HOLPA Online tool

USER GUIDE

CONTENTS

INTRODUCTION

What is HOLPA?

HOLPA is a survey-based tool for collecting evidence of the holistic impact of agroecology. It contains three modules: context, agroecology adherence, performance (global, local). It is applicable at plot, farm-household, or landscape levels (only piloted at farm-household level so far).

The survey is developed for use with the Open Data Kit (ODK), and there is a standardised set of R scripts to enable quick calculation of global performance and agroecology indicators.

One of the key features of HOLPA is the inclusion of localised indicators. In addition to the global survey, HOLPA includes a comprehensive 7-step localisation process, to enable teams to tailor the survey to best meet the needs of local stakeholders, including the farmers themselves.

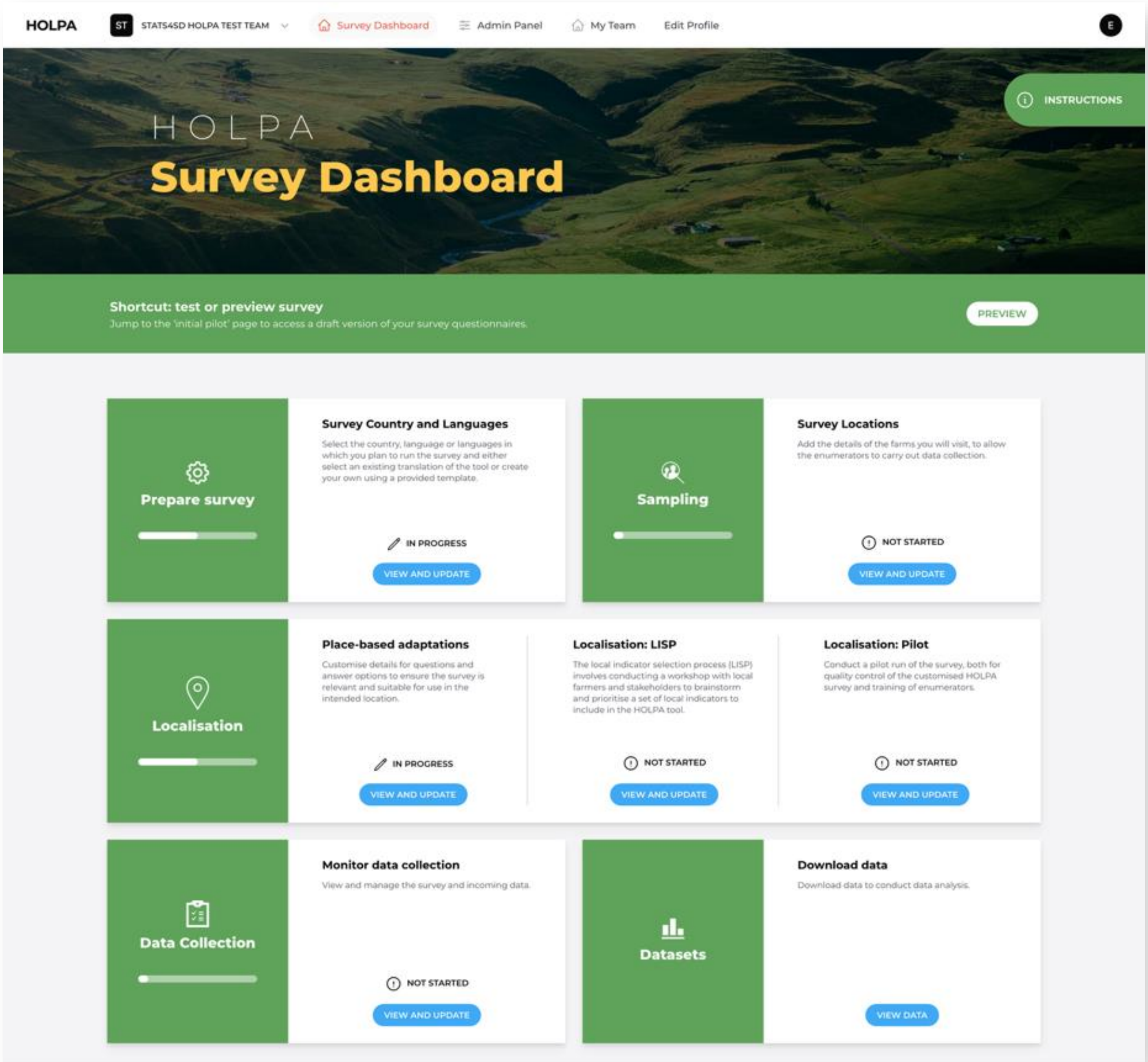
Online Tool

The "HOLPA Online Tool" is a web-based platform that guides teams through the process of setting up, localising and implementing the survey.

This document provides guidance on using the HOLPA online tool to prepare and carry out a localised implementation of the HOLPA survey. This guide is primarily concerned with the usage of the online tool; for more guidance on using HOLPA, please contact CGIAR.

DASHBOARD AND PROCESS OVERVIEW

The image below shows the HOLPA survey builder dashboard. Here you can see an overview of the tasks required to prepare and deliver the survey, and you can keep track of your progress.



The dashboard contains sections for each of the different tasks that need to be done to prepare and implement HOLPA. They are sorted into headings for different aspects of the process.

Below is a brief overview of each heading:

Prepare survey
This is where you indicate the country and language (or languages) in which you will be preparing the survey, and select or provide the translated versions of HOLPA to be used. This will generate the forms which you will be customising and using throughout the rest of the process. You will not be able to complete some other steps until you have selected a country, language and translation.

Survey locations
Here, you will provide the details of the farms/locations to be visited. This is necessary to allow enumerators to conduct the survey; and possibly for data analysis later on.

Localisation
The localisation process is a crucial aspect of the implementation of HOLPA. The HOLPA tool aims to balance harmonisation and comparability between results with specific adaptations to ensure those results are applicable and useful at a local level. The localisation sections allow you to adjust the HOLPA survey to ensure it is relevant to the target audience. These sections are:

- 'Place based adaptations', which allows you to adjust details of the survey such as a suitable time frame to ask about recent events, and the specific foods, crops, animals and other units which might be asked about, so that the answer options make sense in the context. At the end of this section, you are prompted to conduct an initial pilot to check the sense and functionality of the survey.
- The local indicator selection process (LISP), which involves holding a workshop with local farmers and stakeholders to identify a set of contextually-specific indicators to include in the HOLPA tool. You can then add those local indicators into the customised HOLPA tool.
- A full pilot test of the customised HOLPA survey, allowing for quality control and for training of enumerators. After completing these activities, it may be necessary to return to previous sections and make changes to your survey.

Data collection
When you commence data collection for your survey, you can monitor, review and edit submissions here.

Download data
Quickly retrieve all the data collected for your customised HOLPA survey. From there, you may conduct your own analysis or whatever else you wish to do.

Completing the sections

DO I NEED TO COMPLETE THE SECTIONS IN ORDER?

The sections do not have to be completed in order. Although they are in a logical sequence, most users will probably go back and forth and revisit sections. You can mark sections as complete to keep track of your work, but you can still make changes in a "completed" section.

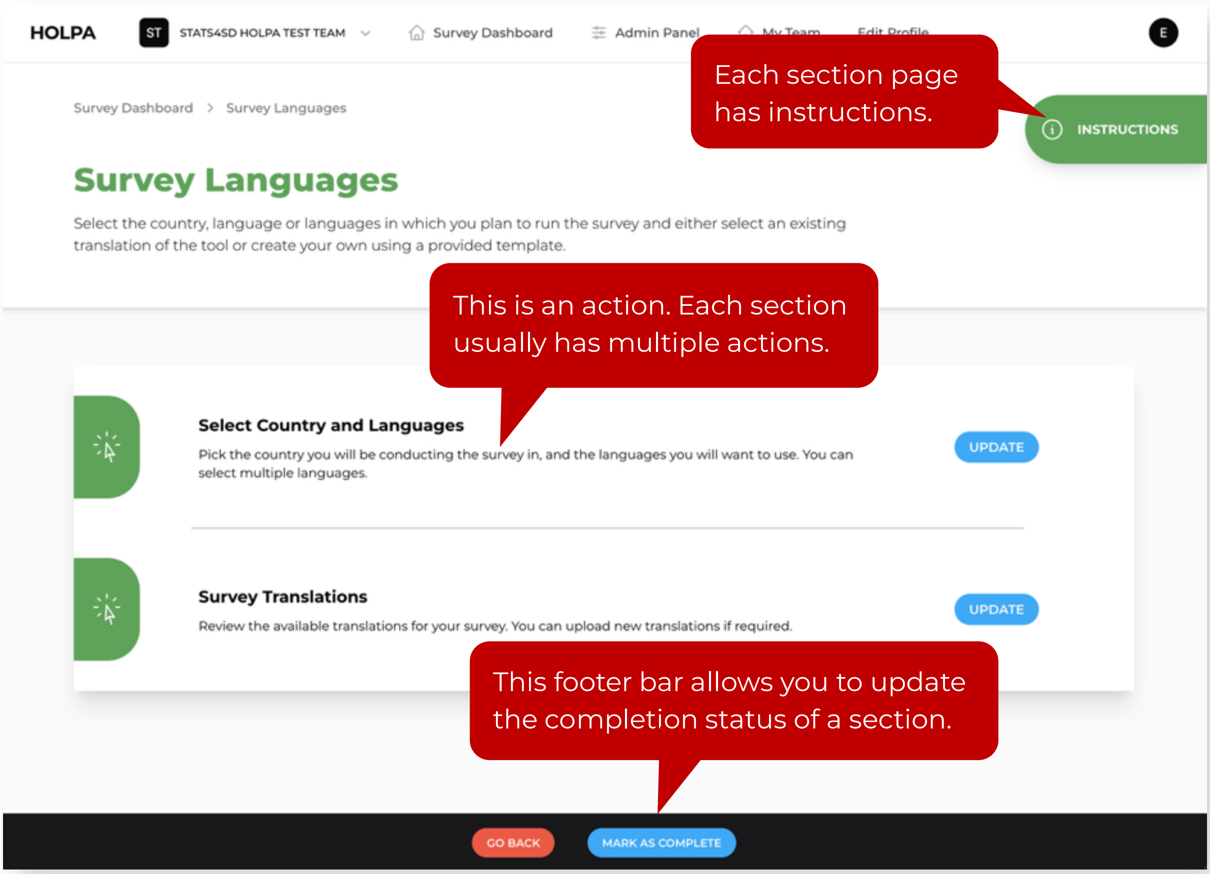
Be aware that making some changes out of order may necessitate revisiting other steps; for example, if you add an extra language late in the process, you may then need to go back to localisations such as custom questions to add the appropriate text in the new language.

HOW DO I COMPLETE A SECTION?

Each section contains:

- Instructions
- Actions
- Completion tracking

Here is an example of the page you will see when you click to go to a section.



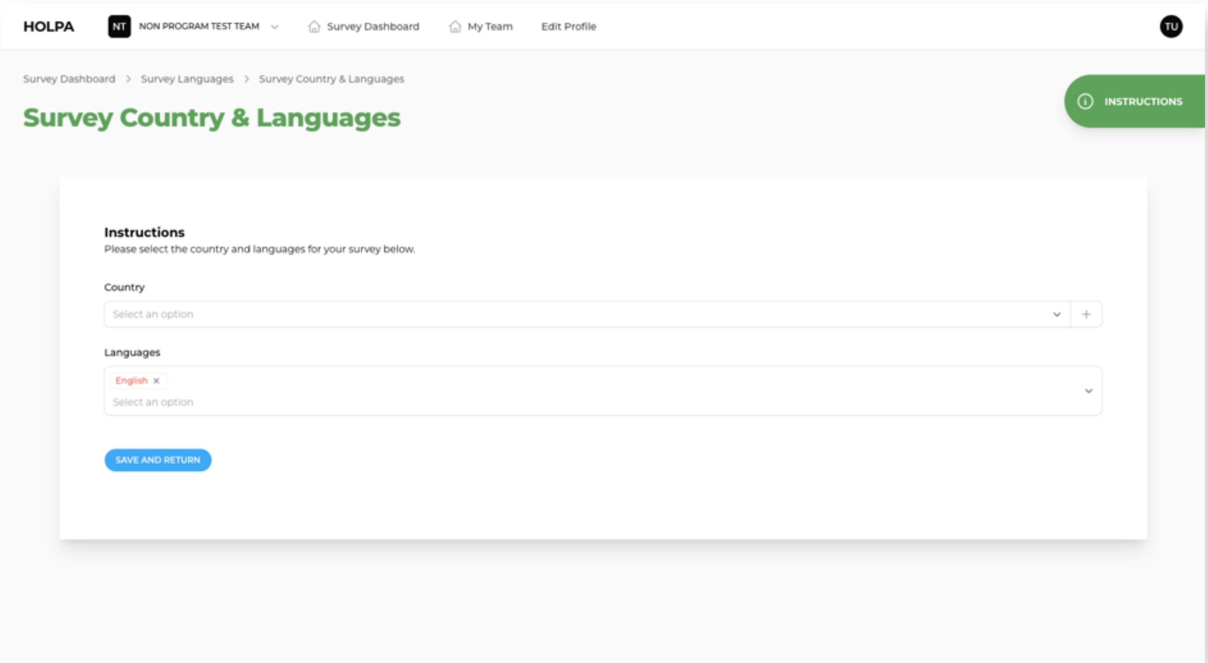
Features of a section page, showing actions and completion tracking options.

Instructions

Each section page and action page has an instructions button, which you can click to show guidance for the page you are looking at.

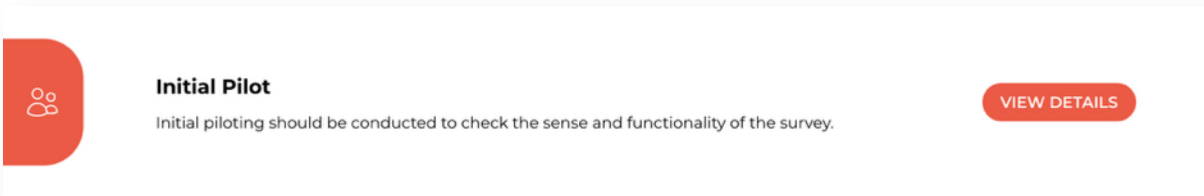
Actions

Within each section, there are usually multiple actions. Most actions will have options and prompts for you to add information or adjust elements of your survey. For example:



An example of an action page, showing options to input or adjust to prepare the survey.

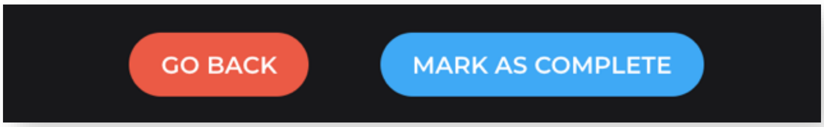
Some actions are prompts for tasks that take place outside of the tool, such as the local indicator selection workshop. You will see these actions in orange and with a different icon on the section page:



Example of an offline action as shown on a section page.

Completion tracking

When you are finished with a section, mark it as complete using the button at the bottom of the screen; this will help you and your team keep track of your progress. You can later revert it to incomplete if you realise you need to make additional changes.

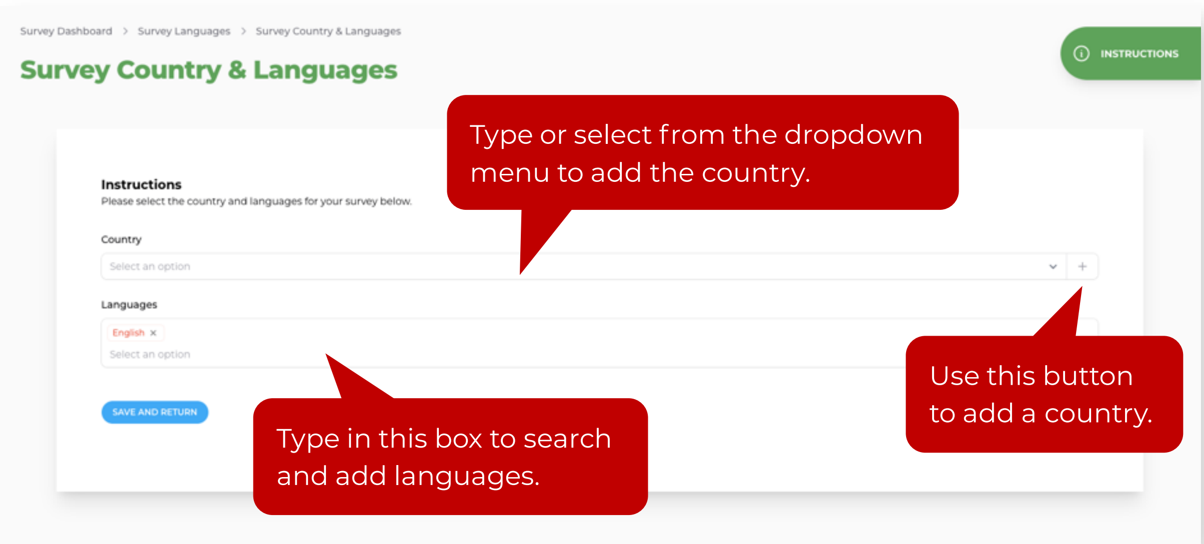


Progress tracking options shown in the footer bar of a section page.

SURVEY LANGUAGES

The first step to set up the survey is to select the country and languages in which your team will conduct the survey. Bear in mind that if you change these details later, you may need to review some of the other steps.

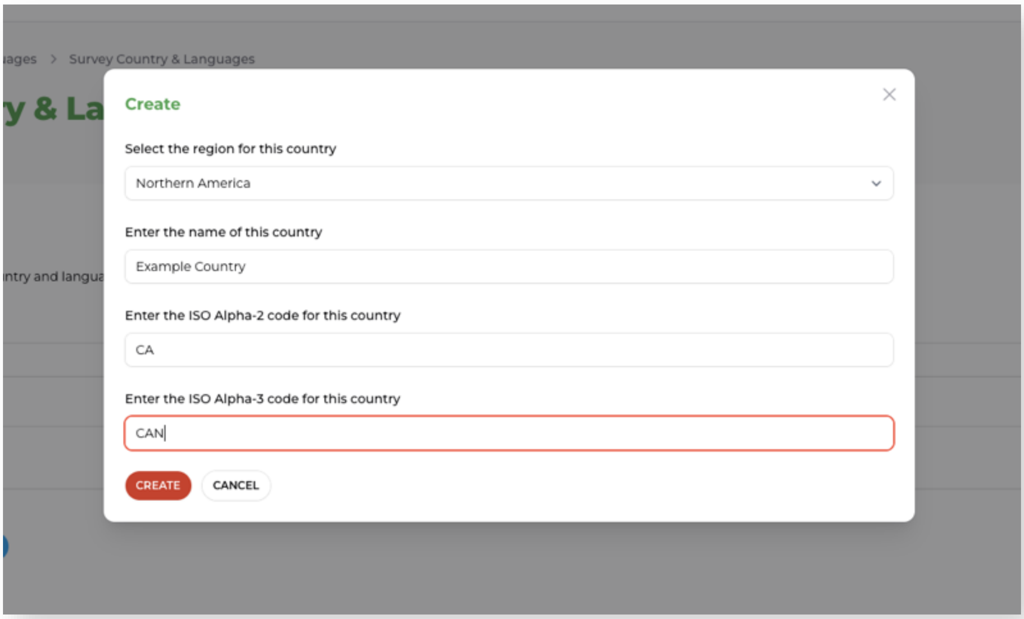
Survey country and languages



Survey country and languages section page.

CHOOSE A COUNTRY

Start by selecting the country for the survey. You can click in the box and either scroll through the dropdown list or start typing to narrow down the options and find your country. If the country you need is not listed, you can use the "plus" button to add it.



Creating a new country.

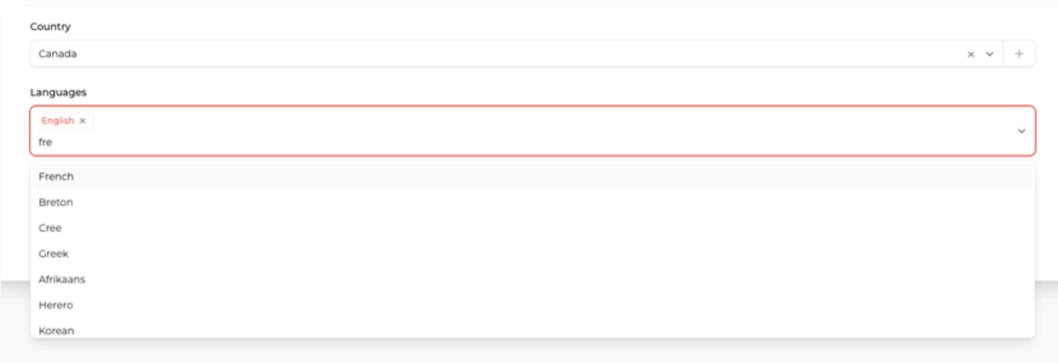
When you click to add a new country, a menu will appear. You will need to input the region, a name for the country, and the ISO Alpha-2 and Alpha-3 codes. You can use this online resource to find the codes: https://www.iso.org/obp/ui

The platform assumes that you are working within one country. If you are conducting HOLPA across multiple countries, you will need to create separate teams within this platform for each country. Please contact the HOLPA support team if you require assistance with this.

CHOOSE A LANGUAGE

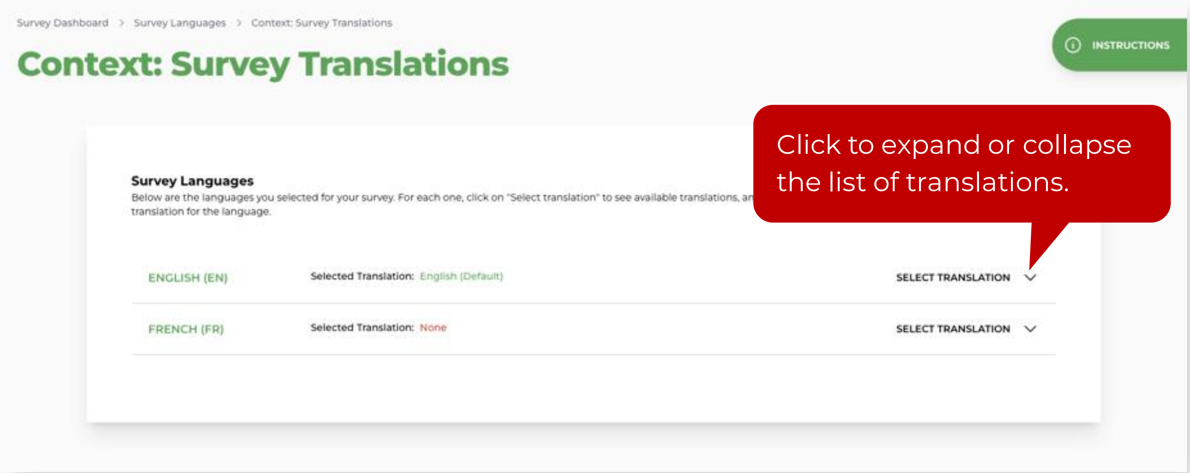
You can then start adding the languages in which you will conduct your survey. If you are going to run your survey in multiple languages, all of them need to be added here.

Start typing in the box to find and add languages. Press enter or click to select a language. You can remove a language with the backspace key or by clicking the x next to it.



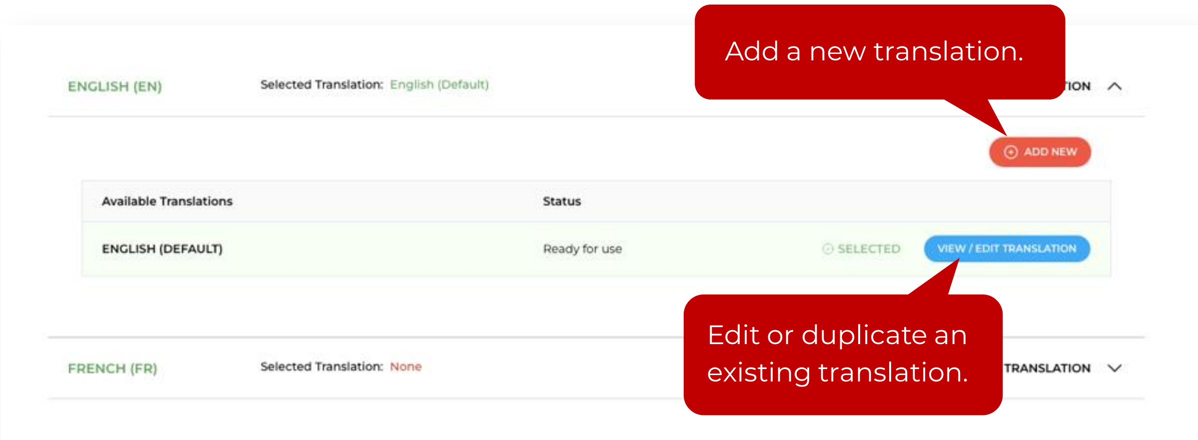
Selecting languages from the menu.

Survey translations



The survey translations action page.

When you have selected the languages for your survey, you should review the available translations. HOLPA is available in multiple languages. On the translations page, for each of the languages you selected previously, you will need to select the translation to use. Click "Select translation" to show the available translations for a language.



Expanded view of available translations for English.

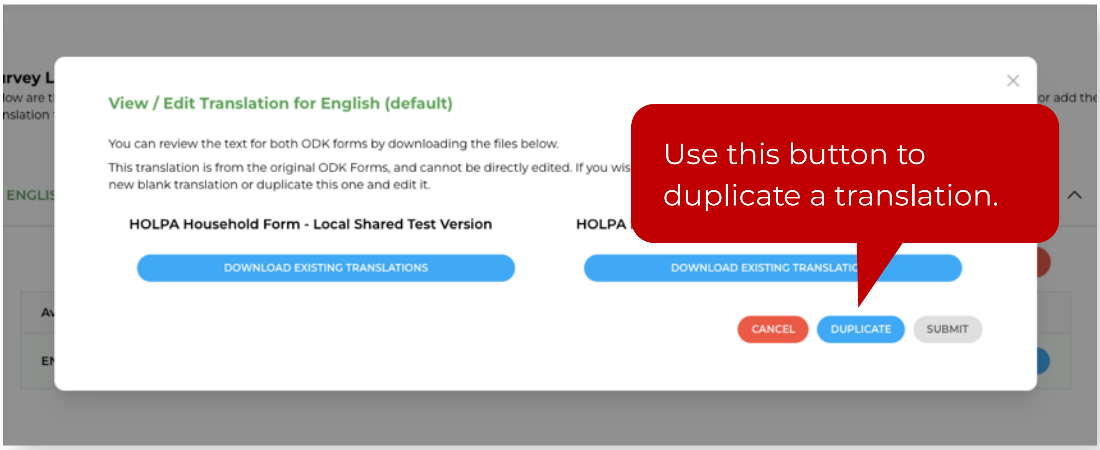
From this view, you can:

- Click “select” to use an existing translation.
- Duplicate an existing translation and edit it.
- Create a new translation from scratch.

Duplicate an existing translation

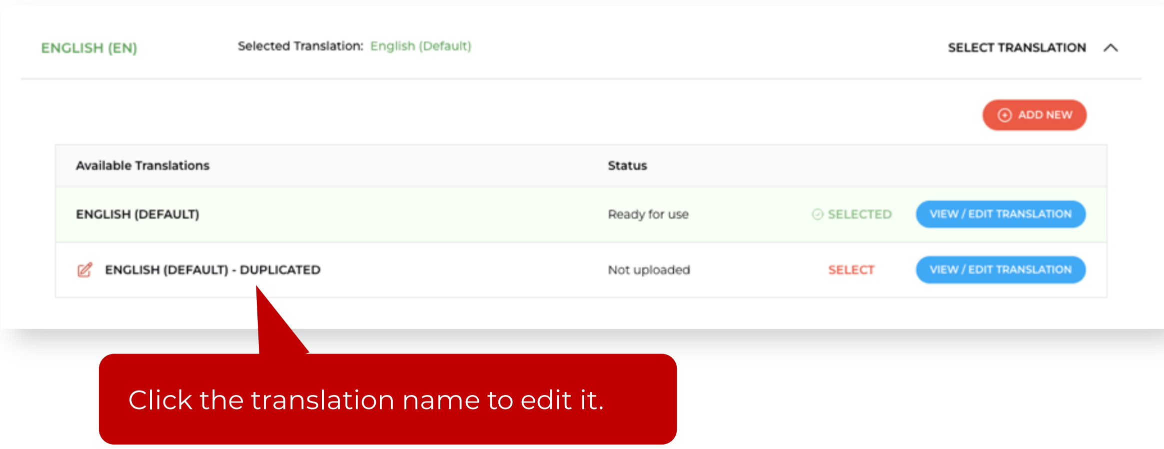
You may wish to duplicate an existing translation to use as a starting point; this is especially useful to create a regionally specific version of an existing translation.

Find the translation you wish to duplicate, and click the view/edit button. A menu will appear. From here, you can download the translation file if you would like to view this translation before selecting or duplicating it. This menu will not have edit options unless the selected language was added by your team.



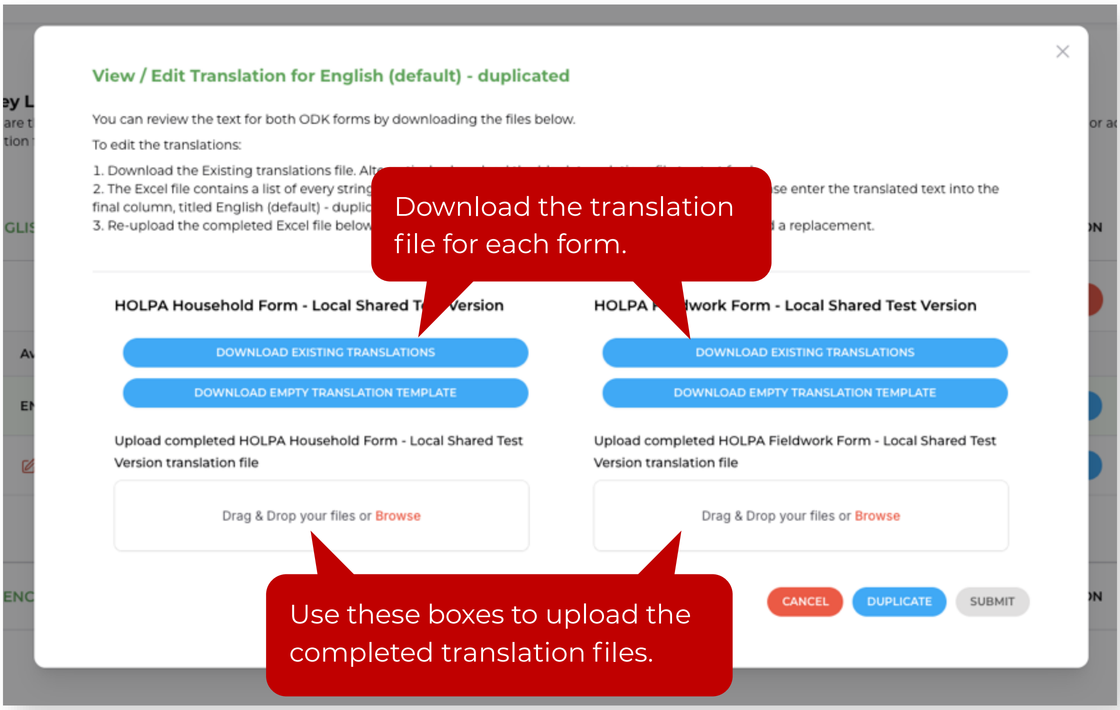
View/edit menu for a language. This is a "default language" and so editing options are not available.

Click the duplicate button, and you will see the new translation appear in the table. By default, the new translation will be called "*Original translation name* – duplicated". To rename it, click on the name in the table view, and a box will appear to allow you to input and save a new name.



The duplicated translation has appeared in the list.

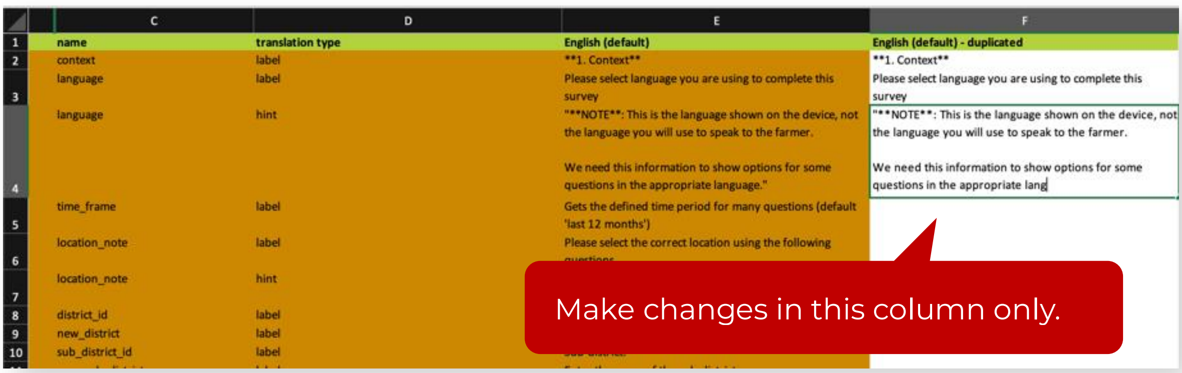
Click the view/edit button for this new translation; the menu that appears will have more options to allow you to make changes.



Options to edit the duplicated translation.

Download the existing translations if you want to make changes using the duplicated language as a starting point. There is one file for each of the two forms for HOLPA (fieldwork and household).

In the spreadsheet file that you download, you will see all the text in the survey form. Make your desired changes in the rightmost column (with the heading matching the current name of your new translation). Make sure you only edit the text in this column, and do not change the column heading, or you may encounter an error when you try to upload the updated translation.

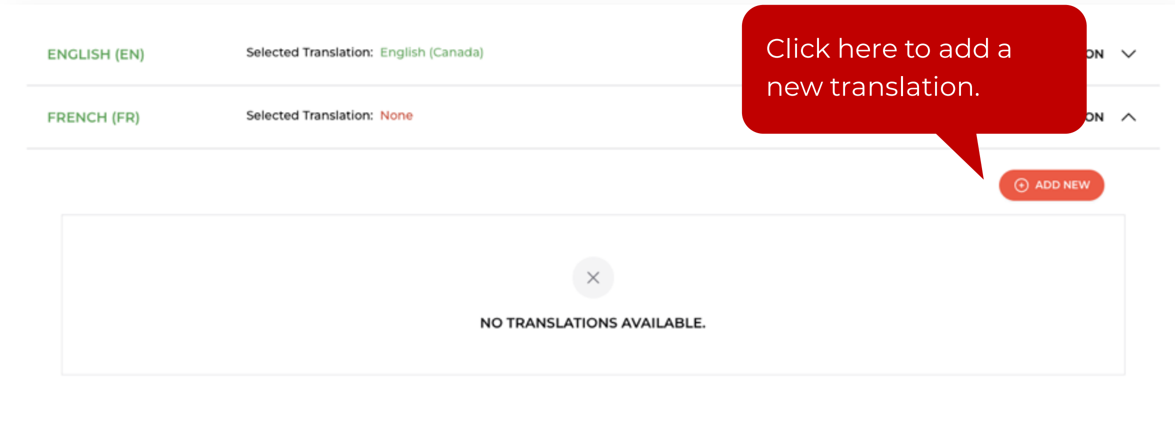


Using a spreadsheet to update the translation.

When you are ready to upload your edited translations, return to the view/edit menu for your new translation, and either drag and drop or click in the boxes indicated to upload the files.

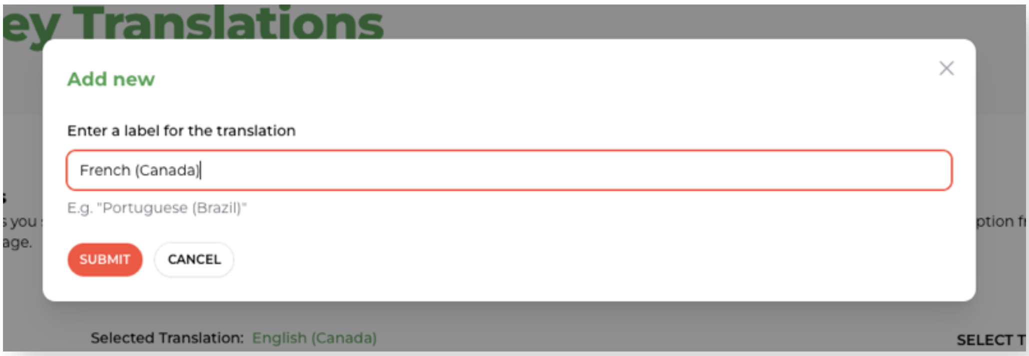
Add a new translation

If there is no existing translation, or the available translations are not suitable for your survey location, you should add a new translation.



No translations are available in this example.

To add a new translation, click on "add new" and give it a clear name.



Enter a name for the new translation.

The translation will appear in the table. You can then use the "view/edit" menu to download the translation template, exactly as described with a duplicated translation in the instructions above.

Add the translated text in the indicated column in the xls files, then reupload them using the same menu. Once both forms have translated versions uploaded, the translation will be available for use.

When editing or adding a translation, make sure you download the file for the language you wish to edit, and make the changes in that file. If the column headers do not match the original file or if the column for the translated text is left blank, you will see an error message when you upload the files.

Note: when adding translations

The translation is to reflect the text as written in the HOLPA survey; this is not the appropriate place to customise the content of the survey.

Translations added by other teams or from the original ODK forms cannot be directly edited, but you can duplicate the translation to make a new version with your changes.

The HOLPA platform will make user-uploaded translations available to all other teams.

Mark this section as complete when:

You have selected the country, languages and added a global HOLPA survey translation for each language.

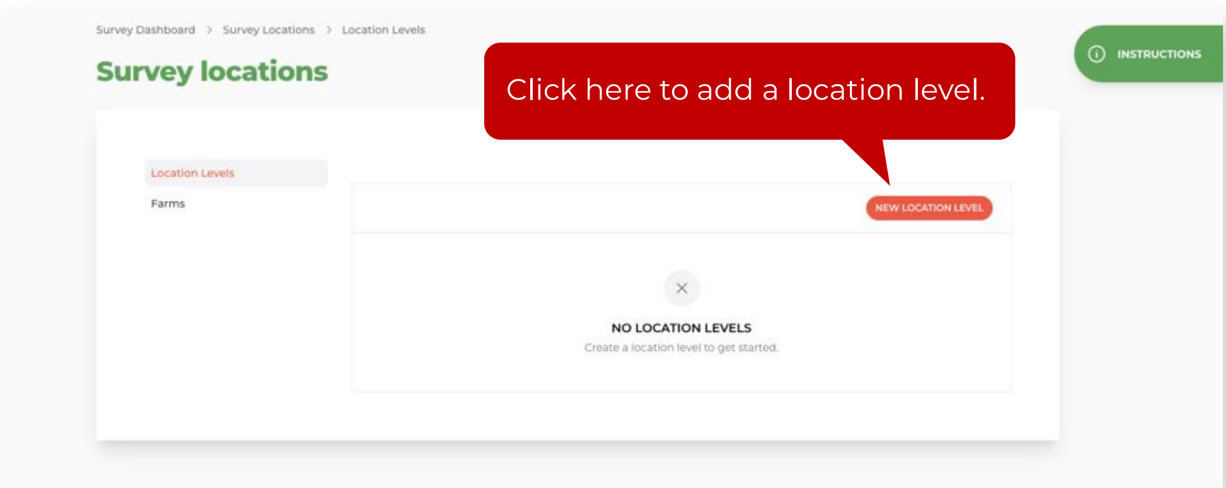
SURVEY LOCATIONS

To enable enumerators to conduct the survey, and possibly for data analysis later on, you will need to add details of the farms you will visit, including the details of the different location levels.

Location levels

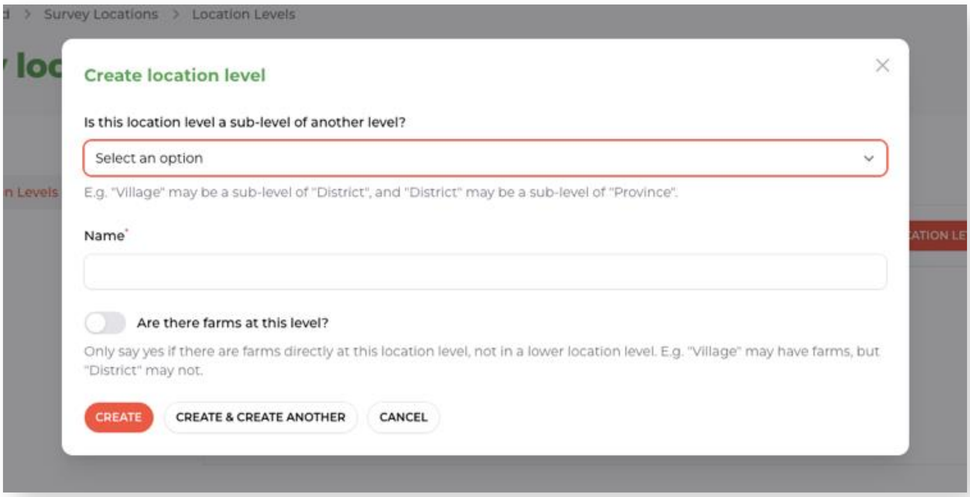
The system by which geographic locations are organised and denoted will vary between places (some countries are organised into counties and towns, some have provinces and districts), so you will need to first input the details of the hierarchy, and then fill in the specific locations for your survey.

For example, a farm might be located in a village, which is in a district, which is in a province, so you would need to add the location levels province > district > village.



The location levels action page. No location levels have yet been added

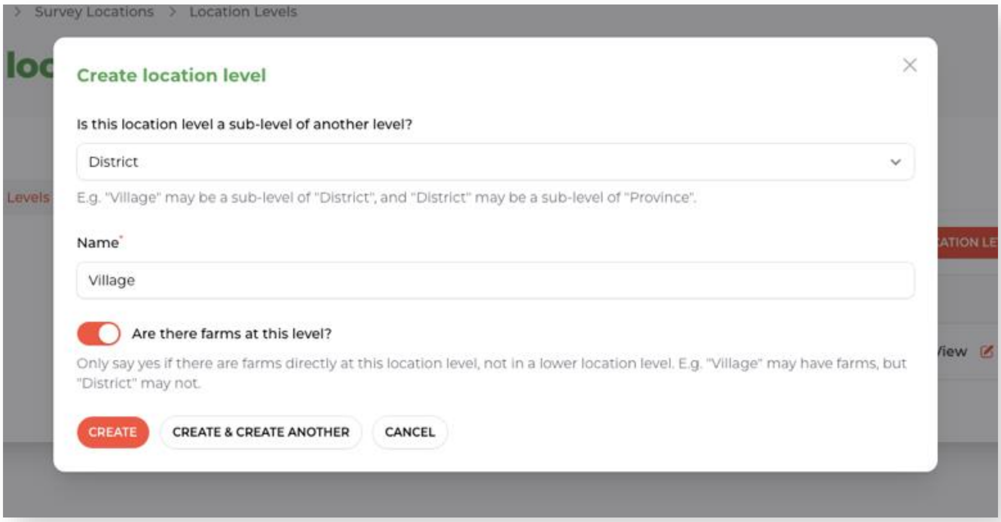
On the location levels page, you first need to add the names of the different levels. To do this, click on "new location level". A menu will appear.



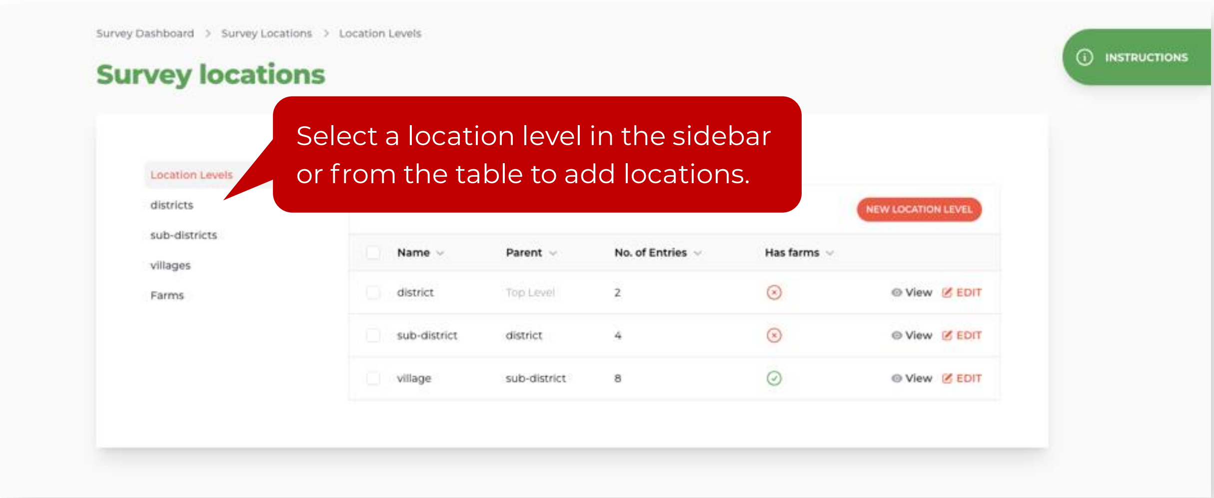
Adding a new location level.

Here, you will need to:

- Indicate whether the location level you are adding is a sub-level of another level (in our province > district > village example, district is a sub-level of province and village is a sub-level of district.)
- Add the name for the level.
- Indicate whether there are farms at this level. This means that they are within this level but not in a lower sub-level; for example, there are farms at the village level but not the province level.
- Click to create the level, or to create and immediately add another level.

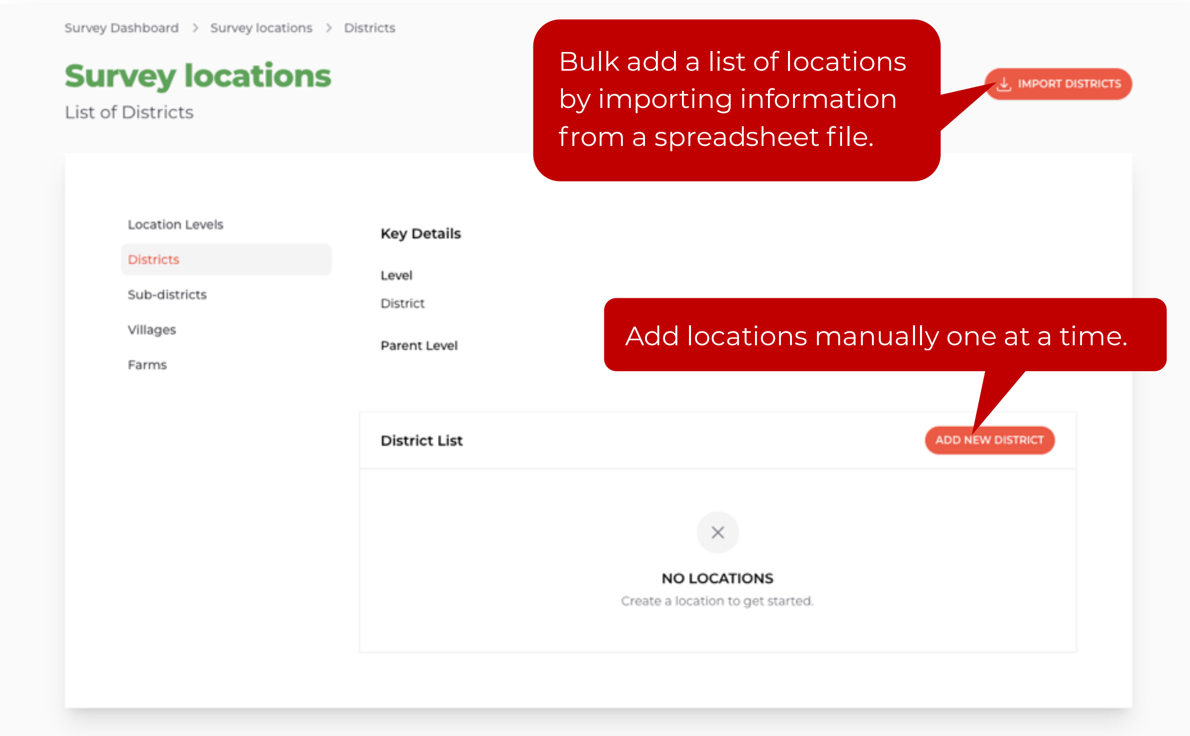


Adding "Village" as a location level below district.



The location levels have been added, and you can start adding locations to each level.

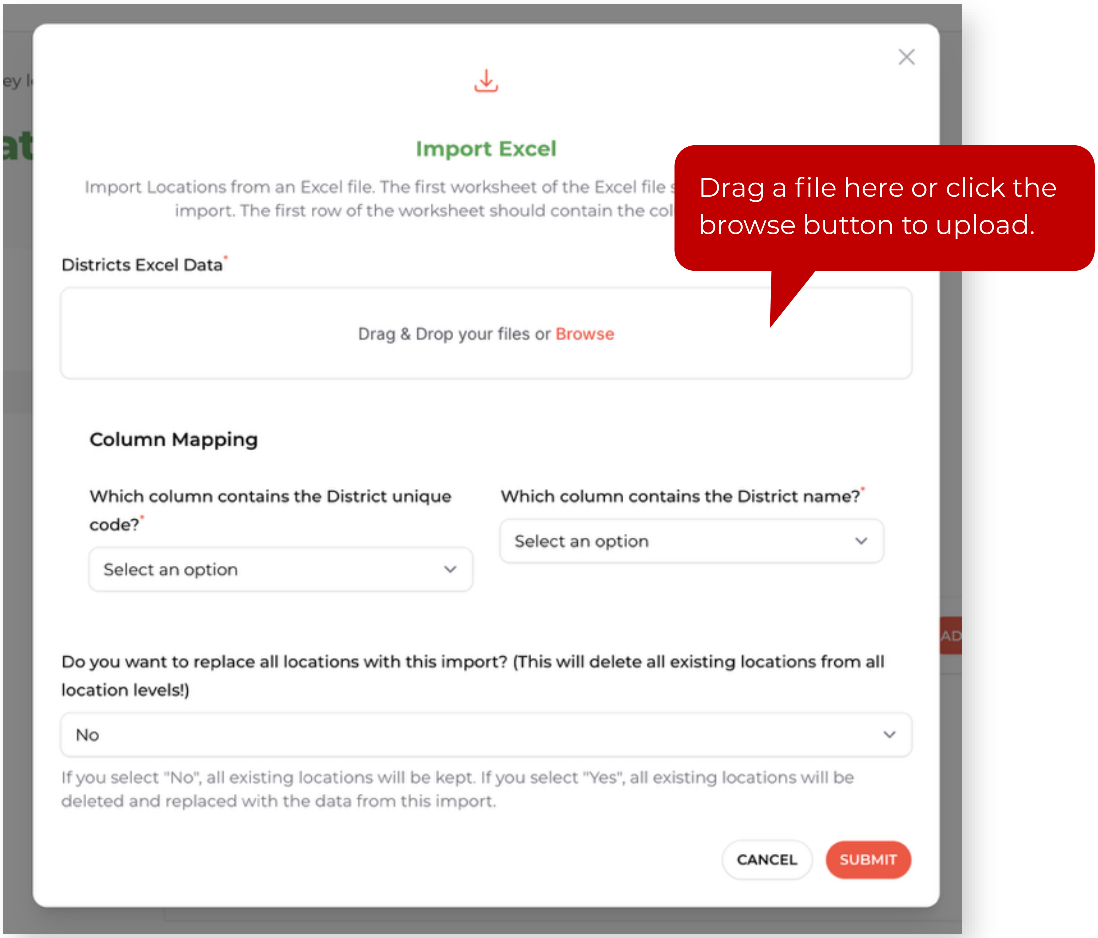
Once you have added levels, you can select them to view a list of the locations that have been added at that level and add locations. You have the option to import them from an excel file or add them manually.



Page showing no locations have been added yet for the district level. You can import or manually add locations.

IMPORTING LOCATIONS

When you click the import locations button, a box will appear allowing you to upload a spreadsheet file and map the columns as needed.



Options to upload a spreadsheet with location information and map the columns

You will need to upload an excel spreadsheet with the required details:

- A column with the name of the location.
- A column with the unique IDs for the locations. (These can be generated however you like, but each one must be unique).
- If the location level you are adding to is a sub-level of another location level, then you need to also have a column with the name and unique ID of the location in the level above (in our province > district > village example, "Village A" might be located in "District C", and you would need to include the details of both.)
- The first row of the worksheet should contain column headings, not your first location.
- Make sure the data to be imported is in the first worksheet of the spreadsheet.
- It does not matter what order the columns are in, what column headers you use, or if other data is in the spreadsheet.

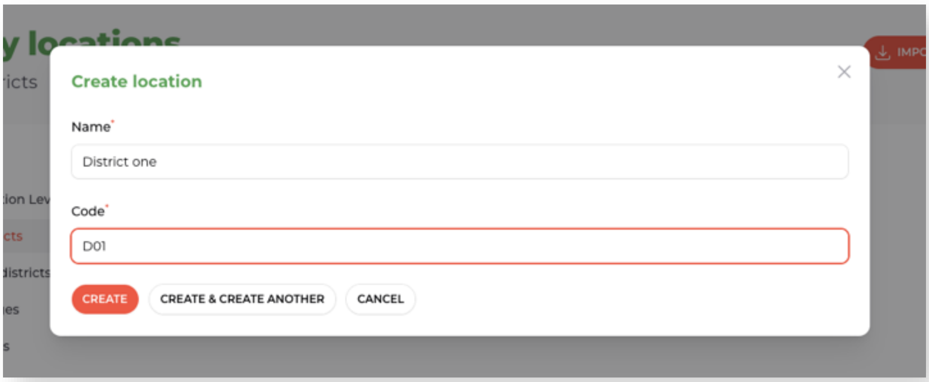
	A	B	C	D
1	ID	Village name	District	District ID
2	V01	Village 1	District 1	D01
3	V02	Village 2	District 1	D01
4	V03	Village 3	District 2	D02
5	V04	Village 4	District 2	D02
6				

Example of a list of villages to import as locations.

Once you have uploaded the list, use the column mapping options to select the column for names and the column for unique code. You have the option to override all previously added locations with the new locations from the uploaded spreadsheet. When you are ready, click submit.

ADDING A LOCATION MANUALLY

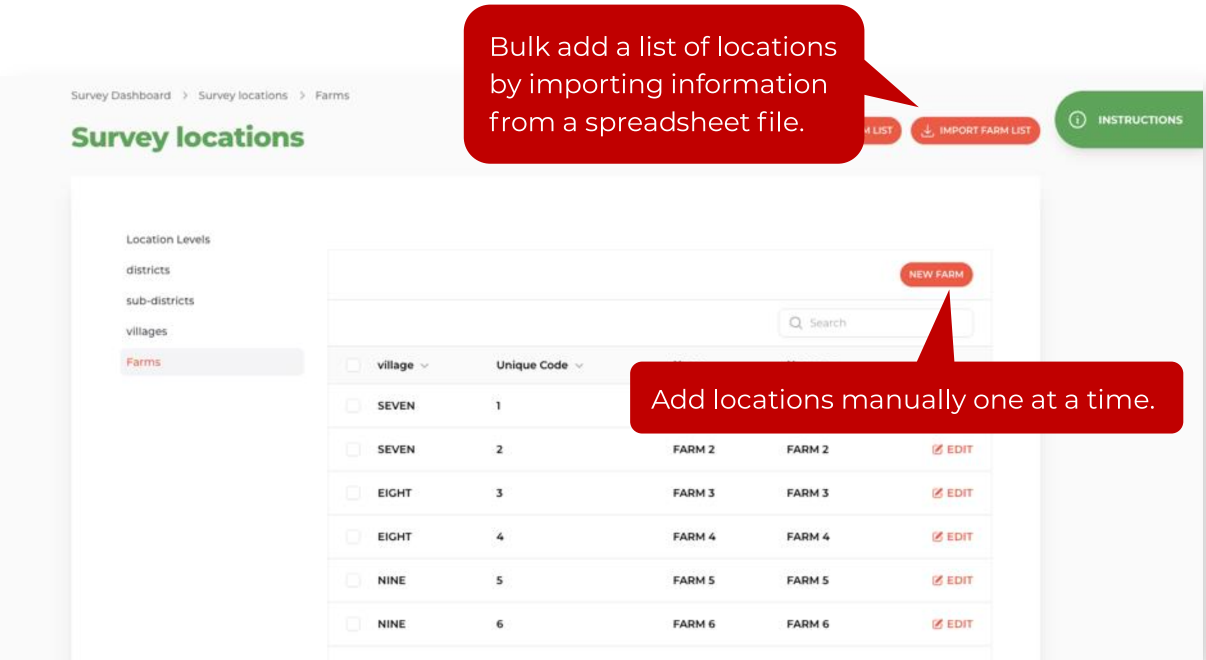
To add locations manually, click on "Add new [location name]", and type in the name and code, then click on "Create" or "Create and create another". Add locations for all the location levels.



Adding locations manually.

List of farms

The next action is to add the details of all the farms that you will visit in your survey. Similar to adding locations, you can add farms manually or import a list from a spreadsheet file.



Farms page, with different ways to add farms.

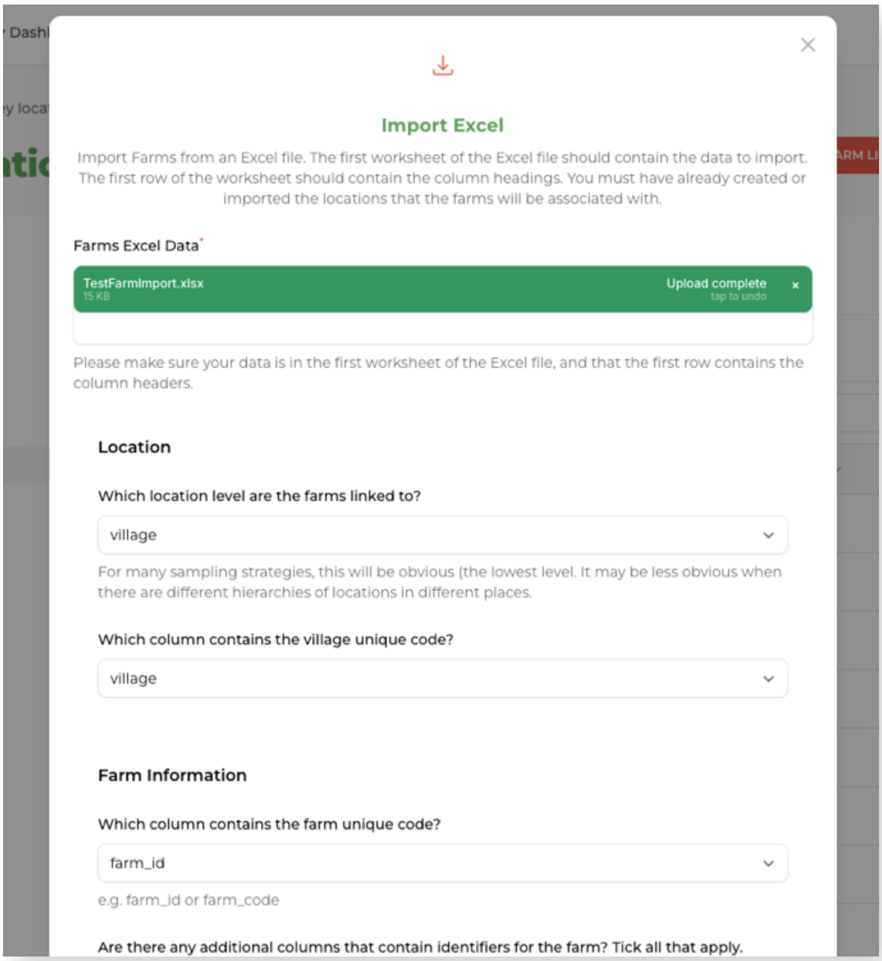
IMPORTING FARMS

To import a list of farms, the spreadsheet should be set up with the same structure as when adding locations at other levels – i.e. the information should be on the first worksheet, and the first row should be column headings. When importing a list, you will need to include columns with the farm unique code and the unique code for the location it is in.

	A	B	C	D	E	F
1	farm_id	farm_name	year of first engagement	district	subdistrict	village
2	T001	Farm Of T001	2021	Zone 1	Woreda Number 5	Kebele 5.3
3	T002	Farm Of T002	2018	Zone 1	Woreda Number 4	Kebele 4.2
4	K138	Farm Of K138	2018	Zone 1	Woreda Number 4	Kebele 4.2
5	K1013	Farm Of K1013	2020	Zone 1	Woreda Number 1	Kebele 1.1
6	K2205	Farm Of K2205	2018	Zone 1	Woreda Number 5	Kebele 5.2
7	K2304	Farm Of K2304	2016	Zone 1	Woreda Number 1	Kebele 1.3
8	K1874	Farm Of K1874	2018	Zone 1	Woreda Number 5	Kebele 5.3
9	K43937	Farm Of K43937	2018	Zone 1	Woreda Number 2	Kebele 2.2
10	K1332	Farm Of K1332	2019	Zone 1	Woreda Number 5	Kebele 5.3
11	K1160	Farm Of K1160	2020	Zone 1	Woreda Number 2	Kebele 2.1
12	K43938	Farm Of K43938	2020	Zone 1	Woreda Number 1	Kebele 1.1
13	K38852	Farm Of K38852	2016	Zone 1	Woreda Number 2	Kebele 2.1
14	K3112	Farm Of K3112	2019	Zone 1	Woreda Number 4	Kebele 4.1

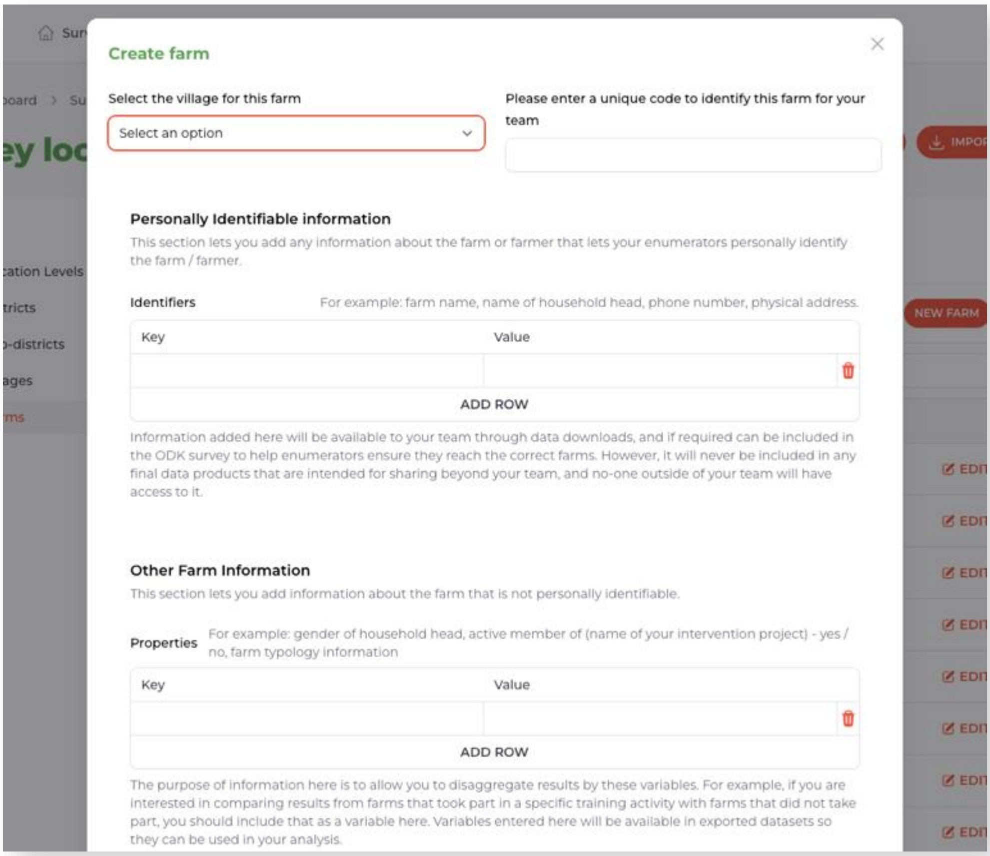
Example of farms list spreadsheet for import.

When you upload the list, you need to select the location level the farms are located in, then map the columns for unique IDs and any other custom fields for information you wish to include. These are separated between identifying information, such as farm name or family name, and properties of the farm, such as size.



Options for importing a farm list.

ADD A FARM MANUALLY



Menu to add a farm manually.

To add a farm manually, click the “add farm” button and fill in the details on the menu that appears. You can add the same optional identifiers and properties of the farms as needed.

Mark this section as complete when

You have added all the location levels, locations, and a full list of the farms where you will conduct the survey.

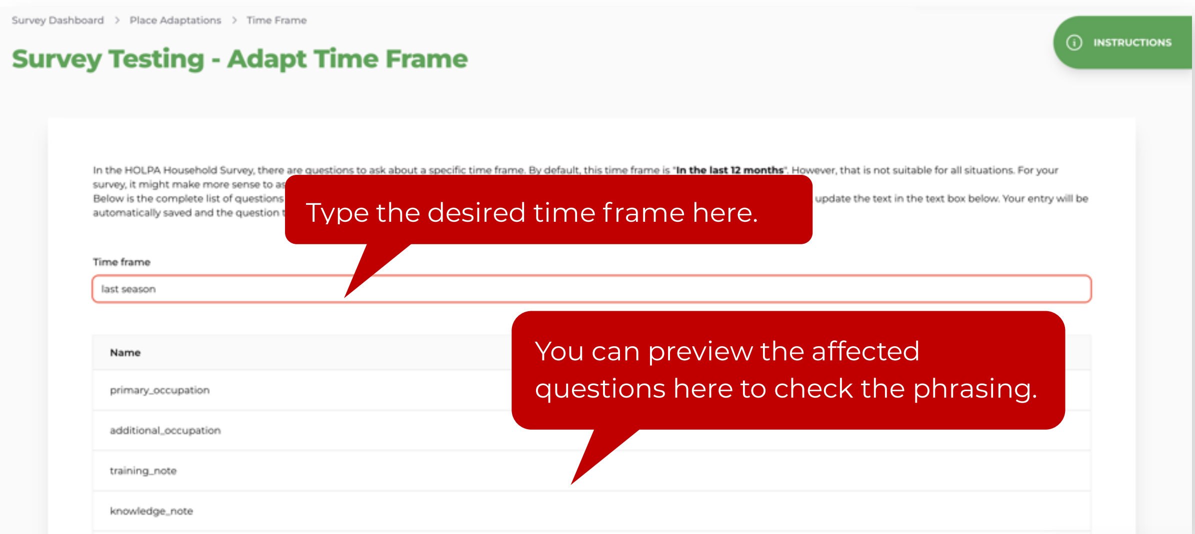
LOCALISATION: PLACE-BASED ADAPTATIONS

The localisation sections allow you to adjust the HOLPA survey to ensure it is relevant to the target audience. Customisations you make in these sections will only affect the localised version of the survey used by your team. The global survey translation selected or uploaded earlier in the process and shared with other teams will remain unchanged.

In this first section, "Place-based adaptations", you can customise certain question and answer options that will appear in the forms. For example, in different geographical locations, farmers would be growing different crops and different staple foods would be commonly consumed; the options in the questionnaire should reflect this.

Time frame

The first thing you can customise is the time frame that is asked about for questions concerning the recent past. By default, this time frame is "In the last 12 months". However, for your survey, it might make more sense to ask the questions about "last season" or "last year".

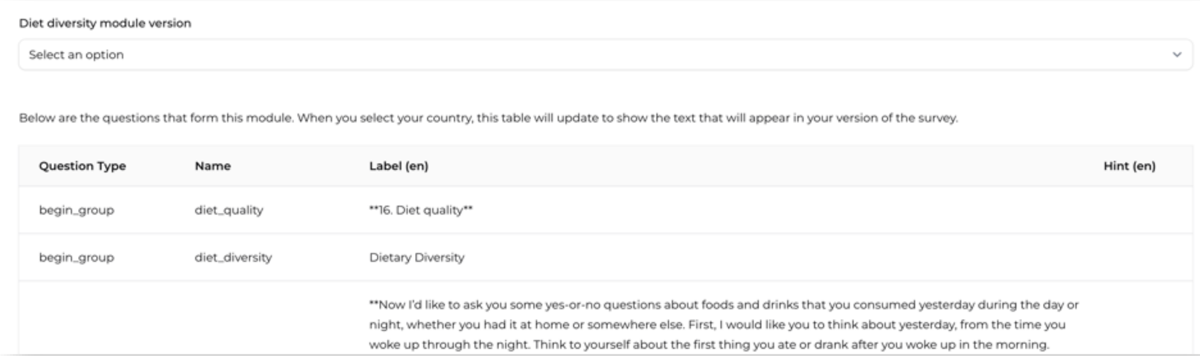


Customise and preview the time frame that is asked about in the questionnaire.

The page shows questions in the survey that use the time frame. Whatever phrase is used for the time frame will be inserted into the question in place of the "${time_frame}"" text placeholder. Look through them, determine what time frame is most appropriate and, if you decide to change it, update the timeframe text in the box. Your entry will be automatically saved and the question text in your survey form will be updated.

Diet Diversity module

HOLPA uses an internationally validated indicator for "dietary diversity". The questions in this section ask whether members of the household have consumed anything from specific food groups within the last 24 hours, such as grain food, tubers, pulses, green veg, etc. The default survey has all the needed questions but does not include lists of locally contextualised example foods for each group.



The diet diversity module page, showing the dropdown to select an option, and previews of the affected questions.

The platform can incorporate localised versions of the questions from the Global Diet Quality Project, which add relevant example foods for each category customised for over 100 countries. If you would like to include these in your survey, select the suitable country from the list of available countries.

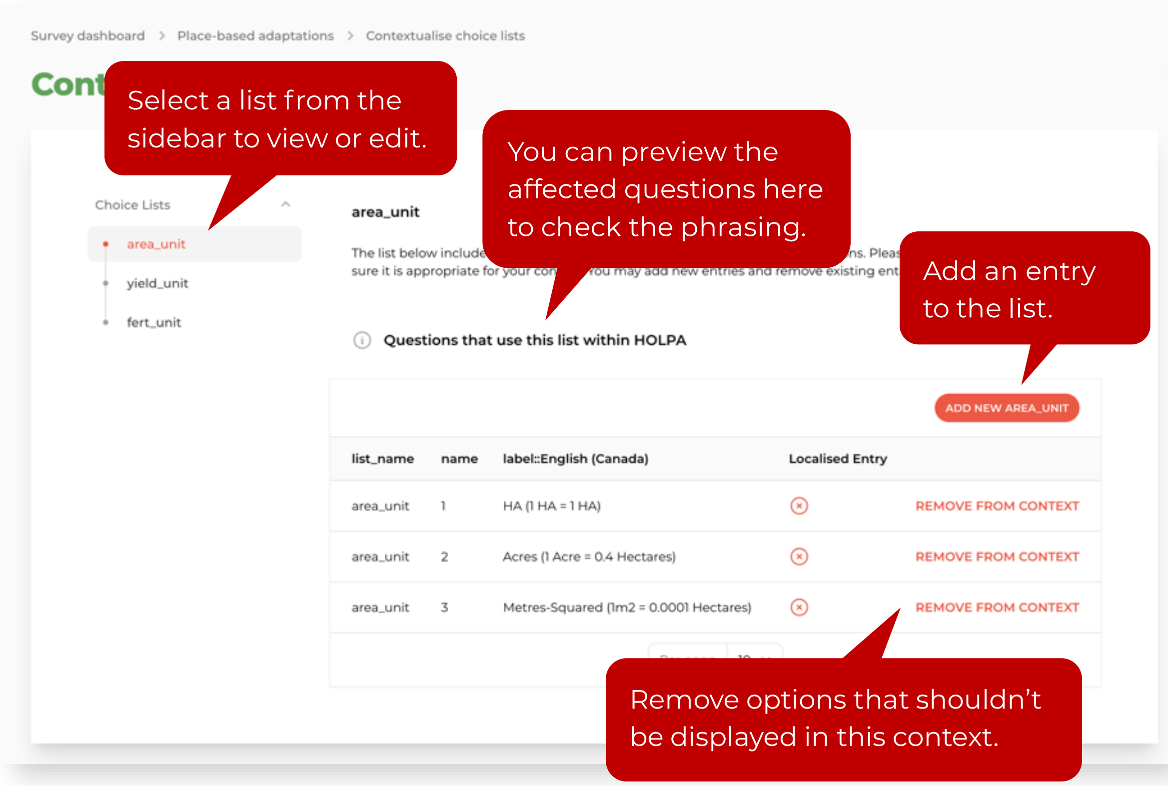
The page shows the questions that will appear in the survey, so you can review the default and the localised versions with examples, and decide what to use for your survey.

Contextualise choice lists

There are some questions in the survey where the appropriate answer options will be different depending on the location context - for example, questions that ask about crops that are grown on a farm should not include lots of options for plants that do not grow in the location being surveyed, and should include the most commonly grown crops in that area. Questions should also reflect the units of measurement that are used in the location.

The "Contextualise choice lists" page has several choice lists to be checked and customised. You can select from the lists on the left-hand side, then review the existing options. Options can be removed from the context, so they will not be included in this questionnaire, and you have the option to add new options

Each list page includes the option to view the questions that will use these answer options. Check these to ensure you provide suitable options.

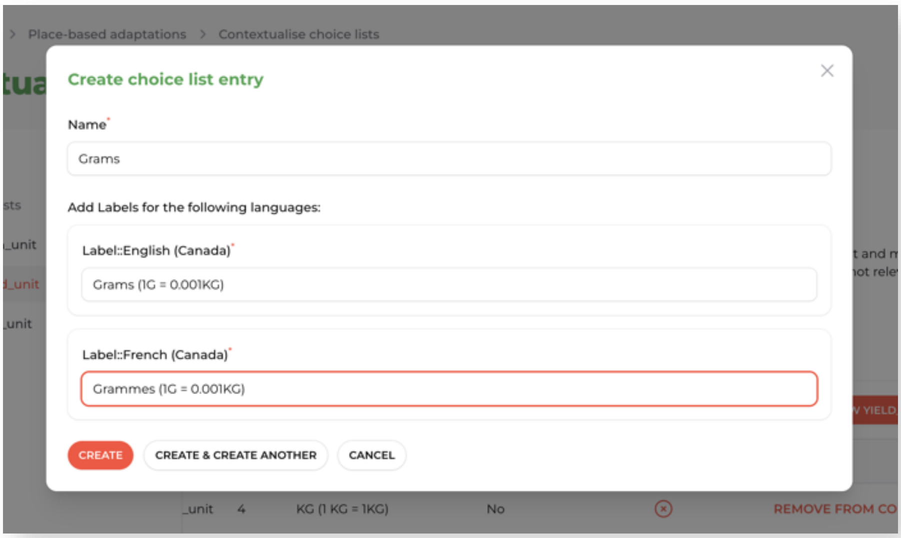


Options to customise the choice lists.

ADDING A CHOICE LIST ENTRY

Click on the add [unit name] button to add a new entry to the choice list.

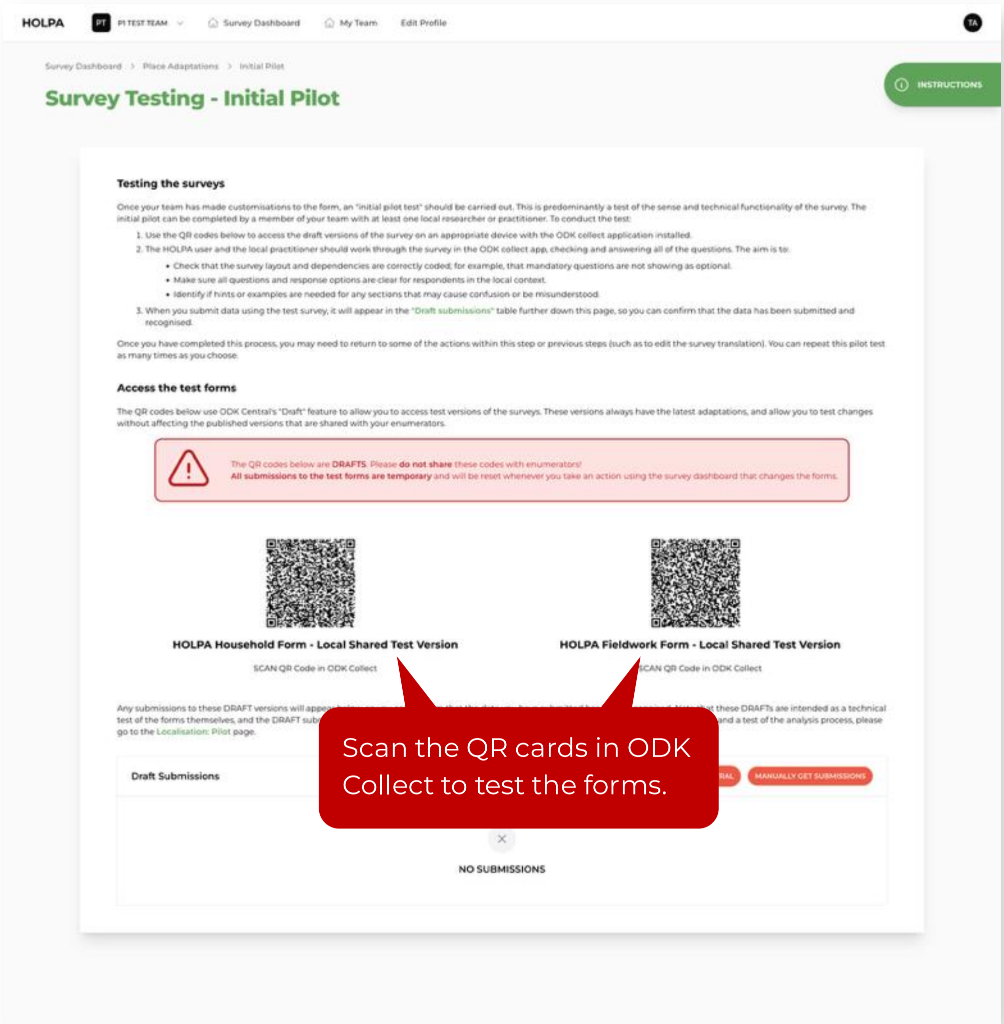
You will need to add a name and label in each language your survey is using, then click "create", or "create and add another" to save the entry.



Adding a choice list entry.

Pilot test

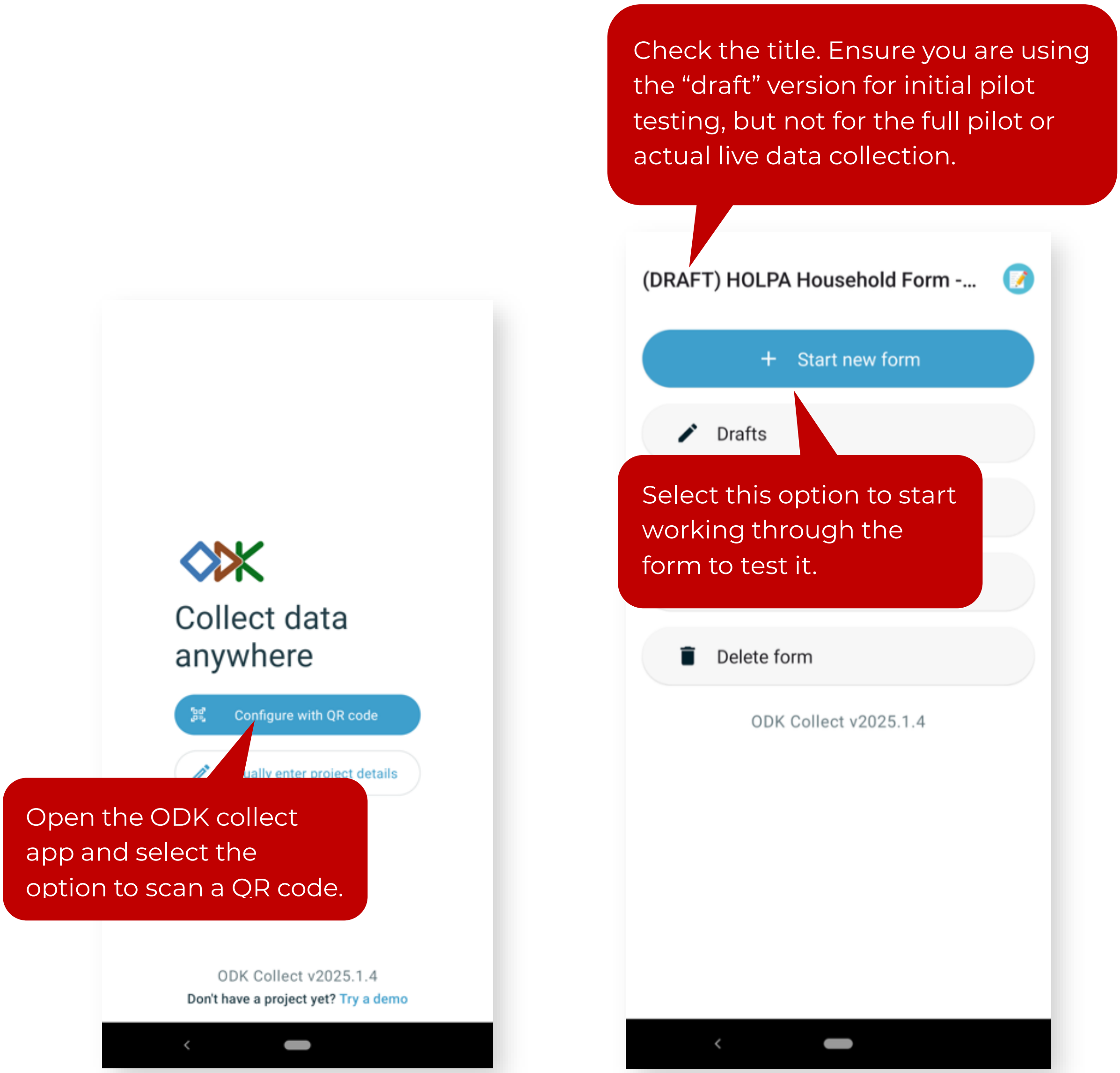
Following customisation, a pilot test should be conducted to check the sense and functionality of the survey. This should be carried out by a member of your team along with at least one local researcher or practitioner.



Initial pilot page.

The initial pilot page contains more detailed guidance on this process, and this is where you can find the QR code to scan to start testing the survey using ODK Collect.

> Note that this QR code should only be used for this initial testing - the 'data collection' section contains a different link for the full pilot and live data collection, and it is important to use the correct version of the survey. Ensure that everyone is using the correct version of the forms before proceeding with the pilot or any data collection.



Accessing the draft forms in ODK

You can view submissions from the test forms at the bottom of the page as part of the technical test. As these are draft versions, these are temporary and will disappear after any change resets the test forms.

Mark this section as complete when:

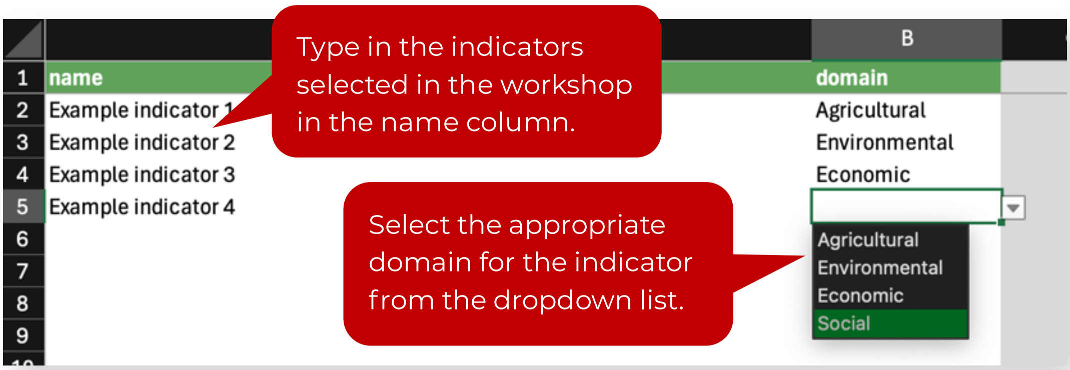
You have made all the desired adaptions to the details available for change in this step, piloted the full survey with a local researcher or practitioner, and made any needed adjustments.

LOCALISATION: LISP

The local indicator selection process (LISP) is a vital part of the localisation of the HOLPA tool. It involves conducting a workshop with local farmers and stakeholders to identify a set of local indicators to include in the HOLPA tool that could be used to monitor the types of changes they want to see in their farms and landscapes. This section includes guidance on the workshop and options to incorporate the selected local indicators into the survey.

The local indicator selection process (LISP) workshop

The LISP workshop page provides some guidance and materials to support teams with planning the workshop, but the details of this will be specific to each team and location. There is a template provided to collect the details of the indicators identified by the workshop; this template will be used to add these local indicators on the following page.

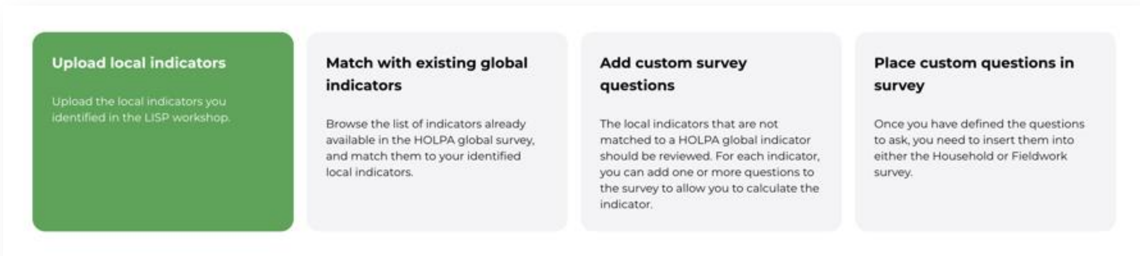


Filling in the local indicator template.

Customise indicators

The customise indicators page allows you to incorporate the local indicators identified in your workshop into the customised HOLPA tool by uploading the local indicators, matching them where possible with available HOLPA indicators, and adding new custom indicators for any that remain.

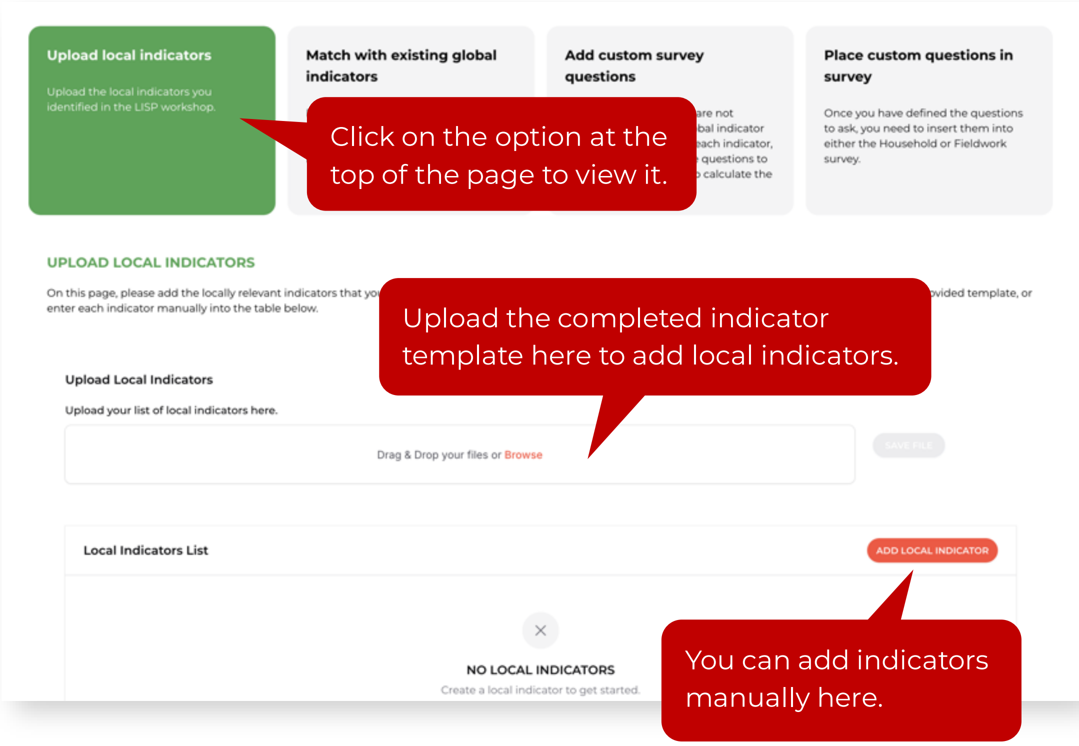
When you go to the customise indicators page, you have four options. You will want to work left to right to start with, but you can return at any point and make changes in any of the sections.



Options to incorporate the local indicators.

UPLOAD LOCAL INDICATORS

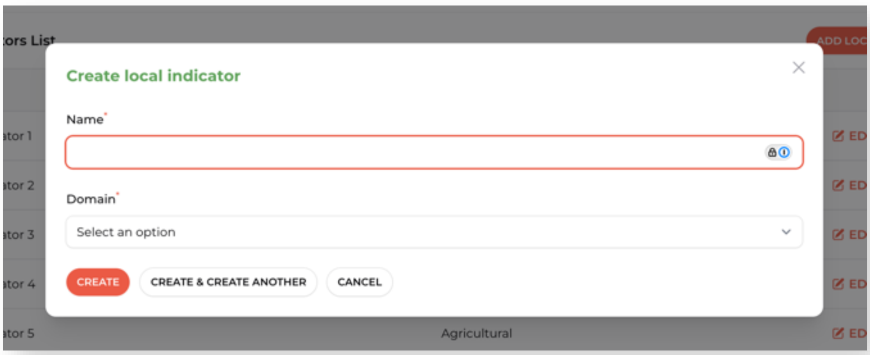
This is where you upload the completed template containing the local indicators that were selected in the workshop.



Filling in the local indicator template.

Drag and drop or click to select the file you want to upload, then click the upload button to confirm. Once you have uploaded a file, you will see the details, and have the option to delete it and upload a new file.

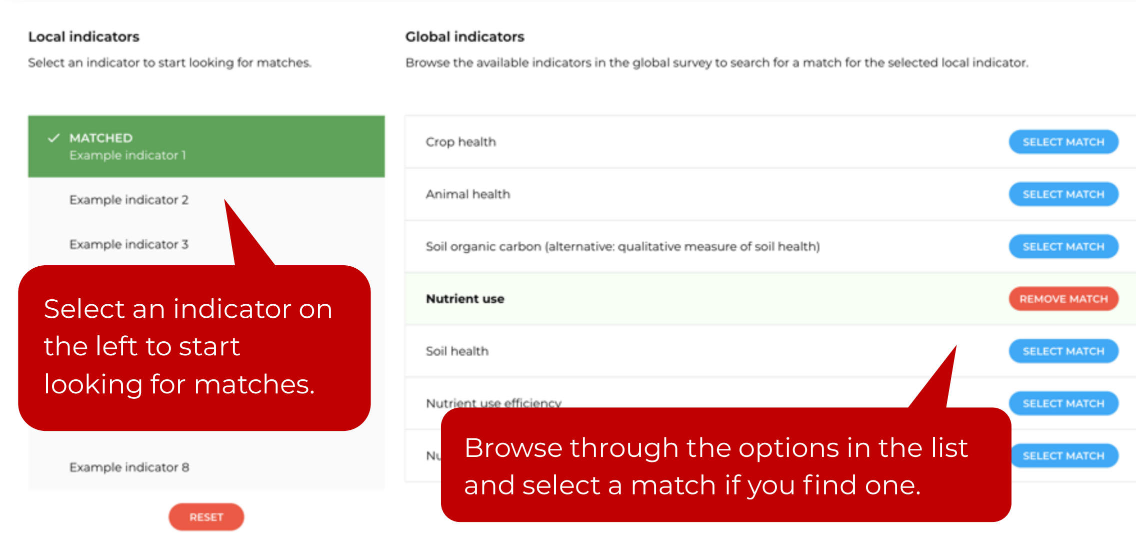
Alternatively, you can add the indicators manually by clicking the add local indicator button and entering the name and domain in the box.



Manually adding a local indicator.

MATCH WITH GLOBAL INDICATORS

This option allows you to browse through the list of core and optional indicators already present in the global HOLPA survey. If your indicators match up to the ones already available, you can add them easily by matching them here.



Looking for matches for local indicators from the list of global indicators included in HOLPA.

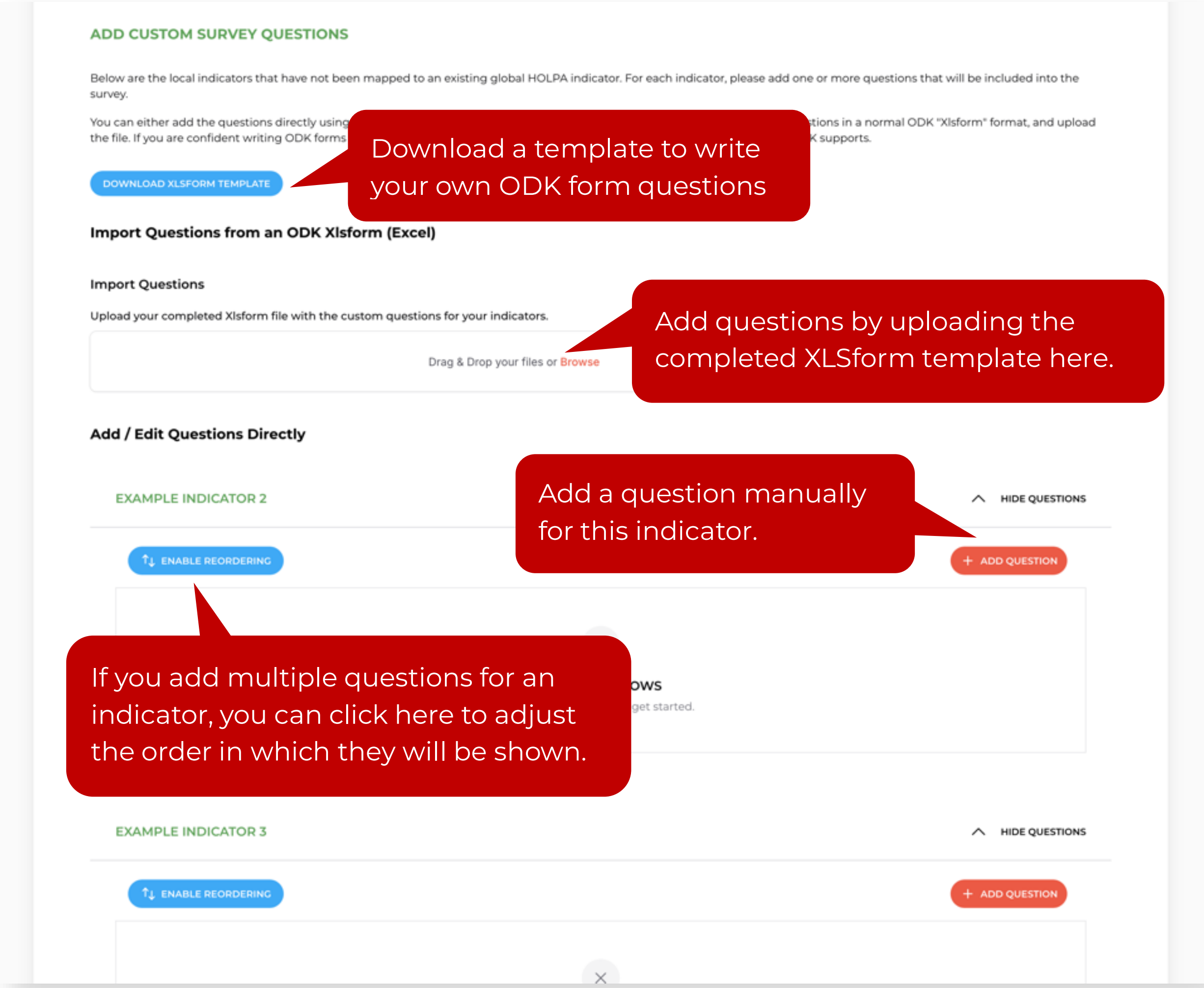
Click on an indicator on the left hand side. The available indicators within the corresponding theme will appear on the right. Read through and, if there is one that is the same as your indicator (or "close enough", depending on what your team and stakeholders may decide), then select that as a match. Do this for each of the indicators. There may not be suitable matching indicators for all of them; remaining indicators can be incorporated into the survey using the "Add custom survey questions" option.

ADD CUSTOM SURVEY QUESTIONS

Writing additional questions and adding them to the survey will likely make data collection more resource intensive and reduce the comparability of results, so consider each one you choose to add carefully as a compromise between local relevance and global comparability.

You will see the remaining unmatched indicators in a table. You have the option to either import questions in bulk using an XLSform, or manually add questions for each indicator.

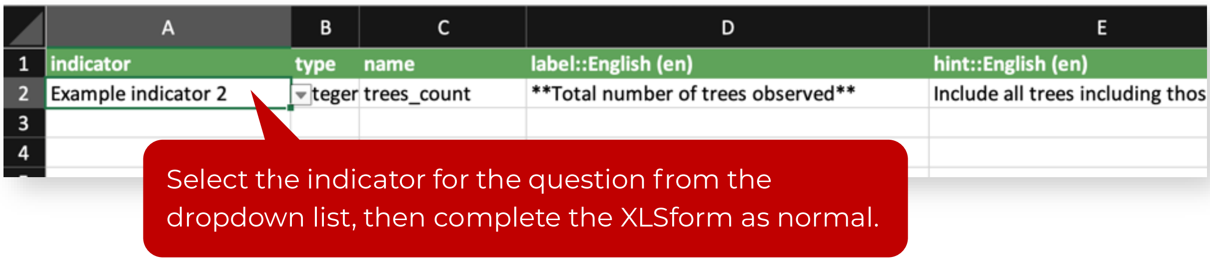
If you add multiple questions for an indicator, you may want them to display in a particular order. On the left hand side of the table, there is a button to enable reordering, which lets you drag to rearrange the questions within an indicator.



Options to view unmatched indicators and add custom questions to the survey forms.

Add questions using an xlsform template

If you are confident writing ODK forms in Excel, them importing questions will give you more flexibility (for example, with different question types). To import questions, click the "Download XLSform template" button, and fill in the template.

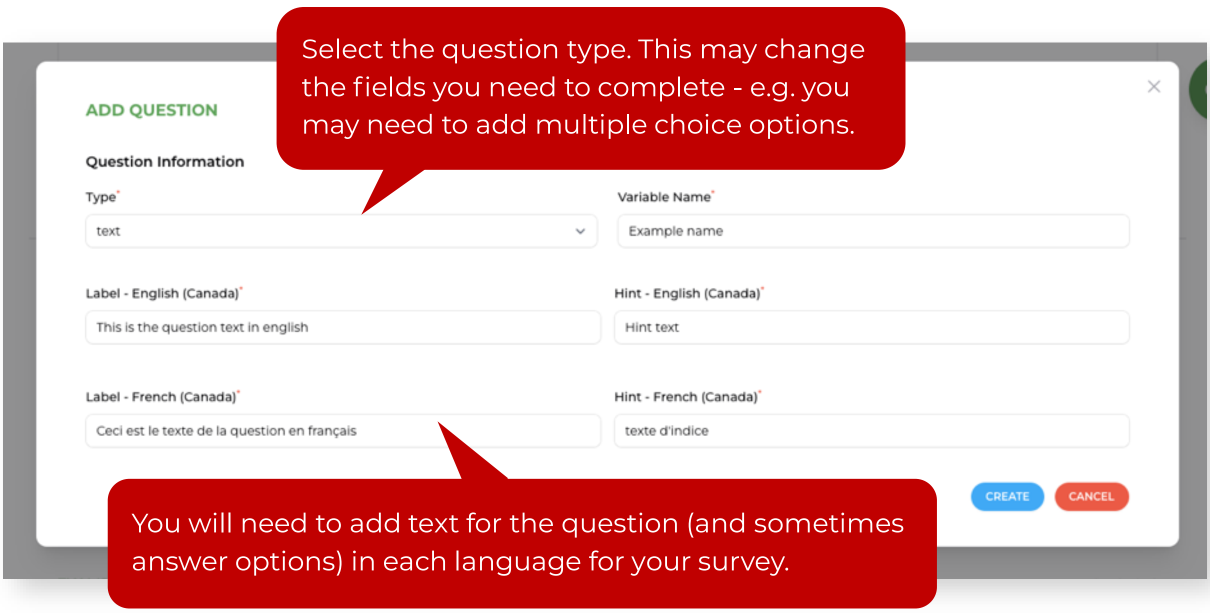


Using the template to write your own ODK questions.

You will need to write your questions in a normal ODK XLSform format, and use the first column in the template to select which indicator each question is associated with. When you have completed the form, return to the same page to upload it, and you will see the newly added questions in the table below.

Add questions manually

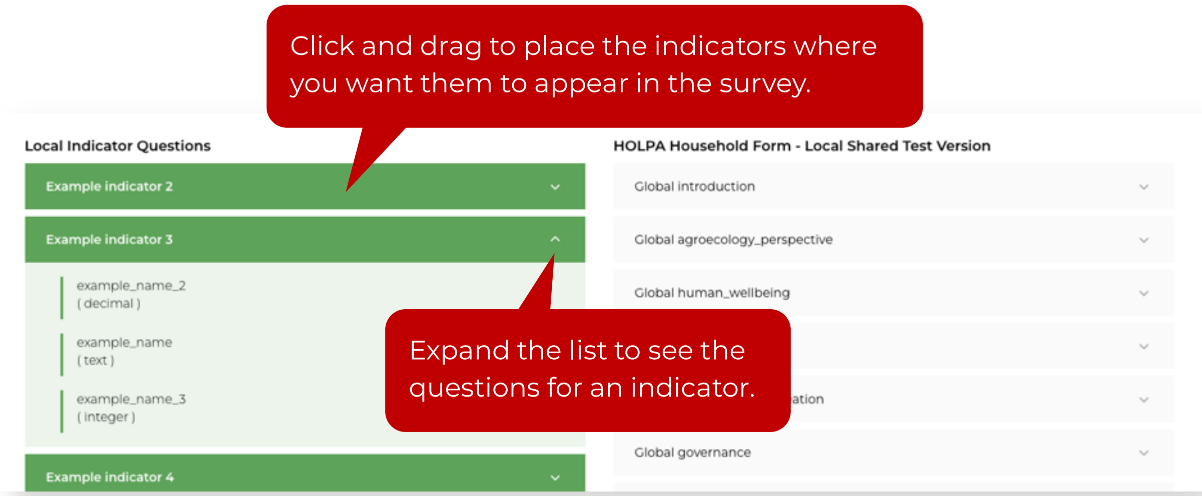
You can add questions manually using the "Add question" button for each indicator in the list. Select the question type, and then fill in the fields as needed. When you save changes to the question, it will appear in the list.



Adding a custom question.

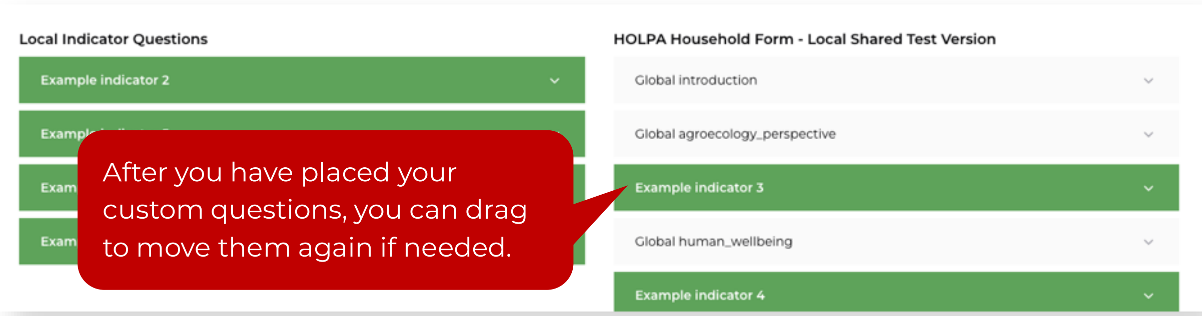
PLACE CUSTOM QUESTIONS IN SURVEY

This option allows you to indicate where in the survey the custom questions should be placed.



Placing the questions in the survey.

In the left column is a list of your local indicators; you can click to drop down to see the questions you have added for each one. On the right-hand side are all the modules of the Household and Fieldwork surveys. To place the questions, drag an indicator from the list on the left to the desired position in the list on the right.



In this example, question modules have been placed in the survey.

Mark this section as complete when

You have carried out the LISP workshop, agreed the local indicators for your survey, and used the matching and custom question options to add those indicators to your survey.

PILOT TEST AND ENUMERATOR TRAINING

This section is all in a single page and guides you through the process of conducting the full pilot test for your HOLPA survey.

The main pilot page.

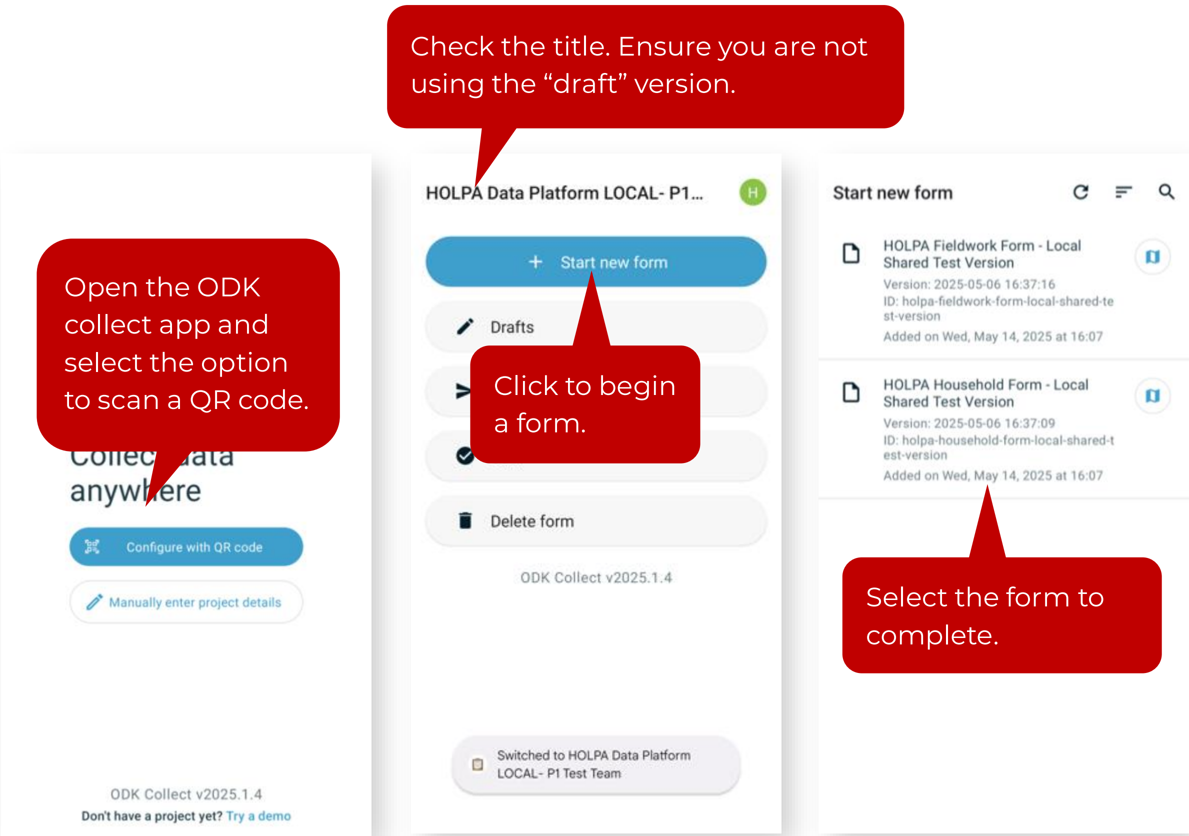
Before you conduct the pilot, ensure you have:

- Made your intended changes and customisations using the previous steps on the dashboard.
- As needed, used the initial pilot draft versions of the form to check any additional changes, such as the addition of custom questions for your local indicators following the LISP workshop.
- Published all changes to update the forms you will use in the pilot. (This must be done manually; this is so that you can make changes and test them as draft versions to confirm they are working as expected before updating the versions that your enumerator team will see.)

When you are ready for the pilot, you will need to organise the workshop as described in this page. There are some instructions for the workshop on this page, as well as in the HOLPA Guidance.

ACCESS FORMS

The "Access forms" section contains the QR codes to set up the forms on the mobile devices that will be used to pilot data collection. On all devices that will be used for data collection, open ODK Collect and scan the QR code.



Setting up the real forms for the full pilot.

Note that the forms used for the pilot are **not the same** as the draft versions used in the initial pilot. Those draft forms should never be used for this pilot or for live data collection, as the data submitted for those forms is not saved.

Ensure that everyone is using the correct version of the forms before proceeding with the pilot or any data collection.

FORMS AND SUBMISSIONS

In the "Forms and submissions" section, you can see an overview of the current forms and view the submissions.

You can check whether there are unpublished changes to your forms and have the option to publish changes to the survey here.

The survey submissions view shows you all the submissions for your forms. If new submissions have not yet appeared on the page, you can use the "manually get submissions" option on the survey forms view to prompt this to refresh. You can view individual submissions to conduct quality checks. This will help you identify frequent errors or omissions which may necessitate further enumerator training or adjustments to the form.

When you have completed the pilot, you will likely then need to return to previous sections to make additional edits to the survey. Revisit any section from the dashboard as needed. You may choose to carry out further pilots or technical tests before commencing live data collection. Remember to return to the survey forms view and publish changes again if you make changes to your form.

Mark this section as complete when:

You have conducted the pilot and training workshop and are satisfied that the required adjustments have been made.

DATA COLLECTION

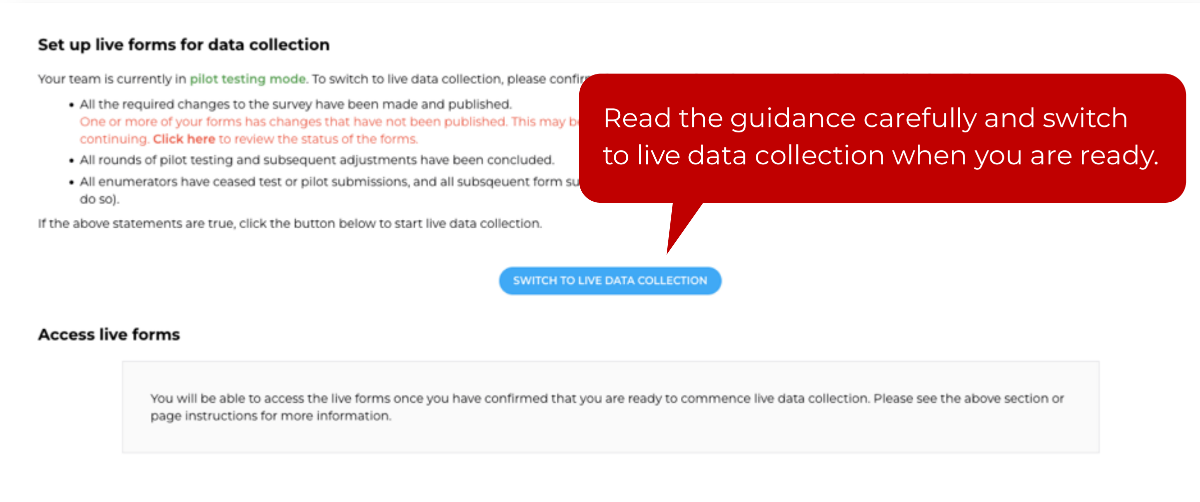
Once you have tested and finalised the details of your localised HOLPA survey, data collection may begin.

Set up the survey

This page prompts you to check that you are ready to commence live data collection, and displays the QR code to set up devices for enumerators.

SET UP LIVE FORMS FOR DATA COLLECTION

Up until this point, all the forms used for pilot testing have been labelled as "test" forms, and the submissions are stored as test data, not to be included in the results. To begin actual data collection, you need to use the "Set up live forms for data collection" section to set your survey to "live". There are some notes in this section to prompt you to double check all the necessary tasks have been completed. Read through these, and when you are ready, click the button to make your survey live.

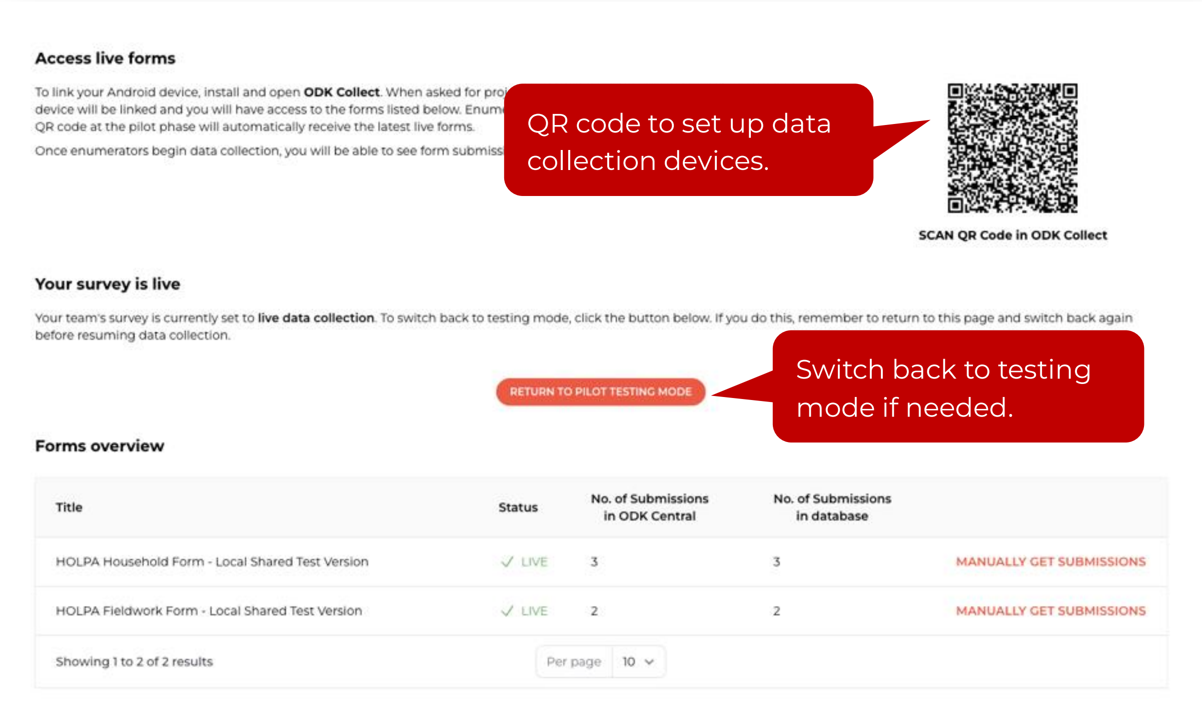


The set up survey page while the forms are set to pilot testing mode.

ACCESS LIVE FORMS

Once your survey is live, you will be able to use a QR code to set up new devices with the correct forms, using the same process as in the previous section. Enumerators who have already joined the project using the QR code at the pilot phase can alternatively sync their devices to receive the updated forms.

Before enumerators commence data collection, they should double check that the forms on their ODK Collect app are indeed the live versions; test versions will be labelled as such in the form title, e.g. "HOLPA Household Form - Local Shared Test Version". Reminder: under no circumstances should enumerators use the draft versions of the survey forms accessed from the initial pilot section. The data from these is not saved and will be lost.



The set up survey page once your survey is in live data collection mode.

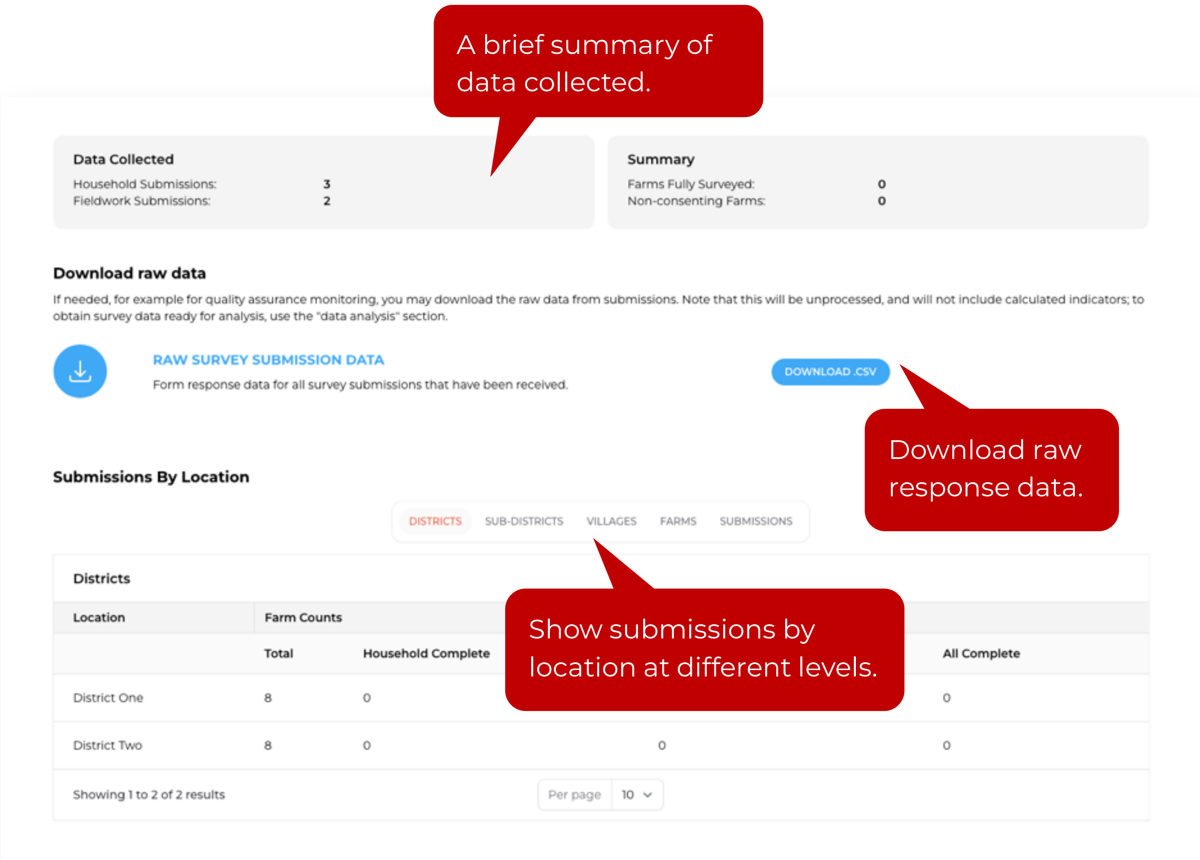
FORMS OVERVIEW

At the bottom of the page, you can see the titles and published status of your forms. As in the pilot test section, there are options here to publish changes if this still needs to be done before commencing data collection.

Monitor data collection

Once enumeration has commenced, this page lets you see incoming data. You can track progress and review submissions for quality assurance purposes.

At the top of the page, you will see a general summary of the data that has been collected; this includes the number of submissions for each form and number of farms surveyed. Beneath that, you can browse the submissions. Use the tabs to view submissions by locations at different levels, or to simply view all of them.



The monitor data collection page.

There is also an option to download the raw data from submissions. Note that this will be unprocessed and will not include calculated indicators; to obtain survey data ready for analysis, use the "data analysis" section.

If you find you need to correct an error in the data, you can directly edit a submission. This should be used sparingly, only where it has been confirmed with an enumerator that something was inputted incorrectly.

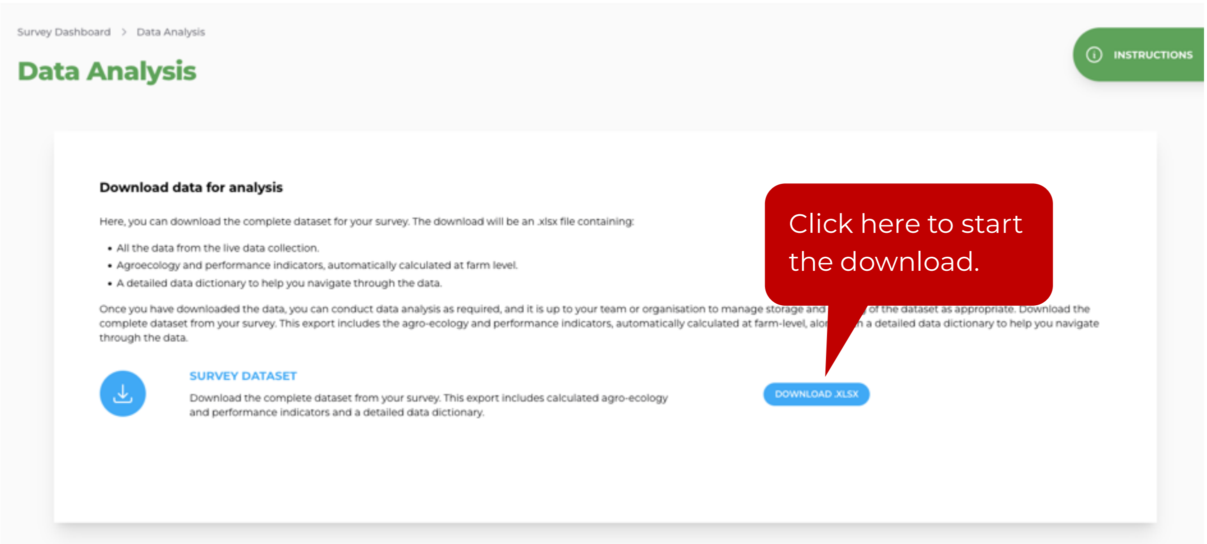
Mark this section as complete when:

Data collection has been carried out and concluded.

DATA ANALYSIS

In this section, you can download the dataset for your survey. The download will include all the data from the live data collection, some calculated agroecology and performance indicators, and a data dictionary.

From here, your team can conduct whatever data analysis is needed, and organise storing and sharing of the data as required.



Download the data for analysis.