

TIPS ODK ENUMERATORS

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1. General

Please be careful with your smart phones, always carry and keep them with you, do not leave them unattended and protect them from the sun. Remember, you as a team leader are responsible for the phones.

- ➔ If the screen gets dirty and is difficult to read, use your **cotton cloth** to wipe it.
- ➔ You can adjust the **screen brightness** by tapping on the **Power Control** or through the *Settings/Sound and Display settings/Brightness*. However, use this with caution, the brighter the screen is set, the more battery is consumed! 
- ➔ Always verify the **battery** status. If your battery switches into "red"; you will need to alert your supervisor to bring the USB hub for charging or alternatively, a spare phone. If you have been equipped with a **USB Power pack**, plug it in.
- ➔ Normally the phone should be turned off when you receive it in the morning and the **WIFI disabled** when you turn it on. If it is not; use the **Power Control** to switch the WIFI off. 
- ➔ Unless your phone breaks down, you will always get the same phones assigned back the next day. Wait for the supervisor to let you know if your records have all been approved and synchronized or whether **you have to revise** some of them. Normally, those ones can be found in the "**Edit Saved Form**" folder.
- ➔ Some phones take a little longer to switch on; press the power button for a few seconds and wait for it to boot up. If nothing happens after a few seconds, re-try.

a. If you need to take GPS points:

➔ In the morning, **initialize your GPS with the GPS Test application.** Once you have reached an accuracy of 15m or less, you are good to go and can close the application. If you don't seem to be getting anywhere close to 15m, check in the settings of the application if it has been set up to meters. (*Menu: Settings/Altitude units/Metric*). It might also make sense to check if the option "Keep Screen on" has been set.

💡 Remember: you only need to do this when travelling to the next survey site!

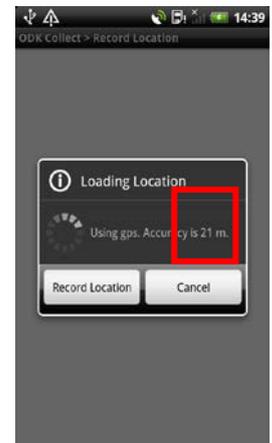
💡 Other applications, as GPS Status and GPS Fix, work similarly to the one shown here.



➔ **Switch off the GPS button if you don't need it** and switch it back on once you move to the next household. It will help you to conserve battery power.



➔ Recording the GPS takes a few seconds; observe the accuracy rate stated on the right side of the box. Once it is 15m or below, press **"Record location"**. Remember to switch on the GPS. The little GPS symbol needs to be flashing in the status bar. If you can't get an acceptable accuracy, mark it on the household sheet.



2. Filling the ODK form on the android SMART PHONE

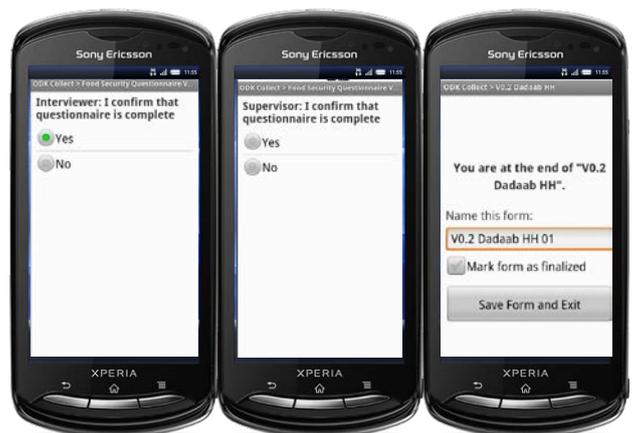
In order to standardize the way to fill in the forms, the supervisor team has set up a few rules for specific cases.

➔ **Data entry with two people:** ensure that someone (Assistant or Measurer, whoever is free) sits close to the team leader and can pay attention to what is being entered on the phone; swiping before verifying that the correct option has been ticked may result in choosing a wrong option.

➔ Information on the **household members** as well as **measurements** can be derived from the **household listing form** which you and your measurers are filling in.

➔ ALWAYS indicate whether a questionnaire is **complete** or **incomplete**. This will help the supervisor when assessing the questionnaires. DO NOT tick any response to the supervisor question and save the record as it is WITHOUT ticking "Mark Form as finalized".

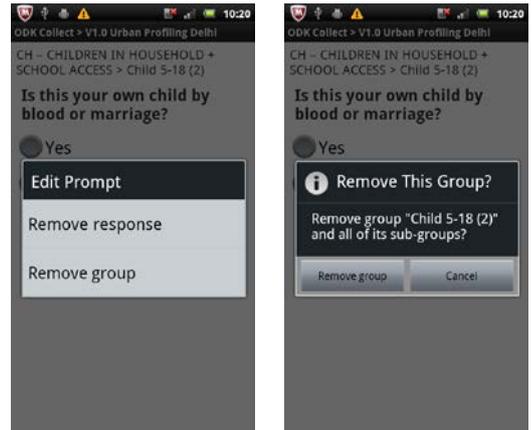
➔ When finishing the questionnaire and/or the household, take the time to go through the **Summary** in the **"Edit Saved Form"**



folder. Here you can verify that your records have been entered correctly.

- ➔ If you ticked **“Add another group”** by accident; move into the wrongly added group and press the screen when in any question screen. **Select “Remove Group”** from the menu.

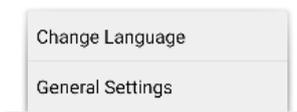
💡 Make certain that you only remove the last group which was entered wrong!! The confirmation window tells you which child number you have selected and gives you the opportunity to confirm or cancel the selection.



- ➔ If you need to revise a questionnaire or go back because a woman/child/infant was absent; you will find your record in the **“Edit Saved Form”** folder. It will be saved in sequence.

- ➔ You can always save a record by **the Save Data button**. This is especially useful if you have to wait longer for the answers to be given/observations to be made.

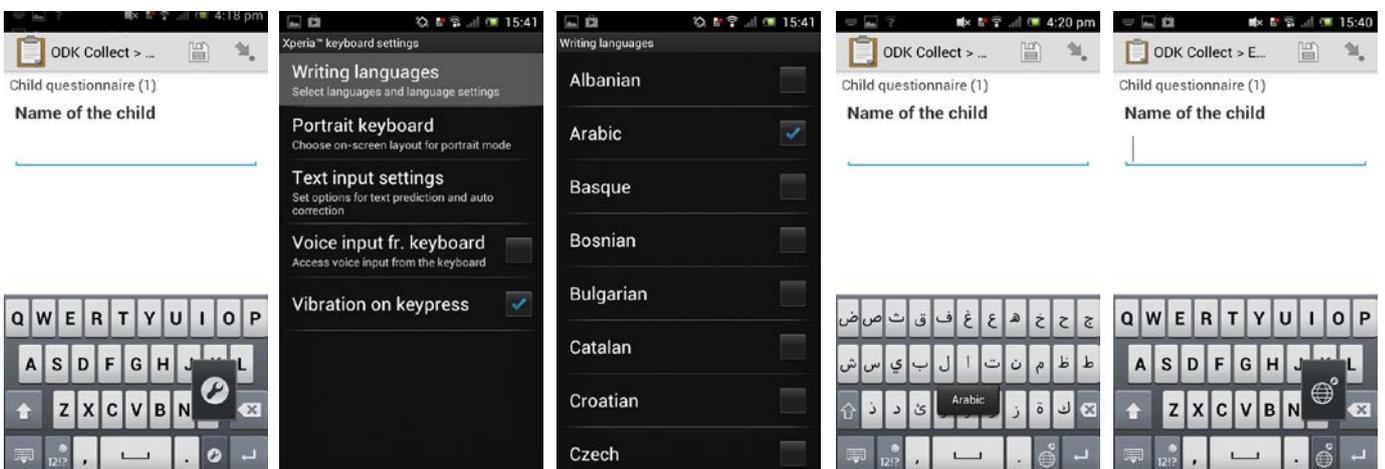
- ➔ To change the language of the questionnaire, push the **“Menu”** button of your phone (may vary from one phone to the other – but it will be detailed in training. Often it is located bottom right). The option for languages appears.



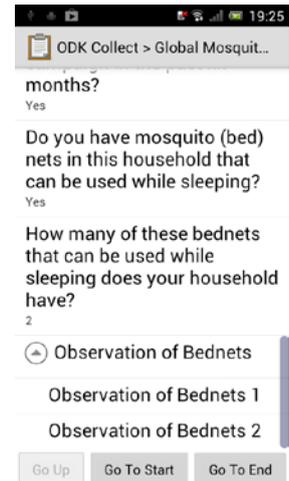
- ➔ To change virtual keyboard when inputting non-Latin characters: on a Sony Ericsson Xperia, press the **“globe”** key on the physical keyboard (or the **“tool”** key on the virtual keyboard). Click on **“Writing languages”** and tick the language(s) you want to add (e.g. Arabic).

- ➔ Go back to your form using the **“Return”** button twice. Now, when you press the **“globe”** key on both keyboards, the different keyboard configurations you’ve chosen will scroll, you can type using any of them.

- ➔ To delete these additional keyboards, hold the **“globe”** key for a few seconds. The keyboard settings will appear again, go to **“Writing languages”** and un-tick the languages you don’t need anymore.



- To easily navigate in the survey (for example to edit just one specific answer), use the arrow at the top right. It will bring up a list of all questions of the survey along with selected answers. Simply tap on the one to edit:



3. ODK Collect: Technical issues

What to do when:

a. ODK is crashing when you save a record

- Re-open ODK and verify that the record you had last been working on has been saved. In 99% the record has been saved correctly and fully.

b. ODK icon is not appearing on the home screen anymore

- Check under applications on the phone. The applications are usually saved alphabetically according to their name.
- You can't even find ODK Collect in the application folder: call your supervisor to give you a new phone. The supervisor will fix this and hopefully you will get the phone back the same day or the next morning.

c. ODK doesn't allow to open any of the records, claiming "no root/root element missing"

- This problem should rarely occur. Generally, this happens when the phone can not read the SD card anymore. Ask for a spare phone. Make a note for the survey managers to look into the issue.

d. ODK does not seem to record any GPS coordinates

- Verify that you have switched on the GPS on the Power Control, some phones will alert you, saying "Sorry, location providers are disabled", however others won't notify you, therefore check first.

e. ODK crashes when trying to open a new form

- This usually happens just after the phone has been turned on. Wait a few moments and try again.