

# Bohemia Census Testing Guide

## Summary:

**Rationale:** This document contains instructions for how to view and fill out the Bohemia census form on either (a) an android device (tablet or mobile phone) or (b) a web browser. This document is intended for use by Bohemia team members. Its purpose is to provide guidance regarding how to access and fill out the census form.

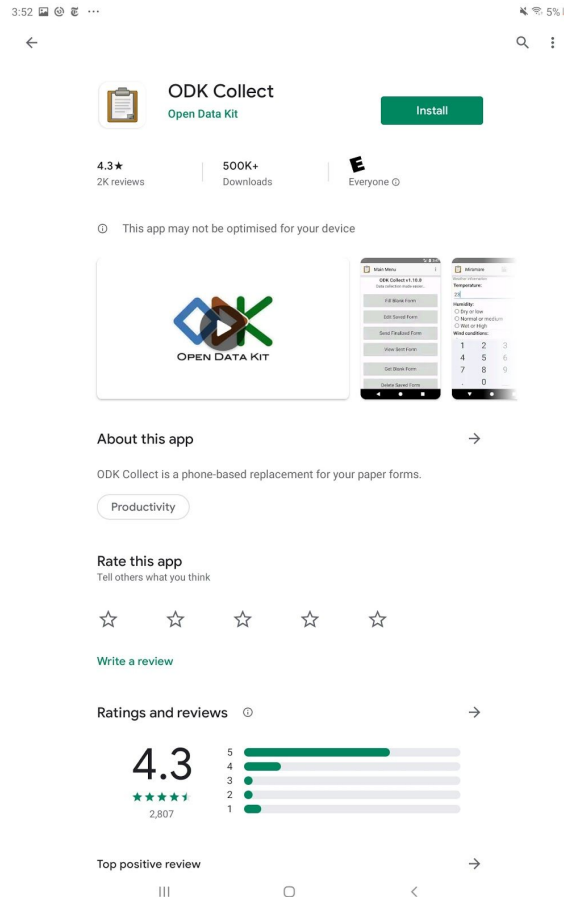
**Development cycle:** The census form is *not* finished: it will undergo further improvements over the coming weeks such as (a) QR-code integration, (b) improved response restrictions and confirmations, and (c) potential OpenHDS integration. However, we are making the current version of the form available for testing now so as to facilitate *iterative* development. That is, by "testing" the form early we can identify potentially troublesome areas and improve them, while leaving enough time to test improved version(s) later.

**Instructions:** If you have an android device (tablet or mobile phone), follow the instructions in Part A. If you don't have an android device, or if you simply don't have the time/desire to set up a new app on your phone, follow the instructions in part B. Feel free to do both as well. Enter data into the form (fake data, of course). Keep an eye open for errors, as well as areas of the form which might be confusing, problematic, or not user-friendly. If you encounter any such issues, please email [joe@databrew.cc](mailto:joe@databrew.cc).

# Part A. Instructions for filling out the census form on android

## Step 1: Install ODK on Android Tablet or Phone

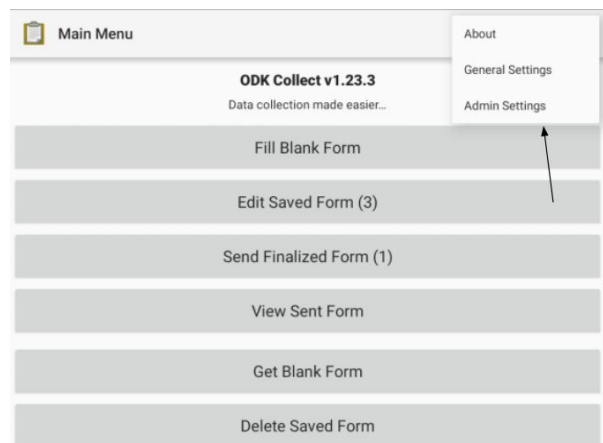
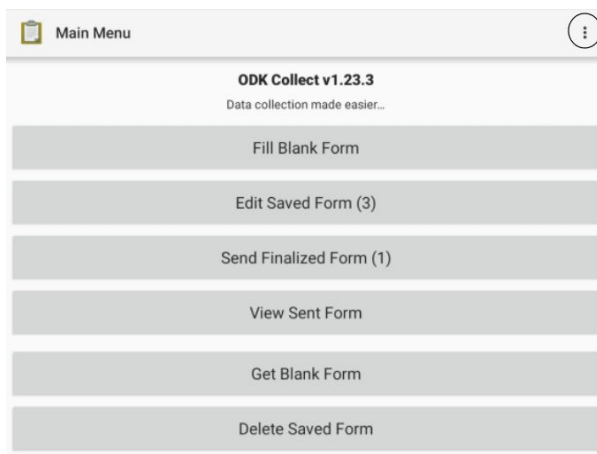
- Go to the google app store (Google Play) and search for 'ODK Collect' - the app should look like the picture below.



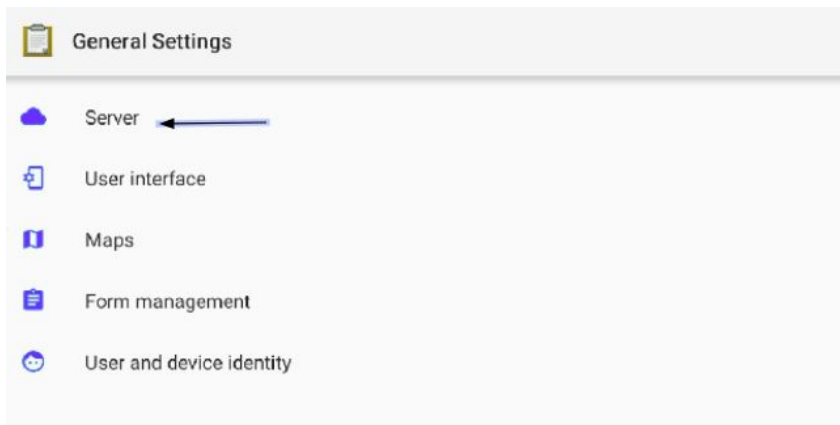
- Click on the 'Install' button and you may be prompted to 'Allow ODK Collect to access photos, media, and files on your device'. Click 'Allow' to move forward with installation.

## Step 2: Configure the ODK application

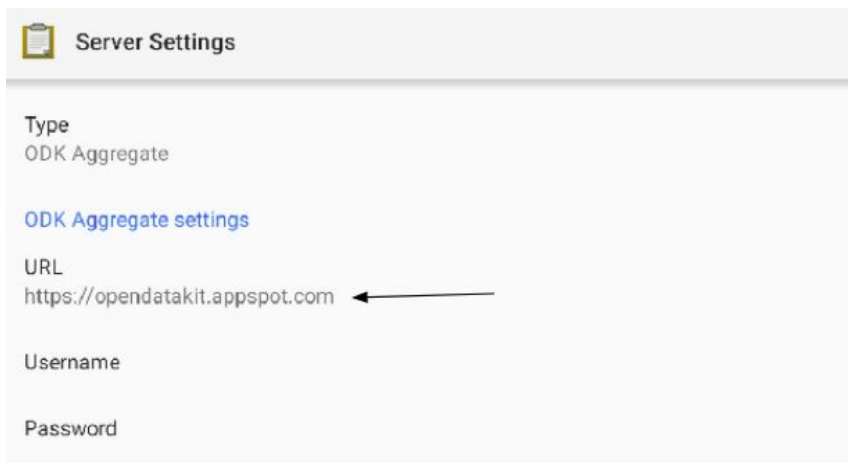
- Open ODK Collect and you should be brought to the main page of the app. Click on the 3 dots in the top right corner and select 'General Settings'.



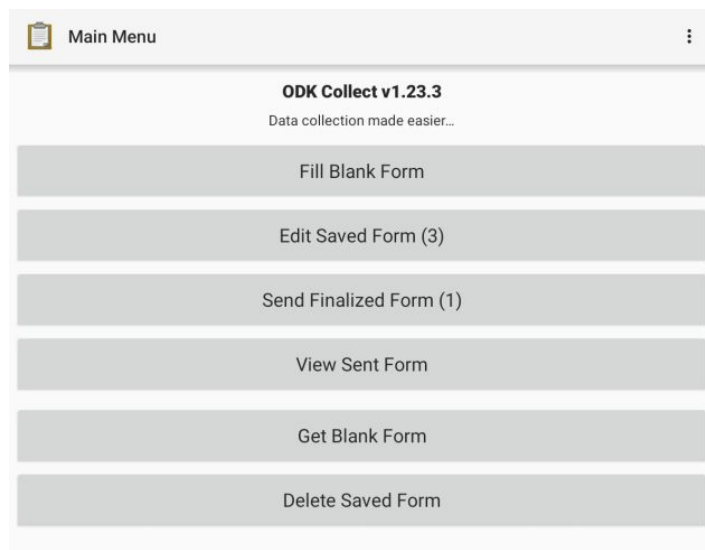
- On the General Settings page click the 'Server'.



- On the Server Settings page, click the address under 'URL'. Should replace the current address '<https://opendatakit.appspot.com>' with '<https://bohemia.team>'.

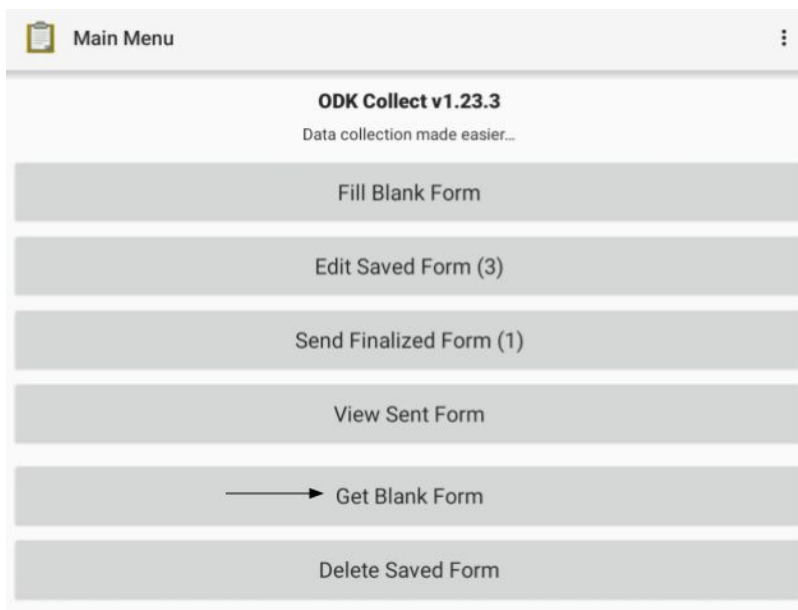


- On the same page, Server Settings, enter the username and password. The username and password are both 'data'.
- Navigate back to the main ODK collect page.

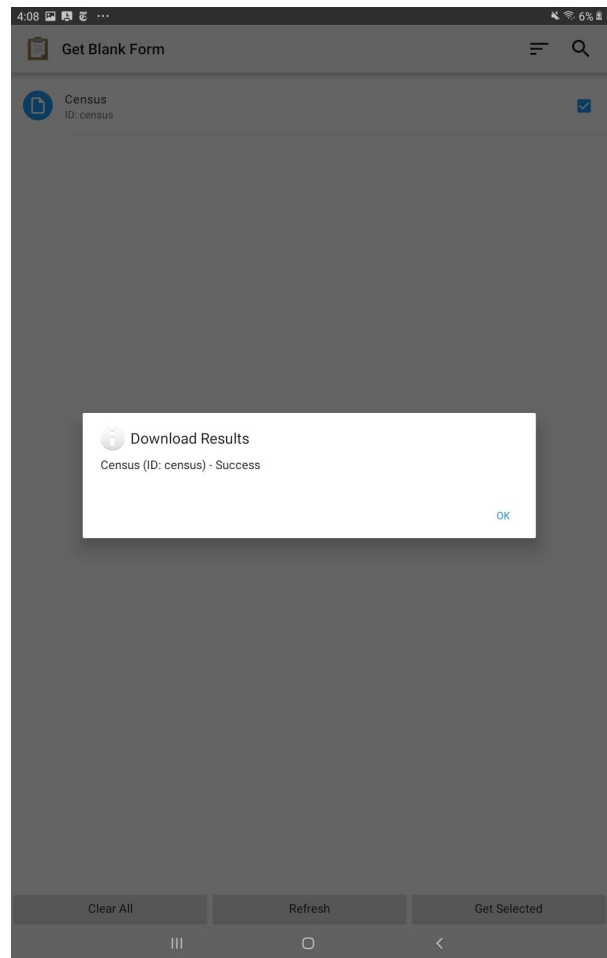
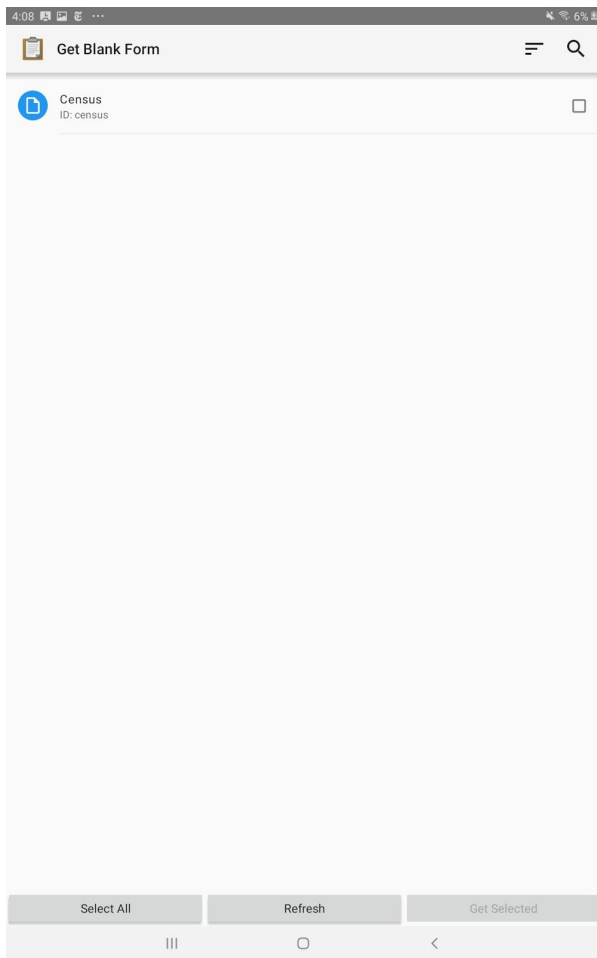


## Step 3: Retrieve the census form from the bohemia server

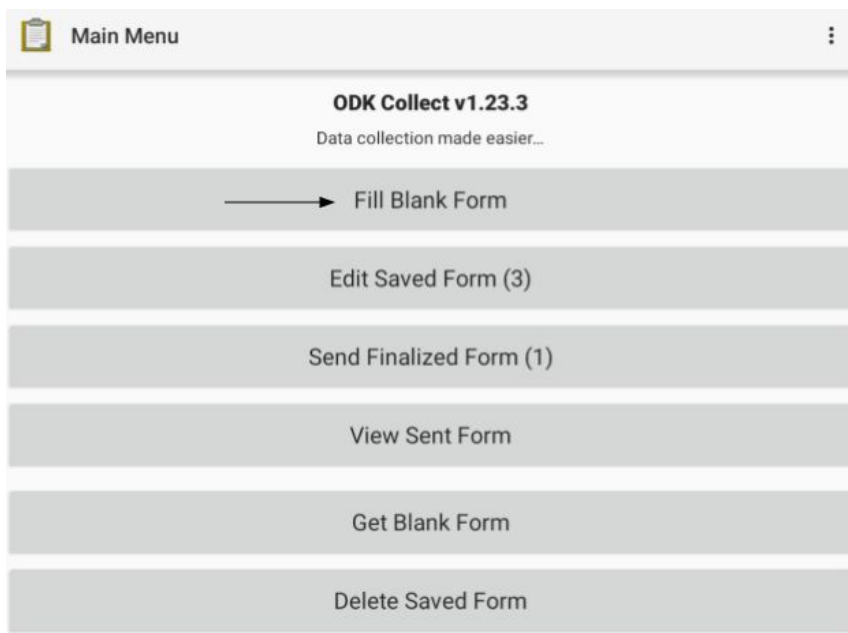
- Click 'Get Blank Form' on the main page.



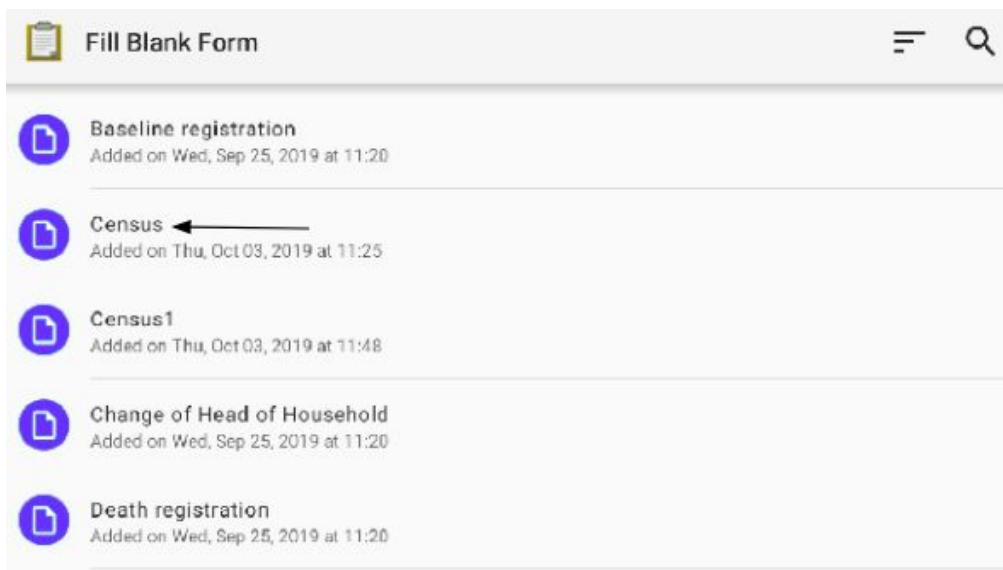
- On the 'Get Blank Form' page, you will see a file called 'Census' with a corresponding checkbox on the right. If it's not already selected, click on the 'Select All' button in the bottom left corner of the page. Then click the 'Get Selected' button on the bottom right corner of the page. You will be prompted by a pop-up that is titled 'Download Results' followed by 'Census (ID: census) - Success. Click 'Ok'.



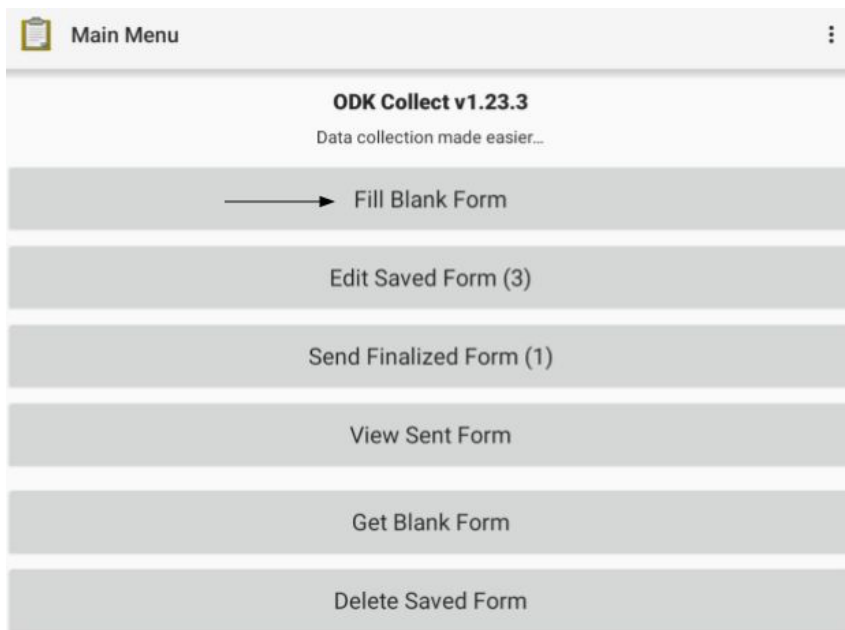
- You will be returned to the home page of ODK Collect and select the 'Fill Blank Form' to view the Census on your android device.



- On the 'Fill Blank Form' page, select the 'Census' file that corresponds to the Census on the bohemia.team ODK Aggregate site.



- Once selected, the form will load, and you may be prompted to 'Allow ODK Collect to make and manage phone calls.' Click 'Allow' and the form will continue to load before landing on the front page of the Census.
- Go back to your android device and re-open ODK Collect. If you are on the main page then select 'Fill Blank Form' and click on the 'Census'. The form will reload to the beginning of the survey.



## Step 4: Fill out the form using Android device

- The first page of the Census on the android tablet should resemble picture below. Notice the 3 icons in the upper right hand corner: (1) save icon, (2) and option to view the whole form, and (3) a general settings option.

Census

**Bohemia**

*Household Questionnaire*

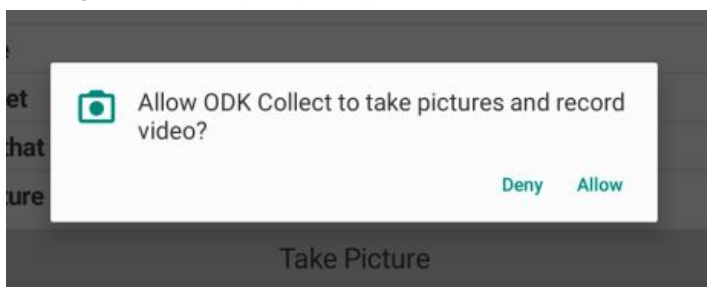
**Technical details**

Device id:256ea59f3541ccf5. Username:data

**\* Confirm that this is you by clicking your name.**  
If this is not you, please notify your local data manager.

☐ data

- The first question asks to 'Confirm if this is you by clicking your name'. Click on the 'data' option to move forward (the name will, of course, be dependent on the field worker).
- To move forward in the Census, drag your finger across the screen from right to left.
- Just like the Enketo user interface, the android tablet requires all the red starred questions to be completed before moving on. You may be prompted to let ODK Collect have access to your camera.



- Under the geocoding section, select 'Start GeoPoint' to collect the latitude and longitudinal data (ODK Collect will request access to your location on the android device. Select yes). It may take a few moments to load the location.

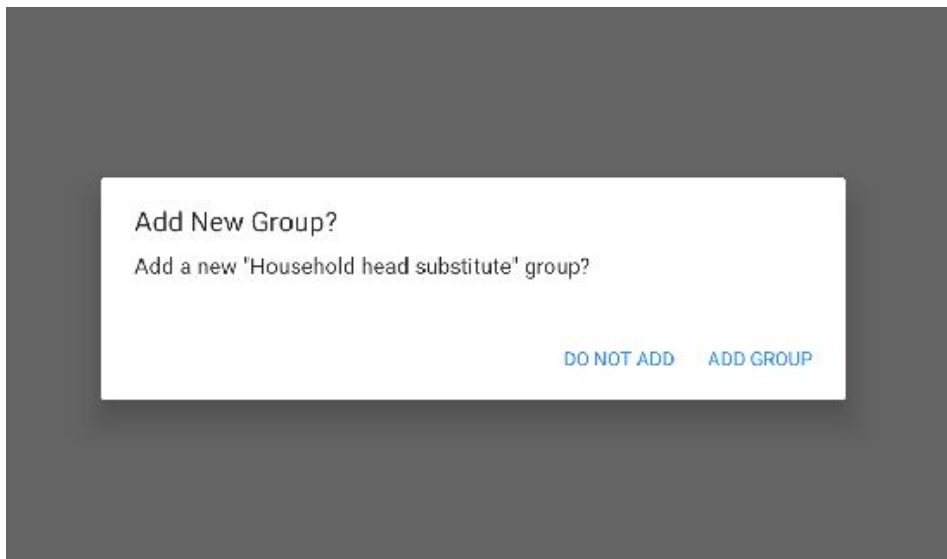
Census

**Geocoding**

**\* Stand just outside the front door of the house and geocode the location.**

Start GeoPoint

- Under questions 12, 'Household head's substitute', simply fill out the questions for the Household head's substitute. If there are more than one, you will be prompted before moving forward with the following pop-up: 'Add New Group? Add a new 'Household head's substitute' group. To record more household head's substitute, simply click on 'ADD GROUP (picture 28). Once you have gone through each 'Household head's substitute' simply click 'DO NOT ADD' and you will continue the survey.



- At the end of the household survey, you will be prompted once again to 'Add New Group'. Click 'ADD GROUP' to move on to the Individual Questionnaire.
- At the end of the Individual Questionnaire, you will be prompted to 'Add another 'Household member' group?'. Click 'ADD GROUP' to add additional household members to the individual questionnaire. If you have entered the last individual in the household, simply click 'DO NOT ADD' to finish the Census.
- Once finished, you will be redirected to the final page of the Census (picture 29). Click on the button that reads 'Save Form and Exit' to finish.

The screenshot shows a light gray background with a white rectangular area containing the following elements: the text "You are at the end of Census." in bold; the label "Name this form" above a text input field containing the word "Census"; a checkbox with a blue checkmark and the text "Mark form as finalized"; and a large gray button at the bottom with the text "Save Form and Exit".



# Part B: Instructions for filling out the census form in a web browser

- Go to <http://papu.us:8005/x/#PMaoUZtn>.
- On the Enketo form, any question with a blue star next to it is required by the user to fill out in order to proceed. Answering those questions will assist in generating a unique ID for each household.
- You will notice that each geographical option depends on previous inputs. For example, if 'Tanzania' is selected in Question 1 (Country), then the choice for Question 1a (Region) is only 'Pwani'.

## Bohemia Household Questionnaire

### Technical details

Device id: papu.us:AXlhkvHpWp7QteCt. Username: username not found

\* Confirm that this is you by clicking your name.

If this is not you, please notify your local data manager.

☐ Anonymous user (web)

### Location information

## Identification and demographic information of household and household head

\* 1. Country

☐ Mozambique  
☐ Tanzania

\* 1a .Region

### Location information

## Identification and demographic information of household and household head

\* 1. Country

☐ Mozambique  
☒ Tanzania

\* 1a .Region

☐ Pwani

- In the Enketo form, to move forward, simply fill out the answers and scroll down. Any question that generates Latitude and Longitude values are completed by clicking the navigation button on the far right of the page (picture 21). When hovering over the navigation button, it will read 'detect current location'. Once clicked, the values will be generated.

## Geocoding

\* Stand just outside the front door of the house and geocode the location.

latitude (x,y °)

longitude (x,y °)

altitude (m)

accuracy (m)



search for place or address



- For repeating questions, like Question 12 (‘Household head’s substitute’), simply fill out all the questions in that group (light blue background). If there is only one ‘Household head’s substitute’ then simply move down to the next section when complete. If you would like to add additional ‘Household head’s substitute’, then click on the plus sign at the bottom of the group.

**12. Household head's substitute**

Move to the next page and you will be prompted to "add group". Click "add group" to add a household head substitute (or more than one: each wife, in case of polygamous households). If there are none, or when done, click "Do not add"

▼ Household head substitute

12 (i). Household head's substitute full names(s)

12 (vi). Household head's substitute's relationship with household head

- ☐ Other
- ☐ Husband/Wife
- ☐ Son/daughter
- ☐ Brother/sister
- ☐ Father
- ☐ Mother
- ☐ Son/daughter in law
- ☐ Brother/sister in law
- ☐ Uncle/aunt
- ☐ Grandson/granddaughter
- ☐ Stepchild
- ☐ Adopted son/daughter
- ☐ Cousin
- ☐ Nephew/niece
- ☐ Unrelated

+

- Notice the subtext under Question 12 that reads: ‘Move to the next page and you will be prompted to "add group". Click "add group" to add a household head substitute (or more than one: each wife, in case of polygamous households). If there are none, or when done, click "Do not add”’. These directions are only applicable to Tablet or phone users - you are required to swipe right in that environment, but for Enketo, you simply need to scroll down and add groups by selecting the plus sign from picture 22.
- In the ‘Individual Questionnaire’, there may be more than one individual in the household. Accordingly, all the questions in the individual questionnaire are ‘repeated’. Meaning that at the very end of individual questionnaire, you can keep adding additional household members by selecting the plus sign.

**4. Is there any time in the year when you are planning on being away?**

☐ Yes, farming

☐ Yes, at school

☐ Yes, Christmas holidays

☐ No

☐ Doesn't know

☐ Other

**5. How many phones do you own?**

You are NaN% there. This house has members. You have just finished for person number: 1.

Click add to add more people. Otherwise, save the form (you're done!)

+