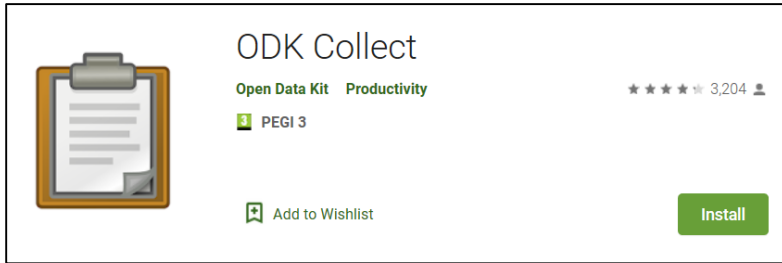


Setting up ODK Collect

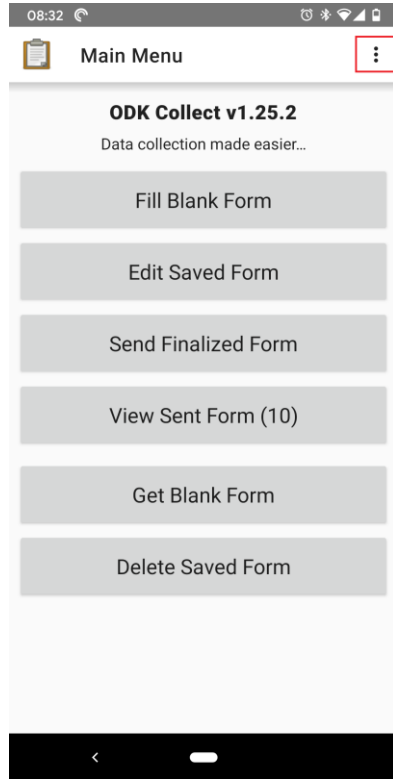
<https://kobo.unhcr.org>

Downloading ODK Collect



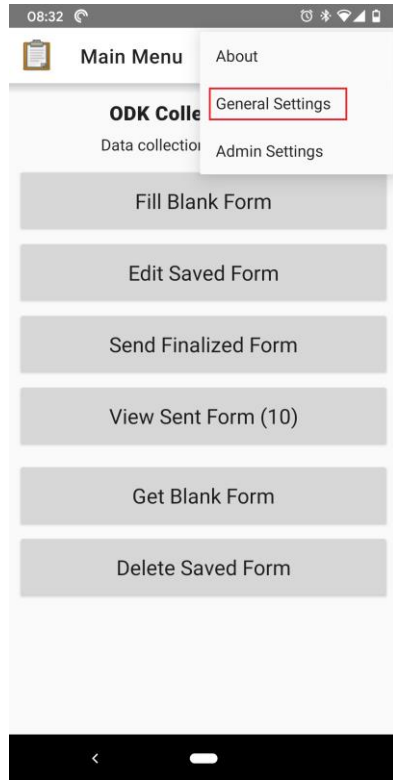
- Download ODK Collect from the Google play store, on the android device you are planning to use for data collection.

Configuration



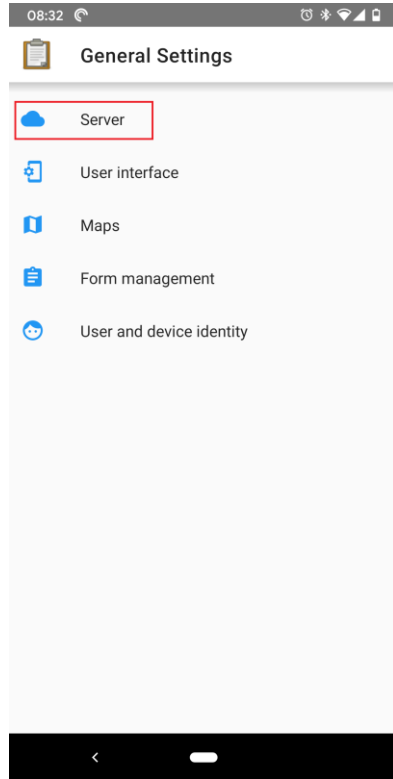
- Once you install and run the application, click on the 3 dots in the top-right corner of the screen to open the settings menu

Configuration



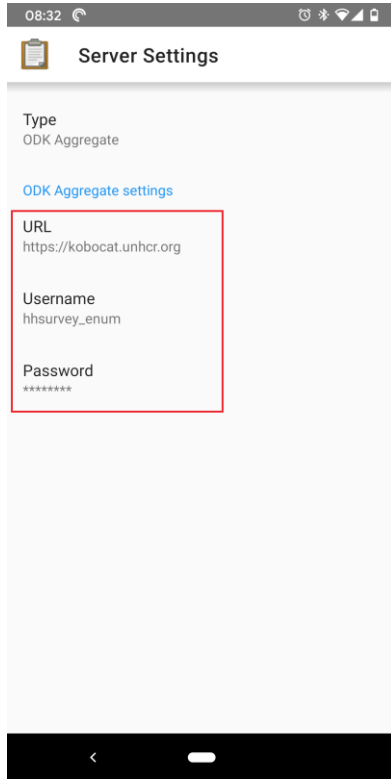
- Open the general settings

Configuration



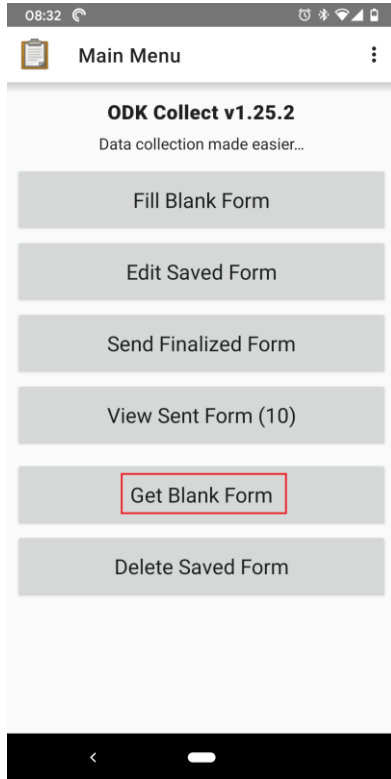
- Open the Server settings to set up a connection to the enumerator account (an account that has the ability to add submissions)

Configuration



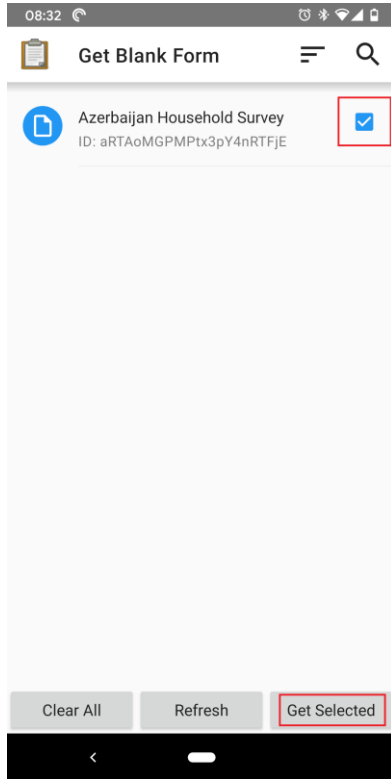
- The URL needs to be: <https://kobocat.unhcr.org>
- The enumerator account username and password will be provided by the project owner

Downloading the Form



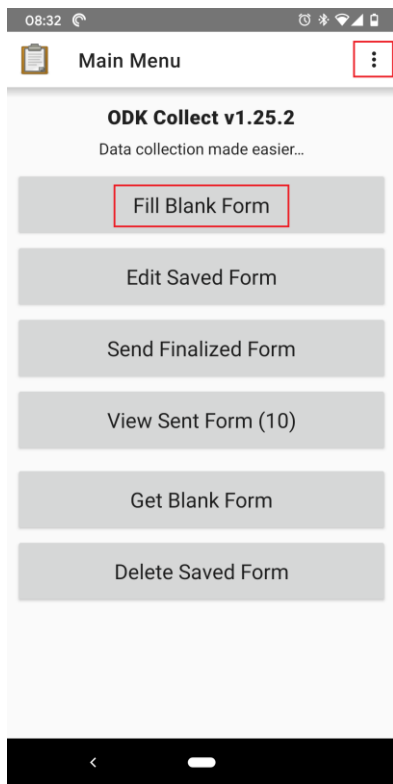
- Click on Get Blank form when you have internet connectivity, so that you can download the Blank form (the form template)

Downloading the Form



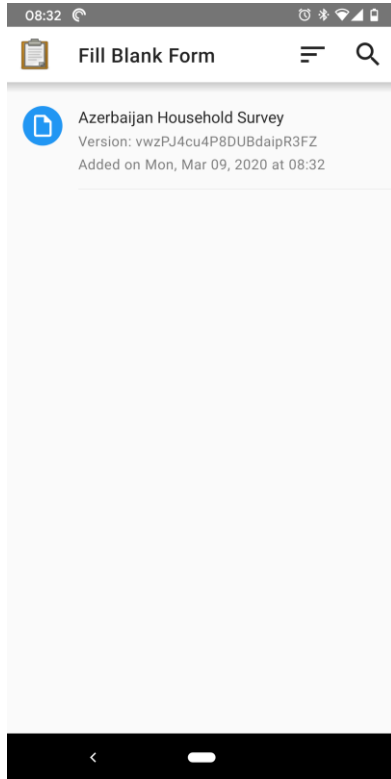
- Select the relevant form, and click on Get Selected

Data entry



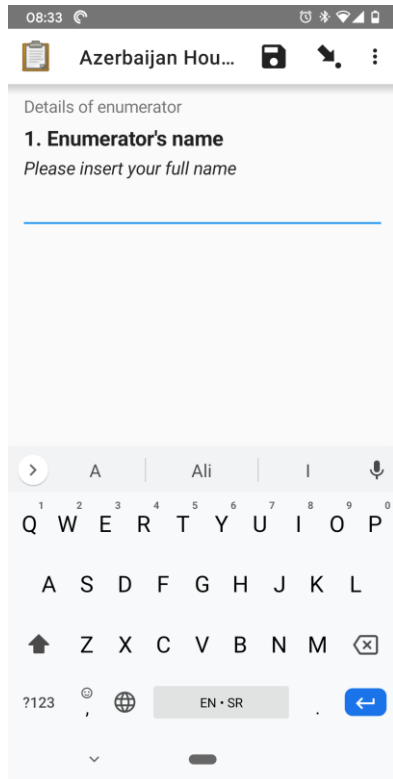
- After the Blank form is downloaded, click on Fill Blank form to select your form and start entering data (this can be done without internet)

Data entry



- Select the form that you wish to fill in

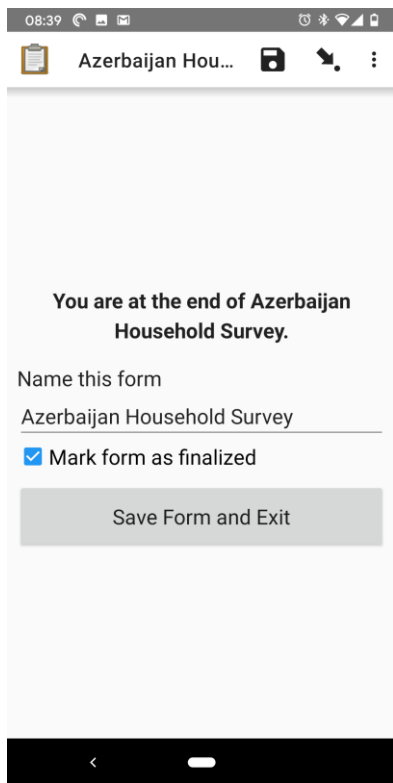
Data entry



The screenshot shows a mobile application interface for data entry. At the top, the status bar displays the time 08:33 and various icons. Below it, the app title is "Azerbaijan Hou...". The main content area is titled "Details of enumerator" and contains a question: "1. Enumerator's name" with the instruction "Please insert your full name". A blue horizontal line indicates the input field. At the bottom, a keyboard is visible with the text "Ali" entered in the input field. The keyboard includes a search bar, a microphone icon, and a blue arrow key.

- Swipe the screen from right to left to go through the questions.
- Questions marked with an * are mandatory

Data entry



08:39

Azerbaijan Hou...

You are at the end of Azerbaijan Household Survey.

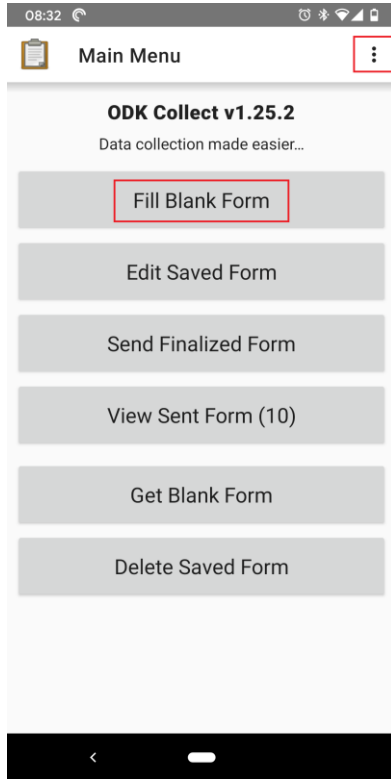
Name this form
Azerbaijan Household Survey

Mark form as finalized

Save Form and Exit

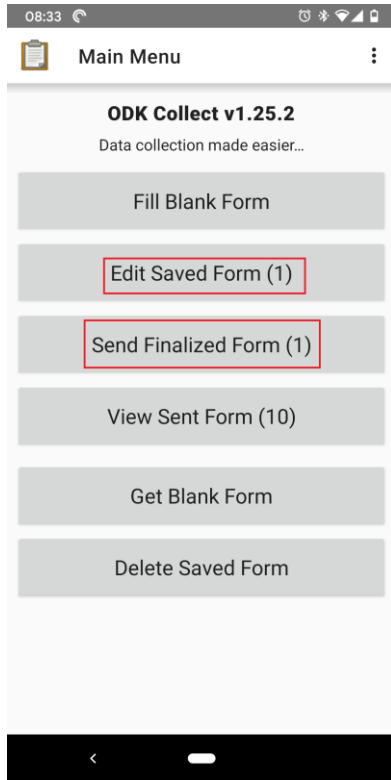
- Once you reach the end of the form, you will have an option to Mark it as finalized.
- Once this is done, click on Save

Data entry



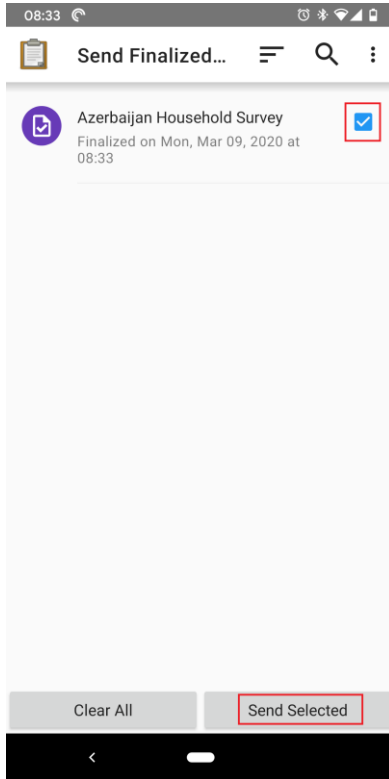
- To start entering data again, click on Fill Blank Form after you saved/closed the previous form
- You can fill in as many forms as needed and the data will be stored on your phone
- You can send all of your stored forms at once, when connected to the internet again

Editing and Sending forms



- Now you have the options to either edit saved forms (finalized and non finalized) or to submit finalized forms
- Click on Send Finalized Form to submit your form to the server (requires internet connectivity)

Sending finalized forms



- Select the forms that you have finalized (can be multiple forms at the same time), and click on Send Selected