TUTORIAL 2 – EXPORTING DATA FOR ANALYSIS

(GOOGLE APP ENGINE AND VM SERVER)

Tutorial version: 3.5
System used: ODK Aggregate version v1.4.2; ODK Briefcase v1.4

For the online server (Google app Engine) and the VM server (offline server deployed since January 2013), there is an application called **ODK Briefcase** that can be used to post data on the server or retrieve data from the server. Using the Briefcase to retrieve data is highly recommended for all questionnaires and mandatory for questionnaires containing loops (ex. Women, Children and Malaria questionnaires).

This tutorial explains how to use the Briefcase.

1. To Export data from your server to a local folder (export your csv files)

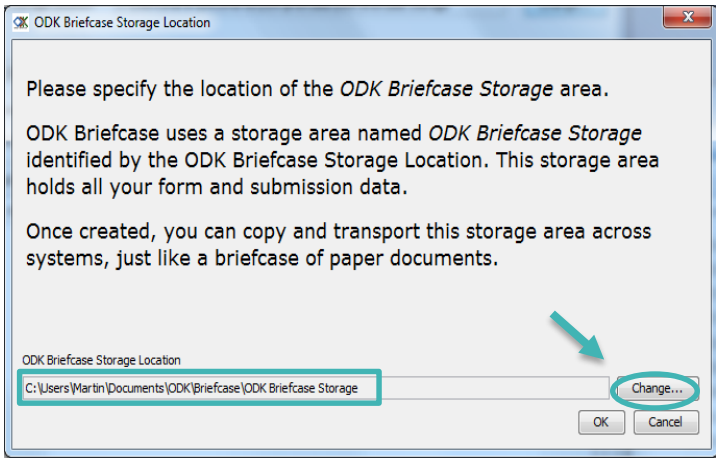
First, launch ODK briefcase by double clicking on the application file (.jar). You can search for the file in your start menu if you don't remember where it is located on your computer.

Once in the program, first go to the left tab: Pull (see illustration on next page).

Set your Briefcase Storage location if not already done. You can also leave the automatic location (this is not the folder in which you will download your data from the server – it is intermediate download folder only used by the application).

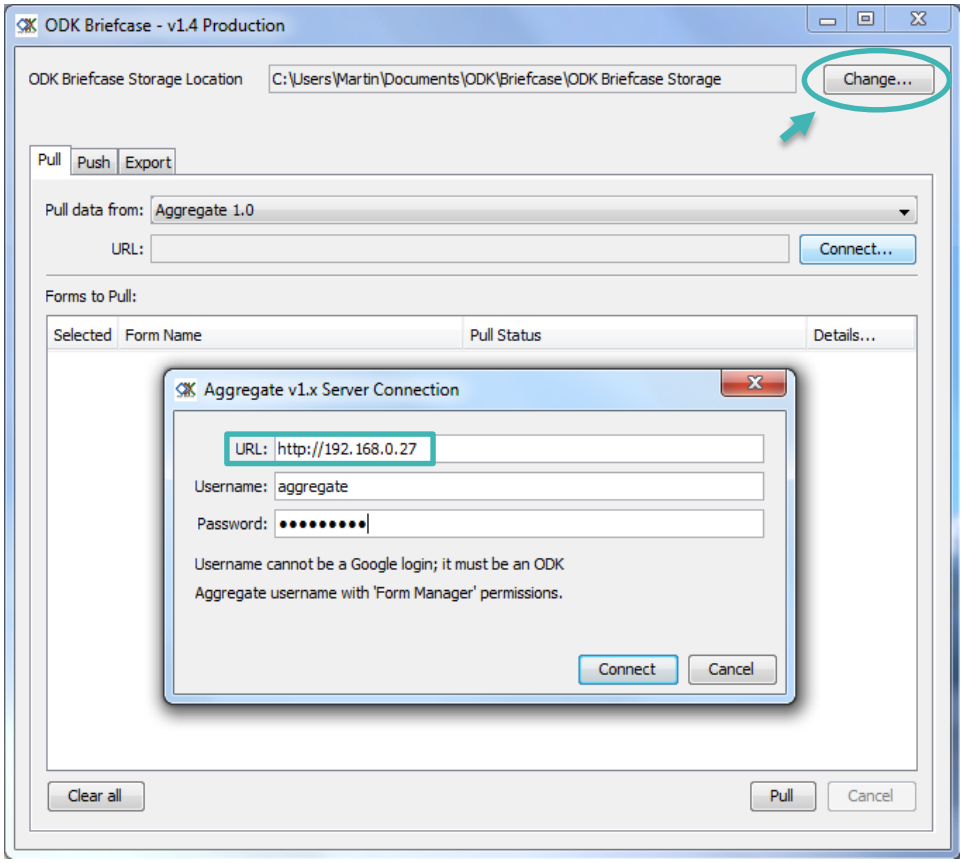
If you are starting a new survey on a computer already used for another survey, make sure to create a new folder using the Change folder button.

To change the location, click on the **Change** button on top of the window, and then again on **Change** on the pop-up.



Next is to set the server's IP address (URL). Set this to your server IP address: **http://192.168.X.XXX** (the IP may change from one server to another). This is the same IP address that appears when you start up the VM and that you copied into your web browser to log into Aggregate. You must put the http:// at the beginning of the address, otherwise it will give you an error.

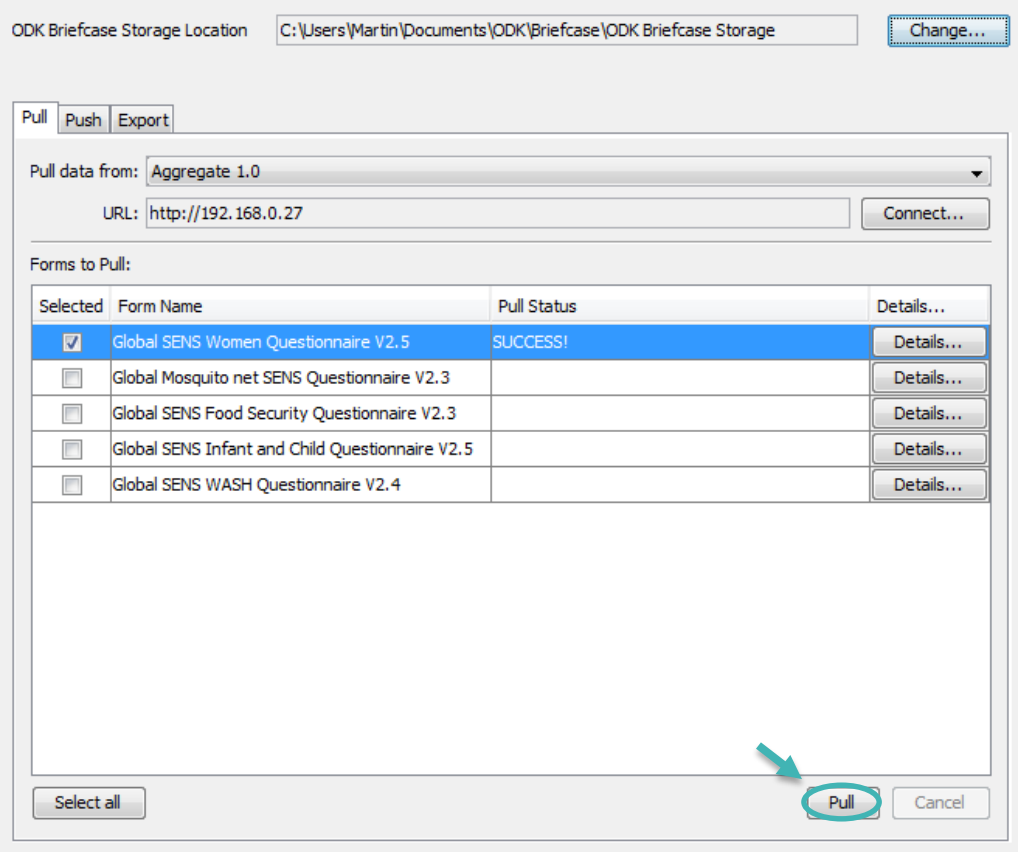
URL: http://192.168.X.XXX
Login: aggregate
Password: aggregate



If you have allowed anonymous access as "Data Viewer" on the Site Admin then repeating the Password will not be necessary.

You can then pull the forms from your server. The forms need to be pulled from the server prior to exporting the data from it. This mean every time you want to export data, you need to pull the form.

In the pull tab, select the forms and then press **Pull**.



Once you have pulled your forms, you can then export data from the server. Go to the export tab of the Briefcase.

Choose the form from which you want to download data and specify the folder to which this data should be downloaded to (this is the folder from which you will access the data for analysis). Please follow the following folder structure for the data export, with one folder per form and per day.

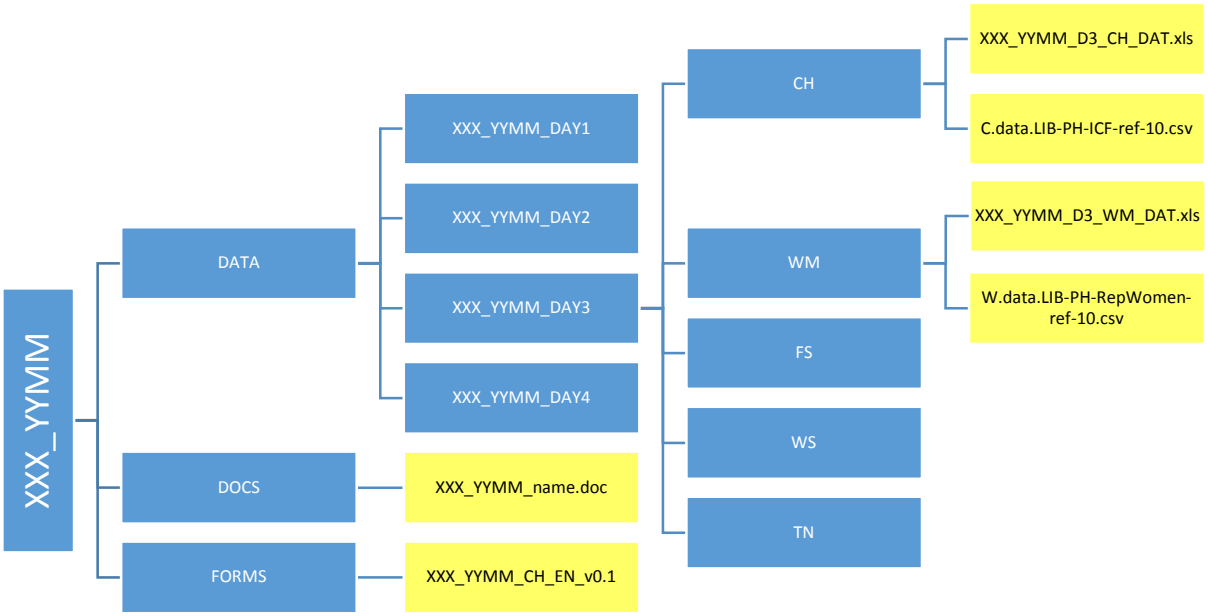
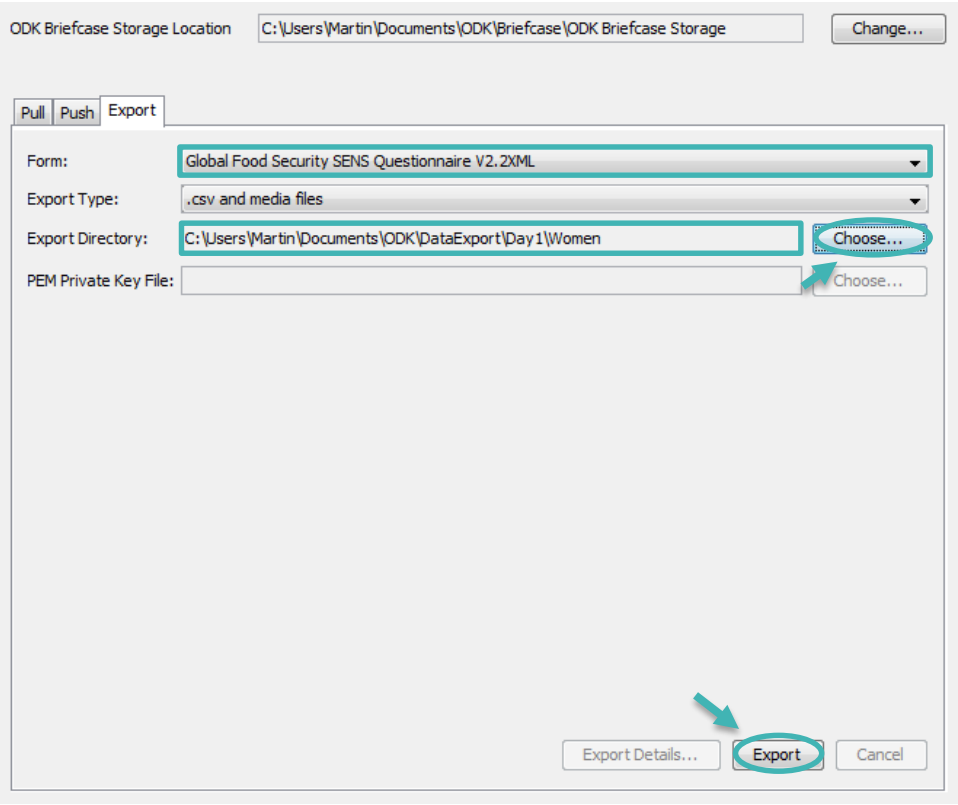


Figure 1 In blue are folder, in yellow files. XXX is the ISO3 country code, YYMM is for year and month

You can then click on **Export** and your data should get downloaded. Repeat for all forms. Don't forget to have one download folder per form and per day. Also, do not forget you need to pull the forms every evening before exporting the data.



2. To import data from your phone to your server using USB connection

If for any reason you are unable to connect your phones to your server using the WiFi network (normal procedure), you can synchronize your phones with the server using a USB connection and ODK Briefcase.

For example, you want to upload onto your server a finalized version of *Global Mosquito net Questionnaire V2.2*. You will need to make sure that:

- ➔ The blank form has been uploaded on your ODK Aggregate server (VM).
- ➔ The same form has been downloaded and filled on your mobile ODK Collect app (smartphone).

You will need to first **Pull** the data from the phone to Briefcase, then to **Push** it from Briefcase to Aggregate.

The **SD Card of Phones running on Android 4 are not automatically detected as SD Cards**, you will need to **change the setting of Android 4 first before you connect your phone to the computer**.

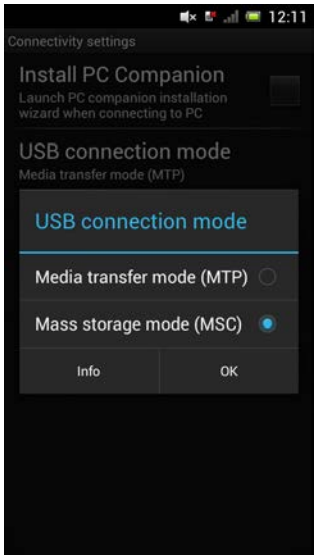
On the *Settings* menu, click on *Xperia TM* and on *Connectivity.* Here choose *USB Connection mode.*

Note: If you are connected with a cable this menu item will be greyed out and is not selectable – so do this before plugging in the USB cable.

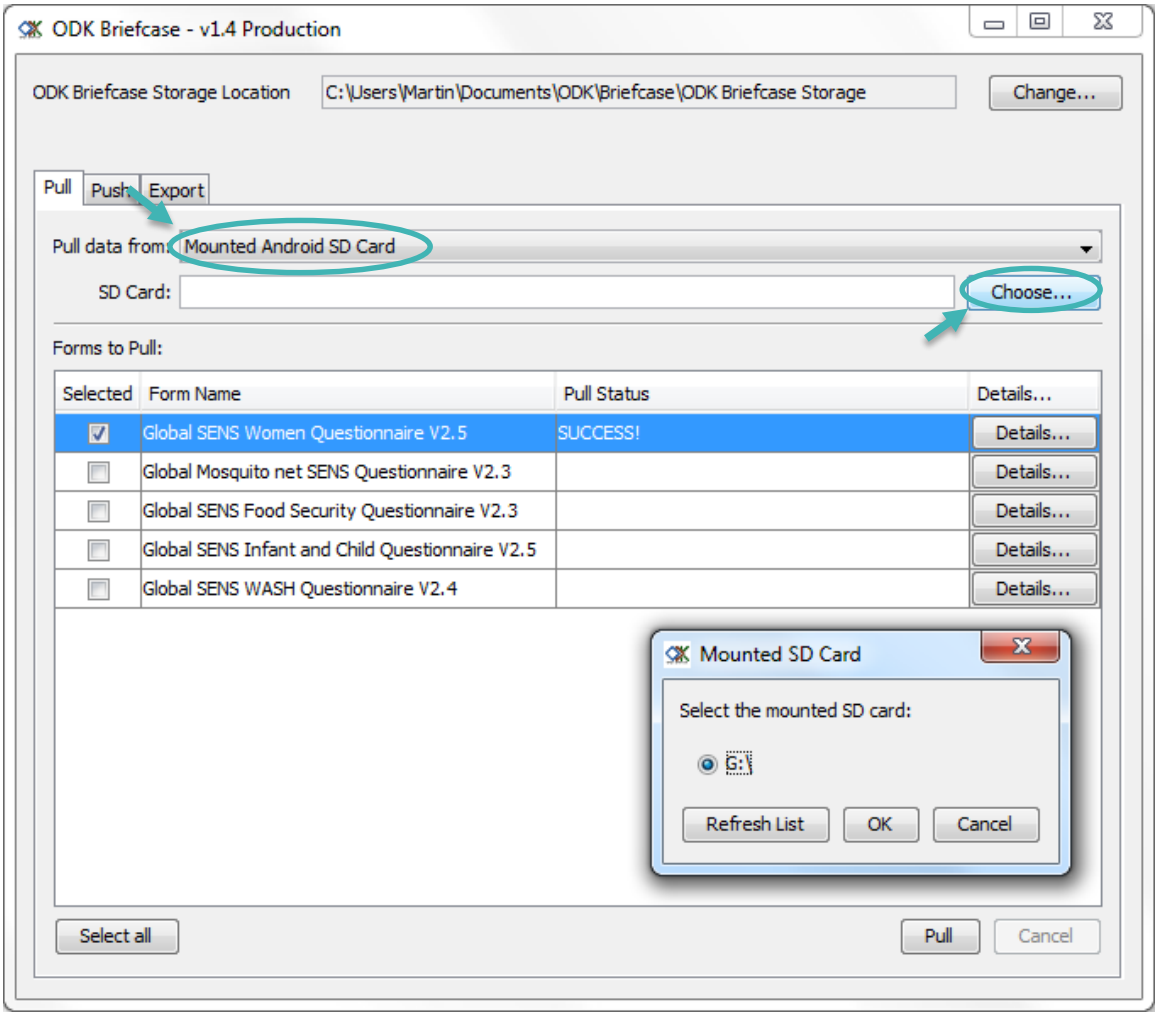
Note 2: On some phones, you cannot change this setting. Go to ***Troubleshooting*** *section at the end for an alternative method.*

Now choose the second option: *Mass storage mode (MSC).*

Plug in your phone with the USB cable.



Launch Briefcase and go to the *Pull* tab. In the *Pull Data From* List, select "Mounted Android SD card", then click on *Choose* to select the mounted SD card from which you want to pull data from. If only one phone is USB connected to your computer, then you should have only one option.



Don't forget to check if the ODK Briefcase Storage Location is set to your personal storage directory.

Once the ODK folder is chosen, the forms within this folder can be pulled into Briefcase (select the forms you want and click on Pull).

The "Pull" status will change to SUCCESS!

You can now go to the *Push* tab to load the finalized form to your Aggregate server. Like in the first part of this tutorial, you will need to connect Briefcase to the server by entering its URL, your login (Aggregate only, remember Google account do not work with Briefcase), and your password.

URL: http://192.168.X.XXX
Login: aggregate
Password: aggregate

Note: If your VM server has been set up to allow anonymous download, you don't need the password for downloading.

The form you previously pulled into Briefcase will appear, select it and click on **Push**. The Push Status Column will then change to **Successful Upload**.

Note: If you test this with a spare or a test phone and you tick "Select All": all blank forms will be uploaded too, even if they are an older version. Therefore make sure you only select those forms you really want to upload.

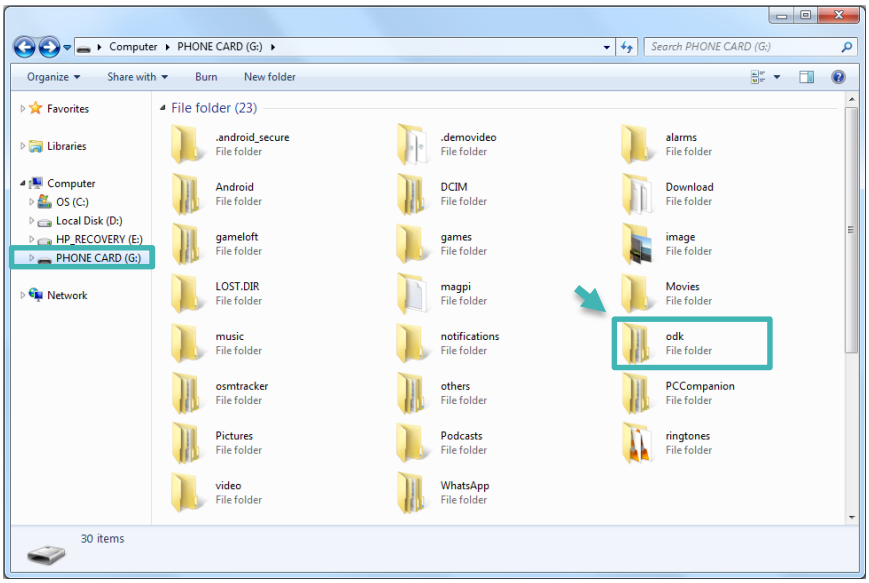
⚠ Whenever you upload your data directly from the phone, make sure you check that you do not have any duplicates on the server! ODK Aggregate will not recognize if the data has already been synchronized before. If the phone had been synchronizing fine the days before, you will have those records twice on the server.

3. Troubleshooting

If you can't connect your phone to Briefcase using the method above, here is another option.

Plug in your phone with the USB cable in the same way.

Using your normal Windows Explorer, click on your phone. It should be similar to when you plug in a normal USB key. It can take a few moments before your computer detect your phone, be patient.

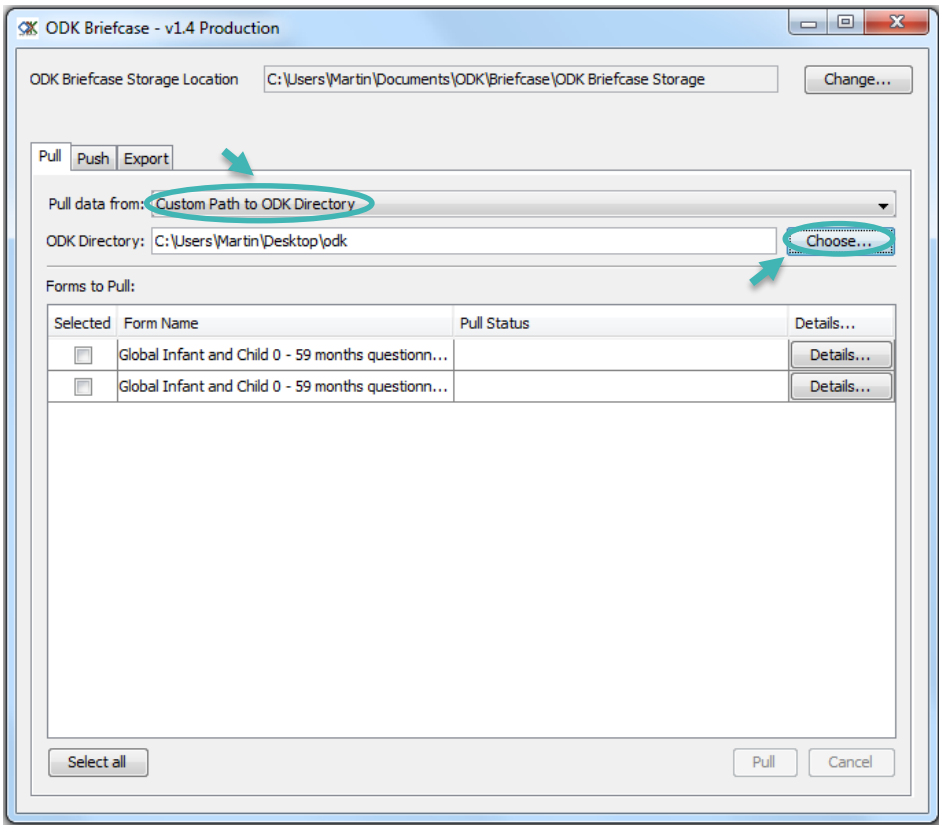


In this example, the phone SD is identified as "PHONE CARD (G:)". Click on it, and look for an "odk" folder in the directory.

Copy this folder on your computer. If you have a folder already set up to store your forms and other relevant documents, use it (otherwise your Desktop is fine).

Next, you will need to tell Briefcase to look in this folder to pull the data.

Go to the Pull tab, then choose **"Custom Path to ODK Directory"**. In this example, the copy of the folder "odk" from the phone is on the Desktop (C:\Users\Martin\Desktop\odk). Then select the forms you want to pull.



Once your forms are in Briefcase, you can just push them to Aggregate like you normally would.