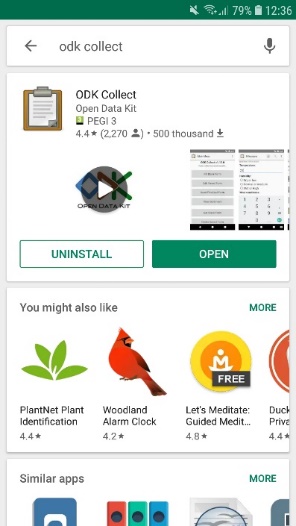
**SOS Sanitation project 2021 Phone set-up**

1. **From a blank phone:**

* When setting up a wiped phone: you can use these generic google settings if the user doesn’t have one/ doesn’t want to create a new one:
  + **User:** sos.sanitation.project@gmail.com
  + **Pw:** sanitation2021
  + **Device id:** please ensure sensible nomenclature such as: SOS device 1, 2, 3, 4.
* Ensure the device language AND keyboard is in **the correct language:**
* Settings >> system >> Languages & input >> Languages >> add language >> Select relevant language

(There will then be a pause while the new language is installed. Then make sure relevant language is the number 1 option (press and hold to drag it up to number 1 if it is not).

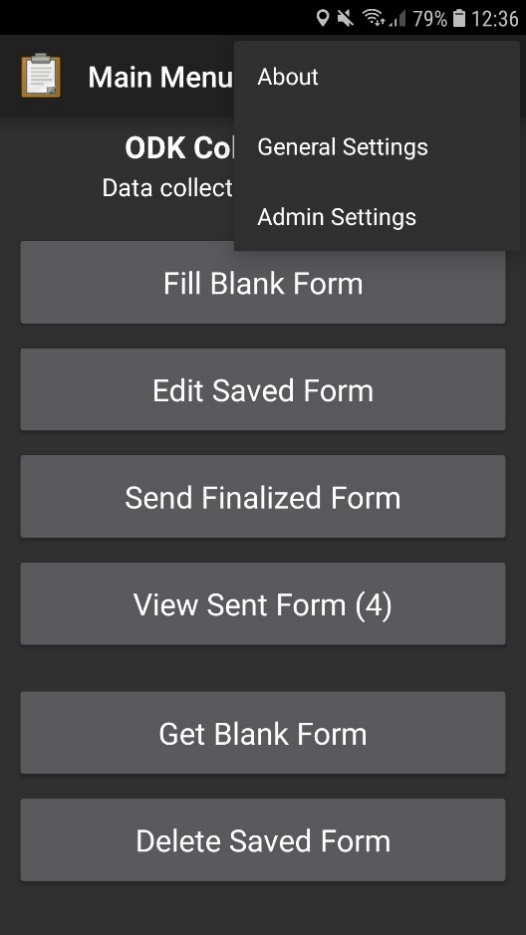
* Settings >> system >> Languages & input >> Languages >> Virtual keyboard >> Select relevant language (There will then be a pause while the new language is installed. Then make sure relevant language is the number 1 option (press and hold to drag it up to number 1 if it is not).
* We do not want any team personal Gmail accounts on the phones as these will be accessed by the respondents.



1. **Play Store**

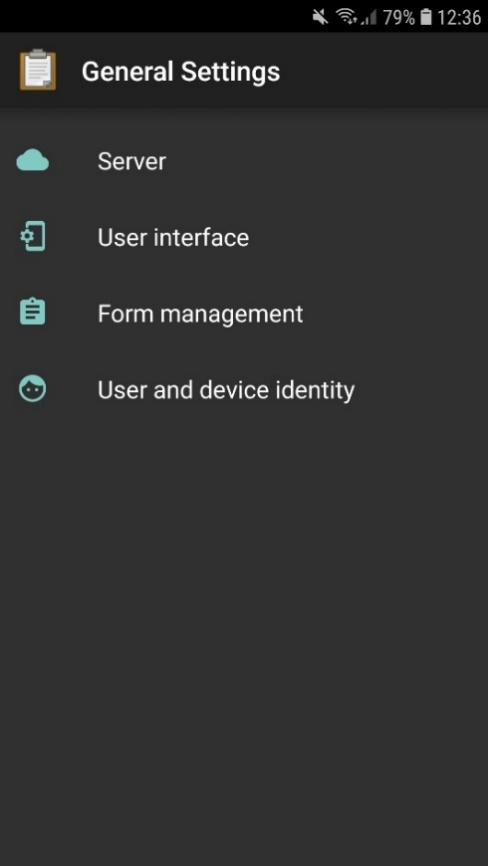
* Install ODK collect from the play store
  + Ensure that all app permissions are accepted
* **Ensure all permissions are accepted**: navigate to phone settings >> apps & notifications: Select ODK collect from the app list. Click Permissions and then turn on all permissions (these are camera, contacts, location, microphone, phone, sms and storage).

**ODK Collect/ General Settings**



* Navigate to Form management / **Form submission**
  + Ensure **auto send** is switched to
    - “wifi or cellular”
  + Ensure delete after send is selected
* Navigate to form management/ Form update
  + Select “every 24 hours”

for periodic form updates check

* + Select Automatic download
  + Select “hide old versions”
* Navigate to Form management / **Form filling**
  + Ensure Default to finalised is selected
* Navigate to user interface / **mapping/ basemap**
  + Ensure basemap layer is set to“hybrid”
* Navigate to User interface / **Text font size**
  + Select medium

(Change if necessary for user)

* Navigate to User interface / language,
  + select \*Relevant language\*
  + or “device language” if in it already
* Navigate to the correct server (nb. Each country has a different server for cbs users and non users)
* Ensure Server URL is defined as the following:

Kenya CBS users: https://kc.kobotoolbox.org/sos\_cbs\_kenya

Kenya non users: https://kc.kobotoolbox.org/sos\_non\_user\_kenya

Peru CBS users: https://kc.kobotoolbox.org/sos\_cbs\_peru

Peru non users: https://kc.kobotoolbox.org/sos\_non\_user\_peru

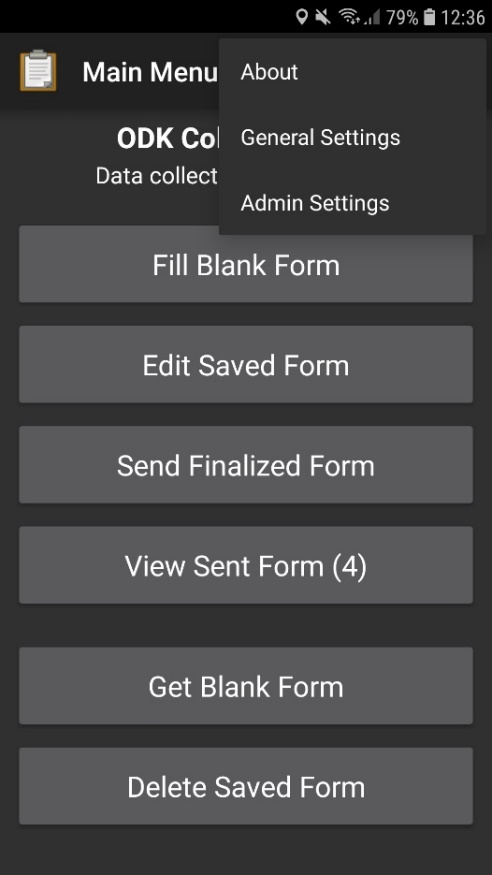
South Africa CBS users: https://kc.kobotoolbox.org/sos\_cbs\_sa

South Africa non users: https://kc.kobotoolbox.org/sos\_non\_user\_sa

Haiti CBS users: https://kc.kobotoolbox.org/sos\_cbs\_haiti

Haiti non users: https://kc.kobotoolbox.org/sos\_non\_user\_haiti

* **On ODK home page select “get forms” & download all surveys for that country and user type only.**

**ODK Collect/ Admin Settings**

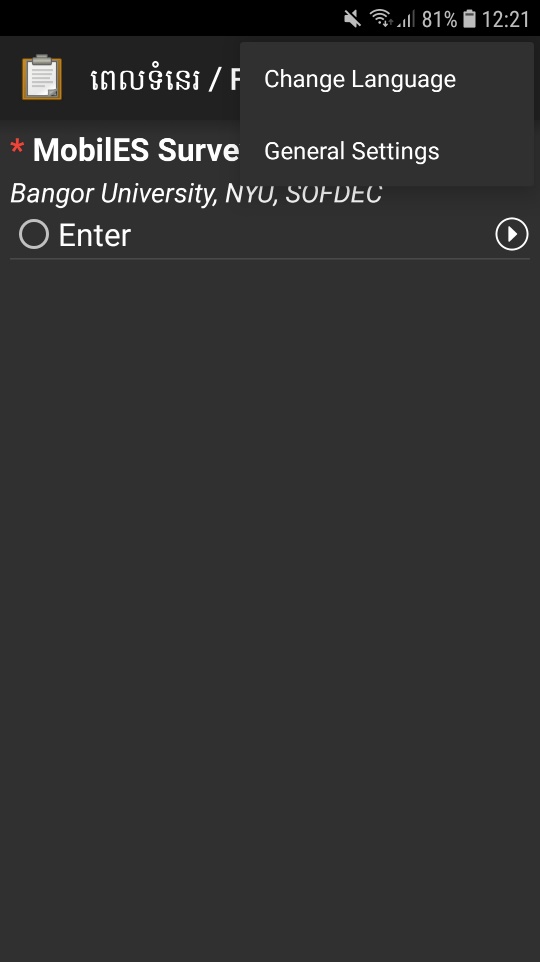
* Navigate to Admin/ Admin password
  + Type the password xxx
  + (we do not want respondents to have

access to edit the forms by accident,

the settings will now be password protected)

* Navigate to Admin/ Main menu settings
  + Unselect all check boxes
  + (they will now not be able to access and edit forms. If you need to re-download the forms, enter the admin password and re-select “get forms” in main menu settings)

**Languages in ODK**

* The ODK forms are default set to the

correct language for each country

* To select English within an odk task go to:

top right hand corner 3 dots and “change language”.

* Default language settings are as follows:
  + Peru- Spanish (English available too)
  + Kenya- Swahili (English available too)
  + South Africa – Xhosa (English available too)
  + Haiti- Kreyol (French and English available too- to change to French as above, within a tasks select 3 dots on right hand corner and select desired language)

**Enter the phone number into ODK collect**

**NB. This may need to be done in training session if the respondant is using their own sim card**

* Navigate to ODK collect/ general settings
* Select User and device identity
* Select Form metadata
* Select Phone number
* Enter the Phone number of participant which will receive the top-up