

DOCUMENTATION ABOUT BRIEFCASE TOOL:

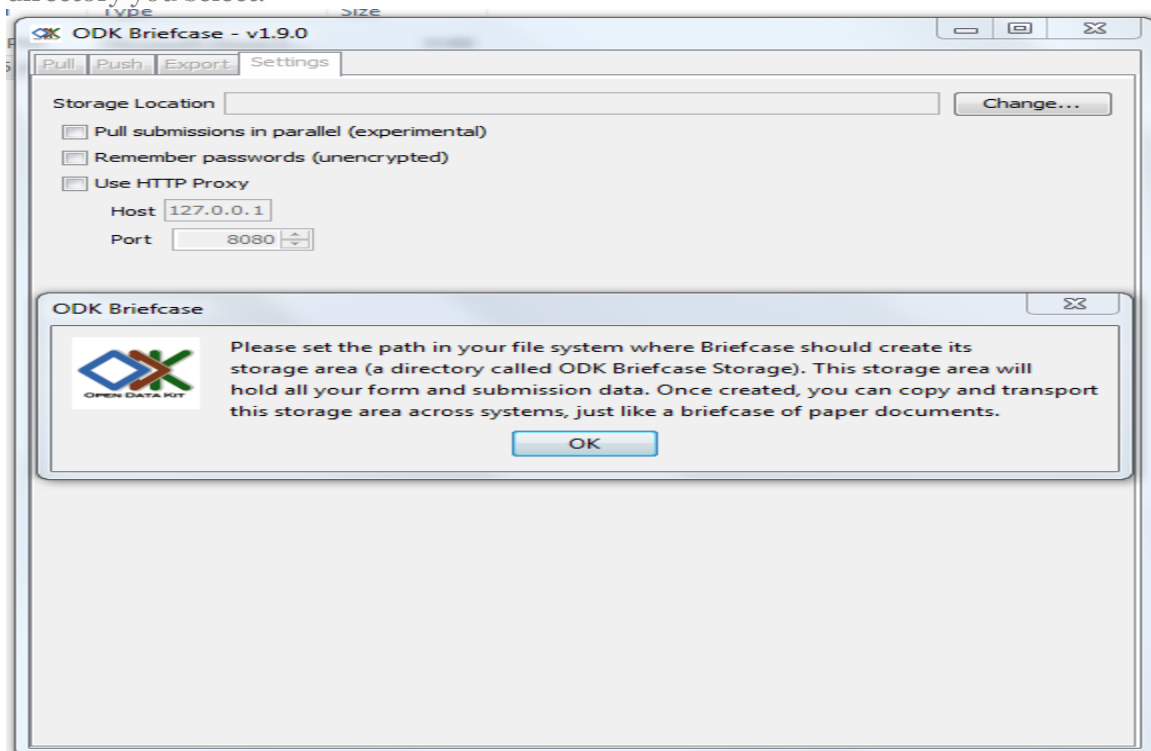
ODK Briefcase is an open source form management tool that works with ODK Collect and ODK Aggregate.

Use ODK Briefcase to easily gather and aggregate data from ODK Collect when you are without internet connectivity or do not want to set up an ODK Aggregate server (or other ODK compatible server).

A.SETTING UP ODK BRIEFCASE

The ODK Briefcase file available for download is an executable Java application. Once downloaded, it can be run directly and does not need to be “installed”. Before you begin make sure you have installed Java 8 or higher in your computer. You can download it here (<https://java.com/en/download/>)

1. Download odk briefcase tool here (<https://opendatakit.org/downloads/download-category/briefcase/>)
2. Open the file by double click the file icon or from the command line: `$ java -jar {path/to/Briefcase}`
3. The first time you open Briefcase, you will need to select a directory for storing forms and submission data. A new directory called `ODK Briefcase Storage` will be created under the directory you select.



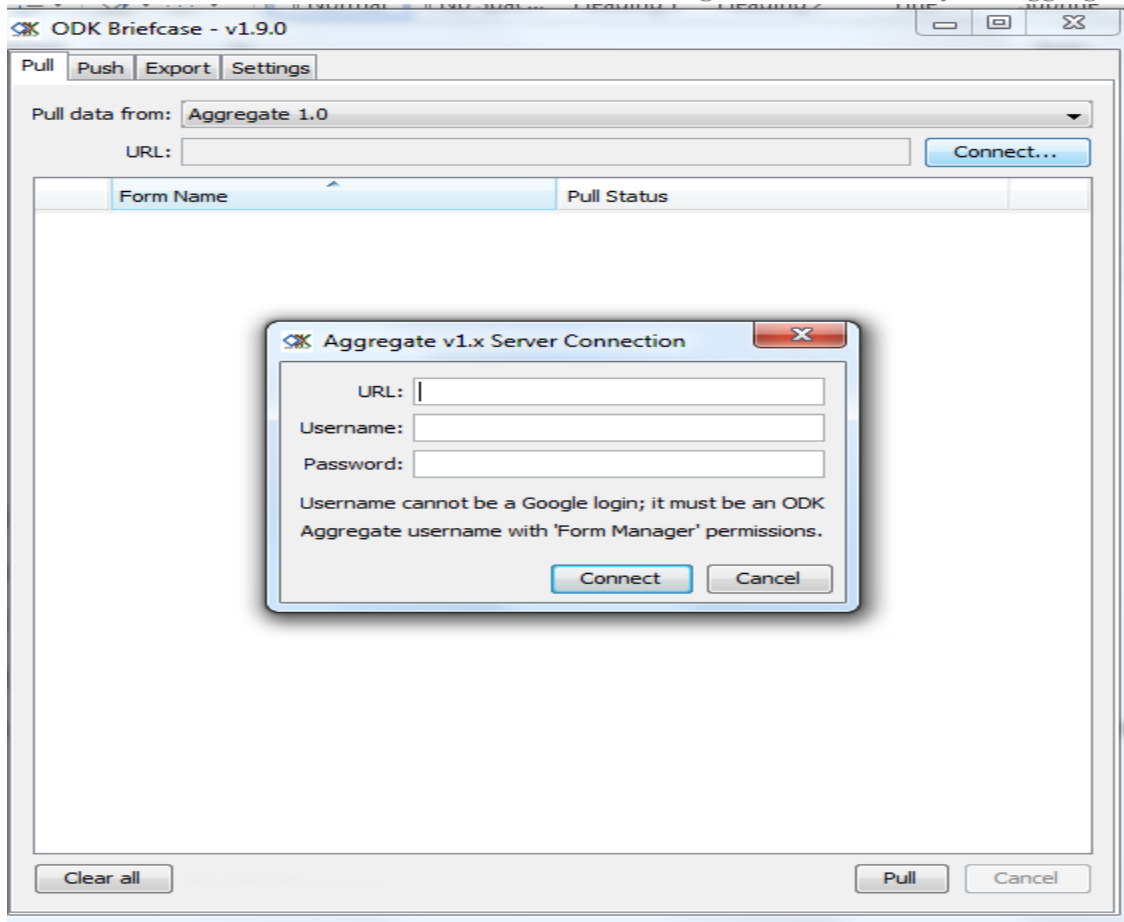
B.USING ODK BRIEFCASE

1. How to pull form from aggregate? Follow the following steps

(a)Open the pull tab from the odk briefcase

(b) Select Aggregate in the pull data from drop-down

(c) Click the connect button and enter the URL and login credentials for your Aggregate server



(d) Select the forms you want to download and click pull. The selected forms will be pulled to ODK Briefcase Storage on your local system.

2. How to push form to aggregate? Follow the following steps

- (a) Open the push tab.
- (b) Select *Aggregate* in the push data to drop-down.
- (c) Click the connect button and enter the URL and login credentials for your Aggregate server.
- (d) Select the forms you want to upload and click push. The selected forms will be pushed from `ODK Briefcase Storage` on your local system to the Aggregate server

3. How to pull forms from collect?? Follow the following steps

- a) Ensure all filled-in forms are finalized
- b) Create a zip archive of the entire `odk` directory
- c) Connect your Android device to your computer using a USB cable and choose to mount it as a Media device.
- d) Copy the zip file you created from the Android device to your local hard drive.
- e) Once it is copied onto your local hard drive, unzip the file.
- f) In Briefcase, open the pull tab.
- g) Select *Custom Path to ODK Directory* in the pull data from drop-down.
- h) Select the unzipped `odk` folder.
- i) Click pull.


WARNING:

Briefcase cannot discriminate between duplicate form instances. After you pull completed forms into Briefcase, it is important that you delete them from Collect. Otherwise, the next time you pull in forms, you will create duplicates.

NOTE:

ODK Briefcase does not support pushing blank forms to ODK Collect. Instead, manually load the forms on your ODK Collect Device.

4. How to export forms to CSV.

- a) Open the Export tab.
- b) Choose an Export Location.
- c) If exporting Encrypted Forms, identify the location of your PEM file.
- d) If you wish, select Start and End dates to specify a limited date range to export.
- e) Select the forms to export.
If you are selecting and exporting more than one form, you may need to individualize your export settings (export location, PEM file, start date, end date). To do this, click the gear icon () next to the form name.
- f) Click Export

5. Working with the command line

If you want to work with command line please follow this link

<https://docs.opendatakit.org/briefcase-using/#working-with-the-command-line>