Black Sash MAVC Programme

Installation and User Guide

Introduction

The purpose of this document is to provide guidance in installing, configuring and using ODK Collect for the purpose of collecting community feedback.

This document is intended for those who are already familiar with the programme and understand the objectives thereof. This document only deals with the technical specifications of getting up and running.

For details on the MAVC programme itself, please contact your project manager.
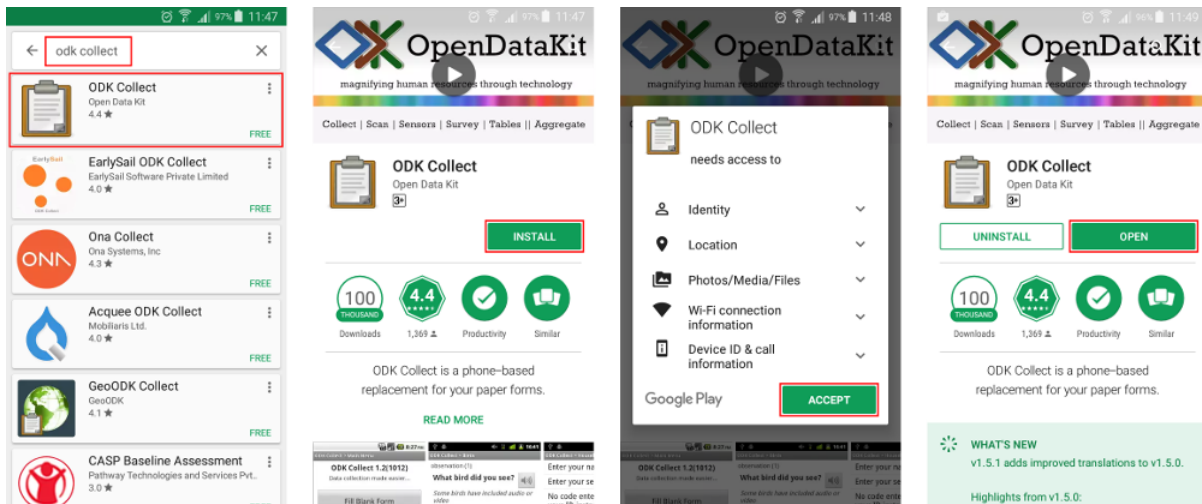
Installing ODK Collect

ODK Collect is an Android mobile application which allows surveys to be collected in the field.

Prerequisites

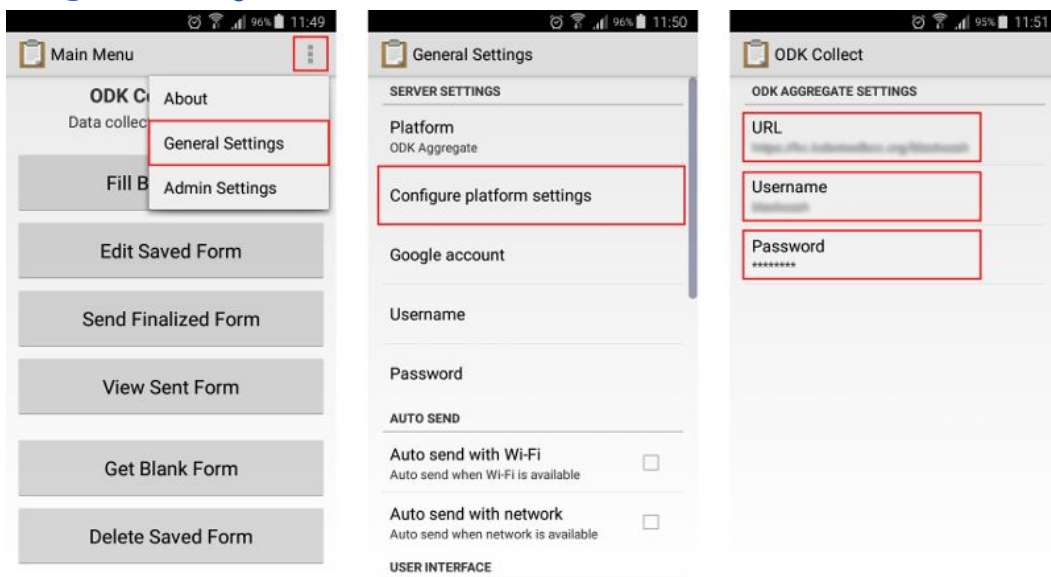Users need to have an Android device.

1. Install ODK Collect

Go the the Google Play store and search for "ODK collect". Install the application, accept permissions and open the app.
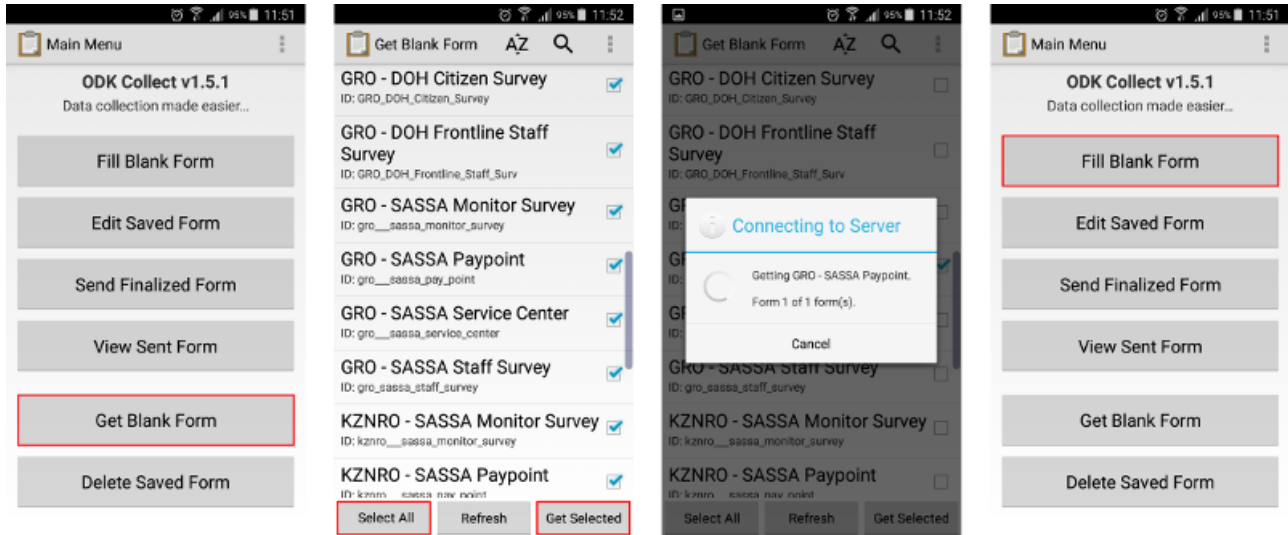

2. Configure application

You can get the URL, username, and password in two ways. The easiest way is visit https://cbm.code4sa.org/survey-types#odk-collect and logging in. Alternatively, you can email cbm@code4sa.org.

3. Download surveys

Using ODK Collect

Before you can start using this tool, please ensure that all required forms are downloaded on the device. This means the following needs to have been done:

✔ ODK downloaded and installed
✔ ODK configured to point to the Black Sash server
✔ Blank forms need to be downloaded
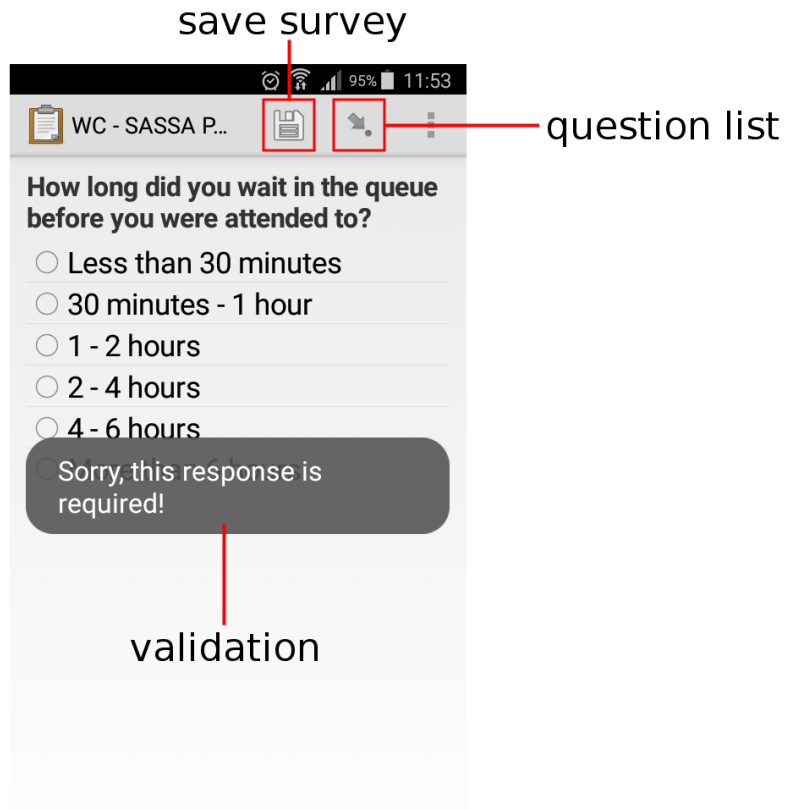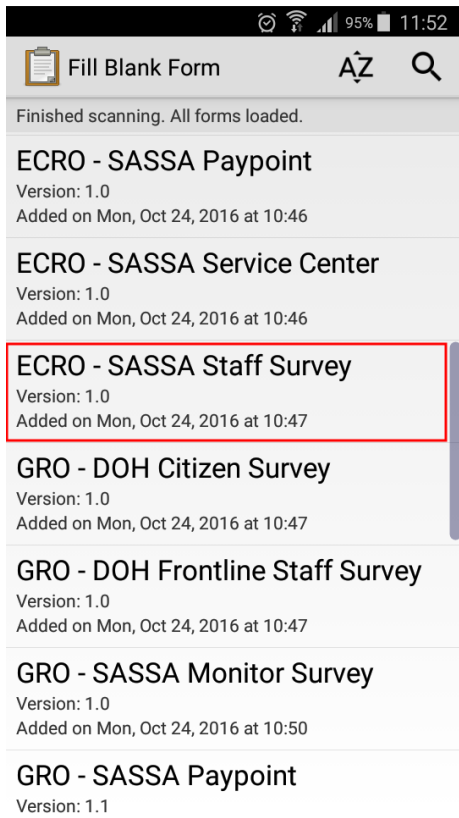
Now you are ready to start capturing data!

Step 1

Open the correct survey by finding it in the `'Fill Blank Form'` screen. (Tip: if it's not there, check to see you have downloaded all the blank forms and that the app is configured correctly)
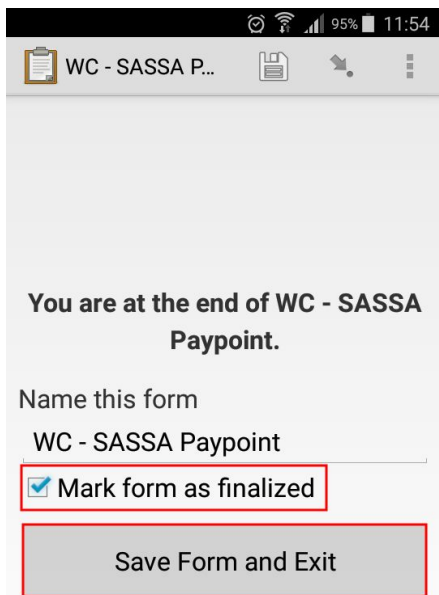
Step 2

Complete the form. Remember to assist the respondent to understand the question and available answers. For instance, many of them might not know how many km's they travelled. Ask them enough details to ensure you can help answer that question accurately.

Look out for hints on the surveys - these are here to help you complete the survey correctly. Do not read these to the respondents.

save survey

question list

validation

Step 3

Once all the answers are there, mark the form as finalised. Remember, you can also save incomplete ones to come back to later. These can be found in the `Edit Saved Form` menu.

Step 4

Forms are only sent to the server once you manually instruct them to do so. You do this via the `Send Saved Form` menu.
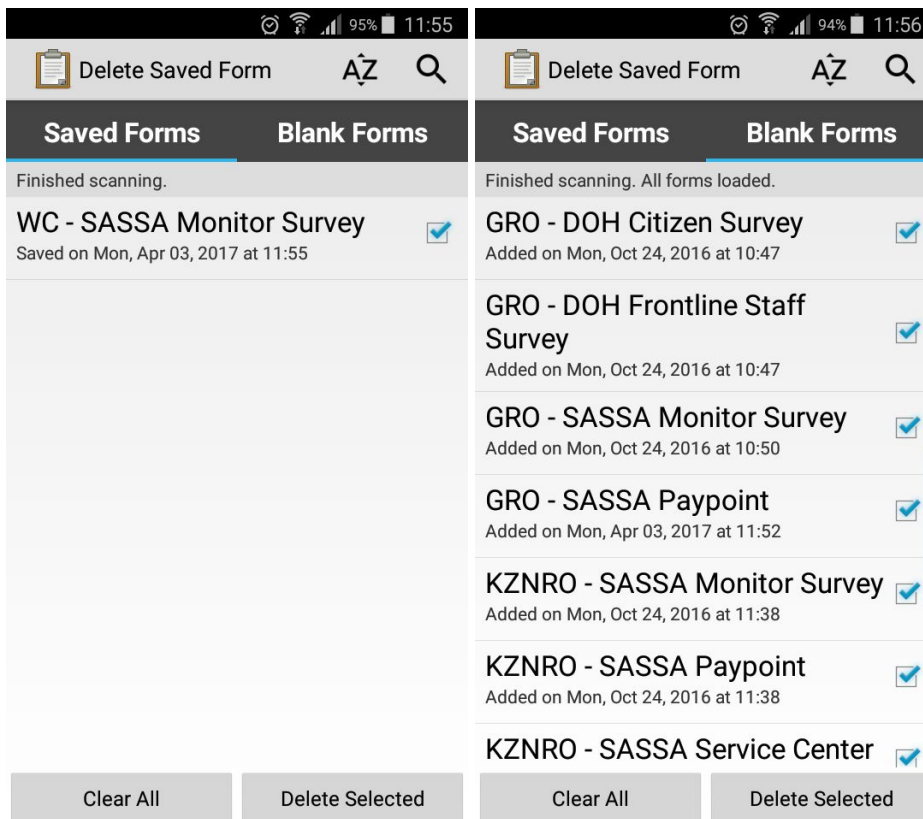
Updating ODK Forms

Occasionally you might be required to update the forms which have been downloaded on the app. In order to do so, please follow these instructions:

Step 1

Clear out any old forms by going to the `Delete Saved Form` menu. Here you can delete saved forms (those you started completing but have not yet finalised and sent) as well as blank forms. Switch between these two, by tapping on the tab name, and ensure all old forms are removed. To remove forms, select them and use the `Delete Selected` button.
Note: Do not capture answers against old forms. These will be invalidated

Step 2

Now you are ready to get the new, final versions of the forms again. Please do so by following the configuration steps to `Get Blank Forms`.