

# Objectives

- Understand the basic functions of the Android device
- Gain familiarity with the use of ODK Scan to scan and process forms
- Know how to export processed forms to ODK Collect and send to ODK Aggregate

# ANDROID DEVICE BASICS

# Turning the device on and off



ON/OFF SWITCH

To turn the device on and off, press the on/off switch located at the top left corner of the device.

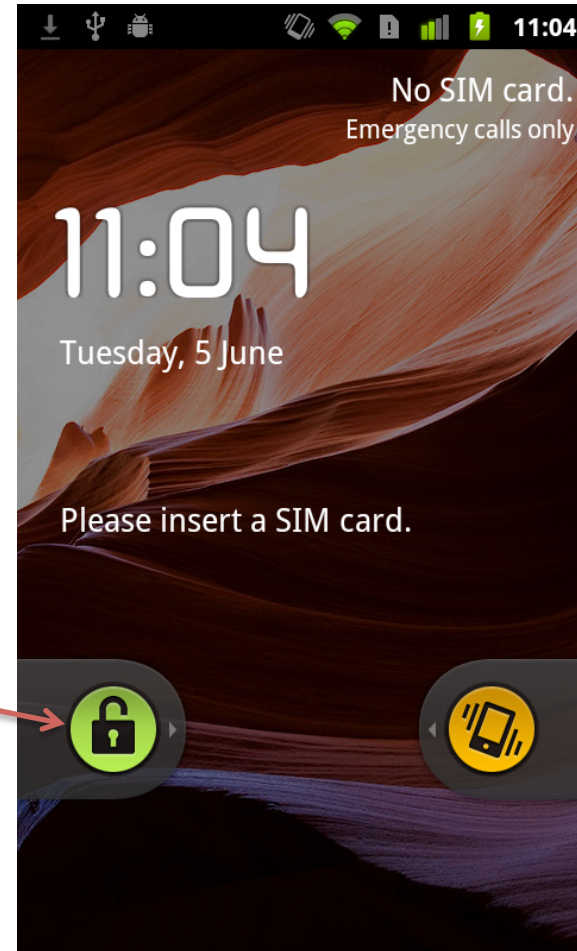
To save battery, it is important to turn the device off when it is not in use.

# Android basics - unlocking

When the device isn't used for a period of time, it needs to be turned on from a sleep mode and unlocked.

To turn on, tap the power button, which is located on the top or side of the device.

To unlock, slide the lock icon to the right side of the screen by pressing your finger on the lock and moving it to the right.



# Android basics – 4 primary buttons



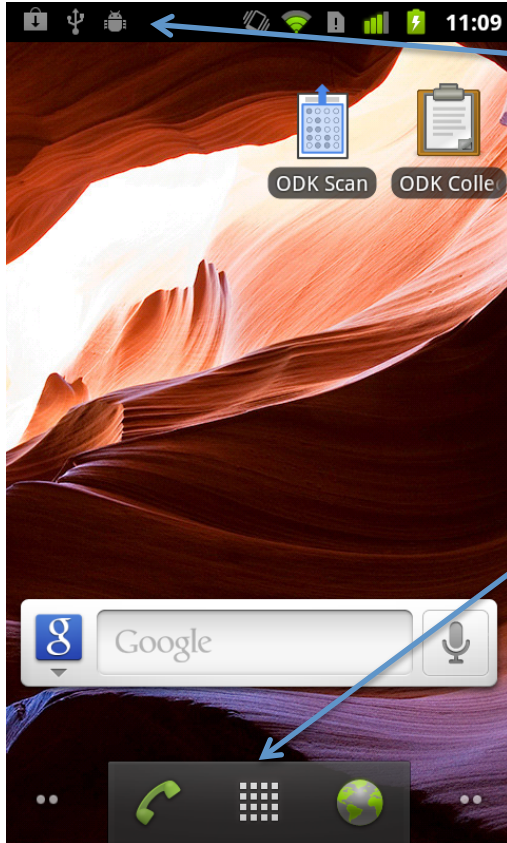
● **BACK** button – returns to the previous screen viewed

● **MENU** button – opens the menu options for the application that is running

● **HOME** button – returns to the main home screen

● **SEARCH** button – search within the page that is open

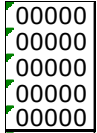
# Android basics – Top Bar and Application drawer



**TOP BAR** – shows the date, time, battery charge and internet connectivity. Sliding the top bar by placing a finger and moving it downward will open the device's notifications

**APPLICATION DRAWER** button – opens the device's entire list of applications including those that are not on the main home screen

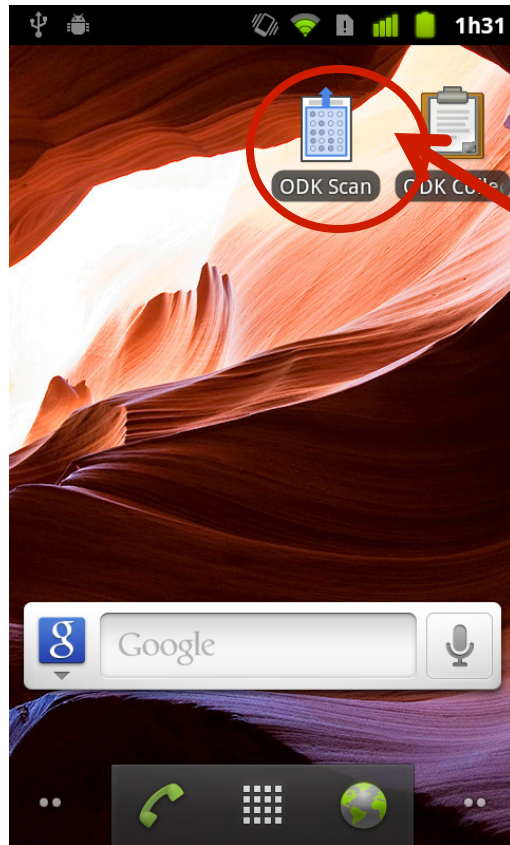
# ODK Scan → ODK Collect → ODK Aggregate

- ODK Scan allows the user to scan a form using the Android device and digitize the data contained in bubbles:  and check boxes: ☐ Yes
- ODK Collect allows the user to edit the data that has been digitized using ODK Scan and submit to a database - ODK Aggregate.
- ODK Aggregate is cloud-based server that allows user to submit digitized data to a central database.

ODK SCAN



# Using ODK Scan



ODK Scan uses computer vision to convert paper forms into digital information.

To open the ODK Scan application,  
Tap the ODK Scan image with your  
finger from the device home screen

# Using ODK Scan

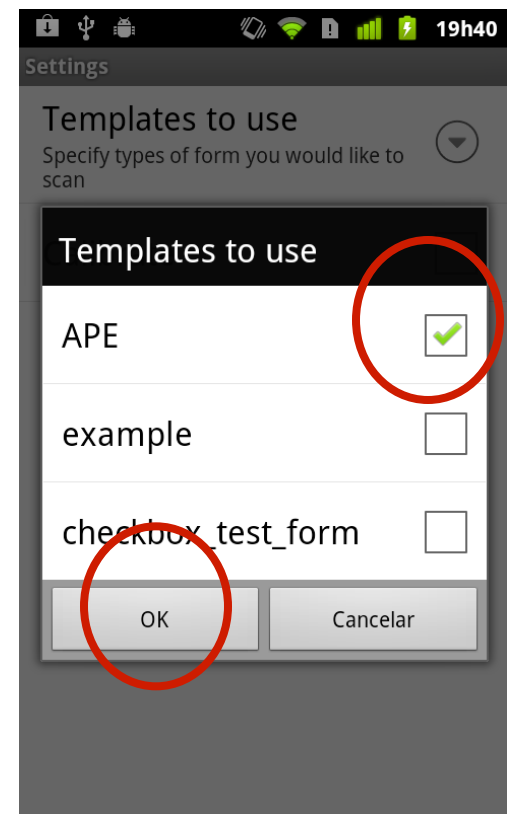
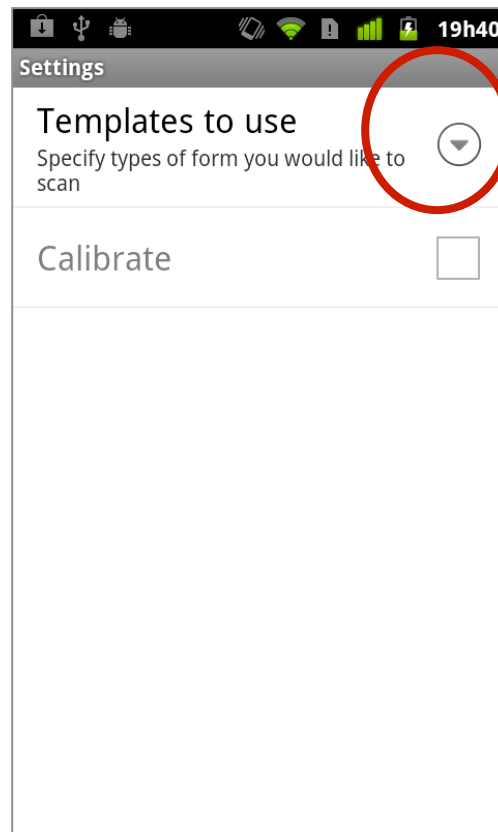
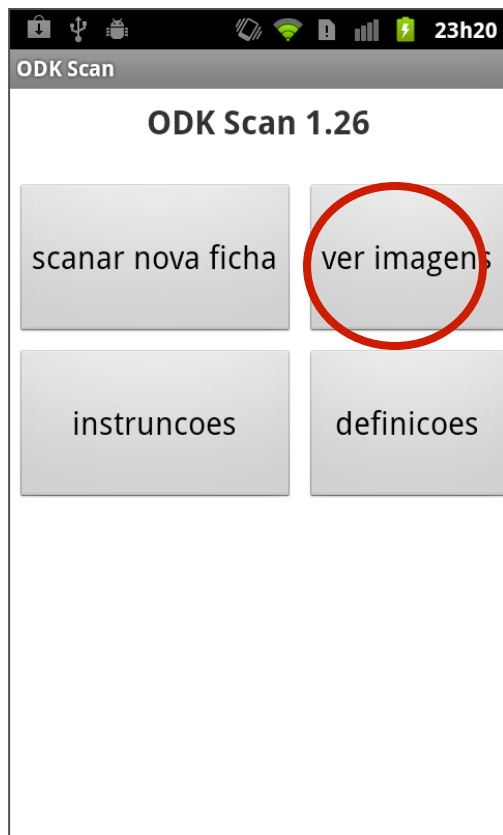
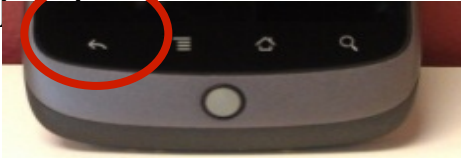


This is the ODK Scan home screen. There are four buttons to select from.

- “*scan new form*” – opens the camera function to take the photo of a new form.
- “*view images*” – provides a list of images that have been scanned with the device.
- “*instructions*” – provides a short explanation of how to use the application. Unfortunately, the instructions are only available in English at this time.
- “*settings*” – allows a user to select the appropriate template form for scanning.

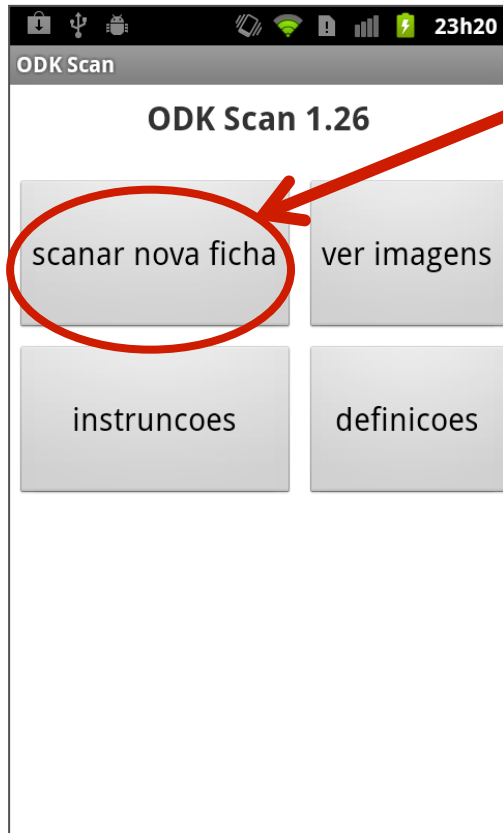
# Template Selection

To start using ODK Scan for the APE pilot, first make sure your device is set for the correct template. This will ensure that the camera recognizes the form that it is supposed to scan and process. To return to the ODK Scan home screen, tap the back button on the



# Scanning a new form

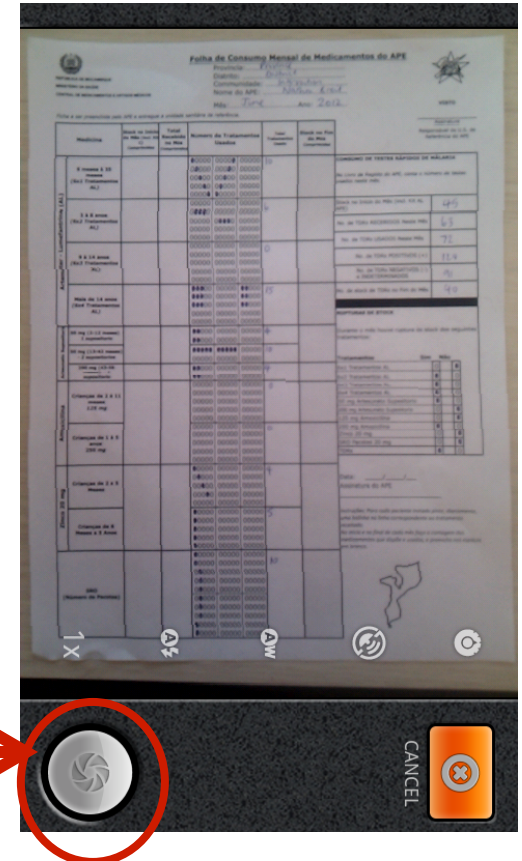
Once the device is positioned in the stand, it is ready to begin scanning new forms.



On the ODK Scan home screen, tap the “scanar nova ficha” button.

Look at the image of the form through the device’s camera. Check that all 4 corners of the form are included in the image screen.

Once the form is aligned well in the image screen, tap “camera” icon in the lower left corner of the screen to capture the image.



# Using the stand

Using the stand will help align the image of the form and ensure that the scale of the image is accurate.

To assemble the stand and device, place the device on the markings atop the platform so that the camera is pointed through the hole in the platform. Place the form underneath the platform so that it is in full view. The form should be flat with no bends or wrinkles.





# Check the image the form

**BRASIL**

Ministério da Saúde  
Secretaria de Saúde  
Instituto Nacional de Alimentação e Nutrição

**Folha de Consumo Mensal de Medicamentos do APE**

Propridade: Propr.  
Comunidade: 25000  
Nome do APE: Adriana  
Mês: Fev Ano: 2014

VERBO

Assinatura  
Responsável do L. 2. do  
Medicamento do APE

Folha a ser preenchida pelo APE a entregar e com o controle de validade.

Medicamento	Quantidade em unidades por mês (em mg)	Total consumido por mês	Quantidade em unidades disponíveis	Quantidade em unidades consumidas	Quantidade em unidades disponíveis
<b>Anticoncepcional - 1 Comprimido (AL)</b>					
1 comprimido de 28 unidades (1x17) (Folheto) (AL)	0,0001	0,0001	0,0001	0,0001	0,0001
2 comprimidos de 28 unidades (2x17) (Folheto) (AL)	0,0002	0,0002	0,0002	0,0002	0,0002
3 comprimidos de 28 unidades (3x17) (Folheto) (AL)	0,0003	0,0003	0,0003	0,0003	0,0003
4 comprimidos de 28 unidades (4x17) (Folheto) (AL)	0,0004	0,0004	0,0004	0,0004	0,0004
5 comprimidos de 28 unidades (5x17) (Folheto) (AL)	0,0005	0,0005	0,0005	0,0005	0,0005
6 comprimidos de 28 unidades (6x17) (Folheto) (AL)	0,0006	0,0006	0,0006	0,0006	0,0006
7 comprimidos de 28 unidades (7x17) (Folheto) (AL)	0,0007	0,0007	0,0007	0,0007	0,0007
8 comprimidos de 28 unidades (8x17) (Folheto) (AL)	0,0008	0,0008	0,0008	0,0008	0,0008
9 comprimidos de 28 unidades (9x17) (Folheto) (AL)	0,0009	0,0009	0,0009	0,0009	0,0009
10 comprimidos de 28 unidades (10x17) (Folheto) (AL)	0,0010	0,0010	0,0010	0,0010	0,0010
11 comprimidos de 28 unidades (11x17) (Folheto) (AL)	0,0011	0,0011	0,0011	0,0011	0,0011
12 comprimidos de 28 unidades (12x17) (Folheto) (AL)	0,0012	0,0012	0,0012	0,0012	0,0012
13 comprimidos de 28 unidades (13x17) (Folheto) (AL)	0,0013	0,0013	0,0013	0,0013	0,0013
14 comprimidos de 28 unidades (14x17) (Folheto) (AL)	0,0014	0,0014	0,0014	0,0014	0,0014
15 comprimidos de 28 unidades (15x17) (Folheto) (AL)	0,0015	0,0015	0,0015	0,0015	0,0015
16 comprimidos de 28 unidades (16x17) (Folheto) (AL)	0,0016	0,0016	0,0016	0,0016	0,0016
17 comprimidos de 28 unidades (17x17) (Folheto) (AL)	0,0017	0,0017	0,0017	0,0017	0,0017
18 comprimidos de 28 unidades (18x17) (Folheto) (AL)	0,0018	0,0018	0,0018	0,0018	0,0018
19 comprimidos de 28 unidades (19x17) (Folheto) (AL)	0,0019	0,0019	0,0019	0,0019	0,0019
20 comprimidos de 28 unidades (20x17) (Folheto) (AL)	0,0020	0,0020	0,0020	0,0020	0,0020
21 comprimidos de 28 unidades (21x17) (Folheto) (AL)	0,0021	0,0021	0,0021	0,0021	0,0021
22 comprimidos de 28 unidades (22x17) (Folheto) (AL)	0,0022	0,0022	0,0022	0,0022	0,0022
23 comprimidos de 28 unidades (23x17) (Folheto) (AL)	0,0023	0,0023	0,0023	0,0023	0,0023
24 comprimidos de 28 unidades (24x17) (Folheto) (AL)	0,0024	0,0024	0,0024	0,0024	0,0024
25 comprimidos de 28 unidades (25x17) (Folheto) (AL)	0,0025	0,0025	0,0025	0,0025	0,0025
26 comprimidos de 28 unidades (26x17) (Folheto) (AL)	0,0026	0,0026	0,0026	0,0026	0,0026
27 comprimidos de 28 unidades (27x17) (Folheto) (AL)	0,0027	0,0027	0,0027	0,0027	0,0027
28 comprimidos de 28 unidades (28x17) (Folheto) (AL)	0,0028	0,0028	0,0028	0,0028	0,0028
29 comprimidos de 28 unidades (29x17) (Folheto) (AL)	0,0029	0,0029	0,0029	0,0029	0,0029
30 comprimidos de 28 unidades (30x17) (Folheto) (AL)	0,0030	0,0030	0,0030	0,0030	0,0030
31 comprimidos de 28 unidades (31x17) (Folheto) (AL)	0,0031	0,0031	0,0031	0,0031	0,0031
32 comprimidos de 28 unidades (32x17) (Folheto) (AL)	0,0032	0,0032	0,0032	0,0032	0,0032
33 comprimidos de 28 unidades (33x17) (Folheto) (AL)	0,0033	0,0033	0,0033	0,0033	0,0033
34 comprimidos de 28 unidades (34x17) (Folheto) (AL)	0,0034	0,0034	0,0034	0,0034	0,0034
35 comprimidos de 28 unidades (35x17) (Folheto) (AL)	0,0035	0,0035	0,0035	0,0035	0,0035
36 comprimidos de 28 unidades (36x17) (Folheto) (AL)	0,0036	0,0036	0,0036	0,0036	

Look at the image of the form to check that the entire form is included in the picture and the image is clear.

If you think the image is good, tap “OK.”

If the image is not good, you can retake the image by tapping “TIRAR OUTRA.”

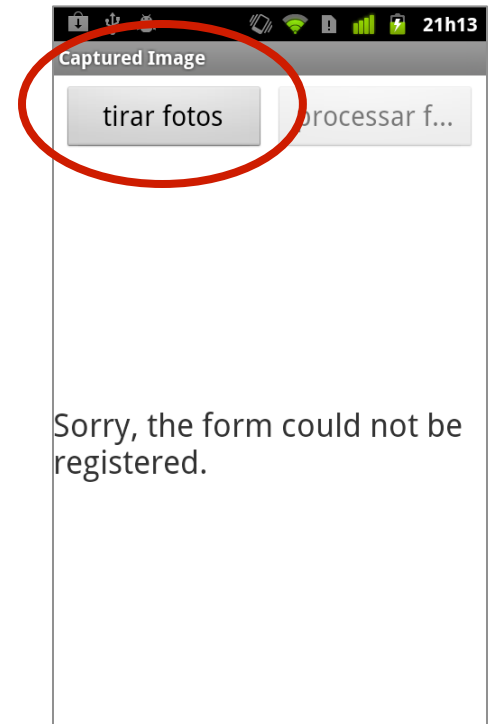
# Aligning the form



ODK Scan will then align the form and you will see a screen that says “alinhar ficha.”

If the form is aligned you will see an image of the form. Sometimes, the image cannot be aligned and you will receive a message that says “Sorry, the form could not be registered.”

If this happens, try again by tapping “tirar fotos.”



# Process the form

If the form is aligned well, ODK Scan will prompt you to “processar” the form.

First, check to make sure that the image is clear and complete. If so, tap “processar ficha.”

Sometimes, ODK Scan will align the form poorly and a new image should be taken. If this happens, tap “tirar fotos” to try again. Examples of poor quality images are:

Captured Image

tirar fotos processar f...

Folha de Consumo Mensal de Medicamentos de Referência

Provincia: Paraná  
Distrito: Paraná  
Comunidade: Paraná  
Nome do APE: Nathan  
Mês: Jul Ano: 2012

Ficha a ser preenchida pelo APE e entregue à unidade sanitária de referência.

Medicina	Stock no Início do Mês (incl. AL)	Total Recebido no Mês (incl. AL)	Numero de Tratamentos Usados	Total Tratamentos Usados	Stock no Fim do Mês (incl. AL)
6 meses a 35 meses (6x1 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
3 a 8 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
9 a 14 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Maio de 14 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
50 mg (13-12 meses) 1 supositório	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
50 mg (13-12 meses) 2 supositórios	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
200 mg (43-59 meses) 2 supositórios	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 2 a 11 meses 125 mg	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 1 a 5 anos 250 mg	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 2 a 5 meses	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 6 Meses a 5 Anos	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000

CONSUMO DE TESTES RÁPIDOS DE MÁLARI

No Livro de Registro do APE, anote o número de testes neste mês.

Stock no Início do Mês (incl. KIT AL APE)

No. de TDRs REGISTRADOS Neste Mês

No. de TDRs USADOS Neste Mês

No. de TDRs POSITIVOS (+)

No. de TDRs NEGATIVOS (-) e INDETERMINADOS

No. de stock de TDRs no Fim do Mês

RUPTURAS DE STOCK

durante o mês houve ruptura de stock dos tratamentos.

Tratamentos Sim Não

6x1 Tratamentos AL 0

6x2 Tratamentos AL 0

6x2 Tratamentos AL 0

6x2 Tratamentos AL 0

50 mg Artesunato Supositório 0

200 mg Artesunato Supositório 0

125 mg Amoxicilina 0

250 mg Amoxicilina 0

S/O Pacotes 20 mg 0

TDRs 0

Data: Jul

Assinatura de APE

instruções: Para cada paciente testado neste ponto, preencha uma bolinha na linha correspondente ao tratamento prescrito. No início e no final de cada mês faça a contagem de medicamentos que dispõe e usou, e preencha no seu arquivo.

Captured Image

tirar fotos processar f...

Folha de Consumo Mensal de Medicamentos de Referência

Provincia: Paraná  
Distrito: Paraná  
Comunidade: Paraná  
Nome do APE: Nathan  
Mês: Jul Ano: 2012

Ficha a ser preenchida pelo APE e entregue à unidade sanitária de referência.

Medicina	Stock no Início do Mês (incl. AL)	Total Recebido no Mês (incl. AL)	Numero de Tratamentos Usados	Total Tratamentos Usados	Stock no Fim do Mês (incl. AL)
6 meses a 35 meses (6x1 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
3 a 8 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
9 a 14 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Maio de 14 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
50 mg (13-12 meses) 1 supositório	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
50 mg (13-12 meses) 2 supositórios	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
200 mg (43-59 meses) 2 supositórios	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 2 a 11 meses 125 mg	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 1 a 5 anos 250 mg	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 2 a 5 meses	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 6 Meses a 5 Anos	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000

CONSUMO DE TESTES RÁPIDOS DE MÁLARI

No Livro de Registro do APE, anote o número de testes neste mês.

Stock no Início do Mês (incl. KIT AL APE)

No. de TDRs REGISTRADOS Neste Mês

No. de TDRs USADOS Neste Mês

No. de TDRs POSITIVOS (+)

No. de TDRs NEGATIVOS (-) e INDETERMINADOS

No. de stock de TDRs no Fim do Mês

RUPTURAS DE STOCK

durante o mês houve ruptura de stock dos tratamentos.

Tratamentos Sim Não

6x1 Tratamentos AL 0

6x2 Tratamentos AL 0

6x2 Tratamentos AL 0

6x2 Tratamentos AL 0

50 mg Artesunato Supositório 0

200 mg Artesunato Supositório 0

125 mg Amoxicilina 0

250 mg Amoxicilina 0

S/O Pacotes 20 mg 0

TDRs 0

Data: Jul

Assinatura de APE

instruções: Para cada paciente testado neste ponto, preencha uma bolinha na linha correspondente ao tratamento prescrito. No início e no final de cada mês faça a contagem de medicamentos que dispõe e usou, e preencha no seu arquivo.

Captured Image

tirar fotos processar f...

Folha de Consumo Mensal de Medicamentos de Referência

Provincia: Paraná  
Distrito: Paraná  
Comunidade: Paraná  
Nome do APE: Nathan  
Mês: Jul Ano: 2012

Ficha a ser preenchida pelo APE e entregue à unidade sanitária de referência.

Medicina	Stock no Início do Mês (incl. AL)	Total Recebido no Mês (incl. AL)	Numero de Tratamentos Usados	Total Tratamentos Usados	Stock no Fim do Mês (incl. AL)
6 meses a 35 meses (6x1 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
3 a 8 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
9 a 14 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Maio de 14 anos (6x2 Tratamentos AL)	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
50 mg (13-12 meses) 1 supositório	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
50 mg (13-12 meses) 2 supositórios	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
200 mg (43-59 meses) 2 supositórios	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 2 a 11 meses 125 mg	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 1 a 5 anos 250 mg	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 2 a 5 meses	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000
Crianças de 6 Meses a 5 Anos	00000 00000 00000	00000 00000 00000	0	0	00000 00000 00000

CONSUMO DE TESTES RÁPIDOS DE MÁLARI

No Livro de Registro do APE, anote o número de testes neste mês.

Stock no Início do Mês (incl. KIT AL APE)

No. de TDRs REGISTRADOS Neste Mês

No. de TDRs USADOS Neste Mês

No. de TDRs POSITIVOS (+)

No. de TDRs NEGATIVOS (-) e INDETERMINADOS

No. de stock de TDRs no Fim do Mês

RUPTURAS DE STOCK

durante o mês houve ruptura de stock dos tratamentos.

Tratamentos Sim Não

6x1 Tratamentos AL 0

6x2 Tratamentos AL 0

6x2 Tratamentos AL 0

6x2 Tratamentos AL 0

50 mg Artesunato Supositório 0

200 mg Artesunato Supositório 0

125 mg Amoxicilina 0

250 mg Amoxicilina 0

S/O Pacotes 20 mg 0

TDRs 0

Data: Jul

Assinatura de APE

instruções: Para cada paciente testado neste ponto, preencha uma bolinha na linha correspondente ao tratamento prescrito. No início e no final de cada mês faça a contagem de medicamentos que dispõe e usou, e preencha no seu arquivo.



# Process the form

USB connected

Health Center: unspecifiedHC

Folha de Consumo Mensal de Medicamentos do APE

Provincia: Matanzas  
Distrito: Matanzas  
Comunidad: Matanzas  
Nombre do APE: Matanzas  
Mês: Jun Ano: 2012

Folha a ser preenchida pelo APE e entregue a unidade sanitária de referência.

Medicina	Stock no início do Mês (em % de C)	Total Recaudado no Mês (em unidades)	Numero de Tratamentos Usados	Total Tratamentos Usados	Stock no fim do Mês (em unidades)
6 meses a 35 meses (8x1 Tratamentos AL)	00000	00000	00000	15	00000
3 a 5 anos (8x2 Tratamentos AL)	00000	00000	00000	6	00000
6 a 14 anos (8x3 Tratamentos AL)	00000	00000	00000	0	00000
Mais de 14 anos (8x4 Tratamentos AL)	00000	00000	00000	15	00000
50 mg (3-12 meses) 1 comprimido	00000	00000	00000	4	00000
50 mg (13-43 meses) 2 comprimidos	00000	00000	00000	2	00000
200 mg (43-66 meses) 2 comprimidos	00000	00000	00000	4	00000
Crianças de 2 a 11 meses 125 mg	00000	00000	00000	0	00000
Crianças de 1 a 5 anos 250 mg	00000	00000	00000	0	00000
Crianças de 2 a 5 meses	00000	00000	00000	4	00000
Crianças de 6 meses a 5 anos	00000	00000	00000	5	00000

Export to Collect

Main Menu

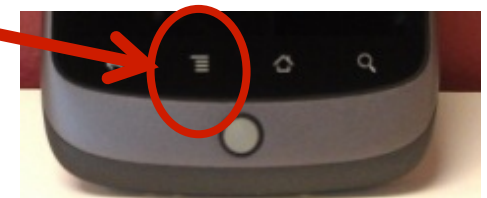
ODK Scan will then process the form and you will see an image of the form with colored lines and numbers.

ODK Scan automatically counts the number of treatments filled in for each commodity as well as processes the stock out occurrences.

To view the form close up, you can zoom on the image by placing two fingers together on the screen and moving them away from each other.

Now, you will tap the button “Export to Collect.”

Note: If the “Export to Collect” button does not appear, tap the “MENU” button on the device.



# Process the form

**Folha de Consumo Mensal de Medicamentos do APE**

Provincia: Província  
 Distrito: Distrito  
 Comunidade: Comunidade  
 Nome do APE: Nathaniel  
 Mês: June Ano: 2012

VISTO

Assinatura Responsável da U.S. de Referência do APE

Medicina	Stock no Início do Mês (incl. Kit C)	Total Recebido no Mês (Compras)	Número de Tratamentos Usados	Tratamentos Usados	Tratamentos em Stock no Mês
6 meses à 35 meses 6x1 Tratamentos AL			00000 00000 00000	10?	
3 à 8 anos 6x2 Tratamentos AL			00000 00000 00000	9?	
9 à 14 anos 6x3 Tratamentos AL			00000 00000 00000	0?	
Mais de 14 anos 6x4 Tratamentos AL			00000 00000 00000	15?	
1 mg (2-12 meses) 1 supositório			00000 00000 00000	4?	
1 mg (13-42 meses) 2 supositórios			00000 00000 00000	10?	
200 mg (43-59 meses) 1 supositório			00000 00000 00000	4?	
crianças de 2 à 11 meses 125 mg			00000 00000 00000	0?	
crianças de 1 à 5 anos 250 mg			00000 00000 00000	0?	
crianças de 2 a 5 Meses			00000 00000 00000	4?	
crianças de 6 Meses a 5 Anos			00000 00000 00000	5?	
SRO (Pacotes)			00000 00000 00000	10?	

**CONSUMO DE TDRs RÁPIDOS DE MALARIA**

No Livro de Registo do APE regista o número de testes usados neste mês.

Stock no Início do Mês (incl. Kit AL APE) 45

No. de TDRs RECEBIDOS Neste Mês 63

No. de TDRs USADOS Neste Mês 72

No. de TDRs POSITIVOS (+) 129

No. de TDRs NEGATIVOS (-) e INDETERMINADOS 91

No. de stock de TDRs no fim do Mês 40

**RUPTURAS DE STOCK**

Durante o mês houve ruptura de stock dos seguintes tratamentos:

Tratamentos	Sím	Não
6x1 Tratamentos AL	0	0
6x2 Tratamentos AL	0	0
6x3 Tratamentos AL	0	0
6x4 Tratamentos AL	0	0
50 mg Artesunato Supositório	0	0
200 mg Artesunato Supositório	0	0
125 mg Amoxicilina	0	0
250 mg Amoxicilina	0	0
Zinco 20 mg	0	0
SRO Pacotes 20 mg	0	0
TDRs	0	0

Data:   /  /  

Assinatura do APE

Instruções: Para cada paciente tratado pinte, diariamente, uma bolinha na linha correspondente ao tratamento recebido.

No início e no final de cada mês faça a contagem dos medicamentos que dispõe e usados, e preencha nos espaços em branco.

All of the fields from the form with colored boxes around them will be processed with ODK Scan and ODK Collect.

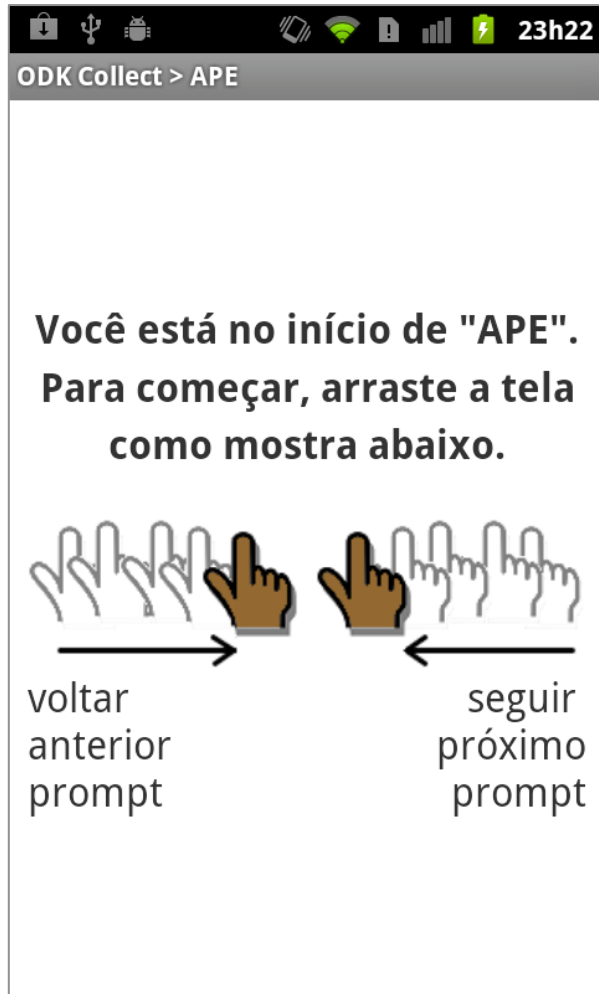
The fields with handwritten text will need to be selected through ODK Collect. Instructions for how to do this are included in this manual. The text fields include:

- Provincia
- Distrito
- Comunidade
- Nome do APE
- Month
- Ano

In addition, the fields with handwritten numbers for stock levels will also need to be entered.

ODK COLLECT

# ODK Collect



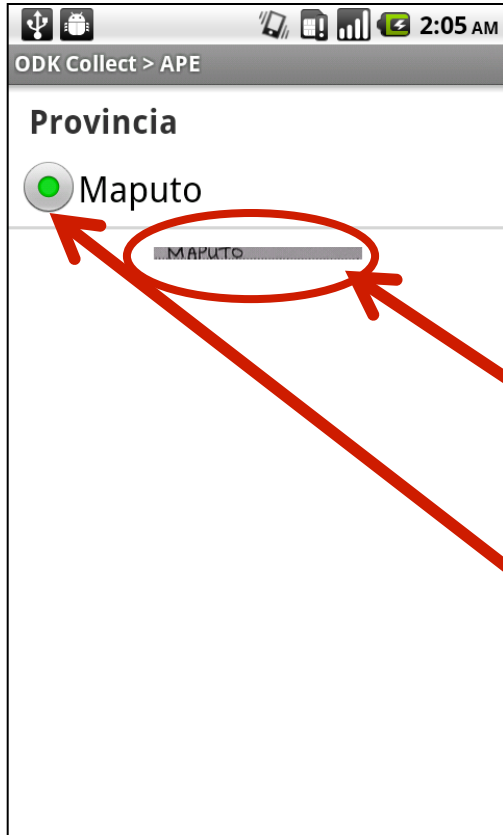
ODK Collect will allow you to add information to the form and edit any numbers that are in error. This is an image of the start screen for the APE consumption form in ODK Collect.

Each screen in ODK Collect will correspond to a data entry field on the form. As shown, the user will navigate the screens by placing a finger on the screen and sliding it:

- to the left to advance to the next screen or
- to the right to go back to a previous screen.

To start, slide a finger to the left.

# ODK Collect




The screenshot shows the ODK Collect interface on a mobile device. At the top, the status bar displays icons for USB, Android, signal, battery, and the time 2:05 AM. Below the status bar, the header reads 'ODK Collect > APE'. The main form title is 'Provincia'. Under this title, there is a single selection option: a radio button (represented by a green dot inside a circle) next to the text 'Maputo'. Below the text 'Maputo', there is a small rectangular image containing the word 'MAPUTO' in all caps. Two red arrows are drawn on the screen: one points from the text 'Maputo' to the radio button, and the other points from the image of the word 'MAPUTO' to the same radio button, indicating that the user should select the option that matches the image.

The first data field will be “Provincia” and it corresponds to the Provincia field on the form.

You will see an image of the information entered onto the form to help with selecting the correct response. Select the response by tapping the circle next to the correct province (in this case, the only province is Maputo, so there is only one selection). The circle will then turn green indicating that it is selected.

Once you are finished and the provincia selected matches the text in the image, slide your finger to the left to advance to the next screen.

# ODK Collect



ODK Collect > APE

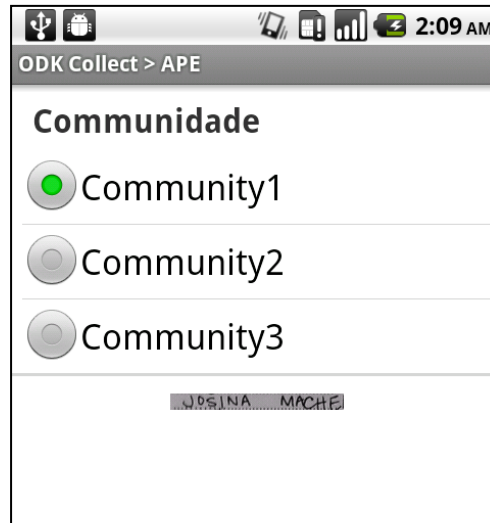
**Distrito**

☒ Marracuene

☐ Manhica

☐ Moamba

MARRACUENE



ODK Collect > APE

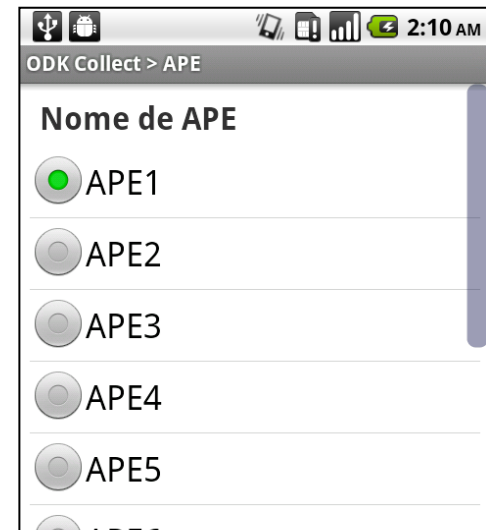
**Comunidade**

☒ Community1

☐ Community2

☐ Community3

UDSINA MACHE



ODK Collect > APE

**Nome de APE**

☒ APE1

☐ APE2

☐ APE3

☐ APE4

☐ APE5

Work your way through the text fields to select the correct information from the form. If the form is blank, you can simply slide your finger to advance to the next screen without entering information.

Use the text that appears in the image to guide the data entry. After each entry, place your finger on the screen and slide to the left to advance to the next screen.

# ODK Collect

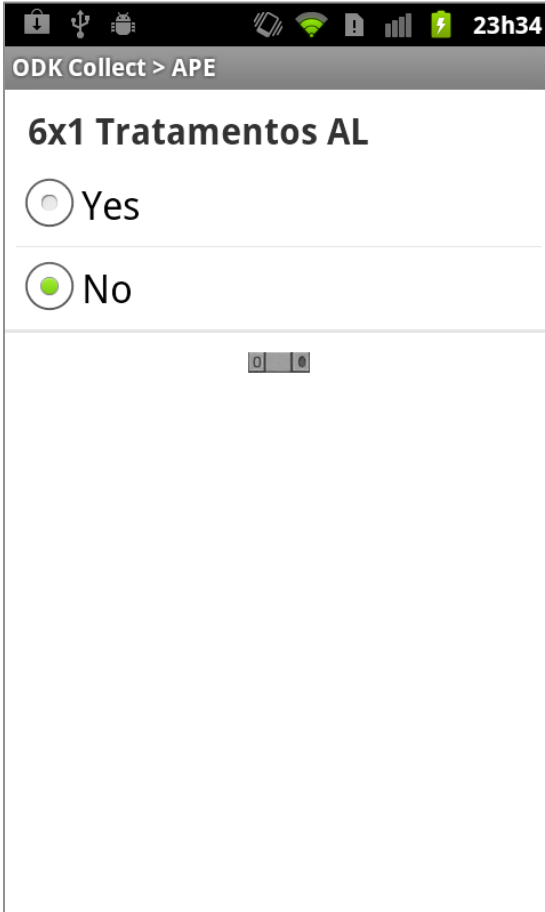
After the text fields, you will be prompted to enter the numeric fields.

If the keyboard does not automatically change to numbers, tap on the number button.

Enter the number that is shown in the image below the text field and advance to the next screen.



# ODK Collect



ODK Collect > APE

**6x1 Tratamentos AL**

☐ Yes

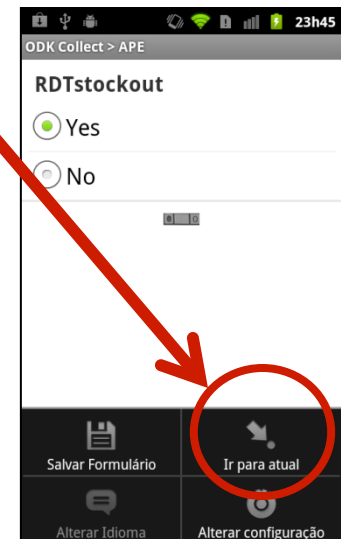
☒ No

After completing the numeric fields, you will be prompted to review the bubble information.

You do not need to review each field one by one if you do not want to!

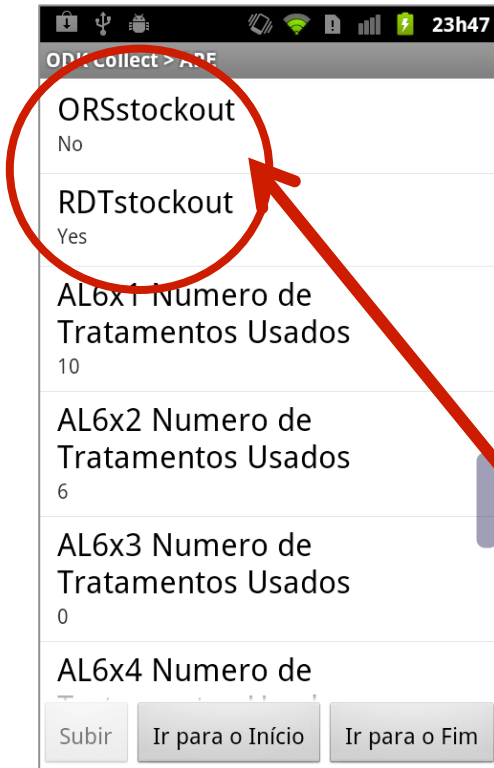
To view the fields all at once, tap the “MENU” button on the device.

Then tap “Ir para actual”





# ODK Collect



ODK Collect > RFE

ORSstockout	No
RDTstockout	Yes
AL6x1 Numero de Tratamentos Usados	10
AL6x2 Numero de Tratamentos Usados	6
AL6x3 Numero de Tratamentos Usados	0
AL6x4 Numero de	

Subir Ir para o Início Ir para o Fim

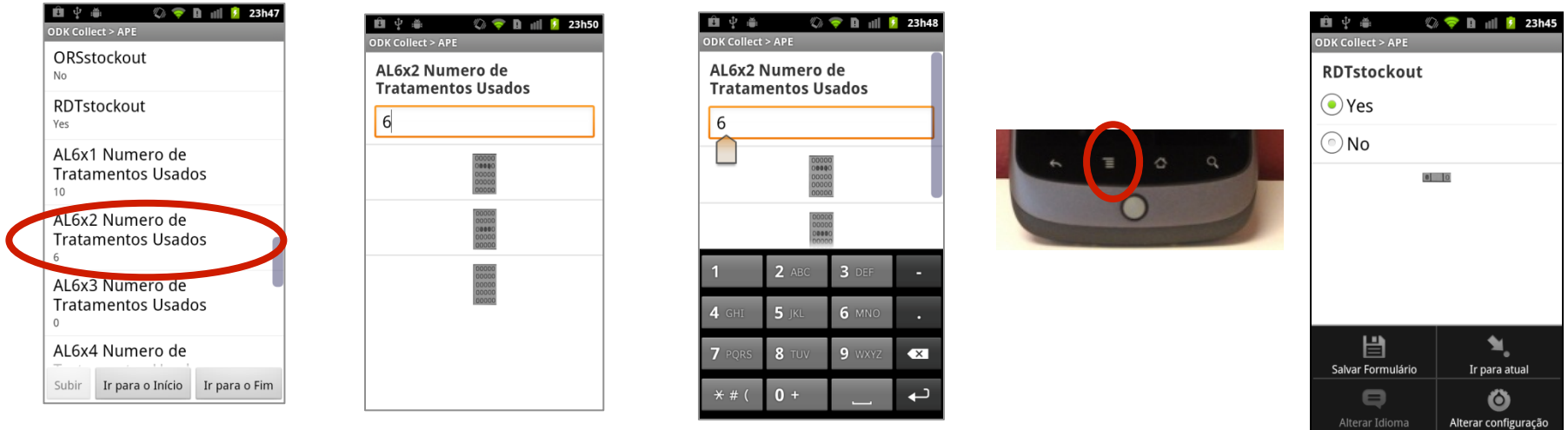
After pressing “Ir para actual” you will see a list of all the fields and the data entered for each entered below. Review the fields to check the accuracy of the data entry.

*In the example, there are “No” stockouts of ORS but “Yes” stockouts of RDTs.*

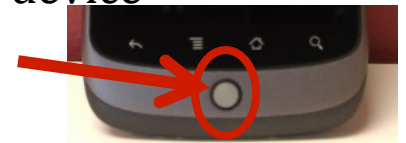
# ODK Collect

If there is a field with an error, tap on the field to change the entry.

*In the example, AL 6x2 Numero de Tratamentos Usados" was incorrectly processed as "6" but instead should instead be "7." To change this: 1. tap on the "AL 6x2" field. 2. Place your finger in the text box. Delete the "6" and enter the correct number "7." To finish, tap "MENU" on the device and select "Ir para actual."*

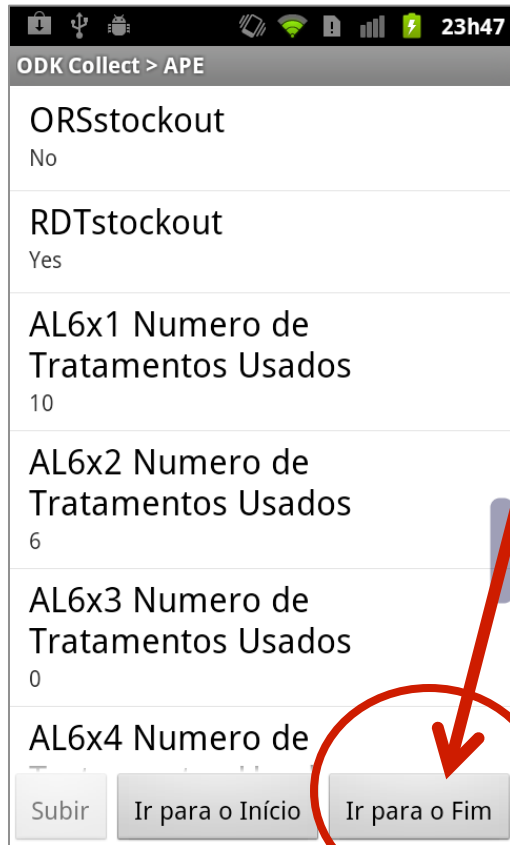


If the keyboard does not appear, press the scroll button on the device



*After making a correction, to return to the list of entry, tap on the "MENU" Button on the device and then tap "Ir para Actual"*

# ODK Collect



ODK Collect > APE

ORSstockout  
No

RDTstockout  
Yes

AL6x1 Numero de Tratamentos Usados  
10

AL6x2 Numero de Tratamentos Usados  
6

AL6x3 Numero de Tratamentos Usados  
0

AL6x4 Numero de

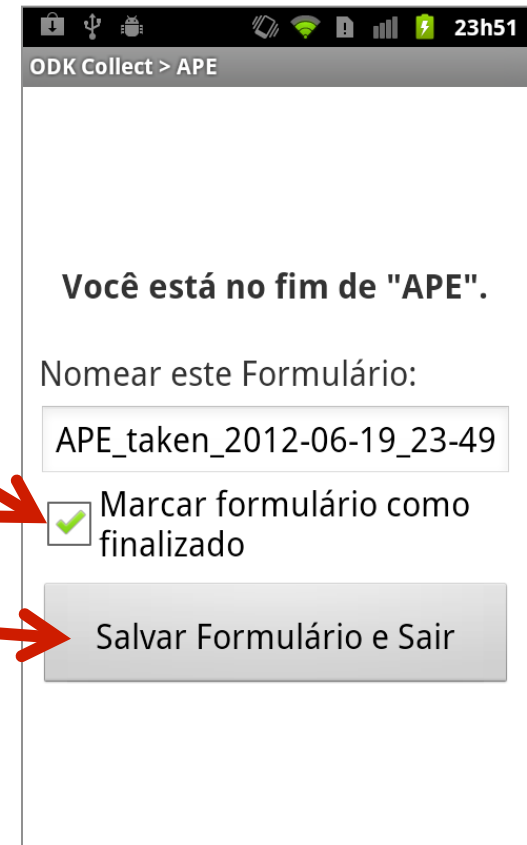
Subir Ir para o Início Ir para o Fim

A red circle highlights the 'Ir para o Fim' button, with a red arrow pointing from the text 'Tap the box to indicate that the form is final.' to it.

After reviewing the form and ensuring that the data are correct, it is time to finalize the form. Tap on “Ir para o Fim” to complete the form.

Tap the box to indicate that the form is final.

Then, tap “Salvar Formulario e Sair” to finish.



ODK Collect > APE

**Você está no fim de "APE".**

Nomear este Formulário:

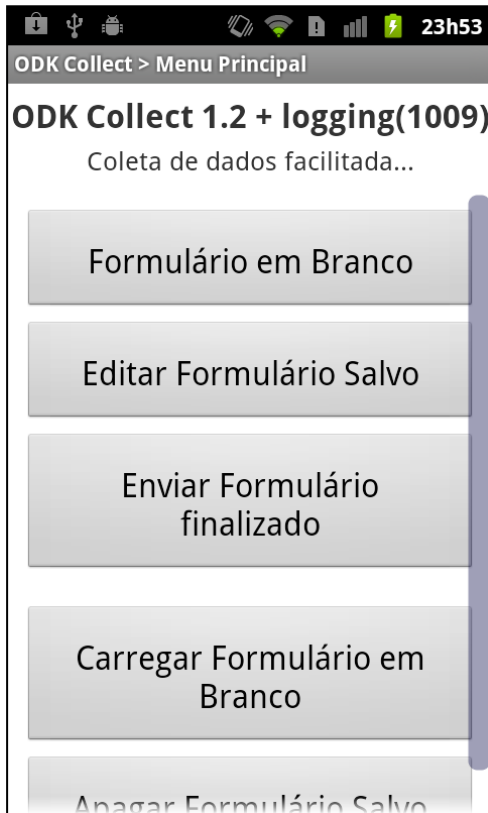
APE\_taken\_2012-06-19\_23-49

☒ Marcar formulário como finalizado

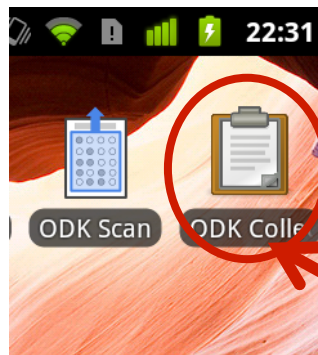
Salvar Formulário e Sair

A red arrow points from the text 'Tap the box to indicate that the form is final.' to the checkbox, and another red arrow points from the text 'Then, tap “Salvar Formulario e Sair” to finish.' to the 'Salvar Formulário e Sair' button.

# Send Form to ODK Aggregate

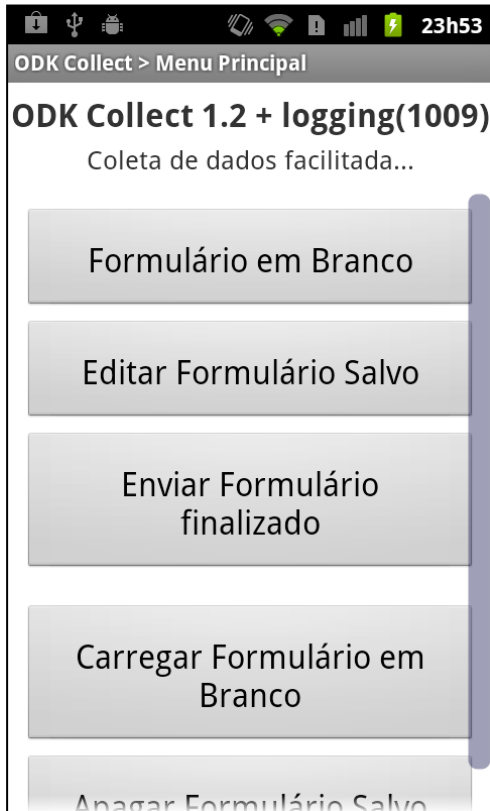


After completing the form, you will be directed to the ODK Collect home screen. If you have forms that are ready to submit, you can continue by following the steps in the next section. If you have multiple forms to scan, you may prefer processing the forms all at once. To scan the next form, simply tap the “HOME” button on the device and open ODK Scan again.



If you don't see the ODK Collect home screen, tap the “HOME” button on the device and select the ODK Collect application.

# ODK Collect Menu Options



Form the ODK Collect home screen, you can select a variety of options.

*Formulario em Branco* – will allow you to select a form to fill without using the ODK Scan function. This will require more data entry into the device because the bubble fields will not automatically be entered.

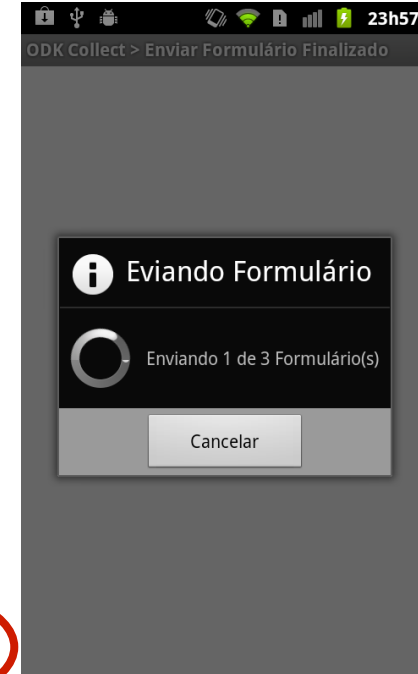
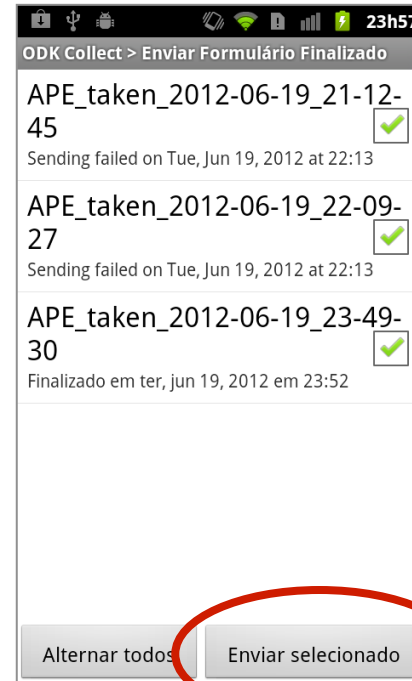
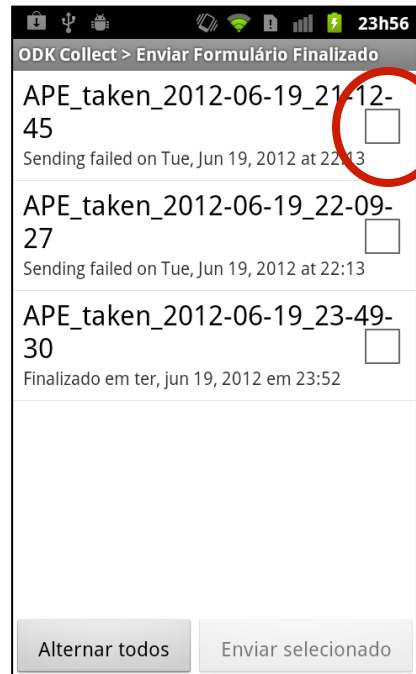
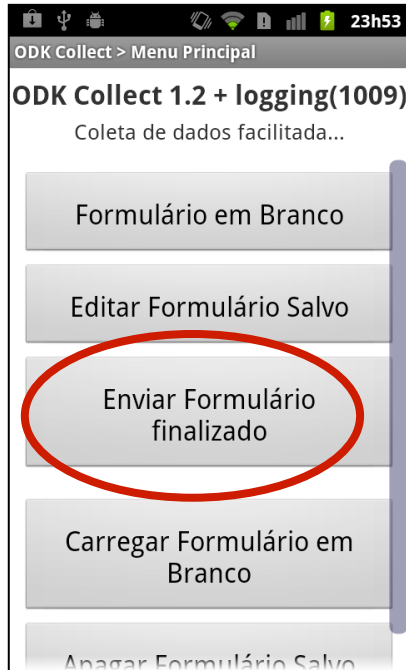
*Editar Formulario Salvo* – will allow you to select a form that has been finalized but not sent and make changes to it.

*Enviar Formulario finalizado* – allows you to send final forms to the database.

*Apagar Formulario Salvo* – allows you to delete any forms that have been saved. Only delete forms that have been sent to the database. You may want to delete the forms after you send them to save memory space on the device.

# Send Form to ODK Aggregate

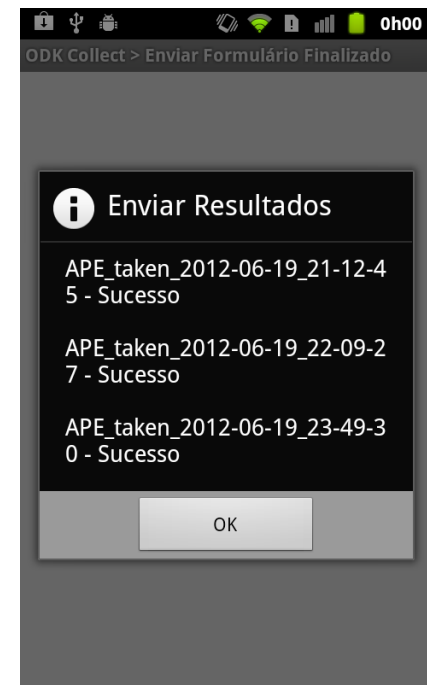
To submit the forms, tap on “Enviar Formulário finalizado.” You will then see a list of all completed forms. Select the completed forms you would like to send to the database by tapping the box next to each form or tapping “Alternar todos” to select all. Then, select “Enviar selecionado.” You will then see the message “Enviando Formulário.” Depending on the number of forms and the internet connection, this may take a few minutes. Please wait until this is complete.



# Send Form to ODK Aggregate

You may be prompted to enter the correct authentication. The device is already set up with the appropriate user name and password. Simply select OK. If you need to enter a username and password, please contact the administrator for that information.

If the forms send correctly, you will receive a message indicating the results. Tap OK to complete the process.



# Troubleshooting Problems and Common Errors



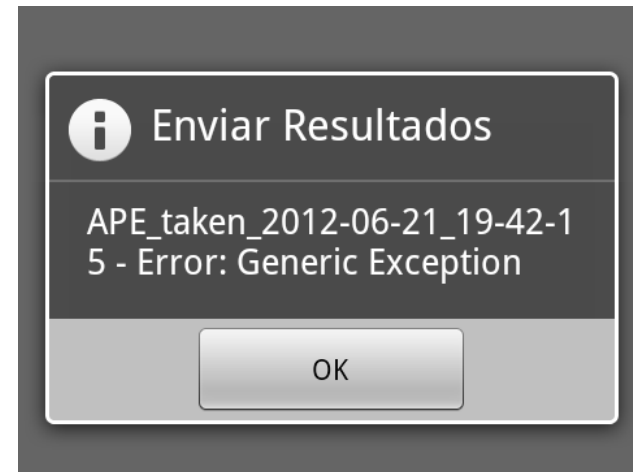
# Force Close Message



If you see this message, the application has encountered an error. Most of the time, tapping “Forçar fechamento” and opening ODK Scan again will solve the problem.

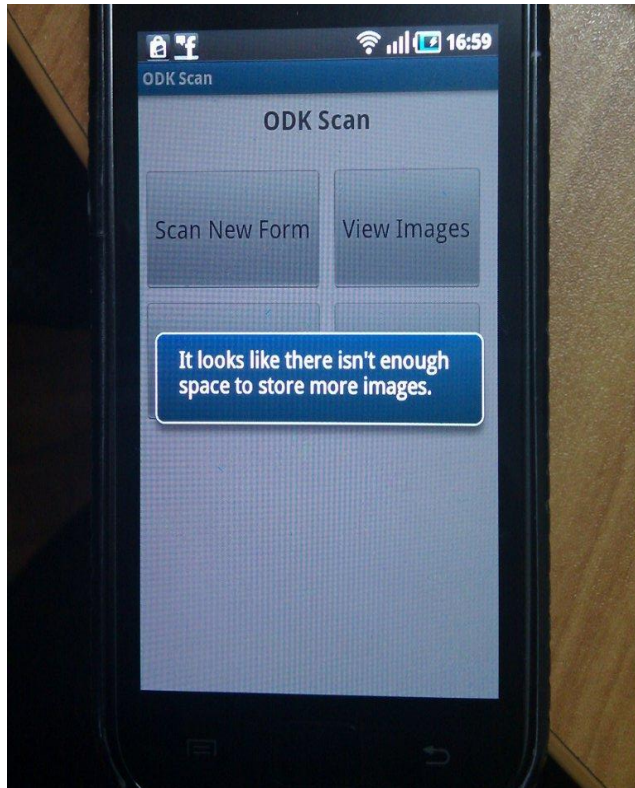
If you see the error again, sometimes you can solve the problem by unselecting the template and selecting the template again (as shown on page 12).

# Sending Error



Sometimes you may receive an error message when you try to send a form. First check that there is air time. If you continue to have problems, call the administrator and tell him the error message.

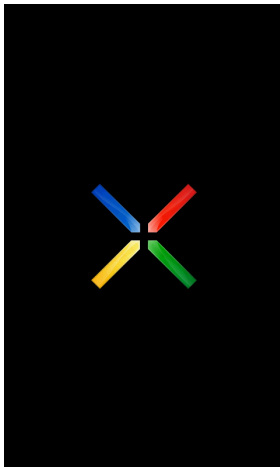
# Memory Full Error



If the memory becomes too full to store and process form images, you will receive a message that there isn't enough space. When this happens, delete images from the gallery on the device. If you have trouble, contact the administrator and tell him the error message.

# Device errors

- On rare occasions the device will not start properly. The start screen will appear and the device will vibrate. When the start screen image disappears, it will reappear and vibrate again. This never ending cycle is called a *boot loop*. To stop the boot loop, remove the back of the device and remove the battery.



- Be sure that the device is not attached to a computer by a USB connection.
- Put the battery back in, keep the device unconnected, and turn the device on again.