to extract form submissions from a mobile device without an internet connection.
- Deleting a form only deletes it from the phone; it does not delete the form submission from the server, if it was already submitted. Be cautious when deleting saved form drafts, as this cannot be undone.
- One can distinguish between saved forms and sent forms by reading the **Saved on...** vs. **Sent on...** date underneath the form name.
- Once you delete a form, it will no longer be on your phone, you will lose it forever!
- When you re-launch ODK Collect, it will automatically load those settings that have been saved to the SD card, then delete that file saved in the SD card.



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NOTE

Documentation of Training (signature of all users is required)

Approved by:

Print name

_____ Signature _____

Approval Date:

I have read and understand the content of this SOP:

Name	Signature	Date