

## INSTALLING A NEW SERVER

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If your server ever gets corrupted and you need to reinstall it from scratch or if you are working with a new survey computer and need to set it up, you will need to follow the guidelines in this tutorial. Please note that this tutorial **IS NOT NEEDED in case you work with a computer already set up** for a survey and do not hesitate to **seek IT support** to install a new server, it may not be straightforward to everyone.

💡 HQ can also provide mini servers which have ODK Aggregate VM pre-installed and are very user friendly. Please get in touch if you are interested in using those [by emailing HQPHN@unhcr.org](mailto:HQPHN@unhcr.org).

For this Tutorial, we consider that you have a WIFI network already installed and that you have admin access to the router (no internet needed). If you already have VMware ~~installed~~installed, you will need to either uninstall it ~~first, or~~first or try the VMware method on page 7. It is not recommended to have two virtual machine software packages installed at the same time.

💡 This method does not use the latest ODK Aggregate version as recent changes have made the process more complicated but without significant advantages. However if it is important to use the most up to date version of the ODK Aggregate VM, instructions for the alternative method can be found [here](#)

## I. Install and set up the Aggregate VM – UNHCR recommended version

### I.1. Download and install an old version of ODK Aggregate

The location of the Aggregate VM file (*please note: this is version ODK Aggregate VM 1.4.7.1 which had been purchased for UNHCR PHS*) can be accessed with instructions [here](#).

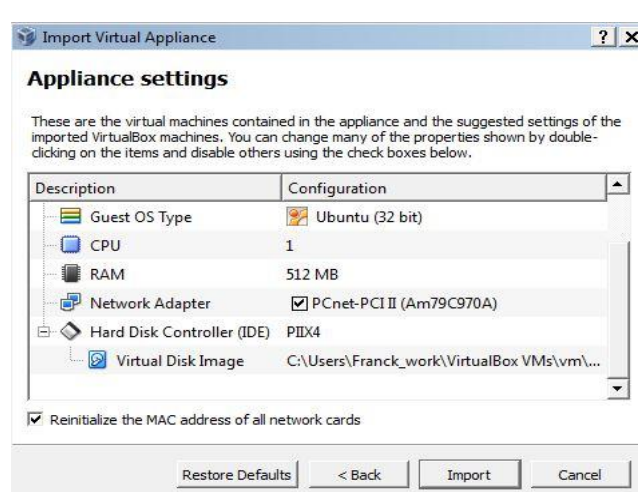
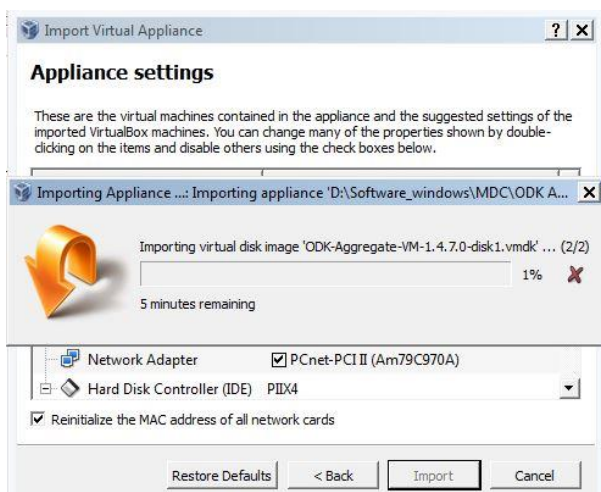
### I.2. Instructions when running ODK Aggregate VM on VirtualBox

**!** In case you are planning to switch from VMWare or similar software to Virtualbox: Please uninstall any existing virtual machine software before proceeding with installation of VirtualBox as some systems won't work with both installed.

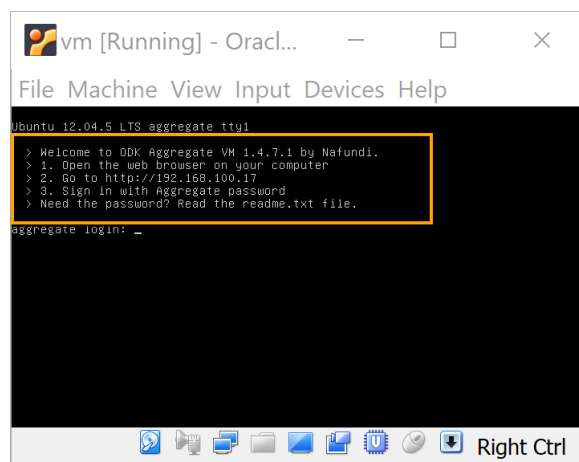
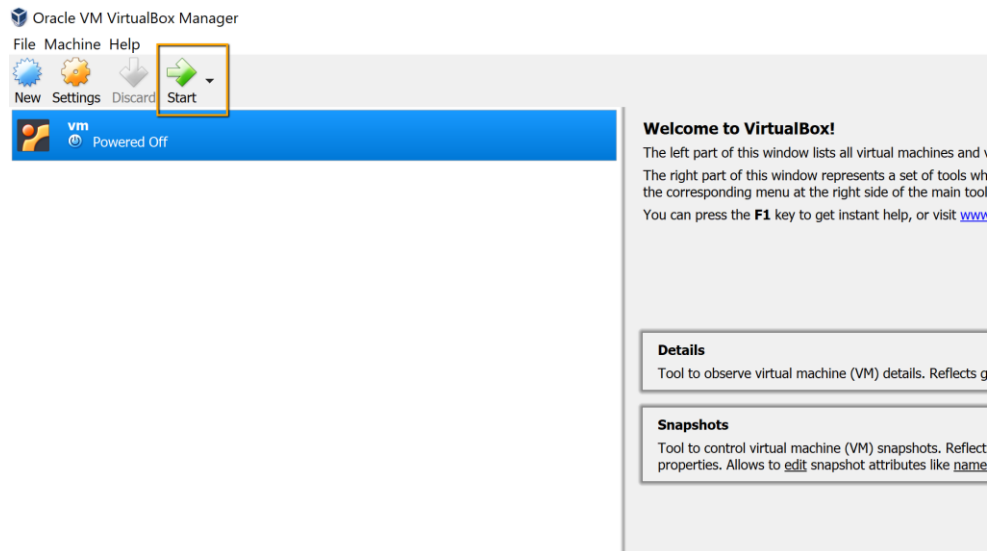
The newest version of VirtualBox, a free ORACLE virtualizer, can be downloaded from this page: <https://www.virtualbox.org/>.

**For computers running Windows 10**, the following version (VirtualBox 5.2.22 r126460) has been tested and available for downloading here: <https://www.virtualbox.org/wiki/Downloads>

After installation, ODK Aggregate VM needs to be imported through the *File/Import Appliance* menu. Alternatively, you can double-click on the Aggregate .ova file and accept all default settings.



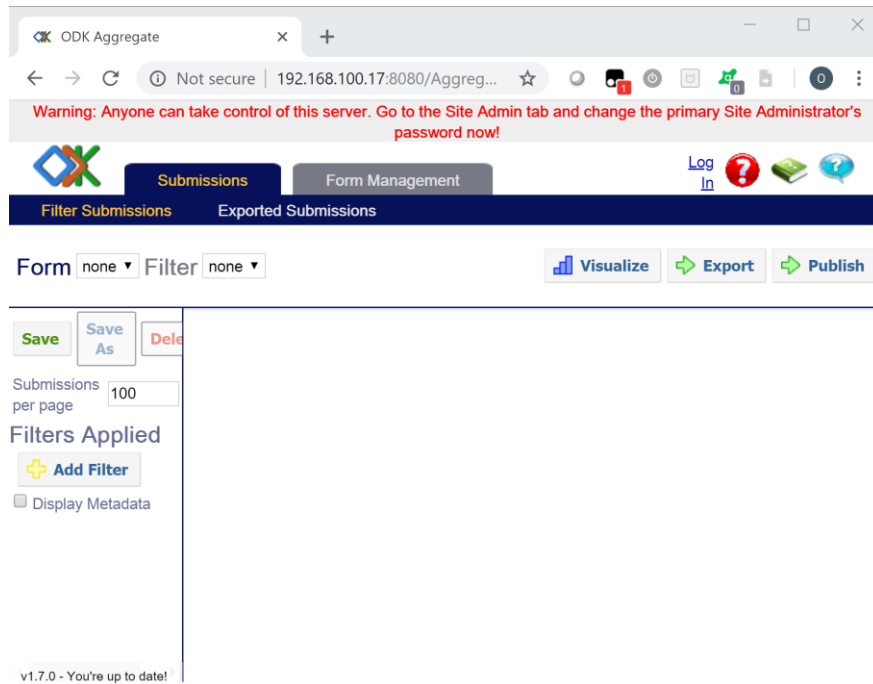
Once the VM has finished importing, you will see it in the list of imported Virtual Machines on your main Menu. To run it, highlight it and click on the *Start* button.



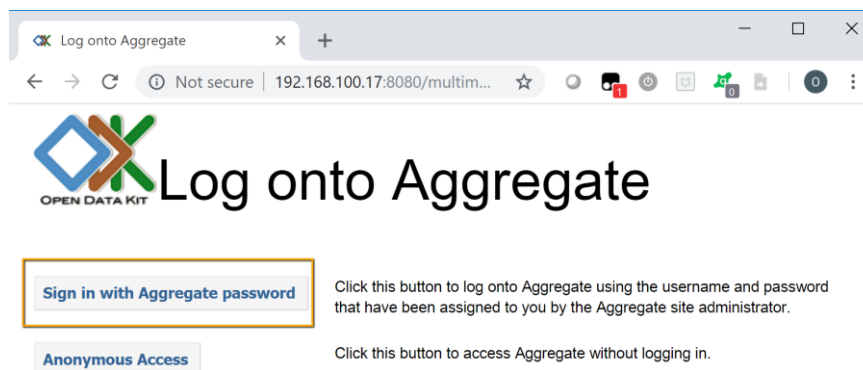
Do not log into the screen of the VM. Instead, on your computer, open a web browser. To access the machine through a browser, follow all the steps in [Chapter III](#).

## II. Access an ODK Aggregate from the browser

Log into Aggregate from the browser by using IP address shown from command line interface eg. `http://192.168.100.14`)



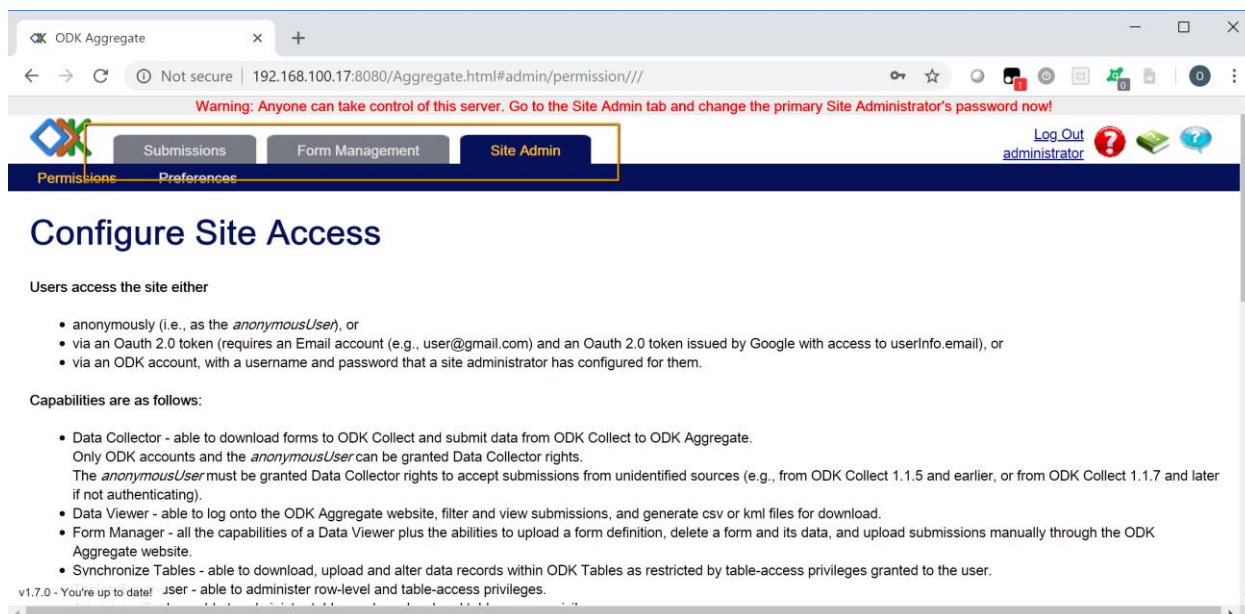
An Aggregate Window will show up, requesting you to log in. Use the “Sign In with Aggregate password” option.



Enter the credentials in pop-up window

Username: administrator

Password: aggregate





Go to the Site Admin Tab and change the password

[Download current UsersAndCapabilities.csv](#)

Edit Users

Change usernames, delete usernames, grant capabilities and set passwords for ODK accounts below.

	Username	Full Name		Account Type	Data Collector	Data Viewer	Form Manager	Sit
	administrator	administrator	<a href="#">Change Password</a>	ODK	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	anonymousUser	Anonymous Access	<a href="#">Change Password</a>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

☐ Allow anonymous retrieval of images, audio and video data (needed for GoogleEarth balloon displays)

[Save Changes](#)

### III. Restart your server

Once you have completed these steps. You need to power off your server and power it back on for the changes to take effect. Please refer to [MDC tool 1](#) for more explanations on how to use your ODK aggregate server.

### IV. Set a fix IP for the server

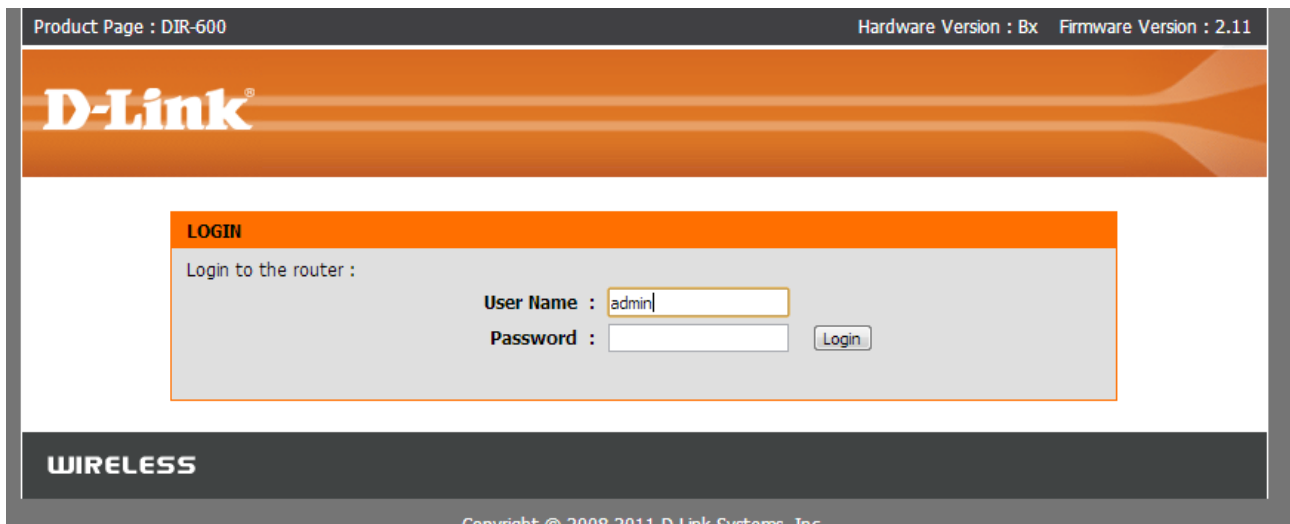
Fixing the IP address of the server is only needed once if you systematically use the same router and the same computer. Fixing the IP insures that your server will always be accessible at the same address which facilitate the workflow during the survey.

### Access your router page.

1. Make sure you are on the right WIFI network
2. Open an internet browser and access the router page.
  - ➔ If it is a DLink, the router address should be: **192.168.0.1**.
  - ➔ If not, check on the back of the router or in the router instructions, it should tell you what ~~is the router address by default~~ the router IP address and the login information by default are.

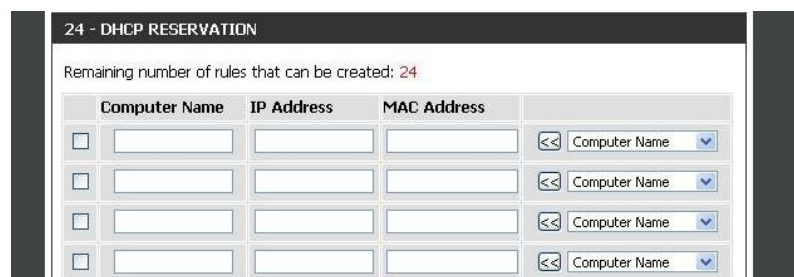


3. Login to the router page. For DLink:
  - user: admin
  - password:- (should be left blank)

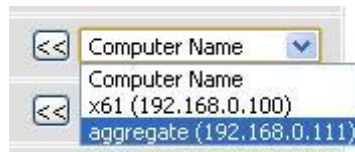


## Find the DHCP reservation on the router and setting a fixed IP for the server

- 1) For DLink router, click on the tab **NETWORK SETTINGS** on the left pane. (For other brands of router, it is possible that the DHCP reservation is elsewhere on the router page, please refer to router documentation to find out.)
- 2) Scroll down until **24 – DHCP RESERVATION**



- 3) On the first line of the table, choose **aggregate** in the **Computer Name** list then click on the button just left to it-: <<



24 - DHCP RESERVATION

Remaining number of rules that can be created: 24

	Computer Name	IP Address	MAC Address	
<input checked="" type="checkbox"/>	aggregate	192.168.0.111	00:0c:29:35:33:98	<< Computer Name
<input type="checkbox"/>				<< Computer Name
<input type="checkbox"/>				<< Computer Name

- 4) In the **IP Address** column, change the IP to **192.168.0.111**

- 5) Scroll down the page and click on **Save Settings**

☐ ☐ ☐ << Computer Name

Save Settings Don't Save Settings

The IP address will now always be **192.168.0.111**, you will always have to use this one to connect to the server.

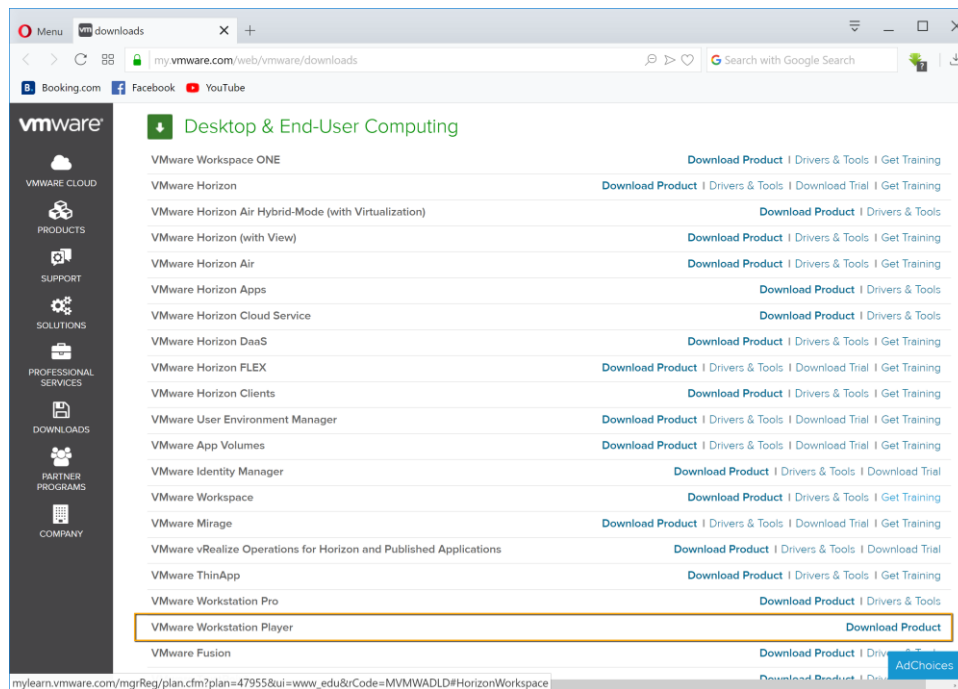


## V. Annex - Alternative Method – Install with VMware Player

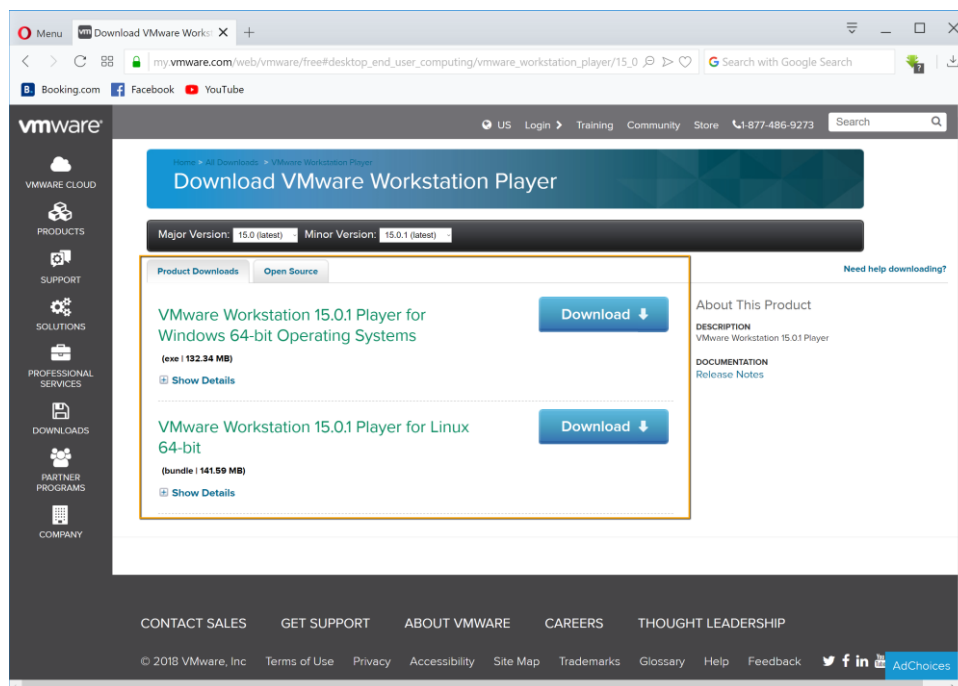
### V.1. Download and Install VM Player

Download VMware Player from the internet and install it on your computer.

Go to: <https://my.vmware.com/web/vmware/downloads> and go down the page to Desktop & End-User Computing to find the VMware Workstation player. It is free for non-commercial use.



Download the version best suited for your Operating System.



Once downloaded, launch the installer and follow the instructions. Follow the default installation settings.



**For computers running Windows 10**, older versions of VMWare might not be working, the following version has been tested to run also on Windows 10 *VMWare Workstation Player* **15.0.1 Build 10737736**, link for downloading: [https://my.vmware.com/web/vmware/free#desktop\\_end\\_user\\_computing/vmware\\_workstation\\_player/15\\_0](https://my.vmware.com/web/vmware/free#desktop_end_user_computing/vmware_workstation_player/15_0)

## V.2. Download and install an old version of ODK Aggregate

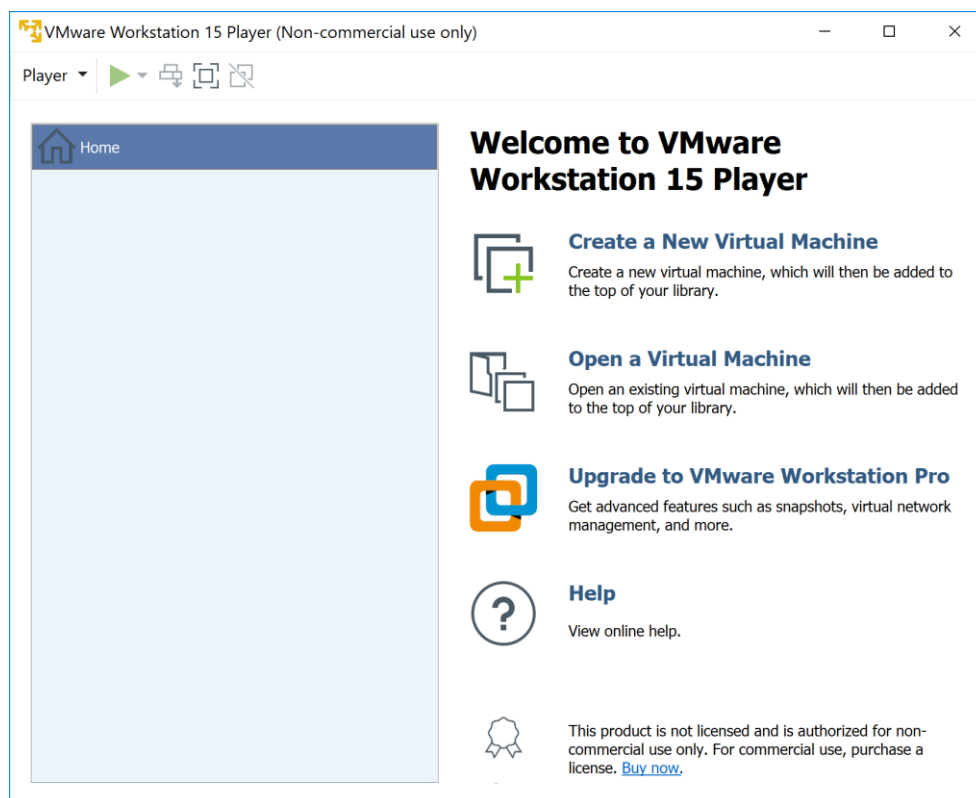
The location of the Aggregate VM file (*please note: this is version ODK Aggregate VM 1.4.7.1 which had been purchased for UNHCR PHS*) can be accessed with instructions [here](#).

## V.3. Launch your server for the first time

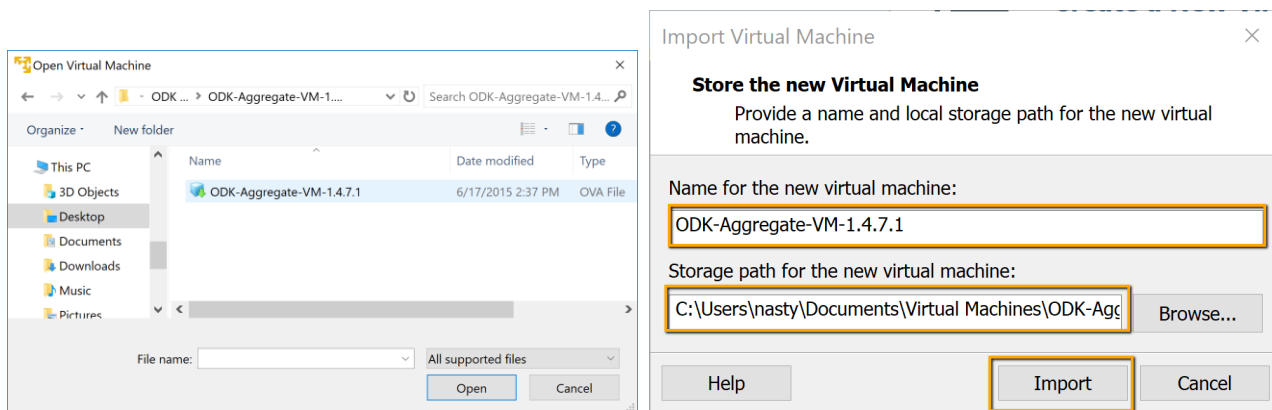
Make sure you are logged in the WIFI network you are going to use for the survey (usually no internet access). Launch VMWare, the icon should look like this:



- 1) Select open a virtual machine



- 2) Browse to your ODK aggregate file that you saved on your computer and click *Open*

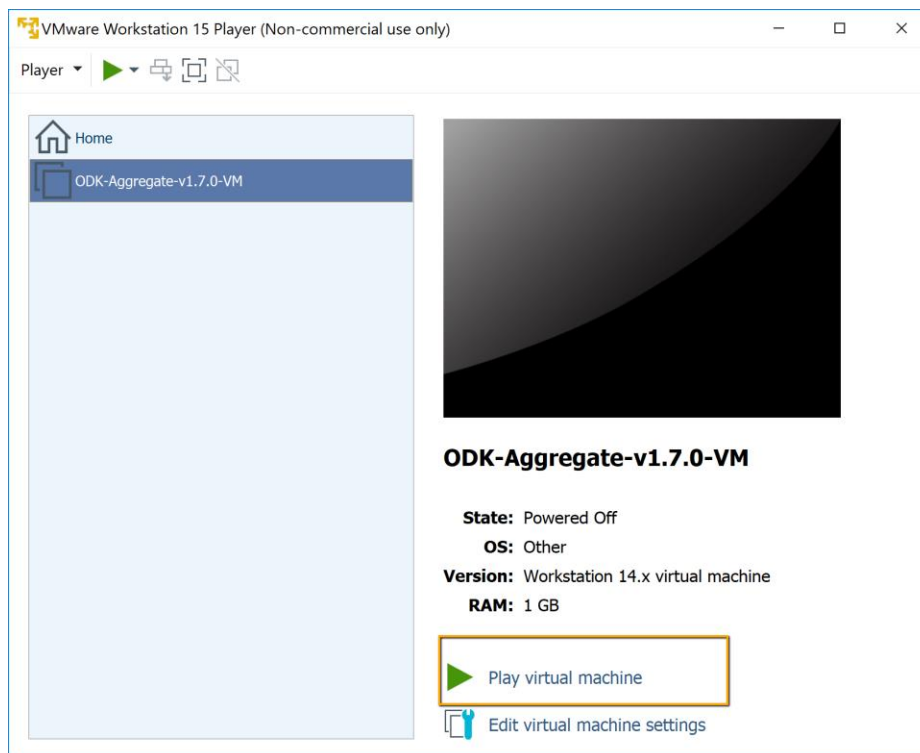


- 3) Choose how you want your virtual machine to be named, select where you want the temporary files to be saved and click *Import*

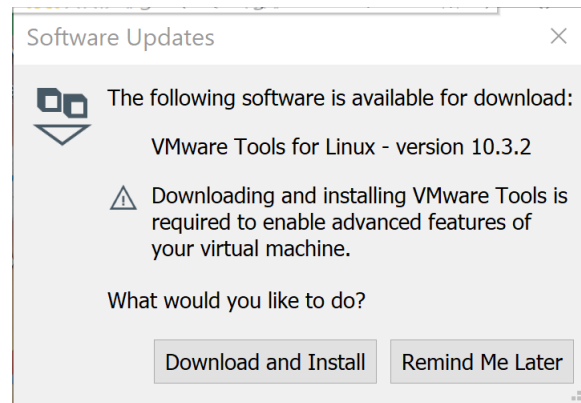
Make sure that aggregate is savesaved, and the temporary files storage is set to a location where large volume of data can be saved. Some partitions and/or folder on your computer may have file size limitation. It is rarely the case with NTFS formatted partitions, but partitions but is more likely with FAT32. If your folder has low size limitation, you may not be able to launch your VM.

Once import completed, your ODK aggregate will appear in the list of virtual machines available.

- 4) Click the *Play virtual machine* button to launch it, this may take a few minutes.



If you're being asked if you want to download and install VMware Tools for Linux, click *Remind Me Later*.



Once your ODK aggregate is running, you will get this page where the address server is given. Please proceed to fixing the IP.



Do not log into the screen of the VM. Instead, on your computer, open a web browser. To access the machine through a browser, follow all the steps in [Chapter III](#).


## VI. Annex - Newest version of the Aggregate VM

The newest version of the Aggregate VM is hosted on Github and can be downloaded from here:

<https://github.com/opedatakit/aggregate/releases>

The documentation and instructions on how to set it up can be found here:

<https://docs.opendatakit.org/aggregate-vm/>

 This is not recommended for the general user, as the process takes long and is not straightforward depending on the version and setup. At the time of writing the difference between the Aggregate versions are not that big and switching to the newest version is not necessary for running an offline SENS survey reliably.