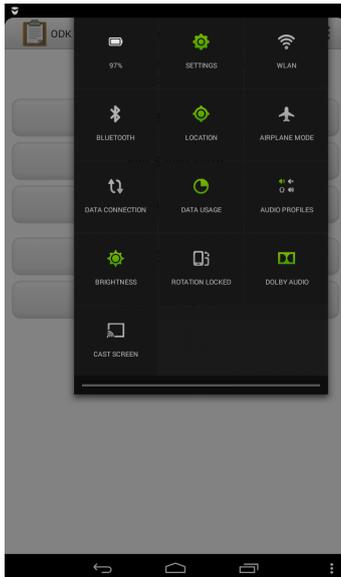


# ACGG ODK Usage Manual

Tanzania

21st August 2015



## Toggling Settings and Power Management

Swipe down from the top right edge of the tablet's screen to see the notification menu. Settings that are highlighted in green are ON and the ones highlighted in white are OFF.

To toggle (turn off or on) a setting, tap it once. The setting should change colour.

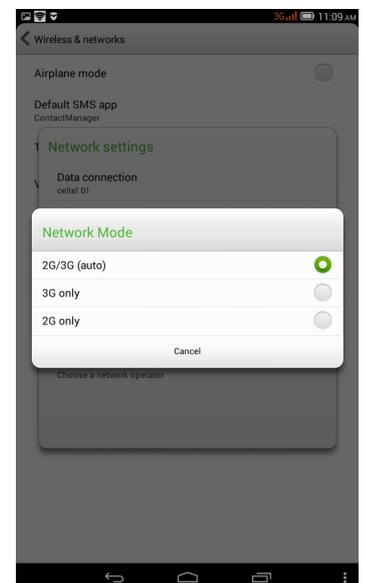
To conserve your tablet's battery power, always make sure that settings that are not being used at that moment are turned off. Bluetooth and WiFi, for instance, will never be used at any time during the survey and should therefore always be off. GPS can be turned off after reading it on the ODK form.

The Data Connection setting should only be turned ON when sending forms or getting blank forms on ODK Collect. Make sure it is turned OFF at all other times. Remember, you DO NOT need a data connection (internet) while filling a form.

## Toggling between 2G and 3G

If you have trouble sending forms on ODK Collect using 2G, you can switch to 3G by:

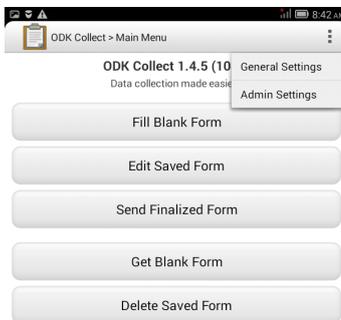
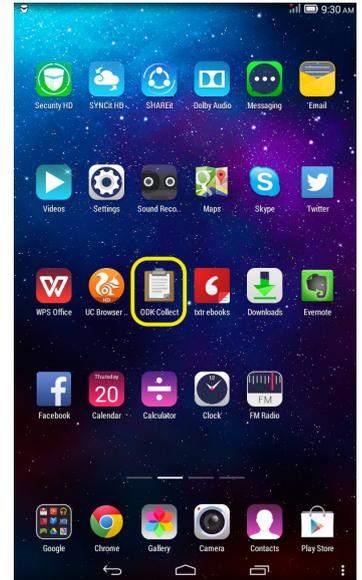
1. Swiping down from the top right corner of your tablet's screen to show the Notification menu.
2. Touch the Settings icon.
3. In the Settings, touch the '**More...**' option. The Wireless & Networks window will be displayed.
4. In the Wireless & Networks window, touch the '**Mobile networks**' option. The Network settings window will be displayed.
5. On the Network settings window, select '**Network Mode**' option.
6. Change the network mode to '**3G only**'. If your area does not have 3G at all, use the '**2G/3G (auto)**' option.



# ODK Collect

To open ODK Collect, press the Home button at the bottom of the screen then swipe left and right through the home screen pages until you find the ODK Collect icon (highlighted in the screen shot). Touch the icon to launch the application.

If, by any chance, you are unable to find the ODK Collect application in any of the home screens, contact your SNC for assistance. They will assist you to install and configure ODK Collect.



The ODK Collect main menu should have five menu items as shown in the screen shot.

Press the **Fill Blank Form** button to start filling a blank ACGG Baseline form. The **Edit Saved Form** is for editing forms that you have previously saved but not sent yet. Use the **Send Finalised Form** button to send finalised forms to the server.

The **Get Blank Form** button is for downloading forms from the server. You will only need to use this if the ACGG form is changed and you have to download the new version.

The **Delete Saved Form** button is used for deleting forms. Please do not use this button unless you are told to.

You can access ODK Collect's settings by touching the three dots on the top right corner of the application.

- ★ Make sure your tablet is fully charged before going out to the field in the morning.
- ★ While filling and ODK form, save the form as frequently as possible by touching the save button on the top right corner of the page.
- ★ Make sure you turn the GPS setting ON before answering the GPS question in the ODK form.
- ★ When you reach the end of a form, make sure you save it as finalised unless you are unable to answer all the questions.



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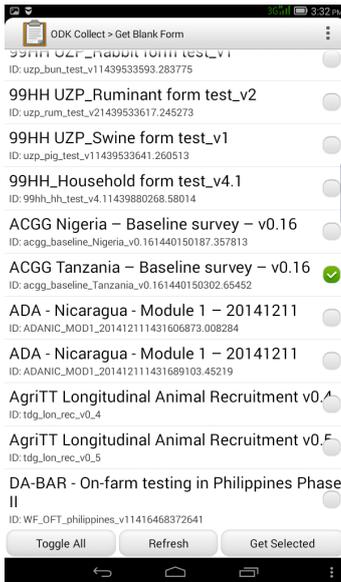
## Sending Finalised Forms

To send a finalised form:

1. Make sure your network connection is ON then on the ODK Collect main menu, select the '**Send Finalised Form**' options.
2. The send finalised form page will be displayed. Touch the '**Toggle All**' button on the bottom left corner of the page. All the forms on that page will be checked.
3. Touch the '**Send Selected**' button on the bottom right corner of the page. A dialog showing the sending progress should be displayed.
4. After some time, if the forms have been sent successfully, the dialog should indicate '**SUCCESS**' for those that have been successfully sent.

**Please note that if you see the forms in the page, after trying to send to the server, it means that THE FORMS WERE NOT SENT AT ALL. Please repeat the process above until all the forms disappear from the list.**





## Getting a New Version of the Form

If the ODK form changes when you are in the field please follow the following steps:

1. Ask your SNC what the new version of the form is.
2. Make sure your network connection is ON then in the ODK main menu, select the '**Get Blank Form**' option.
3. Wait for the form list to load. If a list of forms does not load, click on the '**Refresh**' button. Do this until the list loads.
4. Scroll down the form list until you find the form labeled '**ACGG Tanzania - Baseline survey**'. Ensure that the version given to the form is what your SNC said.
5. If you are sure this is the correct version, select the form then touch the '**Get Selected**' button on the bottom right corner of the screen.

6. A dialog showing the download progress should appear and display **SUCCESS** after the form has been successfully downloaded.
7. Close the dialog and press the back button to go back to ODK's main menu.
8. On the ODK main menu, touch the '**Delete Saved Form**' button.
9. On the Delete Form page, touch the '**BLANK FORMS**' button on the top right section of the page. You will be presented with a list containing two forms, the old version of the form and the new version.
10. Select the **OLD VERSION** of the form then touch the 'Delete Selected' button on the bottom right corner of the screen.

