

APC-PPS Training Manual – How to submit a form in ODK

This document covers the following topics related to submitting forms on ODK Collect:

1. Submitting a form
2. Sending a form to the server
3. **IMPORTANT NOTE:** Users **CANNOT** edit forms
4. If “mark form as finalized” unchecked
5. Viewing sent forms

1. Submitting a form

- Once users complete a form in the ODK Collect app, they will see the following screen:

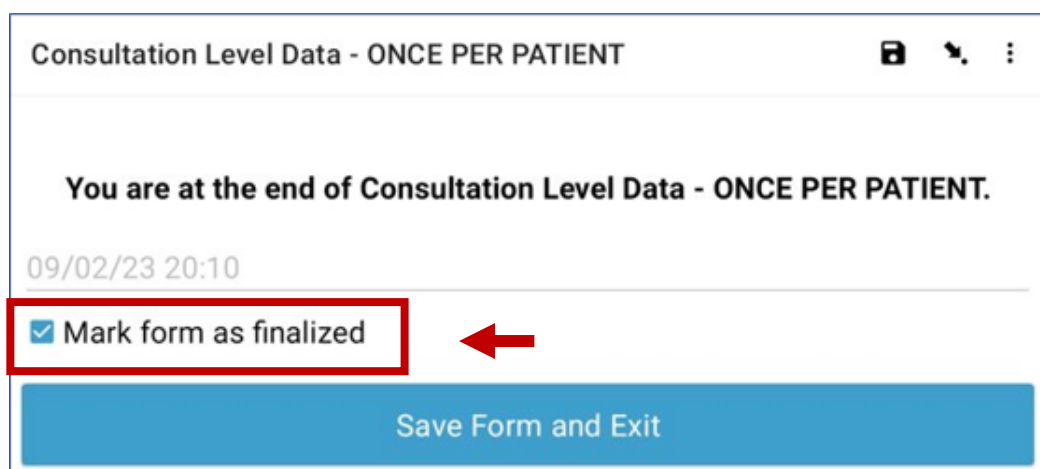


Figure 1: ODK Collect end of form screen

- As shown in Figure 1, users have the option to “Save Form and Exit”. Clicking this will submit the form.
- Users should note that “Mark form as finalized” is automatically checked (see Figure 1).
- Users **should not uncheck this box**, otherwise the form will not be submitted and sent to the server.

2. Sending a form to the server

- If users have internet connection when they click “Save Form and Exit”, the form will be sent to the server automatically.
- If users do not have internet connection, the form will move to the “Send Finalized Form” section (found in the Main Menu shown in Figure 2) and will automatically be sent to the server when the device next connects to the internet.

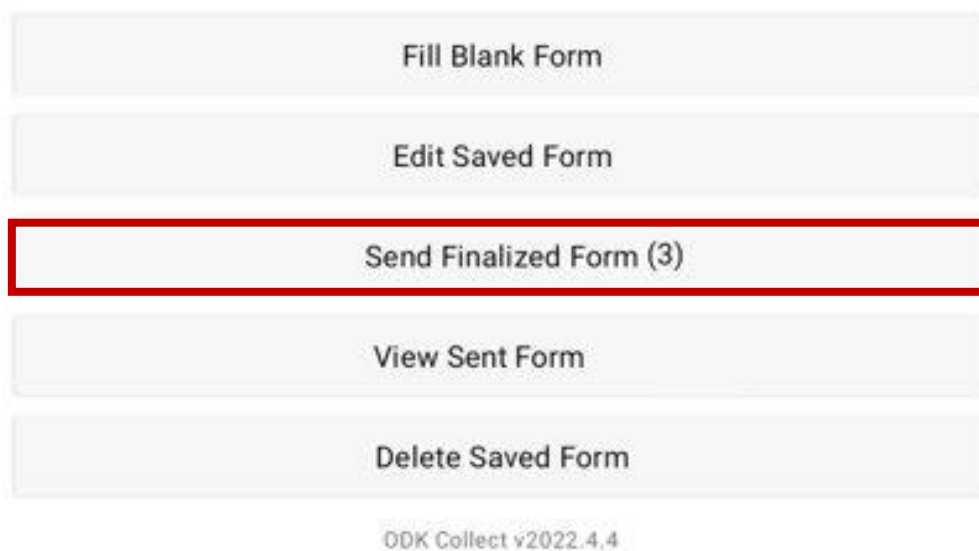


Figure 2: ODK Collect Main Menu – Send Finalized Form

3. IMPORTANT NOTE: Users **CANNOT** edit forms

- ODK Collect allows users to save partially filled forms and revisit them in the “Edit Saved Form” section found in the Main Menu (see Figure 2).
- When completing data entry, users **MUST** complete the entire form in one go.
- This is because they will not be able to identify the correct form in the “Edit Saved Form” section as there is no unique participant ID. **This could lead to the wrong information being submitted for the wrong participant.**
- ODK Collect allows users to save partially filled forms and revisit them in the “Edit Saved Form” section found in the Main Menu (see Figure 2), but this feature should **NOT** be used.

4. If mark form as finalized unchecked

- If for any reason, a user accidentally unchecks “Mark form as finalized” (see Figure 3) and then clicks “Save Form and Exit”, they can find the completed form in the “Edit Saved Form” section of the main menu (see Figure 4) and submit the form from there.

Figure 3: “Mark form as finalized” unchecked

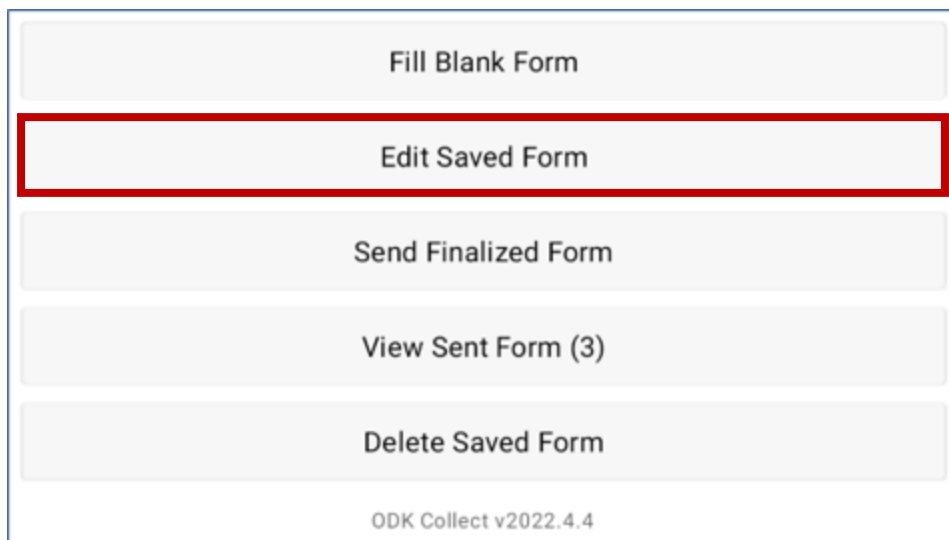


Figure 4: ODK Collect Main Menu – Edit Saved Form

5. Viewing sent forms

- Users will be able to view their sent forms from the "View Sent Form" section of the Main Menu, however they will not be able to edit sent forms.

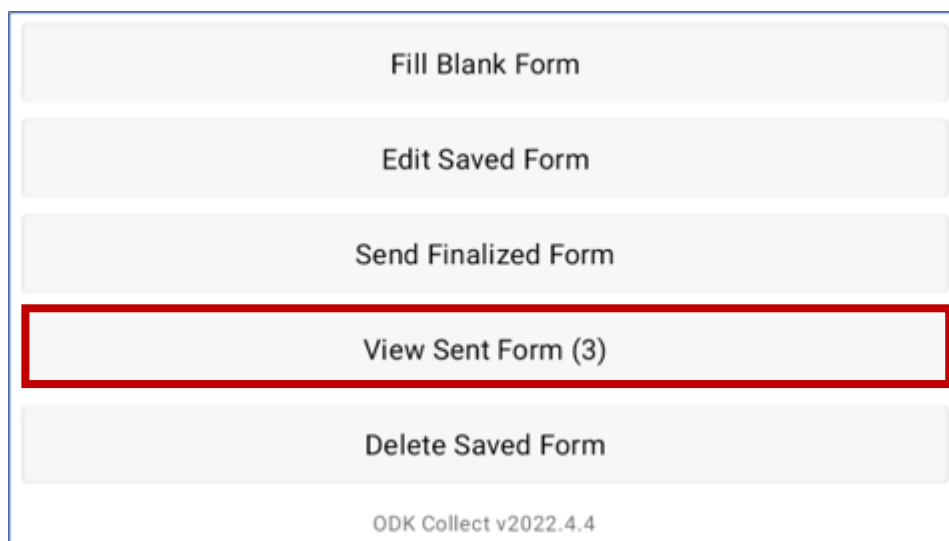


Figure 5: ODK Collect Main Menu – View Sent Form

Contacting the APC-PPS team

If you require help with this instruction manual, please contact the APC-PPS team by emailing us at:

apc_pps@sgul.ac.uk. Please include Aislinn Cook (aicook@sgul.ac.uk) and Faran Dhaliwal (fdhaliwa@sgul.ac.uk) in your emails.