**[BTS Outreach form 2017 (V2)](https://www.unhcrmenadagdata.org:8443/ODKAggregateLebanonTemp2/www/formXml?readable=true&formId=BTS_Outreach_form_2017_V2_)**

**Using ODK Collect**

**Let’s get started**

1. Search for the "ODK Collect" application from Google Play. Install the latest

version to your mobile device.



2. Open the ODK Collect; you will see the home screen, which lists five options: Fill Blank Form, Edit Saved Form, Send Finalized Form, Get Blank Form and Delete Saved Form.



3. Select the button at the bottom of the phone that is not the Home icon, the Search icon or the Back arrow. This icon looks different on different models of phone. It is called the "Menu" button.



4. You will see the "General Settings" appear. Select it. Under the “General Settings”, you will see the “Configure platform Settings”. Select it.

Check the URL of the ODK Aggregate instance to which your phone is connected. If this address has never been changed, the default is "https://opendatakit.appspot.com".

Click on "URL" to change the server address to the new address.



**Assign the following credentials:**

[https://www.unhcrmenadagdata.org:8443/ODKAggregateLebanonTemp2/](https://www.unhcrmenadagdata.org:8443/ODKAggregateLebanonTemp2/Aggregate.html#management/forms///)

UserName: DataEntryUser

Password: D@t@EntryUser

5. Once you have entered in the name of the new server, hit the device's Back button to go back to the main menu. Confirm that you are accessing the new server by following the instructions in the next step.

## Enter Data into a Form

1. Select "Get Blank Form."

2. You will be able to choose from any form that is on your instance of ODK Aggregate. In this case “[BTS Outreach form 2017 (V2)](https://www.unhcrmenadagdata.org:8443/ODKAggregateLebanonTemp2/www/formXml?readable=true&formId=BTS_Outreach_form_2017_V2_)”

## Collecting Data in the Field with your Mobile Device

1. Open the ODK Collect application on your Android phone.

### 2. Select "Fill Blank Form." Select the form you want to use, in this case “[BTS Outreach form 2017 (V2)](https://www.unhcrmenadagdata.org:8443/ODKAggregateLebanonTemp2/www/formXml?readable=true&formId=BTS_Outreach_form_2017_V2_)”

Enter data into the form, swiping from right-to-left with your finger to get to the next questions. Enter data in all required fields.

When you're finished, make sure that the "Mark form as finalized" checkbox remains checked, and hit the "Save Form and Exit" button. If the "Mark Form as finalized" checkbox is unchecked, you will be able to go back later and edit the information in the form, opting to save it as finalized later.



## Review Saved Data

1. On the ODK Collect Home screen, you can review the data you collected, whether it's been saved as incomplete or saved as complete. Select "Edit Saved Form" and choose the data submission you'd like to review. You can correct any mistakes or update the submission, opting to save your changes or ignore any changes made.

2. If you would like to edit form submissions, you can do so regardless of whether you selected "Mark as finalized" when you finished entering data. Tap the fields you wish to edit to get back to the form entry. Once finished, hit the back button on your device and save or ignore your changes.

## Send Finalized Form

Once you're done entering and reviewing data in the field, you're ready to send it to ODK Aggregate so you can access it online later. You must have an Internet connection to proceed with this step.

1. Make sure your device is accessing the Internet, either via a WiFi connection or a data plan on a cellular service.

2. Open ODK Collect and select "Send Finalized Form."

3. Check the box next to the entries that you wish to send. Those are the data submissions you entered in the field. The green check mark denotes selected files to be sent. You can select them individually or Toggle All.

4. Hit "Send Selected." Your files will send over the network to RAIS platform. You will see a message on your mobile device saying your data was sent successfully (or not, depending on your Internet connection).

Congratulations -- you have completed the basics of collecting data in the field using ODK Collect!