### HOW-TO-GUIDE FOR THE DATA VALIDATION FUNCTIONALITY

## 1. Accessing the Data Validation Interface

- Go to <a href="http://localhost/verify/">http://localhost/verify/</a> (you can replace localhost with the server domain or I.P address)
- 2. And login with the provided credentials.

# 2. Selecting forms for review

Once you have logged into the Data Validation Interface, you will be able to see the form types that have been assigned to you (see *Error! Reference source not found.*). You will see all the completed forms of that form type waiting for review and approval.

To start reviewing a form, click on the form number in the left-most column of the table. All the data collected in the form will be displayed in the pop up screen (see *Error! Reference source not found.*). It is your responsibility to review the information and photos received, to ensure that they provide the right and correct information.



Figure 1: E-for validation screen

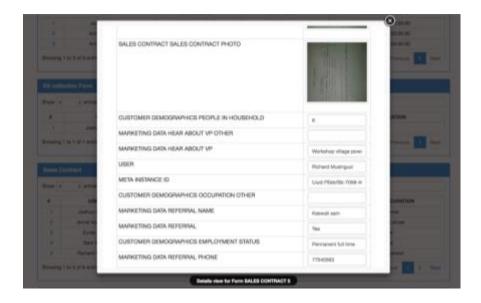


Figure 2: Form data review and edit screen

## 3. Reviewing and approving forms

### 3.1. All forms

- 1. Review data collected to ensure data makes sense. Make enquiries and corrections as necessary.
- 2. Once all data is correct, click 'Submit'.
- The form will be submitted to another server or client system and after it has been sent, the current page will automatically refresh itself and the previous form deleted from the system.

### 4. FAQs

- My browser keeps freezing when submitting data or browser hangs.
   Switch to Mozilla Firefox as it has been tested to be working with forms with high resolution images since this is the major cause of the browser hangs and freezing of a computer or laptop.
- I submit forms and they do not get deleted automatically.
   When you submit forms off the Data Validation Server, as soon as there is a response from
  the server where the data is sent, wait for the page to automatically refresh otherwise it will
  not delete the previous data.

### 5. Disclaimer

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