

UNHCR – CloudERP Generator Data Update Survey

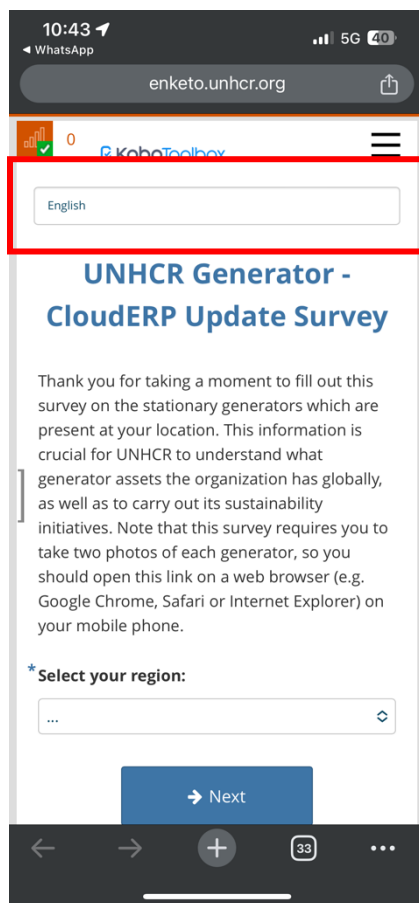
To access the survey, navigate to the link provided (<https://enketo.unhcr.org/x/6ouKSxeK>).

You will be presented with a welcome screen. You can select the language of the survey using the dropdown button on the top of the screen.

Begin by selecting your region, country and location. Note:

- Some cities have more than one location; please complete the survey once for each location (e.g. Georgetown Office, Georgetown Warehouse).
- Contact the survey sender if you do not see your location in the list.

Next, indicate the number of generators that are present at your location, then tap “Next”.



10:43 5G 40%

WhatsApp enketo.unhcr.org

English

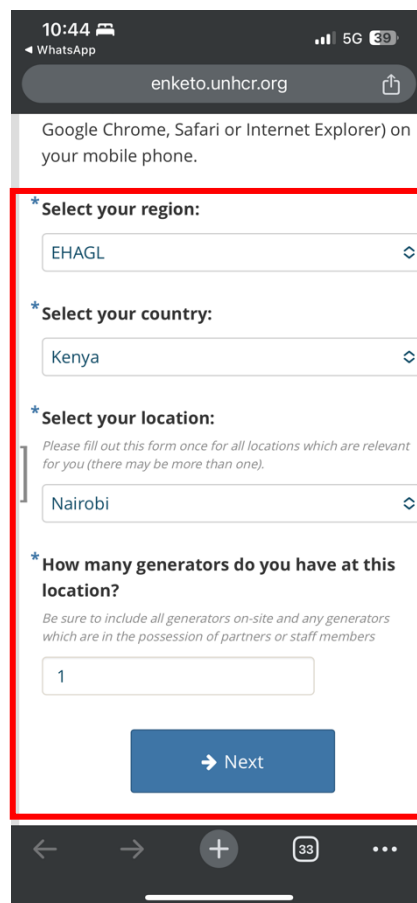
UNHCR Generator - CloudERP Update Survey

Thank you for taking a moment to fill out this survey on the stationary generators which are present at your location. This information is crucial for UNHCR to understand what generator assets the organization has globally, as well as to carry out its sustainability initiatives. Note that this survey requires you to take two photos of each generator, so you should open this link on a web browser (e.g. Google Chrome, Safari or Internet Explorer) on your mobile phone.

*Select your region:

...

Next



10:44 5G 39%

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Google Chrome, Safari or Internet Explorer) on your mobile phone.

*Select your region:

EHAGL

*Select your country:

Kenya

*Select your location:

Please fill out this form once for all locations which are relevant for you (there may be more than one).

Nairobi

*How many generators do you have at this location?

Be sure to include all generators on-site and any generators which are in the possession of partners or staff members

1

Next

Next, fill in the series of questions regarding each generator. You will be presented with the same set of questions for each generator; the small number on the top right indicates which generator you are reporting.

When you tap to provide a photo, you will be directed to either take a picture of the generator or upload a saved photo.

The image displays two screenshots of a mobile application interface for the "UNHCR Generator - CloudERP Update Survey".

Left Screenshot: Shows the survey form with the title "UNHCR Generator - CloudERP Update Survey" and a small number "1" in the top right corner. The form contains several questions, each with a red box highlighting the input field:

- *Generator Asset Number (CloudERP):** Enter the asset number without the leading zeroes and provide only the remaining 7 digits. For example, if your asset number is "001234567", enter only "1234567".
- *Please take a photo of the generator nameplate:** Click here to upload file. (< 10ME)
- *Please take a photo of the generator control screen:** Click here to upload file. (< 10ME)
- *kVA Rating:** This is usually found on the generator nameplate.
- *Generator Make (Brand):**

Right Screenshot: Shows a close-up of the "Click here to upload file. (< 10ME)" button. A red box highlights the button and the resulting menu that appears when it is tapped. The menu options are:

- Photo Library
- Take Photo
- Choose File

Once you have completed all of the relevant information for the generator, tap “Next”, then “Submit”. You may see a message stating that your record has been queued for submission.

Important: Leave the page open for a few seconds until the record submits. You will know the record has submitted when a message appears like the one below.

The image displays a sequence of four mobile app screenshots illustrating the submission process for the UNHCR Generator - CloudERP Update Survey.

Screenshot 1 (10:45): The survey form is shown with the following fields:

- * kVA Rating:** This is usually found on the generator nameplate. Value: 250.
- * Generator Make (Brand):** Value: Perkins.
- * Generator Manufacturer (Engine):** If your make does not appear in the list, select "Other". Value: Perkins 403D-11G.
- * Generator Model:** e.g.: "Perkins 250KVA Water-Cooled". This can usually be found on the generator nameplate. If your model is not available in the list, return to the "Generator Manufacturer" question and select "Other". Value: YNS5.5PE-II.

The **Next** button is highlighted with a red box.

Screenshot 2 (10:46): The survey title **UNHCR Generator - CloudERP Update Survey** is displayed. A thank you message states: "Thank you for completing the survey! If you oversee more than one location, please complete the form for the generators at the other locations which are relevant for you." The **Submit** button is highlighted with a red box.

Screenshot 3 (10:46): A message box titled **Record queued for submission.** states: "Queued records, except those marked as draft, are uploaded automatically, in the background, every 5 minutes when the web page is open and an Internet connection is available." The **OK** button is highlighted with a red box.

Screenshot 4 (10:47): An **Information** message box states: "UNHCR Generator - CloudERP Update Survey - 3 was successfully submitted." The **OK** button is highlighted with a red box.