**How to feed the beneficiary master data with ODK?**

**Instruction guide**

The Master file data is ready to analyse the data collected with ODK.

Below chart is explaining the flow of data between 4 components where is circulating the information:

* **Web platform**: central repository point for forms and data
* **Mobile devices**: ODK Collect app receiving updated forms from the web platform and sending back the collected data
* **Analysis file**: intermediate step where data is analysed, but also cleaned and formatted before sending it to the Master file
* **Master file**: centralisation of all data of the selected beneficiaries only

Analysis and Master files are presently available as MS Excel files. A solution with Google Spreadsheets can also be used.

**User access restrictions**

Using one web platform with ODK means that all data is in 1 location and available for all.

To segregate the information for confidentiality reasons, 2 solutions are possible:

* **MS Excel**: the below pattern will be replicated in each branch location, meaning as many ODK form, Analysis file and Master file as branch location
* **Google Spreadsheet**: one ODK form is sufficient, as well as Analysis file and Master file. Each branch receives a filtered view of the Master file to organise distributions for the corresponding beneficiaries.

**Spreadsheet skills** (Excel or Google)

Depending on your Excel comfort level, you might use all the possibilities offered in the master file tool, but can ask for your IM/ SIMS team support or adapt it your own way. This is a template that allows to get a better control of the data and is aimed to evolve with time and experience.

**Tracking changes**

To record what has been changed by who, a function is available in Google Spreadsheet

