



Guide to using the ODK Collect app

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*Sections with an asterisk require internet connection

Introduction

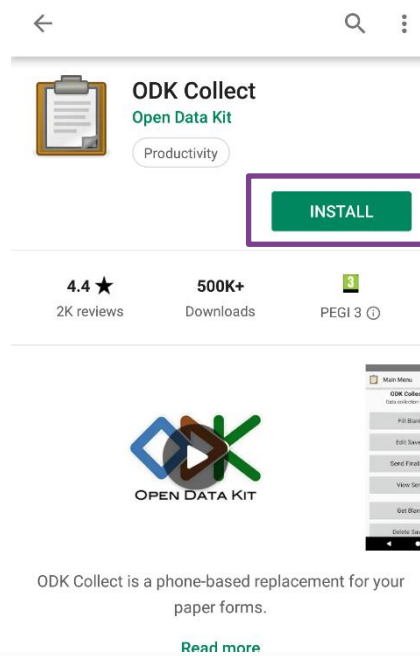
“ODK Collect is an open source Android app that replaces paper forms used in survey-based data gathering. It supports a wide range of question and answer types, and is designed to work well without network connectivity.”

[ODK website, 2019](#)

The ODK collect app is free software that downloads questionnaires which can be used in a wide range research disciplines. Once downloaded, digital forms can be filled in without internet connection. Digital forms are downloaded from the [CABI CKAN](#) repository, and data collected can then be sent back to the repository, providing centralised storage for CABI’s growing data assets. The app supports the collection of location, audio, images, videos, multiple-choice, text, numbers and more. A full list of question types can be found [here](#).

Installation

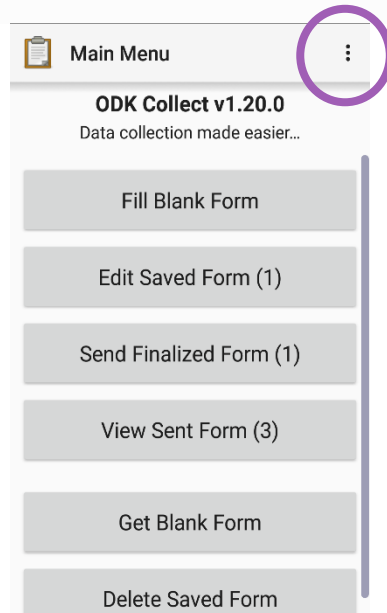
1. Go to the play store and search ODK Collect. Install.



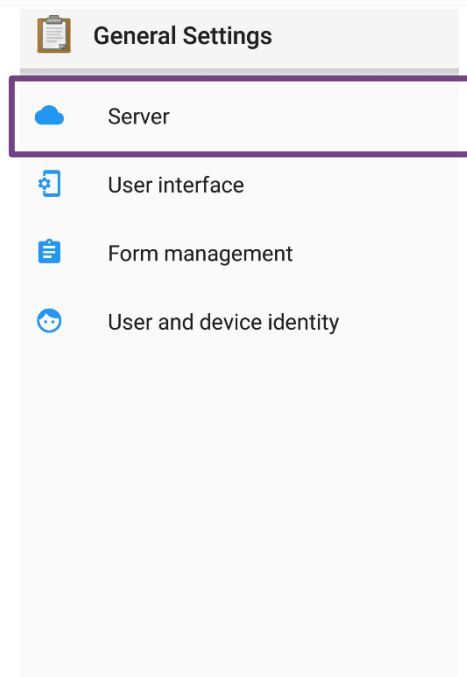
2. Open the app and allow permissions

Connecting to CKAN

1. Click on the 3 dots at the top right-hand corner of the screen and go to general settings



2. Click on server



3. In URL type:

```
https://ckan.cabi.org/odk/your_project_name
```

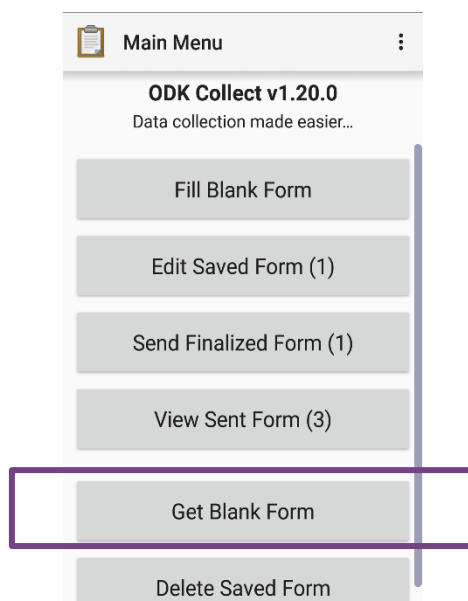
Insert the name of your project after the final forward slash. For example, if your form has been uploaded to the “demo” project, the URL would read:

```
https://ckan.cabi.org/odk/demo
```

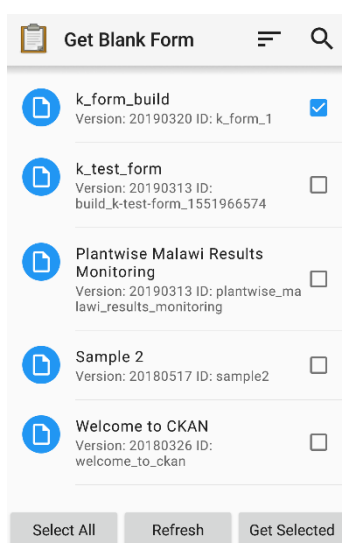
4. Type in your Username and Password. This will have been assigned to you by the CKAN member who requested you to fill out this form

Downloading forms

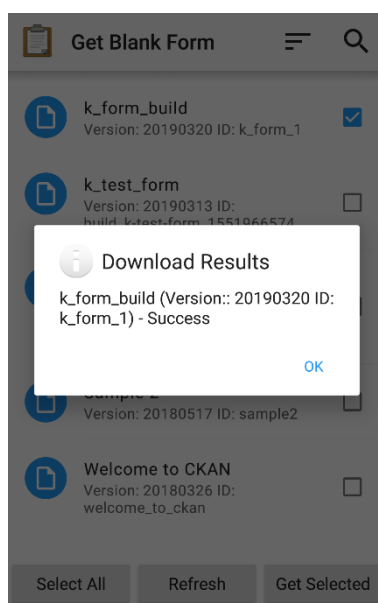
1. Return to the main menu. Click on “Get Blank Form”



2. You should now be able to access all the forms in your project to which you have been assigned as a collaborator (below). If there are no forms available check you have inputted the right URL and Username and Password using steps 1 to 4 in the connecting to CKAN section of this guide. If it is correct, check with your CKAN member that they have assigned your username and password as a collaborator for this form. Once this has been updated, click the refresh button at the bottom middle of the screen.

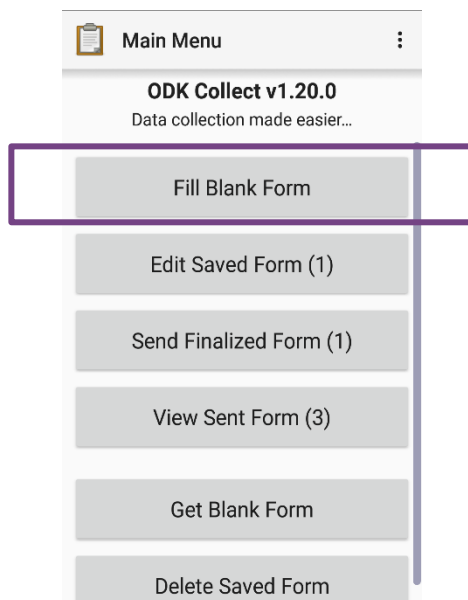


3. Select the form you wish to download and complete with the checkbox on the right. Click get selected at the on the bottom right. If it has downloaded successfully you will be greeted with the screen below.

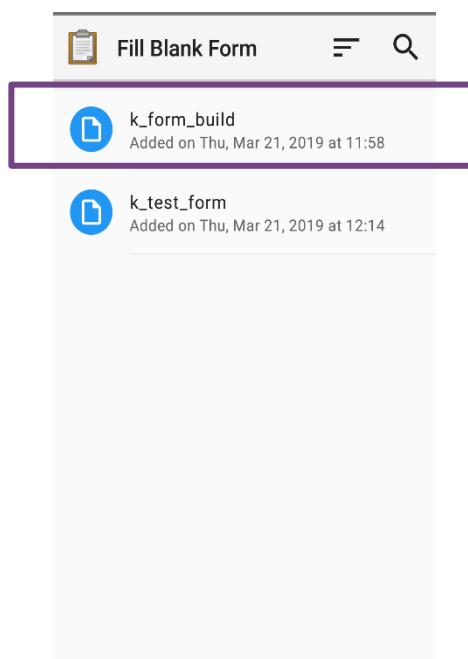


Filling in forms

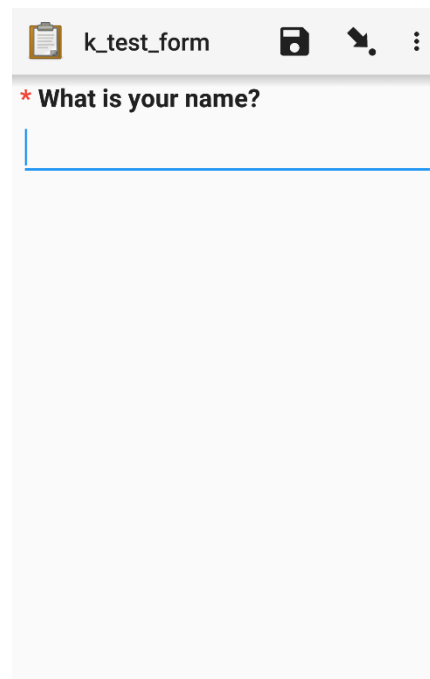
1. Once you have downloaded your form, navigate back to the main menu and click on “Fill Blank Form”



2. Tap on the name of the form you wish to fill in. This will take you to the first page of the form.

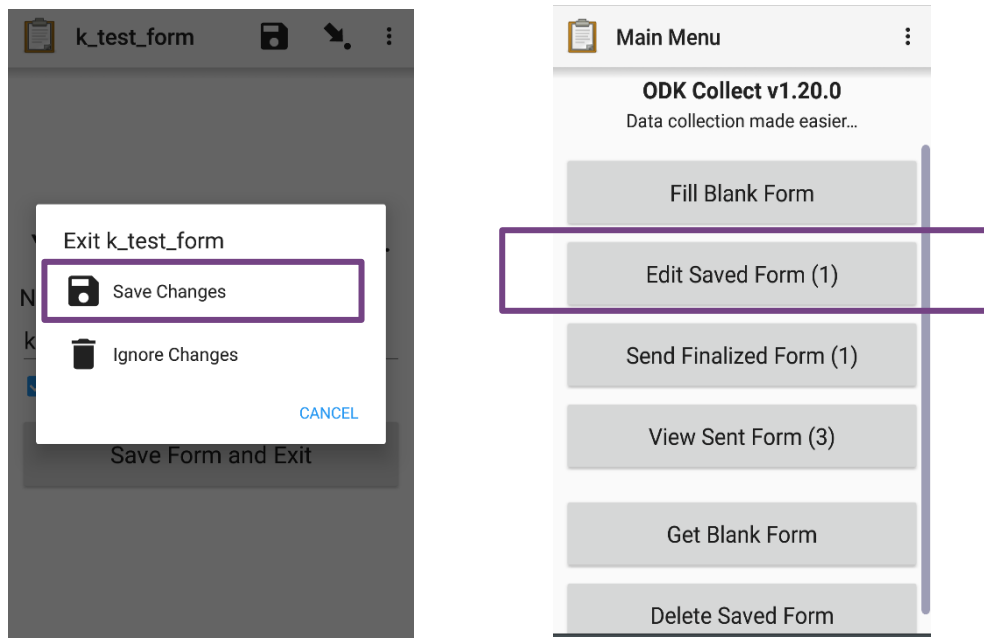


3. To fill in the form, swipe left to go to the next question, like you are turning a page in a book. To go back, swipe right.
4. Types of questions to consider:
 - a. Questions with a red star are essential. You will not be able to proceed further through the form if you do not answer.

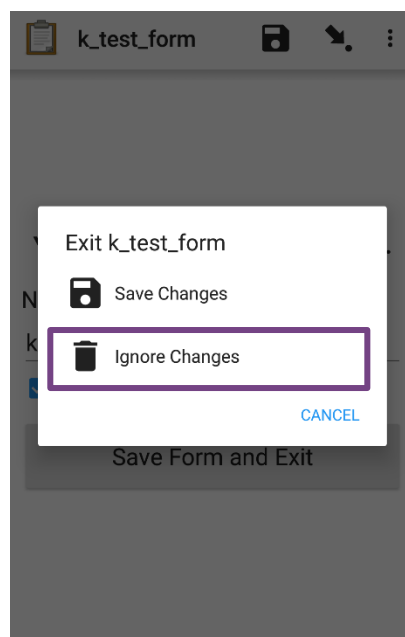
A screenshot of a mobile application interface showing a form titled "k_test_form". The form has a red asterisk next to the question "What is your name?". Below the question is a large, empty text input field with a blue border. The top of the screen shows a navigation bar with a clipboard icon, the title "k_test_form", and three other icons: a document, a right-pointing arrow, and a vertical ellipsis.

- b. Geopoint will use the GPS in your phone to calculate your coordinates.
- c. Some questions will require certain answers to proceed e.g. you must input an age over 18 for some surveys. When such constraints exist, there should be an error message dictating why the answer given is unacceptable. If this is not the case, contact the administrator of your form.
- d. Some questions require an image or video input. Use your device to take a picture, or upload from the camera roll. Some old devices cannot use this feature, if this is the case skip the question if possible. If not, contact the administrator of your form.

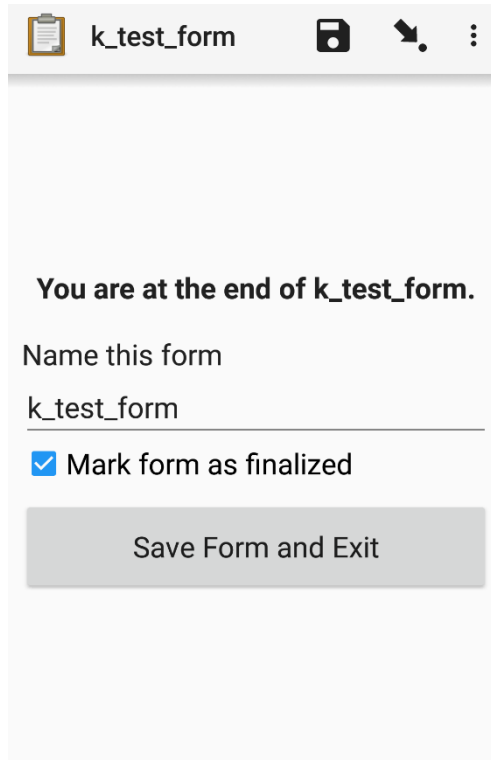
5. If you wish to exit the form and complete at a later date, press the back button and tap “Save Changes” at the prompt. Saved forms can then be accessed using the “Edit Saved Forms” button on the main menu.



6. If you wish to start the form again, press back but then tap “Ignore Changes” at the prompt.



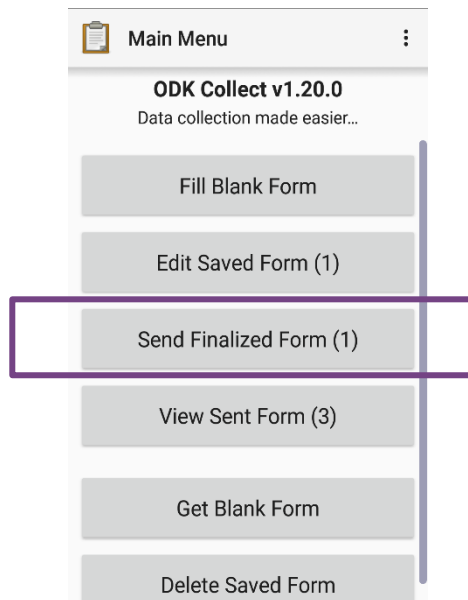
7. When you have completed the form to your satisfaction, check the “Mark as Finalized” box at the end of your form. Tap “Save Form and Exit”



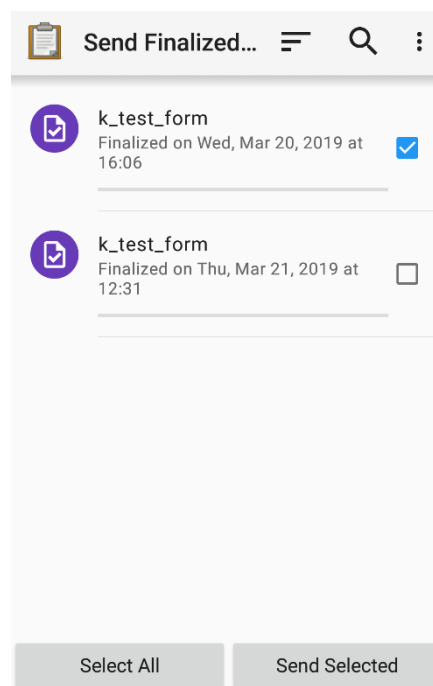
The screenshot shows a mobile application interface for a form titled "k_test_form". At the top, there is a header bar with a clipboard icon, the text "k_test_form", and three navigation icons: a square, a right-pointing arrow, and a vertical ellipsis. Below the header, the main content area displays the message "You are at the end of k_test_form." followed by the prompt "Name this form". The text "k_test_form" is entered into the form field. Below the form field, there is a checkbox labeled "Mark form as finalized" which is checked. At the bottom of the form, there is a large grey button labeled "Save Form and Exit".

Sending Forms

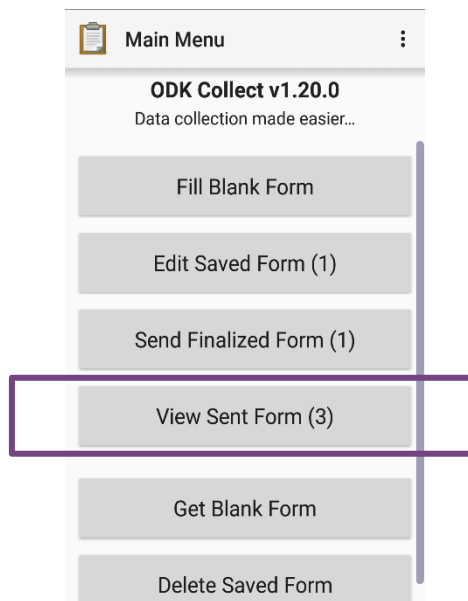
1. Return to the main menu and tap on the “Send Finalized Form” button.



2. Check the form you wish to send using the tick box on the right-hand side. Click the Send Selected button at the bottom right hand corner.

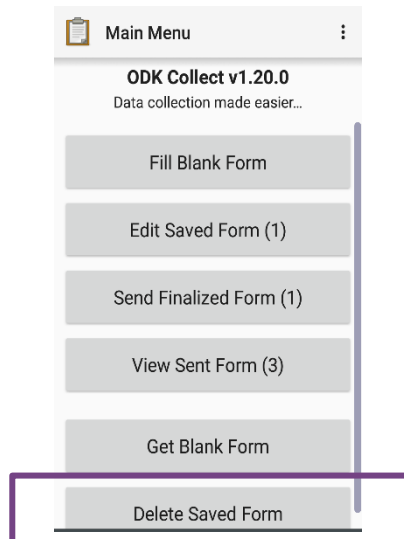


3. If the form returns an error message, use the steps below to clean the device of other forms with the same name which may be causing this error (step 3, Editing and cleaning device of completed forms)
4. Sent forms can be viewed by tapping on “View Sent Form”

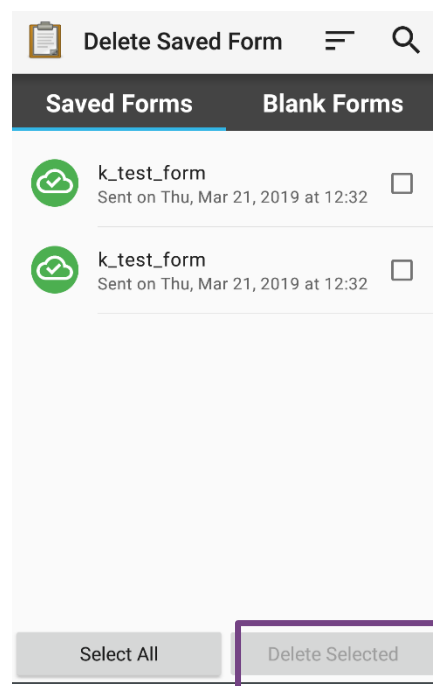


Editing and cleaning device of completed forms

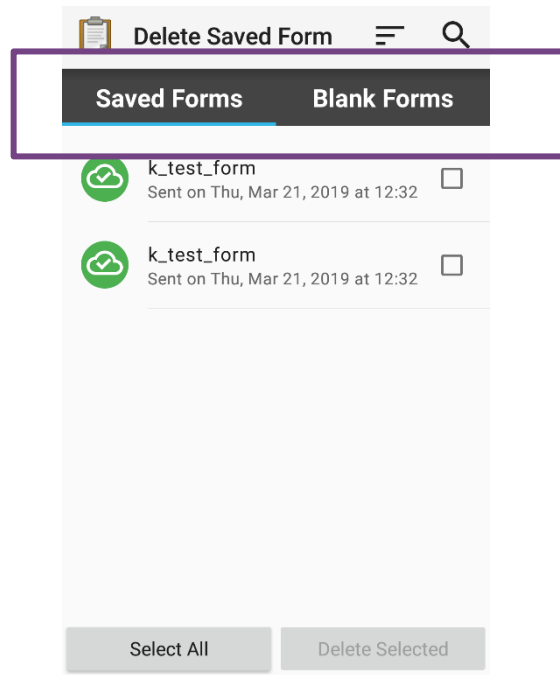
1. On the main menu, tap on the Delete Saved Form button



2. In this area, you can see the saved forms and blank forms you have downloaded. Once you have sent a form and you are sure you will no longer need it, it is good practice to delete it from this space. To do this, check the tick box on the right-hand side of the forms you wish to delete and tap “Delete Selected”.



3. Tap on the “Saved Forms” and “Blank Forms” tabs at the top of the page to edit forms in both areas.



4. If there is more than one saved form with the same name, the ODK app will not be able to send finalized forms back to CKAN. Ensure in CKAN that the forms have different names/complete one form at a time and delete the form from your device.
5. If you are completing pilot forms for CKAN, you will need to delete old versions of the form in this area. The ODK app will not be able to send finalized forms back to CKAN if you do not delete old versions.