

Survey Description and Reference

Contract: PAC/20181120/02

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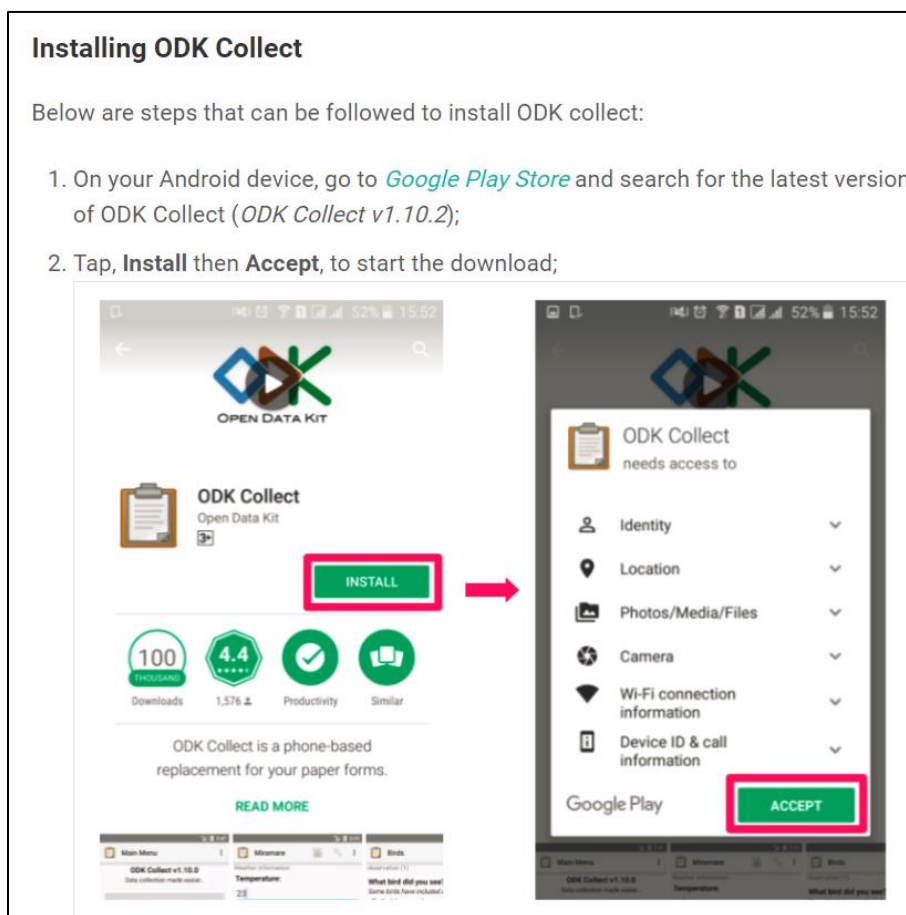
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Downloading and Submitting Data Using ODK Collect

Data can be submitted to Ona forms using a web browser where an internet connection is available using a PC. However, when data must be collected in the field, where internet connection may not be available, the ODK Collect mobile application for Android devices is the best choice.

In order to submit forms to Ona, first request permission to access forms via ODK Collect by sending an email to pacafenet@gmail.com with your Ona user name included in the email. An Ona account can be created [here](#) if you do not already have one. Additionally, email this address to request changes to forms hosted in Ona.

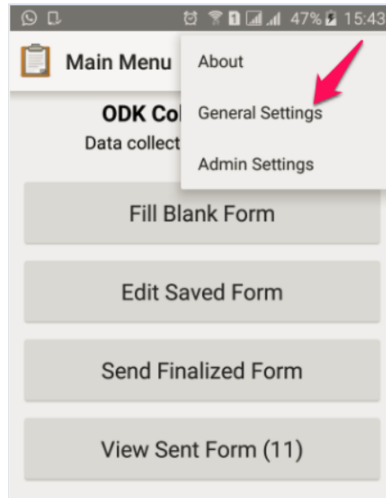
Below is a series of screen grabs walking through the process of downloading and using the ODK Collect app to download and fill in blank web forms hosted in Ona. Any url's shown in the below screen grabs are generic and do not relate to the present project. You will need internet connection to setup your account and connect to forms.



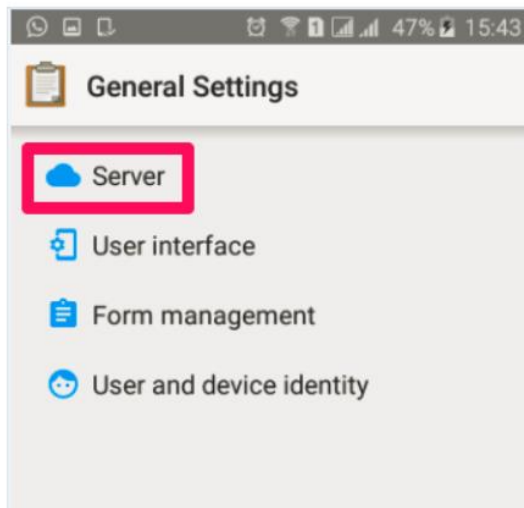
Configuring ODK Collect with your Ona account

After installing ODK Collect, the next step is to configure the application to your Ona account. The Url <https://odk.ona.io> must be given to ODK Collect before you get forms from and submit data to Ona.

1. In ODK Collect's **Main Menu**, press the **Menu button** on your device (note: the menu button location can vary by device), and select **General Settings**;

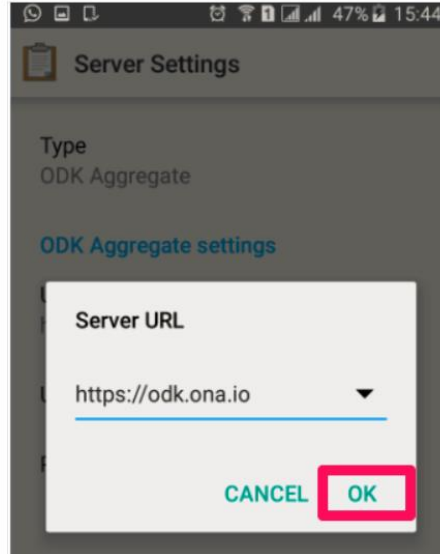


2. Tap on **Server**,



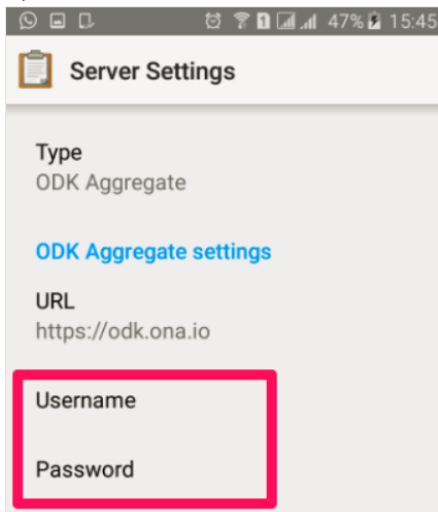
The url shown below can be used for **any** Ona forms.

3. Under **Server Settings** tap on URL then enter `https://odk.ona.io` as the URL then press **OK**;



The screenshot shows a mobile application interface with a status bar at the top displaying icons for WhatsApp, a folder, and a document, along with signal strength, Wi-Fi, and battery level (47%) at 15:44. The main screen is titled 'Server Settings' and shows 'Type' as 'ODK Aggregate'. Below this is a link for 'ODK Aggregate settings'. A modal dialog box is open, titled 'Server URL', with a text field containing 'https://odk.ona.io' and a dropdown arrow. At the bottom of the dialog are 'CANCEL' and 'OK' buttons, with the 'OK' button highlighted by a red rectangle.

4. Similarly, select **Username** and enter your Ona username, then select **Password** and enter your Ona password.



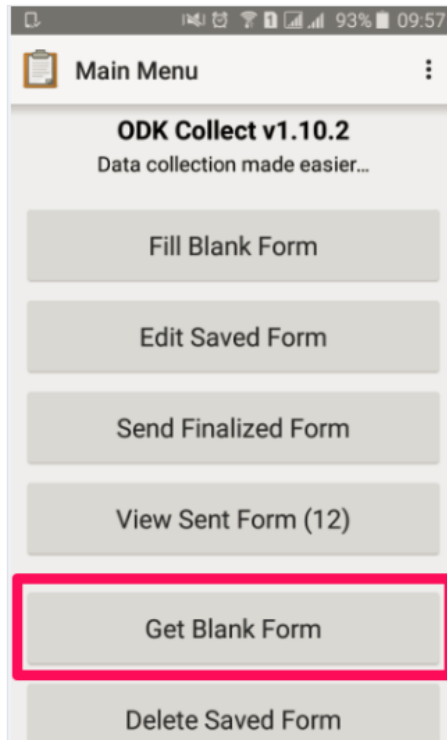
The screenshot shows the same 'Server Settings' screen as before, but the modal dialog box is now titled 'Username' and 'Password'. The 'Username' field is highlighted with a red rectangle. The 'Password' field is also visible below it. The status bar at the top shows the time as 15:45.

Downloading forms to your phone

After configuring ODK Collect to your Ona account, you can now download forms to your phone. You can download forms from projects you've created (are owner of) or [shared with you](#) and have been assigned **Can Submit** or a higher [permission level](#) on that project. Please read [this blog post](#) for more information on user permissions in ODK Collect.

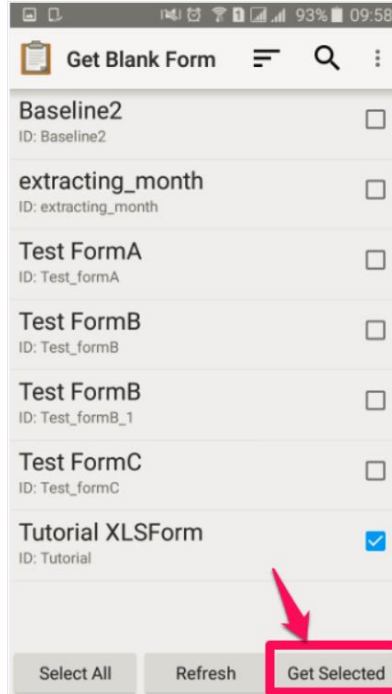
Make sure you have internet connection before proceeding with the following steps:

1. Confirm you have the correct server configuration (as explained in [Configuring ODK Collect with your Ona account](#)).
2. Go back to ODK Collect's **Main Menu** and click on **Get Blank Form**;

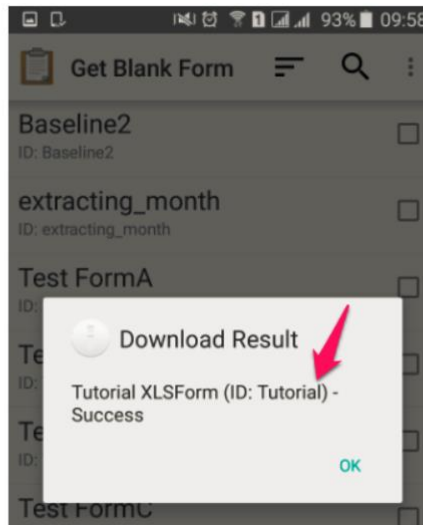


The project forms shown will differ from those below. Each is discussed in detail in other sections of this document.

3. All of the published and *active forms* from your Ona account will be displayed. Tap on the checkbox next to the form(s) you want to download, then tap on **Get Selected** to download the form(s) to your device;

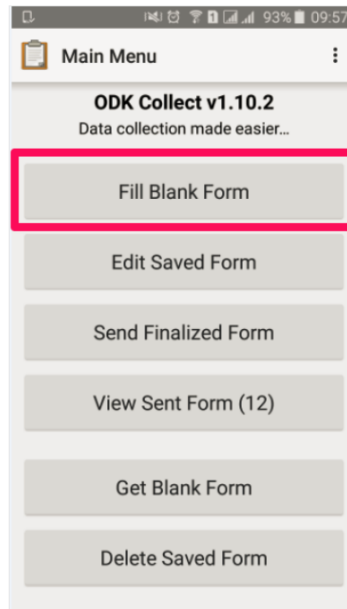


4. The download result will pop up in a window. Click **OK**. You're ready to start collecting data!



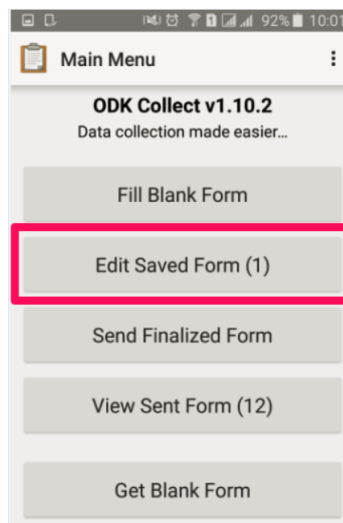
Fill Blank Forms

Once you have downloaded forms to your device, you're ready to start collecting data. Tap on **Fill Blank Form** and select the form you'd like to complete.



Edit Saved Forms

Forms that are not marked as finalized are saved as drafts in the **Edit Saved Form** menu in ODK Collect. From the home screen in ODK Collect, you can see the number of saved draft forms in parentheses.

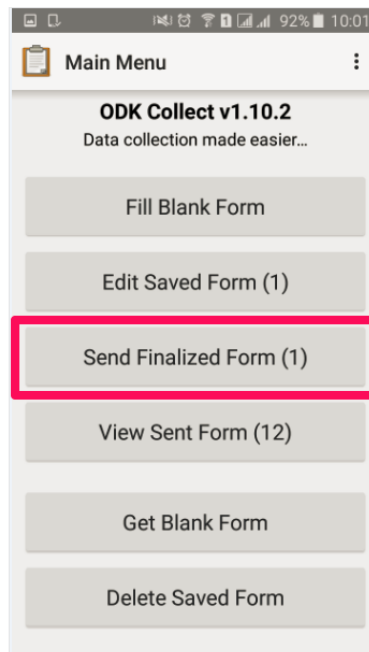


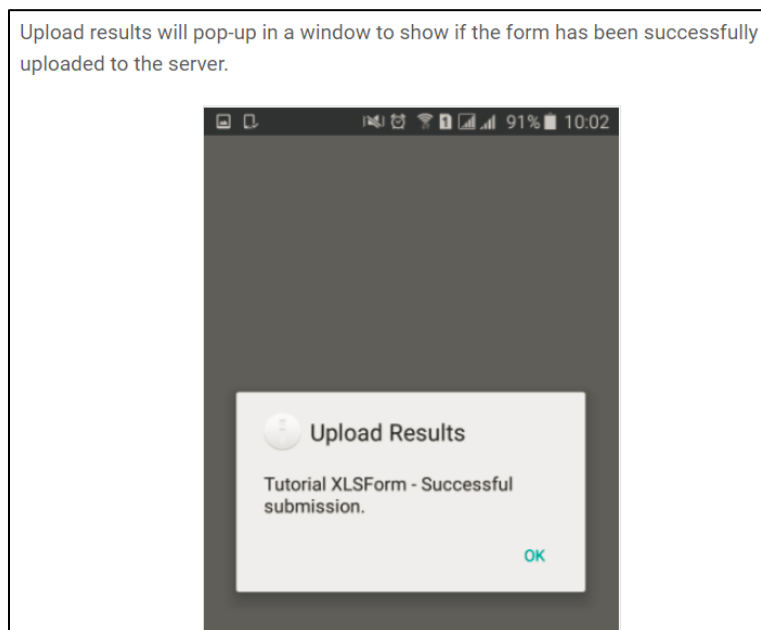
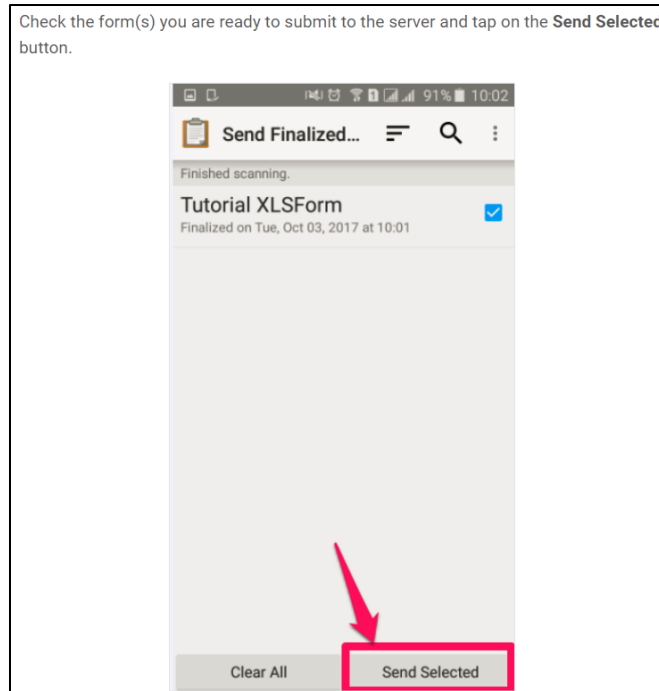
Once finished you will need to send any forms you have filled in to 'finalize' when you have internet connection if you did not when filling out forms. Before forms are finalized, your responses are saved in your mobile device's web browser. Be sure to **not** delete your cookies and browsing history on your device until the form is finalized and sent.

Send Finalized Form

Forms that are marked as finalized appear in the **Send Finalized Form** menu in ODK Collect (note: forms marked as finalized can still be edited from the **Edit Saved Form** menu up until they are successfully submitted to the server).

Once you have established an internet connection and are ready to submit your form to the server, tap on **Send Finalized Form** from the ODK Collect main menu.





For additional details, go [here](#) for a detailed user guide published by Ona.

Equipment Information Form Description

Form url: <https://enketo.ona.io/x/#xsR3wR1v>

Form ID: as shown in ODK Collect: build_New-Equipment-Form_1572890651

Summary: Used this form to enter new equipment data or to alter data for existing equipment. Please attempt to obtain all information before filling out this form for new equipment. Additionally, this form

can be used to alter equipment information for equipment already in use. For example, if a piece of equipment's location has changed re-enter the other information in the form and alter the location using the appropriate form question. To obtain the most recent data on that piece of equipment visit the [eTool](#) and lookup the relevant information for that piece of equipment.

*** Equipment ID**

Type in the equipment ID, can be a number, letters, or a combination of these.

*** Equipment Type**

none selected ▼


Choose one of the options provided. If the equipment type you are entering does not match those provided, send a message to pacafenet@gmail.com to request additional options be added.

*** Manufacturer**

none selected ▼


Choose one of the options provided. If the equipment manufacturer you are entering does not match those provided, send a message to pacafenet@gmail.com to request additional options be added.

*** Manufacture Date**

yyyy-mm-dd 

Select the date the equipment was manufactured.

*** Date Active**

yyyy-mm-dd 

Select the date the equipment was first introduced to the lab.

*** Facility**

none selected ▼

Choose one of the options provided. If the lab you are entering does not match those provided, send a message to pacafenet@gmail.com to request additional options be added.

*** Ownership Type**

none selected ▼

Choose one of the options provided. Select the closest value possible. Enter parochial if the facility housing the equipment is a faith-based organization.

*** Lab Level**

none selected ▼

Choose one of the options provided. Select the closest value possible.

*** Calibration Engineer Name**

none selected ▼

Choose one of the options provided. If the engineer name does not match those provided, send a message to pacafenet@gmail.com to request additional options be added.

*** Calibration Engineer Post**

none selected ▼

Choose one of the options provided. If the engineer post does not match those provided, send a message to pacafenet@gmail.com to request additional options be added.

*** Most Recent Calibration**

yyyy-mm-dd



Enter the date of the most recent calibration event for the equipment.

*** Most Recent Maintenance**

yyyy-mm-dd



Enter the date of the most recent maintenance event for the equipment.

* Maintenance Engineer Name

none selected

* Maintenance Engineer Post

none selected

Equipment Location

latitude (x.y °)

longitude (x.y °)

Form ID as shown in ODK Collect: build_Equipment-Activity-Form_1572919467

Summary: Use this form primarily to document maintenance and calibration activities. Additionally, this form can be used to alter the equipment engineer name and post. Lastly, this is the only form that can be used to indicate that equipment should be removed from circulation and should not be included in future maintenance activities.

* Equipment ID
<input type="text"/>
* Calibration Engineer Name
<div>none selected</div>
* Calibration Engineer Post
<div>none selected</div>
* Most Recent Calibration
<div>yyyy-mm-dd</div> <div></div>
* Maintenance Engineer Name
<div>none selected</div>
* Maintenance Engineer Post
<div>none selected</div>
* Most Recent Maintenance
<div>yyyy-mm-dd</div> <div></div>

Each of the fields highlighted above are the same as those described in the Equipment Information Form section. The equipment ID must be written *exactly* as it is in the Equipment Information Form. If you are unsure how it is written look it up in the [eTool](#).

