ODK instructions guide for users

Many training examples are available on <https://opendatakit.org/help/training-guides/>.

* One simple and comprehensive tutorial: <https://www.google.com/intl/en/earth/outreach/tutorials/odk_collect.html>

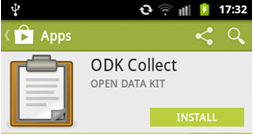
**Some important considerations:**

| * Asking good questions yield clear & accurate data * The mobile device is just a tool, do not forget to focus on your interviewer role * Enumerators profile is summarized in 3 points:   + good attention to detail, work ethic and punctual   + native language speakers   + if possible with survey experience |
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1. **Install ODK on a mobile device**

* On your Android device, go to **Google Play Store** or **Android Market** **Place** depending on your device. Search for "ODK" and choose "ODK Collect" from "Open Data Kit"
* Click, **Install**

(Uninstall old version to install the current most updated one)



* Click Accept, to start the download
* You can drag the ODK Collect application to your Home Screen, its icon is shown in following figure:

1. **Load new or updated form(s) from the server to the mobile device**

Once IM confirms that forms are ready in the server, you can download them to the mobile device following the below steps:

* **First** delete the form(s) to be updated:

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| Click on “Delete saved forms”: | Click on the “Blank forms” tab,  select the form(s) to be deleted  and click on “Delete selected” |

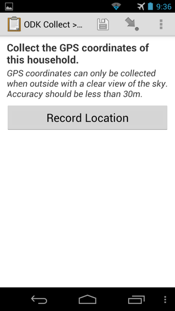
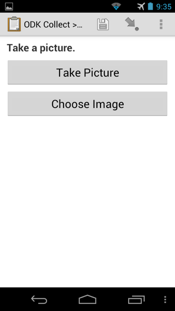
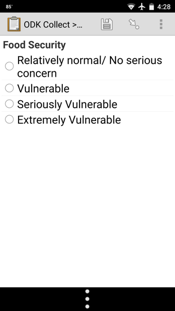
* **Secondly**, upload the updated form:

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| --- | --- |
| Go back to the main screen  and click on “Get Blank Form”: | If not selected automatically,  select the form to upload,  and click on “Get selected”: |

1. **Fill in a form with ODK**

ODK is intuitive and easy to use but requires the user to be systematic and rigorous.

Ensure that daily data is tracked, entered, saved and sent.

* ODK Collect will appear in your application drawer. Select it to launch the application.
* Press “Fill Blank Form” and select the required one
* Swipe the screen from right to left to go to the next page, or left to right to go to the previous page
* Track all data: when a beneficiary collects in-kind/ cash at a distribution, data is entered individually with the relevant date
* Screen samples:

- Swipe screen

- Multiple choice

- Take a picture

- Record a GPS point

* When you reach the end of the form, make sure “Mark form as finalized” is checked and click on “Save Form and Exit” >>> Data is saved in the mobile device till it finds a wifi connection
* To enter a new form, press “Fill Blank Form”

The unexpected can happen… no panic, just be prepared!

* Falling out of survey: You might end up at the main menu again. Hit the back arrow button and show up right in the same place you left
* Closing dialogue box: When you hit the back arrow button, 3 options appear:
  + Save changes:

to store the on-going survey and open it later on from the Main Menu, pressing “Edit Saved Form”

* + Ignore changes: – Cautious with this option –

to exit the on-going survey without saving the data entered

* + Cancel:

to come back right the same place you left

* Crash: best practice is to shut down and restart

1. **Step-by-step checklist**

It is recommended to name a ‘technical’ responsible in each team who will be in charge of backing up any issue with regards to ODK.

|  |  |  |
| --- | --- | --- |
| **Steps** | **Description** | **✓** |
| **Do ahead** | Use **Android** smartphones (version >=4.1) or tablets exclusively (not compatible with iOS iPhone or iPad) |  |
| Plan alternative **power sources**: extra battery, power bank, solar panel, plug multiplier to charge various devices at once… |  |
| Ensure there is sufficient space on the **SD Card** on the device (minimum 8 GB recommended), no matter the size of the internal memory |  |
| Charge each phone with sufficient **data credit**  Careful: if the survey includes pictures, higher volume of data credit is needed |  |
| Format smartphones pictures size at the minimum, for example 2 MPx |  |
| **General settings** / Auto send:   * + select “auto send with Wi-Fi” >>> this will allow to upload data every time the mobile device is connected to mobile data or Wi-Fi   + if you do not have restrictions on data credit, you can also select “auto send with network” >>> this will allow to upload data every time the mobile device is connected to the data network |  |
| Regularly upgrade ODK Collect version |  |
| Turn OFF automatic **orientation** |  |
| Be **confident** with:   * + ODK functions   + understanding about all surveys questions you are going to conduct   + dealing with confrontation, long talkers, etc. |  |
| **Night before** | Verify all needed **forms** are downloaded and ready to use:   * + via Wi-Fi at office   + load the forms once to check that they are valid |  |
| Fully **charge** phone and alternative power sources |  |
| Check **weather** and **safety** concerns |  |
| **Start of the day** | **Sing-out** phones/tablets to the selected volunteers/ staff  Assign the same phone to the same person every day |  |
| **During the day** | Be **professional** and courteous/polite:   * + proper introduction when starting each interview   + always thank the respondent when finished   The small size of the mobile phone allows the user to be closer to the respondents. Use this face-to-face opportunity to communicate with her/ him, read body language, introduce yourself, explain the aim of the survey and how data will be used, etc. |  |
| Be **impartial**:   * + ask questions without passing judgment, do not interpret the answers   + get straight answers and record them |  |
| **Monitor** survey questions problem or technical issues to correct them |  |
| Monitor safety issues and **weather** conditions:   * + stay **hydrated** (drink water)   + stay dry |  |
| For the first GPS point of the day wait extra time to get a good **GPS fix** |  |
| Save **battery power**   * + adjust **screen brightness** to LOW   + turn **OFF keyboard vibrate and sound**   + turn ON **flight mode** (Bluetooth, Wi-Fi, data sync, etc. all OFF)   + check that **GPS** is still **ON** (if using)   + set short **screen** time-out   + **set** language to the **native language** of the enumerator   + use **only** for ODK Collect, and only when collecting survey data   + **no personal** uses |  |
| **End of the day** | Volunteer **head count** |  |
| Check that all completed survey **forms** have been **successfully sent**  To send completed forms:   * + turn off airplane mode, connect to Wi-Fi   + if not done automatically, click on “Send Finalized Form”, check mark all the finalized forms and click on “Send Selected” |  |
| After forms are all sent, delete any of the day’s **images** from phone memory |  |
| **Sign-in** phones |  |
| **Debrief** interviewers: problems, issues, concerns, and success stories |  |