

HOW-TO-GUIDE FOR THE DATA VALIDATION FUNCTIONALITY

1. Accessing the Data Validation Interface

1. Go to <http://localhost/verify/> (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.

The forms shown below are as submitted to the ODK Aggregate Server

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Installation Form

Show 5 2 entries Search:

#	USER	CUSTOMER ID	BAR CODE	INSTALLATION DATE
1	Joshua Kussala	257	VP2201SDC0001	2018-12-08 00:00:00
2	Annie Van Huelan	89016785	4034761910017	2018-12-20 00:00:00
3	Annie Van Huelan	89438854	4034761910017	2018-12-20 00:00:00

Showing 1 to 3 of 3 entries Previous 1 Next

Kit collection Form

Show 5 1 entries Search:

#	USER	CUSTOMER ID	BAR CODE	COLLECTION LOCATION
1	Joshua Kussala	545	VP2201SDC00001	jrga rdc

Showing 1 to 1 of 1 entries Previous 1 Next

Sales Contract

Show 5 1 entries Search:

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'.
3. 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

1. 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.

2. 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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