Data Collection App

How-To-Guide

Version 1.5
(ODK version 1.10.2)

Contents

1. Using the Data Collection Application

1.1. Setting the resolution on your phone camera

You will be taking and attaching a number of photographs when completing the various forms. Please ensure that your camera is set to the lowest resolution/photo size. On most phones this will be 640 x 480.

1. Enter the camera app on your phone
2. Select settings

3. Select settings again

4. Click on 'Photo size' (insert screen shot)

5. Select 640x480 (4:3)
6. Exit camera

1.2. Installing the app

1.2.1. Installing ODK

1. Go to Google Play Store
2. Search for ODK Collect
3. Click 'Free'
4. Click 'Install'

1.3. Downloading forms onto your phone

1. Go in to the 'ODK Collect' app and click on the menu icon (or menu button, three vertical dots)
2. Click on 'General Settings' field
3. Click on 'Server'
4. There are 3 fields you now see. Enter details as below.
   - **URL**: http://104.236.194.94:8000/ODKAggregate (**NOTE**: please ensure that you do not type https)
   - **Username**: [Enter received username]
   - **Password**: [Enter received password]
5. Click the 'back' button
6. Click on the menu icon (or menu button, three vertical dots)
7. Click on 'General Settings'
8. Under 'User and device identity' click on 'Form metadata'
9. Under 'USER-DEFINED', 'Username' check that your user name appears. If not, click on 'Username' and re-enter your user name
10. Click the 'Back' button twice
11. Under 'SERVER'
12. Check that the URL, Username, and Password details from step 4 appear on this screen (if the password is captured it will appear as *****, in this case, you do not need to re-enter it). If they do not appear, re-enter the details

13. Click the 'Back' button twice
14. Go to 'Get Blank Form'
15. If the 'Server Requires Authentication' pop up appears click 'OK'
16. Now you should be able to view all the forms and download the required forms.
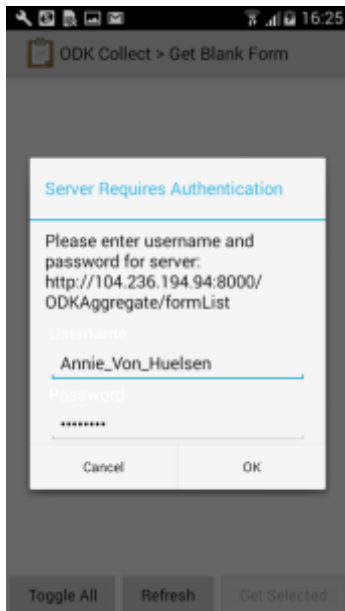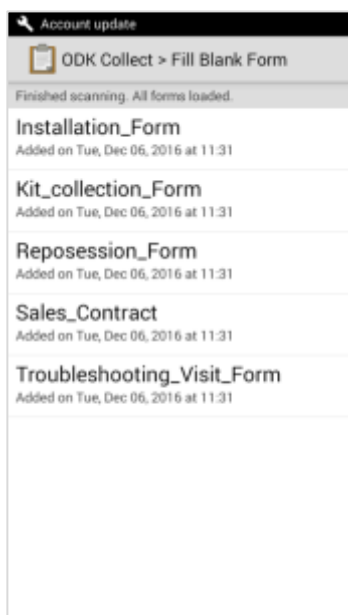

1.4. Completing the forms

1. On the Main Menu (the screen that opens when you select the ODK Collect app from your home screen) select 'Fill Blank Form'
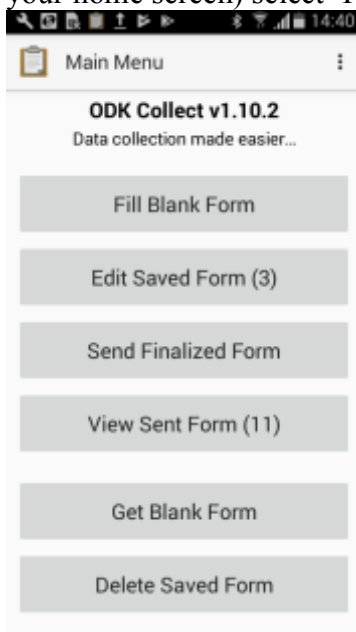
2. Select the form that you want to complete.

Follow the instructions to input the answers in the form.

Some questions require an answer. You will not be able to advance to the next question without inputting data

1.4.1. Taking photos of paper forms

The photographs that you take of the official paper forms (e.g., Sales Contract, Trouble Shooting Report) need to be easily readable.
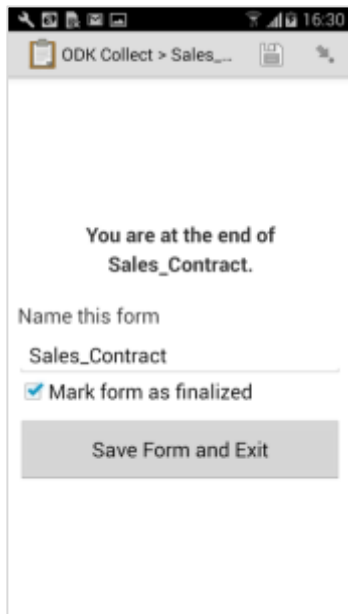
Make sure that
1. You write clearly and that the writing is sufficiently large
2. You take a photograph of the paper form from directly above the form
3. The paper form is well lit

NOTE: ODK may flip a photograph when attaching a photo to a form. As long as you take the photo with the correct orientation (ie contract is top is at the top of the photograph) it will appear with the correct orientation when being reviewed

1.5. Saving completed forms

After you complete all the questions you will reach the last screen that states 'You are at the end of *FORM*'.

1. Ensure that the 'Mark form as finalized' box is clicked
2. Tap the 'Save form and Exit' button

1.6. Editing a form

After you have completed and saved a form, you may go back into the form and make edits if required.

1. Select 'Edit Saved Form' from the main menu
2. Select the square to the right of the form that you want to edit
3. Follow through the questions on the form to find the inputs that you want to edit
4. Ensure that you go the last screen of the form and 'Save Form and Exit' to capture your changes

1.7. Submitting the forms

Each completed form needs to be manually submitted. Once you are connected to a wifi network or have a strong 3G connections follow the steps below to submit completed forms.

1. Select 'Send Finalized Form' from the main menu
2. Click on the square next to the forms you need to submit
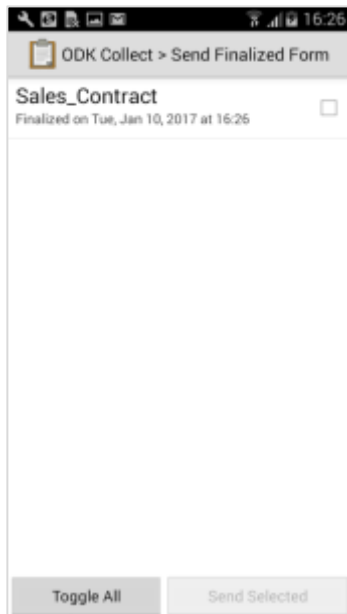
3. Click 'Send Selected'

1.8. Viewing sent forms

To view all forms that you have submitted
1. Go to the Main Menu
2. Click on 'View Sent Forms'

Please note that after you have submitted a form, you will no longer be able to edit the form on your phone. You will simply be able to view the form.

1.9. Updating blank form templates on your phone

From time to time, there will be new versions of the forms released by the IT team. You will receive an email when this happens with instructions on how to delete the old version and install the new version.
1. Ensure that all completed forms have been submitted
2. Delete the current sales contract from
    i. Go into the ODK Collect home page on your phone
    ii. Upload forms
    iii. Select 'Delete Saved Form'
    iv. Select 'Blank Forms' tab (upper right of screen)
    v. Select the name of the form to be deleted (click in box to right so that a tick appears)
    vi. Click on 'Delete Selected'
3. Download new sales contract form
    i. Go into the ODK Collect home page on your phone
    ii. Click 'Get Blank Form'
    iii. Select the name of the form to be updated (click in box to right so that a tick appears)
    iv. Click 'Get selected'

1.10. Updating ODK on your phone

From time to time, a new version of ODK will be released. You will be informed by the IT team that an update is available and should be installed on your phone.

1. Go to the Google Play store
2. Search for 'ODK Collect'
3. Click on the 'Update' button
4. Click on the 'Accept' button (You should see that the update is 'installing')
5. Once the update has finished, click 'Open'

1.11. FAQs

1.11.1. When should I submit the forms?

- It is important to submit the forms as soon as practicable. The forms should be submitted on the day that they are completed.
- However, please check your data connection strength before submitting. If you are not in an area with good coverage, it may be wise to wait until you are in a town or area with better connection on the same day.

1.11.2. How long does it take to submit the forms?

- Depending on the strength of coverage in the location you are in when you submit a form. In areas of strong connection, it should take around 5mins to submit
- If it takes much longer, please check the resolution settings of your camera (higher resolution photographs use more data and therefore take longer to send)

1.11.3. It takes a long time to get the GPS coordinates

- When getting GPS coordinates, ensure that you are close to the system but are in an open space
    - You are outside without any dense coverage overhead (e.g., trees or shelter)
    - You are away from confining walls

1.12. Disclaimer

The authors shall not be liable for any loss or damage of whatever nature (direct, indirect, consequential, or other) which may arise as a result of your use (or inability to use) this tool, or from your use of (or failure to use) the information provides through the tool.

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