

ODK Collect

Set-up

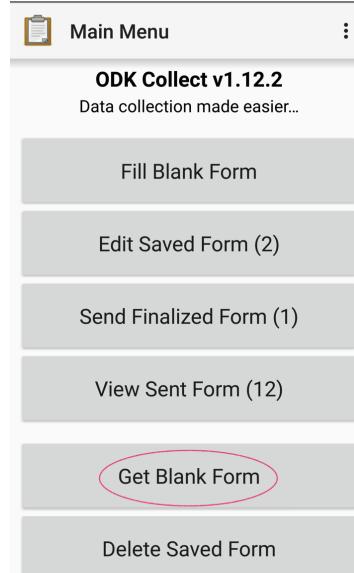
Click once on the **ODK Collect** application on your tablet.



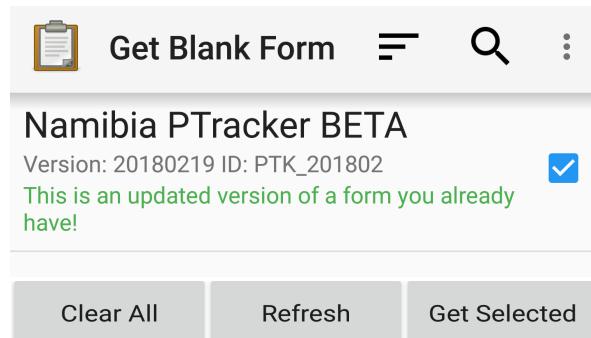
ODK - Downloading a Questionnaire Form

There should be one form for PTracker on your tablet. This form may be revised during data collection and you may then need to download the most recent version of the form. The support staff will alert you if this is needed and will tell you which form to download.

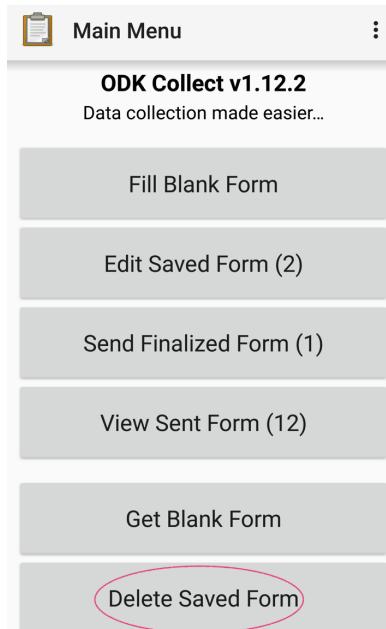
1. Select “Get Blank Form” from the ODK Collect homepage.



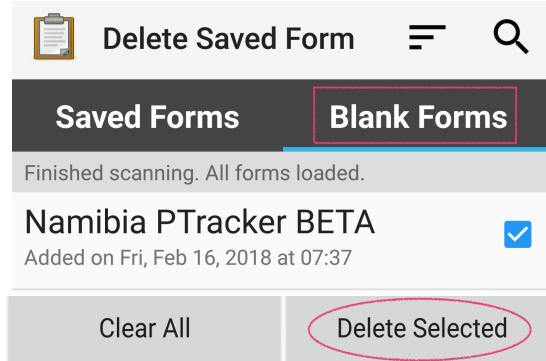
2. Select the most recent “PTracker Namibia” Form and click on ‘Get Selected’ to download it to your device.



3. Ensure that all entries from the previous form have been finalized and sent to the server.
4. Go back to the main menu and select “Deleted Saved Form”.

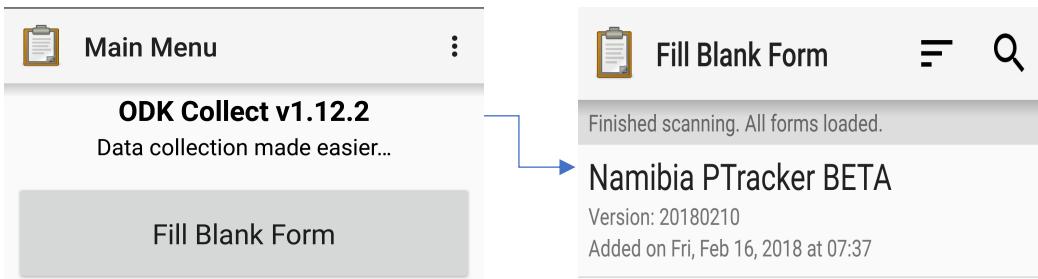


5. Click on “BLANK FORMS” on the top right (to view blank forms as opposed to forms which you have already entered data for) and delete the older version of the form from your tablet by toggling/ticking it and clicking “Delete Selected”.



ODK - Filling in forms

1. Select the “Fill Blank Form” option and select the current form. You should fill in the “PTracker Namibia Form” for all Registers listed herein as a source of data starting with the ANC Registers.



2. You will be asked to enter your username (same as the one you use on Open MRS) and to enter a default password **1234** to access the cross-sectional forms and upload new data to the server.

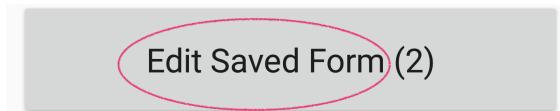
The image contains two side-by-side screenshots of the Namibia PTracker BETA application. The left screenshot shows the 'Username' field with the placeholder 'Enter your USERNAME as it appears on PTracker' and the Namibian flag icon. The right screenshot shows the same screen with the entered username 'Hi b0fBc _ dCj6i,' and the PIN entry field containing '1234'.

3. Navigate through the form by touching the screen and moving it right to left.
 - a. Swipe left to move forward through the form, swipe right to move backward through the form
4. To ensure data consistency, a series of entries will be crosschecked with the baseline data set. Should discrepancies occur, you will be asked to confirm our entry.
5. Ensure that **all questions are filled in**. All mandatory questions
6. When you have completed the questionnaire, you should tap “Save Form and Exit” but **unselect** the box “Mark form as finalized” initially (the box should not be checked). This will allow you to return to the form, check through it and make any necessary changes before uploading. **Once the form has been finalized, you cannot make further edits.**

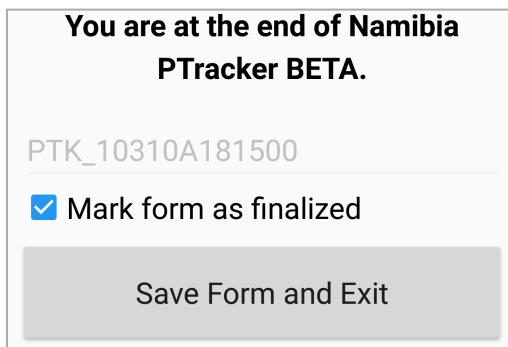
The screenshot shows a confirmation dialog box. The text reads: 'You are at the end of Namibia PTracker BETA.' Below this, the identifier 'PTK_10310A181500' is shown. There is a checkbox labeled 'Mark form as finalized' which is currently unchecked. At the bottom is a large grey button labeled 'Save Form and Exit'.

ODK - Checking and editing filled-in forms

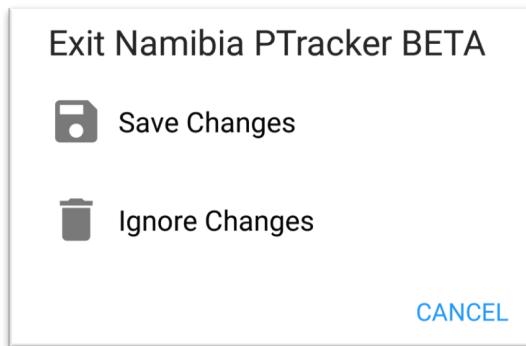
When you have completed an interview and saved the questionnaire, you should then select “Edit Saved Form” from the main menu and click on the correct form.



Look through the form, to make sure that all fields are completed and there are no mistakes. If the questionnaire is ready to upload, then go to the last question and mark the form as finalized by ticking the box next to “Mark form as finalized” and then “Save Form and Exit”.



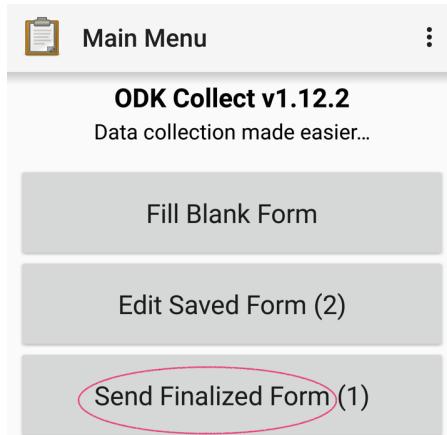
In some cases, you may not be able to complete an interview. In this case, you should exit out of the form by pressing the backwards error on the bottom left of the form. Select the option “Save Changes”.



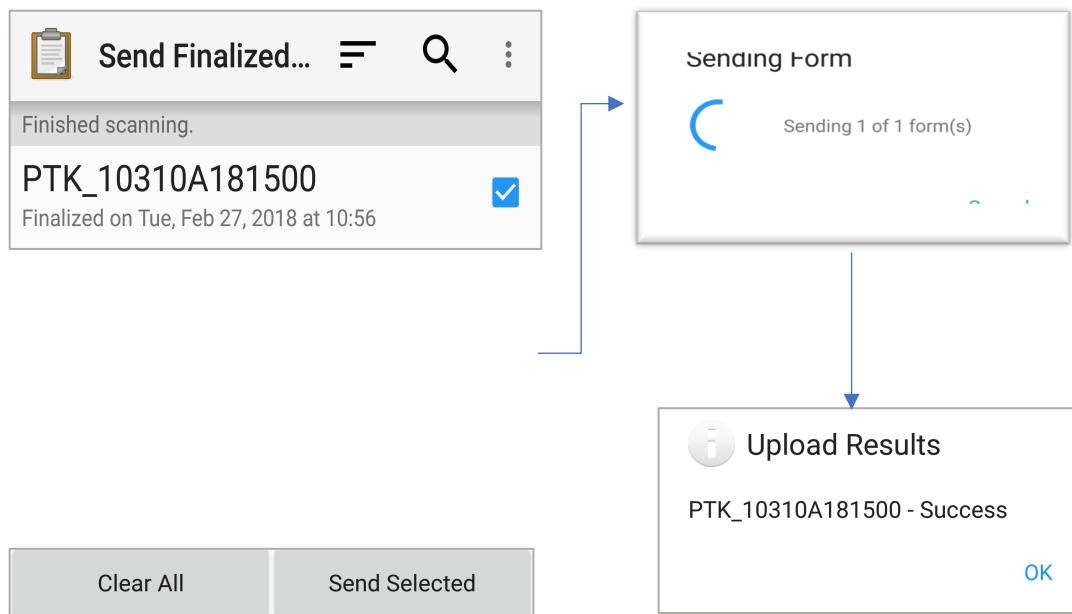
You should then try to finish the interview as above, reopen and edit the form by finding it under “Edit Saved Form” on the main menu. It is very important that you locate the correct questionnaire and confirm the *Patient PTracker ID* before making any changes.

ODK - Sending completed forms

1. You should upload the data at the end of every working day. To upload completed forms to the server, select the “Send Finalized Form” option.



2. You then select “Toggle All” and “Send Selected”. Once the forms have been successfully uploaded to the server, they will no longer appear on your device.



This means that once they are sent they **cannot** be edited again. Therefore, pay close attention when filling in the forms so that only forms ready to be sent are marked as finalized.

Internet and Cellular Data - Tablets

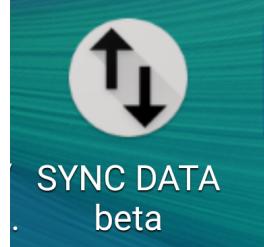
Not all tablets will have 3G/4G network, but each facility will have at least one Wireless Network connection. If your tablet has this feature, you should keep this feature off until the end of the day. To turn off/on the feature, swipe down from the top right corner of the screen. Click the image of the airplane to enable/disable “Airplane mode”. When it is on the image will turn blue and the cellular data will be off. This will help preserve your battery. When you are ready to upload the data, you may turn on the 3G capabilities and after uploading the forms, you should turn it back off. If your team has some tablets that do not have 3G, the device with this feature should be used as a hotspot to allow uploading on devices without 3G.

ODK Sync

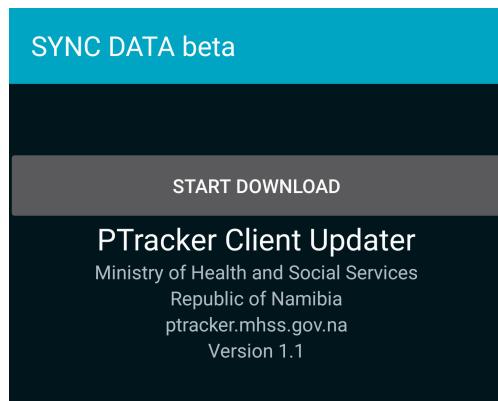
The Sync process allows data that has been entered through ODK to be updated on Open MRS, and vice versa. This process also allows for validation of client's information on ODK. A Sync can be done **once or twice** a day when there is an internet connection.

ODK - How to sync data

1. Open **SYNC DATA beta** application on your tablet



2. Select 'Start Download'



Downloading client records. Please wait...

24%

24/100

3. Once the download has completed, close the **SYNC DATA APK** and proceed to do data entry. Repeat the Sync Steps if the client information is not updated.