



Quick Setup Guide of ODK App with Google drive

DRAFT – beta version 1.1

Feb 25, 2019

Authors: Surajit Ghosh, Khaled El-Shamaa, Ashutosh Sarker and Chandrashekhar Biradar

This document outlines the steps to set up to an Android device (i.e. smart phones/tablets) to make it ready for use with Open Data Kit (ODK) using Google drive as server.

Basic Requirement

1. **Enable GPS** Location Services.
 - a. Settings -> Location.
 - b. Ensure this is on.

Install & Configure ODK Collect

1. Go to the Google Play Store and search for **ODK Collect**. If you already have ODK Collect installed, update it so you have the newest version.
2. Open the **ODK Collect** app
3. Click on the Menu (**three dots** in the upper right corner)
4. Click on **General Settings**
5. Under **Server** Settings, click on **Type**. Select "**Google Drive, Google Sheets**"
6. Next, click on Google Account and choose the account you wish to use with ODK Collect.
(Do not enter anything in the "Google Sheets URL" field.)
7. Hit the back button to return to the main menu.

Collect Data Using ODK Collect

1. Open the **ODK Collect** app
2. Click "**Get Blank Form**". Then click "**My Drive**", Click "**Allow**" to let ODK Collect access your Google Drive account.
3. Browsing My Drive or **Shared With Me**.
4. Click the check box on the right side and hit "**Download Selected**." You'll see a window appear saying "**Success**" once the form completes downloading.
5. In the main menu of ODK Collect, click "**Fill Blank Form**" and proceed to fill out your information.
You can always save the entered information by click on the  icon at the top.
6. At the end of the form, tick the box to mark form as finalized and press "**Save Form**". Otherwise ODK Collect will consider it as incomplete so you can't send it to the server.

Tips and Tricks:

- a. Name each of your filled-in forms using a unique name before saving it, is one of the best practices to recognized it back in the list of saved/finalized forms.

7. Uncompleted forms exist in the “**Edit Saved Form**” section, once you open a form you can go to a specific question directly by click on the ↗ icon.

Sending Completed Forms to the Server

1. Open the **ODK Collect** application.
2. Click on the **Send Finalized Form** button on the main menu.
3. **Tick** the box next to all the forms that you want to upload. Click on **Send Selected**.

Check the Upload Results message after complete. Every form should have "Success" next to it, otherwise it was not sent successfully, and you may try again.

Notification: to avoid any data lose by mistake we highly advised to submit completed forms on a daily base at the end of the field trip once you have access to an Internet connection.

To-Do List before Going to the Field:

1. Ensure your device **battery is fully charged** and/or have a **backup power bank**.
2. Enable **GPS Location** Services.
3. Ensure the **time and date are correct for the field site** (i.e. Settings -> time & date).

Relevant link for further reading: <https://docs.opendatakit.org/>

Get the GPS coordination via ODK does not need any Internet connection at the location. Internet connection is required only to download the template and sending the forms.