

ODK Collect

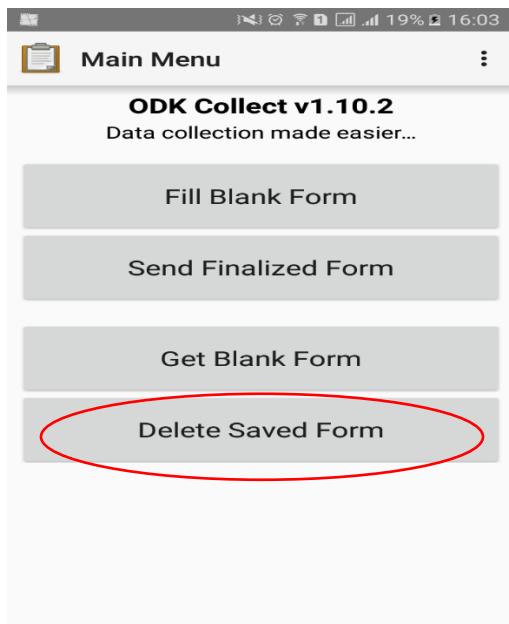
Set-up

Click once on the **ODK Collect** application to open it on your tablet. The tablets should already be set up with a username and password to access the cross-sectional forms and upload new data to the server.

ODK - Downloading a Questionnaire Form

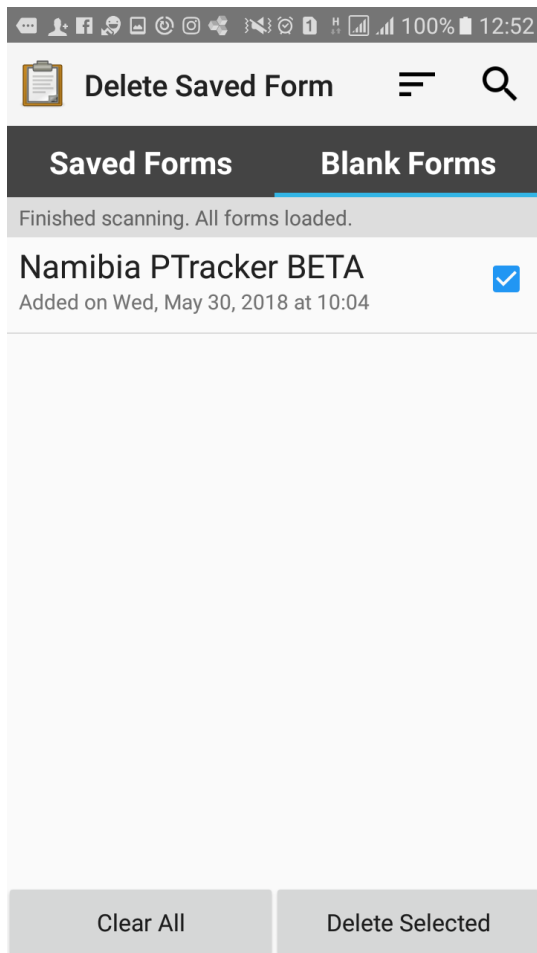
There should be one form for PTracker on your tablet. This form may be revised during data collection and you may then need to download the most recent version of the form. The support staff will alert you if this is needed, and will tell you which form to download.

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

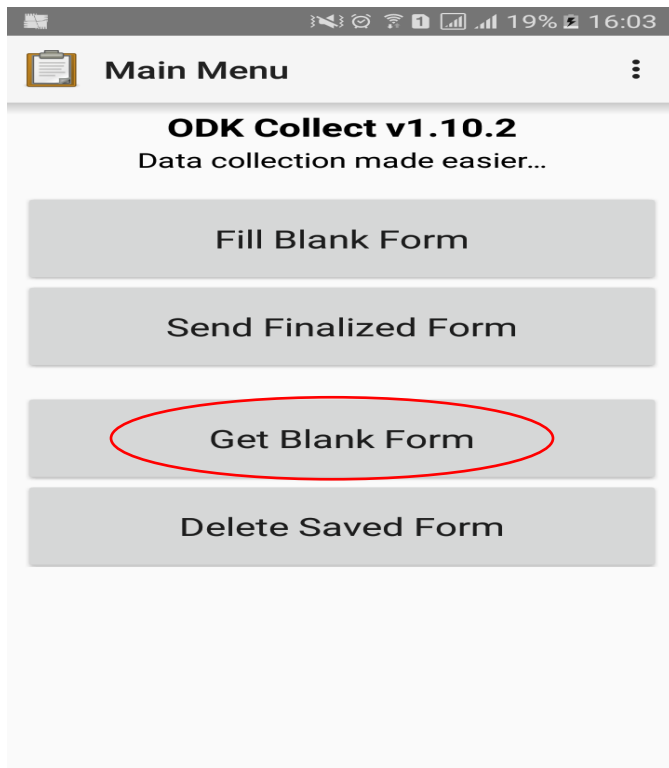


3. Click on “BLANK FORMS” on the top right (to view blank forms as opposed to forms which you have already entered data for) and delete the older version of the form from your tablet

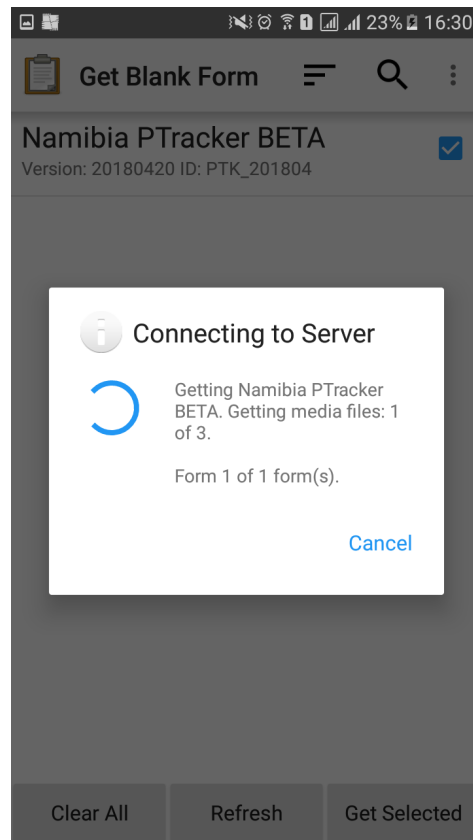
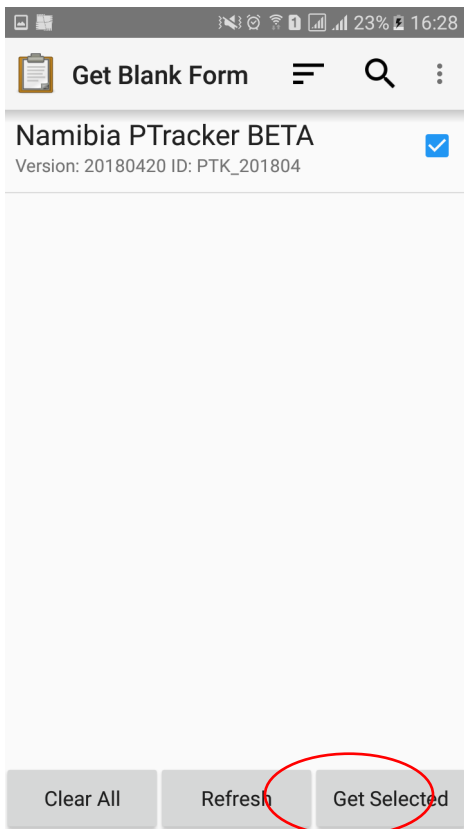
by toggling/ticking it and clicking “Delete Selected”.

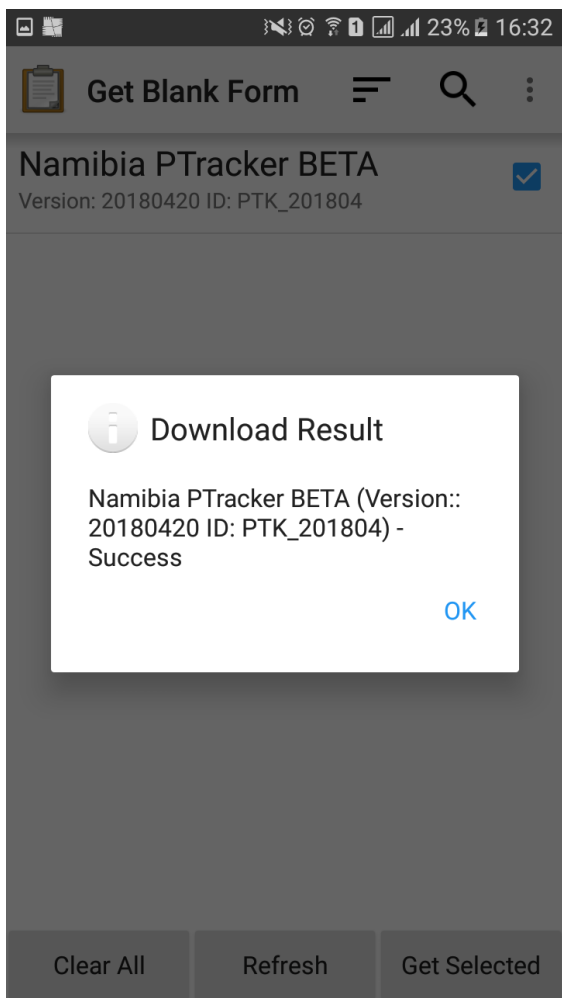


4. Select “Get Blank Form” from the ODK Collect homepage



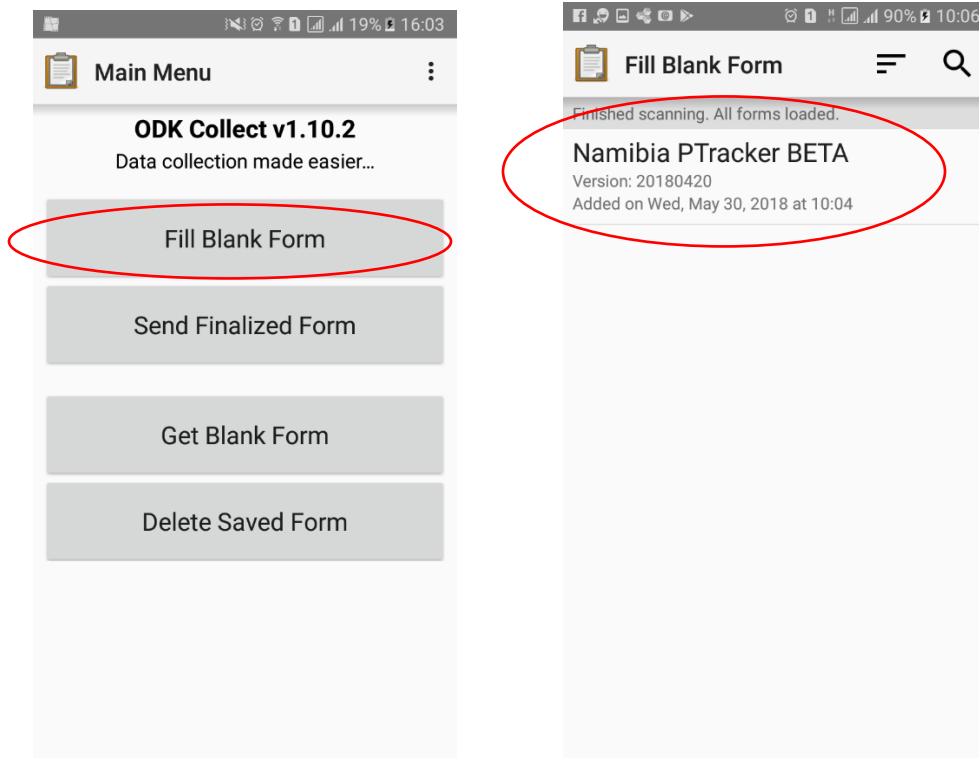
5. Select the most recent "PTracker Namibia" Form to download it to your device





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. Enter your username as it appears on Ptracker (NB: make sure u have “SYNC” the form before entering and ensure the username is correctly entered to avoid Invalid username entry errors).

Namibia PTrac...

Enter your USERNAME as it appears on PTracker

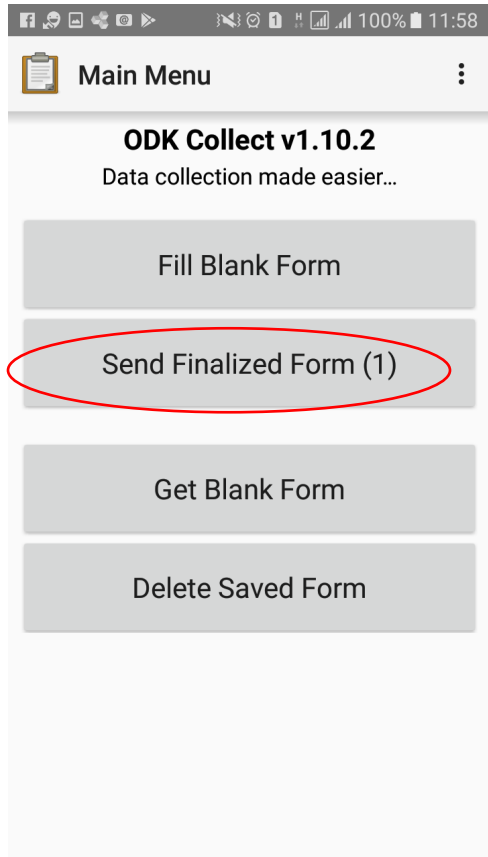
← →

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 **select** the box “Mark form as finalized” and then tap “Save Form and Exit”. Once the form has been finalized, you cannot make further edits.

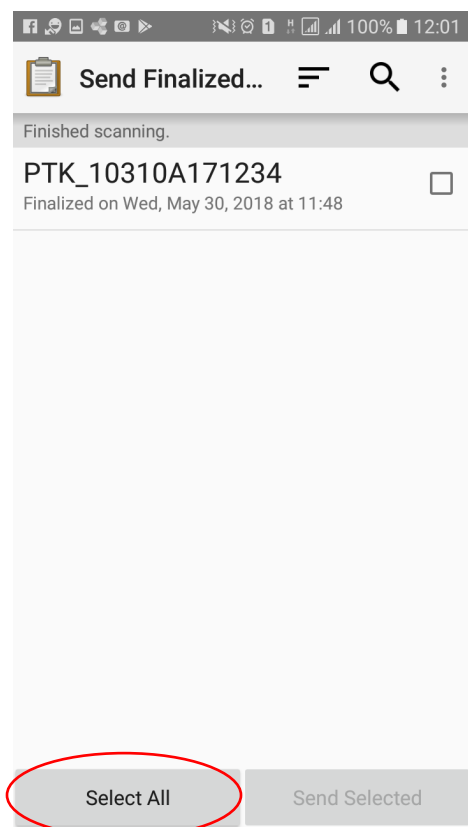
The screenshot shows the mobile interface of the 'Namibia PTracker BETA' application. At the top, there is a status bar with various icons and the time '11:15'. Below it is a header bar with the app's name and some navigation icons. The main content area displays the message 'You are at the end of Namibia PTracker BETA.' followed by the form ID 'PTK 10310A171234'. Below this, there is a checkbox labeled 'Mark form as finalized' which is checked. A red circle is drawn around this checkbox and the 'Save Form and Exit' button located directly below it. At the bottom of the screen, there are two navigation buttons: a left arrow and a right arrow.

ODK - Sending completed forms

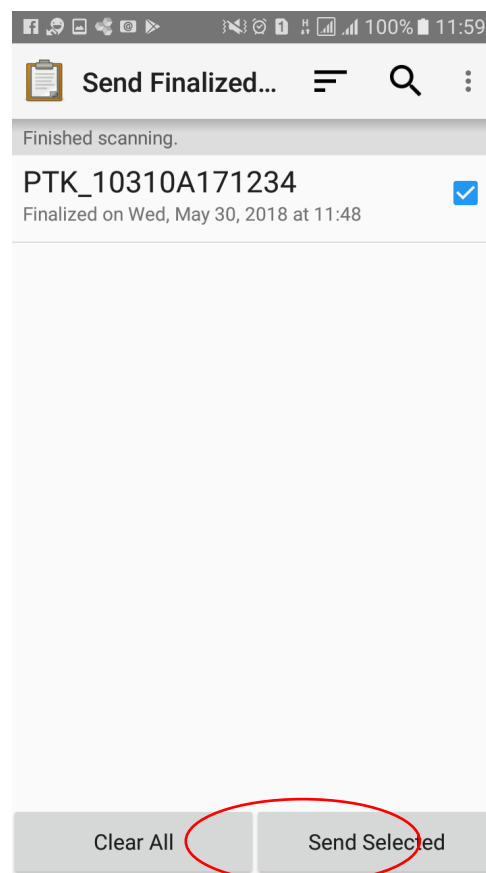
You should upload the data at the end of every working day. To upload completed forms to the server, select the “Send Finalized Form” option



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 to Step 4 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.