

Quick start guide – set up Akvo FLOW

This guide is meant for those who are going to set up digital surveys and prepare the devices in order to conduct surveys using the Akvo FLOW Field Survey App. For more detailed information visit help.akvo.org

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1. Device requirements

To run the Akvo FLOW Field Survey App, your phone must meet the following hardware and software specifications. Supported phone brands include Motorola, Samsung, HTC, and Huawei.

Our recommendations:

Screen size	3.7 inch or larger <i>Note: Although 2.8-inch screens are supported, you may experience issues while typing in data.</i>
Battery life	8-10 hours minimum. External backup power recommended.
Camera resolution	3.2 megapixels or higher
SD card size	4GB or 8GB. SD card must be external, which means you must be able to physically remove SD card from device.
Operating System	Android 2.2 or higher

2. Preparing device

Before you install the Field Survey App on your phone or tablet, ensure that your device is in proper working condition. Place the SD card, the SIM card and the battery in the phone and make sure you can send and receive calls and data. Once this is done, ensure that your phone is configured to do the following:

- **Configure Gmail on the device:** A Gmail account is needed to install the Field Survey App and to receive updates. If you are using multiple devices, it is best to use the same email on all devices, as it will make installing updates to the software easier.
- **Set up Wi-Fi:** To update surveys, receive new surveys or transmit submitted surveys, the phone must have a cellular plan with data or must be connected to Wi-Fi. A Wi-Fi Internet connection is the easiest and cheapest way to connect to the FLOW server for data exchange. To enable Wi-Fi: tap on the **menu** button, click **settings**

and then the **wireless and networks** button. Select the network you wish to connect to.

- **Set Access Point Name (APN):** Depending on your situation, this section may not be necessary. In some countries, mobile internet needs specified pathways. The system can't connect to internet on its own by switching on mobile networks on the phone. Therefore you need to guide the device to the right pathway through the APN. If your data plan is already working for your phone, you can skip this. To set the APN: Click **settings** on home screen. Click **more...** then select **mobile networks**. Select **Access Point Name**. Press **menu** button, select **new APN**. Here you can fill in the required APN settings for your SIM card.
- **Set data and time on the phone:** The date and time stamp on each data submission takes this information from the phone. If it is set incorrectly, you will get errant date/time stamps. To set date and time: On home screen click **settings**, click **date and time**. Check if date and time are correct, otherwise change.

3. Install Field Survey App

To install the Field Survey App you may need to change the phone settings to allow the installation of applications from other sources than the Android Market. To do this, tap on the Menu button and select **Settings**, select **Security**, and enable **Unknown Sources**.

After Akvo has informed your project manager that a new Field Survey App has been created, the project manager will send the latest version of the App as an email attachment to the email address you set up. In your Gmail open and install the application in the email you have received. If you already had a version of the Field Survey App installed on your phone, you might need to install the newest version. Hence, if you are using multiple devices, it is worth considering using the same Gmail address for all devices, so that all devices can be updated at the same time.

Click the Field Survey App icon to open the application. Before you start data collection you need to:

- **Set up Device ID:** To provide a memorable ID for the phone to make it easy to identify in the dashboard, you can click the **Settings** icon on the main screen. From there, select **Preferences** and then tap the **device identifier** option and enter title (eg organizationname01), avoiding tabs, spaces or special characters. This makes the management of assigning surveys and tracking data collection easier. To do this you will need to enter an authorization code 12345.
- **Set up Users:** Before a survey can be conducted, you must create one or more users. Tap the **Users** icon to enter the user management screen. Once there, tap the **Menu** button and select **Add User**. Once you have created the user, tap **save** and then **select the user** you created by tapping the name. If you want the system to **remember the selected user** the next time you open the app, you can click the **Settings** icon on the main screen. From there, select **Preferences** and then tap the checkbox beside the **Keep the last selected user logged in between sessions** option.

4. Survey to device

If you have successfully installed the Field Survey App on the phone and have internet or

network connectivity (Wi-Fi), your phone is ready to receive surveys.

Note: It is important to know that you should close and open the App, then the connection will be refreshed. If Akvo FLOW doesn't work, you can try to refresh the connection. This often helps.

The easiest way to get a survey to the device is by assigning them from the dashboard, which is explained below. There are other ways to get a survey to the device. You can read about it at help.akvo.org

5. Akvo FLOW Dashboard buttons

The Akvo FLOW Dashboard is the web-based location where users access and manage their FLOW data. All the data collected through FLOW is stored and processed in the Dashboard. It is also where users can run reports, create and edit surveys, and edit data. Each organization will have its own URL to access its online Dashboard. The Dashboard is made up a series of pages. The first page you see after you log in is your Dashboard home page. Access to each tool menu is limited by permissions so not all functions will be available to all users.

Surveys

Surveys are the centerpiece of the Akvo FLOW application. Create, edit and publish surveys from the Surveys tab.

Survey groups: this helps to keep **surveys** on the dashboard organized, for example by country, type, organization or year.

Question groups: Each survey contains a series of questions and the questions are organized into smaller sets as question groups. Each group of questions appears in a separate tab on the device screen.

Question types: You can use different question types in a survey, such as free text, options, numbers, geo-location, photo, date and barcodes.

To create and a survey: Click on the **SURVEYS** tab from the top menu. Click on a **survey group** from the Survey Groups list on the left or create a new group. Surveys contained within that group will load in the main body of the page. For a new survey, click **Create a new survey** in the upper right hand corner. The **Edit survey window** will appear in the main body of the page. Enter a **Title** and **Type**. Click **Save**, which will causes the Id number to be filled in with the Survey ID number.

To **edit an existing survey**, hover over the name of the survey with your mouse cursor and click the **Edit** button that appears below the survey details.

Devices

In the devices tab you manage the devices connected with your Akvo FLOW Dashboard.

The **Devices List** displays a list of all the devices connected to your dashboard. As soon as the Field Survey App is installed on the phone it will automatically display on this list. Here you can also check if users installed the latest APK version.

The **Assignments List** displays all the survey assignments that have been created on your dashboard, and allows you to create new ones. In order to assign surveys to devices you need to create an assignment. The devices in this assignment will all receive the same

surveys on the phone. During a valid assignment the phones that are a part of this assignment will automatically receive any published updates to the surveys, when the phone is connected to Wi-Fi. A device could be in more assignments.

Manual Survey Transfer allows you to create a file of a survey you've already published that you can email to yourself or your colleagues to install on devices manually, only to be used in situations with low or no connectivity to a wireless or mobile network.

Device groups allow you to organize the devices attached to your Dashboard into smaller groups, so that when you create Assignments you can select a device group instead of having to select the devices individually. Each device attached to your dashboard can belong to only one device group, or you can leave a device unassigned.

Data

The Data tab is where you can view, edit, import and clean data collected with Akvo FLOW surveys.

To extract the data, you can run different data reports that will produce Excel spreadsheets and raw text files. Open and explore the data. If the data needs to be cleaned, you can adjust changes and save accordingly.

Use the **import cleaned survey data** function under the **Data Cleaning** tab to upload the data.

Reports

The Reports tab in FLOW gives you several options for viewing and exporting data and results from your surveys.

The **Charts** tab allows you to create basic visualizations of the survey data. The **Export Reports** tab allows you to export data to an Excel document or raw text file. In both tabs you need to select the survey group, survey and question and choose which type of graph you want to build. These visualizations are only available for the options question type.

Maps

The map on your Dashboard shows the surveys collected with a GPS location as points on a map.

Choose the country of your data collection from the drop down list and explore your data points.

The map is public facing and can be found at the URL of your dashboard without the '/admin' attached at the end. Only when you selected **points** in your survey design the points will be public visible. If you selected **household** or **public institution** in your survey, the points are not visible on the public map but only in the Admin Map.

Users

User permissions on the Dashboard are divided into two levels: **User** and **Admin**. All users can complete the core workflow, but only Admin level users can delete items and have access to the Users tab to view, add and manage other users.

The Users tab contains a table that displays the User Name, Email and Permission Level for all current Admin and User level users. Admin level users can edit and delete users with use of the Actions column.

Messages

The Messages tab lists messages on your dashboard related to activity with surveys and data processing activity. The messages table lists the date and time of message, the survey ID, the survey, the message type, the contents of the message and the user performing the activity that generated the message. You can sort the table by clicking the arrows in the column headings.