

## Quick start guide - Enumerators

This guide is meant for enumerators who are going to use Akvo FLOW in the field. In this guide it is assumed that your device is installed and has got all necessary applications to go start using Akvo FLOW in the field.

For more detailed information visit [help.akvo.org](http://help.akvo.org).

### Tips & Tricks

Once you are familiar with the Field Survey App and have your survey uploaded onto the phone or tablet, it is time to go out into the field and collect your data.

If you have used your device in a previous data collection exercise or if you use your device for ongoing data collection, it is important to clear all the data off of the device before you begin the next exercise so that you do not run the risk of exceeding the storage limits of your SD card and potentially losing data. Before you delete any data and photos, make sure the surveyal folder is backed up. Do this in consultation and with support from your supervisor / dashboard administrator, otherwise you run the risk of losing data.

To launch a survey, click the **Survey** icon for the survey you wish to open. From within the survey, clicking the **Menu** button will display a menu from which you can select your desired survey language(s) and change the question text size.

It is important to know that when you close and open the Field Survey App, the connection will be refreshed and the surveys updated. If Akvo FLOW doesn't work, try to refresh the connection. This often helps.

Make sure to calibrate GPS with the GPS Status & Toolbox App every time you move from one to another location to ensure GPS coordinates are accurate. The calibration can be done with or without a SIM card in the phone and needs to be done outside.

Once you have completed a single survey, and all mandatory questions have been completed, press the **Submit** button. At this point that survey record will be time/date stamped and this is used as the time reference for that record. Immediate submission is recommended so that data backup is available in case your phone is lost or damaged.

If you want to save a partially completed survey for later and begin a new survey, use the **Save and Start New** menu option. Note that using **Save and Start New** will save the current answers **WITHOUT** sending them to the server and start a new survey.

You can **check the transmission history** of each submission on the phone under the **Survey Status** icon. **Green check** means data have been sent, a **yellow circle** means data are queued, a **blue arrow** for in progress/submitted and a **red cross** for not sent.

### Conducting a survey with FLOW step by step

- 1.** Check if device (and in some cases solar KITS) are complete. Extra battery?
- 2.** Check if phone battery is fully charged.
- 3.** Calibrate GPS before travelling to the field.
- 4.** Check if SD card is properly installed and if there is sufficient space available.
- 5.** Put on Flight Mode to save battery power.
- 6.** During travelling find as many moments to charge the solar batteries.
- 7.** When arriving at location calibrate GPS.
- 8.** Conduct interview.
- 9.** If travelling to another location again calibrate GPS at new location.
- 10.** When back in the office (or in a secure location with good network) turn off Flight Mode.
- 11.** Restart the field survey application. Once you have connectivity the surveys will be submitted.
- 12.** Check with notifications if the data has been submitted.
- 13.** Charge the device.