

Managing Submissions in Central

The most common way to use ODK Central is in conjunction with a data collection client, typically on a mobile device, such as ODK Collect. To do this, you will need to [connect to it from your mobile device](#), after which you will be able to [upload submissions](#) back to Central.

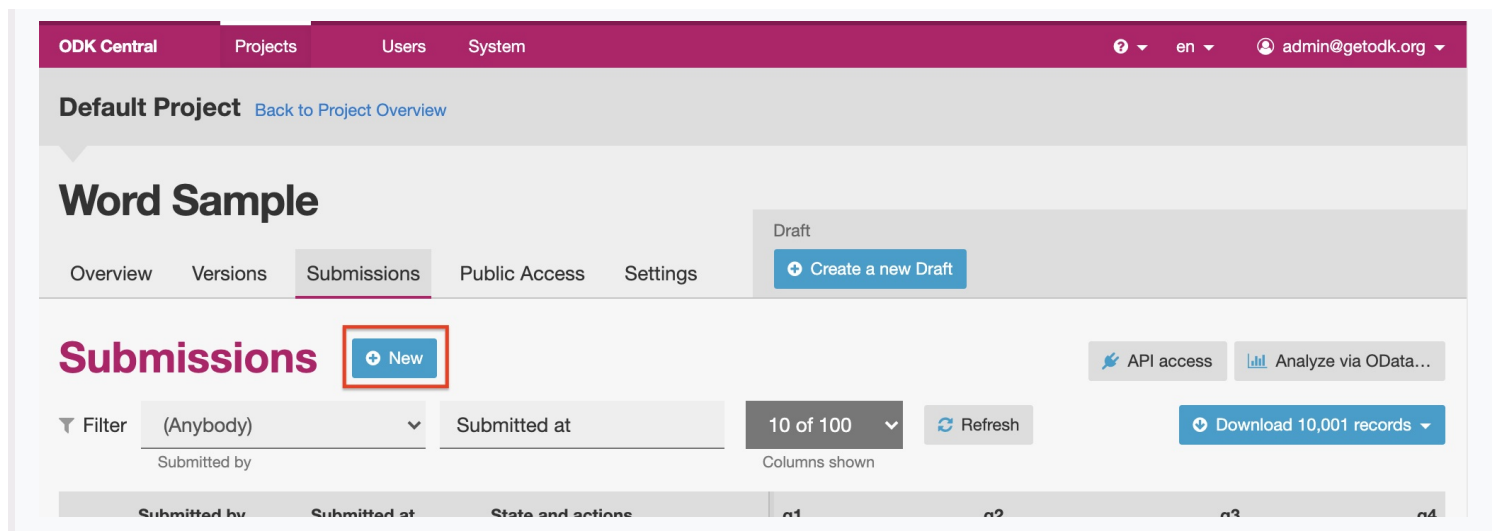
ODK Central also bundles [Enketo](#), which enables preview and submission of forms directly from a web browser. Please note that as with all ODK clients, Enketo does not always behave quite the same as Collect, or support the same features. Any authorized Web User may fill out a Form directly from the browser, as will be described in more detail below.

Finally, ODK Central offers Public Access Links. A Public Access Link grants anybody in possession of the link the ability to submit to a Form on your server. You can control whether each respondent can submit more than once, and revoke access from any Link at any time.

Submissions sent to Central are available to browse in a preview table, to connect directly to data analysis tools, and for download.

Direct Web Browser Submissions

Web Users who are Administrators, Project Managers, or Data Collectors can directly fill Forms in the web browser from the Central administration website. This functionality is provided by Enketo, which does not always behave quite the same as Collect, or support the same features.



The screenshot shows the ODK Central interface. The top navigation bar includes 'ODK Central', 'Projects', 'Users', and 'System'. The user is logged in as 'admin@getodk.org'. The main content area is titled 'Default Project' with a link to 'Back to Project Overview'. Below this is the 'Word Sample' form, with tabs for 'Overview', 'Versions', 'Submissions' (selected), 'Public Access', and 'Settings'. A 'Draft' section has a 'Create a new Draft' button. The 'Submissions' section has a 'New' button highlighted with a red box. Below this is a filter section with a dropdown for '(Anybody)', a 'Submitted at' field, a '10 of 100' dropdown, a 'Refresh' button, and a 'Download 10,001 records' button. A table header is visible at the bottom with columns: Submitted by, Submitted at, State and actions, and a table with columns n1, n2, n3, and n4.

Administrators and Project Managers can begin a survey by going to the [Submissions](#) tab of the Form, and clicking on the [New](#) button next to the Submissions header. This will open a new tab which will load the Form in Enketo.



The screenshot shows the ODK Central interface. The top navigation bar includes 'ODK Central', 'Projects', and 'System'. The user is logged in as 'user@getodk.org'. The main content area is titled 'Default Project'. Below this is the 'Forms' section. A table lists forms with columns: Name, ID and Version, and Actions. The first row is 'Bird Survey' with ID 'birdsfinal' and a 'Fill Form' button highlighted with a red box. The second row is 'Resident Survey' with ID 'residents 1.0' and a 'Fill Form' button.

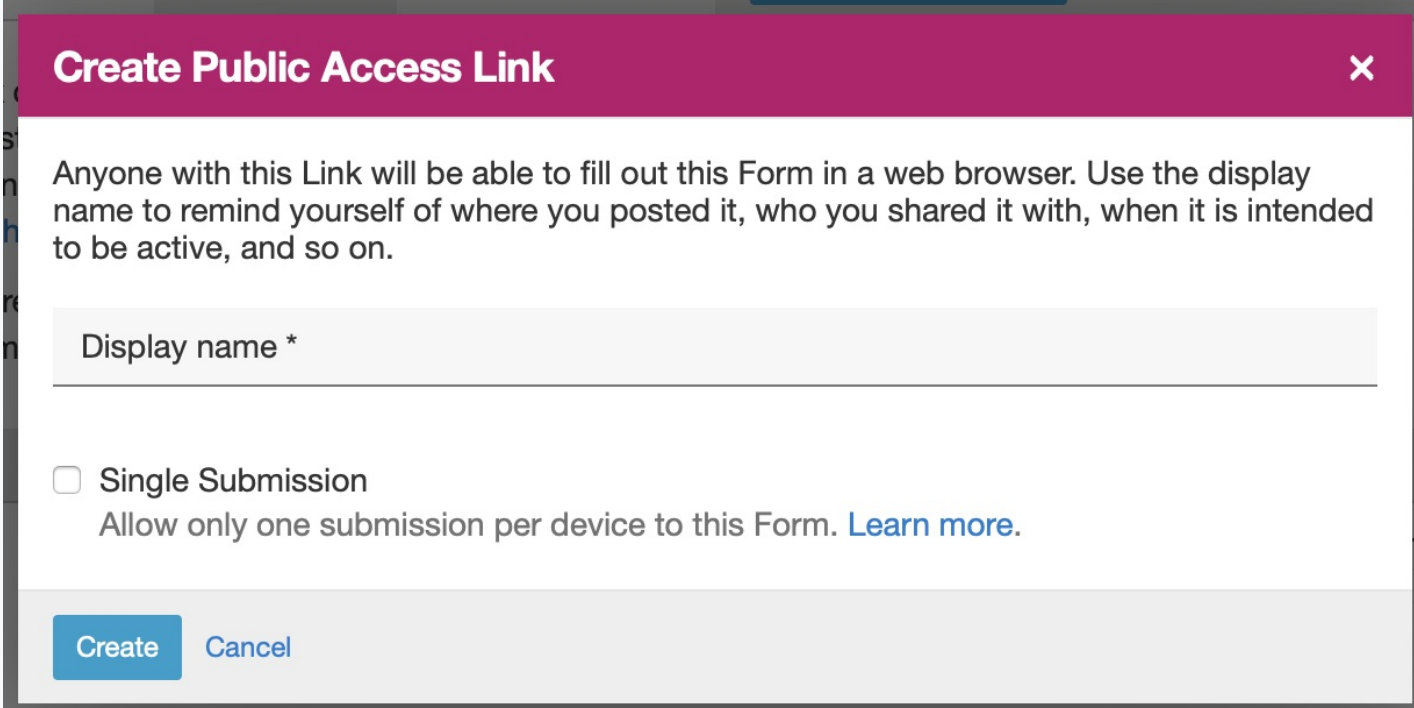
Name	ID and Version	Actions
Bird Survey	birdsfinal	Fill Form
Resident Survey	residents 1.0	Fill Form

next to the Form name in the list of Forms on the Project Overview page.

Public Access Links

ODK Central allows the distribution of surveys to a broad or open respondent group using Public Access Links. These Links take recipients directly to the Form in their web browser, administered by Enketo.

To create a Public Access Link, go to the Form's [Public Access](#) tab. Click on [Create Public Access Link...](#) to begin.



Create Public Access Link ✕

Anyone with this Link will be able to fill out this Form in a web browser. Use the display name to remind yourself of where you posted it, who you shared it with, when it is intended to be active, and so on.

Display name *

☐ **Single Submission**
Allow only one submission per device to this Form. [Learn more.](#)

Create Cancel

In the window that appears, you'll need to name the Link. This name is for your own identification purposes in the administration website, and is not displayed to respondents.

You'll also need to decide whether to allow multiple submissions per respondent. Normally, respondents filling a Form through a Public Link will be redirected to a thank you page after sending a Submission. Pressing the back button will not bring them back to the Form but they could send in another Submission by visiting the Link again. Checking the [Single Submission](#) checkbox enables basic protection against more than one Submission being made from the same browser.

☰ Single submission enforcement

In Enketo, the enforcement limiting each respondent to a single response is done with in-browser tracking. This means that a user could submit multiple times using different devices or browsers, or distribute the link beyond the intended group.

Also because of this tracking method, respondents will only be able to respond once *per Form*, not once per single-submission Link. Future versions of Central may change how this works. Please leave [feedback on the community forum](#) if this is something you'd like to see.

Once a Link is created, it will appear in the table, along with a web address you can copy and paste to distribute the Link to respondents.

ODK Central

Projects

Users

System

en

admin@getodk.org

Default Project [Back to Project Overview](#)

Resident Survey

OverviewVersionsSubmissionsPublic AccessSettings

Draft

Create a new Draft

Anyone with a Public Access Link can fill out this Form in a web browser. You can create multiple Links to track different distributions of the Form, to limit how long a specific group of people has access to the Form, and more. These links will only work if the Form is in the Open state. For more information, [click here](#).

Public Links are intended for self-reporting. If you are working with data collectors who need to submit the same Form multiple times, [click here](#) for other options.

Create Public Access Link...

Display Name	Multiple Responses	Access Link	Actions
March 2020 distribution	No	https://test.central.getodk.org/-/singl	<div>Revoke...</div>

You cannot yet edit any of the details of a Public Link. This will come in a future version of Central.

Revoking a Link

You can revoke a Link at any time to prevent any further Submissions through it. Once a Link is revoked, all Submissions will be immediately denied, and new attempts to load the Form using the Link will result in an error instead.

To revoke a Link, click on the [Revoke](#) button in the Link's row in the table. You will be asked to confirm the action. Once a Link is revoked, there is no way to restore it.

Accessing Submissions

To find the Form submissions page, first find the form in the Form listings page (► Forms) and click on it. You will be taken to the [Form Overview](#) page for that form. Click on the ► Submissions tab below the form name to find the submissions.

ODK Central

Projects

Users

System

en

admin@getodk.org

Default Project [Back to Project Overview](#)

Word Sample

OverviewVersionsSubmissionsPublic AccessSettings

Draft

Create a new Draft

Submissions

New

API accessAnalyze via OData...

Filter (Anybody)Submitted at10 of 100Columns shownRefreshDownload 10,001 records

	Submitted by	Submitted at	State and actions	q1	q2	q3	q4
10001	user@getodk.org	2019/05/28 16:25	Received	honeysuckle	ichthus	exdelicto	Huc
10000	user@getodk.org	2019/05/28 16:25	Received	serpivolant	tricarpellary	crustily	ghc
9999	user@getodk.org	2019/05/28 16:25	Rejected1	colonist	logy	exculpative	altir
9998	user@getodk.org	2019/05/28 16:25	Received	translocate	sleenmarken	uncast	sch

The table preview you see here will at first show you the first ten fields of your survey and their results, with the latest submissions shown closest to the top. Any downloadable files will appear with a green download link you can use to directly download that media attachment. The submission's instance ID will always be shown at the right side of this

preview table.

If your form has more than ten fields, you can show more columns by accessing the [Columns shown](#) dropdown and checking the columns you wish to see. While the Columns shown pane is open, you can use the search box along its top to search for a particular column name if you have many.

In the [State and actions](#) column, you will see the current review state of each submission and the number of edits that have been made, if any. If a submission is missing expected media uploads, you will see a warning here. When you hover over a row (or **tab** to it with your keyboard) you will see controls in this column to edit the submission, or see more details about it. You can read more about [review states](#) and the [submission detail page](#) below.

You can limit the rows that appear by the submitter, the date, and the review status. These filter controls are available just above the submission table.

Any filter you apply to the submission table also applies to the download button. To work with your data, you can download it from Central. Right now, you can do this in one of two ways:

1. The **CSV Download** option will get you a [.zip](#) file containing one or more [.csv](#) tables, along with any multimedia submitted to the form. This is a good option if you already have custom tools you wish to use, or you want to import it into an offline analysis tool like SPSS or Stata.
2. The **OData connector** allows you connect a live representation of the data to OData-capable tools like Microsoft Power BI, Microsoft Excel, Tableau, and others. This option has some advantages: the data is transferred more richly to maintain more data format information, and the feed is always live, meaning any analysis or reports you perform in your tool over an OData connection can be easily refreshed as more submissions come in.

When the rows of the table have been filtered in any way, that filter also applies to the downloads. This makes it possible to download partial sections of your data at once.

Learn more about these options below:

Downloading submissions as CSVs

To download all submission data as [.csv](#) tables, click on the [Download all # records](#) button on the right side of the listing page:

The screenshot shows the ODK Central interface for a project named 'Word Sample'. The 'Submissions' tab is active, displaying a table of submissions. The table has columns for 'Submitted by', 'Submitted at', 'State and actions', and four question columns (q1, q2, q3, q4). A 'Download 10,001 records' button is highlighted with a red box. The interface also includes a 'Filter' section with a dropdown for '(Anybody)' and a 'Submitted at' filter. A 'Columns shown' dropdown is set to '10 of 100'. A 'Refresh' button is also visible.

Submitted by	Submitted at	State and actions	q1	q2	q3	q4		
10001	user@getodk.org	2019/05/28 16:25	Received	>	honeysuckle	ichthus	exdelicto	Huc
10000	user@getodk.org	2019/05/28 16:25	Received	>	serpivoltant	tricarpeallary	crustily	ghc
9999	user@getodk.org	2019/05/28 16:25	Rejected	✖ 1	colonist	logy	exculpative	altir
9998	user@aetodk.org	2019/05/28 16:25	Received	>	translocate	sleenmarken	unecast	sch

If you have any row filters applied to the submission table, those filters will be applied to your download as well. You can use this to, for example, download only submissions from a particular month, or only approved submissions.

Export options

Once the download dialog opens, you'll be given some additional export options.

Download Submissions



Export options

- ☐ Split “select multiple” choices into columns
- ☐ Remove group names
- ☐ Include fields not in the published Form
Use this option if you need to see fields referenced in previous Form versions.

Main data table (no repeats)

 .csv

All data tables

 .zip

All data and Attachments

 .zip

Close

Some of the options may be disabled if they do not apply to your data, or if they are not available due to features that you have enabled (such as managed encryption).

- The option to split **select multiple** choices will create a new column in the export **csv** for each unique known value in each select multiple field. These columns then indicate whether each submission checked each option.
- The remove group names option takes out the prefix usually added to groups in the header: so for example, **meta-instanceID** would become just **instanceID**.
- Finally, the option to include previously deleted fields will include every known previously deleted field in any version of the Form in the export, along with any data found for those fields. See [Updating Forms to a New Version](#) for tips on updating a form without changing its fields.

Click on one of the format options on the right to start the download.

Once the **.csv** or **.zip** completes downloading, you will find one or more files when you extract it:

- A root table **.csv** named after your Form title.
- Join table **.csv** files representing any repeats you may have in your form, with join columns on the left of each table relating each row to its counterpart in the parent table. Each join table is named to reflect its relationship with the others. If there is only one **.csv** file, then your form has no repeats.
- A folder named **files** which contains subfolders, each named after an **instanceID** of a submission. Each subfolder then contains a set of file attachments relating to that submission. If no **files** folder exists, then no multimedia attachments have been submitted to this form.
- If you have enabled [Client Audit Logging](#) on your form, and log events have been submitted to the server, then you will find a file that ends with **- audit.csv**. This file combines all the logging data from all submissions to the form into a single table.

Tip

Excel will not import CSVs with Unicode characters like ã, ß, and 箸 correctly if you double-click the file or open it from the File menu. You must use the [Text Import Wizard](#) and specify a file origin of Unicode (UTF-8, 65001) and the comma delimiter.

Rather than downloading CSVs manually, you can also [connect Excel directly to Central via OData](#) and get a live-updating spreadsheet with auto-detected data types and Unicode support.

Downloading submissions with Power BI or Excel

Central provides an OData feed that Power BI or Excel can use to pull data into ODK at (pretty much) the click of a button.



As shown in the tutorial video above from [Humanitarian Data Solutions](#), you will first need a link to paste into the tool. You can find this link by clicking on the [Analyze via OData](#) button on the right side of the listing page:

A screenshot of the ODK Central web interface. The top navigation bar is purple with links for 'ODK Central', 'Projects', 'Users', and 'System'. On the right of the bar are links for help, language (en), and a user profile (admin@getodk.org). Below the navigation bar, the page title is 'Default Project' with a link to 'Back to Project Overview'. The main content area is titled 'Word Sample' and has tabs for 'Overview', 'Versions', 'Submissions' (which is active), 'Public Access', and 'Settings'. In the 'Submissions' tab, there is a 'Draft' section with a 'Create a new Draft' button. Below this, the 'Submissions' section has a 'New' button and a red box highlighting two buttons: 'API access' and 'Analyze via OData...'. Below these buttons are filters for 'Submitted by' (set to 'Anybody') and 'Submitted at', a 'Columns shown' dropdown (set to '10 of 100'), a 'Refresh' button, and a 'Download 10,001 records' button. At the bottom, a table header is visible with columns: 'Submitted by', 'Submitted at', 'State and actions', and four columns labeled 'a1', 'a2', 'a3', and 'a4'.

Once you click on it, you should see this popup appear:

Using OData



OData is a new standard for transferring data between tools and services. Free and powerful analysis tools like Excel, [Microsoft Power BI](#), and [Tableau](#) can fetch data over OData for analysis.

There are many advantages to OData, but importantly it supports the full-fidelity transfer of complicated types like numbers and geographic data, and it enables the latest version of your data to synchronize easily with any tools using it.

To begin using OData, select your tool and copy the link into it.

Excel/Power BI R Other

`https://example-server.opendatakit.org/v1/forms/sample.svc`

For help using OData with Excel, see [this page](#). For help with Power BI, see [this page](#).

Done

To connect with Power BI or Excel, follow these steps.

1. Start the Get OData feed action.

- In Power BI, select the **Home** menu, then **Get Data**, then **OData feed**.
- In Excel, select the **Data** menu, then **Get Data**, **From Other Sources**, then **From OData Feed**.

2. Leave the feed type as **Basic** (not **Advanced**), then copy and paste in the link from Central and then select **OK**.

OData feed

☒ Basic ☐ Advanced

URL

https://demo.getodk.cloud/v1/projects/1/forms/my_form.svc

OK

Cancel

3. Change the authentication type to **Basic** (not **Anonymous**), enter your Central email address and password, and then **Connect**.

Anonymous


Windows

Basic

Web API

Organizational account

OData feed

 https://demo.getodk.cloud/v1/projects/1/forms/my_...

User name

Password

Select which level to apply these settings to

Back

Connect

Cancel

4. The **Navigator** window now appear. Select **Submissions**, then **Load**.

Tip

Read [OData feeds in Power BI](#) and [Power Query in Excel](#) for more information about using Power BI or Excel for OData feeds.

If you are having trouble getting Power BI or Excel to connect, and especially if you see error messages about permissions or authentication, [clear your cached permissions](#) and try again.

If you are using Excel 2016, install [Microsoft Power Query for Excel 6](#) and go to the **Data** menu, then **New Query**, and then **From Other Sources** to find the **From OData Feed** item.

Using macOS? Become a [365 Insider](#) and enable the Beta channel to get OData support in Excel.

Downloading submissions with Python, R, and more

If you use [Python](#), we recommend [pyODK](#) for downloading submissions via an OData feed into Python. pyODK is the official Python client for Central and it makes common data analysis and workflow automation tasks simple.

If you use [R](#), we recommend [ruODK](#) for downloading submissions via an OData feed into R. ruODK is developed and supported by ODK community members.

You can also access the OData feed yourself. The OData feed is an easily consumable JSON data format and offers a metadata schema, some filtering and paging options, and more. To learn more about the OData feed, click the **API Access** button or see the [API documentation](#) directly.

Accessing submission media from external tools

It can be tricky to access submission media files while using external tools like Power BI or Python for data analysis or

visualization. Using an external tool to fetch submissions from Central does not mean it can or knows how to get associated images, video, and other media.

In the OData feed, you will see media files given by their filename. If you want, you can construct a link within your analysis tool that will download any media file with your web browser. You can do this by gluing together pieces of text into a URL. Often this gluing operation is called `concat` or `concatenate`. You'll need to make it look like this:

```
https://DOMAIN/#/dl/projects/PROJECTID/forms/FORMID/submissions/INSTANCEID/attachments/FILENAME
```

Where the uppercase words need to be replaced with the appropriate values. The easiest way to get the `DOMAIN`, `PROJECTID`, and `FORMID` is to open the Form in your web browser in the Central administration website and just copy the values you see there. The two web addresses are quite similar. Then you have to add the `INSTANCEID` and the `FILENAME`, both of which you can find in the OData data itself.

Here is an example of a completed address:

```
https://my.odk.server/#/dl/projects/1/forms/forest_survey/submissions/uuid:20bcee82-4a22-4381-a6aa-f926fc85fb22/attach
```

This location is a web page that causes a web browser to download a file. It cannot be used directly to embed images or video on any website or application.

Submission Review States

As of version 1.2, Central allows Project Managers and Administrators to review submissions and assign them certain states. This feature lets you perform verification and follow-up data editing within Central itself, if you need this kind of a workflow. The available states are:

State	Assigned by	Description
Received	System	The default state for all incoming submissions, assigned automatically by Central
Edited	System	Automatically assigned by Central whenever a submission is edited by any user
Has Issues	User	Can be assigned by project staff if a submission has problems
Approved	User	Can be assigned by project staff to approve a submission
Rejected	User	Can be assigned by project staff to reject a submission

The `Received` and `Edited` states are automatically set by Central any time a submission is uploaded or edited. The other states are assigned by project staff. We suggest some meanings for these states above, but they don't cause anything to happen automatically. For example, rejected submissions will still be included in your data exports unless you filter them out yourself. So, you are free to use these states however you'd like.

Once submissions have been reviewed, the submission table download and the OData connection both allow submissions to be filtered by review state. This lets you, for example, download only all the approved submissions.

Submission Details

As of version 1.2, each submission has its own detail page which provides basic information about the submission, an activity history of action and discussion on that submission, and tools for updating the submission review state and data itself.

ODK Central

Projects

Users

System

?

en

admin@getodk.org

Submission Detail

Back to Submissions Table

Mountain National Park Survey (April 2021)

Basic Information

uuid:278260cc-bc30-419d-8f57-8d6d10...

Instance ID

issa token

Submitted by

2019/05/28 16:25

Submitted at

Approved

Review State

Activity

Review

Edit

Leave a comment...

Approved by admin@getodk.org

Tuesday 18:33

Great, thank you!

Comment by user@getodk.org

Tuesday 18:33

Attached the correct picture.

Edited by user@getodk.org

Tuesday 18:33

Has Issues per admin@getodk.org

Tuesday 18:16

Is the picture correct? It does not match the description of the tree.

Submitted by user@getodk.org

2019/05/28 16:25

The title at the top is pulled from the `instance_name` if there is one, otherwise it will be the automatically assigned `instanceID`. We recommend you [define an instance_name](#) based on the data in each submission. This is especially important if you plan on using this page a lot, because it makes navigation much easier to have friendly names at the top of the page and in the web browser title and tab.

Basic detail can be found along the left. If there are expected media attachments for this submission, that status information will be provided.

The main activity feed on the right shows you the discussion and action history of the submission. Any review state changes, comments, and edits will appear here. At the top of the activity feed, you can [Review](#) a submission to assign a new review state, [Edit](#) the submission directly in your web browser, or type in the box to begin leaving a comment.

You can leave a note when you update the review state, to indicate why the decision is being made, or any other information you'd like saved.

Submission Editing

From the [submission detail page](#) you can press the [Edit](#) button to edit the submission in your web browser. When an edited submission is resubmitted, a new version of it is created, just like a form version. You will be able to see previous submission versions in a future version of Central.

Any time a user edits a submission, they will see a note when they are returned to the detail page suggesting that they leave a comment describing the edits they have made. This is optional but highly encouraged. In a future version of Central, greater detail will be automatically provided about the data values that were changed.

Finally, when edits are submitted, the submission [review state](#) will automatically be set to [Edited](#), and (as of version 1.3) you will see the changes between versions in the Submission Detail activity feed. Please note that Central will show you the differences between versions, but it doesn't know the exact actions you took to cause those changes. Sometimes the differences shown are not the same as the actions taken, but the resulting data will appear exactly as edited.

orx:meta

orx:instanceName Jon Matthew ➔ John Matthew

name Jon ➔ John

age 31 ➔ 30

children > child #2

(added)

name

empty

➔ Marcus