

# KAP WASH SURVEY CHEATSHEET COORDINATORS

## V1.0

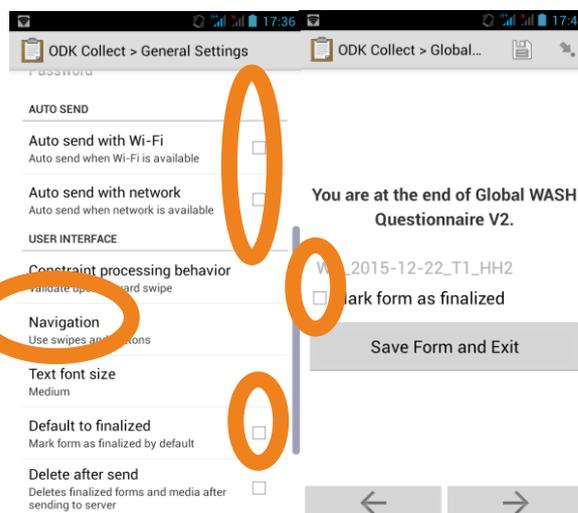
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## I. ODK advanced settings

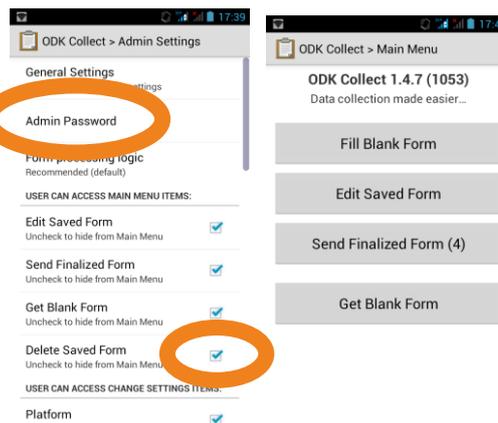
### I.1. General settings

- “Auto send with WIFI/network” → tick if you do not mean to check all forms before they are sent to Kobo
- “Navigation” → setting will depend on screen size!
- “Default to finalise” → If ticked, it will mean that the enumerator will not need to tick this himself when he has filled in the survey (this will depend on your SOPs)
- “Delete after send”: if ticked this will mean that you will not keep an (unmodifiable) version of each submission on the phone.



### I.2. Advanced settings

- You can choose to hide some of the buttons of the home page for the enumerators to avoid a manipulation mistake (deleting a blank form or a submission)
- You can add a password to access this menu (but make sure that the password is



known to all those who need it, especially once the project is finished, to avoid having to redownload ODK!

## II. Connecting to Kobo

### II.1. How do I connect to my Kobo account?

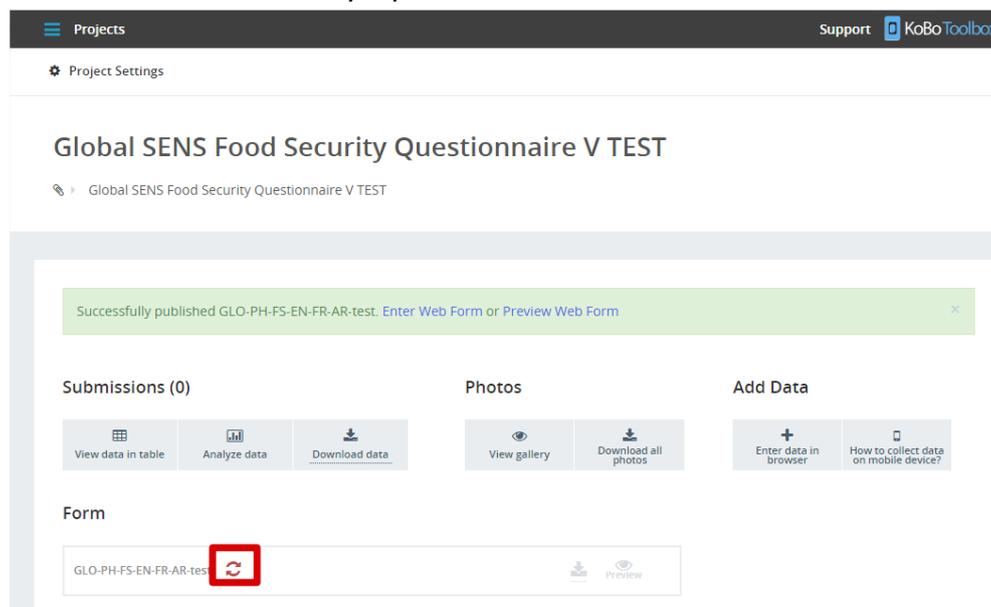
To connect to your Kobo account, connect to <http://kobo.humanitarianresponse.info/> and enter your login and password that you created when you first connected to the website.

## III. Updating an XLS form on Kobo

### III.1. What procedure should I follow if after testing I want to modify a form on Kobo?

You can either:

- update the same form with the same ID while you are testing so long as there are no submissions already uploaded



- If there are submissions existing, this functionality will not be available. You must then either delete the existing submissions one by one (if there are only a couple) and use the previous procedure or else delete this project and create a new one

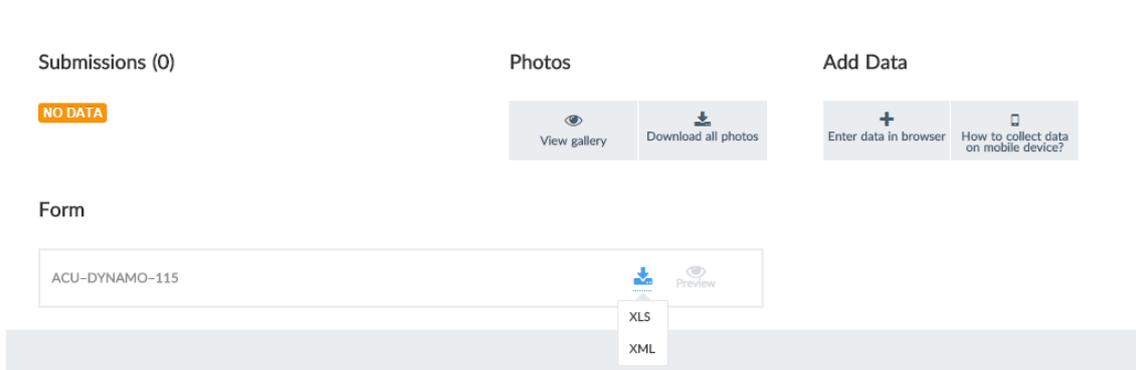
### III.2. What procedure should I follow if I imperatively need to make changes to my form after the deployment?

You will sometimes need to change elements in a form already under use.

- ⚠ Note that your results will be in two different projects in Kobo so try to avoid the changing of the form if possible by adequate testing and piloting before the initial deployment!

If you need to imperatively, follow the following procedure:

1. Start by changing nothing! Do not remove the form from the server before having followed all other steps
2. Open your last XLS form (or download it from Kobo)



3. Make the necessary modifications in excel
4. Think to change the version in the settings tab (in the name, the identifier and the version)

form_title	form_id	default_language	version	instance_name
Global WASH Questionnaire V10	GLO-PHS-WASH-EN-10	English	10	concat('WS_',\${SURVDATE},'_'_T',\${TEAM},'_'_HH',\${HH})

5. Save the form and test it fully
6. Put the new form on the server. Do not change the former version settings yet (the "accept submissions")...!
7. Inform the enumerators that they will soon have to change version. (Some can have completed forms that they have not yet sent to the server)
8. Make them follow a precise procedure, by informing them of the version number of both and asking them to let you know when they have sent all forms of the previous version to the server and have started using the new version
9. When everyone is using only the new version, specify in the project settings of the old version that you do not want to accept submissions any more

