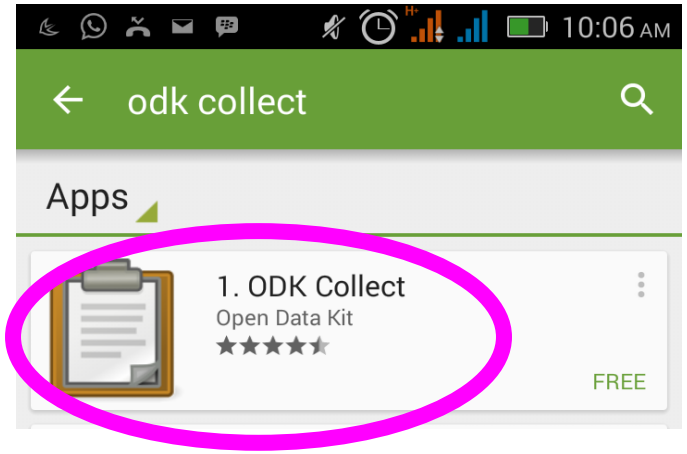
# Instructions for Installing ODK (Android)

**Step 1**



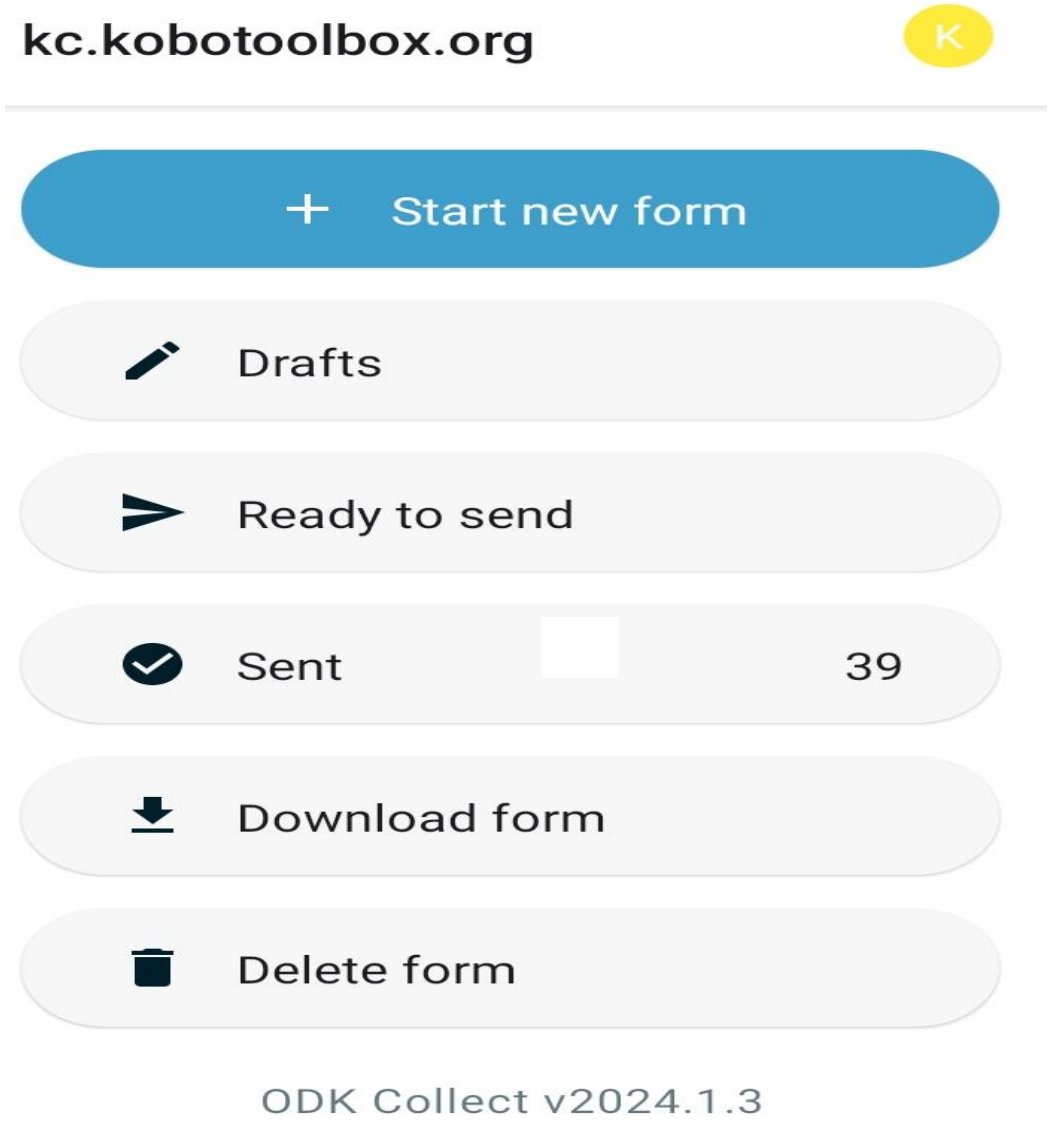

- Download ODK Collect from Play store and install

**NB**

- For new users
- For old users, no need to download the ODK Collect or Kobo collect. Go step 6

# Setting up ODK to the Server

**Step 2**

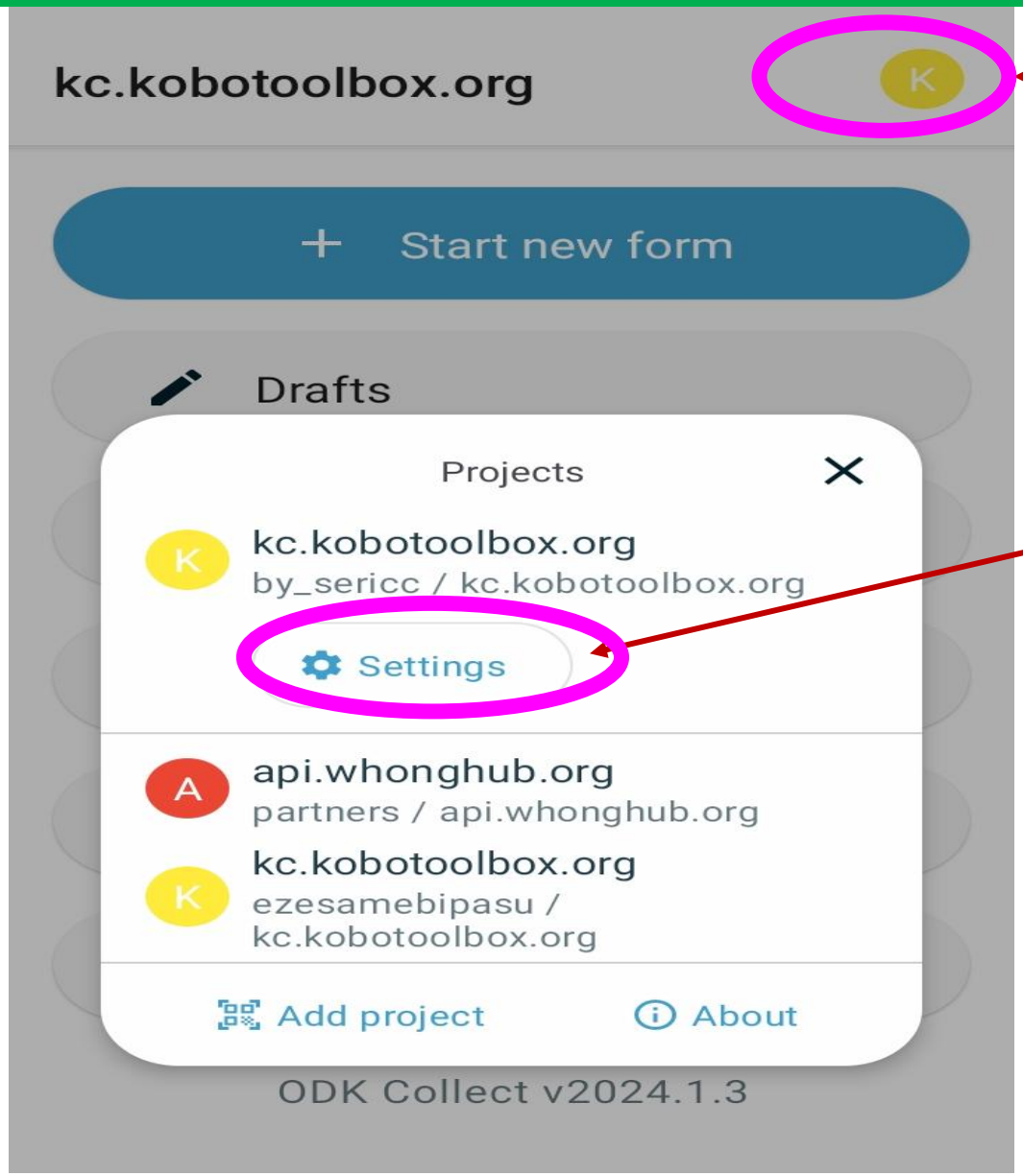



- If you are running ODK for the first time, you will see this page at the beginning

- You will need to configure to the server where you will get the form and your data will be going to

# Setting up ODK to the Server…/2

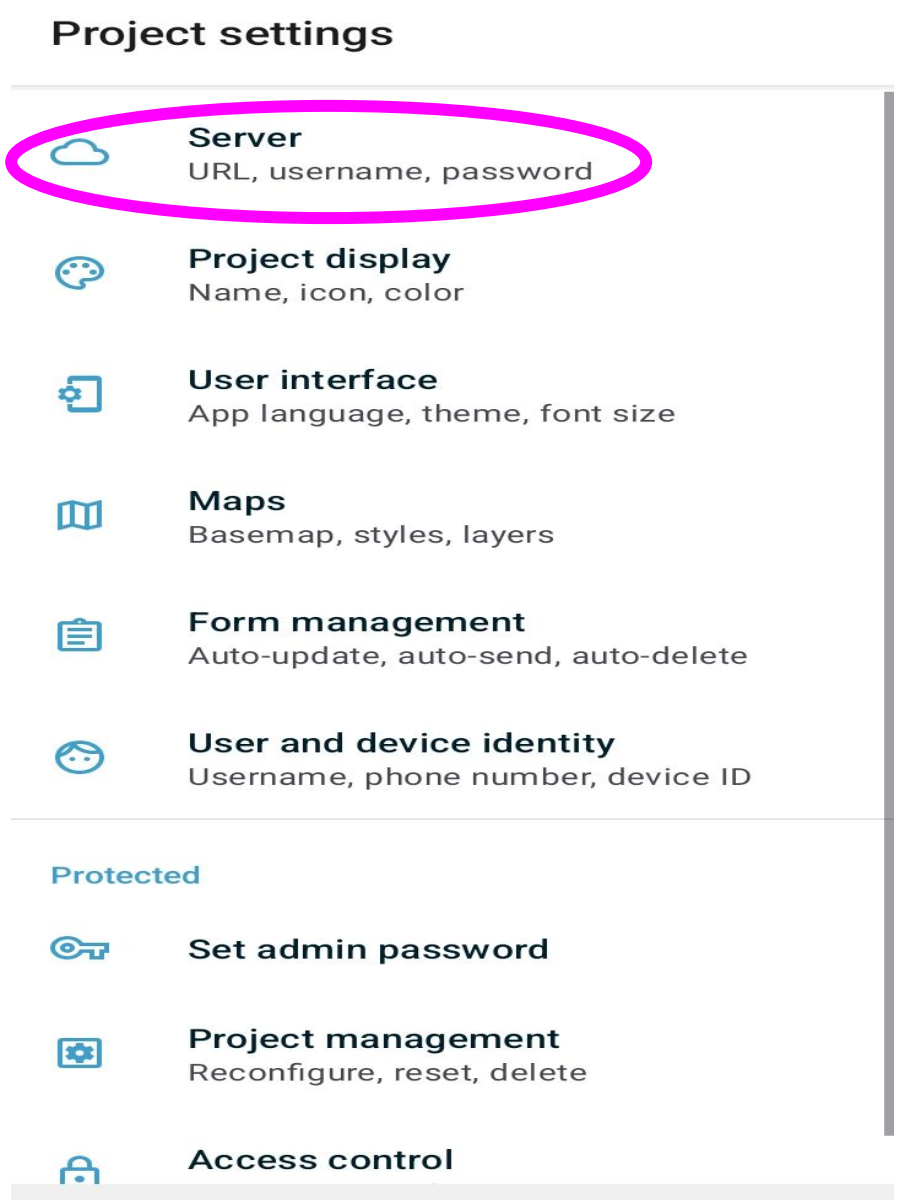
**Step 3**




- Click “Icon”
- Click on setting

# Setting up ODK to the Server…/3

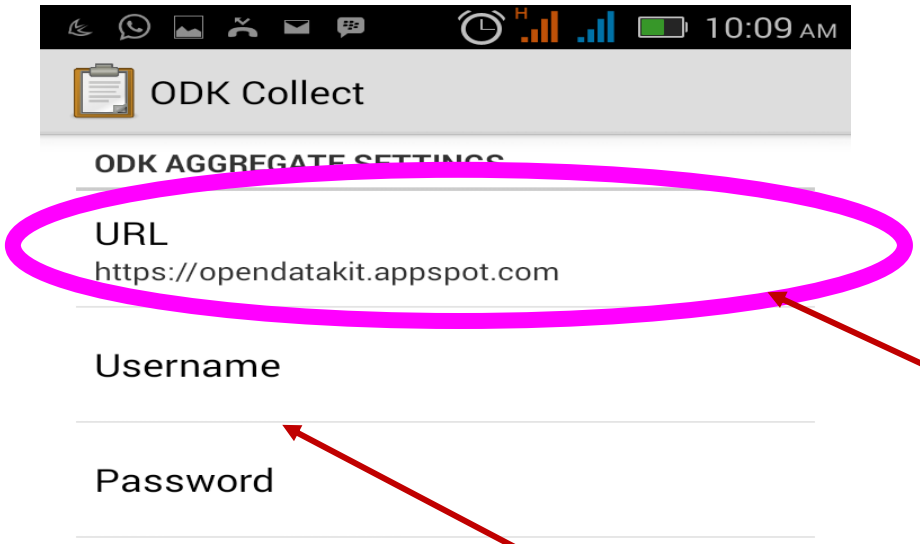
**Step 4**




- Click the Server (URL, username, password)

# Setting up ODK to the Server…/4

**Step 5**




- **Select "URL"**
  - **Change the URL to:**

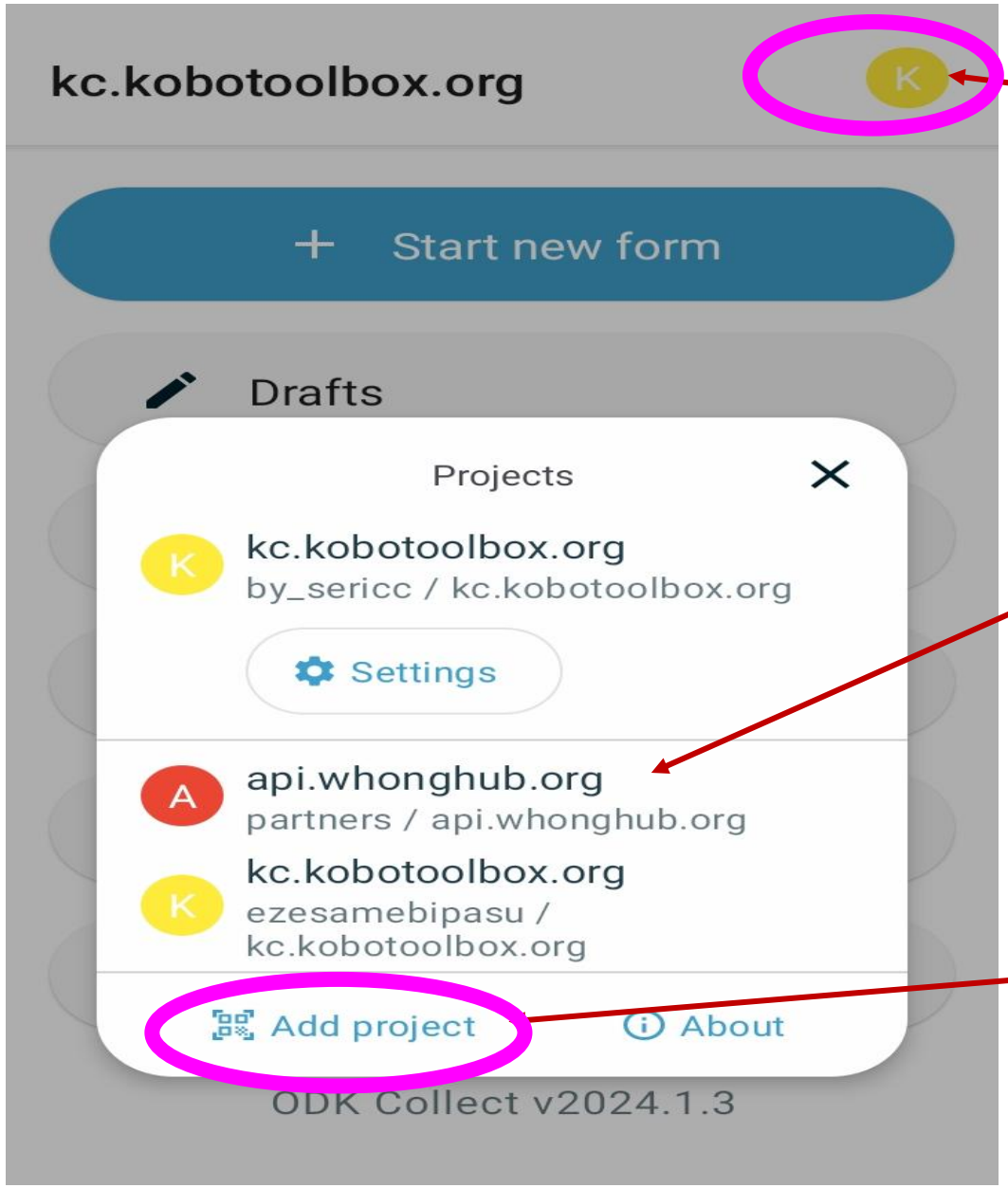
**https://kc.kobotoolbox.org**

- **Then enter login details to the server**
  - **Username : bysphcb_datahub**
  - **Password: bysphcb_datahub**

**After adding the login details, go to step 9**

# Switching and Adding project to the ODK App

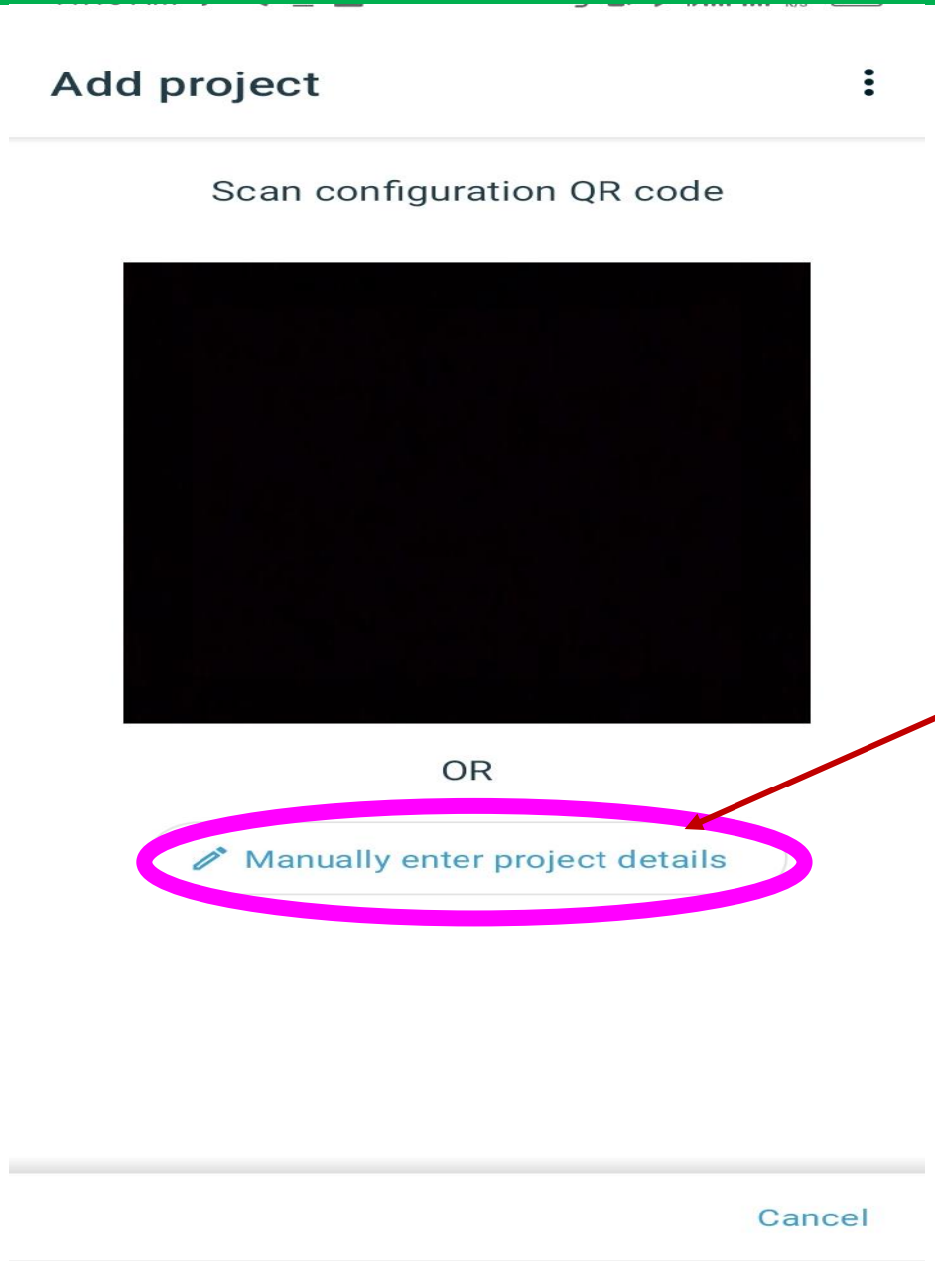
**Step 6**




- **Select "Icon"**
- **Choose from the list of projects added in your app**
- Click on add project

# Adding project to the ODK App

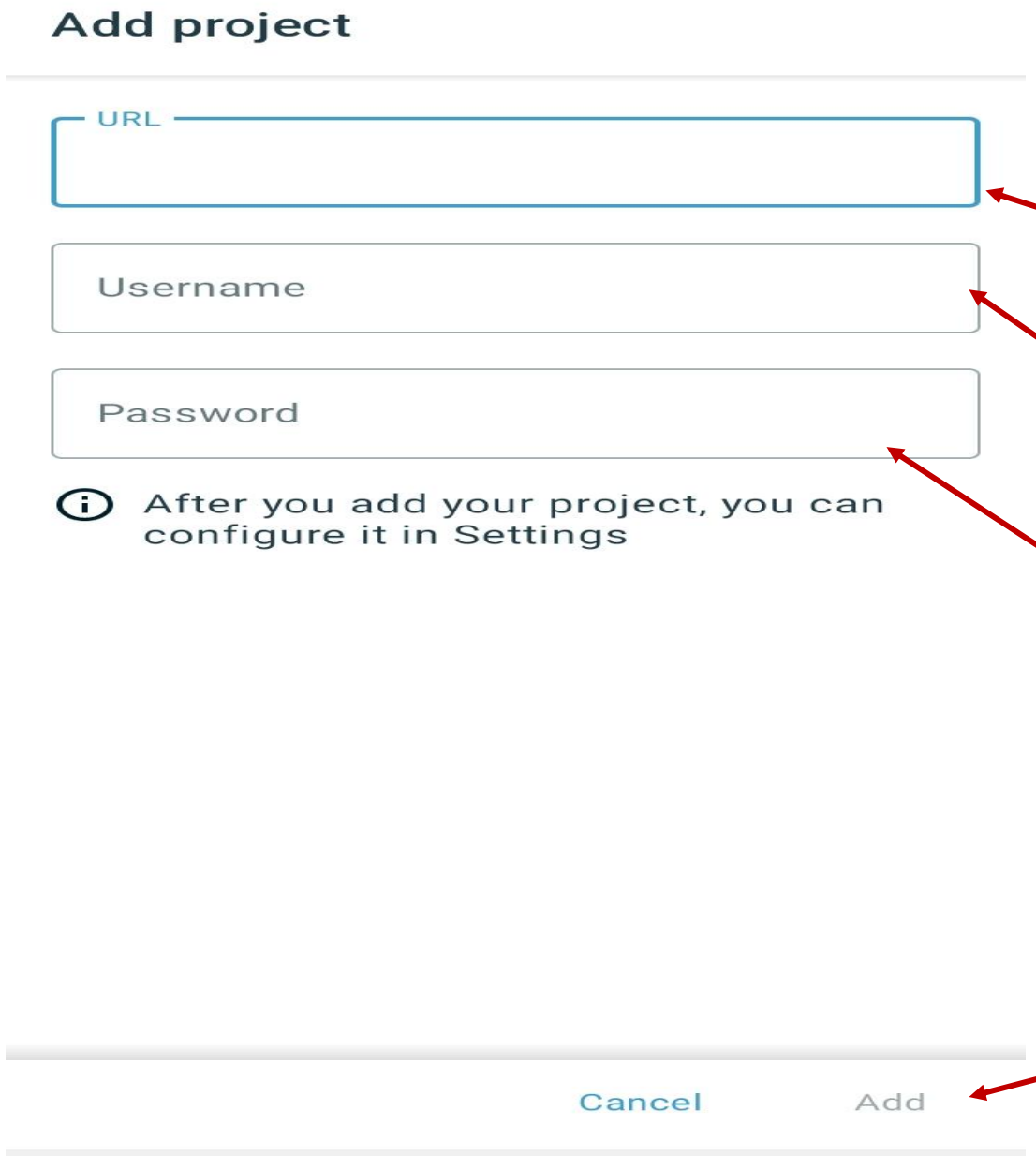
**Step 7**




- **Choose “Manually enter project details**

# Adding project to the ODK App

**Step 8**




- **Select "URL"**
  - Change the URL to:

    **https://kc.kobotoolbox.org**

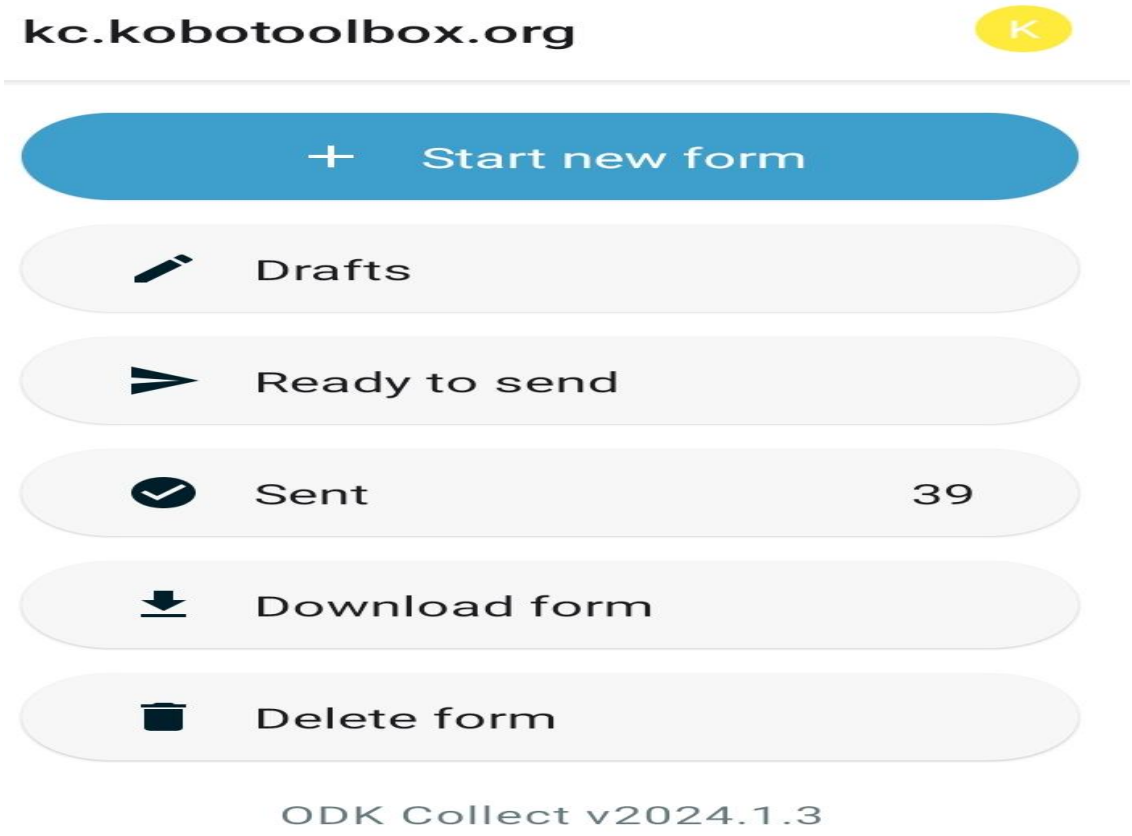
- **Then enter login details to the server**
  - Username : bysphcb_datahub
  - Password: bysphcb_datahub

**Add Project**

# Adding data entry form(s)

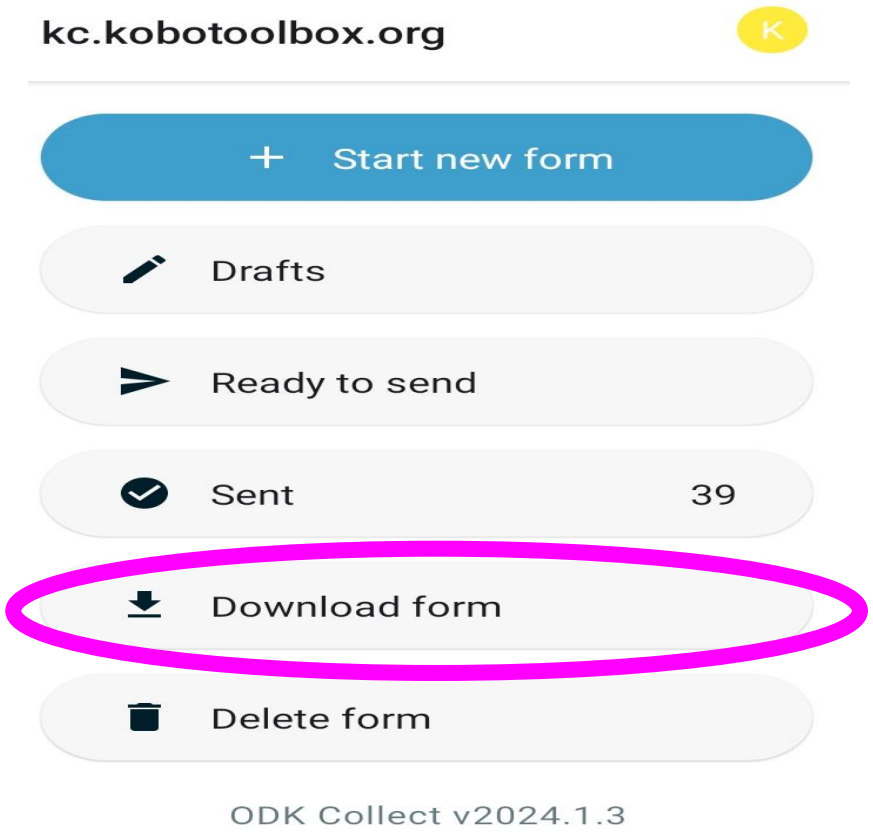
**Step 9**

- Your screen should look like this  after entry of the server URL and Username/Password
- Press back to ODK Main Menu to get form



# Adding data entry form(s)…/2

**Step 10**

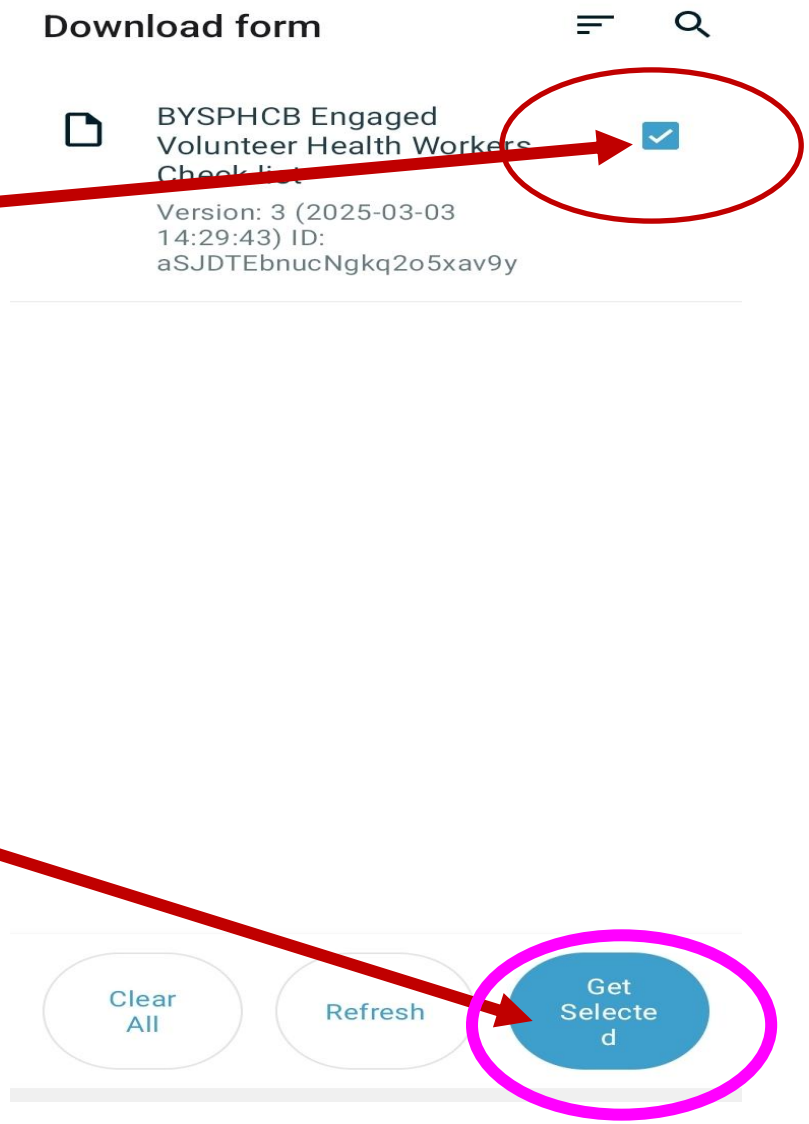



- Select **Download form**
- The application will then look for all the blank forms on the server and display

# Adding data entry form(s)…/3

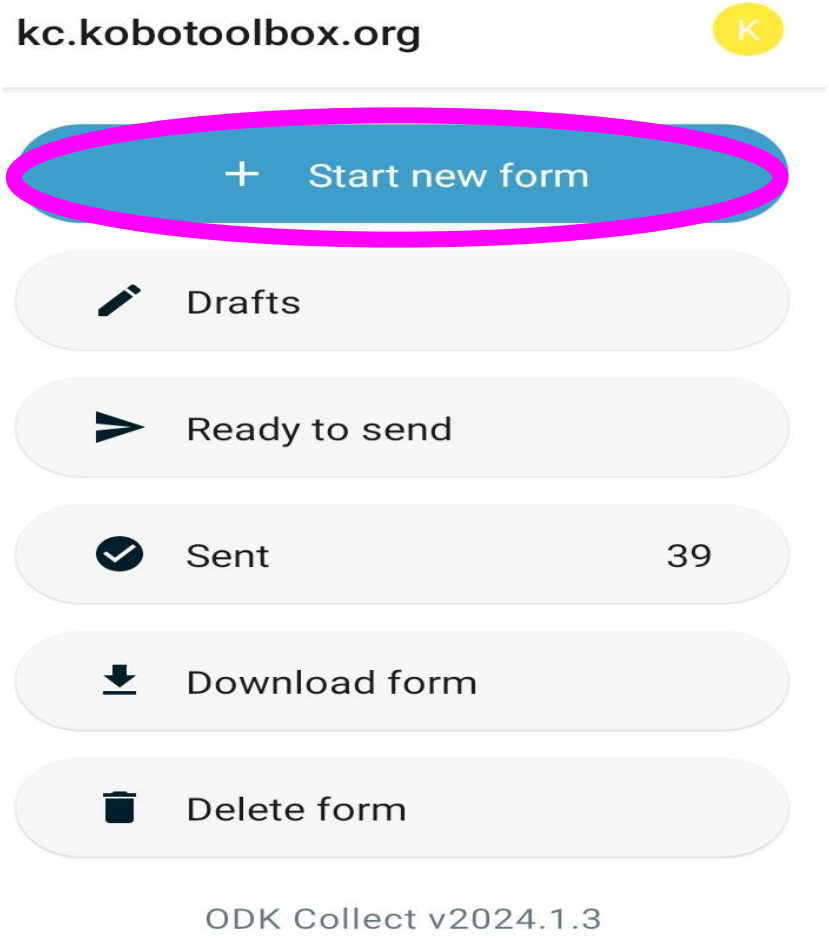
**Step 11**

- From the resulting screen of **“Download Form”,** select forms as appropriate
- Click on the button **“Get selected File(s)”**
- This will add the selected checklist



# Data Entry

**Step 12**




- Once you open ODK or after downloading and back to ODK menu page,
  - Click on “Start new Form”
  - It will have the form(s) selected ready for data entry
- The downloaded or selected forms gotten will then be uploaded and available for use
- Select the form or interested form if more than one form downloaded
- Fill the form which is user friendly to enter data/report

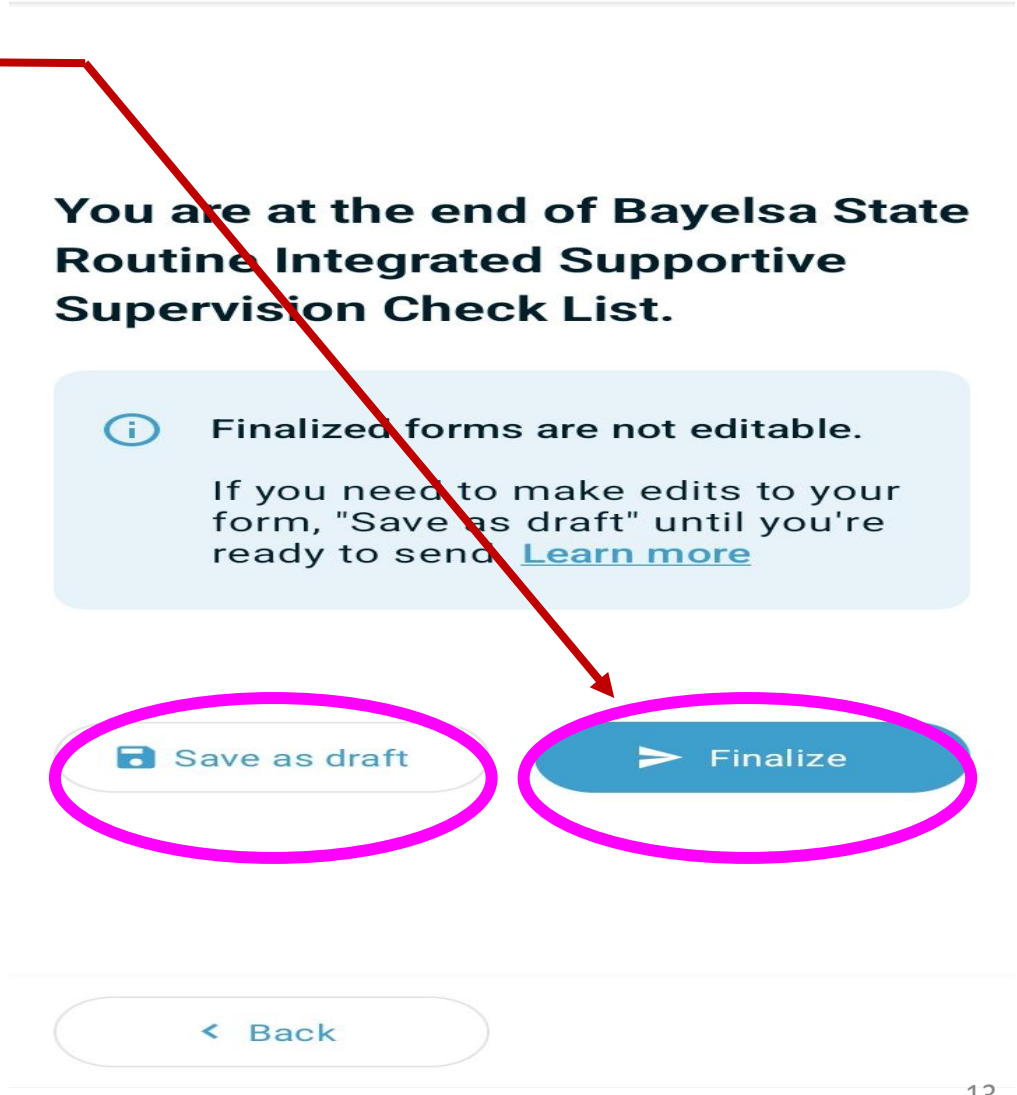
# Using ODK application: Data Entry

**Step 13**

- You will see this at the end of the form and done filling
- Click “Finalize”
- Form will then be transferred to
  - ✓ “Send Finalized Form” section, awaiting command for transmission to the central server

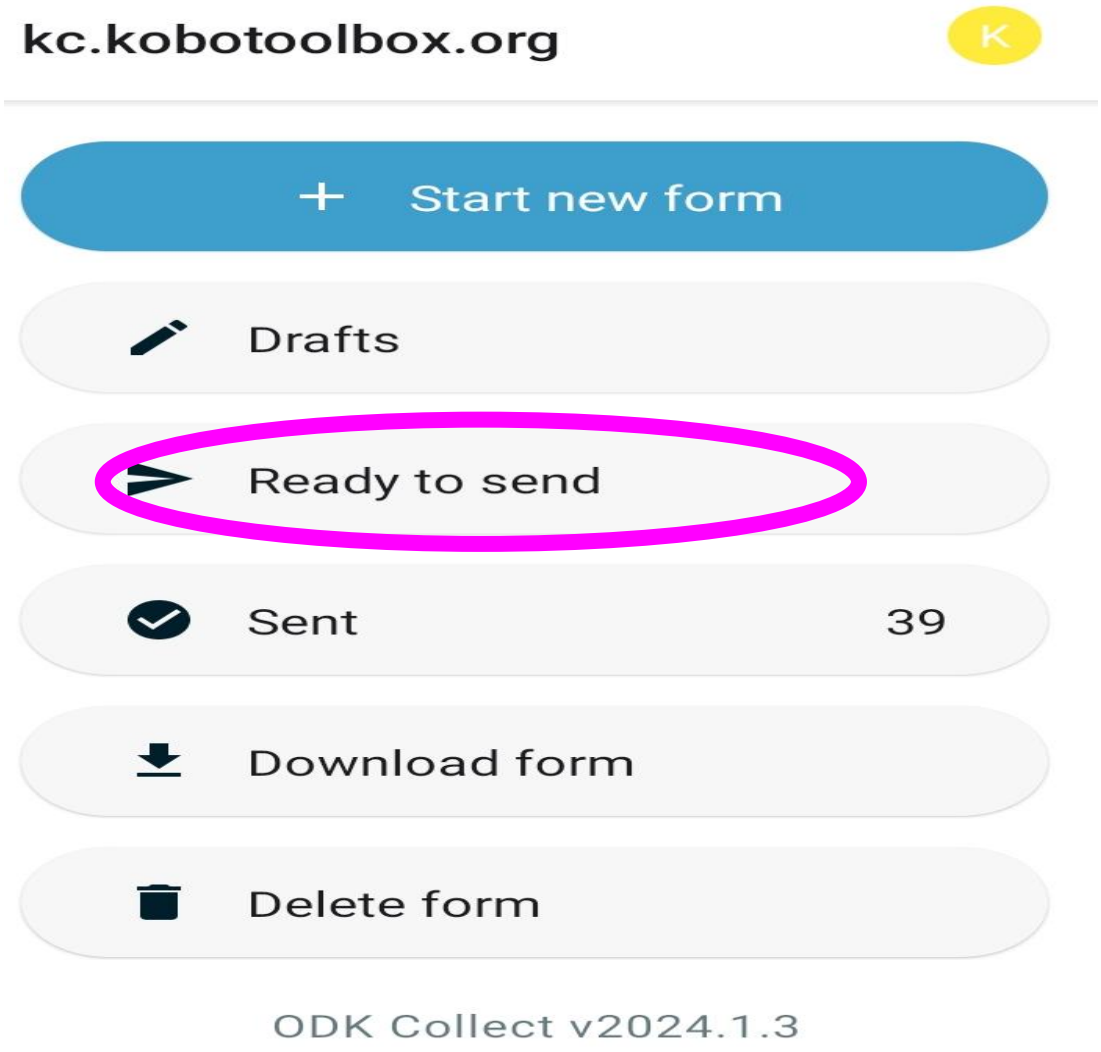
AND

  - ✓ In “Edit Saved Form” section where you can still make corrections before sending finally to the central server. Once sent, corrections cannot be made again



# Transmitting the data you collected to the central server

**Step 14**




- To send data to the server,
  - click on **“Ready to send."**
- The data will be sent and you will be returned to the home screen

- Select the filled form(s) you want to send to the central server
- Click send
- Once sent, corrections/editing cannot be made again)